

SCHOOL REGULATIONS



Základní škola a gymnázium Square

Svatoslavova 333/6

Prague 4 – Nusle

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Enrollment in the Primary School and Grammar School Square is a voluntary decision made by students and their legal guardians, aware of the right to choose a school where they want to obtain primary or secondary education. This implies a voluntary decision to accept and adhere to the school's regulations.

Rights of Students

Students have the right to quality education. They can achieve this through active participation in lessons, completing homework as assigned by teachers, independent study, reflection, and decision-making.

The relationship between students and teachers is based on mutual respect, trust, and esteem. During lessons, students are active partners with the teachers.

Students can participate in all events organized by the school and may organize school events themselves with the consent of a teacher and the school principal.

Students have the right to be informed about the progress and results of their education.

Students have the right to express their opinions on all decisions concerning significant matters affecting their education, and their opinions must be given attention appropriate to their age and developmental level.

Students have the right to information and advisory support from the school on educational matters. They have the right to bring their concerns, suggestions, and proposals to any teacher, the school's counseling

center (special education teacher, school psychologist, or prevention methodologist), or directly to the school principal.

Students can create their self-governing bodies, elect them, and be elected to them, participate in their activities, and, through them, address the school principal. The principal is obliged to consider the views and statements of these self-governing bodies.

For their personal expression, students can (anonymity optional) use the trust box located in the school corridor.

Students have the right to their opinion, which they express in an adequate, socially acceptable manner, while respecting the opinions and views of others.

Students have the opportunity to participate in creating class and school rules.

Students have the right to use their free time during “short” breaks according to their own needs and agreements with the teacher. During lunch breaks, they can take advantage of outdoor activities and, with the permission of their legal guardian, they have the right to spend their lunch break as they wish, as long as they do not violate their duties and the rights of others.

Students have the right to use the spaces designated for instruction and all of the school’s material equipment. They use all areas and tools with the permission of a school staff member, follow their instructions, and respect the rules for using the indoor and outdoor spaces of the school. They must inform the school staff if any damage occurs.

Students have the right to a safe environment, protection from any form of discrimination and violence, freedom of thought, expression, assembly, religion, rest, and the observance of basic psycho-hygienic conditions.

The work of students must not be exploited.

Students have the right to leave the classroom or designated area during lessons or breaks, but only with the teacher’s consent.

Students may use information and communication technologies, including mobile phones, tablets, computers, “smart” watches, etc., during lessons only with the explicit permission of the teacher. The use of the aforementioned technologies is prohibited during breaks within the school building. The only exception is lunch breaks for upper-grade students (grades 6–9), during which these technologies are allowed. Students are expected to use technology sensibly, in a way that allows them to participate in other activities as well. They must also respect the rules regarding the prohibition of technology use in “mobile-free zones,” such as the dining hall and designated relaxation areas.

Students’ Responsibilities

Students must attend school regularly and on time according to the timetable and actively participate in activities organized by the school.

Students must follow the school rules, regulations, emergency plans, and the school’s health and safety guidelines, with which they have been familiarized. They are also required to follow the school rules during all school activities held outside the school building, such as trips, walks, lectures, excursions, outdoor school programs (Expeditions), sports and adaptation courses, internships, etc.

Lower-grade students (grades 1–5) are required to change their shoes inside the school building and store their shoes and clothing in their assigned lockers.

Students in the upper grades (grades 6–9) have the right to choose whether or not they will change their shoes at school. However, they are responsible for the cleanliness and order of the areas they occupy. In the event that they dirty any areas, it is their duty to rectify the situation.

Students are expected to behave considerately and respectfully towards their peers and adults, speak politely, follow social etiquette, and adhere to the specific rules set for individual activities and areas. However, students do not have the right to harm anyone in any way.

Students are required to be properly prepared for lessons and have all necessary materials in order. If they are missing any materials, they must inform the teacher before the lesson begins.

