

Excerpt from the School Rules and Regulations

Základní školy, Praha 10, Švehlova 12/2900,

Issued by Mgr. Eva Čuříková, the school director

approved by the School Board on 26 June 2017,

with effect from 1. 9. 2017.

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1 Rights and obligations of pupils and their legal representatives, relationships between legal representatives and school staff

1.1 PUPILS RIGHTS

Pupils have a right

1.1.1 to education according to the School Educational Programme for primary education Moje škola,

1.1.2 to development of their personalities according to their talents, mental and physical abilities,

1.1.3 to special care in the case of pupils with special educational needs,

1.1.4. to information on the course and results of their education,

1.1.5. to protection from any form of discrimination and violence, to education and freedom of thought, expression, association, religion, respect for fundamental psycho-hygienic conditions, the right to be acquainted with all regulations relating to their activities at school,

1.1.6. to establish self-governing bodies within the school, to vote and be elected into them, to work and communicate through them with the school director or the school board whereas the school director or the school board is obliged to deal with opinions and statements of these self-governing bodies and to justify their opinion,

1.1.7. to express their opinions freely in all matters that concern them. These opinions should be expressed in an adequate form and must be given appropriate consideration. Pupils can make comments through their legal representatives or directly to the school director, pupils have the right to address their comments and suggestions also to a class teacher, educational counselor, special educator or school prevention methodologist or to confide in a trust box,

1.1.8 to information and advice from the school in matters relating to education according to the approved educational program

1.1.9 to borrow textbooks, teaching texts and basic school supplies,

1.1.10 to be protected from influences and information that would endanger their intellectual and moral education and inappropriately affect their morality,

1.1.11 to be protected against physical and psychological violence and negligent treatment,

1.1.12 to respect for their private lives,

1.1.13 to leisure and appropriate rest and relaxation, to a break for eating,

1.1.14 to protection from addictive substances that endanger physical and psychical development,

1.1.15 to ask for help from the teacher in case of ambiguities in the curriculum,

1.1.16 to ask for help or advice from any of the school staff - if the pupil feels in any discomfort or distress,

1.1.17 to an even distribution of written examinations.

1.2 PUPILS OBLIGATIONS

Pupils are obliged

1.2.1. to attend school properly and be properly educated,

1.2.2 to participate in extracurricular activities to which they have signed up, or which are part of the school education program,

1.2.3 to come to school in time so that they are present at the beginning of the class and are equipped with the necessary materials, to apologize at the beginning of each lesson if they do not have any of the necessary materials,

1.2.4 to comply with the school rules and regulations and school guidelines on health and safety of which they have been informed,

1.2.5 to change footwear and clothes in the locker room,

1.2.6 to move around school at a reasonable speed,

1.2.7 to move to technical workplaces and other classes before the end of the break,

1.2.8 not to leave the designated area (classroom, area in front of the school building, gym, playground, school club terrace etc.) designated by the teacher, educator or other school staff

1.2.9 an obligation to act and behave at school, on its premises, in the immediate vicinity and at school events in accordance with generally applicable standards of decent human behavior and safety,

1.2.10. to protect their health and the health of classmates (including teachers and others present), to report immediately to the teacher, class teacher or other school staff any accident or damage caused by the school's activities and provide first aid,

1.2.11. to comply with the prohibition on making any video and audio recordings at the school and its premises without the prior permission of the school director, to comply with the ban on the use of personal electronic mobile devices during the entire stay in the school building and at school events,

1.2.13 to greet all adults in the school building they first met that day,

1.2.14 to comply with the instructions of the school's teaching staff and other school staff issued in accordance with legal regulations and school regulations,

1.2.15 to fully respect the rules agreed with the teaching staff during school activities outside

the school,

1.2.16 to always express their opinions in a decent manner (ie without profanity, in a reasonable tone, with respect for the other person),

1.2.17. not to damage the property of the school and classmates

1.2.18 to avoid manifestations of xenophobia, racism, bullying, etc.,

1.2.19 the obligation to submit written excuse to the class teacher immediately after his / her absence in pupil's book,

1.2.20 to respect the classroom rules and these school rules and regulations

1.2.21 the obligation to comply with the ban on bringing and consuming energy drinks at school and at school events

1.3 RIGHTS OF LEGAL REPRESENTATIVES

Pupils' legal representatives have the right:

