



**ZÁKLADNÍ ŠKOLA a MATEŘSKÁ ŠKOLA TIP TOES s.r.o.,
Fakultní škola Univerzity Karlovy, Pedagogické fakulty**

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TIP TOES PRIMARY SCHOOL

SCHOOL RULES

School Year 2026/2027

Effective from: 1 September 2026

Valid from: 4 September 2017

Prepared by: Mgr. Jarmila Dvořáková, Headmistress

Approved by: Mgr. Jarmila Baker, Managing Director

1. General Provisions

The rules and regulations of Tip Toes Primary School s.r.o. are intended for all members of the school community, i.e., students, their parents, and school employees.

Each of the parties involved shall respect the agreed rules and obligations.

Compliance with the School Rules is a fundamental criterion for evaluating the student's overall conduct and may serve as the basis for disciplinary measures as detailed in the Rules for the Evaluation of Students' Educational Achievements.

2. Rights and Obligations of Pupils

2.1 Rights of Pupils

Pupils have the right to:

- education and access to information, as well as instruction delivered by qualified teachers;
- information regarding the course and results of their education via Edookit, and counseling assistance from the school or a school counseling facility in matters concerning their school life and extracurricular activities;
- a safe environment on school premises and during school events, protection from physical or psychological violence, and the guarantee of a safe environment within the classroom and the school community;
- active rest, relaxation, and free play during non-instructional hours at school, as well as the right to participate in school events;
- fair evaluation and self-evaluation, a proper explanation of and introduction to the school rules, regulations, and any potential penalties (see the appendix of the school rules: Evaluation Rules);
- freely express their opinion on all matters that concern them; this opinion must be expressed in an appropriate manner and must be given due attention and respect;
- an individual approach by teachers in accordance with their individual needs and state of health, and the establishment of suitable conditions corresponding to the pupils' needs;
- safe access to the Internet under the direct supervision of a teacher;
- use Artificial Intelligence (AI) in lessons, with rules defined in Appendix No. 2 of the school rules: Principles of AI Use;
- establish a student self-government body – the Pupil Parliament. Representatives of each class discuss various ideas, initiatives, and suggestions at regular meetings led by an authorized teacher, communicate them to the school administration, and organize various school events;
- access the Trust Box: physical Trust Boxes are located on school premises for both primary and secondary stages, and pupils may also use the online Trust Box (NNTB).

2.2 Obligations of Pupils

Pupils are obliged to:

- behave politely, greet and show respect to all members of the school community, observe rules of social conduct, and follow instructions from school staff. They must move around school premises considerately and safely. Pupils address teachers formally using the V-form (the exception applies to the youngest pupils, who learn this rule gradually during their stay at school);
- respect teachers' instructions, monitor assignments in Edookit, Google Classroom, or other specified platforms, complete assigned tasks, and comply with the School Rules and all health and safety instructions with which they have been familiarized. They must immediately report any injury or accident occurring during their stay in the school building or at extracurricular events organized by the school to the teacher or pedagogical supervision;
- maintain cleanliness and order in all areas of the school. Upon arrival, pupils must change their footwear, store their outer clothing in lockers or cloakrooms, and put on hygienically suitable indoor shoes. After the end of lessons, pupils must tidy their desks and collectively clean up the classroom in which they had lessons;
- respect the workspace of pedagogical staff and do not handle items on the teacher's desk;
- prepare regularly for lessons and complete homework assignments;
- arrive at school in a clean school uniform (jeans are strictly prohibited) no earlier than 15 to 20 minutes before the start of the school day (unless attending the morning after-school club), and be at their designated places in the classroom ready for lessons no later than 5 minutes before instruction begins;
- pupils in grades 7 to 9 are obliged to enter the school building using the Masaryk entrance;
- respect safe conduct guidelines when visiting the garden and strictly follow the instructions of school staff;
- protect school equipment and property, use all materials and aids responsibly, conserve school facilities, and immediately report any detected damage or destruction of school property to school staff. They are forbidden from opening windows, manipulating window blinds, electrical wiring, electrical appliances, audiovisual equipment, and other teaching aids in classrooms without the teacher's permission;
- strictly refrain from bringing, distributing, or using addictive substances. Pupils are forbidden from bringing or using addictive substances, poisons, and substances that mimic them in appearance, as well as knives, weapons, replicas of weapons, or any other dangerous items. Pupils are also strictly prohibited from bringing or consuming energy drinks at school;
- leave the school building, classroom, or school event during timetabled lessons, after-school club, or school events only with the explicit consent of a pedagogical staff member – arbitrary departures are forbidden;
- follow the instructions of supervising teachers in the school canteen, comply with the canteen regulations, and adhere to dining etiquette;
- respect the prohibition of all forms of bullying by anyone against anyone – including physical or psychological violence, restriction of personal freedom, humiliation, and the abuse of information technologies to disparage someone's dignity. Such behavior is strictly prohibited on school premises and during all school activities, and is treated as a severe breach of the School Rules. In the case of such behavior, the school proceeds in accordance with the School Anti-Bullying Program;

