

Approved by the decision of the Board of the autonomous organization of education “Nazarbayev Intellectual Schools” dated February 11, 2015 (Protocol № 5)

Internal regulations for students of Nazarbayev Intellectual Schools

(with a change approved by the decision of the Board of the autonomous organization of education

“Nazarbayev Intellectual Schools” dated October 12, 2017 (Protocol №52)

1. General provisions

1. Internal regulations for students of Nazarbayev Intellectual Schools (hereinafter – Intellectual schools), the main subject of which is educational activity, have been developed in accordance with the Law of the Republic of Kazakhstan “On Education”, the Charter of the autonomous organization of education “Nazarbayev Intellectual Schools” (hereinafter – AOO), the Policy of education of students of the Intellectual Schools.
2. These Rules establish the order of the educational process for students, uniform requirements for the school uniform and appearance of students, determine the rights and obligations of students and their legal representatives, the basic norms and rules of student behavior in the building, on the territory of the Intellectual Schools, as well as at all extracurricular activities. events.
3. The purpose of these Rules is to create a safe, supportive educational environment that provides conditions for successful academic and social growth of students on the basis of mutual respect between all members of the school community – administration, teachers, students, and their legal representatives.
4. These Rules are binding on all members of the school community – administration, teaching staff, students, their legal representatives and other employees of the Intellectual Schools.
5. These Rules are posted in the Intellectual Schools in a conspicuous place for general familiarization on the Internet resource of the AEO and the websites of the Intellectual Schools.
6. The administration, curators of the Intellectual School are obliged to familiarize students and their legal representatives with these Rules in the following cases:
 1. when accepting documents for participation in the competitive selection against signature;
 2. when submitting an application for admission to the Intellectual School against signature;
 3. at parent and school meetings, curatorial hours.
7. Issues not regulated by these Rules are resolved in accordance with the approved regulatory acts of the AEO and the current legislation of the Republic of Kazakhstan.

2. Working hours and schedule of the educational process in the Intellectual Schools

8. The work schedule of the Intellectual School is determined by the Labor Regulations approved by the Director of the Intellectual School. The duration of the working week is the labor legislation of the Republic of Kazakhstan.
9. The presence of students after the end of classes, on weekends and holidays in the Intellectual Schools is not allowed, if this is not related to the educational process.

10. Training sessions are conducted in accordance with the schedule approved by the director of the Intellectual School and are regulated throughout the academic year by deputy directors for academic work, educational work.

The duration of an academic hour at the Intellectual School is 40 minutes.

The Intellectual School has the right to conduct one-hour (60 minutes) academic lessons, having previously agreed with the AEO.

The duration of breaks between lessons is at least 5-20 minutes.

11. The total duration of the educational process, including the norms of the study load, the mode of the school day is regulated by the Rules of Educational Activities of the AEO.

The study load and the mode of the school day should not exceed the norms established by the Sanitary Rules “Sanitary and Epidemiological Requirements for the Objects of Upbringing and Education of Children and Adolescents”.

12. The specific terms of academic weeks and vacations for a specific academic year are established by an annual order on the beginning of the academic year, approved by the Chairman of the Board of the AEO.

3.Requirements for a uniform school uniform and student appearance

13. The appearance of students must comply with generally accepted norms of business style in society and exclude defiant details:

- for boys (youths) – short classic or model haircut;
- for girls (girls) – long hair should be collected, medium length, tied with hairpins.

14. A unified school uniform has been established in the Intellectual Schools, the sample of which is approved by the decision of the Board of the AEO.

15. Requirements for school uniforms:

- dress style – business, classic;
- uniform school uniform is divided into casual and sports.

16. Wearing a uniform school uniform is not allowed:

- as replaceable shoes, wear shoes that do not have backdrops (slippers, “slates”, etc.), sneakers, sneakers, shoes with high heels over 4.5 cm, wear clothes and symbols of a religious nature (hijab, niqab, burka, paranja, Sikh turbans and Jewish hats-kippas, “Large” Christian crosses, etc.), expose body parts (belly, lower back, chest);
- wearing bangs if they cover their eyes, as well as punk haircuts, pigtails, mustaches and beards for young men, dyeing hair in different evocative bright colors, using bright and defiant cosmetics, tattoos, wearing flashy jewelry, causing piercings, bright manicure.

