



C. S. Lewis Bilingual High School

School Rules

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Bratislava, Slovakia



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Preamble

THE MISSION OF THE C. S. LEWIS BILNGUAL HIGH SCHOOL IS EXPRESSED IN ITS MISSION STATEMENT:

We educate and lead every student

to be able to think creatively and critically,
to take responsibility for themselves, others, and the world,
and to have the ability to create communities

in the spirit of Christian biblical values.



I. Rights and responsibilities of students

OUR RULES

We respect each other.

We protect the school and private property.

We walk in the hallways and on the school premises.

We dress and talk in an appropriate manner.

1. Students have the right to:
 - polite and dignified communication with the school management and the members of the teaching staff,
 - express their opinion, to ask for clarification of the subject matter and to be given an answer,
 - know the content and rules of assessment for each subject at the beginning of school year
 - be provided with justification of their grades and an analysis of the mistakes made in their oral, written and graphic assignments,
 - be informed about the date of planned written examinations which require reviewing of a thematic unit at least one week in advance,
 - take only one written test in one day,
 - know which thematic unit is to be tested on written examinations,
 - be informed of the approximate date of results and/or scores from written examinations,
 - choose freely from a list of elective subjects, and together with the school management they may also influence the selection of elective subjects in this list,
 - fair treatment from teachers,
 - participate in competitions and other educational activities with the approval of the principal.
2. If students or parents/guardians suspect that students' rights, school rules and regulations, or other pedagogical documentation are not being respected, they have the right to address the principal.
3. Students are obliged to prepare and/or study for each lesson, be present at the lessons according to the schedule, to bring all necessary learning tools, binders and textbooks to class as required by the teacher.
4. Students enrolled in the tutoring program are obliged to meet with their tutors at the agreed times after school.
5. During their absence from school, students are obliged to keep track of the work at school and ask their classmates and teachers about the assignments. In case of any missed written assignments and tests, students are obliged to see their teachers and discuss make-up work and tests upon returning to school or within working 3 days at the latest. Make-up tests and quizzes may only be taken after school – it is not permitted to take them during regular classes (and lessons taught by substitute teacher). Special regulations from section III. Study Plan, #1 apply in case of a long-term absence.
6. During scheduled lessons, students are confined to the school premises, or may leave the school premises with a teacher. There are two exceptions:
 - A)** Students may leave the building for a brief period of time (during breaks or free hours) – only with the approval of a parent/legal guardian, and they must clock in/out at the reception by



placing the student card (ISIC) to the scanner. The student thereby acknowledges that they must return to school in time for the next lesson according to the schedule.

B) Students leave the premises, and do not return back to school (e.g. doctor's visit) only if they have a valid Student Excuse Form signed by a parent/legal guardian, and if they informed their homeroom teacher of their departure in advance. If the student leaves the school premises on any other occasion it is considered an arbitrary action, and a serious violation of the school rules. During recess and free periods, students are obliged to remain in the common areas of the school building.

