Approved by

resolution of management board of non-profit association International Educational Association of Estonia on [...][...]2014

STATUTES OF International School of Estonia

1. GENERAL PROVISIONS
   1. The name of the school is International School of Estonia (hereinafter *schoo*l). The name of the school in Estonian is Eesti Rahvusvaheline Kool.
   2. The school is located at the address Juhkentali 18, 10132 Tallinn, Estonia.
   3. The school is a school which operates as a structural unit of the International Educational Association of Estonia (hereinafter *owner of school*) the management bodies of which are the head of the school and the board of the school.
   4. The school is a private school which provides basic and general secondary education.
   5. The language of instruction of the school is English.
   6. The language of administration of the school is Estonian and alongside Estonian English is also used as a language of internal administration.
2. HEAD OF SCHOOL
   1. **Competence of head of school** 
      1. Manages and represents the school while adhering to the lawful orders of the owner of the school and the board of the school;
      2. Is responsible for the general state and development of the school and for the intended and practical use of financial resources.
   2. **Functions of head of school** 
      1. Once every six months, submits to the school board an overview of development activities and the provision of education at the school, the financial status of the school and the use of revenue accrued in the form of tuition;
      2. Shall immediately give notice to school board of any material deterioration in the financial status of the school and of any precept(s) issued by supervisory agency;
      3. Is responsible for implementation of the development plan of the school and submits to school board the annual overview of the fulfilment of the development plan of the school;
      4. Prepares the draft budget of the school and submits a report on the use of budgetary funds to the school board;
      5. Establishes the daily schedule of the school;
      6. Forms long day groups in the school upon the consent of the owner of the school or on a proposal of the board;
      7. Concludes, amends and terminates employment contracts with teachers and other employees;
      8. Calls a meeting of parents;
      9. Performs other functions arising from the legislation, the employment contract (incl. job description) and these statutes.
   3. The head of the school issues directives within the limits of his/her competence which are mandatory for employees of the school and students.
   4. **Procedure for appointment and removal of the head and term of authority** 
      1. The head of the school shall be appointed and removed by the owner of the school.
      2. The owner of the school concludes an employment contract for an unspecified term with the head pursuant to procedure provided for in law.
3. SCHOOL BOARD
   1. **Competence of school board**

The school board is a collegial body the purpose of which work is to support the management of the school as an advisory body to the head of the school and the owner of the school.

* 1. **Functions of school board** 
     1. Submission of proposals for amendment of the statutes to the owner of the school;
     2. Hearing of the annual overview of the fulfilment of the development plan by the head of the school;
     3. Hearing of the overview of the head of the school concerning the school budget, the annual report and interim report of the owner of the school;
     4. Making proposals for amendment of the curriculum of the school;
     5. Adopting positions or making proposals in other questions, which fall within the competence of the school board pursuant to these statutes and legislation.
  2. **Procedure for appointment and removal of members of school board, term of authority** 
     1. The owner of the school shall appoint and remove the members of the school board;
     2. The chairman of the school board, the teachers’ council that proposed the member, a meeting of parents, a student council and the owner of the school can make the proposal for the appointment of members;
     3. The member, the chairman of the school board who presented the member as a candidate, the teachers’ council, a meeting of parents, a student council or the owner of the school can make the proposal for the removal of a member;
     4. The owner of the school approves the membership of the school board for one year. The school board consists of 5 members.
  3. **Membership of school board**
     1. The head of the school;
     2. One representative of the teachers whose candidate is elected by the teachers’ council of the school;
     3. One representative of the parents whose candidate is elected at a meeting of parents of the school;
     4. One representative of the upper secondary school students who is elected by the students’ council;
     5. One representative of the owner of the school.
  4. The school board elects a chairman and a vice-chairman from among its members.
  5. The meetings of the school board shall be held during the school year once in every four months.
     1. The chairman of the board calls a meeting of the board;
     2. Notice of a meeting shall be sent to the board members at least five business days before the meeting is held which shall set out the time and place of the meeting and the agenda.
  6. A meeting of the board has quorum if more than half of the board members participate in it.
  7. Every member has one vote upon voting.
  8. The resolutions of a meeting are deemed to be adopted if over one-half of the members’ votes who participated in the meeting were in favour.
  9. Minutes shall be taken of the board meetings. The minutes shall be signed by the chairman of the meeting and the recording secretary.

