



STATUTE

International School of EKOLA

*Acting pursuant to § 7 art. 2 sec. 1 of the EKOLA Education Foundation Statute the Foundation Board grants the **International School of EKOLA** the following statute:*

I. GENERAL PROVISIONS

§ 1

The International School of EKOLA (hereinafter called the School), established by a Resolution of the Foundation Board dated 2 June 2005, is an educational institution, realising the right to education, educating and shaping according to general human moral standards.

§ 2

The School bears the name International School of EKOLA. It is located in Wrocław, at ul. Zielińskiego 56. The School is a non-public school and does not have the rights of a public school. The School is part of the EKOLA School Complex. The School is a paid school, with the tuition and other fees set by the Foundation board. Parents of students enter into a contract with the School, in which the fees and payment deadlines are specified.

§ 3

Learning at the School lasts for three years and consists of education on the upper secondary level. Youth aged 16-19 years attend the School. The language of instruction at the School is English.

II. SCHOOL ADMINISTRATION BODY

§ 4

The body which administers the School is the Education Foundation EKOLA located in Wrocław at ul. Zielińskiego 56, registered in the National Courts Register under the number 0000198576.

III. TASKS OF THE SCHOOL

§ 5

1. The following are the tasks of the School:

- a) ensuring full intellectual, moral, emotional, and physical development to the students, according to their needs and psychophysiological abilities, in conditions that respect their personal dignity and their freedom of world view and religion (in realisation of this task, the School respects the basics of pedagogical sciences, the law, as well as obligations resulting from the UN Universal Declaration of Human Rights, the UN Declaration of the Rights of the Child, and the UN Convention on the Rights of the Child);
- b) preparing students for the International Baccalaureate Diploma examinations, and preparing graduates to undertake further study in higher education institutions;

- c) ensuring pedagogical and health care to the students, as well as complete safety at the School and during activities organised by the School;
- d) enabling students to develop their talents and cognitive, social, artistic and athletic interests through participation in the CAS (Creativity, Activity, Service) programme, extracurricular activities, workshops, contests, Olympics, etc;
- e) cooperation with psycho-pedagogical clinics as well as other institutions providing specialist advice and assistance to students and their parents.

IV. SCHOOL MISSION

§ 6

The Mission of the School consists of:

1. comprehensive education, developing diverse skills and the creative personality of the students;
2. development of sensitivity to other people and respect for other races, religions, cultural traditions and world views;
3. preparation for living in harmony with the environment and building social ties.

V. SCHOOL AUTHORITIES AND THEIR DUTIES

§ 7

The Authority of the School is the Head of the School Complex (hereinafter referred to as the Head of School). The management of the School consists of the Director and a deputy appointed by the Head of School (hereinafter referred to as the Deputy Head of School). There is no Teachers Board formed in the School. A meeting of the Teaching Team takes place once a month.

§ 8

1. The Head of School is appointed and dismissed by the Foundation Board.
2. The Head of School is appointed from amongst candidates who possess full pedagogical qualifications as well as the appropriate pedagogical experience.
3. The selection of a candidate for the Head of School may be preceded by a competition announced by the Foundation.
4. The Head of School may be dismissed from the position before the end of their term in accordance with the provisions of the Labour Code, or at their own request.

§ 9

The Head of School, in particular:

A. as the head of an organisational entity:

1. guides the teaching and educational activities as well the administration of the School, as well as represents it externally;
2. prepares programme and organisational documents of the School, in particular the development programme of the School, the organisational regulations of the School, which are then presented to the Foundation Board for approval;
3. cooperates with the Foundation Board;
4. has the right to request the Foundation Board create other administrative positions according to the needs of the School;
5. develops the School budget project and a comprehensive educational plan, which are then presented to the Foundation Board for approval.

B. as an employer:

1. determines the responsibilities of the teachers and other staff of the School, as well as the level of their individual remuneration, rewards, and bonuses;
2. employs and dismisses teachers and other staff of the School.

§ 10

The Head of the School has the right to:

1. issue official orders to all employees of the School;
2. admit students to the School in accordance with §31 of the Statute as well as remove them from the School in accordance with §32 of the Statute;
3. periodically evaluate the work of the teachers and other staff;
4. request funds from the Foundation Board for School operations;
5. use funds for School operations after approval from the Foundation Board;
6. appoint a Deputy Head of School, responsible for the organisation and quality of the didactic process.