7. Students are expected to respect each other as well as the members of the teaching and non-teaching staff; not to use inappropriate language, greet teachers as well as the members of the non-teaching staff and follow their instructions. While at school and other school events, such as trips, field trips, teambuildings, etc., students are subject to school rules and regulations and must adhere to the code of conduct as well. Students are expected to protect their health and the health of their classmates, and follow the instructions of teachers and other designated supervisors.
8. In order to comply with drinking regime, students can drink wholesome drinks, except in labs, computer rooms, etc. They are not allowed to eat meals and sweets during lessons.
9. Students should adhere to the basic principles of personal hygiene. During the whole period of school year, they must change their outdoor shoes for indoor shoes which will not damage the school floor and are not harmful to their health. If students do not follow these rules, they may be asked by their teacher to change their shoes, which will be marked as a "late arrival". Upon entering the school building, students should change into slippers and leave their jackets and shoes in the cloakroom or their locker. They should maintain cleanliness and order, be careful when handling the school property and teaching tools. Students should decorate their homeroom classroom in a way which does not conflict with the school mission and principles of a healthy lifestyle. Classroom decorations should not be offensive, nor undermine good manners and interpersonal relations.
10. Students are allowed to enter the specialized labs (Biology, Computer Lab, etc.) and the gym only when accompanied by a teacher. In the specialized laboratories, students must abide by safety regulations. It is forbidden to mishandle the electrical switchboard or gas outlets, electrical appliances and chemical substances. While remaining in specialized classrooms, students must abide by the special rules and regulations.
11. It is strictly forbidden to bring any dangerous substances, printed material, books, digital content and items (e.g. brass knuckles, knives and other stabbing weapons or cutting tools, flammable objects, lighters, matches, narcotics, etc.) which may endanger the health, safety and moral education of students to school or to any events organized by the school.
12. If the student's behaviour is deemed to be under the influence of any addictive substances, the school management will immediately contact the student's legal guardian and request confirmation that they have undergone a drug test at a specialist institution.
13. The cell phones must be switched off (in flight mode) during lessons and placed in cell boxes in the classroom. If a student uses such devices during a lesson, the teacher may take it away to the administration office where it is recorded in the assigned book. The student is allowed to retrieve the device after school from 3:45 to 4pm and confirms this by their signature. If the student does not turn in their device after being asked to do so, the lesson is marked as not excused. They may be excluded from the lesson, and the teacher may provide him with a different assignment outside of the classroom under the supervision of a school employee. The teacher records this in the electronic class book (information for parents) and instructs the student on how to catch up with the missed lesson.



14. Students may use the school's student wifi network for their educational needs. According to the rules imposed by the provider of this internet service, students are not allowed to download data from P2P networks (torrents). If such a situation arises, the school will deactivate the student's account until it has been investigated. The holder of the device and their legal guardian will be responsible for potential sanctions from the internet service provider or any organization enforcing copyright law.
15. It is considered a violation of school rules if a student purposely and/or repeatedly disrupts a lesson or behaves inappropriately towards the teacher or a fellow classmate. In the interest of maintaining normal instruction for the rest of the class, if a student's behaviour repeatedly disrupts the work atmosphere during a lesson, the teacher may instruct him to perform other activities outside of the classroom, under the supervisor of a school employee. In such a situation the teacher will make a record in the electronic class book (information for parents), and instruct the student on how to catch up with the missed lesson. The lesson is marked as unexcused. Depending on their overall number and seriousness, records in the Discipline Sheet may lead to imposing educational measures, and/or have an effect on the final assessment of behaviour.
16. The following misconducts are considered a serious breach of the school rules:
 - a) promotion, consumption, carrying, and distribution of illegal psychoactive substances on the school premises and the close vicinity (see the map in the attachment)
 - b) promotion, consumption, carrying, and distribution of alcohol on the school premises and the close vicinity (see the map in the attachment)
 - c) promotion, consumption, carrying, and distribution of all product containing tobacco and nicotine on the school premises and the close vicinity (see the map in the attachment)
 - d) wilful and malicious injury to another person
 - e) repeated acting against the rules and duties of a student of our school
 - f) arbitrary leaving of the school premises (or a school event) during scheduled lessons (or a school event).

In case of a serious breach of the school rules, the pedagogical board will consider expelling the student or lowering the student's grade of behaviour to less satisfactory (3).

17. If the student does not use their ISIC card (i.e. arbitrarily leaves the school building), the following are the disciplinary measures during a classification period:
 - 6-10 times the student does not use the ISIC card – reprimand by the school principal
 - 11 or more times – lowered grade for behaviour.

