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<h2 style="color: blue;">SCHOOL ORGANISATIONAL RULES</h2>	
<h3 style="color: red;">Part 4: PRIMARY SCHOOL RULES</h3>	
Ref. no.:	ZSJKT/01701/2025
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The school rules are part of the school's organisational rules. Therefore, some topics are elaborated in more detail in other separate regulations and guidelines.

The school rules also include the Ten Rules for Mutual Relations at School, Rules for the Evaluation of Pupils' Educational Results, and internal rules for the after-school club, club and school canteen, changing rooms, specialist classrooms, gyms and other areas.

All of its provisions are based on Act No. 561/2004 Coll. (the Education Act) and the Decree on Primary Education, as amended.

All participants understand the need for these rules, which should form the basis for conflict-free, safe, healthy and pleasant coexistence of the entire school community.

It is an open document that will be amended in the coming years based on experience gained from its implementation and changes in the conditions for the school's work.

Class teachers provide pupils with a basic introduction to the principles of the Internal School Rules in a demonstrable manner (entry in the class register) at the beginning of each term and as necessary when they find that pupils are unaware of or do not comply with certain provisions. Legal guardians are familiarised with the school rules at class meetings. The school rules are also posted at the entrance to the school building and published on the school's website www.zstylova.cz.

These school rules also apply to optional and elective subjects and extracurricular activities that take place in the school buildings and under the auspices of the school, as well as to school events held outside the school premises.

Serious culpable violations of the obligations established by law or these school rules will be dealt with by disciplinary measures, respecting the principle that a pupil cannot be held responsible for actions that they could not assess or influence due to their age and level of intellectual and volitional maturity.

A. Details on the exercise of rights and obligations of pupils and their legal representatives

A1. Fundamental rights of pupils

- 1.1** The school rules for pupils strictly comply with **the Convention on the Rights of the Child** approved by the UN General Assembly.
- 1.2** Pupils have **the right to education and school services** in accordance with the law.
- 1.3** Pupils have **the right to information about the progress and results of their education** and to information and counselling assistance from the school in matters relating to education.
- 1.4** Classes have the right to delegate a representative to **the school parliament**, which represents pupils in negotiations with school staff, school management and the school board on matters concerning the entire school community or individual classes. In addition, the parliament participates in the development of extracurricular activities.
- 1.5** Pupils have the right to express their views on all decisions concerning matters of substance relating to their education. They shall express these views in a polite, calm and reasonable manner. Their views shall be given due consideration in accordance with their age and level of development.
- 1.6** Pupils have the right to **freedom of expression** – to seek, receive and disseminate information – orally, in writing, in print or by other means, as well as the right to freedom of thought, conscience and religion.
- 1.7** Pupils have the right to **privacy** – teachers never discuss a pupil's personal problems in front of the class. The school protects pupils from any physical or mental violence, insults or abuse, neglect or negligent treatment, torment or exploitation.
- 1.8** Pupils may demand that their rights be respected and their suggestions implemented either in person directly to the school management or through their legal representatives, class representatives of the SRŽPŠ (School Council) or the school board.

A2. Basic obligations of pupils

- 2.1** Pupils shall comply with **the principles of these school rules** and regulations and the school's health and safety rules and instructions, with which they have been familiarised.
- 2.2** Pupils follow **the instructions of their teachers, thereby creating conditions for them to perform their work to a high standard**. They shall be prepared for lessons and bring the necessary aids and school supplies (such as textbooks, exercise books, workbooks, dictionaries, atlases, calculators, writing, drawing, art and work supplies, exercise and work clothes, etc.). They shall take care to keep their school supplies in good condition and their work tidy. **For pupils who disrupt lessons or behave inappropriately, a study room has been set up** where they can complete the tasks assigned by the teacher under supervision. Repeated expulsion from class will be reported to parents and treated as a gross violation of school rules. Expulsion from class is also considered grounds for disciplinary action by the class teacher, always after consultation with the teacher who expelled the pupil from class.
- 2.3** Pupils are obliged to attend school regularly and to study diligently.
- 2.4** Pupils shall observe the principles **of civilised behaviour** at school. They shall attend school without any eccentricities in their appearance.
- 2.5** Teachers at the school assign **homework**. Pupils complete it as an educational opportunity and pedagogical tool. Homework is assigned in order to consolidate the pupil's knowledge, or to repeat the subject matter, to reinforce their work habits, etc. Homework leads to practice or a better understanding of the subject matter covered. Homework is appropriate in terms of content, scope and frequency, is motivational, takes into account the interests of pupils and effective pedagogical principles. The school assesses homework sensitively, and only if the assessment rules are known in advance. If homework is assessed, it should be one of many components that contribute to the overall assessment of a pupil's level of knowledge and skills.
- 2.6** The school provides **distance learning** if, as a result of crisis or emergency measures (e.g. emergency measures by the Regional Hygiene Station or blanket measures by the Ministry of Health) or due to quarantine regulations, more than half of the pupils in at least one class are unable to attend school in person. Face-to-face teaching of the pupils concerned shall be replaced by distance learning (taking into account their conditions for distance learning). Other pupils who are not affected by the ban shall continue with face-to-face teaching.

