

INTERNAL RULES OF THE HALLS OF RESIDENCE

Intended for:

These internal regulations apply to Open Gate boarding schools and are binding for Open Gate pupils accommodated in OG boarding schools, for Open Gate school staff, in particular boarding school staff, and also define the rights and obligations in relation to the legal guardians of accommodated pupils, if the accommodated pupils are minors. Issued in 1 copy.

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Document valid from:	Latest version effective from:
31 August 2020	1 September 2025

Issued by

School Principal

Original recorded by

School Principal

The responsible employee is obliged to review this document at least every 2 years.

Version number	Effective date	Paragraphs affected by the change / description of the change
N	31 August 2020	This document replaces the internal rules of the dormitory dated 1 September 2013.
V01	27 August 2021	Format adjustment and addition of points "4.1.1.2." and "6.a."
V02	18 November 2022	Addition of points 1, 2, 3 based on the recommendation of the Czech School Inspectorate.
V03	1 September 2023	Overall revision and additions – in particular points 1, 3.3, 4.3, 4.4 and 4.5.
V04	1 September 2024	Overall revision and additions – change of dormitory manager, incorporation of the Rules for Awarding Commendations and Measures (...) OG-2022-04 and the

		Independence Programme OG-2020-01, additions to points 5 i) and m). Changes to points 6 a), b), d) and 7.2 a) and b).
V05	1 November 2024	Terminology adjustment; graphic adjustment of the document; cancellation of the Independence Programme appendix; adjustment of negative measures in education (5.3); change to Arrivals at the dormitories (7,c), change to Organisation of the day (6c, 6a), change to 8.1.1 Rules for leaving the premises – outings.
V06	1.9.2025	4.3.i) – risk of damage to dormitory property when dyeing hair; 4.5.b) – addition of “psychomodulatory substances”; 6.c) – addition of the possibility of an individual ban on staying in the dormitory in the morning (sixth to eighth grade) in the event of failure to comply with the obligation to sign the register; 6.f) change of dinner time from 6:50 p.m. to 6:45 p.m.; 9.c) – visits from classmates during PREP time; 10.c) – change of the name of the club from "horse riding" to "horse care"; 12.4 – measures in education in the event of failure to fulfil cleaning duties; adjustment of the towel and bed linen exchange system.

In Babice on

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Petra Dobešová

School Principal

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Preamble

OPEN GATE – grammar school and primary school, s.r.o., with its registered office at Na Návsí 5, Babice, postcode 251 01, Company ID No.: 270 89 941 (hereinafter referred to as “the school”) hereby declares its commitment to the fundamental principles expressed in the Convention on the Rights of the Child, in particular the principles of developing the child’s personality, talents and intellectual and physical abilities to their fullest potential.

1 GENERAL PROVISIONS AND DEFINITIONS

1.1 General provisions

These internal regulations govern:

- a) details on the exercise of the rights and obligations of pupils and their legal representatives in connection with accommodation in dormitories and details on the rules governing mutual relations with school employees working in dormitories;
- b) the rights and obligations of teaching and other dormitory staff;
- c) the operation and internal regime of the dormitories;
- d) conditions for ensuring the safety and health of pupils and their protection against socially undesirable phenomena and manifestations of discrimination, hostility or violence, especially with regard to the issue of accommodation in dormitories;
- e) conditions for the treatment of school/dormitory property by pupils.

1.2 Terminology

Where the following terms (whether capitalised or not) are used in these internal regulations, they shall have the meanings set out in this section 1.2 below:

"DofE" – stands for "The Duke of Edinburgh's International Award". It is an educational programme that supports young people in their long-term development. It strives to give everyone the chance to be #WorldReady, i.e. prepared for the challenges of the modern world. For more information, visit www.dofe.cz.

"Koleje" – means school accommodation facilities operated by the school, located on the school grounds in Babice (near Říčany, Prague).

"OG" – stands for "Open Gate" and has the same meaning as the term "school".

"School" – has the meaning given in the preamble above.

"Tobacco products" – means all products that can be used and that contain unmodified or wholly or partially genetically modified tobacco, as defined by Act No. 110/1997 Coll., on foodstuffs and tobacco products, as amended, including any form of tobacco product placed in the mouth, and including electronic cigarettes and vapourising cigarettes.

"Student" – means a student of the school who is accommodated in the dormitories.

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2 RIGHTS AND OBLIGATIONS OF PUPILS

2.1 Students have the right

- a) use the dormitory facilities both for their accommodation during the school year in accordance with the contractual agreements concluded with the school, and for effective education and further self-education;
- b) to be treated with consideration, courtesy and honesty by teaching and other staff at the halls of residence and by their fellow residents;
- c) express their opinions on all decisions concerning essential matters relating to their stay in the dormitories and leisure activities; their opinions must be given attention appropriate to their age and level of development;
- d) protection from any form of discrimination and violence, including bullying, racism, xenophobia and intolerance towards diversity in any form;
- e) be protected from any physical or mental violence, abuse, insults and neglect;
- f) to express and defend their opinions and exercise their rights in accordance with applicable generally binding legal regulations and internal regulations of the dormitories;
- g) to make comments themselves or through their legal representatives; pupils have the right to contact the head of the dormitory or their representative directly;
- h) to information and consultation regarding accommodation in the halls of residence; they have the right to address their questions directly to the head of the halls of residence or his/her deputy (verbally or in writing);
- i) to be familiarised with all regulations issued by the dormitory that concern their stay and activities in the dormitory.