17. If the requirements for school uniform and appearance are not met, the teacher, the curator has the right to send the student home, accompanied by a legal representative to bring the appearance in order.

Students of the Intellectual Schools are not allowed to study without a school uniform.

18. Services for sewing school uniforms are purchased in accordance with the Rules for the procurement of goods, works and services carried out by the autonomous educational organization “Nazarbayev Intellectual Schools” and organizations of Intellectual Schools, subject to the availability of funds allocated for these costs.

4. Basic rights and obligations of students of the Intellectual Schools

19. Students have the right to:

- obtaining quality education in accordance with the educational program of the Intellectual Schools;
- a safe supportive learning environment free from discrimination, harassment, insults, humiliation and intolerance;
- obtaining information about the educational process, including academic performance;
- participation in the work of student self-government bodies of the Intellectual School;
- free use of information resources, sports, reading, assembly halls, computer labs and a library, provision of textbooks, educational and methodological complexes and teaching aids;
- encouragement for success in educational and creative activities;
- break between lessons, vacations;
- obtaining information about elective courses held at the Intellectual School and the opportunity to participate in the choice of subjects;
- receiving social, pedagogical, psychological and medical assistance from the specialists of the Intellectual School;
- transfer from one Intellectual School to another in accordance with the established procedure;
- obtaining at its disposal the text of these Rules;
- familiarization with the rules of conduct and disciplinary measures for their violation;

20. Students are required to:

- comply with the requirements of these Rules, the AEO Charter, the Regulations of the Intellectual School, decisions of the Pedagogical Council and student self-government bodies of the Intellectual School, safety regulations, fire safety regulations, comply with the requirements of the administration and teaching staff in order to ensure the safety of the educational process;
- attend the Intellectual School in accordance with the schedule of the educational process and not miss classes without a good reason;

- possess knowledge, skills, practical skills and competencies in accordance with the requirements of the educational program of the Intellectual School;
- comply with the Rules of observance of academic honesty by students at Nazarbayev Intellectual Schools;
- be polite and honest with students, administration, teaching staff and persons equated to them, other employees of the Intellectual School;
- constantly inform legal representatives about academic performance, behavior, organization of extracurricular activities;
- respect the dignity and equal rights of other students, refrain from actions that infringe or violate the rights of other individuals;
- to observe the wearing of a uniform school uniform, established by the Intellectual School, to monitor their appearance;
- take care of their health, strive for spiritual and physical self-improvement;
- take good care of the property of the Intellectual School, take care of its safety; keep textbooks and teaching aids, equipment (musical instruments, technical teaching aids) in good working order, keep the training place clean;
- inform the administration, teacher, curator of circumstances that threaten the health and well-being of students and employees of the Intellectual School.

21. In order to ensure favorable conditions for the educational process in the Intellectual School, students are prohibited:

- bring with you or invite unauthorized persons to the Intellectual School without the permission of the curator;
- come to training sessions in dirty, wrinkled clothes that do not correspond to the business style established by these Rules, openly demonstrate belonging to various fan movements, whatever parties, religious movements, etc .;
- use tobacco, alcoholic (including beer, gin and tonic, etc.), narcotic, psychotropic and toxic substances, profanity in the Intellectual School and outside it;
- gamble, conduct speculative transactions;
- bring weapons, explosive, pyrotechnic, chemical, flammable substances, tobacco products, alcoholic beverages, drugs, toxic substances and poisons, animals, insects and other things incompatible with the requirements of the educational process;
- bring expensive items (electronic and mobile devices, photo and video cameras, jewelry, large sums of money, etc.) worth more than 5 MCI.;

The Intellectual School is not responsible for the loss of expensive items specified in these Rules.

5. Rules of student conduct

22. Students come to the Intellectual School no later than 10-15 minutes before the start of classes in a clean, ironed school uniform, the appearance must comply with the requirements of these Rules.

23. Upon entering the school, students leave their outerwear in specially designated individual lockers, if necessary, use replacement shoes.

