

School rules and regulations

I.

Rights and obligations

Pupils have the right:

- a) for education and school services
- b) to express himself / herself freely and express his / her views in all matters, in compliance with the rules of social conduct in contact with adults in the form of an interview, through the school self-government
- c) to establish self-governing bodies of pupils within the school, to elect and be elected to them, to work in them and to address the school principal through them, with the school principal being obliged to deal with the opinions and statements of these self-governing bodies
- d) for information that supports its development and school counselling
- e) for information on the course and results of their education level
- f) to comment on all decisions concerning the essential matters of their education
- g) to select
 - optional subjects
 - interest groups
 - languages
- h) to use
 - relax areas during breaks
 - school facilities
 - school cafeterias, playgrounds, gyms, school clubs and the Internet
- i) to participate
 - to represent the school and to participate in public events
 - in school events
- j) for integration
 - pupils with special needs and behavioural disorders
 - socially disadvantaged pupils
 - Pupils with disabilities have the right to special care
 - pupils of other nationalities
 - talented students
- k) to protect against physical or mental violence
- l) to protect against all forms of sexual abuse and against contact with narcotics and psychotropic substances
- m) if necessary, with the consent of the teacher to go to the toilet or drink during classes
- n) to provide pedagogical assistance in case of difficulties or personal problems

o) to use the professional advice of an educational counsellor and prevention methodology

2. Pupils are required to:

a) be properly educated, both in the full-time and distance form of teaching, to the extent appropriate to the circumstances

b) within the distance learning, follow the teacher's instructions and have the camera on for the entire duration of the lesson

c) comply with school rules, regulations and school instructions for health and safety

d) pupils are obliged to be equipped with respiratory protective equipment in case of emergency measures and to use them in the prescribed manner in accordance with the currently valid regulations

e) follow the instructions of pedagogical staff and school staff issued in accordance with legal regulations and school regulations

- participate in classes according to the schedule
- come to class on time
- have everything ready for the lesson
- submit a written apology to the class teacher within 3 days of returning to school
- respect the instructions of all teachers, school educators and other school staff
- Leave shoes and outerwear in the locker room, using slippers at school
- have all your belongings marked with your name and surname
- maintain order and cleanliness in the school and around the school
- protect school property

f) maintain discipline; particularly gross verbal and intentional physical attacks by a pupil against school staff are always considered a serious offence

g) report to the school staff every case where a pupil is pressured by classmates or other persons

h) report to the school staff any case where a pupil witnesses a situation during which another pupil is put under pressure by classmates or other persons

3. Pupils are prohibited from:

a) humiliation, bodily harm and bullying

b) the use of rude and vulgar words

c) damage school property, personal belongings of classmates and school staff

d) take photographs, video and audio recordings of pupils, pedagogical and other school staff without their permission - violation of this instruction will be considered a very gross violation of school rules

e) use and handle electrical outlets

f) manipulate computer and other technology without the teacher's knowledge

g) manipulate fire extinguishers or other safety devices

h) handle open fire

- i) carrying and using: dangerous objects, weapons and objects which can be used as weapons, explosives, pyrotechnic articles and other similar objects endangering the life and health of other persons, in particular persons under the age of 18;
- j) consumption of narcotic and psychotropic substances, alcohol, tobacco products and other dangerous poisons, precursors and chemicals on school premises and during school hours or at school events
- k) bring narcotic and psychotropic substances, alcohol and other dangerous poisons and chemicals to the school or other areas where schooling takes place, as well as to school events
- l) enter school under the influence of any addictive substances that affect cognition and reduce self-control
- m) carry things to school that are not related to teaching.

Mobile phones: The mobile phone must be switched off and stored in a schoolbag before the start of the lesson. The pupil can take it out of the bag and switch it on only after the final lesson. The student can use the mobile phone at school in exceptional cases and only with the consent of the teacher. In case of violation, the legal representative will be invited to school.

4. Pupils' parents have the right:

a) for information on the level of school results

- continuously through the student book in I. and II. class, in III. - IX. class electronically in the Bakaláři program; teachers write the assessment during the week, always no later than Friday by 15:00
- during class meetings or consultations - personal meetings with the school principal, educational counsellor, pedagogical worker (outside their teaching hours)
- parents are acquainted with the school's need to use children's personal data for the purpose of processing pedagogical documentation, they confirm their consent to data processing with their signatures
- parents are acquainted with the need of the school to use children's work, photos from school events for the presentation and promotion of the school (notice boards, websites, school magazine, press)
- get acquainted with the school's annual report and have the right to vote and be elected to the school board
- take part in events for parents and children

b) to comment on the work of the school in the form of

- consultation with school management and teachers
- questionnaires or email

5. Pupils' parents are obliged:

- a) to ensure that the pupil attends school properly
- b) at the request of the school head, to take part in a discussion on important issues concerning the pupil's education
- c) to co-operate with the school and solve any problems that may arise during the education
- d) to inform the school and the school facility about the change of the pupil's health problems or other serious facts that could affect the course of education
- e) to document the reasons for the pupil's absence from teaching no later than 3 calendar days from the beginning of the pupil's absence, both in full-time teaching and in distance education.
- f) to notify the school of data that are essential for the course of education or the safety of the pupil,
- g) personally enrol or drop off a pupil (school form)
- h) to monitor school information regularly (pupil's book, electronic pupil's book), pay attention to the course of education and child safety

II.