2.2 Students are obliged to

- a) comply with the dormitory rules and internal rules of specific areas, the Community Code (OG-2020-02), the Rules for the Use of Communication and Information Technologies (OG-2019-05), the Academic Honesty Policy (OG-2021-01) and the school and dormitory regulations and guidelines for health and safety with which they have been familiarised;
- b) be appropriately dressed and groomed in the common areas of the halls of residence,
- c) follow the instructions of teaching staff, dormitory staff and other school staff issued in accordance with legal regulations and/or school rules and/or dormitory rules;
- d) behave towards each other and towards teaching staff and other school and dormitory staff in a considerate manner and in accordance with the rules of social behaviour, and in general behave in such a way as to be good representatives of the dormitories and the school, not damage its reputation and not act against its interests;
- e) Grammar school pupils are required to read their school e-mail daily on school days, check Škola OnLine or ManageBac, as applicable, and use only their school e-mail for e-mail communication with tutors, teachers and dormitory or school management.

3 RIGHTS AND OBLIGATIONS OF LEGAL REPRESENTATIVES OF PUPILS

3.1 Legal representatives of underage students have the right

- a) to information about the student's stay in the dormitories; in the case of adult students, this right also applies to the parents or persons who have a maintenance obligation towards adult students;

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- b) to express their opinion on all decisions concerning essential matters relating to the pupil's stay in the dormitory and to make comments on the operation and organisation of the dormitory if they believe that this may result in damage to or endanger the legitimate interests of the pupil;
- c) to information and counselling assistance from the dormitory in matters concerning the pupil's stay in the dormitory; these rights also apply to the director of a facility for institutional and protective education in the case of a pupil who has been placed in a facility for institutional and protective education by court order.

3.2 The legal representatives of underage pupils are obliged to

- a) ensure that the pupil arrives at the dormitory in a proper manner;
- b) attend in person, at the request of the head of the dormitory, to discuss serious issues concerning the pupil's stay in the dormitory;
- c) inform the dormitory of any changes in the minor pupil's health, health problems or other serious circumstances that could affect their stay at the dormitory;
- d) provide the dormitory with information that is part of the school register and other information that is essential for the pupil's stay at the dormitory or safety, and any changes to this information;
- e) report to the reception desk upon entering the school premises and then the dormitory and present an identity card to the receptionist or security guard;
- f) work closely with the dormitory in resolving educational and behavioural problems and manifestations of risky behaviour.

The obligations under paragraph 3.2 also apply mutatis mutandis to adult pupils who, in contact with the dormitories and in the performance of their dormitory duties, act on their own behalf as persons with full legal capacity.

3.3 Special obligations relating to the pupil's state of health

- a) The parent (legal guardian) is responsible for the treatment regime of a minor pupil. If a pupil accommodated in the dormitory is prescribed medication for regular use, the parent (legal guardian) is obliged to notify the school nurse and form tutor in writing of this fact (in view of the pupil's health condition), to provide a medical report stating the type of medication, its dosage and to attach the package leaflet. Adult students have a similar obligation.
- b) In the event of a pupil's sudden illness, significant deterioration in their mental state or other serious incident involving the pupil (reasonable suspicion of alcohol and/or narcotic and psychotropic substance use, physical assault on another pupil or school employee, etc.) immediately pick up the pupil (or arrange for another adult with written authorisation from the legal guardian to pick them up) at the request of the teacher on duty and take the pupil away from the school or school event (at their own expense and responsibility). If the parent (legal guardian) is unable to take over and subsequently remove the minor pupil from the school or school event and is convinced that the pupil's health, mental or physical condition allows them to travel unaccompanied, they shall notify the teacher on duty of this fact in the form of a written (e-mail) statement of consent.

However, in accordance with the above, the parent (legal guardian) assumes full responsibility for the minor pupil after they leave school or a school event.

In a similar situation involving an adult pupil, the teacher on duty shall inform the person who has a maintenance obligation towards the pupil or an adult designated by the adult pupil, who

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shall ensure that the pupil is picked up and transported (at their own expense and responsibility) from the school or school event.