II. RIGHTS AND DUTIES OF THE LEGAL GUARDIAN

1. A student's legal guardian has the right to:
 - a) demand that the education in the school provides students with information and knowledge that is in accordance with the present knowledge of the world and with the principles and objectives of education,
 - b) become familiar with educational programs and the school rules,
 - c) be informed about the educational outcomes of their child,
 - d) to provide advisory services in the education of their child,
 - e) participate in the education and training of their child with prior consent of the principal,



- f) comment on the educational program of the school by means of the school council,
 - g) be present at the commission examination of their child with prior consent of the principal.
2. A student's legal guardian is obliged to:
- a) create conditions for the child that enable him/her to prepare for education in school and fulfil school obligations, comply with the terms of the educational process of their child as outlined by the school rules, take care of the social and cultural background of the child and respect his/her special educational needs
 - b) inform the school of any changes in the health status, medical problems or other serious matters of their child that could affect the course of education.
3. Teachers and other school staff communicate with legal guardians in person (during regular individual office hours, plenary and class meetings), in writing (by letter or e-mail) or by phone.
Current information relating to school life, teaching and extracurricular activities is available on the school website:
www.bilgym.sk,
Or on the public school Facebook profile: <https://www.facebook.com/cslewishighschool>
Parents/legal guardians can follow the student's academic performance, attendance, and schedule in the electronic student grade book:
www.cslewis.edupage.org/.
Parents/legal guardians can obtain the username and password at the school administration office.

III. STUDY PLAN

ENTERING AND LEAVING THE SCHOOL

- 1. The school opens at 7:00 a.m.
- 2. After entering the school building the students clock in by placing the student card to the scanner. Students also clock out when leaving the building. If students forget their card, they must write down the time of arrival/departure in the notebook at the reception. If a student misuses the card repeatedly, his/her final assessment of behaviour may be lowered, or other disciplinary measures may be imposed (warning, reprimand or reduced mark of conduct).
- 3. Teachers will record the names of the tardy students (late arrival for Homeroom, or a lesson up to 15 minutes into the lesson) in the Class Book. Every third late arrival is considered an unexcused lesson and the homeroom teacher will record it in the Class Book. The school management may excuse some late arrivals (e.g. due to a traffic jam). Homeroom – a ten- minute meeting with the homeroom teacher or his/her deputy is part of the schedule. Participation is mandatory.

SCHEDULE

Period	Time
0	7.15/7.25—8.00 *
	Break 8.00-8.10 (10 min.)
1	8.10—8.55
	Homeroom 8.55—9.10 (15min)**



2	9.10—9.55
	Break 9.55—10.05 (10 min.)
3	10.05—10.50
	Break 10.50—11.05 (15 min.)
4	11.05—11.50
	Break 11.50—12.00 (10 min.)
5	12.00—12.45
	Break 12.45—12.55 (10 min.)
6	12.55—13.40
	Lunch 13.40—14.10 (30 min.)
	If P.E. is 7th period, the respective students go to lunch after 5th period as follows:
	Lunch 12.45 – 13.15 (30 min)
6	12.15 – 14.00
	Break 14.00 – 14.10 (10 min)
7	14.10 – 14.55
	Break 14.55 – 15.00 (5 min)
8	15.00 – 15.45
	Break 15.45 – 15.50 (10 min)
9	15.50 – 16.35

* If a 0 and 1st period are the same subject, they may be taught without a break. In this case the 0 period starts at 7.25 as per schedule.

** Homeroom – a meeting with the homeroom teacher, taking place once a week, usually on Monday, however if needed can be more frequent on other days. The aim of homeroom is to create space for a regular communication between the homeroom teacher and their students, and thus make sure everyone is up-to-date with all the information, and the education process is efficient.

Students come to school and to school events on time according to the schedule, observe the length of breaks and attend all compulsory, elective and optional subjects they are enrolled in.

4. In case that a teacher does not come to the lesson, students are obliged to report this at the reception and wait in the classroom for instructions.

DISTANT LEARNING

5. The school principal can decide to switch to distant learning. The organisation of this mode of education is further specified in the distant learning handbook that will be available for both students and parents ahead of time.

