

S«Approved»
Principal of
«International School of Nur-Sultan»
AOE «Nazarbayev Intellectual Schools»
Bulatov A.
from 05.09.2022

Rules of the internal schedule for students of the International school of Nur-Sultan

1. General provisions

- 1.1. Regulations for students of the International school of Nur-Sultan (further - ISN) whose main object of activity is educational activity, are developed according to the Law of the Republic of Kazakhstan "About education", the Charter of the autonomous educational organization "NAZARBAYEV INTELLECTUAL SCHOOLS" (further - AEO), Policy of education of students of Intellectual schools, Regulations for students of Nazarbayev Intellectual schools.
- 1.2. These rules establish the schedule of educational process for students, uniform requirements for school uniforms and appearance of students, define the rights and duties of students and their lawful representatives, the main norms and rules of conduct of students in the building, in the territory of school and also during all after-hour actions.
- 1.3. The purpose of these rules - creation of the safe favorable educational environment providing conditions for the successful academic and social growth of students on the basis of mutual respect between all members of school community - administration, pedagogical staff, students, their lawful representatives.
- 1.4. These rules are obligatory for execution by all members of school community - administration, pedagogical staff, students, their lawful representatives and other employees of school.
- 1.5. These rules are available to general acquaintance on the school website.
- 1.6. Administration, curators, assistants are obliged to inform students and their lawful representatives about these rules in the following cases:
 - 1) during documents acceptance for participation in competitive selection under signature;
 - 2) during filing of application in ISN under signature;
 - 3) at the beginning of academic year at parents and school meetings, curator hours.
- 1.7. The questions, which are not addressed by these rules, are solved according to the approved regulations of AEO and the current legislation of the Republic of Kazakhstan.

2. The mode and the schedule of the educational process at the International school of Nur-Sultan

- 2.1. The mode of work of the ISN is determined by the Rules of the Labour regulations, approved by the head of the school. The duration of the working week is the labor legislation of the Republic of Kazakhstan.
- 2.2. Finding students after-school classes, weekend and holidays, at the school is not allowed if it is not connected with educational / upbringing process.
- 2.3. Lessons are held in accordance with the schedule approved by the head of school and regulated throughout the academic year by Deputy Directors on academic work, educational work.
- 2.4. The duration of the academic hours in the school is 40 minutes for primary school students, and for the senior students 60 minutes.
- 2.5. The duration of breaks between classes is not less than 5-20 minutes.
- 2.6. The total duration of the educational process, including the teaching load, the regime of the school day is regulated by the Rules of the educational activities of AEO. Teaching load and mode of the school day should not exceed the norms established by the Sanitary Regulations "Sanitary-epidemiological requirements to objects of upbringing and education of children and adolescents."
- 2.7. The specific dates of the weeks and vacations and holidays for a certain academic year are established by the annual order on the beginning of the academic year, approved by the Chairman of the Board of the AEO.

3. Requirements for the school uniform and appearance of students

- 3.1. The appearance of students must comply with the generally accepted norms of the business style in society and exclude the evocative details:
 - 1) For boys (boys) - a classic or short haircut model;
 - 2) For girls (girls) - long hair should be collected, medium length, with hairpins.
- 3.2. The school has a school uniform, the sample of which is approved by the decision of the school.
- 3.3. Requirements for the school uniform:
 - The school uniform for girls is in dark blue color consists of a jacket, emblem, a skirt and a tie of the established sample, a white shirt with a collar. The length of the skirt should not exceed 5 cm above the knee. Shoes are classic, dark colors.
 - The school uniform for boys is in dark blue color consists of a jacket, emblem, trousers and a tie of the established sample, a white shirt with a collar. Shoes are classic, dark colors.
- 3.4. When wearing a uniform school uniform is not allowed:
 - 1) Shoes with no backs (slippers, slates, etc.), sneakers (including roller

- sneakers), sneakers, high-heeled shoes over 4.5 cm, as well as shoes of bright colors;
- 2) Tights of bright colors, with drawings, in a grid, and also elongated leggings and knee-highs;
 - 3) Wear clothes and symbols of a religious nature (hijab, niqab, burqa, burqa, Sikh turbans and Jewish hats-bales, "large" Christian crosses, etc.), denude body parts (abdomen, waist, chest);
 - 4) Wearing bangs, if they close their eyes, as well as hair cuts such as "punks", "cornrows", pigtails, moustaches and beards, tails of young men (ponytails), coloring the hair in various bright colors, applying bright and invoking makeup, tattoos, wear flashy jewellery (long form of earrings, jewellery), piercing, bright manicure, long nails.
- 3.5. In case of non-observance of the requirements for the school uniform and appearance, the teacher, the curator is entitled to send the student home accompanied by a legal representative to bring the appearance in order.
- 3.6. ISN students without a school uniform are not allowed to be in classes.

