

**Extract from the Protocol of the Board
of Directors of the autonomous educational
organization of February 11, 2015 №5
“Nazarbayev Intellectual schools”**

AGENDA

About the approval of Rules of respect for the academic honesty by pupils of Nazarbayev Intellectual schools and Regulations for pupils of Nazarbayev Intellectual schools in the new edition.

Having considered and having discussed questions, the Board HAS SOLVED:

1. To approve enclosed:

1) Rules of respect for the academic honesty by pupils in Nazarbayev Intellectual schools;

2) Regulations for pupils of Nazarbayev Intellectual schools.

2. to Recognize become invalid the Regulations for pupils of Nazarbayev Intellectual schools approved by the decision of Board of AEO of August 29 2013 (Protocol No. 48).

3. To department of educational policy and programs; AEO (Nazaraliyeva Z.S.) to bring the present decision to the attention of the interested divisions and AEO branches.

4. AEO branches which primary activity is educational activity to be guided by the present decision and to provide carrying out all necessary actions following from the present decision

5. Control for execution of the present decision to assign to the vice chairman of the board of AEO Ispusinova S.B.

Secretary of
Zhakisheva A.



board

Approved by the decision of Board of the autonomous educational organization "Nazarbayev Intellectual schools" of February 11, 2015 (protocol No. 5)

**Rules
of internal Regulations for pupils
of Nazarbayev Intellectual schools**

1. General regulations

1. Regulations for pupils of Nazarbayev Intellectual schools (further - Intellectual schools) which main object of activity is educational activity, are developed according to the Law of the Republic of Kazakhstan "On education", the Charter of the autonomous educational organization "Nazarbayev Intellectual schools" (further - AEO), Policy of education of pupils of Intellectual schools.

2. These rules establish the schedule of educational process for pupils, uniform requirements to a school uniform and appearance of pupils, define the rights and duties of pupils and their legal representatives, the main norms and rules of conduct of pupils in the building, in the territory of Intellectual schools, and also on all after-hour actions.

3. The purpose of these rules - creation of the safe favorable educational environment providing conditions for the successful academic and social growth of pupils on the basis of mutual respect between all members of school community - administration, pedagogical workers, pupils, their legal representatives.

4. These rules are obligatory for execution by all members of school community — administration, pedagogical employees, pupils, their legal representatives and other employees of Intellectual schools.

5. These rules are hung out at Intellectual schools in a visible place for general acquaintance on the AEO Internet resource and the websites of Intellectual schools.

6. Administration, curators of Intellectual school are obliged to acquaint pupils and their legal representatives with these rules in the following cases:

- 1) at documents acceptance for participation in competitive selection under a list;
- 2) at filing of application about transfer in Intellectual school under a list;
- 3) at parents and school meetings, curator hours.

7. The questions, which aren't settled by these rules, are solved according to the approved regulations of AEO and the current legislation of the Republic of Kazakhstan

**2. Operating mode and the schedule of educational process at
Intellectual schools**

8. The working hours of Intellectual school are defined by the Rules of the labor schedule approved by the Principal of Intellectual school. Duration of working week - the labor legislation of the Republic of Kazakhstan.

9. Finding of pupils after the termination of studies, in days off and holidays at Intellectual schools isn't allowed if it isn't connected with educational process.

10. Studies are given according to the schedule approved by the director of Intellectual school and regulated during all academic year by deputy directors for studies, educational work.

Duration of class period at Intellectual school makes 40 minutes.

The Intellectual school has the right for carrying out sentries (60 minutes) of the academic lessons, previously having coordinated it with AEO.

Duration of breaks between lessons makes not less than 5-20 minutes.

11. The general duration of educational process, including norm of an academic load, the mode of school day is regulated by Rules of educational activity of AEO.

The academic load and the mode of school day shouldn't exceed the norms established by Health regulations "Sanitary and epidemiologic requirements to objects of education and education of children and teenagers".

12. Concrete terms of educational weeks and vacation for a certain academic year are established by the annual order on the beginning of academic year approved by the Chairman of the board of AEO

3. Requirements to a school uniform and appearance of pupils

13. Appearance of pupils has to meet the standard standards of an official style in society and exclude defiant details:

- 1) for boys (young men) - a short classical or model hairstyle;
- 2) for girls (girls) - long hair have to be collected, average length, are tidied up by hairpins.

14. At Intellectual schools the uniform school uniform which sample is approved by the decision of Board of AEO is established.

