CHRISTIAN INTERNATIONAL SCHOOL OF PRAGUE

PARENT–STUDENT HANDBOOK

2026-2027

Table of Contents

School Hours 3

School Schedules 3

Contact Information 4

School Leadership 4

Tuition/Fees & Services 5
- Tuition
- School Lunches
- ISIC Cards

Statement of Faith 6

Foundation Statements 6

Admissions Statement 9

Parent/Community Involvement 10
- Parent-Teacher Conferences
- Parent Volunteers

Parent Responsibilities & Legal Guardianship 10
- Authorized Pickup Persons
- Parent Contact Information
- Students Not Living with a Parent
- Parent/Guardian Travel
- Visitors

Academic Program 12
- Course Selection
- Dropping Classes
- Homework
- Assessments
- Grading
- Field Trips
- Transcripts or Official Grade Reports
- Confirmation of Studies Letter
- Academic Support
- Physical Education Classes
- Service Projects
- Supplemental Services
- Czech Education Laws

Attendance 16
- Absence Policy
- Maximum Number of Absences
- Tardy Policy
- Make-Up Work
- Academic Support During Extended Leave

Student Behavior 19
- Code of Conduct
- Guidelines for Student Behavior
- Closed Campus
- Public Display of Affection
- Food & Drink
- Study Hall
- Dress Code
- Personal Property
- Personal Electronic Devices
- Use of School Property

Computer Usage Policy 24

Discipline 25
- Disciplinary Process
- Disciplinary Actions
- Cheating & Plagiarism

Student Life 27
- Chapel
- Counseling
- Co-Curricular Activities

Health and Safety 28
- Safety Drills
- Child Protection Policy
- Health Care & Medical Insurance
- Immunization Policy
- Medication

Complaint Procedure 30

FACTS Family Portal

CISP uses FACTS Family Portal for school news, grade reporting, & the official school calendar. Please log in regularly.

https://sis.factsmgt.com/family-portal/

SCHOOL HOURS

Arrival
Elementary students (grades 1-5) must use the Legerova 5 entrance. Secondary students (grades 6-12) are expected to use the Sokolska 6 entrance. Students should arrive by 8:05 and be in their classrooms ready to learn at 8:15. Parents are responsible for their child's supervision before 8:05. Any student late for school should use the Legerova entrance and must report to the main office before going to class.

Dismissal
Parents of elementary students should be waiting and ready to receive their children at dismissal time. Secondary students are expected to leave the school building no later than 15 minutes after dismissal. Dismissal on half days is at 12:00. The Director will communicate any schedule changes or exceptions in the **CISP Update**, a weekly email sent to the school community on Fridays.

SCHOOL SCHEDULES

Elementary Schedule - Grades 1-5	
Mon, Tues, Thurs, Fri	**Wednesday**
School start: **8:15** Snack Break: 10:10-10:20 *Lunch: 12:05-12:30* Recess: 12:30-12:55 Dismissal: **15:00**	School start: **8:15** Chapel: 8:30-9:00 Snack Break: 9:55-10:15 *Lunch: 12:05-12:30* Recess: 12:30-12:55 Dismissal: **14:10**

Middle School Schedule - Grades 6-8	
Mon, Tues, Thurs, Fri	**Wednesday**
Homeroom: **8:15**-8:25 Period 1: 8:30-9:15 Period 2: 9:20-10:05 Period 3: 10:10-10:55 Period 4: 11:00-11:45 *Lunch: 11:50-12:25* Period 5: 12:30-13:15 Period 6: 13:20-14:05 Period 7: 14:10-**14:55**	Homeroom: **8:15**-8:25 Period 1/2: 8:30-9:30 Chapel: 9:35-10:25 Period 3/4: 10:30-11:30 *Lunch: 11:35-11:55* Period 5/6: 12:00-13:00 Period 7/8: 13:05-**14:05** *(Wednesday classes alternate weekly by odds/evens)*

High School Schedule - Grades 9-12	
Mon, Tues, Thurs, Fri	**Wednesday**
Homeroom: **8:15**-8:25 Period 1: 8:30-9:15 Period 2: 9:20-10:05 Period 3: 10:10-10:55 Period 4: 11:00-11:45 Period 5: 11:50-12:35 *Lunch: 12:40-13:15* Period 6: 13:20-14:05 Period 7: 14:10-14:55 Period 8: 15:00-**15:45**	Homeroom: **8:15**-8:25 Period 1/2: 8:30-9:30 Period 3/4: 9:35-10:35 Chapel: 10:40-11:30 Period 5/6: 11:35-12:35 *Lunch: 12:40-13:00* Period 7/8: 13:05-**14:05** *(Wednesday classes alternate weekly by odds/evens)*

CONTACT INFORMATION

Office Phone: 272-730-091
Hours: Mon. – Fri., 8:00 - 16:30
Office Mobile: 776-358-121

Website: www.cisprague.org
Address: Legerova 1878/5, 120 00 Praha 2
Email: info@cisprague.org

You may contact any CISP staff member by email at firstname.lastname@cisprague.org.

