

IST SCHOOL RULES

Approved by Director's Decree, 22.01.2020

1. GENERAL

1.1. The conduct of students at International School of Tallinn is governed by the laws of the Republic of Estonia, the legislation issued on the basis thereof, the by-laws of the school, the present school rules, and the various legal acts of the school.

1.2. The school rules shall be governed by the Basic Schools and Upper Secondary Schools Act and by the general standards of ethics, morality, and conduct.

1.3. The school's rules of procedure are established by the Head of School and are binding on students, school staff and community.

1.4. The school's rules of procedure and any amendments thereto shall be discussed by the school staff council and submitted to the board of trustees and the student representative board for their opinion before adoption.

2. RIGHTS OF THE STUDENT

2.1. Students are entitled to:

2.1.1. contact and obtain information from the homeroom teacher, subject teacher, support professionals, IB coordinators, or head of school on issues related to learning, curriculum, study organisation, assessment, learning environment, and security;

2.1.2. use the school's e-mail address and the Studium communication environment for educational purposes and official communication;

2.1.3. keep track of their study information and messages in the Studium from their account (from Grade 3);

2.1.4. contact the student representative board regarding their rights and obligations;

2.1.5. contact the school nurse or other specialists on health issues;

2.1.6. contact the event coordinator on issues related to extracurricular and out-of-school activities;

2.1.7. contact the school education technologist or IT support person for information and communication technology, Studium, and e-learning related issues;

2.1.8. contact the school library staff for textbooks, workbooks, and reference literature;

2.1.9. contact the administrator or office on matters related to the locker and wardrobe;

2.1.10. apply to the office manager to obtain certifications and submit applications;

2.1.11. use the school premises (library, classroom or lobby/gym) and study, sports, technical, and other facilities during the working day for their intended purpose and under the prescribed conditions;

2.1.12. receive additional study assistance from teachers once a week within the scope of the remedial education curriculum;

2.1.13. receive medical and psychological help;

2.1.14. establish a student representative board at the school;

2.1.15. use mobile technology tools in a targeted manner with the permission of the teacher.

- 2.2. Students have the right to make thought-out proposals to the student representative board or the school management to make changes to the school organisation.
- 2.3. A member appointed by the student representative board has the right to be elected to the school's board of trustees.
- 2.4. The chairman of the student representative board may attend the school management meetings.
- 2.5. A student who participates in the school round of the Olympiad is entitled to a day off study, a student preparing for a regional round is entitled to one day off and two days before the national Olympiad.

3. OBLIGATIONS OF THE STUDENT

- 3.1. The student follows the laws of the Republic of Estonia and the school's rules of procedure.
- 3.2. The student takes responsibility for their learning obligations.
- 3.3. The student ensures peace in the class and does not interfere with fellow students.
- 3.4. During the break, the student avoids being too noisy. During the long break or lunch break, students are in the play area, library, gym, or other designated break rooms.
- 3.5. The student wears proper clothes and has another pair of shoes for wearing at school.
- 3.6. The student behaves politely with fellow students and adults.
- 3.7. The student represents themselves and their school with dignity and does not damage the reputation of the school in public space (internet, media, etc.).
- 3.8. The student behaves in a healthy manner; does not consume or own alcoholic beverages, tobacco, snus, e-cigarettes, energy drinks, or narcotics, and does not gamble.
- 3.9. The student complies with the safety requirements set by the school and does not carry objects that endanger fellow students.
- 3.10. The student cares about the school's assets and returns the assets issued by the school on time.
- 3.11. The student shall compensate the school or fellow student for any material damage caused intentionally or negligently.
- 3.12. The student greets fellow students, school staff, and guests.

4. OBLIGATIONS OF THE PARENT

The parent is required to:

- 4.1. support the efforts of school staff to provide a safe and respectful learning environment through personal example and home-based upbringing;
- 4.2. show interest and stay informed about their child's learning and progress;
- 4.3. communicate with the school when needed and be available for communication;
- 4.4. help their child to be ready for school and dressed properly;
- 4.5. inform the school immediately if their child will not be coming to school or will be late;
- 4.6. read the school's newsletters and updated regulations;
- 4.7. be aware of the school's requirements, codes of conduct, and expectations;
- 4.8. encourage and help their child follow the rules of school life;

- 4.9. always treat all school staff with respect;
- 4.10. assist the school staff in dealing with disciplinary issues;
- 4.11. make regular and appropriate use of the communication tools provided by the school (e-mail, Stuudium, Class Dojo, the school's homepage, social media, individual and general meetings);
- 4.12. confirm in writing whether or not the parent gives permission for their child to attend outfield trips, their child to be photographed/filmed, and the material to be used by the school;
- 4.13. if their child has a specific allergy or a dietary or special educational need, inform the school in good time of it.