- keep mobile phones and other cenné (valuable) objects in a safe place designated by the school;
- comply with the mobile phone policy: due to the negative impact of electronic devices on pupils' mental health, pupils in grades 1 to 9 are not permitted to use mobile phones during lessons or breaks. The only exception is the lunch break from 13:05 to 14:00, which pupils spend outside the school building. Mobile phones must not be used during lunch if eaten in the school canteen. Electronic devices must remain switched off or in silent mode in school bags. Pupils in grades 6 to 9 hand in their mobile phones before the start of lessons to the teacher, who locks them in a portable safe. Pupils pick up their phones after the morning session at 13:05 and hand them back at 14:00. After the end of lessons, they retrieve them from the teacher. If a pupil requires their mobile phone for medical or other serious reasons, they may keep it with them, provided the teacher has been informed in advance. This is a headmistress measure consulted and agreed with the legal representatives;
- use school iPads or laptops exclusively as learning aids. No other activities, such as playing videos, music, or games, are allowed without the teacher's permission. It is also forbidden to record any audio or video without the teacher's consent. Taking photos, videos, or publishing text targeting an individual may be classified as cyberbullying. Any breach of these regulations will result in disciplinary measures proportional to its severity.

3. Common Rights and Obligations

3.1 Common Rights

All members of the school community have the right to:

- respect, esteem, and tolerance towards their person and personal property;
- be heard, express their opinion, and participate in creating additional school rules;
- feel safe and protect themselves from unjustified suspicions, sarcasm, humiliation, slander, threats, or bullying;
- protection from harmful influences, including smoking, drugs, and alcohol;
- a dignified environment and conditions for work and rest, as well as the satisfaction of basic human needs (food, drink, restroom) at designated times or with the teacher's permission;
- free time and relaxation.

3.2 Common Obligations

All members of the school community are obliged to abide by these rules:

- we conduct ourselves at school and during school-organized events in a manner that does not damage the good name of the school or any of the students, parents, or staff;
- we are willing to engage in helpful, open communication, to build positive mutual relationships, and to cooperate with each other;

- we are willing to listen to others, respect their right to their own opinion, and discuss with them. Under no circumstances do we use verbal, psychological, or physical violence against others;
- we strictly respect the prohibition on possessing or using harmful substances (alcohol, cigarettes, drugs) on school premises or during school events;
- we maintain order and cleanliness at school, ensure we change shoes, tidy up, and care for school equipment;
- we comply with all agreed rules;
- we act consistently, fairly, and with respect for the individual situation of each member of the school community;
- we respect additional mutual agreements that support the school rules (addressing each other by first names among students, starting and ending the day with mutual greetings, handshakes, good wishes, etc.).

4. Rights and Obligations of Pedagogical Staff

4.1 Rights of Pedagogical Staff

Pedagogical staff have the right, in the performance of their professional activities, to:

- the provision of conditions necessary for the performance of their pedagogical activity, in particular protection from physical violence or psychological pressure from any member of the school community;
- compliance with the Whistleblower Protection Act; school employees will receive a reporting link to report any unlawful conduct;
- ensure that their direct pedagogical activity is not interfered with in contradiction of legal regulations;
- elect and be elected to the School Board;
- an objective evaluation of their pedagogical activity;
- participate in the creation of the School Rules, work with them actively, and help students break down these rules into highly specific, child-friendly formulations (classroom rules);
- alter the length and course of a teaching unit, while ensuring students' hygiene and basic physiological needs are respected, thereby creating conditions for their healthy development.

