

SCHOOL POLICY

Primary school and Kindergarden Klas

Pardubice-Rosice nad Labem

The school policy is elaborated on the basis of the Act no. 561/2004 Coll., the School Act and implementing legislation (especially Decree No. 13/2005 Coll., concerning education of children, pupils and students with special education needs); Act No. 359/1999 Coll. on social and legal protection of children, as amended; Act No. 94/1963 Coll. on family as amended, Act No. 379/2005 Coll., on measures to protect against damages caused by tobacco, alcohol and other substances; Charter of Fundamental Right and Freedoms; Convention on the Rights of the Child and other statutory regulations of the Czech Republic.

1. Rights and duties of the pupils, children and legal representatives, relationships of pupils, children and legal representatives with teaching staff

1.1 Rights of pupils and children

Pupils and children have the right

- to be educated according to the school education program for the development of their personality according to the level of their talent, cognitive and physical abilities in case of pupils or children who are handicapped or have some learning or behavior disorders, to be specially treated according to the possibilities of the school
- for information about the process and results of their education to establish within the school a pupils' self governing body (pupils' self government, students' council) and to use them to address the school headmaster to comment on all decisions concerning important matters of their education, their comments must be taken into consideration depending on their age and level of development, they can submit their observations through their legal representatives or directly to the school headmaster, the pupil has the right to submit the observations and suggestions to the class teacher, guidance counsellor school methodist or prevention officer
- to confide through the special box
- to get information and guidance in the matters concerning education according to the approved educational program
- to be protected from the influence and information that would endanger their intellectual and moral education and influence their morals in an inappropriate way to be protected from physical and psychological violence and negligent treatment for their private life to be respected
- to have free time and adequate rest, lunch / eating break
- to be protected from addictive substances, that endanger their physical and psychological development
- to ask the teacher when having doubts about the learning content
- to ask the teacher for help, if there are some doubts about the learning content (especially during the teacher's office hours), use them to consolidate and broaden knowledge and skills
- in case that the pupil or child feels distressed for any reason or has a specific problem he/she can ask the class teacher, another teacher, guidance counsellor or other person for help or advice (eg. the school psychologist, school prevention methodist)
- for even distribution of written tests

1.2 Pupils' and childrens' obligations

The pupils and children are obliged:

- to attend school and educate themselves properly,
- to participate in the afterschool activities, that they have registered obligatorily or that are part of the school educational program to arrive at school on time so that the pupil is prepared for the beginning of the classes and is equipped with necessary tools
- to change clothes and shoes in the cloakroom
- not to leave the area demarcated by the teacher (in front of the school building, the gym, playground, school garden)
- to greet all adult people in the building, that the pupil/child meets for the first time that day,
- to follow the school and internal rules and instructions and guidance for health protection and safety, that they got familiar with
- to follow the instructions of the pedagogical staff, event. other school staff issued in accordance with the legislation and school rules ,
- during the out of school activities fully respect the rules agreed on with the teacher,

- to express their opinions and views in a decent way (without vulgarities, with appropriate tone of voice, with respect to the other person),
- not to damage the school and classmates' property (eventual damages must be compensated),
- to avoid all manifestations of racism and xenophobia
- not to use the mobile phone during the classes nor during breaks and after school care
- to respect the class and these school rules on specific occasions (the 1st school day, school report, reported visits at school and all out of school events, if not otherwise reported) the pupils must wear school uniforms, it consists of:
 - for girls: grey skirt above knees length or dress, white shirt and red V-neck sweater.
 - for boys: dark blue trousers, white shirt or white polo T-shirt and dark blue V-neck sweater

1.3 Rights of the legal representatives of the pupils and children

Legal representatives of pupils and children have the right:

- for information about the process and results of education of the pupil and child
- to elect and be elected in the school council,
- to comment on all decisions concerning important matters of their children, and their comments must be taken into consideration
- for information and school counselling for their children in matters concerning education
- according to the school educational program
- to ask for the pupil to be excused from attendance of his/her classes according to these school rules,

