



School Rules

Effective from: September 1, 2023

The updated version is valid from:

I. General Provisions

The Code of Conduct of Tip Toes Elementary School, s.r.o., applies to all members of the school community, including students, their parents, and school staff.

Each participant is required to adhere to the agreed-upon rules and obligations.

Adherence to the School Code of Conduct is a criterion for assessing overall student behavior and may lead to disciplinary measures as outlined in the Rules for Assessing Student Educational Outcomes.

II. Rights and Responsibilities of Students

Student Rights

Students have the right to:

1. Education and access to information, as well as being taught by qualified teachers.
2. Receive information about the progress and results of their education and to seek information and counseling assistance from the school or an educational counseling center on matters related to their life at school and beyond.
3. A safe environment within the school premises and at school events, protection from physical or psychological violence, and the assurance of a safe environment within both the classroom and the school community.
4. Engage in active rest, relaxation, play during free time at school, and the right to participate in school events.
5. Fair assessment and self-assessment, proper explanation, and familiarization with the school code, school rules, and any penalties, as outlined in the Appendix to the School Code of Conduct: Assessment Rules.
6. Freely express their opinions on all matters that concern them; such opinions should be expressed in an appropriate manner and given due consideration.
7. Individualized attention from teachers according to their specific needs and health conditions, with suitable conditions set to meet students' needs.
8. Safe access to the Internet under the direct supervision of a teacher.
9. Use AI within the context of their education, with rules governed by Appendix No. 2 of the School Code of Conduct: AI Usage Principles.
10. Establish a student self-government body—Student Council—within the school. Members of the Student Council can include representatives from each class, who meet regularly with a designated teacher to discuss various ideas and suggestions, which are then communicated to the school administration and organize various school events.
11. A Trust Box: Trust Boxes are located on both the 1st and 2nd levels of the school, and there is also an



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option to use the online Trust Box (NNTB).

Student Responsibilities

Students are required to:

1. **Behave Appropriately:** Show respect and courtesy to all members of the school community, greet others politely, and adhere to the rules of social conduct. Follow the instructions of school staff, move safely and considerately within the school premises, and address teachers formally with "Mr./Ms." (exceptions apply to the youngest students who are still learning this practice during their time at the school).
2. **Follow Teacher Instructions:** Adhere to the School Code of Conduct, school regulations, and safety instructions that have been communicated to them. Report any injury or accident that occurs on school premises or during school-sponsored events immediately to a teacher or supervisory staff.
3. **Maintain Cleanliness and Order:** Keep all school areas clean and orderly. Upon arrival, change into indoor shoes and store outerwear in designated lockers or coatrooms. At the end of each lesson, clear their desks, and collectively tidy the classroom where they studied.
4. **Respect Teachers' Workspaces:** Do not tamper with items on the teacher's desk.
5. **Prepare for Lessons:** Regularly prepare for classes and complete homework assignments.
6. **Wear the School Uniform:** Arrive at school in a clean school uniform; jeans are not permitted. Students should arrive no earlier than 15-20 minutes before the start of the school day (unless attending morning care) and must be in their classroom, prepared for the lesson, at least 5 minutes before the start of the class.
7. **Use the Designated Entrance:** Students in grades 7-9 must enter the school building through the entrance near Masaryk.
8. **Follow Garden Safety Rules:** When in the school garden, follow safe behavior guidelines and obey the instructions of school staff.
9. **Care for School Property:** Protect school equipment and property, use all assigned materials responsibly, and report any damage or destruction of school property to school staff immediately. Do not open windows, adjust blinds, tamper with electrical installations, use electrical devices, audiovisual equipment, or other classroom tools without the teacher's permission.
10. **Avoid Harmful Substances:** Refrain from carrying, distributing, or using addictive substances. It is forbidden to bring or use addictive substances, poisons, or substances resembling them at school. Students are also prohibited from bringing and consuming energy drinks at school.
11. **Seek Permission to Leave:** During school hours, in after-school care, and during off-campus school



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activities, students may leave only with the permission of a staff member—students must not leave the school building, classroom, or school event without authorization.

12. Follow Canteen Rules: Obey the instructions of supervising teachers in the school canteen, follow the canteen rules, and observe proper table manners.

