



SPOJENÁ ŠKOLA
Gymnázium Jura Hronca a Základná škola
Košická

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The school's code of conduct

United School Novohradská 3
with organisational entities

Primary school Košická (ZŠ Košická)
and Gymnasium of Jur Hronec (Gymnázium Jura Hronca)

United school Novohradská 3 in Bratislava is a state-maintained school with two organisational entities Primary school Košická (ZŠ Košická) and Gymnasium of Jur Hronec (Gymnázium Jura Hronca).

Primary school Košická provides an education for children aged 6-11 in classes I.PYP - V.PYP SJ (implementation of International Baccalaureate programme with Slovak as the language of instructions) and for children aged 12-15 in classes with an extended teaching of mathematics and science in grades 6 - 9.

Gymnasium of Jur Hronec is a gymnasium (field of study: 7902 J gymnasium) with the following programmes:

- national programme:
 - 74 bilingual - a five-year study - 1st- 5th grade
 - ŠkVP with extended teaching of natural sciences and computer science:
 - an eight-year study(1st- 8th grade)
 - a four-year study (1st- 4th grade)
- international programme (implementation of International Baccalaureate programme with English as the language of instructions):
 - PYP - a five-year study (I.PYP - V.PYP AJ)
 - MYP - a six-year study (pre-MYP -V.MYP)
 - IBD - a two-year study (3IBD - 4IBD)

A. General organisation

I. Organisation of educational activities of the school

1. The teaching process follows a timetable, which is determined by the Head of school and a board of school authorities. All pupils, parent/ legal guardians, teachers and non-pedagogical employees of the school are obliged to respect the timetables. The timetables are published on the school's website and are also posted on the administration's bulletin board on the 2nd floor and in every classroom.

2. Classes usually start at 8:00 a.m. In some cases (for pupils of the primary school after the school receives an informed consent from their parents/legal guardians) at 7:10 a.m. Classes take place from 8:00 a.m. to 4:15 p.m. as follows:

1st lesson: 8:00 a.m. – 8:45 a.m.

2nd lesson: 8:50 a.m. – 9:35 a.m.

3rd lesson: 9:50 a.m. – 10:35 a.m.

4th lesson: 10:50 a.m. – 11:35 a.m.

5th lesson: 11:45 a.m. – 12:30 p.m.

6th lesson: 12:40 p.m. – 1:25 p.m.

7th lesson: 1:30 p.m. – 2:15 p.m.

Afternoon classes:

After the 6th lesson: 7th - 8th lesson: 2:00 p.m. - 3:30 p.m.

After the 7th lesson: 8th – 9th lesson: 2:45 p.m. – 4:15 p.m. (refers to the DP study) or after 15:00 p.m. in case the DP pupils do not have a gap for lunch scheduled in their timetable for that day.

3. The vestibule of the school building is open from Prievozská street on weekdays from 7:00 a.m. until 6:30 p.m. with the exception of the first four breaks. Pupils of primary school, junior grammar school and some grades of international programmes: PYP SJ, PYP AJ, 2nd grade of primary school, prima - kvarta (1st-4th grade of the 8-year study), pre-MYP - III.MYP), whose classes begin with the 1st lesson, enter the school from the vestibule at 7:40 a.m. Until then, they wait in the school yard or in the vestibule. Parents/ legal guardians accompany their children only to the vestibule, the children then enter the school on their own. Children of I.PYP SJ and AJ sections are allowed to be accompanied by their parents/legal guardians who can enter their child's classroom only during the first two weeks of September of the respective year as a part of their adaptation phase. The entrance door to the vestibule from the school yard is open daily from 7:00 a.m. until 8:15 a.m. and from 12:15 p.m. until 6:30 p.m. Between 8:15 a.m. and 12:15 p.m. the entrance door from the side of the yard is closed.

4. The After School Club (ASC) is open from 7:00 a.m. until 5:00 p.m. and follows an ASC education programme and curriculum.

5. The door from the vestibule to the primary school section, including classes of primary school, junior high school, PYP SJ and AJ and pre-MYP – III.MYP, opens every morning at 7:00 a.m. Entry to the primary school after 8:00 a.m. is possible via an electronic fob. Pupils of these classes, with the exception of pupils attending the morning ASC, can enter the school section from the vestibule only after 7:40 a.m. These pupils, arriving to school early, are not allowed to use the other entrance door from the vestibule, which is for the high school section. The entrance door from the vestibule to this school section is open during the weekdays from 7:00 a.m. to 6:30 p.m. Entry to this section after 8:00 a.m. is possible via an electronic fob.

6. There is a front desk in the vestibule at the entrance door to the high school section. Visitors who want to enter the school sections during classes are obliged to present themselves at the front desk with valid photo

ID.

7. The door from the side of the school yard near the school's canteen is closed all day.

8. The doors by the staircase in the high school section are open from 7:40 a.m. to 3:30 p.m.

9. The door by the staircase in the primary school section is open from 7:00 a.m. to 5:00 p.m. (until the ASC is closed).