15. Requirements to a school uniform:

- clothes style - business, classical;
- the school uniform is subdivided on daily and sports.

16. When wearing a school uniform it isn't allowed:

1) as replaceable footwear to wear the shoes which don't have backs (bedroom-slippers, "slates", etc.), sneakers, gym shoes, footwear on a high heel more than 4,5 cm, to wear clothes and symbolics of religious character (a hijab, a niqab, a felt cloak, a burqa, sikhsky turbans and Judaic hats piles, "large" Christian crosses, etc.), to bare parts of the body (a stomach, a waist, a breast);

2) carrying bangs if they close eyes, and also hairstyles like "punks", braids, moustaches and beards at young men, coloring of hair in different defiant bright colors to apply bright and defiant cosmetics, tattoos, to wear bright jewelry, defiant piercing, bright manicure.

17. At non-compliance with requirements to a school uniform and appearance the pedagogical worker, the curator has the right to send the pupil home accompanied by the lawful representative for reduction of appearance in an order.

Pupils of Intellectual schools on studies without school uniform aren't allowed.

18. Services in tailoring of a school uniform are got according to Rules of purchases of the goods, works and services which are carried out by the autonomous organization of education "Nazarbayev Intellectual schools" and the organizations of Intellectual schools in the presence of the funds allocated for the specified expenses.

4. Basic rights and duties of pupils of Intellectual schools

19. Pupils have the right on:

- 1) receiving quality education according to an educational program of Intellectual schools;
- 2) the safe favorable environment of training, free from discrimination, prosecutions, insults, humiliations and intolerance;
- 3) obtaining information on educational process, including about progress;
- 4) participation in work of bodies of student's self-government of Intellectual school;
- 5) free use of information resources, sports, reading, assembly halls, computer classes and library, providing with textbooks, educational and methodical complexes and grants;
- 6) encouragement for progress in educational and creative activity;
- 7) a break between lessons, vacation;
- 8) obtaining information on the elective courses conducted at Intellectual school and an opportunity to participate in the choice of objects;
- 9) receiving social and pedagogical, psychological and medical care from specialists of Intellectual school;
- 10) the transfer from one Intellectual school to another in accordance with the established procedure;
- 11) receiving in the order of the text of these rules;

12) acquaintance with rules of conduct and disciplinary actions for their violation.

20. Pupils are obliged:

1) to observe requirements of these rules, the Charter of AEO, Position of Intellectual school, solutions of Faculty meeting and bodies of student's self-government of Intellectual school, safety regulations, fire safety regulations, to fulfill requirements of administration and pedagogical workers for safety of educational process;

2) to attend Intellectual school according to the schedule of educational process and not to skip class without good reason;

3) to own knowledge, abilities, practical skills and competences according to requirements of an educational program of Intellectual school;

4) to follow Rules of respect for the academic honesty by pupils in Nazarbayev Intellectual schools;

5) to be polite and honest with pupils, administration, pedagogical employees and persons equated to them, other employees of Intellectual school;

6) to constantly inform legal representatives on progress, behavior, the organization of extracurricular activities;

7) to respect the advantage and the equal rights of other pupils, to abstain from the actions striking or violating the rights of other natural persons;

8) to observe wearing the uniform school uniform established by Intellectual school, to watch the appearance;

9) to care for the health, to seek for spiritual and physical self-improvement;

10) to make thrifty use of property of Intellectual school, to care for his safety; to contain textbooks and manuals, the equipment (musical instruments, technical means of training) in good repair, to maintain purity on the educational place;

11) to inform administration, the teacher, the curator of circumstance menacing to health and wellbeing of pupils and employees of Intellectual school.

21. For providing favorable conditions for carrying out educational process at Intellectual school studying it is forbidden:

1) to bring with itself or to invite in Intellectual school of strangers without the permission of the curator;

2) to come to studies in the dirty, crumpled clothes which aren't corresponding to the official style established by these rules openly to show accessory to various the fan movements, to any parties, religious trends, etc.;

3) to use at Intellectual school and beyond her limits tobacco, alcoholic (including beer, gin-tonic, etc.), narcotic, psychotropic and toxic substances, an offensive language;

4) to gamble, perform operations of speculative character;

5) to bring the weapon, explosive, pyrotechnic, chemical, flammable substances, tobacco products, alcoholic drinks, drugs, toxic substances and poisons, animals, insects and other things incompatible with requirements of educational process;

6) to bring expensive things (electronic and mobile devices, a photo and video cameras, jewelry, the large sums of money, etc.) worth more than 5 MCI.