4.2 Obligations of Pedagogical Staff

Pedagogical staff are obliged to:

- perform pedagogical activities in accordance with the principles and objectives of education;
- protect and respect the rights of students;
- protect the safety and health of students and prevent all forms of risky behavior at school;

- foster and support a positive and safe school climate through their approach to raising and education;
- refrain from using mobile phones during direct or indirect pedagogical activities unless absolutely necessary, devoting their full attention to the pupils;
- respond promptly to any aggressive remarks or attacks from students;
- maintain strict confidentiality and protect personal data, including information about students' state of health and findings of school counseling facilities or the school counseling department with which they come into contact;
- provide legal representatives of students with regular information associated with upbringing and education via Edookit;
- respect the individual needs of students when planning and implementing instruction;
- ensure the safety of students and colleagues in the school building and provide students with necessary safety and health guidelines;
- arrive at school at least 20 minutes before the start of classes and educational activities, and sufficiently in advance of student supervision duties;
- check the classroom's tidiness, ensure the water supply is closed, and electrical appliances are turned off after the last lesson. Upon leaving the building, they must ensure all windows and doors in classrooms and staffrooms are closed and secured;
- take into account the results of medical examinations, reports from pedagogical-psychological counseling centers, and parental communications. Class teachers must continuously inform other colleagues of new facts established regarding a student (e.g., behavior or academic issues, health, and family problems);
- regularly and systematically inform the student's representative of their academic progress and communicate all major evaluations (grades), particularly notifying them of any extraordinary deterioration in academic results;
- monitor students' health and, in the event of a student's sudden illness, inform the school management and parents without undue delay. A sick student may only be sent for medical examination or treatment accompanied by an adult;
- comply with occupational safety, health protection, and fire safety regulations. If they discover defects or deficiencies threatening the health and safety of persons, technical defects, or insufficient building security, they must inform their superior and, within their abilities, act to prevent damage;
- never release students during timetabled hours for unsupervised activities outside the building, or send them alone to the doctor. The school is responsible for students during timetabled hours, including breaks and lunch;
- participate in drafting the School Rules, work with them actively, and help students formulate them into concrete, easily understood rules;
- regularly monitor school attendance. If an unexcused absence exceeds two days, they must contact the student's legal representatives to request an explanation;
- in the event of (or following) a student's long-term absence, develop an individual plan for their home preparation and arrange extraordinary school tutoring.

5. Rights and Obligations of School Employees

School employees shall devote appropriate care and attention to all students of the school and always provide help or advice when requested by a student.

School employees shall strengthen positive relationships between students, parents, teachers, and other school staff.

After the last lesson, employees are obliged to check the classroom's order, ensure the water supply is closed, and electrical appliances are turned off. Upon leaving the premises, they must verify that windows and doors in classrooms and staff offices are closed and secured.

All school employees are obliged during education and related operations to respect the basic physiological needs of students, create conditions for their healthy development, and actively prevent socially pathological phenomena, providing students with necessary information to ensure health and safety.

School employees are obliged to comply with occupational health, safety, and fire prevention regulations. If they identify deficiencies, health risks, technical defects, or building security vulnerabilities, they must report them to their superior and, within their capacity, prevent any damage.

They shall monitor students' health and, in the event of sudden illness, inform the school management and parents without delay. A sick student may be sent for medical treatment only when accompanied by an adult.

In the event of an injury, school staff must provide immediate first aid and secure medical treatment. The injury must be reported to the school management immediately, and an entry must be made in the accident log or relevant forms. Treatment and record-keeping are the responsibility of the employee who witnessed the accident or first learned of it.

All school employees are obliged to report student injuries, provide first aid, and maintain accident records in accordance with instructions from school management.