ABSENCES

6. If the reasons for an absence are known in advance, the student may be excused from school at the written request of the legal guardian (the form is provided on the school website):
 - for up to three days by the homeroom teacher,



- for up to five days during the period of exceptional circumstances, emergency situation or exceptional situation declared in connection with COVID-19.
- in case of a planned absence of more than 3 days, the legal guardian is obliged to inform the school principal in writing (submits it to the school administration office) at least 10 working days prior to the legal guardian (the form is provided on the school website)

The student must hand in and complete all necessary assignments (tests, quizzes, homework) within 5 working days upon their arrival back to school. The student will no longer be entitled to complete the assignments after the five working days. In the event that the school is not informed about the planned absence as described above, the student loses the right to complete any missed assignments and receives a “missing” grade (0%) for the assignments.

We strongly advise against planning any family activities/events on school days, and even more so during the time when students finalize their grades.

7. In the instance of an unforeseeable absence, parents/guardians of minor students must notify the homeroom teacher of the reason of the absence within two days. Adult students (students aged 18 and above) notify the school themselves in writing, by phone, or e-mail.
8. The student is required to immediately and without prompting excuse his/her absence to the homeroom teacher by submitting a standardized form signed by a parent or via electronic class book, as well as an original confirmation by a doctor (date, stamp, signature) – the original medical confirmation remains in school. Failure to do so within five days after returning to school results in an unexcused absence. Any excuse for a minor student shall be signed by their legal guardian. Adult students can excuse their absence themselves; always in writing.
9. The homeroom teacher/tutor is entitled to examine the authenticity of the Student Absence Forms and the Student Excuse Forms. In the case of longer absences by a student that are excused by parents (legal guardians) or the adult student alone, the homeroom teacher has the right to not accept the excuse from parents/guardians/adult student after consultation with the principal, and to request a medical confirmation.

If a student is absent from 30% or more lessons from a particular subject in one semester, the principal will order commissional examinations for the student. If this happens in the second semester, commissional examinations will take place in the second to last week of August.

10. During the COVID-19 pandemic, the following type of absence will be marked as “ch” in the ECB:
 - lessons missed due to illness excused by a doctor, parent or legal guardian
 - lessons missed due to the mandatory quarantine
 - lessons missed due to the symptoms of COVID-19

When the student's absence rate in the subject exceeds 30%, the higher morbidity may be taken into account along with the evaluation of his/her approach to school obligations (eg. sufficient assessment inputs, timely communication with the teacher, etc.).

The decision to grant an exemption from the 30% rule is made by the principal and is based on the discussion at the pedagogical board.

11. If a student who has completed their compulsory education does not participate in the educational process for at least five school days; does not notify anyone of the reason for their absence and fails to produce an excuse letter within the specified period, even upon request, they may be expelled from further study by decision of the school principal.



12. The principal may give a complete or partial exemption from P.E. lessons based on a written explanation from a specialist doctor. The request form is available in the school administration office, where it also needs to be submitted along with the specialist explanation.

