



## THE SCHOOL OPERATIONAL MANUAL OF PRIMARY SCHOOL IS ISSUED IN ACCORDANCE WITH § 153 OF ACT NO. 245/2008 COLL. ON EDUCATION AND LEARNING AND ON AMENDMENTS TO CERTAIN ACTS.

### I. INTRODUCTION

The Internal Operational Manual of the school is a set of norms of co-existence and co-operation of the entire school group of pupils, teachers and non-teaching staff. Its application in practice contributes substantially to the mission of the school. Consistent compliance with these principles in the practical life of the school is a fundamental duty of every pupil and employee. **Primary Parent Handbook** and **Behaviour Policy** form inevitable part of this Manual.

### II. ORGANISATION OF A SCHOOL DAY

The teaching process follows a valid timetable, which is respected by each pupil and teaching staff member. The structure of the school day is specified within the Primary Parent Handbook.

### III. PUPILS' RIGHTS AND RESPONSIBILITIES

(1.) Every pupil has the right to:

- a) education and learning:
  - i. in a safe and healthy environment,
  - ii. appropriate to his/her age, abilities, interests and health,
  - iii. aimed at the multilateral provision of factual information
- b) self-respect and protection against physical and mental violence
- c) respect for their belief, worldview, and ethnicity
- d) health and safety protection,
- e) access to an organised educational process appropriate to his/her age with respect to the well-being principles of education and learning,
- f) personal development, freedom of speech and privacy - however, this can not restrict this right and threaten the health of other participants in the educational process and their right to education
- g) an individual approach to education, respecting their abilities and health
- h) the free choice of optional and non-compulsory subjects in accordance with their abilities, interests and hobbies to the extent established by the educational program
- i) information on questions about his/her person and educational results from pedagogical staff
- j) individual education to the extent specified by the regulations
- k) observation of the specific points of the Convention on the Rights of the Child concerning the educational process.
- l) participation in national or international competitions with the consent of the Principal.

(2.) Pupils' responsibilities are:

The students' behaviour expectations are clearly set out in the in the whole school Behaviour Policy.

#### IV. RIGHTS AND RESPONSIBILITIES OF PUPILS' GUARDIANS

(1.) *Guardians have the right to:*

- a) familiarise themselves with the educational programme of the school and the School Operational Manual,
- b) be informed about the educational results of their child,
- c) require that education and learning at school is providing children and pupils with information and knowledge in a substantive and multifaceted manner in accordance with current world knowledge and in accordance with the principles and objectives of education and learning under the Education Act,
- d) provide advisory services in the education and learning of their child,
- e) participate in education and learning after the prior approval of the Principal

(2.) *Guardians are obliged to:*

- a) create conditions for the child to be able to prepare for education and learning at school and to fulfil school responsibilities,
- b) adhere to conditions of the education process of a student, as defined by the Education Agreement, School Operational Manual, Parents Handbook and other school policies and rules with which he/she is acknowledged,
- c) take care of the child's social and cultural background and respect his/her special educational needs,
- d) respect the philosophy and values of the school,
- e) inform the school about the change of the child's health condition, health problems or other serious facts that could affect the course of education and learning,
- f) respect obligations arising from the Education Agreement or other school policies and rules,
- g) replace any damage the pupil has caused intentionally.

#### V. SCHOOL OPERATION

(1.) All information governing the operation and internal regime of the school is regulated in the Primary Parent Handbook, which is an integral part of this Manual and its provisions are binding on the school, pupils and their guardians.

#### VI. RULES OF MUTUAL RELATIONS AND RELATIONSHIPS WITH PEDAGOGICAL STAFF AND OTHER STAFF OF THE SCHOOL

(1.) Relationships among pupils and relationships among pupils and teaching staff and other school staff for students are clearly set out in the Primary Parent Handbook.

(2.) Expectations for staff are clearly set out in the Staff Handbook.

*Employees follow these the general principles:*

- a) Mutual relations are based on respect, understanding and tolerance.
- b) All teaching staff respect the individuality of each pupil and respect their efforts, activity, willingness to help classmates and others, their positive moral qualities. They respect individual and educational needs of pupils with regard to their personal abilities, opportunities and socio-cultural background.
- c) Pedagogical staff do not enforce respect by directives, but they adhere to the principles of good communication with respect to the pupil's age and individualities, express interest in his/her views, allow him/her to express himself/herself in a decent manner, express an interest in the pupil's feelings and needs. They set clear rules and require their observance.
- d) Pedagogical staff show responsibility, patience, and determination towards the pupil during the education process.
- e) Pedagogical staff protect and respect the rights of the pupil.

- f) Pedagogical staff maintain confidentiality and protect against misuse of personal data, information on the health status of children and pupils, results of psychological and special pedagogical examinations with which they have come into contact.
- g) Pedagogical staff guide and objectively evaluate pupils without prejudices, the principle is the equality of chances for all pupils.
- h) School staff lead pupils to adhere to hygienic principles and principles of occupational safety, to protect the facility and other property of the school from damage, loss, destruction. The school can not penalise or disadvantage a pupil because it exercises the rights under the School Operational Manual.