Questions?	Ask	Email
Attendance or General questions	Lenka Phommachanh Marketa Huber	attendance@cisprague.org
Admissions/Enrollment	Kate Parker	admissions@cisprague.org
Graduation Requirements/Transcripts	Carol Lillard Jessica Ticse	school.counselor@cisprague.org
Family Portal	Kate Parker	kate.parker@cisprague.org
Tuition and Finances	Romana Grindeland	finance@cisprague.org
Front Office/Jidelna (Cafeteria) and ISIC	Marketa Huber Lenka Phommachanh	office@cisprague.org

SCHOOL LEADERSHIP

CISP School Board: CISP's governing board meets about nine times per calendar year. Their agenda includes financial items, staff updates, Director's reports, legal issues, board business, and future planning. Our current board members are Dan Foreman (chair), E.B. Mark, Matt Ferguson, Radim Špůrek, Granville Casino, and Brandt Hoekstra.

A Supervisory Board annually reviews the school finances.

Director: Jodi Oppenhuizen serves as the school's educational leader, overseeing school operations and the academic program. She is responsible for managing school policies, regulations, and procedures to ensure that all students learn in a safe, supervised learning environment that adheres to the approved curricula and the school's mission. She collaborates to direct and nurture all school staff and to communicate effectively with parents. The Director reports to the School Board.

Principal: **Ray Schollenbruch** provides the school with spiritual, educational, and administrative leadership. The principal strives for excellence by guiding, inspiring, and directing the school's academic programs, teachers, and learning environment with the assistance of department heads. The principal devotes time to faculty development through formal and informal activities, as well as to establishing clear communication with parents and teachers regarding school goals, accomplishments, practices, and policies.

Assistant Principal: The Assistant Principal serves as CISP's Assistant Principal. The Assistant Principal oversees department heads and teachers; teacher development; Christian Philosophy of Education training for teachers; professional development; curriculum and instruction; the Advanced Placement program; and student testing.

Faculty and Staff: Please visit our staff page on the school website.

CISP is independent in its ownership and is a member of the Association of Christian Schools International (ACSI)
CISP is accedited by ACSI and the Middle States Association (MSA) - 2022
The Czech Ministry of Education (MŠMT) recognizes Grades 1-9.

TUITION/FEES & SERVICES

Tuition
Parents or guardians must pay tuition for the entire quarter in which a student is enrolled. For early withdrawals, parents should notify CISP at least two months before the student's last day of school. With less than two months' notice, families will be subject to an Early Withdrawal Penalty equivalent to one quarter's tuition and fees. Financial accounts must be kept current. If parents are behind on payments, their students will, regrettably, be denied admission to class. Tuition payments will only be accepted in Czech crowns, Euros, or USD. If paying in Euros or USD, the exchange rate of CNB (www.cnb.cz) on the day of the payment determines the amount due. We accept payments via bank transfer and credit card. The finance office accepts cash payments up to 10,000 CZK. All late payments will be subject to a 2% late charge per 14 days.

School Lunches
Students may bring sack lunches and eat in the CISP Chapel. The school does not provide refrigeration or methods for heating lunches for elementary students. Secondary students may have access to microwaves.

Jidelna
Students may purchase lunches from the jidelna (Czech cafeteria). The cafeteria is not operated by CISP, but it is located in the school building. Elementary students who sign up for lunch in the jidelna will be supervised by CISP staff. Parents are responsible for ordering and/or canceling hot lunches and making payments. Ordering is online at www.jidelnasokolska.w1.cz and must be completed by 14:00 the day before. Login information is available at the cafeteria office. If you would like to enroll your child in the cafeteria, contact the school office at office@cisprague.org

Prices: Ages 6-10: 83 Kč | Ages 11-13: 85 Kč | Ages 14+: 88 Kč
Prices are subject to change and are not determined by CISP.

Payment options: In cash at the cafeteria office or by bank transfer. Acc #: 8234021/0100.

ISIC Cards
CISP issues ISIC cards to secondary students and extends their validity free of charge. High school students need an ISIC card to use the school printers. If students lose or damage their card, they must cover the cost of a replacement (350 CZK). CISP does not require students to update their ISIC card validity. However, the cards offer many student benefits (travel discounts, theaters, cinemas, restaurants, etc.). Additional details can be found at www.isic.cz/en/.

