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School address: Mílová 697, Praha 4 - Libuš, 142 00  
Business company registered with the Municipal Court in Prague, File No. C 151658  
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## ŠKOLNÍ ŘÁD

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The School Rules shall take effect on:	7 January 2026
Changes to the School Rules are implemented by issuing a new numbered and updated version of the Rules.	

The Head of School, in accordance with Section 30(1) of Act No. 561/2004 Coll., on pre-school, primary, secondary, tertiary professional and other education (the Education Act), as amended, issues the School Rules of Wonderland Academy Primary School.

The School Rules further comply in particular with the provisions of Sections 21 to 22 and Section 30(3) of Act No. 561/2004 Coll., the Education Act, which regulate the rights and responsibilities of students and their legal guardians, the obligation to adhere to the school rules, and the school's authority to restrict or prohibit the use of mobile phones and other electronic devices on school premises.

The School Rules are also based on the Convention on the Rights of the Child, Decree No. 48/2005 Coll., the Framework Educational Programme for Primary Education (RVP ZV), and the School Educational Programme of Wonderland Academy Primary School, as amended.

Wonderland Academy Elementary School is the controller of personal data within the meaning of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data (GDPR).

### **The School Rules:**

1. Set out the basic educational, philosophical, and social principles on which they are based.
2. Define the rights and responsibilities of pupils and their legal guardians.
3. Regulate the operation and internal regime of the school.
4. Establish rules for the movement of legal guardians and other visitors within the school premises.
5. Define the rules for distance learning.
6. Establish conditions for the safety and health protection of pupils, and for their protection against discrimination and socially pathological phenomena.
7. Set rules for the use of mobile phones and other electronic devices.
8. Establish rules for the use of artificial intelligence in schoolwork.
9. Regulate the conditions for pupils' handling of school property.
10. Define the rules for assessing pupils' educational results and behaviour.
11. Describe educational and disciplinary measures.
12. Specify the conditions of pupils' participation in selective school events.
13. Establish rules for authorising an individual educational regime and for exemptions from physical education.
14. Define the conditions for the provision of school meals.

### **1. Basic Educational, Philosophical and Social Principles on which the School Rules are Based**

**Education at WA Primary School is founded on the following principles:**

- equal access to education without any discrimination on the grounds of race, skin colour, gender, language, belief and religion, nationality, ethnic or social origin, and health condition;
- consideration of individual educational needs, with teachers applying an individual approach to every pupil of the school;
- enhanced partnership with parents and legal guardians of pupils, ongoing contact with them including personal meetings, and continuous provision of information by the school regarding educational outcomes;
- mutual respect and regard among all participants in the educational process;
- free dissemination of knowledge derived from the results of the most up-to-date state of scientific understanding of the world, in accordance with the general goals of education set by the Education Act, the Framework Educational Programme (RVP), and the School Educational Programme (ŠVP);
- development of pupils' internal motivation to educate themselves to the best of their abilities and the ability to self-assess;
- development of creative and critical thinking, artistic creativity, communication strategies, and ethical principles, in line with the democratic foundations of our state system;
- respect for the pedagogical principles of J. A. Comenius, M. Montessori, and the educational programme *Step by Step*, RWTC (*Reading and Writing for Critical Thinking*), while at the same time applying the latest pedagogical and didactic knowledge, in accordance with the basic philosophy of WA Primary School, as stated in particular in the first two points of this section of the School Rules.

## 2. Rights and Responsibilities of Pupils and Legal Guardians

### 2.1. Rights and Responsibilities of Pupils

#### 2.1.1. A pupil has the right to:

- feel safe at WA Primary School;
- receive education in accordance with the Education Act and the School Educational Programme of WA Primary School;
- if the pupil is handicapped or has learning or behavioural difficulties, receive care within the possibilities of the school;
- receive education appropriate to his/her abilities, or, if unable to attend classes for health reasons for more than two months, receive education according to an Individual Educational Plan under Section 18 of the Education Act; the form of substitute education is determined by the headteacher; the pupil's legal guardian is obliged to create conditions for such education;
- receive ongoing and timely information about the course and results of his/her education;
- express his/her opinion on all decisions concerning his/her education, in a manner appropriate for his/her age; the teaching staff shall pay adequate attention to such views;
- approach any teacher, educational counsellor, psychologist, educator, or school management member, including the headteacher, at any time with a suggestion, request, complaint, or any problem that the addressee is able to address;
- seek assistance at any time from an educational counselling facility in accordance with the Education Act and related decrees<sup>1</sup>;
- open access to information and activities that support comprehensive personal and social development, while being protected from information and activities that endanger his/her mental or physical health;
- protection from all forms of discrimination and physical or psychological violence (bullying);
- be informed, at an age-appropriate level, of the criteria for evaluating educational results, and to be adequately and timely informed of his/her progress as well as any problems;
- comment not only on partial evaluations but especially on mid-year and annual evaluations and classifications;
- receive education through approaches, methods of assessment, and evaluation procedures that are based on his/her individual educational needs and abilities;
- be provided with sufficient space for all-round personal development, for active participation in learning and social communication;
- establish self-governing student bodies within the school, to vote and be elected into them, to work within them, and to approach the headteacher through them, whereby the headteacher is obliged to consider the positions and statements of such bodies;
- pupils with special educational needs have the right to education whose content, forms, and methods correspond to their needs and abilities, to the creation of necessary conditions enabling such education, and to counselling support from the school and educational counselling facilities;
- when assessing pupils with special educational needs, their disabilities or disadvantages shall be duly taken into account; pupils with disabilities have the right to use, free of charge, special textbooks and special didactic and compensatory teaching aids provided by the school.

