

BASIS INTERNATIONAL SCHOOL PRAGUE  
SCHOOL POLICY

## FACILITY INFORMATION

Name: BASIS International Prague, s.r.o.  
Address: Nad Tejnkou 391/10, Břevnov, 169 00 Praha 6  
School Address: Podolská 448/54, Podolí, 147 00 Praha 4  
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School Director: Steven Villafuerte

*(hereinafter referred to as the School)*

## 1. SCHOOL ORGANIZATION

- 01.** The School is open from 8:00 until 17:30 on weekdays (unless otherwise provided by the Head of the School) in accordance with the schedule published on the school website at the beginning of a school year. The schedule complies with the curriculum of BASIS International School Prague. All subjects are taught in the school building, on the playground, and in the surrounding estates.
- 02.** The school does not operate on days declared as public holidays by the state administration.
- 03.** Arrivals and departures of students are monitored by means of electronic chips.
- 04.** Early Bird (8:00-8:55): Students congregate in the same classroom and leave for the first lesson together.
- 05.** Students who do not join the Early Bird program come to school at least 15 minutes before the beginning of the first lesson. After changing their clothes, they start the lesson.
- 06.** Students do not linger in the cloakroom, and they do not leave any valuables there.
- 07.** School staff and students always wear interior footwear on the school premises. Parents and other school visitors use overshoes or take their shoes off.
- 08.** Students are obliged to turn off their mobile devices in the school estates and/or during lessons, recesses, and other school events. The act of using mobile devices (ringing/beeping) in lessons is qualified as a violation of the School Policy. Cell phones can only be used outside school premises and estates. Students are allowed to use their mobile phones only after obtaining their teacher's permission to do so.
- 09.** Students are not allowed to make recordings and/or shoot videos using audiovisual technologies (including their cell phones). The School will not tolerate any misuse of social networks and the Internet that might have a negative impact on the school environment.
- 10.** The School closes at 9:00. Late arrivals must be reported to the school reception desk by phone.
- 11.** Late Bird (16:30-17:30): Students congregate in the same classroom or in the outdoor playground (based on weather conditions and their teacher's decision). They wait together in the room until the arrival of their legal guardian or a person who is permitted to pick them up (in accordance with the information provided in the student's registration form).
- 12.** A student under legal age can only leave school (during and after the teaching time) upon written request by his/her legal guardians. The guardians take responsibility for the student as soon as the student leaves the school building. Legal guardians or authorized persons (provided in the student's registration form) ideally pick students up during recesses at the school reception desk in order not to disturb ongoing classes.
- 13.** If a legal guardian or an authorized person (from the student's registration form) do not collect a student until the end of office hours (17:30) and the student does not submit a written permit allowing him/her to leave the school on his/her own, school staff will attempt to contact all people from the registration form (using the phone numbers). Alternatively, members of the school staff will observe guidelines recommended by the Czech Ministry of Youth, Education, and Sports (notifying state authorities and/or the police).
- 14.** During their classes, students stay in classrooms or other rooms intended for teaching. Students are not allowed to leave the rooms unless permitted by their teacher.
- 15.** When the teaching time is over, students are only allowed to stay in the school building and other outdoor premises only under supervision by a member of the school staff.

16. In case a class is held out of the school building and the school campus, students observe their teacher's instructions as well as the internal rules for field trips and educational excursions.
17. In laboratories, students follow safety guidelines and their teachers' instructions.
18. Recesses are determined according to the school schedule. The beginning and the end of a recess are set by the teacher.
19. Students are not allowed to leave the school building during a recess, and they move on the school premises in an orderly manner in order not to endanger other students or themselves. Students are prohibited to open windows.
20. Students can use outdoor premises during recesses only under supervision by a member of the school staff.
21. Students take special care for aids provided by the School, they protect and save all school property, and they do not damage any plants on the surrounding school estates. Damage caused by a student's negligence must be refunded by the student's parents.
22. Board is provided for students: see the price list (morning snack, lunch, afternoon snack) - including beverages throughout the day. If a student is on a special diet, they can bring their own food (in a box). The food will be stored in a fridge (if necessary) and it will be distributed during snack and lunch time.
23. Lunch takes place during the midday recess (12:35-13:00). Students are permitted to enter the school canteen only during designated times. They follow the instructions of the supervising staff. The operation of the canteen is regulated by the internal rules of the canteen.
24. It is prohibited to use harmful substances (such as tobacco products, alcohol, and other addictive substances) in the whole school building, the surrounding estates, and during school events.
25. Dogs are not allowed in the school building.
26. Legal guardians and other persons interested in the running of the School may visit the school premises only after prior arrangement with the teacher or school management. It is not allowed to move around the school building and the surrounding estates without making an appointment and without being accompanied by a member of the school staff.