The intellectual school is not responsible for loss of the expensive things specified in these rules

5. Rules of pupils' behavior

22. Pupils come to Intellectual school not later than 10-15 minutes prior to occupations in the pure, ironed school uniform, appearance has to conform to requirements of these rules.

23. Having entered into school pupils leave outerwear in specially allocated individual cases, if necessary use replaceable footwear.

24. Pupils have no right to use the elevators and bathrooms intended for handicapped groups of the population (disabled people).

25. Behavior at a lesson:

1) before a lesson, pupils have to prepare the workplace and all necessary for work in a class;

2) at an entrance of the pedagogical worker pupils get up as a sign of a greeting and sit down after he answers a greeting and will allow to sit down. In this way pupils welcome any adult who has entered a class during occupations;

3) lesson time has to be used by pupils only for the educational purposes. During a lesson it isn't allowed to raise the voice, to distract most and to distract others foreign talk, games and another, not relating to a lesson affairs;

4) use of the mobile phones and other devices which aren't relating to educational process isn't allowed. It is necessary to disconnect and remove all technical devices, to transfer the mobile phone to the silent mode and to clear it the table. In case of violation the pedagogical worker has the right to withdraw the technical device for the period of a lesson. At numerous violation of these requirements the technical device comes back only in the presence of legal representatives of the pupil;

5) at a lesson it isn't allowed to leave a class without the permission of the teacher. In urgent cases the pupil has to ask for permission from the pedagogical worker;

6) upon termination of a lesson the pupil has the right to leave a class with the permission of the teacher.

26. Behavior on the break:

Change (time between lessons) is intended for:

1) transition of pupils in need of another an office according to class timetable;

2) rest and physical warm-up of pupils, for this purpose pupils are recommended to move slowly on the break along the corridor;

3) meal;

4) calls by the mobile phone (if necessary)

5) visits of school library.

On the break by the pupil it is forbidden:

1) to prevent to have a rest another, to talk loudly, including by the mobile phone, to shout, rustle;

2) to push each other, to rush objects and to use physical force for the solution of any sort of problems.

27. Behavior in the canteen:

1) meal is resolved only in specially allotted places according to the approved working hours of Intellectual school;

2) pupils have to follow rules of hygiene: to enter the room of the dining room without outerwear, to carefully wash hands before food;

3) pupils go to school cafeteria slowly, without being pushed, without breaking turn, it is forbidden to rustle in the dining room;

4) it is necessary to observe purity in the dining room, to clear the table after acceptance of food;

5) the buffet is served on the first-come, first-served basis, fulfill requirements of workers of the dining room, observe an order upon purchase of food.

28. Behavior during after-hour actions:

1) before carrying out the events held in Kazakhstan or beyond his limits, pupils are obliged to pass instructing in observance of safety measures;

2) pupils should follow strictly all instructions of the teacher, the curator accompanying when carrying out mass actions, to avoid any actions which can be dangerous to own life and to people around;

3) studying at school and out of her have to be carriers of high culture and respect local traditions, make thrifty use of the nature, historical and cultural monuments, of personal and group property

4) pupils have to observe discipline, follow the movement established by a route, remain in an arrangement of group if it is defined by the head of group;

5) to strictly follow rules of personal hygiene, in due time to report to the head of group about deterioration in health or a trauma;

6) it is forbidden to apply naked flame (torches, candles, fireworks, crackers, fires, etc.), to arrange lighting effects with application of the chemical, pyrotechnic and other means capable to cause ignition.

6. Order of registration of pupils absence at lessons

29. A valid reason of the admission of occupations:

1) illness of the pupil;

2) visit of the doctor (the reference is provided);

3) the admission of classes in family circumstances for the term of no more than 10 days for academic year according to the written statement of legal representatives with obligatory coordination with the director of Intellectual school;

4) participation in the subject Olympic Games, the competitions and other events held for the benefit of educational process;

5) application of the out-of-school organizations for participation in the subject Olympiads, competitions and other actions.

30. In case of the admission of occupations due to illness the pupil is obliged to inform the curator in the first day of an illness, and in the first day of an exit to occupations to show him the certificate of an illness.

31. In case of the admission of occupations for participation in the subject Olympiads, the competitions and other events held by Intellectual school, the diary entry is made out by the curator.

