



STUDENT-PARENT HANDBOOK

2017-2018

International School of Estonia

Dear Parents and Students,

Along with our outstanding ISE staff, I welcome you to the 2017-2018 school year at the International School of Estonia.

This Handbook explains the way our school operates, and it sets out the expectations we have for parents and students and what you can expect from us. All students and parents are required to read this Handbook.

We hope that this Handbook will be helpful and useful for everyone. Do not hesitate to offer suggestions that might help us improve the Handbook for the next school year. If we can be of assistance in any way, please let us know.

We look forward to working together with you in the ISE learning community.

Best regards,

Ms. Kathleen Naglee
Director



The International School of Estonia

The International School of Estonia offers education for children aged 2 to 20. Its curriculum is based on the programs of the International Baccalaureate Organization and is taught in the English language.

The ISE Mission

- Develop inquirers, communicators, risk-takers and leaders
- Provide an environment of creativity, innovation and care
- Foster intercultural understanding and respect
- Empower students to implement positive change in the face of future challenges

The IBO Mission Statement

The International Baccalaureate aims to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect. To this end the organization works with schools, governments and international organizations to develop challenging programs of international education and rigorous assessment. These programs encourage students across the world to become active, compassionate and lifelong learners who understand that other people, with their differences, can also be right.

The Universal Declaration of Human Rights

On December 10, 1948 the General Assembly of the United Nations adopted and proclaimed the Universal Declaration of Human Rights. The International School of Estonia agrees with and upholds the principles of this declaration.

Administration Directory

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PYP Principal Coordinator	Terje Äkke	terjea@ise.edu.ee
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DP Principal Coordinator	Beth Dagitses	bethd@ise.edu.ee
Student Support Services/Counselor	Dr. Alynne Solway	alynnes@ise.edu.ee
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How to Address a Concern

At the International School of Estonia, we believe in strong communication. In accordance with this policy, it is imperative that when a serious concern first arrives to contact the teacher by person, phone or email to set an appointment. All teachers have been asked not to engage in lengthy emails but to simply respond to parent concerns by setting an appointment. At the conclusion of the first meeting, the Principal-Coordinator will be brought into the conversation if it has not been resolved during this initial meeting. It is only when the teacher, the Principal-Coordinator is unable to resolve the issue that the Director will be brought into the discussion. Our distinguished teaching staff is ready to help you when an issue, question, problem or concern arrives. Parents can contact teachers through ManageBac or find individual emails on the school website. Please do not hesitate to speak to your child's teacher!



SCHEDULES

Daily Schedule

The clock in the office and the bell system are the official time of the school. ISE uses a two-bell system. Three minutes after the end of class a second bell will ring. Students are expected to be in their next classroom, in their seats with all the necessary books and materials for that class.

Arrival-All days

Main gate opens	08:00
Homeroom	08:35-8:40

Students should arrive at the school no earlier than **08:15**, unless special arrangements have been made with the homeroom teacher.

Dismissal-Monday, Tuesday, Wednesday and Friday

Preschool - Grade 10	15:30
Grade 11-12 (as scheduled)	16:15
After school activities (optional)	15:30-16:15
Office closes	16:30
Main gate closes	18:00

Dismissal-Thursday

Preschool - Grade 12	14:45
After school activities (optional)	14:45-15:30
Grade 11-12 (as scheduled)	16:15
Office closes	16:30
Main gate closes	18:00

Dismissal on half days 12:00 (no lunch is served)

Faculty departure 15:45

After school

Students in Preschool through grade 8 must be picked up or leave the school no later than 15 minutes after the dismissal time for that student's regular classes or after school activities. Any other arrangements **must** be made with the homeroom teacher. Students in grades 9-12 may remain at school, unsupervised, provided they behave appropriately and are engaged in productive and positive activities.

Once parents arrive to pick up their children, the parent, **not the school**, is responsible for the well-being and the supervision of their child. **Students are not permitted to play in school or on the playground before and after school without parental supervision.**

After school activities

After school activities will begin shortly after the start of each semester. These will be enrichment or recreational in nature and are voluntary. Parents are encouraged to plan and offer an after school activity. Shortly after the start of each semester, a



registration form will be sent home to parents. A registration fee is required for most activities. For details, please contact the school activities coordinator.

Lunch

ISE operates a cafeteria, serving hot and cold foods. Students are welcome to bring their own lunches or to purchase food through the cafeteria. Foods purchased from the cafeteria are not included in the regular school fees. Preschool to grade 5 students who choose the main meal will receive a set menu. Students in grades 6-12 may choose from a variety of items and may pay in cash or by credit. Prepaid accounts can also be arranged with the cafeteria. Information on pricing plans is available from the office or the cafeteria. The weekly cafeteria menu is available in the weekly newsletter sent home by email every Friday. Breakfast is served free daily from 8:15-8:35 am. Parents are welcome to eat at the cafeteria.

Absences

If a student will be absent for any reason, parents are asked to notify the school by ManageBac through the attendance tab. If a student is not in school by 09:00, and the parents have not notified the school, the school may contact the parents to verify the cause of the absence. If the parents do not inform the school of the reason for a student's absence, then, when the student returns to school, he/she must bring in a note, signed by a parent, explaining the reason for the absence.

Consistent attendance is essential for academic success at ISE. Families are encouraged to minimize the number of days that students miss. In particular, parents are strongly encouraged not to take their children out of school for extended vacations. Parents who do are required to notify their child's teachers, at least two weeks in advance. Students should not ask teachers to assign work in advance, but are expected to check ManageBac for missed assignments.