1.4. Duties of the legal representatives of pupils and children

The legal representatives are obliged:

- to ensure that the pupil, child attends school properly,
- on request of the school headmaster participate personally in a discussion about important matters concerning the pupil's education,
- to inform the school about the changes in medical fitness, health problems or serious matters, that could influence the education
- to furnish evidence for the reasons of absence of the pupil in classes in accordance with the conditions set in the school rules
- to provide the school with the information necessary for the school register office (§ 28' par. 2 and 3 Education Act) and other data, that are essential for the education process and safety of the pupil) and changes in these data.
- to ensure that a child and pupil attend school in good health

The child must not attend school if :

- he/she has increased body temperature or fever, 37 grades and more, even if the child has an increased body temperature a day before arriving to school
- has any infectious disease and during the time of convalescence - smallpox, scarlet fever, fifth and sixth disease, hand mouth and foot disease etc.
- vomits repeatedly or has diarrhea

In case of parasitary diseases the parent is obliged to inform the school immediately.

In case of any doubts the teacher is entitled to ask for a medical certificate allowing the child to be reincorporated in the class.)

1.5 Relationships between pupils, children and their legal representatives and the pedagogical staff

The pedagogical staff of the school give to the pupils, children and their legal representatives only such instructions, that are directly related to the implementation of the school educational program school rules and other essential organizational measures.

All school staff will protect the pupils and children from all forms of ill – treatment or violence. They will prevent the children from the contact with materials and information that are not appropriate for them .

They will respect their privacy.

Information, that the pupil or the pupil's or child's legal representative provides for the school register office or other important information about the pupil or child (personal information, medical fitness ,...) is confidential and all pedagogical staff must follow the Act No. 101/2000 Coll., about the protection of personal data.

If the school headmaster or other teaching staff invites the pupil's or child's legal representative to personally discuss the important issues concerning the pupil's education, he/she consults the date of the meeting with the legal representative of the pupil. All teaching staff participate in the meetings with the parents and are present during their office hours, where they inform the pupils'and children's legal representatives about the results of education and training. In case of absence of the teaching staff, it's necessary to ensure that the legal representatives are informed in a different way.

2. School operation and the school internal arrangement

2.1. School attendance

The candidate becomes a pupil of the school since the first day of the school year, eventually the day stated in the decision of the school headmaster about the admission of the pupil or child to school.

The pupil ceases to be the pupil or child of the school, that he is unsubscribed from, since the day when the pupil was unsubscribed. The school headmaster of the school, that was left by a pupil is informed without unnecessary delay about the admission of this pupil to a different school by its school headmaster. The school headmaster, that the pupil had left, will send the copy of the pupil's documentation from the school register to the school headmaster of the new school within 5 working days after he got the information about the pupil's admission.

2.2 the conditions for the pupil to be excused from attendance of a subject

The school headmaster can for serious reasons especially health excuse the child from attending a course totally or partially upon request, a handicapped pupil can be excused from doing some activities or the school headmaster can decide that the pupil will not be evaluated in some courses. The pupil will be excused from attending PE classes, in case there is a written recommendation by general practitioner or a medical specialist. In case a pupil has been excused from attending a course, he/ she is not evaluated in that course.

2.3 Conditions for giving reasons of the absence of the pupil and child in classes and for excusing a pupil from attending classes

- a) The reasons for the absence of the pupil or child in class must be given in writing through the iskola system or recorded in the notebook in case of the kindergarden.
- b) In case of absence of a pupil or child it is necessary to inform the class teacher within 48 hours face to face, in writing or by phone and inform him/her about the reasons of the pupil's or child's

absence.

c) The reasons for each absence of the pupil must be properly stated at school and the note must be given to the class or representing teacher on the 1st day that the child arrives at school. Classes that were missed because of late arrival must be justified by the next day.