- c) In the event of a positive result of a test carried out on the basis of reasonable suspicion that a minor pupil is under the influence of alcohol and/or narcotic and psychotropic substances, the parent (legal guardian) is obliged to pay the costs associated with the preliminary test, professional measurement using a certified calibrated device, or a professional medical examination carried out for the purpose of detecting the presence of alcohol and/or narcotic or psychotropic substances. Adult pupils have a similar obligation.
- d) If a pupil refuses to undergo an examination to determine whether they are under the influence of alcohol and/or narcotic and psychotropic substances, their parent (legal guardian) is obliged to reimburse the school for all costs directly related to the pupil's refusal. Adult pupils have a similar obligation.
- e) Parents (legal guardians) or persons who have a maintenance obligation towards adult pupils are obliged to cooperate with the teaching staff of the school (dormitory) in resolving conflicts or other serious situations related to the pupil's stay in the dormitory.
- f) Adult pupils have a similar obligation.
- g) Parents (legal guardians) are obliged to attend in person, at the request of the school principal, to discuss serious issues concerning the behaviour, academic performance or health of pupils accommodated in the boarding school. Adult pupils have a similar obligation.
- h) Parents (legal guardians) are obliged to compensate the school (boarding school) or other person (e.g. a student staying at the boarding school) for any damage caused to the school (boarding school) or other person (e.g. a student staying at the boarding school) by the student, whether intentionally or through negligence, unless the student who caused the damage does so themselves. Adult pupils have a similar obligation.

4 GENERAL RULES OF CONDUCT FOR HALL OF RESIDENCE STUDENTS

4.1 Dormitory philosophy

- a) All boarding school rules are designed to build and maintain a safe and fair environment, to positively and thoughtfully support the life of our school community, and to help students learn to live responsibly.
- b) Educational and teaching work is based on the needs of pupils and society.
- c) The aim is to create a natural environment through clear rules, mutual assistance and respect.

4.2 Basic rules

- a) Students and staff of the dormitories adhere to the Community Codex.
- b) Students are required to protect their own health and the health of others. Any injury, illness or other health problems must be reported immediately to any tutor or nurse.
- c) The use of personal appliances for preparing drinks or food (kettles, immersion heaters, etc.) and the handling of open flames are prohibited in the rooms. The use of small electronic devices and appliances (such as electric razors, hair dryers, etc.) is permitted with the consent of the educators. A list of all appliances is available for inspection from each form tutor. Pupils are required to follow the instructions for use and health and safety guidelines when using these appliances. Electronic devices should undergo an electrical inspection.
- d) The storage of perishable food is not permitted in the rooms.

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- e) Pupils are advised not to keep valuables or large sums of money in their rooms, as the school is not responsible for any loss. Pupils have the option of storing their valuables in the tutor's safe. Rooms can be locked.
- f) Students are required to lock their rooms whenever they leave and keep their keys with them. A key receipt is available for inspection from each form tutor.
- g) On departure days, pupils are required to leave the OG premises by 3 p.m. If it is necessary to stay longer on the OG premises, pupils must wait at the reception desk.

4.3 Pupils' behaviour in the dormitories and at events organised by the dormitories

- a) During dormitory events and events held outside the dormitories, pupils must follow the instructions of the team of educators or other authorised school staff and may not leave the group without their consent.
- b) The use, distribution or possession of narcotic and psychotropic substances, alcoholic beverages and tobacco products is strictly prohibited. It is also strictly prohibited to enter the dormitory premises and attend dormitory events under the influence of narcotic substances, psychotropic substances and/or alcoholic beverages and tobacco products. Students are prohibited from being under the influence of narcotic and psychotropic substances, alcoholic beverages and tobacco products while staying in the dormitories and throughout the school premises, as well as at events organised by the dormitories outside the dormitories.
- c) The possession of items and substances that are dangerous to human health and life (weapons, explosives, chemicals, etc.) is prohibited.
- d) Rude behaviour, bullying and ridicule are prohibited. If a student witnesses bullying (cyberbullying), violent, humiliating or illegal behaviour (vandalism, racism, brutality, etc.) against another student, they are obliged to report this immediately to any teaching staff member or other school employee (dormitory). They are also obliged to notify the duty tutor or other teaching staff of the school of any other violation of the internal rules of the dormitory.
- e) Students are obliged to protect their own health and the health of others.
- f) Any injury, illness or other health problems must be reported immediately to a teacher or tutor.
- g) The pupil is obliged to report without undue delay to the educator on duty the reason for their absence from school, any health restrictions, sudden illness, visit to the doctor or injury, and to follow their instructions after reporting the above facts.
- h) If a pupil is recognised by a doctor as ill or unfit for work, they are obliged to leave the dormitory without undue delay, with the knowledge of the supervisor on duty, in order to protect the health of other residents, or, in the event of illness and inability to leave the dormitory for any reason, remain under the supervision of the educator on duty until transport or departure from the dormitory, after prior telephone consultation with a parent (legal guardian), and in exceptional cases, undergo isolation.
- i) Students are obliged to protect their property, the property of others and the property of the school/dormitory from damage. Students are liable for damage caused by their actions, whether intentional or negligent (e.g. when dyeing their hair). They are also liable for damage that they failed to prevent, even though it was within their power to do so. Pupils may compensate the school for the actual damage caused or restore the item to its previous condition. Damage caused by a minor pupil staying at the school (dormitory) to the property of the school (dormitory) or the personal property of other persons staying or employed at the school (dormitory) shall be compensated by the parent (legal guardian) of the minor pupil in accordance with the applicable legal regulations. Adult pupils are legally responsible for their actions. Violation of generally binding legal regulations, school rules, these internal dormitory

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rules or other internal regulations of the school related to damage to school (dormitory) property or acts of vandalism may be grounds for expulsion from school or refusal of accommodation in the dormitory.