10. The door from the side of the school yard near Košická street is closed.

11. Pupils cannot leave the school building from 8:00 a.m. until the end of their timetable (including breaks) without a pass signed by their homeroom teacher, their assistant or a member of the school's management, which the pupil hands in at the front desk. High school pupils who have free slots in the timetable and want to leave the school building, need a permanent pass signed by their homeroom teachers. Pupils are not allowed to leave the school freely, not even during free slots which were created due to a change in that day's timetable or through a teacher absence.

12. The division of classes is approved by the school management and published on www.gjh.sk, together with an update of the teachers who are absent from school that day. Teaching takes place in classrooms, laboratories and gymnasium according to how the classes are divided.

13. Each class has lockers assigned to pupils. Pupils have keys to their lockers and are responsible for the key and the locker throughout the school year.

14. Each class has a homeroom classroom assigned, in which the majority of lessons for the class as a whole group take place. The pupils are responsible for its equipment, for keeping it tidy, and for how the classroom is decorated.

15. If pupils have a free slot in their timetable, they should stay in the school library (where they study), in the school vestibule or in a classroom that is currently unoccupied. During such times, they are not to stay in the corridors or disturb the teaching and learning process of other classes with their noisy behaviour.

16. During short breaks, pupils should stay in their classrooms or adjacent corridors or move to the next classroom scheduled in their timetable or as specified in the daily substitution update. During breaks, especially long breaks, pupils are allowed to buy a snack and drinks in the school snack bar located in the school vestibule (except for the PYP AJ and SJ pupils).

17. Before the lessons begin and also during breaks, the corridors are supervised by teachers according to a schedule. Pupils are obliged to respect their instructions as well as the instructions of other teaching and non-teaching staff of the schools.

18. The I. - V.PYP classes usually go to lunch after the 4th lesson, or at a time indicated in the PYP class timetable. Classes taught in double-lesson blocks during 6th and 7th (or 7th and 8th) lesson go to lunch after the 5th (or 6th) lesson; other classes usually go to lunch after their final lesson of the day ended, or according to the time designated by the school management in the timetables or in the substitution update. School management instructions regarding the time schedule for lunch in the school's canteen are binding for all pupils of the school and are established for the purpose of maintaining their mental health and safety.

During lunch time, teachers provide supervision at the corridor according to a schedule. pupils are obliged to respect the instructions of the teachers and the school canteen staff.

19. Demands addressed to the school management (official requirements, notes from doctors, etc.) are handed over by pupils and their parents/ legal guardians to homeroom teachers and their assistants.

20. Information about pupils' progress is provided to parents/ legal guardians at a parent-teacher conference or at a meeting with teachers or school representatives arranged by agreement.

21. The head of the school has a right, based on a written request of the pupil's parent/ legal guardian:

a) to release the pupil completely or partially from attending physical education classes if the pupil (parent/ legal guardian) submits a medical certificate recommending that the pupil not to exercise. Such pupils are obliged to be present in the lesson and to comply with the teacher's instructions. The parent/ legal guardian of such pupils can officially request the Head of school to release the pupil from being present in these lessons in case the lesson takes place during a zero lesson or the first or last lesson in the pupil's timetable. Otherwise, pupils are obliged to attend these lessons and have their absence excused accordingly.

b) to make concessions to pupils enrolled in sports events, trainings and competitions even during the class time;

c) to allow the pupil to complete part of his studies at a similar school abroad;

d) to allow a pupil an interruption of their studies if they have completed their compulsory school education.

II. Rights and obligations of pupils

1. Every pupil has a right to:

a) an equal access to education,

b) an education for free,

c) an education in the state's official language as specified by the Education Act,

d) an individual approach respecting the pupil's abilities and possibilities, talent and health status as specified by the Education Act,

e) respect for his or her religion, worldview, nationality and ethnicity,

f) a programme for upbringing and education appropriate to his or her age, abilities, interests and state of health as well as being in accordance with the principles of mental health (with a certain number and length of breaks and of lessons in one day),

g) respect for his or her person and protection against physical, psychological, emotional and sexual violence,

h) a free choice of optional subjects, which the pupil either must or can choose in their studies, in accordance with their own opportunities, interests and hobbies as specified by the school education programme,

i) receive information regarding themselves and their educational results,

j) an individual education under the conditions established by the Education Act according to § 24,

k) have discussions with teachers regarding subject matters and assessment, including an opportunity to express their opinion in a polite manner,

l) to consult with the homeroom teacher, school counsellors, the Head of school, or the school's authorities, or any teacher, and to receive help from the school counsellor or school psychologist with a guarantee of discretion,

m) an upbringing and education in a safe and hygienic environment,

n) quality teaching in each subject,

- o) a possibility, in justified cases, to officially request a retake examination (for a minor pupil, this request is submitted by a parent/ legal guardian),
- p) an election of pupils' representatives to the pupil council. The governing of these elections and their activities are provided by the pupil council as established in the Statute of the pupil council.
- q) to use school's equipment, aids, materials and premises (gym, library, study room, classrooms, laboratories, PC room and the school's canteen) as a part of the study process, in accordance with the school's operating conditions,
- r) to participate in excursions organised by the school. A pupil can participate in excursions, in which not all the pupils from the respective classroom take part, for a maximum of 7 teaching days. During such time, the teaching/learning process continues as normally scheduled. A pupil can participate in such an excursion only with the written consent of their homeroom teacher.