Operation and internal schedule

1. The first lesson starts at 8:05. The school building opens for students at 7:40. Exceptionally, it is possible to include a zero lesson from 7:15.
2. The operation of the school group is ensured from 7:00 to 17:00. The start of the morning school group ends at 8:40.
3. The school canteen starts at 11:45 and ends at 14:15.
4. Teaching is governed by the timetable and weekly work schedule.

5. 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. 13:05 – 14:20
8. 14:25 – 15:10

6. Operation in professional offices, gym, school club, school canteen is managed by the rules of individual workplaces.
7. Before lessons, during breaks and in the school canteen, pedagogical supervision is provided over the pupils.

8. Pupils who do not eat in the school canteen leave school immediately after school. Pupils who have lunch in the school canteen and do not visit the school group leave the school canteen building immediately after lunch.

9. Between morning and afternoon classes, pupils stay in the school building, in the school canteen and in the club rooms.

10. The pupil's absence from school

- can be excused only for illness, due to a visit to the doctor or for serious family reasons. Apology for family reasons is only possible in exceptional cases and only for serious reasons. It is necessary to inform the school immediately of the pupil's absence from the school. The reason for the absence must be notified to the school no later than 3 days orally or in writing by parents. The pupil submits a written apology in the paper student's book to the class teacher immediately upon return to school, no later than within three working days.

12. Planned absence:

- release from one lesson is provided by the teacher
- class teacher for 1 day
- the school principal for several days.
- A written request for this release is sent to the school principal at least 3 days in advance with the statement of the class teacher

13. Release of the pupil during lessons:

- Lower primary - is possible only if accompanied by a parent who proves the authorization signed by the legal representative to take over the student from school.
- Upper primary - is possible only on the basis of a written request from the legal representative for release with a statement of taking responsibility for your child.
- A sample of this application is on the school's website and in the student's report book. All these releases must also be excused in writing in the student's card upon the student's return to school.

14. Teachers provide information before and after classes, during breaks only exceptionally, not during supervision, but always after prior agreement with parents

15. School pupils are insured against losses and injuries. The insurance does not cover valuables that are not related to teaching.

16. School schedule

a) Before lessons

- Pupils wait in front of the building before class. The entrance to the building remains free.
- The school opens for students at 7:40. Pupils go to the locker rooms.
- Pupils leave their shoes and outdoor clothes in the locker room and go to classes. They follow the instructions of the supervisor; they do not stay in the locker rooms unnecessarily.
- If pupils start another time than the first lesson, they enter the building with a break for a break.
- Pupils lock the locker room after leaving and leave the keys at the gate.
- During classes, entry to the locker room is allowed only with the permission of the teacher.

b) During lessons

- Pupils who are late will apologize to the teacher.
- If an assignment or school book is forgotten, the student apologizes at the beginning of the lesson.
- Upon arrival in the classroom, the student takes his place and prepares for learning.
- items not needed for lessons are not brought to school. The school is not responsible for loss or damage to these items. When leaving a class, going to a gym or other professional classrooms, the teacher who leaves with this class will ensure that it is locked.
- Pupils do not enter the assembly hall, teachers' and the principal's office without being invited by a school staff member.
- Pupils are not allowed to stay in the school building without pedagogical supervision outside school hours.
- Breaks are reserved for rest and preparation for the next lesson.

c) In online teaching

- The schedule of lessons and breaks, the division of pupils into classes does not always apply to distance education, the specifics of this type of education are respected here, such as different technical equipment and possibilities of pupils. The length of learning and breaks is determined by the teacher in distance education according to the nature of the activity and taking into account the basic physiological needs of students, their abilities and reactions.
- The school adapts distance education to the conditions of the pupils and provides
- on-line teaching, a combination of synchronous on-line teaching (the pedagogical worker 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 pupils and pedagogical staff
- communication of pedagogical staff with pupils' parents
- assigned tasks and subsequently the correct solution
- information to the pupil about his / her results, providing feedback, applying in particular formative assessment, and guiding the pupil to self-assessment
- regular and continuous communication with the pupil, in a manner appropriate to his / her abilities, technical equipment and family conditions,
- ongoing check and observation activities of the school management.
- 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 is not in 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 pupils in schools.
- The school records and uses all changes in the educational content and thematic plans, transfers of the curriculum, deletion of the curriculum for possible modifications of education in the next period and modifications of its school educational program.

d) On leaving school

- At the end of the class, each pupil tidies his/her place
- According to the teacher's instructions, the pupils go to the school group accompanied by the class teacher.
- They stay in the locker room for the necessary time, change their clothes, get dressed and leave the building.
- The pupil keeps the school neat and clean

e) School canteen

- The pupil enters the dining room in a disciplined manner and joins the spending window.
- The school canteen is visited only by boarders.

f) Politeness habits

- The pupil greets all adults in the building loudly and clearly "good morning", always giving them priority when entering the room.

