

THE SCHOOL OPERATIONAL MANUAL OF SECONDARY SCHOOL IS ISSUED IN ACCORDANCE WITH § 153 OF ACT NO. 245/2008 Z.Z. 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 students, 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 student and employee.

Secondary Parent Handbook and the Behaviour Policy form integral parts of this Manual.

II. ORGANISATION OF SCHOOL DAY

The teaching process is following a valid timetable, which is respected by each student and teaching staff member. The structure of the School day is specified within the Secondary Parent Handbook.

III. ATTENDANCE

- (1.) The student is obliged to attend School regularly and on time according to the timetable and participate in the activities organised by the School.
- (2.) Lessons and School events, that are part of the education program can be missed only if the pupil is ill, or there is a valid reason. The guardian must notify the School of the student's absence without undue delay. The absence from medical reasons must be supported by doctor's note if it takes more than 3 consecutive days.
- (3.) If the student or any of the persons with whom he/she resides or is in constant contact with, has an infectious disease, it is an obligation of the student's guardian to immediately notify the School.
- (4.) The student's guardian may excuse the pupil for a maximum of 3 days per School year on Family leave.
- (5.) Every release of the student must be authorised by the Deputy Head of Secondary, IB Coordinator, Head of Years, or Head of Secondary.
- (6.) Students' absence (adult or underage student) can be excused by Guardians or a doctor (students themselves cannot excuse their absence).
- (7.) School starts at 8:05. Students should be in School and in their tutor groups before this time.

IV. STUDENTS' RIGHTS AND RESPONSIBILITIES

- (1.) Every student 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 up-to-date, relevant and factual information

- b) self-respect and protection against physical and mental violence
- c) respect for their belief, worldview, identity 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 cannot 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) observation of the specific points of the Convention on the Rights of the Child concerning the educational process.
- k) participation in non School national or international competitions with the consent of the Head of Secondary or Principal.

(2.) Students' responsibilities are:

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

(3.) Students are not allowed to:

- a) smoke or vape on the School premises and outside, during the teaching process and during School events and activities, regardless of the student's age and the consent of his/her parents;
- b) bring, use or distribute alcoholic beverages, drugs and other harmful and addictive substances to School, School-based activities or during School-organised activities; regardless of the student's age and the consent of his/her parents;
- c) bring items that could be threatening to life, own health, classmates'/teaching staff' health (e.g. weapons, explosives, chemicals etc.) to School or activities organised by the School, as well as things that could distract the classmates' attention in the classroom;
- d) make or distribute photo, audio or video recordings of the School premises and School events without the consent of the person concerned (violation of this prohibition is considered a gross violation of School Operation Manual and is resolved in accordance with the valid legislation of the Slovak Republic);
- e) falsify official documents;
- f) leave the School building during the School day, without the parental and School consent;
- g) bring to School items that are not needed immediately in the teaching process;
- h) use mobile phones unless during designated times (in the event of a violation of this point, the device will be confiscated and returned to the student only after the end of the School day);
- i) manipulate electrical appliances, fire extinguisher fuses, use audio, video, image capture without the knowledge of the teacher and classmates;
- j) allow non BISB persons to enter the School premises;
- k) modify grade report;
- l) modify or forge a visit to the doctor in any way;
- m) deliberately harm the property of the School and others;
- n) gamble on School premises;
- o) use any form of bullying, racism (verbally, symbols, inscriptions ...), xenophobia, sexism, homophobia and aggressive behaviour towards School students and staff;
- p) use physical and verbal attacks, humiliate, distribute pornography etc.;

- q) download and impersonate information and data from the Internet, violate copyright law,
- r) browse unethical and erotic websites on School premises and during School activities;
- s) wear caps, balaclavas, hoods and similar which could obscure your identity inside the School, unless permission has been given by the Principal in extraordinary circumstances.

