



**1<sup>st</sup> International School of Ostrava - mezinárodní gymnázium,  
s.r.o., Gregorova 3, 702 00 Ostrava**

## **School Rules**

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Approved by: Ivo Helebrant, Head of International gymnázium

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### **Provisions**

School rules are drawn up on the basis of § 30 paragraph. 1 of Act no. 561/2004 Coll., of the School Act of preschool, elementary, secondary, higher professional and other education (Education Act) amended, I as a headmaster after discussion at a staff meeting and approval of School Board issue these school rules.

## Table of Contents

1 The rights and obligations of students (hereinafter the "learner ") and their legal representatives school, school staff and the details of the reciprocal relations with the teaching staff.....	4
1.1 The rights and responsibilities of students: .....	4
1.1.2 Students are required to: .....	6
1.2 The rights and obligations of legal representatives .....	7
1.2.1 Legal guardians of students have the right to: .....	7
1.2.2 Legal guardians of students are required to:.....	7
1.3 School staff.....	8
1.4 Excusing students´ absence .....	10
1.5 Relations between students, legal representatives and the school teaching staff.....	11
2 Operation and school internal regime.....	13
2.1 Internal regime in the school building.....	13
2.2 Activities outside school buildings .....	14
3 The conditions to ensure security and protection against socio-pathological phenomena and against manifestations of discrimination, hostility or violence .....	16
3.1 Occupational health and safety of students and school staff (OSH).....	16
3.2 Personality protection.....	17
3.3 Evidence of injuries.....	17
3.4 Protection against socio-pathological phenomena.....	18
3.4.1 The discovery of addictive substances at school and gambling .....	18
4 The terms of handling school property by students .....	20
5 School meals .....	21
6 Principles of evaluation process and education outcomes of learners and behaviour .....	22
6.1 Principles of evaluation of the course and results of education.....	22
6.2 Principles for evaluating behaviour at school.....	29
6.2.1 The student has the obligation to observe the proper etiquette dress (Dress Code):.....	32
6.3 Grades for classifying behaviour.....	32
6.4 Method of obtaining data for evaluation.....	33
6.5 Method of assessment of students with special educational needs and exceptionally gifted students.....	35
7 The provision of counseling services at school.....	36

**1 The rights and obligations of students (hereinafter the "learner ") and their legal representatives, school staff and the details of the reciprocal relations with the teaching staff.**

**1.1 The rights and responsibilities of students:**

**1.1.1 Students have the right to:**

- a) to acquire education and the use of educational services in accordance with the provisions of the Education Law,
- b) be kept informed of the progress and results of their training,
- c) establish at schools self-governing bodies of students, elect and be elected into and work in them,
- d) contact, through the aforementioned local bodies to the school principal, school principal is obligated to deal with the positions and statements of the self-governing bodies,
- e) information and counseling from the school in matters relating to education,
- f) protection against all forms of discrimination and violence, to education, to Freedom of thinking, speech, assembly, religion,
- g) leisure time and relaxation while school ensures adequate basic mental conditions for spending leisure time,
- h) be familiar with all regulations related to their whereabouts and activities at school,
- i) to develop their personality according to the degree of talent, intellectual and physical abilities,
- j) special care within the bound of school possibilities, in the case of disabled students, with learning or behaviour difficulties;
- k) to protect against socio - pathological phenomena and addictive substances endangering their physical and mental development,
- l) request the assistance of the teacher in case of doubts or problems in coping with the curriculum,

- m) ask for help or advice a class teacher, teacher, educational counselor, school psychologist or other authorized person if feeling anxiety, accumulated problems of any kind, with a request to change the dates of the written tests, individual solutions of classifications in particular subjects,
- n) attend school properly and systematically prepare for class,
- o) observe school rules, internal regulations and guidelines concerning health protection and safety with which they were made familiar with,
- p) carry out the instructions issued by the teaching staff of the school in accordance with the law, school rules and regulations,
- q) behave politely to adults and to their peers, to follow the instructions of teachers and operational personnel, to observe the order of technical and other specialized classrooms, and other provisions concerning the operation of the school; coarse verbal attacks of the learner towards school employees are always considered as a serious breach of the obligations set by this order,
- r) behave so as not to jeopardize their health or any other person,
- s) attend school regularly and on time according to the timetable and to participate in activities organized by the school. Participation in optional subjects and attendance at school activities for signed up students is mandatory. Students are required to have on them the school card and chip allowing the entrance to the school buildings.
- t) go to school appropriately and cleanly dressed and groomed,
- u) to handle with textbooks and school property entrusted to gently, protect the property of the school and entrusted teaching aids from damage,
- v) to sign the protocol on the takeover of school supplies and material things in school property to his own use,
- w) maintain their place, wardrobe, class and other school premises clean and in order,
- x) to bring textbooks and school supplies according to the timetable and teachers' guidelines,
- y) not to leave the school building in the period before the end of classes without the knowledge of the competent teaching staff; not to stay in the school building before or after classes without the knowledge or permission of competent teachers or pedagogical workers,

### **1.1.2 Students are required to:**

t) regularly and daily monitor changes in the class schedule in the Edookit system due to operational and organizational changes in the daily and weekly school schedule

aa) protect their health and the health of their classmates; in all buildings and school premises even during events which take place outside the school building, the students are strictly prohibited from smoking, consumption of alcohol or taking other addictive substances, respect the school regulations regarding movement and behavior in the common areas of the buildings in which the school is located (stairs leading to the dining room and the dining room itself, at the same time the use of lifts in the buildings in which the school is located is also prohibited).

bb) leave bikes, scooters, e-bikes and electric scooters in the bike shed or shed in the yard. In no case may the above-mentioned means of transport be stored on the school premises (classrooms, cloakroom, corridors) and under no circumstances may e-bikes and electric scooters or other electric means of transport and necessities be recharged on the school premises.