Students who miss school, for any reason, are expected to make up all missed work and tests upon their return. The teacher will determine if any additional time shall be allowed for making up missed work or tests, and the following conditions will apply:

- The student will be required to complete any work or tests no later than 2 weeks from the date of the student's return to ISE.
- If future tests or assignments are planned, which will require the student to know information/skills taught during his/her absence, the student will be responsible to "catch up" on that information/skills on his/her own time. The teacher will provide the student with any necessary resource materials needed to complete his/her self-study.
- Certain activities and experiences happen in class, which cannot be duplicated for students who are absent. Therefore, in some cases, it may not be possible for a student, who is absent for an extended period, to achieve maximum marks.

If a student is absent during the final assessment week, he/she will not be permitted to take the assessments early. The Principal-Coordinator will determine if any exceptions will be allowed, and will review emergency situations.

Please refer to the ISE Attendance Policy for further clarification.



Late arrivals

A student will be considered late if he/she is not seated in homeroom by 08:40. Upper school students should immediately report to their scheduled class if late not their homeroom teacher.

Arrivals and Departures

Students under the age of 18 may not leave the school campus prior to the end of school, without parent permission. Campus privileges are academically granted to DP 2 (grade 12) students by the discretion of the DP Principal-Coordinator. Parent permission must be given in writing. Students over the age of 18 may leave without parental permission, but they must notify the Principal-Coordinator before leaving the school campus.

Students in grades preschool-5 will only be allowed to leave school with their parents or with a pre-approved guardian and must come to the office before leaving the school. Parents are required to provide the homeroom teacher/office with a list of those persons who may pick up their child from school. Parents of all students who are four years old and older are asked to wait in the assembly area until dismissal time. Unless specified by a parent, it is assumed that students in grades 6-12 may leave school independently after the dismissal time. Parents are asked to notify the school, in writing, of any change in the child's normal arrival/departure routine.

STUDENT CONDUCT AND DISCIPLINE**ISE DISCIPLINE POLICY**

At ISE our Mission Statement is about who we are and what we do. It governs all our policies and specifically directs that we must:

- Empower students to implement positive change in the face of future challenges.

Our Core values similarly incorporate principles of Care, Compassion and Taking Action, whereby:

- We believe that we have an obligation to listen thoughtfully to others, to consider their points of view and to treat them with kindness and empathy.
- We look beyond ourselves and seek to make genuine, positive changes in the world around us.

It is therefore apparent that we cannot support a traditional disciplinary regime that seeks retribution as its foundation. Our fundamental precept lies in the management of change concerning student behaviour in order to foster attitudes aligned with our mission statement.

We consider that Respect must underpin any successful policy. This requires the development of respect for oneself, for others and for the environment. It is a prerequisite student characteristic that is integral to the learning experience.

We also believe that this quality will be demonstrated through Responsibility. Students must take responsibility for their actions and similarly be held responsible



for these actions. Responsibility requires self-discipline, which lies at the heart of delivering a successful learning environment.

ISE believes in a fair, restorative approach to addressing disciplinary issues, which focussing on developing and maintaining those behaviours necessary for a sound learning environment. This implies that consequences for unacceptable behaviour should be formulated with this end in mind.

Issues will be addressed within a framework that outlines a set of basic behavioural expectations. These will be justified and expected consequences for failing to abide by these will be stated. The outcome of specific incidents will depend upon many variables including the individual student response. We recognise a fundamental difference between a student who recognises and accepts their mistakes from one, who in denial of such, is consequently unable to take steps towards ensuring that their behaviour is not repeated.

This approach will guide our determinations through principles derived from our Mission and Core values. This policy concerns itself with all matters relating to the wellbeing of our student community in terms of both events happening at school or during school events off-campus.

Expectations	Reasons	Consequences
Students respect their own property as well as that of others and the school.	This is central to the idea of respect for self, others and the environment. Students should expect their property to remain safe.	Theft and vandalism are serious matters. Students will be required to pay the full cost of any vandalism damage and either may be referred to the Director.
Students respect the school environment.	Littering or leaving food and related items around is unsafe and unhygienic. The school facilities and grounds should be clean and tidy at all times.	Students will be required to clean up any mess.
Students feel their learning environment is safe and free from violence, bullying, harassment and threats.	This is central to the idea of respect for others. All students have the right to a safe, protective and nurturing environment.	No form of physical or emotional abuse will be tolerated. This will be dealt with severely and may have serious consequences, including suspension or expulsion. All cases of violence direct or otherwise will require counseling.

<p>Students live healthy lives refraining from smoking (including e-cigarettes and heats), drinking and illegal drugs.</p>	<p>As a responsible institution we discourage smoking on health grounds. It provides a thoroughly bad example, which may influence younger students. Drinking and using drugs has serious social, health and legal repercussions. Any students struggling to deal with the use of prohibited substances are encouraged to seek help from school staff. Students seeking assistance will not face any disciplinary action.</p>	<p>All cases will pass through the Dean of Students and the School Counselor. They may also be referred to the Director and parents will always be involved. We operate a zero tolerance policy for the use of illegal drugs and substance abuse. Any student using illegal drugs or found in possession of these will be expelled. We reserve the right to contact the police regardless of any other action taken.</p>
<p>Students use positive language that is appropriate for all audiences</p>	<p>In a multicultural environment, certain language may be inappropriate and/or offensive. It is important that students appreciate and respect the feelings of others. Similarly indecent or offensive posters, magazines, clothing or internet communications are not permitted.</p>	<p>Students will be warned for a first offence through their Homeroom teacher. Subsequent failure to maintain expectations will require counseling and possible sanctions from the Dean of Students.</p>
<p>Students enjoy healthy relationships in public .</p>	<p>School is a place of work. Public displays of affection should be minimized, particularly on a campus where there are younger students and visitors.</p>	<p>Their homeroom teacher will remind students of this rule. The Dean of Students will deal with repeated disregard for the rule. Any impact on a student's academic performance will be directed to the appropriate Principal Coordinator.</p>
<p>Students use computers, the internet, the library and all other school resources responsibly.</p>	<p>While it is important that students have access to a wide range of information, they need to learn how to use such information responsibly. This must be in a manner that does no harm to or offends others.</p>	<p>Students may be restricted from using certain school facilities and may be denied the use of certain technology. Where this impacts student learning the appropriate Principal Coordinator will be involved.</p>

