

Internal Regulations for Conduct

Riga

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Nr. 1-ie

*Issued pursuant to Paragraph 15
of Cabinet Regulation No. 474 of 22 August 2023
“Procedures for Ensuring Preventive Health Care,
First Aid and Safety of Students in Educational
Institutions and at Events Organised by Them”*

I. General matters

1. The Internal Regulations for Conduct of International School Premjers (hereinafter – the Regulations) establish:
 - 1.1. the rules of conduct for students at International School Premjers (hereinafter – the School), on the School premises and territory, as well as at events organised or supported by the School;
 - 1.2. the prohibition of the purchase, bringing, use, possession, storage, distribution and encouragement of the use of addictive substances, weapons, ammunition and other dangerous or prohibited items at the School, on its territory and at events organised or supported by the School, as well as the placement of evacuation plans and information concerning the procedures for contacting emergency services;
 - 1.3. the actions to be taken by a student if, at the School or at an event organised or supported by the School, the student identifies a threat to their own safety or the safety of other persons, including physical or emotional violence;
 - 1.4. the actions of the School Administration and teaching staff where physical or emotional violence against a student is identified;
 - 1.5. the procedure for involving parents/legal guardians in the prevention of violence, including bullying;
 - 1.6. responsibility for non-compliance with these Regulations;
 - 1.7. other matters considered by the School to be essential for ensuring an orderly, safe and effective educational process.

2. The Regulations are intended to ensure order, safety and effectiveness in activities carried out within the educational process and in activities organised or supported by the School.
3. The Regulations are binding on the School's students, their parents/legal guardians, the School Administration, teachers, support staff and other employees (hereinafter – School employees), as well as visitors to the School insofar as the Regulations apply to their presence on the School premises and territory. The Regulations are published on the School website: <https://ispremiers.lv> and in the electronic school management system ManageBac.
4. Homeroom teachers and subject teachers introduce students and their parents/legal guardians to the Regulations and obtain confirmation that they have familiarised themselves with them in accordance with the procedures established by the applicable regulatory enactments concerning student safety.
5. If, after being introduced to the Regulations, a student refuses or is otherwise unable to confirm that they have familiarised themselves with them, the responsible teacher shall invite an additional School employee to confirm this fact and make an appropriate entry in the relevant record or electronic system. The entry shall indicate, where known, the reason for the refusal or inability to provide confirmation, the names/signatures of the responsible employees, and the date. Refusal or failure to provide such confirmation does not affect the validity or binding nature of the Regulations.
6. Students and their parents/legal guardians who are admitted to the School during the academic year shall be introduced to the Regulations at the time of admission.
7. School employees shall be introduced to the Regulations upon commencement of their employment at the School. Visitors shall familiarise themselves with the rules applicable to their presence at the School through the School Administration, the responsible School employee, or other information made available by the School.
8. At the beginning of each academic year, students and School employees shall also be informed of the School's main priorities, aims and objectives and shall, within the scope of their responsibilities, contribute to their implementation and to the continued development of the School.
9. The admission, transfer and withdrawal of students from the School shall be governed by the applicable regulatory enactments of the Republic of Latvia and, where applicable, by the requirements and procedures governing the International Baccalaureate programmes implemented by the School.

II. Organization of the Educational Process and Related Rules

10. The dates of the beginning of the academic year, semesters, holidays and the end of the academic year shall be determined by the applicable regulations of the Cabinet of Ministers and, where applicable, by the requirements of the International Baccalaureate document 'Rules for IB World Schools'.

11. Lessons at the School take place five days a week on working days established in the Republic of Latvia. Extracurricular activities and School events may also be organised on weekends or public holidays.
12. Extracurricular activities are aimed at developing students' abilities, talents and individual interests, supporting career awareness, encouraging meaningful use of leisure time, promoting health, and supporting students' physical, social and emotional development.
13. Lessons at the School start at 8.30 a.m. The School is open to students from 7.30 a.m. Students shall arrive at the School in sufficient time so as not to delay the beginning of lessons.
14. Students shall come to School in clean and appropriate clothing suitable for the season and the educational environment. Clothing shall not contain images, inscriptions or symbols that are offensive, discriminatory or otherwise incompatible with generally accepted standards of conduct. Students shall observe personal hygiene requirements; hair must be clean and arranged.
15. Students shall leave their outerwear in the cloakroom. Wearing outerwear on the School premises is not permitted. Wearing indoor shoes is mandatory at the School during late autumn, winter, and early spring to maintain cleanliness and ensure hygiene, comfort and safe conditions.
16. The School cloakroom is open from 8.00 a.m. to 5.00 p.m.
17. Lessons at the School are held in accordance with the schedule approved by the Head of School.
18. The duration of one lesson is 40 minutes for students enrolled in the IB Middle Years Programme (MYP) (in grades 5-9) and 45 minutes for students enrolled in the IB Diploma Programme (DP) (in grades 10-11).
19. Lessons normally take place according to the room-per-year-level system. Exceptions may be made where the nature of the subject or learning activity requires the use of specialised facilities, including, but not limited to, science laboratories, computer rooms, music rooms, design facilities or rooms used for language instruction. In such cases, the responsible Programme Coordinator shall ensure the appropriate organisation of rooms.
20. Classrooms and other teaching rooms shall be unlocked and locked before and after lessons by the responsible School employee in accordance with the School's internal procedures.
21. Students, subject teachers and Homeroom Teachers shall be informed in a timely manner of any changes to the daily timetable. Schedule changes shall be communicated through ManageBac and/or other official communication channels used by the School.
22. A Homeroom period shall be conducted by the Homeroom Teacher in accordance with the School timetable.
23. School events shall take place in accordance with the extracurricular activities and events plan prepared by the relevant MYP or DP Programme Coordinator and approved by the Head of School.
24. School events for students shall end no later than:
 - 24.1. 6.00 p.m. for students in Grades 5–6;
 - 24.2. 7.00 p.m. for students in Grades 7–9;