4. Basic rights and responsibilities of students of ISN

4.1. Students have the right to:

- 1) get quality education in accordance with the educational programme of Intellectual schools;
- 2) be provided with a safe and supportive environment free from discrimination, harassment, insults, humiliation and intolerance;
- 3) get information about the educational process, including academic performance;
- 4) participate in the work of school's student self-government bodies.;
- 5) use information resources, sports, reading, conference halls, computer classes and the library; to be provided with textbooks, educational-methodical literature for free
- 6) encouragement for success in educational and creative activities;
- 7) get breaks between lessons; the holidays;
- 8) get information about the school elective courses and the opportunity to make their decisions about subject choices;
- 9) socio-pedagogical, psychological and medical assistance from the school staff;
- 10) get these Regulations;
- 11) be familiar with the Code of Conduct and disciplinary actions for violating them.

4.2. Students are required to:

- 1) comply with the requirements of these Regulations, the AEO Charter, the

school regulations, the decisions of the Pedagogical Council and the school's student self-government bodies, Safety rules, Fire safety rules, to comply with the requirements of the administration and teaching staff to ensure the safety of the educational process;

- 2) attend school in accordance with the schedule of the educational process and do not skip classes;
- 3) use identification cards to enter the school building;
- 4) master knowledge, skills, practical skills and competencies in accordance with the requirements of the educational program of the school;
- 5) obey the Rules of Academic Honesty
- 6) be polite and honest with students, administration, teachers and other school staff;
- 7) continually inform legal representatives about the progress, behavior, the organization of extracurricular activities;
- 8) respect the dignity and equal rights of other pupils to refrain from actions that infringe upon or violate the rights of other individuals;
- 9) comply with the uniform policy established by the school, to monitor their appearance;
- 10) take care of your health, to seek spiritual and physical self-improvement growth;
- 11) treat the school property with care and respect, to take care of its safety; to keep textbooks and manuals, equipment (musical instruments, technical training) in good condition; to keep the classrooms clean;
- 12) tell the school administrators, teachers, and tutors about any changes in circumstance to health threat and of students and school staff's welfare

4.3. In order to ensure favorable conditions for the educational process in the school students are forbidden to:

- 1) bring or invite to school unauthorized people without the tutor or school administration's permission;
- 2) come to lessons in dirty, wrinkled clothes that are not appropriate for a business casual environment; to wear clothes that show you are a member of various fan clubs, any parties, religious sects, etc.;
- 3) use, order and get fast food, sodas, sunflower seeds, chips, chewing gums, etc.;
- 4) use in school and beyond tobacco, alcohol (including beer, gin and tonic, energy drink, etc.), narcotic, psychotropic and toxic substances, profanity;
- 5) gamble (including playing cards), to perform speculative trading;
- 6) bring guns, explosives, pyrotechnic, chemicals, flammable substances, piercing and cutting items, tobacco products, alcoholic beverages, drugs,

toxic substances and poisons, animals, insects, and other things incompatible with the requirements of the educational process;

7) bring expensive items (electronic and mobile devices, laptops, iPads, MacBook, cameras, jewelry, large sums of money, etc.) valued at more than 5 MCI (Monthly calculation index).

8) The school is not responsible for the loss of expensive items that mentioned above in these Regulations.

5. Rules of student conduct

5.1. Students arrive at school no later than 10-15 minutes before the start of classes in clean, ironed school uniform, the appearance must satisfy the requirements of these Regulations.

5.2. Students leave outwear in a specially designed individual lockers and have to change into school shoes.

5.3. Students do not have the right to use the elevators and bathrooms designed for people with limited mobility (the disabled).