<p>Students must attend all classes and agreed activities unless they have obtained appropriate permission not to do so.</p>	<p>Regular attendance is necessary in order to maximise individual potential. Absence causes inconvenience to others and disrupts activities such as CAS and Service Learning.</p>	<p>Students are responsible for making up any work, with or without assistance from a teacher. The appropriate Principal Coordinator will manage this matter and parents will be involved. Repeated failure to comply with this requirement may result in severe academic consequences, such a removal from a programme of expulsion from school.</p>
<p>Students will be academically honest.</p>	<p>This is an absolutely vital aspect of self-respect, where students will irreparably harm themselves by ignoring the requirements. The long-term consequences can be catastrophic.</p>	<p>The appropriate Principal Coordinator will always be involved with such dishonesty. It may lead to removal from a programme. In public exams, cheating will lead to the cancellation of all papers set and disbaring from all future exams.</p>
<p>Students are punctual for all school activities.</p>	<p>Lateness is disrespectful to both teachers and the class and is selfish in disrupting other student's learning.</p>	<p>Students are responsible for making up any work at the convenience of the member of staff. They may lose break privileges in order to do so. Persistent offenders will be reported to the appropriate Principal Coordinator.</p>
<p>Students complete coursework as set and meet all deadlines.</p>	<p>Time management is an important skill and includes respecting deadlines.</p>	<p>Students are responsible for completing all their work. All difficulties must be brought to the attention of the teacher who is not obliged to give additional time and determine consequences. The appropriate Principal Coordinator will be kept informed of such failures.</p>
<p>Students will bring all necessary equipment to class.</p>	<p>This is an important part of personal organization and results in inconvenience to others when not adhered to.</p>	<p>Individual teachers will determine what they require and will inform students accordingly. Repeated failure to bring required materials will</p>

		be reported to the Dean of Students.
Students do not bring any form of offensive article or weapon into school. This includes toys and replicas.	We operate within a non-hostile environment, where students must be free from fear. Anything that might be used for the purposes of intimidation or to menace others does not belong in our community.	If any instrument, of any form, is actually used as a weapon, this may result in expulsion and the police informed as appropriate. All cases of violence direct or otherwise will require counseling.

These expectations are open to interpretation and it will be the role of the school authorities to determine any such interpretations. The Director will remain the final arbiter of discipline matters. A discipline committee may be convened at the Director's discretion and may include community representatives if appropriate.

Individual teachers may have additional expectations of student behaviour and these will be made clear to students and followed by them.

The Principal Coordinators are fundamentally responsible for all matters relating to learning and hence discipline. The Dean of Students will support them in this role. The initial point of reference for many incidents will be the teaching staff. This may be followed by contact with the relevant Principal Coordinator and the School Counsellor. The Dean of Students may be involved at any stage as required. If a case cannot be resolved at this point, then the Director will be involved as necessary.

Mandatory counselling and volunteer activities within the school will form a key component of our set of disciplinary consequences. More serious infractions may trigger a loss of privileges, typically of access to specified technical devices and denial of attendance at school functions. Beyond this we reserve the right to include in-school restriction. There are no prescriptive, systematic, consequences leading to suspension or expulsion. Instead, red flags are raised at stages for issues such as:

- Severity of incidents
- Repeated and related incidents
- Patterns of unrelated incidents
- Inadequate classroom engagement
- Inadequate work ethic

This requires a combined approach involving parents, students and staff, which entails coherent record keeping in order to effectively and fairly monitor any escalation.

In order to develop an effective overview and to predict patterns at an early stage, it may be necessary for staff to complete an incident report form. Information recorded will include details of the event in question, the date, people involved, adults contacted in any manner and all emails exchanges, plus a brief summary of

any discussions or meetings. Any such records will be kept securely and confidentially in the Director's office. Any incident that requires parental contact with the Director will also be confidentially recorded in a file for each student

It is important to note that all disciplinary records are for internal use only and will not be shared externally except when there is concern for the safety of the student or others in line with Estonian and European Union law. When moving to a new school, we will consider legitimate requests from such a school to be covered under an extension of our own confidentiality policy and disclosure. Under such circumstances, in that such requests are initiated through parental action, disclosure will not be considered to have breached our guidelines.

Harassment/Bullying

The school has a thorough anti-bullying policy that determines that we will not tolerate harassment or bullying in any form by any member of the ISE community - students, teachers, administrators, parents, staff or visitors to the premises or events sponsored by the school. Please refer to this policy on the website for details.

Academic honesty

Academic honesty in the IB is described by the IB learner profile. Academic honesty supports personal integrity and creates respect for others and their work.

Recognizing academic honesty ensures that all students have an equal opportunity to demonstrate their knowledge and skills. As stated in the IB learner profile, all members of the IB community must strive to be "principled", acting with "integrity and honesty, with a strong sense of fairness and justice, and with respect for the dignity and rights of people everywhere". MYP students must demonstrate academic honesty and avoid any form of academic misconduct.