STATEMENT OF FAITH

We Believe

1. The Scriptures, both Old and New Testaments, to be the inspired Word of God, without error in the original writings, the complete revelation of His will for the salvation of men, and the Divine and final authority for Christian faith and life.
2. In one God, Creator of all things, infinitely perfect and eternally existing in three persons: Father, Son, and Holy Spirit.
3. That Jesus Christ is true God and true man, having been conceived of the Holy Spirit and born of the Virgin Mary. He died on the cross, a sacrifice for our sins according to the Scriptures. Further, he arose bodily from the dead, ascended into heaven, where, at the right hand of the Majesty on High, he is now our High Priest and Advocate, until one day when he will personally return in power and glory.
4. That the ministry of the Holy Spirit is to glorify the Lord Jesus Christ, and, during this age, to convict men, regenerate the believing sinner, and indwell, guide, instruct, and empower the believer for godly living and service.
5. That man was created in the image of God but fell into sin and is, therefore, lost, and only through regeneration by the Holy Spirit can salvation and spiritual life be obtained.
6. That the shed blood of Jesus Christ and His Resurrection provide the only ground for justification and salvation for all who believe, and only such as receive Jesus Christ are born of the Holy Spirit and thus become children of God.
7. In the bodily resurrection of the dead; of the believer to everlasting blessedness and joy with the Lord; of the unbeliever to judgment and everlasting conscious punishment.
8. We believe that God created the cosmos and everything in it and that He continually rules over all of creation. While we believe that there are several viable interpretations of Genesis 1 and 2, we affirm that God directly created the world. We deny that creation came about merely through a naturalistic process of evolution (evolution understood as time plus chance plus natural selection). Specifically, He created human beings in His image, thus endowing them with an immortal soul, an essential dignity, and a special position as stewards over creation. We have been entrusted by God to develop His creation carefully, creatively, and responsibly in order to glorify God and love other people.

FOUNDATION STATEMENTS

CISP Philosophy of Education

Given the statement of faith to which we hold, we believe that children's education needs to be comprehensively and distinctly Christian.

Our View of God

We believe God is the Creator of all things, infinitely perfect and eternally existing in three persons: Father, Son, and Holy Spirit. He is a multi-faceted God of order, knowing all things, and full of power. He is just, communicative, and relational. He also loves and cares for his people, full of mercy and grace.

Our View of the Student

We believe that every student is made for a relationship with God. That relationship is a journey, and we endeavor to assist students to grow in their understanding of His excellence, power, and love through the learning of His Word and creation. God reveals himself through His Word and His world – in knowing them, we come to know Him. We believe that this knowledge is not simply intellectual but if empowered by the Spirit, will transform the whole person into someone eager to love and serve as Christ has loved them. We recognize that one's faith is a personal commitment, and students of all faiths and no faith are equally welcome. We desire to serve these non-Christian students; there is

much for them to learn at CISP. However, we operate as a Christian school and intentionally communicate and demonstrate our faith with the hope that students will desire to follow Jesus.

Our students are global representatives from a variety of countries and people groups. Our desire is not only to provide quality education but also to prepare them to be leaders and people of influence for the Lord's sake, wherever they are.

We believe that God created people after His own image. Our students bear God's image not only in terms of rationality or intellect but in other ways, such as imagination, emotion, creativity, moral sensitivity, action, and community. Therefore, we endeavor to educate students in these various facets of God's image.

Our View of the Parents
We believe that the primary responsibility for raising children belongs to parents. We seek to assist parents in training children in the way of the Lord Jesus. ("Fathers, do not exasperate your children; instead, bring them up in the training and instruction of the Lord." Ephesians 6:4)

Our View of the Bible
We believe that the Bible not only communicates "religious" knowledge but that it provides a lens that illuminates all aspects of life. Therefore, we endeavor to integrate all of our educational disciplines with a distinctively biblical worldview. Not that we attempt to substitute the Bible for a science textbook; rather, the Bible gives us a perspective through which to view science as deeply meaningful and ordered to the glory of God. We want each of our students to be familiar with this biblical perspective on reality and to be able to understand everything from that Christ-centered perspective.

Our View of Teaching
We desire to prepare each student to bring the influence of a comprehensive biblical worldview to their life and community. Teachers should find ways to relate course content to the larger story of God's creation of the world, human sin that has twisted that creation, and God's intervention to redeem his creation. It also means that teachers will use methods of teaching that treat the student as someone who has been created in God's image (that is, a being who is creative, communicative, relational, etc.).