Pedagogical and operational staff must not release students during timetabled hours without adult supervision for activities outside the building, send them to the doctor alone, etc. The school is responsible for students during timetabled hours, including breaks and meals.

A student is excused from a single lesson (or part of a day) by their class teacher; longer absences require the written approval of the Headmistress on the basis of a submitted written request.

The school (pedagogical staff) maintains records of child and student injuries, and prepares and submits reports of injuries to designated authorities and institutions.

Each employee has an obligation to isolate any child or adolescent showing signs of acute illness from others, ensure they are supervised by an adult, and immediately inform superior managers.

6. Rights and Obligations of Legal Representatives of Students

6.1 Rights of Legal Representatives

Legal representatives have the right to:

- free choice of school for their child;
- information and counseling assistance from the school or school counseling facilities in educational matters pursuant to the Education Act;
- express their opinion on all major decisions and matters concerning the students;
- information on the course and results of their children's education – consultation hours and parent-teacher meetings are scheduled regularly, during which parents have the right to raise comments and suggestions. Parents have the opportunity to inquire about the conduct and academic progress of their children with individual teachers (by prior agreement) strictly outside lesson times (it is recommended to book an appointment in advance);
- inspect the annual report and obtain copies and extracts from it;
- information about the school in accordance with Act No. 106/1999 Coll., on Free Access to Information;
- education for children with special educational needs whose content, forms, and methods correspond to their educational needs and potential, as well as the creation of necessary conditions to enable this education, and counseling assistance from the school and school counseling facilities;
- elect and be elected to the School Board;
- elect parental representatives from each class to the Parents' Association and express their views through this body;
- request a re-examination or a board (commission) re-examination of the student;
- communicate with teachers outside scheduled consultation hours, provided they arrange a meeting time in advance;
- communicate with teachers immediately if the situation urgently and directly requires it;
- receive study materials in advance in the case of a pre-known, planned absence.

6.2 Obligations of Legal Representatives

Legal representatives are obliged to:

- ensure that pupils arrive at school for lessons and school events on time, dressed in a clean school uniform, properly equipped and prepared, and in good health;
- comply with the rules for excusing student absences from school and school events (see the School Attendance section);
- understand that in the event of unexcused absences, frequent student absence, late omluva (excusing) of absences, or in cases where the student's personal freedom is restricted or they face critical personal problems, the school is obliged to inform the Department of Social and Legal Protection of Children (OSPOD) at the Municipal Authority in Brandýse nad Labem. In accordance with the student evaluation rules, if a student has high absences and lacks necessary classification records, their grading may be postponed;

- **Unexcused Absences & Truancy:** understand that in the event of an unexcused absence, the school will assess the number of missed hours and propose a disciplinary measure. The number of missed hours considered truancy by the school is defined as follows:
 - 1 – 2** missed unexcused hours – resolved by a class teacher's reprimand and an interview with the pupil's legal representative;
 - 3 – 6** missed unexcused hours – resolved by a Headmistress's reprimand and an interview with the pupil's legal representative;
 - 7 or more** missed unexcused hours – resolved by a lowered grade in conduct, and a disciplinary commission is convened with the participation of OSPOD staff.
- attend in person, at the request of the school director or school facility, discussions of serious issues concerning the child's or student's education;
- inform the school and school facility of the student's health eligibility for education, potential changes in eligibility, health difficulties, or other serious facts that could affect the course of education, and provide information on whether the child/student has a disability (including the type of disability) or health disadvantage;
- respect the starting time of classes and bring students to school with a sufficient lead time;
- respect the closing time of the after-school club. After the club closes (i.e., after 17:00), a contractual late fee of CZK 500 will be charged for each commenced half-hour;
- respect the closing time of the school and pick up students with a sufficient lead time;
- inform the school of any circumstances that could affect the course of the students' education;
- substantiate the reasons for the child's or student's absence from classes in accordance with the conditions specified in the School Rules;
- report to the school and school facility data pursuant to Section 28 Paragraphs 2 and 3 of Act No. 561/2004 Coll., and other data essential for the course of education or safety of the child/student, as well as changes in this data;
- compensate for any damage caused in the event of intentional damage to school property or another person's property by the student;
- note that additional rights and obligations of legal representatives are defined in the educational Contract...