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<sup>1</sup> The school does not have the right to subject a student to a psychological assessment without the informed consent of the legal guardians.

### 2.1.2. A pupil is obliged to:

- comply with the School Rules, regulations, and school instructions concerning health and safety, as well as all operational rules (which form an integral part of the School Rules) with which he/she has been acquainted;
- follow the instructions of teaching staff and all other school employees issued in accordance with legal regulations and the School or Internal Rules;
- attend school properly at times set out in the valid timetable and participate responsibly in education;
- avoid being late for school or classes; repeated tardiness is considered a breach of the School Rules and may lead to disciplinary measures;
- bring his/her ID card to school every day and use it for access to secure areas and for collecting lunch in the school canteen;
- **unless otherwise specified, wear the school uniform to school and school events in accordance with the valid directive on the use of the school uniform;** repeated failure to comply with this directive is considered a breach of the School Rules and may lead to disciplinary measures;
- observe principles of polite behaviour, not use offensive language or insults, nor commit physical violence towards classmates or adults; gross verbal or intentional physical attacks by a pupil against another pupil or school staff member are always regarded as serious violations of the obligations set out in these Rules;
- participate in extracurricular activities organised by WA Primary School if he/she has registered for them with the consent of his/her legal guardians;
- respect the rights of others; in particular, any form of discrimination, bullying, or cyberbullying is strictly forbidden;
- comply with safety and hygiene rules during classes as well as outside of classes within the school premises and at school events outside the school building; pupils are always duly acquainted with these rules according to relevant regulations;
- use the school premises, equipment, and teaching aids in a way that avoids damage and keeps them in proper condition;
- not order food or other consumer goods for delivery to the school building without the knowledge of a teacher;
- students must not bring to school or use at school any items (including toys) that could endanger the safety or health of the student or others (e.g., items resembling weapons, sharp or otherwise dangerous objects), or that significantly disrupt lessons or the activities of the school club (For safety and organizational reasons, the school does not recommend that students bring valuable, fragile, or emotionally significant toys or other personal items that carry a high risk of loss or damage. In the event of loss or damage of such items, the child may experience significant emotional distress. The school is not responsible for these items, and school staff are not required to actively search for them, although they will make reasonable efforts to help the child manage the situation.);
- not bring to school objects of high value (e.g., jewellery) or large sums of money;
- immediately report any danger or injury to themselves or others to a teacher;
- promptly inform the teacher of any loss or damage of personal belongings on school premises;
- provide assistance to classmates within their capabilities and promptly contact school staff to ensure necessary help is provided.

## 2.2. Rights and Responsibilities of Pupils 'Legal Guardians

### 2.2.1. Legal guardians have the right to:

- information about the course and results of their child's education;
- counselling assistance from the school or an educational counselling facility in matters concerning their child's education, but only with their informed consent;
- express their opinion on all decisions concerning essential matters of their child's education at the school;
- consult with teachers, educational counsellors, psychologists, and the school management, arranging such consultations in advance;
- request release of their child from lessons; if the child is to be absent for more than two days (three days or more), they must request release using the school's official form at least one week in advance;
- for health or other serious reasons, request that the headteacher release their child in whole or in part from lessons in a particular subject; the headteacher will determine an alternative form of education during that time;
- in case of doubts about the accuracy of evaluation at the end of any semester, request the headteacher to arrange for a commission examination of the pupil (within three working days from when they were demonstrably informed of the evaluation, but no later than three working days from the issuing of the report card); such commission examination usually takes place within 14 days of the request (see Decree No. 48/2005 Coll.);
- vote and be elected to the School Board.

