

Střední průmyslová škola a Vyšší odborná škola, Písek, Karla Čapka 402

School Rules

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School Rules

**of Secondary Technical School of Electrical Engineering and
Technology College
Písek, Karla Čapka 402**

valid for Secondary Technical School of Electrical Engineering

Change report

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1. Basic regulations

- (1) These school rules are issued by the school principal in accordance with Section 30 of Act No. 561/2004 Coll., On pre-school, primary, secondary, higher vocational and other education, as amended (hereinafter referred to as the "School Act"). The school law applies to the school, pupils and their legal representatives. The School Regulations do not replace this Act and do not establish rights and obligations beyond the scope of this Act.
- (2) Pupils are obliged to comply with general legal standards and school rules, which are based on the Education Act.
- (3) The school principal shall publish the school rules at an accessible place in the school and also in a manner enabling remote access, acquaint the school staff and pupils with it in a verifiable manner and inform the legal representatives of minor pupils about its issuance and content
- (4) At the beginning of the school year and when new pupils arrive class teachers always ensure that all pupils in the class are acquainted with these school rules. By signing, the student confirms that he / she understands all provisions, takes note of them and will follow them.
- (5) The school rules regulate and contain in particular:
 - a) details on the exercise of the rights and obligations of pupils and their legal representatives at school and details of the rules of mutual relations with school staff,
 - b) operation and internal regime of the school,
 - c) conditions for ensuring the safety and health protection of pupils and their protection against socially pathological phenomena and against manifestations of discrimination, hostility or violence,
 - d) conditions of treatment of school property by pupils,
 - e) rules for evaluating pupils' learning outcomes.

Rights and obligations§ 1

Rights and obligations of pupils and legal representatives of minors

- (1) Pupils of the Secondary Industrial School and the Higher Vocational School, Písek, Karel Čapek 402 (hereinafter referred to as "schools") have the right to:
 - a) be educated and use school services according to the Education Act,
 - b) be informed on the course and results of their education,
 - c) vote and be elected to the school board if they are of age,(adult)
 - d) establish self-governing bodies of pupils within the school (eg Student Parliament, in which each class is represented by one pupil or each study group is represented by one student), to elect and be elected to them, to work in them and to address school principal

- with the fact that the school principal is obliged to deal with the opinions and statements of these self-governing bodies,
- e) comment on all decisions concerning the essential matters of their education, while attention must be paid to their statements and comments according to their age and stage of development,
 - f) get information and counseling of the school in matters related to education according to the Education Act
- (2) The legal representatives of minor pupils also have the rights referred to in paragraph 1, with the exception of letters a), d).
- (3) For information pursuant to paragraph 1 letter b) in the case of adult pupils, also their parents or persons who have a maintenance obligation towards adult pupils
- (4) Pupils are obliged to:
- a) to attend school properly and in a timely manner and to educate themselves properly
 - b) comply with the school rules and regulations and school instructions for health and safety, with which they have been acquainted,
 - c) immediately comply with the instructions, orders and prohibitions of the school's pedagogical staff issued in accordance with legal regulations and the school rules,
 - d) within the framework of electronic communication with the school, use exclusively the school e-mail in the format *login name@sps-pi.cz*, which will be assigned to them together with the access data within the free MS Office 365 license for the period of study at the school.
- (5) Adult pupils are further obliged to:
- a) inform the school about changes in medical fitness, health problems or other serious facts that could affect the course of education,
 - b) demonstrably prove the reasons for his / her absence from school in accordance with the conditions set out in these school rules
 - c) notify the school of data in the school registry pursuant to Section 28, Paragraphs 2 and 3 of the Education Act and other data that are essential for the course of education or the safety of the pupil, and to notify changes in these data without delay.
- (6) According to the Education Act, the legal representatives of minor pupils are obliged to:
- a) ensure that the pupil attends the school or the school facility properly,
 - b) at the invitation of the school principal, participate in person in the discussion of important issues related to the pupil's education,
 - c) inform the school about the changes in medical condition, the pupil's health problems or other serious facts that could affect the course of education,
 - d) demonstrably prove the reasons for the pupil's absence from school education in accordance with the conditions set out in these school rules,

- e) notify the school of data in the school registry pursuant to Section 28, Paragraphs 2 and 3 of the Education Act and other data that are essential for the course of education or the safety of the pupil, and to notify changes in these data without delay.
- (7) Pupils treat the staff of the school and each other politely and with respect, they do not commit lies or deception, they also behave in public in a way that shows they are good representatives of the school, they also must not damage its reputation or act against its interests.
- (8) Inappropriate behavior and actions of pupils directed towards school staff or other pupils and students may be a reason for granting disciplinary measures

§ 2

Rights and obligations of pedagogical staff

- (1) The pedagogical staff of the school have the right to:
 - a) to ensure the conditions necessary for the performance of their pedagogical activities, in particular to protection against physical violence or psychological coercion by pupils, students or legal representatives of pupils and other persons who are in direct contact with the pedagogical staff at the school
 - b) ensure that their direct pedagogical activities are not interfered with in violation of legal regulations,
 - c) use methods, forms and means at their own discretion in accordance with the principles and goals of education in direct teaching, educational, special pedagogical and pedagogical psychological activities,
 - d) elect and be elected to the school board,
 - e) an objective evaluation of their pedagogical activities.
- (2) A pedagogue is obliged to:
 - a) carry out their pedagogical activities in accordance with the principles and goals of education,
 - b) protect and respect the rights of pupils or students
 - c) to protect the safety and health of pupils and students and to prevent all forms of risky behavior at school
 - d) create a positive and safe climate in the school environment and to support its development through its approach to education,
 - e) maintain confidentiality and protect against misuse of personal data, information on the health status of pupils and students and the results of the counseling assistance of the school counseling facility and the school counseling center with which he / she came into contact,
 - f) in an appropriate form provide the pupil, student or legal representative of the minor pupil with information related to upbringing and education.