32. At the admission of classes in the application of the out-of-school organizations the following order works:

1) the lawful representative submits the written statement addressed to the director of Intellectual school to whom the official application from the out-of-school organization is attached;

2) the statement of the lawful representative is coordinated with the curator then the director of Intellectual school issues the relevant order.

33. Legal representatives bear responsibility for passing by pupils of a program training material in the missed days.

34. Absence at lessons in the disrespectful reason are made out in the diary by the curator. One of legal representatives of the pupil is obliged after acquaintance with a diary entry about the absence at lessons to put the personal signature. Pupils bear the disciplinary responsibility provided by these rules for absence at lessons in the disrespectful reason.

In case of the repeated absence at lessons in the disrespectful reason the pupil is subject to an expulsion from Intellectual school according to the resolution of the government of the Republic of Kazakhstan of March 14, 2009 No. 317 and these rules.

7. Encouragement of pupils

35. For good results in educational activity, achievements in creativity, sport, active participation in public life pupils of Intellectual school are promoted,

36. Types of encouragement are:

1) announcement of gratitude;

2) rewarding with the certificate of honor, certificate of appreciation;

3) assignment of a rank "Pupil of year";

5) assignment of a rank "Shanyrak of the year";

4) the publication of information on encouragement on the AEO Internet resource, in mass media.

37. Questions of encouragement of pupils of Intellectual school are coordinated by the Incentive commission.

38. The structure and the regulations of work of the Incentive commission is approved by the order of the director of Intellectual school for each academic year.

The incentive commission is headed by the chairman, teachers, curators, pupils of Intellectual school, representatives of parental committee with periodical removability can be each 2 years her part.

Members of the Incentive commission carry out the activity on a grant basis with a term of office 2 years.

The persons designated in structure of the Incentive commission after a term of office, can't be reappointed in structure of the Incentive commission.

39. Candidates for assignment of a rank "The pupil of year" have to be discussed in student's communities "Shanyrak", at Faculty meeting of Intellectual school and are presented by the list to the Incentive commission to the 10th day of the last month of the current academic year.

The incentive commission from the submitted list of candidates defines pupils, and awards the first, second, third places.

40. Candidates for assignment of a rank "Shanyrak of the year" have to be discussed in Council of student's communities "Shanyrak", Faculty meeting of Intellectual school and are presented by the list to the Incentive commission to the 10th day of the last month of the current academic year. In case of a divergence of opinions at discussion of candidates, the preference will be given to opinion of Council of student's communities "Shanyrak".

The incentive commission from the submitted list of candidates

defines one of the best student's communities "Shanyrak" and awards a rank.

41. Public encouragement can be organized in a class, student's community Shanyrak, during school meetings, faculty meetings.

42. The director of Intellectual school can establish other types of encouragement which aren't provided by these rules.

43. Encouragement of personal (individual) and general (collective) character, and also simultaneous application are allowed to the pupil of several types of encouragement.

44. Encouragement is applied in the following order:

1) encouragement, except oral gratitude of the pedagogical worker, appears the order of the Principal of Intellectual school and can be brought in a personal record of the pupil;

2) the order on encouragement is brought to the attention of legal representatives of the pupil, collective and is usually made in a festive atmosphere

8. Responsibility of pupils

45. Disciplinary violations are subdivided into 3 types on severity:

1) insignificant;

2) considerable;

3) serious.

46. Treat insignificant violations:

1) misconduct during studies;

2) delay (more than three times in a term) on studies, rulers, morning collecting, all-school actions;

3) carrying clothes, not the corresponding established school uniform, slovenliness, carelessness in her carrying;

4) carrying a headdress and outerwear at school;

5) non-performance of homeworks without valid excuse;

6) the use of food or drinks outside specially allotted places;

7) violation of the rules of behavior in the building, in the territory and outside Intellectual school;

8) violation of purity in premises of Intellectual school and the adjacent territory;
9) use of mobile phones, video games and any other devices at the lessons, after-hour occupations distracting from training process;

10) violation of the rules of use of school computers, provided by internal acts of Intellectual school.

