

STATUTE

I GENERAL PROVISIONS

1. Tartu Rahvusvaheline Kool (hereinafter referred to as the School) is an educational institution offering day classes in basic education in English and is based on the private property of the non-profit organisation Tartu International School (hereinafter referred to as the Owner).
2. The name of the School in Estonian is Tartu Rahvusvaheline Kool, Tartu International School in English.
3. The School is in the City of Tartu, the Republic of Estonia.
4. The School is operating on the basis of an activity license issued by the Ministry of Education and Research of Estonia, on the basis of legal acts of the Republic of Estonia and the European Union, the owner's statutes and the present articles of association.

II FUNCTIONS OF THE SCHOOL

5. The function of the School is to offer basic education in English according to Estonian curriculum to children who speak a foreign language (English) so they can attend school, plus offer basic education in English to Estonian children.

III THE STRUCTURE OF THE SCHOOL AND THE MAIN BASES FOR OPERATION

6. This is a basic school offering education for 1 to 9 grade pupils. The general meeting of the Owner shall decide whether to turn the school into an upper secondary school or not.
7. The School is a mixed one with one or several similar grades in each stage of study. Composite classes may be formed if necessary.
8. The language of instruction is English. Estonian is taught in the volume prescribed by the national curriculum. The languages of administration of the School are Estonian and English.

IV THE MANAGEMENT OF THE SCHOOL

9. The management bodies of the School are the Head Teacher, the School board, and the teachers' council.
10. The Head Teacher directs the daily operation of the School, including the schooling and education, and is responsible for the general state and development of the School and for the expedient and practical use of financial resources. A Head Teacher shall be elected and appointed by the management of the Owner for 5 years. A more precise competence of the Head Teacher shall be stipulated in the internal rules of the School, the job description and the employment contract.
11. The School board is a collegial decision-making body planning the pedagogical work of the School and fulfilling other functions prescribed by law. The powers of a board member are valid for two years after election. The School board has five members, including the Head Teacher, a representative of the teachers, a representative of the parents and two representatives of the Owner. The representative(s) of the parents shall be elected by simple majority by the general meeting of the parents; the representative of the teachers shall

be elected by simple majority by the teachers' council; the representatives of the Owner shall be appointed by the management of the Owner. A pupils' representative may also be included in the activities of the School board.

12. Competence of the School board is:

- 1) sets and approves the holidays of the following academic year in March of the previous year;
- 2) appoints a three member admission committee for the admission interview;
- 3) approves the grade of a pupil within four weeks from the admission, based on an application by the parent;
- 4) decides upon exams and assessments used in Estonian schools but translated into English that shall be used to test the knowledge of foreign pupils at the completion of a grade or the School;
- 5) approves the procedure of the leaving exam and issues a permit to conduct it;
- 6) approves the content, form and time of the school exams according to the law;
- 7) co-operates with the Head of the School in order to appoint the staff of the School by the Head of the School;
- 8) approves entering, amendments, and termination of the employment contracts;
- 9) has a right at the end of an academic year, pursuant to the procedure stipulated by law, to expel from the School those 17-year-old pupils who have not completed the curriculum or violated repeatedly generally accepted moral principles, ignored internal rules of the School or have been punished for an offence;
- 10) makes suggestions for school events;
- 11) approves the budget that the Head Teacher will submit to the Owner for approval at least four months before the beginning of the financial year;
- 12) may propose amendments to the statute to be approved by the general meeting;
- 13) may free a pupil from the tuition fee or grant concessions if a parent (or any other legal representative) of the pupil submits a respective request and the School has the required resources;

13. The function of the teachers' council is to determine, analyse and assess the schooling and education of the school and to make the decisions necessary for directing the school. Teachers of the school shall be members of the teachers' council. The competence and procedures of teachers' councils shall be established by a regulation of the Minister of Education and Research.

V THE BASES FOR THE ORGANISATION OF STUDIES

14. The schooling and education shall be based on mutual respect and understanding of teachers and pupils and on co-operation with the families of the pupils.

15. The studies are conducted in English according to the Estonian national curriculum for basic schools; the main aim of the School is to provide education for the children of foreigners during their temporary stay in Estonia.

16. In the schooling and education activities, the School follows the educational standard of basic schools in Estonia A curriculum approved by the Owner and

registered at the Ministry of Education and Research of Estonia, plus the rules established by the School board shall be the source documents for studies.