LEAVE OF ABSENCE, STUDY ABROAD AND INDIVIDUAL STUDY PLAN

13. The principal may give students who have already completed their compulsory school attendance authorization to a leave of absence for up to three years. In the case of minor students, parents/legal guardians make the application for their children, adult students apply for themselves. The authorization to a leave of absence must be written, and archived at the school administration office.
14. The principal may allow the student to study a part of their high school program abroad after the principal has approved the curriculum. Should a student be interested in studying abroad, their legal guardian/adult student must submit the application form, which is available at the school administration office or on the school website, by the end of June. Students may study abroad for a maximum period of one school year. Upon their arrival, the student is required to take commissional examinations in Slovak Language and Literature and generally two additional subjects determined by the principal. While abroad, the student selects courses which correspond to our school curriculum. The student must take the commissional examination after returning from abroad in the second to last week of August. The exact date of the examination is determined by the principle, who informs the legal guardian or the adult student about this at least 30 working days in advance. Students are not allowed to study abroad during their freshman and super senior year due to the specific character of these years.
15. The principal may give students permission for an individual study plan upon request of their legal guardian (or an adult student themselves). Such form of a study plan may be granted to particularly talented students or those with serious reasons for this. The application for an individual study plan is usually submitted by the end of September of the respective school year, however in unforeseen circumstances, this can be done later in the school year.
If a student wants to study according to an individual study plan in their final year, they must consider the difficulty of such form of education, and meet all the criteria and due dates regarding the respective maturita final examination.
Approval of an individual study plan does not allow for changes in dates of any parts of the maturita examination.
The principal may rescind permission for an individual study plan either upon a student's or their legal guardian's request, or if the student does not adhere to the rules outlined in their study plan.

ELECTIVES

Students enrol voluntarily in electives at a given time. The elective subject is chosen for the whole school year. Switching to a different elective is possible if the schedule permits, and must be authorized by the principal upon written request no later than September 15 in the relevant school year.



ASSESSMENT

1. Assessment is an important part of the learning process. It enables students to learn from their mistakes as well as their success. Students will be assessed regularly in various ways. The actual categories that assignments will fall into in individual subjects will be laid out in the respective subject syllabi for the respective school year, and teachers will inform their students about their forms of assessment.

Grading scale

Average up to (<)				
100%	89%	78%	67%	56%
outstanding progress (1)	above average progress (2)	average progress (3)	lowest progress acceptable	failing (5)

2. Teachers may give students additional voluntary assignments throughout the school year.
3. Teachers may allow students to re-take assignments, and determine their deadlines at their discretion, taking the overall situation and all the relevant information into consideration. Only the grade received from the re-taken assignment will count towards the overall assessment. The date of the re-take assignment may only be given no later than 2 days before the final grade conference. Re-takes of final tests shall not be permitted.
4. Students must take all summative tests whose dates are given in the school calendar. Planned absences shall not be permitted, and unplanned absences must be justified by a medical note.
5. We encourage the students to use the "Buddy System" (an absent student contacts their reliable classmate who informs them about the events in school and collects essential material, which he/she later gives to the student), since during their absence, students are obliged to keep track of the work at school, and inquire of their classmates and respective teachers about the assignments. Special regulations from section III. Study Plan, #7 apply in case of a long-term absence.

IV. Rules of assessment

PROGRESS REPORTS

Students are continuously informed about their progress in all subjects in the electronic class book. Besides the grades given in percentage, the following abbreviations may be found in the progress reports:

a (absent): if the assignment was not handed in due to a student's absence, but it still needs to be done (its value is 0%). When the student hands in the completed assignment by a new deadline agreed with the teacher, "a" is immediately replaced by the grade obtained.



m (missing): if the assignment was not handed in (its value is 0%)

e (excused): if the assignment was not completed due to a student's absence, and the teacher does not require the student to hand it in anymore (it does not influence the overall grade)

d (academic dishonesty): if a student violates the principles of academic honesty, the teacher is obliged to take the assignment from the student and enter "d" in the Electronic Grade Book program instead of a grade (the value of "d" is 0%)

SYLLABI

Syllabi sum up the topics stated in study plan as well as ways of assessment and course expectations. They are introduced by a teacher at the beginning of the school year and are available to students and parents throughout the school year, for each subject in particular year of study. Changes in syllabi are possible during the school year and each change is communicated to students and recorded in the written form.