5.4. Behavior in the classroom:

1) Students should prepare their workplace and all necessary things for class work beforehand;

2) When a teacher comes to the class students stand up, greet and sit down after the teacher's permission and they greet any adult who enters the classroom during lessons in a like manner;

3) The lesson hours should only be used for training purposes by students. It is not allowed to raise your voice, to be distracted and distract others with conversation, games, and other non-lesson things during the lesson;

4) The use of technical devices is allowed by students for educational purposes and research work with the permission of the teaching staff. In other situations, the use of mobile phones and other devices not related to the educational process is not allowed. Students should disconnect and remove all technical devices, switch over mobile phone into silent mode and put it away from the table. In case of violation the teaching employee has the right to withdraw a technical device for a time of lesson hours. Repeated violation of these requirements the technical device returns only in the presence of the legal representatives of the pupil;

5) Student are not allowed to leave the class without the teacher's permission. Student should ask permission from teaching staff in case of emergency;

6) Student may leave class with a teacher's permission at the end of the lesson leaving the working place in the neat condition with the slide chair under the desk.

5.5. Behavior during the break time:

The break time (the time between lessons) is for:

- 1) transition between classrooms in accordance with the schedule of lessons;
- 2) relaxation and physical warm-up, students are encouraged to walk slowly down the corridor on the right side;
- 3) eating occasion;
- 4) mobile telephone calls (on an as-needed basis);
- 5) visit the school library;
- 6) visit to medical office.

5.6. During the break time students are prohibited from:

- 1) disturb others, loud talking on cell phone, to shout, to make noise;
- 2) to interfere the educational process of other classes;
- 3) push each other, throw objects and use physical force to solve any kind of problems;
- 4) to leave the school without permission of the curator and the administration of the school;

5.7. Behavior in the dining room:

- 1) eating is allowed only in specially designated areas (only in the school canteen) in accordance with the approved mode of operation of the school;
- 2) students must submit the rules of hygiene: to enter the dining room with no outdoor wear, to wash hands thoroughly before eating;
- 3) students must walk slowly, without pushing, without breaking the queue, without making the noise in the dining room, to bring backpacks, bags, folders (to leave them in a prescribed place);
- 4) students are forbidden to take other people's portions without their permission and take out the food from the dining room (snack, bread, etc.);
- 5) it is obligatory to keep cleanliness in the dining room, to take care of the property of the dining room; to leave the table clean after having a meal and chair pushed in under the table.
- 6) the buffet is serviced in a queue only, fulfill the requirements of the canteen staff.
- 7) students are encouraged to talk politely with the cafeteria workers.

5.8. Behavior rules during extra-curricular activities:

- 1) students are required to take training on compliance with safety regulations before conducting events in Kazakhstan or abroad.
- 2) students should strictly follow instructions of teachers, facilitators at events, to avoid any actions that might be dangerous to his/her life and others;

- 3) students, should be the bearers of high culture and respect local traditions, respect the nature, monuments of history and culture, personal and group properties in school and outside of it;
- 4) students should submit discipline, follow the established route of movement, to stay with the group if it is determined by the team leader;
- 5) students strictly submit the rules of personal hygiene, timely inform the supervisor about the deteriorating pain or injury;
- 6) it is prohibited to use open fire (torches, candles, fireworks, firecrackers, bonfires, etc.), to arrange the lighting effects with the use of chemical, pyrotechnic and other means capable of causing ignition.

6. Student attendance registration procedures

6.1. A valid reason for absences is:

- 1) illness of the student;
- 2) the doctor's visit (a document);
- 3) absenteeism for family reasons for a period not exceeding 10 days per academic year upon written request of the legal representatives out sheet agreement with teachers, and then the Director of the school issues a corresponding order.
- 4) participation in Olympiads, competitions and other events held in the interests of the educational process;
- 5) application out-of-school organizations to participate in Olympiads, competitions and other events.

6.2. In the case of absences for illness, the student must first day of sickness notify the supervisor, and in the first day of classes is mandatory to present a certificate of illness.

6.3. In the case of absences for participation in Olympiads, competitions and other activities organized by the school, the curator fills the diary

6.4. While skipping classes on request extra-curricular organizations the following order:

- 1) the legal representative presents submit a written statement to the Director of the school, to which is attached an official request from the school organization;
- 2) a statement of the legal representative agreed with the curator, filled up the sheet aligning with the teachers, then the Director of the school issues a corresponding order.