4.4 Educators and pupils – rights and obligations:

- a) Educators have the right to give pupils instructions regarding their stay in the dormitories, within the limits of generally binding legal regulations, these internal dormitory rules and other internal school regulations, and in accordance with generally accepted principles of social behaviour, unless the relevant procedure is specified by generally binding legal regulations or these internal dormitory rules or other internal school regulations. The student is obliged to respect the instructions given in this way.
- b) In cases of reasonable suspicion that a student has consumed alcohol and/or narcotic and psychotropic substances, the educator has the right to initiate an indicative examination, professional measurement with a certified calibrated device, or a professional medical examination of the student, using means to detect the presence of alcohol and/or narcotic and psychotropic substances. If the pupil refuses to undergo the preliminary examination, they will be considered to have tested positive. If necessary, the cooperation of the Police of the Czech Republic or the Emergency Medical Service may be initiated. In the case of underage pupils, the matter may be reported to the Social and Legal Protection of Children Authority (OSPOD).
- c) In cases of reasonable suspicion, the educator has the right to access the pupil's personal belongings for the purpose of inspecting them, in cases of reasonable suspicion that the pupil is keeping an item in their room or elsewhere in the dormitory which they have acquired (knowingly or unknowingly) through illegal activity, and furthermore, whether they are in possession of alcohol, narcotic and psychotropic substances, weapons or imitation weapons, ammunition, incendiary substances, fireworks, pyrotechnic devices, detonators, explosives and other items that may endanger his or her health or life or that of another person, or disrupt his or her healthy development or moral integrity, or the healthy development and moral integrity of another person. Access to a pupil's personal belongings shall be carried out in the presence of the pupil or in his or her absence if the pupil is not present in the dormitory at the time; in the latter case, the tutor shall invite a second person, usually another tutor or other school employee, to carry out the inspection, and a written record of the inspection shall be made together with photographic documentation.
- d) In accordance with the provisions of these internal rules, the tutor has the right to take disciplinary measures against a pupil who has violated the internal rules or is not fulfilling their obligations properly.
- e) The tutor has the right to receive information about all important changes concerning the student from the parent (legal guardian) of a minor student, an adult student or a person who has a maintenance obligation towards an adult student.
- f) When dealing with undesirable behaviour on the part of a pupil, the teacher has the right to use the advisory services of the school prevention methodologist, educational advisor, school psychologist or special needs teacher.
- g) In connection with the performance of their work, educators have other rights which they may exercise in accordance with the relevant generally binding legal norms which regulate/may regulate the performance of the work of educators in the given case.

4.5 Prevention of risky behaviour and handling of emergency situations:

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- a) Pupils are obliged to comply with the ban on the possession of all types of weapons, including imitations, ammunition, incendiary substances, fireworks and pyrotechnic devices, explosives and other items that may endanger their health or life or the health or life of another person at school, in the dormitory and at school and dormitory events.
- b) Pupils are required to comply with the prohibition on the possession, distribution and consumption of alcohol and narcotic, psychotropic and psychomodulatory substances at school, in halls of residence and at school and hall of residence events. , pupils are also prohibited from bringing such substances (including their packaging) onto the school premises or entering the school premises under the influence of alcohol or narcotic and psychotropic/psychomodulatory substances.
- c) Pupils are obliged to comply with the ban on smoking tobacco products, herbal products intended for smoking, the use of electronic cigarettes and other tobacco products at school, in the dormitory and at school events.
- d) If a pupil violates the provisions of Act No. 65/2017 Coll., on the protection of health against the harmful effects of addictive substances, as amended, the matter will be reported to the competent administrative authority for further consideration in accordance with this Act.
- e) In the event of reasonable suspicion of alcohol and/or narcotic and psychotropic substance use, the pupil is obliged to undergo an indicative examination, professional measurement with a certified calibrated device or a professional medical examination for the presence of alcohol and/or narcotic and psychotropic substances. Drugs, addictive, narcotic or psychotropic substances are understood to be substances listed in Act No. 167/1998 Coll., on addictive substances and on amendments to certain other acts. In the event of refusal to undergo a preliminary examination, the pupil shall be considered to have tested positive. If necessary, the cooperation of the Police of the Czech Republic or the Emergency Medical Service may be initiated. In the case of underage pupils, the matter may be reported to the Social and Legal Protection of Children Authority (OSPOD).
- f) The pupil is obliged to respect the fact that every school employee who has reasonable suspicion that the pupil has consumed alcohol and/or narcotic and psychotropic substances is authorised to initiate a preliminary test, professional measurement with a certified calibrated device or professional medical examination for the presence of alcohol and/or narcotic and psychotropic substances. a person performing educational or medical services on the school premises has the right to carry out a preliminary examination or professional measurement using a certified calibrated device for the presence of alcohol and/or narcotic and psychotropic substances, based on the relevant consent form.
- g) The pupil is obliged to respect the fact that in the event of a positive result of a preliminary test, professional measurement with a certified calibrated device or professional medical examination for the presence of alcohol and/or narcotic and psychotropic substances, the parent (legal guardian) of a minor pupil or an adult pupil is obliged to pay the costs associated with it; if the school incurs costs directly related to the pupil's refusal of any of the above forms of testing, the adult pupil or the parent (legal guardian) of the minor pupil is obliged to reimburse the school for these costs, regardless of the final results of the testing.
- h) The pupil is obliged to respect the fact that in the event of a positive result of a preliminary examination, professional measurement with a certified calibrated device or professional medical examination for the presence of alcohol and/or narcotic and psychotropic substances, the school (dormitory) will inform the parents (legal guardian) of the minor pupil and invite them to pick up (or arrange for another adult with written authorisation from the pupil's legal