#### 2.2.2. Legal guardians are obliged to:

- ensure their child's attendance at lessons unless prevented by legally recognised obstacles;
- ensure their child's timely arrival at lessons, i.e., the pupil should be in class at least five minutes before the lesson begins;
- at the headteacher's request, discuss with the school important matters concerning the pupil's education and behaviour;
- inform the school about changes in health status, health difficulties, or other serious circumstances that may affect the pupil's education;
- inform the school of the pupil's absence and its reasons **as soon as possible** (for safety reasons, no later than 10:00 a.m. on the first day of absence is recommended), via the Absence section in the "Škola online" system, or by e-mail, telephone, or in person;
- record the pupil's absence in the "Škola online" system immediately after the absence ends, if it was not possible to excuse the absence earlier for objective reasons;
- notify the school and educational facility of data required under Section 28(2) and (3) of the Education Act and other information essential for the pupil's education or safety, and of changes to this data (e.g., change of residence, contacts of legal guardians); legal guardians complete all this information when enrolling their child at WA Primary School and are responsible for its accuracy;
- familiarise themselves with the information obligations of the controller of personal data regarding themselves and their child; information on personal data protection is available on the WA Primary School website: [www.wonderlandacademy.cz](http://www.wonderlandacademy.cz), section *Personal Data Protection*.

### 3. Organisation of School Operations and Internal Regime

- the school is open daily from 8:00 a.m. to 5:30 p.m., except on Fridays when it closes at 4:30 p.m.;
- pupils must be in their classrooms at least five minutes before the start of lessons;
- after the end of lessons, pupils go to the after-school club, to an extracurricular activity, or leave the school;

- legal guardians of primary school pupils who do not attend the after-school club or any extracurricular activities must collect their children immediately after the end of lessons;
- every primary school pupil leaves the school only accompanied by a legal guardian or an authorised person specified in the *Authorisation to Collect a Child* form;
- if a primary school pupil regularly leaves school independently (after the end of regular lessons) without the accompaniment of a legal guardian or authorised person, the legal guardian must submit a completed and signed *Request for Independent Departure from School*;
- lower secondary pupils (second stage) leave the school independently, immediately after the end of regular lessons, extracurricular activities, or private lessons;
- lower secondary pupils are not allowed to remain on the school premises or in the school garden after the end of regular lessons or other school-organised afternoon activities;
- if a pupil from either the primary or lower secondary stage leaves school accompanied by a legal guardian or independently for a medical appointment or another reason before the end of regular lessons, the legal guardian must notify the class teacher in advance via *Škola online* or by e-mail, stating the exact time of departure;
- pupils are entitled to a break after every lesson; breaks are five, ten, twenty-five, and fifty minutes long, as scheduled in the timetable;
- pupils spend breaks on the school premises (including the school garden), under teacher supervision;
- pupils participate in the daily programme as outlined in the School Educational Programme, which includes daily outdoor activities in the school garden (cancelled only in adverse weather conditions or due to alternative programming);
- if a pupil attends the after-school club, which includes daily outdoor activities in the school garden, but for various reasons cannot participate, the legal guardians will be asked to collect their child immediately after the end of lessons;
- a teacher may exclude a pupil from a lesson if he/she repeatedly disrupts the class; even if the pupil is not present in the classroom, he/she remains under supervision and continues to engage in educational activities according to the School Educational Programme.

#### **4. Movement of Legal Guardians and Other Visitors in the School Building**

- legal guardians and other visitors (including lower secondary pupils after the end of lessons) are not permitted free movement around the school building; entry into the school's interior is possible only by prior arrangement and under set conditions;
- in case of a scheduled meeting with a teacher, school management, or another staff member, the visitor must report to the school reception, enter the required details in the visitor logbook, and obtain a visitor card, which must be visibly worn during the entire stay in the school building;
- after the meeting, the visitor must return the visitor card to reception and record the departure time;
- in urgent cases (e.g., sudden need to collect a child for health reasons), the legal guardian must also report to reception, where entry will be allowed in accordance with the instructions of school staff;
- these measures, aimed at ensuring the safety of pupils and the operation of the school, apply throughout the school's opening hours unless otherwise specified by the school (e.g., adaptation period for first-year pupils, large school events involving parents, etc.).



## **5. Rules for Distance Learning**

- if, due to emergency measures or quarantine, the physical presence of the majority of pupils (more than 50%) is not possible, the school will provide distance education for the affected pupils, while the rest continue with in-person education (so-called “hybrid learning”);
- pupils prohibited from attending school in person are obliged to participate in distance education;
- failure to connect to an online session is regarded as an absence; the same rules apply for excusing absences as for in-person education;
- the school promptly informs legal guardians about the methods of communication with pupils and the organisation of distance education, particularly the schedule of online classes and the links for joining;
- when assessing pupils during distance education, the school follows the rules and criteria of assessment set out in the School Rules.