In the case of distance learning, pupils are obliged to participate fully, complete the assigned tasks and cooperate with teachers.

A3. Fundamental rights of pupils' legal representatives

- 3.1** Legal guardians of pupils have the right to information about the progress and results of their children's education.
- 3.2** They may vote and be elected to the school board.
- 3.3** They have the right to express their opinion on all decisions concerning essential matters of their children's education.
- 3.4** They have the right to information and counselling assistance from the school.
- 3.5** If legal guardians need to talk to any school staff member, they can do so at any time by prior mutual agreement, especially during class meetings, consultation afternoons or open days. Meetings cannot be held during the teaching staff's teaching hours.

A4. Basic obligations of pupils' legal guardians

- 4.1** Legal guardians shall comply with the principles of these school rules.
- 4.2** Legal guardians are obliged to ensure that pupils attend **school regularly and on time**.
- 4.3** At the request of the school management or class teacher, they shall personally **participate in discussions of serious issues** concerning the education and behaviour of pupils.
- 4.4** **They shall inform the school** of any changes in the child's health, medical conditions or other serious circumstances that could affect the course of education. They shall also report any information that is essential for the course of education or the safety of the pupil and any changes in this information.
- 4.5** **They provide reasons for the pupil's absence from lessons** in accordance with the conditions set out in the school rules.
- 4.6** They regularly **log into the electronic student record book system**. The electronic student record book is a basic tool for informing about the progress and results of education. The Bakaláři system is used for the electronic student record book. At the beginning of their child's attendance, each legal guardian will receive an original username and password, which will be used to access the designated information. In the event of loss (forgetting) of access data, it is possible to request it again from the school office on the basis of a written request, as well as to request a change. A computer with free internet access is available at the main entrance, and legal guardians can also request a printout of eŽK reports at any time from the school office. **The child's personal data, grades, educational measures, timetable and other data that parents obtain in the electronic student record book are sensitive personal data to which only the student's legal guardians and the student have access.**
- 4.7** A printed **excuse slip** is part of the electronic student record book. If students lose their excuse slip, they can pick up a new one at the school office. Students will pay a fee for a new excuse slip. The duplicate will be clearly marked.
- 4.8** Parents are **responsible for** their children even when they are at school. They are obliged to cooperate with the school and resolve any problems that may arise during the course of their education.
- 4.9** They shall ensure that sufficient funds are available in the school's sub-account by the required date in the form of an advance payment for school events (cinema, theatre, courses, trips, excursions, consumables, etc.). Accurate records of the funds entrusted to the school by the pupils' legal representatives are kept via **the school's online cash register (ŠOP)**. Technical and methodological support is provided by the school's economist.

B. Details on the rules governing mutual relations with school employees

- 5.1** The rules of mutual relations are based on the principles of mutual respect, tolerance of different opinions, solidarity and dignity of all participants in education.
- 5.2** The first part of the school rules is the Ten Rules for Mutual Relations at School, which regulates the details of the rules for mutual relations with school employees and between pupils themselves.

- 5.3** Particularly gross verbal and intentional physical attacks by a pupil against employees of the school or school facility or against other pupils are considered a particularly serious culpable violation of the obligations set out in the Education Act. If a pupil commits such an act, the headteacher of the school or educational institution shall report this fact to the social and legal protection of children authority, in the case of a minor, and to the public prosecutor's office by the next working day after becoming aware of it.

