

School rules and regulations

I.

Introduction

Hello, Grammar School, Elementary School and Kindergarten (hereinafter referred to as Hello Grammar School) aims not only to provide you, the students, with a quality general education, but also to be a community in which you will fully live several years of your life and where you will have space for finding and developing your personality. Therefore, the lessons include not only the hours spent on the benches, but also joint trips, professional programs, cultural and sports activities.

These school rules define the basic rules that should help implement the idea of the Hello grammar school in an atmosphere of mutual understanding and respect between teachers and students. And although it is addressed to you students in its form, it is equally binding on educators and your parents.

II.

Common provisions

- a) You become a student of the Hello grammar school voluntarily, and thus you accept the conditions of study, including compliance with the school rules.
- b) Students and teachers are polite to each other. Do not commit fraud and lies. Act in accordance with good manners.
- c) Students and teachers behave in public to contribute to the good name of the school. Do not damage the school's reputation by inappropriate behaviour. This is contrary to these rules.
- d) Students, students' parents and teachers respect the concept of the Hello grammar school, which is in the school curriculum. Help implement this concept and act in accordance with it overall.
- e) A factual discussion within the bounds of decency is the easiest way to solve problems. Speeches by students and teachers should be appropriate.

III.

Students' rights

You have the right:

- a) for education according to the Education Act, according to the valid educational program and other valid curricula
- b) information on the course and results of their education, on continuous and objective evaluation of their knowledge and skills within individual subjects and on the justification of classification (the classification system regulates the school curriculum in detail)

- c) to make your suggestions and comments on the activities of the school through the student parliament, either directly or through the elected representatives of the class, which derives from the right to establish, elect and be elected to the self-governing bodies of pupils within the school, to work in them and through them to address the school principal or the school board, stating that the school principal or the school board is obliged to deal with the opinions and statements of these self-governing bodies and to justify its opinion on them,
- d) to vote and be elected to the school board of Hello Grammar School, if you are an adult,
- e) comment on all decisions concerning the essentials of your education
- f) address with your problems to individual teachers, to the educational counsellor / educational counsellor of the school and also to experts from the pedagogical-psychological counselling centre with which the school cooperates, as well as to the prevention methodology or career counsellor
- g) use the school equipment provided that you do not intentionally damage it and return it in good condition (see also Title IV, point f) of these school rules)
- h) apply during the study for:
 - interruption of education
 - repetition of the year
 - release from certain activities
 - or learning certain subjects
- i) recognition of the previous education

IV.

Students 'obligations

Your duties are:

- a) attend classes to attend school properly and to be educated, both full-time and distance learning
- b) to achieve study results only in an honest manner
- c) follow the school rules, regulations and school health and safety instructions which you have been acquainted with
- d) follow the instructions of the school's pedagogical staff
- e) in the event of emergency measures, be provided with respiratory protection and use them in the prescribed manner
- f) to protect school equipment and other school property from damage and to use teaching aids economically and to replace them in case of caused damage or loss, or to compensate for the damage incurred
- g) carry your undamaged, duly completed apology letter to the teaching aids

- h) switch off their mobile phone during lessons and school programs
- i) contribute to maintaining order in school through their behaviour

The duties of adult students are further:

- a) to inform the school about any health problems or other serious facts that could affect the course of education
- b) prove the reasons for their absence from school in accordance with the conditions set out in these Rules
- c) to notify the school of personal data change and other data that are essential for the course of education or student safety

You may not:

- a) harm or endanger others, mentally or physically (ridicule and manifestations of racial, cultural or general intolerance and threats are also considered harm)
- b) promote racism, fascism, the communist regime and other movements or regimes suppressing basic human rights and freedoms (in accordance with Section 33 of Act No. 561/2004 Coll. and other valid laws of the Czech Republic)
- c) smoke, use and distributing addictive substances, consuming alcohol during school hours and at events organized by the school

You should not wear expensive items, clothing and items not directly related to the teaching or items that would interfere with the teaching - the school bears no responsibility for these items and in some cases the teacher may temporarily take them away from you

V.

Legal representatives' rights

The legal representatives of under-age students have the right

- a) to be informed about the course of your education, regardless of your age
- b) to comment on all decisions concerning the essential matters of your education
- c) to apply for your dismissal in accordance with the rules set out in these rules
- d) for information and counselling of the school or school counselling facility in matters related to your studies, including consultations with the pedagogical-psychological counselling centre which the school cooperates with
- e) to vote and be elected to the school board

VI.