2. Operation and internal regime of the school

§ 3

The pupil's absence from classes, the pupil's behaviour at school, the operating conditions of the school

(1) The pupil's absence from classes:

a) the release of a pupil for serious reasons known in advance is decided by:

- for one class, but no more than three lessons, by the class teacher; if the class teacher is not available, the teacher of the relevant subject decides on the release . When leaving school during classes, the pupil is obliged to have a written confirmation of departure by the class teacher or the teacher of the relevant subject in the student's card or student's pass. When leaving school during classes due to serious acute nausea or injury, the student is taken by a school employee to a doctor or medical help is called and at the same time parents or legal representatives are informed by telephone about the situation. If symptoms of an infectious disease occur, the adult pupil leaves the school building as soon as possible. The minor pupil will be placed in isolation and at the same time the pupil's legal representative will be immediately informed of the need to remove the pupil from school as soon as possible. In both cases, it is recommended to contact the attending physician, who will decide on the next step.
- from one to two school days, the class teacher on the basis of a written request submitted in advance by the pupil's legal representative or adult pupil or on the basis of an official document,
- for a period of three or more school days on the basis of fulfilling the conditions in a written document (Requests for extraordinary release from school attendance for a period of three or more school days for known serious reasons), submitted to the class teacher by the school principal on the recommendation of the class teacher.

b) In the absence of a pupil for in advance unknown reason:

- the adult pupil or the legal representative of the minor pupil is obliged to prove the reasons for the pupil's absence from school no later than 3 calendar days from the beginning of his / her absence,
- an adult pupil or the legal representative of a minor pupil is obliged to excuse the pupil's absence from classes and to substantiate the reasons for the absence within 3 calendar days of the pupil's arrival at school after the end of the absence
- A confirmation of a pupil's non-participation in classes may be issued by the adult pupil or the legal representative of the minor pupil, for a maximum period of 3 days. In case of a longer absence, it is necessary to enclose a formal confirmation from the doctor. office, institution to confirm the absence.

- in exceptional and individually determined cases, especially in the case of frequent absence of a pupil, the school may require the attachment of a doctor's certificate, office, institution even in the case of absence, which does not exceed 3 days,
- a student's card issued by the school, the "Absence" section, or the attached certificate issued by the competent authority, institution or doctor are used to confirm the excuse of non-attendance at classes,
- for serious family reasons, pupils may be released and excused upon presentation of credible evidence of the absence from school

c) If the above conditions are not met

- if the adult pupil or the legal representative of the minor pupil does not substantiate the reasons for the pupil's absence from teaching in accordance with the school rules, the absence is considered unexcused,
- if the pupil does not attend school for at least 5 days and his / her absence is not excused, the school principal shall invite the adult pupil or the minor's legal representative in writing to provide immediate reasons for the pupil's absence; at the same time, he will point out that otherwise the pupil will be considered as having left the education; a pupil who does not start or proves the reason for his / her absence within 10 days from the delivery of the invitation to the school is considered as having left the education on the last day of this period; on this day he ceases to be a student of the school.

d) Excuse from active participation in a physical education lesson (PE) - a pupil is excused from active participation in a PE lesson only if his / her health condition does not allow him / her to actively participate in a PE lesson and presents the issued medical certificate.

e) Late arrivals of a pupil in the classroom are a violation of the school rules. The absence of the pupil from the lessons for more than 15 minutes is recorded in the register class book as one missed lesson

f) The student is obliged to organize his / her extracurricular, hobby or sports activities so that he / she does not miss the classes. In cases worthy of special consideration, the school principal may release the pupil for this activity on condition that individual criteria are met.

(2) Absence from lessons in distance learning:

- a) Non-participation in distance learning must be assessed according to the pupil's involvement in education and educational outcomes, not just according to the time of educational activities. In asynchronous teaching (students work on assigned tasks at their chosen time, at their own pace and do not meet in the online space) or off-line teaching does not matter what time of day and how fast the student works, but whether he submits tasks or outputs of his work within the set deadline or shows an effort to comply with the instructions. In synchronous teaching (the teacher is usually connected to the pupils via a real-time communication channel), failure to connect to the online transmission is considered to be absent from lessons, unless another way of involving the pupil has been individually agreed.
- b) An excused absence of a pupil from distance learning cannot be a reason for a reduced level of assessment.

- c) The method of proving the pupil's non-participation in distance learning is basically similar to the full-time form of education - see § 3 paragraph 1 of these school rules.
- d) In exceptional cases, in particular if, for serious objective reasons, a certificate from a doctor, authority or institution cannot be attached to the apology, the pupil's absence from classes may be excused even without such confirmation.

