

28.11.2018.

No. 17-nts

The BY-LAW **of Exupery International School**

Adopted in accordance with Paragraph 12, Section 15 and Part One, Section 22 of the Education Law,
Sections 8 and 9 of the General Education Law

I. General Provisions

1. Exupery International School (hereinafter - the Establishment) is a general education establishment founded by a legal entity - limited liability company Exupery, Reg. No. 40103913001 (hereinafter - the founder).
2. The international title of the establishment in English is Exupery International School in Latvian – ‘Starptautiskā vidusskola “Ekziperī”’, in Russian - Международная школа “Exupery”.
3. The legal basis for the operation of the establishment is the Education Law, General Education Law, other regulatory enactments, as well as the regulations issued by the founder of the Establishment and the present By-Law.
4. The establishment is a structural unit of a legal entity, it may have its own seal, symbols and bank account.
5. Legal address of the establishment: Jaunā iela 8, Piņķi, Babīte County, Babīte Municipality, LV-2107
6. Legal address of the founder: Jaunā iela 8, Piņķi, Babīte County, Babīte Municipality, LV-2107
7. The site of educational curricula implementation of the establishment and territorial structural unit: Jaunā iela 8, Piņķi, Babīte County, Babīte Municipality, LV-2107.

II. Objective, Principal Direction and Tasks of the Establishment’s Operation

8. The objective of the establishment is to create an educational environment, organize and implement a training and education process to reach the objectives laid down in the State Guidelines for Pre-school Education, State Standard in Basic Education and State General Secondary Education standard, and requirements of the international accrediting institutions.
9. The principal direction of the establishment’s operation is educational activity.
10. The tasks of the establishment are as follows:
 - 10.1. To implement educational curricula, to perform educational and upbringing work, to select methods and forms of educational work;
 - 10.2. To provide students with the opportunity of acquiring knowledge and skills that are required for personal growth and development, civic participation, employment, social integration and continuing education;

- 10.3. To motivate the students' toward lifelong learning and the pursuit of further education and career orientation, with a focus on their interests, skills, and capacities, and providing for the acquisition of skills;
- 10.4. To facilitate the development of the student's spiritually, emotionally and physically developed personality and to promote the habits of a healthy lifestyle;
- 10.5. To promote an active and responsible attitude of the student towards themselves, their family, environment and country, by preserving and developing their mother tongue language, ethnic and cultural authenticity and developing international mindedness and global thinking. Simultaneously, to improve awareness of the basic principles of human rights laid down in the Constitution and other regulatory enactments of the Republic of Latvia, as well as those human rights as determined in the United Nations Universal Declaration of Human Rights, and to raise honest, respectable, responsible people;
- 10.6. To promote the acquisition of foreign languages (English, French) by the students via the integrated acquisition of foreign languages during lessons and in daily communication over the entire period of their pre-school and basic education in accordance with the development level of children, by providing a supportive environment and using diverse teaching methods and forms of work organization;
- 10.7. To co-operate with the parents or guardians of students in order to ensure the acquisition of education;
- 10.8. To provide the educational resources and materials required for the implementation of the educational curriculum and acquisition of educational content, including digital resources;
- 10.9. To rationally and efficiently use financial resources earmarked for educational purposes.

III. Educational Curricula Implemented at the Establishment

11. The Establishment implements the following licensed educational curricula:
- 11.1. Curriculum of minority pre-school education (code 0101 11 21);
- 11.2. Curriculum of minority elementary education (code 21011121);
12. The establishment is entitled to constantly implement special interest education or extra-curricular education, further education and other education curricula.

IV. Organization of the Education Process

13. The organization of the education process at the Establishment is governed by the Education Law, General Education Law, other external regulatory enactments, the present By-Law, Rules of Procedure, Internal Procedure Regulations and other internal regulatory enactments of the Establishment and the legal documents for international schools
14. The duration of studies is provided for by the General Education Law. The start date and end date of the study year, as well as the students' holidays are determined by the Cabinet of Ministers. The principal form of educational work organization shall be a lesson or integrated lesson blocks. The duration of the lesson shall be determined by the Director of the Establishment. The distribution of study load per day shall be reflected by the timetable of lessons by study

subject. At the pre-school level of education, play activities with integrated study content shall be scheduled every week to ensure physical, psychological and social child development.

15. The admission of students, transfer to the next grade and expelling or graduation from the Establishment shall be performed in accordance with the procedures provided for by the Cabinet of Ministers and the Establishment's procedures.

16. The Establishment shall determine a unified procedure for the students' assessment, taking into account the provisions of the state education standard and the Establishment's requirements. The number, volume of content, performance deadlines and evaluation criteria of tests of each study subject shall be determined by the teacher of the respective study subject.