13. Avoid Bullying: Respect the prohibition of all forms of bullying, including any violence, restriction of personal freedom, humiliation, or misuse of information technology to degrade another person's dignity. Such behaviors are strictly prohibited on school premises and at all school events and activities, and they are considered serious violations of the School Code of Conduct. In cases of such behavior, the school will proceed according to the School Anti-Bullying Program.

14. Secure Personal Belongings: Keep mobile phones and other valuable items in a secure location designated by the school.

15. Limit Mobile Phone Use: Due to the negative impact of electronic devices on students' mental well-being, students in grades 1-9 are not allowed to use mobile phones during classes or breaks, except during the lunch break from 13:05 to 14:00, which is spent outside the school building. Mobile phones must not be used during lunch in the school canteen. Electronic devices must remain off or in silent mode in the student's school bag. Students in grades 6-9 must hand in their mobile phones to the teacher at the start of the day, where they will be stored in a locked portable safe. Students retrieve their phones after the morning block at 13:05, return them at 14:00, and collect them from the teacher at the end of the school day.

16. Use School iPads and Laptops Responsibly: School iPads or laptops may be used exclusively as learning tools. Activities such as watching videos, listening to music, playing games, etc., are not allowed without the teacher's consent. Recording audio or video without the teacher's permission is also prohibited. Taking photographs, videos, or publishing text that targets an individual may be considered cyberbullying. Any violation of these rules will result in disciplinary action based on the severity of the offense.

Common Rights

1. Right to Respect and Tolerance: Everyone has the right to be treated with respect, dignity, and tolerance, including the protection of their personal belongings.
2. Right to Be Heard: Everyone has the right to express their opinions, be listened to, and participate in the creation of further rules.
3. Right to Safety: Everyone has the right to feel safe and be free from unjustified suspicion, mockery, humiliation, gossip, threats, or bullying.
4. Right to Protection from Harmful Influences: Everyone has the right to protection from harmful influences, such as smoking, drugs, and alcohol.
5. Right to Dignified Work and Rest Environment: Everyone has the right to a dignified environment and conditions for both work and rest, as well as the fulfillment of basic human needs (food, drink, restroom) during designated times or with permission from teachers.
6. Right to Leisure and Relaxation: Everyone has the right to free time and relaxation.



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Common Responsibilities

1. Representing the School: At school and during all school-related events, we conduct ourselves in a manner that does not harm the reputation of the school or any of its students, parents, or staff members.
2. Fostering Positive Relationships: We are committed to open and positive communication, fostering mutual respect, and working collaboratively with others.
3. Respecting Others' Opinions: We are willing to listen to others, respect their right to hold their own opinions, and engage in discussions without resorting to verbal, psychological, or physical violence.
4. Prohibition of Harmful Substances: We respect the prohibition on possessing or using harmful substances (such as alcohol, cigarettes, and drugs) on school premises or during school-organized events.
5. Maintaining Cleanliness: We take care to maintain order and cleanliness in the school, follow rules regarding changing shoes, and ensure that school materials are properly used and stored.
6. Adhering to Agreed Rules: We consistently follow the agreed-upon rules and guidelines.
7. Fair and Respectful Conduct: We act consistently and fairly, showing respect for the individual circumstances of each member of the school community.
8. Respecting Mutual Agreements: We honor mutual agreements that support the school rules (such as addressing each other by first names among students, starting and ending the day with greetings, handshakes, and well-wishing).

Rights and Responsibilities of Teaching Staff

Rights of Teaching Staff

Teaching staff have the right, while performing their educational duties, to:

1. Conditions for Teaching: Have the necessary conditions provided for performing their educational duties, particularly protection from physical violence or psychological pressure by any member of the school community.
2. Whistleblower Protection: Benefit from the protection under the Whistleblower Protection Act. School employees will receive a link they can use to report illegal activities.
3. Non-Interference: Ensure that their direct educational activities are not interfered with in ways that violate legal regulations.
4. School Council Participation: Vote and be elected to the school council.
5. Objective Evaluation: Receive objective evaluations of their teaching performance.
6. Involvement in School Rules: Participate in the creation of school rules, actively work with these rules, and assist students in translating the school rules into concrete and understandable formulations—classroom rules.
7. Adjusting Lessons: Modify the length and course of a teaching unit, ensuring that the students' health needs are met and their basic physiological needs are considered, thereby creating conditions that support their healthy development.