C. School operation and internal rules

- 6.1** Entry to the after-school club and school club is permitted from 6:00 to 7:30 a.m. Other pupils enter the school from 7:40 a.m.

- 6.2** In addition to pupils registered for regular attendance, other pupils may also attend the morning (internet) club free of charge.

- 6.3** If lessons start earlier, pupils enter the building (changing rooms) under the supervision of the caretaker at 6:50 a.m. at the earliest, from where they proceed to the classrooms under the supervision of teachers. For pupils whose lessons start later (8:55 a.m.), the school will be open at 8:45 a.m. If these pupils attend the after-school club, they will arrive by 7:55 a.m. For safety reasons, the school buildings are closed during lessons and breaks. Pupils arrive for afternoon lessons 10 minutes before the start of lessons. For safety reasons, the school entrance by the canteen is only open from 7:40 a.m. **First-year pupils have priority when arriving at school.** In October and November, the Guardian Angels peer programme takes place in the cloakrooms, with older pupils helping first-year pupils with self-service.

<i>Lessons</i>	<i>Arrival at school</i>
After-school club and club, internet	6:00 - 7:30
0th period (7:05)	6:45 - 7:00
1st period (8:00)	7:40 - 7:55
2nd period (8:55)	8:45 - 8:50, after-school club and club until 7:55

- 6.4** Break schedule and lesson timetable:

0th period	1st period	2nd period	3rd period	4th period	5th period	6th period	7th period	8th period	9th period
7:05	8:00	8:55	10:00	10:55	11:50	12:45	13:40	14:35	15:30
7:50	8:45	9:40	10:45	11:40	12:35	1:30	14:25	15:20	16:15

During after-school club activities, lessons and breaks, appropriate supervision is provided at the school by teaching staff or other duly instructed school employees in accordance with the supervision schedule.

- 6.5** To ensure hygienic conditions at school, pupils are required to **change their shoes** when entering the school buildings. Pupils wear suitable, hygienic footwear with soles that do not dirty the floor coverings. Slippers and indoor shoes are recommended. If they spend their long break outside, they only change their shoes in bad weather (as decided by the teacher in charge of supervision).
- 6.6** Pupils store their **personal belongings** and clothing, including headgear, in cloakroom lockers and are responsible for locking them and keeping them tidy. Each locker is intended for two pupils. If capacity allows, a pupil may be assigned a separate locker, subject to the approval of a written individual request from a legal guardian and assessment of the reason for the request by the headteacher. The allocation of lockers is handled by the extracurricular activities officer. Pupils are responsible for purchasing their own locks. Secondary school pupils may also store their small personal belongings and teaching aids in lockable lockers in their homeroom. Pupils are obliged to replace lost keys at their own expense. Teachers may check lockers in the presence of pupils. During PE lessons, the designated place for storing clothes is the changing room in the gym building. Other personal belongings can be stored in a locker or cupboard in the classroom, or in the lockers in the gym, but these must be secured with your own lock. The school is not responsible for pupils' personal belongings stored elsewhere or left unsecured, nor does the insurance company cover any loss.