Academic honesty is developed across the curriculum as part of a school's approaches to learning. In the PYP students learn to recognize ownership of work. As the student gains experience he/she learns a range of academic honesty skills preparing students for externally validated assessment in the MYP or the DP. ISE's Academic Honesty Policy focuses on prevention and promoting good practice. It is our goal for the entire school community to view the principles of the Academic Honesty Policy positively.

ISE, following the IB guidelines, defines academic misconduct as behaviour that results in, or may result in, the student or any other student gaining an unfair advantage in one or more assessment components.

Academic misconduct includes:

- Plagiarism—the representation, intentionally or unwittingly, of the ideas, words or work of another person without proper, clear and explicit acknowledgment
- Collusion—supporting academic misconduct by another student, as in allowing one's work to be copied or submitted for assessment by another
- Duplication of work—the presentation of the same work for different assessment components

- Any other behavior that gives an unfair advantage to a student or that affects the results of another student (falsifying data, misconduct during an examination, creating spurious [do students understand spurious?] reflections).

Responsibilities

In IB programmes, students develop skills that are important across the curriculum and help them “learn how to learn”. Students will learn and practice academic honesty as part of the ATL skills in various classes, receive and sign an age-appropriate, copy of the policy and understand that the coordinator and teachers are available for further advice and guidance.

We encourage parents to teach and support the ethical values of honesty and integrity and share ISE’s enforcement of the academic honesty policy, especially with regard to work done outside of school. ISE helps and encourages students with schoolwork, but never does it for them.

Offenses

The International School of Estonia, as an institution of learning, holds as one of its highest ideals that of honesty in academic affairs. With this in mind, it is important to protect and maintain a high degree of academic honesty in our school. Depending upon the circumstances of the academic dishonesty, those found in violation of academic rules will receive no credit for work or tests, and may be permanently removed from the class or could be suspended or even expelled from school.

Conferences:

ISE holds two types of conferences

- Student-Parent-Teacher conferences—in which teachers communicate assessment data to parents openly and transparently, possibly supported by examples of each student’s work.
- Student-led conferences—in which students share assessment data about their learning with their parents, possibly supported with a portfolio of achievement.

Students are required to participate in both conferences.

The responsibility of the student-led conference rests with the student. The teacher facilitates the conference, but the student is responsible for answering parent questions and concerns about student learning. Students share with their parents what they have learned, if applicable, show their parents their student portfolios, and discuss the reasons for their academic progress.

Dress code

Students are expected to dress in a clean, neat, and otherwise appropriate manner. It is recommended that students bring rain and snow pants to school as the weather dictates. During the winter months, students are expected to follow the Estonian law regarding the wearing of reflectors. Students in grades Preschool to 5 are required to have a pair of clean shoes/slippers at school to be worn inside only. For PE, students

are required to wear clean exercise shoes and an ISE PE uniform, which will be discussed the first week of school.

Gum chewing, food and beverages

Gum chewing, eating and drinking is not allowed in the common areas of the upper school during breaks. Gum chewing, eating and drinking in classrooms is only allowed with advanced teacher permission.

Phones/Mobile devices

The use of mobile phones is not permitted during class time and phone should be switched off, unless authorized by the teacher. Phones may be used before and after school, during breaks and lunch, provided that their use does not create problems. Parents should not be calling students during class time.

Laptop computers and iPads/tablets may be used at school subject to the terms of the Acceptable Use Agreement below. All computers must conform to the school's security protocol's, which may require inspection and configuration by the school's IT specialist. ISE is not responsible for loss or damage caused to personal computers used at school.

Computer/Internet usage

All students and parents are required to read and sign the ISE IT Resources Acceptable Use Agreement, which is distributed by their homeroom teacher. The first priority for the use of school computers is for school-related business. Personal use must always make way for school-related business.

Corporal Punishment

Corporal punishment is not allowed under any circumstances, although teachers do have the right and the obligation to physically restrain a student from doing harm to other people, to her/himself, or to property of the school. All such incidents must be reported at once to the Principal-Coordinator or Director. Parents or guardians are not allowed to use excessive discipline or corporal punishment on school grounds.

FACILITIES AND SUPPLIES

Classroom supplies

All school supplies are provided for students between preschool and grade 5. Students in grades 6-12 are expected to supply their own pencils, pens and notebooks. The school will provide all other basic materials. Textbooks and iPads furnished by the school will be checked out to the students, and must be returned at the end of the year. Replacement costs for lost and/or damaged textbooks will be billed to the family.

Library Books and Materials

Students are responsible for any books and materials checked out in their name, including replacing or paying for lost books. All library books and materials must be returned as a part of the year-end leaving process. A lost/damaged book has to be replaced with the same book, or the replacement cost of the book. If the price of the book cannot be detected the sum to be paid is 25 EUR.

Lost and Found

The Lost and Found is located near the school office. To help us return lost items to their rightful owner, please label all clothing and other items of value with the student's name.



SCHOOL CURRICULUM

The curriculum framework of ISE follows the IB programs. Details of these programs, at all levels, are available on school website www.ise.edu.ee and on ManageBac.

Homework

Homework in the PYP program is focused on literacy and enrichment. We encourage Lower School families to read to their children and with their children each evening. In the Upper School, homework is a natural extension of classroom work for grades 6-12. It provides opportunities for developing good study habits, providing for individual differences and abilities and encouraging self-initiative on the part of the students. Parents are asked to encourage and monitor homework assignments, but should not do assignments for their child. Staff will work together to avoid assigning excessive homework; however, occasional lengthy assignments are to be expected.

