

Ordinance on house rules

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According to Articles 134 and 153, paragraph 3 Of the Act on Secondary Education (OFFICIAL Gazette of the BDP Gorazde No. 10/11)

and act 28, 103, 111, 148 section 7 of the school rules

,at its 14th regular session held on 17.12.2012, the school Committee adopted the rules;

ORDINANCE ON HOUSE RULES

GENERAL PROVISIONS

Article 1.

This Ordinance regulates the following issues:

- the time of student's arrival at school,
- duration of classes and breaks,
- school bell schedule,
- duties of teachers on duty,
- duties of students on duty,
- duties of monitor-students(wardens)
- working hours of employees,
- appearance of employees,
- the appearance of students,
- absence of students,
- the lunch breaks of students,
- occupational safety,
- fire protection,
- provision of assets,
- reception and movement of foreigners and other persons in school;
- other provisions that provide normal conditions for work and discipline at school.

Article 2.

Students and employees are obliged to respect the rules of school and work, the rules and individual decisions of school authorities, to comply with regulations and to protect reputable employees, students and schools as a whole.

Article 3.

In front of the main entrance to the building, a sign with the name of the school stands out.

The nameplate contains the coat of arms of Bosnia and Herzegovina, the name and the place of the school.

The name of the school is written in Latin.

Article 4.

Employee working hours are performed by:

- teacher according to the schedule of classes, schools student sections and teaching activities,
- director,
- Assistant Director,
- Secretary,
- Pedagogue,
- Administrative and financial employee,
- Employees on hygiene maintenance according to the shift schedule

(I shift from 6 to 14:00, and II shift from 12:30 to 20:30).

The beginning and end of working hours are determined by the principal within 40 hours of working week according to the needs of the school.

SCHOOL ARRIVAL

Article 5.

Students arrive at the school 10 minutes before the start of the first class, and for students who use transportation to the school, the school doors are open 30 minutes before the start of classes.

Article 6.

Upon arrival at the school, students enter their classrooms and prepare for the start of class.

Article 7.

If a student is late, he will not stay in the school premises, but will immediately enter the classroom where the classes are held.

After contacting the teacher and informing him of the reason for the delay, he goes to his place with the teacher's approval.

The teacher writes in the diary every delay of the student and the reason for the delay in teaching.

ORDER IN CLASSROOMS AND OTHER PLACES IN SCHOOL

Article 8.

Each student should sit in a specific place.

Article 9.

Students must not change the places assigned to them by themselves.

Article 10.

Students are not allowed to move and relocate classroom furniture without the consent of the teacher.

Article 11.

During class, students can't leave classes without the approval of the teacher.

Article 12.

During their stay in classrooms and other school premises, students should pay attention to keep classrooms clean.

Article 13.

The electric light in the classroom can only be turned on by a janitor with the prior permission of the teacher. Likewise, the janitor turns off the lights after classes are over.

Article 14.

Students are not allowed to open windows, shout, yell, throw litter on the floor and through the window or leave it on benches.

Article 15.

Students are not allowed to make noise and enter classrooms when they do not have class.

Non-compliance with house rules will be severely punished.

Students must be in the classroom or out of school when they do not have class and must not interfere with the work of others in other classes.

Article 16.

In toilets, special attention should be paid to order and cleanliness.

Spreading, spraying water on the floor, walls and doors is not allowed.

It is not allowed to leave open taps as well as painting on walls and doors.

In particular, care should be taken not to throw various waste in the toilets and thus cause clogging of the water supply and sewerage network.

Article 17

It is not allowed to gather students in front of the boardroom as well as other rooms of the school administration. They only go there when needed.

DEPARTURE FROM SCHOOL

Article 18.

As students prepare to leave the classroom, student-monitors are required to wipe the school board, warn their classmates to clean their places and surroundings, and throw paper and trash in the trash bin and return chairs to benches, all under the supervision of the teacher present in class.

Article 19.

After classes, students cannot stay in and around the school unnecessarily.

STUDENTS ON DUTY-STUDENT(MONITORS) AND TEACHERS ON DUTY

Article 20.

If a student on duty is assigned, he may be assigned to the porters to replace the porter on the order of the principal on duty in the corridor during the break between hours and, if necessary.

When on duty in the hallway, he must be in constant contact with the teacher on duty and periodically inform him about the changes that he notices.

The student on duty may not leave the place of duty without the knowledge of the teacher on duty. When the student on duty is assigned to replace the porter, it is mandatory to keep a book of observations and clearly enter the following information:

- name and surname of the party,
- date and time of school visit,
- an unknown person is accompanied by a student on duty from the entrance of the school to the office of principal or other locations, depending on who that person is looking for of the school employees,
- does not allow parents or other persons to enter the classrooms during classes.