(3) Pupil's behavior at school and during activities organized by the school:

a) The student is obliged to:

- perform all tasks assigned by the teacher conscientiously and on time, submit on time and within the set deadline
- be properly prepared for lessons, carry the required teaching aids and school educational materials
- be disciplined and follow the instructions and orders of school staff without delay; if he / she considers that the instruction or order is in conflict with the principles of the school rules or another legal norm, he / she shall notify the school staff of this fact, or he / she is entitled to complain to the school principal,
- the pupil must be present in the classroom 5 minutes before the first lesson, before the other lessons at the beginning of the teaching unit (lesson, block),
- in contact with the school staff, address them by "sir, madam" or their title,
- greet adults when they meet them on school premises, greet teachers and other adults with standing up when they enter and leave the classroom (does not apply in specialized classrooms),
- secure their belongings against theft, do not carry large sums of money and valuables that are not related to studying
- not to leave the classroom during classes without the teacher's permission,
- change shoes at the entrance to the school building and before leaving it, the slippers must not damage or contaminate the floor surfaces,
- use only the side entrance to enter and leave the school building,
- when entering the school building, always use the electronic access system (chip) owned and registered by the school
- demonstrably record their arrival in the school building before the start of classes and departure from the school building after the end of the lesson using their own chip and electronic access system.

b) Pupils are forbidden to:

- use or manipulate during the lesson with means of mobile communication (with the exception of their use to the extent necessary for health reasons) or with objects that distract the pupil's attention in an undesirable way, these devices are turned off and must not lie on the desk or in the desk, they are stored in the pupil's bag,
- interrupt teaching process and engage in activities that are not related to studying;

- make any form of electronic record of a personal nature during lessons and breaks without the knowledge and consent of the teacher or other recorded pupil or student
- intentionally damage other people's property or steal it,
- arbitrarily leave the school premises during school lessons and breaks among lessons, with the exception of lunch breaks,
- let foreign and unauthorized persons or pupils and students enter the building without the electronic chip of the school access system, refer such persons to the main entrance of the school,
- carry out any unauthorized manipulation of the entrance door opening and closing system, the electronic chip or access system, the camera system and the security system, which would affect the security and security of the school building and premises against the entry of strangers and unauthorized persons

4) Operating conditions of the school:

- the school building opens for pupils at 7.40 am at the earliest and closes at 5 pm, and at 2.00 pm on Friday,
- extracurricular activities in the school building are limited in time according to the previous point,
- time schedule of classes and breaks:
 1. class: 8.00 - 8.45; break: 8.45 – 8.50
 2. class: 8.50 – 9.35; break: 9.35 – 9.45
 3. class: 9.45 – 10.30; break: 10.30 – 10. 50
 4. class: 10.50 – 11.35; break: 11.35 – 11.40
 5. class: 11.40 – 12.25; break: 12.25 – 12.30
 6. class: 12.30 – 13.15; break: 13.15 – 13.20
 7. class: 13.20 – 14.05; break: 14.05 – 14.10
 8. class: 14.10 – 14.55; break: 14.55 – 15.00
 9. class: 15.00 – 15.45; break: 15.45 – 15.50
 10. class: 15.50 – 16.35
- every day after the end of the lessons , pupils must leave the building or campus of the school or the place where the lessons took place without undue delay,
- in the period before the 1st lesson (7.40 – 8.00) and during breaks, pupils are supervised according to the set schedule by authorized pedagogical staff or school staff who have been properly instructed in the performance of supervision
- staying in the school building after its closure must be reported in advance to the school's property management officer,
- pupils on duty in the class are chosen by the class teacher of the relevant class, he/she then records their names o names in the class register book, the pupils on duty perform their tasks according to the established rules and instructions of the pedagogical staff,

- the premises of the school yard and sports field can be used only under the supervision of a school staff member or with the consent of the school management or the school's property administration officer, or a janitor or physical education teachers,
- at events organized by the school, pupils are supervised throughout the event; the legal representatives of the minor pupils are informed by the school about these events and about other possible changes in advance,
- a possible accident arising from events that are not organized by the school, is not a school accident,
- any damage to property caused by events that are not organized by the school is not damage caused by the school; the damage is solved by the event organizer both towards the participants of the event and towards the school.

§ 4

Conditions for the treatment of school property

(1) The pupil is obliged to:

- save school facilities and other school property and use it only for the activity for which it is intended,
- the adult pupil and the legal representative of the minor pupil are obliged to compensate the school in full for their damage to health and property caused by the pupil arbitrarily or negligently, especially by violating these school rules, rules of professional specialised classrooms or health and safety regulations or other generally binding legislation,
- maintain cleanliness in his/her place in the classroom, in specialized classrooms and other areas of the school and assist in maintaining order in all areas in school and on school grounds,
- sort waste within the possibilities of the school,
- notify school staff if they find that school property has been damaged or stolen.