5. OBLIGATION TO ATTEND SCHOOL AND ABSENCE

- 5.1. The student fulfils the obligation to attend school, attends all lessons defined in the curriculum of the respective school level, performs learning tasks, and acquires knowledge and skills to the best of their abilities.
- 5.2. The school keeps track of the student's absences with and without reason in the Stuudium. Subject teachers note the students' absences and the homeroom teacher adds a reason known to them. The total number of hours absent is recorded on the study report at the end of each trimester and on the final report at the end of the school year.
- 5.3. In case of being late, the parent will be notified via the Stuudium (marked "L" or "lateness");
- 5.4. In case of an absence without a reason, the parent will be notified in the Stuudium (marked "A" or "absence");
- 5.5. For school events or field trips, the lesson descriptions in the Stuudium are filled in by subject teachers who were scheduled to give the lesson at that time in the classroom, and they receive an overview of absences from the homeroom teacher or the subject teacher who was responsible for the class at that time.
- 5.6. Absence is allowed only for the following justified reasons:
 - 5.6.1. the student has fallen ill or health services are being provided to them;
 - 5.6.2. the student has fallen ill during the school day and the homeroom teacher, the school nurse, or the school management have been notified;
 - 5.6.3. impassable school path or force majeure justifying the absence;
 - 5.6.4. important family reasons (e.g., death of a close people);
 - 5.6.5. reasons related to the representing the school (sports competitions, Olympiads, etc.).
- 5.7. Traveling during study is not considered to be a justified reason for absence.
- 5.8. If the homeroom teacher has reasonable doubts that incorrect information has been provided to justify the student's absence, the school is entitled to seek further clarification from the parent.

6. NOTIFICATION PROCEDURE FOR ABSENCES

6.1. The parent informs the homeroom teacher of the student's absence and the reasons for the absence on the first day of absence through the Stuudium or otherwise when the opportunity is not available. Reasons submitted later shall not be considered.

6.2. If on the second day of absence, the homeroom teacher does not have information about the student's absence, the homeroom teacher will contact the parent to determine the reason for the absence.

6.3. If the student has been absent for up to three days and the homeroom teacher has no contact with the parent and the parent's information about the student's absence, the homeroom teacher will inform the management, who will forward the information on failure to attend school to the child protection employee in the area if the problem is not solved.

6.4. If the student is absent for more than three days for reasons not related to health, the parent is required to submit a prior notice to the homeroom teacher, which shall be subject to the signature of the subject teachers.

The relevant notice will be submitted to the homeroom teacher. The student is obliged to acquire the study material for this period independently and to complete the relevant study tasks and grade work either before their absence or at the latest within two school days after returning.

6.5. If a student leaves school during the school day, they will inform the subject teacher or homeroom teacher in advance, who will inform the parent through Stuudium.

6.6. If the child is unable or not allowed to participate in physical education classes after the illness, the child's physician must issue a medical certificate stating the period of inactivity.

7. SUPPORT AND INFLUENCE MEASURES

7.1. In order to influence a student at the International School of Tallinn to behave in accordance with the rules of procedure, to comply with the obligation to attend school, to respect others, and to prevent security threats at school, support and influence measures may be applied to the student.

7.2. The choice of support or influence measure shall be justified to the student and the parent. The school has a duty to listen to the opinion of the student and parent on the application of support or influence measures.

7.3. Students and parents have the right to challenge the decision. The decision on the implementation will be made in cooperation with the parents.

7.4. A student may be given support measures for learning or behavioural difficulties:

7.4.1. conducting a student evaluation in accordance with the procedure for conducting evaluations with students;

7.4.2. monitoring the behaviour of a student in class;

7.4.3. guiding the student to the school's extra-curricular activity;

7.4.4. referral of the student to a counselling lesson;

7.4.5. referral of the student to a support specialist;

- 7.4.6. referral of a primary school student to aftercare;
- 7.4.7. referral of the student into the classroom and their pedagogical guidance;
- 7.4.8. referral of the student to a remedial education group (e.g., language support, etc.);
- 7.4.9. implementation of an individual curriculum;
- 7.4.10. appointing a support person for the student.

7.5. At school, the influence measures are used for learning or behavioural difficulties:

- 7.5.1. discussing the problem with the student with the homeroom teacher and/or subject teacher;
- 7.5.2. discussing the problem with the student with the support specialist and the head of studies (IB coordinator);
- 7.5.3. discussing with the parent the student's behavioural difficulties and other factors that interfere with study or relationships;
- 7.5.4. a written reprimand in the Studium;
- 7.5.5. reconciliation between the parties to the conflict with a view to reaching an agreement for further action;
- 7.5.6. removal from the lesson, with the obligation to study independently under the supervision of a person designated by the school and to achieve the required learning outcomes by the end of the lesson;
- 7.5.7. lowering the behaviour mark in the event of violation of the agreements made during the talk;
- 7.5.8. a written reprimand with a decree from the head of school and lowering of the behaviour mark;
- 7.5.9. an activity that is beneficial for the school. This can be applied only with the consent of the student or, in the case of a student with restricted active legal capacity, with the consent of the parent;
- 7.5.10. the obligation to be at the school after the end of the lessons, with a designated activity of up to 1.5 hours per school day (written notice to the parent);
- 7.5.11. a temporary ban on extra-curricular activities at school, such as events and field trip days (written notice to parent);
- 7.5.12. discussing with the student their behaviour with the parents and the management or the school staff council;
- 7.5.13. by a decision of the school staff council, a temporary ban on attending study for up to 10 days per trimester, with the obligation to achieve the learning outcomes required at the end of that period.