- 6.7** Pupils may use mobile phones exclusively during breaks and outside of class time. During class, mobile phones may only be used at the teacher's instruction and exclusively for educational purposes. Otherwise, they must be turned off or set to silent mode and stored in a school bag or satchel. The use of mobile phones is prohibited in the school canteen, in accordance with the internal rules of this educational institution.
- 6.8** Pupils may take photographs, videos or audio recordings only with the consent of the person depicted in them. Without consent, recordings may only be made in cases where this is permitted by law, in particular for the purpose of protecting the rights and legitimate interests of pupils, school staff or other persons. Recordings made in this way may subsequently be used as evidence if they are handed over to the school management or other responsible persons (e.g. the police). However, they must not be misused for further dissemination. Any misuse (e.g. secret filming, cyberbullying, inappropriate sharing) is strictly prohibited and will be dealt with in accordance with the school rules and applicable legal regulations.
- 6.9** **The victim shall immediately report the loss, damage or theft of personal belongings to the class teacher and school management, the parents shall be informed and further action shall be agreed upon. The investigation of the damage shall be carried out in cooperation with the Czech Police.**
- 6.10** Pupils may walk calmly in the corridors and stairwells, always on the right-hand side. Pupils shall not enter classrooms where they do not have lessons according to their current timetable, nor shall they linger on floors where they do not have lessons according to their current timetable.
- 6.11** **Pupils shall refrain from any behaviour of an intimate nature.**
- 6.12** When the weather is favourable, classrooms are regularly ventilated by opening the bottom part of the windows. Pupils do not throw anything out of the windows, lean out of the windows or shout. They do not enter the balconies of the school building. Ventilation takes place only when the teacher is present, during which time pupils take care to handle the windows with care and the teacher is responsible for closing the windows at the end of the lesson.
- 6.13** **The window blinds** are permanently lowered and their slats open. Only teachers or pupils authorised by them under their supervision are allowed to tilt or raise the slats.
only by teachers or pupils authorised by them under their supervision.
- 6.14** During breaks, **quiet and safe physical activities** (e.g. playing with a foam ball) may be carried out in designated areas of the school under the supervision of a teacher. These activities must not endanger safety, disrupt lessons in neighbouring classrooms or restrict the movement of other pupils and adults. Teachers supervising the break may terminate the activity if necessary. **Table tennis** may be played in the corridors during breaks.
- 6.15** Pupils **have snacks during breaks**. During this time, pupils may use **refreshments** in the school cafeteria and water dispensers. **Eating and chewing gum are not permitted during lessons**. Pupils are allowed to drink during lessons in a manner that does not disturb the lesson or others present. Drinking is understood exclusively as a short refreshment.
- 6.16** Classes leave for **lunch** under the supervision of their teacher during the last lesson of the morning, in accordance with the special meal plan and school canteen rules. School staff have a shorter lunch break as stipulated by the Labour Code and other duties related to teaching and school operations, so they are entitled to priority meal service.
- 6.17** The lunch break is for resting before afternoon classes. Pupils can spend it in the school cloakroom, study room or school library during its opening hours, where appropriate supervision is provided. Pupils can also spend their lunch break in the after-school club or club, where they must register. Appropriate supervision is also provided here. If a pupil spends their lunch break outside the school building of their own accord and their parents do not request that they stay in the after-school club or club, the school is not responsible for them, and any injury sustained is not considered a school accident. However, this is only an option for pupils (or their legal guardians), not an obligation, and pupils cannot be forced to remain at school during this time. The lunch break is simply defined as a time during which the school offers pupils a safe place to stay in the building.
- 6.18** Confirmations and other routine matters of an individual nature are dealt with by pupils during the long break after the second lesson. Collective matters are always dealt with through the class teacher.
- 6.19** **Legal guardians wait for their children in front of the school building**; entry to the cloakrooms and dining hall is not permitted (with the exception of September for first-year pupils and areas outside the discreet zone in the cloakrooms, and in the case of a pupil's first day of illness)

in the school canteen). Legal guardians pick up their children from the after-school club from the teacher. They use the school's internal communication system.

6.20 When legal guardians come to the school to **deal with matters concerning their child**, they use **the main entrance and the school's communication system to verify their identity and purpose of entry**. For matters related solely to school meals, they may also use the entrance to the school canteen under the same conditions. They must always follow the instructions of school staff exercising appropriate supervision. The same rule applies to other "outsiders". If these conditions are not met, the school is entitled to refuse access to the person or to expel them.

6.21 Pupils shall not linger unnecessarily in the toilets. They shall observe hygiene rules. They shall always wash their hands with soap and water, use hand sanitiser and disposable towels.

6.22 **Cycling and riding** scooters with mandatory bicycle equipment is not permitted on school premises. When entering the premises, it is necessary to dismount from the bicycle and, with regard to the safety of others, take the bicycle to the lockable bicycle rack in front of the school or to the rack at the entrance to the gym. There, pupils secure their bicycles against theft; the school is not responsible for their loss or damage. Bicycles are not allowed to be stored in the school building.

According to the Road Traffic Act, a pedestrian is a person pushing a pram, riding roller skates, a skateboard or a scooter without the mandatory bicycle equipment, a person using similar sports equipment, a person in a wheelchair and a person walking a dog. All of the above must move at walking speed on the pavement and must not endanger other pedestrians. Pedestrians must use the right-hand side of the pavement. When using a skateboard, scooter or roller skates, protective equipment (helmet, limb and joint protectors) is recommended.