## **6. Conditions for Safety, Protection of Pupils 'Health, and Protection of Pupils Against Discrimination and Socially Pathological Phenomena**

### **6.1. Pupils are obliged to:**

- walk carefully, use only designated paths, entrances, and exits intended for pupils, and avoid dangerous areas;
- when moving between the school and another facility, use designated sidewalks or, if not available, the left-hand roadside, walking in pairs at most;
- follow the instructions of the relevant teacher (or another school employee) when moving in the classroom, hallways, canteen, school garden, and during all school activities (courses, trips, etc.);
- walk on the right-hand side of corridors, staircases, and other areas, and not run, jump, or slide along handrails;
- behave in a way that prevents accidents: not lean out of windows, not open or otherwise manipulate windows or blinds, not sit or stand on windowsills, not throw food or objects out of windows, not pour liquids from them;
- in the school garden, not enter the area behind the protective net at the orange playground, not sit on low windowsills, not lean against windows;
- during events outside the school, when accommodated in facilities of other entities, observe the relevant safety and fire regulations, follow the set daily routine, and comply with instructions during quiet hours;
- follow legal and other regulations and instructions for ensuring safety and health protection, comply with established procedures and guidelines with which they have been duly acquainted, and follow principles of safe behaviour and teacher instructions;
- not damage others' property or endanger other people;
- report to their teacher any defects or deficiencies that could pose a risk to safety or health;
- in specialised classrooms, after-school clubs, the gym, school garden, playground, and other facilities, follow the specific rules of those facilities;
- not consume alcoholic beverages or use other addictive substances during lessons or any school-organised activities, not bring them to school or the school garden, not attempt to distribute them, not enter the school under their influence, and not smoke on the school premises, school garden, or at school events;
- take care of their own health and, to the extent possible, their own safety;
- observe basic hygiene rules and wear indoor shoes within the school premises;
- cooperate with other pupils and not disrupt them during lessons;

- immediately inform their teacher or another staff member of any malaise or change in health condition;
- promptly report any accident, provided their health allows, as well as any accident they witness, and cooperate in investigating its causes;
- provide first aid to themselves or classmates in case of an accident, if necessary;
- participate in safety and health protection training organised by the school and undergo knowledge checks if required;
- strictly comply with the prohibition of leaving the school building, school premises, or any facility where a school event is held, without informing a teacher, class teacher, or another school employee;
- not use electrical appliances, devices, or electronics brought from home within the school or on school premises;
- not tamper with electrical equipment of any kind, or manipulate devices or audiovisual equipment without the teacher's permission;
- not use open flames within the school or in accommodation facilities during school events, prevent fire hazards, and report any fire immediately to teaching or operational staff;
- not tamper with fire extinguishers;
- comply with information displayed on safety signs located on the school premises.

#### 6.2. Additional Provisions:

- the school ensures internal safety inspections of the premises, compliance with behavioural rules, and staff training in this area;
- the school keeps records of pupil accidents, prepares reports, and submits them to designated authorities and institutions;
- advertising and sale of products harmful to health, or to the psychological or moral development of children, is not permitted in the school;
- activities and promotion of political parties and political movements are not permitted in the school;
- if the school suspects that pupils under 18 years of age are consuming narcotic or psychotropic substances, it will immediately inform their legal guardians and is subsequently obliged to notify the child protection authority of the municipal office of facts suggesting substance use; in cases of suspected distribution of narcotics, the school will cooperate with the Police of the Czech Republic.

### 7. Rules for the Use of Mobile Phones and Other Electronic Devices

#### 7.1. Definition of Terms:

- “Personal electronic device” refers in particular to mobile phones, smart/GPS watches, tablets, portable music players, wireless headphones, and other similar devices capable of communication, recording, or playback of sound or images.
- “Use of a personal electronic device” means turning it on, making calls, sending messages, recording photos/videos/audio, connecting to the internet, or any other active handling that may affect teaching, safety, or the privacy of others. Simply bringing a switched-off device to school is not considered “use.”

#### 7.2. Basic Rules:

- students are allowed to bring personal electronic devices to school at their own risk and that of their legal guardians;



- students are prohibited from using mobile phones, smart/GPS watches, and other personal electronic devices during lessons and all school-organized activities, in all areas of the school and outside, unless explicitly permitted by a teacher;
- while at school, students must not keep mobile phones on their person or leave them freely in school areas; the device must always be switched off and stored in a designated place (especially in a lockable box in the homeroom, or in a closed backpack/bag or personal locker if specified by the teacher), the same applies to smart/GPS watches and other personal electronic devices;
- mobile phones and other personal electronic devices must remain switched off and stored in the lockable box in the homeroom for the entire duration of lessons (including free periods before afternoon classes), where the student deposits them at the teacher's instruction before the first lesson;
- students receive their devices from the teacher after the last lesson of the day or after the school club, depending on the day's organizational schedule;
- during morning and afternoon school club sessions, all personal electronic devices must be switched off and stored in the student's backpack, bag, or personal locker.

