

Tartu International School

STATUTES

Approved by the Association Tartu International School Annual General Meeting in Tartu on March 14, 2012.

I GENERAL PROVISIONS

1. Tartu International School (hereinafter referred to as the School) is an educational institution offering education in the kindergarten level (children 1,5 to 6 of age) and elementary school level (children from age 6 until graduation from the elementary school) 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 language of instruction of the School is English, the languages of administration are English and Estonian.

II THE STRUCTURE OF THE SCHOOL

5. The School is a nursery-basic school that has two units - the kindergarten and the school. The elementary education is provided in the school unit and pre-school education is offered in the kindergarten unit.
6. The School is a mixed one with one or several similar grades in each stage of study. Composite classes may be formed if necessary in the school unit and in the kindergarten unit.

III THE MANAGEMENT OF THE SCHOOL

7. The management bodies of the School are the head of the School, the School board, the Teachers' council and the management board of the owners of the School.

8. The competence of the head

8.1. The School is managed by the head of the school who shall adhere to the lawful orders of the owners of the School and the board of the School.

8.2. The head is responsible for the general state and development of the School and for the expedient and practical use of financial resources.

9. The duties of the head:

9.1. Once every six months, the head shall present to the school board an overview of the provision of education at the School, the financial status of the School and the use of revenue accrued in the form of tuition fees and shall immediately give notice of any material deterioration in the financial status of the School and of any precepts issued by the supervisory agency;

9.2. organises and monitors implementation of the School's development plan and informs the school board about it once a year;

9.3. organises and monitors implementation of the School's curriculum;

9.4. composes a draft budget for the School and presents it to the school board;

9.5. organises the work of the Teachers' council;

9.6. verifies the daily schedule for the School;

- 9.7. decides on composing a long day group at School;
- 9.8. verifies the procedures for student admission, transfer and dismissal;
- 9.9. based on the decision of the Teachers' council gives out elementary school graduation certificates to the students who have completed the School's curriculum;
- 9.10. enters into, amends and terminates contracts with the School staff, organises competitions to fill vacant teaching positions;
- 9.11. calls for the parents' general meeting;
- 9.12. fulfils other duties based on the School statute, laws, regulations and the job description.

10. The decisions of the head are formed in a way of a directive and are compulsory for the staff and students to follow.

11. The appointment and recall of the head

11.1. The competition for a vacant position of the head of the School is organised by the management board of the owners.

11.2. The contract with the head is entered into, amended and terminated by the management board of the school owners.

11.3. The contract with the head is entered into for an unspecified period according to laws and legislation.

12. The competence of the School board

12.1. The School board is a collegial consulting and decision-making body with the aim to support management of the School.

13. The duties of the School board

13.1. submit proposals for amendment of the statutes of the School to the owner of the School;

13.2. hear the annual overview of the fulfilment of the development plan by the head of the School;

13.3. hear the overview concerning the use of revenue accrued in the form of tuition fees by the head;

13.4. make proposals to the owner of the School and the School head in order to improve education at school;

13.5. submit proposals for amendment of the curriculum to the management board of the owner of the School;

13.6. verifying internal rules for school and the kindergarten unit;

13.7. adopt a position in other questions which pursuant to the statutes of the School and acts based on this fall within his/her competence.

14. The procedure for the appointment and recall of the members of the School board and the duration of their term of office

14.1. The members of the School board are appointed, verified and recalled by the management board of the owner.

14.2. Proposals for appointment and recall of a member of the School board can be made by the head of the school board, the Teachers' council, the parents' general meeting and the management board of the School owner.

14.3. The terms of office of a School board member is two years after appointment.

14.4. The composition of the School board is verified by the management board of the owner of the School at the beginning of an academic year.

14.5. The School board has seven members:

- The head of the School;
- One representative of the school unit teachers who is elected by the Teachers' council;
- One representative of the kindergarten unit teachers who is elected by the Teachers' council;

- One representative of the school unit parents who is elected at the parents' general meeting;
- One representative of the kindergarten unit parents who is elected at the parents' general meeting;
- Two representatives of the owners who are appointed by the management board of the School owner.

15. The work procedure of the School board

- 15.1. The School board elects amongst its members a chair and a vice chair;
- 15.2. The School board meetings are held at least 3 times a year, a meeting is called upon by a chair of the board.
- 15.3. The School board meeting is legal if at least a half of the members take part in it.
- 15.4. The decisions of the School board are legal if more than a half of the votes at the meeting were for a decision.