2. A pupil with special educational needs has a right to receive education and training provided in specific forms and methods that correspond with their needs, and the necessary conditions which would enable this pupil to participate in the teaching/learning process.

3. The pupil's duties include:

- a) to learn the curriculum according to their best abilities, knowledge and skills, and to conscientiously prepare themselves for classes;
- b) to behave tolerantly and politely, to respect classmates and teachers, to be disciplined, to follow the instructions of teaching and non-teaching staff, and to behave in and outside the school in an honourable way;
- c) to protect one's own health and the health of others and to maintain cleanliness and order,
- d) to be appropriately and cleanly groomed at school;
- e) to maintain the school's equipment, to protect it from damage and to treat textbooks and teaching aids with care; to take responsibility for any damage caused and compensate the damage in a form determined by the school management;
- f) to protect against damage and loss of textbooks, teaching texts and teaching aids, which were lent to pupils free of charge; to take responsibility for the damage caused and compensate the damage in a form determined by the school management;
- g) to attend classes according to the timetable; if the pupil's absence reaches 25% in a specific subject (secondary grammar school pupils, IV.MYP, V.MYP and IBDP), or 30% (pupils of primary school, PYP, pre-MYP – III.MYP, prima to kvarta), the pupil does not have to be classified from the respective subject; the final decision as to whether the pupil will be tested and assessed within the deadline given to the class will be taken by the teacher after having a discussion with the head of school;
- h) to come to the classroom at least 5 minutes before the lesson starts and thus be ready for learning;
- i) to keep themselves informed about the substitution update for the next day, which is available on the school's website at the latest after the 5th lesson, and to follow other announcements related to the organisation of lessons or school activities;
- j) to maintain cleanliness in school, especially in connection with the consumption of food bought from school's snack bar, as well as food brought from home;
- k) to register for optional and mandatory subjects within a specified period; the Head of school is allowed to enable a change in optional subjects chosen by the pupil, after 15th September of respective school year, such a change is possible only in exceptional and justified cases;
- l) to officially apply for optional "maturita" subjects (for pupils of the last year of secondary grammar school) to the homeroom teacher by 30th September of the respective school year;
- m) to excuse their absence to their homeroom teacher;
- n) to place their shoes and outdoor clothes in their locker and to change into proper footwear - slippers, stored in one's locker, which do not leave black marks on the floor;

- o) to behave in a disciplined way in the school's canteen; the pupil is obliged to respect instructions of the supervising teacher and the canteen workers; pupils who have not paid for lunch are not allowed to eat in the school's canteen;
- p) to place their belongings (especially bags, anoraks, coats, etc.) in their lockers before entering the school's canteen; it is not allowed to store things in publicly accessible places such as in corridors or any area close to the school's canteen, the school's vestibule or in the school yard where they can obstruct passers-by;
- q) to be in the designated classroom immediately after the bell rings at the beginning of each lesson; pupils are not to leave their seats unless asked by the teacher;
- r) to sit a test previously announced; in case of their absence, the pupil is obliged to contact the homeroom teacher within three working days, and the teacher will determine an alternative date for sitting the test;
- s) to follow the teacher's instructions in subject classrooms, the gymnasium and the school's library and to comply with special regulations– laboratory regulations which explain the basics of safety, health protection at work and fire regulations;
- t) to look after their belongings;
- u) to report a change of residence and any other changes in personal data to the homeroom teacher within 5 working days;
- v) to report lost or found items to the school authorities, and hand over found items at the front desk.
- w) during extraordinary epidemiological situations, the pupil is obliged to comply with all principles and regulations aimed at ensuring the safety and health of all participants in the educational process and other persons present in the school building. Please note that these measures are ongoing and can be changed during the school year. pupils are obliged to comply with current regulations and measures. Any violation of this clause may be penalised in accordance with school's code of conduct
- x) comply with these school rules and generally applicable laws and regulations;