7.6. The decision on the application of the temporary ban on attending study shall be given in writing and shall be served to the student or, in the case of a student with reduced legal capacity, by post or of a signature.

7.7. In the event of a temporary ban on attending study, an individual curriculum will be drawn up for the student in cooperation with the student or, in the case of the student with reduced legal capacity, in cooperation with the parent to ensure that the required learning outcomes are achieved.

7.8. The parent of a student with restricted active legal capacity shall ensure supervision of the student for the duration of the measure and the conduct of studies in accordance with the individual curriculum.

7.9. If the student is late and/or absent without reason repeatedly, the student shall be subject to one or more of the influence measures:

a memorandum to the parents with the requirements to attend school;

7.9.1. if the student is late and/or absent without reason repeatedly (from a total of **5 times**), the student's behaviour mark will be reduced at the end of the trimester;

7.9.2. if the student is late and/or absent without reason repeatedly (from a total of **10 times**), the homeroom teacher informs the school management and the student is reprimanded by the head of school's decree, and the student's behaviour mark will be reduced at the end of the trimester;

7.9.3. if the student is absent without reason (from **15 lessons** or **3 study days**), the student and their parent are invited to report to the school management, the student's behaviour mark will be unsatisfactory, and, if necessary, a submission is made to the local government;

7.9.4. lessons from where the student was absent without reason, the lessons they were late to, and the reprimands by the head of school's decree are noted on the student's class certificate.

7.10. In the case of a high school student being absent, starting from 20% of the lessons in one course (including absences for a reason), the subject teacher has the right to have the student take a test at the end of the course on the entire course material.

7.11. If the student continues to be late or absent despite the measures, the school staff council may, as a last resort, exclude the student from the school list (at least in upper secondary school).

7.12. the imposition of influence measures shall, as a rule, be decided by the head of school or any person authorised by them, except as provided for in clauses 7.5.13 and 7.11, which shall be decided by the school staff council.

7.13. Support and influence measures are communicated to students and parents by e-mail, Studium, telephone, or in a meeting.

7.14. The transport arrangements shall be considered when implementing the measure affecting the student's departure from school.

7.15. During the implementation of the support and influence measures that require extra-curricular individual learning, the school shall provide supervision and, where appropriate, pedagogical guidance to the student.

8. PRAISING AND ACKNOWLEDGING STUDENTS

8.1. The purpose of acknowledging is to motivate and encourage students to develop themselves systematically and to enhance the effectiveness of their learning and educational activities.

8.2. The International School of Tallinn acknowledges students:

8.2.1. for outstanding and excellent results in learning,

8.2.2. for very good behaviour;

8.2.3. for successful performance at Olympiads, competitions, subject or sports competitions (hereinafter student competitions);

8.2.4. for extracurricular and extra-school activities;

8.2.5. for an outstanding deed or for setting a personal example.

8.3. The school shall apply the following **acknowledgement measures**:

8.3.1. oral praise;

8.3.2. praise in the Studium;

8.3.3. praise on the class certificate or a graduation certificate;

8.3.4. the opportunity to participate in a subject competition, an Olympiad, a performance at a concert, event, exhibition, etc.;

8.3.5. a letter of appreciation from the student representative board at the end of the school year;

8.3.6. a letter of appreciation from the school, a commendation, or a diploma (for outstanding achievement in whole or in individual subjects, for promotion of school life, achievements, or representation of the school);

8.3.7. the head of school's reception/thank-you event for the student and/or their family;

8.3.8. acknowledgement on the school's honour board, website, and/or social media (Facebook);

8.3.9. acknowledgement by scholarship;

8.3.10. title "School Honour Athlete"

8.3.11. the honorary title "Student of the Year";

8.3.12. a letter of appreciation from the school to the student's family at the end of elementary and upper secondary school;

8.3.13. gold or silver medal – at the end of upper secondary school;

8.3.14. archiving the achievement in the school's chronicles;

8.3.15. entry of the name in the school's honorary book.

8.4. The head of school's decrees on student acknowledgement are drafted on the proposal of the homeroom teacher, subject teachers, extra-curricular instructors, or other school staff.

9. PROCEDURE FOR ACKNOWLEDGEMENT

LETTER OF COMMENDATION FOR LEARNING

9.1. Based on the learning outcomes, at the end of the study period, by decision of the school staff council, students are acknowledged:

9.1.1. With a letter of commendation for "Very good learning" for very good grades and behaviour.

9.1.2. With a letter of commendation for “Very good results in a single subject” – graduates of the 9th grade are acknowledged who have achieved very good results in one or more subjects and have excelled in these subjects.

9.1.3. with a commendation on the basic school graduation certificate – whose grade in all subjects in the final year and in the final exam is at least “5” and whose behaviour mark is “very good” or “good” in 9th grade.

9.1.4. The school’s letter of appreciation for “Good and very good learning” – given to 9th grade students who have achieved very good and good results in all subjects in the current academic year and whose behaviour mark is “very good” or “good”.

REPRESENTING THE SCHOOL OR ACTIVE PARTICIPATION IN SCHOOL LIFE

9.2. Subject to the decision of the head of school, students are acknowledged:

9.2.1. The school’s letter of appreciation for “Active recreational activities” is awarded to students who have excelled in extra-curricular activities.

