

SCHOOL RULES & REGULATIONS

Duhovka Elementary, Nad Kajetánkou 134/9, 169 00 Prague 6 –
These Rules & Regulations are binding for all students, parents and employees of the school.

Duhovka Elementary - a private elementary school of the first stage - is composed of the following associated parts: an elementary school, Organizational ID Code 018 627 994, an after-school center, Organizational ID Code 108 000 451, and a school lunchroom, Organizational ID Code 110 001 982. The school is a classified institution of the school network of the Czech Republic, Ref. No. S-MHMP113826/2006, Institutional ID No. 600 001 130, legal form - limited liability company, scope of business: provision of elementary education to students in the scope defined by Act No. 29/1984 Coll., on the System of Elementary Schools and High Schools, as amended (the Schools Act); operation of an after-school center, a school lunchroom and clubs, ID No.: 25 62 58 45, founder: Základní škola Duhovka,s.r.o., Statutory Body: Tomáš Janeček and Ivana Janečková (Executives), School Director RNDr. Jindřich Kitzberger.

DAILY SCHEDULE

Teaching is carried out according to the classes' schedule approved by the School Director.

Classes begin and end as announced by the teacher.

Teaching may also be carried out in blocks (the uninterrupted Montessori work cycle) and in the form of projects. Teachers are responsible for the children having breaks (the whole class together or each child individually), and they are always to adhere to the rules for maintaining children's mental health and to the total time for breaks allotted by the daily schedule.

The daily schedule is as follows:

7.45 a.m. – 8.20 a.m.	children arrive to school
8.20 a.m. – 8.30 a.m.	preparation for classes
8.30 a.m. – 2.30 p.m.	daily classes according to the classes' schedule (incl. recess between morning and afternoon classes)
12.00 p.m. – 1.30 p.m.	lunch according to the classes' schedule

Access to the building and to school premises:

The building (its main entrances) opens at 7.45 a.m. and it is locked at 8.20 a.m. During the day, the building (the entrances from the outside) is locked and the office authorizes all visitors (visitors ring the bell to the office by the entrance).

The staff on morning duty in the hallway allows the legal representatives of the children (hereinafter, "parents") to enter the building. Parents are allowed to move around the unlocked premises without limitations until 8.30 a.m. After 8.30 a.m. they can be present in the classrooms only with the teachers being aware of and granting the permission for their presence.

In the afternoon, parents' entrance and movement around school premises abides by the internal rules and regulations of the After-School Center except for scheduled visits and class or school events where parent participation is expected.

Other visitors (anybody other than children, parents and Duhovka staff) can enter the school only if the office is aware of and grants permission for their presence throughout the whole day (i.e. from 7.45 a.m. until the end of office hours). Office staff are responsible for allowing visitors to enter the building and to reach the room relevant to the purpose of their visit for the time scheduled. In principle, visitors enter the school by one of the main entrances, ring the bell to the office and in case of a

longer stay in the building (i.e. with no school employee accompanying them at all times) wear a "GUEST" badge visibly.

The office is open every day between 7.45 a.m. and 4.30 p.m. unless there are meetings scheduled outside this time or there is a school or class event that the office is supporting.

The After-School Center teachers are responsible for visitors entering the garden in the afternoon. The rules are specified in the After-School Center internal rules and regulations.

Rights and Duties of Children

All children have the right to study and to learn, and they must not hinder the studies and learning of others.

The work produced by the children must not be misused.

All children have the right to their own opinion and they also must respect the opinions of others.

All children may freely say what they think, without aiming to offend or ridicule others.

Nobody may hurt any child, physically or psychologically abuse a child, or force a child to do things causing hurt to others. The same applies to children in relation to others.

Children have the right to take short breaks to relax according to their own needs.

Children may discuss their problems, concerns, observations and suggestions at any time with any member of the teaching staff, the school psychologist, the Deputy Director, or the School Director.

Children must behave considerately towards each other and to adults, speak politely, follow the principles of good manners and follow the rules set for particular activities and areas.

Children's behavior may at no time endanger others, risk causing bodily injury to themselves or others, or risk damaging school or personal property.

All children are to make an effort to contribute to a shared atmosphere of work and creativity, and to fulfill their school duties as best as possible. Every child is to help others according to his/her strengths and abilities.

During instruction time, children work to make the most of their capacities.

Every day, children bring materials needed for classes or any other activities they participate in as specified by the teachers or class rules (study materials, equipment, clothes, shoes, notebooks etc.)

Children must arrive at school on time, by 8.20 a.m. at the latest. They enter the building exclusively by one of the main entrances (from Nad Kajetánkou street).