Duties of Teaching Staff

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Teaching staff are required to:

1. Educational Alignment: Conduct their teaching activities in accordance with the principles and objectives of education.
2. Respect and Protect Student Rights: Safeguard and respect the rights of students.
3. Student Safety and Risk Prevention: Protect the safety and health of students, and proactively prevent all forms of risky behavior in the school environment.
4. Positive Environment: Foster a positive and safe climate within the school through their approach to education, and support its ongoing development.
5. Respond to Aggression: Promptly address any aggressive remarks or actions from students.
6. Confidentiality: Maintain confidentiality and prevent the misuse of personal data, including information about students' health and results from counseling services they encounter.
7. Parental Communication: Provide parents or legal guardians with information related to their child's education and development.
8. Individualized Instruction: Consider the individual needs of students when planning and delivering lessons.
9. Ensure Safety: Ensure the safety of students and colleagues within the school building, and provide students with essential information regarding health and safety.
10. Punctuality: Arrive at school at least 20 minutes before the start of teaching and supervisory duties, allowing sufficient time before taking up supervision of students.
11. Classroom Maintenance: After the final lesson of the day, check the classroom for cleanliness, ensure water taps are off, and electrical devices are turned off. Before leaving the school building, verify that windows and doors in classrooms and offices are closed and secured.
12. Health Observance: Take into account the results of medical examinations, reports from psychological counseling centers, and parents' notifications about the child. Homeroom teachers must regularly update other educators on any new findings related to a student's behavior, performance, health, or family issues.
13. Academic Reporting: Consistently and regularly inform parents about their child's academic progress, communicate all significant evaluations (e.g., grades), and notify them immediately of any significant decline in academic performance.
14. Health Monitoring: Monitor the health status of students and, in case of sudden illness, promptly inform the school administration and the student's parents. A sick student should only be sent for medical treatment when accompanied by an adult.
15. Safety Regulations: Adhere to regulations ensuring health and safety at work and follow fire safety guidelines. If defects or issues that threaten the safety or security of individuals or the building are identified, it is the teacher's duty to report these to a supervisor and, where possible, take action to prevent harm.
16. Supervised Release: Not release students during school hours without adult supervision, nor send them alone to medical appointments. The school is responsible for students during all scheduled teaching periods, including breaks and meal times.
17. School Rules Engagement: Participate in the creation of school rules, actively work with these rules, and help students translate the school rules into concrete, understandable classroom rules.
18. Attendance Monitoring: Regularly monitor student attendance. In the case of an unexcused absence lasting more than two days, contact the student's parents to request an explanation for the absence.
19. Individualized Catch-Up Plans: After a student's prolonged absence, develop an individual plan for their home preparation and any necessary additional tutoring.



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I. Rights and Responsibilities of School Staff

1. School staff provide appropriate care and attention to all students and are always ready to help if a student asks for assistance or advice.
2. School staff foster positive relationships among students, parents, teachers, and other school employees.
3. After the last lesson of the day, staff are responsible for checking the cleanliness of the classroom, turning off water supplies, and switching off electrical appliances. When leaving the school premises, they must ensure that windows and doors in classrooms and offices are closed and secured.
4. All school employees are required, during education and school operations, to consider students' basic physiological needs, create conditions for their healthy development, prevent the emergence of socially pathological phenomena, and provide necessary safety and health protection information to students.
5. School staff are required to follow regulations ensuring safety and health protection at work and fire safety regulations. If they notice defects or deficiencies that threaten the health and safety of individuals or other technical issues, or if the building is inadequately secured, they must inform their supervisor and, within their abilities, prevent any damage.
6. Staff monitor students' health and, in the event of sudden illness, promptly inform school management and the affected student's parents. A sick student may only be sent for medical examination or treatment when accompanied by an adult.
7. In the event of an injury, school staff must provide first aid, ensure medical treatment for the student, and immediately report the injury to the school management, recording the incident in the injury logbook or completing required forms. The staff member who witnessed the injury or first learned of it is responsible for providing care and completing the documentation.
8. All school employees are required to report information related to student injuries, provide first aid, and maintain injury records according to the school's instructions.
9. Teachers and other school staff must not allow students to engage in activities outside the school building during scheduled school hours without adult supervision, nor should they send them unaccompanied to a doctor, etc. The school is responsible for students during their scheduled class hours, including breaks and meal times.
10. A student may be excused from part of a school day by their class teacher; longer absences are approved by the school principal upon submission of a written request.
11. The school (teaching staff) maintains records of student injuries and prepares and sends injury reports to designated authorities and institutions.
12. Each staff member is responsible for isolating a child or adolescent showing signs of acute illness from other children and adolescents, ensuring they are supervised by an adult, and immediately reporting the situation to their superiors.