9.2.2. The school’s letter of appreciation for “Representing the school in student competitions” is awarded to students who have successfully represented the school in various student competitions.

9.2.3. The school’s letter of appreciation for “Active activities in the school’s student representative board” is awarded to students who have contributed to the promotion of school life.

9.3. A school employee makes a proposal for student acknowledgement.

PARTICIPATION IN IN-SCHOOL COMPETITIONS

9.4. A student who has achieved 1st to 3rd place in an in-school student competition place is acknowledged by a letter of appreciation and/or a souvenir bearing the school’s insignia.

9.5. A student who has achieved 1st to 3rd place in an in-school sport competition will be acknowledged with a diploma and/or a medal with the school’s insignia.

9.6. The student is acknowledged at the end of the last study period.

REPRESENTATION OF THE SCHOOL AT REGIONAL, NATIONAL, AND INTERNATIONAL STUDENT COMPETITIONS

9.7. A student who represents the school in a regional student competition will be acknowledged by the head of school’s decree.

9.8. A student who has achieved 1st to 6th place in a regional student competition, or who has represented the school three or more times at regional level, will be acknowledged with a letter of appreciation, which will include all their achievements.

9.9. The student is acknowledged for participating in a national student competition with a letter of appreciation which lists all their achievements.

9.10. The student is acknowledged for participating in an international student competition with a letter of appreciation and a souvenir bearing the school’s insignia.

HONORARY TITLE “STUDENT OF THE YEAR”

9.11. A student can be acknowledged with the honorary title “Student of the Year” and a souvenir with the school’s insignia for very good academic performance and behaviour and for being actively involved in promoting school life and representing the school or for other outstanding results.

9.12. The homeroom teacher, subject teacher, trainer, supervisor, or member of the school management will make a proposal for the student to be acknowledged with the honorary title.

9.13. The laureates of the honorary title of ‘Student of the Year’ will be invited to the head of school’s reception at the end of the academic year.

ENTRY OF THE NAME IN THE SCHOOL’S HONORARY BOOK.

9.14. The following shall be entered in the school’s honorary book by decision of the school staff council:

9.14.1. the name(s) of the student(s) graduating basic school with a letter of commendation;

9.14.2. the name(s) of the student(s) who have been prominent in extra-curricular activities;

9.14.3. the name(s) of the student(s) who have been prominent in sports activities;

9.14.4. the name(s) of the student(s) actively involved in the student representative board;

9.14.5. the name of a student who has stood out for their extraordinary achievement.

10. ENSURING MENTAL AND PHYSICAL SECURITY, INCIDENT REPORTING, AND RESOLVING PROCEDURES

10.1. To prevent situations that threaten mental and physical security:

10.1.1. the student is obliged to stay in the school territory during the whole school day – the school is not responsible for the student who has left the school territory without permission during the school day;

10.1.2. the school may control the entry to and exit of the school building or territory;

10.1.3. there are cameras installed in public areas and in the outdoor area of study buildings;

10.1.4. during breaks in the public rooms of the school and in the school territory, teachers on duty keep order on the basis of a schedule;

10.1.5. mental and physical violence against fellow citizens is prohibited;

10.1.6. the possession, consumption, and distribution of energy drinks, alcoholic beverages, tobacco products, e-cigarettes, and narcotics on the school grounds is prohibited;

10.1.7. it is forbidden to carry objects that threaten mental and physical security: sidearms and firearms, chemicals, matches and lighters, pyrotechnics, narcotics, etc.;

10.1.8. it is forbidden to film and take pictures without the consent of the persons concerned; distribution of photographed and filmed material without the consent of the person depicted in it is punishable under the Penal Code;

10.1.9. gambling is prohibited;

10.1.10. it is not advisable to leave money, mobile phones, and other valuable items in the school wardrobe – students can keep their personal belongings and learning materials in the locker;

10.1.11. the school enables the police to carry out operations to prevent and detect drug and other substance abuse offenses;

10.1.12. it is forbidden to play with hard bouncy balls (except in the gym) and ride bikes, scooters, skateboards, etc. – the student can label and leave their locked bike, skis, scooter, sledge, etc. in dedicated storage facilities at their own risk.

10.2. Responsibility for mental and physical safety rests with all members of the school community – in case of problems, all school staff, without exception, have an immediate obligation to intervene.

10.3. A student noticing mental or physical abuse will turn to a nearby adult who will provide first aid and contact the homeroom teacher, subject teacher, or administrative staff to resolve the issue.

10.4. In the event of a major violence incident, the student or parent informs the homeroom teacher. The school management will be involved in resolving the case.

10.5. If necessary, the school management will involve the city's social worker, child protection officer, and/or police in resolving the case. The school management shall notify the school's board of trustees and the education authority of any serious incidents.

10.6. Upon discovery of an offense, the person who discovered the offense shall inform the head of the studies (IB coordinator) who:

10.6.1. takes oral or written explanations from the persons who participated in the incident and those who witnessed the incident specified in clauses 10.1.5.–10.1.9. The oral statement or the written statement shall set out the dates of the statement and the incident, the identity of the person who gave the statement and the witnesses, and the content of the case described;

10.6.2. attaches to the report or statement the documents proving the facts of the case and, if necessary, physical evidence;

10.6.3. informs the parent of the oral or written statement taken from the student and allows the parent to consult the documents drawn up concerning the statement and the circumstances of the case;

10.6.4. transmits the documents and information requested on the basis of a formal inquiry, subject to the requirements of the Personal Data Protection Act.

