

Primary School, publicly co-funded organization
registered office at

ORGANIZATION RULES

SCHOOL REGULATIONS

1. Rights and obligations of pupils

Pupils have the right to:

- education, the development of personality according to their talents, intellectual and physical abilities;
- in an appropriate form that does not contradict the principles of decency, express their views and comments on all school events; this view should be expressed in an adequate form, and due attention must be paid to this view;
- be protected against intolerance, hostility and violence;
- be protected against socially pathological phenomena;
- study in a healthy environment;
- rest and leisure;
- information on the progress and results of their education;
- counselling assistance of the school in matters relating to education;
- ask for help or advice from any of the school's staff – if the child feels any discomfort or has any troubles;
- establish within the school self-governing bodies of pupils (pupils' self-government), to vote and be elected to these bodies, work in them and address the headteacher of the school through them, the headteacher being obliged to consider the opinions and comments of these self-governing bodies.

Pupils are obliged:

- to adhere to the School Regulations, in particular the rules of technical classrooms, the rules of the school club and school canteen, regulations and guidelines for the protection of health and safety, not only at school but also at all school events held outside the school premises (e.g. training seminars, excursions, trips, sports courses, competitions, olympics, etc.);
- to properly attend school or school facility and learn properly;
- to follow the instructions of teaching staff and other school staff;
- not to disturb the course of class in any way, and in case of serious violation of the School Regulations the pupil may be taught individually;
- to treat textbooks and school aids gently, to keep their place, classroom and other areas of the school clean and tidy, to protect property from harm;
- do not harm the things of schoolmates, adhere to the principles of good behaviour (the student's gross verbal and intentional physical attacks against classmates and school staff

are always considered to be a serious breach of obligations, which will be tackled with a reduced grade for behaviour);

- inform the class teacher or school management of the occurrence of bullying, cyberbullying, discrimination and other socially pathological phenomena, or prevent them;
- to carry with them all textbooks, school aids and supplies required by teachers for that day in accordance with the timetable;
- not to bring to school objects that are unrelated to classes and could cause injury, endanger the health or moral upbringing of children and youth (e.g. mobile phone, tablet, notebook, portable electronics, lighters, fireworks, etc.), things unrelated to classes within the school education program (SEP) such as valuable items, higher amounts of money, etc. In case the pupil's legal representative gives his child the permission to carry a mobile phone, other communication or recording equipment (hereinafter a "personal item"), the pupil must have the personal item shut off and stored in the bag;
- pupils put their personal items in their personal lockers, which must be locked properly. If their personal lockers are not locked properly, the pupils must keep their personal items on them at the immediate disposal in order to be able to care for it. The pupil may pass valuables or greater amounts of money to the custody of the school secretariat;
- the school is not liable for personal items unrelated to classes and any loss, damage or theft of the pupils' personal items is dealt with by the pupil's legal representative with his insurance company or law enforcement bodies;
- if a pupil violates the prohibition of the use of personal items during classes, he must switch off the communication device immediately upon the pedagogical worker's request and bring the item to the pedagogical worker's desk. Before the end of the lesson, he will be instructed by the teacher to take the item back and must place it in his bag;
- failure to comply with the instructions of a pedagogical worker is considered a serious violation of the School Regulations, as the pupil is obliged, according to the Education Act, to comply with the instructions of pedagogical workers of schools and school facilities issued in accordance with the legal regulations and School Regulations or the internal rules of the school. The teacher writes this fact into the pupil's record book and demonstrably informs the legal representative (by phone, email). Violation of this regulation and non-compliance with the instruction of a pedagogical worker will be dealt with according to the provisions of the School Regulations;
- when using ICT, pupils must behave responsibly, cooperate with the teacher and other staff of the school in protecting the school's data and information systems from viruses, unauthorized access, damage, loss, misuse or theft; all pupils are obliged to use the school computer system legally and ethically, use mobile devices for education, make photos or videos on the school premises only with the permission of a teacher or school management;
- be properly and timely ready for classes, present the pupil's record book to the teacher;
- immediately catch up with the study plan after returning to school after illness; pupils can use the agreed consultation with the teacher for this purpose;

