

FOSTERING COMMUNITY

ISOP

EMPOWERING INDIVIDUALS

INTERNATIONAL SCHOOL OF POZNAN

BILINGUAL HIGH SCHOOL

**INTERNATIONAL BACCALAUREATE
DIPLOMA PROGRAMME**

Date of Publication

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Our community is international, and our vision is global. We celebrate diversity and value our local heritage. Our environment is one of equality and intercultural respect. We spark curiosity, encourage creative thinking and reward effort. Self-respect, compassion and kindness are just as important as academics. We pursue excellence through challenging programs, rigorous assessment and high standards of behavior. We continually inspire and challenge young minds to be responsible life-long learners who care for our planet and make a positive difference in a changing world. We create Global Citizens...

CHAPTER I GENERAL PROVISIONS

1. The School is named International School of Poznan Bilingual High School.
2. International School of Poznan, hereinafter referred to as the School, is operated by Fundacja International School of Poznan, hereinafter referred to as the Foundation.
3. The headquarters of the School and the Foundation is located in Poznań, at Taczanowskiego 18.
4. The School is a non-public institution.
5. The School uses an official seal bearing its name.
6. Type of School: bilingual High School with international sections.
7. The School operates in compliance with all applicable legal provisions.
8. The goal of the School is:
 - a. providing comprehensive education at a high school level
 - b. implementing curricula that include both the national core-curriculum and the international program approved by the International Baccalaureate Organization
 - c. preparing Students for the IB DP exams
 - d. offering high-quality education and fostering values that prepare students to become responsible global citizens
9. To achieve the above objectives, the School:
 - a. ensures well-rounded development in culture, language acquisition, and social life
 - b. supports students in maintaining their national, ethnic, religious, and, where possible, linguistic identity
 - c. emphasises universal humanistic values
 - d. encourages active participation in the learning process to foster intellectual curiosity and motivation
 - e. equips the Student with the skills necessary for acquiring knowledge across various disciplines
 - f. utilizes diverse teaching methods tailored to the Student's needs
 - g. implements appropriate assessment methods in accordance with the Education Law Act and the School's Assessment Regulations
10. The provision of educational services by the School requires a contract between the Foundation and the Student's Parents or Guardians.
11. The tuition fees for educational services provided by the School are determined by a resolution of the Governing Body.



CHAPTER II GOVERNING BODY

1. The Governing Body of the School is Fundacja International School of Poznan, established by Ryszard Matuszewski and Iwona Richter, with its headquarters in Poznań.
2. The Management Board of the Fundacja International School of Poznan grants the School's Bylaws.

CHAPTER III SCHOOL BODIES AND THEIR RESPONSIBILITIES

1. The School Bodies are the School Principal and the Teachers' Council.
2. A Student Council may operate at the School.
3. The cooperation among the School Bodies is based on mutual respect, communication, and the pursuit of common goals.
4. Disputes are resolved during joint meetings convened by the School Principal. If no agreement is reached, the matter is referred to the Governing Body.

A. SCHOOL PRINCIPAL

1. School Principal is appointed and dismissed by the Management Board.
2. School Principal manages the School's operations and represents it externally.
3. School Principal acts in accordance with applicable regulations, the School Bylaws and other school regulations.
4. School Principal's responsibilities include, in particular:
 - a. ensuring the optimal implementation of the School's statutory objectives and tasks
 - b. organizing and coordinating all education activities
 - c. striving to achieve the highest level of education
5. The School Principal is the superior of the Teachers and School Staff.

B. TEACHERS' COUNCIL

1. The Teachers' Council consists of the School's pedagogical staff.
2. School Principal serves as the Chair of the Teachers' Council.
3. The Teachers' Council operates in accordance with self-adopted regulations, which must be approved in advance by the Management Board and must comply with the School Bylaws.
4. The Teachers' Council is an internal School Body, responsible for analysing and evaluating the School's statutory activities and making pedagogical decisions. Moreover, the Teachers' Council has an advisory and initiating role.
5. Main responsibilities of the Teachers' Council:



- a. reviewing and giving opinions on the School's development plans, agreed upon by the Principal and the Foundation
- b. approving students' assessment
- c. providing options on the Principal's decisions regarding awards for Teachers
- d. adopting resolutions on student expulsion
- e. approving the School's strategic plans

C. STUDENT COUNCIL

1. The Student Council operates in accordance with the School Bylaws and the Student Council Regulations. The Student Council is a direct representative of the Students before School Bodies and acts as an advocate for the students' rights within the School.