47. Treat considerable violations:

1) repeated commission of the violations referred to insignificant offenses;

2) absence on studies, elective courses and circles, in sections, clubs without good reason (more than 3 times in a term);

2) leaving school without the permission of the curator, administrations of school

3) gambling;

4) damage, damage of property of Intellectual school, property of other natural and legal entities on imprudence;

5) ignorance of the state symbols, a national anthem and non-compliance with rules at his execution;

6) insult of honor and dignity of members of school community and guests of Intellectual school;

7) use of obscene expressions and gestures, offensive language;

8) distribution of the material discrediting honor of Intellectual school, her pupils and workers;

9) distribution of personal information, photos, audio-, videos, shooting, storage and information transfer between pupils and other persons by means of wireless access (An IR-port, Bluetooth, radio frequencies, etc.), also transfer to mass media, including to the worldwide global network, without prior consent of pupils, workers, administration of Intellectual school, and other natural and legal entities which rights can be violated from commission of such offense.

10) violation of "Rule of respect for the academic honesty by pupils at Intellectual schools";

11) refusal of obligatory socially useful works and actions (cleaning of classes, territories, social practices, etc.).

48. Severe violations are:

1) repeat violation of the offenses considered as considerable;

2) discrimination of someone on language, gender, national, religious or other signs;

3) imposing of religious views and beliefs, incitement of international hostility, advocacy, aggression and violence;

4) any complicity in smoking, alcohol or drugs, appearing in classes in a condition of alcoholic, drug or toxic intoxication;

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

6) carrying expensive things (mobile devices, photo and video cameras, jewelry, large amounts of money, etc.) worth more than 5 MCI;

7) voluntary waste, damage of property of the Intellectual school, members of school community, other physical persons and legal entities;

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

9) theft, use of others' things without permission and a permission of members of school community, other physical persons and legal entities.

49. For the organization of work on the prevention of offenses, strengthening of discipline among pupils of the Intellectual school the Disciplinary commission is created.

50. The structure and the regulations of work of the Disciplinary commission is approved by the order of the principal of Intellectual school for each academic year.

The Disciplinary commission is headed by the chairman, the members can be teachers, curators, pupils, representatives of parental committee.

Members of the Disciplinary commission carry out the activity on a free-of-charge basis, a term of office is 2 years.

After a term of office, members cannot be chosen again in a structure of the Disciplinary commission.

51. The Disciplinary commission considers the questions carried to its competence at the meetings convoked by the Chairman as required.

The Disciplinary commission considers the following questions:

- studies and analyzes a misconduct state among pupils, a state of the educational work and scheduled maintenance directed to prevent violations;
- considers the conflict situations connected with misconduct of pupils at school;
- considers questions of strengthening of discipline of pupils, observance of the Charter and Regulations;
- considers personal cases of pupils – troublemakers, and makes offers concerning application of adequate measures of authority punishment;
- hears curators about a condition of work on strengthening of discipline and prevention of the offenses providing communication between Intellectual school and legal representatives of pupils;
- exercises control over the behavior of the teenagers registered in the commission on juvenile affairs;
- involves the teenagers inclined to offenses, in sports sections, project groups, etc.;
- will organize individual work with difficult teenagers;
- carries out scheduled maintenance with dysfunctional families.

52. The meeting of the Disciplinary commission is considered competent if more than two thirds of its members participate in it.

The decision of the Disciplinary commission is made by a majority vote from number of its members who are present at a meeting.

53. The basis for consideration of a minor offense are:

1) the statement, the claim, the message in a written or oral form provided to the principal of the Intellectual school by pupils, pedagogical workers, an affected party or other persons;

2) the statement (message) of the pupil who has made a minor offense.

54. The Disciplinary commission is obliged to notify one of legal representatives of the pupil on a possibility of his attraction to a disciplinary responsibility, to request from the pupil an explanation in writing which he, together with legal representatives, is obliged to provide within 1 (one) day. In case of pupil's refusal to offer an explanation, the statement which is signed by three persons from among members of the Disciplinary commission is drawn up.

55. Refusal of the pupil to offer an explanation in writing does not interfere with application of a measure of authority punishment to him.

56. Consideration of a minor offense by the employee of Intellectual school directly or indirectly interested in its results is not allowed (for example, the teacher concerning whom a pupil has made a minor offense). In case of non-compliance with the specified requirement, results of consideration of a minor offense can be considered as invalid.