6.5. Legal representatives are responsible for passing students program of educational material in those days.

6.6. Absenteeism with no valid reason is documented in the diary by the supervisor. One of the legal representatives of the student is required after reviewing the journal entry about skipping classes to put a personal signature. For absences unexcused students bear disciplinary liability provided in these Rules.

7. The awards of students

- 7.1. For high results in learning activities achievements in art, sport, and active participation in public life students of the school receive rewards.
- 7.2. Types of awards are:
- 1) announcement of gratitude;
 - 2) the awarding of an honorary diploma, a praiseworthy sheet;
 - 3) the assignment of the title "Student of the year";
 - 4) the assignment of the title "Shanyrak";
 - 5) publication of information on the promotion on the Internet resource AOO in the media.
- 7.3. The promotion of pupils are coordinated by special Commission.
- 7.4. The composition and the regulations of Commission are approved by the Director of the school for each academic year. The Committee headed by the Chairman, members may include teachers, Tutors, school students, representatives of the parent Committee with periodical turnover every 2 years. The members of the Committee perform their duties at no charge for a term of 2 years. Persons appointed to the recognition Commission at the expiration of the term of office may not be re-appointed to the Commission.
- 7.5. Candidates for the title of "student of the year" should be discussed in student communities "Shanyrak", the Pedagogical Council of the school and submitted a list of Incentive Commission before the 10th of the last month of the current school year. The Commission from the list candidates, identifies students, and awards the first, the second, the third places.
- 7.6. Candidates for the title of "Shanyrak of the year" should be discussed in the Council of student communities "Shanyrak", the Pedagogical Council of the school and submitted a list of The Commission before the 10th of the last month of the current school year. In case of divergence of opinions during the discussion of candidates, preference will be given to the opinion of the Board of student communities "Shanyrak". The Commission from the list of candidates identifies one of the best student communities "Shanyrak" and confers the title.
- 7.7. Public promotion can be organized in the classroom, school community Shanyrak, during school meetings, pedagogical council.
- 7.8. The Director of the school may establish other types of awards not covered by these Rules.
- 7.9. The promotion of personal (individual) and General (collective) nature is allowed, as well as simultaneous application to the student several types of awards. Awards are applied in the following order:
- 1) Awards, in addition to verbal appreciation of the pedagogical worker, declared by order of the Director of schools and may be recorded in the student's cumulative file;
 - 2) The order on the awards procedure is communicated to the legal representatives of the student staff and is usually done in a festive atmosphere.

8. Responsibilities of students

8.1. Disciplinary violations are divided into 3 types of severity:

- 1) Minor;
- 2) Major;
- 3) Serious.

8.2. Minor violations include:

- 1) violation of discipline during the conduct of training sessions;
- 2) late (more than three times a quarter) for training sessions, morning gathering, school-wide activities;
- 3) wearing clothes that do not fit the established school uniform, untidiness, inaccuracy in wearing it;
- 4) wearing a headdress and outer clothing in school;
- 5) failure to complete homework without good reason;
- 6) eating food or drink outside of specially designated places;
- 7) violation of the rules of conduct in the building, on the territory and outside the school;
- 8) violation of cleanliness in the premises of the school and the adjacent territory;
- 9) use of mobile phones, electronic games and any other devices in classrooms, after-hours classes, distracting from the learning process;
- 10) violation of the rules for the use of school computers, provided for by internal school acts.

8.3. Major violations include:

- 1) repeated commission of violations classified as minor misconduct;
- 2) failure to attend training sessions, elective courses and clubs, in a section, clubs without a good reason (more than 3 times a quarter);
- 3) leaving the school without the permission of the curator, the school administration
- 4) gambling;
- 5) damage, damage to the property of the Intellectual School, property of other individuals and legal entities by negligence;
- 6) ignorance of the state symbols, the national anthem and non-observance of the rules during its execution;
- 7) insulting the honor and dignity of members of the school community and school guests;
- 8) use of obscene expressions and gestures, profanity;
- 9) dissemination of material discrediting the honor of the school, its students

and employees;

10) distribution of personal data, photos, audio, video, shooting, storage and transfer of information between students and other persons through wireless access (infrared, Bluetooth, radio frequencies, etc.), as well as transmission to the media including the World Wide Web, without the prior consent of students, employees, school administration, and other individuals and entities whose rights may be violated from the commission of such misconduct.