1.3.1 to information on the course and results of education of their child / person entrusted

1.3.2. to a free choice of school for their child

1.3.3 to elect and be elected to the school board,

1.3.4 to inspect the annual report, take from it copies and extracts,

1.3.5 to education in the language of a national minority under the conditions laid down in § 14 of Act no. 561/2004 Coll., on preschool, primary, secondary, tertiary professional and other education (the Education Act) as amended,

1.3.6 to comment on all decisions concerning the essential issues of their children,

1.3.7 to information and school counseling assistance for their children in matters relating to education according to the school curriculum,

1.3.8 to ask for the student's release from the class according to the rules of these Regulations,

1.3.9 for pupils with special educational needs the right to education in content, forms and methods corresponding to their educational needs and possibilities, to create the necessary conditions for such education and to provide school counseling assistance,

1.3.10 to ask the school director to review the pupil's assessment at the end of the semester,

1.3.11 to associate with the Association of Parents.

1.4 OBLIGATIONS OF PUPILS LEGAL REPRESENTATIVES

Pupils' legal representatives are obliged:

1.4.1 to ensure that the pupil attends school properly,

1.4.2 at the invitation of the school director, to be personally involved in discussing serious issues concerning their child's education,

1.4.3. to inform the school about changes in medical fitness, pupil's health problems or other serious facts (including the use of medicines) that could affect the course of education,

1.4.4 to inform the school about the absence in advance if it is the reason known in advance; to submit a request for release from class at the school form,

1.4.5 in case of unplanned absence (especially illness) the obligation to inform the school preferably without delay, at the latest within 3 calendar days,

1.4.6 to state the reasons for the pupil's absence in class,

1.4.7 in case of danger to the health or safety of the pupil or other participants, to take over the pupil at the invitation of the school and transport it to his/her place of residence at its own expense and responsibility, including events organized outside school

1.4.8 to notify the school of the data necessary for the school register and other data relevant to the course of education or the safety of the pupil, and changes in these data.

1.4.9. to comply with the prohibition on making any video and audio recordings at the school and its premises without the prior permission of the school director,

1.4.10 to act and behave in accordance with generally applicable standards of decent human behavior and safety rules in the school building and its premises.

1.5 RELATIONS BETWEEN PUPILS AND LEGAL REPRESENTATIVES WITH SCHOOL STAFF

1.5.1 The school staff only issue instructions to pupils and pupils' legal representatives that are directly related to the implementation of the school educational program, school rules and other necessary organizational measures.

1.5.2 All school staff protect pupils from all forms of ill-treatment or violence. They ensure that they do not come into contact with materials and information unsuitable for them. They respect their privacy.

1.5.3 Information provided by the pupil or the pupil's legal representative in the school register or other relevant information about the pupil (personal data, medical fitness,...), is confidential and all teaching staff are governed by Act No. 101/2000 Coll., on the protection of personal data, as amended, and Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of individuals in connection with the processing of personal data (GDPR).

1.5.4 If the school director or other teaching staff calls on the pupil's legal representative to discuss personally important questions concerning the pupil's education. He/she shall consult the date of the meeting with the pupil's legal representative.

1.5.5 All teaching staff attend class meetings and consultations to inform pupils' legal representatives about the results and outcomes of education. In case of absence of a teaching staff, it is necessary to ensure that legal representatives are informed in another way.

1.5.6 If lessons are shortened for serious reasons, the parents are informed about this fact at least one day in advance through the pupil's book. The parents confirm their receipt of the information by signing in the pupil's book. If they do not agree with the shortening of the lessons, the pupils are placed in another class.

2.3 TERMS AND CONDITIONS FOR EXCUSE OF PUPILS ABSENCE IN CLASS AND PUPILS RELEASE FROM CLASS

2.3.1 The pupil's absence at school must always be excused in writing in the pupil's book.

2.3.2 In the absence of the pupil, it is necessary to inform the class teacher personally, in writing or by telephone within three days and to inform him/her of the reason for the absence of the pupil.

2.3.3 Any absence of a pupil must be duly excused in the pupil's book and submitted to the class or representative teacher on the first day of arrival at school. Missed hours due to late arrivals must be excused the next day.

2.3.4 A medical examination is not a reason for the pupil's all-day absence. In case the pupil is not ill, he/she comes to school after the examination and joins the class.