## **2. INFORMATION FOR PARENTS, ATTENDANCE, NOTIFICATION OF STUDENTS' ABSENCE, EXCUSING STUDENTS FROM SCHOOL**

01. The internal website portal is a primary communication channel between the School, and a legal guardian. The system is used for excusing students, ordering/canceling lunches, and assessing students. In addition, information about field trips, excursions, school activities, photographs, and other school-related news are published through the system. Only legal guardians of a registered student can access the system using the login data that they obtain at the beginning of a school year. Legal guardians are responsible for the registration and for monitoring all information published in the system on a regular basis.
02. Legal guardians may also communicate with school staff after making an appointment during their consultation hours.
03. They all conform to Act no. 101/2000 Sb., on the protection of personal data, Act No. 133/200 Sb. and to the General Data Protection Regulation (GDPR) of the European Union.
04. Students go to school on a timely and regular basis in accordance with their schedules.
05. Parents excuse students from school by phone, in a written note, or by means of a form on the school website.
06. Legal guardians are obliged to notify the School of a student's absence until 8:30 on that day by using the form on the school website or by calling the school reception desk.
07. Every absence of a student must be excused by their parent within three days.
08. If the legal guardian already knows of a pre-planned absence, they must excuse the student in advance.
09. If a student needs to leave the School for only one or two lessons, the parent communicates this to the class teacher.
10. If a student needs to be excused from school for 1-3 days, the parent communicates this to the class teacher by an e-mail or a written note.
11. The absence of a student longer than 4 days can only be permitted by the Head of the School upon a parent's written request submitted at least 14 days before the pre-planned absence.
12. In the case of an illness longer than 10 days, the legal guardian is obliged to submit a medical report from the student's doctor.
13. The Head of the School may excuse a student from school upon the parent's request due to serious medical problems of the student. In such a case, the Head of the School or the class teacher will determine an alternative way of school attendance.

14. A student who is feeling unwell can leave for home only if he or she is accompanied by legal guardians or an authorized person who confirmed their assumption of responsibility by signature.
15. If a student has not been excused by any of the above manners, their absence may be considered as unexcused.

### 3. EXTRACURRICULAR ACTIVITIES

01. Before any extracurricular activity outside the school building or the surrounding estates (walks, field trips, educational excursions), a member of the school staff will inform students of all possible risks associated with the event.
02. If a lesson or an event starts and/or ends out of the school building, the legal guardian is informed about this fact (place and time) by e-mail or through the school website in advance.
03. Students' health and safety are guaranteed by a member of the school staff in a specified place at least 10 minutes before the beginning of the event. The health and safety protection terminates at the end of the event in a specified place at a predetermined time.
04. A student can independently depart from an event held outside the school building and other school premises only if the written consent of the student's legal guardian is submitted to the teacher. The consent must include the name of the student, the date, and it must express consent to independent departure. Parents take responsibility for the student at the end of the event at a predetermined time.
05. The cooperation of parents in various school and extracurricular activities is welcomed.

### 4. RIGHTS OF STUDENTS

01. Students have the right to education and to participate in classes according to the school curriculum and schedule.
02. Students have the right to participate actively in lessons, to develop their personality, intellectual, and physical abilities.
03. Students have the right to be informed about the progress and results of their learning.
04. Students have the right to a polite, calm, and helpful approach from the teacher.
05. Students have the right to decent manners, safety, esteem, and respect for privacy (GDPR).
06. Students have the right to rest and leisure time according to their schedule: lunch break and other breaks.
07. Students may establish self-governing bodies within the School, elect and be elected to them, serve on them, and address the Head of the School through the bodies, so that the Head of the School is obliged to consider the opinions and statements of these bodies.
08. Students can therefore express their opinions in an appropriate manner upon all significant aspects of their education, and their opinions must be considered with respect to the students' age and the stage of their development.
09. Students have the right to information and guidance counseling from the School on matters relating to their education.
10. Students have the right to be protected from physical and mental violence and from any negligent treatment by anyone (abuse, bullying, assault, humiliation, insult, etc.).
11. Students have the right to be protected from addictive substances.
12. Students have the right to contact members of the school staff in an emergency at any time informing the teacher at the same time. They have the right to ask for help and advice if they feel distressed. Students may also contact school staff with the consent of the teacher or outside their class at the time of a prearranged consultation.
13. Students have the right to attend social and cultural events of the School.
14. Students have the right to be assessed justly.