- In the class students greet by rising at the beginning and end of each lesson. Pupils address staff – teacher...
- The pupil respects the instructions of all teachers, school educators and other school staff.
- Pupils do not use rude and vulgar words; they are considerate of younger classmates.
- Intimate expressions of affection between students are not allowed

g) Students' class duty

The students chosen as duty wipe the board, keep the cleaning supplies on the board, the board markers prepared, and keep the class in order. At the end of the class, they check the tidiness in the classroom. Other duties: flowers, notice boards, etc./ are determined by the class teacher according to the needs of the class.

III.

Safety and health protection

1. To ensure safety and accident prevention

- a) Follow the rules of hygiene and safety in school and out of school.
- b) Use appropriate and safe slippers.
- c) Before physical education, the pupils put away all decorative and other items in the classroom, e.g., bracelets, earrings, necklaces, rings, decorative rings, piercings, etc. The class is the locked.

2. Report

- a) Any accident immediately to the teacher, class teacher or one of the school staff.
- b) Any damage or defect to the teacher.
- c) Loss of personal belongings immediately to the teacher. The found items are handed over to the teacher, to the school principal's or doorman's office.

3. Principles of hygiene and safety

- a) Pupils can take school milk for snacks.
- b) They carry their own drinks in unbreakable bottles.
- c) If necessary, they can drink within the lesson.
- d) Frequent ventilation is done according to the instructions of the teachers.
- e) Toilets are equipped according to the hygienic standard.
- f) Pupils follow the rules of hygiene and safety in and out of school.
- g) Pupils are prohibited from humiliation, bodily harm or any activity that would endanger the health of the pupils. All students are obliged to protect their health and the health of their classmates.

- h) The pupil must not wear things to school that could endanger the moral principles of the pupils, their health and cause injury.
- i) All persons are prohibited from using and manipulating addictive substances on school premises.
- j) School corridors are not intended for sports or ball games. Pupils cannot move around the school without slippers.
- k) Pupils must immediately report any accident to the class teacher, supervising teacher or one of the school staff.
- l) When moving pupils out of their class, when the pupils' belongings remain in it, the class will be secured by the teacher.
- m) Pupils leave for the gym 5 min. before the start of the lesson, to other classrooms 2 min. before the start of the class.
- n) During the operation of the school club, workshops, special classrooms and gyms, the operating rules, which are approved by the school principal, apply.

4. To prevent pathologies

- a) The student has the opportunity
 - Solve problems with the class teacher, educational counsellor, prevention methodologist or school management
 - Report any suspicion of harm to classmates.
 - To draw attention to the problems also through the student parliament.
 - Participate in preventive discussions, programs, questionnaires and surveys.
- b) The school is obliged to report to the social and legal protection body for children the facts that indicate that the pupil is using addictive substances.
- c) The distribution and spread of narcotic psychotropic substances are prohibited in the Czech Republic, the school is obliged to prevent such a crime and report the matter to the police authority.

5. Supervision of pupils

- a) Class teachers and other pedagogical staff take care of pupils' health, a healthy environment. They also take care to protect themselves from all forms of sexual abuse and from contact with narcotics and psychotropic substances.
- b) Teaching staff are obliged in accordance with the rules of work to perform quality supervision of students during breaks, before school, after school and during personal leave of students staying at school, especially in areas where risky behaviour (socio-pathological phenomena) could occur (toilet, workshop, gym, cloakroom, etc.).
- c) In the event of committing an offense (theft, violence, bullying, criminal offenses), the school will immediately fulfil its reporting obligations to social and legal child protection authorities, law enforcement agencies, other municipal authorities and legal representatives of the child.

IV. Property protection

1. It is strictly forbidden to manipulate school equipment, including windows and blinds, unless the teacher is present and instructs them to do so. It applies to all areas of the school-classroom, corridors, toilets, etc. During breaks, it is also forbidden to treat the furniture and general equipment of the room carelessly.
2. The student is responsible for order and tidiness in his place.
3. The pupil is obliged to maintain in order all things that belong to the school and classroom facilities, as well as those that have been entrusted to him for personal use. Appropriate compensation will be required from the legal representative for damage to the school's property caused by the pupil's negligence.

V. Final provisions

1. 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 June 16, 2021 with effect from September 1, 2021.

In Ostrava, on May 19, 2021
PaedDr. Ivona Klímová, MBA
Director of the school