CHAPTER IV SCHOOL OPERATIONS & SUPERVISION

1. The School operates in accordance with the public bilingual school (English-Polish) curriculum as well as the International Baccalaureate curriculum.
2. The Greater Poland Superintendent of Education (Wielkopolski Kurator Oświaty) and the International Baccalaureate, headquartered in Geneva, supervise the School operations.
3. Entry class (also called Zero Class, HS0) is a part of ISOP High School.
4. Entry class students follow an intensive English course, complemented by lessons in Polish, Math, History, Sciences, and Physical Education.
5. Entry class students are assessed according to the Assessment Regulations.
6. Entry class students may continue their education at ISOP High School provided they achieve passing grades in all HS0 subjects;
7. HS1 and HS2 students participate in educational classes that combine the Polish national curriculum with subject foundations introducing the knowledge and skills required in the IB DP.
8. Students who are citizens of Poland, in HS1 and HS2, additionally attend Polish language, History of Poland and Geography of Poland classes, taught in Polish, in accordance with the Polish national curriculum.
9. Proprietary curricula may be implemented in accordance with the applicable law.
10. English is the main language of instruction and communication.
11. HS1 and HS2 students are assessed according to the Assessment Regulations.



12. As part of the curriculum in HS1 and HS2, students follow a preparatory program for the CAS component required in the IB DP.
13. HS2 students may continue their education at ISOP in the DP under the following conditions :
 - a. the student has been promoted to the next grade;
 - b. the student has met the requirements of the internal English language qualification process;
 - c. the student has selected DP subjects in accordance with the rules established by the International Baccalaureate Organization and the current subject offerings of ISOP;
 - d. the above selection has been approved by the DP Coordinator;
 - e. the student has completed the preparatory program for CAS;
 - f. the student has obtained a minimum conduct grade of satisfactory;
 - g. the final grade obtained in math in HS2 determines the level of this subject that the student may choose in the IB DP, namely:
 - i. a minimum grade of 5 - Analysis and Approaches HL;
 - ii. a minimum grade of 4 - Analysis and Approaches SL;
 - iii. a minimum grade of 2 - Applications and Interpretation SL;
 - h. the rules for awarding the final grade in math are communicated to Students by the subject Teachers during the first lessons of a school year.
14. The final decision on admitting a student to the IB DP is taken by the Teachers' Council.
15. ISOP High School, exercising its rights, implements the full preparatory program for the IB DP in accordance with the regulations of the International Baccalaureate Organization.
16. The School provides students who are not Polish citizens with Polish as an Additional Language (PAL) classes.
17. The rules for assessing the knowledge and skills of a student following the IB DP are set out in Appendix 1 to the Assessment Regulations.
18. ISOP High School Students take the final IB DP exams in the May examination session.
19. The general rules governing the use of phones and other electronic devices by High School Students are set out in the School Regulations
20. Due to the specific nature of the program and the individual timetables, DP Students may leave the school premises during free periods provided that:
 - a. they submit written parental consent in the first week of September;
 - b. they leave school premises for at least 60 minutes.



21. Leaving the school premises without permission during lessons or breaks is not allowed.
22. High School Students are required to wear the school uniform in accordance with the rules described in the School Regulations.
23. Field trips organized by ISOP are compulsory, except in special health-related or unforeseen circumstances.
24. The School does not organize alternative classes for students who do not take part in the above-mentioned trips
25. In matters not regulated by the above provisions, the appropriate documents governing the functioning of the ISOP High School shall apply.

CHAPTER V RIGHTS AND RESPONSIBILITIES

A. PARENTS

1. Parents may actively participate in the School's life. One form of involvement may be voluntarily conducting activities with Students.
2. Parents are required to maintain regular contact with the School, particularly by monitoring their child's attendance and academic progress, as well as informing the School of any observed behaviors that may affect the Student's functioning within the School community. The details of cooperation between School and Parents, as well as their responsibilities, are specified in the School Regulations.
3. Parents are responsible for covering the cost of their child's education at the School, in accordance with the terms outlined in the contract.

