

MATIJA GUBEC INTERNATIONAL SCHOOL
DAVORINA BAZJANCA 2
ZAGREB

THE RULEBOOK
OF THE SCHOOL CODE OF CONDUCT

Zagreb, June 2009

According to the Article 26. of the Statute of Matija Gubec International School, Zagreb, Davorina Bazjanca 2, the School , in cooperation with the General Teacher Council, the Parents' Council and the Students' Council, on a meeting held on 6th May 2009 passes

The Rulebook of the School Code of Conduct

Proposal

I. GENERAL REGULATIONS

Article 1

This Rulebook determines the code of conduct that applies to the Matija Gubec International School in Zagreb, Ulica Davorina Bazjanca 2 (in further text School)

Article 2

This Rulebook applies to all the employees, students, parents and individuals who spend time in the School building.

The nouns (student, teacher, homeroom teacher, shift leader, coordinator, school counsellor, psychologist, speech therapist, principal) refer to both female and male persons.

Article 3

The proposal of the Rulebook has been discussed at the Teachers' Council, Parents' Council, Students' Council and among the other employees of the School.

The regulations of this Rulebook must be presented to the students and their parents at the beginning of each school year. If a new student is enrolled during the school year, the homeroom teacher is obliged to inform the student and their parents with the regulations of this Rulebook.

One copy of this Rulebook must be posted on a visible place at the School and the School website.

I. DURING THE STAY AT SCHOOL

Article 4

Students, teachers and the school employees can stay on the school premises only during the working hours of the School.

Article 5

Students and the school employees are obliged to behave in a decent and respectful way towards the parents and guests of the School and tend to the personal safety and the safety of others.

Article 6

The School employees, the students and other persons spending time at the School are obliged to care for the personal property. In the same way the School property is to be taken care of, taking into consideration personal safety and the safety of others.

Article 7

It is forbidden to bring to School dangerous, unacceptable or hazardous material (chemical and biological material, weapons, firecrackers and magazines of inappropriate content) or any other material that could possibly endanger the children's safety or their right to a healthy mental and physical development.

Article 8

If unacceptable behaviour or intentional misconduct results in the School property damage or in the damage of an individual's property, the compensation of the damage is the responsibility of the student's parents while the student is reprimanded according to the Rulebook of Behavioural Measures.

Article 9

It is not allowed to take the school documentation out of the School building.

Article 10

The students and the school employees should take care of their health and personal hygiene. The students change their shoes when entering the school building and leave them in their designated lockers.

The school gym can be entered only while wearing appropriate sports shoes and outfit.

Article 11

The students and the school employees should be dressed decently in a way which is appropriate to their age and to their role in the educational institution.

Article 12

All mobile phones and other personal gadgets must be turned off during classes so as not to disrupt the rest of the people in the educational process.

Article 13

The library books must be well kept and returned undamaged by the students and the school employees.

All the users of the school library are obliged to respect the library's code of conduct.

Article 14

The teachers on duty monitor the school halls and the school cafeteria in order to prevent unacceptable behaviour.

Article 15

The teachers, other educators and the principal have their Parents' Hours at a previously arranged schedule and at the place designated for individual meetings.

II. WORKING TIME

Article 16

The School is open from 7.00 a.m. to 10.00 p.m.

Regular classes are organized in three shifts.

The students are allowed to enter the school building 15 minutes prior to the first lesson. They can stay at School during their classes, extracurricular activities and lunch. The students attending the extended programme can enter the School at 7.00 a.m.

The parents wait for their children in front of the main entrance outside the school building.

In order to maintain order during classes and as well as the children's safety, the parents and other visitors can enter the School after announcing and arranging an appointment.

Article 17

The school employees are obliged to come to work and leave work according to their schedule of their working hours. The attendance record is determined by the principal.

Article 18

The teacher on duty comes to School at least 15 minutes prior to the first lesson and is on duty each break, from the first to the sixth lesson or, according to the previously arranged schedule.

Article 19

In case of illness or inability to come to work, the employees are obliged to inform, on time, the principal of their absence.

Article 20

The working hours of the principal, school counsellor, psychologist, speech therapist, librarian, coordinator, school secretary and the accountants is posted on their door.

Article 21

The schedule of the Parents' Hours of all the homeroom teachers and subject teachers is posted on the school notice board and on the school website.

Article 22

The principal and their school associates meet with the parents or guardians and other visitors during their working hours with a prior announcement or invitation.

Article 23

The students are at School during their classes. It is not allowed to leave the school building during classes or breaks for safety reasons. The student is allowed to leave the school building with the permission of the coordinator, shift leader or homeroom teacher together with the parents' consent.

Article 24

The students are entitled to big and short breaks, the short ones being five minutes and the long ones, ten minutes.