### 5. DUTIES OF STUDENTS

01. Students go to school duly, do their homework and duties honestly and independently, and they avoid copying.
02. Students come to school clean, neat, appropriately dressed, and wear interior footwear.
03. Students observe the School Policy, all safety rules in all areas of the School (the building and surrounding estates), and the internal rules of specific classrooms and rooms (canteen, playground, laboratories).
04. Students behave politely toward adults and other students of the School and follow instructions of teaching and operating staff.
05. Students observe the code of conduct, behave considerately, and do not speak rudely and insultingly.

06. Students respect the differences of children and adults, do not tolerate injustice, damage to school property and the property of classmates and other school staff.
07. All students must stop from social pathologies and manifestations of discrimination (such as psychological and physical violence, restriction of personal freedom, humiliation, abuse, racism, and misuse of information technology for violating dignity), bullying, vandalism, etc. If students notice such a manifestation, they must immediately inform the teacher or the school administration.
08. Students treat textbooks and school supplies carefully, keep their seat, classroom, and other school areas clean and tidy, and they protect property from damage.
09. Students must report any damage that they have caused or noticed. Students will compensate for the damage that they have caused.
10. For safety reasons, students will not leave the school building during school hours without notifying their teachers or without being accompanied by them.
11. Students do not bring items to school that are not related to their classes and that could endanger the health and safety of their own or that of others.
12. Students do not bring expensive and valuable things to school unless absolutely necessary, and they report any loss immediately to the teacher.
13. Students will hand in any items that they have found to the teacher or school reception desk.
14. Students use their recess time to rest, refresh, use the bathroom, and carry out hygiene.
15. Students are not allowed to have their cell phones on for the whole class. Students may use their cell phones only with the permission of a teacher and only in a manner that the teacher specifies.
16. Students are not allowed to take video or audio recordings of people during lessons or school events, and they must not post them on any social networks (Facebook, Twitter, etc.) or public websites (Youtube, etc.).
17. Students are not allowed to post any materials and information relating the School on any social network (Facebook, Twitter, etc.) or on any public website (Youtube, etc.).
18. Students always keep their safety and the safety of others in mind. Students avoid shouting, running, fighting, and other activities that may affect the health and well-being of their own and that of others.
19. Students do not deliberately disrupt lessons in an inappropriate way.
20. Students always inform their teacher of nausea and injury of their own or that of others.
21. Students are not allowed to carry, possess, distribute, or use addictive substances.
22. Students' behavior shall never damage the reputation of the School.

## **6. RIGHTS OF LEGAL GUARDIANS**

01. The legal guardians of a student have the right to be informed about the progress and results of their child's learning.
02. The students' legal guardians have the right to obtain information and guidance counseling from the School for their child in whatever aspects of education provided according to the School Education Program.
03. A student's legal guardians may request that the student be excused from school in compliance with the rules of this code.

## **7. DUTIES OF LEGAL GUARDIANS**

- Legal guardians are obliged to ensure the student's duly attendance at school.
- Legal guardians shall attend a meeting to discuss serious issues concerning the student's education.
- Legal guardians inform the School of any change in health condition, health problems of the student, or other serious facts that could have a negative impact on the student's learning.
- Legal guardians notify the School in a timely manner of the reasons for the student's absence from school in compliance with the rules of the School Policy.
- Legal guardians provide the School with all necessary data and other data (address, phone, email, health condition, etc.) that are essential for the learning and the safety of the student, and they must immediately inform the School about changes in these data.
- Legal guardians regularly check the internal website of the School (information, assessment, lunches, etc.).

## **8. RELATIONSHIPS OF STUDENTS AND PARENTS WITH TEACHING STAFF**

- Relationships are governed by the principles of mutual respect, esteem, tolerance for other's opinions, solidarity, and dignity.
- No rude verbal or deliberate physical attacks by a student toward school staff will be tolerated. Such behavior is considered a serious violation of the School Policy and will result in consequences.
- All members of the school staff will protect students from all forms of maltreatment. If they find that a child is being abused, punished cruelly, etc., they will report all the facts to the school management, who will contact the authorities in order to help the child.

## **9. RULES FOR TREATMENT OF SCHOOL PROPERTY BY STUDENT**

- Students are careful with school property and do not damage it on purpose. The parents of a student are obliged to compensate for any damage or destruction of school property, property of other students, teachers, or of other persons caused by the student. If damage has been caused that can be repaired or compensated for by the student, it is the student's personal obligation to do so. In the event of more serious damage or an inability to resolve the reimbursement with the parents, the relevant authorities are notified of the damage.
- Students must report any damage or defect to the teacher without delay.
- Students keep the school premises (the building and surrounding estates) clean and tidy.
- Students must report lost and damaged items to their class teacher immediately.
- In laboratories, students observe the rules of the laboratory regulations.