B. STUDENTS

1. Students acquire their rights and responsibilities upon being officially admitted as Students of the School.
2. Students have the right to protection and respect for their dignity, as well as the protection of their good name, while also having the responsibility to respect the dignity and good name of other members of the School community. Students may influence School life through Student Council activities.
3. Students have, in particular, the right to:
 - a. a properly organized process of education, in line with the principles of mental wellbeing
 - b. safe and hygienic learning conditions
 - c. kind and respectful treatment in the education process
 - d. actively engage in acquiring knowledge and skills using all available School resources

- e. freedom of expression of thoughts and beliefs, especially regarding School life, worldview and religion (provided they do not infringe on the rights of others)
 - f. express opinion and concerns regarding the teaching content and receive explanation and responses
 - g. fair, objective and transparent assessment, with clearly defined assessment criteria (subject grades are based solely on knowledge and skills, while conduct is assessed separately)
 - h. inform the Homeroom Teacher, Principal, Teachers or any other Employees of the School of any problems and receive assistance, answers or explanations
 - i. receive support in case of learning challenges
 - j. develop interests, skills and talents, as well as represent the School in contests, competitions, exhibitions and other events, based on their skills and abilities
 - k. rest during breaks; no homework is assigned during holidays and vacations
 - l. use of School facilities, equipment, educational resources, and the library collection
 - m. influence School life through Student Council and participation in School organizations
 - n. receive proper supervision during mandatory and extracurricular activities and during School-organized activities outside the premises
2. If a Student rights are violated, the Student or their Parents may submit a written complaint to the:
- a. Homeroom Teacher
 - b. School Principal

The complaint should include substantiation. The Homeroom Teacher or Principal provides a written response within 30 days from the date of submission.

3. It is the Student's responsibility to observe the School Bylaws, School Regulations and other regulations in effect at the School as well as to follow the directives and decisions of the Principal, Management Board, Teachers' Council, Teachers, and Staff members of the School.
4. Students, in particular, are responsible to:
- a. maintain order and discipline in the School
 - b. respect the dignity, reputation, personal freedom, health and lives of other Students, Employees and Associates of the School
 - c. behave with dignity and observe cultural norms when interacting with other Students, Employees and Associates of the School
 - d. take care of cleanliness, order and School property
 - e. fulfill their academic obligations with honesty
 - f. participate actively and regularly in classes and School life

- g. wear a required School uniform as specified in the School Regulations
 - h. take responsibility for their own development, life, health, and hygiene (Students may not smoke, drink alcohol, use drugs, or consume other intoxicating substances; they should always be clean and neatly dressed)
 - i. follow the rules regarding mobile phone and other electronic devices on school premises as outlined in the School Regulations
 - j. assist younger Students
5. In cases of serious violations of the obligations referred to in points 5 and 6, a Student may be expelled from School.
 6. The actions specified in point 7, are conducted by the School Principal, based on a prior resolution of the Teachers' Council regarding this matter.
 7. If tuition fees are overdue, a Student may be expelled from School by a decision of the Management Board.
 8. The expelled Student and their Parents have the right to submit a substantiated written request to the Management Board or to the Principal for reconsideration.

C. TEACHERS/PEDAGOGICAL STAFF

1. Teachers' rights and responsibilities are defined by the provisions of the School Bylaws, School Regulations, other regulations, directives of the School Principal and Management Board as well as the provisions of the Labor Code, other legal acts regulating employment and the provisions of the Civil Code.
2. Teachers have the right to:
 - a. safe and hygienic working conditions
 - b. utilize School's educational aids and technical resources that support teaching and professional development
 - c. professional development
 - d. protection and respect of their dignity and reputation
 - e. respect from all individuals at School
 - f. rest during breaks, provided they are not on duty, and leave as stipulated by the Labor Code
3. The responsibilities of Teachers include, but are not limited to:
 - a. adhering to the provisions of the School Bylaws, School Regulations, other regulations, and directives of the Principal and the Management Board
 - b. diligently performing responsibilities resulting from a teacher's scope of work
 - c. caring for the equipment, work tools and School property
 - d. supporting the proper functioning of the School through collaboration with other Staff
 - e. observing workplace safety regulations
 - f. maintaining confidentiality regarding matters concerning Students,