57. During consideration of a committed minor offense the Disciplinary commission establishes the following circumstances:

^ whether the minor offense (the offense fact) actually took place;

2) where, when, under what circumstances and for what purpose it has been made (the place, time, a method);

3) in what it was expressed;

4) the person who has made a minor offense;

5) guilt in activity (inactivity) of specific pupils, a form and degree of fault of each pupil when making offense by several persons;

- 6) what are the consequences of offense;
- 7) the circumstances mitigating and aggravating responsibility of the pupil;
- 8) the circumstances excluding a disciplinary responsibility of a pupil;
- 9) former and subsequent behavior of the pupil;
- 10) the reasons and conditions promoting the offense making;
- 11) other facts important for the correct and objective consideration of a minor offense.

58. Absence of any participants of disciplinary production is not the reason for consideration adjournment. In this case the explanations and the available materials received from other persons are studied.

59. Proofs of making of a disciplinary violation are any data, actual data based on which the Disciplinary commission establishes availability or lack of signs of a minor offense, the important circumstances.

60. As proofs are allowed:

- 1) pupil's explanations;
- 2) explanations of witnesses;
- 3) physical evidences;
- 4) documents.

Explanations are the data concerning a minor offense and a disciplinary responsibility of the pupil which are reported in an oral or written form.

As physical evidences any objects as follows are recognized:

- 1) which were used when making a minor offense;
- 2) to which actions of the pupil have been directed;
- 3) money, values and other property received as a result of making of a minor offense;
- 4) objects and documents which have kept traces of a minor offense.

Documents are significant data for the solution of application of authority punishment, stated in writing. Documents may contain the data stated both in written and in other type form. Such materials as photo and filming, audio and video data, other data carriers can be referred to.

61. Authority punishment cannot be imposed during an illness or in an absence period of a pupil at Intellectual school on reasonable excuse (stay on treatment, on a funeral of relatives or close persons, due to insuperable events — force majeure).

62. The disciplinary commission applies to the pupil who has made disciplinary violation, educational measures according to the Application to these rules.

In response to one violation according to the decision of the Disciplinary commission one form of impact or several forms in total can be used.

If educational measures have not made impact, the Disciplinary commission has the right to apply measures of authority punishment.

In case if educational measures haven't made impact, the Disciplinary commission has the right to apply measures of disciplinary punishment.

63. Treat measures of disciplinary punishment:

- 1) assignment of a duty to bring a public apology;
- 2) remark;
- 3) reprimand;
- 4) strict reprimand;
- 5) exception of school.

64. In case of pronouncement by the Disciplinary commission of the conclusion about application of a measure by way of exception of the pupil, the emergency meeting of Faculty meeting is convoked. According to the solution of Faculty meeting the pupil can be deducted from Intellectual school.

65. Pupils concerning whom consideration of a minor offense is carried out and also their legal representatives have the right on:

- acquaintance with the course of investigation of disciplinary violation, making explanation, statement of the petition, providing proof;

- refusal of making explanations, in this case members of the Disciplinary commission, make the protocol on refusal of the pupil of making explanations;
- the requirement about nondisclosure of results of work of the Disciplinary commission before decision-making;
- obtaining the copy of the orders and other legal acts which are taken out concerning the pupil.

66. If the minor offense of the pupil contains signs of structure of a criminal offense or administrative offense, the director of Intellectual school notifies on the incident of legal representatives, the AEO Situational center, law enforcement officers.

67. The decision on application of a measure of disciplinary punishment to the pupil is made out by the written order of the Principal of Intellectual school on the basis of the conclusion of the Disciplinary commission, or the solution of Faculty meeting, the materials containing the actual proofs of commission of a minor offense by him.

68. The copy of the order on application to learning disciplinary punishment with the indication of the bases of its application is handed to the pupil, his legal representatives on receipt. In case of refusal the pupil, his legal representatives to study the order on receipt the copy of the order goes by mail the registered mail with the assurance of receipt.

69. The Principal of Intellectual school has the right to remit ahead of schedule from the pupil disciplinary punishment on own initiative, according to the petition of the pedagogical worker, representatives of bodies of student's self-government if the pupil has deserved it a conscientious attitude to study and haven't allowed new misconduct.

70. The pupil is considered not having disciplinary punishment from the moment of his removal or after six months from the date of application of the last disciplinary punishment

9. The organization of interaction with legal representatives of pupils

71. Aims of the organization of interaction of administration, pedagogical employees of Intellectual school with legal representatives of pupils are:

- 1) involvement of legal representatives in educational process by means of bodies of school self-government (parental committee, the board of trustees, incentive and the disciplinary commissions);
- 2) education of legal representatives about pedagogical knowledge and abilities in education of pupils (school of parents, video records about psychological aspects of relationship of children and adults);
- 3) use of professional and personal experience of legal representatives in educational process;
- 4) formation of an active position of legal representatives by means of participation of the last including in festive, sporting, leisure and professional orientation events.

