



OSNOVNA ŠOLA DANILE KUMAR
DANILA KUMAR INTERNATIONAL SCHOOL
Gogalova ulica 15, Ljubljana, Slovenija

*Spoštovanje je začetek, komunikacija je pot,
sodelovanje pa cilj.*



DKIS CODE OF CONDUCT

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TABLE OF CONTENTS

1	INTRODUCTORY PROVISIONS	4
2	DUTIES AND RESPONSIBILITIES OF STUDENTS, SCHOOL STAFF AND PARENTS	4
	2.1 Duties of Students, School Staff and Parents	4
	2.2 Responsibilities of Students, School Staff and Parents	5
3	SCHOOL HOURS AND ATTENDANCE	6
	3.1 Arrival at School	6
	3.2 Leaving the Classroom	6
	3.3 Leaving School	6
	3.4 Early Departure from School	7
4	PROCEDURES FOR EXCUSING ABSENCES	7
5	MOVEMENT AND ACCESS OF PARENTS AND OTHER VISITORS ON SCHOOL PREMISES.....	8
6	SPECIFIC RULES FOR CERTAIN SCHOOL AREAS	8
	6.1 Specific Rules for Specialised Classrooms	8
	6.2 Specific Rules for the School Library	8
	6.3 Specific Rules for the Dining Hall	9
7	RULES OF CONDUCT	10
	7.1 General Rules of Conduct	10
	7.1.1 Greetings at School	10
	7.1.2 Bringing Food and Drinks onto School Premises	10
	7.1.3 Clothing, Footwear and Personal Belongings at School	10
	7.2 Rules of Conduct During Lessons	10
	7.3 Rules of Conduct During Breaks and in Corridors	11
	7.4 Rules for the Cloakroom, Clothing and Footwear	11
	7.5 Rules of Conduct During Morning Snack	11
8	RULES FOR MAINTAINING ORDER AND CLEANLINESS	12
9	EDUCATIONAL ACTIVITIES IN CASES OF BREACHES OF DUTIES AND RESPONSIBILITIES	12
	9.1 Types of Educational Activities	13
	9.2 Formal Educational Warning	14
	9.2.1 Procedure for Issuing a Formal Educational Warning.....	15
	9.2.2 Individualised Educational Plan	15
	9.2.3 Transfer to Another School.....	16
10	ENSURING SAFETY	16
	10.1 Safety Rules	16
	10.2 Methods of Ensuring Safety	16
	10.3 Safety Measures	17
	10.3.1 Other Safety Measures	18
11	USE OF ELECTRONIC DEVICES AT SCHOOL	19

11.1 Storage of Students' Electronic Devices	19
11.2 Permitted Use of Electronic Devices at School	19
11.3 Digital Conduct, Safety and Response Procedures	20
11.4 Inspection and Confiscation of Personal Items	20
11.5 Storage of Temporarily Confiscated Personal Items	21
11.6 Procedure for Returning Electronic Devices to Parents	21
11.7 Parental Responsibility	21

Terms used in this document in the masculine grammatical form are intended to apply equally to women and men.

1 INTRODUCTORY PROVISIONS

The School Rules are a document adopted and drawn up pursuant to Article 60.e of the Basic School Act. Their content is also based on the school's educational activities plan, which forms part of the Annual Work Plan and applies to all areas in which educational activities are organised or conducted under the auspices of Danila Kumar Primary School.

The School Rules are intended for students, teachers and other school staff in order to ensure a pleasant and safe school environment. They are binding on the school management, teachers and other employees, students, parents, and all other persons present on the school premises and in the surrounding school area.

Students, school staff, parents and other visitors are required to comply with the School Rules. Failure to comply with the Rules constitutes a violation. Responsible members of school staff are required to implement preventive educational activities aimed at preventing violations of the Rules. Where necessary, additional educational activities and educational measures shall also be implemented in response to violations.

The School Rules define:

- the duties and responsibilities of students;
- arrival at and departure from school, including arrangements for early departure;
- procedures for excusing absences;
- movement and access of parents and other visitors within the school premises;
- specific rules for specialised classrooms;
- specific rules for the school library;
- rules of conduct during lessons;
- rules of conduct during breaks;
- rules for maintaining order and cleanliness;
- educational activities in cases of breaches of duties and responsibilities;
- safety rules;
- procedures and measures for ensuring safety;
- the use of electronic devices at school.

2 DUTIES AND RESPONSIBILITIES OF STUDENTS, SCHOOL STAFF AND PARENTS

Positive interpersonal relationships and a positive school climate are essential for ensuring a pleasant, safe and supportive school environment. Everyone—students, school staff, parents and other visitors—contributes to this by demonstrating respect and tolerance through their behaviour, actions and communication, and by fulfilling their duties and responsibilities.

2.1 Duties of Students, School Staff and Parents

Duties of students

- **Attendance at lessons and activities:** Students are required to attend lessons regularly and participate in other activities organised by the school.
- **Preparation for lessons:** Students must be prepared for lessons. This includes arriving at school on time, bringing the necessary materials and completing assigned tasks.
- **Respect for teachers and fellow students:** Students must respect teachers, other professional staff and fellow students, and behave politely and responsibly.

- **Participation in educational measures:** Students are required to participate in educational activities and measures implemented by the school in response to breaches of the Rules.
- **Care for school equipment and premises:** Students are required to take care of school equipment and premises and use them in accordance with instructions.
- **Use of electronic devices:** Electronic devices may only be used in accordance with the School Rules and teachers' instructions.
- **Health and safety:** Students must follow health and safety instructions and cooperate with measures aimed at preventing accidents.
- **Participation in school activities:** Students are encouraged to participate in various school activities that contribute to their personal and social development.