11) violation of the "Rule of compliance with academic integrity";

12) refusal of compulsory public benefit works and activities (cleaning classes, territories, social practices, etc.).

8.4. Serious violations include:

1) repeated commission of offenses attributed to significant;

2) discrimination by someone on linguistic, gender, national, religious or other grounds;

3) the imposition of religious views and beliefs, inciting ethnic hatred, propaganda, aggression and violence;

4) any involvement in smoking, alcohol or drugs, the appearance in the classroom in the state of alcohol, narcotic or toxic intoxication;

5) carrying weapons, explosive, pyrotechnic, chemical, flammable substances, tobacco products, alcoholic beverages, drugs, toxic substances and poisons, animals, insects;

6) wearing expensive things (mobile phones, photo and video cameras, jewelry, large sums of money, etc.) worth more than 5 MCI;

7) deliberate damage, damage to the property of the school, members of the school community, other individuals and legal entities;

8) causing psychological and physical harm to members of the school community (threats, intimidation, fights, hooliganism), to other individuals, bullying;

9) theft, use of other people's things without permission and knowledge of the members of the school community, other individuals and legal entities.

8.5. In order to organize work to prevent offenses and strengthen discipline among students, a disciplinary commission is set up at the school.

1) The composition and the schedule of work of the Disciplinary Commission shall be approved by the order of the principal for each academic year.

2) The disciplinary commission is headed by the chairman, it can include teachers, curators, students, representatives of the parent committee.

3) Members of the Disciplinary Commission carry out their activities on a gratis basis, the term of office is 2 years.

- 4) At the end of the term of office, they can not be re-elected to the Disciplinary Commission.
- 5) The Disciplinary Commission shall consider issues within its competence at its meetings convened by the Chairman as necessary.
- 6) The Disciplinary Commission considers the following issues:
 - examines and analyzes the state of violation of discipline among students, the state of educational and preventive work aimed at preventing violations;
 - examines conflict situations related to the violation of the discipline of students in the school;
 - examines the issues of strengthening the discipline of students, compliance with the Rules of Internal Regulations;
 - examines the personal files of students who violate the law and makes proposals regarding the application of appropriate disciplinary measures;
 - listen to the supervisors on the state of work to strengthen discipline and prevent offenses that ensure the link between the school and the legal representatives of the students;
 - supervises the behavior of adolescents who are registered with the commission on cases of minors;
 - involves teenagers prone to delinquency, in sports sections, circles, etc. ;
 - organizes individual work with difficult adolescents; carries out preventive work with dysfunctional families.
- 8.6. A meeting of the Disciplinary Commission will be considered competent if more than two thirds of its members participate in it. The decision of the Disciplinary Commission is made by a majority of votes of the number of its members who are present at the meeting.
- 8.7. The foundations for commencing a disciplinary offense are:
 - 1) an application, complaint, written or oral message submitted to the school director by students, teachers, sufferers or other people;
 - 2) a statement (message) of a student who has committed a disciplinary offense
- 8.8. The disciplinary commission is obliged to notify one of the legal representatives of the student about the possibility of his being brought to disciplinary responsibility, to request from the student an explanation in written form, which he must submit within 1 (one) day together with legal representatives. If the student refuses to give an explanation, an act is drawn up, which is signed by three people from among the members of the Disciplinary Commission.
- 8.9. A student's refusal to give an explanation in written form does not preclude the

application of a disciplinary measure to him.

8.10. It is not allowed to consider a disciplinary offense by a school employee who is directly or indirectly interested in his results (for example, a teacher with respect to whom the student has committed a disciplinary offense). If the specified requirement is not observed, the results of consideration of the disciplinary offense may be considered invalid.