2.3.5 If the pupil leaves the school during the lesson, he/she informs the class teacher or the teacher in the nearest lesson. The departure must be supported by a written request from the pupil's legal representatives. A telephone request is inadmissible.

2.3.6 Only in extraordinary cases (sudden nausea, accident) the teacher releases the pupil from the class but he/she must inform the school management and ensure that the pupil is taken over by the legal representative. The teacher is obliged to register any such release immediately in the class book.

2.3.7 The pupil's absence known in advance shall be notified prior to its commencement. Upon request in justified cases releases the student from the class

- one lesson to one day – the class teacher,

- more than one day – the school director upon written request.

2.3.8 With the exception of the lunch break indicated in the schedule, it is not possible to leave the school grounds for safety reasons. During free hours between classes pupils who have received parental consent stay outside school without supervision.

6.2 PRINCIPLES OF ASSESSMENT

6.2.4.1 Praise

The school director may, at his/her own discretion or at the initiative of another legal or natural person, give the student praise or other appreciation for an extraordinary expression of humanity, civic or school initiative, merit or brave act or for extraordinarily successful work.

6.2.4.2 Teacher's admonition

Teacher's admonition is imposed for failure to comply with pupil's duties - forgetting aids, disorderly use of personal mobile devices (such as mobile phones, MP3 players, tablets, gaming devices, etc.) in one or two cases during lessons and during school attendance, less disciplinary offenses.

6.2.4.3 Class teacher's reprimand

Class teacher's reprimand is imposed for frequent failure to fulfill pupil's obligations - repeated forgetting of teaching aids, discipline at school (frequent disturbance) during the break, disobeying the teacher even after admonition, repeated forgetting of pupil's book, repeated use of personal mobile devices, gaming equipment, etc. during the lessons and

during the presence in the school club, occasional late arrivals to school, for 1 unexcused hour.

6.2.4.4 Director's reprimand

Director's reprimand is imposed mostly after a class teacher's reprimand for frequent and repeated indiscipline in classes and during breaks, repeated failure to fulfill tasks and duties, repeated forgetting and loss of the curriculum, 2-5 unexcused hours, or if there is unexcused all-day absence (up to 8 hours according to the number of lessons in a given day), continuous late arrivals. It can be deposited more than once per half-year. The Director's reprimand is always discussed by the Pedagogical Council before being deposited.

6.2.4.5 2nd grade from behavior

Serious and systematic violations of school rules, insolent behavior towards school staff, abusive behavior towards classmates, bullying, smoking on school premises or premises, 5 unexcused hours (or 8 unexcused hours - see paragraph 6.2.4.4) to 30 unexcused hours, repeated loss of pupil's book, repeated late arrivals even after reprisals of class teacher and school director. Violation of the duty to act and behave in the school, its premises, in the immediate vicinity and at school events in accordance with generally applicable standards of decent human behavior.

6.2.4.6 3rd grade from behavior

Serious and systematic violations of school rules, insolent behavior, abusive behavior towards children and adults, harm to school pupils, persistent disobedience, disabling teaching, bullying, substance use incl. repeated smoking in school or school premises, theft at school premises, more than 30 unexcused hours, violation of the duty to act and behave in school, its premises, in the immediate vicinity and at school events in accordance with generally applicable standards of decent human behavior, the pupil commits such serious offenses against the school rules or wrongdoing that they seriously endanger the education or safety and health of others.

Extract from the School Rules

Základní školy, Praha 10, Švehlova 12/2900

1. Everyone present at school behaves politely and appropriately.
2. Pupils come to school on time, properly adjusted and ready for class.
3. Right after arriving at the school pupils change into suitable shoes in the locker room
4. Pupils do not carry dangerous and inappropriate items and substances to school.
5. Pupils follow the instructions of all adult school staff.
6. Pupils do not go to specialized workrooms until the end of the break.
7. Pupils are prohibited from using personal electronic mobile devices at school
8. Clothing and accessories must not contain symbols or texts encouraging the consumption of alcohol and other drugs or promoting movements and other activities that do not comply with Czech law.
9. Pupils do not make any audio or video recordings without the permission of the school director.
10. Pupils do not leave the designated area without the teacher's permission.

If the legal representatives are interested in further information regarding the School Rules, contact the school management or your child's class teacher.