

FOSTERING COMMUNITY



EMPOWERING INDIVIDUALS

# **INTERNATIONAL SCHOOL OF POZNAN**

**BILINGUAL HIGH SCHOOL**

**INTERNATIONAL BACCALAUREATE  
DIPLOMA PROGRAMME**

**Date of Publication**

E/HS/Rev.&App.28.11.2022

---

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 operates under the name of International School of Poznan Bilingual High School.
2. International School of Poznan, hereinafter referred to as the School, is run by the International School of Poznan Foundation, hereinafter referred to as the Foundation.
3. The Seat of the School and the Foundation is located in Poznań, at 18 Taczanowskiego Street.
4. The School is a private school with the rights of a public school.
5. The School uses a stamp featuring the name of the School.
6. Type of School: bilingual High School with international sections.
7. The School operates in accordance with all applicable legal provisions.
8. The goal of the School is:
  - a. comprehensive education of youth at a High School level, bilingual - English and Polish
  - b. implementation of curricula taking into account the core curriculum of general education as well as education of young people in the scope of the international program (approved by the International Baccalaureate organization)
  - c. preparing Students for the IB DP exam
  - d. education of the highest quality; preparing Students to be valuable citizens of the world
9. Provision of educational services by ISoP requires a signed contract between the Parents/Legal Guardians of the Student and the Foundation.
10. In order to implement the above goals, the School:
  - a. provides comprehensive development in the areas of culture, language and life within society
  - b. allows Students to maintain national, ethnic and, to the extent possible, linguistic identity
  - c. emphasises learning and the development of universal humanistic values
  - d. stimulates active attitudes in the education process, aimed at achieving Student's satisfaction in learning
  - e. equips the Student with the skills necessary to acquire knowledge in various fields of learning
  - f. applies various pedagogical methods, adjusted to the needs of the Student

- g. provides appropriate forms of assessment in accordance with the Education Law and Assessment Regulations.

## **CHAPTER II MANAGING BODY**

1. The School's Managing Body is the Fundacja International School of Poznan Foundation, established by Ryszard Matuszewski and Iwona Richter, based in Poznań.

## **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.

### **SCHOOL PRINCIPAL**

3. School Principal is appointed and dismissed by the Management Board.
4. School Principal manages School operations and represents the School externally.
5. School Principal operates in accordance with applicable regulations, the School Bylaws and other school regulations.
6. Main responsibilities of the School Principal:
  - a. ensuring the optimal implementation of the School's statutory objectives and tasks
  - b. organizing and coordinating all education activities
  - c. striving for the highest level of education
7. The School Principal is the superior of the Teachers and other Employees of the School.

### **TEACHERS' COUNCIL**

8. Teachers' Council is composed of all persons who conduct lessons at School.
9. School Principal serves as the Chair of the Teachers' Council.
10. Teachers' Council operates in accordance with self-adopted regulations that comply with the School Bylaws (prior approval of those regulations by the Management Board is required).
11. Teachers' Council is an internal School Body, responsible for analysing and evaluating statutory activities of the School and deciding on pedagogical matters. Teachers' Council also has an advisory role.
12. Main responsibilities of the Teachers' Council:

- a. opinionating School's development plans proposed by the Principal and the Foundation
- b. validating Student assessment
- c. issuing opinion regarding Teacher awards proposed by the Principal
- d. adopting resolutions to expel Students from School
- e. approving the School's strategic plans

## **STUDENT COUNCIL**

13. Student Council operates in accordance with the School Bylaws and the Student Council Regulations. The Student Council is a direct representative of the Students and acts as an advocate of the Student rights at 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 take an intensive English course, which additionally includes: Polish, Math, History, Sciences, and Physical Education lessons.
5. Entry class students are assessed according to the Assessment Regulations.
6. Entry class students may continue their education at ISoP High School if:
  - a. they have received passing grades in all HS0 subjects;
  - b. they have met the internal admissions criteria.
7. HS1 and HS2 students follow the Polish core curriculum as well as the international subject foundations required in the IB Diploma Programme.
8. Proprietary curricula may be implemented in accordance with the applicable law.
9. English is the main language of instruction and communication at ISoP High School.
10. Students who are citizens of Poland, in HS1 and HS2, additionally take Polish, History of Poland and Geography of Poland classes, taught in Polish, based on the Polish national curriculum.