V. RIGHTS AND RESPONSIBILITIES OF THE STUDENTS' GUARDIANS

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 students 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.

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 culture 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 damaged property the student has damaged intentionally, this includes damage to School issued iPads.

VI. SCHOOL OPERATION

All information governing the operation and internal regime of the School is regulated in the Parent Handbook – Secondary School, which is an integral part of this Manual and its provisions are binding on the School, pupils and their guardians.

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

- (1.) Relationships among students and relationships among students and teaching staff and other School staff for students are clearly set out in the Parent Handbook Secondary School.
- (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 student and respect their efforts, activity, willingness to help classmates and others, their positive moral qualities. They respect individual and educational needs of students regarding 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 student's age and individualities, express interest in their views, allow them to express themselves in a decent manner, express an interest in the student's feelings and needs. They set clear rules and require their observance.
- d) Pedagogical staff show responsibility, patience, and determination towards the student during the education process.
- e) Pedagogical staff protect and respect the rights of the student.
- f) Pedagogical staff maintain confidentiality and protect against misuse of personal data, information on the health status of children and students, results of psychological and special pedagogical examinations with which they have come into contact.
- g) Pedagogical staff guide and objectively evaluate students without prejudice, the principle is equal opportunities for all students.
- h) School staff lead students to adhere to hygienic principles and principles of occupational safety, to protect the facility and other property of the School from damage, loss, destruction.
- i) Behave in accordance with the Code of Ethics for Teaching and Professional Staff.

VIII. CONDITIONS FOR ENSURING THE SAFETY AND PROTECTION OF STUDENTS, THEIR PROTECTION AGAINST MENTAL AND PHYSICAL HARM, DISCRIMINATION OR VIOLENCE

- (1). The student is obliged to protect his/her health and classmates' health during classes, breaks and at School events.
- (2). All students 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 students 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 students during some activities, the students are familiarized with the accident prevention guidelines. Each student 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 students 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. Students cannot:
 - i. manipulate 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;
 - v. manipulate light switches, audio modulators, audio-visual devices and computers can be done only with the consent and in the presence of the teacher.
- (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 before the activity takes place. All students are notified of the risk and instructed how to avoid possible risk of injury.
- (6). If the student has suffered an accident, he/she must inform the responsible teaching staff (the duty teacher, the class teacher, the form tutor) or the nurse.
- (7). The School nurse informs 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 student's injury or other deterioration in health requires urgent medical attention, the School will arrange an attendant to accompany the student, who will provide the attending physician with information on the occurrence and causes of the accident and information on the pre-medical first aid provided.

IX. 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/iPads).
- (2). Any damage to the School's equipment from negligence or intentional damage has to be entirely paid by the student's parent or guardian.

X. CARING FOR THE STUDENT'S APPEARANCE

All students are expected to be wearing School uniform or adhere to the dress code recommendations as specified in the Parent Handbook.

XI. EDUCATIONAL MEASURES

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 should be referred to when rewarding positive behaviour or warning and sanctioning challenging behaviour. Levels of behaviours and possible sanctions are found on the Behaviour Ladder and outlined in detail in the Behaviour Policy, that forms an integral part of this Manual.

The Secondary School has a house point and sanction system. The student receives house points for School performance, extracurricular activities and positive learner profile behaviours. The student receives sanctions (i.e. warning, reprimand, conditional exclusion and exclusion) for the offense against the School Operational Manual. Information about this system can be found in the *Parent Handbook*.

Students can receive the following awards:

- House point awards when the student achieved set numbers of house points. These certificates can be obtained throughout the year.
- BISB Learner Attributes - these certificates can be obtained at the end of each term for curriculum, CAS or after-School activities.
- Subject Prizes for the best students in each subject in each year. The awards are usually awarded at the School assembly, graduation and/or end of year prize giving.
- Other awards – tutor group or house awards for School challenges or activities throughout the year.

