

INTERNAL RULES OF EDU VALEM PRIVATE SCHOOL

EDU VALEM PRIVATE SCHOOL is a private general education school that provides education in the first stage of study. In their activities and behaviour, the school family of EDU VALEM PRIVATE SCHOOL must always proceed from the laws of the Republic of Estonia, and procedures laid down, agreements entered into and principal values followed by EDU VALEM PRIVATE SCHOOL. The internal rules of the school apply everywhere where the students of the school are taught and school events are held.

A member of the school family of EDU VALEM PRIVATE SCHOOL must preserve the honour and dignity of the school while at school as well as elsewhere.

I Daily schedule

1. The front doors and wardrobe of the schoolhouse are opened at 7:30 am in the morning of the school day, and are closed at 7 pm in the evening. The lessons start at 8:15 am.
2. The duration of one lesson is 45 minutes; the duration of recessions is 10 minutes. The duration of the lunch break is 20 minutes.
3. The long day group starts its activity immediately after the lessons of participating students have ended, and lasts until 7 pm.
4. The class teacher or, if he or she is absent, the Head Teacher notifies students of the timetable and any changes to it.

II Learning

5. At EDU VALEM PRIVATE SCHOOL, all lessons are compulsory for students.
6. Students must arrive at all classes on time.
7. Students must prepare for every lesson and bring along all scholastic materials needed during the school day.
8. Students must participate in classes in an active and meaningful manner without disturbing the class teacher or their classmates.
9. The students of EDU VALEM PRIVATE SCHOOL may not use mobile phones, audio players or any other devices that are not needed for their studies during the lessons. Students may only use computer with the permission of the teacher.

Absence

11. Absence from studies is permitted only with good reasons that are as follows:

- the student falls ill or the provision of the student with a health service;
- the road leading to school is impassable or the weather conditions are extreme;
- substantial family-related reasons;
- other reasons deemed good by the school.

11.1. Students may be absent from school only with the certificate of the parent (or the caregiver) which must be submitted to the class teacher within three (3) days after the student has returned to school in the e-journal or the student's study journal, by telephone or in the form of a written certificate. If a student is absent from school without a reason, the school may implement sanctions according to the procedure in force (Annex 1 to the internal rules).

11.2. Exceptional cases involving longer absences (due to travelling, training camps, etc.) are resolved by the class teacher on the basis of an application submitted by the parent (one week before the start of the leave of absence).

11.3. Absence from school does not release students from the duty to acquire knowledge and skills prescribed by the curriculum or the timely performance of tasks given during lessons when the student was absent.

11.4. Students of EDU VALEM PRIVATE SCHOOL may leave the school in the middle of the school day only with the permission of the class teacher or, if the class teacher is absent, the subject teacher or the Management.

11.5. A student who is released from physical education lessons must submit a corresponding certificate issued by the parent or a physician to the subject teacher or the class teacher. If physical education is the last lesson of the day, the student may leave the schoolhouse after having submitted a corresponding certificate. If the school day is not over, the student may stay with the class or in the schoolhouse.

11.6. Absences are recorded in the e-journal as follows: "with a reason" (letters V or T) or "without a reason" (letter P).

Assessment

12. At EDU VALEM PRIVATE SCHOOL, assessment is used to value both good learning and behaviour, and the ability to work independently as well as in a group.

12.1. At EDU VALEM PRIVATE SCHOOL, students are numerically assessed since the second (2.) grade. In the first (1.) grade, students are issued a certificate with verbal assessments. The development of children is assessed until the end of the basic school stage.

12.2. The school notifies students and their legal representatives of the grades and assessments according to the

procedure for assessment established by EDU VALEM PRIVATE SCHOOL.

12.3. Students and their parents can receive information about grades from subject teachers or the class teacher or via the e-journal and report card.

12.4. At EDU VALEM PRIVATE SCHOOL, the behaviour and diligence of students is differentially assessed at the end of every period of study according to the procedure for the assessment of behaviour and diligence established by EDU VALEM PRIVATE SCHOOL. This procedure is introduced to the students and their parents by the class teacher at the start of the academic year.

