

Internal rules of Audentes School

1. General

- 1.1. In addition to complying with the laws of the Republic of Estonia, students and their representatives shall also comply with all of the rules and regulations deriving from any agreements made with Audentes International School (hereinafter the School) and these internal rules while on school premises.
- 1.2. The internal rules of the school form an integral part of the agreement made between the School and the representative of the student.
- 1.3. The head of the School establishes the internal rules, which are compulsory for students and school employees as stated in section 68 of the Basic Schools and Upper Secondary Schools Act.

2. Rules of politeness

- 2.1. Students are polite and respectful to their fellow students and school employees alike.
- 2.2. Students are always the first to greet school employees and visitors to the School and address them using appropriate forms of address, unless otherwise agreed.
- 2.3. Students uphold their own and the School's honour and dignity both at the School and outside of it.
- 2.4. Representatives of students conduct themselves in a polite manner and set a good example to the children (including while driving and parking on the premises).

3. School uniform and appropriate clothing

- 3.1. School students wear appropriate, respectable clothing.
- 3.2. Students wear indoor shoes at School.
- 3.3. More specific requirements of the school uniform and appropriate clothing are set out in the school uniform statutes, which can be found on the School's website.
- 3.4. The School has the right not to allow students to participate in studies if they do not wear their uniform to School, without indoor shoes or wearing inappropriate clothing. In this case any missed classes are counted as being absent without good reason.

4. Studies, lateness and absence

- 4.1. Studies at the School are carried out according to the School's curriculum, which is based on the International Baccalaureate Diploma programme. The School's timetable, organisation of assessment and other information regarding studies can be found on the School's website or at the School's office.
- 4.2. Students have the right and obligation to undertake study tasks and participate as required in all of the activities laid down for them in the curriculum or core. All of

the given tasks and classes or other activities in a student's timetable are compulsory. Exceptions are made only if the parents have had asked so.

- 4.3. Students cannot use external assistance or another author's ideas without the teacher's prior knowledge and without referencing the sources when taking a test or writing a report, research paper or similar and presenting it as their own idea or result. If such a violation is uncovered, the School may take support measures and impose sanctions according to point 7 of the internal rules.
- 4.4. Students shall arrive at the School in sufficient time before classes, be in the right classroom when the first bell rings and be ready to start their studies when the second bell rings.
- 4.5. Students cannot be late for class without good reason. The teacher has the right not to allow students to come into the classroom if they are late without good reason. If the students are not allowed into the classroom because they are late, said class will be counted as absence without good reason.
- 4.6. Students cannot be absent from class without good reason.
- 4.7. Good reasons for being late or absent are the following:
 - the student falls ill or is being provided with a health service;
 - the road leading to the School is impassable or the occurrence of another circumstance of *force majeure*, including the weather conditions specified in a regulation of the minister responsible for the field based on clause 8 (2) 3) of the Public Health Act, whereby absence from studies is justified;
 - substantial family-related reasons;
 - other reasons deemed reasonable by the School.
- 4.8. Reasons for being late or absent are deemed reasonable only if the student's representative notifies the School thereof. The representative informs the School of the student's absence no later than on the day of the student's absence.
- 4.9. A notification is a remark in the e-school or a call, text message, e-mail or other written note to the class teacher or provided using the official contact details of the School.
- 4.10. If the representative does not notify the School of the student's absence within three school days of the student returning to School, the missing days shall be counted as being absent without good reason.
- 4.11. If the School suspects that false information has been submitted when justifying a student's absence, the School has the right to seek additional explanations from the representative.
- 4.12. Exceptional cases (travelling etc.) of lengthier absence shall be resolved by the class teacher at least one week before the period of absence starts, taking into account the note of the student's representative and the school rules.
- 4.13. Being absent does not absolve the student of their obligation to acquire the learning materials and to complete, on time, the study tasks allocated during the class from which the student was absent.

- 4.14. In a situation where a student is not prepared for a class, the representative's note in the Managebac or in the student's study journal is a valid excuse.
- 4.15. If students are late or absent without good reason, the School may take support measures and impose sanctions according to point 7 of the internal rules.

5. Cooperation with families

- 5.1. Discussions with families generally take place at School once a year.
- 5.2. A meeting of parents of school students is convened at least once a year.
- 5.3. Meetings of representatives of the parents of school students and of the parents of the students in a particular class are convened as necessary.

6. Recognition of students

- 6.1. Recognition of students is based on section 57 of the Basic Schools and Upper Secondary Schools Act and the School's procedure for recognition.
- 6.2. The procedure for recognition established by the School can be found on the School's website.