d) The medical checkup is not a reason for the pupil or child to be absent the whole day. In case that the pupil is not ill, he/she will arrive to school after the medical checkup and will participate in the classes.

e) If the pupil leaves school during the classes, he /she will inform the class teacher or the teacher who teaches the following class. The departure is possible only upon written request of the legal representatives filled in the pre-printed form of the school.

f) Only in extraordinary cases (sudden sickness, injury) the pupil can be excused by the teacher. However, in such case the teacher must inform the school management and ensure that the pupil is picked up by his/her legal representative. Each such case must be immediately written down in the classbook.

g) The class teacher can, in extraordinary cases, and after this has been discussed with the school headmaster, require medical certificate to justify the pupil's or child's absence.

h) The absence of a pupil or child that is known in advance must be justified before it starts. On request and in justified cases the pupil can be excused from the classes

- one hour of class – by the teacher of the subject
- one day – by the class teacher,
- more than one day – by the school headmaster upon written request

2.4. Organization of classes

The classes are organized according to the schedule, timetable and daily regime approved by the school headmaster, the organization of the classes is based on the Decree of the Ministry of Education of the Czech Republic No. 48/2005 Coll., about basic education

a) The pupil and child attends school regularly and on time according to the schedule.

Participation in optional and elective subjects is obligatory for the registered pupils.

b) The school building opens at 7 am (only for the kindergarden)

c) The school building is open for the pupils to enter only :

- from 7.50 to 8.30

- then during all breaks

- for the afternoon classes the pupils meet in the classroom 5 minutes before the classes start and they wait for the teacher to arrive; in case the pupil arrives more than 10 minutes late the class is considered a missed class and it must be justified according to the school rules (chapter 2.3 letter c)

c)

d) The teachers arrives to class so that they are in the classroom when the class starts

e) Before starting the class the teacher checks if all the pupils are prepared for the class and also checks the classroom.

f) The teacher personally records the number of class and the content of class and the absence of pupils. The teacher always checks the presence of pupils and children in each class.

g) During the class the teacher checks if the pupils treat the school property carefully, maintain the classroom, the special classrooms and laboratory clean and in order, and if they find out that anything has been lost or damaged, they report it according to the type of problem to the classroom administrator, class teacher or the Deputy Director

h) After the last class finishes the teacher who was teaching the last class in the classroom makes sure that he pupils left classroom properly and checks that the classroom is clean.

i) The teacher teaching in special classrooms, laboratories and the PE teachers open these rooms so that the classes can start on time. The teacher is the first person to enter into the special classrooms, laboratories and gym and the last person to leave them.

j) During the classes the pupils and children follow the instructions of the teacher, it's unacceptable to use materials that were not allowed to use (eg. during the written tests).

k) During the time when the pupils participate in class their mobile phones must be off.

l) During the classes the pupils and children are obliged to:

- greet when the pedagogical staff or another adult enters or leaves the classroom
- the children must use special shoes for the classroom or anti-slippery socks
- to keep their working place clean when leaving the classroom
- not leave the school during the classes nor breaks with the exception of the lunch break

m) Duties of the pupils in charge:

- The pupils chosen by the class teacher are responsible for the tidiness of all the places that the class uses that day.
- The pupils take care of the classbook and other ordered activities, clean the board during the breaks, bring the teaching materials according to the teachers' instructions, if the pupils change rooms, bring the classbook and are in charge of the tidiness in the classroom, that they are leaving
- If the teacher doesn't arrive in the classroom to start the class, the pupils in charge inform the Deputy Director.

2.5 Organization of catering

- a) The pupils and children have the right to eat in the catering establishment – school dining room.
- b) The pupils and children have lunch at specified time.
- c) The pupils and children respect the principles of dining and good manners in the dining room.
- d) The pupils and children must respect the instructions given by pedagogical staff, all primary school teachers and the workers of the school dining room.
- e) Organization of serving meal and functioning of the school dining room is based on the Rules of the dining room.
- f) Subscribing and unsubscribing from the school catering is organized according to the School rules.