Students are expected to participate in lessons properly and not deliberately disrupt the class. In all school activities (including lunch in the school canteen or cafeteria), students must follow the instructions of both teaching and non-teaching staff, as well as canteen staff.

Students must always behave in a way that does not endanger anyone's health or safety, including their own, and avoid causing damage to school or personal property. They are responsible for the cleanliness, order, and condition of the places they use, as well as for any equipment entrusted to them.

If a student damages school property or the property of another person, they must inform their homeroom teacher or another teacher. The teacher, in collaboration with the student and, if necessary, with the student's legal guardian, will find a solution to repair the damage.

Students are not allowed to bring weapons or other items that could endanger the health and safety of themselves or others to school. They should not leave valuable items unattended, and if necessary, they can hand them over to the school office for safekeeping.

Students are required to follow safety rules to prevent injuries. Any injury, accident, sudden illness, or incident that occurs within the school premises or during any school-organized event outside the school building must be reported to a teacher immediately.

Students represent their school and should therefore not act against the school's interests or damage its reputation. Together with their legal guardians and school staff, they strive to follow basic societal and school rules.

Students are prohibited from possessing, distributing, or using any of the banned substances listed below on school premises and at all school events. Violation of this rule is considered a serious breach of the school code. It is also a serious offense for a student. Prohibited substances include drugs, alcohol, any tobacco products (cigarettes, loose tobacco, chewing tobacco, water pipes, etc.), electronic cigarettes (all products that imitate the function of tobacco products or accessories intended for inhalation of vapors, including the accessories of such products), new psychoactive substances, and energy drinks.

Students are not allowed to handle electrical appliances or wiring without permission.

Any form of bullying between students, such as physical violence, psychological pressure, restricting personal freedom, humiliation, or the misuse of information technologies to undermine someone's dignity, whether carried out by students or adults, is considered a serious offense against the school code, both on school premises and at all school events.

If a state of emergency is declared and education is conducted remotely, students are required to participate in distance learning according to the schedule and tasks set by the school and teachers.

Teachers' Rights

Teachers have the right to be informed about everything happening at the school, to express their opinions on these matters, and to participate in the school's direction in line with Square's philosophy.

In collaboration with the school administration, teachers decide on the forms, methods, and approaches to education that help achieve the school's educational and developmental goals.

Teachers are supported in further education and professional development.

Teachers have the right to refuse a visit from a student's legal guardian during their lesson if they were not informed in advance, or if the visit would disrupt the group dynamic or the student's adaptation to the class.

Teachers have the right to modify the start time and duration of a lesson while considering the students' hygiene needs and their right to rest.

Teachers have the right to a safe environment, protection from any form of discrimination or violence, freedom of thought, expression, assembly, religion, and the right to rest and adhere to basic psycho-hygienic conditions to enter the school under the influence of such substances.

Teachers' Responsibilities

Teachers are required to maintain a respectful and collaborative relationship with students and their legal guardians, in compliance with the Convention on the Rights of the Child.

They must adhere to safety regulations, fire safety, and civil protection guidelines. Before any activities that require student instruction on safety, they are responsible for ensuring that proper guidance is given and documented. In the event of an injury, the teacher must provide first aid and ensure medical treatment.

In evaluating students, teachers must follow the "Rules for the Evaluation of Students," which are detailed in the Grading Rules (Appendix 1 of the School Code).

Teachers are obligated to respond to questions from legal guardians concerning the education and upbringing of students. They are not allowed to disclose confidential information about other students or school staff to students or their legal guardians. Confidential information about a student may only be shared with the student's legal guardian (or, in the case of adult students, with the student's consent).

School Responsibilities

In defined exceptional situations, the school is required to provide distance education for students for whom education is mandatory. These exceptional situations are determined by Law 349/2020 Sb. § 184a. The school must also offer distance education to students for whom education is no longer mandatory, in these circumstances.

If a restriction or quarantine affects a limited number of students, not exceeding more than 50% of a specific class, the school is not obligated to provide distance education and will handle the situation as it would for typical absences. In this case, in-person teaching continues as normal.