III Behaviour

13. The students of EDU VALEM PRIVATE SCHOOL must be polite and respectful towards their fellow students, teachers and other adults.

14. All people studying or working at EDU VALEM PRIVATE SCHOOL must greet each other politely in the schoolhouse as well as in other public places.

15. Students must keep the schoolhouse and the school territory clean and in good order, and maintain their own and school's property. In the case of the intentional damaging or negligent use school premises, furniture, etc., the student (or his or her representative) must compensate for the damage caused.

16. Students are responsible for ensuring the intended use and timely return of teaching aids that have been acquired by the school and given to their use (textbooks, etc.). In the case of the intentional damaging or loss of teaching aids, the student (or his or her representative) must purchase new teaching aids or compensate for the damage caused.

17. During recessions, students must behave in a manner that does not pose a threat to themselves or other students.

18. The students of EDU VALEM PRIVATE SCHOOL may not smoke or consume alcoholic beverages or narcotic substances.

19. During training visits, fields trips and hikes, students must follow traffic rules and the orders of teachers and other adults.

20. The students of EDU VALEM PRIVATE SCHOOL must wear a school uniform (Annex 2 to the internal rules), and indoor footwear in the schoolhouse.

IV Supporting the development of students

21. For the purpose of developing the abilities and talents of students, their individual study needs are identified, suitable teaching methods are chosen and, where necessary, differentiated teaching is carried out.

22. Students who temporarily fall behind in attaining the presumable learning outcomes have a chance to receive additional pedagogical guidance outside lessons. In the case of learning difficulties and with the recommendation of the teacher, students may take part in support lessons (consultations, speech therapy, remedial learning).

23. If necessary, students are attended to by a speech therapist and a psychologist.

24. A developmental or family conversation is held at school with each student and his or her parent(s) at least once per academic year for the purpose of supporting the development of the student, and further study and development goals are agreed on the basis thereof. Conversations are held according to the procedure for developmental conversations established by EDU VALEM PRIVATE SCHOOL.

25. Students have the right to participate in extracurricular activities taking place at the school, and use the facilities, premises, library, teaching aids, and sports, technical and other equipment belonging to the school free of charge for organised extracurricular activities.

26. The students of EDU VALEM PRIVATE SCHOOL are commended according to the procedure for the commendation of students established by the EDU VALEM PRIVATE SCHOOL.

The purpose of commendation is to inspire the student to perform even better and serve as an example for other students.

27. The students of EDU VALEM PRIVATE SCHOOL are publicly commended as follows:

- 1) with a verbal commendation;
- 2) with a written distinction in the student's study journal, e-journal, the school newspaper and/or the homepage of EDU VALEM PRIVATE SCHOOL;
- 3) with a commendation based on a directive issued by the Head of School;
- 4) with a commendation, certificate of honour or a letter of appreciation of the school according to the procedure for the commendation of students established by the school;

28. Reasoned and relevant support measures may be taken and sanctions may be imposed with regard to a student with the aim of influencing students to abide by the internal rules of the school, respect others and prevent the emergence of situations jeopardising safety at school.

29. Before taking support measures or imposing sanctions, the student's explanations are heard and the choice of the support measure or sanction is reasoned to the student and/or the parent.

30. If necessary, the parent is notified of the support measure taken or the sanction imposed by means of the e-journal or a written notice (on paper or by e-mail).

