PORG International School

Rostislavova 1, Ostrava – Vítkovice, 703 00

School Rules

September 2025

Chapter I

GENERAL PROVISIONS

The School Rules of PORG International School are issued under the Act No. 561/2004 Coll., Decree No. 48/2005 Coll. on Primary Education and Other Requirements relating to Compulsory School Attendance, the Labour Code and other applicable directives of the Ministry of Education, Youth and Sports as amended, and in accordance with the Charter of Fundamental Rights and Freedoms, Convention on the Rights of the Child and other Czech law regulations.
The School Rules include the rules for the evaluation of students' learning outcomes.
The School Rules apply to all students of the school, their legal representatives and all school staff.

Chapter II

RIGHTS OF PUPILS

Pupils have the right to

a) acquire education in accordance with approved teaching documents;

b) be informed of the progress and results of their training;

c) counselling provided by the school in matters related to education;

d) a fair evaluation reflecting individual differences and timely familiarisation with the evaluation;

e) conditions ensuring their safety, health protection, protection against socially pathological phenomena and against discrimination, hostility or violence;

f) the freedom of expression and respect for their opinion while following the rules of polite communication;

g) meals in the school canteen.

Chapter III

RESPONSIBILITIES OF PUPILS

Pupils are required to

a) attend the school regularly and study properly;

b) carry out the instructions issued by the teaching staff of the school in accordance with applicable law regulations and the School Rules;

c) work dutifully (cheating, plagiarism and other deceits are considered a gross violation of the School Rules);

d) observe the School Rules and rules of individual classrooms;

e) behave politely and with consideration at school as well as at all events organised by the school;

f) refrain from such behaviour that would endanger their health and the health of their classmates and other people, lower the dignity or violate the rights of any student or school employee, lead to damage or destruction of teaching aids, school property or property of others, abuse intellectual property;

g) report immediately any defects or damage to school property or property of students to the teachers, school caretaker or school office. If a student causes damage to the school property, he/she is obliged to pay for the damage fully;

h) report immediately any sickness, sudden health problems or injury occurring during a lesson or a break to the teacher or the office. If needed, the student will be provided with treatment there, the parents will be informed immediately, and follow-up action will be agreed on with them.

Chapter IV

THE RIGHTS OF LEGAL REPRESENTATIVES OF MINOR PUPILS

Legal representatives have the right to

a) access information on the progress and results of the pupil's education and other information regarding the pupil's attendance and interaction with other people in the school environment;

b) information and counselling provided by the school. The information is provided through the school system "SchoolOnline" (Škola online), parents' evenings, individual consultations or in a way on which the school management and the pupil's legal representative agree;

c) comment on the work of the school.

Chapter V

THE RESPONSIBILITIES OF LEGAL REPRESENTATIVES OF MINOR PUPILS

Legal representatives are required to

a) ensure the pupil's proper and regular attendance at school, properly excuse the pupil's absence and inform the school of the reasons for absence;

b) continuously cooperate with the class teacher and other school staff and come to school to discuss serious matters related to the student's education when invited;

c) inform the school of the student's medical fitness, specific health problems or other serious facts that can affect the education, in particular, of any changes which occurred during the school year, immediately after they find out about them;

d) follow relevant provisions of the School Rules and respect other internal regulations of the school;

e) provide the school with the information needed for the school register and immediately report any changes in the information.

Chapter VI

MEASURES TO ENSURE SAFETY, PROTECTION OF HEALTH AND PROPERTY AND PROTECTION OF STUDENTS AGAINST SOCIALLY PATHOLOGICAL PHENOMENA

a) At all school indoor and outdoor premises and all school and extracurricular events, it is strictly prohibited to

- smoke (the violation of the smoking ban is a violation of the Act No. 379/2005 Coll.);
- distribute or use alcohol, narcotics and psychotropic substances;
- carry or use dangerous objects which can cause the damage to the property or health of students themselves or others, weapons, explosives, ammunition or pyrotechnics;
- handle open fire (unless it is necessary for experiments);
- handle any electrical appliance and wiring;
- carry out political activities at school, promote racism, fascism or other antihuman ideologies;
- incite classmates to violate the School Rules or to behaviour that may result in the violation of the School Rules;
- bring to school valuable items unrelated to lessons.

b) For safety reasons, students are allowed to open window sashes only under the supervision of the teacher. When doing so, they ensure the windows blinds are not damaged.

c) Found items are kept in the school office.

d) All pupils are obliged to actively prevent bullying, vandalism, racism, brutality and criminality. If any of these occurs, students are obliged to immediately inform the class teacher or the school management.

e) Records of pupils' injuries are kept in the school office by an authorised person. Pupils are required to immediately report any injury which occurred during school or extracurricular activities organised by the school. An injury report is drawn up.

Chapter VII

ADMINISTRATIVE MEASURES AND RULES

Operation and internal arrangement of the school

a) The school building opens at 8.00 am.

b) Pupils come to school so that they are in the classroom 5 minutes before the lesson starts at the latest.

c) In each class, there are always pupils on duty who report absent pupils at the beginning of each lesson and the absence of the teacher to the school office no later than 10 minutes after the lesson starts. Other responsibilities are determined by the class teacher.

d) After the lessons finish, students put chairs on desks, clean up the mess of desks and the floor, students on duty erase the board and close the windows.

e) Students are not allowed to use any illegal software at school, and violate copyright. It is forbidden to download films, games or any other material unrelated to lessons using the school internet and save them on school hard drives or the school network. The violation of this provision is a gross violation of the School Rules and may result in prosecution by the competent authorities.

f) Pupils whose school attendance is compulsory are forbidden to leave the school premises during lessons set in the timetable. In case students know about their absence in advance, they are obliged to submit a request for release from their parents or legal representatives. When leaving the school without the approval, students may be punished for the violation of the ban and in this case, the school is not responsible for any damage to health or property.

g) Students change into appropriate shoes at the school premises.

h) Students wear their school uniform from Monday to Thursday.

i) After school, students stay at the school premises only as long as is necessary.