If more than 50% of a specific class is affected by a restriction on attending school in person, the school is obligated to implement "hybrid learning." This means that present students will be taught in person, while absent students will participate via distance education.

All decisions regarding the methods of distance learning are made by the school principal, considering the current circumstances, school conditions, and the resources available to students.

Rights of Parents (Legal Guardians) and Adult Students

Legal guardians of students have the right to be informed about the objectives, forms, content, progress, and results of their children's education.

Legal guardians have the right to be elected to the school council.

They are entitled to receive information and counseling from the school regarding their child's education.

Legal guardians have the right to express their opinions on all decisions that concern significant matters related to their child's education.

They are entitled to be informed of all regulations related to their child's stay and activities at the school.

Legal guardians may participate in classes, with prior agreement with the teacher, or in school events. They also have the right to contribute ideas, suggestions, or feedback to enrich the educational program or school environment.

Responsibilities of Legal Guardians of Minor Students and Adult Students

Legal guardians of minor students are responsible for ensuring that the student attends school regularly and on time.

When requested by the class teacher or the school principal, they must personally attend meetings to discuss significant matters related to their child's education.

They are obligated to inform the school about any changes in the student's health, health issues, or other significant circumstances that could affect the educational process. This includes notifying the school of any infectious disease the student or a household member has, or any activity limitations the student may require (e.g., physical education, swimming).

Legal guardians are required to provide the school with information as per § 28, sections 2 and 3 of Act 561/2004 Sb., and any other details relevant to the student's education or safety, and notify the school of any changes to this information.

In the event of changes to personal information (such as address or contact details), legal guardians must immediately inform the school's office.

In the case of unplanned student absences (e.g., illness), legal guardians must notify the school within three days using the Edookit information system. After the absence, they must formally excuse the student's absence again via the Edookit system.

In the case of a known and planned absence of a student from classes, the legal guardians must arrange the student's release with the class teacher. If the planned absence exceeds 5 working days, the legal guardians must submit a written request for the release in advance. This request is approved by the class teacher and the school principal based on the student's current educational progress and previous absences from school. In the case of the release, the legal guardian must plan with the class teacher how to make up for the missed lessons.

Other conditions for excusing and releasing students from classes are governed by the School Act, Section 50.

A student who misses more than 30% of the allocated class time in a specific subject during the semester and does not have enough materials for assessment may not be graded on the regular schedule. If the absence in a specific subject exceeds 55% of the allocated class time, the teacher is not allowed to assess the student on the regular schedule. In such cases, the school principal will set a substitute term for the student's evaluation (according to Section 52 of the School Act).

Legal guardians must adhere to payment deadlines for tuition, after-school programs, clubs, meals, school trips (Expeditions), and any other fees. In case of non-compliance with the payment deadline, the school principal has the right to impose a late fee (in accordance with the relevant contract). If there is any reason for delayed payment, the legal guardians must inform the school principal in advance.

In the event of any conflict or dispute between students, the legal guardian is required to address the matter exclusively through the school—via the class teacher, school psychologist, guidance counselor, or school management. It is not permissible for a legal guardian to directly contact or attempt to resolve the situation with another underage student.

Operations and Internal Rules

Classes are conducted according to the timetable approved by the school principal. The teacher starts and ends the lessons. Teaching takes place in blocks or through project-based learning.

The school building opens every school day at 7:30 AM and closes at 6:00 PM.

From 7:30 AM to 8:30 AM, students enrolled in the after-school care program can attend the morning session, where supervision is provided. For students who are not enrolled, entry into the school building is allowed at 8:10 AM. Students spend time before lessons in their classrooms.

Lessons begin at 8:30 AM. Students are required to arrive at school in sufficient time before lessons begin (at least 5 minutes) to prepare calmly for class. Students leave their outerwear, and if necessary, shoes in the cloakroom. School backpacks and other supplies are stored in the classroom

A teaching unit is either a 45-minute lesson or a 95-minute learning block. During the learning block, there is at least one break of a minimum of 5 minutes. Between morning learning blocks or lessons, there is a break of at least 20 minutes. The teacher sets the start of the breaks based on the current situation, particularly considering the ongoing activities and the students' needs.