17. The units of account of study periods are lessons, days of study, weeks of study, courses, quarters of academic years and half-years. One week of study shall include five days of study. A study period shall include not less than 175 days of study (35 weeks). Pupils shall have at least 8 weeks of holidays per academic year, of which five weeks shall be during the academic year. The holidays of the following academic year shall be set and approved by the School board in March of the previous year.

18. A lesson is the basic form of study. The duration of a lesson shall be 45 minutes. The number of lessons and the order thereof within a day of study shall be determined in the timetable which shall be approved by the Head Teacher. The weekly study load of pupils shall be established by the School curriculum and it may not exceed the maximum study load allowed by law.

19. The knowledge and skills of pupils shall be graded on a six-point scale:

- grade A or 'excellent' – excellent theoretical and practical knowledge of the subject, skills to apply the knowledge freely and creatively, extensive individual work, 91–100 per cent of the volume of the syllabus has been acquired;

- grade B or 'very good' – very good theoretical and practical knowledge of the subject within the limits of the syllabus and the textbooks, a very good skill to apply the knowledge, 81–90 per cent of the volume of the syllabus has been acquired;

- grade C or 'good' – good theoretical and practical knowledge of the subject, good skills to apply the knowledge, the oral response, written work or practical activity and their result mainly correct but some mistakes occur, practical activities somewhat lack independence, 71–80 per cent of the volume of the syllabus has been acquired;

- grade C or 'satisfactory' – knowledge of the main theoretical and practical principles, facts and methods of the subject and application of these in typical circumstances, the oral response, written work or practical activity basically correct, basic skills acquired, but difficulties may occur in the application of these, 61–70 per cent of the volume of the syllabus has been acquired;

- grade E or 'poor' – minimum knowledge acquired, serious shortcomings in application, 51–60 per cent of the volume of the syllabus has been acquired;

- grade F or 'inadequate/failing' – the oral response, written work or practical activity of the pupil reveal the lack of required knowledge and skills, 0–50 per cent of the volume of the syllabus has been acquired.

20. Verbal evaluation may be used in grades 1; the principles for the evaluations are established in the School curriculum.

VI THE ADMISSION AND EXPELLING OF PUPILS

21. In order to admit a student to grade 1, the parent shall submit an application, the child's birth certificate, the health and medical record and fill in a registration form. Children who will be six years old by 1 December of the respective year shall be admitted to grade 1.

22. In order to admit a pupil to grades 1 to 9, the parent shall submit an application, the birth certificate, the health and medical card, the report card of the previous grade completed (in the case there is none, a written summary of

the skills and knowledge of the pupil issued by the previous school shall be submitted) and other documents given from the previous educational institution.

23. The admission of a pupil shall be decided based on the documents stated in clauses 12 and 13 and an interview by a three-member admission committee appointed by the School board.

24. If a pupil comes from a different school system, a three-week observation period shall be applied during which the teachers, in close co-operation with the parents, try to find out the most suitable grade for the pupil. The School board, based on an application by the parent, shall approve the grade of a pupil within four weeks from the admission.

25. At the end of an academic year, the School board shall have a right, pursuant to the procedure stipulated by law, to expel from the School those 17-year-old pupils who have not completed the curriculum or violated repeatedly generally accepted moral principles, ignored internal rules of the School or have been punished for an offence.

26. At the completion of a grade, pupils shall receive a report card, which shall include a written evaluation of their competencies (general, subject, field competencies).

27. In order to test the knowledge of foreign pupils, the School shall co-operate with the home school and teachers of the pupil. Pursuant to the decision of the School board, exams and assessments used in Estonian schools but translated into English shall be used to test the knowledge of foreign pupils at the completion of a grade or the School. Exams or assessments prescribed/compiled by the educational system of the pupil's homeland shall also be conducted.

28. Foreign pupils shall take exams required in the educational system of their homeland in their homeland or at the embassy at the completion of a grade or the School or on leaving Estonia. Should the home school express a respective wish, the exams may be taken at the School based on the materials sent by the home school. The School board shall approve the procedure of the exam and issue a permit to conduct it.

29. Final exams (state exams) shall be conducted at the completion of the basic school for pupils who are citizens of Estonia. The final exams shall be conducted pursuant to the procedure established by a regulation of the Minister of Education and Research of Estonia. The School board shall approve the content, form and time of the school exams according to the law.

30. In general, 9 grade pupils whose annual grades are not lower than satisfactory are allowed to take final exams of the School. With a decision by the School board, also those 9 grade pupils who have not more than two failing annual grades (including exam grades) may be allowed to take final exams.