Parents, Staff, and the School

- g. addressing situations promptly and informing their supervisors of any observed concerns
- h. respecting the dignity and reputation of other members of the School community and upholding the good reputation of the School
- i. implementing the curricula of the Ministry of Education and the International Baccalaureate organization, and complying with all regulations pertaining to the didactic and pedagogical process
- j. ensuring the safety of Students, including verifying before each class that working conditions do not pose health or life hazards to Students
- k. implementing the curriculum
- l. collaborating with Parents on matters of upbringing and educating children, considering Parents' rights to be informed about tasks arising from the preschool education program implemented in a given group and obtaining information regarding their child's conduct and development
- m. planning and conducting didactic work and being accountable for its quality
- n. conducting pedagogical observations aimed at understanding and securing child's developmental needs and documenting these observations
- o. ensuring the proper course of the Students' education process in line with the latest achievements of contemporary science
- p. cooperating with the Homeroom Teacher, Coordinator, Principal and other Teachers, and Parents
- q. preparing for lessons as well as enriching the material and methods
- r. professional development
- s. taking care of labs, classrooms, including the equipment therein, and appropriately using it in the teaching process
- t. participating in Teachers' Council meetings, maintaining strict confidentiality regarding all matters discussed during the meetings, and adhering to the decisions of the Teachers' Council
- u. carrying out all tasks assigned by the Principal and supervisory personnel, including those arising from the School's ongoing activities
- v. developing the subject's scope and sequence
- w. maintaining records of the education process and activities, in accordance with applicable regulations, including maintaining class register and regular Student assessment
- x. implementing the planned activities and adhering to the scheduled start and end times of classes as per the approved timetable
- y. observing all rules concerning the assessment and promotion of Students as outlined in the Bylaws, School Regulations and Assessment Regulations; and treating Students fairly

- z. reporting observed educational or behavioral issues of Students to the Homeroom Teacher, Principal, School Psychologist and Parents.

D. NON PEDAGOGICAL STAFF

1. Staff's rights and responsibilities are defined by the provisions of the School Bylaws, School Regulations, other regulations, directives of the School Principal and Management Board as well as the provisions of the Labor Code, other legal acts regulating employment and the provisions of the Civil Code.
2. The scope of Staff's duties and the organization of the working time are determined by the Principal and the Management Board.
3. Staff members have the right to:
 - a. safe and hygienic working conditions
 - b. professional development
 - c. protection and respect of their dignity and reputation
 - d. respect from all individuals at School
 - e. rest during breaks, and leave as stipulated by the Labor Code
4. The responsibilities of Staff members include, but are not limited to:
 - a. adhering to the provisions of the School Bylaws, School Regulations, other regulations, and directives of the Principal and the Management Board
 - b. diligently performing responsibilities resulting from staff scope of work
 - c. caring for the equipment, work tools and School property
 - d. supporting the proper functioning of the School through collaboration with other Staff
 - e. observing workplace safety regulations and the fire code
 - f. maintaining confidentiality regarding matters concerning Students, Parents, Staff, and the School
 - g. addressing situations promptly and informing their supervisors of any observed concerns
 - h. respecting the dignity and reputation of other members of the School community
 - i. upholding the good reputation of the School

CHAPTER VI REWARDS AND SANCTIONS

A. REWARDS

1. For Students who excel academically, actively participate in School's life, represent the School with dignity, participate in academic and sports competitions and serve as role models, the School provides the following rewards:

- a. commendation from the Homeroom Teacher
 - b. commendation from the Principal
 - c. letter of commendation to the Parents
 - d. an award; for example a book
 - e. nomination for scholarships from superior entities
2. The decision to grant a reward as specified in point 1 b-e is made by the Principal.
1. Students who fail to fulfill their responsibilities as outlined in the School Bylaws, School Regulations, and all other School policies, as well as those imposed by the directives from the Principal, Management Board, or the Teachers' Council; who disregard the School's organizational and procedural rules specified in the aforementioned documents; who persistently refuse to follow Staff instructions; or who do not adhere to the principles of academic integrity, may face the following disciplinary actions:
 - a. verbal or written reprimand issued by a Teacher
 - b. written reprimand issued by the Homeroom Teacher
 - c. verbal reprimand issued by the Principal with parental notification
 - d. written reprimand issued by the Principal
 - e. Written reprimand issued by the Principal with a warning of expulsion
 - f. community service within the School
 - g. temporary exclusion from trips and other activities organized by the School
 - h. temporary exclusion from representing the School in interschool events
 2. School Principal issues decisions regarding disciplinary sanctions described in point 1 c-e and 1 g-h
 3. The School Principal promptly informs the Student's Parents regarding disciplinary sanctions described in point 1 c-e and 1 g-h.
 4. All disciplinary actions may be accompanied by a reduction in the conduct grade, in accordance with the Assessment Regulations.

C. EXPULSION FROM SCHOOL

1. A Student may be expelled from School in the following cases:
 - a. consumption of alcohol, smoking cigarettes (including e-cigarettes), using drugs, or being in the condition indicating consumption of the above-mentioned substances, on School premises or during school-organized events
 - b. promoting or distributing the above-mentioned stimulants
 - c. committing theft or appropriation of School or personal property
 - d. engaging in physical or psychological violence – including assault, bullying, verbal abuse, stalking, etc.



