

 <p>Josef Kajetan Tyl Primary School and Kindergarten Písek, Tylova 2391, 397 01 Písek</p>	
<h2 style="color: blue;">SCHOOL ORGANISATIONAL REGULATIONS</h2>	
<h3 style="color: red;">Part 4: SCHOOL REGULATIONS OF THE PRIMARY SCHOOL</h3>	
No:	ZSJKT/01404/2023
Elaborated:	Mgr. Bc. Pavel Koc, school director
Approved:	Mgr. Bc. Pavel Koc, school director
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The school rules are part of the school's organisational regulations. Therefore, some topics are elaborated in more detail in other separate regulations and directives.

The school rules include the Ten Rules of Relationships in the School, the Rules for the Evaluation of Pupils' Educational Results, and the internal rules of the school's day care, club and canteen, the rules of the cloakrooms, specialist classrooms, gyms and other areas.

In all its provisions it is based on Act No. 561/2004 Coll. (the Education Act) and the Decree on Primary Education as amended.

Everyone involved understands the need for these rules, which should become the basis for conflict-free, safe, healthy and pleasant coexistence of the whole school community.

It is an open document, which will continue to be adjusted in the coming years based on the experience of its implementation and changes in the conditions for the work of the school.

The basic familiarization of pupils with the principles of the Internal School Rules is carried out by class teachers in a demonstrable way (entry in the class book) at the beginning of each term and as necessary when they find that pupils do not know and do not comply with certain provisions. Legal guardians are made aware of the school rules at class meetings. The school rules are also posted at the entrance to the school building and published on the school website [www.zstylova.cz](http://www.zstylova.cz).

These school rules also apply to the activities of optional and elective courses and extra-curricular activities that take place in the school buildings and under the auspices of the school, as well as to school events held away from the school site.

**Serious culpable breaches of the obligations laid down by law or these school rules will be dealt with by disciplinary measures, respecting the principle that a pupil cannot be held responsible for actions which he/she could not judge or influence due to his/her age and level of intellectual and voluntary maturity.**

## A. Details on the exercise of the rights and obligations of pupils and their legal representatives

### A1. Basic rights of pupils

- 1.1. The school rules for pupils strictly respect the **Convention on the Rights of the Child**, approved by the UN General Assembly.
- 1.2. Pupils have the **right to education and school services** under the law.
- 1.3. Pupils have the **right to be informed about the progress and results of their education** and to receive information and guidance from the school on matters relating to their education.
- 1.4. From Year 3 onwards, they have the right to vote and be elected to the **class pupil council**. They have the right to represent their classmates in dealings with the class teacher, the school administration and the school board.
- 1.5. From Year 5 onwards, classes have the right to delegate a representative to the **school parliament**, which represents pupils in discussions with the school administration and the school council on matters affecting the whole school or individual classes. In addition, the parliament is involved in the development of extra-curricular activities.
- 1.6. Pupils have the right to be consulted on all decisions concerning the substance of their education. They shall express these views in a polite, calm and reasonable manner. Expressions shall be given consideration appropriate to their age and stage of development.
- 1.7. Pupils have the right to **freedom of expression** - to seek, receive and impart information - orally, in writing, in print or by other means, and the right to freedom of thought, conscience and religion.
- 1.8. Pupils have the right to **privacy** - personal problems of a pupil are never solved by the teacher in front of the class. The school protects pupils from any physical or mental violence, insult or abuse, neglect or negligent treatment, torture or exploitation.
  - 1.9. Pupils can demand that their rights be respected and that their own proposals be implemented by contacting the school management themselves or through their legal representatives, class trustees or the school council.