2.6 Organization of out of school activities

The aim of the after - school programs is to provide the pupils and children an active rest, to develop their abilities, talent, interests, to lead them according to their age to participate in social life, help their universal development corresponding with the general education type of school. All pupils and children can participate in after-school activities (free time activities, internet access) within the time available regarding the possibilities of the school.

2.7 Health stays, educational stays, excursions, school trips, skiing training and other sports and social events

Before each of these school activities the pupils are informed about the rules according to their age and mental maturity, the rules are provided in writing and the pupils will sign them. The excursions set by basic pedagogical documents are part of the education and training of the pupils and children, the plans of excursions are part of the annual plan of school work:

- the excursions are half a day, a day or maximum two days long
- they are organized and led by a teacher or pedagogical staff chosen by the Deputy Director,
- during the excursion the pupils and children follow the safety regulations and regulations of hygiene at work and instructions of the workers of the organization where the excursion takes place

The school trips for the pupils and school children are organized several times during the year and take maximum 1- 3 working days, during the school trips there is one member of the pedagogical staff for each 10 pupils.

During the school trips the children and pupils must follow the instructions of the pedagogical staff; the pupils and children who don't participate in the school trip will have extra classes; it's always necessary to follow the instructions of the operators of the facilities, that the children and pupils are using. .

When bathing at places where it's allowed, the pupils are allowed to enter into the water in groups

of maximum 6 people and only under the supervision of pedagogical staff, who is a good swimmer. The pedagogical staff will determine in advance the place where the pupils can swim, bathing in other places is not permissible.

The ski training is organized annually for the pupils and children of the 1st – 9th year and kindergarden. This activity is a part of educational process and its organization shall follow the guidelines of the Ministry of Education of the Czech Republic about the organization of ski trainings. There is one member of pedagogical staff for each group of 8 pupils as a ski instructor and a trained healthcare worker.

2.8 Organization of the school operating

The school director and the Deputy director are in charge of the school management and the educational process. The details are fixed in the Organizational rules. The pedagogical meetings are organized in the out of school hours.

At school there are advisory bodies of the school director, that meet according to the annual plan:

- **Pedagogical staff meeting** – twice a year and then as it is needed
- operational meetings – every month

Visits to museums, sports, cultural and other events during classes take place as planned, based on approved plans of individual subjects, monthly and annual plan of events.

2.9 School council

According to the School Act the School Council is established at school. The School Council is composed of 3 members, the competences are determined by the § 167 a 168 of the School Act.

3.Conditions to ensure safety and health protection of pupils, children and their protection against socially pathological phenomena and manifestation of discrimination, hostility or violence

3.1 Safety and health protection of pupils and children

All lessons and instructions are formulated in writing and the pupils or child's legal representatives confirm with their signature that they have understood the rules after having read them. At the beginning of the school year the class teacher gives the pupils the instructions about safety and health protection and information about the School rules according to the pupils' age and their intellect.

The teacher informs the pupils and children especially about:

- the School rules ,
- the principles of safe behaviour in the inner and outer school grounds, when arriving and leaving school, on public roads, the prohibition to bring things that are not related to the classes

- what to do in case of injury,
- the danger of the risk of fire and what to do in case of fire.

Giving instructions at the beginning of the first class that day is possible only in some subjects, especially physics, chemistry, PE or before the classes in laboratories, language classrooms, IT classrooms or school grounds. The teaching staff will make the pupils familiar with the rules of safe behaviour and will draw their attention to the possible loss of life, danger for health or property.

Giving instructions before starting some activities that are carried out out of the school building (It can be walks, trips, ski trainings, excursions, temporary jobs, swimming trainings.) The

instructions about all behaviour rules, eventual prohibitions etc. will be given by the class teacher or the person who will supervise the pupils.