cc) not to leave the school building during the entire school day, even including free hours and lunch breaks for students of lower eight-year gymnasium. Students of higher eight-year gymnasium and students of four-year gymnasium can leave gymnasium building school during free periods. Specified by the schedule based on the consent of their legal representatives.

dd) give reasons for their absence in lessons mentioned in list of excuses, and signed by a legal representative,

ee) to report immediately to the teacher, class teacher or other school staff any injury or damage occurring in connection with school activities,

ff) not to bring to school subjects that are not related to learning and could endanger the health and safety of the student or other persons. Valuable items, including jewellery, mobile phones and other electronic devices, should only be placed in designated places, or at the instruction of teachers, who will take them into custody and ensure their safety for a specified period of time. The use of mobile phones and other electronic devices, including headphones, is not permitted during classes.

gg) Students speak in a language that does not contain any abusive, obscene and disrespectful expressions. Students always behave so as not to damage his reputation, his family or school.

hh) Students do not damage the good name of the school by their behavior and demeanor in public.

ii) learners are prohibited to make any records during class (audio, visual or electronic. Taking visual images and sound and video recordings is regulated by Act No. 89/2012 Coll., Civil Code. The Civil Code prohibits the unauthorized representation of a man who can be retrospectively Identified based on this. And it prohibits the unauthorized spreading of portraits (§ 84 et seq.).

jj) Students are obliged to comply with all specified hygiene measures announced by the school management in connection with the regulations and decisions of the Government of the Czech Republic and the Regional Hygiene Station. The school also proceeds in the creation of distance learning according to the methodological recommendations of the Ministry of Education, Youth and Sports (in Czech MŠMT).

kk) In the case of announcing distance education due to governmental legislative regulations, students are obliged to participate in this education and follow all instructions of teachers and school management, including apologizing for absence from distance education. In this case, they follow the current schedule of synchronous and asynchronous lessons in the Edookit system and personal student Google Workspace (especially Gmail, Google Classroom).

## **1.2 The rights and obligations of legal representatives**

### **1.2.1 Legal guardians of students have the right to:**

- a) information on the results of their child's education, through direct communication with teachers and school management, during class meetings, on school websites etc.,
- b) elect and be elected to the School Board,
- c) respond to all decision concerning essential education matters of a learner
- d) request a review of the evaluation results of a learner
- e) to counseling from the school for their children in matters relating to education according to the school curriculum,
- f) apply for a learner's release from teaching according to the rules of these school rules.

### **1.2.2 Legal guardians of students are required to:**

- g) ensure that students attended school properly,

h) at the invitation of the director of the school to participate personally in discussing serious matters concerning education of a learner,

i) inform the school of medical capability of a learner to education and of any changes relating to the capability, of health problems or other important factors that could affect the course of education; give evidence about a possible disability and the limitations resulting from it, including data on the type of disability and physical disadvantage,

j) give reasons for the student's absence from classes in accordance with the conditions set out in the school's rules, the absence is then excused or unexcused after the assessment by the teacher. k) notify the school in accordance with § 28 para. 2 of the Education Act no. 561/2004 Coll. other information and changes in the data, which are essential for the progress of education or safety of a learner.

k) to compensate for damage caused by the student by their inappropriate behaviour and intentional destruction of the school property.

### **1.3 School staff**

#### **Rights of teaching staff**

Pedagogical staff, when teaching, have the right to:

(a) to be provided with the conditions necessary for the performance of their educational activities, in particular to be protected against physical violence or psychological pressure from children, pupils, students or legal guardians of children and pupils and other persons who are in direct contact with a teaching staff member of the school,

(b) not to be interfered in their direct educational activities in contravention of the law, c) the use of methods, forms and means at their discretion in accordance with the principles and objectives of education in direct teaching, educational, special education and pedagogical-psychological activities, d) to vote and to be elected to the school council,

(e) an objective assessment of their teaching activity.

#### **Responsibilities of teaching staff**

Employees of the school are teaching as well as non-teaching staff.



The teaching staff is required to:

f) provide the child or the student or legal representative of the minor that is studying with information related to upbringing and education, all evaluation results must be entered into the Edookit system within 7 working days (except for complex written work in any subject - 14 working days), furthermore they use basic communication systems Edookit and Google Workspace to again provide feedback,

g) take into account the possibility of students in terms of their mental and health conditions and ensure that his/her teaching activities do not have a negative impact on the health and psychological state of the learner. Teachers also take into account the results of medical examinations, reports of examinations in educational psychology counseling and communication with parents. Classroom teachers continually familiarize other teachers with new information concerning the student's behaviour problems, benefits, health and family problems.

h) Teachers record and check the absence of students. Excuses for absence in classes are acted by the provisions of the school rules.

i) Teachers come to the school at least 20 minutes before the start of educational activities, they regularly monitor changes in the class schedule through the Edookit system and Google Workspace, when planning school events and personal time they follow the school's internal system and are demonstrably acquainted with it during the school's introductory pedagogical board (dates, Off-Campus),

j) After the last lesson (or lessons in the classroom which is not followed by another lesson) teachers inspect the order in the classroom, closing the windows, closing the water tap and switching off electrical appliances. For locking cabinets, school offices and laboratories is personally responsible for the employee who last left the premises at any time during the day. Any damage resulting from violation of this provision is in authority of school leadership,

k) There is a strict ban on smoking, alcohol and other addictive substances in buildings and close school surroundings. Violation of this provision shall be solved on the basis of Labour Code provisions.

l) Due to The EU General Data Protection Regulation (GDPR) the organization must process any personal data in a legal manner, thus by law (pursuant to a legal regulation), on the basis of contract performance and a legal obligation, on the basis of public interest or with consent of the subject whose personal data are being processed. The organization shall check on a continuous basis whether or not the processing complies with the statutory framework, whether or not the data the school acquires are necessary for its activities and whether or not all data are processed in compliance with legal regulations. Data is provided in a brief, comprehensible and easily available manner, using clear and simple language means.