Duties of school staff

School staff are required to:

- implement the school's objectives and programmes;
- contribute to maintaining order, cleanliness, discipline and a pleasant atmosphere at school;
- ensure the safety of participants in the educational process;
- prevent damage to property.

Duties of parents

Parents are required to ensure that their child regularly attends lessons and participates in activities within the compulsory programme, and that the child fulfils the duties and responsibilities stipulated by law, other regulations, the School Rules and the House Rules.

2.2 Responsibilities of Students, School Staff and Parents

Responsibilities of students

Students are responsible for:

- attending lessons and other school-organised activities regularly and punctually;
- participating in educational activities in accordance with their abilities and level of maturity;
- regularly completing previously agreed assignments and obligations (written, oral or otherwise);
- consistently following the instructions of teachers and other professional staff during organised school activities;
- immediately informing the nearest teacher or other member of school staff in the event of an accident or other unforeseen incident during organised school activities;
- respecting the right of other students to participate in lessons or organised activities without disruption;
- wearing or using school identification or school-branded items provided by the school (school T-shirts, caps, etc.) when requested by a teacher at public events, competitions or school activities taking place outside the school;
- completing an assessment on the day they return to school if they were absent on the day of a previously scheduled oral or written assessment. If the student does not complete the assessment, the subject teacher shall determine how the assessment will be carried out. In the case of a longer justified absence, the teacher shall determine the date and method of assessment at their discretion.

Responsibilities of school staff

School staff are responsible for:

- carrying out their work conscientiously and professionally;
- making students aware of their rights and duties;
- addressing inappropriate behaviour and teaching students how to behave appropriately;
- treating all students equally;
- setting a positive example for students through their own behaviour.

Responsibilities of parents

Parents are responsible for:

- taking an active interest in their child's development and progress at school;
- cooperating with the school;
- fulfilling their obligations and responsibilities also in cases involving official decisions or accommodations for students with special educational needs;
- ensuring that their child does not bring to school any items prohibited by law, the School Rules or the House Rules.

3 SCHOOL HOURS AND ATTENDANCE

3.1 Arrival at School

Students should arrive at school on time, at least five minutes before the scheduled start of lessons, but not excessively early (no more than 10 minutes before lessons begin).

Morning activities take place from 7:30 to 8:15. The first regular lesson begins at 8:20.

The morning Extended Programme for students in Grades 1 to 3 is available from 6:10 to 8:10.

Students enter the school through the main entrance at Gogalova ulica 15. Between 7:30 and 8:20, students in Grades 1 and 2 may also use the entrance from Rodičeva ulica.

As a general rule, parents should not enter the school premises without a prior arrangement and should accompany their children only as far as the school entrance.

Parents of Grade 1 students are required to hand their children over to a member of the school staff at the school entrance. Where necessary, this also applies to parents of other younger students.

Grade 1 students must be accompanied to and from school by their parents or an authorised person. Parents must inform the school in writing in advance if another person is authorised to accompany or collect their child.

Students travelling to school by school bus must follow the rules for safe travel and the instructions of the accompanying staff. Students arriving by bicycle or scooter must park them in the designated areas in the school bicycle storage area. The school accepts no responsibility for damage to or theft of bicycles or other means of transport.

If a student arrives late for a lesson, they should knock on the classroom door, greet the teacher, apologise and join the lesson without causing disruption. The teacher records each late arrival in the class register. Repeated lateness is recorded as an unauthorised absence.

3.2 Leaving the Classroom

Students may leave the classroom only when permitted to do so by the teacher, regardless of the school bell. During lessons, students may leave the classroom only in exceptional circumstances and with the teacher's permission.

3.3 Leaving School

After completing their school obligations, students should go home and should not remain on the school premises or in the surrounding school area, except when participating in organised supervision or with the permission of their homeroom teacher, another teacher or the Headteacher.

The afternoon Extended Programme runs until 16:50.

In the afternoon, parents should wait for their child in the school entrance lobby. The child will come to the entrance at the agreed time or when called via the school's paging system.

Students travelling home by school bus should wait at the school reception to be accompanied to the bus stop.

3.4 Early Departure from School

During school hours, students may leave the school only with an exit permit issued on the basis of a parent's written or in-person notification. The permit may be issued by the homeroom teacher, substitute homeroom teacher, school counsellor, Headteacher or Assistant Headteacher.

If a student becomes ill, they should inform a teacher or school counsellor. The member of staff will contact the parents, who must come to collect the child. A student showing signs of illness or feeling unwell may not leave the school unaccompanied.

Students must leave their early-departure permit with the school receptionist when leaving the school.

4 PROCEDURES FOR EXCUSING ABSENCES

Parents must inform the homeroom teacher of the reason for their child's absence no later than two working days after the absence, via eAsistent, email or telephone. After the student returns to school, and no later than five working days thereafter, parents must provide the homeroom teacher with a written excuse. This may be submitted in physical form, with a written statement and handwritten signature in the student's notebook or on a separate sheet of paper. An email is also considered a valid written excuse if it is signed with a secure electronic signature using a qualified digital certificate and sent to the homeroom teacher's official school email address. The excuse must state the date and reason for the absence, on the basis of which the homeroom teacher determines whether the absence is justified and may therefore be excused.

If parents fail to provide an excuse within five working days, the homeroom teacher will record the absence as unauthorised.

If the homeroom teacher has reason to question the authenticity or validity of an excuse, they will inform the parents and determine whether the absence is justified on the basis of additional information provided by them. Unauthorised absences are recorded for lessons and activities forming part of the compulsory programme.

In the event of a student's absence, the teacher may require parents to provide a medical certificate. Even when a student is absent due to illness for fewer than five school days, the homeroom teacher may require an official medical certificate confirming the justification for the absence. The certificate must be issued by the child's doctor and bear the stamp of the healthcare organisation and the doctor's signature.