Lessons end according to the class schedule. After lessons, students in the first grade and attend the after-school program, while second-grade students attend the school club. Legal guardians must submit an application for their child to attend the afternoon after-school program. The after-school program/school club is subject to a flat fee. In the after-school program/school club, students must follow the Internal Regulations of the after-school program/school club.

Students who do not attend the morning or afternoon after-school program or school club can remain in the school only by prior arrangement with the legal guardian and under the supervision of a responsible person. Students may only stay in the restroom and changing areas for as long as necessary. To enter and exit the school, students must use the designated entrance.

Packed lunches that students bring from home and require the school to store and reheat must be placed in clean food containers clearly labeled with the student's name. The school is not responsible for the food's safety and quality. The food containers with home-brought meals must be stored in a refrigerator designated exclusively for student meals, located in the basement near the lockers. This procedure ensures adherence to hygiene and safety standards for student dining in the school environment.

Care for Students with Special Educational Needs and Gifted Students

A student with special educational needs is defined as an individual who requires supportive measures to fulfill their educational potential or to exercise their rights on an equal basis with others.

Supportive measures refer to necessary adjustments in education and school services corresponding to the student's health condition, cultural background, or other life circumstances.

At Square Elementary and High School, there is a school counseling center that supports teachers, students, and parents. It also serves as a communication bridge between the school and specialist organizations, such as the Pedagogical-Psychological Counseling Center, Special Pedagogical Center, and others. The center helps teachers set, implement, and evaluate effective first-level supportive measures. It also assists teachers in creating individual education plans and provides methodological guidance to teacher assistants.

Students with special educational needs are integrated into regular classrooms based on consultations and recommendations from the school counseling center, which helps set the appropriate level and form of supportive measures to the greatest possible extent.

Education for students with special educational needs and gifted students is governed by the School Act No. 561/2004, Section 16, and Decree 27/2016.

Individual Education of Students

The decision to permit individual education for a minor or adult student is made by the school principal based on a written request from the student's legal guardian or, in the case of an adult student, the student themselves, along with a written recommendation from a school counseling facility. At the high school level, the recommendation from a school counseling facility is not mandatory but may be required in cases of other serious reasons as per Section 18 of the School Act No. 561/2004.

Before starting individual education, a request for individual education from the legal guardian of a child or an adult student must include:

- The student's full name, birth number (if assigned), and permanent residence or, if the student does not have permanent residence in the Czech Republic, their place of residence.
- The period, grade, or semester during which the student is to be individually educated.
- Reasons for the request for individual education.
- A description of the spatial and material-technical arrangements for education and conditions for protecting the health of the individually educated student.
- If relevant, documents proving the qualifications of the person who will be providing individual education.
- A list of textbooks, educational texts, and other materials to be used in the instruction, as well as any other facts affecting the course of the student's education.
- A statement from the school counseling facility (if relevant to the request).

During the period of individual education, the legal guardian of the minor student is responsible for the student's education. The individually educated student must take exams for the respective curriculum at the end of each semester. The dates for these exams are specified in Appendix No. 2 of the School Rules.

If the student cannot be assessed on the scheduled date, the school principal will set a replacement assessment date, which must occur no later than two months after the end of the semester.

In case of doubts about the correctness of the student's assessment, the legal guardian of the minor student or the adult student may, within 8 days of the examination, request a review from the school principal in writing. If the principal was the examiner, the review will be conducted by the regional office. If the school principal or regional office agrees to the request, a commission review of the student will be ordered.