7. Activity Regime at School and Organization of the School Day

Operation of the primary school takes place on weekdays from 7:30 to 17:00.

If the student attends the morning after-school club, they use the videophone at the school entrance to announce themselves.

Upon arrival at the building, pupils remove their shoes and outer clothing and store them in the designated areas.

Upon entering the school building from 7:30 onwards, pupils remain in the after-school club premises until 8:15 under the supervision of the after-school club educator. Instruction takes place according to the schedule of lessons and breaks – see below 'Organization of Instruction'.

A regular lesson lasts 45 minutes, and a teaching block lasts 90 minutes.

The School Educational Program may establish a different lesson length for students with special educational needs.

In justified cases, lessons may be divided or combined; in such cases, any changes to the end of the school day are announced to parents in advance.

When organizing instruction other than in regular lessons, the teacher in charge of the event determines the scheduling and length of breaks according to the nature of the activity and taking into account the basic physiological needs of the students.

During all breaks, children are permitted to move outside the classroom. During the long break or lunch break, this is permitted in a designated area in front of the school building, in the gym, or in the chateau park, always under the supervision of a pedagogical staff member.

After the last lesson, the teacher hands over the students registered for the after-school club to the club educators. Other students are escorted to the hallway near the school entrance, where another supervising teacher supervises the students leaving the building. The supervising teacher hands over the students to parents or written authorized persons. Pupils with written consent from parents may leave school independently.

Breaks between lessons are 10 minutes long; after the second lesson, a 20-minute break is scheduled. For grades 1 to 5, a 65-minute break is scheduled after the last morning lesson (this break includes lunch and, in favorable weather, a stay in the school garden; in unfavorable weather, pupils are allowed to relax in the after-school club premises or engage in active rest in the school gym under pedagogical supervision). Grades 6 to 9 have a lunch break of 65 minutes, during which they can eat in the school canteen. If they have independent stay outside the school building approved by their legal representative, they may leave the premises. Supervision over pupils in the school building during the lunch break is fully secured.

During the school term, the school director may, for serious reasons – particularly organizational and technical – declare a maximum of 5 free days for students per school year.

During education, activities directly related to it, and when providing school services, the school takes into account the basic physiological needs of children and students, creating conditions for their healthy development and the prevention of socially pathological phenomena.

7.1 Organization of Instruction for Individual Grades

Organization of Instruction for Grade Y1

Activity / Block	Schedule
Preparation for lessons	8:15 – 8:30

Teaching block 1	8:30 – 9:15
Teaching block 2	9:25 – 10:10
Long snack and relaxation break	10:10 – 10:30
Teaching block 3	10:30 – 11:15
Lunch break	11:15 – 12:20
Teaching block 4	12:20 – 13:05
Teaching block 5	13:15 – 14:00
Teaching block 6	14:10 – 14:55
End of lessons	14:55

Organization of Instruction for Grades Y2 – Y4

Activity / Block	Schedule
Preparation for lessons	8:15 – 8:30
Teaching block 1	8:30 – 9:15
Teaching block 2	9:25 – 10:10
Long snack and relaxation break	10:10 – 10:30
Teaching block 3	10:30 – 11:15
Teaching block 4	11:25 – 12:10
Lunch break	12:10 – 13:15
Teaching block 5	13:15 – 14:00

Teaching block 6	14:10 – 14:55
End of lessons	14:55

Organization of Instruction for Grades Y5 – Y9

Activity / Block	Schedule
Preparation for lessons	8:15 – 8:30
Teaching block 1	8:30 – 9:15
Teaching block 2	9:25 – 10:10
Long snack and relaxation break	10:10 – 10:30
Teaching block 3	10:30 – 11:15
Teaching block 4	11:25 – 12:10
Teaching block 5	12:20 – 13:05
Lunch break	13:05 – 14:10
Teaching block 6	14:10 – 14:55
Teaching block 7	15:00 – 15:45
End of lessons	15:45

8. Regime During Events Outside School

The safety and health protection of students during events and education outside the designated school premises is always secured by at least one school employee – a pedagogical staff member. Along with them, an employee who is not a pedagogical staff member may also help secure the event, provided they are of age and legally competent.