1. Function and MEMBERSHIP of TEACHERS’ COUNCIL
   1. The function of the teachers’ council is to analyse and assess teaching and education and to make teaching and education decisions.
   2. The teachers’ council shall operate pursuant to the provisions established in the legislation.
   3. The head of school, head teacher, teachers, support specialists and other persons appointed by the head of school are members of the teachers’ council. A representative of the student council will be involved in the activities of the teachers’ council.
2. PROCEDURE FOR AMENDMENT OF STATUTES
   1. The head of the school and the school board have the right to make proposals for the amendment of the statutes of the school.
   2. The amendments to the statutes of a private school shall be approved by the owner of the school.
3. BASES FOR ORGANISATION OF STUDIES
   1. The main function of the school is to support the development of students in teaching and education through the learning and educational process.
   2. The objectives of the school are to promote learning, culture and international worldview without any political or religious preferences and to create conditions for facilitating experimentation and innovation.
   3. A positive development environment which facilitates learning will be created in the school where parents, students and teachers cooperate in order to achieve joint objectives.
   4. The organisation of studies and education shall be based on the curriculum and the internal rules of the school.
   5. The curriculum of the school has been drawn up on the basis of the curriculum of the International Baccalaureate Organization. The curriculum of the school shall be approved by the owner of the school. Amendments to the curriculum of a private school shall be made by the school board and approved by the owner of the private school. The amendments shall be submitted to the Ministry of Education and Research for registration within ten days as of their approval
   6. The whole curriculum of the school is electronically available at the school website and as a hard copy at the secretary of the school.
   7. An academic year lasts from September 1 in one calendar year to August 31 in next calendar year. An academic year consists of academic quarters and school holidays.
   8. One academic week comprises of up to five school days. Students' weekly academic workload in lessons is laid down in the school curriculum.
   9. The number and sequence of lessons during a school day is specified in the daily schedule which shall be approved by the head of the school.
   10. Learning outcomes shall be specified on the basis of grades, evaluations, summary grades, standard-determining tests and examinations.
4. PROCEDURE FOR ADMISSION OF STUDENTS TO SCHOOL AND FOR EXCLUSION AND GRADUATION FROM SCHOOL
   1. **Admission of students to school** 
      1. Students are admitted to the school if the school has vacant student places on the basis of (an adult) student’s or his/her legal representative’s application;
      2. Admission to the school shall be subject to the admission requirements established by law for state and municipal educational institutions of the same type. The board of the school has the right to establish additional requirements for the admission of students;
      3. The head of the school shall conclude an education contract on behalf of the owner of the school with a student or his/her legal representative. The school assumes an obligation in the education contract to provide the student with education which conforms to the curriculum and the student undertakes to follow the legislation, including the internal rules of the school.
   2. **Procedure for exclusion of students from the student list** 
      1. The exclusion of a student from the student list of the school shall take place by the directive of the head of the school under the conditions established by the school board;
      2. A student shall be excluded from the school if:
         1. the legal representative of the student has submitted an application for the exclusion of the student from the list;
         2. the student graduates from the school;
      3. A student may be excluded from the school in the following cases:
         1. a student and/or his/her legal representative materially or repeatedly breaches the education contract, the statutes of the owner of the school, the internal rules of the school or any other rules established by the owner of the school;
         2. a student does not accomplish or does not satisfactorily accomplish necessary study tasks or does not pass the tests or examinations;
         3. a student’s behaviour is unsatisfactory, a student is repeatedly absent from lessons without a reason;
         4. a student and/or his/her legal representative has caused material damage to the school and has damaged the reputation or honour of the school;
         5. a student and/or his/her legal representative does not pay the tuition fee as stipulated in the education contract;
         6. for other good reasons.
      4. Upon exclusion of the student, the owner of the school shall be immediately paid the tuition fee subject to payment at the time of exclusion and other amounts.
   3. **Procedure for graduation from school**

The graduation from basic school and upper secondary school shall be based on the conditions provided for in the curricula. A person who has completed a curriculum to the full extent shall be awarded a graduation certificate.