§ 11

The Head of the School answers to the Foundation Board for:

1. the level of results achieved by the School in teaching and education, as well as student care;
2. the compliance of the School's work with the applicable laws, the provisions of this Statute, and the regulations of International Baccalaureate related to the implementation of the International Baccalaureate Programme;

3. the safety of persons located within the School and during activities organised by the School, the safety conditions as well as the fire protection conditions of the school facilities;
4. purposeful and rational use of the funds allocated for the operations of the School;
5. employee and student record keeping in accordance with separate regulations, as well as maintaining the safety of the seals and pre-numbered financial stationery.

§ 12

The Deputy Head of School, in particular:

1. guides the teaching and educational operations of the school, as well as represents the School within the scope of their competence;
2. coordinates the International Baccalaureate Diploma Programme as well as international Cambridge examinations (the Cambridge English for Speakers of Other Languages);
3. develops programme and organisational documents for the School, in particular: the Comprehensive Education Plan, regulations and the weekly lesson schedule within the International Baccalaureate Programme, detailed examination schedule, the procedures for entrance exams to the preIB Year and Year 1 of International Baccalaureate Programme, which are then presented to the Head of School for approval;
4. maintains student documentation;
5. coordinates with the Head of School to determine the scope of responsibilities of teachers in development of the CEP of the School;
6. proposes teacher annual awards;
7. provides pedagogical oversight;
8. coordinates with foreign educational institutions and other organisations related to education.

§ 13

The Deputy Head answers to the Head of School for:

1. the teaching and education results achieved by the School as well as the level of care for the students;
2. the compliance of the School's functioning with the regulations of applicable educational law, the provisions of this Statute, and the regulations of the International Baccalaureate;
3. the safety of the students and teachers during school-organised activities.

§ 14

Parents and teachers have the right and responsibility to work together in matters of teaching and education.

1. Parents have the right to:

- a) be familiar with the education programme of the School;
- b) be familiar with the regulations concerning assessment of students and exam practices;
- c) receive reliable information about their child's behaviour, progress and causes of learning difficulties;
- d) receive information and advice regarding the education and further schooling of their children;
- e) express and pass on their opinions about the operations of the School to the Head of School.

2. During the first meeting with parents in the school year, the class tutor familiarises the parents with the dates of the periodic parent-teacher conferences / consultation hours for parents, as well as the School regulations and the School's grading system. The didactic and educational plans for each class are also presented.

3. The parents are obligated to participate in meetings organised by the School, during which they can obtain information about their children's grades, behaviour and progress.

VI. SCHOOL GRADING SYSTEM

§ 15

Internal evaluation of students' educational achievements is based on 1) the teachers' recognising the current level and the progress made in the student's mastery of information and skills in relation to educational requirements arising from the educational programme and 2) the formulation of the grades. It is aimed at the student's work and progress, and clearly indicates what the student has achieved, what has been done well and how much the student knows.

The goals of the internal evaluation are:

- a) informing the students of the level of their educational achievements and the progress made in this area;
- b) helping the students in individual planning of their development and motivating them to further work;
- c) providing parents, the Head and Deputy Head of School as well as other teachers with information about the students' activity, their progress, special talents or difficulties;

- d) allowing teachers to improve the organisation and methods of their work.

§ 16

1. Internal evaluations consist of:
 - a) the formulation of educational requirements by the teachers and informing students and parents about them;
 - b) ongoing evaluations;
 - c) issuance of semester and yearly grades in individual subjects;
 - d) in the case of students in the International Baccalaureate Diploma Programme, completion of the Theory of Knowledge course, progress in the Extended Essay and participation in the CAS programme;
 - e) establishing the conditions for improving insufficient grades.
2. External evaluations – International Baccalaureate Programme Diploma examinations and Cambridge examinations – are regulated by separate documents.
3. At the beginning of the school year, teachers inform students and parents about the educational requirements of the programme they are implementing, as well as the methods of assessing the students' achievements.
4. The grades are available to the students as well as the parents. Parents are obligated to regularly log into the School's electronic register in order to monitor the grades on an ongoing basis. At the request of a student or a parent, a teacher issuing a grade should justify it. Checked and graded evaluation assignments are made available for review to the student and parents for a period of three days. The teacher is obligated to keep the assignments until the end of the given school year and then make them available to the pedagogical supervisors.

§ 17

1. The school year is divided into semesters. The mid-year and end-of-year summary of the students' academic achievements are conducted during the school year at a time specified by the Head of School and communicated to the students and parents at the beginning of the school year. The summary is based on the determination of semester and yearly grades in classes defined in the school curriculum.
2. Parents are informed of predicted insufficient grades by way of an entry in the electronic register one month before the issue of the semester/yearly grades according to the schedule provided by the Head of School at the beginning of the school year. Students in danger of receiving an insufficient grade are required to participate in consultations with the teacher of the relevant subject.