A student may be absent without the parents providing a reason for the absence if the parents notify the homeroom teacher at least three days in advance. Such absence may amount to a maximum of five days per school year, taken either consecutively or separately. On the basis of a reasoned written request from the parents, the Headteacher may permit a longer absence from lessons. The request must be submitted no later than three days before the planned absence. If a student is absent without the approval of the homeroom teacher or Headteacher, the absence will be recorded as unauthorised.

In cases of prolonged or repeated unauthorised absences, the school will take appropriate educational measures. Where there are grounds to suspect that a child may be at risk due to parents failing to fulfil their parental care and responsibilities in relation to the child's right and obligation to attend compulsory primary education, the school may notify the competent Centre for Social Work and submit a proposal for the initiation of minor-offence proceedings against the parents. Parents are responsible for ensuring that their child attends school regularly and may be subject to sanctions under the law for failure to fulfil this obligation.

If a student is absent on the day of a previously scheduled assessment, the prior assessment arrangement no longer applies, and the teacher may assess the student from the first lesson following their return to school onwards. This also applies to students with an officially recognised status and/or special educational needs.

If a student is absent for an extended period or attends lessons less frequently than necessary for the assessment of all required learning standards, teachers will determine the method, date and scope of the material to be assessed or provide the student with an opportunity to take a full or partial subject examination.

5 MOVEMENT AND ACCESS OF PARENTS AND OTHER VISITORS ON SCHOOL PREMISES

The movement of parents, visitors and persons renting school facilities within the school building is restricted. During lessons and independent learning within the Extended Programme, a period of uninterrupted teaching and learning applies throughout the school premises (from 7:30 to 15:00). During this time, only pre-arranged visits to the school administration, parent-teacher meetings and visits required for maintenance or service work are permitted.

Parents wishing to attend a parent-teacher meeting or visit the school administration during the morning must report to the school receptionist upon arrival.

6 SPECIFIC RULES FOR CERTAIN SCHOOL AREAS

6.1 Specific Rules for Specialised Classrooms

Students, together with school staff, are responsible for maintaining order and cleanliness in all school premises and outdoor areas (lawns, paved areas, playgrounds and the school courtyard).

In specialised classrooms (Design and Technology, Chemistry, Physics, Home Economics, ICT, Music and Visual Arts), students must follow the specific safety instructions given by teachers. Students may use equipment, tools and devices only with the teacher's permission and under their supervision.

Any damage caused must be reported by the teacher to the school administration. Damage caused intentionally must be compensated for by the student's parents or, where appropriate, remedied through the student's own work.

If a student's behaviour in a specialised classroom poses a risk to their own health and safety or that of others, the teacher may prohibit the student from participating in activities in which they could be injured due to inappropriate equipment or conduct (e.g. during Visual Arts, Design and Technology, Physical Education or other lessons). Instead, the teacher may assign other appropriate activities that are consistent with the curriculum and the content being taught.

6.2 Specific Rules for the School Library

Borrowing Rules

Students may borrow books for up to 14 days. The loan period may be extended for a further 14 days.

Books assigned for home reading and the Reading Badge programme cannot be renewed.

The overdue fee is EUR 0.05 per book per day.

A lost or damaged book must be replaced with a new copy, or an appropriate replacement must be agreed upon with the library.

Rules of Conduct in the Library

- Students may use the library before lessons, during the main break and after lessons.
- Students may enter the library only wearing school slippers.
- The atmosphere in the library should allow all students to work without disturbing one another.
- The library is intended for doing homework, studying, reading and quiet conversation.

Rules of Conduct in the Reading Room

- The reading room is intended for reading, studying, doing homework and quiet social interaction.
- The atmosphere in the reading room should allow students to work without disturbing one another.
- The use of mobile phones is not permitted.
- Students must wear school slippers.
- A waste bin is provided by the door, and students must dispose of their rubbish there.
- When sitting on the sofa, students must keep their feet on the floor.
- Magazines are provided for everyone and should therefore be left intact and tidy after use.
- Board games are intended for quiet social interaction. After playing, students must return them to the place from which they were taken.
- Students who breach the rules must leave the reading room after being warned.
- Students should ensure that their behaviour reflects positively on themselves and others.

If a student fails to follow the rules of conduct, the librarian will issue one warning. If the behaviour is repeated, the student must leave the library or reading room. In the event of repeated breaches of library rules, the student's access to the library may be restricted or prohibited.

6.3 Specific Rules for the Dining Hall

During meal service, students must enter the dining hall wearing school slippers and without outdoor clothing (e.g. jackets, coats, hats or other headwear), which must first be left in the cloakroom. Students must also leave their school bags in the cloakroom or in another designated area.

Students are expected to behave appropriately and respectfully in the dining hall, observe good table manners and avoid disturbing other students while they are eating.

Appropriate behaviour in the dining hall includes:

- waiting calmly and appropriately in the queue for food;
- not pushing or shoving;
- moving around calmly;
- speaking quietly and not shouting;
- eating in an appropriate and respectful manner;
- clearing and cleaning the table after eating;
- leaving the dining hall calmly after finishing their meal and clearing their place;
- developing a respectful and responsible attitude towards others, food and eating.

During lunch, two student monitors are always present in the dining hall. They help Grade 1 students carry their food trays to the table, remind students of appropriate behaviour and assist with clearing dishes.

Teacher supervision is also organised in the dining hall. The supervising teacher ensures that students follow the rules of appropriate behaviour and develop and reinforce a respectful attitude towards food.