8.11. During the examination of the committed disciplinary offense, the Disciplinary Commission determines the following circumstances:

- 1) whether or not there was a disciplinary offense (the fact of misconduct);
- 2) where, when, under what circumstances and for what purpose it was committed (place, time, method);
- 3) what he said;
- 4) a person who has committed a disciplinary offense;
- 5) culpability in the actions (inaction) of specific students, the form and degree of guilt of each student in committing a misdemeanor by several people;
- 6) what are the consequences of the misconduct;
- 7) circumstances that mitigate and aggravate the responsibility of a student; circumstances precluding disciplinary liability of a student;
- 9) previous and subsequent behavior of the student;
- 10) the reasons and conditions that contributed to the commission of the offense;
- 11) other facts that are relevant for the proper and objective consideration of a disciplinary offense.

8.12. The failure to attend any of the participants in the disciplinary proceedings is not the reason for adjournment of the examination. In this case, explanations received from other people and available materials are studied.

8.13. Evidence of a disciplinary violation is any information, factual data on the basis of which the Disciplinary Commission determines availability or lack of signs of a disciplinary offense which has the significance of the circumstances.

8.14. As evidence, it is permissible:

- explanation of the student;
- explanations of witnesses;
- object evidence;
- documentation.

Explanations are information relating to a disciplinary offense and disciplinary responsibility of the student, which are communicated in oral or written form.

8.15. Any items are recognized as material evidence:

- 1) which were used in committing a disciplinary offense;
- 2) to which the student's actions were directed;
- 3) money, valuables and other property received as a result of committing a disciplinary offense;
- 4) items and documents that have preserved traces of a disciplinary offense.

Documents are information that is significant in solving the issue of applying disciplinary punishment in written form. Documents may contain information recorded both in written form and in another form. These may include materials of photo and filming, audio and video recordings, and other media.

8.16. Disciplinary punishment can not be imposed during illness or during a period of absence of a student in school for a valid reason (being on treatment, at the funeral of relatives or close people, due to insuperable events - force majeure).

8.17. The Disciplinary Commission applies educational measures to the student who has committed a disciplinary offense.

8.18. In response to one violation, a single form of influence or several forms in the aggregate may be used by the decision of the Disciplinary Commission. In the event that educational measures have not had an impact, the Disciplinary Commission has the right to apply disciplinary punishment.

8.19. The measures of a disciplinary punishment include:

- 1) the assignment of the obligation to bring a public apology;
- 2) a remark;
- 3) reprimand;
- 4) severe reprimand;
- 5) expulsion from school.

8.20. If the Disciplinary Commission makes a decision on the application of the measure as an exclusion of the student, an extraordinary meeting of the Teachers' Council is convened. According to the decision of the Pedagogical Council, the student can be expelled from the school.

8.21. Students in respect of whom a disciplinary offense is being investigated, as well as their legal representatives are entitled to: To be familiar with the progress of the investigation of the disciplinary violation, the giving of explanations, the application of the petition, the provision of evidence; refusal to give explanations, in this case the members of the Disciplinary Commission, draw up a protocol on the refusal of the student to give explanations; the requirement of non-disclosure of the results of the Disciplinary Commission's work before the decision is taken; receipt of a copy of orders and other legal acts imposed on the student.

8.22. If the student's disciplinary offense contains signs of a criminal offense or an administrative offense, the principal notifies the legal representatives about the incident, the Situational Center AOE, law enforcement officers.

8.23. The decision to impose a disciplinary punishment against the student is made in

a written order by the director of the school on the basis of the Disciplinary Commission's decision, or the decision of the Pedagogical Council, materials containing factual evidence of committing a disciplinary offense.

- 8.24. A copy of the order about the disciplinary punishment with the indication of the reasons should be given to a student, to his legal representatives against receipt. In case of refusal of the student, his legal representatives to read the order on receipt, a copy of the order is sent by registered mail with a notice of delivery.
- 8.25. The principal of the school has the right to remove from the student ahead of schedule disciplinary punishment on his own initiative, at the request of the pedagogical worker, representatives of the bodies of student self-government, if the student has earned this in a conscientious attitude to study and did not allow a new violation of discipline.
- 8.26. A student is considered to have no disciplinary penalty from the moment of his withdrawal or after the expiration of six months from the date of application of the last disciplinary penalty.