(2) Pupils are forbidden to:

- install any program on computer stations and other electronic devices without the teacher's consent, perform software and hardware operations that would lead to damage to computer stations, electronic devices, operating systems or data,
- store software on data storage devices that is not related to school work; run applications from brought data storage devices or the Internet that are not related to school work, unless the teacher specifies otherwise,
- use unauthorised access to computer systems and information carriers
- illegally interfere with technical facilities owned by the school,
- connect any electrical appliances to the electrical grid without the teacher's consent,

- use school network connection for activities that:
 - allow or try to get unauthorized access to network data sources
 - infringe intellectual property rights under Act No 121/2000 Coll., on copyright as amended
 - adversely affects network operation or network services, prevents users from accessing to these services, endanger the network's activity or excessively limit its output
 - damage the integrity of the information stored in computers, storages, network elements, and other network devices
 - are contrary to the GDPR, interfere with the rights of other natural or legal persons and infringe regulation of Act No. 110/2019 Coll., on the protection of personal data.
- Intentionally damage school property or steal it.

§ 5

Provision and publication of information

- (1) Information on the course and results of a pupil's education is communicated in accordance with these school rules and generally valid legal regulations in one of the following forms:
- orally or in writing at a personal meetings
 - electronically via the information system Bakaláři
 - in writing with delivery by postal services provider
- (2) General information, compulsorily published information and organizational instructions are communicated in accordance with these school rules and generally valid legal regulations and according to their nature in one of the following forms:
- by remote access via the school website www.sps-pi.cz,
 - electronically via information systém Bakaláři
 - electronically via e-mail; for legal representatives to the e-mail address specified in the school register, for the pupil to their assigned school e-mail address,
 - in writing with delivery by the postal service operator,
 - orally or in writing at a personal meeting or by telephone,
 - orally or in writing at a personal meeting or by telephone,

3. Safety and health protection of students

§ 6

Conditions for ensuring the safety and health protection of pupils and their protection against socially pathological phenomena and against manifestations of discrimination, hostility or violence

(1) The pupil is obliged to:

- take part in occupational safety and health (OSH) training at the beginning of the school year (training is provided by the class teacher), training in entering professional classrooms and sports grounds, training in starting sports tourism courses, ski courses and adaptation courses; part of the training is acquaintance with the operating rules of the relevant rooms, premises and facilities (provided by class teachers, teachers in specialized classrooms, sports grounds, facilities),
- immediately report the accident or the risk of fire or other damage to the nearest school staff member;
- follow fire alarm guidelines and instructions of school staff,
- not endanger the health and safety of himself and his classmates, observe the principles of safety and health at work (OSH) and fire protection,
- not enter school if he/she shows symptoms of an infectious disease and act in such a way that it does not cause the spread of infectious diseases.

(2) The pupils are forbidden to:

- bring to school such things and objects that could be dangerous to life and health,
- attend school under the influence of narcotics and psychotropic substances, alcoholic beverages or other harmful substances,,
- store, use, pass on and sell narcotic and psychotropic substances, alcoholic beverages or other harmful substances at school,
- smoke, consume alcoholic beverages and other harmful substances on school premises and in activities organized by the school,
- to smoke an electronic cigarette on school premises and in activities organized by the school, regardless of its content,
- cause mental or physical harm to another student, bully another student,
- park motorcycles or bicycles outside designated areas; parking in designated places is allowed only during the pupil's necessary stay on the school premises

Prevention in the field of social pathological phenomena, risky behaviour and bullying is ensured and coordinated by a designated school prevention methodologist. Counseling services in this area are provided by the school counseling center, whose members are an educational counselor, prevention methodologists, or a school psychologist, a consulting team composed of selected pedagogical staff of the school, especially class teachers. Prevention in the field of occupational health and safety and fire protection is provided and coordinated by a designated safety technician.

4. Distance learning

§ 7

Special rules for limiting the personal presence of pupils at school

- (1) If, due to a crisis measure announced pursuant to the Crisis Act, or due to an emergency measure pursuant to a special law, or due to a quarantine order pursuant to the Public Health Protection Act, the personal presence of most pupils in at least one class at school is not possible, the school shall provide pupils with distance learning.
- (2) The school carries out distance education in accordance with the relevant framework educational program and the school educational program to the extent appropriate to the circumstances.
- (3) Pupils of the school are obliged to educate themselves in a distance way. The school will adapt the way of providing education and evaluation of educational results in a distance way to the conditions of the pupil.
- (4) Communication with minor pupils and their legal representatives and with adult pupils is conducted in one of the forms listed in § 5 par 2 when the priority communication channel for distance learning is the Bakaláři information system, including the MS Teams environment. In special cases, especially in the technical subjects and practical lessons other communication channels agreed with the pupils can also be used.
- (5) According to the specific situation, the school implements distance education in a manner appropriate to the circumstances, mainly on-line using a synchronous method and / or an asynchronous method of mutual communication. In specific cases, it is also possible to use off-line distance learning, where teaching materials and assignments are handed over under conditions set in advance by the school, especially by phone, in writing, or and in person.
- (6) The course of education of pupils in a distance way, regardless of its form, is monitored by a pedagogical worker, he also provides consultations. Consultations are provided mainly in the form of e-mails, online chats, telephone calls, or in specific cases in the form of a personal consultation in compliance with all hygiene rules and prescribed measures.
- (7) Formative evaluation is also used in evaluating the results of distance learning for pupils. Other methods of evaluation are listed in Chapter 6 of these school rules.