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guardian to pick up) and transport the minor pupil from the school or school event (at their own expense and responsibility).

- i) The pupil is obliged to respect the fact that a positive result of a preliminary test, professional measurement with a certified calibrated device or professional medical examination for the presence of alcohol and/or narcotic and psychotropic substances, similarly to its refusal, is, depending on the circumstances, qualifiable as a serious and culpable violation of the provisions of the Internal Rules of the dormitory, as well as the school rules, and the headteacher is entitled to initiate proceedings leading to the pupil's conditional expulsion or expulsion from school.
- j) A pupil's refusal to undergo an indicative test, professional measurement with a certified calibrated device or professional medical examination for the presence of alcohol and/or narcotic and psychotropic substances is also a possible reason for the immediate termination of the pupil's accommodation at the dormitory.
- k) The pupil is obliged to respect the fact that in specific cases the school (dormitory) is obliged or authorised to contact the Czech Police, the municipal police, the RZS and the social and legal protection of children authority.
- l) The student is obliged to comply with the ban on bringing and keeping animals on the premises of the school (dormitory).
- m) The student is obliged to comply with the ban on gambling at school (in the dormitory) and using ICT in a manner other than that specified by the rules laid down by the school principal, including the installation and playing of any games on computers owned by the school (dormitory), unless the school management determines otherwise in specific cases.
- n) Students are required to comply with the prohibition on using the internet to disseminate, search for and display information that is inconsistent with the profile of a resident student (drugs, terrorism, racism, movements to suppress human rights and freedoms, denial, questioning, approval, promotion and justification of genocide, software crime, pornography, etc. – unless these are relevant sources for work assigned by a teacher as part of their lessons).
- o) The pupil is obliged to comply with the prohibition on the use of IT technology for illegal or immoral activities (in particular, the illegal installation, copying or cracking of software, attempts to break into the school's internal network).
- p) Pupils are obliged to comply with the ban on the use of mobile phones during educational activities at the boarding school.

5 RULES FOR IMPOSING DISCIPLINARY MEASURES

5.1 Terms and abbreviations used

PKV – praise from the head teacher

PVK – praise from the head of the dormitory

NKV – reprimand from the form tutor

VKV – reprimand from the form tutor

VVK – reprimand from the head of the dormitory

PVZK – conditional expulsion from the dormitory

VZK – expulsion from the dormitory

VK – dormitory manager

ZZ – student's legal representative

TKFF – The Kellner Family Foundation

ŠPP – school counselling centre

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5.2 Positive measures in education

Positive measures may be awarded in the case of a positive and active approach to fulfilling assigned duties; helping others; a long-term proactive, responsible and independent approach; representation of the dormitories or OG and other meritorious deeds.

- a) Negative measures granted are forgiven
- b) Participation in an attractive event
- c) Material reward
- d) Extraordinary or extended outing
- e) Commendation from the head of the dormitory (PKV)
- f) Commendation from the head of the dormitory (PVK)

5.3 Negative measures for non-compliance with dormitory rules

- a) Withdrawal of granted privileges
- b) Activities beyond normal duties
- c) Shortened or prohibited outings
- d) Prohibition of attractive events
- e) Admonition by the form tutor (NKV)
- f) Reprimand from the form tutor (VKV)
- g) Reprimand from the dormitory manager (VVK)

5.4 Violation of internal dormitory rules and measures resulting from such violation:

5.4.1 Minor violations of internal dormitory rules

- a) Untidiness in the room or bathroom
- b) Contamination of the premises
- c) Failure to adhere to schedules (morning routine, prep time, curfew, clubs, etc.)
- d) Offences against social behaviour and etiquette

> Educational measures at the discretion of the educator (5.3.a - 5.3.c) + possibility of imposing NKV and VKV