Field trips

ISE considers field trips as a vital part of the educational program. Day trips in and around Tallinn and overnight trips (for older students) to farther destinations may be planned during the year. For in-town trips, parents will be asked to sign a general permission form, allowing students to take walking or bus trips around town. For trips requiring greater distances or over-night lodging, parents will be informed in advance and asked to sign a specific permission form for each trip. Parents may be invited to chaperone. Costs for longer field trips are not included in the general school fees. Students who choose not to participate in field trips may be asked not to come to school during the field trip time, and to complete make-up assignments.

Students are expected adhere to all school rules while on a field trip. In the event of a violation of any rule, the student will be given a warning. In the event of a subsequent violation, the student will be sent back to school (with a chaperone). The cost of any transportation back to school will be the responsibility of the student (parents). Any fees paid for the original trip (e.g. admissions fees, bus/plane tickets) will be forfeited by the student.

Parties

Birthday parties, holiday parties, etc. are an occasional part of classes, especially in the primary grades. Parents wishing to organize a classroom party need to check with the classroom teacher at least a week in advance. Teacher discretion will be exercised when planning and holding parties to take into consideration the feelings of students who may, for religious or personal/family reasons, not want to participate or who would feel left out. Distribution of gifts or invitations to individual students at school is generally prohibited, unless all students in a class are included on an equal basis.

HIGH SCHOOL GRADUATION REQUIREMENTS

ISE Diploma

ISE is fully accredited by CIS and NEASC, and grants high school diplomas to students who have completed the ISE graduation requirements. Students must earn a grade of 3 or better in any class to receive credit. Students who fail courses may be required to take an online course to make up credit for graduation.



22 credits, in the following subjects, are required to graduate:

- Language and Literature (English) 4 credits
- Mathematics 3 credits
- Individuals and Societies (Humanities) 3 credits
- Sciences 3 credits
- Foreign Languages/additional language 2 credits
- Physical Education/Health 1.5 credits
- Art/Music/Design or Electives 4 credits*

*IB core requirements (TOK, CAS and MYP 5/grade 10 Personal Project) can be put towards elective credits.

International Baccalaureate Program at ISE

Students enrolled in the ISE Diploma may choose to participate in the IB Diploma Program will have the opportunity to take the IB Diploma exams in any subject they have completed (all financial obligations must be completed). These exams are externally written and scored. Exam scores and on-site course work are used to determine whether or not a student receives an IB certificate in each subject. Students whose combined exam scores are above the prescribed level will be awarded the IB Diploma.

The IB examination fees (in Grade 12) shall be paid by each student prior to upon registration for the examination and are not included in tuition costs quoted on the Registration Form or in the Study agreement. These fees will be invoiced in July before the grade 12 year.

The curriculum for IB Diploma Programme and ISE Diploma students are the same; however, the assessment requirements and expectations for ISE Diploma students are modified and not sent for external examination unless the student has registered for the course with the IB.

STUDENTS' RIGHTS AND PRIVILEGES

The school recognizes the rights of individuals and promotes self-expression and freedom of thought and will. At the same time, school rules place certain limitations on the rights of an individual in order to protect the rights of others.

Each student in the school has the right:

- to be secure and safe in his/her person and property
- to be treated with respect, courtesy, and consideration by every student and every adult in the school
- to know what the rules of student behavior are
- to benefit and be recognized for his/her own efforts
- to appeal decisions of teachers in a known, specific, and orderly way
- to undertake and participate actively in, with proper assistance and guidance, those classes, courses, programs, and activities which have the most potential for him/her
- to have the space, materials, and equipment he/she needs for work and work preparation

- to participate, increasingly in the middle and higher grades, in developing and improving the rules and standards of pupil behavior in the school

Students' due process rights

Students must be told what conduct is appropriate and what is forbidden. Therefore, the rules and regulations set by the Administration to govern student conduct shall be distributed to the students and posted in a conspicuous place.

Student complaints and grievances

If a student has any complaint or grievance about any aspect of the school, its pupils or its staff, he/she must first register that complaint with the class teacher. If the class teacher does not deal with the matter within a reasonable period of time and to the satisfaction of the student, the matter will be referred to the Principal or the Director. If no redress is received from the Principal or Director within a reasonable period of time, the aggrieved student may appeal to the Board, in writing, as a last resort.

ISE Child Safeguarding Policy and Procedures

ISE has a comprehensive policy to protect students from all forms of abuse. This document is given to each parent at the beginning of the year and is also on the website. Please refer any issues to this document and/or ask a member of the administration, a teacher or coordinator for more information.

IT RESOURCES ACCEPTABLE USE AGREEMENT (A copy of this Agreement will be sent home for student/parent signature.)

This agreement applies to the variety of "public access" IT resources provided to ISE staff and students. Personal computers (e.g. laptops), used on the school premises, are also subject to the terms of this Agreement.