6.23 All classes have **pupil services**, and pupils take turns in these services without exception.

6.24 **Class monitors** prepare a clean blackboard, writing and cleaning materials for the blackboard, and other aids for each lesson. At the beginning of each lesson, they report absent pupils to the teacher. If the teacher does not arrive within 5 minutes after the bell rings, they report this to the deputy headteacher or headteacher, who will take corrective action. After the lesson, they check that the classroom and desks are tidy and clean the blackboard. Pupils tidy their places, put their chairs away in the usual way (except on Wednesdays and Fridays, when chairs are left on the floor for cleaning under the desks) and go to the cloakroom under supervision. The teacher carries out the check.

6.25 Pupils are ready for class 5 minutes before the start of the lesson. Specialist classrooms, gyms and laboratories may only be entered in the presence of a teacher.

6.26 The school has a **study and information centre**, which is available to both pupils and teachers. It manages the entire collection of specialist literature, fiction, textbooks, teaching aids and other information media. Visiting and borrowing hours are set by the librarian in agreement with the headteacher. The SSIC operates in accordance with library rules and public library regulations.

6.27 There is **an electric lift** in the rear stairwell of the secondary school building. It is part of the barrier-free access to the school. The lift is not intended for regular use by pupils and school staff. It may be used by persons with disabilities, for transporting goods, for building management and other necessary purposes. The lift cabin is secured by a key access system. The key is issued by the caretaker after approval of the request by the school management. The lift cannot be used for school evacuation.

6.28 The long break can be spent inside the building or outside. **Staying outside is only permitted if weather and safety conditions allow it**. Teachers supervising in the cloakrooms decide whether the break can be spent outside. The long break takes place from 9:40 to 10:00. At 9:55, an outdoor bell rings to signal the return to the building. By 10:00 at the latest, pupils must be in class, changed, calm and ready for lessons. The following areas are reserved for outdoor activities: the courtyard in front of the main entrance to the school (upper courtyard), the playground with play equipment, and playground no. 2 Vítka Krejčího (lower courtyard). At least two teachers designated by the weekly supervision schedule provide supervision during the long break. One supervisor is assigned to the courtyard in front of the school (the upper courtyard), and the other to the playground and Vítka Krejčího playground (the lower courtyard). Clothing and footwear must be appropriate for the current weather. Changing shoes when going outside is not mandatory in favourable weather. The supervisor decides on the need to change shoes based on the current conditions. After returning to the building, it is necessary to carefully clean shoes and slippers to prevent

pollution of the school's interior spaces. Staying outside these areas, especially on terraces or behind the building, is not permitted, with the exception of class events supervised by the class teacher or another teacher. The long break is for rest, light exercise and regeneration. It is not a sporting activity – pupils do not wear sports clothing or footwear, and therefore sports games and other similar risky activities are prohibited. The school encourages natural movement, such as walking, stretching and playing on the playground equipment, but always with regard to the safety of all pupils. During the summer months, a misting system may be in operation in the playground. Its use is only permitted under supervision and in compliance with safety rules and good behaviour. Personal water sprayers, water pistols and other water toys are not permitted.

D. Conditions for pupils' handling of school property

- 7.1** The school has **an orientation system** in place, which pupils are not allowed to tamper with.
- 7.2** Pupils shall take proper care of **borrowed textbooks** and are fully responsible for them, protecting them from damage, loss or destruction. If pupils transfer to another school, they shall return all borrowed textbooks and school supplies to their class teacher. If a textbook is lost or completely destroyed after the first year, the pupil pays its full price; after the second year, 75% of the price; after the third year, 50% of the price; after the fourth year, 25% of the price; after the fifth school year of use, the textbook may be discarded without compensation. Excessive damage and wear and tear must be compensated for. The amount of compensation will be determined by the class teacher according to the instructions of the textbook fund administrator.
- 7.3** Class groups take care of their classrooms and assigned areas on the school premises and participate in community service (events to help the school and the town, or other events discussed and approved by the student council).
- 7.4** Pupils (or their legal guardians) are obliged to pay for damage caused to school property or to the personal belongings of other pupils in accordance with the applicable legal regulations. In the event of damage to school property owned by the founder, the procedure is in accordance with the internal rules of the school and the founder. In the event of mutual damage or destruction of pupils' personal belongings, the pupils' legal guardians are referred to a civil law solution to the situation.
- 7.5** It is not permitted to move inventory (furniture, etc.) to another location, dismantle it or modify it in any other way without the consent of the room administrator.