I. Rights and Responsibilities of Legal Guardians of Students

Legal guardians have the right:

1. To freely choose a school for their child.

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2. To receive information and counseling assistance from the school or educational counseling center on matters concerning education according to the Education Act.
3. To express their opinions on all important matters concerning students.
4. To receive information about the progress and results of students' education. Regular consultation hours and parent-teacher meetings are scheduled, during which all parents have the right to express their comments and suggestions. Parents can inquire about their children's behavior and academic performance with teachers (by prior arrangement) and only outside of class hours – it is recommended to schedule the meeting in advance.
5. To review the school's annual report and make copies or extracts from it.
6. To receive information about the school under Act No. 106/1999 Coll., on Free Access to Information.
7. For children with special educational needs, to receive an education that matches their needs and abilities in terms of content, form, and methods, as well as the necessary conditions to enable such education, and to receive counseling assistance from the school and educational counseling center.
8. To vote and be elected to the School Board.
9. To elect class representatives to the Parents' Council, through which they can express their views.
10. To request an examination or a commission examination for the student.
11. To communicate with teachers outside of designated consultation hours, provided they arrange the meeting in advance.
12. To communicate with teachers immediately if the situation requires urgent attention.
13. To receive the study material in advance in the case of a known absence.

Legal guardians are obliged to:

1. Ensure that students arrive at school and school events on time, dressed in a clean school uniform, properly equipped, prepared, and in good health.
2. Follow the rules for excusing a student's absence from school and school events:
 - In case of illness, notify the school as soon as possible, preferably within 24 hours of the start of the absence, either in person, by phone, electronically, or in writing, and provide a written excuse in Edookit after the absence. During the illness, inform the school about the student's return. If the student needs to leave during school hours, confirm it in Edookit, and the class teacher will excuse them. For short-term absences (1–2 days), inform the class teacher; for long-term absences (3 or more days), a written request must be submitted to the school principal through the class teacher. Every absence is recorded in Edookit, and requests for excused absences should only be justified by health-related stays.
3. In the case of unexcused absences, frequent absences, late excuse submissions, or if the student's personal freedoms are restricted, or they are facing serious personal issues, the school is obliged to inform the Department of Social and Legal Protection of Children at the Municipal Office in Brandýs nad Labem. In line with the school's student assessment policy, a student's grade may be postponed if there is excessive absence and missing assessment records.
4. In the case of unexcused absences, the school will assess the number of unexcused hours and propose disciplinary measures. The school considers the following as truancy:
 - 1–2 unexcused hours: handled with a warning from the class teacher and a meeting with the guardian.
 - 3–6 unexcused hours: handled with a warning from the school principal and a meeting with the guardian.
 - 7 or more unexcused hours: results in a lower behavior grade, and a disciplinary committee meeting is



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convened with representatives from the Child Protection Department (OSPOD).