It is a privilege, not a right, to have access to these resources, and by signing this Agreement, you are binding yourself to comply with the following responsibilities:

- demonstrate network etiquette, by only logging in with your own personal username and password, and saving all work to your personal folder on the server or your personal storage device
- restrict your use of IT resources to school-related business as a first priority
- use common sense, proofreading and spell checking before printing, to keep printing to a minimum
- keep private your personal details (address, phone number, passwords, credit card number) and those of others
- download/copy all digital resources from the Internet or others in compliance with current copyright policies and the school's policies concerning plagiarism

Students are not allowed to:

- view and/or distribute any form of material deemed as inappropriate
- use ISE IT resources to carry out malicious actions of any type, including hacking of any kind, vandalism or digital piracy
- download, install and/or upgrade any software/programs without the approval of an ISE IT Director
- use the school computers for playing non-educational games (except with teacher permission)

Failure to comply with the above actions may result in (at least) the following consequences:

- first offense: suspension of IT privileges for 1 week
- second offense: suspension of IT privileges for 1 month
- third offense: 3-day suspension from school, and suspension of computer privileges for the balance of the school year

ORGANIZATION OF THE SCHOOL

Background Information

The International School of Estonia (ISE) was founded in September of 1995. Technically, ISE consists of two schools, the International Preschool of Estonia and the International School of Estonia. The schools are owned and operated by MTÜ IEAE (International Educational Association of Estonia), a non-profit organization made of the parents of ISE students. The Articles of Association are available in the school office. ISE is recognized by the Ministry of Education of the Republic of Estonia and is fully accredited by the Council of International Schools (CIS) and the New England Association of Schools and Colleges (NEASC).

The Management Board

The Management Board governs the school. The Board is responsible for establishing general policies of the school, approving the budget, and the hiring/evaluation of the school Director. The majority of the Board members are elected by the parents of ISE students. Board meetings are open to the public with the exception of executive sessions. The current members of the Board are listed on ManageBac and our website.

PARENT INVOLVEMENT

The ISE Directory

Once school is underway, the school Directory will be sent to each family by email and will be available on the ISE Parent Teacher association tab on ManageBac. This Directory will include each student's name, grade/age level, address, telephone number, and parents' names and contact information.

Email

The majority of ISE correspondence with parents will be done via ManageBac or email. This will include report cards, newsletters, announcements, signature forms, invoices, etc. Therefore, parents are requested to list their up-to-date email address with the office and to check their email on a daily basis. Parents are required to register with ManageBac to have access to grades and reports. Parents are asked to notify the school of any change in their email address. The school email list will be used only for ISE business and will not be distributed. If you do not have access to email, please notify the school secretary and the school will make arrangements to have hard copies sent home.

ManageBac

ISE communicates to parents primarily through an information portal called ManageBac. Examples include the student assignments, the daily calendar, the weekly menu, copies of all newsletters, minutes from Board meetings, curriculum overviews, and attendance. ManageBac should be checked by parents at least once a week. Training on



the use of ManageBac happens during open houses and throughout the year as requested.

Newsletters

Newsletter is one of the ways of communicating general school news at ISE. A weekly newsletter is emailed to parents each Friday. Newsletters can also be viewed on the website.

Parent activities

Lower school assemblies

Assemblies are held for grades preschool-5, approximately once a month. These take place in the lower school assembly area and feature student performances, awards, special events, etc. Look for more information after the first week of school.

Upper school assemblies

Assemblies are held for grades 6-12, approximately once a month. These take place in the Learning Commons and feature student performances, awards, special events, etc. Look for more information after the first week of school.

Open Houses

The annual open houses will be held during the first weeks of school. Please check the calendar. This is an opportunity to meet the staff and to learn about what will be taught during the year.

Student-Parent-Teacher and Student-Led Conferences

These conferences are held in the fall and spring. Please check the school calendar for dates. Parents and students are required to attend together. During conferences, students discuss their progress and accomplishments with their parents to enhance the learning experience. Parents are welcome to schedule a separate conference with teachers to discuss particular academic matters.

Parent-Teacher Meetings

At any time in the year, parents who wish to review their child's progress are encouraged to contact staff at school to arrange for an appointment. The best time for an appointment is often after school, due to teacher obligations at other times.

Annual General Meeting

Held in October/November, this is a meeting of all school parents to hear the annual report from the Board and the Director on the state of the school.

Parent Teacher Association

The ISE PTA is the official organization representing the interests of ISE parents. All ISE parents and teachers are regular members of the PTA. Parent representatives are appointed for each grade level and meet regularly to address parent concerns and to organize activities designed to enhance the ISE community. One faculty representative also attends the PTA meetings. Parents are encouraged to volunteer to help the PTA. More information about the ISE PTA can be found on the website.

Management Board



At its heart, the school is a parent-owned and parent-run organization. There is no outside group that provides funding, operational assistance, or directional oversight. Therefore, all interested parents are encouraged to get involved in the plans for the school's future by putting themselves forward as candidates for election to the school's Management Board. Elections for Board members take place in the fall or spring depending on vacancies.

STUDENT RECORDS

Portfolios, Progress Reports and Report Cards

The school year at ISE is divided into four terms, each lasting approximately nine weeks. Information about the student's progress will be sent home at the end of each term. Student portfolios and/or progress reports are distributed after the first and third terms. They are part of the student's permanent record, but are not considered transcripts, and as such, are not given to other schools. Report cards are distributed after the second and fourth terms and are the official grade record of the student's individual achievement. Progress Reports and Report Cards are sent home by email, unless a hard copy is requested in writing.

Withdrawal from class - Upper school students may withdraw from any course within two weeks of the start of a term without consequence, and the course will not appear on the student's transcript. Withdrawal after the two-week period will result in the course appearing on the student's transcript with a mark of "W."

Student Files

A student's official file includes report cards, transcripts, test scores and other forms of performance assessment and will accompany the student when he/she transfers to another school. The file also contains information that is pertinent to the daily functioning of the school. This may include notes on academic, social, and behavioral matters. Occasionally, some items will be confidential, but in most cases, parents have the right to access those records. In particular, parents and eligible students (those who have reached the age of 18) have the right to:

- inspect and review the student's education records
- challenge the content of the student's file to ensure that the records are accurate and are not misleading, or otherwise in violation of the privacy or other rights of students, and to provide an opportunity for the correction or deletion of any such inaccurate, misleading, or otherwise inappropriate data contained therein.