## **1.4 Excusing students' absence**

The release of the lessons that can be anticipated, minor and an adult learner ask in written form through his/her legal representative in accordance with the following provisions:

a) in the case of absence of less than three working days, the student asks his class teacher in advance to excuse his/her absence through a list of excuses. If it goes for a departure during the teaching and student does not for whatever reason fails give the above-mentioned request in advance in a list of excuses, teacher or any member school management contact the legal representative and request a written consent (eg. email, text message) for the reason and way of leaving of the learner. Upon receipt the consent learner is entitled to leave the school building.

b) if the absence is longer than three working days, it is necessary to ask for the headmaster's permission through forms of release from teaching in advance at least three working days. The school, however, recommends to schedule vacation during the holidays. If it goes for unforeseen absence, the student must give the reasons for his/her absence in a list of excuses within five working days after returning to school. Legal representative of the student is obliged to give the reasons for the absence of the learner within three calendar days from the beginning absence of a learner.

c) The excuse of absence applies in the same regime even when distance learning has been announced.

If students must leave from teaching unexpectedly (e.g. because of the sudden ailment, personal or family reasons, etc.), they will search for the class teacher or the school management who contact a legal representative. Legal representative, respectively, authorized adult person is required to pick the learner up in the school building. If not, the student remains in school under supervision until the end of the school day. If the state of a learner gets serious, the learner will be taken for a medical treatment.

If the student does not submit a proper excuse letter for previous absence within five working days after returning to school, it is taken as unexcused absence. The other consequences are decided by the headmaster based on a proposal made by the class and pedagogical committee.

**In all cases, the school excuses the student's absence from classes based on the documentation of the reasons for the student's absence, by mediating the assessment of the reasons and the subsequent excuse or non-excuse of the absence by the class teacher, substitute class teacher or the school management.**

When assessing serious unexcused absences leading to termination, the school director decides based on § 68 para. 2 of the Education Act.

## Unexcused absence policy

<b>1 to 8 unexcused absences</b>	Class teacher shall inform the legal representative of their child's unexcused absences
<b>9 to 16 unexcused absences</b>	2 from behavior
	Meeting of the class teacher with the legal representative and methodologist absences in the prevention of socio-pathological phenomena
<b>17 to 25 unexcused absences</b>	3 from behaviour
	Meeting of the class teacher with the legal representative, methodologist in absences the prevention of socio-pathological phenomena and school principal
<b>26 and more unexcused absences</b>	3 from behaviour
	Last warning and conditional expulsion
	Meeting of the class teacher with the legal representative, methodologist in the prevention of socio-pathological phenomena and school principal

**Late arrivals are included in absence and must be excused within five working days. Class teacher decides whether lessons are excused or unexcused.**

### 1.5 Relations between students, legal representatives and the school teaching staff

- a) teaching staff issue to students and their guardians only those guidelines that are directly related to the performance of school curriculum, school rules and other necessary organizational measures
- b) All staff members will protect students from all forms of bad treatment, maltreatment and sexual abuse. If a teacher learns that students are bullied, cruelly punished or otherwise maltreated, together with all authorities will help the learner. Increased attention will be paid to the protection against addictive substances
- c) information provided to the school register by the legal representative about the learner or other important information (physical ability, etc.) is confidential and all teaching staff follow the Act no. 101/2000 Coll., on protection personal data, as amended,
- d) all teaching staff are required to participate at parent-teacher conferences and consulting days on which inform the legal representative of education and training outcomes, and operational meetings of school.

In case of excused absence of teaching staff at parent-teachers meetings and consultation days, schools ensure that legal representatives are informed another way.

## **2 Operation and school internal regime**

### **2.1 Internal regime in the school building**

a) Classes are held according to the following timetable of lessons and breaks:

0. per. 7:40 – 8:25

1. per. 8:30 – 9:15

2. per. 9:25 – 10:10

3. per. 10:30 – 11:15

4. per. 11:25 – 12:10

5. per. 12:15 – 13:00

6. per. 13:05 – 13:50

7. per. 13:55 – 14:40

8. per. 14:45 – 15:30

9. per. 15:35 – 16:20

b) The school building is open for students at 7:20. Pedagogical supervision is ensured at the duration of stay of students in the school building, supervision schedule is posted on school premises. c) The breaks between classes are ten minutes, five minutes, or twenty minutes. The break between morning and afternoon classes lasts at least 50 minutes.

e) During the scheduled class hours, teachers have space for class lessons during which they address plans for the next days and weeks. School also uses this time for organizing meetings, activities, methods of prevention, strengthening the team for games, meetings of the student council and other school meetings.

f) The student takes a lockable wardrobe for personal use in area cloakrooms. Learners are personally responsible for the state of the locker, see the provisions of the Protocol for takeover of school supplies and material things of the school property.

g) After coming into the building learners may put shoes and clothes to the determined places. Learners themselves are responsible for locking the lockers. The school does not guarantee any damage to student's property caused by their negligence.

- h) In order to ensure cleanliness and hygiene standards, learners are required to change their shoes into clean indoor shoes from 1.11. - 31.3.
- i) Transfers between the school building and gym (physical education or other device) are run under the pedagogical supervision. If the physical education is the first in the schedule, students meet directly at the gym. If it is the last lesson of the day, students do not return to school. Students of the first to fourth grade and fifth grade to eighth can move on their own responsibility.
- j) When educating and directly related activities school takes into account fundamental physiological needs of students, creates the conditions for healthy growth and prevention of socio pathological phenomena.
- k) Students are required to track information about changes in the schedule and substitute teaching on notice boards or in the Edookit system.