10.7. The student who committed the offense shall be subject to appropriate support and influence measures in the rules of procedure.

10.8. An **Emergency Plan** and **Fire Safety Guide with an evacuation plan** have been prepared to address the mental and physical safety of school staff and students.

10.9. The purpose of using **surveillance equipment** is to prevent and respond to situations that threaten mental and physical security.

10.10. There are video cameras installed in the school building and on the territory, which are marked with information about the use of video cameras.

10.11. The surveillance equipment is installed and maintained by a security company with a valid activity license in accordance with the contract.

10.12. The image transmitted by the video surveillance system can be monitored at the front desk and the administrator is responsible for the use of the video surveillance system.

10.13. Monitoring the image transmitted by the video system and accessing the stored information is password-protected.

10.14. Digital video recordings allow the school to view events retrospectively for up to three weeks. The purpose of viewing the recorded video material is to identify the circumstances of the events that occurred and who participated in it.

10.15. The member of the school management shall give permission to review the recorded material. The head of the school, the members of the management, the contracted security company, and the police have the right to view the records of the surveillance equipment. Copies of recorded information are only allowed to the police (upon written request) with the permission of a member of the management.

10.16. When using surveillance equipment, the school follows the requirements of the Security Act and the Personal Data Protection Act.

10.17. Parents, students, and school staff are required to carry an appropriate access card to open the gates and main door.

11. DAILY SCHEDULE

11.1. Classes usually start at 9 a.m. The lesson is 45 minutes long.

11.2. The student must come to school at least 10 minutes before classes begin.

11.3. Learning activities and the duration of the school day are regulated by the timetable, which is available to the student and their parent on the school's website.

11.4. The IB coordinator informs the homeroom teacher and/or subject teacher about any changes to the timetable, who in turn inform the students.

11.5. Pre-school and Grade 1-4 students have the opportunity to participate in aftercare in accordance with the established daily schedule between 2 p.m. and 5 p.m.

11.6. The extra-curricular activities will take place from 2 p.m. to 5 p.m. in accordance with the established hours.

11.7. The lesson schedule is as follows:

1st lesson: 9:00 a.m. – 9:45 a.m.

2nd lesson: 9:50 a.m. – 10:35 a.m.

3rd lesson: 10:40 a.m. – 11:25 a.m.

Lunch break: 11:30 a.m. – 12:00 p.m.

Outdoor break: 12:00 p.m. – 12:30 p.m.

4th lesson: 12:30 p.m. – 1:15 p.m.

5th lesson: 1:20 p.m. – 2:05 p.m.

6th lesson: 2:10 p.m. – 2:55 p.m.

7th lesson: 3 p.m. – 3:45 p.m.

11.8. The time when each student leaves the school after the school day is determined by the parent at the beginning of the school year, depending on the choice of additional services (aftercare, extra-curricular activities).

11.9. The school building is generally open on weekdays from 8 a.m. to 5 p.m. and closed on weekends, public holidays, and school holidays.

11.10. In the case of student events at the evening, the school building is open until the end of the school event.

12. LEARNING

12.1. The student waits for the class to begin near the classroom.

12.2. If the teacher is absent, the class head informs the IB coordinator or office manager.

12.3. The lesson starts and ends with the notice by the teacher.

12.4. The student does not chew gum or eat during the lesson.

12.5. The student is not late to the lesson. If the student is late to the lesson, they will inform the subject teacher and homeroom teacher of the reason.

12.6. The student is obliged to bring the necessary teaching aids for the lesson.

12.7. The student needs to be prepared for their lessons with the correct materials (books, pencils, PE clothes, etc.).

12.8. If necessary, the teacher has the right to change the student's seating in the classroom.

12.9. To answer, the student raises hand and responds only if the teacher asks them to do so.

12.10. The teacher may remove a rude student from class. In this case, the student completes the learning tasks independently in an agreed room (where possible, under the supervision of the school staff) and submits the work done at the end of the lesson to the teacher.

12.11. The student may leave school in the middle of a school day only with the permission of the school nurse, homeroom teacher, or the head of the studies (IB coordinator).

12.12. Students who are excused from the Physical Education lesson are with their class unless the teacher decides otherwise.

12.13. In the gym, students follow additional rules established by the gym's lessor and physical education teacher.

13. ORGANISING STUDY VISITS AND FIELD TRIPS

13.1. Major events and field trips of the school year must be planned at the beginning of the school year and reflected in the school's calendar.

13.2. Teachers have the right to specify and add study visits during the planning of each new unit.

13.3. The teacher organising the study visit informs the subject teachers and parents as early as possible via the Studium, adding an event to the calendar 2 weeks in advance, and only exceptionally 1 week in advance.

13.4. The information to be provided must give an idea of the purpose and content (programme) of the event/study visit and the costs it involves for the parent.

13.5. The list of students representing the school or participating in an in-school event or study visit shall be submitted by the responsible teacher to the head of studies (IB coordinator) for approval at least two days prior to the student's absence. The head of studies has the right not to allow students who have difficulty in completing the school curriculum to be absent.