### A2. Basic duties of pupils

- 2.1. **Pupils are governed by the principles of these school rules and** regulations and the school's health and guidelines with which they have been made aware.
- 2.2. **Pupils follow the instructions of their teachers and thus create the conditions for them to perform their work well.** They are prepared for class, bring their school supplies and materials (such as textbooks, exercise books, dictionaries, atlases, calculators, writing-drawing-art-work supplies, exercise and work clothes, etc.). They take care of the proper condition of school supplies and the arrangement of their work. **A study room is set up for pupils who disrupt lessons or misbehave**, where they independently complete tasks assigned by the teacher under supervision. Repeated exclusion from class will be reported to parents and dealt with as a gross violation of school rules. For 1 expulsion, a warning is given by TU, for 3 an educational measure by TU, for 5 an educational measure by the school administration.
- 2.3. Pupils have a duty to attend school and receive a proper education.
- 2.4. Pupils observe the principles of **cultural behaviour** at school. They attend school without any eccentricities in their appearance.
- 2.5. Teachers at school assign **homework**. Pupils do it; it is an educational opportunity and a pedagogical tool. Homework is set in order to consolidate the pupil's knowledge, or to review the material, to anchor his/her work habits, etc. Homework should lead to practising or better understanding of the material already covered. Homework should be appropriate in terms of its content, scope and frequency, it should be motivating and attractive to pupils, and ideally it should also take into account the interests of the pupils and effective pedagogical principles. Each teacher is responsible for the professional and pedagogical level of education and it is therefore also his/her duty to communicate with pupils and parents about his/her educational methods, procedures and tools. The school assesses homework sensitively, and only the rules of assessment are known in advance. If homework is assessed, then it should be one of the many components that contribute to the overall assessment of a pupil's level of knowledge and skill.
- 2.6 The school provides **education by distance learning** if, as a result of a crisis or emergency measure (for example, a KHS emergency measure or an MHRA blanket measure) or because of a regulation

quarantine prevents more than half of the pupils in at least one class from being present at school in person. The full-time teaching of the pupils concerned is switched to distance education (taking into account their distance education conditions). The other pupils not affected by the ban shall continue to be educated full-time.

In the case of distance learning, students are obliged to give their full attention to it, to complete the tasks assigned and to cooperate with the teachers.

### **A3. Basic rights of pupils' legal representatives**

- 3.1. Legal representatives of pupils have the right to information about the course and results of their children's education.
- 3.2. They can vote and be elected to the school board.
- 3.3. They have the right to have a say in all decisions concerning the substantive matters of their children's education.
- 3.4. They have the right to information and guidance from the school.
- 3.5. If legal guardians need to talk to any member of staff, they can do so at any time by mutual prior agreement, especially during class meetings, consultation afternoons or open days. Discussions cannot be held during the teaching duties of a member of staff.

### **A4. Basic obligations of pupils' legal representatives**

- 4.1. **Legal guardians are governed by the principles of these school rules.**
- 4.2. Legal guardians are obliged to ensure that pupils attend **school properly and on time**.
- 4.3. **Attend** in person, at the invitation of the school administration or class teacher, **to discuss serious issues** relating the education and behaviour of pupils.
- 4.4. **Inform the school of** any change in medical capacity, health problems of the child or other serious facts that could affect the course of education. Also, to report information that is relevant to the course of education or the safety of the pupil and any changes to that information.
- 4.5. **To document the reasons for a pupil's absence from class** in accordance with the conditions set out in the school rules.
- 4.6. Regularly **log into the electronic student book system**. The electronic pupil book is an essential means for informing students about the progress and results of their education. The Bachelors system is used for the electronic student book. Each legal guardian receives an original username and password at the beginning of his/her child's attendance, which is used to access the designated information. If the access data is lost (forgotten), it can be requested again from the school office upon written request, as well as requesting a change. A computer with free internet access is available at the main entrance, and guardians can also request a printout of the eHR reports at any time from the school office. **A child's personal information, grades, educational measures, schedule, and other information that a parent obtains in the electronic student record book is sensitive personal information to which only the student's legal guardians and the student have access.**
- 4.7. The electronic student book includes a printed **apology slip**. If pupils lose their excuse slip, they will collect a new one from the school office. Pupils will pay the fee for a new excuse slip. The duplicate will be clearly marked.
- 4.8. Parents have a **parental responsibility** even when their child is at school, and they are obliged to cooperate with the school and solve any problems that arise in the course of education.
- 4.9. Ensure that sufficient funds are available in the school's sub-account in the form of an advance payment for school events (cinema, theatre, courses, trips, excursions, consumables, etc.) by the required deadline. Accurate records of the funds entrusted to the school by the pupils' legal representatives are kept via the **school's online cashier (SOP)**. Technical and methodological support is provided by the school's economist.