When organizing instruction during events related to educational activities outside school premises, the teacher in charge of the event determines the scheduling and length of breaks based on the activity's nature and students' basic physiological needs.

During events held outside the school premises, no more than 25 students may be assigned per supervising person. The school director may grant an exception to this limit, taking into account the difficulty of ensuring health and safety. The school establishes the following rules for planning such activities: every planned event outside the school building is discussed in advance by the organizing teacher with school management, especially regarding occupational safety and health (OSH/BOZP) planning.

During events held outside school premises where the gathering point is not the school itself, the organizing teacher ensures the safety and health of students at the designated location starting 15 minutes before the scheduled meeting. Following the end of the event, school supervision ends at the pre-determined place and time. The location and time of the students' gathering and the end of the event are announced by school management to legal representatives at least one week in advance through regularly sent monthly activity plans and weekly emails, as well as being posted on notice boards outside classrooms.

When students walk to instructional locations or other events outside the school building, pupils follow road traffic rules and the instructions of accompanying staff. Before such events, the accompanying teacher demonstrably instructs students on safety requirements.

A standard part of the curriculum is swimming instruction, amounting to 10 lessons per year across two consecutive grades (grades 1 and 2). Swimming lessons may also be integrated into physical education in other grades. Only medically fit pupils may participate in these activities.

The student's conduct during extracurricular events is part of their overall evaluation, including the final grade in their report card.

9. School Attendance and Excusing Absences

Legal representatives of students must follow the procedures for excusing absence from lessons pursuant to Sections 22, 50, and 67 of Act No. 561/2004 Coll. (the Education Act). The school must be informed of the student's absence from lessons no later than the third calendar day. Late, retroactive omluva (excuse) attempts are contrary to the law and are thus inadmissible.

The student's legal representative is obliged to adhere to the rules for excusing student absence from school and school events:

- in case of illness – report the absence in person, by phone, or electronically in Edookit as soon as possible, preferably within 24 hours of the start of the absence, and excuse the entire absence in Edookit / Skoleonline once the student is fit. During the illness, the parents must inform the school of the date the student will return to classes;
- in case of release from classes during the school day – excuse (confirm) the absence in Edookit / Skoleonline (excused by the class teacher);
- in case of short-term absence (1 to 2 days) – inform the class teacher directly;
- in case of long-term absence (3 or more days) – parents must apply in writing to the school director (Headmistress) via the class teacher. Every absence is registered in the Edookit / Skoleonline system.

The only acceptable justification for long-term uvolnění (release) is a child's health stay (recovery stay).

In the event of unexcused absences, frequent student absence, late omluva, or in cases where the student's personal freedom is restricted or they face critical personal problems, the school is obliged to inform the Department of Social and Legal Protection of Children (OSPOD) at the Municipal Authority in Brandýse nad Labem. In accordance with student evaluation rules, if a student has high absences and lacks necessary classification records, their grading may be postponed.

The school director may, for medical or other serious reasons, excuse a student fully or partially from instruction in a specific subject at the request of their legal representative, while determining an alternative educational arrangement during the timetabled hours of that subject.

10. Procedure in Case of Pediculosis (Head Lice Occurrence) Detected in a Student of the School

Pediculosis is not classified as an infectious disease. However, to protect against the emergence and spread of this illness and to limit its occurrence, individuals are obliged to undergo the recommended treatment. If the affected person is under 15 years of age, their legal representative is responsible for compliance with this obligation.

Upon discovering head lice in a student (or students) in a class or educational group, the class teacher must immediately notify the legal representative of the student and request that they pick up the student from school activities as quickly as possible and secure appropriate treatment.

11. Prevention of the Use of Addictive Substances

All persons are strictly forbidden from using or manipulating addictive substances on school premises. This restriction does not apply to cases where a person uses addictive substances as part of a medical treatment process prescribed by a healthcare facility.