### 7.3. Exceptions:

- exceptions to the rules in Section 7.2 apply when the absence or malfunction of a device could endanger the student's health or life; in such cases, use of the personal electronic device is permitted according to a prior written agreement with the legal guardians and based on a note from the attending physician;
- a student may use a mobile phone or other device in urgent situations (e.g., sudden illness, injury, emergency family situation) only after prior consultation with a teacher and under their supervision; in such cases, the student may also request use of the school phone at the school office;
- use of a personal electronic device is also allowed based on clear permission from a teacher, always time-limited and for educational purposes (e.g., information search, educational apps, QR code work, translation apps, use of the School Online system, recording for educational projects, stopwatch, calculator, etc.);
- for multi-day school events (school trips, selection or exchange stays, nature schools, ski courses), students must follow the rules set for the specific event (e.g., time-limited use of personal electronic devices with the teacher's explicit permission).

### 7.4. Procedure for Violating Rules:

- if the rules in Section 7.2 are violated during lessons, the student must turn off the device at the teacher's instruction; if the student is not in their homeroom, the device should be left visibly on the teacher's desk for the rest of the lesson, upon returning to the homeroom, the student stores it in the lockable box at the teacher's instruction;
- if the rules are violated after lessons, the device may be temporarily confiscated and stored in a secure location (school office or school safe) for the rest of the school day; the legal guardian will be informed;
- repeated or deliberate disregard of these rules is considered a violation of the school regulations and may be addressed with disciplinary measures in accordance with Decree No. 48/2005 Coll. (reprimand, class teacher's warning, principal's warning, or, if applicable, lowered behavioral grade);
- if a student misuses a personal or school device (e.g., mobile phone, smart watch, or tablet) to record or distribute images or audio without consent, or for cyberbullying or other serious violation of others' rights, the device will be temporarily confiscated, stored by the school management, and returned only to the legal guardian, such conduct is considered a serious

breach of school rules and may involve cooperation with child protection authorities or the Police of the Czech Republic.

#### 7.5 School Responsibility for Student's Personal Electronic Device:

- the school is generally not responsible for loss, damage, or theft of a mobile phone or other personal electronic device that a student brings to school or a school event and keeps on their person or leaves outside designated areas;
- if the device is stored in a lockable box, school safe, or other designated place under the school's supervision, the school is responsible for unintentional damage or loss during storage to the extent defined by the Civil Code, upon receiving the device from the student, its apparent condition may be briefly recorded in writing (e.g., cracked screen).

### 8. Use of Artificial Intelligence (AI) in Schoolwork

- pupils may use artificial intelligence tools (e.g., ChatGPT, Gemini, Copilot, etc.) only with the teacher's permission and in a pre-defined manner. In all other cases (such as use during written tests, essays, etc.), use of these tools is considered unauthorised assistance, equivalent to cheating or plagiarism, and will be treated as a serious violation of the School Rules;
- use of AI must be transparent: the pupil is required to follow the set rules (e.g., to indicate its use, specify how the tool was applied, etc.);
- the pupil is responsible for work and content created with the assistance of AI; he/she must understand the work and be able to present and defend it independently;
- the school supports the use of AI as a learning tool, not as a means to bypass personal education, creativity, or critical thinking;
- the school reserves the right to review the assessment of work where misuse of AI has been proven.

### 9. Conditions for Pupils 'Handling of School Property

- pupils must use school premises, equipment, and teaching aids in a way that avoids damage and maintains them in good condition;
- school equipment may not be handled without the presence or instruction of a teacher;
- when leaving a classroom or specialised room, pupils must store items and aids as instructed by the teacher and classroom rules (e.g., arranging chairs), and leave their workplace and the classroom clean and tidy (e.g., tidy windowsills, areas around bins, etc.);
- it is forbidden to sit on radiators or tamper with radiator valves;
- pupils must not touch the school's security coding system, fire alarm system, fire detectors, or electronic controls of entry turnstiles;
- pupils must keep all school facilities and classroom equipment in good order, including items entrusted to them for personal use (e.g., class lockers, personal lockers);
- personal lockers must not be decorated, marked, or damaged with sharp objects; dirty clothing or other items must not be stored inside, nor opened drinks or food liable to spoil; locker rods and nameplates must not be removed or tampered with;
- pupils must keep school toilets and washrooms clean, avoid wasting supplies (toilet paper, soap, paper towels, etc.), and must not damage or misuse the equipment. Walls and cubicles must not be marked or written on. Pupils must not throw toilet paper rolls, food waste, or other objects into toilets, nor climb over or under cubicle partitions;
- pupils must bring textbooks and school supplies according to the timetable and teacher instructions;
- pupils must treat textbooks, school supplies, and library books with care;

- if a textbook, book, or school aid loaned by the school is lost or damaged beyond further use, pupils (through their legal guardians) must replace it with a new one;
- pupils must immediately report any damage to school property to any teacher or school management member;
- if a pupil wilfully damages or destroys school property (through negligence or intent), the property of another pupil, teacher, or other person, or loses entrusted property (e.g., locker key, ID card), the pupil's legal guardian will be required to compensate for the damage.