- e. vandalizing School property
 - f. receiving twice the disciplinary sanctions described in section B, point 1 e
 - g. receiving a conduct grade of 'reprehensible' twice, or receiving the conduct grade of 'inappropriate' or 'reprehensible' in two consecutive semesters
 - h. having at least 50 unexcused lesson absences in a single semester
 - i. failing to complete, within the designated time, the make-up obligations established by the Principal, in consultation with the Teachers' Council, after accumulating at least 50 excused absences in a semester due to emergency or medical causes (e.g. hospitalization, accident, prolonged illness)
 - j. not being promoted to the next grade and the Principal not granting permission for the Student to repeat the grade at ISOP
 - k. failure to pay tuition fees as specified in the Contract, specifically being in arrears by an amount equal to one full installment, following an ineffective 7-day notice to settle the overdue amount and a prior warning about the possibility of contract termination.
2. In addition to the cases specified in section 1 above, an underage Student may be expelled from School, if outside School premises, in public places - including venues and other locations - they:
 - a. consume alcohol or smoke cigarettes (including e-cigarettes), or
 - b. uses drugs, or
 - c. are in a condition indicating consumption of the above-mentioned substances, or
 - d. promote or distribute the above-mentioned substances.
 3. The expulsion from School is carried out by an administrative decision of the Principal, issued after a prior resolution of the expulsion adopted by the Teachers' Council.
 4. The expelled Student has the right to submit a substantiated written appeal to the Management Board within 14 days of receiving the decision.
 5. The appeal procedure against the decision of the Management Board specified in point 4, is governed by applicable law.

CHAPTER VII

EDUCATION PROCESS & STUDENT ASSESSMENT

1. The conditions and methods for conducting the educational process and assessing students are regulated by the Assessment Regulations document, which constitutes as the Appendix 1 to the Bylaws.



CHAPTER VIII SCHOOL ASSETS AND REVENUE

1. The School's initial assets are provided by Fundacja International School of Poznan.
2. The following constitute as School revenue:
 - a. tuition fees paid by Parents
 - b. donations and income from the statutory activities of the Foundation
 - c. subsidies
3. Payment schedule and tuition fees are determined by the Management Board, after consultation with the Principal.

CHAPTER IX ADMISSIONS POLICY

1. A candidate's admission to the School is conditional upon submitting the required documents within the timeframe specified in the enrollment schedule and achieving the required result in the enrollment process.
2. Admissions Policy complies with the regulations of article 172, item 2, point 7 of Act dated December 14, 2016, Education Law (Journal of Law, 2024, item 737).

CHAPTER X FINAL PROVISIONS

1. Any disputes arising from the functioning of the School, particularly those concerning employment or the relationship between the School and the Parents, shall be resolved by the court with appropriate jurisdiction in accordance with applicable laws. Before taking the matter to court, the parties involved shall attempt to resolve the dispute amicably.
2. Any amendment to the School Bylaws must be made in writing.
3. School Bylaws, School Regulations, other regulations and Privacy Policy are made available at www.isop.pl.
4. Whenever this document refers without further specification to:
 - a. School - it shall be understood as the entirety of material and non-material components used in the educational process
 - b. Student - it shall be understood as students of the primary school as well as children in the preschool divisions
 - c. Teacher - it shall be understood as the Homeroom Teacher and any other pedagogical staff member of the School



- d. Staff/Employee - it shall be understood as both teaching staff and any other employee of the School employed by the Foundation under an employment contract, as well as any person with whom the Foundation has established a legal relationship on another basis, including mandate contract
 - e. Parents - it shall be understood to include the child's Legal Guardians
 - f. Foundation - it shall be understood as Fundacja International School of Poznan (FISOP)
 - g. School Regulations - it shall be understood as the ISOP School Regulations
 - h. other regulations - it shall be understood as the regulations approved by the Teachers' Council and made available at www.isop.pl
5. The Foundation may liquidate the School at the end of the school year. The Foundation shall notify the Parents, Students, the local government unit maintaining the register of non-public schools and educational institutions in which the School is listed, and the municipality in which the School is located, of the intention and reasons for the liquidation at least 6 months prior to the liquidation date.
 6. Within one month from the completion of the liquidation, the Foundation shall transfer the educational records of the closed school to the Wielkopolski Kurator Oświaty (superintendent).
 7. This document shall enter into force on September 1, 2025.
 8. This document has been translated from Polish. In case of any discrepancy, the original Polish version prevails.

Anna Kalwanii
Chairman of the Management Board
Fundacja International School of Poznan

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