5.4.2 Serious violations of the internal rules of the dormitory

- a) Failure to comply with rules for going out
- b) Failure to use student card
- c) Unsociable and vulgar behaviour
- d) Lying, deceit and manipulation
- e) Inappropriate/bad behaviour towards other people
- f) Disobeying the educator

> Educational measures at the discretion of the educator (5.3.a - 5.3.c) + possibility of imposing VKV and VVK, possibility of informing ZZ, ŠPP

5.4.3 Very serious violations of the internal rules of the dormitory and measures resulting from such violations:

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- a) Use, handling, possession, distribution of narcotic and psychotropic substances, including alcohol and tobacco products
- b) Refusal to undergo an alcohol or OPL test
- c) Bullying / cyberbullying
- d) Aggressive behaviour (physical and verbal) towards classmates and staff
- e) Repeated disobedience and disrespect towards educators
- f) Possession and handling of dangerous objects/weapons
- g) Vandalism, including damage to the computer network
- h) Theft

> Educational measures at the discretion of the educator (5.3.a - 5.3.c) + possibility of imposing VVK, possibility of informing ZZ, ŠPP, school principal and TKFF, or PČR, OSPOD.

In cases of repeated serious violations of the internal rules of the dormitory, or single or repeated very serious violations of the internal rules of the dormitory, proceedings may be initiated for conditional expulsion from the dormitory (PVZK) or expulsion from the dormitory (VZK).

6 ORGANISATION OF THE DAY

- a) Students usually get up at 7:00 a.m. and must leave the dormitory by 8:00 a.m. (prima-sexta).
- b) Breakfast is served in the dining room from 7:00 to 8:20 a.m.
- c) Classes are held according to the student's current timetable. Students may return to the dormitory after the end of the fourth lesson, i.e. at 11:55 a.m. Seventh and eighth form pupils (in exceptional cases /timetable/ also sixth form pupils) may remain in the dormitory during their free periods in the morning, but they must sign the register in the dormitory (in the event of repeated failure to sign the register, the possibility of remaining in the dormitory during the morning may be individually prohibited).
- d) A snack is served in the dining room between 3:00 p.m. and 4:00 p.m.
- e) The period from 4:15 p.m. to 6:00 p.m. is reserved for extracurricular activities or personal free time.
- f) Dinner is served in the dining room between 6:00 p.m. and 6:45 p.m.
- g) From 7:00 p.m. to 8:00 p.m. is "prep time" (see point 9 below).
- h) The period from 8:00 p.m. to 9:30–10:30 p.m. (see below) is reserved for extracurricular activities or personal free time.
- i) Students in the first and second years must hand in their mobile phones and smart devices to the dormitory supervisor at 9:00 p.m. Phones must be silenced or turned off.
- j) Curfew is from 9:30 p.m. to 10:30 p.m., depending on age/educational group.
- k) Students leave the dormitory hall for their rooms at 9:45 p.m.
- l) Quiet hours are from 10:00 p.m. to 6:00 a.m.
- m) First and second year students can pick up their mobile phones from the dormitory at 7:00 a.m. if they are ready and dressed for class.

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6.1 Bedtimes and quiet hours

6.1.1 First and second years

9:00 p.m. – students in their rooms

9:30 p.m. – lights out, quiet on the entire floor, lights off

6.1.2 Third and fourth years

9:30 p.m. – pupils in their rooms

10:00 p.m. – lights out, quiet on the entire floor

6.1.3 6.1.3 Fifth to seventh years

10:00 p.m. – pupils in their rooms

10:30 p.m. – lights out, quiet on the entire floor, lights off

6.1.4 6.1.4 Year 8

No restrictions, pupils must be in their rooms after 22:00 and observe quiet hours.

- If a pupil needs to extend curfew for study reasons, this is possible in individual cases only after agreement with the form tutor, who will pass on the information to the night tutor.

7 ARRIVALS AT THE HALLS OF RESIDENCE

- Students arrive at the dormitories individually or in groups on arrival day (from 3:00 p.m.). For their arrival, they can use the regular school van service from the train station in Říčany at 6:48 p.m., 7:18 p.m. and 7:48 p.m. In exceptional circumstances, the student should contact the tutor by telephone, who will help them find a solution.
- Upon arrival at the OG premises, students must have a chip card, which they scan at the security reception desk upon arrival and then at the tutor's office.
- If a student has forgotten their card or if the card is not working for some reason, the tutor will record the student's arrival in writing.
- The recommended arrival time for students at the dormitory is Sunday, no later than 10:00 p.m. (first- and second-year students arrive at the dormitory no later than 8:00 p.m.). Arrivals at the dormitory on Monday morning are only possible under the following conditions:
 - the student's arrival on Monday is duly reported by 8:00 p.m. on Sunday via absentstudents@opengate.cz
 - the pupil has no problems adapting to the dormitory regime (assessed by the tutors)
 - the student has no difficulty arriving at school on time on Monday (assessed by teachers)
 - the student is properly prepared for lessons – does not forget homework or teaching aids, is not tired, etc. (assessed by teachers).