- 24.3. 9.30 p.m. for students enrolled in the DP programme.
25. The timing and content of extracurricular activities and events for particular year levels shall be agreed with the responsible MYP or DP Programme Coordinator. During such activities and events, students and the responsible Homeroom Teacher or other designated School employee shall ensure appropriate order in the premises. After the activity or event, the premises shall be left in an orderly condition.
26. Where necessary, students shall participate in maintaining the cleanliness, order and appropriate condition of the School environment and premises.
27. During breaks, students shall normally leave classrooms; during this time, the class monitors must ventilate and arrange the classroom for the next lesson. Students may remain in a classroom with the permission of a teacher and shall be responsible for maintaining order in the room.
28. During breaks:
- 28.1. students shall observe generally accepted standards of behaviour, decency and ethics;
- 28.2. students are prohibited from crowding, running, pushing, shouting or otherwise creating disturbances in corridors, staircases and other common areas;
- 28.3. sanitary facilities and their equipment shall be used only for their intended purposes;
- 28.4. students shall comply with the instructions of teachers and other School employees responsible for supervision;
- 28.5. students shall observe personal hygiene and safety requirements;
- 28.6. eating while moving around the School premises is not permitted.
29. Students have the opportunity to attend tutorials in all subjects. The tutorial schedule shall be made available to students through the School's official information channels, including ManageBac.
30. On pre-holiday days or in other objectively justified circumstances, the timetable and duration of lessons, tutorials and other educational activities may be changed by a decision of the Head of School.
31. The School has a nurse's office, which operates in accordance with the applicable regulatory enactments governing preventive health care and the provision of first aid to students in educational institutions.
32. The School has a library. Working hours are from 10.00 am to 5.00 pm.
33. In the library, students may read fiction and other publications, prepare for lessons, use computers and the Internet, and carry out other activities related to learning.
34. Students shall handle library books, textbooks, other learning resources, equipment and facilities with care.
35. When receiving textbooks, students shall enter their name, surname, class and academic year in the designated place in the textbook or otherwise register receipt of the textbook in accordance with the School's procedures.
36. The School provides access to a digital library www.isplibrary.com. By registering for and using the digital library, students agree to comply with its General Rules and with applicable copyright and intellectual property laws in relation to the resources found on the website.
37. A canteen is available for students. The canteen is open from 8.00 am to 4.00 pm. The payment in the canteen can be made using student's card, bank card or cash.

38. Bringing personal meals to School and using external food delivery services during the school day is not permitted, unless otherwise authorised by the School Administration for objective reasons.
39. Students shall wash their hands before eating and shall observe order, hygiene requirements and appropriate table manners in the canteen. Students shall treat the canteen premises, furniture and equipment with care. Outerwear is not permitted in the canteen.
40. The School canteen operates on a self-service basis. Students shall collect their meals and return used dishes to the designated area.
41. In order to ensure students' statutory obligations relating to education, the proper organisation of the educational process and compliance with internal procedures, the School has the right to restrict students from leaving the School premises or territory during the school day, including by controlling access through School entrances and exits, in accordance with Article 116 of the Constitution of the Republic of Latvia (Satversme), Article 54 of the Education Law and Chapter 4 of the Law on the Protection of the Children's Rights.
42. The School territory is open from 7.30 a.m. until 10.00 a.m. From 10.00 a.m., entry to and exit from the School territory shall take place through the designated entrance. Students are not permitted to leave the School territory before the end of their school day, except in cases expressly permitted by these Regulations or under the supervision or with the permission of a School employee.
43. In exceptional circumstances, including illness, a student may leave the School before the scheduled end of the school day with the permission of the School nurse and the Homeroom Teacher, or a representative of the School Administration, provided that the student's parent/legal guardian has been informed.
44. The arrival and presence of parents/legal guardians and other visitors at the School shall be governed by the School's procedures concerning visitors. Visitors shall arrange their visit in advance with the School Administration or the relevant School employee and may remain on the School premises only for an agreed purpose and in accordance with the applicable School procedures – the "School Visitors Procedures".
45. Working hours of the school administration – from 8.00 am to 4.00 pm. Visitors are required to make an appointment in advance by writing to the school e-mail address ispremiers@ispremiers.lv or via the school management electronic system Manage Bac, or by calling +371 2556 3332.
46. Attendance by students, parents/legal guardians, School employees and other persons at School events shall be organised in accordance with the School's activity and events plan and, where necessary, individual decisions of the Head of School.
47. The School may organise educational excursions, field trips and recreational excursions. Students who do not participate in an excursion or field trip shall attend the lessons or other educational activities designated by the School.
48. The use of educational excursions and field trips as a teaching and learning method shall be determined by the School in accordance with the objectives of the educational programme.

49. The funding arrangements for educational and recreational excursions and field trips shall be made by students' parents/legal guardians or the State in the framework of "Skolas Soma" programme.
50. Safety rules applicable to excursions, field trips and hikes shall be determined by the School's Safety Rules for Walks, Excursions and Hikes and other applicable safety procedures.

III. Students' rights

51. Students have the right to obtain high-quality basic education in accordance with the authorised IB Middle Years educational Programme (International Baccalaureate Organization's 2nd stage of the IB continuum / IB MYP programme), and secondary education in accordance with the authorised IB Diploma Programme (International Baccalaureate Organization's 3rd stage of the IB continuum / DP programme), as well as to participate in extra-curricular activities, and all other events organized by the School.
52. Students have the right to an uninterrupted and appropriately organised learning process during lessons and selected extracurricular activities.
53. Students have the right to freely express and defend their opinions and views, express their views on the organisation of the School and the educational process, make proposals for improving School life, and discuss matters concerning the educational process with teachers and the School Administration, while respecting the rights, dignity and opinions of others.
54. Students have the right to use the School's resources for educational purposes, including School premises, the library, digital resources, learning materials, information resources, and sports and other facilities made available to students.
55. Students have the right to attend lessons according to the subject schedule. Throughout their studies, at any point in time, students can digitally access a transcript of grades in ManageBac.
56. Students have the right to receive timely information from teachers concerning assessments and other matters related to the educational process.
57. Students have the right to receive fair and objective assessment of their academic achievement in accordance with the School's applicable assessment policies and the requirements of the relevant IB programme.
58. Students have the right to engage in research and other academic projects and to receive appropriate explanations, consultations, guidance and support from teachers and the School Administration in the course of such work.
59. Students have the right to receive teachers' consultations and academic support in all subjects in accordance with the consultation arrangements established by the School.
60. Students have the right to participate in the social and extracurricular life of the School and in activities, clubs, projects and other opportunities offered by the School.
61. Students have the right to represent the School at events, competitions, olympiads, projects and other activities at local, national and international level.