4. The pupil is prohibited from:

- a) lying to or misleading the school staff;
- b) publicly showing mutual affection in an inappropriate manner in the school's premises, on the school yard and at school events;
- c) using vulgar expressions and gestures in spoken, written or nonverbal communication;
- d) cheating (e.g. plagiarism, copying); pupils must follow the rules and principles of the Philosophy of Honesty guide when working on school projects, reports and essays;
- e) damaging or polluting the interior, exterior or equipment of the school;
- f) bringing, keeping and using objects which can threaten the life and health of oneself and others both in school and at school events organised outside of school;
- g) bringing and using objects that could distract the attention of other pupils during classes to school (or to activities organised by the school);
- h) handling school property without the knowledge of the school management or the teacher, who is responsible for it;
- i) using equipment or teaching aids that do not belong to the pupil during the teacher's absence, or taking them out of the classroom;
- j) leaning out or climbing out of windows, throwing various objects out of windows, or shouting at passing citizens;
- k) moving around the school corridors on roller skates, scooters, skateboards or bicycles;
- l) bringing any animals to school;
- m) using a mobile phone or other electronic devices in class (for primary school pupils, i.e. after IX.A, kvarta and III.MYP, this includes breaks); at this time, the phone must be turned off and put away; if necessary, the teacher can allow its use. The ban on using a mobile phone also applies within ASC. In a violation of these rules, the teacher is entitled to take the device and return it to the pupil or their parent/ legal guardian only

at the end of the pupil's timetable. In exceptional cases (due to repeated violations), it is possible to take the switched-off mobile phone from the pupil at the beginning of the lesson and return it at the end;

n) handling equipment which is meant to ensure the protection of the building and school property (e.g. fire extinguishers);

o) making audio and video recordings in class without the permission of the teacher;

p) leaving the school building and leaving the school premises during classes without pedagogical supervision or a pass signed by the class teacher or school management.

5. The pupil is strictly prohibited from:

- a) bringing, storing and consuming alcoholic beverages, or smoking on school premises, the school grounds and its surroundings and during all activities organised by the school both during and outside of class time;
- b) bringing, storing and using illegal health-damaging substances at school, as well as at school events organised outside of school;
- c) committing physical and psychological violence, including bullying,
- d) participate in property crime (theft, etc.),
- e) inciting hatred or the defamation of religion/belief and supporting movements aimed at suppressing rights and freedoms,
- f) bringing, storing and using particularly dangerous objects (weapons, explosives),
- g) violating the laws of the Slovak Republic.

B. Evaluation and grading rules

I. Evaluation

1. Teachers of individual subjects will inform pupils at the beginning of the school year concerning the grading and evaluation conditions for this subject, which are in accordance with the methodological instructions of the Ministry of Education of the Slovak Republic no. 22/2011 and 21/2011.

2. The pupil's interim results are recorded in the online pupil book (Internetová žiacka knižka IŽK). The teacher will ensure that the pupil's parent/ legal guardian can be continuously informed of the pupil's progress and behaviour by updating marks at least once in every two weeks on the IŽK.

3. If the pupil cannot be tested and evaluated in the regular term in the first semester, the pupil will not receive a final grade for the first semester. The Head of school will appoint a replacement term, usually so that evaluation can be completed no later than two months after the end of the first semester.

4. If the pupil cannot be tested and evaluated in the regular term in the second semester, the pupil is tested and evaluated for this period, usually in the last week of August and on the days determined by the Head of school.

5. If the pupil or the pupil's parent/ legal guardian has doubts about the correctness of the evaluation at the end of the first and second semester of the year, they may, within three working days from the date of issue of the school grade report card, ask the Head of school for a commission examination. If the teacher is the Head of school, a member of the governing body can be asked to examine the pupil. This is not possible if the pupil was already examined via a commission from this subject for the same semester. The Head of school can also order a commission examination of the pupil on his or her own initiative.

6. A pupil who has insufficient results at the end of the second semester of the school year in a maximum of two compulsory teaching subjects may, on the basis of a decision the Head of school, resit examination in

these subjects.

7. A pupil who does not come to resit examination and has no valid excuse, will be evaluated as insufficient for this subject.

8. In the event of non-participation in corrective or commission examinations due to illness, an alternative term will be determined by the school management at the pupil's request (or, for minors, at the request of a parent/ legal guardian).

9. If the pupil did not pass the subject and does not pass the corrective or commission examination, or if he or she did not pass from more than two subjects and fulfils compulsory school attendance, he or she will repeat the grade.

10. The Head of school decides on the repetition of the grade of a pupil who has completed the compulsory school attendance, based on the assessment of his educational results and the reasons which shall be stated by the pupil in his written application or which he shall state in the written application request by his parent/ legal guardian.

11. A pupil who fulfils compulsory school attendance in the 1st-4th year of an eight-year study may be transferred to a primary school according to § 36 of the Education Act

- a) if he is not allowed to repeat the grade,
- b) if he loses his medical capacity,
- c) at the request of the pupil's parent/ legal guardian.

12. The pupil is evaluated according to the results of the commission examination:

- a) if he performs a commission examination,
- b) if he is examined in an alternative term,
- c) if the pupil or the parent/ legal guardian requests the examination of the pupil,
- d) if the examination takes place at the initiative of the Head of school,
- e) if he performs corrective exams,
- f) in studies according to an individual study plan,
- g) in case of exemption of the pupil from the obligation to go to school,
- h) in the study of individual subjects,
- i) when fulfilling a special method of school attendance,
- j) in individual education according to § 24 of the Education Act

The result of the commission examination is final for the evaluation of pupils.