The pupils are obliged to inform their class teacher or a member of pedagogical staff about every injury, wound or accident that will take place during the classes in the classroom, in the corridor or playground. In case of injury it is necessary to provide first aid immediately. After that it is necessary to inform the school management about the injury. After solving all health matters, the information about the injury at school must be recorded in the book of injuries.

3.2. General rules for reduction of safety and health endangering risks

The pupils and all the members of school staff and all visitors are in their own interest and in the interest of their surroundings, obliged to follow the rules of work safety and health protection. It is especially forbidden to

- a) smoke in all school grounds
- b) to drink, to keep, share, buy or consume alcoholic beverages and other addictive substances
The pupils and children are further not permitted
- c) keep any type of firearms, cold steel and any type of swords, knives, including pellet guns
- d) manipulate arbitrarily with risky chemical substances
- e) use own electric machines
- f) interfere with the wiring, manipulate with electric devices
- g) bring event. left unattended valuable objects and bigger amounts of money
- h) enter the school with skateboards, scooters, inlines
(event, in another type of inappropriate shoes)
- i) open the windows or manipulate with them, to ventilate when no teacher is present in the classroom, event. sit on the windowsill

3.3 Protection against socially – pathological phenomena

All pedagogical staff continuously monitor specific conditions and situation at school in relation to the appearance of social – pathological phenomena, using different methods for early detection of endangered pupils.

The school methodist of prevention is in charge of the school prevention program, cooperation with parents in the area of prevention and informs the parents about the prevention program and other activities. The school methodist of prevention is authorised by the school headmaster to cooperate with other institutions focused on the social legal protection of children and youth.

The pupils and children are strictly forbidden to bring, keep, distribute and abuse the addictive substances on the school grounds. The infringement of this prohibition is considered a serious infringement of the school rules. The school headmaster will use all legal possibilities given to him /her by the relevant act including the possibility to initiate prosecution of the people who participated in the infringement of that prohibition. The school headmaster or a person that was authorised by the director will inform the legal representatives of the pupils, who were found to infringe that prohibition about the findings and will inform them about the possibility of professional help.

The manifestations of bullying between children, it means violence, illegal restraint, humiliating etc. that would be committed by individuals or groups of pupils and children against other pupils or children or groups (especially when younger and weaker pupils are affected) are strictly forbidden and will be considered a serious infringement of the school rules.

Depending on the circumstances and the sanction regulations the school headmaster will consider the possibility of disciplinary sanctions of the pupils or children, who would trespass this prohibition and will inform their legal representatives about these findings.

The school management and the pedagogical staff will in case of a critical situation that occurred in relation to revealed bullying, abuse of addictive substances or appearance of other socially pathological phenomena act according to the strategic documents.

The pedagogical staff take notice that ethical and legal training, healthy life style training and preventive training be integral part of education.

4. Conditions of treating the school property by pupils

The pupil and child treats the given textbooks, school materials and school property carefully. Every malicious damage or destruction of the school property, pupils', teachers or other people's property is fully paid for by the legal representatives of the pupil who is responsible for the damage. The pupil or child must report all damages or destructions in the classroom to the teacher immediately. Every pupil or child is responsible for the cleanliness and order in his/her working place. Before leaving the classroom every pupil will clean and order his/her working place and its surroundings. The pupils in charge are responsible for cleanliness of the area in front of the board and cleanliness and order in the classroom.

The pupil and child doesn't manipulate with the electricity supplies, equipment of the specialized classrooms, doesn't move the inventory of the classrooms.

All staff working in Zakladni a materska skola Klas, pupils, children and their legal representatives can present their suggestion regarding this document.

5. Rules for the evaluation of the educational process

- **Rules for the evaluation of the process and results of education at school and during the events organized by school**

The pupils at our school are evaluated verbally.