62. Students have the right to conditions that are safe for their life and health at the School and during events and activities organised or supported by the School.
63. Students have the right to represent and protect their interests through the School's student self-government bodies.
64. Students have the right to form and participate in the School Parliament in order to represent students' interests, contribute to the improvement of the learning experience, participate in the organisation of School activities and cooperate with School staff and Administration. The Head of School and School staff shall support the activities of the School Parliament.
65. The School Parliament shall operate in accordance with the School Parliament Regulations approved by the Head of School.
66. Students have the right to receive preventive health care and emergency medical assistance to the extent provided for by applicable regulatory enactments.
67. Students have the right, where appropriate and in agreement with their parents/legal guardians, to receive consultations and support from the School's available support staff and specialists, including educational, psychological, social or other relevant support.
68. Students have the right to use the services of the School canteen during the designated times, provided that they comply with the applicable rules, hygiene requirements and appropriate standards of conduct.
69. Students may receive encouragement and recognition for academic achievement, active participation in School life, competitions, olympiads, sports, projects, extracurricular activities, student self-government and other achievements or positive contributions to the School community.
70. Forms of encouragement and recognition may include:
 - 70.1. praise or verbal acknowledgement;
 - 70.2. positive recognition recorded through ManageBac or another official School communication system;
 - 70.3. acknowledgement or letters of appreciation addressed to the student's parents/legal guardians;
 - 70.4. certificates, diplomas, awards or commemorative prizes for academic, extracurricular, sporting or other achievements;
 - 70.5. recognition of students who actively participate in the School Parliament or other forms of student leadership and service;
 - 70.6. other forms of recognition determined by the School.

IV. Responsibilities of students

71. Students shall have the following responsibilities at the School:
 - 71.1. to use the time allocated for learning for its intended purpose, to participate actively in the educational process and to prepare systematically for lessons;
 - 71.2. to study according to their abilities and make reasonable efforts to improve their academic performance;

- 71.3. to comply with the lawful requirements and instructions of School employees;
- 71.4. to observe ethical and moral standards appropriate to their age and to behave respectfully and politely towards other students, School employees and visitors;
- 71.5. to comply with the School's statutes, these Regulations and other binding internal regulations, policies and procedures with which students have been familiarised;
- 71.6. to comply with the School's requirements concerning appropriate dress and personal appearance and to observe personal hygiene requirements; In case of holidays, students must come to School wearing formal clothes. For health and hygiene reasons, students must use a change of shoes during late autumn, winter, and early spring periods;
- 71.7. to arrive at School on time and sufficiently in advance so as not to delay the beginning of lessons;
- 71.8. to attend lessons and other compulsory educational activities in accordance with the School timetable;
- 71.9. during lessons, to comply with the requirements and instructions of the teacher, behave respectfully, and refrain from disrupting teachers or other students, respecting the right of others to an uninterrupted educational process;
- 71.10. to prepare for lessons and bring the learning materials, equipment and other supplies required for the educational process;
- 71.11. to complete tests, examinations and other required assessment tasks in accordance with the established schedule and the School's applicable assessment policies. Where an assessment has not been completed within the scheduled period for a justified reason, the student shall complete it within two weeks after returning to School, unless another arrangement has been agreed with the relevant subject teacher. In cases of prolonged illness or other objectively justified circumstances, an individual assessment schedule may be agreed with the relevant subject teacher;
- 71.12. to comply with the rules governing the use and storage of mobile phones, smart devices and other electronic equipment established by these Regulations: it is not allowed to use mobile phones at the School during the school day. Mobile phones are collected by the teacher of the first lesson, before the lesson starts, and distributed by the teacher of the last lesson, after the lesson finishes. The phones are stored in the administration office during lessons for the whole day;
- 71.13. to attend Physical and Health Education lessons in appropriate sports clothing and footwear. Students exempted from physical participation on medical or other duly justified grounds shall comply with the instructions of the responsible teacher;
- 71.14. when moving around the School, to behave safely and refrain from crowding, running, pushing, shouting or otherwise creating dangerous situations or unreasonable disturbances, particularly near windows, stairs and other areas presenting an increased safety risk;
- 71.15. to respect and observe the traditions of the School;
- 71.16. to treat the Republic of Latvia, society, national symbols and the symbols and attributes of the School with respect;
- 71.17. to immediately inform a School employee if the student becomes aware of behaviour, circumstances or objects that may pose a threat to their own safety or to the safety of another person;

- 71.18. to take responsibility for School property, learning materials, equipment and other items entrusted to the student. Where School property is damaged, lost or not returned as a result of the student's culpable actions, responsibility for the resulting damage shall be determined in accordance with applicable regulatory enactments and the School's procedures;
- 71.19. to take care of the School environment and School property and to contribute to maintaining order and cleanliness on the School premises and territory;
- 71.20. to maintain cleanliness and comply with sanitary and hygiene requirements in common areas, including toilets, changing rooms and other shared facilities;
- 71.21. to take reasonable care of their own health, including observing personal hygiene;
- 71.22. to comply with fire safety, road safety and other applicable safety requirements in classrooms, laboratories, during Physical and Health Education lessons and competitions, excursions, field trips and other activities organised or supported by the School;
- 71.23. to immediately report a fire, accident or other emergency situation to a School employee and comply with the instructions given by responsible School employees;
- 71.24. to comply with the established procedures and instructions in emergency situations;
- 71.25. to take responsibility for the proper use and safekeeping of mandatory student documents and identification documents issued or required by the School (student ID card, report card, etc.)
- 71.26. to obtain permission from the Homeroom Teacher or, in exceptional circumstances, from the relevant subject teacher or a representative of the School Administration if it is necessary to leave the School during the educational process;
- 71.27. to inform the Head of School in a timely manner and obtain the required permission where participation in a prolonged excursion, competition, event or other activity requires absence from the regular educational process for more than 3 days in a row. The student has the right to submit a parent's note explaining their absences, but no longer than for 3 days in a row, otherwise the note is not considered a document justifying absences and the doctor's notice must be submitted;
- 71.28. to comply with the procedures established by these Regulations concerning the notification, justification and documentation of absences.
- 71.29. in case of unexcused absences, the student is obliged to study the content of the subject covered during their absence independently;
- 71.30. in case of illness, the student is obliged, upon returning to School, together with a teacher to create an individual plan in order to cover the study material missed due to their absence.
- 72. Students shall not:**
 - 72.1. use obscene, offensive, humiliating, discriminatory or threatening language towards students, School employees or visitors;
 - 72.2. engage in physical, emotional or psychological violence, bullying, harassment, humiliation, intimidation, hooligan behaviour or other conduct that infringes the rights, dignity, health or safety of another person;
 - 72.3. take, conceal, intentionally damage or otherwise unlawfully interfere with property belonging to another person;