16. The composition and duties of the Teachers' council

- 16.1. Teachers of the School shall be members of the Teachers' council, the chair of the Teachers' council is the head of the school.
- 16.2. 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.
- 16.3. The competence and procedures of the Teachers' council shall be established by a regulation of the Minister of Education and Research.

17. The competence of the owner of the School

17.1. The management board of the owner represents the owner of the School and provides strategic guidance to management of the School.

The management board of the owners:

- 17.1. verifies and amends the School's statute;
- 17.2. organizes a competition for a vacant position of the head;
- 17.3. enters into, amends and terminates a contract with the head;
- 17.4. appoints representatives of the owners to the School board and verifies the School board at the beginning of each academic year;
- 17.5. verifies the School's curriculum;
- 17.6. verifies the School's development plan;
- 17.7. verifies the School's budget;
- 17.8. determines the tuition fees;
- 17.9. may reduce tuition fee or give out grant concessions if a parent (or any other legal representative) of the pupil submits a respective request and the School has the required resources.
- 17.10. enters contracts between the School a student or his or her legal representative

IV THE BASES FOR THE ORGANISATION OF STUDIES

18. The schooling and education in Tartu International School shall be based on mutual respect and understanding of teachers and pupils and on co-operation with the families of the pupils.
19. The main aim of the School is to provide education for the children of foreigners during their temporary stay in Estonia.
20. The studies are conducted in English according to the School's curriculum that has been composed based on the Estonian national curricula for kindergartens and elementary schools. In the schooling and education activities, the School follows the educational standard for kindergartens and elementary schools in Estonia.

21. A study period shall include not less than 175 days of study (35 weeks). The units of account of study periods are lessons, days of study, weeks of study, courses and half-years. One week of study shall include five days of study.
22. The weekly study load of pupils shall be established by the School curriculum.
23. The number of lessons and the order thereof within a day of study in the basic school unit shall be determined in the timetable which shall be approved by the head.
24. The duration of a lesson in the basic school unit shall be 45 minutes, the break is at least 10 minutes long.
25. The kindergarten unit has a study and daily schedule. The curriculum, speciality and traditions of the School are taken into consideration when composing it. The head of the School verifies the study and daily schedule for the kindergarten unit.

V THE PROCEDURE OF ADMISSION, DISMISSAL AND GRADUATION OF THE STUDENTS

26. Tartu International School admits students in the school unit and the kindergarten unit in case there are student places available.
27. In order to admit a student to School, the parent shall submit a written application, a registration form to the school, and the copy of the child's birth certificate.
28. Children who will be six years old by 1 October of the respective year, and the pre-school or childcare institution that the child has attended, has evaluated the child's readiness to start school, shall be admitted to grade 1.
29. The School admits children to the kindergarten unit when they are at least 1,5 years old.
30. A meeting between the family and the School is established by the head before admitting a student to the basic school or kindergarten unit. During this meeting the philosophy and principles of operation of the School are introduced.
31. The student's grade level in the school unit and the child's group in the kindergarten unit are determined by the Teachers' council, and it is based on the documents submitted to the School by the parents and the meeting between the family and the School.
32. In case a grade 1 to 9 student is transferred to the School from another school, the parent fills a registration form and submits a written application, health certificate, report card from the previous school and other documents given to the student from his/her previous school.
33. A three-week observation period shall be applied after admitting a student during which the teachers, in close co-operation with the parents, evaluate the placement suitability in the grade level or kindergarten group. The Teachers' council, based on an application by the parent and the teachers, shall approve the grade of a pupil within four weeks from the admission.
34. A student shall be excluded from school on basis of Basic Schools and Upper Secondary Schools Act.
35. The exclusion of a student from the school and kindergarten unit happens when a parent wishes so and submits a written application, when the School terminates the contract between the School and the parents or by the decision of the management board of the School owner.
36. In case of exclusion of the student from the School because of graduation the School submits the student an Estonian elementary school graduation certificate.
37. In case of exclusion a student has to return all books and other materials.

38. The students who have completed the School curriculum for the kindergarten unit, are issued a development card that describes development of a child.

VI THE RIGHTS AND RESPONSIBILITIES OF PUPILS

39. The behaviour of the students is regulated by the Estonian laws and acts, the School's statutes and internal rules.

40. The students of Tartu International School have right to:

41.1. the all-round assistance and support of teachers;

41.2. study according to an individual curriculum pursuant to the procedure established by a regulation of the Minister of Education and Research of Estonia;

41.3. receive information from the School concerning the organisation of study, the rights of students and basic information concerning the opportunities for study;

41.4. express his/her opinion and make proposals for improvement of the school life;

41.5. form a student council 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;

41.6. use the rooms, facilities and equipment of the School for their extracurricular activities free of charge;

41.7. turn to a child welfare official or a child welfare organisation, the school board, the head of school or the Ministry of Education and Research for the protection of their rights.