- 11.HS1 and HS2 students are assessed according to the Assessment Regulations.
- 12.HS1 and HS2 students take mandatory CAS and TOK prep courses.
- 13.HS2 students may continue their education at ISoP DP if:
  - a. they have successfully passed to the next grade;
  - b. they have met the internal admissions criteria;
  - c. they have chosen their DP subjects from the current ISoP subject offer and based on the IBO rules;
  - d. the above-mentioned choice has been approved by the ISoP DP Coordinator;
  - e. they have completed CAS and TOK prep courses;
  - f. their conduct grade in HS2 is at least satisfactory;
  - g. HS2 final math grade dictates the level of math in the DP
    - i. Grade 5 or higher - Analysis and Approaches HL;
    - ii. Grade 4 or higher - Analysis and Approaches SL;
    - iii. Grade 2 or higher - Applications and Interpretation SL;
  - h. Math teacher presents the above grading rules at the beginning of HS2.
- 14.The candidates for the ISoP IB DP must be approved by the Teachers' Council.
- 15.ISoP High School has been authorized to run the IB Diploma Programme, which prepares students for the Diploma Programme Exams, based on the rules set forth by the International Baccalaureate Organization.
- 16.Students who are not citizens of Poland may take Polish as an Additional Language course.
- 17.DP assessment rules and criteria are described in Assessment Regulations, Appendix 1.
- 18.ISoP High School students complete their education by taking the IB DP Exams in the IB DP May Exam Session.
- 19.Rules on the use of phones and other electronic devices on school premises are described in the School Regulations.
- 20.Due to the specific nature of the program and individual lesson plans, DP students may leave school premises during so-called gaps on condition that:
  - a. a permission slip signed by a Parent/Legal Guardian is delivered to the Office in the first week of school;
  - b. they leave school premises for at least 60 minutes.
- 21.Students must not leave school premises unauthorized.
- 22.ISoP High School students are obliged to wear a school uniform according to the rules set forth in the School Regulations.

23. Field trip attendance is mandatory. Absence may be excused only due to illness or other fortuitous circumstances.
24. The school does not provide substitutions for students who do not participate in outings described above.
25. In matters not described by the regulations, other ISoP-issued documents shall apply.

## **CHAPTER V RIGHTS AND RESPONSIBILITIES**

### **A. PARENTS**

1. Parents can play an active role in the School's life, for example, by volunteering and conducting lessons with Students.
2. Parents are obliged to maintain ongoing communication with the School, and, in particular, monitor their children's attendance and their learning progress as well as to inform the School shall any behavior occur that could affect the Student's existence within the School community. The School Regulations describe the Parent-School cooperation and responsibilities in detail.
3. Parents are obliged to pay the remuneration for educational services provided by the School (tuition fees), under the terms specified by the Foundation.

### **B. STUDENTS**

1. Persons become the subject of rights and responsibilities as soon as they qualify as Students of the School.
2. Students have the right to be treated with respect as well as to protect their own dignity and reputation. They have the responsibility to respect the dignity and the reputation of other members of the School community. Students can influence the School life through Student Council activities.
3. Students have, in particular, the right to:
  - a. properly organized process of education and development, in line with the workplace wellbeing policies
  - b. safe and hygienic learning conditions
  - c. benevolent and personal approach in the education process
  - d. show personal action in the education process
  - e. freedom of expression of thoughts and beliefs, in particular, in regards to School life, worldview and religion (as long as they don't violate the rights of others)

- f. express opinion and doubts regarding the teaching content and to receive explanation to those
  - g. fair and objective assessment of learning outcomes based on clearly determined assessment criteria (subject grades are issued based on the knowledge and skills; conduct grade is determined separately; grades are made available to Students and Parents)
  - h. inform the Homeroom Teacher, Principal, Teachers or any other Employees of the School of any problems and to receive help, answers or explanations from those persons
  - i. receive support in case of learning challenges
  - j. develop interests, skills and talents as well as to represent the School in contests, competitions and other events, based on Student's abilities and skills
  - k. rest during breaks; no homework shall be given for the holidays and breaks
  - l. use of School facilities, equipment, teaching aids and library collection
  - m. influence School life through Student Council activities as well as the right to become members of School-hosted clubs/organizations
  - n. proper supervision during compulsory school activities and after-school activities as well as other activities organized by the School outside School premises
4. In the case of a Student rights violation, the Student or his/her Parents may submit a written complaint to:
- a. Homeroom Teacher
  - b. School Principal
  - c. The complaint should include substantiation.
5. It is the Student's responsibility to observe the School Bylaws, School Regulations and other regulations in force at the School as well as to comply with the directives and decisions of the Principal, Board, Teachers' Council, Teachers, Employees and Associates of the School.
6. Student's responsibilities, in particular, are:
- a. to comply with School order and discipline
  - b. respect the dignity, reputation and personal freedom as well as health and life of other Students, Employees and Associates of the School
  - c. dignified and proper conduct toward other Students, Employees and Associates of the School
  - d. to care for order at School and respect the School's reputation
  - e. honest fulfillment of School duties