If a student disrupts the orderly running of mealtimes in the dining hall, the supervising teacher or another member of school staff will issue a warning. If the student does not respond appropriately to the warning, the supervising teacher or another member of staff will record the incident in the designated school record, inform the student's homeroom teacher and may require the student to leave the dining hall. If such a decision is made, the school will inform the parents on the same day.

If the inappropriate behaviour continues despite a discussion with the student, the student will prepare a presentation for their classmates during a homeroom lesson on the topic of appropriate table manners. Where organisationally feasible, the student may be allowed to receive their meal at a designated time.

If all planned educational interventions have been exhausted and the student continues to behave inappropriately, their right to receive a school meal in the dining hall may be temporarily suspended.

Positive approaches used by supervising teachers and other school staff include:

- maintaining a positive approach;
- praising students who follow the rules of appropriate behaviour in the dining hall;
- praising classes that demonstrate exemplary behaviour in the dining hall.

7 RULES OF CONDUCT

7.1 General Rules of Conduct

7.1.1 Greetings at School

At school, we use formal greetings: *Dober dan*, *Dobro jutro* and *Na svidenje*, or *Good morning* and *Goodbye* for students in the International Department.

Students from Grades 1 to 9 should address teachers and all other members of school staff appropriately, for example, *ga. Ana* or *ga. Jug* (according to the teacher's preference), or *Ms Ana* or *Ms Jug* for students in the International Department.

7.1.2 Bringing Food and Drinks onto School Premises

Food and drinks that are not consistent with the principles of healthy nutrition for children and adolescents (including carbonated and non-carbonated sugary drinks, all types of sweet and savoury snacks, so-called "fast food", etc.) may not be brought onto school premises or to school activities.

Energy drinks and alcoholic beverages are prohibited.

7.1.3 Clothing, Footwear and Personal Belongings at School

Students and school staff should wear appropriate clothing and footwear at school. Clothing should be clean, decent and respectful.

Students should be dressed in a way that allows the educational process to be carried out safely and without disruption. Clothing must not be offensive, excessively revealing or display symbols or messages that promote intolerance, violence or any other harmful content.

Students should maintain good personal hygiene and a neat appearance. Excessive or distracting use of make-up is not permitted. Nails should be well maintained and without artificial extensions that could affect a student's ability to participate safely in lessons and activities. Headwear should not be worn inside the school.

Students must wear school slippers during all activities on school premises. In the gym, students should wear school slippers and sports shoes only in exceptional circumstances. Indoor sports shoes may be worn during afternoon extracurricular sports activities.

When visiting cultural institutions and attending cultural events (theatre performances, concerts, museums, exhibitions, etc.), students should dress appropriately and respectfully for the formal setting. Sportswear such as tracksuits, leggings and sports shirts is not permitted at such events. Neat clothing, such as trousers or a skirt, a shirt, blouse or other appropriate top, together with clean and appropriate footwear, is recommended. By dressing appropriately, students demonstrate respect for the cultural institution and the performers.

Students should not bring valuable items to school. The school accepts no responsibility for lost or stolen belongings.

7.2 Rules of Conduct During Lessons

Lessons are conducted under the supervision of teachers and other professional staff. Students are expected to be present throughout lessons, keep their workspace organised, prepare the necessary materials, follow the lesson, comply with teachers' instructions and leave their workspace tidy at the end

of the lesson. Student monitors, together with the other students, are responsible for the overall tidiness of the classroom.

The beginning and end of each lesson are indicated by the school bell. Despite the bell at the end of a lesson, students may leave their places only when permitted to do so by the teacher. Teachers are responsible for starting and finishing lessons on time. Students must arrive at lessons punctually.

Lessons begin with a greeting, settling the students and establishing appropriate communication. Communication should be respectful, and students are expected to address adults formally.

As a general rule, students should not leave the classroom during lessons. Students must follow the rules of conduct and teachers' instructions applicable to each individual classroom or school area. If a student's behaviour prevents the lesson from proceeding without disruption, the teacher may send the student, together with assigned work, to the designated "Blue Room".

Chewing gum and eating are not permitted during lessons.

7.3 Rules of Conduct During Breaks and in Corridors

During breaks, students move between classrooms independently. For safety reasons, they must move calmly through the corridors. Running, chasing one another, hiding and making excessive noise are not permitted. During breaks, students should behave respectfully and take care of their own safety and the safety of others.

During breaks, students should wait outside the classroom where their next lesson will take place. During the main break, when the weather is suitable, students may go to the school playground. A supervising teacher is present on the playground throughout the main break to ensure that students follow the rules.

Teacher supervision is also organised in the corridors during the main break. Supervising teachers assist and guide students in:

- behaving appropriately;
- following any additional instructions and carrying out assigned tasks where necessary;
- maintaining cleanliness throughout the school premises and outdoor areas;
- maintaining order and cleanliness in the school courtyard and playground.

7.4 Rules for the Cloakroom, Clothing and Footwear

Students remove their outdoor shoes in the cloakroom and change into school slippers. Wearing school slippers is compulsory.

Outdoor shoes and clothing must be kept in the student's cloakroom locker. Students are responsible for keeping their lockers tidy. Before the summer holidays, students must empty and clean their lockers.

During Physical Education lessons, students must wear appropriate sportswear and school slippers.

On sports days, excursions and during other school activities taking place outside the school premises, students must wear clothing and footwear appropriate to the activity and in accordance with teachers' instructions.

7.5 Rules of Conduct During Morning Snack

As a general rule, students have their morning snack in their classrooms. Students who have their second lesson in a specialised classroom (e.g. the gym, Design and Technology classroom, etc.) have their snack in the dining hall.

After the bell, the designated student monitors collect the snack from the kitchen while the other students prepare for the meal. The student monitors distribute napkins and assist with serving the food. After the snack, the monitors clear away leftovers and packaging and return the tray, bucket and cups to the kitchen.