13.6. At the beginning of the school year, parents give written permission to allow their child to take part in excursions and study visits. Without a signed parental permission, the student is not allowed to attend study visits or excursions.

13.7. The teacher organising the study visit/field trip must ensure that the required number of teachers (or parents), the student list, and the parents' contacts are present during the study visit and that student safety and first aid are provided during the study visit.

14. THE STUDENT'S OBJECTS, THEIR USE AND STORAGE

14.1. The purpose of storing the item(s) is to ensure the mental and physical safety of the students and staff of the school. Items forbidden at school are stored with the school management and returned to the parent.

14.2. Mobile phones and other audio and video recorders must be switched off or in silent mode during lessons, either in the locker or in the schoolbag – except when used with the direct permission of the teacher for educational purposes.

14.3. If the student does not follow the instructions, the teacher has the right to confiscate the items, bring them to the management, and return them to the parent.

14.4. Upper secondary school students are allowed to use the mobile phone during lunch break (11:30 a.m. to 12:30 p.m.) and after school hours, but not for filming, photography, and text recording on the school grounds without permission.

14.5. The school employee may deposit from the student the item(s) endangering mental and physical safety: sidearms and firearms, chemicals, matches and lighters, narcotics, aerosols, pyrotechnics, storage devices, etc.

14.6. The school employee shall draw up a record of the deposit of the item(s). The item(s) shall be deposited at the office.

14.7. The item(s) will be returned to the parent or legal representative of the student against signature, except for sidearms and firearms and narcotics, which will be handed over to the police.

14.8. Any items lost by the students that are found will be kept at the front desk by the administrator. If the item has a student's name on it, it will be returned to the owner. 14.9. Before each school holiday, items found are kept in a visible place for students and parents, and items that nobody claims for their own are donated to charity after the end of the school year.

15. NOTIFICATION OF THE ASSESSMENT

15.1. The principles, conditions, and procedures for assessing the students' knowledge, skills, and behaviour are described in more detail in the general section of the school's curriculum and in the school's **Assessment Policy**.

15.2. The principles and procedures of assessment will be introduced to students by homeroom teachers and subject teachers at the beginning of the study period. At the beginning of each trimester, subject teachers introduce the main topics, tests, assessment principles, and how the summary grade is formed.

15.3. The school uses the Studium as an electronic diary where teachers mark the student's grades with an explanatory comment: no more than 24 hours after a formative assessment and 3 days after a summary assessment.

15.4. The student and their parent will be informed of the assessment through Studium (delivery of the results report on paper, if necessary and agreed upon).

15.5. The parent regularly monitors the student's daily development, learning activities, behaviour, grades, and school attendance from the Studium.

15.6. Students receive a study report on paper at the end of each trimester and at the end of the academic year, with descriptive feedback and summary grades. In addition to the subject grades, the class certificate includes assessments of the student's attitude, care, behaviour, and overall competence.

16. BREAK

16.1. Students usually leave the class for a break.

16.2. The student organises his/her workplace before leaving class.

16.3. The student behaves politely during the break without disturbing their fellow students and does not abuse the right to use information technology tools.

16.4. Primary school students (grades 1–6) have an outdoor break regardless of the weather.

16.5. Basic school students are prohibited from leaving the school during the school day.

16.6. Running and pushing others on the stairs, corridors, and classrooms, as well as sitting on the corridor floor, windows, and school desks are prohibited.

16.7. Unnecessary presence and gathering in the wardrobe and the toilet are prohibited.

16.8. During the lunch and outdoor breaks, the teachers on duty are responsible for monitoring and securing the students.

16.9. Students in the yard are required to follow the demands and orders of the teachers on duty and to respect all age groups using the play area.

17. CANTEEN

17.1. Students are served hot meals in the canteen at specified times.

17.2. During other breaks, eating in the school premises is forbidden, except in exceptional cases permitted by the teacher (for health reasons, birthday celebrations, class nights, cinema screenings, etc.).

17.2. Students follow table manners, rules of cultural behaviour, and do not eat while standing up, in hallways, or in class during lessons.

17.3. Students do not take lunch meal out of the canteen.

17.4. Students can eat their own food in the canteen. Chewing gum is prohibited.

17.5. School meals are a paid service and parents are obliged to pay a monthly fee.

17.6. The parents should inform the school about their child's food allergies at the beginning of the school year.

18. WARDROBE AND LOCKER

18.1. Each student has their own coat-hook in the wardrobe and the student has a responsibility to keep his coat-hook neat and tidy.

18.2. Outerwear (including hat, scarf, gloves) and the clothes bag are left in the wardrobe and the shoes are changed. Other personal belongings are not stored in the wardrobe but placed in a locker.

18.3. Change shoes are kept in a cloth bag. When leaving school, only the other pair of shoes in a clothes bag are left in the wardrobe.

18.4. Documents, keys, money, mobile phones, and other valuables are not left in the pockets of the overalls. The student is responsible for the valuable items left in overalls pockets.

18.5. Documents, keys, money, mobile phones, and other valuables are not left in the gym dressing-room. The above items can be stored in a locker. The student is responsible for the valuables left in the gym dressing-room.