Behaviour management approaches:

- Subject Teacher – could deploy techniques like positive behaviour techniques, learning conversations during student social time and home communication.
- Head of Subject – could deploy techniques like home communication, sanctions during student social time, removal from class.

- Form Tutor – could deploy techniques like learning conversation, student support and home communication.
- Head of Year / Key Stage Leader – could deploy techniques like home communication, referral to School counsellor, learning conversations during student social time and monitoring report.
- Deputy Head – could deploy techniques like home communication, learning conversations during student social time, monitoring report and binding behaviour contracts.

In the event that the student does not obey any of the regulations imposed on him/her by the Form Tutor, Head of Year / Key Stage Leader, Deputy Head, he/she may be excluded only by the Principal internally (located in the room in the School designated by a School representatives) or externally.

Warning by Form Tutor/Subject Teacher may be given for violating the Behaviour Policy that forms an integral part of this Manual.

A reprimand would follow as Level 2 as an entry into the School Management system if any of above continued.

A reprimand by Principal may be granted in particular:

- for serious violations of the Behaviour Policy including not respecting the School Dress code,
- for repeated violations of the Behaviour Policy,
- for deliberate damage to School property.

Conditional exclusion from School may be granted (these are examples and this list is not exhaustive):

- for bringing things that threaten the health and life of pupils and teachers to School or School events,
- for serious or repeated offenses referred to in the previous paragraph.
- for theft,
- for intentional bodily harm,
- bullying and blackmail,
- for manifestations of any intolerance (racial, gender, religious etc.)
- for particularly abusive or recurrent misconduct towards School staff;
- for any act that is dealt with in criminal proceedings
- for not respecting the finding from the reprimand above

Exclusion from School may be granted:

- failure to comply with the conditions imposed in conditional expulsion from School
- for particularly serious or repeated offenses referred to in the previous paragraph or Behaviour policy

If the student has committed an act for which he/she has been excluded from his/her studies and has not completed compulsory education, he/she will be transferred to another School in agreement with his/her parents. The School will proceed in accordance with the Education Agreement, or possibly excluded from School after the end of compulsory education.

The Principal shall inform the student's guardian in a demonstrable manner about the granting of the educational measure. The educational measure is recorded.

Each educational measure must be discussed with the student's guardian and a member of the School management.

- (1). If the student, with their behaviour and aggression, threatens the health and safety of other students, 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 student from education and learning by placing the student in a separate room in the presence of a teaching staff member. The Principal urgently calls

- the guardian,
 - medical help,
 - police force.
- (2). The protective measure serves to calm the student. The reasons behind it and the course of the protective measure shall be written by the Principal of the School.
 - (3). If a protective measure is used under Section 58 of the Act, the Principal immediately calls the guardian of the student who takes responsibility for them.
 - (4). In the case of a serious offence, the education procedure will not be followed.
 - (5). Each violation of the School Operational Manual including the Behaviour Policy is addressed individually according to severity (and sequence).

When imposing educational measures, the School proceeds in accordance with legislation, in particular with the provisions of Section 58 of the School Act, the provisions of Section 38 of Act No. 596/2003 Coll. on State Administration in Education and School Self-Government and on Amendments and Additions to Certain Acts, as amended, and the provisions of Act No. 71/1967 Coll. on Administrative Proceedings (Administrative Procedure Code), as amended.

XII. OTHER

Information about the curriculum, student support, communication, attendance, and more can be found in the **Parent Handbook Secondary School**, which is an integral part of this Manual. Full details of curriculum are to be found in the Curriculum Guides.

XIII. 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 based on legislation in force.
- (2). Parent Handbook - Secondary School is an integral part of this Manual and its provisions are binding on the School, pupils and their guardians. The provisions of the Parents Handbook – Secondary School apply in all situations and matters that are not regulated and specified in this Manual and form 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). Form Tutors are obliged to inform students in their tutor group, 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 26.8. 2024.