No student may leave the classroom during the snack break. Students should demonstrate good table manners and eat calmly and quietly.

A teacher is present throughout the snack break to maintain a calm atmosphere and encourage students to treat food with respect.

With the teacher's assistance, student monitors ensure that:

- the snack is distributed in an orderly and appropriate manner;
- leftovers are kept separate from unused, untouched food on the tray;
- dishes and food leftovers are returned to the kitchen;
- the classroom is left tidy after the snack.

Students who have their snack in the dining hall go there accompanied by their teachers. They also leave the dining hall together as a group and accompanied by their teachers.

Students wash their hands before entering the dining hall. The designated student monitors carry the food tray to the table assigned to their class. After finishing their snack, students remain seated calmly until the other students have finished eating.

Students should demonstrate good table manners and eat calmly and quietly. They must move calmly around the dining hall; running, pushing and shouting are not permitted. Teachers are responsible for maintaining order and a calm atmosphere in the dining hall.

After the snack, the student monitors clear away any leftovers and leave the table used by their class clean and tidy.

8 RULES FOR MAINTAINING ORDER AND CLEANLINESS

All students, employees and visitors are responsible for maintaining order and cleanliness on the school premises and in the area in front of the school. School property must be treated responsibly and with care.

Each class appoints two student monitors each week who are responsible for maintaining order and cleanliness within their class.

The school maintains order through teacher supervision in the corridors during breaks and in designated school areas.

Waste is separated for recycling throughout the school premises.

9 EDUCATIONAL ACTIVITIES IN CASES OF BREACHES OF DUTIES AND RESPONSIBILITIES

Pursuant to Article 60.č of the Act Amending the Basic School Act – ZOsn-L (Official Gazette of the Republic of Slovenia, No. 54/25 of 15 July 2025), the school carries out its professional educational work in accordance with professional standards, the Basic School Act, regulations issued pursuant to it, the School Rules and the House Rules.

Educational activities include proactive and preventive activities, counselling, guidance and other activities (such as praise, recognition and awards) through which the school develops a safe and supportive environment. They also include activities undertaken by the school when a student breaches duties and responsibilities established by law, other regulations, the School Rules or the House Rules.

When selecting an educational measure for an individual student, the principles of gradual intervention and individualisation are taken into account. Consideration is given to the child's maturity and abilities, as well as other personal characteristics and circumstances affecting their behaviour. The selection of an

educational measure is a reasoned professional decision made by a member of the school's professional staff.

9.1 Types of Educational Activities

The school's approach to student behaviour is based on an immediate response to every breach of the rules. The procedure following a breach and the choice of educational activity, consequence or measure are left to the professional judgement of the teacher. The teacher is familiar with the student's behaviour, background, position within the class and typical responses and can therefore decide independently, or with the support of the mediation team (school counselling service and school management), on the appropriate procedure and any measures to be taken.

The school may use a range of educational activities, all of which are intended to support positive changes in the student's future behaviour:

- **Individual discussion with the student** – this forms the basis for any further educational intervention.
- **Joint discussion with the student and their parents** – used when the student requires additional support in understanding their actions and learning alternative patterns of behaviour.
- A student who has not completed their work during a lesson may be required by the teacher to remain after lessons in order to complete it (e.g. during a designated additional lesson or before regular lessons).
- If a student's behaviour disrupts a lesson or another school activity to such an extent that it cannot continue effectively, the school may temporarily arrange for the student to work outside the class or group so that the lesson can continue without disruption. The decision is made by the professional staff member conducting the lesson.
- If a student poses a risk to their own health or safety or that of others, alternative organised work outside the class or group may also be arranged in order to ensure safety and the uninterrupted continuation of the educational process. In such cases, the Headteacher makes the decision and specifies in writing the content, form, timing and duration of the alternative organised work, as well as the procedure for the student's reintegration into the class.
- If a student disrupts the orderly running of mealtimes in the dining hall, the supervising teacher acts in accordance with the rules set out in Section 6.3.
- The student personally apologises to a fellow student, teacher or group affected by their behaviour. The apology may be verbal, written, in the form of a drawing, or another appropriate form.
- The student prepares a presentation on the topic of their inappropriate behaviour and presents it during a homeroom lesson or another lesson or school activity.
- The student reads the School Rules and presents them to classmates or discusses them with the homeroom teacher or school counselling service.
- The student reads Article 72 of the Criminal Code concerning criminal sanctions for minors.
- The student reads guidance on etiquette, online etiquette or appropriate behaviour at cultural events and presents it to the class.
- The student reads a book addressing a topic related to their attitudes, behaviour or habits, with the aim of reflecting on the content and identifying new and more appropriate strategies for future behaviour. The student presents their reflections to the class or discusses them with the homeroom teacher or school counselling service.
- The student watches a video about the school dress code and presents its content to the class.
- If a student repeatedly breaches the School Rules, the teacher may issue an **educational regulation card**. The student is then required to complete positive tasks within the school community. These may include acts of kindness, helping others or contributing constructively to the school environment.
- The student may receive an **Individualised Educational Plan**, in which they commit to activities intended to support positive changes in their behaviour.

