

SCHOOL RULES

Why we follow common rules

Imagine that we are playing a game on a field. For all of us to enjoy it and no one to feel sad or angry, we need rules – for example, that everyone gets their turn or that no one pushes. If we follow the rules, it's fair and we can all have fun.

It's similar in the classroom or at school. Rules help us feel safe and good. Thanks to them, we know what is right to do, how to treat others, and we learn to get along with each other. For example, when we say 'hello' or borrow things with permission, it's more pleasant for everyone.

The rules are not only for children, but also for adults, for all of us. When we follow them, we are a team – and there is always a better atmosphere and more peace in the team. So, let's be the best team where we all respect each other! These SCHOOL RULES will help us.

Just as we have rules in the classroom or during the game, there are rules that apply to all schools – these are called the EDUCATION ACT and have the number 561/2004 Coll. Our school rules are based on it so that every child can learn well, feel safe at school and have a chance to be successful. In our school, accordingly, we shall behave so that we all work nicely together.

Children's and Adults' Rights at School

We have rights and obligations at school. Rights are things we can do, or are entitled to do, to feel good and learn. Here's what it means for you:

1. **You have the right to learn** – The school is here to help you learn new things and become smart and skillful.
2. **You have the right to know how you are doing** – If you are not sure about your evaluation, you can ask the teacher and they will explain it to you.
3. **You can express yourself** – If you have an idea or something that bothers you, you can tell the teacher, the principal or other adults in the school about it. Your opinions are important.



4. **You have the right to receive help** – If you don't know what to do in your studies or something else, the school can advise or help you.

And not only you, but also your **parents** have some of these rights, such as knowing how you are doing in school or talking to someone if something is important.

In addition, you have the right to vote and be elected to the school council.

[561/2004 Coll., § 21](#)

Duties of children and adults at school

At school, we not only have rights, but we also have our responsibilities – these are the things we should do to make sure everything works well and everyone likes it here.

1. **Go to school and try to learn** – Each of us needs to go to school regularly and try to learn new things. For health or other serious reasons, your parents may ask the school principal to release you from teaching a subject in whole or in part
2. **Follow the rules of the school and listen to the adults** – We have rules at school that help us to be safe and get along well. That means listening to the teacher, the principal and following what they say.
3. **Take care of the common environment** – Use the premises, facilities and teaching aids of the school with respect so that they are not destroyed or damaged and that they are kept in order.
4. **Do not leave the school** during lessons without the teacher's knowledge.
5. **What not to bring to school** – toys and objects that can endanger health or cause injury, or objects imitating weapons.

[561/2005 Coll., § 22](#)

Duties of parents

Your parents also have responsibilities to help you with school:

1. **Make sure you go to school** – Your parents make sure that you go to school regularly and have everything you need.
2. **Excuses from classes and absence from school**
 - inform the school about your absence from classes and the reasons for it as soon as possible;
 - If you are absent for more than two days, the parent asks the school principal to release you through the school form at least one week in advance.
3. **Tell the school when something is important** – If something important is happening, such as if you are sick or need help, your parents will tell the school so



We will prepare you for a happy and successful future.

that everyone can help you. Also, when something changes in your home that could affect your learning or health.

[561/2005 Coll., § 22](#)

Rights and obligations of teachers at school

The teachers are here for you to teach you a lot of interesting things and create an environment where you feel good. They also have their rights and obligations to make sure everything works properly.

In their work, teachers are entitled to:

1. **They had conditions for teaching** – This means that they should learn well and no one should bother or hurt them, neither with words nor behavior.
2. **They had freedom** – No one is allowed to interfere with their work in a way that would not be according to the rules.
3. **They could be part of the decision-making** – Teachers can vote and be elected to the school council, which deals with important decisions about the school.
4. **Was their work fairly evaluated** – So that his work was judged objectively and fairly.

[561/2024 Coll., § 22a](#)

And what do teachers have to do to make everything work?

1. **Teach according to rules** – Teachers must teach according to the school curriculum and adhere to all educational objectives.
2. **Respect and protect children's rights** – Teachers must respect that you are still children. Every child has rights, and teachers must take them seriously and protect them.
3. **Stay safe** – Teachers make sure you don't get hurt at school and try to prevent threatening behavior. That's why they keep an eye on you.
4. **To create a pleasant environment** – so that everyone feels good at school.
5. **Protect children's privacy** – Teachers must not reveal your personal information, health information, or other sensitive things they learn about you.
6. **Inform you and your parents** – If something is related to learning or upbringing, teachers will provide you and your parents with the necessary information.