72. The organization of interaction of administration, assumes pedagogical employees of Intellectual school with legal representatives of pupils:

- 1) studying of a family with the purpose of identification of its opportunities for education of pupils;
- 2) consultation of legal representatives concerning improvement of the child parental relations and wellbeing of the pupil in a family.

73. Administration, pedagogical employees of Intellectual school are obliged to inform legal representatives on behavior of their children and to take joint efforts in respect of negative behavior of pupils for his correction and prevention of recurrence.

Advisory interviews with legal representatives of pupils are conducted by representatives of Intellectual school.

10. Rights, duties of legal representatives of pupils

74. Legal representatives have the right on:

1) participation in work of bodies of school self-government, educational process;
2) introduction of offers on improvement of work of Intellectual school;
3) obtaining information concerning progress, behavior and conditions of training of the pupil;

- 4) protection of interests and rights of the pupil;
- 5) transfer of the pupil to other school;
- 6) receiving additional educational services for pupils on a contractual basis.

75. Legal representatives are obliged:

1) to follow these rules and to fulfill the requirements established by the Charter of AEO,
Position of Intellectual school;

- 2) to assist Intellectual school in training and education of the pupil;
- 3) to show care about health and safety of the pupil, preserving him against addictions;
- 4) to create to the pupil healthy and safe conditions for life and study, to provide development of his intellectual and physical capacities, moral formation;
- 5) to know lesson schedule and an academic load studying for every day of educational week;

- 6) to provide timely arrival of the pupil in school, not less than in 10 minutes prior to occupations;

- 7) to watch that the pupil didn't bring the objects which don't have relations to educational process in school;

- 8) not to disturb the pupil calls by cell phones during lessons;

- 9) to provide visit studying occupations at Intellectual school, in case of admissions of lessons of a good reason to submit supporting documents.

To exercise control of passing by pupils of a program training material in the missed days;

- 10) to visit parents' meetings and each quarter to append the signature in a report card of the pupil;

- 11) to keep in contact with the pupil's curator, to weekly check the diary of the child and in confirmation to it to append in him the signature.

At communication with the curator by e-mail to confirm to cellular communication obtaining information concerning the pupil by sending the answer;

- 12) to meet pedagogical workers and the curator according to the preliminary arrangement and after hours;

- 13) at refusal of obligatory preventive inoculations learning to submit to a medical office of school the document on medical branch or written refusal of preventive inoculations addressed to the director of Intellectual school;

- 14) to support traditions and authority of Intellectual school;

- 15) to respect honor and dignity of pedagogical and other employees of Intellectual school;

- 16) to indemnify the loss caused to Intellectual school, members of school community, other natural and legal entities, caused by actions of the pupil;

- 17) to follow traffic regulations in the territory, adjacent to Intellectual school, not to carry out the parking of cars near an entrance on the territory of Intellectual school.

- 18) to apologize to victims in an oral or written form in case of commission by the pupil of violations of considerable or serious types.

11. Solution of controversial issues

76. Pupils have the right to address independently or through the lawful representatives administration of Intellectual school:

- 1) with statements on improvement of educational process, quality of teaching, an order of use of library, the dining room, services of a health service and other structural divisions of Intellectual school, on safety of pupils and on any other questions infringing on interests of pupils;

- 2) with applications for pupils and employees of Intellectual school.

77. Consideration of addresses of pupils on controversial issues or claims happens in the presence of the application from the pupil or his lawful representative in whom the question essence with the concrete facts has to be stated.

78. Anonymous addresses aren't considered by administration of Intellectual school.

79. The administration of Intellectual school carries out personal admittance of students and their lawful representatives at least once a month according to the schedule of reception approved by the head of the relevant Intellectual school.

12. Concluding regulations

80. These rules become effective from the date of their statement by the decision of Board of AEO.

81. The these rules eliminating disciplinary punishment for violation, softening responsibility or otherwise the faces improving situation, made violation, have retroactive force, that is extends to the persons who have made the corresponding violation to the introduction of these rules in force.

82. The disciplinary production begun before introduction of these rules is carried out according to the Rules existing on start date of consideration of violation of Intellectual school.