- The student independently completes the learning content missed due to an unauthorised absence. The teacher may check this work during the following lesson.
- The student's period of duty or service as a student monitor may be extended.
- The student may be assigned an additional responsibility (e.g. helping in the dining hall, maintaining the school surroundings, etc.) for an additional day, week or other appropriate period.
- The student may assist with clearing and tidying the dining hall during the morning snack and/or lunch.
- After lessons, the student may help clean and tidy the classroom (e.g. sweeping, cleaning the board, putting away items that have been left out, etc.).
- The student may develop their social skills by helping younger students (e.g. with reading, homework, studying, etc.).
- The student may be required to write a reflection on their behaviour, explaining what they did wrong, what a more appropriate response would have been and how they intend to put the situation right.
- For a specified period, the student may keep a reflection log of their positive and negative behaviours and discuss it with the homeroom teacher or school counselling service.
- The student may identify an appropriate good deed to carry out for a fellow student, their class or the school.
- Together with the school counselling service, the student may establish and record agreed expectations for their future behaviour.
- Before or after lessons, the student may assist the librarian, caretaker, cleaner or other school staff with appropriate tasks.
- The student may carry out work for the benefit of the class or school community or help restore order in areas affected by their behaviour. The teacher determines when the work should be carried out and how much time is appropriate. Activities may include helping in the library, helping maintain indoor or outdoor school areas, assisting in the Extended Programme or carrying out additional student-monitor duties.
- Students participating in a camp or residential school programme, together with their parents, complete and sign a statement confirming that they will follow the applicable rules. By signing the statement, parents undertake to collect their child if the child breaches the rules and all other measures have been exhausted.
- In the event of unauthorised use of an electronic device at school or during a school activity outside the school premises, the student must hand the device to the teacher. The student must ensure that the device is switched off. The teacher will ensure that it is stored securely in the school office or in the safe in the staff room. The device must be collected personally by the student's parent or guardian. The student is responsible for informing their parent or guardian.
- If a student is absent from lessons without authorisation, they must compensate for the missed time by completing community service or educational work at school. The homeroom teacher prepares a detailed plan for making up the missed hours and may involve the school counselling service where necessary. In consultation with the student and their parents, the school or homeroom teacher determines the content of the activities through which the unauthorised absence will be made up.
- Mediation techniques may be used to resolve interpersonal disputes.
- To develop social skills, a student may be included in an activity aimed at strengthening areas in which they need additional support (e.g. mediation, peer support, volunteering, etc.).

9.2 Formal Educational Warning

In accordance with Article 60.f of the Basic School Act (Official Gazette of the Republic of Slovenia, No. 81/06 – official consolidated text, 102/07, 107/10, 87/11, 40/12 – ZUJF, 63/13, 46/16 – ZOFVI-K, 76/23, 16/24 and 54/25), a student may be issued a formal educational warning when, during the compulsory or Extended Programme or during other activities defined in the Annual Work Plan, they breach duties or

responsibilities established by law, other regulations, the School Rules or the House Rules, and educational activities implemented following previous breaches have not achieved their intended purpose.

A formal educational warning may be issued for breaches committed during lessons, activity days and other organised forms of educational activity, as well as other activities defined in the Annual Work Plan, House Rules, School Rules and other school regulations.

Notwithstanding the preceding paragraph, under the aforementioned provision of the Basic School Act, a student will be issued a formal educational warning without the gradual implementation of educational activities in cases involving:

- endangering the life or health of students or school employees;
- possession of objects or substances that pose a risk to property, safety, life or health;
- 15 or more hours of unauthorised absence during a school year;
- possession, distribution or use of pyrotechnic devices;
- intentional damage to or destruction of school property or the property of other students, employees or visitors;
- theft;
- unauthorised recording or photographing of students, employees or visitors, or publication of such content;
- forgery or destruction of school documentation;
- unauthorised access to a protected information system resulting in damage or personal gain;
- possession or distribution of tobacco products, electronic cigarettes, alcohol or illegal drugs;
- attending educational activities under the influence of alcohol or illegal drugs, or consuming alcohol, tobacco products, electronic cigarettes or illegal drugs;
- sexual harassment of students or school staff;
- cyberbullying.

9.2.1 Procedure for Issuing a Formal Educational Warning

The procedure for issuing a formal educational warning is carried out in accordance with Article 60.f of the Basic School Act.

The school keeps records of the entire procedure relating to the issuance of a formal educational warning. Each formal educational warning remains valid for a period of 12 months. During this period, the school implements educational activities in which both the student who received the warning and their parents are required to participate.

The school provides the student with two copies of the notice of the formal educational warning. The student must return one copy to the school signed by their parents. If the homeroom teacher has reason to doubt the authenticity of the parent's signature, or if the student fails to return the signed notice within five working days of receiving it, the homeroom teacher will contact the parents.

The homeroom teacher records the warning in the school's formal educational warning records and files the copy signed by the parents. If the copy has not been signed by the parents, the unsigned copy is also filed together with a written note stating that it was not signed.

9.2.2 Individualised Educational Plan

The school prepares an Individualised Educational Plan for a student who has received a formal educational warning. The plan defines the specific educational activities, procedures and measures that the school will implement.

The student is actively involved in preparing the individualised plan. The school monitors the implementation of the Individualised Educational Plan. The plan is reviewed and evaluated by the homeroom teacher, the school counselling service and the programme leader.

9.2.3 Transfer to Another School

The school arranges the transfer of students to another school in accordance with Article 60.k of the Act Amending the Basic School Act – ZOSn-L (Official Gazette of the Republic of Slovenia, No. 54/25 of 15 July 2025).

The school may transfer a student to another school if the student has received three valid formal educational warnings within a 12-month period, or in cases where a breach is of such a serious nature that it endangers the life or health of others and the school has previously implemented appropriate educational interventions but the student's reintegration into the class has not been successful.

The school serves the parents with a formal decision on the student's transfer, specifying the name of the receiving primary school and the date on which the student will begin attending that school. The school also informs the competent Centre for Social Work of the student's transfer.

10 ENSURING SAFETY

Through a range of activities and preventive measures aimed at ensuring the safety of all participants in the educational process, the school provides a safe, supportive and responsible learning environment.

