



Statutes of Tartu International School

I GENERAL PROVISIONS

1. Tartu International School (hereinafter referred to as the School) is an educational institution offering elementary education in English (children from age 6 until graduation from the elementary school). The school 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 located 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 basic school.
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.

III THE MANAGEMENT OF THE SCHOOL

7. The management bodies of the School are the Head of the School and the School board.
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 development of the School, 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. composes a draft budget for the School and presents it to the Owners;

9.3. organises and leads the work of the Teachers' council;

9.4. verifies the daily schedule and internal rules for the School;

9.5. decides on composing a after school care group;

9.6. admits and excludes students;

9.7. enters into, amends and terminates contracts with the School staff, organises competitions to fill vacant teaching positions;

9.8. calls for the parents' general meeting;

9.9. fulfils other duties based on the School statute, laws, regulations and the job description.

10. The decisions of the Head are formed in a written 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 based on Estonian 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 budget and the development plan by the Head of the School;

13.3. make proposals to the owner of the School and the School Head in order to improve education at School;

13.4. submit proposals for amendment of the development plan to the management board of the Owner of the School;

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

13.6. 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.

14.5. The School board has five members: The Head of the School; one representative of the teachers who is elected by the Teachers' council; one representative of parents who is elected at the parents' general meeting; two representatives of the Owner 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.

IV THE BASES FOR THE ORGANISATION OF STUDIES

16. The school offers education in English to students of any nationality and mother tongue.

17. The basis for organizing studies are the the curriculum of the School and the Estonian Basic Schools and Upper Secondary Schools Act.

18. The basis for the School's curriculum is the Estonian National Curriculum for Basic Schools and the programmes of International Baccalaureate Organization.

19. Schooling and education at 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.

20. An academic year shall include not less than 175 days of study (35 weeks). The study day is a calendar day when a student is required to participate in study work. One week of study shall include five days of study.

21. The school holidays are determined by the Owner based on the Head's proposal and the School board's approval.

22. The weekly number of lessons is determined in the school's curriculum.

23. 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.

24. A lesson is a period of time for studies. Lessons alter with breaks. The duration of a lesson is 45 minutes, and it can be divided into multiple parts. Two lessons can be united without

breaks in between. A lesson has variety of forms, such as a lecture, e-study, field trip, consultation, individual lesson etc.

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

25. Tartu International School admits students in case there are student places available.

26. Children who will be six years old by 1 October of the respective year, and demonstrate school-readiness, shall be admitted to grade 1.

27. In order to apply for a student's enrollment at the school, the parent shall submit a written application, a school registration form, and the copy of the child's birth certificate.

28. The decision about admission of a student is made by the Head of the school.

29. The decision on the grade placement of a student is made by the Teachers' council.

30. Upon admission of a student a schooling contract is signed between the School and the student's representative.

31. 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 grade placement suitability. If necessary the grade level is adjusted with the decision of the Teachers' council.

32. A student shall be excluded from the School with the decision of the Head in case

32.1. a parent or legal guardian has submitted a written application for exclusion from the School;

32.2. a student repeatedly violates the internal rules of the School;

32.3. a student, parent or legal guardian has discredited the School or conflicts with the values of the School;

32.4. payment of the school fees is overdue for more than two months, and an application for prolonging the payment deadline or partial exempt of paying the school fees, has not been submitted;

32.5. the student graduates from the School.

VI THE RIGHTS AND RESPONSIBILITIES OF PUPILS

33. The students of Tartu International School have right to

33.1. study according to the school's curriculum;

33.2. receive information from the School concerning the organisation of study and student's personal study results;

33.3. express his/her opinion and make proposals for improvement of the school life through the Student Council;

33.4. 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;

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

33.6. 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.

34. The students are obliged to

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

34.2. follow the School's internal rules;

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

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

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

35. 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.

36. 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.

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

38. 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.

39. The teachers have the right to elect their representative to the school board, and be elected themselves.

40. The staff of the School is prohibited to disclose information about students and their families.

41. 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 ESTABLISHMENT OF THE TUITION FEES, APPLYING FOR EDUCATIONAL GRANTS AND REDUCED FEE

42. The tuition fee is established by the School owners at least four months before the beginning of an academic year.

43. 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.

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

45. Based on the parent's or legal guardian's application the owners of the School have right to grant tuition fee discounts. The school does not free students from tuition fees.

46. The parent's or legal guardian's financial status and student's academic achievement is taken into account when granting tuition fee discounts.

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

IX CLOSURE OF THE SCHOOL

47. The termination of the activities of the School happens in case of

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

47.2 the owner of the School is being liquidated;

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

48. 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.

49. 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.

50. 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).

51. 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

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

53. 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.