VIOLATING THE PRINCIPLES OF ACADEMIC HONESTY

1. Following the principles of academic honesty is one of the fundamental aspects of the learning process and all students are expected to do so. Violating these principles include the following:
 - Plagiarism = using other people's published works (e.g. books, newspaper, brochures, Internet etc.) and presenting them as their own.
 - Unauthorised use or search for materials (such as notes, textbooks, Internet sources etc.) during tests unless students were explicitly permitted to do so by the teacher in the instruction.
 - Copying work (full or partial) of other students.
 - Requesting or giving unauthorised help during tests.
 - Having an unauthorised access to information or testing materials prior to the test.
 - Communicating with classmates during tests.
2. Violating any of the rules mentioned above means that the output in question is assessed by 0% and, generally, the student will not be permitted to re-take the test.
3. In case of reasonable doubts, the teacher may decide not to evaluate the submitted work of the student and obtain the evaluation by subsequent oral examination or re-writing the test, or not to evaluate the student's work at all.
4. If the student is convinced that the AD is not justified, he / she will contact the teacher, summarize the objections in a factual manner and at the same time inform his / her homeroom teacher. The homeroom teacher informs the student about the next possible procedure in resolving the situation.
5. In case an educational measure regarding the violation of the principles of academic honesty is imposed, the parent is informed through the electronic class book (the value "d" is entered, which is equivalent to 0% of points obtained), and possibly also via an email from the school's pedagogical representative.
6. In case that the academic honesty rules are violated repeatedly, the Pedagogical board will proceed in accordance with the School rules part I, article 16a and can consider lowering the student's grade for behaviour or imposing other educational measures up to conditional expulsion of the student.



TEST RE-TAKES AND COMMISSIONAL EXAMINATIONS

Students who at the end of the 2nd half year failed or did not complete a maximum of two subjects may be given the principal's approval to take commissional examinations.

Students who do not come to the commissional examination without prior notification and/or without proving any legitimate reasons for their absence, will automatically fail the test.

Students are given the final grade according to the result of a commissional examination, which is ordered or approved by the principal based on a written request by a parent/legal guardian of the student when:

- a) the student sits a differential exam,
- b) the student is examined on a make-up date,
- c) the students retake a test,
- d) the principal recommends a commissional examination,
- e) the student's parent/legal guardian or the student himself applies in writing for a re-examination within 3 days at the latest after the issuing of Certificates.

The principal does not allow a student to repeat the freshman year if the student fails the commissional examination.

If a student fails a school year, the principal may allow the student to repeat the year (2nd – 5th year) based on written request issued by the student or their parent/legal guardian.

EDUCATIONAL MEASURES AND ASSESSMENT OF BEHAVIOR

According to the seriousness of the breach of conduct against the school rules, educational measures may be imposed as follows:

- verbal warning by the homeroom teacher,
- written reprimand by the homeroom teacher,
- written reprimand by the principal,
- lowered grade for the student's behaviour,
- conditional expulsion,
- expulsion.

The homeroom teacher/tutor and the principal inform the student's parents/legal guardians about the measures imposed based on the events that require taking educational measures.

Violation of school rules and the rules of appropriate behaviour, as well as unexcused absences, may result in educational measures or lowered grades for behaviour, as per below:

Number of unexcused lessons	Educational measures
2 lessons	warning by the homeroom teacher
3 lessons	reprimand by the homeroom teacher
5 lessons	pokarhanie riaditeľom školy



Number of unexcused lessons	Grade for behaviour
6 - 9 lessons	Satisfactory (2)
10 lessons and more	Less satisfactory (3)

Conditional expulsion from school is imposed on the basis of particularly serious offenses against the school rules, regulations and generally applicable rules of appropriate behaviour.