II. Rules for writing written works

Written work must be corrected by the teacher and its results released within two weeks, but always until the next written exam. For the needs of this School's code of conduct, we distinguish the following categories of written work:

a) prescribed written works:

- these are papers from Slovak language and literature, foreign languages and mathematics. These written works must be announced by the teacher a week in advance.
- pupils can write only one prescribed written work per day. On this day, they do not write any other written work according to points b) and c).

b) written works from the thematic unit:

these written works must be announced by the teacher a week in advance

- Pupils can write only two written papers from the thematic unit per day. If they are writing one such paper, they can still write one other written work according to point c),
- For primary school and PYP pupils, and classes prima to kvarta, this written work shall last no more than 30 minutes.

c) unannounced written works:

- these are written papers from no more than the last three units learnt,
- For primary school, PYP pupils, and prima to kvarta classes, this written work shall last no more than 20 minutes.

III. Educational measures

Educational measures include praise and other awards and measures to strengthen and discipline pupils. The class teacher assesses the seriousness of offences after a thorough investigation and once the proposed measures are discussed by the teachers, educational advisor, school psychologist and school management. The class teacher informs the pupil's parent/ legal guardian about these measures in a verifiable manner. Educational measures are administered by the class teacher or Head of school after discussion by the pedagogical council.

Commendations and awards

1. Class teachers can give commendation for:

- a) significant improvement in performance,
- b) excellent school attendance – 0 missed lessons during the school year,
- c) school representation,
- d) an activity for the benefit of the class beyond the scope of the pupil's duties. Praise is given by the pupil's class teacher after discussion in the pedagogical council at its discretion. It can also be based on the proposal of another person (e.g. Head of school, teaching or non-teaching staff, etc.)

2. Commendation can be awarded by the Head of school for:

- a) excellent grades and an exemplary approach to studies,
- b) excellent school attendance during the entire course of study
- c) successful school representation,
- d) activity for the benefit of the school beyond the scope of the pupil's duties,
- e) selfless help, a highly humane approach to people, an exemplary act, or public recognition by another person or institution. Commendation is awarded by the Head of school after discussion by the pedagogical council at its discretion. It can also be based on the proposal of another person (e.g. class teacher, pedagogical or non-pedagogical employee of the school, etc.)

Measures to strengthen discipline

1. Reprimand and/or admonition by the class teacher can be imposed for:

- a) a written comment in the IŽK or a complaint from colleagues presented at the pedagogical council,
- b) other less serious offences (against School's code of conduct or other standards) according to the assessment of the class teacher,
- c) repeated unexcused late arrivals to classes or an unexcused absence - usually in the range of 1-2 teaching lessons. Reprimands and admonitions are given by the class teacher of the pupil discussed in the pedagogical council at its discretion. They can also be based on a proposal from another person (e.g. Head of school, teaching or non-teaching staff etc.)

2. An admonition by the Head of school can be imposed for:

- a) unexcused absence, as a rule, in the range of 3 to 5 teaching lessons,
- b) other repeated less serious offences, or one more serious offence.

Reprimands are given by the Head of school after discussion in the pedagogical council at its discretion. They can also be based on the proposal of another person (e.g. class teacher, pedagogical or non-pedagogical employee of the school, etc.)

3. Conditional exclusion from studies (applies to high school pupils who have completed compulsory school attendance) is imposed by the Head of school after discussion in the pedagogical council for particularly serious offences by the pupil towards School's code of conduct, generally applicable rules and regulations, and against the principles of good behaviour. The Head of school will determine a probationary period of one year at most for the conditionally expelled pupil. If the pupil passes the probationary period, the expulsion will be waived. If the pupil commits another serious offence, the Head of school will exclude the pupil from studies.

4. Exclusion from studies

Exclusion from studies is imposed conditionally by the Head of school after discussion in the pedagogical council for additional offences committed by the pupil against School's code of conduct, generally valid rules and regulations, and against the principles of decent behaviour.

Educational measures granted by the Head of school are more serious than the measures granted by the class teacher. In justified cases, especially if they are unrelated manifestations of the pupil's behaviour, a pupil may receive praise and rebuke during one classification period. Educational measures are recorded in the pupil's catalogue sheet and the pupil's parents/ legal guardians are informed. Commendation is usually given at a class or school meeting. Commendation and reprimand by the Head of school, conditional expulsion and exclusion from studies are also granted by written decision.

IV. Protective measures

1. Protection of pupils

If the pupil threatens the safety and health of others with his or her behaviour and aggressiveness, or disrupts education and training to such an extent that it makes it impossible for other participants in the educational process, the Head of school can use protective measures, which include the immediate exclusion of the pupil from the education process and the placement of the pupil in a separate room supervised by a teaching staff member.

The Head of school will call immediately

- a) the pupil's parents/ legal guardians,
- b) medical assistance,
- c) the police.

This protective measure serves to put the pupil at ease. A report about the process and result will be issued by the Head of school.