## **2.2 Activities outside school buildings**

- a) During events held outside the school building one person providing health and safety to students cannot be responsible for more than 25 students. An exception from this number can be determined by the headmaster with regard to the complexity of securing health and safety of students. For planning such events the school sets the following rules: teachers must discuss each event outside the school building with school management, especially with regard to ensuring safety. The event is approved by the school director and is listed in the schedule.
- b) During events held outside the school building the organizing teacher supervises students at least 15 minutes before the event; ensuring the safety and protection of students' health lasts for the entire duration of the event until its end in advance determined time and place. Place and time of commencement and completion of the event is announced by the organizing teacher to students and the school management at least two days in advance.
- c) When transferring to other places of teaching or other events outside school building learners follow the rules of the road and the instructions accompanying persons. Before such events the accompanying teacher will instruct students on safety. For common tours for classes, ski courses or teaching stays outside the school special safety regulations are, and students are made familiar with them in advance. When staying in accommodation students follow the internal order of the particular facility as well as they obey the instruction of the educational supervision and of the facility staff.

d) When leaving abroad, school can include only those students who submit written parental consent learner and have valid liability insurance valid on the territory of the country and medical insurance expenses abroad or in the case of entering a Member State of the European Union have a European health insurance card.

e) Head of the event, appointed by the school principal, is responsible for keeping the Health and Safety rules.

f) Way of behaving at extracurricular events is part of the overall assessment of a learner included in the final classification certificate.

g) When participating in student competition, sports race, knowledge competition or other similar events organized outside the school building, school sending students to such events ensures their safety and health protection during transport to the place of event and back if not agreed otherwise by a learner 's legal representative. During competitions the organizer of the event ensures health and safety of learners.

### **3 The conditions to ensure security and protection against socio-pathological phenomena and against manifestations of discrimination, hostility or violence**

#### **3.1 Occupational health and safety of students and school staff (OSH)**

"Guidelines for ensuring health and safety" is the document to ensure the health and safety of students and school staff in case of fire hazard, assault or another emergency. Students and staff are made familiar with it demonstrably at the beginning of the school year.

The following paragraphs discuss the general conditions of OSH.

- a) All employees follow the regulations to ensure the safety and health at work and fire protection regulations; if they detect any faults or shortcomings that might endanger health and safety of persons, alternatively, other technical faults or insufficient security in the building, it is their responsibility to inform their superior about these facts and prevent damage within their abilities and Capabilities.
- b) Learners are not permitted to stay in school premises after 17 pm, if not agreed otherwise with the supervising teacher or management of the school.
- c) If a suspected person occurs on school premises, students and staff are required to immediately inform the school management.
- d) learners are forbidden to manipulate electrical appliances, switches and electric lines without the knowledge of pedagogical supervision.
- e) Only registered electrical appliances can be used in the school building. To boil water for beverages it is allowed to use kettles purchased and registered on school property.
- f) When teaching in the gym, in the laboratory, etc. the students are required to follow specific safety instructions given by the internal rules of specialized classrooms. Teachers of the subject instruct students during the first lesson of the school year, including any additional instruction of students who did not attend the first lesson. Students confirm with their signatures they were instructed on OSH in particular classrooms. Form with their signatures is submitted to school management. Lessons on OSH (PO according to the nature of the event) is also carried out before any action outside the school building.
- g) When teaching and during related school operations all staff members are required to take into account the basic physiological needs of students, create conditions for their healthy development and to provide them with the necessary information to ensure health and safety.



h) Employees are obliged to respect the health state of students and in case of sudden nausea or other unexpected health problems of learners, employees must provide students appropriate help within their abilities to resolve the situation. They must immediately inform the school management and school medical assistant about the situation. The school management is then required to notify parents of the affected learner. Students may be sent home or to medical examination or treatment only in the company of a teacher, school employee or guardian.

i) The school is responsible for the health and safety of students in time given by schedule, including optional subjects, breaks and free hours (except from free movement of students approved by legal representatives).

j) Legal representatives of students are required to provide information to school about health and the child's condition. Drugs that students use need to be transmitted to a teacher.

### **3.2 Personality protection**

a) All staff members are required to maintain confidentiality and protect personal data, health condition documents and documents provided by school counseling assistance of all children, pupils and students.

b) Right to deletion and right to object to personal data processing. The right to deletion or limitation of personal data or the right to objections may be applied only as regards data processed on the basis of the Subject's consent; it does not apply to data processed by law. Right to correction of personal data. Every Subject whose personal data the school processes has the right to correction of those data.

c) Students' mobile phones and other PEDs including cameras are turned off during the lessons. The recording of pictures or sound of other persons (students, teachers) without their consent is strictly prohibited and it is against the law. Students are allowed to use their mobile phones and other PEDs only with a teacher's consent and only for the academic purposes. The violation of this rule is assessed as the breach of the school rule.

### **3.3 Evidence of injuries**

If a student gets injured in school or during an event organized by the schoolteachers or supervisors are to ensure the first aid, for serious injuries provide medical treatment. School principal is notified about the accident and informs the guardian. Supervising teacher makes a note about injury in the book of injuries.

### **3.4 Protection against socio-pathological phenomena**

a) All the teaching staff, especially school methodists of prevention and social pathologies (hereinafter school prevention), continuously monitors specific conditions and situations in the school in terms of social pathologies and apply various forms and methods enabling early identification of vulnerable Learners.

b) School methodist of prevention collaborates with parents in preventing, informs them about the school prevention program, and other activities. School Methodists work under a mandate from the school principal and cooperate with other institutions for social and legal protection of children and youth.

c) Student schools are strictly forbidden to carry, possess, distribute, or abuse addictive substances on the school premises. Students are also prohibited from bringing and using addictive substances and poisons at school and such substances that imitate them in their appearance, taste, and consistency. Violation of this prohibition is considered a gross violation of school regulations. The school principal will use all the possibilities provided to him by the relevant law, including the possibility to initiate criminal prosecution of persons who participated in the violation of this prohibition. The school

principal or an employee authorized by him will inform the legal representatives of the students who have been found to have violated this prohibition about the facts found and at the same time will acquaint them with the possibility of professional assistance.

e) Teaching staff shall ensure that ethical and legal education, healthy lifestyle and preventive education is taught according to the school educational program.

f) Pedagogical workers are obliged to perform quality supervision in accordance with the school's rules during breaks, before and after lessons, during free studying time, especially in areas where socially pathological phenomena may occur.

g) The following chapters of the school rules are in compliance with the internal School directive "Guidelines for primary prevention of risky behavior of pupils" and students are designated as pupils in it.