- 72.4. place posters, photographs, notices or other materials on the walls, doors or other surfaces of the School premises without permission from a School employee;
- 72.5. film or record the course of the event during lessons, other classes, meetings, breaks and School events unless it is meant as a part of the learning process or as a part of an event. The approval of the Head of School is required to perform relevant activities. Violations of these rules are considered by the faculty of the educational institution, as well as cases of violation of copyright, individuals' data protection rights and other rights. Head of School decides on the need to additionally report to law enforcement authorities in case the violation contains signs of an administrative violation or a criminal offence;
- 72.6. eat, chew gum, move around the classroom unnecessarily or leave the classroom during a lesson without the teacher's permission, unless required for the educational process or justified by health or other objective circumstances.

V. Student Safety, Protection of Rights, Evacuation Plan and Prevention of Violence

- 73. Students shall refrain from any conduct that may endanger their own health or safety or the health or safety of other persons. Students shall avoid involvement in unsafe activities, situations or interactions that may pose a risk to themselves or others.
- 74. In cases of physical or emotional violence, bullying, harassment or any other threat to their own safety or the safety of another person, students shall not support or participate in the conduct causing the threat and shall immediately seek assistance from a School employee. Students shall report the situation without undue delay to the Homeroom Teacher, a member of the School Administration or another teacher.
- 75. The procedures for preventing and responding to physical or emotional violence against students shall additionally be governed by the School's applicable internal regulations and procedures concerning the actions of the Head of School, teachers and other School employees where violence against a student is identified.
- 76. At the School, on the School premises and territory, and at events organised or supported by the School, including excursions, field trips and other off-site activities, students are prohibited from:
 - 76.1. bringing, possessing, using, distributing or being under the influence of alcoholic beverages, tobacco products, electronic cigarettes, narcotic, psychotropic, toxic or other intoxicating substances;
 - 76.2. bringing, possessing, using, storing, distributing or selling gas canisters, gas pistols, firearms, cold weapons, ammunition or other dangerous weapons or objects;
 - 76.3. participating in games or activities that endanger their own or another person's life, health or safety, as well as participating in gambling or other games for the purpose of obtaining material or other gain;
 - 76.4. bringing animals or other objects or items that interfere with the educational process or may endanger the health or safety of other persons, unless expressly authorised by the School;

- 76.5. using smartphones, computers or other smart or electronic devices during lessons or other educational activities unless their use is required for the educational process and has been authorised by the responsible teacher;
- 76.6. photographing, filming or making audio or video recordings during lessons, other educational activities, meetings, in the School canteen or at School events without the permission of the Head of School, a member of the School Administration or the responsible teacher;
- 76.7. publishing, distributing or otherwise communicating in digital, online or public environments false, offensive or threatening information concerning students or School employees;
- 76.8. leaving the School premises or territory without permission at a time when the student is required to be at School or participating in the educational process.
- 77. Students shall comply with the School's applicable rules governing behaviour and safety in the gym, sports facilities and other specialised learning facilities.
- 78. Students shall be introduced to the School evacuation plan, the procedures for contacting emergency services, the required conduct in emergency situations and the applicable safety instructions. The evacuation plan shall be displayed in accessible locations on the School premises.
- 79. Familiarisation of students with safety instructions, the evacuation plan and emergency procedures shall be recorded in the relevant record system used by the School. Students shall confirm that they have been familiarised with the relevant instructions in accordance with the procedures established by the School. Refusal or failure to provide such confirmation shall not affect the validity or binding nature of the safety requirements.
- 80. In an emergency situation or when an alarm signal is activated, students shall evacuate in accordance with the School's emergency procedures and evacuation plan and shall comply immediately with the instructions of the responsible teacher or other authorised School employee.
- 81. A student who knowingly provides false information to School employees concerning an emergency, danger or other situation requiring an emergency response shall be held responsible in accordance with applicable regulatory enactments and these Regulations.
- 82. In the event of an injury, accident or sudden health problem, the student shall immediately inform a School employee and, where appropriate, seek assistance from the School nurse.
- 83. Where social, emotional or psychological support is required, a student may seek assistance from the Homeroom Teacher, the School Administration or available School support staff or specialists.
- 84. The School may restrict a student's right to the inviolability of personal property where the student's property or its use poses a threat to the interests, rights, health or safety of the student or other students, School employees or visitors; interferes with the educational process or internal order; threatens School property; or is otherwise connected with a suspected violation of applicable law or these Regulations. Such restrictions shall be applied in accordance with Article 105 of the Constitution of the Republic of Latvia (Satversme), the Education Law, the Law on the Protection of the Children's Rights and the procedures established by these Regulations.

85. Where a violation or reasonable suspicion of a violation is identified, the School shall take appropriate measures to prevent or stop the violation. The student shall first be given the opportunity, where appropriate and safe to do so, to voluntarily cease or remedy the violation. Where the situation is not voluntarily resolved, the School shall determine whether it is necessary to inform the student's parents/legal guardians and/or the competent authorities, including the municipal authorities, the Orphan's and Custody Court or the Police.
86. Responsibility for violations of these Regulations shall be determined in accordance with applicable regulatory enactments and the provisions of these Regulations.
87. Students shall be introduced to the applicable safety rules and procedures at the beginning of the academic year and, where relevant, before excursions, field trips, School events, sports competitions and any new activity that may pose a risk to students' health or safety.
88. Safety instruction for students shall, where applicable, include information concerning:
- 88.1. actions in emergency and extreme situations;
 - 88.2. fire safety;
 - 88.3. electrical safety;
 - 88.4. road safety;
 - 88.5. safety on ice and near or on water;
 - 88.6. safety requirements during practical, laboratory and other potentially hazardous learning activities;
 - 88.7. safety requirements applicable to excursions, field trips, hikes, sporting activities and School events.