They change shoes in the changing room and store anything they do not need in class in the locker. In case children bring their cellphones to school, they need to always turn them off and leave them in their lockers until the end of classes. Each child is responsible for locking their locker (in case their locker is not locked, the school cannot be held responsible for any loss incurred, with the exception of technical problems preventing the locker from being locked, which has to be announced to the office in the morning).

Children must be in their classrooms by 8.30 a.m. at the latest.

Inside the school building, children walk slowly on the right side of the staircases and hallways. Classrooms may be entered only after changing shoes.

Children are responsible for the tidiness, cleanliness and condition of the place where they are performing their activities, and of the school equipment provided to them to use.

Children may not borrow any items from the teacher's desk without the teacher's permission.

Children may not open and close windows, may not use electrical appliances or touch switches and parts of the electrical system without supervision or the explicit consent of a teacher.

All raised areas - such as the mezzanine floors in classrooms - are off limits for children unless under adult supervision. The use of sports and relaxation equipment is subject to specific rules which all children must observe.

Children are not allowed to take any of the classroom equipment or appliances out of the classroom. Changes of any kind may be made only made with the consent of a teacher or the School Director.

If a child intentionally or accidentally damages school property, he/she must inform the teachers. The teacher must find a solution in cooperation with the parents to repair the damage caused.

If a child finds an object whose owner is unknown, he/she shall give it to an adult.

The children must immediately inform a teacher of any injury, whether serious or mild, or accident occurring on school premises or outside the building during events organized by the school.

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Both children and adults are prohibited from having on them or in their possession, distributing or abusing addictive substances of any kind on school premises. At the same time, it is forbidden to bring to the school premises any objects or substances that put the safety and health of children and adults at risk, mainly weapons, chemicals etc. (with the exception of substances used to clean the premises, which must be approved by the School Director in advance and a regime of using these agreed upon).

Children may leave the school during instruction time only with the permission of their class teacher having submitted a written request from their parents.

During instruction time or recess, children can leave the classroom and go to another part of the school premises only with the explicit consent of the teacher.

At the end of instruction time, children put the classroom in order under the supervision of a teacher. They take everything they need with them to the changing rooms and go to lunch or recess. Should a child not have lunch, he/she goes straight to the After-School Center.

Children usually spend recess between the morning and the afternoon classes in the garden, where they follow the rules of stay in the garden. Designated teaching staff supervise the children.

Classroom Jobs

Children are assigned classroom jobs, including:

- Helping prepare materials for instruction;
- Keeping the classroom and changing room tidy;
- Preparing the snack and cleaning after;
- Taking care of the garden;
- Taking care of a certain assigned area used by the class or the school as a whole.

Details of these jobs are described in individual class rules.

ALL SCHOOL EMPLOYEES

All employees of the school shall carry out their work in accordance with applicable legislation, including, without limitation, the Czech Labor Code, as well as any instructions and guidelines issued by the School Director. All internal rules and regulations are included in the Staff Manual, which is updated by September 1 every year and which every employee is bound to be familiar with (in the extent relevant to his/her work position). Specific job description of each employee is issued by the School Director in a document that is presented to the employee upon signing the contract.

TEACHERS

Teachers and English lecturers (assistants) must follow School Rules and Regulations and are required to demand that they are followed by all the children at school (i.e. not only the children in “their” respective classes).

Every morning, one member of the teaching staff is on “morning duty”, supervising the main entrance to the school. He/she unlocks the school by 7.45 a.m. and stays in the hallway until 8.20 a.m. During that time, he/she supervises the children, is responsible for peaceful environment to be maintained, and rules observed in the hallway and the changing rooms, and for visitors entering the building. At 8.20 a.m., the teacher locks the door. Any children and/or parents arriving to school after 8.20 a.m. must contact office staff in order to be allowed to enter.

Teachers are to perform morning duty actively, without giving their attention to other tasks and without leaving the main entrance area in the given period (7.45 – 8.00 a.m.).

In the morning, teachers who are not on morning duty are to arrive to school no later than 20 minutes before instruction time starts and do all the necessary preparations. Teachers supervise children arriving to the classroom during this period. In classes with several members of teaching staff present (a Czech teacher, an English teacher, an assistant), they shall always reach an agreement together as to who is to supervise all areas where children have access.

Teachers are to check that children have changed their shoes. Teachers also change their shoes.

Teachers shall meet with parents only outside of instruction time (this does not apply to in-class observations agreed upon in advance – see the section In-class Visits). Discussions with parents may not interfere with teaching.