When evaluated verbally the pupils results in individual obligatory and optional subjects set by the school educational program are evaluated in a way that clearly determines the level of education that was reached by every pupil especially in relation with expected outputs of individual subjects of the school educational program, with his / her educational and personal qualities and age. The verbal evaluation includes assesment of the pupil's performance in his /her development, evaluation of the pupil's attitude towards education including the context, that influences the pupil's performance indicating further development of the pupil. It also includes the reasons and suggestions how to prevent eventual failures of the pupils and how to overcome them. The pupil's behavior is evaluated verbally too.

When evaluating verbally the characteristics of at least following areas are mentioned:

1)Application

- especially the development of pupil's knowledge and skills, event. their ability to use them in their real lives, ability to give an opinion and defend it, logically connect the things they have learned and understand the relationship between them.

2)Activity - especially the pupil's attitude to the subject is evaluated, his/her creativity, interest and participation in the class, ability to work on individual basis and diligence.

3) Cooperation – it is evaluated both cooperation with classmates as well as with the teacher, participation in teamwork, relationship with the classmates, teacher.

4) Preparation – especially homework, practical and theoretical readiness for the activities in class.

The pupils are made familiar with the detailed evaluation criteria in the individual subjects at the beginning of the schoolyear.

When using verbal evaluation the results of the pupil's evaluation in individual subjects are evaluated in the sub-fields with grades :

- **exceeds the expected level,**
- **reaches the expected level,**
- **doesn't reach the expected level.**

Policy and rules for self-evaluation

The development of pupils' self – evaluation is emphasized during the classes. The pupils work with self-evaluation sheets, where they record in cooperation with the teacher, what they have learned, outputs and behaviour. And thus they know how well they could manage their work. At the end of each class there is some time for self – evaluation.

Rules for the use of verbal evaluation at the school report and evaluation criteria

The verbal evaluation is of major importance in midterm (in the form of school report) and at the end of the schoolyear (in the form of the school report). The pupils are given school reports with extensive verbal evaluation, that is presented in an appropriate and comprehensible way. The verbal evaluation in the school report includes the following areas:

1)Application

- especially the development of pupil's knowledge and skills, event. their ability to use them in their real lives, ability to give an opinion and defend it, logically connect the things they have learned and understand the relationship between them.

2)Activity - especially the pupil's attitude to the subject is evaluated, his/her creativity, interest and participation in the class, ability to work on individual basis and diligence.

3) Cooperation – it is evaluated both cooperation with classmates as well as with the teacher, participation in teamwork, relationship with the classmates, teacher.

4) Preparation – especially homework, practical and theoretical readiness for the activities in class.

- The way of obtaining data for evaluation

The teacher obtains the necessary data for pupils' evaluation during the year:

- by reviewing the learned lessons
- using written tests
- using projects
- using self – evaluation sheets
- by observation

The pupils attending the 6th to 9th grade are evaluated by grades 1-5 and verbally see above.

The pupil's evaluation

The pupil is evaluated as a personality. He /she is motivated to achieve more and by himself/herself. Any work made by the pupils from 1st to 9th grade is evaluated verbally anytime. Depending on the time left the class is evaluated together with the pupils at the end of the class. During individual projects the work of individual students is evaluated from the point of view of different activities, gained experience... Progress and contribution of the project is evaluated from the point of view of the pupils as well.

Individual success and failures in class, evaluation of behaviour are written down into notebooks (messages for parents). Informative meeting for parents are organized according to the school possibilities at least three times a year. They include the evaluation of the pupils' and school activities in the previous period, a plan for the following period, consultations about a specific child. Consultation are done individually. The parents are informed about specific learning procedures, behaviour and results of the specific pupil, The pupil can be present in the meeting. Periods as the first quarter, midterm, the third quarter and the whole schoolyear are evaluated. Part of the evaluation can be written assignments ("testing weeks").

School report – the pupils are evaluated verbally in midterm and and at the end of the schoolyear. It's possible to create charts or graphs, in cooperation with the pupils, representing mastering of the chosen curriculum of a specific subject.

This document is valid since September 1st 2016