17. The Establishment ensures the implementation of educational curricula and special interest education or extra-curricular education, further education and other education curricula on business days from 8:30 a.m. until 5:30 p.m., in accordance with the work organization schedule of the Establishment.

18. The acquisition of the Elementary education curriculum shall be certified by a report, which is issued to a student twice per year - at the end of the first semester and at the end of the study year.

V. Students' Rights and Obligations

19. The rights, duties and responsibilities of the students are governed by the Education Law, Law on the Protection of the Children's Rights, the United Nations Declaration on the Rights of the Child, and other external regulatory enactments and the internal regulatory enactments of the Establishment.

VI. Rights and Duties of Teaching Staff and Other Personnel

20. The Establishment shall be managed by the Director, who shall be hired and dismissed by the founder or the founder's entrusted body in accordance with the procedures provided for by the regulatory enactments.

21. The rights, duties and responsibilities of the Director of the Establishment are determined in the labor agreement and job description and the Establishment's Board of Trustees policies. The founder shall be liable for the use of funds and transactions.

22. Teaching staff and other personnel shall be hired and dismissed by the founder of the Establishment in accordance with the Establishment's Board of Trustees Procedures in accordance with the procedures provided for by the regulatory enactments. The founder shall be entitled to delegate the performance of particular duties to teaching staff and other personnel of the Establishment

23. The rights, duties and responsibilities of the teaching staff of the Establishment are governed by the Education Law, Law on the Protection of the Children's Rights, Personal Data Protection Law, Labor Law, United Nations Declaration on the Rights of the Child, and other regulatory enactments. The rights, duties and responsibilities of teaching staff are specified in the labor agreement and job description.

24. The rights, duties and responsibilities of other personnel of the Establishment are governed by the Labor Law, Law on the Protection of the Children's Rights and other regulatory enactments. The rights, duties and responsibilities of other personnel of the Establishment are specified in the labor agreement and job description.

VII. The Procedures for the Foundation of Self-Government of the Establishment and Competences thereof

25. The Director shall have the duty to ensure the development of the Parent Council/Parent Association of the Establishment and its operation.

26. The competences of the Establishment Council are determined by the Education Law and the Council shall act on the basis of the regulatory enactment governing the work of the Establishment Council, which is issued by the Council and approved by the Director.

VIII. The Procedures for the Foundation of the Pedagogical Council of the Establishment and Competences Thereof

27. The procedure for the foundation of the pedagogical council of the Establishment, its operation and competences are determined in the General Education Law and other regulatory enactments. The pedagogical council at the Establishment is called "Faculty".

28. The pedagogical council is chaired by the Director of the Establishment.

IX. Self-Government of the Students at the Establishment

29. The Establishment's Council shall be entitled to create a self-government of the students to resolve issues that are associated with the interests of students at the Establishment and participate in the organization of the work of the Establishment, as well as the improvement of the study process. The Director and teaching staff of the Establishment shall support the work of the self-government of students.

30. Self-government of the students is a collegial institution of the students. Its operations are determined by the normative regulatory enactment of the self-government of students, which is issued by the self-government of students with the approval of the Director.

X1 Board of Trustees

30.1 The Establishment is governed by a Board of Trustees in a manner described in this section of the By-Law.

30.2 The Board of Trustees shall establish policies governing the operation of the Establishment. Evaluation of the execution and effect of policies is an ongoing process. Implementation of policies is the responsibility of the School Leadership Team.

30.3 The Board of Trustees is responsible to recruit, to hire, to terminate the employment, to direct and to evaluate the performance of the Director and Director's Advisor for Preschool.

30.4 The Board of Trustees is responsible for obtaining, from the administration and other sources, reliable information upon which to make the best possible decisions about the scope and nature of School/Preschool programs. With the assistance of the Director and Director's Advisor for Preschool, the Board of Trustees will establish and monitor annual, short term and long-term goals and plans.

30.5 In consultation with the Director and the Director's Advisor for Preschool, the Board of Trustees is responsible for approval and adoption of the annual expenditure budget, the decision to raise or lower tuition fees, investment decisions, and decisions that secure revenue to support the budget, including monies needed for capital replacement and emergency contingency.

30.6 The Board of Trustees is responsible for reviewing and establishing policy governing staff salaries, terms and conditions of employment, fringe benefits, leave policies and staff development.

30.7 The Board of Trustees shall set policies, which guide actions of the administration and other school staff with regards to students.