- f. systematic and active participation in School activities and the life of the School
  - g. to wear School uniform in compliance with School Regulations
  - h. responsibility of self development, life, health and hygiene (Student must not smoke, drink alcohol, do drugs; should always be clean and neat)
  - i. not to use mobile phones or other electronic devices on School premises, in accordance with the School Regulations
  - j. to assist younger Students
7. In the event of a gross breach of the obligations referred to in points 5 and 6, a Student may be expelled from School.
  8. The actions specified in point 7, are conducted by the School Principal, based on a prior resolution of the Teachers' Council regarding this matter.
  9. In the event of a delay in tuition payment, a Student may be expelled from School by the Management Board's decision.
  10. The expelled Student and his/her Parents have the right to submit a substantiated written request to the Management Board or to the Principal for reconsideration.

## **C. TEACHERS AND EMPLOYEES**

1. Teachers' and Employees' rights and responsibilities are regulated by the School Bylaws, School Regulations, other regulations, Principal's and Management Board's ordinances as well as Labor Code and other legal acts regulating employment and the provisions of the Civil Code.
2. Teachers as well as Employees and Associates of the School have the right to be treated with respect as well as to protect their own dignity and reputation. They have the responsibility to respect the dignity and the reputation of other members of the School community.
3. The Teachers have the right to:
  - a. use School resources in the teaching process and their own professional development
  - b. professional development
  - c. be treated with respect by other members of the School community
  - d. rest during breaks, when not on duty
4. Teachers as well as Employees and Associates are responsible to observe the School Bylaws, School Regulations, other regulations in force at the School as well as to comply with the Principal's directives.
5. Teachers are required to implement the curricula of the Ministry of Education and the International Baccalaureate organization as well as to comply with all regulations on the didactic and pedagogical process.



6. Teacher's responsibilities, in particular, are:
  - a. Student safety; Teachers are responsible to check the surroundings for safety prior to each activity
  - b. implementation of the curriculum
  - c. proper education process of the Students, in accordance with the latest achievements of modern science
  - d. cooperation with the Homeroom Teacher, Coordinator, Principal and other Teachers as well as with the Parents
  - e. preparation for lessons
  - f. professional development
  - g. taking care of labs, classrooms and equipment; proper use of equipment
  - h. observance of workplace safety regulations
  - i. participating in Teachers' Council meetings, maintaining strict confidentiality of matters discussed at the Teachers' Council meetings and observing decisions of the Teachers' Council
  - j. fulfilling all tasks given by the Principal and any supervising person
  - k. development of the subject's scope and sequence
  - l. maintaining records of the education process and activities, in accordance with applicable regulations, including maintaining class register and regular Student assessment
  - m. implementation of planned activities and observance of School hours based on the approved lesson plan
  - n. observance of Student assessment policy described in the School Bylaws, School Regulations and Assessment Regulations; fair treatment of Students
  - o. reporting any observed education or conduct problems to the Homeroom Teacher, Principal, School Psychologist and the Parents
  - p. respecting the School's reputation
7. The Principal and the Management Board manage the responsibilities and work hours of the Administrative Staff, other Employees and Associates of the School.

## **CHAPTER VI AWARDS AND SANCTIONS**

### **A. AWARDS**

1. The School awards Students who excel academically, actively participate in School's life, represent the School with dignity, participate in knowledge and sports competitions and are role models for others by:
  - a. commendation issued by a Homeroom Teacher

- b. commendation issued by the Principal
  - c. commendation letter to the Parents
  - d. an award; for example a book
  - e. a scholarship request
- 2. School Principal issues decisions regarding awards described in point 1 b-e.