Teachers are responsible for keeping their assigned classrooms and the adjacent areas (kitchen, bathroom) clean and tidy, including taking care of plants and animals, closing windows and turning off lights at the end of instruction time. At the end of instruction time, teachers are to take the children to the lunchroom or hand them over to the After-School Center staff. Teachers also oversee that the changing rooms, hallways, classrooms and students’ toilets are kept in order.

Teachers are responsible both for the children’s and their own safety. They guide the children to observe health and safety rules. Before any new activity or activity in a new environment where new or different safety

rules need to be observed, teachers must introduce these rules and principles to the children.

Teachers organize children’s class duties.

RULES FOR EVALUATIONS

Teachers are to use verbal evaluation. Continuous evaluation provides each child with an idea of how they are progressing in mastery of given contents or topics. Overall evaluation summarizes the child’s results over a specific period of time (half a term, a term). Evaluation is provided orally or in writing and shall always be comprehensible and useful mainly to the child. It should follow the principle of not comparing the child with other children in the class. Always take into account individual potential and evaluate progress in comparison with the preceding time period.

Evaluation describes the level of achievement of expected outputs specified in the school curriculum, with regard to education and personality prerequisites. It also contains recommendations on how to prevent potential failures and how to overcome them. It must be pedagogically justified, technically correct and substantiable.

Overall evaluation at the end of a school year (i.e. for the respective grade – pass with distinction, pass, fail) is given by the class teacher based on the level of achievement of the expected outcomes in the given grade. Class teachers shall take into account the definitions of the individual classification grades as described in Annex 1.

Verbal evaluation must be **converted to standard classification system** in case the student is transferring to another school (at the parents’ or the school’s request) or in case of 5th grade students for the purposes of high school admission process. This is done by the evaluating teacher, who will consider the level of achievement of the expected outputs in the given subject, or the level of adherence to school rules (for the evaluation of behavior).

For the purposes of converting verbal evaluation to standard classification system, definitions of the individual classification grades are given in Annex 1.

Rules and principles of student self-evaluation: Teachers systematically and continuously develop students’ self-evaluation skills and provide students with opportunities to evaluate themselves.

During their self-evaluation, children focus mainly on their level of mastery of knowledge and skills, their understanding of the concepts studied, causes of their successes and failures, the meaning of what they have learned, their educational needs and possibly also goals for the future. The teacher discusses children’s self-evaluation

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with them individually and examines them in the context of their own evaluation (i.e. the teacher's view of the child's achievement of the expected outcomes).

The basis for the evaluation is gathered by the teachers in the form of written, spoken or another form of expression of the child, depending on the nature of the subject. Teachers shall inform children and their parents about specific methods used at the beginning of the school year. In case the nature of the subject allows, teachers form the basis of their evaluation as a balanced combination of spoken, written and other forms of expression of the children. At the same time, they also take into account the children's individual characteristics and special educational needs, so that any disadvantages children may have in terms of speaking and writing can be compensated in the overall evaluation.

Evaluating children with special educational needs: The teacher chooses primarily those forms and methods of verification of knowledge and skills that comply with the child's abilities, and that are not negatively affected by disabilities.

When evaluating children with special educational needs, teachers base their evaluation primarily on the recommendation issued by the pedagogical counselling center and on the student's individual education plan. The student is evaluated as often as possible, and the teacher shall always take into account the nature of the disability in the final evaluation.

Safety and health protection

The supervising teacher informs children of any possible health and safety risks related to activities in which they participate in class or in direct connection with their education. At the same time, the teacher introduces them to the principles of safe behavior and possible risks and adequate subsequent measures children can come across at school, its premises and during activities outside of school (such as risks posed by strangers, violence and bullying, dangerous objects etc.).

A proof of instruction takes the form of a record (e.g. in the class book), with an outline of instruction attached.

Apart from providing safety precautions, teachers also supervise children to prevent harm to their health, property and the environment. School Director makes decisions about the provision of adequate supervision. He/she takes into account specific conditions and activities, children's age and level of intellectual abilities (maturity), transport and other risks. The School Director authorizes a member of the faculty to be in charge of supervision, creates a schedule of supervision and displays it in a place accessible

to anybody who might need to find out which teacher is in charge.

Based on the School Director's decision, apart from teachers, also other legally competent persons of age with an employment relation to the school may supervise children. These persons must be properly informed about the duties of supervision and the School Director must make a written report of such instruction, which is signed by the person authorized for supervision.

During movement and sports activities (ball games etc.), participants abide by the safety rules for the given activity, for the relevant age group, their modification for the space in which the activity is taking place, and the rules of the sport.