30.8 The Board of Trustees shall be a self-appointed, self-perpetuating and self-regulating body. The initial (first) Board of Trustees is appointed by the Founder. The Board of Trustees adopts policies governing its operations within framework of powers of responsibilities stated in this section of the By-law.

X. The Procedure for the Adoption of the Internal Regulatory Enactment of the Establishment and the Institution or Managing Official, to whom a Natural Person may Submit the Respective Application in Order to Contest an Administrative Act Issued by the Establishment, or an Action by the Establishment

31. The Establishment, in accordance with the provisions of the Education Law, General Education Law and other regulatory enactments, as well as the By-Law of the Establishment, independently develops and issues the internal regulatory enactments of the Establishment (By-Law, Rules of Procedure, Procedures, etc.), for instance: The By-Law of the Establishment; the Internal Rules of Procedure of the Establishment; safety instructions for students; evacuation plan, etc.

32. A natural person may contest an administrative act issued by the Establishment, or an action of the Establishment, by submitting the respective application to the Founder of the Establishment, Board Member of Limited Liability Company Exupery, Nataliya Osokina, at Jaunā iela 8, Piņķi, Babīte County, Babīte Municipality, LV-2107.

XI. Economic Activity of the Establishment

33. The Establishment is a structural unit of SIA Exupery, which is acting on the basis of the By-Law of SIA Exupery, internal regulatory enactments, in accordance with the provisions of the effective regulatory enactments, as well as the By-Law of the Establishment.

34. In accordance with the provisions of the regulatory enactments, an authorized official of the Establishment, pursuant to the approval of the founder, shall be entitled to conclude contracts

with legal entities and natural persons regarding the performance of different works required for the Establishment and the provision of other services (for instance, the provision of catering and hostel services, rent of space), unless such contractual works interfere with the implementation of educational curricula.

XII. Sources of Funding and Funding Procedures of the Establishment

35. The sources of funding of the Establishment and the funding procedures are determined by the Education Law, General Education Law and other regulatory enactments.

36. The Establishment is financed by its Founder. The central government and the municipal government shall participate in the financing of the Establishment in accordance with the procedures provided for by the regulatory enactments.

37. The Establishment may receive additional financial resources:

37.1. In the form of donations or gifts;

37.2. By providing paid services in the cases provided for by the By-Law of the Establishment;

37.3. From other sources of income.

38. The Additional financial resources shall be transferred to the respective budget account of the Establishment and may be used:

38.1. For the development of the Establishment;

38.2. For the procurement of educational materials;

38.3. For the procurement of equipment for the Establishment;

38.4. For material stimulation of educators and students;

38.5. As a profit.

XIII. Procedure for the Reorganization and Liquidation of the Establishment

39. The Establishment shall be reorganized or liquidated by the founder in accordance with the procedures determined in the regulatory enactments, by notifying the register of Educational establishments thereof.

XIV. Procedure for the Adoption of the By-Law of the Establishment and its Amendments

40. The Establishment shall develop the By-Law of the establishment, based on the provisions of the Education Law and General Education Law. The By-Law of the Establishment shall be approved by the founder.

41. Amendments to the By-Law of the Establishment may be adopted at the initiative of the founder of the Establishment or the proposal of the Director or Establishment Council, Pedagogical Council.

42. The amendments to the By-Law shall be developed by the Establishment and approved by the Founder of Establishment.

XV. Other Significant Regulations that are not in Conflict with the General Education Law, Education Law and other Regulatory Enactments

43. The Establishment shall perform the management of documents and archives in accordance with the procedures determined by the regulatory enactments and the Founder.
44. The Establishment shall draw up the state statistical review and self-assessment report in accordance with the procedure established by the regulatory enactments.
45. The Establishment shall inform competent institutions on the implementation of the recommendations indicated in accreditation expert commission reports in accordance with the procedures laid down in the regulatory enactments.
46. The Establishment shall ensure access to the library, information and career development support services in accordance with the procedures laid down in the regulatory enactments.
47. The Establishment shall provide preventive health care and the availability of emergency care of students at the Establishment in accordance with the procedures laid down in the regulatory enactments.
48. The Establishment, in co-operation with the Founder, shall ensure the safety of students at the Establishment and during the events organized by it in accordance with the procedures laid down in the regulatory enactments, including:
- 48.1. Compliance with hygiene regulations;
- 48.2. Compliance with civil defense, fire safety, electricity safety and labor safety regulations.
49. At the moment of signing of the present document, to admit that the By-Law, dated 13 June 2016, of the Exupery International School No. 1-nts has become invalid.

Director

Veronika Skripačova

APPROVED

Board member of SIA Exupery,
the founder of the Establishment,

Nataliya Osokina
Pinki, 29 October 2018