Rules for the use of electronic devices

A mobile phone, tablet, laptop etc. are not considered aids or supplies a student needs to bring to the lesson. The school respects the pupils' right to use these devices if these rules are followed:

a) pupils turn off their phones before the lesson or turn on the silent mode and put their phones in their bags;

b) tablets and other electronic devices may be used in lessons only with the consent of the teacher;

c) pupils have their electronic devices in their possession throughout their stay at school and at events organised by the school with the exception of cases when they are put away to a specified place as instructed by the teacher. The school is not responsible for loss, damage or theft of devices at the time when students have them in their possession or if they disobeyed the instructions of the teacher and did not put the devices away to a specified place. In these cases, the student is not entitled to claim damages.
Students are obliged to always prevent the loss;

d) If students are allowed to use mobile phones or other electrical equipment (e.g. laptops, players...) brought from home during a specified period at school, they are not allowed to plug them in or charge them at all school premises.

Rules for excusing pupils' absence from school

The absence of pupils and the reasons for their absence are recorded by the class teacher in the School Information System SkolaOnline.

Observing the relevant legal regulations, it is the competence of the class teacher to make a final decision regarding the excuse for a pupil's absences and late arrivals.

a) If pupils cannot attend lessons for reasons known in advance, their legal representative must request absence approval in writing sufficiently in advance.

- Short-term absence (several lessons, 1-2 school days) is excused by the class teacher and is conditional upon the severity of the reason, fulfilment of study requirements and good attendance at school.
- Long-term absence (3 or more school days) is excused by the Headmaster/Headmistress through the class teacher. The request is submitted on a printed form. The release is conditional upon the fulfilment of study requirements and good attendance at school.

b) When students are ill, their legal representatives excuse their absence in person, over the phone or in writing (including e-mail) within 3 days from the start of the absence. If the absences are frequent, the school may ask for a medical certification.
When the absences are frequent, indicating the neglect of school attendance, the teacher will require a medical certificate together with the excuse from the legal representatives. Otherwise, the absence is not excused (see the Methodological Instructions of the Ministry of Education, Youth and Sports of the Czech Republic on the Uniform Procedure of Excusing Students' Absence, Prevention and Sanction of Absenteeism No. 10 194/2002 - 14).

c) The Headmaster/Headmistress may excuse a student from the PE lesson on the basis of the legal representative's request and doctor's recommendation. The excuse has to be asked for no later than 14 days after the start of the school year. If the pupil's health condition deteriorates during the school year, the legal representative asks for excusing from the lessons no longer than 14 days after returning to school after the treatment. The Headmaster/Headmistress excuses the pupil's absence in these lessons only if these are first or final lessons and the legal representative agrees with that.

Dress code

Our uniform policy reflects our values and reinforces our school's culture of high expectations and academic achievement. All pupils must dress according to the uniform policy. Our school uniform is important to us. It is one way we identify ourselves as a school community and promotes a strong, cohesive identity that supports high standards and expectations in all areas of school life. It promotes harmony between different groups represented in the school, and it enhances security.

Smartness and high standards of appearance are always expected. We have a required school uniform for several reasons:

- Uniforms unite the school. Pupils commit that they will abide by the community's rules when they put on their uniforms.
- We are focused on achieving success. Uniforms reduce distractions.
- Uniforms look professional. Pupils look neat and ready to learn.

Children are required to wear a uniform from Monday to Thursday.

Pupils are not allowed to wear casual hoodies, jeans, etc., from Monday to Thursday.

A part of the school Dress code policy is Casual Friday, which means that children can come to school in casual clothes and express their personalities.

Chapter VIII

EDUCATIONAL MEASURES

Information on granting educational measures is recorded in the school documentation.

Disciplinary measures

For violation of the School Rules or the rules of social behaviour, pupils may be granted one of the following measures according to the seriousness of the violation:

- an admonition from the class teacher,
- a reprimand from the class teacher,
- a reprimand from the Headmaster/Headmistress,
- provisory exclusion from the school,
- principal's detention.

Depending on the extent and seriousness of the violation of the rules of social behaviour or the School Rules, the pupil will be evaluated with a lower mark for the behaviour at the end of the term.

Approbations and other appreciations

For the excellent academic performance, exemplary fulfilment of requirements, impeccable behaviour, representation of the school, meritorious or brave act, the pupil may be granted:

- approval from the class teacher,

- approbation from the Headteacher/Headmistress,

- material or other rewards.

The criteria for granting educational measures are described in the Behaviour Policy.

Chapter IX

RULES FOR EVALUATING PUPILS' LEARNING OUTCOMES

Evaluation is carried out by a competent teacher who is also responsible for it. The final assessment is not just the arithmetic average of marks. The final grade is assessed based on the teacher's materials from the entire term.

The rules for evaluating students, their reasoning, and form are specified in the Assessment Policy.

The following documents accompany the School Rules:

- Admission Policy, Anti-bullying Policy, Assessment Policy, Behaviour Policy, Complaint Policy, EAL Policy, First Aid Policy, Health and Safety Policy, Online Policy, PSHE Policy, Safeguarding Policy**,** Remote Learning Policy, Wellbeing Policy

- Laboratory Rules, Sports Hall Rules, Corridors Rules, School Canteen Rules, Library Rules, School Playing-fields Rules

In Ostrava, on 1st September 2025

PaedDr. Dagmar Dluhosova
Head of PORG Company