Legal representatives 'obligations

Your legal representatives are obliged

- a) to ensure your proper attendance at school
- b) to communicate with the teachers in matters related to your studies, or come to the school for a discussion of more serious matters, if they are invited to do so by the school principal
- c) to apologize for your non-attendance if you are an under-age and in some other cases i.e., to prove the reasons for your absence no later than 3 calendar days from the beginning of your absence, both in full-time teaching, as well as in distance education
- d) immediately notify any changes in the data that are part of the school documentation about you - especially the change of your permanent residence address, contact telephone numbers and e-mail addresses and the change of the health insurance company
- e) to inform the school about a change in your health or serious health problems that could affect the course of your education or your safety
- f) to lead you to respect these school rules and to fulfil the goals of the Hello grammar school curriculum.

VII.

Pedagogical staff' rights

Pedagogical staff of the Hello grammar school have the right to:

- a) determine the content of the subject for the given year in accordance with the school educational program
- b) prepare and conduct classes at their own discretion, but in accordance with the school's philosophy and with the means and methods that suit best and which are not in conflict with legal provisions and the school curriculum
- c) set criteria according to which you will be evaluated in their subject and demonstrably acquaint students with the criteria
- d) require and evaluate your active participation in the lessons
- e) grant disciplinary measures (for more see the Rules for the Evaluation of Pupils' Learning Outcomes)
- f) temporarily withdraw you from the subjects which are incompatible with teaching and which would disrupt the course of teaching.

VIII.

Duties of school pedagogical staff

Teaching staff at Hello Grammar School are obliged to:

- a) teach according to the approved school curriculum or other valid school documents in accordance with the school's philosophy and the school's working rules
- b) to inform you in time and preferably in writing what you have to fulfil in their subject in order to successfully complete the given year of study
- c) provide you or your legal representative with information related to education and training
- d) create a positive and safe climate in the school environment and support your individual development,
- e) maintain confidentiality and protect against misuse of your personal data, health information and the results of the counselling assistance of the school counselling facility and school counselling centre
- f) to protect your safety and health, and to prevent all forms of risky behaviour in schools,
- g) listen to your opinion (if you communicate it at the right time and in the right form and do not disturb the course of teaching) and respond to it
- h) return to you or your legal representative the items taken away from you during the course as soon as possible after the end of the course.

IX.

Operation and internal schedule of the school

- a) Hello Grammar School is operated in the school building. at Čs. Exile in Ostrava - Poruba.
- b) At the Hello grammar school, classes start every day according to the valid timetable. Current information is in the school information system Bakaláři.
- c) The school building opens for students at 7 o'clock.
- d) Teaching is governed by the timetable and weekly work schedule.
- e) Teaching organization

Lessons schedule

0.7:15 - 8:00

1. 8:05 - 8:50

2 .9:00 - 9:45

3. 10:00 - 10:45

4. 10:55 - 11:40

5. 11:50 - 12:35

6. 12:45 - 13:30

7. 13:35 - 14:20

8. 14:25 - 15:10

9. 15:15 - 16:00

f) Breaks between individual lessons are intended for rest.

g) When teaching in specialized classrooms (physical education, chemistry, physics, informatics), take special care and respect specific safety regulations - rules of specialized classrooms, which will be introduced to you by the teacher.

h) Before teaching, during breaks and in the school canteen, pedagogical staff supervises over students.

i) School students are insured against losses and injuries. The insurance does not cover valuables that are not related to teaching, including mobile phones.

School regime

1) Before lessons

a) After entering the school, it is your duty to change your shoes and leave your outdoor shoes and outdoor wear in the locker.

b) Use "clean shoes" for changing shoes. Don't stay in the locker room unnecessarily (not even during breaks and free hours). Personal belongings, shoes and outdoor wear can only be stored in lockers. The school is not responsible for things stored in other areas of the building. It is not allowed to leave money and other items in the locker, their possible loss will not be reimbursed by the insurance company.

c) Everyone is obliged to secure the assigned locker with a padlock, no later than three days after the beginning of the school year, and is obliged to lock his wardrobe before leaving the wardrobe.

d) It is forbidden to manipulate the assigned locker or the lockers of other pupils of the school in any way (removing numbers, unlocking foreign lockers, etc.).

e) At the end of the school year, no later than 30 June, you are obliged to hand over an empty, clean and unlocked locker to the class teacher. Failure to do so has the right to have the locker opened and cleared by an authorized school staff member.

f) When moving around the building, respect the fact that you share the building with the primary school. Be tolerant and considerate of younger students and respect the demands of peace on the floors in which they are taught.

g) On the school premises, behave in such a way that you do not endanger the health of yourself, your classmates or other people.

h) Do not connect or handle electrical appliances at school without the supervision of a teacher. You can connect electrical appliances to the school's electrical network only after consultation with the teacher.

i) It is forbidden to sit or climb on the windowsills (at any time) while manipulating the windows while you are at school. You can open and close the windows in agreement with the teacher and only if you stand on the floor.