5. Rules for evaluating the results of pupils' education

An integral part of these school rules are the rules for evaluating the results of pupils' education.

§ 8

Principles of evaluating the pupil's educational results

(1) Pupils are regularly assessed throughout the school year. The aim of the assessment is to provide the pupil with information on how he / she is progressing in acquiring the required knowledge and skills and how to proceed in order to eliminate any deficiencies. The pupil's behavior is also part of the evaluation. For an effective learning process, it is important to increase pupils' motivation to acquire new knowledge. The pupil participates in the educational process as his/her active subject. The school sees the pupil as its partner, who through self-assessment gradually takes on an increasing share of responsibility for his personal development. Assessment must not lead to lowering of the pupil's dignity or jeopardising the integrity of his personality. The reports for the 1st and 2nd term of the school year are an expression of the evaluation of the pupil's educational results in the form of classification.

(2) Evaluation of the results of pupils' education on a report card:

The results of the pupil's education in individual compulsory and optional subjects determined by the school educational program are evaluated on the basis of the degree of achievement:

- a) 1 - excellent
- b) 2 - commendable
- c) 3 - good
- d) 4 - sufficient
- e) 5 - insufficient

(3) If it is not possible to evaluate a pupil from a subject, the word "not evaluated" shall be stated on the report card for the relevant subject instead of the degree of achievement.

(4) If a pupil is completely released from a subject, the word "released" shall appear on the report card for the relevant subject instead of the degree of achievement.

(5) The pupil's behavior is assessed as follows:

- a) 1 - very good
- b) 2 - satisfactory
- c) 3 - unsatisfactory

The assessment of behaviour at the appropriate level is not an educational measure but expresses the assessment of the pupil's behaviour during the relevant semester of the school year

(6) The overall evaluation of a pupil on the final report card is expressed by the degree:

- a) passed with distinction
- b) passed,
- c) failed,
- d) not rated

- (7) A pupil has passed with distinction if his / her classification in any compulsory subject is not worse than grade 2 - the commendable and average achievement from compulsory subjects is not worse than 1.50 and the behaviour is also assessed as very good.
- (8) A pupil has passed if his / her classification in a compulsory subject is not expressed by a grade 5 - insufficient.
- (9) (6) A pupil has not succeeded if his / her classification in any compulsory subject is expressed by 5 - insufficient or if the pupil is not evaluated in any subject at the end of the second term.
- (10) A pupil is not assessed if it is not possible to assess him / her from any subject at the end of the first term or in an alternative term.

§ 9 Criteria for degrees of achievement

- (1) Criteria for degree of achievement:

Grade 1 - the pupil masters the required knowledge, facts, concepts, definitions, and laws comprehensively and understands the relationships between them. He / she promptly performs the required intellectual and practical activities. He / she independently and creatively applies the acquired knowledge and skills in solving theoretical and practical tasks, in his / her interpretation and evaluation of phenomena and regularities. He / she thinks logically correctly, he / she shows independence and creativity. His / her oral and written speech is correct and concise. The graphic expression is accurate. The results of his / her activities comply with the relevant standards. He / she is able to study suitable texts on his / her own.

Grade 2 - the pupil masters the required knowledge, facts, concepts, definitions, and practical activities. He / she promptly performs the required intellectual and practical activities. Independently and productively or according to smaller suggestions of the teacher, he / she applies the acquired knowledge and skills in solving theoretical and practical tasks in his / her interpretation and evaluation of phenomena and laws. He / she thinks correctly. Logic and creativity are manifested in his / her thinking. The oral and written expression has minor shortcomings in accuracy, precision, and conciseness. The quality of the results of the activity is usually without significant shortcomings. The graphic expression is without major inaccuracies. He / she is able to study suitable texts independently or with a little help.

Grade 3 - the pupil has insignificant gaps in the coherence, accuracy, and completeness of the acquisition of the required knowledge, facts, concepts, definitions, and regularities. He / she shows shortcomings in performing the required intellectual and practical activities. He / she can correct more significant inaccuracies and errors with the help of the teacher. Mistakes are made in the application of acquired knowledge and skills in solving theoretical and practical tasks. He / she applies knowledge and evaluates phenomena according to the teacher's suggestions. His / her thinking is quite correct, but not very creative, there are mistakes in his / her logic. There are shortcomings in oral and written speech, the graphic expression has minor shortcomings. He / she is able to study independently according to the teacher's instructions.

Grade 4 - the pupil has serious gaps in the coherence, accuracy, and completeness of the acquisition of the required knowledge. He / she is less prompt and has serious shortcomings in performing the required intellectual and practical activities. There are serious mistakes in the application of acquired knowledge and skills in solving theoretical and practical tasks. His / her thinking is not creative. His / her oral and written statements have serious shortcomings in accuracy, precision, and conciseness. There are shortcomings in the quality of the results of his / her activities and in the graphic expression. The pupil can correct serious mistakes with the significant help of the teacher. He / she has great difficulties studying independently.