Student Withdrawal

A student withdrawing from ISE must initiate a checkout procedure by notifying the office secretary. Initial contact should include a letter from the parent/guardian stating that the child is withdrawing from ISE, the date of withdrawal, and a forwarding address. All books and iPads should be returned to the library and to teachers. All payments and fines should be paid to the business office. Please remember that a student enrolled for any portion of a term will be charged for the entire term. Transcripts and grades will not be released until these procedures have been completed. If a student withdraws from ISE before the end of a semester, only a "progress grade" (to date) can be given. Course credit will not be granted for the full semester.



Student records will not be released and students may not participate in final exams or graduation if any fees remain unpaid.

ILLNESS AND EMERGENCIES

Illness

A full-time school nurse is on staff at ISE. If a student feels ill or is injured, he/she will be sent to the nurse. The nurse will make a determination as to whether the student should remain at school. If a student needs to go home the school will attempt to contact the parents to come and collect the student. If the parents cannot be contacted the student will remain at school under supervision of the nurse. Students may not leave school unless the nurse, the secretary, the Principal or the Director has spoken directly with at least one parent.

In the event of an emergency requiring transportation to a hospital, the parents (or emergency contact) will be notified immediately. Until the parents can be contacted, the school will act *in loco parentis*.

It is expected that students who are in school will participate in all activities, including PE and outdoor recess, unless a signed note from a parent or physician specifies differently. Therefore, students who are ill should not be sent to school if they cannot fully participate in the learning process. Students who are contagious or vomiting are to remain at home.

Parents are required to notify the school for any contagious condition such as scarlet fever, chicken pox, head lice, conjunctivitis, measles, etc.

Medications

The school nurse will supervise the use of any medications by students during school hours. Medication is defined as any substance that is taken for the treatment of an illness, discomfort, or injury. This includes cough drops and aspirin/paracetamol as well as stronger substances.

The following guidelines must be observed concerning the use of medications at school:

- the medication must be delivered directly to the school nurse
- a note, signed by the parent, must accompany this medication. The note must specify:
 - the name of the student to take the medication
 - the name of the medication taken
 - the reason for taking the medication
 - the frequency and amounts with which the medication must be taken
 - the specific time period during which the medication must be taken

Emergency School Closure

In the event of the necessity to close the school, parents will be notified by email, sms, phone or social media as available. Students will be released only to their parents or guardians, unless the parent or guardian specifically notifies ISE otherwise, in person. The school has arranged for Tallinna Spordihall on Staadioni Street to act as a safe house should we ever need to evacuate the school building. The school has a comprehensive Emergency Procedures Manual, which is available for review in the school office. The Manual details procedures for evacuation of the building in the event of fire or other threat.



ISE follows the Estonian Ministry of Education guidelines regarding cold weather. In all weather conditions, the school is expected to be open for students who wish to come to school. If temperatures drop below negative 24°C for lower school and negative 28°C for upper school, students are not required to come to school. School will seldom be closed at ISE, as the majority of our students do not walk to school. An emergency SMS text will be sent in cases of school closure.

Immunization

Students are expected to have followed a routine and customary schedule of immunizations throughout their early childhood and later years. It is the parents' responsibility to ensure that their child's immunization records are up-to-date and the school requires a copy of each student's original vaccination record, as well as a physical exam. The following immunizations are needed:

- 4 DTP or DT (Diphtheria, Tetanus, Pertussis)
- Diphtheria and Tetanus booster is required every 10 years
- 4 OPV or IPV (Polio)
- Polio booster required every 10 years
- 2 MMR (Measles, Mumps, Rubella)
- TB Mantoux test (Tuberculosis test) every other year
- Hepatitis A and B series and chicken box vaccines are strongly recommended

Recess (Breaks)

Students in grades preschool-5 are expected to go outside for recess, unless excused by parent/doctor request. In the case of dangerous or unfavorable weather conditions, students will remain inside in a supervised area. The guidelines for indoor recess are as follows:

- temperatures below -10 C, with high wind
- temperatures below -15 C
- an accumulation of standing water, slush, or mud
- heavy rain or lightning conditions

The ISE nurse makes the final decision on outdoor recess. In the event of snow, no sledding or snowball throwing is allowed at school or on school trips, unless authorized by ISE staff.

PLACEMENT, PROMOTION/RETENTION, GRADUATION

Student placement

In general, the grade-level placement of students is based on age. The student's age on or before the first day of school determines the placement grade. However, because of wide variations in development, home country curriculum, etc., some latitude will be used in making final placement decisions. In such cases, the Admissions Team will consult with parents and relevant teachers to determine placement, and the student's early performance at ISE will be considered. Final placement decisions will be the responsibility of the Director.

Promotion/Retention

Parents will be kept informed of their child's progress throughout the school year. As early as possible, the teacher or Principal-Coordinator will give to the parents an early indication of significant problems or possible course failure. In general, the school does not prefer retention unless by parental request as most studies indicate that it does not benefit the long-term success of a student. Students in the Upper School will be encouraged to make up missing credits during the school year and summer, if needed.



Grades 11 to 12 Diploma Programme (DP) Promotion from Grade 11 to Grade 12

For an IBDP student to be promoted from grade 11 into grade 12, he or she must have achieved the following at the end of the academic year:

- 24 points or above in the six subjects chosen, including no less than a 3 in each subject
- A 'pass' in TOK
- Submission of an Extended Essay, holding a quality acceptable to the supervisor and Coordinator
- Submission of CAS journal, holding a quality acceptable to the CAS and DP Coordinator
- When a student reaches a 95% excused or unexcused attendance rate, the parent(s) or guardian(s) of the student will be contacted by the Principal notifying them of the student's absences and reminding them of the policy herein. Please refer to the attendance policy for specific details. The final decision is at the discretion of the Administrative team.