18.6. Students are required to remove their personal belongings (clothing, footwear, sports bags, swimwear, etc.) from the school by the end of the third trimester. As of 1 July, the school administrator has the right to send all personal belongings for recycling or charity.

19. HYGIENE, HEALTH, AND APPEARANCE

19.1. Students and school staff keep the school clean and comply with generally recognised hygiene requirements.

19.2. The school favours a uniform dress standard and the use of clothing elements with the school's insignia (including school uniforms), which create discipline and help to create a sense of belonging, ensure the proper student appearance, and help shape the overall dress culture.

19.3. Everyday clothing for students and school staff is safe, classically correct, nonrevealing, and clean. Additionally, accessories fit the school's educational environment. Only modest make-up and jewellery are allowed on the girls.

19.4. Casual wear includes a shirt, blouse or regular T-shirt, sweater, cardigan, vest, or jacket, a pair of classic cut pants (including jeans) and a skirt or dress for girls, and classic cut pants (jeans).

19.5. Students and school staff must wear indoor shoes on the premises of the school for health and hygiene reasons.

19.6. During physical education, students wear athletic clothing and footwear.

19.7. Formal wear is required for public ceremonies and agreed-upon school events – preferably a combination of black and white clothing with accessories with the school's symbols: for boys, a dark suit or trousers, a white or monochrome shirt (additionally a school tie and a school hat if outdoors) and for girls, a dark skirt, costume or dress, a white or light blouse, if desired, a school hat, or a combination of modest accessories in the school's colours, and a school hat if outdoors. Shoes are always worn at festive events.

19.8. Students do not wear joggers (other than physical education classes), knitwear with hoods, body-revealing or neon-coloured clothing, torn jeans, shorts, and clothes with a vulgar message at school – these are considered inappropriate.

20. PROCEDURE FOR USING TEXTBOOKS, WORKBOOKS, AND WORKSHEETS AND RETURNING BOOKS TO THE SCHOOL

20.1. The school library issues the necessary textbooks, workbooks, and worksheets to the student at the beginning of the school year with the assistance of the homeroom teacher.

20.2. The student is responsible for the borrowed educational literature.

20.3. The student is obliged to keep the textbook properly. The textbook should have cover around it.

20.4. The textbooks are returned to the librarian. Textbooks must be cleaned before returning.

20.5. The student is obliged to notify the librarian of the lost or damaged textbook.

20.6. The student's workbooks and worksheets remain with the student.

20.7. A lost or damaged book must be compensated to the library. Damage caused by underage readers is compensated by the parent or legal representative of the child.

20.8. A lost or damaged book shall be replaced by the reader with the same or a book recognised as equivalent by the school library. If the book is not replaced, the student is required to pay three times its market value.

20.9. The funds received for the compensation of lost or damaged books cover the expenses incurred for the replacement of the document and supplement the library fund.

21. PROCEDURE FOR USING THE STUDENT CARD

21.1. The student card of the International School of Tallinn is the Valnes Weblock e-student card, which contains both an identity card and a school access card (hereinafter: student ID).

21.2. The student is obliged to carry the student ID at school.

21.3. The student is required to register with the student ID at the school entrance each time they enter or leave the school. Using the student ID, the student can open the school doors and courtyard gates.

21.4. The student is obliged to use the student ID as a reader card in the library.

21.5. The student has the right to use the student ID in public transport as an e-ticket. Passing the student ID to another person is prohibited.

21.6. The student informs the office manager (info@ist.ee) of the lost student ID and orders a new one as soon as possible.

22. PROCEDURES FOR THE USE OF SCHOOL FACILITIES, PREMISES, AND EDUCATIONAL, SPORTS, AND TECHNICAL INSTRUMENTS IN EXTRA-CURRICULAR ACTIVITIES

22.1. Extra-curricular use of school facilities, rooms, and educational, sports, and technical facilities is free for school staff and students outside the daily timetable, schedules of extra-curricular activities, and sports club training schedules.

22.2. The student must apply for permission from the homeroom teacher to use the room at least one day in advance. Prior to giving written approval, the homeroom teacher shall coordinate the desired room(s), time(s), and justification with the person in charge of the room/area and the school management.

22.3. The use of the school's facilities, rooms, and educational and technical facilities in extra-curricular activities shall be booked by the administrator, the office manager, or a member of the management in the school records system.

23. BEHAVIOUR AND COMMUNICATION CULTURE

23.1. Communication between the school community is based on universal human values, respect for human rights, and mutual tolerance. The school respects and follows the IB (International Baccalaureate) philosophy, values, and principles.

23.2. The school values open and transparent communication, taking personal responsibility, peacefully resolving conflicts, and preserving the assets of oneself, others, and the school.

23.3. To facilitate effective communication, members of the school community use various communication channels in the manner and for the purposes set forth in the school's **Communication Policy**.

23.4. A student from our school follows the following good practices:

23.4.1. Does not use physical or mental violence – knows that talking about bullying and noticing another student's problem is not about complaining, but about protecting a fellow student; reports violence to an adult, and notices and assists a student in distress.

23.4.2. Is friendly, tolerant, understanding, and helpful to others; often says something nice to others; does not pour out their anger on another student.