During sports and other activities during which the health risk is increased, children follow directions issued by the teacher. The teacher does not allow children to participate in the activity unless they put away or secure any decorative or other for the activity inappropriate or dangerous objects. These can be for example bracelets, watches, earrings, piercing, necklaces, rings and other objects. Children put these items on a spot designated by the teacher.

Children use work clothes or sports gear and equipment depending on the type of performed activity and instructions issued by the teacher, who controls that children abide by this rule. Each child must have sports gear, work clothes and shoes in order. Parents are responsible for the equipment children need for physical education and practical life.

During physical education, safety is ensured by a member of the faculty during the whole class. Exceptionally, the class may be interrupted by the teacher and supervision provided by another legally competent person of age with an employment relation to the school. The person in charge issues clear and precise instructions comprehensible to the children, and controls safety and functionality of sports equipment before the class starts. He/she takes into account children's physical abilities, age and previous experience. During movement activities in nature, terrain and obstacles appropriate for the age group, climate, and intellectual as well as physical level of development must be chosen and the quality of equipment must be taken into account. Should the teacher intend to introduce sports activities that are not part of the curriculum, it must be approved by the School Director and safety rules and methodology issued by the relevant sports association for the given age group must be followed.

Teachers accompanying children to swimming courses are responsible for the safety of the children until the moment of handover to staff in charge of the swimming

class. Accompanying teachers are present during the whole time of the training.

Should a child show signs of an **acute illness** (fever, vomiting, diarrhea etc.), the teacher must immediately **separate the child** from other children and provide adult **supervision** (at school, the office should be contacted; the office manager then contacts the child's parents to come pick him/her up).

ACCIDENT PROCEDURE

In case of injury, the school employee supervising the children at the time shall:

Provide necessary first aid and if the nature of the injury requires it, call an ambulance. The first aid kit is placed in the Teacher's Room (the cabinet by the door) and in the After-School Center (on a shelf in the middle room);

Immediately inform the child's parents and subsequently, the School Director (or Deputy Director);

Record the injury in the accident register within 24 hours.

PARENTS¹

Parents must ensure that their child arrives at school on time (i.e. by 8.20 a.m. at the latest).

Parents may arrange consultations with teachers only outside of instruction time, i.e. before 8.20 a.m. or after the classes.

If requested by the School Director, parents shall come in person to discuss any serious issues related to their child's education.

Parents shall inform the school about their child's state of health and any changes to it or any medical conditions or other serious issues, which could affect the child's education.

Should any changes occur in the child's personal information relevant to the school, such as a change of address, email address or a phone number, parents must immediately inform the office.

In case of unplanned absence (usually due to illness), parents need to contact the class teacher via sms, email or call to excuse their child as soon as possible, by the time instruction starts at the latest. In case of unexcused absence, the teacher informs the office when instruction starts and the office manager calls the parents to find out the reason for the absence.

¹ The term "parent" is used throughout this text to denote the "child's legal representative".

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Absence shorter than 3 school days – parents inform class teachers and provide a reason for the absence.

Absence longer than 3 school days – parents submit a leave request (including the reason) using a specific form submitted to a class teacher, who takes it to the office, at least a week before the planned absence. Parents need to discuss the request with the class teacher and agree on the conditions of the absence in advance.

Absence longer than 5 days – parents need to submit a leave request at least two weeks before the planned absence. They need to discuss the request with the class teacher in person. Should the parents not meet the deadline, the teachers are not bound to provide information regarding homework or the list of contents the child will miss due to his/her absence.

Leave requests for period longer than three days are approved by the School Director. If parents do not receive a negative reply within a week of the submission of a leave request, the request is approved and the child is released from school.

All absences must be recorded in writing by the parents and a reason given upon the child's return to school. In case of repeated absence due to health reasons, the school has the right to ask for a medical report.

In-class Visits

Parents can visit the class anytime upon prior arrangement with a teacher. In case there is a new teacher in class, visits can be arranged no sooner than 2 months after the new teacher has started working in the class. There can be a maximum of 2 visits in one class per week (i.e. two days a week), unless the teachers exceptionally agree otherwise. At the same time, there can be no more than 1 person for observation (with the exception of university student observations or observation days, which are approved by the School Director and in which case the number of visitors in one class cannot be higher than 3). Parents of current students can organize their visit directly with the teachers. Other visitors always schedule a visit with the School Director (or a Deputy Director), who verifies with the teachers that other rules will be observed (the approval of the School Director can be obtained by a teacher, should the request come directly to him/her). Generally, in-class visits take place from November to June (exceptions - e.g. student visits - can be approved by the School Director, taking into account the specific environment of each class). In justified cases, the teacher has the right to decline a request for a visit (based on the current situation in class – specific activities that would be disturbed by a visit etc.). Every visitor must abide by the Rules of Observation, which constitute

an integral part of this document. Visitors receive the Rules of Observation prior to their visit from the teacher or the office staff (depending on whom they have arranged the visit with).