## **10. CONDITIONS FOR ENSURING SAFETY, HEALTH OF STUDENTS, AND THEIR PROTECTION FROM SOCIAL PATHOLOGIES AND FROM ACTS OF DISCRIMINATION, HOSTILITY, OR VIOLENCE**

### **A. Safety Rules and Guidelines for Students**

- All students observe the rules of hygiene, mind their cleanliness as well as cleanliness in all areas of the school.
- In all their activities, students follow the safety instructions with which they have been acquainted.
- Students will always ensure that their behavior does not endanger the health of their own and that of their classmates, staff, or others.
- Students do not bring items to school that could endanger their health or the health of others.
- Students observe the School Policy and all instructions of the school staff.
- Students do not allow strangers or other students to enter the school building.
- At the beginning of the school year, the class teacher introduces the students to:
  - OHS (occupational health and safety) rules,
  - smoke and fire alarm instructions,
  - the evacuation plan,
  - the School Policy,
  - rules for safe behavior in the school (when arriving and departing, on public roads),
  - instructions in the case of an injury.
- During classes in the gym, laboratories, the school canteen, the garden, the school playground, surrounding estates, and on the school bus, students observe safety regulations special for these areas specified in the internal school policy. Teachers must introduce the regulations to students during the first lesson of the school year and, subsequently, they instruct students absent from the first lesson.
- The teacher or the person supervising the students will instruct them for activities that take place outside the school premises (trips, excursions, trainings, courses, tours, etc.). They will acquaint them with all rules of conduct and prohibitions, or with proper equipment, etc.
- Students practice fire drills twice a year.
- School staff and students follow fire safety regulations and regulations for ensuring health and safety at work. If they find defects and deficiencies endangering health and safety or any other technical defects, it is their duty to inform the senior worker or, in the case of students, the teacher of these facts. On condition that it is within their abilities and possibilities, they also prevent damage.

- In all indoor and outdoor areas, on the surrounding school estates, and during extracurricular events (trips, excursions, trainings, etc.), it is strictly forbidden:
  - to handle open flames (except when supervised by a teacher),
  - to use harmful substances (tobacco, alcohol, and other addictive substances),
  - to organize and participate in any political activities at school, promote racism, fascism, or anti-human ideologies,
  - incite other classmates to violate the School Policy or to act in a way that could result in a violation of the code,
  - install or run any programs on computer devices.
- Students are not allowed to handle electrical appliances, switches, or electrical wiring without supervision by a teacher. Students and staff do not use their own electrical appliances in the School.
- Students are forbidden to manipulate exhibits and models without a teacher's permission.
- Students also keep the surroundings of the School, the school canteen, and the school playground clean. Students must behave in an orderly manner, maintain order in all areas of the School, change into shoes appropriate for the activity, take good care of textbooks and school supplies, and report damage or loss to the teacher.
- Students are required to represent the School and its reputation properly through their decent behavior and actions. Students are obliged to behave in and out of school in such a way that they do not endanger the health of their own or that of their classmates and other persons.
- If students find any defects that may endanger the safety of students and/or damage the property of the School or of students, they immediately report this to their class teacher or any other teacher.
- All persons in the School observe the code of conduct: courtesy, greeting, thanking, and mutual respect are expected to be commonplace.