## **10. Rules for the Assessment of Pupils' Educational Results and Behaviour**

### **10.1. Rules for the Assessment of Educational Results**

- WA Primary School bases pupil assessment and classification on the Education Act (No. 561/2004 Coll.), as amended;
- teachers use both formative assessment, aimed at continuous interactive evaluation of pupils' learning progress and needs in relation to educational goals (developing self-assessment skills to recognise whether content or skills have been mastered), and summative assessment, usually in the form of tests or oral examinations, which evaluates overall pupil performance and provides information to other parties (parents, institutions);
- homework assignments are an integral part of the school's educational concept; their content and frequency are determined by the teacher, who uses them as another tool for achieving educational outcomes;
- assessment of pupils' results is based on the extent to which outcomes for each subject of the School Educational Programme are achieved;
- assessment must be pedagogically justified, professionally correct, verifiable, and must respect pupils' individual educational needs;
- pupils are continuously assessed using grades on the standard 1–5 scale (1 – excellent, 2 – commendable, 3 – good, 4 – satisfactory, 5 – unsatisfactory), supplemented with attitude grades A, B, C;
- attitude grades (A, B, C) reflect a pupil's approach to a subject, including attention and activity in lessons, homework preparation, independence in problem-solving, cooperation, and quality of homework: A – active, independent, and interested approach to schoolwork; B – some shortcomings, works without much interest, often inattentive, requires teacher support; C – lack of interest, incomplete tasks, negatively affects group work;
- motivational plus/minus signs and motivational stamps are also used in assessment;
- teachers collect evidence for assessment through:
  - a) systematic observation of pupil performance and preparation,
  - b) various types of tests (written, oral, graphic, practical, physical),
  - c) written work and practical exams,
  - d) analysis of pupils' work (independent work, creativity, homework, activity),
  - e) consultations with other teachers, and where needed with counselling centres and health services (especially for pupils with long-term difficulties),
  - f) discussions with pupils and their legal guardians;
- in oral examinations, results are announced immediately and explained publicly;
- results of written tests are announced within 7 days; pupils are allowed to review corrected work, which is archived until the end of the school year;
- in descriptive assessment, results in each compulsory and optional subject are expressed to reflect the pupil's level of achievement, their educational and personal abilities, and age;
- descriptive assessment includes evaluation of pupil progress, learning approach, influencing factors, and indications for further development, with recommendations for overcoming difficulties;

- teachers award grades regularly: mathematics and Czech at least once a week; foreign languages and science at least once every two weeks; arts at least once a month;
- teachers may assign different weight to grades: small (1), medium (2), or large (3);
- legal guardians are regularly informed of assessments via the Škola online system or in person;
- both ongoing and final assessments take into account pupils with special educational needs, considering the nature of their disability or disadvantage;
- special educational needs are determined by an educational counselling facility;
- the headteacher may, with written recommendation from an educational counselling facility, permit education under an Individual Educational Plan for pupils with special needs or exceptional talent, upon request of the legal guardian or the pupil;
- mid-year and final report cards include descriptive assessment of the pupil's personality, learning development, strengths and weaknesses, supplemented by grades on the 1–5 scale and attitude marks (A, B, C);
- if a pupil misses more than 25% of lessons in a subject during a grading period, he/she may be assessed at an alternative time, in line with Section 52 of the Education Act. The teacher may also require a summary test or oral exam to verify knowledge;
- the final grade on a report card does not have to equal the arithmetic average of grades; the teacher must justify the final classification objectively;
- final subject grades reflect performance across the entire grading period, considering systematic effort;
- if assessment cannot be made at the end of the first semester, the headteacher sets a substitute date within two months. If assessment is still not possible, the pupil is not graded for the first semester;
- if assessment cannot be made at the end of the second semester, the headteacher sets a substitute date by the end of September of the following school year; in the meantime, the pupil attends the next grade;
- pupils fully exempt from physical education are not graded in the subject; their report card states "exempt".

## 10.2. Rules for the Assessment of Behaviour and Lowered Behaviour Grades

- behavioural assessment is based on compliance with the School Rules, principles of good conduct, and respect for others and property;
- the final assessment of behaviour is decided by the Pedagogical Council at the end of each semester;
- legal guardians are always informed of the possibility of lowering the behaviour grade.