#### **3.4.1 The discovery of addictive substances at school and gambling**

A tobacco product is a product that can be used and contains unmodified or wholly or partly genetically modified tobacco.

It is forbidden to use tobacco products, including the use of electronic cigarettes, inside or outside the school. No persons are allowed to smoke here, and it is not possible to set up smoking or reserved smoking areas.

- a) The school premises are marked with visible text and a graphic sign prohibiting smoking and the use of electronic cigarettes. This is how it is necessary to mark indoor and outdoor spaces.
- b) The school regulations prohibit smoking, including the use of electronic cigarettes on school premises, and also provide for measures in violation of this prohibition.
- c) This category also includes tobacco-free nicotine sachets (tobacco-free nicotine-containing product intended for oral use).

Follows the "Guidelines for primary prevention of risky behavior of pupils."

Penalty procedure:

1. In case of any wrongdoing on the part of the learner in the above-mentioned matters, there will be a meeting with the educational commission and legal representatives of the learner.
2. Depending on the severity of the offense, students will get school principal warning and the third grade from behaviour, possibly conditional exclusion from studies by the end of the current school year.
3. In justifiable severe cases termination from studies can be immediately proposed on the part of school and the exclusion of a pupil from school for gross violation of school rules under Section 31 of the Education Act.

#### **4 The terms of handling school property by students**

- a) The student is obliged to protect the property of the school and carefully handle entrusted educational tools and all the school facilities.
- b) At the beginning of the school year, students sign a protocol on takeover of school supplies and material things in school property for their use. Students are provided with all textbooks and books via the school library and are registered in the library system. Students are obliged to report borrowing and to register in the school library.
- c) Students are required to save energy, water and other energies and raw materials.
- d) For each wilful damage or destruction of school property, property of students, teachers or others caused by negligence, in the case of underage students reimbursement is required from the legal representatives of the learner. If they have already reached adulthood, students are required to pay for the damage themselves. In the case of more serious damage or the inability to resolve the compensation with the parents, damage is reported to the police.
- e) Students immediately report loss to their class teacher. Students pay sufficient attention to their personal belongings, lock their lockers, and do not let their personal belongings unattended etc. Students bring to school only things needed for studying. If they bring valuables to school, they do so on their own responsibility.
- f) Students and school staff put and lock their personal property only at the designated locations.

## **5 School meals**

Meals are provided to students and school employees by an external company with an establishment in the building where the school is located. Students from first to fourth grade of the four-year gymnasium and fifth grade up to eight grade of the eight-year gymnasium can leave the school building during the lunch break with the written consent of legal representatives.

## **6 Principles of evaluation process and education outcomes of learners and behaviour**

### **6.1 Principles of evaluation of the course and results of education**

a) In the first term school issues statement from report card, for the second term School issues report cards.

b) Educational assessment of a learner is expressed by a particular grade in report cards.

c) Interim classification is applied in the evaluation of results and outcomes of learners.

d) In the event that a student does not perform a pre-planned test or other type of examination due to absence, the student is obliged to complete the missing assessment at a precisely specified time during school days and within 7 working days after returning to school. All missing work will be available for completion in the alternative term at the specified times in the school library. The student is obliged to check everything, come, prepare and fulfill:

Tuesday from 12:15 - 1:50 p.m

Thursday from 12:15 - 1:50 p.m

Teachers are obliged to hand over the materials to the responsible person as soon as possible after the lesson in which the assessment took place. At the same time, immediately after the completion deadline, the student collects, evaluates and enters the record into Edookit (within 3 working days). If the assessment is not delivered by the teacher, the student will receive an "N". If the missing work is not completed by the student according to all criteria, the student will receive 0.

e) Legal representatives of learner are informed of the school results in the following ways:

- continuously via e -grades (on school´s website using the appropriate password)
- by a class teacher or subject teachers at parent-teachers meetings,
- possibly at the request of legal representatives of a learner can choose the form of consultations (personal, telephone or e-mail messages).

f) In case of extraordinary deterioration of grades, the teacher informs the school management and immediately legal representative of a learner. Possible lagging behind in teaching and following steps in solving this problem will be discussed at the pedagogical board.

g) Classification of overall grading is accomplished at the end of each semester based on the interim classification. For this purpose, a system of ongoing points and the percentage assessment of learning outcomes (hereinafter the rating system) is used in accordance with the relevant thematic programs and assessment structures of individual subjects. Each student is made familiar with an approximate mark structure within the subject at the beginning semester.

h) The school principal may, for medical or other serious reasons, release a student at the request of his/her legal representative in whole or in part from the teaching of a subject; at the same time, determine the alternative method of education of the student at the time of teaching this subject. In the subject of physical education, the school principal releases the student from teaching on the basis of an assessment issued by the registering doctor if the student is to be released for the first half of the school year or for the school year. For the first or last lesson, the student can be released with the consent of the legal representative without compensation. An application for release from the teaching of a subject must always be submitted at the beginning of each semester, i.e., by 20<sup>th</sup> of September or 20<sup>th</sup> of February of the relevant school year.

i) A student who is unable to attend classes due to his/her state of health or for other reasons for more than one month shall be assigned a type of education that corresponds to the student's abilities by the school's principal. The legal representative of the student is obliged to create conditions for the specified education.

j) Works, projects and other assignments submitted after the deadline of submission are penalized as follows:

- 1. Late submission of work the same day and a day later to 8.30: reduce points for Work by 20% of the total score.
- 2. Two days later, to 8.30: a reduction of 40%.
- 3. Three days later by 8.30: 60% reduction.
- 4. Four days later to 8.30: the students will receive zero points.