Grade 5 - the pupil has not mastered the required knowledge accurately and completely, he / she has serious and significant shortcomings. His / her ability to perform the required intellectual and practical activities has very significant shortcomings. There are very serious mistakes in the application of acquired knowledge and skills in solving theoretical and practical tasks. In his / her interpretation and evaluation of phenomena and regularities, he / she is unable to apply his / her knowledge even with the teacher's suggestion. He / she does not show independent thinking, there are often logical shortcomings. He / she has serious shortcomings in accuracy, precision, and conciseness in his / her oral and written speech. The quality of the results of his / her work and the graphic expression have serious shortcomings and the pupil cannot correct the mistakes even with the help of the teacher.

(2) Obtaining data for evaluation and classification

The teacher obtains the data for the evaluation and classification of the pupil's educational results and behaviour mainly through the following methods, forms, and resources:

- a) the continuous diagnostic observation of the pupil,
- b) the continuous monitoring of the pupil's performance and readiness for the lessons,
- c) the various types of examinations (oral, written, practical, movement, etc.),
- d) the analysis of the results of the pupil's activities,
- e) the consultations with other teachers, if necessary, also with the staff of school counseling facilities, health services
- f) the interviews with the pupil and the pupil's legal representatives..

(3) Evaluation details:

During the teaching, the teacher evaluates the pupil's knowledge and skills in the form the teacher has chosen. The result of these evaluations for the relevant semester must be a degree of achievement. The forms and methods of the assessment must be announced to the pupils by the subject teachers at the beginning of each semester.

- a) The pupil is usually assessed at least:
 - twice per semester for subjects with one lesson weekly,
 - three times per semester for subjects with two lessons weekly,
 - four times per semester for subjects with three or more lessons weekly, of which at least once orally, if the nature of the subject allows it; for pupils with poor academic results even more than once.
- b) In the school curriculum, compulsory work may be set for pupils for a certain subject. The scope, the number of these papers, and the method of their evaluation are determined for the school year by a decision of the relevant subject committee. The teacher always informs

the pupils about these facts at the beginning of the school year or semester. The evaluation of these works is included in the overall evaluation. The weight of these works in the overall evaluation of the learning outcomes in a given subject will be announced to the pupils by the teacher at the beginning of the school year or semester. The submission of compulsory work is governed by the following rules:

- compulsory work is submitted by the pupil within the set deadline,
 - if the pupil does not submit the work within the set deadline, the teacher, after considering the reasons, could set an alternative deadline for its submission,
 - if the compulsory work is not submitted within the alternative deadline, the teacher of the relevant subject may propose some educational measures for the pupil, no later than 30 days after the alternative deadline is not met. Compulsory works that are not submitted within the set or alternative deadline are always evaluated with an insufficient degree.
- c) The teacher notifies the pupil without undue delay of the result of each evaluation and classification and points out the pros and cons of the evaluated manifestations, performances, and creations. At the oral test, the teacher notifies the pupil immediately, but no later than the end of the lesson. The teacher bears full responsibility for the accuracy and objectivity of the assessment.
- d) The teacher will notify the pupil about the results of the evaluation of written examinations, graphics and other works, and practical activities no later than 10 days after their processing. For individual work of pupils, no later than 15 days from the submission of work by the pupil.
- e) A pupil may complete only one written work with a minimum of one teaching lesson during one teaching day; the teacher of the relevant subject registers such a written work in the class book in an advanced time.
- f) The teacher is obliged to keep systematic records of evaluation and classification and to keep all documents for classification until the final conclusion of the classification for the relevant school year.
- g) The education and classification of pupils with special educational needs and gifted pupils is based on the provided support measures and recommendations of the school counseling facility. More detailed conditions are specified in Sections 16 to 19 of the Education Act and Decree No. 27/2016 Coll., On the education of pupils with special educational needs and gifted pupils.
- h) If the pupil cannot be assessed at the end of the first semester, the principal will set an alternative term for his / her assessment, so that the assessment for the first semester is carried out by the end of June at the latest. If it is not possible to evaluate the pupil even in the alternative term, the pupil will not be evaluated for the first semester. If the pupil is not evaluated from the compulsory subject either in the first semester or in the alternative term, he / she will not pass.
- i) If the pupil cannot be assessed at the end of the second semester, the school principal will set an alternative term for his / her assessment, so that the assessment for the second

semester is carried out no later than the end of September of the following school year. Until the assessment, the pupil attends the next higher year. If the pupil is not evaluated in this term, he / she failed.

- j) The evaluation in the alternative term, which complements the documents for the evaluation, may take the form of a commission examination. The teacher's proposal for the commission exam is approved by the school principal.
- k) If one subject in the class evaluates more than one pedagogical worker, the final degree of achievement on the report is determined by the pedagogical worker, who is appointed by the school principal on the basis of a proposal from the relevant subject committee.
- l) If the pupil does not perform an arbitrarily compulsory professional internship or if he / she does not arbitrarily meet the required conditions for the internship within the set regular deadlines by the end of June of the school year, he / she will be assessed with the grade 5 – insufficient from the subject Practical exercise. For this reason, the pupil can take a re-examination while meeting the other conditions for obtaining an assessment for the relevant semester. The condition for preparing a pupil for this re-examination is the previous completion and fulfilment of the required conditions of professional practice during the main holidays. The content of the re-examination is an assessment of the performance of professional practice and the defense of a guide and a diary of the professional practice. If the student does not have all the documents set for the internship in due time no later than 10 working days before the scheduled date of commencement of the internship, this act is considered arbitrary non-compliance with the conditions for the internship and the student performs the internship in an alternative term, ie from 1 July till the end of the penultimate week in August of the school year. Details of this are set out in the Rules of Vocational Classrooms, as amended.