3. An insufficient semester or yearly grade can be changed only as a result of a make-up examination.
4. Semester and yearly grades are set by teachers conducting particular classes.

§ 18

The internal grading system:

1. A six point scale (1 – 6) is used to assess the students’ educational achievements:

GRADE NAME	NUMERIC GRADE
failing	1
poor	2
satisfactory	3
good	4
very good	5
excellent	6

The students’ grades are a result of their accomplishments in various areas of assessment during the semester and the school year. Students are assigned grades in specific areas of assessment (such as class participation, homework, projects, class work, oral presentations, essays, mock exams, etc.)

2. part of the assessment of every subject is “student’s attitude” – in this area, teachers assess the student’s behaviour during classes, lesson preparedness (textbook, notebook, calculator, contribution to a positive atmosphere during lessons, discipline, following the teacher’s instructions, abiding by the *International School of EKOLA Rules and Regulations*, etc.); every teacher should set their specific expectations in this area at the beginning of the school year and inform their students;
3. quizzes, tests, and class assignments must be scheduled with at least a week’s notice;
4. in the event that the student often receives failing semester or yearly grades, does not participate in the CAS programme, does not complete the Theory of Knowledge course, does not make progress in the Extended Essay, does not follow the IB regulations regarding academic honesty, does not follow the *International School of EKOLA Rules and Regulations*, does not show a desire to cooperate or motivation to change, they can be removed from the International Baccalaureate programme, or, if they are already registered for the International Baccalaureate Diploma Exam, withdrawn from the exam session.

VII. SCHOOL ORGANISATION

§ 19

1. The School may be attended by youth on the secondary education level.
2. Students aged 16-19 study in the following year groups:
 - 16/17 years – preIB Year (year 10 of education)
 - 17/18 years – Year IB1 (year 1 of the IBDP – year 11 of education)
 - 18/19 years – Year IB2 (year 2 of the IBDP – year 12 of education)
3. The basic organisational unit of the School is a class of up to 20 students (preIB) or up to 25 students (IB1, IB2).

§ 20

1. The school year runs from 1 September to 31 August and is composed of two semesters.
2. The end dates of the semesters and the school year, issuing of semester and yearly grades, winter break and summer holidays are presented to the teachers, students, and parents in September by the Head of School.
3. Classes are conducted 5 days a week. Additional days off are designated by the Head of School and published on the school website.
4. Each lesson lasts for 45 minutes.
5. Classes take place in the School building as well as other spaces rented by the School.
6. Extracurricular activities are conducted 5 days a week and take place at times set by the Head of School.
7. The School organises academic camps, residential and educational trips, as well as school exchanges. The costs of travel and accommodation during such trips are covered by the parents.
8. The detailed School schedule (lesson schedule, mock exam dates, exam assignments deadlines, academic camps, trips, etc.) are determined in each school year by the Deputy Head of School and announced to the teachers, students, and parents in September.

§ 21

There is a library on the School grounds. The library is an educational space intended to address the needs and interests of the students, School classes, as well as the furthering and improvement of the students' and teachers' work.

§ 22

To achieve the goals of the statutes, the School has adequately equipped classrooms, a computer room, and a chemical laboratory.

VIII. EMPLOYEES' AND STUDENTS' RIGHTS AND RESPONSIBILITIES

§ 23

The teachers are employed and dismissed in accordance with the general labour laws, by the Head of School.

§ 24

The conditions of employment as a teacher in the School are the required teaching qualifications as well as an excellent knowledge of English. The teacher is required to perform other tasks assigned by the Head of School, connected with the organisation of the care and education process.

§ 25

All employed teachers are tutors, and the class tutor is the teacher who has been assigned to provide particular care for a specific year group. The class tutor supervises their year group through the entire educational cycle. The particular rules for the appointment of class tutors as well as their tasks are regulated by the *Scope of tasks and responsibilities of class tutors* attachment to the employment contract. In special circumstances, the Head of School may make a decision to change the class tutor of a given year group.

§ 26

Among the responsibilities of a teacher are, in particular:

1. implementation of the teaching, education and care programmes in assigned groups according to the best of their knowledge and ability, as well as implementation of organisational tasks listed in the School work plan;
2. participation in the monthly meetings of the Teaching Team as well as parent-teacher conferences and consultation hours for parents;
3. ensuring the safety of students under their care during classes and activities at the School as well as those organised by the School, in accordance with the School Trip Regulations;
4. supporting the psychophysical development of the students, as well as the development of their abilities and interests;

5. constant improvement of their professional skills, such as participation in available training, including mandatory training organised by International Baccalaureate;
6. caring for teaching aids and school equipment;
7. impartial and objective assessment of students and treating them fairly;
8. helping students in overcoming school setbacks, based on the recognition of the students' needs.