[561/2004 Coll., § 22b](#)

Teachers are here to support and help you. Together, we strive to make school a place where everyone feels good and can grow!



We will prepare you for a happy and successful future.

How it works at school

Our school is open every day from 8:00 a.m. to 5:30 p.m.

In the morning, each pupil must be in class at least five minutes before the start of the first lesson. This helps us all to start on time and calmly.

When classes end:

- **After-school club:** You can go to the after-school club to play and relax before your parents pick you up.
- **Clubs:** Some of you will go to hobby groups where you do what you enjoy.
- **Home:** Pupils from the first grade always leave school only with someone who is designated for it – usually with their mother, father or another adult designated by their parents. Pupils from the second grade leave school independently, immediately after the end of regular lessons or clubs.

If the personal presence of the majority (more than half) of pupils is not possible due to crisis measures or due to quarantine orders, the school will teach remotely.

How to behave to make school safe and pleasant for everyone

Caution first! We must be careful not to hurt ourselves or anyone else. For example, play considerately and do not lean out of the windows.

When you come to school, your mobile phone is switched off. Use it only when your teacher allows you to.

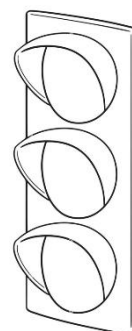
You are not allowed to drink alcohol, smoke or use drugs **at school and school events**. Such things do not belong in school at all.

In the classroom, it is important to cooperate and help each other. We must not disturb anyone while they are learning or spoil their work in any way.

Follow basic hygiene rules, such as washing your hands after using the toilet or before eating. This helps us stay healthy. When someone gets hurt, it's important to **tell the teacher right away**.

How we assess pupils' learning

Continuous assessment (formative): Teachers talk to you throughout the year about how well you are learning, what you already know and what you



We will prepare you for a happy and successful future.

still need to work on. It helps you to see for yourself what you already know and what you need to learn.

- In grades 1 - 3, a "traffic light" is used for evaluation – the colour scale green-orange-yellow. Green means you can "keep going" because you've done the task well. Orange encourages you to improve something. Red is "stop" – the task needs to be reworked, you don't know the curriculum yet.
- From the 4th grade onwards, we use a scale of 1-10 for evaluation, which expresses the degree of mastery of the subject matter or success in the task. 1 = 0-10%, 2 = 11-20%, and so on until 10 = "91-100%."

Overall assessment (summative): At the end of the period, we show how you did overall – for example, with tests or your presentations. This assessment is also important for your parents. You will receive a verbal evaluation on the report card.

Homework: It is used to practice what we have learned and is assigned by the teacher as needed.

What we evaluate: In addition to tests, we monitor your work, effort, activity and even homework. Teachers can also consult other professionals if help is needed, for example, with teaching.

Everyone has a different pace of learning and different educational needs. Teachers try to evaluate in a way that is fair and helps you improve.

[48/2005 Coll., § 15, par. 2](#)

So we all know what's right

When you really succeed in something, like doing something brave, helping a friend or working on something long and well, the teacher or the principal can **praise you for it**. You can also get an award that will remind you of what beautiful things you have achieved.

But sometimes it can happen that someone behaves badly, for example does not follow the rules or hurts someone. In such a case, the teacher or the principal can give **a official warning or written reprimand**. That is, they will explain what went wrong and remind you how to behave next time.

- **A reprimand from the teacher** will be given, for example, to someone who often forgets things for school, behaves badly to others.
- **A reprimand from the teacher** will be given to anyone who leaves school without permission, is often late, uses bad words or behaves very badly to others, lies or destroys things.
- **A reprimand from the principal** will be given to anyone who behaves really rudely, for example, intentionally hurting someone or seriously violating these school rules.



We will prepare you for a happy and successful future.

Remember!

The school is here to help you, and together with all the rules and rights, we want it to be fair and friendly for everyone. We want to be responsible, create a nice environment together and learn to respect each other.

Parents can familiarize themselves with the rights and obligations under the Education Act and the Decree on Basic Education by clicking on the link next to the relevant paragraph or here: [561/2004 Coll.](#) and [48/2005 Coll.](#)

Enjoy your school!

Prague, 1 September 2024

Jan Voda, headmaster