Final provisions

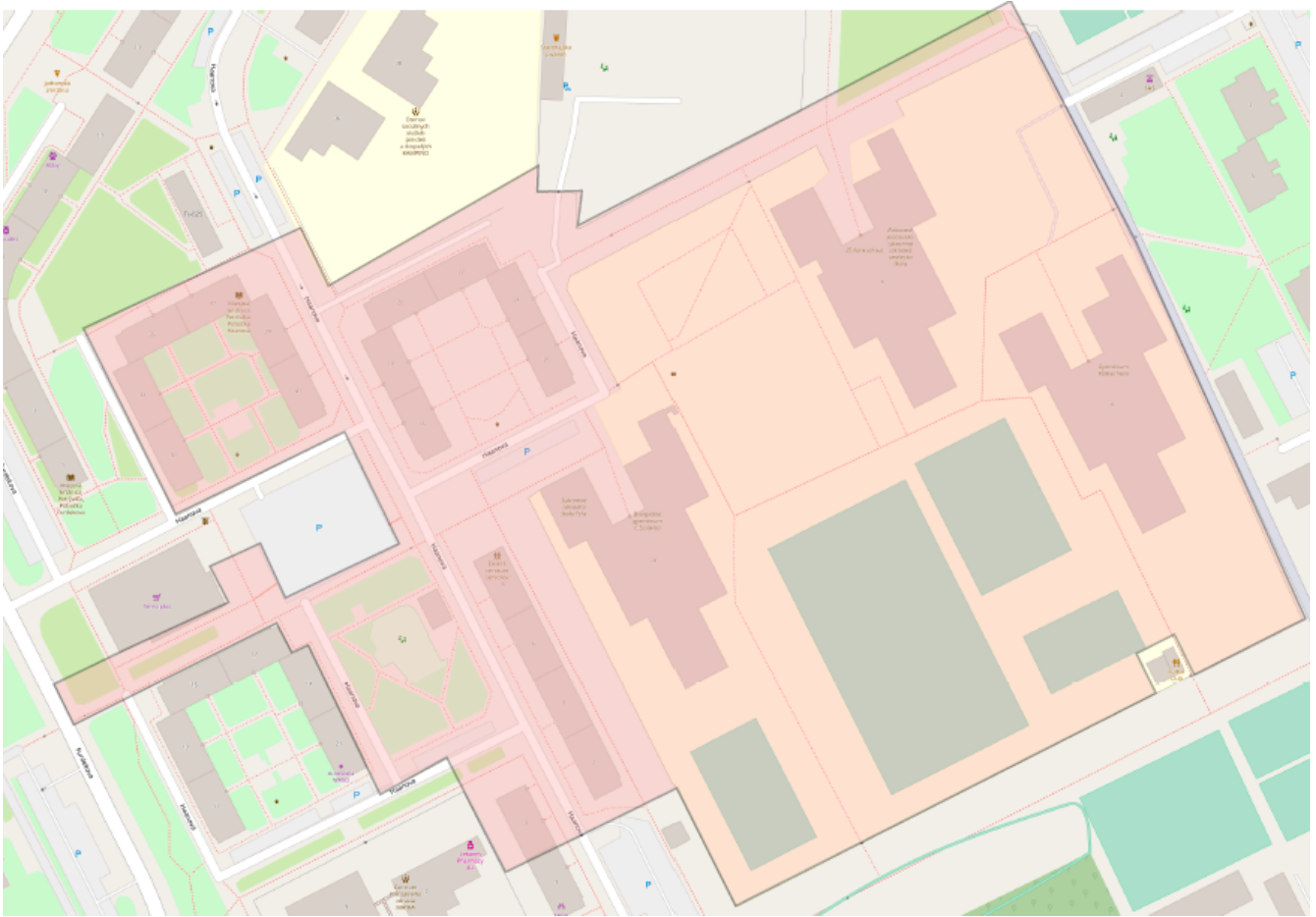
1. The school rules were drawn up in accordance with the Ministry of Education's Decree for secondary schools from 24. 6. 2009, and by the law 245/2008 from 22.5.2008 on education (Education Law).
2. The school rules are binding for all C. S. Lewis Bilingual High School students and teachers, and apply to any kind of school events, field trips and school trips organized by the school.

The student's parent/legal guardian and the student must sign the school rules to confirm that they have been familiarized with them.

The school rules come into force from September 2, 2021.

Mgr. Peter Figel

Principal of C. S. Lewis Bilingual High School



Attachment (see I.16)