31. Graduates of the basic school shall be issued a basic school graduation certificate. A basic school graduation certificate shall be given according to the decision on the School board to 9 grade pupils who have passed final exams and whose annual grades are not lower than satisfactory. As an exception, a pupil who has failing annual grades in up to two subjects and who has not taken second exams may be given a basic school graduation certificate if a parent submits a respective request and the School board makes a respective decision. A 9 grade pupil who has failing annual or exam grades and who is not yet 17 years old by the beginning of the following year shall have to repeat grade 9.

32. Foreign graduates of the basic school who do not take the final exams of the Ministry of Education and Research of Estonia shall take School exams the

procedure of which shall be set by the School board; they shall be issued a graduation certificate, which shall include the results of the exams and evaluations of the competencies acquired.

VII THE RIGHTS AND RESPONSIBILITIES OF PUPILS

33. Pupils shall have the right to:

- study according to an individual curriculum pursuant to the procedure established by a regulation of the Minister of Education and Research of Estonia;
- receive information from the School concerning the organisation of study, the rights of students and basic information concerning the opportunities for study;
- participate in solving the issues of School life via elected representatives of the pupils;
- use the rooms, facilities and equipment of the School for their extracurricular activities free of charge;
- form a student representative board in the school and form organisations, clubs, activity classes and hobby groups, the goals and activities of which are not in conflict with the educational objectives of the school and the home;
- receive concessions stipulated by law;
- turn to a child welfare official or a child welfare organisation for the protection of their rights.

34. Pupils have to:

- participate in the study. Pupils may be absent from School three consecutive days at the most if they have a parent's permission. Being absent for a longer time period shall be considered truancy if the pupil does not submit any document explaining the cause of the absence right at the end of the absence.
- follow the internal rules approved by the teachers' council.

VIII THE RIGHTS AND RESPONSIBILITIES OF THE TEACHERS AND OTHER STAFF OF THE SCHOOL

35. The staff of the School include teachers and other employees. The staff shall be appointed by the Head Teacher based on the minimum requirements stipulated by law.

36. The rights, responsibilities and liability of the staff shall be established by the present articles of association, internal procedure rules, job descriptions and employment contracts.

37. The teachers shall have a right and responsibility to teach and educate the pupils and participate in the planning of the pedagogical work. The teachers have to know Estonian and English.

38. The staff shall be appointed by the head of the School in co-operation with the School board.

39. The Head Teacher shall enter into, amend and terminate employment contracts with the staff on the basis of an approval from the School board and in accordance with labour laws and other legislation which regulates the employment relations of teachers.

IX FINANCING OF THE SCHOOL

40. The operation of the School shall be financed from tuition fees, income from the economic activities of the School, from grants and other sources.

41. Based on the number of students, grants may be allocated to the School each year in order to cover the expenses related to the salaries, social tax and in-service training of the teachers and acquisition of textbooks. The School may receive also other subsidies for specific purposes from the state budget or the local government budget.

42. The size of the tuition fee shall be determined by the Owner and that amount shall not be changed during an academic year. The tuition fee shall be established based on the prospective number of students and the amount of expenses taking into consideration the terms of a contract concluded between the Owner and a student. The size of the tuition fee may be increased by up to 10 per cent between two academic years unless otherwise provided by the contract between the Owner and the pupil.

43. School lunch is included in the tuition fee.

44. The Head Teacher shall submit a budget, which has been approved by the School board, to the Owner for the approval at least four months before the beginning of the financial year. The Owner shall approve the budget at least three months before the beginning of the financial year. The financial year begins on 1 January and ends on 31 December.

45. The School board may free a pupil from the tuition fee or grant concessions if a parent (or any other legal representative) of the pupil submits a respective request and the School has the required resources.

X AMENDMENTS TO THE ARTICLES OF ASSOCIATION AND CLOSURE OF THE SCHOOL

46. Amendments to the statute may be decided upon by the general meeting of the Owner on their own initiative or on the proposal from the School board.

47. The School shall be reorganised or closed with the decision of the general meeting of the Owner. The Head Teacher has to inform the Owner of any circumstances stipulated by law which require the School to be closed and do that within 2 weeks of the occurrence of the circumstances.

48. The termination of the activities of the School and the use of its remaining assets shall be decided by the general meeting of the Owner pursuant to the legal acts. Pupils, parents, employees and the Ministry of Education and Research shall be notified of the termination of the activities of the school at least 4 months in advance.

49. The decision on the issues discussed in this chapter shall be accepted if 2/3 of the general meeting of the Owner vote in favour of it. The decision about the above-mentioned matters may be made if the respective item on the agenda has been stated on the summons to the general meeting.