Short homework is not included in this rule. The pupil who does not do homework, automatically receives zero points.

k) At the end of the term the final percentage evaluation is transferred to grade 1-5 based on the following table:

<b>The evaluation system for the final classification according to the Czech system</b>	
<b>Percentage scale</b>	<b>Grade</b>
90%-100%	1
76%-89%	2
59%-75%	3
45%-58%	4
0%-44%	5

[School results according to general descriptors](#)

**Grade 1 - excellent**

Students master and use the knowledge, facts, concepts, definitions and laws very coherently and understand the connection between them at a very high level. Promptly carries out the required intellectual and motor activity. Applies independently and creatively acquired knowledge and skills in solving theoretical and practical tasks in the interpretation and evaluation of phenomena and laws. Students can logically infer, and are able to convert theoretical knowledge into practical action without any troubles. Oral and written expressions are correct, accurate and apt. Graphic expression is exact and aesthetic. The results of the student's work are good, with only minor drawbacks. Students are able to study the relevant texts independently.

**Grade 2 - very good**

Students control and use the knowledge, facts, concepts, definitions and laws quite coherently and understand the connection between them at a very good level. Requested intellectual and motor activity



is also performed at a high level. Applies acquired knowledge and skills in solving theoretical and practical tasks in the interpretation and evaluation of phenomena and laws fairly creatively by smaller stimulus of a teacher. Students can logically infer, and are able to convert theoretical knowledge into practical activities. Oral and written expressions are factually correct. Graphic expression is at an appropriate level. The results of student's work are of a good quality with minor deficiencies. Students are able to study relevant texts independently.

### **Grade 3 – Good**

Students control and use the knowledge, facts, concepts, definitions and laws at an appropriate level and the links between them indicate smaller or bigger imperfection. Requested intellectual and motor activities are carried out also on a good level, with certain limitations. Acquired knowledge and skills in solving theoretical and practical tasks in the interpretation and evaluation of phenomena and laws are applied fairly creatively, and can correct substantial inaccuracies and errors when led by a teacher. Students can logically infer, however logic manifest gaps that affect the transfer of theoretical knowledge into practical activity. Oral and written expressions lack accuracy, precision and aptness. Graphic expression is appropriate. Results of operations are of a lesser quality with substantial shortcomings. Students are able to study, but need more frequent and intensive guidance from the teacher.

### **Grade 4 - sufficient**

Students control and use the knowledge, facts, concepts, definitions and laws at relatively low level and the links between them proves significant gaps. Requested intellectual and motor activity are also performed at a lower level and their implementation is not prompt and indicates major shortcomings. Using findings for interpretation and evaluation of phenomena is dependent. In the logic of thinking there are serious errors, thinking is not creative. Oral and written expressions prove serious deficiency in accuracy, precision and aptness. Quality of the student's results and the graphic expression manifest shortcomings. Graphic expression is a little aesthetic. Students can correct serious shortcomings and mistakes when being led by a teacher. Students have a great difficulty working independently.

### **Grade 5 - insufficient**

Student has not acquired the required knowledge coherently, accurately and completely, and has substantial, serious and unacceptable gaps. His skills to perform intellectual and motor activity reflect very significant shortcomings. When applying the acquired knowledge and skills in solving theoretical and practical tasks, students make very serious mistakes. Students are not able to interpret and evaluate phenomena and laws or apply the knowledge even with the help of teacher. Student does not think independently and logic has flaws Oral and written expression prove serious deficiency in accuracy,

precision and aptness. The quality of students' results and graphic skills are seriously deficient. Students are not able to correct serious shortcomings and mistakes even with the help of a teacher. Students are not able to study independently.

Classification of subjects of the educational and artistic focus. When classifying subjects with prevailing educational focus, the following criteria are evaluated in accordance with the requirements of the curriculum:

- level of creativity and self- expression
  
- acquiring of necessary knowledge, experience, creative activities and their applications
- knowledge of the activity rules and their implementation in their own activities
  
- quality of speech
  
- approach of a learner to activities and interest in them
  
- aesthetic perception, approach to art and aesthetics of other societies.

In physical education, taking into account the learner's general state of health, physical condition, performance and care for their own health. The student who is partially relieved in physical education at the recommendation of a doctor, is classified with respect to his/her condition.

### **Grade 1 - excellent**

Students are very active in activities. Works creatively, independently, fully utilizing their personal assumptions and very successfully develops them either in individual or collective manifestations according to the requirements of the curriculum. Student's display is aesthetically impressive, original, heartfelt, in music and physical education precisely. Acquired knowledge, skills and habits are applied creatively. Students have significant active interest in art and aesthetics (physical culture) and show an active approach. Successfully develops aesthetic tastes (physical condition).

### **Grade 2 - very good**

Students is active, creative in activities and mostly independent when using personal qualities which successfully develop in the individual and collective expression. Students are aesthetically impressive, with minor deficiencies in terms of the requirements of the curriculum. Students are able to creatively apply the acquired knowledge, skills and habits in new tasks. Students are actively interested in art, aesthetics and

fitness. Develops aesthetic taste to the required extent (physical condition).

### **Grade 3 - Good**

Students are less active, creative, independent and prompt. Students do not use abilities enough in individual and collective expression. Display is a little impressive and includes errors. Knowledge and skills show frequent gaps and when applying them, students need help from teachers. Does not have sufficient active interest in art, aesthetics (physical condition). Does not develop aesthetic tastes (physical condition) to the required extent.

### **Grade 4 - Sufficient**

Students are little active and creative in activities. Development of abilities and display is rather unsatisfactory. Tasks are solved with frequent errors. Knowledge and skills are applied only with the considerable help of a teacher. Shows very little effort and interest in activities and does not develop enough aesthetic tastes (physical condition).

### **Grade 5 - Insufficient**

Students are predominantly passive in activities. Development of abilities is unsatisfactory. Display largely erroneous and has no aesthetic value. Students are able to apply a minimum of acquired knowledge and skills. There is no interest in the job and efforts to develop aesthetic taste (physical condition).

