



GENERAL CONDITIONS

Introduction

Prizma Elementary School bases its work on the belief that academic ambition and emotional security are not opposites, but rather prerequisites for the holistic development of a child.

The school fosters a culture of responsibility, mutual respect, and professional clarity, along with high academic standards and an individualized approach to the student.

These General Conditions establish a stable and predictable framework of work, cooperation and safety for all students and parents.

Article 1 – Purpose and scope of application

These General Terms and Conditions govern the rights and obligations of students, parents/guardians and the School during enrollment, attendance and withdrawal from the primary education program at Prizma Primary School (hereinafter: the School).

The General Conditions represent a permanent normative framework for the School's work and apply to all students, regardless of grade or school year.

Financial, organizational and other variable elements for a particular school year are regulated by a separate Education Contract. The General Conditions form an integral part of it.

Article 2 – Student status

A student acquires the status of a student of the School by enrolling and concluding an Education Contract.

The student is required to attend classes regularly, participate in teaching and school activities, and fulfill their academic obligations.

The school organizes its work in accordance with the current regulations of the Republic of Croatia, its own curriculum and the professional autonomy of teachers and the professional team.

Article 3 – Registration

Student is enrolled upon receiving an official confirmation from the school about the student's enrollment. Completing the application form and submitting the documentation are prerequisites but do not constitute enrollment in the school.

Based on the collected documentation and the assessment of the school pedagogue's readiness, the school autonomously decides on the student's enrollment in the school and informs the parents accordingly.

Article 4 – Academic standards and professional autonomy

Prizma Elementary School operates in accordance with the Croatian curriculum, which it enriches with additional content, and issues student certificates in accordance with Croatian regulations.

Teaching at the School is based on understanding, analysis, argumentation and application of knowledge. A result without understanding is not considered an educational goal.

Students take responsibility for completing schoolwork, developing work habits, and meeting deadlines.

Teachers and the School's professional team have professional autonomy in planning lessons, evaluating knowledge and making pedagogical decisions, within the framework of applicable regulations, school curriculum and pedagogical standards.

Parents respect the professional assessments and pedagogical decisions of the School.

Article 5 – House rules and security

Arrival and stay at the School

Students are required to arrive at school on time, neat and prepared for class.

Leaving the School premises during classes is not permitted without the permission of the person in charge and prior notification to the parents.

Picking up students outside of regular hours is organized in accordance with the School's rules.

Safety and security

Any behavior that endangers the safety of other students or School employees is prohibited, including physical or verbal violence, belittling, and discrimination.

It is prohibited to bring dangerous objects, drugs and other objects that may endanger safety.

In the event of a security threat, the School acts in accordance with applicable protocols and regulations.

Entry of parents and visitors

Entry of parents and other persons into the School premises is possible with prior notice and approval.

Parents are obligated to respect the safety protocols and organization of the School's work.

In the event that parents organize another person to pick up their child from school, they will inform the school in advance and fill out a form with information about the person picking up the child.

Article 6 – Safety protocols and student protection

The school implements internal security protocols to protect students, employees, and property.

Security protocols include in particular:

- control of entry and stay in the School premises,
- dealing with injuries, medical emergencies and evacuations,
- action in the event of violence, threats or other forms of security threats,
- action in case of suspicion of neglect or endangerment of the welfare of a child,
- organization of supervision of students during their stay at the School and at school activities.

A general description of safety procedures is available to parents upon request, while operational details may remain internal to protect safety.

To protect the safety of students, the School may take emergency measures without prior parental consent if circumstances require it.

Article 7 – Liability and property

The School takes all reasonable and professional measures to ensure the safety of students during their stay at the School and at organized activities.

The school does not assume responsibility for students' personal belongings that are not part of the mandatory school equipment, except in cases of proven intent or gross negligence on the part of employees.

Students and parents are required to take care of school property. Intentional or grossly negligent damage to property may result in liability for damages.

Article 8 – Conduct in conflicts and violence

The school does not tolerate any form of physical, verbal, emotional or digital violence.

The school may also act in cases of digital harassment outside of school premises if it has a direct impact on the safety or well-being of students in the school environment.

Conflicts are resolved non-violently, with guided communication and professional support. Parents are informed in a timely manner.

Article 9 – Health conditions and emergencies

Parents are required to promptly and accurately inform the School of all student health conditions that may affect safety.

The school does not administer medication without prior written consent from parents and a doctor's prescription.

In emergency situations, the School will immediately call emergency medical assistance and notify the parent.

Article 10 – Nutrition

The school organizes meals in cooperation with authorized suppliers.

Special dietary regimens are organized upon submission of medical documentation and in accordance with the organizational capabilities of the School.

Article 11 – Extracurricular activities

For activities that involve transportation or additional costs, special parental consent is obtained.

The student is required to follow the teacher's instructions during all activities.

Article 12 – Inclusion and continuation of education

The school provides an environment in which the dignity of each student is respected.

Enrollment and continuation of education assume that the School, according to professional assessment, can provide an appropriate educational and safety framework for the student without endangering other students.

Parents are required to cooperate with the School and submit relevant documentation.

Article 13 – Protection of personal data

The school processes personal data in accordance with applicable regulations.

Detailed information is available in the Privacy Notice.

Article 14 – Photography and media releases

The publication of photos and recordings on public channels is only possible with parental consent.

The withdrawal of consent does not apply to already printed or previously published materials created prior to the withdrawal.

Article 15 – Communication and complaints

The complaint is submitted in writing or by e-mail to the School administration at the school's official address.

The school will respond to a written complaint within 15 working days, except in complex cases.

Article 16 – Continuity and development of the program

The school reserves the right to improve, adapt or organizationally change programs, work methods and activities, while maintaining the fundamental educational goals.

Article 17 – Termination of the Education Contract

The School may unilaterally terminate the Agreement, especially in cases of serious or repeated violations of the rules, endangerment of safety, persistent failure to meet financial obligations, or withholding of essential information.

The assessment of the existence of reasons for termination is made by the director, with the opinion of the expert team.

Before a decision is made, the parent is given the opportunity to provide a written statement, except in emergency safety situations.

The decision is made in writing.

Article 18 – Extraordinary circumstances

In the event of prolonged extraordinary circumstances, the School will provide parents with a written decision on the organizational and financial model of work in a timely manner.

Article 19 – Final provisions

These General Terms and Conditions apply to all students and form an integral part of the Education Agreement.

The school may change them to comply with regulations or improve work, with timely notification to parents.



Prizma Elementary School, Ksaver
Interim Director
Tamara Skala