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

25. **Behavior in the lesson:**

- before the start of the lesson, students must prepare their workplace and everything necessary for working in the class;
- at the entrance of the teacher, students stand up to greet and sit down after he answers the greeting and allows him to sit down. Likewise, students greet any adult who enters the classroom during class;
- Lesson time by students should be used for educational purposes only. During the lesson, it is not allowed to raise your voice, be distracted by yourself and distract others with extraneous conversations, games and other things not related to the lesson;
- the use of mobile phones and other devices not related to the educational process is not allowed. You should turn off and remove all technical devices, put the mobile phone in quiet mode and remove it from the table. In the event of a violation, the teacher has the right to withdraw the technical device for the duration of the lesson. If these requirements are repeatedly violated, the technical device is returned only in the presence of the student's legal representatives;
- in the lesson, it is not allowed to leave the class without the permission of the teacher. If absolutely necessary, the student must ask permission from the teacher;
- at the end of the lesson, the student has the right to leave the class with the teacher's permission.

26. **Behavior at recess:**

Break (time between lessons) is for:

- the transfer of students, if necessary, to another room in accordance with the schedule of lessons;
- rest and physical warm-up of students, for this purpose, students are recommended to slowly move along the corridor during recess;
- food intake;
- calls by mobile phone (if necessary);
- visiting the school library;

During recess, students are prohibited from:

- interfere with the rest of others, talk loudly, including on a mobile phone, shout, make noise;
- push each other, throw objects and use physical force to solve any kind of problem.

27. **Behavior in the dining room:**

- eating is allowed only in specially designated places in accordance with the approved working hours of the Intellectual School;
- students must observe hygiene rules: enter the dining room without outerwear, wash their hands thoroughly before eating;
- students go to the school cafeteria slowly, without pushing, without breaking the queue, it is forbidden to make noise in the cafeteria;
- it is necessary to maintain cleanliness in the dining room, to remove from the table after eating;
- in the buffet are served on a first come, first served basis, fulfill the requirements of the canteen workers, observe the order when buying food;

28. Behavior during extracurricular activities:

- before holding events held in Kazakhstan or abroad, students are required to undergo safety instructions;
- students should strictly follow all instructions of the teacher, the curator accompanying during mass events, avoid any actions that may be dangerous for their own lives and for those around them;
- students in school and outside it must be carriers of high culture and respect local traditions, take care of nature, historical and cultural monuments, personal and group property
- students must observe discipline, follow the established route of movement, remain in the location of the group, if this is determined by the group leader;
- strictly observe the rules of personal hygiene, promptly inform the group leader about deteriorating health or injury;
- it is forbidden to use open fire (torches, candles, fireworks, firecrackers, bonfires, etc.), arrange lighting effects using chemical, pyrotechnic and other means that can cause a fire.

6. The order of registration permits students training

29. A good reason for missing classes is:

- student illness;
- a visit to a doctor (a certificate is provided);
- skipping classes for family reasons for a period not exceeding 10 days per academic year upon a written application from legal representatives with obligatory agreement with the director of the Intellectual School;
- participation in subject Olympiads, competitions and other events held in the interests of the educational process;
- application of out-of-school organizations for participation in subject Olympiads, competitions and other events;

30. In case of missing classes due to illness, the student is obliged to notify the curator on the first day of illness, and on the first day of going to class, present him with a certificate of illness.
31. In case of missing classes for participation in subject Olympiads, competitions and other events held by the Intellectual School, the entry in the diary is drawn up by the curator.
32. When skipping classes at the request of out-of-school organizations, the following procedure applies:
- the legal representative submits a written application addressed to the director of the Intellectual School, to which an official application from the out-of-school organization is attached;
 - the application of the legal representative is agreed with the curator, after which the director of the Intellectual School issues a corresponding order.
32. Legal representatives are responsible for the passage of the programmatic educational material by students on the days missed.
33. Missing classes for no valid reason are made out in the diary by the curator. One of the legal representatives of the student is obliged, after reading the entry in the diary about the absence of classes, to put a personal signature. Students who miss classes for no valid reason are subject to the disciplinary responsibility provided for in these Rules.
34. In case of repeated missed classes for an unjustified reason, the student is subject to exclusion from the Intellectual School in accordance with the decree of the Government of the Republic of Kazakhstan dated March 14, 2009 No. 317 and these Rules.