## **B. Details of the school's staff relations policy**

- 5.1. The rules of mutual relations are based on the principle of mutual respect, respect, tolerance, solidarity and dignity of all participants in education.

- 5.2. The first part of the school rules is the Ten Rules for Relationships in School, which sets out the details of the rules for relationships with staff in school and between pupils.
- 5.3. Particularly serious repeated verbal and deliberate physical attacks by a pupil against school or school staff or other pupils are considered to be particularly serious culpable violations of the obligations set out in the Education Act. If a pupil commits such an act, the head of the school or educational establishment shall notify the child welfare authority, if the pupil is a minor, and the public prosecutor's office within the next working day after becoming aware of it.

### C. Operation and internal school regime

- 6.1. **Entrance to the school day care and school club is allowed from 6:00 am to 7:30 am. Other pupils enter the school from 7:40 am.**
- 6.2. In addition to pupils registered for regular attendance, pupils can also attend the morning (internet) club free of charge.
- 6.3. If classes are held earlier, students enter the building (locker rooms) under the supervision of the janitor at 6:50 a.m. at the earliest, from there they go to the classrooms under the supervision of the teachers. For pupils whose classes start later (8:55), the school will open at 8:45 a.m. If these pupils attend the School, they will arrive by 7:55 a.m. The school buildings are closed for safety reasons during school hours and breaks. For afternoon classes, students arrive 10 minutes before school starts. The school entrance by the cafeteria is not until 7:40 a.m. for safety reasons. First grade students have priority when entering the school. From October-November, the Guardian Angels peer program takes place in the locker rooms - older students help first graders with self-care.

<i>Teaching</i>	<i>Arrival at school</i>
After-school club, internet	6:00-7:30
0th hour (7:05)	6:50-7:00
1st hour (8:00)	7:40-7:55
2nd hour (8:55)	8:45-8:50 a.m., after-school and club until 7:55 a.m.

- 6.4. Schedule of breaks and timetable of :

0th hour	1st hour	2nd hour	3rd hour	4th hour	5th hour	6th hour	7th hour	8th hour	9th hour
7:05	8:00	8:55	10:00	10:55	11:50	12:45	13:40	14:35	15:30
7:50	8:45	9:40	10:45	11:40	12:35	13:30	14:25	15:20	16:15

During the activity of the school daycare and during school hours and breaks, the school is properly supervised by teaching staff or other duly instructed school employees according to the supervision schedule.

- 6.5. Ensuring hygienic conditions for staying in school requires that pupils **change their shoes** when entering school buildings. As slippers, pupils shall wear suitable footwear that is not harmful to health and has soles that do not contaminate floor coverings. Slippers and slippers recommended. If they spend a long break outside, they are only changed in bad weather (decided by the teacher in charge).
- 6.6. Pupils store their **personal belongings** and clothing, including headwear, in lockers and are responsible for locking them and keeping tidy. A locker is for 2 pupils at a time. If permits, a separate locker may be assigned to a pupil upon approval of a written individual request by a legal guardian after consideration of the reason for the request by the school principal. The allocation of locker places is made by the Additional Activities Officer. The lockers are purchased at their own expense. Pupils in Key Stage 2 may also store their personal belongings and teaching aids in lockers in the main classroom. Students are required to replace lost keys at their own expense. Teachers may check lockers in the presence of pupils. The school is not responsible for personal belongings left elsewhere or not secured, nor will the insurance company cover any loss.
- 6.7. Students may use **their mobile phones** only during breaks and out of school hours.

**6.8. The victim immediately reports the loss, damage or theft of personal belongings to the class teacher and the school administration, parents are informed and further action is agreed. The investigation of the damage is carried out in cooperation with the Police of the Czech Republic.**

**6.9.** Pupils may walk quietly in corridors and stairwells, always to the right. Pupils do not enter classrooms where they are not currently timetabled, nor do they loiter on floors where they are not currently timetabled.

**6.10. Pupils shall refrain from all expressions of an intimate nature.**

**6.11.** In good weather, the lower part of the windows in the classrooms is constantly ventilated. Pupils do not throw anything out of the windows, do not lean out of the windows, do not shout. They do not enter the balconies of the school building. Ventilation takes place only in the presence of the teacher, while pupils are careful to be gentle and the teacher is responsible for closing the windows at the end of the lesson.