9. Organization of interaction with legal representatives of students

- 9.1. The tasks of organizing the interaction of the administration and the pedagogical staff of the school with the legal representatives of the students are:
 - 1) involvement of legal representatives in the educational process through the bodies of school self-government (parent committee, board of trustees, incentive and disciplinary commissions);
 - 2) education of legal representatives on pedagogical knowledge and skills in the education of students (parents' school, videos on the psychological aspects of the relationship between children and adults);
 - 3) use of professional and personal experience of legal representatives in the educational process;
 - 4) formation of an active position of legal representatives through the participation of the latter, including festivals, sports, leisure and career-oriented activities.
- 9.2. The organization of interaction between the administration, the pedagogical staff of the school and the legal representatives of the students suggests:
 - 1) the study of the family in order to identify its opportunities for the education of students;
 - 2) advising legal representatives on improving the child-parent relationship and the well-being of the student in the family.
- 9.3. The administration and pedagogical staff of the school are obliged to inform lawful representatives about the behavior of their children and to take joint measures with regard to the negative behavior of students with a view to correcting it and preventing relapses. Consultative interviews with legal representatives of students are conducted by school representatives.

10. Rights, duties of legal representatives of students

- 10.1. Legal representatives have the right to:

- 1) participation in the work of school authorities, educational process;
- 2) making proposals for improving the work of the school;
- 3) obtaining information on the student's academic performance, behavior and learning environment;
- 4) protection of the interests and rights of the student;
- 5) receiving additional educational services for students on a contractual basis.

10.2. Legal representatives are required to:

- 1) comply with these Rules and comply with the requirements established by the Charter of the AOE, the Regulations of the School;
- 2) to promote the school in the education and upbringing of the student;
- 3) take care of the health and safety of the student, protecting him from bad habits;
- 4) create healthy and safe conditions for the student for life and study, ensure the development of his intellectual and physical abilities, moral development;
- 5) know the schedule and the academic load of the student for each day of the schoolweek;
- 6) ensure the timely arrival of the student in school, not less than 10-20 minutes before the beginning of classes;
- 7) to ensure that the student does not bring to school items that are not relevant to the educational process;
- 8) do not disturb the student with calls on cell phones during lessons;
- 9) to ensure attendance at school for students, in case of missing lessons for a good reason, submit proof documents in a timely manner.

To monitor the passage of the students of the curriculum on missed days;

- 10) attend parental meetings and place each quarter in the report card of the student's signature;
- 11) keep in touch with the curator of the student, check the diary of the child weekly and confirm it with signature.

When communicating with the curator via e-mail, cellular communication, confirm receipt of information regarding the student by sending a response;

- 12) meet with pedagogical staff and curator by prior arrangement and after-hours;
- 13) in case of refusal from obligatory preventive vaccinations, the student should submit to the school medical school a document on medical withdrawal or written refusal of preventive vaccinations addressed to the director of the

school;

- 14) support the traditions and authority of ISN;
- 15) respect the honor and dignity of pedagogical and other school personnel;
- 16) reimburse the damage caused to the school, members of the school community, other individuals and legal entities, caused by the actions of the student;
- 17) observe the rules of the road on the territory adjacent to the school, do not park the cars near the entrance to the school grounds, follow the traffic pattern around the school.
- 18) apologize to the victims in oral or written form if the student has committed violations of a significant or serious species.

11. Solution of controversial issues

- 11.1. Learners have the right to contact the school administration independently or through their legal representatives:
 - 1) with applications on improving the educational process, the quality of teaching, the order of using the library, canteen, medical services and other structural departments of the school, ensuring student safety and any other issues affecting the interests of students;
 - 2) With statements for learners and school employees.
- 11.2. Consideration of applications of students on controversial issues or claims occurs when there is an application from the student or his legal representative, in which the essence of the matter with specific facts should be stated.
- 11.3. Anonymous appeals to the school administration are not considered.
- 11.4. The school administration conducts a personal reception of students and their legal representatives at least once a month according to the schedule of admission, approved by the principal of the ISN.

12. Final provisions

- 12.1. These Rules are enacted from the date of their approval by the principal of the ISN.
- 12.2. These Rules, eliminating the disciplinary penalty for violation, mitigating the responsibility or otherwise improving the position of the person who committed the violation, are retroactive, that is, applies to persons who committed the violation before the entry into force of these Regulations.
- 12.3. Disciplinary proceedings, commenced before the entry into force of these Rules, are carried out in accordance with the Rules upon the date of commencement of the violation.