Termination of Individual Education

Individual education may be terminated in the following cases:

- If sufficient conditions for education are not ensured, particularly in terms of material conditions, staffing, and health protection of the student, or if the legal guardian fails to meet the conditions for individual education set out in the School Act No. 561/2004, Section 41.
- If the student fails to pass at the end of the second semester of the relevant school year, or if the student cannot be assessed.
- At the request of the student's legal guardian.
- If the school principal decides to terminate the individual education of the student, the student will be placed into the appropriate grade of the primary or secondary school. The decision to terminate individual education takes immediate effect.

Education of Students at Foreign Schools

If a legal guardian chooses Square Primary School and Gymnasium as the home school for a long-term stay or education abroad, or at a foreign school within the Czech Republic, the school principal will act in accordance with the School Act No. 561/2004, Section 38, and Decree 48/2005.

The legal guardian of a student who has chosen Square Primary School as the home school must submit the following documents in accordance with the valid School Act No. 561/2004, Section 38, and Decree 48/2005, Section 18:

- An affidavit indicating the anticipated duration of compulsory school attendance at the foreign school, whether inside or outside the Czech Republic.
- The address of the student's residence and, if applicable, the address of the relevant school.
- Documents showing the results of the student's education for the relevant school year.

If the student is educated at a foreign school outside the Czech Republic, the legal guardian may request an assessment for a period of at least one semester and up to two years. If the student is educated at a foreign school within the Czech Republic that does not have a contract with the Ministry of Education, Youth and Sports

of the Czech Republic (MŠMT ČR), the student will take exams once a year. Commission exams are subject to the provisions of Decree 48/2005, Section 19.

In the case of examinations, Square Primary School and Gymnasium will issue a report card to the student. Examination dates are specified in Appendix No. 2 of the School Rules.

Safety and Health Protection of Students

1. Building Security

- Every employee is required to lock the main entrance of the school building when students are present.
- Students, legal guardians, and school employees are allowed entry to the building through reception, where the purpose of the visit is checked, or by using their ISIC/ITIC cards.

2. Teacher Responsibilities

- Teachers are responsible for ensuring the safety and health of students in their classroom, within the school building, and during outdoor activities.
- Students must inform the teacher when they want to leave the classroom, specify their destination, and if possible, the expected return time. Students may only leave the classroom with the teacher's consent.
- Students must return to the classroom immediately after completing their agreed task. Teachers must keep track of the exact number of students in their class and continuously monitor this number. When outside the school's internal premises, teachers must be aware of the number of students they have taken out and maintain continuous supervision over these students.

3. Rules for External Activities

- Students are briefed on the rules applicable to various activities (field trips, excursions, nature schools (Expeditions), sports courses, etc.) in advance. During activities outside the school building, students must follow the instructions of teachers or other supervising staff and adhere to traffic rules when moving on public roads.

4. Reporting Accidents:

- Any accident involving a student that occurs within the school building or in connection with educational or other school-related activities must be reported to a teacher or another supervising staff member.
- The school keeps a record of student accidents occurring within the school or related activities, prepares and sends an accident report to the designated authorities and institutions. All school employees must report details related to student accidents, provide first aid, and maintain accident records as per school administration instructions in the Accident Book.

5. Employee Qualifications:

- The school ensures the safety and health of students through its employees, both pedagogical and non-pedagogical. A non-pedagogical employee assigned to supervise students must be an adult and legally competent.

Protection Against Social Pathological Phenomena and Discrimination

Our school is a complete primary school for grades 1 through 9 and a gymnasium with grades 1 through 4. Each year, the school opens one or at most two classes per grade. The maximum number of students is 20–22 per class. The size of the school allows all pupils and teachers to know each other, and

Any socially pathological phenomena can be quickly detected.

Support for Primary Prevention

1. School Activities for Students

- **Excursions and field trips:** Educational outings and visits.
- **Lectures and workshops:** Interactive learning sessions.
- **Performances:** School plays and presentations.
- **Nature schools (Expeditions):** Outdoor learning experiences.
- **Sports and adaptation courses:** Activities designed for physical development and social adaptation.

2. School Activities for Students and Parents

- **Workshops and presentations:** Events designed for both students and their families.
- **Introductory events:** Opportunities for families to get to know the school community.