Article 25

Coming late to class should be avoided since it distracts the students and the teachers and it can result in special measures according to the Rulebook of Behavioural Measures.

Article 26

Every class has two monitors a week while in classes of less than 15 students, there is only one monitor. The monitors are named in alphabetical order or by the homeroom teacher's.

The monitor's duties are:

1. To inform the subject teacher at the beginning of the lesson about the students who are absent
2. To check if the classroom is tidy after the lesson and inform the subject teacher or the shift teacher about the possible mess or damage.

Article 27

The student is obliged to have their school books, notebooks and pencil case which are needed for schoolwork. The School is not responsible for other belongings. Anything that distracts a pleasant working environment and is hazardous, will be returned to the student's parents with special measures according to the Rulebook of Behavioural Measures.

The School is not responsible for the loss of the students' valuables and money.

Article 28

All students can eat the food prepared at the school kitchen. The students eat only at the school cafeteria. It is forbidden to take the food out of the school cafeteria. After the meal the students must put the tray with the plate and cutlery at the designated place.

The students whose behaving is inappropriate can be reprimanded according to the commission named by the principal.

Article 29

The teachers on duty are responsible for the discipline in the school cafeteria. The students who are monitors in their classes must check that after the meal the tables and chairs are left in order.

Article 30

The student is entitled to safety and protection at School and around it. In case one is aware that this safety is endangered, the students must seek immediate help from the subject teachers, homeroom teacher, principal, principal's associates and the teachers on duty.

Article 31

If there is a lack of positive and motivating communication and cooperation between the student and the teacher, it is necessary to:

1. Ask the teacher for clarification
2. If there is no satisfactory answer, one must talk to the homeroom teacher

3. Talk to the school counsellor, psychologist, speech therapist or the coordinator
4. Contact the principal
5. Always inform the parents about the events at school.

VI. TEACHERS AND EDUCATION ASSOCIATES

Article 35

The role and responsibility of the teachers and the education associates is to educate and teach the children as well as cooperate with the students' parents. In doing so, the teacher must use scientifically based methods which are used to help the children develop their skills and grow into a satisfied and happy person.

Article 36

The teacher has to care for the rights of the children; teaching the students about their responsibility regarding their personal rights and the rights of the others.

Article 37

As a part of their educational work, the teachers and the education associates are obliged to have regular professional training.

Article 38

The teachers and the education associates of the School are obliged to keep professional secrets.

Article 39

In order to achieve the goals of the educational process, the teacher is obliged to cooperate with the parents of their students, give them information on the student's progress using the methods in achieving the mutual educational goals. When the child needs extra help, the homeroom teacher will direct the parents to cooperate with the education associates.

Article 40

The teachers eat only in the school cafeteria or in the staff room. It is not allowed to eat in the other parts of the school building.

Article 41

If there is a lack of good, positive and motivating communication and cooperation between the students and the teacher, it is necessary to:

1. Ask the student to clarify the reasons for their behaviour
2. Tell the student why such behaviour is unacceptable
3. Give the student a chance to improve and correct their acts
4. Talk to the homeroom teacher, psychologist, school counsellor, speech therapist, coordinator and the principal if the student does not change their behaviour.

Article 42

If there is a lack of good, positive and motivating communication and cooperation between the student's parents and the teacher, in the cooperation with the homeroom teacher it is necessary to:

1. Ask the parents for clarification
2. Inform the educational associates or the coordinator
3. Inform the principal.

VII. BREACHING THE CODE OF CONDUCT

Article 43

Acting according to the regulations of this Code of Conduct is an integral part of the school employee and the student of the School.

An employee, who does not act according to the regulations of this Code of Conduct, is responsible for breaching the obligations according to the Regulation on School Work and the Labour Law.

A student, who does not act according to the regulations of this Code of Conduct, is responsible according to the general act of the School – The School Statute.

The School does not undertake any measures against parents, but in the interest of the child protection, informs the Centre for Social Protection, the Police Administration or the Office of the Ombudsman for Children.

VIII. TRANSITIONAL AND FINAL PROVISIONS

Article 44

By coming into effect of this Rulebook of School Code of Conduct, the Rulebook of the School Code of Conduct, Class: 602-02/06-01/03, Register number: 25I-194-06-01 from 09.06.2006 cease to have effect.

Article 45

This Rulebook comes into effect eight days after being posted on the notice board at School.

THE CHAIR OF THE SCHOOL BOARD

Mirjana Rašić

With the Consent of the General Teacher Council from 2nd April 2009

With the Consent of the Parents' Council from 6th April 2009

With the Consent of the Students' Council from 24th March 2009

This Rulebook was posted on the school notice board on 26th June 2009 and comes into effect on 4th July 2009.

PRINCIPAL

Ljiljana Klinger

Class: 602-02/09-01/2

Register number: 25I-194-09-01