For students who are preparing for the exams of International Baccalaureate Diploma Programme (hereinafter referred to as IB DP), final percentage assessment is transferred to grade 1-7 according to the following table:

The evaluation system for final classification according to IB DP	
Percentage scale	Grade
90 - 100%	7
76 - 89%	6
59 – 75%	5
50 – 58%	4
45 – 49%	3
28 – 44%	2
0 – 27%	1

l) Further information is provided by school documentation, school websites and notice boards. m) If the absence in the given subject exceeds the limit of 25% per term, the subject teacher may use the option not to assess the learner. If unable to assess the student at the end of the first half, the headmaster determines an alternative date, so that the assessment for the first term is done by the end of June. If it is not possible to assess a student even on an alternative date, the student is not assessed for the first term. If the student is not evaluated in a compulsory subject taught only in the first term on an alternative date, the student fails. If unable to assess pupils at the end of the second term, the headmaster determines an alternative date, so that the assessment for the second term is done by the end of September of the following school year. By the time of assessment, the student attends the next higher grade. If the student is not evaluated on an alternative date, the student fails. Student who failed in two compulsory subjects at the end of the first term, or a student who failed in two compulsory subjects taught only in the first term, takes a rest from these subjects by the end of the year in the deadline set by the headmaster. Resit is a commissional exam.

The above mentioned 25 % absence limit late arrivals are included (each late arrival is counted as one hour absence). Subject teacher is responsible for monitoring absence. If the 25 % limit is exceeded as a result of long-term health or other serious reasons, and the student is still able to meet all the requirements in the subject, the school headmaster may waive the commissional exam and final grade will be concluded on the basis of documents in due term.

### **Academic honesty policy**

Academic honesty is an essential part of the success of the learner and the entire school. We will not tolerate any form of cheating, copying or dishonest behaviour.

The following behavior is unacceptable:

- cheating during the test (using the cribs and copying from others)
- copying work of another learner ,
- let another learner to copy their work ,
- plagiarism (copying the work of another person without citation)
- falsification and fabrication of data,

➤ theft, copying or photographing test assignments and more.

**Consequences:**

➤ evaluation of the entire task with zero points,

➤ loss of entitlement to extra work at the end of June,

➤ possible expulsion from school as a result of repeated violations of academic honesty.

## **6.2 Principles for evaluating behaviour at school**

In lessons students are obliged to observe six basic rules of behaviour:

1. Respect teachers' instructions and cooperate in lessons.
2. Timely attend and be ready for lessons.
3. Not to disturb other students in class and actively cooperate in a team.
4. Respect principles in lessons - not to eat in lessons and keep the room tidy.
5. Respect principles in lessons - computers, laptops, mobile phones, MP3 and other electronic devices can be used only with the permission of a teacher
6. Respect the rights and freedom of others - any aggressive vulgar behavior or expression (fights, pushing, banging, insults) are inadmissible.

Students of the 1<sup>st</sup>International School of Ostrava have the right to make mistakes - it happens to the best of us. There are times where each of us gets a little too excited, a little over-enthusiastic, perhaps even frustrated or angry. Outbursts can occur. But repeatedly disruptive or bad behaviour cannot be tolerated. If a student exhibits repeatedly disruptive behaviour or a behaviour that is judged by the teacher to be severely disruptive (including, but not limited to, physical violence, extreme disrespect to teachers or students, destruction to school property, and so forth), the student may be escorted by the teacher to the Head's Office.

The school will follow the Czech School Law when necessary in these cases. The Behaviour Grade might be decreased and other legal procedural steps to be considered.

**Upon the first visit to head's office,**

- The student will do a written reflection
- The student will have a conference with the Head/Deputy of School
- The Class Teacher will inform the student's parent/guardian by email or phone

**Upon the second visit,**

- The student will do a written reflection
- The student will have a conference with the Head/Deputy of School
- The Head of School will inform the student's parent/guardian by email or phone • A meeting will be scheduled and held including the student, parents, Head/Deputy of School, and the school Preventive Care Coordinator to discuss the behaviour issue and the results of a third serious offence.

**Upon the third visit,**

- The student will do a written reflection
- The student will have a conference with the Head of School
- The Head of School will inform the student's parent/guardian by email or phone • At the conclusion of in-school suspension, a meeting will be scheduled and held including the student, parents, Head of School, and the school Preventive Care Coordinator. This meeting will propose that an additional offence will result in a conditional expulsion from the school.

**In moments of extremely disruptive behaviour, the administration can decide to immediately proceed to an in-school suspension of the student.**

**Reflection Expectations**

Reflections will be read by the Head/Deputy and the involved teacher to determine whether the student has adequately met the objectives listed. When the reflection is deemed acceptable, copies will be given to the involved teacher, the class teacher, and the school preventive care coordinator and the student will proceed to make amends for the behaviour based on the plan made by him or her. The student will also keep a copy of the reflection for his or her personal reference.

Format for a reflective essay:

- Length: minimum 200 words, maximum 250
- Electronically to the email of the deputy headmaster
- Times New Roman font, size 12, line spacing 1.5, align to block
- Providing citations when using any sources.
- Deadline:

Behavior evaluation principles:

1. Classification of behavior is suggested by a class teacher after consultation with other teachers who teach in the class, and with other teachers. Final grade is decided by a school headmaster after discussion at a staff meeting.
2. The criteria for classifying behaviour is observation of the rules of good behavior and internal rules of the school during the classification period.
3. When classifying behaviour age, moral and intellectual maturity of the learner should be taken into consideration.
4. Deficiencies in the behaviour of students are discussed at a staff meeting.
5. Legal representatives of a student are informed of the behavior of their child by the class teacher and subject teachers at parent-teachers meeting meetings , or via direct communication (phone, e - mail etc.).
6. In case of extraordinary achievements, deeds or outstanding academic performance, the school has the option to praise the student on behalf of the class teacher or the school principal.
7. When violating the obligations set out by the school's rules depending on their severity, student can be punished in the following ways:
  - class teacher warning
  - class teacher reprimand
  - headmaster reprimand,
  - decreased behaviour grade.