7. Student incentives

35. For high results in educational activities, achievements in creativity, sports, active participation in public life, students of the Intellectual School receive incentives.
36. The types of incentives are:
- announcement of gratitude;
 - rewarding with a certificate of honor, certificate of commendation;
 - conferring the title of “Student of the Year”;
 - conferring the title “Shanyrak of the Year”;
 - publication of information about the promotion on the Internet resource of the AEO, in the media.;
37. Issues of encouraging students of the Intellectual School are coordinated by the Incentive Commission.
38. The composition and work procedure of the Incentive Commission is approved by order of the director of the Intellectual School for each academic year.

The incentive commission is headed by the chairman, it may include teachers, curators, students of the Intellectual School, representatives of the parent committee with periodic rotation every 2 years.

Members of the Incentive Commission carry out their activities free of charge with a term of office of 2 years.

Persons appointed to the Incentive Commission, after the expiration of their term of office, cannot be re-appointed to the Incentive Commission.

39. Candidates for awarding the title of “Pupil of the Year” should be discussed in the student communities “Shanyrak”, at the Pedagogical Council of the Intellectual School and submitted by the list to the Incentive Commission by the 10th day of the last month of the current academic year.

An incentive commission from the presented list of candidates determines the students and awards the first, second, third places.

40. Candidates for conferring the title “Shanyrak of the Year” must be discussed in the Council of student communities “Shanyrak”, the Pedagogical Council of the Intellectual School and submitted by the list to the Incentive Commission by the 10th day of the last month of the current academic year. In case of disagreement during the discussion of candidates, preference will be given to the opinion of the Council of student communities “Shanyrak”.

An incentive commission from the presented list of candidates determines one of the best student communities “Shanyrak” and awards the title.

41. Public encouragement can be organized in the classroom, Shanyrak student community, during school meetings, pedagogical councils.

42. The Director of the Intellectual School may establish other types of incentives that are not provided for by these Rules.

43. Encouragements of a personal (individual) and general (collective) character are allowed, as well as the simultaneous application of several types of incentives to a student.

44. Incentives are applied in the following order:

- incentives, in addition to the oral gratitude of the pedagogical worker, are announced by the order of the director of the Intellectual School and can be entered into the student’s personal file;
- the order of encouragement is brought to the attention of the legal representatives of the student, the team and is usually made in a festive atmosphere.

8. Student responsibility

45. Disciplinary violations are divided into 3 types according to their severity:

- 1) insignificant;
- 2) significant;

3) serious.:

46. Minor violations include:

- 1) violation of discipline during training sessions;
- 2) being late (more than three times in a quarter) for classes, rulers, morning gathering, school-wide activities;
- 3) wearing clothes that do not correspond to the established school uniform, untidiness, carelessness in wearing it;
- 4) wearing a headdress and outerwear at school;
- 5) failure to complete homework without good reason;
- 6) eating or drinking outside specially designated areas;
- 7) violation of the rules of conduct in the building, on the territory and outside the Intellectual School;
- 8) violation of cleanliness in the premises of the Intellectual School and the adjacent territory;
- 9) the use of mobile phones, electronic games and any other devices in lessons, extracurricular activities that distract from the learning process;
- 10) violation of the rules for using school computers, provided for by the internal acts of the Intellectual School.

47. Significant violations include:

- repeated commission of violations attributed to minor offenses;
- failure to attend training sessions, elective courses and circles, in sections, clubs without a valid reason (more than 3 times a quarter);
- leaving school without the permission of the curator, school administration;
- gambling;
- damage, damage to the property of the Intellectual School, property of other individuals and legal entities through negligence;
- ignorance of state symbols, the national anthem and non-observance of the rules when performing it;
- insulting the honor and dignity of members of the school community and guests of the Intellectual School;
- the use of obscene expressions and gestures, profanity;
- distribution of material defaming the honor of the Intellectual School, its students and employees;
- dissemination of personal data, photographs, audio, video recordings, shooting, storage and transmission of information between students and other persons via wireless access (infrared port, Bluetooth, radio frequencies, etc.), as well as transmission to the media, in including to

the worldwide global network, without the prior consent of students, employees, the administration of the Intellectual School, and other individuals and legal entities, whose rights may be violated from committing such an offense;