E. Conditions for excusing and releasing pupils from lessons

- 8.1** **Pupils are not allowed to leave the school building without teacher supervision during breaks and lessons** *(except for spending the long break on the school premises).*
- 8.2** Permission for absence from class may be granted for 1 hour by the teacher, for 1 week by the class teacher, and for more than 1 week by the deputy headteacher, always on the basis of a written request from parents or a doctor. The teacher shall record the pupil's absence in the electronic class register. **Regular individual sporting, cultural and other activities may not be undertaken at the expense of school attendance.**
- 8.3** **The pupil will only be released from lessons if accompanied by an adult, or alone on the basis of an explicit written request from their legal guardians** *(e.g. a letter of excuse, eŽK Bakaláři, or in the case of a sudden and necessary release, e.g. a text message), in which they undertake to take on the mandatory supervision.*
- 8.4** **A pupil may be released from lessons for health reasons** for the entire school year or part thereof only on the basis of a timely request from the pupil's legal guardians, accompanied by a doctor's statement (within 14 days of the doctor's statement). Following the headteacher's decision, the class teacher shall record this fact in the pupil's personal data in the school register and agree on further measures with the teacher of the relevant subject.
- 8.5** Legal guardians are required to document unexpected absences from class **within 3 calendar days**. Proof of absence means using the electronic student record book (Komens reports), calling the school office on a landline or mobile phone, sending an SMS to the office or class teacher's mobile phone, if the teacher has given their private number to parents for this purpose, writing to the school address, by email to the school office or class teacher, or in person at the school. If the pupil's legal representative fails to do so within the specified time limit and in the specified manner, the lessons are **recorded as unexcused**.
- 8.6** **Upon returning to school, the pupil shall immediately, i.e. on the same day, submit to the class teacher or substitute class teacher**
a written excuse stating the reason and length of absence on a separate printed excuse form.

If the pupil's legal representative fails to do so within the specified time limit and in the specified manner, the lessons are **recorded as unexcused**, even if the previous requirement has been met.

8.7 Truancy is defined as an unexcused absence from school, including repeated absences, which is usually caused intentionally by the pupil or persons responsible for their education and which usually lasts for the entire school day (or for a certain part of the school day, e.g. in the afternoon or only in certain subjects). The aim is to avoid attending lessons or only certain lessons.

8.8 In cases worthy of special consideration and after discussion by the educational committee, the school may request written documentation of the reasons from the pupil's legal representatives. The attachment shall be either stamped with an official stamp or confirmed by the attending physician that the pupil was in a state of medical incapacity or undergoing examination, and shall be submitted to the school at the same time as the responsible person's entry in the excuse letter. If the pupil's legal guardian fails to do so within the specified time limit and in the specified manner, the lessons will be **recorded as unexcused**, even if the steps described in the previous points have been completed.

8.9 The extent of unexcused absences is assessed for each quarter of the school year. In the event of unexcused absence, the school always informs the legal guardian and together they seek a solution. If a primary school pupil has more than 10 unexcused hours and a secondary school pupil has more than 12 unexcused hours for a given period of the school year, the headteacher convenes **an educational committee**. Unexcused absences exceeding 25 hours for a primary school pupil and 30 hours for a secondary school pupil per term are always reported to **the social and legal protection of children authority** as a suspected offence in accordance with the applicable guidelines, and the school provides an overview of the measures taken. The school only contacts the Czech Police or the public prosecutor's office in the most serious cases. A pupil may only be punished for culpable breaches of their obligations. A pupil cannot be punished for the misconduct of another person, e.g. a legal guardian who fails to fulfil their parental obligations. In the event of a suspected threat to a child within the meaning of Section 6 of Act No. 359/1999 Coll. on the social and legal protection of children, the school is obliged to report this fact to the social and legal protection authority without delay.