**6.12.** Window **blinds** are permanently lowered and their slats open. Only teachers or supervised pupils are allowed to fold the slats or pull them up.

**6.13. Table tennis** can be played in the corridors during breaks. Five minutes before the start of class, the tennis tables are vacated.

**6.14.** Pupils eat lunch at break time. During this time, pupils can use the **snacks** in the school cafeteria and aquamats. Eating and chewing is not allowed during school hours. Drinking is allowed during class.

**6.15.** The class teams, under the guidance of the teacher, go to **lunch** in the last morning lesson according to the special catering regime and the school canteen regulations. School staff have a shorter lunch break as defined by the Labour Code and other duties related to teaching and school operations, and are therefore entitled to priority meals.

**6.16. The lunch break** is used to rest before the afternoon classes. Pupils can spend it in the school cloakroom, study room or in the school library during hours, where proper supervision is provided. Pupils may also spend their lunch break in the school's after-school club or after-school club, for which they must register. There too, proper supervision is provided.

**6.17.** Confirmations and other routine matters of an individual nature are dealt with by pupils at the big break after the 2nd lesson. Collective matters are always dealt with by the class teacher.

**6.18. Parents wait for their children outside the school building**, access to the changing rooms and canteen is not permitted (except for the month of September for Year 1 pupils and the area outside the discreet zone in the changing rooms and in the case of a pupil's first day of illness in the school canteen). Legal guardians will collect their children from the school nursery from the teacher. They will use the school's internal communication system.

**6.19.** When guardians come to the school to **deal with matters relating to their child**, they will use the **main entrance and the school's communication system to verify their identity and purpose of entry**. For matters related to school meals only, they also use the school canteen entrance under the same conditions. They shall always respect the instructions of the school staff exercising proper supervision. The same rule applies to other "strangers". If these conditions are not met, the school has the right to refuse access or expel the person.

**6.20.** Pupils do not linger in the toilets unnecessarily. They observe hygiene rules. They always wash their hands with soap and water, use hand sanitizers and disposable towels.

**6.21. Bicycle and scooter riding** with compulsory bicycle equipment is not allowed on the school premises. When entering the campus, you must dismount your bicycle and, for the safety of others, lead your bicycle to the locked bike rack in front of the school or to the rack at the entrance to the gymnasiums. Students will secure their bikes there to prevent theft; the school is not responsible for loss or damage. Bicycles are not allowed to be stored in the school building.

According to the Road Traffic Act, a pedestrian is a person pushing a pram, riding roller skates, skateboards and scooters without mandatory bicycle equipment, a person using similar sports equipment, a person in a wheelchair and a person leading a dog. All of the above must move at walking speed on the pavement and must not endanger other pedestrians. The pedestrian shall use the right side of the pavement. When using a skateboard, scooter or roller skates, protective equipment (helmet, limb and joint protectors) is recommended.

- 6.22.** All classes are staffed by **pupil services**, and pupils rotate equally in these services without exception. Classes also take turns in providing cleaning of the school grounds.
- 6.23. Classroom student services** will prepare a clean whiteboard, writing and whiteboard cleaners, and supplies for each class. They shall report absent students to the teacher at the beginning of each class period. If the teacher is not present within 5 minutes after the bell rings, the teacher shall report this fact to the Vice Principal or Principal who will make arrangements to remedy the situation. At the end of the lesson, they will check the order in the classroom, in the desks and clean the blackboard. Pupils will tidy up their seats, put away their chairs in the usual way (except on Wednesdays and Fridays, when chairs will be left on the to tidy the desks) and go to the cloakroom under supervision. Checks are made by the class teacher.
- 6.24.** Pupils are ready for class 5 minutes before the start of the lesson. Classrooms, gyms and laboratories can only be entered in the presence of the teacher.
- 6.25. The taking of images, visual images and visual and audio recordings concerning a natural person or expressions of a personal nature may only be made with his or her permission.** Consent shall not be required if the aforementioned recordings are used for official purposes or for scientific and artistic purposes and for press, film, radio and television reporting. However, they may not conflict with the legitimate interests of the natural person.
- 6.26.** The school has a **learning and information centre**, which is available to pupils and teachers. It manages all the school's collection of literature, fiction, textbooks, teaching aids and other information media. Visiting and borrowing hours are set by the librarian in consultation with the school principal. ŠSIC operates according to the library regulations and the library rules of public libraries.
- 6.27** An electric **lift** is located in rear stairwell of the Level 2 building. This is part of the disabled access to the school. The lift is not intended for normal use by pupils and staff at the school. The use for disabled , freight, building management and other . The lift car is secured by a access system. The key for operation is assigned by the Superintendent upon approval of the request by the school administration. The elevator cannot be used to evacuate the school.