- to protect their and their classmates' health; it is forbidden to smoke, drink alcoholic beverages and use harmful and addictive substances; it is also forbidden to hold or distribute any addictive substances in the school and at events organized by the school;
- not to bring to the school any dangerous, health and life-threatening items, such as weapons, explosives, pyrotechnic and other similar items, which are not directly related to classes and could endanger the health and safety of the pupil or that of other persons;
- any **injuries** occurring in connection with school activities are to be reported to the teacher, class teacher or another employee of the school **without delay**; any cases reported subsequently will not be accepted by the school;
- treat textbooks, school aids and school property with care; in the case of deliberate damage to property, the pupil's statutory representative will be required to provide financial or other compensation;
- go to school properly, in time and suitably and cleanly dressed, comply with sanitary rules, wear appropriate shoes with a non-colouring sole, not sports shoes, leave overgarment and hats in the dressing room, **not wear clothes and accessories promoting racial discrimination, have attitudes indicating risk or extremist behaviour**;
- leave the school building without permission during the morning and afternoon classes; pupils stay in the school only with the permission of the teachers and with their supervision;
- particularly gross repeated verbal and intentional physical attacks by a pupil or student towards school or school facility staff are considered to be a serious, culpable breach of obligations laid down by this Act. If any pupil or student commits such an act, the headteacher or director of school facility shall notify the body for social and legal protection of children (in the case of minors) or the public prosecutor's office (in the case of adults) by the following working day after learning thereof;

In the case of breach of the obligations stipulated by these regulations, the following educational measures may be imposed on the pupil according to the severity of the breach: class teacher's admonition (CTA), class teacher's reprimand (CTR), headteacher's reprimand (HR). Educational measures can be imposed repeatedly in one classification period (quarter). The school shall immediately notify the student and his legal representative of the admonition or reprimand and its reasons in a demonstrable manner and record them in the school documentation. Rules for awarding commendations and other rewards and imposing admonitions and reprimands are part of the School Regulations as an annex to the Classification Rules.

2. Rights and obligations of legal representatives

The legal representative is a partner of the school in the educational work of the school. His role is irreplaceable and has the right to be informed about all the facts that affect or may affect his child.

Legal representatives have the right:

- to the free choice of school for their child;
- to information on the progress and results of their education;

- to information about the school pursuant to Act No 106/1999, on free access to information, as amended;
- information and counselling assistance from the school or school counselling facility on matters related to education under the Education Act;
- to approach teachers and headteacher with questions and suggestions about the educational process;
- to express their views on the decisions concerning their children's affairs, and due attention must be paid to their views;
- to vote and to be elected to the school council;
- to excuse a child from classes or request a release from classes; this request is made by the legal representatives in writing in advance; one-day absence is approved by the class teacher, more than one-day absence by the headteacher or, in his absence, by the deputy headteacher;
- to request that a pupil be retested;

Legal representatives have the obligation:

- to ensure that the pupil goes to school or school facility properly, in particular to come to school and school events in time, properly prepared, not infected, sick or intoxicated;
- to notify to the school the data necessary for the School Registry in accordance with Section 28(2) and (3) of Act 561/2004, the Education Act, and other data that are essential for the course of the pupil's education or safety and to promptly notify the changes in these data;
- at the request of the headteacher or other teachers, to attend the school to discuss seriously issues concerning the pupil's education;
- inform the school about the change of medical fitness, pupil's health problems or other serious facts that could affect the course of the pupil's education and safety;
- to inform about the student's medical fitness for participation in school educational activities such as swimming, skiing trips, excursions, trips, outdoor school;
- to notify the reason for the pupil's absence from classes within three days from the beginning of the pupil's absence in person, by telephone, by e-mail
- state in writing in the pupil's record book the reasons for absence from classes at the written request of the headteacher;
- when entering the school, report to the school office (this obligation is forbidden in the case of parent-teacher meetings, consultation days or other events organized by the school).

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Headteacher