## VII. CONDITIONS FOR ENSURING THE SAFETY AND PROTECTION OF PUPILS, THEIR PROTECTION AGAINST MENTAL AND PHYSICAL HARM, DISCRIMINATION OR VIOLENCE

- (1). The pupil is obliged to protect his/her health and classmates' health during classes, breaks and at school events.
- (2). All pupils must behave in such manner that they do not put their safety of their school mates in danger.
- (3). The class teacher has to demonstrably explain to all pupils the principles of health and safety at school at the beginning of the school year. In cases of increased danger to health and safety of the pupils during some activities, the pupils are familiarized with the accident prevention guidelines. Each pupil is obliged to adhere to the general principles of health and safety and to respect the teacher's guidelines for accident prevention.
- (4). All school pupils are obliged to respect the teachers' instructions, which are in accordance with generally binding legal regulations, internal school regulations and good morals, as well as to respect the duty staff. Pupils cannot:
  - i. manipulate with windows, blinds;
  - ii. lean out of the windows;
  - iii. bring to school items that can endanger their health, health of their classmates and pedagogical staff;
  - iv. perform activities that are harmful to health.
 Manipulating with light switches, audio modulators, audio-visual devices and computers can be done only with the consent and in the presence of the teacher. All pupils follow hygienic principles.
- (5). Before starting any activity involving a risk of injury, the teacher prepares a risk assessment plan to mitigate risk. Risk assessment must be approved at least 7 days before the activity happens. All students are notified of the risk and instructed how to avoid possible risk of injury.
- (6). If the pupil has suffered an accident, he/she must inform the responsible teaching staff/ duty teacher, the class teacher or the teaching assistant.
- (7). The school nurse is obliged to inform the pupil's parents about an injury or illness.
- (8). Each school accident is registered within school's electronic injury recording system.
- (9). If a pupil's injury or other deterioration in health requires urgent medical attention, the school will arrange an attendant to accompany the pupil to the nearest medical facility. The attendant will provide the attending physician with information on the occurrence and causes of the accident and information on the pre-medical first aid provided.
- (10). **Administration of medicines** is not regulated by any legal regulation. In the event that a child has been admitted to the pre school or school facility whose health condition requires and the doctor has confirmed the administration of medication (administration of life-saving medication) and based on the decision of the Principal of the BISB, after prior consultation with all teaching staff, an individual agreement with the parents and a personal consultation with an expert the child's doctor in the event of an allergic reaction or anaphylactic shock.

The legal representative assumes full responsibility for the administration of the preparation and for any adverse effects of the preparation (the preparation has not yet been applied to the

child). The Epi Pen preparation together with the medicines and the child's insurance card will be stored with the medical practitioner in the medical room or office.

The child's legal representative is responsible for the expiration date of ANY preparations.

## VIII. CARE FOR SCHOOL EQUIPMENT, SCHOOL SUPPLIES AND TEXTBOOKS

- (1). Students keep the school equipment and textbooks clean. Damages caused have to be replaced. School management decides on replacing these items (e.g. damaged items, facilities or textbooks/library books).
- (2). Any damage to the school's equipment from negligence or intentional damage has to be entirely paid by the student's parent, respectively his legal representative.

## IX. CARING FOR THE PUPIL'S APPEARANCE

All children are expected to be wearing school uniform as specified in the Primary Parent Handbook including changing at school into approved footwear.

## X. EDUCATIONAL MEASURES

- (1). BISB aims to promote high standards of behaviour by creating a positive, safe and supportive environment. We equip students with the skills to manage their behaviour so they can develop self-control and empathy towards others. So that behaviour expectations are clear, the Behaviour Ladder is visible in every classroom and should be referred to when rewarding positive behaviour or warning and sanctioning challenging behaviour. Each class should display a set of the Learner Profile characteristics. Class rules should be agreed on in each class and should also be on display. Levels of behaviours and possible sanctions are found on the Behaviour Ladder and outlined in detail in the Whole School Behaviour Policy.
- (2). If the pupil, with his / her behaviour and aggression, threatens the health and safety of other pupils, other participants in education and learning, or hinders education and learning to such an extent that it prevents other participants in education and learning from being educated, the Principal of the School can take a measure to immediately exclude the pupil from education and learning by placing the pupil in a separate room in the presence of a teaching staff member. The Principal urgently calls
  - the legal representative,
  - medical help,
  - police force.
- (3). The protective measure serves to calm the pupil. The reasons behind it and the course of the protective measure shall be written by the Principal of the school.
- (4). If a protective measure is used under Section 58 of the Act, the Principal immediately calls the legal representative of the pupil who takes responsibility for him/her.
- (5). In the case of a serious offence, the education procedure will not be followed.
- (6). Each violation of the School Operational Manual is addressed individually according to severity (and sequence).

## XI. OTHER

Information about the curriculum, pupil support, communication, attendance, and more can be found in the Primary Parent Handbook, which is an integral part of this Operational Manual.

Full details of curriculum are to be found in the Curriculum Guides.

## **XII. FINAL PROVISIONS**

- (1). Changes and amendments to the School Operational Manual are approved by the principal after discussions with the management of the school - SLT.
- (2). Primary Parent Handbook form an integral part of this Manual and its provisions are binding on the school, pupils and their guardians. The provisions of the Primary Parent Handbook - apply in all situations and matters that are not regulated and specified in this Manual and form a part of this Manual.
- (3). Behaviour Policy is an integral part of this Manual and its provisions are binding on the school, pupils and their guardians.
- (4). Class Teachers are obliged to inform students in their class about the School Operational Manual and make a written record of it, and notify their guardians as well.
- (5). The School Operational Manual is published on the school website.

The School Operational Manual is issued by the school principal on the basis of §153 of the Act no. 245/2008 (Education Act) Coll. and becomes effective on 25. 8. 2023.