## **B. Prevention of Social Pathologies**

- To prevent students from social pathologies (e.g., truancy, bullying, addictive substance abuse), a minimum prevention program is created by the school prevention methodologist.
- All teaching staff, especially the school prevention methodologist, continuously monitor conditions and situations in the school in terms of manifestations of risky behavior. Accordingly, they apply various forms and methods early enough to detect students at risk.
- The school prevention methodologist or a teacher cooperates with parents to ensure prevention. The school prevention methodologist is authorized by the Head of the School to cooperate with other institutions of the social and legal protection of children and juveniles.
- Students are not allowed to bring drugs in any quantity to school, including legal drugs (alcohol and tobacco products).
- Smoking and stimulants are not permitted in or around the School and/or during any school event.
- Students are strictly prohibited from carrying, possessing, distributing, or abusing any addictive substances in all school estates and premises, their surroundings, and during all events organized by the School. Any violation of this prohibition is considered a serious breach of the School Policy. When dealing with this sort of violation of the School Policy, the Head of the School will use all legal measures to sanction the persons involved in the violation of this prohibition. The Head of the School or his/her designee will inform the legal guardians of the students who violated this prohibition of the conclusions and will also inform them of the possibility of professional assistance.
- Every student and member of the school staff has the right to be treated as an individual and not to be bullied.
- Manifestations of bullying among students, i.e., physical or psychological violence, restriction of personal freedom, constraint, humiliation, ridicule, insulting names, illegal disposal of other people's belongings, exclusion from the team, misuse of information technology to denigrate a person's dignity (cyberbullying), etc., which would be committed by individual students or groups of students against other students or groups (especially if younger and weaker students were affected in this way), are strictly prohibited in the school premises and outside the School, as well as during school events. These manifestations are not tolerated and are considered a serious violation of the School Policy. This ban also applies to Internet cyberspace.
- Students must not threaten, intimidate, or touch another person inappropriately. Racially motivated attacks and inappropriate activities of a sexual nature are also prohibited. Discrimination, hateful comments, or damaging behavior relating to sexuality, race, gender, or religion are not allowed.
- It is forbidden to speak rudely and offensively in any language in the School.
- With respect to the circumstances, the Head of the School will consider the possibility of further sanctions against students who breach this prohibition, will inform the students' legal guardians of the conclusions, and, where appropriate, will use other legal measures.
- The possession of weapons, explosives, defensive sprays, and other similar devices is prohibited in the School and during all school events.

- Creating or distributing any materials with objectionable content (xenophobia, racism, pornography, etc.) is prohibited.
- In accordance with working regulations, teaching staff are obliged to provide quality supervision of students during recesses, before and after school, and during students' personal leave, especially in areas where risky behavior could possibly occur.
- Students and parents may contact the Head of the School, teachers, and the prevention methodologist if they suspect bullying or violence.

## 11. TUITION AND ENROLLMENT FEES, PAYMENTS, DISCOUNTS, PENALTIES

- All the financial matters are specified in the current price list and the Child's School Attendance Contract.
- Beyond the standard curriculum, extracurricular activities are also provided. The extracurricular offer will be posted on the school internal website at the beginning of a school year.

## 12. ILLNESS, INJURY, TREATMENT

- Parents hand their child over healthy to the School. If a child or family detects an infectious disease, the parents shall report this immediately to the School.
- The Head of the School is authorized to require a medical report proving that the infectious disease has ceased or an affidavit from the parent stating that the child may stay among other children.
- A school staff member has the right not to admit a child showing signs of an illness (infectious cold, cough, fever, virus, conjunctivitis, lice, etc.).
- Parents are informed by phone in case their child shows symptoms of an illness while at school (temperature, vomiting, abdominal pain, etc.). They are also asked to arrange medical care for their child.
- If a student is reasonably suspected of having an infectious disease, the student's legal guardians will be informed immediately and the student will be isolated from other students until the parents' arrival in order to prevent the spread of infection (all health and safety conditions, i.e., mainly supervision, are ensured).
- Students are required to report any injury, wound, or accident that occurs during a lesson, in the hallway, or on the playground to their class teacher or any other teacher immediately.
- Teachers monitor the health of students and, in the event of their sudden illness, teachers inform the school management and the parents of the affected student without undue delay. Students immediately report any injury, sickness, a sudden change in health, or an accident that occurs while they are in the school building or outside the building during an event organized by the School to the teacher, teaching supervisor, or to a member of the school's operational staff. The child's legal guardians are also informed of the injury.
- The procedure in the case of a student's injury as well as the subsequent communication with legal guardians and authorities (insurance company, police, etc.) are described in great detail in the health directive.
- All accidents that occur during school activities or extracurricular events organized by the School are recorded in the Book of Accidents and Injuries, which is kept at the school reception desk.
- If a child is injured while at school, staff will provide all the necessary care for the child. They will immediately inform the parents and ask them to arrange other medical care for the child.
- If a student needs to be transported to a medical facility, the student is accompanied by either a parent or a school staff member together with an ambulance doctor.

## 13. FINAL PROVISIONS

- The Head of the School is authorized to amend the School Policy at any time, so that it suits the actual operation of the school. Legal guardians will be informed of these amendments (by email).
- This School Policy comes into effect on September 1, 2021.
- The School Policy will be presented to the school staff within the week of August 23, 2021.
- The School Policy will be presented to students within the week of September 1, 2021.

In Prague, May 1, 2021



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Pavel Růžička  
CEO, BASIS International Prague, s.r.o.