2) During teaching

a) Be polite and disciplined when teaching.

b) If you are late, explain and apologize to the teacher.

c) If you forget an assignment or textbooks, apologize at the beginning of the class.

d) Mobile phones can be used only when instructed by teacher.

e) Keep the classroom tidy throughout the class. Recycle trash. After class or when you leave, raise your chair and collect all the rubbish. Don't leave your personal belongings at school.

f) At the beginning of each week, the class teacher sets up the class duty consisting of two students, who ensure the tidiness and organisation of the class - erase the board after class, help with aids, check the classroom after the lessons

g) You can use the reading room during your free hours, if there is a supervision, a lobby and the rest areas of the school.

h) You may use the lift in the school building only in justified cases (medical reasons) or at the instruction of the teacher.

i) It is your responsibility to stay in the school building during classes.

j) You can leave the school building only during a long break and free hours. Under -age students only with the consent of legal representatives. If you leave the school building, the school is not responsible for you.

k) Do not enter the assembly room, teachers' offices and principal office without the school staff's request.

3) In online teaching

a) The schedule of lessons and breaks, the division of pupils into classes does not always apply to distance education, here the specifics of this type of education are respected, such as your different technical equipment and options, the complexity of long-term computer work, long-term monitor watching, etc. Classes and breaks is determined by the teacher in distance

education according to the nature of the activity and taking into account your basic physiological needs, your abilities and reactions

b) During distance learning, you are required to have the camera and microphone turned on according to the teacher's instructions. Failure to comply with this instruction may only be excused by legal representatives on the basis of technical or other problems.

c) The school will adapt distance education to your conditions and provide

- on-line teaching, a combination of synchronous on-line teaching (teacher works at a specified time with a group of students through a communication platform) and asynchronous teaching (students work individually, choose the pace and time themselves); the timing of such teaching corresponds roughly to the timing of full-time teaching and will always be determined for specific cases, e.g. differently for distance teaching of the whole class, or a combination of distance teaching for one part of the class and full-time teaching for the other part,

- individual consultations of you and pedagogical staff,

- communication between teaching staff and your legal representatives,

- publishing the tasks assigned and then publishing the correct solution,

- informing about your results, providing feedback, applying especially formative evaluation, and guiding you to your own self-evaluation

- regular and continuous communication, in a manner appropriate to your abilities, technical equipment and family conditions,

- continuous check of the school management.

d) In distance education it is not possible to implement education to the extent planned for full-time teaching, the school will focus primarily on key outputs in the Czech language, mathematics, foreign language, which does not conflict with the teaching of other subjects. Priorities in education will be operatively determined according to the length of distance learning, whether there will be short-term or long-term bans on the presence of students in schools.

e) All changes in the educational content and thematic plans, transfers of the curriculum, deletion of the curriculum, the school registers and uses for possible adjustments of education in the next period and adjustments of its school educational program.

4) School canteen

a) The school has a canteen (the operator is the company Zdravá vařečka).

b) All students have the opportunity to eat in the school canteen according to the schedule.

c) The operation of the school canteen starts at 11:40 and ends at 14:45.

d) Follow the rules of good manners and dining in the dining room.

X.

Attending school, apologizing for absence and releasing from school

a) Your basic duty is to attend school regularly and on time and to attend classes according to the valid schedule.

b) If the number of missed lessons in a subject exceeds 30%, you will take a further examination in this subject if the relevant teacher decides whether it is necessary.

c) The teacher of the subject decides on the form of the exam.

d) A missed lesson means that you arrive more than ten minutes after the lesson starts. In other cases, it is a late arrival. Missed lessons and late arrivals are recorded in the electronic class book.

e) If you are not 18 years of age or older, you must have the legal representative's apology for the missed lessons in writing in a student card or through the Bakaláři system. The school principal may request an apology confirmed by a doctor or the authority concerned. If you have already been 18, you apologize for the missed lessons in the student's card.