#### **D. Conditions for the treatment of school property by pupils**

- 7.1 An orientation system** is installed in the school and is not manipulated by pupils.
- 7.2** Pupils take proper care of **borrowed textbooks** and are fully responsible for them, protecting them from damage, loss or destruction. If pupils leave for another school, they shall hand in all borrowed textbooks and school materials to their class teacher. If a textbook is lost or completely destroyed after the first year, they will pay the full cost of the textbook, 75% of the cost after the second year, 50% of the cost after the third year, 25% of the cost after the fourth year, and the textbook may be discarded without replacement after the fifth school year of use. They are required to replace any excessive damage or wear and tear. The amount of replacement will be determined by the classroom teacher as directed by the textbook fund administrator.
- 7.3** Class groups take care of their classes and their assigned sections of the school campus and participate in community service (events to help the school and the city, or other events discussed and approved by the student government).
- 7.5 Compensation is required for damage** caused by pupils to school property or personal belongings of fellow pupils.
- 7.6** It is not permitted to move inventory (furniture, etc.) elsewhere, or to dismantle or otherwise modify it without the consent of the room manager.

#### **E. Conditions for excusing and releasing pupils from lessons**

- 8.1 Pupils are not allowed to leave the school building without teacher supervision during breaks** and lessons *(with the exception of spending the big break on )*.
- 8.2** Consent for absence from class may be given by the teacher for 1 hour, by the class for 1 week, or by the vice-principal for more days, always on the basis of a written request from parents or a doctor. The teacher shall enter the absence in the electronic class register. **Regular individual sports, cultural and other activities cannot be provided at the expense of school attendance.**
- 8.3 Students will only be released from classes when accompanied by an , alone only on the basis of an explicit written request from legal representatives** *(e.g. apology letter, eŽK Bakaláři, in case of sudden and necessary release e.g. SMS), where they commit to take over the mandatory supervision.*

- 8.4 The release of a pupil from classes for medical reasons** for all or part of the school year is possible only upon timely request of the pupil's legal representatives accompanied by a doctor's statement (within 14 days of the doctor's statement). Following the decision of the school principal, the class will record this fact in the pupil's personal data in the school register and agree further arrangements with the teacher of the subject concerned.
- 8.5** The legal representatives of pupils are obliged to document the unscheduled absence **within 3 calendar days**. Proof of absence means the use of the electronic student book (Komens message), a phone call to the school office on a landline or mobile phone, a text message to the mobile phone of the office or class teacher if the latter has notified his/her private number to the parents for this purpose, in writing to the school address, by email to the school office or class teacher or in person at school. If the pupil's legal guardian fails to do so in the prescribed manner within the time limit, the lessons are **recorded as unexcused**.
- 8.6 On returning to school, the pupil shall immediately, i.e. on the same day**, submit to the class teacher or substitute class teacher **a written apology stating the reason and length of absence on a separate printed apology slip**.
- If the pupil's legal representative fails to do so in the prescribed manner within the specified time limit, the lessons are **recorded as unexcused**, even if the previous action is fulfilled.
- 8.7** In cases worthy of special consideration and after discussion by the Education Committee, the school may require a written supplement from the pupil's legal representatives to substantiate the reasons. The attachment will either be stamped with an official stamp or a certificate from the attending doctor stating that the pupil has been unfit for health examination and will be presented at the school at the same as the responsible person's entry on the excuse slip. If the pupil's legal guardian fails to do so in the prescribed manner within the time limit, the lessons are **recorded as unexcused**, even if the actions described in the preceding paragraphs have been completed.
- 8.8 Unexcused absences in excess of 25 hours are always reported** to the child care authority in accordance with current guidelines. If the number is less, the Board of Education will make a decision based on the intensity, extent or reason for the unexcused absence.
- 8.9** The above provisions for excusing pupils' absences apply by analogy **to compulsory distance learning**.