- violation of the “Rules of observance of academic honesty by students in the Intellectual Schools”;
- refusal from compulsory public works and activities (cleaning classes, territories, social practices, etc.);

48. Serious violations include:

- repeated commission of offenses classified as significant;
- discrimination against anyone on linguistic, gender, national, religious or other grounds;
- the imposition of religious views and beliefs, incitement to ethnic hatred, propaganda, aggression and violence;
- any involvement in smoking, alcohol or drugs, appearance in the classroom in a state of alcoholic, drug or toxic intoxication;
- carrying weapons, explosive, pyrotechnic, chemical, flammable substances, tobacco products, alcoholic beverages, drugs, toxic substances and poisons, animals, insects;
- wearing expensive things (mobile devices, photo and video cameras, jewelry, large sums of money, etc.) worth more than 5 MCI;
- deliberate damage, damage to the property of the Intellectual School, members of the school community, other individuals and legal entities;
- causing psychological and physical harm to members of the school community (threats, intimidation, fights, hooliganism), other individuals;
- theft, use of other people’s things without the permission and knowledge of members of the school community, other individuals and legal entities.

49. In order to organize work to prevent offenses, strengthen discipline among students in the Intellectual School, a Disciplinary Commission is created.

50. The composition and work regulations of the Disciplinary Commission are approved by order of the director of the Intellectual School for each academic year.

The disciplinary commission is headed by a chairman, it may include teachers, supervisors, students, representatives of the parent committee.

The members of the Disciplinary Commission carry out their activities free of charge, the term of office is 2 years.

After the expiration of their term of office, they cannot be re-elected to the Disciplinary Commission.

51. The Disciplinary Commission considers issues within its competence at its meetings, convened by the Chairman as necessary.

The disciplinary commission considers the following issues:

studies and analyzes the state of violation of discipline among students, the state of educational and preventive work aimed at preventing violations;

considers conflict situations associated with violation of discipline by students at school;

considers issues of strengthening student discipline, compliance with the Charter and Internal Regulations;

examines the personal affairs of students – violators of the order and makes proposals regarding the application of appropriate disciplinary measures;

hears the curators about the state of work on strengthening discipline and preventing offenses, providing a link between the Intellectual School and the legal representatives of students;

monitors the behavior of adolescents who are registered with the commission on juvenile affairs;

involves adolescents prone to delinquency in sports clubs, clubs, etc.; organizes individual work with difficult teenagers;

carries out preventive work with dysfunctional families.

52. A meeting of the Disciplinary Commission is considered competent if attended by more than two thirds of its members.

The decision of the Disciplinary Commission is made by a majority vote of the number of its members present at the meeting.

53. The grounds for initiating consideration of a disciplinary offense are:

- a statement, complaint, communication in writing or orally submitted to the director of the Intellectual School by students, teaching staff, an injured party or other persons;
- a statement (message) of a student who has committed a disciplinary offense.

54. The disciplinary commission is obliged to notify one of the legal representatives of the student about the possibility of bringing him to disciplinary responsibility, to demand from the student an explanation in writing, which he, together with legal representatives, must submit within 1 (one) day. If the student refuses to give an explanation, an act is drawn up, which is signed by three persons from among the members of the Disciplinary Commission.

55. A student's refusal to provide an explanation in writing does not preclude the application of disciplinary action against him.

56. It is not allowed to consider a disciplinary offense by an employee of the Intellectual School who is directly or indirectly interested in its results (for example, a teacher in respect of whom the student has committed a disciplinary offense). If this requirement is not met, the results of the consideration of the disciplinary offense may be considered invalid.