A student may be on duty only if the class community has decided to do so at the suggestion of the head teacher.

The student on duty cannot be the one whose discipline is bad and has more negative grades.

Article 21.

The class teacher in his class appoints two (2) wardens from the list of students for a period of five (5) days.

Student-monitors are required to:

- inspect the classroom or cabinet before the start of lessons, prepare accessories and other things needed for work,
- immediately report the damage that they establish upon arrival in the classroom or the damage that occurs during classes or school breaks, to the teacher on duty,
- during school breaks (5 minutes breaks) or lunch breaks (15 minutes) they keep the students' belongings, ventilate the classroom or cabinet, report absent students to the teachers,
- bring teaching aids and accessories by order of the subject teacher,
- are the one who leave the classroom last, inspect the inventory, turn off the lights, close the windows,
- take care of cleanliness and order in the classroom, perform other tasks as ordered by the head teacher or subject teacher.

Article 22.

Teachers on duty arrive at the school 20 minutes before the start of classes.

They are obliged to:

- determine the correctness of the premises for teaching,
- are on duty during their shift,
- during the on-call period, they intervene, warn students about order and discipline, and in cases of serious disturbances, inform the principal, assistant principal or pedagogue,
- during the lunch break(15 minutes break), make sure that all students leave the school in the yard when the weather allows,

- at the end of the daily duty, all observations must be recorded in the duty book and then signed.

Article 23.

Head teacher are required to:

- acquaint students with this Rulebook on house rules,
- acquaint students with the obligations of the student on duty and the warden , monitor how they perform these tasks and warn them in cases when they do not follow the house rules of the order of the student on duty and the warden,
- inform students about pedagogical measures that can be taken in cases of violation of discipline,
- warn or inform the parents and guardians of students who disrupt work, order and discipline,
- for all damages of school property, they identify the perpetrator, inform the school administration and ask the perpetrator to compensate the damage immediately,
- if the person who made damage to school property is not found, and it is obvious that the perpetrator is from the class , the damage will be compensated jointly and severally by all students of that class,
- for damage of the school property in common areas (cabinets, library, toilets, facades of the building, etc.), when the perpetrator is not found, all school students will jointly compensate the damage.

Article 24

Cleaning employees are required to:

- are on duty during their shifts,
- pay attention to the cleanness of hallways, halls, stairs and other school premises,
- clean classrooms after classes,
- take care of sanitary facilities and maintain their cleanness.

Article 25.

The school janitor is obliged to:

- constantly takes care about damage of the school buildings,
- takes care of the correctness of installations, both electrical and plumbing and gas,
- takes care of the correctness of windows, doors, tables, chairs and other school inventory,
- keeps records of keys, keeping them and compensating in cases when they are lost,
- manages the control of employees on duty to maintain cleanness,
- is on duty during working hours and informs the director about possible problems

Article 27.

The principal, assistant principal and school pedagogue are obliged to:

- directly participate in the organization and schedule of duty as a whole,
- give instructions for proper duty of students, teachers,
- monitor the work of duty students and teachers at the school and intervene in cases when problems and difficulties arise.

Article 28.

The teacher arrives at the school 10 minutes before the start of his or her first scheduled class. If the teacher is late for class, the student on duty informs the principal, assistant principal or school pedagogue.

During this time, until the arrival of the teacher or his replacement, the students remain in the classroom. In case of inability to attend classes, the teacher is obliged to inform one of the school principals in order to provide replacements and by the same day at least one hour before the start of the class to be held.

If the teacher does not come, or a replacement cannot be provided, students can stay in the classroom and prepare for the next class.

The wardens are obliged to take care of the order and discipline during that time, and in case of violation of discipline by the students, they inform the principal, assistant principal or pedagogue.

Leaving of the classroom is not allowed and is subject of an appropriate disciplinary measures.

START AND END OF CLASSES AND BELL SCHEDULE

Article 29

The beginning and end of the class as well as the time of entering the school building and classrooms are announced by electronic bell ringing and according to the schedule:

- entering the building at _____ hours,
- 1 class _____ hour
- 2 class _____ hours,
- 3 class _____ hours,
- 4 class _____ hours,
- 5 class _____ hours,
- 6 class _____ hours,
- Lunch break from _____ to _____ hours

Article 30.

During the lunch break, students can get out of school in the backyard depending on the weather.

Article 31

Announcements for students and employees of the school are given through loudspeakers, notice boards, oral announcement.