## **B. DISCIPLINARY SANCTIONS**

1. The following disciplinary sanctions may be imposed on Students who do not carry out Student responsibilities described in the School Bylaws, School Regulations and other regulations in force at the School, as well as those who do not follow the rules described in the above documents or fail to follow the directives of the Principal, Management Board or Teachers' Council, Employees, as well as those who violate the Honesty Policy:
  - a. an oral or written reprimand issued by a Teacher
  - b. a written reprimand issued by a Homeroom Teacher
  - c. an oral reprimand issued by the Principal, followed by a written note to the Parents
  - d. a written reprimand issued by the Principal
  - e. a written reprimand and a warning of expulsion issued by the Principal
  - f. cleaning and/or School beautifying tasks imposed on the Student
  - g. temporary exclusion from trips and other activities organized by the School
  - h. temporary exclusion from participating in interschool events as a representative of the School
2. School Principal issues decisions regarding disciplinary sanctions described in point 1 c-e and 1 g-h
3. School Principal immediately informs the Student's Parents regarding disciplinary sanctions described in point 1 c-e and 1 g-h.
4. All disciplinary sanctions imposed on the Student may result in lowering of the Student's conduct grade, per Assessment Regulations.

## **C. EXPULSION FROM SCHOOL**

1. A Student may be expelled from School if:
  - a. consumes alcohol, smokes cigarettes (including e-cigarettes), takes drugs, or is in a condition indicating consumption of the above-mentioned substances, on School premises or during school-led events

- b. promotes or distributes the above-mentioned stimulants
  - c. has committed a theft of School or personal property
  - d. uses physical and psychological violence – assault, bullying, verbal violence, stalking, etc.
  - e. devastates School property
  - f. disciplinary sanctions described in section B, point 1 e, have been issued twice
  - g. Student's conduct grade has been lowered to 'reprehensible' twice, or the conduct grade has been lowered to 'inappropriate' or 'reprehensible' in two consecutive semesters
  - h. has 50 or more unexcused lesson hours in one semester
  - i. the Student has missed 50 or more lessons hours due to an emergency or health-related situations, had those hours excused, however, has failed to fulfill the obligations agreed upon with the Principal and Teachers' Council in a timely manner
  - j. has not been promoted to the next grade and the Principal has not approved the Student to retake the grade at ISoP
  - k. there has been a delay in payment of the school fees equal to arrears of one full installment, after an unsuccessful request by the Foundation to settle the arrears within 7 days and a contract termination notice, per School Contract
2. Additionally, an underage Student may be expelled from School, if outside School premises:
    - a. consumes alcohol or smokes cigarettes (including e-cigarettes)
    - b. uses drugs
    - c. is found in a condition indicating consumption of the above-mentioned stimulants
    - d. promotes or distributes the above-mentioned stimulants
  3. The decision of the expulsion from School is issued by the Principal, based on a prior resolution of the Teachers' Council.
  4. The expelled Student has the right to submit, within 14 days, a substantiated written request to the Management Board for reconsideration.
  5. The process of appeal against the Management Board's decision specified in point 4, is governed by applicable law.

## **CHAPTER VII**

### **EDUCATION PROCESS & STUDENT ASSESSMENT**

1. The education process and the Student assessment are governed by the Assessment Regulations.

## **CHAPTER VIII SCHOOL ASSETS AND REVENUE**

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

## **CHAPTER IX ADMISSIONS POLICY**

1. A candidate must submit all required documents before a given deadline and must successfully undergo a qualification 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, 2020, item 910).

## **CHAPTER X FINAL PROVISIONS**

1. Legal disputes regarding School operations, in particular regarding the employment and School-Parents issues, are heard by a local court - situs of the School. Parties of the dispute shall try to resolve the dispute amicably first.
2. Any modifications to the School Bylaws must be executed in writing.
3. School Bylaws, School Regulations, other regulations and Privacy Policy are available at [www.isop.pl](http://www.isop.pl).
4. Terms used throughout the document:
  - a. School - should be understood as the set of tangible and intangible components used in the didactic process
  - b. Teacher - any pedagogical Staff member
  - c. Staff/Employee - Teacher or any other Staff member employed by the Foundation (full-time, part-time, task-based contract)
  - d. Parents - also Legal Guardians of the Student
  - e. Foundation - International School of Poznan Foundation (FISoP)
  - f. School Regulations - ISoP School Regulations
  - g. other regulations - regulations approved by the Teachers' Council, available at [www.isop.pl](http://www.isop.pl)

5. 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

E/HS/Rev.&App.28.11.2022