1. RIGHTS AND DUTIES OF STUDENTS
   1. The behaviour of students in the school is regulated by the education contract, the internal rules of the school and the legislation of the Republic of Estonia.
   2. **Rights of students**
      1. To form a student council in school and also to form associations, clubs, studios and hobby groups the goals of which are not in conflict with educational aspirations of the school, and to participate in their work;
      2. To use in extracurricular activities the facilities, premises, the library, the study, sports, technical and other equipment of their school pursuant to the established procedure and the intended purpose;
      3. To receive information from the school regarding the organisation of studies and the rights of students, as well as primary information regarding the possibilities of study;
      4. To address the students’ council, a class teacher, the head of the school, the county governor, the Ministry of Education and Research or child protection organizations for the protection of their rights;
      5. To receive first aid;
      6. To receive information from a class teacher or teacher regarding the procedure for evaluation and the grades;
      7. To express their opinions and make proposals for the improvement of school life.
   3. **Duties of students** 
      1. To perform the duty to attend school, to prepare for and to attend the lessons provided for in the curriculum, to perform the study tasks on time (homework, tests, examinations, preliminary examinations, etc.);
      2. To take part in the studies pursuant to the established organisation of studies and regard their studies conscientiously – prepare for every lesson, to take along all scholastic materials that are required for the school day, not to disturb the classmates’ or teachers’ work, to actively participate in lessons, to ask for a permission from a teacher in order to leave the lesson with justified need;
      3. To comply with the internal rules of school;
      4. To regard all people with respect, dignity and benevolence and comply with generally accepted behavioural norms;
      5. To use learning materials and the premises required for studies according to their purpose, preserve the assets used by the school;
      6. To immediately inform a class teacher, teachers, a head of studies or the head of the school of all cases of violence.
2. RIGHTS AND DUTIES OF TEACHERS AND OTHER EMPLOYEES
   1. School employees include the head of the school, teachers and other employees.
   2. The composition of school staff shall be determined by the owner of the school on the basis of the proposal made by the head of the school
   3. The head of the school shall sign employment contracts and amends and terminates these pursuant to the legislation.
   4. **Rights of teachers** 
      1. To participate in development activities of the school;
      2. To make proposals to the management for better organisation of the work;
      3. To turn to their direct supervisors or the management for instructions;
      4. To request from the management the existence of work equipment which is necessary for the work and ensuring the working conditions;
      5. To receive in-service training, if necessary;
      6. To have appraisal and performance interviews.
   5. **Duties of teachers** 
      1. To actively participate in the school work pursuant to the employment contract (incl. job description);
      2. To consistently cooperate with parents;
      3. To engage in professional self-improvement;
      4. To take care of students, be informed about their progress and development;
      5. To follow the established curriculum upon carrying out the studies;
      6. To give account of their work if so requested by the school board or the head of the school.
   6. **Rights of other school employees**
      1. To make proposals to the management for better organisation of the work;
      2. To turn to their direct supervisors or the management for instructions;
      3. To request from the management the existence of work equipment which is necessary for their work and ensuring the working conditions;
      4. To receive in-service training, if necessary;
      5. To have appraisal and performance interviews.
   7. **Duties of other school employees**
      1. To actively participate in the school work pursuant to the employment contract (incl. job description);
      2. To engage in professional self-improvement;
      3. To give account of their work if so requested by the school board or the head of the school.
   8. The function of teachers and other school employees is to provide a learning and educational environment relying on mutual respect and understanding between students and teachers and cooperation with students’ homes.
   9. The function of the staff is to provide supportive services in order to guarantee that the work of the school is carried out without any disturbances, to have an account over the assets of the school and ensure the order of the assets.
   10. It is prohibited for the staff to disclose any information which is not subject to disclosure pursuant to the legislation, an employee’s employment contract or the documents established by the owner of the school, including the information obtained from a student concerning the family of the student.
   11. More detailed functions, rights and duties and liability of school employees shall be determined by the administration procedure and work organisation rules of the school, employment contract (incl. job description) and the legislation.
3. BASES AND PROCEDURE FOR ESTABLISHMENT OF TUITION FEES, GRANT OF RELIEF THEREFROM AND GRANT OF DISCOUNTS AND EDUCATION ALLOWANCES
   1. The size of the tuition shall be determined by the decision of the owner of the school.
   2. The size of the tuition shall not be changed during an academic year.
   3. The size of the tuition shall not be increased between two academic years by more than ten (10) percent unless otherwise provided for in the contract signed between the owner of the school and a student.
   4. The owner of the school shall decide on relief from tuition fee and granting discounts and education allowances. For the purpose of receiving a relief from the tuition fee or to be granted a discount or an education allowance, a student’s legal representative shall submit the owner of the school a reasoned application in a format, which can be reproduced in writing. The owner of the school shall decide on their discretion whether to satisfy the application or not. The owner of the school shall make the corresponding decision within one month as of the submission date of the application.
4. CLOSURE OF SCHOOL
   1. The owner of the school is required to initiate the closure of the school if:
      1. the school does not hold an education licence for six months;
      2. a liquidation procedure has been initiated against the owner of the school;
      3. the owner or the board of the school has decided that it would be impractical for the school to continue its operations;
      4. the closure is prescribed by law.
   2. Students, parents, employees and the Ministry of Education and Research shall be informed of the closure of the school at least four months in advance.
   3. Upon closure of the school, the owner of the school shall ensure that the students have the opportunity to continue their studies in an educational institution providing instruction of the corresponding level.