8.10 The above provisions on excusing pupils' absences shall apply mutatis mutandis **to compulsory distance learning**.

F. Conditions for ensuring the safety of pupils and their protection against socially pathological phenomena and manifestations of discrimination, hostility or violence

9.1 All pupils shall behave in such a way that they do not endanger their own health or that of others, both at school and outside school. They shall comply with all hygiene and anti-epidemic instructions. They shall keep their hands clean, wash them regularly with soap and water, and use the disinfectants available at school.

9.2 Physical education, work activities and other subjects taught in specialised classrooms are conducted in accordance with the rules of these workplaces. Pupils are familiarised with these rules during the first lesson of the school year. They work in work clothes.

9.3 Pupils are not allowed to connect any electrical appliances. It is forbidden to charge personal devices (e.g. mobile phones, computers, tablets, etc.) from sockets at school.

9.4 The use of fireworks, weapons and open flames (matches, lighters, dangerous flammable substances, etc.) **is not permitted** in the school or on its premises.

9.5 Bringing, possessing, distributing and using any toxic and addictive substances, including alcohol and products containing tobacco or nicotine, is prohibited in the school building, on school grounds and at events organised by the school. It is also prohibited to come to school under the influence of these substances. Violation of this provision will be considered a gross offence and will result in disciplinary measures.

9.6 When participating in sports and work activities (competitions), excursions and trips, pupils shall pay **increased attention and follow instructions on health and safety principles and appropriate behaviour**.

9.7 If a pupil is injured during school activities, they are obliged **to immediately report** this fact to the teacher or supervising teacher, who will record each school accident in the accident book or write a report on the accident (in the case of an accident resulting in the pupil's absence from school or school facilities for at least two consecutive school days, or if it is likely that the pupil will be compensated for pain and suffering caused by the accident). A school accident is an accident caused by sudden violent

external influences during education or in direct connection with it. An accident occurring on the way to or from school is not a school accident. **Nor is an accident occurring during the lunch break outside the school building a school accident**; pupils have the option of spending their lunch break in the building, where appropriate supervision is provided. **Accidents reported after the fact will not be compensated.**

- 9.8** All manifestations of criminality and delinquency – truancy, bullying, vandalism, xenophobia, racism, intolerance and other socially pathological phenomena – will also be considered violations of school rules.
- 9.9** The school has established **a school counselling centre**. It provides educational-psychological, educational and career counselling. Its services can be used by pupils and their legal guardians and school teaching staff, always by prior arrangement with its staff.
- 9.10** All pupils have **the opportunity to report any instances of** bullying, discrimination, hostility, racism, violence or other inappropriate behaviour towards themselves or other pupils at the school to all teaching staff, school counselling staff or school management, even anonymously. The school is involved in the KiVa anti-bullying prevention programme, which has three main pillars (prevention, intervention and monitoring). The school has a KiVa team made up of school staff (or pupils) who deal with and document cases of bullying.
- 9.11** **School pupils do not allow any strangers into the school building. They use a chip system to enter the building, entering through the cloakroom entrance and leaving through the cloakroom exit. They only use other entrances and exits when accompanied by teachers (gym, grounds).**
- 9.12.** There are **three entrances** to the school grounds – from Tylova, Tyršova and Jeronýmova streets. When moving around here, pupils must exercise increased caution and respect the rules of the road. **The entrance from Kollárova Street is not intended for pedestrians**; movement here is at your own risk.
- 9.13.** In order to ensure the safety of pupils and school staff, **evacuation drills** (e.g. in the event of a fire or other immediate danger) and **invasion drills** (in the event of an external danger when it is necessary to remain inside the building) are conducted regularly at the school. These drills are carried out **preventively**, in accordance with applicable regulations and the school's internal crisis plan.

These school rules come into force on the date of their entry into force and repeal the school rules of 12 October 2023.

***These internal rules were discussed by the teaching council on 7 October 2025
and approved by the School Board on 14 October 2025.***

***All legal guardians are familiarised with the school rules and their components on the school website,
in the electronic student handbook, on the school notice board and at class meetings through class teachers and the SRŽPŠ.***

***All pupils are demonstrably familiarised with the school rules and their components during class hours at the
beginning of each semester, or in the event of a change, immediately during the next class hour.***

In Písek, 15 October 2025

Mgr. Bc. Pavel K o c

Headmaster

Ing. Jiří Morávek

Chair of the School Board