57. In the course of considering the committed disciplinary offense, the Disciplinary Commission establishes the following circumstances:

- whether there really was a disciplinary misconduct (fact of misconduct);
- where, when, under what circumstances and for what purpose it was performed (place, time, method);
- how he expressed himself;
- a person who has committed a disciplinary offense;
- guilt in the action (inaction) of specific students, the form and degree of guilt of each student in the commission of an offense by several persons;
- what are the consequences of the misconduct;
- circumstances mitigating and aggravating the student's liability;
- circumstances precluding the disciplinary responsibility of the student;
- previous and subsequent behavior of the student;
- the reasons and conditions that contributed to the commission of the offense;
- other facts relevant for the correct and objective consideration of the disciplinary offense.

58. Failure of any of the participants in the disciplinary proceedings to appear shall not be grounds for postponing the consideration. In this case, the explanations received from other persons and the available materials are studied.

59. Evidence of the commission of a disciplinary offense is any information, factual data, on the basis of which the Disciplinary Commission establishes the presence or absence of signs of a disciplinary offense that are relevant to the circumstances.

60. It is admitted as evidence:
- explanations of the student;
 - explanations of witnesses;
 - material evidence;
 - documents.

Explanations are information related to the disciplinary misconduct and disciplinary responsibility of the student, which is communicated orally or in writing.

Any items are recognized as material evidence:

- which were used in the commission of a disciplinary offense;
- to which the student's actions were directed;
- money, valuables and other property received as a result of a disciplinary offense;
- objects and documents that have preserved traces of a disciplinary offense.

Documents are information that is significant for resolving the issue of applying a disciplinary sanction, set out in writing. Documents may contain information recorded in writing or otherwise. These may include materials from photography and filming, audio and video recordings, other media.

61. A disciplinary sanction cannot be imposed during illness or during the absence of a student at the Intellectual School for a valid reason (being on medical treatment, at a funeral of relatives or close persons, due to insurmountable events – force majeure).

62. The Disciplinary Commission shall apply to a student who has committed a disciplinary offense, educational measures in accordance with the Appendix to these Rules.

In response to one violation, according to the decision of the Disciplinary Commission, one form of influence or several forms in aggregate may be used.

If the educational measures did not have an impact, the Disciplinary Commission has the right to apply disciplinary measures.

63. The disciplinary measures include:

- imposition of the obligation to bring a public apology;
- remark;
- a reprimand;
- severe reprimand;
- expulsion from school.

64. In the event that the Disciplinary Commission makes an opinion on the application of the measure in the form of an exclusion of the student, an extraordinary meeting of the Pedagogical Council is convened. By the decision of the Pedagogical Council, a student can be expelled from the Intellectual School.

65. Students who are subject to disciplinary proceedings and their legal representatives have the right to:

familiarization with the course of the investigation of a disciplinary violation, giving an explanation, filing a petition, providing evidence;

refusal to give explanations, in this case, members of the Disciplinary Commission draw up a protocol on the student's refusal to give explanations;

requirement of non-disclosure of the results of the work of the Disciplinary Commission before making a decision;

obtaining a copy of orders and other legal acts issued in relation to the student.

66. If a student's disciplinary offense contains signs of a criminal or administrative offense, the director of the Intellectual School notifies the legal representatives of the incident, the structural unit of the AEO, which is responsible for organizing work on corporate communications, law enforcement officers.

67. The decision to apply a disciplinary measure to a student is made out by a written order of the director of the Intellectual School on the basis of the opinion of the Disciplinary Commission, or the

decision of the Pedagogical Council, materials containing factual evidence of the commission of a disciplinary offense.

68. A copy of the order on the application of a disciplinary sanction to the student, indicating the grounds for its application, is handed to the student, his legal representatives on receipt. In case of refusal of the student, his legal representatives to get acquainted with the order against receipt, a copy of the order is sent by registered mail with a receipt acknowledgment.
69. The director of the Intellectual School has the right to prematurely remove a disciplinary sanction from a student on his own initiative, at the request of a pedagogical worker, representatives of student self-government bodies, if the student deserves it with a conscientious attitude to study and did not allow a new violation of discipline.
70. A student is considered not to have a disciplinary sanction from the moment it was lifted or six months after the last disciplinary sanction was applied.