Persons other than parents may visit classes only if approved by the School Director or the Deputy Director. In general, there are specific days in the School Calendar scheduled for observation.

Payments

Parents are to adhere to payment dates with the payment of school fees, fees for the After-School Center, Afternoon Clubs, the costs of school trips and meals. Should parents not adhere to the set payment dates, the School Director may charge a late payment fee (according to relevant contract).

Regardless of the reason, parents have must inform the School Director about a late payment in time. They can request to pay in instalments (using instalment payment plan).

Phone Calls

During instruction time, children's cell-phones are stored in their lockers. During in-class visits, parent class meetings and school events, parents and other visitors switch off their phones in order not to disturb the class or the event.

Supporting the School

Should parents decide to support the school, they are to discuss the manner and scope of their assistance with the School Director or the Deputy Director. In the case of financial donations, a donation agreement is concluded, which specifies how the donation should be used.

Teachers may accept assistance in the form of cooperation and assistance with the organization of school and extracurricular activities related to their class or the whole school.

However, teachers may not accept expensive material or financial gifts from parents, even outside school premises.

EXTRACURRICULAR ACTIVITIES

Teachers organizing events outside of the school premises or instruction time (outdoor classes, field trips, celebrations...) assume full responsibility for the event and all the participants.

They must ensure that:

- The School Director is informed about the plan of the event, including the schedule and material and financial arrangements, and that the office is informed about the event in due time (for events during in-

struction time, internal procedure can be followed – record in a relevant form etc.);

- Parents are informed in detail about the event in due time;
- Teacher supervision is arranged.

THE GARDEN

The garden is used both for school and extracurricular activities.

In the afternoon, it is used by the After-School Center.

Detailed rules on using the garden and its equipment are provided in a separate document posted by the entrance (the Rules for the Garden). These rules are also to be observed by all visitors.

Children use only those areas of the garden designated by members of staff, so that they always are under adult supervision.

Children must follow the safety rules during sports activities to prevent harming themselves and others, and keep the area clean and tidy.

If parents come to pick up their child with a dog, they must leave the dog at the garden gate so that the coming and going of others is not obstructed.

The same also applies when children occasionally bring live animals to school – this must be discussed in advance with the class teacher, who will make necessary arrangements.

AFTERNOON CLUBS

The After-School Center staff are in charge of organizing the coming and going of children to and from Afternoon Clubs.

During club activities, children are to stay in the designated room, follow the instructions of the club teacher, avoid wasting materials, keep the area tidy, and clean up after themselves at the end of the club.

Children that do not respect the rules of behavior at a club may be excluded from the club without any entitlement to a refund of the fee paid for the Afternoon Club.

The School Director decides about the enrollment of a child in an Afternoon Club based on an application submitted to the coordinator of Afternoon Clubs.

Snacks

The daily meals prepared for children include a morning and an afternoon snack.

Children go to pick up their snacks when sent by the class teacher or a member of After-School Center staff (the morning snack is picked up by 10.30 am at the latest).

Snacks are provided only if all-day meals have been paid for.

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Drinking Regime

There are drinks available to children during the whole day.

MISCELLANEOUS

The following behavior is considered to be an example of a serious breach of School Rules & Regulations:

- Putting one's own or another person's health and safety in danger, or any harm caused to anybody else;
- Bullying or any other expression of aggression/violence directed towards others;
- Unexcused absence;
- Inappropriate conduct and behavior towards children, teachers, staff, other parents or the School Director;
- Representing the school in public and in the media without the consent of the School Director;
- Jeopardizing the reputation of the school.

Specific procedure of solving a breach of School Rules and Regulations can be found in Annex 2.

At the beginning of each year, class teachers discuss the rules with children (those that are relevant to them), and make a record of this in the class book (any children absent at the time of instruction need to be introduced to the rules subsequently). School Rules and Regulations are shared with all parents via email at the beginning of the school year and they are also introduced to them upon signing the Educational Services Agreement.

This document was updated as of June 12, 2018 and the current version shall be valid as of September 1, 2018.

RNDr. Jindřich Kitzberger

School Director