2. Protection of teaching staff

The law provides general and special protection to the teaching staff against attacks, crimes or interference with their right to protection which occur during the performance of pedagogical activities or in connection with these.

Pedagogical employees and professional employees have the status of a protected person according to **Act No. 300/2005 Coll. The Criminal Code**, as amended (hereinafter referred to as the "Criminal Code"), which means that the crime committed against such a person is punished more severely. This applies in particular

to the following crimes:

- a) murder (§ 145 of the Criminal Code),
- b) killing (§ 147 of the Criminal Code),
- c) bodily harm (§ 155 of the Civil Code),
- d) damage to health (§ 162 of the Civil Code),
- e) restriction of personal freedom (§ 183 of the Civil Code),
- f) extortion (§ 189 of the Criminal Code),
- g) gross coercion (§190 TZ),
- h) coercion (§ 192 of the Civil Code),
- i) violation of domestic freedom (§ 194 of the Civil Code),
- j) dangerous threats (§ 360 TZ),
- k) rioting (§ 364 of the Criminal Code).

V. Behavioral assessment

Marks for behaviour are proposed by the class teacher after discussion with the teachers of the pupil and approved by the Head of school after discussion in the pedagogical council in accordance with the methodological instructions of the Ministry of Education of the Slovak Republic no. 21/2011 and 22/2011. Evaluating the pupil's behaviour takes the following into account: fulfilment of the provisions of the School's code of conduct and compliance with the established rules of conduct, human rights and the rights of the child, as well as compliance with moral principles of behaviour at school and in public during activities related to the educational process. When evaluating pupil behaviour, the pupil's state of health is also taken into account in certain cases.

1. A pupil may be given a 2 as a behaviour grade (down from a 1) for:

- a) unexcused absences, as a rule, in the range of 6 to 10 teaching lessons,
- b) violation of point 4 of the rights and obligations of pupils,
- c) other offences against School's code of conduct and other standards.

2. A pupil may be assessed with a 3 as a behaviour grade for:

- a) unexcused absences, as a rule, in the range of 11 to 20 teaching lessons,
- b) repeated offences referred to in point 1,
- c) violation of point 5 of the rights and obligations of pupils.

3. A pupil may be assessed with a 4 as a behaviour grade for:

- a) particularly serious or recurring offences referred to in points 1 and 2 according to discretion of the pedagogical council,
- b) unexcused absences, usually in the range of more than 20 teaching lessons,
- c) serious violation of point 5 of the rights and obligations of pupils.

C. Principles of pupil behaviour

I. Address and greetings

1. Pupils generally address school staff: Mr., Mrs. teacher, professor, director, deputy, cook, cleaner, secretary, etc.

2. Pupils should greet all school employees.

3. Pupils usually greet the teacher at the beginning of the lesson by standing up. If another teacher or another adult comes to class the pupils should greet them in the same way (also when people leave the class). They can sit at the instruction of the teacher.
4. In the lessons of physical education, art education, IT, working with a PC, practical exercises, when writing test papers, the pupils do not behave in the manner specified in point 3.
5. Pupils greet school staff even when meeting outside the school building.

II. Arrival at school

1. Pupils should come to school no later than 5 minutes before the start of their first lesson.
 - a) pupils of primary school, PYP, pre-MYP- III.MYP, and prima to kvarta, enter the school building at the earliest at 7:40 a.m. (if they do not have a zero lesson), but at the latest at 7:55 a.m., when the entrance closes; before 7:40 a.m., pupils wait in the school yard or in the school vestibule,
 - b) every 3 unexcused late arrivals are considered as 1 unexcused lesson,
 - c) the class teacher will also proceed in the same way when it comes to late arrivals after a break in the midst of the school day (e.g. because of the buffet).
2. In case of arrival for the second and next lesson, pupils stay in the school vestibule or designated classrooms, but not in school corridors.
3. Before entering the building, pupils clean their shoes and during the entire school year they change into hygienic slippers (they must not have black soles which mark the floor, or sports shoes). They also follow the same rule if they come to afternoon classes.

III. Pupils' behaviour in class

1. Pupils shall come to all school events on time, properly prepared, with the school supplies that they need according to the class schedule. They should have everything needed for the lesson ready on the desk with their other things stored in a bag.
2. Pupils should bring only those things that they absolutely need to school. They should not bring valuable objects and such things that would disturb the attention of classmates, and possibly endanger the health and morale of pupils (e.g. weapons, explosives, expensive jewellery, inappropriate literature, a large amount of money, animals, or electrical appliances). If they are stolen or lost, the school is not responsible for the resulting damage.
3. In laboratories and special classrooms, pupils must follow the laboratory rules, and in physical and health education lessons, the teachers' instructions. In physical and health education classes, it is forbidden to wear rings, chains, loose earrings, watches, etc.
4. The pupil should sit politely during class, carefully follow the teacher's explanation and classmates' answers, work conscientiously and actively, not whisper, not copy from other pupils, work according to instructions of the teacher, and not interrupt.
5. During an examination, the pupil has his textbooks and notebooks closed, unless the teacher specifies otherwise.