31. The support measures (including entry into written agreements, compulsory participation in consultation lessons, implementation of an individual curriculum, provision of the services of a support specialist) may be taken against and one or several of the following sanctions may be imposed on a student:

- 1) a verbal reprimand;

- 2) a written notice in the student's study journal and/or e-journal;
- 3) discussion of the student's behaviour with the student's parent;
- 4) discussion of the student's behaviour with the student in the presence of the Head of School or the Head Teacher;
- 5) discussion of the student's behaviour with the student in the Teachers' Council;
- 6) appointment of a support person to the student;
- 7) a written reprimand on the basis of a directive issued by the Head of School;
- 8) taking custody by the school of objects used by the student in a manner not in accordance with the school's internal rules;
- 9) removal from a lesson along with the duty to stay in the prescribed place and achieve the required learning outcomes by the end of the lesson;
- 10) conciliation of parties involved in a conflict with the aim of achieving an agreement on further steps;
- 11) carrying out an activity that benefits the school, which may be applied only with the approval of the parent;
- 12) the duty to stay at school after the end of lessons and perform the prescribed activity to the extent of 1.5 hours during one day of study;
- 13) a temporary ban on participating in extracurricular activities (e.g. events and trips) at school;
- 14) a temporary ban on participating in studies along with the duty to achieve the required learning outcomes by the end of the period.

32. When resolving problems related to behaviour, the violation of the internal rules of the school and/or negligent attitude towards studies, EDU VALEM PRIVATE SCHOOL proceeds from corresponding procedures established by the school with the purpose of preventing and resolving problematic situations which have been caused by the behaviour of a student and are in conflict with the values and principles of EDU VALEM PRIVATE SCHOOL, disturb studies and/or have a negative impact on other students.

33. The objects that the school has taken custody of are preserved and returned to the parent or the student. If the object may serve as an evidence in the investigation of an offence, an employee of the school must submit a corresponding application to the police and hand the object over to the police.

34. The school ensures the mental and physical security and the protection of the health of students during their stay at school.
35. Supervision over students throughout the school day is ensured at school for the purpose preventing violence.
36. For the purpose of ensuring surveillance over the security of students and school employees, the school may control entry to and exit from the school building and territory.
37. The representatives of students must be polite and dignified in the school premises and at school events, and serve as an example for students.
38. Students or their representatives may make declarations or proposals concerning the organisation and improvement of the operation of the school to the Head of EDU VALEM PRIVATE SCHOOL, the School Board or the Management Board of MTÜ EDU VALEM.
39. Applications received are reviewed within one month and responses are provided in writing or verbally, as requested.

Annex 1 Imposition of sanctions in the case of absences without a reason

In the case of absences without a reason during one period of study, the following measures will be taken:

1. If the student is absent from up to three (3) lessons without a reason – the class teacher has a talk with the student, notifies the parent, and makes a proposal to turn to the school psychologist in order to determine the reason for absences.
2. If the student is absent from up to five (5) lessons without a reason – the student explains the reasons for his or her absences in front of the Teachers' Council.
3. If the student is absent from up to nine (9) lessons without a reason – the Head of EDU VALEM PRIVATE SCHOOL issues a written reprimand and the behaviour grade of the student is lowered by one grade.
4. If the student is absent from up to fifteen (15) lessons without a reason – the student explains the reasons for his or her absences together with the parent in front of the Teachers' Council.
5. If the student is absent from up to twenty-five (25) lessons without a reason – the behaviour of the student is assessed to be "non-satisfactory".

6. If the student is absent from more than twenty-five (25) lessons without a reason – the education contract is terminated pursuant to the statutes of EDU VALEM PRIVATE SCHOOL.

Annex 2 School uniform of EDU VALEM PRIVATE SCHOOL

The students of EDU VALEM PRIVATE SCHOOL wear a school uniform. Wearing the school uniform is compulsory. The uniform of girls in grades I to III:

- the blue dress of the school uniform;
- a white tennis shirt or a white blouse;
- in festive occasions, a white blouse (school tie and school hat);
- the vest of the school uniform;
- matching (orange, white or black) tights and dark shoes.

The uniform of boys in grades I to III:

- black pressed or regular trousers of the school uniform;
- a white tennis shirt or a light blue button shirt;
- in festive occasions, a white button shirt and the school tie and school hat;
- the vest of the school uniform;
- dark socks and dark shoes.