The school shall promptly notify the student and his/her legal representatives of educational measures and the reasons and record it in school documentation.

In case of repeated or gross violations of school rules contractual relationships between the study contract participants cease to exist.

### **6.2.1 The student has the obligation to observe the proper etiquette dress (Dress Code):**

- Students should wear clothes clean and not with holes.
- Clothing should not contain vulgar and racist slogans, mottos and images.
- When violating this rule, students must:
  - *In the case of the first violation*, clothes must be replaced. Students can be lent a school t-shirt.
  - *In the case of the second violation*, clothes must be replaced. Learners can be lent a school t-shirt. Class teacher informs the legal representative of the learner.
  - *In the case of the third violation*, the clothes must be replaced. Learners can be lent a school t-shirt. Class teacher informs the legal representative of the learner and invites them to a personal meeting.
  - *In the case of systematic violation*, the whole affair will be discussed with the class teacher, legal representatives and school headmaster.

### **6.3 Grades for classifying behaviour**

a) The behavior of the learner is assessed according to the scale:

1 - very good ,

2 - satisfactory ,

3 – unsatisfactory.

The evaluation criteria are described in detail in the school curriculum.



## **6.4 Method of obtaining data for evaluation**

a) In the overall classification teacher takes into account the age peculiarities of a learner and the fact that students could waver during the classification period over performance for a particular ailment. b) The evaluation of the achievement and behavior of students by teachers is clear, understandable, comparable to the pre-set criteria material, versatile, pedagogically justified, technically correct. c) The student will receive the evaluation structure for each subject in written or electronic form from the teachers of the given subjects, always by 15 September and 15 February of the given school year. Teachers are obliged to adhere to the evaluation structure set by them in the given subject and semester. Furthermore, they are obliged to regularly enter the evaluation into the Edookit system, see point 1.3.f). d) Within the evaluation structure, the maximum limit for written tests is set at 60% of the total evaluation of the subject. The remaining 40% is used for other forms and methods of evaluation according to point 6.4.e) below.

e) The data for the evaluation and classification of educational results and student behavior are obtained by the teacher mainly by the following methods, forms and means:

- systematic diagnostic observation of a learner,
- systematic monitoring of performance learner and his readiness for lessons,
- different types of tests (written, verbal, graphic, practical, physical), didactic tests,
- written works and practical examinations within approved curriculum
- analysis of the various activities of a learner,
- consultations with other teachers if necessary with other specialists,
- interviews with students and legal representatives of a learner.
- formative evaluation in each subject in each term

f) The minimum point limit for an individual evaluated task of any form is 10 points. The minimum number of assessed tasks of any form for a given subject in the relevant semester of the school year is five (5). At the same time, a minimum of 1 rating per month must be observed.

g) Layout dates of all major tests must be ensured in thematic plans of individual subjects so as to avoid

writing more than two tests during one day.

h) Teachers ensure inclusion of the final classification grades also in the school database and ensure its completeness.

i) Oral examination is carried out in the form of project defense in combination with classical examination in order to determine the depth of knowledge of the student, the links between acquired knowledge and information, etc.

j) Teachers observe the principles of pedagogical tact, in particular:

do not classify students as soon as they return to school after an absence lasting longer than one week

➤ students do not need to write missing information into their exercise books, if it is not the only source of information

➤ purpose of testing is not to find gaps in knowledge of a learner, but assess the knowledge the student has, teacher assesses only the knowledge that has been covered in lessons

➤ before testing the knowledge students must have enough time to learn, practise and understand the curriculum

k) Class teachers (or school counselors) are obliged to familiarize other teachers with a recommendation of psychological examinations which are related to the way of evaluating and classifying a learner and the way of obtaining data. Data on new examinations are part of the teacher's reports (or school counselor) at the pedagogic meetings.

l) Parents are given information primarily at parent-teacher meetings or consultations, to which parents are invited via emails. Parents who are unable to attend on the date specified by the school, teachers provide opportunity for individual consultations in time which both parties mutually agreed on. Data on classification and evaluation of a learner's behaviour are communicated only with representatives of the learner, not publicly.

## **6.5 Method of assessment of students with special educational needs and exceptionally gifted students**

- a) the way of evaluation and classification of the learner is based on the knowledge of the signs of disability and applies to all subjects in which the disability of a learner is manifested. b) In the process of evaluating and classifying the student, teachers highlight motivational aspects of evaluation, and assess the phenomena that the student mastered. When assessing it is recommended to use various forms of assessment, for example: scoring, evaluation indicating the number of errors and so on.
- c) Class teacher discusses the method of evaluation with the school counselor and other teachers. d) The class teacher informs the other students in the class of the essence of an individual approach and the evaluation and classification of the learner.
- e) Determination of an exceptionally gifted student is carried out in collaboration with the education counseling facility.
- f) For exceptionally gifted pupils, school principals can form groups in which students of the same or different grades can study together in some subjects.
- g) Exceptionally talented students may be provided with an individual study plan. Individual Educational Plan is based on the curriculum of the school and its content and performance is governed by Decree No. 73 /2005, as amended.
- h) An exceptionally talented student may be transferred to a higher grade without completing the previous year, and after passing the examination before the commission. Commission composition and documentation of the test is governed by Decree No. 73 /2005, as amended. Date, content, form and temporal distribution of the test are set by the school principal.

## **7 The provision of counseling services at school**

a) Provision of advisory services at the school is provided by educational counselors and prevention methodologists who collaborate with class teachers and other educational staff. The school also works with pedagogical-psychological counseling.

b) Advisory services at the school are focused on:

- prevention of school failure
- prevention of social pathologies
- career guidance
- integration of students from different cultural and social environment
- care for gifted students
- long-term care for students with lower academic performance
- methodological support of teachers.

School rules are available from the school management and classroom teachers. One copy is placed on the school notice board.