10.1 Safety Rules

Pursuant to Article 2.a of the Organisation and Financing of Education Act (ZOFVI), the school is required to ensure the safety of students and other participants in education during lessons and other forms of educational activity organised by the school.

Safety is ensured in various areas and through a range of activities relating to healthcare, road safety, safety during lessons, supervision and accompaniment of students, and other forms of school activity.

To ensure student safety, the following rules must be observed:

- compliance with the House Rules, School Rules, the school's Educational Plan and other internal school regulations;
- compliance with rules of conduct on school premises and during various school activity days, residential school programmes and similar activities;
- compliance with fire safety instructions, procedures for protection against natural and other disasters, and related safety measures;
- compliance with instructions concerning student safety during breaks;
- prohibition of unauthorised devices and equipment.

10.2 Methods of Ensuring Safety

The school seeks to ensure safety through a range of preventive activities:

- developing a positive school climate and a supportive school environment;
- actively involving students in planning and carrying out school activities;
- ensuring that professional school staff respond appropriately to situations arising in everyday school life;
- holding discussions that help students understand the relationship between actions and their consequences;
- developing students' ability to anticipate the consequences of their actions and take responsibility for them;
- promoting moral and prosocial development through:
 - regular and incidental learning opportunities;
 - everyday spontaneous situations among peers;
 - social skills games;

- peer mediation;
- voluntary work;
- environmental initiatives;
- intergenerational workshops;
- positive recognition and appreciation of diversity.

The homeroom teacher, teachers' council and class council monitor the class and class community and respond to challenges affecting the class or individual students. In doing so, they take into account the students' developmental level and individual characteristics. When addressing more complex issues, the school counselling service and parents will be invited to participate.

Considerable attention is also given to preventive workshops for students in each age group. Workshops are planned throughout the school year and included annually in the school's Annual Work Plan.

10.3 Safety Measures

Ensuring safety is one of the school's fundamental responsibilities. Safety can only be maintained through consistent compliance with all established measures. Employees, students, parents and all visitors to the school are required to observe these measures.

To further enhance student safety, the school consistently implements its House Rules, under which the movement of visitors, including parents, within the school is restricted.

Safety measures apply throughout all areas in which the school carries out its programmes and are indicated by clearly visible signs.

The school provides a safe and supportive learning environment by implementing preventive and other necessary measures to ensure the safety of all participants in the educational process. At the same time, the school undertakes educational interventions with students whose behaviour constitutes a breach of their duties and responsibilities. Above all, the school seeks to promote safety by educating children to become responsible, respectful and thoughtful individuals.

Safety measures at the school include:

- compliance with the House Rules, School Rules, the school's Educational Plan and other internal school regulations;
- compliance with rules of conduct on school premises and during activity days, residential school programmes and similar activities;
- compliance with fire safety instructions, procedures for protection against natural and other disasters, and related measures;
- compliance with instructions concerning student safety during breaks;
- prohibition of unauthorised devices and equipment;
- implementation of preventive activities aimed at preventing violence and accidents, including workshops and lectures;
- education, training and professional development for all school employees and parents;
- provision of preventive healthcare for employees;
- immediate and appropriate action in unforeseen or dangerous situations;
- organisation of classes and student groups in accordance with applicable norms and standards;
- provision of an appropriate number of accompanying staff, in accordance with applicable norms, standards and Ministry guidelines, during excursions, sports, science, cultural and technical activity days, as well as swimming, cycling and skiing courses and other activities;
- ensuring that school buildings, teaching materials, equipment and devices allow activities to be carried out safely;
- protection of personal data;
- familiarising students with the Safe Routes to School Plan;

- carrying out evacuation drills in all school buildings;
- implementation of established protocols for safety incidents and maintenance of a register of safety incidents;
- adoption of internal regulations governing measures taken by the school to ensure the safety of students and others;
- controlling visitor access to the school;
- clearly defined procedures for students' arrival at and departure from school;
- video surveillance;
- teacher supervision during breaks in corridors, playgrounds, the dining hall and other areas;
- teacher accompaniment and supervision in designated school areas;
- specific rules of conduct for individual school areas;
- staff identification badges to facilitate recognition;
- a team of professionally trained staff qualified to provide first aid, whose names are listed in the Annual Work Plan;
- a team of professionally trained staff qualified to use the defibrillator, whose names are listed in the Annual Work Plan;
- six quiet rooms located throughout the school, intended for individual work between a teacher and student or for peer support; students may also use these rooms for independent study after lessons;
- the **Star Room**, a calming space to which students who need time away from a situation, an opportunity to calm down or to release negative emotions appropriately may be accompanied by a teacher or school counsellor;
- a reception service operating from 7:00 until at least 17:00. The receptionist monitors arrivals and departures and provides basic information about individual school programmes. Where necessary, the receptionist may verify a person's identity and act within the scope of their authority;
- student-monitor duties, including students responsible for morning snack, students assisting in the dining hall and students helping to maintain the school surroundings;
- organisation of preventive health examinations for students in Grades 2, 4, 6 and 8;
- provision of supervision duties;
- implementation of measures in the event of accidents and epidemics;
- other appropriate measures.

10.3.1 Other Safety Measures

Increased Supervision

Where a student repeatedly behaves unpredictably and poses a risk to their own health or safety or that of others, the school may introduce increased supervision of the student during lessons and other activities.

Transfer to Another Class

A student may be transferred to another class if other educational activities have not achieved their intended purpose and if the transfer is professionally justified, taking into account both the best interests of the student and those of the class community as a whole.

Alternative Forms of Educational Work

For a student whose behaviour disrupts lessons or other school activities, the school may occasionally provide alternative forms of organised educational work outside the student's class or group in order to enable the student to continue achieving the educational objectives.