VI. Parent/Legal Guardian Involvement in the Prevention of Violence, including Bullying

89. In order to promote the involvement of parents/legal guardians in the prevention of violence, including bullying, the School shall implement measures aimed at involving and supporting parents/legal guardians and their children in the educational process. The School shall act proactively, support parents/legal guardians in fulfilling their responsibilities, maintain effective two-way communication concerning students' School life, encourage voluntary parental involvement in School activities, support parental involvement in students' learning at home, involve parents/legal guardians in appropriate decision-making processes, and promote cooperation among families and with relevant organisations and institutions outside the School.
90. In supporting parents/legal guardians in fulfilling their responsibilities and in providing an appropriate home environment for students' physical, social, emotional and educational development, the School may:
- 90.1. ask parents/legal guardians regarding the extent to which and the ways in which they are willing and able to cooperate with the School, including through individual meetings, parent meetings, surveys and other forms of communication;
 - 90.2. ask parents/legal guardians regarding the information, activities, workshops or educational sessions that would be most useful to them;

- 90.3. help parents/legal guardians understand students' age-related developmental needs, contemporary approaches to teaching and learning, and the challenges associated with them;
- 90.4. discuss problem situations with parents/legal guardians and provide appropriate recommendations regarding possible ways of addressing them;
- 90.5. organise parent support activities, including formal or informal meetings during which parents/legal guardians may exchange experiences and discuss challenges relating to the education and upbringing of children.
- 91.** The School shall promote effective two-way communication with parents/legal guardians concerning the School's educational programmes, students' academic achievement, progress, wellbeing, challenges and other relevant aspects of the educational process:
 - 91.1. Homeroom Teachers, teachers, Programme Coordinators and/or members of the School Administration may meet with parents/legal guardians as necessary to discuss a student's academic achievement, progress, wellbeing, challenges and difficulties.
 - 91.2. In addition to face-to-face and verbal communication, the School may use ManageBac, e-mail, telephone calls, messaging applications and other official communication channels used by the School.
 - 91.3. The School shall maintain up-to-date contact information for parents/legal guardians, including telephone numbers and e-mail addresses, and shall ensure that parents/legal guardians have access to the appropriate School contact information when communication is required.
 - 91.4. Where information is important for a student's education, safety or wellbeing, the School may request confirmation that the information has been received. Where the School has reasonable grounds to believe that important information has not reached the parent/legal guardian, another appropriate method of communication may be used.
- 92.** The School shall encourage the voluntary involvement of parents/legal guardians in School activities:
 - 92.1. The School may invite parents/legal guardians to indicate whether and in what ways they are willing and able to participate in School or class activities, projects, events, initiatives or parent community activities.
 - 92.2. Within the framework of career education and other relevant educational activities, parents/legal guardians or other family members may be invited to share their professional experience with students, participate in Homeroom or other School activities, or support visits to workplaces where appropriate.
 - 92.3. The School may encourage students and their parents/legal guardians to participate together in community, charitable, service or other socially responsible activities organised or supported by the School.
 - 92.4. When organising parental involvement, the School shall, where reasonably possible, take into account the different working schedules and availability of parents/legal guardians.
- 93.** The School shall promote appropriate parental involvement in students' learning at home and in other activities connected with the educational programmes:
 - 93.1. During parent meetings, individual meetings and through electronic communication platforms, the School may provide parents/legal guardians with information concerning

the knowledge, skills, competencies and learning expectations relevant to the student's educational stage and programme.

- 93.2. The School may discuss with parents/legal guardians how they are able to support the student's learning at home and may provide appropriate guidance regarding effective forms and methods of such support.
- 94. The School shall provide appropriate opportunities for parents/legal guardians to participate in matters concerning School and class life and to provide feedback on relevant School activities and initiatives.
 - 94.1. The School may use ManageBac, surveys, e-mail, parent meetings, messaging applications and other appropriate communication methods to obtain parents/legal guardians' views on School, programme, class or group activities.
 - 94.2. Relevant proposals and recommendations made by parents/legal guardians may be recorded and discussed with the appropriate teachers, Programme Coordinators and/or members of the School Administration.
 - 94.3. The School shall promote respectful and constructive cooperation with parents/legal guardians and acknowledge their contribution to School life.
- 95. The School may cooperate with parents/legal guardians, community resources, specialists and organisations outside the School in order to support the educational programmes, students' learning, development, wellbeing and safety.
 - 95.1. The School may organise lectures, workshops, seminars or other educational activities for parents/legal guardians on topics relevant to students' education, development, wellbeing and safety.
 - 95.2. The School may organise and support students' participation in extracurricular and educational activities outside the School, including excursions, educational visits, cultural events, museum visits and other appropriate activities.
 - 95.3. The School may provide parents/legal guardians with information concerning relevant educational, health, social or other services and opportunities available outside the School.
 - 95.4. Where students experience educational, behavioural, social, emotional or other difficulties, the School may provide parents/legal guardians with information concerning available sources of support and, where necessary and appropriate, cooperate with relevant specialists or competent institutions, including social workers, psychologists, speech and language specialists and the Police.
 - 95.5. The School may organise and support activities involving graduates and the wider School community.

VII. Use and Storage of Mobile Phones and Smart Devices

- 96. For students enrolled in the IB Middle Years Programme (MYP), the use of mobile phones and other smart devices, including smartwatches, tablets, computers and similar devices, is prohibited while students are at the School or on the School territory during the school day, except where their use is expressly authorised by a teacher for educational purposes.