(4) Reasons for which the pupil is not usually assessed

- a) Long-term continuous excused absence from classes (assessed by the subject teacher or the class teacher) or by an injury to the pupil's dominant hand lasting 6 weeks, but also shorter, if the work was supposed to be submitted till holding a classification meeting, so this resulted in non-compliance with the conditions set out in the evaluation details.
- b) If the adult pupil or the legal representative of the minor pupil requests in writing the postponement of the classification due to the often-repeated excused absence, which significantly affects the classification of the pupil in one of the subjects. This requires the consent of the school principal, who may grant it on the recommendation of the relevant teacher and class teacher.
- c) In case of non-participation in the lessons of a certain subject in the range of 30% or more of its hourly allowance in the given semester, and in the current lack of materials for the pupil's assessment.

§ 10

Commission exams

- (1) The pupil takes the commission exam in the following cases:
 - a) if he / she performs corrective tests,
 - b) if he / she performs a commission examination,
 - c) if the teacher does not have sufficient data for the evaluation of the pupil and the principal decides on its action.
- (2) The commission examination according to paragraph 1 letter a) to c) a pupil may hold a maximum of one in one day.
- (3) The commission examination for the reason stated in paragraph 1 letter (a) the pupil may take place in the second semester at the earliest in the month of August of that particular school year, unless the adult pupil or the minor's legal representative has agreed an earlier date with the school principal; in the case of a pupil in the senior year of education, the school principal always grants the request for an earlier date.
- (4) In the case of the commission examination due to the evaluation of failure, and if part of the evaluation is the submission of worksheets or compulsory work, the pupil submits all undelivered worksheets or compulsory work, they will be a part of the overall evaluation of the commission examination. The pupil submits worksheets or compulsory work no later than 5 working days before the set date of the corrective commission examination. The corrective examination may include the defense of the procedures specified in the worksheets or compulsory work, or a demonstration of a practical measurement or solution. If all required worksheets or compulsory work are not submitted, the re-examination will be graded insufficiently.
- (5) The details concerning the commission examination, including the composition of the commission, the date of the examination and the method of notifying the pupil and the minor's legal representative about the pupil's examination results shall be determined by the school principal and published in an anonymised form at an accessible place at the school.
- (6) A pupil who has failed at most 2 compulsory subjects at the end of the second semester, or a pupil who has failed at the end of the first semester at most 2 compulsory subjects, which are taught only in the first semester, shall take a re-examination in these subjects no later than by the end of the school year in the deadline set by the school principal. Corrective exams are commissioned.
- (7) A pupil, who does not pass the corrective examination successfully, or does not appear to take it without a proper apology, has failed. For serious reasons, the school principal may set a replacement date for the pupil but no longer than by the end of September of the following school year. Until the replacement date of the re-examination, the pupil attends the next higher year.

- (8) If the adult pupil or the legal representative of the minor pupil has doubts about the correctness of the assessment at the end of the first or second semester, he / she may, within 3 working days from the day when he demonstrably learned about the assessment, but no later than within 3 working days of the issuance of the certificate, asks the school principal to review the results of the pupil's assessment; if the pupil's teacher of the examined subject is the school principal himself / herself, then the pupil asks the regional authority. Unless otherwise specified, the school principal or the regional authority shall order a pupil's commission examination, which shall take place no later than 14 days from the delivery of the application or within the time agreed with the pupil's legal representative. The Czech School Inspectorate will provide co-operation at the request of the school principal or regional authority.
- (9) There is always created a written report about the outcome of the commission examination, it becomes a part of the pupil's personal documentation. An electronic version of the report will be made as well and put into the pupil's personal documentation.

§ 11

Course and method of evaluation of educational results of pupils with special educational needs and gifted pupils, individual educational plan

- (1) The general conditions of education and assessment of these pupils are described in detail in the Education Act and related legal regulations, in particular Decree No. 27/2016 Coll., On the education of pupils with special educational needs and gifted pupils. Specific conditions are elaborated in the framework educational programs, which the school will reflect in its school educational programs. The education and assessment of these pupils is carried out in accordance with the principles set out in these classification rules.
- (2) Pursuant to Section 18 of the Education Act and with a written recommendation of the school counseling facility, the school principal may allow a minor pupil with special educational needs or extraordinary talent at the request of his / her legal representative and an adult pupil to study according to an individual educational plan.
- (3) The individual plan is approved and organized for the period and according to the conditions recommended by the school counseling facility, in the case of other serious reasons, usually for a period of one school year.
- (4) If the individual curriculum is permitted for other serious reasons, the specific teaching organization and duration of the training must be determined, while maintaining the content and scope of the training provided for in the school curriculum. To this end, the school principal entrusts the teachers of individual subjects with the elaboration of an individual educational plan, which contains thematic units, topics and dates of oral and written examinations, deadlines for submission of individual works, etc.

- (5) The school principal will acquaint the pupil and at the same time the legal representative of the minor pupil with all the conditions of education according to the individual educational plan. An individual educational plan signed by the school principal, the pupil and the legal representative of the minor pupil becomes part of the pupil's personal documentation.