### **Behavioural grades:**

- 1 – very good: complies with School Rules; any breaches are isolated and resolved by a warning;
- 2 – satisfactory: pupil committed a more serious or repeated breach of the School Rules, resulting in a class teacher's or headteacher's reprimand;
- 3 – unsatisfactory: pupil committed repeated and serious breaches of the School Rules, seriously disrupting the school environment or the safety of others.

### **Reasons for lowering behavioural grades may include, in particular:**

- serious or repeated inappropriate behaviour towards classmates, teachers, or others;
- bullying, cyberbullying, repeated threats or physical assaults;
- deliberate destruction of school or others' property;
- unexcused absences amounting to 6 or more hours;

- repeated possession, distribution, promotion, or use of cigarettes, alcohol, or other addictive substances;
- repeated failure to meet obligations and breach of the School Rules or other regulations despite prior disciplinary measures.

## 11. Disciplinary Measures

- disciplinary measures are tools used by the school to reinforce desirable student behavior, address inappropriate behavior, and create a safe, friendly, and respectful environment;
- disciplinary measures include praise or other forms of recognition and disciplinary actions;
- praise, other forms of recognition, and disciplinary actions may be awarded or imposed by the school principal or the class teacher.

### 11.1. Rules for Awarding Praise and Other Recognition

- the school principal or class teacher must immediately notify the student and their legal guardian of the award and the reasons for it in a verifiable manner;
- the awarding of praise or other recognition is recorded in the school's documentation;
- praise from the school principal is recorded on the report card for the semester in which it was awarded.

#### Class Teacher's Praise:

- the class teacher may award praise based on their own decision or following a suggestion from other teachers, after consulting with the school principal, for:
- a notable display of school initiative and exemplary behavior;
- significant improvement in academic performance or behavior;
- sustained successful work, active participation in lessons, and fulfillment of school responsibilities;
- assistance to classmates or teachers;
- other exemplary actions or achievements.

#### School Principal's Praise :

- the principal may award praise based on their own decision or following a suggestion from another individual or organization, after consulting the pedagogical council, for:
- an extraordinary act of humanity, civic or school initiative;
- representing the school in competitions, Olympiads, or sports events;
- a meritorious or courageous act;
- long-term work for the class or school community;
- other outstanding actions or achievements.

### 11.2. Rules for Imposing Disciplinary Measures

- in case of violation of obligations set by the school rules, depending on the severity, a student may receive: **a warning from the class teacher, a reprimand from the class teacher, or a reprimand from the school principal;**
- students who have completed compulsory schooling may also be conditionally expelled or expelled from school, but only if they have repeated a grade and are in the tenth year of primary school;
- the class teacher must immediately notify the principal when issuing a class teacher's reprimand;
- a principal's reprimand may only be issued after discussion in the pedagogical council;

- the principal or class teacher must immediately notify the student and their legal guardian of the imposed warning or reprimand and the reasons for it in a verifiable manner;
- warnings or reprimands are recorded in the school's documentation.

### 11.3. Criteria for Imposing Various Types and Levels of Disciplinary Measures

- the type of disciplinary measure depends on the severity of the student's offense and whether it is repeated during the semester;
- for lower-grade students, the school uses a "Pink Slip" as a warning tool, which is a pink note recorded in the Škola online system. For upper grades, notes are recorded directly in the Škola online system;
- disciplinary measures are imposed without undue delay after the offense has occurred and after a thorough investigation;
- measures are assigned based on the severity of the infraction; stricter measures do not require the prior imposition of milder measures;
- stricter measures may also be imposed for multiple minor infractions.

#### Class Teacher's Warning:

- the class teacher may issue it based on their own decision or following a suggestion from other teachers, after consulting with the principal, for:
- **occasional minor violations of the school rules (3 notes in Škola online for lower grades, 5 notes for upper grades);**
- regularly forgetting school materials, not completing assignments, cheating, lying, deliberately disrupting lessons;
- repeatedly forgetting PE or work uniforms;
- bringing and using toys or objects unrelated to lessons;
- repeated violations of rules regarding mobile phones, smartwatches, and other electronic devices;
- cheating on tests or copying;
- inappropriate behavior toward others;
- five unexcused late arrivals to school or lessons;
- damaging school property or others' property;
- repeated violations of the school uniform rules;
- repeated failure to change shoes indoors.