97. Mobile phones and other smart devices belonging to the MYP students shall be switched off and placed in the designated storage location specified by the Homeroom Teacher or another responsible School employee and shall remain there until the end of the student's school day.
98. During lessons, the MYP students may use a mobile phone, computer or other smart device only with the permission of the responsible teacher and only where its use is necessary for the educational process.
99. Students enrolled in the IB Diploma Programme (DP) may use mobile phones and other smart devices outside lesson time and during breaks, provided that such use does not disturb the educational process, other students or School staff. Students are encouraged to limit the use of such devices in common areas, including corridors, lobbies and other shared spaces.
100. During lessons, the DP students may use mobile phones and other smart devices only with the permission of the responsible teacher and where their use is required for the educational process.
101. In an emergency situation, parents/legal guardians may contact the student's Homeroom Teacher, the School Administration or another designated School contact in order to provide urgent information to the student.
102. In an emergency situation, a student may, under the supervision or with the permission of a School employee, use a mobile phone or other smart device to contact their parent/legal guardian.
103. Where a student requires access to a mobile phone or other smart device during lessons for health-related or other objectively justified reasons, the student's parent/legal guardian, or the student themselves if they are of legal age, shall submit a written request to the Head of School in order to obtain permission for such use.
104. In the event of non-compliance with the rules governing mobile phones and smart devices:
 - 104.1. the teacher or other School employee who identifies the violation shall instruct the student to stop using the device and place it in the designated storage location or otherwise store it in accordance with the instructions of the responsible employee;
 - 104.2. the Homeroom Teacher shall be informed of the violation;
 - 104.3. in the event of a repeated violation, the Homeroom Teacher may record the violation in ManageBac and/or inform the student's parents/legal guardians;
 - 104.4. where the student repeatedly fails to comply with these requirements, the mobile phone or other smart device may be handed over to the School Administration for safekeeping.
105. Where a mobile phone or other smart device has been handed over to the School Administration as a result of repeated non-compliance, the Homeroom Teacher or another responsible School employee shall inform the student's parents/legal guardians of the situation and may invite the student and the parent/legal guardian to a meeting with the School Administration.
106. A mobile phone or other smart device handed over to the School Administration under Point 105.4 shall be stored securely by the School and shall be returned to the student's parent/legal guardian in accordance with the School's procedures.

VIII. Procedure for the Inspection of Students' Personal Belongings and Restriction of Students' Movement

- 107.** The inspection of students' personal belongings and restriction of students' freedom of movement shall be permitted only where there is a threat to the safety, health or life of students or persons employed at the School.
- 108.** For the purposes of these Regulations, the persons authorised to inspect students' personal belongings and restrict students' movement shall be the Head of School and persons authorised by the Head of School by a separate written order.
- 109.** An order designating the authorised persons referred to in Point 109 shall be issued at the beginning of each academic year. All School employees, students and students' parents/legal guardians shall be informed of the persons authorised by the Head of School.
- 110.** Teachers have the right to take necessary action in order to prevent a threat to the safety, health or life of any person. Where such a threat is identified, the teacher shall immediately inform the Head of School and/or a person authorised by the Head of School.
- 111.** Where there is a threat to their own safety, health or life or to the safety, health or life of students, teachers or other persons, the Head of School and/or a person authorised by the Head of School has the right to require a student to present their personal belongings and to inspect the personal belongings presented by the student. The Head of School and/or an authorised person also has the right to restrict the student's movement where necessary.
- 112.** Students are required, upon request by the Head of School or a person authorised by the Head of School, to present their personal belongings and to comply with the instructions of the Head of School or the authorised person.
- 113.** Where a School employee or student has information or reasonable grounds to suspect that another student has brought dangerous substances or objects onto the School premises or territory or to an event organised or supported by the School, the School employee or student shall immediately inform the Head of School or a person authorised by the Head of School. Where immediate action is necessary, a student may inform any School employee, who shall subsequently inform the Head of School or an authorised person without delay.
- 114.** Upon receiving and assessing the information referred to in Point 113, the Head of School or an authorised person may decide to restrict the movement of the student concerned and/or require the student to present their personal belongings for inspection.
- 115.** The decision referred to in Point 114 shall be communicated to the student and, in the case of a minor student, to the student's parent/legal guardian. The student and parent/legal guardian shall be informed of the nature of the restriction of movement, including the location in which the student is required to remain, and of the nature and purpose of the inspection of the student's personal belongings.

- 116.** The Head of School or an authorised person shall inspect the personal belongings presented by the student:
- 116.1. while ensuring the student's privacy and dignity;
 - 116.2. in the presence of at least one additional School employee.
- 117.** The Head of School or an authorised person may document the inspection of the personal belongings presented by the student by means of video and/or audio recording, provided that the student is informed before such recording begins.
- 118.** Where an inspection establishes that a student has brought dangerous substances or objects onto the School premises or territory or to an event organised or supported by the School, the Head of School or an authorised person shall:
- 118.1. inform the Municipal Police or the State Police;
 - 118.2. inform the parent/legal guardian of a minor student;
 - 118.3. where necessary, inform the relevant municipal social service;
 - 118.4. ensure the removal and secure storage of the dangerous substances or objects found in the student's possession;
 - 118.5. ensure appropriate supervision of the student until the arrival of the Municipal Police or the State Police.
- 119.** The Head of School or an authorised person shall draw up a written report (Act) concerning the results of the inspection of the student's personal belongings.
- 120.** One copy of the Act shall be provided to the student or, in the case of a minor student, to the student's parent/legal guardian; one copy shall be retained by the School; and, where the Police are involved, one copy shall be provided to the Municipal Police or the State Police.
- 121.** The Act shall include:
- 121.1. the name of the School;
 - 121.2. the date, time and location of the inspection;
 - 121.3. the names of the School employees who participated in the inspection;
 - 121.4. the student's name and surname;
 - 121.5. the purpose of the inspection;
 - 121.6. information concerning any video and/or audio recording made during the inspection;
 - 121.7. the circumstances and items identified during the inspection;
 - 121.8. the subsequent action taken or to be taken;
 - 121.9. the student's comments or position concerning the inspection;
 - 122.10. the signatures of the School employees who participated in the inspection.
- 122.** The student shall confirm by signature that they have been familiarised with the Act and shall have the right to include additional information or comments in the Act.
- 123.** Where a student refuses to present their personal belongings for inspection or does not consent to their inspection, the Head of School or an authorised person shall immediately inform the parent/legal guardian of a minor student and the Municipal Police or the State Police and shall ensure appropriate supervision of the student until the Police arrive.