If a student does not meet the conditions for Monday arrivals at the dormitory, they will no longer be allowed to arrive on Mondays and must respect the Sunday arrival times of 10:00 p.m. or 8:00 p.m. in the case of first- and second-year students. Monday arrivals at the dormitory may also be prevented due to an extraordinary (mandatory) dormitory programme. In such cases, students will be notified well in advance that Monday arrivals are not possible.

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8 LEAVING THE PREMISES

Minors may leave the school premises unaccompanied by a teacher only if their parents or legal guardians have signed a written statement assuming full responsibility for the pupil when they leave the OG premises.

8.1 Rules:

Only pupils who have not had this privilege revoked as part of disciplinary measures may exercise their right to leave the school grounds.

During the walk, the pupil is obliged to comply with the rules set out in the school regulations and to represent the school with dignity through their behaviour.

The pupil is obliged to return from the walk on time. In the event of a late return (exceptional situation), the pupil or their legal representative must inform the duty tutor at the boarding school.

8.1.1 Monday – Friday

8.1.1.1 Short outing

- Younger pupils (prima – kvarta) – one short outing (lasting max. 1 hour) in the afternoon (by agreement with the tutor) until 6:30 p.m. at the latest.
- Older pupils (kvinta – oktáva) – by agreement with the tutor – but no later than 7:00 p.m. and between 8:00 p.m. and 10:00 p.m. for a walk lasting a maximum of 30 minutes.
- Adult pupils in years 7 and 8 – by arrangement with the form tutor, returning no later than 10:00 p.m.

8.1.1.2 Long walk

- Younger pupils (first to fourth year) – once a week, after consultation with the form tutor, no later than 6:30 p.m.
- Older pupils (fifth to seventh form) – once a week, after consultation with the form tutor, returning no later than 10 p.m.
- Adult pupils in seventh and eighth year – by agreement with the form teacher, no later than midnight.
- An adult pupil leaving the premises overnight is required to report their absence to absentstudents@opengate.cz (with a copy to their legal guardian) the day before, no later than 10:00 p.m. (example: departure on Tuesday night must be reported on Monday by 10:00 p.m.).
- In urgent cases, the primary decision is made by the head tutor (or the tutor on duty) and the head of the dormitory is informed by email.
- Leaving the dormitory overnight is possible once a week.
- Adult students may not leave the dormitory after 10 p.m.

8.1.2 Saturday and Sunday

- Students may go out for one hour between 8 a.m. and 6 p.m., provided that this does not conflict with the weekend programme.
- Adult students may go out at any time after consulting with the weekend supervisor so as not to disrupt the weekend programme.

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- c) Full-day outings must be reported by 4 p.m. on Tuesday at the latest.

8.1.3 Sunday after arrival

- a) On Sunday after arrival, only a short outing is possible, as described in point 7.1.1.1 above.

8.2 Leaving the OG premises

- a) When leaving the OG premises, students must have their chip card, which they scan at the arrival or departure device in the dormitory, then at the security reception. The same applies upon return.
- b) If the student has forgotten their card or if the card is not working for some reason, the supervisor will issue a confirmation of the walk.

9 STUDY TIME ("PREP TIME")

- a) Study time from 7:00 p.m. to 8:00 p.m. is exclusively intended for the fulfilment of study obligations and takes place in the students' rooms or in the common areas of the individual floors for lower grades (in the presence of a tutor). For higher grades, it takes place in the dormitory hall or, in agreement with the head tutor, for example in the study room.
- b) The aim of the uniform study time is to provide students with conditions for undisturbed study preparation and work.
- c) In agreement with the tutor, it is possible to allow a classmate to visit the room for the purpose of fulfilling study obligations together (e.g. working on projects).

10 EXTRACURRICULAR ACTIVITIES (CLUBS)

- a) Every pupil in years 7 to 11 is required to attend three optional clubs/academic clubs per week, ensuring that all three are not from the same subject area and do not take place on the same day. Pupils in years 10 and 11 may substitute the third club. Substitutions include tutoring, rehearsal rooms, and DofE. It is up to the form tutor to decide, after consideration and taking responsibility, whether to allow the pupil this alternative.
- b) All pupils are required to attend the clubs they have signed up for. Excuses from a club/academic club can only be granted by the school nurse or form tutor (or substitute form tutor). If a pupil is receiving treatment at home, they must excuse themselves by email or their legal representative must excuse them by email to the club/academic club instructor, copying in the form tutor and Kristina Ivanciová (ivanciova@opengate.cz).
- c) The pupil must excuse themselves before the start of the club at the latest. An exception is the horse care club, from which it is necessary to excuse oneself by 12 noon on the day the club takes place for organisational reasons.