23.4.3. Attends to other students without prejudice, evaluates a fellow student for their actions, not by appearance, wealth, race, and grades.

23.4.4. Respects the opinion of others, is polite to everyone, knows that everyone has the same rights, and speaks with a polite voice.

23.4.5. Keeps their class united, tries to connect more with fellow students they would not otherwise interact with – because it enriches the worldview.

23.4.6. Follows the sayings: "Think before you say" and "Do not do unto others what you do not want done unto you." When they see someone in trouble, they help them.

23.4.7. Does not take or damage a fellow student's property without asking.

23.4.8. Sets an example for younger people.

24. VALUE EDUCATION PRACTICE

24.1. The student's work for the benefit of the community is a part of the school's value and work education that is commensurate with the student's age and abilities and is performed to the recommended extent each school year.

24.2. Recommended number of hours of voluntary work per school year:

1 st grade	1–2 hours;
2 nd to 3 rd grade	2–4 hours;
4 th to 6 th grade	4–6 hours;
7 th to 9 th grade	6–8 hours;
10 th to 12 th grade	8–10 hours;

24.3. The student may be rewarded with commendation or other motivation if they do more community service work than is expected of them.

24.4. Work for the benefit of the community can be done in class, in a group, or individually.

24.5. Work done for the benefit of the community can be guided by all school staff, and parents can help plan the class work together.

24.6. Areas of work considered as work for the benefit of the community include:

24.6.1 work done for the school, which has the objective of maintaining and preserving the material learning environment of the premises and territory of the school;

24.6.2. organisation of school events (including sports) and co-operation in event management teams;

24.6.3. work done for the benefit of the community at an institution and organisation outside the school.

24.7. Activities done for the benefit of the school:

24.7.1. preparation of public ceremonies and events and tasks related to the representation of the school in agreement with the event coordinator or tutor, as well as performances outside school hours;

24.7.2. maintenance work in agreement with the management (e.g., cleaning and repairs, transportation of items, etc.); taking photos, designing and setting up halls and rooms, welcoming school guests, conducting guided tours; audio and lighting work on events, IT student work, and other activities featuring features of work done for the community;

24.7.3. work in the school library in agreement with the librarian (e.g., repair, assembly, issue, return, barcoding, stamping, transportation, etc. of textbooks);

24.7.4. ICT-related work in agreement with the school's administrative staff (e.g., installation of presentation equipment, cleaning of computers, screens, and projectors, design work on programming and computer graphics – designing posters, books, and booklets and pre-press preparation, etc.);

24.7.5. work in agreement with the homeroom teacher, subject teacher, and management.

24.8. Work done for the benefit of the community is recorded during the academic year from 1 September 1 to 15 May. Work done for the benefit of the community from 16 May to 31 August will be recorded in the next academic year.

24.9. A school employee, parent, or representative of an institution and organisation outside the school informs the homeroom teacher or office manager of the work done for the benefit of the community (name, content, volume, name of the supervisor), which is recorded by the homeroom teacher or administrative staff in Google Drive, which can be accessed and entered by homeroom teachers, event coordinator, administrative staff, and management.

24.10. The work done for the benefit of the community will be marked as “passed” on the student’s class certificate when the recommended minimum number of hours is met.

25. EXCLUDING A STUDENT FROM SCHOOL

25.1. The decision to exclude a student shall be taken by the head of school, subject to the following provisions:

25.1.1. if the student or the parent of a student restricted active legal capacity has applied to exit the school;

25.1.2. if a basic school student has started education in a foreign educational institution and has not been provided with home instruction at the request of the parent while studying abroad;

25.1.3. if an upper secondary school student has started to study in a foreign educational institution and does not continue in external study;

25.1.4. if the student’s behaviour threatens the safety of others at school or repeatedly violates the rules of procedure;

25.1.5. if a student is absent from lessons without good reason and cannot, therefore, be transferred to the next grade;

25.1.6. if the student does not fulfil the conditions for completing upper secondary school during the nominal period of study and their study time has not been extended in accordance with the individual curriculum (the nominal period of study in the upper secondary school is three years);

25.1.7. if a student has received an unsatisfactory grade in the course of upper secondary school in three or more subjects during one academic year;

25.1.8. if the upper secondary school student has not completed the additional study assignment assigned to them at the end of the academic year in order to correct the unsatisfactory course grade and the time for correcting the course grade has not been extended in accordance with the individual curriculum;

25.1.9. if the parent or other legal representative of the child who has entered into a schooling agreement has not fulfilled the financial obligations arising from the schooling agreement or other obligations incurring additional costs for the school;

25.1.9. if the student has completed the basic or upper secondary school graduation requirements and has been issued with a graduation certificate.

26. FINAL PROVISIONS

26.1. The rules of procedure shall be submitted to the board of trustees, the school staff council, and the student representative board for their opinion, and shall be laid down by the head of school.

26.2. The school's rules of procedure are discussed with the students in the first homeroom lesson after the rules are adopted.

26.3. Amendments to the rules of procedure shall, as a rule, be made immediately before the beginning of the academic year or in connection with amendments to legislation or the articles of association.

*Consulted with the IST School Board during 14-21 January 2020
Voted at the IST Council of Teachers on the 21st of January 2020*