42. The students are obliged to:

42.1. participate in the studies laid down in the daily schedule of a School or in an individual curriculum, to do study exercises and to acquire knowledge and skills according to one's abilities (compulsory school attendance);

42.2. participate in the study according to the organisation of the studies, and be responsible about his/her studies;

42.3. follow the School's internal rules;

42.4. show respect, act with dignity and be friendly towards others, follow generally accepted behavioural rules;

42.5. use the study materials and School premises in a sustainable way and according to their purpose.

43. The children acquiring pre-school education have the right to:

43.1. a mentally and physically healthy environment and to a daily schedule;

43.2. activities which support self-confidence and mental alertness;

43.3. the all-round assistance and support of teachers;

43.4. use the rooms, facilities and equipment of the School for their extracurricular activities free of charge.

44. The parents of the kindergarten have right to:

44.1. examine the curriculum and daily schedule of the kindergarten unit and obtain information concerning the organisation of work at School;

44.2. make proposals that the necessary conditions are created for the comprehensive development and growth of children and to assist in the creation of those conditions;

44.3. participate in management and work of School through School board representative(s);

44.4. turn to the School head or board in case or a need to resolve questions concerning education.

45. Parents of the kindergarten are required to:

45.1. create favourable conditions for their children to develop and acquire pre-school education at School;

45.2. sign a written contract with the School for using a place in the kindergarten unit, and follow the conditions described there;

45.3. follow the daily schedule of the child care institution and comply with the health protection and health promotion requirements for children;

45.4. inform the kindergarten unit about the child's health problems;

45.5. before leaving the School fill all responsibilities due.

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

46. The staff of the School include teachers and other employees. The working positions shall be appointed by the management board of the owners based on the proposal of the head and the minimum staff requirements proscribed by the law.

47. The main responsibility of the teachers and other staff members is to support the families in educating their children through mutual respect and co-operation.

48. The head 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.

49. The teachers and other staff members are required to accept the objectives and values of the School.

50. The teachers and other staff members have the right and obligation to be part of the development of the School and make proposals for improvement of the School work.

51. The teachers have a right to elect representatives to the School board.

52. The teachers and other staff members are forbidden to publish any information concerning the child and the child's family.

53. 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.

VIII FINANCING OF THE SCHOOL. ESTABLISHMENT OF THE TUITION FEES, APPLYING FOR EDUCATIONAL GRANTS AND REDUCED FEE.

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

55. The head submits the budget that has been presented in the School board to the management board of the School owners at least two months before the beginning of the financial year (1 May). The management board of the School owner approves the budget at least one month before the beginning of the new financial year (1 June).

56. The tuition fee shall be established by the management board of the School owners based on the prospective number of students and the amount of expenses taking into consideration and that amount shall not be changed during an academic year.

57. The amount of the tuition fee is fixed by the contract between the School and a parent and is not disclosed to the third parties.

58. The size of the tuition fee may be increased by up to 10 per cent between two academic years.

59. The school does not free students from tuition fees.

60. The parents have a right to apply for an educational grant or reduced fee in following cases: one or more students from the same family learn in the School, the family's financial reasons, other grounded cases.

61. To apply for a grant of reduced fee the parent needs to submit to the management board of the School owners a written application. The reasons for applying for a study grant of reduced fee must be described in the application.

62. The management board of the School owners decides upon granting or not granting the educational grant or reduced fee within one month after receiving an application. The management board has a right to ask for additional documents.

IX CLOSURE OF THE SCHOOL

63. The termination of the activities of the School happens in case of:

63.1. absence of the schooling license in the period of 6 months;

63.2. the owner of the School is being liquidated;

63.3. the general meeting of the owner has made a decision that the existence of the School is not purposeful.

64. The School activities are reorganised or terminated with the decision of the general meeting of the owners in case 2/3 of the members who participate in the meeting vote in favour of it.

65. Students, 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.

66. In case of termination of the activities of the School the owner of the School shall organise a possibility for the students to continue their studies in another school that offers education for same levels (pre-school or basic school).

67. The use of property of the school shall be decided by the general meeting of the owners in accordance with the law.

X AMENDMENTS TO THE ARTICLES OF ASSOCIATION

68. The proposals to amend the statutes of the School are made by the owner of the School, the head and the School board.

69. Amendments to the articles of association may be decided upon by the management board of the owner after hearing the opinion from the School board.