The temporary organisation of alternative forms of work is determined on the basis of the school's risk assessment and previous comparable incidents.

Alternative forms of work may be organised instead of the student's participation in:

- lessons;
- activity days;
- residential school programmes;
- excursions;
- extracurricular activities;
- school dances and performances;
- representing the school as part of a school team;
- other activities within the Extended Programme.

The Headteacher decides on alternative forms of organised work and must specify in writing the content, form, timing and duration of such work, as well as the procedure for the student's reintegration into the class.

Alternative forms of organised work under this section are provided by adapting the time and location of lessons within the school.

If a student repeatedly behaves unpredictably, breaches the School Rules and poses a risk to their own health or safety or that of others, a teacher may temporarily restrict certain activities or privileges in terms of time and location, including:

- playing or moving around during breaks, with the student instead spending break time with a designated teacher;
- student-monitor duties;
- use of toys and playground equipment;
- eating meals in the dining hall.

In cases involving the most serious breaches of the School Rules, the school will refer the matter to the competent authority.

11 USE OF ELECTRONIC DEVICES AT SCHOOL

Electronic devices that disrupt lessons or may interfere with the privacy of others are prohibited on school premises.

11.1 Storage of Students' Electronic Devices

As a general rule, students should not bring electronic devices to school. If they do bring such devices, they must be switched off and stored in their school bag.

In the event of misuse of an electronic device, a student may be prohibited from bringing the device to school, or a designated storage location may be assigned where the student must leave the device under supervision each morning.

11.2 Permitted Use of Electronic Devices at School

Pursuant to Article 60.l of the Act Amending the Basic School Act – ZOsn-L (Official Gazette of the Republic of Slovenia, No. 54/25 of 15 July 2025), students may use electronic devices during educational activities only when their use is necessary for carrying out educational or other activities in accordance with the Annual Work Plan. The member of professional staff conducting the lesson or activity decides whether the use of such devices is permitted.

Students may also use electronic devices when required for health-related reasons.

If a student brings an electronic device into a classroom or another area where an educational activity is taking place and the device is not being used for either of the purposes specified above, it must be switched off and stored in the student's school bag.

11.3 Digital Conduct, Safety and Response Procedures

Students are required to behave responsibly, respectfully and safely within the school's digital environments.

The following are prohibited:

- using, assuming or misusing another person's digital identity, user account or password;
- creating fake profiles or impersonating another person;
- recording, photographing or otherwise capturing content without the permission of the persons involved;
- sending, sharing or displaying offensive, degrading, violent, sexualised or otherwise inappropriate content;
- distributing private or intimate content without the explicit consent of the individual concerned;
- using functions such as AirDrop, Bluetooth, file sharing or similar services to harass or disturb others;
- using electronic devices in a way that disrupts lessons or infringes upon the privacy of others.

Students must immediately report any digital incident they become aware of to a teacher or another adult member of school staff.

When cyberbullying or another digital incident is identified:

- the incident may be reported immediately to a teacher, homeroom teacher, the school counselling service or school management;
- relevant evidence is secured (e.g. screenshots, links and the time of the incident);
- measures are taken to protect the victim and limit any further distribution of the content;
- parents are informed of the incident;
- the school determines whether the matter should be referred to the police or another competent authority;
- appropriate educational activities or measures are implemented in accordance with the School Rules.

11.4 Inspection and Confiscation of Personal Items

Article 60.m of the Act Amending the Basic School Act – ZOsn-L (Official Gazette of the Republic of Slovenia, No. 54/25 of 15 July 2025) sets out the rules and procedures for the inspection and confiscation of personal items.

If a school employee suspects that a student is using an electronic device on school premises or is in possession of an item whose use on school premises is prohibited by law (such as weapons, pyrotechnic devices, alcohol, illegal drugs, tobacco products, electronic cigarettes or other prohibited items), or an item that may pose a risk to the life or health of the student or others (such as sticks, lighters or similar items), the employee will first ask the student to voluntarily hand over the electronic device or prohibited or dangerous item. If the student does not do so, an inspection of the student's personal belongings will be carried out.

The inspection is conducted by asking the student to hand over their personal belongings or provide access to them so that they can be inspected in the student's presence. Any electronic devices discovered during the inspection are temporarily confiscated, while prohibited or dangerous items are confiscated.

A written report is prepared following every inspection of personal belongings or spaces. The Headteacher, or a person authorised by the Headteacher, decides whether a dangerous or prohibited item should be handed over to the police.

If a student refuses to cooperate with the inspection of their personal belongings, the Headteacher will inform the student's parents and, in certain cases, the police and the competent Centre for Social Work.

11.5 Storage of Temporarily Confiscated Personal Items

Personal items confiscated by the school are stored in a secure cabinet in the school office.

11.6 Procedure for Returning Electronic Devices to Parents

Electronic devices or other personal items that have been confiscated and are not required as part of any further investigation by an external authority may be collected by the student's parents from the school office during official office hours.

11.7 Parental Responsibility

Parents are responsible for supervising their child and ensuring that the child does not bring to school any items prohibited by law, the School Rules or the House Rules.

Parents are responsible for ensuring that their child complies with the restrictions governing the use of electronic devices.

The Educational Plan and the School Rules of Danila Kumar Primary School in Ljubljana were first considered and adopted by the School Council at its meeting on 19 February 2009.

In accordance with the law, the Educational Plan became part of the Annual Work Plan of Danila Kumar Primary School.

The most recent amendments to the School Rules of Danila Kumar Primary School in Ljubljana were considered and adopted by the School Council at its meeting on 30 May 2025.

The revised document was considered and adopted by the School Council at its meeting on 21 May 2026.

mag. Mojca Mihelič,
ravnateljica

Miha Novak,
predsednik Sveta šole