9. Organization of interaction with legal representatives of students

71. The tasks of organizing the interaction of the administration, teachers of the Intellectual School with the legal representatives of students are:
- involvement of legal representatives in the educational process through school government bodies (parent committee, board of trustees, incentive and disciplinary commissions);
 - education of legal representatives about pedagogical knowledge and skills in the education of students (school of parents, video materials about the psychological aspects of the relationship between children and adults);
 - use of professional and personal experience of legal representatives in the educational process;
 - the formation of an active position of legal representatives through the participation of the latter, including in festive, sports, leisure and career guidance events.
72. Organization of interaction between the administration, teachers of the Intellectual School with legal representatives of students involves:
- 1) study of the family in order to identify its opportunities for the education of students;
 - 2) advising legal representatives on improving parent-child relations and the well-being of the student in the family..
73. The administration, pedagogical workers of the Intellectual School are obliged to inform legal representatives about the behavior of their children and take joint measures in relation to the negative behavior of students in order to correct it and prevent relapse.

Consultative interviews with legal representatives of students are conducted by representatives of the Intellectual School.

10. Rights and obligations of legal representatives of students

74. **Legal representatives have the right to:**
- participation in the work of school self-government bodies, the educational process;

- making proposals for improving the work of the Intellectual School;
- obtaining information regarding the progress, behavior and learning conditions of the student;
- protection of the interests and rights of the student;
- transfer of a student to another school;
- receiving additional educational services for students on a contractual basis.

75. Legal representatives are obliged:

- comply with these Rules and comply with the requirements established by the AEO Charter, the Regulation of the Intellectual School;
- assist the Intellectual School in teaching and educating a student;
- take care of the health and safety of the student, protecting him from bad habits;
- create for the student healthy and safe conditions for life and study, ensure the development of his intellectual and physical capabilities, moral formation;
- know the timetable and study load of the student for each day of the school week;
- ensure the timely arrival of the student at school, at least 10 minutes before the start of classes;
- make sure that the student does not bring to school items that are not related to the educational process;
- do not disturb the student with cell phone calls during lessons;
- ensure that students attend classes at the Intellectual School, in case of missing lessons for a good reason, submit supporting documents.
- Exercise control over the passage of the programmatic educational material by the students on the days missed;
- attend parent-teacher conferences and sign each quarter on the student's report card;
- keep in touch with the student's supervisor, check the child's diary weekly and sign it in confirmation of this.
- When communicating with the curator via e-mail, cellular communication, confirm the receipt of information regarding the student by sending a response;
- meet with the teaching staff and the curator by prior arrangement and outside school hours;
- in case of refusal from compulsory preventive vaccinations, the student must submit to the school's medical office a document on medical refusal or a written refusal of preventive vaccinations addressed to the director of the Intellectual School;
- maintain the traditions and authority of the Intellectual School;
- respect the honor and dignity of teachers and other employees of the Intellectual School;
- compensate for the damage caused to the Intellectual School, members of the school community, other individuals and legal entities caused by the student's actions;
- comply with the traffic rules on the territory adjacent to the Intellectual School, do not park cars near the entrance to the Intellectual School.

- Apologize to the victim, verbally or in writing, if a student commits significant or serious violations.,

11. Resolving controversial issues

76. Students have the right to apply independently or through their legal representatives to the administration of the Intellectual School:
- 1) with statements on improving the educational process, the quality of teaching, the procedure for using the library, canteen, medical services and other structural units of the Intellectual School, on ensuring the safety of students and on any other issues affecting the interests of students;
 - 2) with applications for students and employees of the Intellectual School.
77. The review of student appeals on controversial issues or claims occurs when there is an application from the student or their legal guardian, in which the essence of the issue with specific facts must be stated..
78. Anonymous appeals by the administration of the Intellectual School are not considered.
79. The administration of the Intellectual School conducts a personal reception of students and their legal representatives at least once a month according to the admission schedule approved by the head of the corresponding Intellectual School.

12. Final provisions

80. These Rules come into effect from the date of their approval by the decision of the Board of the AEO.
81. These Rules, which eliminate disciplinary action for a violation, mitigate liability or otherwise improve the position of the person who committed the violation, have retroactive effect, that is, they apply to persons who committed the corresponding violation before the entry into force of these Rules.
82. Disciplinary proceedings commenced prior to the entry into force of these Rules shall be carried out in accordance with the Rules in force at the date of commencement of consideration of the violation..