§ 27

The teacher is responsible for:

1. the results of teaching and education of the students they are entrusted with;
2. the safety of their students in the School and during activities organised by the School, as well as accidents resulting from a failure to adequately fulfil their duties in this area.

A detailed list of the teacher's duties, responsibilities, and rights can be found in the attachment to the employment contract.

§ 28

The task of the class tutor is to take best possible care of the students they are entrusted with, and in particular:

1. creating conditions to aid the development of the student, their learning process, and preparation for life in family and society;
2. inspiring and supporting students' teamwork;
3. taking any action necessary to resolve conflicts in the classroom.

§ 29

The teacher has a right to:

1. make decisions regarding textbooks, teaching aids, and methodology of working with the students which will help their development;
2. receive help from the School administration in matters regarding teaching and education of students.

The remaining rights of the teachers are regulated by the appropriate articles of the Teachers' Statute and the Labour Law.

§ 30

Non-educational employees of the School are hired and dismissed, maintaining the general provisions of the labour law, by the Head of School. The Head of School may, in appropriate cases, hire employees on the basis of laws other than the Labour Code. The responsibilities of these employees, as well as their obligations, are set by the Head of School, subject to approval by the Foundation Board.

§ 31

Students are admitted to the School by the Head of School. The basic requirement for admission to the preIB Year is a certificate of completion of a lower-level class, the result of the entrance interview and written test in the English language (when English is not the student's native language). The basic requirement for admission to the International Baccalaureate Diploma Programme (Year IB1) is a certificate of completion of a lower-level class and the results of the entrance exams in Polish (for Polish students), English as a native or foreign language, and mathematics. Admission to Year IB1 is possible without additional exams for International School of EKOLA preIB graduates with the yearly mean grade of minimum 4.0 and a positive teachers' opinion as well as for graduates of the IB Middle Years Programme from other schools.

§ 32

Rules for removal of a student from the School:

1. a student may be removed from the School on the basis of a resolution by the Head of School in the event of a severe infraction of the *International School of EKOLA Rules and Regulations*, such as breaking the school laws, endangering others, offensive behaviour towards classmates or School employees, demoralising and depraving behaviour, such as cigarette smoking, consumption of alcohol, taking and distribution of narcotics, stealing, destroying school property, or in cases described in §18, item 4 of this Statute.
2. The parents of a student removed from the School may appeal the decision with the Board of the Educational Foundation EKOLA within 14 days of receiving said notice.

§ 33

Students have the right to:

1. gain knowledge with the assistance of a teacher, as well as request an explanation of problematic issues and support in overcoming learning difficulties;
2. transparency of grades;
3. have their personal dignity respected and be treated well by School employees and classmates.

The students' responsibilities are:

1. punctual and regular class attendance;
2. honest and systematic learning and active participation in classes;
3. showing respect to all School employees and classmates, as well as respectful behaviour in and outside of the School.

§ 34

1. Awards for outstanding academic performance, outstanding achievements in culture and sport, and exemplary behaviour may be granted in the following form: commendation from the class tutor, commendation from the Head of School, a material prize, a certificate of recognition / merit, or a letter of congratulations for the parents.
2. Penalties for failure to comply with the *International School of EKOLA Rules and Regulations*, instructions of the class tutor, the Head of School, or the Deputy Head of School, may be given in the following form: an admonition or reprimand from the class tutor, an admonition, reprimand, or warning from the Head of School, removal from the School.
3. Detailed procedures for the above are contained within the School Regulations, established by the Head of School, subject to approval by the Foundation Board.

IX. METHODS OF OBTAINING FINANCING FOR THE SCHOOL

§ 35

The School uses the assets of the Foundation, receives part of the proceeds from payment of tuition and other fees made by the parents of the School students, gifts, bequests, and material donations.

X. FINAL PROVISIONS

§ 36

1. Changes to this Statute, as well as the decision to close the School, lie within the competencies of the Foundation Board.
2. The Foundation administration is obligated to inform the parents of students about the decision to close the School at least 6 months before the closing, which can take place only at the end of school year.

§ 37

1. The School uses a seal and stamp according to a prescribed form.
2. The School keeps records according to the requirements of International Baccalaureate.
3. The rules of financial and material management of the School are defined by appropriate provisions and agreement with the Foundation Board.

This Statute shall become effective on 1 September 2012.