6. If the pupil wants to answer or wants to ask the teacher something, he or she signals this by raising his or her hand, unless the teacher specifies otherwise. If the pupil is called upon, he or she stands up and answers loud and clear. He or she sits down again at the teacher's instruction. Talking without permission is considered misbehaviour.

7. If the pupil does not prepare for class or does not have homework, he or she will apologise at the beginning of the lesson and will state the reason for unpreparedness, which the teacher can accept according to its validity.

8. A pupil may leave the classroom or designated workplace during classes only with the consent of the teacher.

9. Before leaving the classroom, each pupil cleans up his surroundings. All garbage should be thrown in the trash can.

IV. Pupils' behaviour during breaks

1. During the break, pupils usually stay in the classroom or the adjacent corridor, prepare for the next lesson or have a snack. They should behave calmly and allow other classmates to prepare undisturbed for the next lesson. They should not disturb others with noisy and defiant behaviour. It is forbidden to fight, run around in the class or corridor, play ball games, destroy school equipment, scream, lean out of windows, or throw garbage out of them.

2. During breaks, pupils can visit the school snack bar, but they are not allowed to come late for class because of this.

3. pupils are not allowed to leave the school building during breaks.

4. The pupil should not spend time unnecessarily in the toilets, or throw rubbish and garbage in toilet bowls, urinals and sinks or on the floor. The pupils should close the water tap after use.

5. After the bell rings for the lesson, the pupils quietly wait for the teacher to arrive. If the teacher does not come to class within 10 minutes, the authorised pupil is obliged to look for him or her in their office and if they are not found, the pupil will notify the school management.

6. If pupils have damaged school property or equipment, they must pay to replace it at full value or to restore the damaged item to its original state.

V. Departure of pupils from school

1. After the end of the last lesson according to the current class timetable, pupils put their things in their bags, clear their places and surroundings of papers and other debris and place their chairs on their desks.

2. Weekly staff or designated pupils will check the cleanliness of the entire class. They will clean the board and check whether the water taps, windows, and ventilation are turned off and lights are out.

3. At the teacher's instruction, pupils leave the classroom. The teacher is the last to leave the class

- If pupils eat lunch in the school canteen, they lock their school bag or other belongings in their

lockers and go down to the dining room in silence. After having lunch, they do not linger in the school lobby and if they do not have other afternoon activities at school, they leave the school building.

- pupils who do not eat in the school canteen, immediately after the end of the last lesson, or club, or visits to the library, change their clothes, get dressed and leave the school building (applies to primary school pupils, pupils of prima-kvarta of the 8-year study, PYP and pre-MYP – III.MYP).
- If the class has a gap for lunch in the timetable, all pupils of this class go to lunch exclusively during this lunch break. After lunch, the pupils gradually gather in the designated classroom (they do not linger in the corridors or disturb the surrounding classes), where they will be supervised by an assigned teacher (applies to the primary school pupils, PYP, pre-MYP – III.MYP and pupils of prima-kvarta of the 8-year study).

4. Pupils of the primary school, PYP, pre-MYP – III.MYP and pupils of prima-kvarta of the 8-year study should not remain after classes without supervision in the premises of the school building.

5. Pupils of IV.MYP and V.MYP, IBD, pupils of kvinta-septima of the 8-year study, and 4- and 5-year studies can be outside on the school premises without pedagogical supervision (even during free lessons), but only if they strictly observe the school rules.

VI. Pupils' attendance at school

1. The pupil should come to school for classes and events organised by the school regularly and on time.

2. If the pupil cannot participate in classes for reasons known in advance, the pupil's parent/ legal guardian will request a release from the class teacher.

3. If the reasons for the **pupil's absence** are **known in advance**, the pupil is released from classes:

a) **by the class teacher for a period of up to 5 teaching days,**

b) **for a period longer than 5 teaching days, the Head of school** must approve of this with the consent of the class teacher.

4. If a pupil does not attend classes for an unforeseen reason, his or her **parent/ legal guardian is obliged to notify the class teacher** (and, in case of his absence, to the representative class teacher or school management) of the reason for non-participation without undue delay and **within 48 hours at the latest**. If the parent/ legal guardian does not do so and does not even respond to the telephone calls of the class teacher within five days, the teacher can consider the pupil's absence from school as unexcused.

5. After returning to classes, the pupil is obliged to present an excuse signed by the pupil's parent/ legal guardian to the class teacher without delay.

a) **If the pupil's absence lasts longer than 5 teaching days**, the pupil will present a doctor's certificate signed by the pupil's parent/ legal guardian. If for extraordinary reasons, it is not possible to deliver a doctor's certificate, the pupil's parent/ legal guardian will notify the teacher of this fact in the excuse note.

b) If the short-term absence is repeated more often, the class teacher can require confirmation from a doctor even for a shorter period than 5 teaching days.

c) If he does not do so within 5 teaching days after he starts school, the teacher can consider the pupil's absence from school as unexcused.