Appendix to the Internal Regulations for
Students of Nazarbayev Intellectual
Schools

Recommended educational measures for disciplinary offenses

Types of disciplinary offenses	Educational measures
Minor	<p>Teachers, curators, psychologists and other school staff carry out:</p> <ul style="list-style-type: none"> – individual conversations with the student; – organize groups of “support” for the student; – provide advice to a school psychologist, involve in student support programs (with the obligatory consent of legal representatives); – classes of a compensatory nature (inclusion in circle, club work); – explanatory work in the school on the facts of violations; – collection, analysis of written explanations of the student’s act, with an understanding of its possible consequences for the school community, signed by him and his legal representative; – analysis of the causes of frequent violations at school – as topics for discussion in the classroom, morning training sessions, curatorial hours, Shakhyrak hours, general school lines, educational events; – confiscation of prohibited items and return them to the legal representative of the student. <p>Legal representatives of the student:</p>

	<ul style="list-style-type: none"> – get notified by phone; – are invited to the school to talk with the school staff; – receive by e-mail or SMS a notification of the violation to the student; <p>Students:</p> <ul style="list-style-type: none"> – receive a notification of the fact of a disciplinary offense via e-mail; – at the council of the class, the violation, its reasons are discussed, decisions are made to improve the behavior of students; – mediate peers in a peaceful settlement of the conflict between students; – – mentoring within the class, student communities “Shanyrak”.
<p>Significant</p>	

	<p>Teachers, curators, psychologists, school administrators carry out:</p> <ul style="list-style-type: none"> – all measures taken in case of minor violations. – conversations between the school management and the student who committed the violation; – daily student behavior report; – a set of measures in accordance with the Rules of observance of academic honesty by students of Nazarbayev Intellectual Schools; – psychological and pedagogical council of the school; – removal of materials from the source, discussion of the misconduct at a meeting of the School Disciplinary Commission, discussion at school-wide events;
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	<ul style="list-style-type: none"> – referral to the School Disciplinary Commission; – depriving a student of the opportunity to participate in domestic and foreign out-of-school courses, expeditions, student exchange programs, olympiads, competitions and other educational gatherings; – involving the student in socially useful work at school. <p>Legal representatives of the student:</p> <ul style="list-style-type: none"> – sign agreements on the obligation to correct the negative behavior of the student, indicating a probationary period of two to four weeks, compensation for damage caused; – bring property, items into proper condition by means of repair, restoration, as well as reimbursement of monetary compensation for the value of the property; – apologize verbally or in writing to those affected by the student’s behavior. <p>Students:</p> <ul style="list-style-type: none"> – discuss the reasons for the violation at the council of the class, the student community “Shagyarak”, decisions are made to improve the situation; – mediate in the peaceful resolution of conflicts; – mentoring within the class, student communities “Shagyarak”; – – apologize verbally or in writing to the injured party.
<p>Serious</p>	
	<p>Teachers, curators, psychologists, school administrators carry out:</p> <ul style="list-style-type: none"> – all measures taken in case of significant violations; – a set of measures in accordance with the Rules of observance of academic honesty by students of “Nazarbayev Intellectual Schools”;

– discussion of the issue at the School Disciplinary

Commission;

– submitting the issue of expelling a student from school for consideration by the Pedagogical Council.

Students:

– discuss the reasons for the violation at the council of the class, the student community “Shanyrak”, general school meetings, decisions are made to improve the learning environment;

– mediate in the peaceful resolution of conflicts;

– mentoring within the class, student communities

“Shanyrak”;

– apologize verbally or in writing to those affected by the student’s behavior.

Legal representatives of the student;

– sign agreements on the obligation to correct the negative behavior of the student, indicating a probationary period of two to four weeks, compensation for damage caused;

– bring property, items into proper condition by means of repair, restoration, as well as reimbursement of monetary compensation for the value of the property;

– apologize verbally or in writing to the injured party.