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11 WEEKENDS AT THE HALLS OF RESIDENCE

- a) Legal guardians of underage pupils, or adult pupils themselves, are required to inform the tutor in writing that the pupil will be staying in the dormitory over the weekend (public holiday, holidays) well in advance, no later than Tuesday by 4 p.m. for the upcoming weekend.
- b) Students may stay in the dormitory repeatedly over the weekend, i.e. two consecutive weekends.
- c) All boarding school pupils are allowed to stay in the boarding school over the weekend.
- d) Registration address: absentstudents@opengate.cz
- e) Students who stay in the dormitory on weekends, holidays or vacations are required to participate in the set programme. Students over the age of 18 are not required to participate in the set programme only after agreement with the tutor (head of the weekend shift). If the set programme requires the presence of students over the age of 18 (programme outside the OG premises), these students are required to participate in the programme.
- f) The organisation of weekends, public holidays and holidays will be adapted to the number of students in the dormitory and the set programme.
- g) On days followed by a weekend day (or public holiday or holiday), curfew is the same for older and younger students, at 11:00 p.m. at the latest.
- h) Eighth-year pupils have no curfew restrictions, but must observe quiet hours from 10 p.m.

12 MAINTAINING CLEANLINESS AND ORDER

12.1 Daily cleaning

- a) made bed
- b) open windows: bathroom, toilet
- c) electrical appliances turned off, lights turned off, extension cords and chargers that are not powering/charging anything disconnected from the mains
- d) shoes arranged in the shoe rack, coats, jackets, hats, etc. hung on hangers
- e) towels hung on hooks in the bathroom, floor wiped, no drying clothes on the radiator (the cleaning room and dryers in it are used for this purpose)
- f) towels hung on hooks in the toilet, clean toilet bowl and urinal
- g) In the room, clothes tidied away in wardrobes, desks and shelves tidied
- h) personal dishes are clean (mug, plate, cutlery)

12.2 Weekly cleaning

- a) dusting of shelves and desks
- b) rubbish bin emptied (as needed, even outside of cleaning day)
- c) tidy wardrobe (including drawers, in the presence of a teacher)
- d) clean floor
- e) carried out on Thursdays by 10 p.m. at the latest (quiet hours)

12.3 Cleaning when leaving the OG premises (holidays, sanitary weekend, illness, etc.)

- a) unplug all electrical appliances from the mains
- b) empty waste bins
- c) Windows closed

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- d) Raise the bed slats
- e) tidy room

12.4 Cleaning staff

Cleaning staff only provide basic maintenance of toilets and bathrooms. If the condition of any of these rooms requires cleaning other than routine cleaning, or if the room is not ready for cleaning (clothes, shoes, etc. scattered around), the cleaning staff will not clean the premises and will report the situation to the caretaker or nurse.

In such cases, the pupils themselves are obliged to clean these areas on the specified day immediately after returning from school. In the event of repeated neglect of duties on the part of the pupils, a negative measure may be imposed in their education (see point 5.4).

The toilet and bathroom are ready for cleaning when:

- - there is nothing on the floor;
 - there are no items on the sinks (including toiletries);
 - the level of dirtiness of the fixtures does not require more than normal cleaning.

Each pupil is responsible for changing their own towels and bed linen; laundry staff keep records (the tutor has access to these records). Towels and bed linen can be changed as needed during laundry opening hours.

13 WEARING OF UNIFORMS

- a) is governed by the relevant document (OG-2018-01)
- b) Pupils are responsible for all parts of their uniform and must take proper care of them when wearing, storing, cleaning and maintaining them.
- c) Pupils wear their own clothes during their free time.
- d) Exchange and maintenance takes place in the laundry room according to the relevant schedule.

14 VISITS TO THE HALLS OF RESIDENCE

Visits may take place at any time during the personal free time of the resident pupil (hereinafter referred to as the "host" – i.e. the person at whose invitation the visitor is present on the school premises), provided that study time is observed between 7:00 p.m. and 8:00 p.m. (see point 9 above).

- The host is jointly responsible for the behaviour of the visitor during their entire stay on the OG premises.
- Visitors are subject to the basic principles of decent and considerate behaviour and all other internal regulations of the OG school.
- If the host or persons invited by them violate the Visiting Rules of the premises or other internal regulations of the school during their visit, the visitor may be expelled from the premises.

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14.1 Mutual visits between boys and girls (accommodated in dormitories)

- a) Visits by girls to boys' dormitories and by boys to girls' dormitories (hereinafter referred to as "mutual visits") may only take place during the personal free time of both participating students.
- b) Mutual visits are only possible after notification to the form tutor or tutor on duty at the dormitory where the participating students intend to stay.
- c) During mutual visits, students may only stay in areas that are common to all students in the dormitory – they may therefore move around in the computer and television rooms, but they may not enter the corridor leading to the rooms, kitchens and storage rooms on the given floor of the dormitory. There is no common area on the top floors of the dormitories.
- d) In the event of a violation of the Internal Visiting Rules of the dormitories, any other internal school regulations or the law, the tutor has the right to prohibit the pupils involved from visiting each other.

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