#### **F. Conditions for ensuring the safety of pupils and their protection from socially pathological phenomena and from acts of discrimination, hostility or violence**

- 9.1** All pupils behave in such a way that they do not endanger their own health or that others when in or out of school. They comply with all hygiene and anti-epidemiological instructions. They keep their hands clean, wash them regularly with and water and use the disinfectants available at school.
- 9.2** The teaching of physical education, work activities and other subjects in the specialised classrooms takes place according to the regulations of these departments. Pupils are introduced to them in the first lesson of the school year. They work in work clothes.
- 9.3** Pupils are not allowed to plug in any electrical appliances. It is forbidden to charge their own devices (e.g. mobile phones, computers, tablets, etc.)
- 9.4 The use of , weapons and open flames** (matches, lighters, dangerous flammables, etc.) **is not allowed** in the school or on its premises.
- 9.5 The introduction, possession, distribution, and use of any toxic or addictive substance, including alcohol, and products containing tobacco or nicotine, is prohibited in the school building, on the school grounds, and at school-sponsored events. It is also forbidden to come to school under the influence of such substances.** Violation of this provision will be considered a gross misdemeanor and will result in educational measures.
- 9.6** Pupils shall pay **close attention to and be instructed in health and safety principles and appropriate behaviour** when engaging in sports and work activities (competitions), excursions and trips.
- 9.7** If a pupil is injured during a school activity, he/she is obliged **to immediately report** this fact **to** the teacher or supervising teacher, who will record each school accident in the accident book or write a record of the accident ( it is an accident, which has resulted in the pupil being absent from the school or educational establishment for at least 2 consecutive school , or where it is likely the pupil will be compensated for pain and suffering caused by the accident) A school accident is an accident caused by a sudden violent

by means of external influences during or directly related to education. An accident occurring on the way to and from school is not a school accident. **Injuries reported retrospectively will not be compensated.**

- 9.8** All acts of criminality and delinquency - truancy, bullying, acts of vandalism, xenophobia, racism, intolerance and other socially pathological phenomena - will also be assessed as offences against school rules.
- 9.9** The school has a **school counselling centre**. It deals with pedagogical-psychological, educational and career counselling. Its services can be used by pupils and their legal representatives and by the school's teaching staff, always by prior arrangement with its staff.
- 9.10** All pupils have the **opportunity to report any manifestations** of bullying, discrimination, hostility, racism, violence or other disruptive behaviour towards themselves or other pupils of the school **to** all teaching staff, school counselling staff or management, even anonymously. The school is involved in the KiVa anti-bullying prevention programme, which has three main pillars (prevention, intervention and monitoring). The school has a KiVa team composed of staff (or pupils) who deal with and document cases of bullying.
- 9.11** **Students do not allow any into the school building. They use a chip system to enter the building, enter through the entrance to the changing rooms, exit through the exit from the changing rooms. Other entrances and exits are used only when accompanied by teachers (gyms, grounds).**
- 9.12** **There are three entrances** to the school grounds - from Tylova Street, Tyršova Street and Jeronýmova Street. Pupils take extra care when moving around and respect the rules of the road. **The entrance from Kollárova Street is not intended for pedestrians**, movement here is only at your own risk.

*These school rules come into force on the date of their entry into force and repeal the school rules of 1.9.2022.*

***These Internal Regulations were discussed by the Board of Education  
on 28 August 2023 and approved by the School Board on 12 October  
2023.***

***All legal guardians are familiar with the school rules and their components on the school website, on the school notice board and at class meetings through the class teachers and the SRJPŠ.***

***All pupils are demonstrably acquainted with the school rules and their components in classroom lessons at the beginning of each term, and in case of change immediately at the next classroom lesson.***

in Písek on 13 October 2023

Mgr. Bc. Pavel K o c  
school director

Ing. Jiří Morávek  
chairman of the school board