f) You need to submit a written apology to the class teacher immediately after the absence, on the day of return to school after one day or longer absence and the second day after return to school in case of absence less than one day. Failure to do so will result in missed lessons being listed as unexcused.

g) It is not the duty of the class teacher to enforce an apology against you. On the contrary, if you want to have an apology, it is up to you to find the class teacher yourself and hand over the apology to him for inspection. If the class teacher is not present, you hand over the apology to the class teacher's representative, who will mark the missed lessons in the class book as excused and will sign the apology student's card.

h) It is your responsibility to apply for dismissal if you know of the absence in advance. The teacher of the given subject can decide on the release for one hour, the release for one day is handled by the class teacher. The school principal decides on the release for a period longer than one day. Within five days of the planned absence, simply request a release by phone or in person. Your legal representatives or you (in the case of a teenager) apply in writing to the school principal no later than five days before the scheduled release. The principal will assess the application and, if necessary, approve it with regard to attendance and your academic results. The release does not cancel your obligation to have an apology recorded in the apology student's card and to provide confirmation from the relevant doctor, resp. office.

i) If you do not deliver the apologies properly and on time, your lessons will not be excused. This will be considered a violation of school rules. Unexcused hours will be listed on the annual

report card. In accordance with these rules, you may be granted a disciplinary sanction, or reduced grade for behaviour.

XI.

Safety and health conditions

a) Each of you protects your health and the health of others.

b) The legal representatives of the minor pupils and you minor pupils are obliged to inform the school about the change of medical fitness, the pupil's health problems or other serious facts that could affect the course of education or participation in events organized by the school.

c) At the beginning of the school year, you will be acquainted with the operating rules of professional classrooms, laboratories, gyms and gyms and with the rules of health, safety and fire protection. Health and safety training

carried out by the class teacher at the beginning of the school year and before each school event (excursion, trip, etc.). Provisional records are kept of all trainings.

d) You enter professional classrooms, laboratories, gyms and gyms only in the presence of the teacher, you put things away according to the instructions and follow the operating rules of the classrooms. Follow the rules of the school computer network when using computer technology.

e) Always follow safety and health instructions and fire protection measures, especially in laboratories. Do not bring substances and objects that may endanger health to school. Always report to the teacher all injuries, even small ones, that have occurred during teaching, especially during physical education, and at events organized by the school. Student injuries (minor - without subsequent absence from school) are recorded in the accident book stored at the school secretariat. In the event of an accident with subsequent absence, the relevant pedagogical staff member shall immediately (within a maximum of two days), in cooperation with the school assistant, write an enrolment in the Bakaláři system.

f) During physical education classes, you are obliged to put away watches, chains, cords, larger earrings, etc. Store valuables and money with the teacher according to the instructions

g) You, who take part in courses (skiing, hiking, adaptation, etc.) and excursions, will be acquainted with the safety principles by the responsible teacher before starting and will make an evidentiary record.

h) Distribution, introduction, possession and abuse of addictive substances is strictly prohibited on the school premises, on the school premises and at events organized by the school. Violation of this prohibition will be classified as a gross misdemeanour. The school principal or an employee authorized by her will inform the legal representatives of the pupils

who have been found to have violated this prohibition about the findings in this regard and at the same time will inform them about the possibilities of professional help.

i) Only bring things that are related to teaching to the school. Do not bring to school those that could endanger health, cause injury or endanger the moral upbringing of pupils (large sums of money, valuables, live animals, weapons or fireworks that must not be used outside of school, etc.).

j) Smoking on school premises, on the entire school premises and at school events is prohibited.

XII.

Protection against socially pathological phenomena

Our goal is to create an open safe atmosphere and a positive social climate at school and to support the development of positive social relationships. Primary prevention of risky behaviour focuses primarily on the prevention and development of risks that lead to the following risky behaviours: aggression, bullying, cyberbullying, violence, vandalism, intolerance, anti-Semitism, extremism, racism, xenophobia and homophobia; truancy; addictive behaviour, substance abuse, netolism, gambling; risky sports and risky behaviour in transport; spectrum of eating disorders; negative effects of sects; sexual risk behaviour. When dealing with socially pathological phenomena, the class teacher cooperates with the school prevention methodology and proceeds in accordance with the Minimum Prevention Program.

XIII.

Final provisions

An integral part of these school rules is the appendix to the Assessment Criteria

These school rules were approved by the Pedagogical Board on 26 August 2021, by the School Board on 16 June 2021 with effect on 1 September 2021.

In Ostrava, June 11, 2021

PaedDr. Ivona Klímová, MBA

Director of the school