IX. Procedure for Providing Information concerning a Student's Health and Other Circumstances Affecting the Educational Process

- 124.** Parents/legal guardians shall provide the School with information concerning the student's health and other circumstances that may significantly affect the educational process.
- 125.** Parents/legal guardians shall ensure that the School is provided, in a timely manner, with relevant information concerning:
- 125.1. dietary requirements, where supported by a recommendation from a family doctor or medical specialist;
 - 125.2. chronic health conditions and relevant recommendations provided by a medical practitioner;
 - 125.3. individual behavioural or learning characteristics of the student;
 - 125.4. any other significant circumstances or information that may affect the educational process.
- 126.** The information referred to in Points 124 and 125 shall be provided by the student's parent/legal guardian to the Homeroom Teacher each academic year by 15 September, within two weeks after the student begins attending the School, or upon obtaining new relevant information.
- 127.** Parents/legal guardians shall immediately inform the Homeroom Teacher of any changes in the student's health or other circumstances that may significantly affect the educational process.
- 128.** Upon receiving information and/or supporting documentation concerning a student's health or other circumstances that may significantly affect the educational process, the Homeroom Teacher shall ensure that the relevant information is communicated to the appropriate School employees where this is necessary for the organisation of the educational process, the provision of appropriate support, or the protection of the student's health, wellbeing and safety.

X. Liability for non-compliance

- 129.** Measures applied in response to violations of these Regulations are intended to promote students' compliance with the Regulations, prevent further violations, support appropriate student behaviour, and protect the lawful rights and interests of students, teachers, School employees, visitors and other persons.
- 130.** A disciplinary or corrective measure may be applied where a student fails to fulfil the obligations established by applicable regulatory enactments, these Regulations or other binding School rules and procedures with which the student has been familiarised.
- 131.** Where a violation of these Regulations is identified, the matter shall be reported to a teacher or another School employee. The School employee shall make an initial assessment of the circumstances. In the case of a minor violation, the employee shall, where appropriate, discuss the matter with the student and determine appropriate steps to stop or remedy the violation.

132. Where the nature or seriousness of the violation is such that a verbal discussion or immediate corrective action is insufficient, or where violations are repeated, the School employee may document the violation in writing and inform the Homeroom Teacher and/or the School Administration. Documentation may include a written report, an incident or violation report, a student's written explanation, an Act or another appropriate record of the circumstances.

133. When assessing a violation and determining an appropriate response, the School shall take into account:

133.1. the nature and seriousness of the violation;

133.2. the consequences of the violation;

133.3. whether the violation is repeated or systematic;

133.4. the student's age and educational stage;

133.5. other circumstances relevant to the particular case.

134. Any measure applied to a student shall be appropriate, proportionate and reasonably related to the nature and circumstances of the violation.

135. Depending on the nature, seriousness, circumstances and recurrence of the violation, one or more of the following measures may be applied:

135.1. a verbal warning or reprimand;

135.2. an individual discussion with the student;

135.3. recording the violation or relevant information in ManageBac and/or another official School record;

135.4. requiring the student to provide a written explanation;

135.5. informing the student's parents/legal guardians;

135.6. an individual meeting with the student's parents/legal guardians;

135.7. requesting a written explanation from the student's parent/legal guardian, where appropriate;

135.8. consideration of the matter by the Programme Coordinator (Deputy Headteacher), School Faculty and/or Head of School;

135.9. consideration of the matter by the School Council or another competent body of the School or its founder;

135.10. referral of the matter to the founder or the founder's competent body, where appropriate;

135.11 withdrawal or expulsion from the School in cases permitted by applicable regulatory enactments and in accordance with the applicable procedure.

136. The School shall generally apply the following procedure when responding to violations of these Regulations:

School employee/body considering the violation	Procedure following the violation	Possible action / outcome
Subject Teacher / School Employee	Makes an initial assessment of the violation; discusses the situation individually with the student; takes immediate corrective action where appropriate.	Verbal warning or reprimand. Individual discussion. Where necessary, the violation is reported to the Homeroom Teacher.

Homeroom Teacher	Discusses the violation with the student; assesses repeated behavioural concerns; where appropriate, discusses relevant issues with the class; communicates with the student's parents/legal guardians.	Individual discussion. Entry in ManageBac where appropriate. Written explanation from the student. Informing parents/legal guardians and/or inviting them to a meeting.
Programme Coordinator (Deputy Headteacher)	Reviews repeated or more serious violations and the measures already taken; may refer the matter for consideration by the School Faculty and/or Head of School.	Meeting with the student and/or parents/legal guardians. Written records, protocols and decisions concerning further measures.
Head of School	Reviews serious, repeated or unresolved violations together with relevant School employees and, where appropriate, the student and their parents/legal guardians.	Formal decision concerning further measures. An Act or other formal record of the violation may be prepared and retained in accordance with School procedures.
School Council / Founder or competent body of the Founder	Considers particularly serious, systematic or unresolved violations, or cases requiring a decision at this level.	Recorded decision/protocol and determination of further measures in accordance with these Regulations and applicable regulatory enactments.

137. The procedure set out in Point 137 does not require every stage to be applied sequentially. Depending on the seriousness and circumstances of the violation, the matter may be referred directly to the Head of School, School Council, founder, competent authorities or other appropriate persons or institutions.

Special cases:

138. Where the School considers withdrawal or expulsion of a student, such a measure may be applied only in cases permitted by applicable regulatory enactments and after consideration of the recurrence and seriousness of the violations and whether withdrawal or expulsion constitutes an appropriate and proportionate final measure.

139. A student may also be subject to civil, administrative or criminal liability in accordance with applicable regulatory enactments. Where the circumstances indicate a possible administrative offence or criminal offence, the School shall report the matter to the competent law enforcement authority.

140. Where there is a reasonable suspicion that a student has used narcotic, psychotropic, toxic or other intoxicating substances or alcohol, the School shall inform the student's parents/legal guardians and the emergency medical service or other competent medical service, as appropriate.

- 141.** Where there is a reasonable suspicion of violence or of conduct that may constitute an administrative or criminal offence, the School Administration shall inform the competent law enforcement authorities.
- 142.** Where a student's conduct has created or is maintaining a prolonged conflict situation in a class and has a significant negative effect on the emotional or psychological environment, or where a particularly serious violation infringes the fundamental rights of another person, including the rights to life, health or privacy, the Head of School shall act in accordance with the procedures established by applicable regulatory enactments for situations in which a student poses a threat to their own or another person's safety, health or life.
- 143.** The student and, where applicable under the law, the student's parents/legal guardians shall be responsible for damage caused through culpable conduct to the School, other students, School employees, visitors or other persons. Responsibility for compensation for damage shall be determined in accordance with applicable regulatory enactments and the School's procedures.