#### Class Teacher's Reprimand:

- the class teacher may issue it based on their own decision or following a suggestion from other teachers, after consulting with the principal, for:
- **a serious disciplinary offense or repeated minor offenses following a warning (6 notes in Škola online for lower grades, 10 notes for upper grades);**
- six to ten unexcused late arrivals, one to two unexcused lessons;
- leaving the school building without permission;
- intentional and repeated disruption of lessons;
- bringing and consuming energy drinks, non-alcoholic beer, smoking, vaping;
- gross misconduct during trips, excursions, and other school events;
- tampering with grades or altering graded tests;
- very inappropriate behavior toward classmates, school staff, or other adults during school events;
- damaging school property or personal property of others during school events.

**Principal's Reprimand:**

- the principal may issue it based on their own decision or following a suggestion from another individual or organization, after discussion in the pedagogical council, for:
- **serious disciplinary offenses against the school rules or repeated serious offenses following a class teacher's reprimand (9 notes in Škola online for lower grades, 15 notes for upper grades);**
- particularly severe verbal or intentional physical attacks toward classmates, staff, or others;
- bullying, cyberbullying, threats;
- gross misconduct online in school systems, insults, spamming, mocking teachers or classmates during remote lessons;
- misuse of someone else's identity online;
- racist verbal acts or actions;
- use of alcohol, cigarettes, or other addictive substances at school or during school events;
- intentional endangerment of own or others' safety and health;
- three to five unexcused lessons;
- theft, involvement in theft, fraud, falsifying excuses, grades, or signatures;
- serious and irreversible damage to school property or personal property of classmates, staff, or others during school events;
- animal abuse;
- other serious violations of the school rules.

**12. Student Participation in Selective School Activities**

- selective school activities (language and exchange programs, ski courses, thematic trips, sports competitions, etc.) are an optional part of the school's educational activities, and participants are selected based on predefined criteria;
- only students who fulfill their school responsibilities and represent the school appropriately may participate;
- a student who has committed a serious or repeated violation of the school rules, received a disciplinary measure, or behaves inappropriately over a long period may be excluded from participation, as decided by the school management in consultation with relevant teachers;
- for safety, order, and the school's reputation, the school management reserves the right to deny participation to a student for whom there are reasonable doubts about their ability to follow rules or behave considerately in a group outside school.

**13. Rules for Granting Individualized Educational Plans and Exemption from Physical Education****13.1. Individualized Educational Plan (IEP)**

- an individualized educational plan (IEP) may be granted in exceptional cases based on a request from the legal guardian and approval by the principal;
- IEPs may be granted especially for students identified as highly gifted in a particular area whose needs can be effectively met beyond standard instruction (e.g., elite sports, arts, or other activities requiring time-consuming preparation and representation), or for students with serious health limitations preventing regular school attendance;
- the guardian must provide relevant documentation (e.g., confirmation from a sports or arts organization, report from a pedagogical-psychological counseling center) and a recommendation from the class teacher (or guidance counselor/school psychologist);
- the approved plan specifies the form and scope of the IEP (e.g., non-attendance in certain lessons, independent assignments, consultations with teachers, participation in key tests or exams);
- the IEP is valid for a specified period (one semester or one school year).



### 13.2. Exemption from Physical Education

- a student may be **fully or partially exempted** from physical education (PE) based on a written request from the guardian with a **valid medical certificate**;
- the certificate must state the reason, scope of exemption (full/partial), and duration (e.g., one semester, school year);
- the principal decides on exemption based on the medical certificate and recommendation from the PE teacher (or class teacher);
- partially exempted students may participate in modified physical activities suitable to their health condition, as recommended by a doctor;
- students fully exempted from PE remain at school during PE lessons (at the location of PE or in another class under supervision);
- if PE is the first or last lesson of the day, guardians may request in writing that the student not be present at school during those hours; in such cases, the student arrives later or leaves earlier;
- the school is not responsible for the student's safety during these times;
- requests for later arrival or early departure must be submitted in writing and are valid for the duration of the PE exemption or as specified in the request;
- students fully exempted from PE are not graded in this subject for the specified period.


### 14. Conditions for School Catering

- the school provides meal preparation and distribution as part of its in-house catering;
- students can choose from two meals, typically a meat or vegetarian option; twice a month a sweet option is also offered;
- parents may order a morning snack and/or an afternoon snack for their child;
- meal registration, orders, and cancellations are done by parents via the internal WApka system;
- only properly registered students may participate; if a student is not registered or has no meal ordered for the day, they are not allowed in the school dining area unless a staff member permits it;
- all details of the school catering are specified separately in the Internal Regulations of the School Canteen.

### Final Provisions

1. Familiarisation with the school rules is part of initial and periodic training for school staff.
2. Students and parents are introduced to the school rules at the beginning of each school year. During the year, the full school rules are available in the school office and online on the school's website.
3. The operational regulations of individual school facilities are an integral part of the school rules.
4. Amendments to the school rules take into account, among other things, suggestions from the School Council.

In Prague, 7 January 2026

  
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