6. Recognised reasons for excusing absences from classes and events organised by the school include:

a) illness,

b) ban on attending school or participating in an event organised by the school ordered by a doctor,

- c) extremely adverse weather conditions,
- d) unforeseen traffic conditions,
- e) extraordinary events in the family,
- f) pupil participation in competitions and training sessions,
- g) an extraordinary epidemiological situation

7. **As a rule, it is not allowed to prolong holidays or weekends due to recreational reasons.** It can be done so only in exceptional cases and if, then always it has to be notified in advance and with the consent of the class teacher respectively of the Head of school in accordance with point 3.

8. **For unexcused absences,** appropriate educational measures will be applied.

9. If a pupil misses 25% in one semester (a high school pupil, IV.MYP, V.MYP and IBD), or 30% (Primary school pupil, PYP, pre-MYP – III.MYP, prima -kvarta) of the actual number of lessons in the subject, or does not meet all of the minimum criteria for evaluation, the Head of school can order, at the suggestion of the teacher, a commission exam for the pupil.

10. If the pupil regularly misses certain classes on purpose, the teacher will decide on the next procedure in cooperation with the class teacher and the Head of school.

11. If a pupil is absent from class due to representing the school or due to another school event, he or she must have the consent of the class teacher. The absence is then recorded, but the lessons missed in this way are not counted towards the total number of absences. However, more frequent absence in individual subjects may lead to a commission examination according to point 9. Pupils are recognised as representing the school through their participation in:

- a) subject competitions (e.g. Olympics),
- b) excursions or other events organised by the school,
- c) sports competitions representing the school,
- d) other events organised in the interest of the school.

VII. Use of classrooms and other school facilities in accordance with the class timetable

1. When teaching, it is necessary to observe the division of classrooms approved by the school management and published in the timetable, which may be modified by substitution. This can be changed only after the agreement of the teachers concerned. The administration will announce the change.

2. Pupils move to the designated classrooms immediately at the beginning of the break.

3. If the last lesson is held in the classroom, the weekly staff or designated pupils will draw attention to this fact to the teacher and will see to it that every pupil gets his or her surroundings in order.

VIII. Workload of classroom helpers

Pupils are designated for certain tasks by the class teacher or an individual teacher at his or her discretion. The obligations of classroom helpers are as follows:

1. Prepare chalk and other utensils before class.
2. Report the absence of pupils at the beginning of each lesson.

3. Report to the school management if the teacher does not come to class within 10 minutes after the bell rings.
4. According to the teachers' instructions, bring and take away teaching aids.
5. Take care of the cleanliness of the blackboard and maintain order in the classroom after the end of each lesson.
6. Report damage to the classroom inventory to the class teacher.
7. Take care of classroom ventilation.
8. After the last lesson, see to it that the classroom remains in an adequate state (wiped blackboard, collected papers, chairs arranged on desks, water taps closed, lights off, windows closed, ventilation off etc.).

IX. Individual study, study abroad

At the request of the parent/ legal guardian due to the active interest of the pupil or for health reasons documented by a valid certificate, the Head of school may allow for a pupil's individual study plan or study concessions. If the pupil plans a study stay abroad or lives abroad for a long time, the Head of school can comply with the request of the pupil's parent/ legal guardian and allow the pupil to study at a school of a similar type abroad. The Head of school will determine which subjects will require differentiation examinations at the end of the school year for such a pupil, as well as the deadlines for completing these examinations.

D. Rights and obligations of the parent/ legal guardian

1. The pupil's parent/ legal guardian has the right to:

- a) request that pupils are provided information and knowledge objectively and multilaterally as part of education and training at school in accordance with current knowledge of the world and in accordance with the principles and goals of upbringing and education according to the school curriculum and the law;
- b) be informed about the school's educational programme and school regulations;
- c) be informed about the educational results and attendance of the pupil;
- d) provide advisory services in the upbringing and education of the pupil;
- e) participate in education and training after the prior approval of the Head of school;
- f) comment on the educational programme of the school through school self-administration bodies;
- g) be present at the commission examination of the pupil with the consent of the Head of school.

2. The pupil's parent/ legal guardian is obliged to:

- a) create conditions for the child to prepare them for upbringing and education at school and the fulfilment of school duties;
- b) ensure that the pupil complies with the conditions of the educational process through following school regulations;
- c) pay attention to the social and cultural background of the child and respect his or her special educational needs;
- d) inform the school about a change in the health capacity of the child, his or her health conditions, problems or other significant facts that could have an impact on the course of upbringing and education;
- e) compensate for damage that the pupil intentionally caused;

- f) make sure that the pupil goes to school regularly and on time;
- g) document the reasons for the pupil's absence from education and training referred to in Article VI.;
- h) give informed consent to the school before participation in school activities.

The school regulations come into effect on 5th September 2022