APPEARANCE OF STUDENTS AND EMPLOYEES

Article 32

Students and employees of the school are obliged to come to school decently dressed, and that the teaching staff fully respects the Code of Ethics for teachers, professional associates and associates in high schools in BPK Goražde.

Article 33.

Students are strictly forbidden to smoke in the school building and yard, as well as the use of alcohol and other narcotics.

Article 34.

It is strictly forbidden to bring explosive, pyrotechnic material (firecrackers), firearms, cold weapons (knives) and other dangerous means of tools.

STUDENT ABSENCE

Article 35.

Absence of students from a particular class is approved by the subject teacher.

Absence of students from classes during the day is approved by the head teacher.

Other absences are approved based on the provisions of the School Rules.

Absence of a student for up to (3) three days is justified by the parent and absences longer than (3) three days are justified by the parent on the basis of a medical certificate.

Excuses shall be justified no later than (5) five days from the last day of absence.

If the parent does not provide an appropriate justification within (5) five days from the last day of absence, absences shall be considered unjustified except in the case of prolonged sickness of the student.

STUDENTS 'RIGHTS AND OBLIGATIONS REGARDING OCCUPATIONAL SAFETY

Article 36.

The student has the right and obligation:

- to be aware of the dangers at work,
- to be familiar with the places where the injury may occur,
- to report to the teacher if he has health problems or suffers from a disease that may affect his safety or the safety of others,
- to immediately inform the responsible person about the malfunctions that he caused or noticed and which could endanger the safety of students and employees.

Article 37

Obligations and rights related to safety at work for school employees are prescribed by the Law and the Rulebook on Fire Protection and everyone is obliged to follow these rules.

PARTICIPATION OF STUDENTS AND EMPLOYEES IN FIRE PROTECTION

Article 38

In order to save the lives of students, employees and school property, employees are trained to handle devices, are equipped with other means of equipment for firefighting and rescuing people and property, and students are introduced of the possibilities of harmful consequences

Article 39

Training of students and employees is carried out by the school with the cooperation and professional assistance of authorized institutions, institutions, etc.

SECURITY AND TAKING CARE OF SCHOOL PROPERTY

Article 40.

It is forbidden to take out inventory, teaching aids, textbooks, diaries, registry books, projects, etc. from the school building without the approval of the school principal, assistant principal or school secretary.

Article 41

At the end of working hours, seals, stamps, trademarks, security papers and other registration materials must be locked and secured.

Article 42.

Damage caused due to non-compliance with the obligations from the previous article will be borne by the employee who caused it.

Article 43.

All students are obliged to keep and look after the entire school property and to immediately report the damage to the teacher, head teacher, teacher on duty or school janitor.

RECEPTION AND MOVEMENT OF FOREIGNERS AND OTHERS IN THE SCHOOL

Arrival and visit of foreign persons to the school are possible only with the approval of the principal or assistant principal with the prior consent of the competent institution (ministry of education).

Foreign persons must be identified and their arrival reported to the school administration.

Article 45

The school principal appoints the school staff to accompany the foreign person while he or she is at the school.

Article 46.

An employee of the school, who is determined to accompany a foreigner, but also every other employee as well as a student of the school, are obliged to immediately report the illegal behavior of that person to the school principal.

Article 47.

It is forbidden to share state, official and professional secrets to a foreign person.

An employee who does so is subject of a disciplinary and criminal liability.

Article 48.

Citizens, representatives of organizations and institutions who come to school privately or officially, the doorman directs or brings to the appropriate school service.

Article 49.

Upon completion of the school visit, the doorman accompanies the client to the exit of the school building and locks the door.

Article 50.

It is forbidden for employees and students of the school to stay and move in the school premises after working hours, unless it is an extended work or if the employee came or stayed to perform a certain job by a prior order or knowledge of the principal or assistant school principal.

Article 51.

Upon completion of work and the intention to leave the school, the employee is obliged to contact the employee on duty or the doorman when leaving the school building.

Article 52.

If an interested student organization wishes to hold a meeting after class or to develop another activity, it should contact the school principal or assistant principal for approval.

Article 53

If someone do not comply with the provisions of this House Rules it will result in liability for breach of discipline.

Educational and disciplinary measures are imposed according to the relevant normative acts of the school.

Article 54.

This house rules will be posted on the school notice board and will be delivered to all employees for signature.

Article 55.

With this Rulebook ,which has been formed, the Rulebook of the house rules of the Public Institution "Hasib Hadžović" in Goražde, No. 01-839 / 06 of 28 September 2006, stops to be valid.

Business No: 1-06-976 / 12.

Goražde, December 17, 2012.

Kanlić Samira

CHAIRMAN OF THE SCHOOL BOARD