Pupils and students are forbidden from bringing to school or using addictive substances, poisons, and substances that resemble them in appearance, taste, and consistency, as well as knives, weapons, replicas of weapons, or other dangerous objects. Pupils are also strictly forbidden from bringing or consuming any energy drinks at school.

The consumption of narcotic and psychotropic substances (NPS / OPL) by persons under 18 years of age is considered dangerous behavior in the Czech Republic. Anyone engaging in such behavior is entitled to assistance from children's social and legal protection authorities.

If the school becomes aware of such behavior, it will report it directly to the student's legal representative.

The school is obliged to notify the child social and legal protection authority (OSPOD) of the municipal office of the municipality with extended competence of facts indicating that a student is consuming addictive substances.

The distribution (pursuant to Section 187 of the Criminal Code) and dissemination (pursuant to Section 188 of the Criminal Code) of NPS/OPL is illegal in the Czech Republic, and such actions are criminal offenses. In

such cases, the school is obliged to prevent the crime and will do so by reporting the matter immediately to a police authority.

In the event that a substance suspected of being narcotic or psychotropic is found on school premises, or if a student is found in possession of such a substance, the school will proceed in the same manner as above (i.e., immediately report the matter to a police authority and OSPOD).

Smoking, including electronic cigarettes, is strictly prohibited in all external and internal areas of the school.

12. Accident Records

An entry in the accident logbook is made by the school employee who was supervising the student at the time of the injury. If the injury is reported retroactively by the student or their legal representatives, the entry is made by the employee who was supervising them when the injury allegedly occurred, or by the class teacher.

All injuries of children or students (hereinafter 'injury') occurring during education and activities directly related to it must be recorded in the accident logbook no later than 24 hours from the moment the school learns of the accident.

Accident reporting: The school or school facility will report the injury of a minor student to their legal representative without undue delay. If the established facts indicate that a criminal offense or misdemeanor was committed in connection with the injury, or in the case of a fatal injury, the school or school facility will report it without undue delay to the locally competent department of the Police of the Czech Republic. Furthermore, the school or school facility will report the injury without undue delay to the insurance company with which the school is insured against liability for damage to the life and health of students, if such insurance is contracted.

If it is likely that the student will receive compensation for pain and suffering or impairment of social integration caused by the injury, the school will send an injury report for the past calendar month – no later than the fifth day of the following month – to the student's health insurance company and the relevant inspectorate of the Czech School Inspectorate.

Personal data included in the accident logbook may be processed only for recording injuries or as a basis for preparing injury reports, and are subject to the personal data protection regime in accordance with applicable legal regulations.

13. Conditions of Handling School Property by Students

For any willful damage or destruction of school property, or the property of students, teachers, or other persons by a student, compensation is required from the parents of the student who caused the damage. If the damage was enabled by insufficient supervision over the student, there is no legal entitlement to compensation from the parents.

Loss of personal belongings must be reported immediately by pupils to their class teacher. Pupils must take proper care of their personal belongings and ensure they are sufficiently secured.

Pupils are forbidden from opening windows, manipulating window blinds, electrical installations, electrical appliances, audiovisual equipment, and other teaching aids in classrooms without the teacher's permission.

14. Rules for the Evaluation of Students' Educational Achievements

These rules are an integral part of the School Rules and the School Educational Program of the school. Due to their extensiveness, they are presented in a separate, sub-part of the school rules: Rules for the Evaluation of Students' Educational Achievements.

15. Final Provisions

Validity of the directive: from 4 September 2017

Effective from: 1 September 2026

Pursuant to Section 30 of the Education Act No. 561/2004 Coll., the Headmistress publishes these School Rules in the following manner: by posting them in the school hallway, in the staffroom, and on the school website.

School staff discussed these School Rules at the staff council on: 29 August 2024.

The School Board will discuss (or has discussed) the wording of these School Rules on: 5 September 2024.

School pupils will be familiarized with these rules by their class teachers on: 5 September 2024; this familiarization will be recorded in the class register books.

The student's legal representatives will be familiarized with the school rules on: 5 September 2024; the rules are also made accessible to them on the school notice boards and on the school website.