§ 12

Educational measures

- (1) The granting or imposition of educational measures is governed by Section 31 of the Education Act. Educational measures are compliments or other awards and disciplinary measures. Disciplinary action is the conditional expulsion of a pupil from school, expulsion of a pupil, and other disciplinary measures that have no legal consequences for the pupil.
- (2) The school principal may, at his / her own discretion or on the initiative of another legal or natural person, award a student or other award for extraordinary humanity, civic or school initiative, meritorious or courageous work or for long-term exceptionally successful work, for significant success in competitions at the regional, national and international levels.
- (3) The class teacher may, at his own discretion or on the initiative of other teachers, award the pupil, after consultation with the school principal, other prizes for significant school initiative, long-term successful work, significant achievements in sub-regional competitions.
- (4) Disciplinary measures are applied to the pupil in the event of a culpable breach of the obligations stipulated by these school regulations or the Education Act, and depending on the seriousness of this breach, the pupil may be ordered:
 - a) warning of the class teacher,
 - b) reprimand of the class teacher
 - c) reprimand of the school principal,
 - d) conditional expulsion of a pupil from school,
 - e) expulsion of a pupil from school.
- (5) The school principal may decide on conditional expulsion or expulsion of a pupil from school in the event of a serious culpable breach of the obligations stipulated by the Education Act or the School or Internal Rules. In the case of a particularly serious culpable breach of the obligations stipulated by the Education Act, the principal will expel the pupil from the school. In the decision on conditional exclusion, the school principal sets a probationary period, up to a maximum of one year. If a pupil commits another culpable breach of the obligations stipulated by the Education Act or the School or Internal Rules during the probationary period, the school principal may decide to exclude him / her.
- (6) Particularly gross repeated verbal and intentional physical attacks by a pupil or student on school staff or on other pupils or students are considered to be a particularly serious culpable breach of the obligations set out in the Education Act and the School Regulations. If the pupil

commits the said act, the school principal shall notify the social and legal protection body for children, in the case of a minor, and the public prosecutor's office.

- (7) The warning of the class teacher, the reprimand of the class teacher and the reprimand of the school principal may be granted repeatedly for the relevant evaluation period according to the seriousness and degree of the pupil's guilt. The adult pupil or the legal representative of the minor pupil is always informed about the disciplinary measures by a written notice; The adult pupil or the pupil's legal representative is informed of the conditional expulsion from the school or expulsion from the school in the form of a written school principal.
- (8) Unexcused non-participation in lessons in the total range of 1 to 5 teaching hours is resolved by disciplinary measures in the form of a class teacher reprimand.
- (9) Unexcused non-participation in lessons in the total range of 6 to 12 teaching hours is solved by disciplinary measures in the form of a reprimand of the school principal.
- (10) Unexcused non-participation in lessons in the total range of 13 to 25 teaching hours is solved by disciplinary measures in the form of a reprimand of the school principal. The student's grade may be reduced to 2 - satisfactory.
- (11) Unexcused non-participation in lessons in the total range of 26 to 33 teaching hours is resolved by disciplinary measures in the form of a reprimand of the school principal. The student's grade may be reduced to 3 - unsatisfactory.
- (12) Unexcused non-participation in lessons in the total amount of 34 or more teaching hours is a serious culpable breach of the obligations and provisions of the school regulations and can be resolved by initiating administrative proceedings in the matter of conditional expulsion of a pupil from school. The student's grade may be reduced to 3 - unsatisfactory.

6. Transitional measures and school operation with respect to COVID-19

- (1) In the school year 2020/2021, the operation of the school is further governed by the currently issued measures of the relevant ministries and resolutions and crisis measures of the Government of the Czech Republic, regulations of the Regional Hygiene Station based in České Budějovice, document Operation of schools and school facilities in the school year 2020/2021 with regard to COVID-19 (hereinafter referred to as the "Manual"), issued by the Ministry of Education, Youth and Sports in Prague on 24 August 2020, including its subsequent updates and supplements and the document Methodological Recommendation for Distance Education, issued by the Ministry of Education, Youth and Sports in Prague on 23 September 2020.
- (2) The manual and other methodological recommendations are the initial documents that the school applies, taking into account its internal regime, current operating and personnel conditions.

- (3) The school principal warns school staff, pupils, students, legal representatives of minors and the general public that persons who show symptoms of an infectious disease may not enter the school building.
- (4) The school will inform about possible hygienic, anti-epidemic rules and introduced measures in accordance with § 5 of these school rules.

7. Final provisions

- (1) Other rules, conditions and situations that are not dealt with in these School Rules shall be subject to the relevant provisions of the Education Act or other related legal regulations.
- (2) The school rules are published on the school's website www.sps-pi.cz, on the internal computer network and on the notice board in the school building.
- (3) Pupils and school staff are always acquainted with these school rules at the beginning of the school year, and in the event of its updating also during the school year. Pupils' legal representatives are acquainted with the school rules at parent meetings and through the school website.

These school rules replace the school rules issued under no SPŠ / 939/2016, after amendment no. 1 it takes effect on 13 October 2020 and it is applicable on 14 October 2020.

Ing. Jiří Uhlík
The principal