3. Group Work

- **Project-based learning:** Collaborative projects involving multiple subjects.
- **Pair work:** Collaborative activities in pairs.
- **Cross-year projects:** Projects that involve students from different grades.

4. School Atmosphere

- **Support for internal motivation:** Encouraging self-driven learning.
- **Small class sizes:** Ensuring manageable student-to-teacher ratios.

5. Student Assessment

- **Individualized feedback:** Tailoring evaluations to each student's needs.
- **Self-reflection and peer feedback:** Opportunities for students to reflect on their own and each other's work.

6. Collaboration with Parents

- **Parental involvement:** Engaging parents in educational projects, events, and workshops.

7. Information and Communication Technology (ICT)

- **Access to information:** Providing resources and tools for learning.
- **Media education:** Teaching students about media and technology use.

8. Teachers

- **Competency development:** Enhancing teachers' skills to support students.
- **Consultations:** Regular meetings with parents to discuss student progress.

9. Counseling Services

- **Special education professionals, psychotherapists, and school psychologists:** Providing specialized support.
- **Prevention specialists and educational advisors:** Offering guidance and intervention.

10. School Principal

- **Personnel and organizational measures:** Managing school operations and addressing issues.
- **Consultations with parents:** Engaging with families to resolve concerns.

Organization and Structure of Prevention

1. Square Counseling (School Counseling Office)

- **Roles and responsibilities:** Detailed in Appendix 3 of the School Rules.
- **Coordination:** The educational counselor and prevention specialist work together to manage the school's preventive activities.
- **Preventive and intervention meetings:** They meet with students to address conflicts and issues or initiate similar meetings involving students, guardians, and teachers.
- **Consultations:** Offering support to teachers, students, and guardians to discuss difficulties and issues.
- **Monitoring and reporting:** Collecting information on problematic behaviors or issues involving students, guardians, or school staff.

2. Teacher Involvement:

- **Addressing aggressive behavior:** Reporting aggressive behavior in the classroom.
- **Signs of student issues:** Recognizing personal, family, or relational difficulties.
- **Academic struggles:** Handling sudden or ongoing learning failures.
- **Communication difficulties:** Addressing challenges in communicating with students.
- **Conflicts with parents:** Resolving issues involving parent-teacher interactions.
- **Classroom conduct issues:** Addressing rule violations and theft within classrooms.
- **Classroom climate:** Managing conflicts and maintaining a positive classroom environment.

3. Counseling Office Actions:

- **Diagnosis:** Identifying issues and proposing interventions.
- **Meetings:** Organizing meetings with involved parties.
- **Individual consultations:** Providing personalized guidance and support.

Teachers

Teachers focus on developing students' social skills as part of their teaching. They follow the principles and methods outlined in the school's concept. They engage and involve members of the counseling office in solving problems. Teachers conduct ongoing assessments of students and the overall class environment, evaluate past periods in team meetings, consult on potential issues, and propose measures.

Classroom teachers maintain contact with the guardians of their students through regular or ad-hoc consultations and other communication channels such as email, phone, or the electronic information system Edookit.

Principal

The principal monitors the effectiveness of prevention measures against socially pathological phenomena. They oversee issues within the context of the entire school and implement personnel and organizational measures to improve the school's overall environment. The principal participates in key meetings involving families and the school when necessary.

Final Provisions

The School Regulations of the Square Primary School and Gymnasium are binding for students, legal guardians, and all school staff.

The School Regulations of the Square Primary School and Gymnasium are published and accessible at any time on the school's intranet pages (Edookit) and on the school's information board.

Appendix 1: Classification Rules – available for review in the school office, on the school notice board, and in Edookit.

Appendix 2: Individual Education – available for review in the school office, on the school notice board, and in Edookit.

Appendix 3: School Counseling Facility – available for review in the school office, on the school notice board, and in Edookit.

In Prague, August 26, 2024

Mgr. Šárka Ochmanová

Principal