Middle Years Programme (MYP) 10 to Diploma Programme (DP) 11 Promotion

- A minimum grade of 3 in all MYP subjects and in the Personal Project.
- Submission of SA (service and action) journal, holding a quality acceptable to the SA and MYP Coordinator.

If the student does not meet the above requirements, he or she will be placed on academic probation for the first quarter of grade 11. The final decision is at the discretion of the Administrative team.

Grades 5 Primary Years Programme to 6 Middle Years Programme (MYP)

Promotion from Grade 5 to Middle Years Programme

- Students must participate in the Grade 5 Exhibition
- Special needs students are promoted at the discretion of the Administrative Team
- The final decision is at the discretion of the Administrative team.

STUDENT SUPPORT SERVICES FOR ADDITIONAL NEEDS

ELL (English Language Learners)

Special help is offered for students whose mother tongue is not English. The determination of whether or not a student shall receive ELL instruction is determined through testing and consultation with the staff, the ELL teacher, the parents and the

student. Students enrolled in ELL may or may not be scheduled to attend classes in a language other than English.

Counselling

The school counselor is also the Special Needs Coordinator and is ready to assist struggling students and families as needed. Referrals to counseling can be made by teachers and administrators. Parents and students are encouraged to seek assistance from the Counselor whenever needed.

Psychological services

Occasional psychological counseling sessions are offered to students, their immediate families and staff upon request, by the ISE part-time school psychologist. Regular counseling sessions (e.g. weekly over several months) are provided in agreement with the parents, the homeroom teacher and the school Director. More information on our counseling services can be found on the website.

STUDENT SUPPORT SERVICES FOR SPECIAL EDUCATION NEEDS

ISE's Student Support Policy aims are:

- To ensure teaching practices and learning opportunities provide access to the curriculum
- To provide clear expectations about what ISE can do to support students based on their exceptionalities
- To provide students with opportunities to progress throughout the school program and report their progress to relevant stakeholders
- To create an atmosphere of trust and open, respectful communication when discussing individuals with learning exceptionalities; including those with social, emotional, physical and other challenges
- To build awareness and foster respect throughout the school and surrounding community of the prevalence of learning exceptionalities, based on the IB Learner Profile
- Students make more progress when teachers supporting them work collaboratively as an effective team
- Curriculum is differentiated to address students' learning needs
- Assessment tools provide insight to teachers and students for setting goals and designing appropriate activities in line with their abilities and needs
- All stakeholders have a shared understanding of learning needs.
- Teaching and learning is multi-sensory and relevant and takes into account individual profiles and learning styles to the best extent possible
- Relevant information on student progress is communicated to all stakeholders in a timely manner

Student Support Team

The role of the Student Support Team is to determine whether a student with a range of learning exceptionalities will benefit from the ISE education program and should be referred for services or in-school evaluations. The SST also makes recommendations for differentiation strategies or accommodations to support students with learning exceptionalities.

ISE is able to support students by:

- Utilizing instructional strategies and materials that support a diversity of learning styles
- Allowing extended time periods for assessments



- Providing accommodations during class time and assessments.
- Assisting students in goal setting and planning
- Modifying summative assessments
- Modifying student's schedule to reduce stress and promote success
- Allowing use of technology to support learning needs in class
- Facilitating collaboration with other teachers
- Communicating regularly with parents, teachers and students to build awareness
- Assisting parents with arrangements for testing or other support outside of school
- Providing assessment of progress as well as achievement
- Making recommendations for in-school or outside assessment
- Providing short term school-based counseling services
- The creation and development of learning plans, including Individual Learning Plans (ILP)

ISE is unable to:

- Serve moderate to severe special needs students
- Provide a self-contained special needs classroom and program
- Provide related services, such as speech or physical therapy
- Accept students with limited intellectual capacity or mobility
- Diagnose students□
- Guarantee enrollment through continuous grade levels

Expectations of Stakeholders

ISE regards open communication and collaboration with parents essential to successful integration and support of students with learning exceptionalities. When considering whether or not ISE is the optimal learning environment for a child with learning exceptionalities, we request the following:

- Frequent and open communication with parents
- An evaluation of the student by a psychologist, neurologist, or other related specialist valid within the last three years □
- On-going communication from specialists (if any) working with the student outside of school□
- An understanding that in the event that the child's needs cannot be met by differentiated instruction and other interventions, provided by classroom teachers and the Student Support Team, it may be necessary to seek □placement in another school □
- After admission, if the school is not able to meet the child's learning needs, ISE reserves the right to ask parents □to help further support their child beyond the school's designated support□
- Parental support for recommended educational testing, consultations or other services to benefit the student's □opportunities for success
- An understanding that students with learning exceptionalities require a long-term commitment on the part of the □parents and the school and that regular monitoring

and assessment is necessary to ensure appropriate process in meeting the individualized objectives and goals has been achieved

- Any related therapy, specialized evaluation or tutoring (all outside of school time and conducted by outside specialists) must be financed by the parents.
- Any required shadow assistant is fully financed by families or by their employers
- ISE staff are held to a high standard in maintaining confidentiality. All verbal and written information including records, internal and external testing, are only accessible to the Learning Support, Counseling, Administrative team, as well as the teachers who teach that child. If there is parent permission and written requests, all relevant documents can be sent forward to the next school.