XI. Recording and Justification of Absences

- 144.** The subject teacher shall record student attendance at each lesson in ManageBac and/or another official School attendance system.
- 145.** In the event of a student's absence, the parent/legal guardian shall submit the student's attendance excusal in the electronic school management system Managebac, and/or inform the Homeroom Teacher of the absence and its reason by telephone or electronically no later than 9.00 a.m. on the relevant school day.
- 146.** Documents justifying an absence shall be submitted to the Homeroom Teacher on the day the student returns to School following the absence.
- 147.** The Homeroom Teacher shall record the justification for the student's absence in ManageBac and/or another official School attendance system.
- 148.** An absence from School does not exempt a student from the responsibility to learn and complete the educational content missed during the period of absence.
- 149.** A written request from a parent/legal guardian to justify a student's absence due to illness or other reasons may be accepted by the Homeroom Teacher within the following limits:

Reason for absence	Maximum period that may be justified by a parent/legal guardian	Additional requirements
Health-related reasons	Up to 3 school days on each occasion, no more than 5 times per semester, or no more than 15 school days per semester in total.	An absence due to illness lasting more than 3 school days must be supported by a doctor's note.
Other justified reasons	No more than 15 lessons per semester.	The absence should, where possible, be agreed with the Homeroom Teacher in advance.

- 150.** A parent's/legal guardian's written request referred to in Point 149 shall be submitted in a form accepted by the School, including electronically through the School's official communication channels.
- 151.** Where an absence due to illness lasts for more than 3 school days, a doctor's note shall be submitted to the Homeroom Teacher upon the student's return to School.
- 152.** Where a medical practitioner has imposed restrictions on a student's participation in Physical and Health Education lessons, the relevant medical documentation or information shall also be provided to the responsible Physical and Health Education teacher in accordance with the School's procedures.
- 153.** A student shall agree planned absences for justified reasons in advance with the Homeroom Teacher. Such reasons may include participation in sports camps, competitions, concerts, family circumstances or other objectively justified activities.
- 154.** Where a planned absence is expected to exceed 3 school days, the student's parent/legal guardian shall submit a written request to the Head of School in advance and obtain the Head of School's approval.
- 155.** Absences resulting from participation in events organised or supported by the School, including olympiads, competitions, tournaments, performances, projects and other approved activities, shall be considered justified where participation has been confirmed by the responsible School employee and approved in accordance with the School's procedures.
- 156.** Where a student is absent without justification, or where the reason for the absence is unknown, the Homeroom Teacher and/or School Administration shall contact the student's parent/legal guardian and take appropriate steps to determine the reason for the absence.
- 157.** Where a student has been absent for more than three school days, or has missed more than 20 lessons during a semester, and the School has no information concerning the reason for the absence or the reason cannot be regarded as justified, the School shall assess the circumstances, the student's attendance pattern and the cooperation of the parents/legal guardians and shall take further action in accordance with applicable regulatory enactments, including, where necessary, cooperation with the competent municipal or child protection authorities.
- 158.** Following an absence, the student shall cooperate with the relevant subject teachers to determine how missed learning content and required assessment tasks are to be completed. In cases of prolonged illness or significant absence, an individual plan or schedule may be agreed with the relevant teachers.

XII. Officials Responsible for Introducing Students to the Regulations and Safety Requirements

- 159.** The Homeroom Teacher shall introduce students to these Regulations at the beginning of each academic year. The Regulations shall be reviewed and discussed additionally where necessary, including following significant amendments to the Regulations or where repeated or serious violations indicate a need for additional clarification.
- 160.** Students shall confirm that they have been familiarised with these Regulations in accordance with the procedure established by the School. The fact that a student has been familiarised with the Regulations shall be appropriately documented by the School.
- 161.** Teachers responsible for subjects and activities involving specific safety risks, including Physical and Health Education, Biology, Chemistry, Physics, Product Design, Digital Design and other relevant subjects, shall introduce students to the applicable safety requirements before students participate in the relevant practical, laboratory, sporting or other potentially hazardous activities.
- 162.** Where required by the School's procedures, students shall confirm that they have been familiarised with the applicable subject-specific safety requirements. Such familiarisation shall be appropriately documented.
- 163.** Before an excursion, field trip, hike, off-site activity or other School activity requiring specific safety precautions, the teacher or other School employee responsible for the activity shall introduce participating students to the applicable safety requirements and rules of conduct.
- 164.** The fact that students have been familiarised with the safety requirements referred to in Point 163 shall be documented in accordance with the School's established procedures.
- 165.** Students shall be provided with information concerning first aid and appropriate action in the event of an injury, accident or sudden health problem at least once during each academic year. Such information may be provided by the Homeroom Teacher in cooperation with the School medical staff or another appropriately qualified person.
- 166.** Students shall be introduced to fire safety requirements, evacuation procedures and appropriate conduct in the event of fire or another emergency at least once during each academic year by the Homeroom Teacher or another person authorised by the Head of School.
- 167.** Students shall be introduced to electrical safety requirements at least once during each academic year by the Homeroom Teacher, a relevant subject teacher or another person authorised by the Head of School.
- 168.** The safety instruction provided to students shall, where applicable, cover the areas specified in Section V of these Regulations, including emergency procedures, fire safety, electrical safety, road safety, safety on ice and near or on water, safety during practical and laboratory activities, and safety during excursions, field trips, sporting activities and School events.
- 169.** Additional safety instruction shall be provided whenever necessary due to the nature of a particular activity, changes in circumstances, an identified safety risk, an accident or incident, or a student's failure to comply with previously provided safety instructions.

XIII. Final Provisions

- 170.** These Regulations shall enter into force on the date of their approval, unless otherwise specified in the approval decision.
- 171.** Upon the entry into force of these Regulations, the previous Internal Regulations for Conduct of SIA International School Premjers, approved on 31 August 2023, shall cease to be in force.
- 172.** Amendments to these Regulations shall be made in accordance with the procedure established by applicable regulatory enactments and the School's internal procedures.
- 173.** Students, parents/legal guardians and School employees shall be informed of amendments to these Regulations in accordance with the communication and familiarisation procedures established by the School.

Head of School
I.Jeremejeva

APPROVED
by the founder of SIA International School Premjers on August 31, 2026