5. Attend meetings in person when requested by the school principal or educational institution to discuss serious matters related to the child's or student's education.
6. Inform the school and educational institution about the student's health fitness for education and any changes in their condition, health problems, or other serious matters that may affect their education. This includes reporting whether the child or student has a disability, including the type of disability, or any other health disadvantage.
7. Respect the start time of classes and bring students to school with enough time in advance.
8. Respect the closing time of the school after-school program. After the program ends (after 5 PM), each half-hour will be charged 500 CZK.
9. Respect the school's closing hours and pick up the student with enough time in advance.
10. Inform the school about any circumstances that may affect the student's education.
11. Provide reasons for the child's or student's absence from classes in accordance with the school rules.
12. Notify the school and educational institution of the information specified in § 28(2) and (3) of Act No. 561/2004 Coll., and provide any other information that is essential for the education or safety of the child or student, as well as any changes to this information.
13. In cases where the student intentionally damages school property or the property of another person, legal guardians are obliged to cover the cost of the damage.
14. Other rights and responsibilities of legal guardians are specified in the Contract...

I. School Activity Schedule - Organization of the School Day

1. The primary school operates on weekdays from 7:30 AM to 5:00 PM.
2. If a student attends the morning care program, they are signed in via the video intercom at the school entrance.
3. Upon entering the building, students leave their shoes and outerwear in designated areas.
4. Upon arrival at the school from 7:30 AM, students remain in the morning care area under the supervision of the morning care staff until 8:15 AM. Classes follow the schedule of lessons and breaks – see below "Organization of Lessons."
5. A lesson lasts 45 minutes, and a teaching block lasts 90 minutes.
6. The school's educational program may specify a different lesson length for students with special educational needs.
7. In justified cases, lessons may be split or combined, and in such cases, any changes to the end of the school day will be communicated to parents.
8. When organizing activities outside the standard class schedule, the supervising teacher sets the timing and length of breaks based on the nature of the activity, while considering the basic physiological needs of the students.
9. During all breaks, students are allowed to move outside the classroom. During long or lunch breaks, they can spend time in designated areas in front of the school, in the gym, or in the school garden.
10. After the last lesson, teachers hand over students registered for after-school care to the care staff. Other students are taken to the hallway near the school entrance, where another supervising teacher oversees their departure. The supervising teacher hands students over to parents or authorized individuals in writing. Students with written parental consent may leave independently.



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11. Breaks between lessons are 10 minutes long, with a 20-minute break after the second lesson. For grades 1–5, a 65-minute break is scheduled after the last morning lesson (this break includes lunch and, weather permitting, time in the school garden. In bad weather, students can relax in the after-school care area or engage in physical activities in the gym under teacher supervision). Grades 6–9 have a 65-minute lunch break, during which they may eat in the school cafeteria. If approved by their legal guardian, they may leave the school premises. Supervision is provided during the lunch break in the school building.

12. During the school year, the school principal may declare up to 5 free days for students due to significant reasons, particularly organizational or technical ones.

13. In education and directly related activities, as well as when providing educational services, the school takes into account the basic physiological needs of children and students and creates conditions for their healthy development and the prevention of socially pathological phenomena.

Organization of lessons for Y1 students

Preparing for classes 8:15 – 8:30

1st Teaching session 8:30 – 9:15, 9:25 – 10:10

Big snack and relaxation break

2nd Teaching session 10:30 – 11:15

Lunch break

3rd Teaching session 12:20 – 13:05, 13:15 – 14:00, 14:10 – 14:55

End of school lessons

Organization of lessons for Y2 – Y4 students

Preparing for classes 8:15 – 8:30

1st Teaching session 8:30 – 9:15, 9:25 – 10:10

Big snack and relaxation break

2nd Teaching session 10:30 – 11:15, 11:25 – 12:10

Lunch break

3rd Teaching session 13:15 – 14:00, 14:10 – 14:55

End of school lessons

Organization of lessons for Y5 – Y9 students

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Preparing for classes 8:15 – 8:30