7. Support measures and sanctions

- 7.1. According to section 58 of the Basic Schools and Upper Secondary Schools Act and the terms and conditions set by the School, justified, relevant and proportional support measures may be taken and sanctions imposed on students by the School.
- 7.2. The objectives of the support measures and sanctions are to:
 - implement additional opportunities to support the development of students;
 - influence students (in cooperation with parents) to abide by the internal rules of the School and respect others; and
 - prevent and avoid situations that jeopardise safety at School.
- 7.3. One or more sanctions may be imposed if a student:
 - misbehaves;
 - does not abide by the internal rules of the School;
 - deliberately damages school property;
 - does not take their studies seriously;
 - is repeatedly late and absent from School without good reason; etc.
- 7.4. One or more of the following sanctions may be imposed on a student:
 - discussion of the student's behaviour with a parent;
 - discussion of the student's behaviour with the student in the presence of the head of the School or the head teacher;
 - the appointment of a support person for the student;

- a written reprimand;
 - confiscation by the School of objects used by the student in a manner not in accordance with the School's internal rules;
 - removal from a lesson and the obligation to remain in the prescribed place and achieve the required learning outcomes by the end of the lesson;
 - conciliation of the parties involved in a conflict with the aim of reaching an agreement on further steps;
 - carrying out an activity that benefits the School, which may only be applied with the approval of the student or a parent of the student;
 - a temporary ban on participating in extracurricular activities (e.g. events and trips) at the School;
 - a temporary ban on participating in studies along with the obligation to achieve the required learning outcomes by the end of the period.
- 7.5. The School takes into account the seriousness and nature of the specific case as well as any mitigating and aggravating circumstances regarding the liability of the student before imposing any sanctions.
- 7.6. The School has the right to exclude the student from the School if the imposed sanctions prove unsuccessful.
- 7.7. The representative of the student is informed of the imposing of the sanction on the same day the sanction is imposed by means of telephone, e-mail, Managebac; depending on the nature and timing of the sanction.
- 7.8. One or more of the following support measures may be taken against students to support their special needs, develop their talents, prevent problems or for other such purposes:
- remedial teaching or consultation;
 - extra work or extracurricular assignments for talented students;
 - differentiated teaching and learning;
 - individual curriculum;
 - remedial teaching;
 - support from a speech therapist;
 - remedial instruction group;
 - home teaching; etc.
- 7.9. The support measures implemented in the School are set out in the School's curriculum and the plan set by the School to organise studies for students with special educational needs.

8. Admission to and exclusion from School

- 8.1. The admission and exclusion of students is based on section 12 of the Private Schools Act, section 27 of the Basic Schools and Upper Secondary Schools Act, the

statutes of the School and the procedure for admission to and exclusion from the School established by the School.

- 8.2. The procedure for admission to and exclusion from the School can be found on the School's website.

9. Ensuring safety and order

- 9.1. The school community seeks to guarantee mental and physical safety in and outside of the School.
- 9.2. Students switch off their electronic devices for the duration of a class (mobile phone, smartwatch or any other device) or set it to a mode that does not disturb the class. Students may only use smart devices at the prescribed time and place.
- 9.3. During classes, students do not use distracting items (including smart devices) that hinder learning or are not in accordance with the School's internal rules.
- 9.4. The teacher has the right to confiscate any distracting items from students during classes if said items are disturbing the class.
- 9.5. Distracting items confiscated from students remain in the teacher's possession. The teacher keeps them at their own responsibility and returns them at the end of the class or the school day. These items are stored in the School's office, where necessary.
- 9.6. It is not permitted to:
- carry dangerous objects (explosives, chemicals, sidearms, firearms or replicas, including fake weapons, realistic imitations of firearms, trick knives, etc.);
 - carry, use or distribute narcotics, alcoholic substances or tobacco (including snus and e-cigarettes);
 - carry and use substances with a sedative or incentive effect or unhealthy substances (drugs, energy drinks, energy pills, drinks with a high concentration of sugar, etc.) without a doctor's permission;
 - bring pets or any other animals to School without prior permission.
- 9.7. Where there is any doubt, the School has the right to search students, confiscate forbidden substances and items and not return them.
- 9.8. For the purpose of preventing a situation that threatens the safety of students and school employees or reacting to such a situation, the School may use surveillance equipment for the purposes and pursuant to the procedure of the Security Act, taking into account the requirements provided for in the Personal Data Protection Act.
- 9.9. The School has the right to record events taking place at the School and present them on the School's website, in social media or in similar media channels in order to promote the School. A student or their representative has the right to refuse to allow themselves to be presented in this way.
- 9.10. Students are not allowed to take pictures of or record their fellow students or the School's employees without their permission.

9.11. If a student disturbs lessons and disobeys school staff or puts their fellow students in danger through their actions, the School has the right to send the student home, informing the parent(s) and/or asking the parent(s) to pick their child up.

10. Use of the School's premises

10.1. In extracurricular activities, students have the right to use the school premises (classrooms, library and other learning, sports and technical facilities) for free if their use is not hindered (e.g. because of another event, their technical state, maintenance or in order to ensure safety).

10.2. The prior consent of the person in charge of such premises is required in order to use them.