1st Teaching session 8:30 – 9:15, 9:25 – 10:10

Big snack and relaxation break

2nd Teaching session 10:30 – 11:15, 11:25 – 12:10, 12:20 – 13:05

Lunch break

3rd Teaching session 14:10 – 14:55, 15:00 – 15:45

End of school lessons

Regime for Off-Site School Activities

1. The safety and health protection of students during activities and education outside the school premises is always ensured by at least one school employee – a teaching staff member. Along with them, a non-teaching staff member may also supervise the activity, provided they are of legal age and legally competent.
2. When organizing lessons during activities related to the school's educational and training activities outside the school premises, the teacher in charge of the event will determine the scheduling and length of breaks, according to the nature of the activity and taking into account the basic physiological needs of the students.
3. During off-site activities, no more than 25 students should be assigned to one person responsible for ensuring safety and health protection. The school principal may grant an exception to this number depending on the difficulty of ensuring safety and health protection for students. For the planning of such activities, the school has established the following rule: every planned off-site activity must be discussed in advance by the organizing teacher with the school management, especially with regard to ensuring occupational health and safety (OHS).
4. During off-site activities where the gathering point for students is not the usual school location, the organizing teacher is responsible for student safety and health protection at the designated location 15 minutes before the scheduled gathering time. After the event, the responsibility for student safety and health protection ends at the designated location and time. The time and place of the student gathering and the end of the event must be communicated by the school management to the students' legal guardians at least a week in advance through the regularly sent monthly activity plans and weekly updates – which are sent to all legal guardians by email and posted on the school's bulletin boards.
5. When students are transitioning to off-site locations for lessons or other activities, they must follow traffic regulations and the instructions of the accompanying staff. Before such activities, the accompanying teacher must provide students with explicit safety instructions.
6. The curriculum also includes swimming lessons for a total of 10 teaching hours annually over two consecutive years (1st and 2nd grade). Swimming may also be included in physical education in other grades.

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Only students who are medically fit may participate in these activities.

7. A student's behavior during off-site activities is part of their overall assessment, including their grade on the report card.

This translation ensures the school's regulations are clear and maintain the same focus on safety, organizational responsibility, and communication with parents as the original.

School Attendance

1. The legal guardian of a student must follow the procedures for excusing absences as outlined in Sections 22, 50, and 67 of Act No. 561/2004 Coll. The school must be informed of the student's absence no later than the third calendar day. Later attempts to excuse absences are not in compliance with the law and are therefore unacceptable.

2. The legal guardian is required to adhere to the rules for excusing a student's absence from school and school events. In the case of illness, the absence should be reported as soon as possible, preferably within 24 hours of the start of the absence, either in person, by phone, or electronically via the SkolaOnline system. After the absence, the guardian must excuse the entire absence through SkolaOnline. During the illness, the school should be informed about the student's return. If the student is excused during the school day, the homeroom teacher must be informed via SkolaOnline. For short-term absences (1–2 days), the homeroom teacher is informed, while for long-term absences, parents must request permission in writing from the school principal through the homeroom teacher. Every absence is recorded in the SkolaOnline system. In cases of unexcused absences, frequent absences, late excuses, or situations where the student's personal freedoms are restricted or they face significant personal problems, the school is required to inform the Child Protection Department at the Brandýs nad Labem City Office. According to the school's grading policies, if there is a large number of absences and missing grading records, the student's grading may be postponed.

3. The school principal may, upon request from the student's legal guardian, exempt the student from certain classes, either partially or completely, for health or other serious reasons. In such cases, the principal will determine an alternative method of education for the student during that class period.

This translation outlines the procedures and responsibilities related to student attendance, emphasizing the need for timely communication and compliance with legal and school regulations.

Procedure for Dealing with Pediculosis (Head Lice) Detected in a Student

1. Pediculosis is not considered an infectious disease. However, to prevent its spread and reduce its occurrence, individuals are required to undergo recommended treatment. If the individual is under 15 years of age, their legal guardian is responsible for ensuring compliance with this requirement.



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2. When head lice are detected in a student (or students) in a class or educational group, the homeroom teacher is required to promptly inform the student's legal guardian and request that the student be picked up from educational activities as soon as possible to ensure treatment is administered.

This procedure emphasizes the importance of prompt communication and action to prevent the spread of head lice in the school environment.

Substance Abuse Prevention Policy

1. All individuals are prohibited from using or handling addictive substances on school premises. This does not apply in cases where the individual uses such substances as part of a medical treatment prescribed by a healthcare facility.

2. Students are prohibited from bringing addictive substances, poisons, or any substances that resemble them in appearance, taste, or consistency into the school or using them on school grounds.

3. The use of narcotic and psychotropic substances (hereafter "NPS") by individuals under 18 years of age is considered dangerous behavior in the Czech Republic. Anyone engaging in this behavior is entitled to assistance from child protection authorities.

4. If the school becomes aware of such behavior, it will notify the student's legal guardian.

5. The school is required to report any facts suggesting that a student is using addictive substances to the child protection authorities of the municipal office with extended powers.

6. The distribution of NPS according to Section 187 of the Criminal Code and the spreading of NPS according to Section 188 of the Criminal Code is prohibited in the Czech Republic. Such actions are considered a crime or an offense. The school is obliged to prevent such criminal activity and will do so by promptly reporting the matter to law enforcement.

7. If a substance suspected to be a narcotic or psychotropic substance is found on school premises, or if a student is found in possession of such a substance, the school will follow the same procedures as outlined in point (3).

8. Smoking, including the use of electronic cigarettes, is prohibited in both indoor and outdoor areas of the school.

This policy underscores the importance of preventing substance abuse in schools, while also outlining the school's responsibilities to report and respond to any such incidents.

Accident Reporting and Documentation

1. Accident Record Keeping: The school employee who was supervising the students at the time of the

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accident is responsible for recording the incident. If the accident is reported later by the student or their legal guardians, the record should be made by the employee during whose supervision the accident allegedly occurred or by the homeroom teacher.

2. Accident Log: All accidents involving children, students, and pupils (hereafter "accidents") that occur during educational activities and directly related activities must be recorded in the accident log within 24 hours of the school becoming aware of the incident.

3. Accident Reporting:

- The school or educational institution must promptly notify the legal guardian of a minor student about the accident.

- If the facts suggest that the accident involved a criminal offense or administrative offense, or if it is a fatal accident, the school or educational institution must promptly report it to the relevant local Police unit.

- Additionally, the school or educational institution must promptly report the accident to the insurance company if the school or institution has liability insurance for damage caused to students' lives and health.

4. Compensation Reporting: If it is likely that the student will receive compensation for pain and suffering or diminished social functioning due to the accident, the school must submit a report to the student's health insurance company and the relevant inspectorate of the Czech School Inspectorate for the previous calendar month, no later than the fifth day of the following month.

5. Data Protection: Personal data contained in the accident log may only be processed for the purpose of accident documentation and potentially for creating an accident report. This data must be protected according to applicable data protection regulations.

This policy ensures that all accidents are properly documented and reported, with a clear process for notifying guardians, authorities, and insurance companies, while also maintaining strict data protection standards.

Conditions for Handling School Property by Students

1. Damage and Destruction: In the case of deliberate damage or destruction of school property, property belonging to students, teachers, or others by a student, the cost of repairs or replacement will be required from the student's parents. If the damage occurred due to insufficient supervision of the student, there is no legal claim for compensation from the parents.

2. Lost Items: Students must report any lost items immediately to their homeroom teacher. Students are responsible for ensuring their belongings are properly secured.

Rules for Evaluating Student Learning Outcomes

These rules are part of the School Code and the School Educational Program. Due to their extent, they are detailed in a separate section of the School Code—Rules for Evaluating Student Learning Outcomes.



Final Provisions

3. Effective Date: This directive takes effect on September 4, 2017.
4. Publication: In accordance with Section 30 of the School Act No. 561/2004 Coll., the school principal publishes this code by posting it in the school hallway, staff room, and on the school's website.
5. Staff Review: The school staff reviewed this School Code at the pedagogical council meeting on August 29, 2024.
6. School Council Review: The School Council will review the text of this School Code on September 2, 2024.
7. Student Notification: Students will be informed of this code by their homeroom teachers on September 5, 2024, and this will be recorded in the class books.
8. Guardian Notification: Legal guardians will be informed of the school code on September 6, 2024. The code will also be available on the school's bulletin boards and website.

This section ensures clarity on student responsibilities regarding school property, provides details on the rules for evaluating educational outcomes, and outlines the procedures for the publication and review of the school regulations.

Prepared by: Mgr. Jarmila Dvořáková, school director, Brandýs nad Labem: 2.9.2024

Approved by the managing director of the company: Mgr. Jarmila Baker