Because students are made in the multi-faceted image of God, we seek to educate the whole person in all of these facets. Our teachers seek to encourage and model a love of learning as a lifelong personal, relational, creative, and intellectual growth process.

We believe that education at a Christian school ought to be academically excellent. The primary reason for this is that Scripture (I Corinthians 10:31) teaches us that the purpose of our lives is to glorify God. Therefore, everything we do ought to be full of excellence and integrity. Ephesians 6:7 and Colossians 3:23-24 command us to do our work wholeheartedly because ultimately, we serve the Lord. Therefore, we seek to provide an atmosphere in which each student can fulfill his or her academic potential as he or she explores the fascinating creation that God has given us. The appropriate response to the richness of creation and the grace God has shown us is wonder and worship that leads to a heart ready to serve him with excellence in everything we do.

We believe that ideas have practical implications and applications, and education should never stop at books and labs. We endeavor to train students to recognize the practical benefits and consequences of what they are learning because education is not complete until students learn how it impacts them and the world around them.

Our Hope for Students' Future
We believe that students, rooted in the knowledge of Christ's love for them, will in turn be vessels of God's love to the world. Students are educated for a purpose – to be used by God to mend our broken world, heal broken lives, and be agents of positive change in their communities wherever they are. Students are encouraged to live out their Christian faith in whatever vocation or task God gives

them. In this way, they bring grace to a fallen world, whether it is the world of business, academics, entertainment, politics, medicine, or any other field, so that by the power of the Holy Spirit, communities will be transformed.

Our Community

We believe that education is about more than academics. Human beings exist in relationship with God, with others, and with creation. God, in Jesus Christ, invites us as broken people into his family. Our relationships are to be characterized by biblical love (Matthew 22:37-39). We endeavor to train students to mature in their ability to love and care for these relationships wisely. We seek teachers and administrators who will be able to model, mentor, and teach Christ's love to our students. In the same way, CISP seeks to create an environment characterized by generosity, acceptance of differences, and forgiveness. In our community life and relationships, we seek to model mercy and acceptance that reflects the grace extended to us in Christ Jesus. Being a grace-centered community has several practical consequences:

We are an open community as much as possible. We want people from different races, backgrounds, denominations, and even different faiths, to feel loved and accepted at CISP. We strive to be as inviting and accommodating of personal differences as we can be, as long as doing so does not cause us to violate our vision and faith statements, strain our resources too greatly, or undermine school policy.

We seek to resolve conflicts by listening, seeking to acknowledge and repent of our own faults before finding fault with others, and finding creative solutions that will encourage and build up the other person. We avoid gossip, instead following the pattern of Matthew 18:15-17.

We recognize that human beings reflect God's image through a dazzling range of cultures, and that God has connected with us despite our own cultural biases. Therefore, we seek to imitate God's grace and generosity of spirit through our own openness and respect of different cultures.

We recognize that often a sense that one's own culture is superior to all others has gotten in the way of communicating God's love; we strive to hear what is good in cultures different from our own. While inevitably we will do things according to the culture of the majority of the teachers and students, we strive to distance ourselves from cultural arrogance that would hinder or detract from the recognition of Christ in our midst. We want people who feel outside the cultural mainstream of the community to feel accepted and understood.

We especially seek to learn and understand our host culture. Practically, we want our students to learn the language and culture of the Czechs as a way of enriching our own cultural heritage and to show respect to the culture in which we live and serve.

Our Ultimate Goal

Everything we do in this school is to honor Christ and recognize Him as Lord of all. Education does not involve just accumulating facts. It is a process of growing and responding to the amazing God who created all things and continues to uphold this universe. Thus, students and teachers are training their imaginations toward worshiping God the Father, God the Son, and God the Holy Spirit.

Our Expected Outcomes of the Learner at CISP

These qualities, our portrait of a graduate, summarize our expected student outcomes.

Christlike, Disciplined, Respectful, Inquisitive, Creative,
Grateful, Servant-hearted, Compassionate

Our View on Gender, Marriage, and Sexuality

We believe that God wonderfully creates each person as male or female. These two distinct, complementary genders reflect the image and nature of God (Gen 1:26-27). We believe that God calls us to glorify Him through both singleness and marriage.

We believe God designed marriage to be the uniting of one man and one woman in an exclusive union (Gen 2:18-25). We believe God intended the gift of sexual intimacy to be enjoyed only in the context of marriage between one man and one woman (1 Cor 6:18; 7:2-5; Heb 13:4).

We believe any form of sexual immorality (including the use of pornography, incest, any form of sexual abuse, adultery, pre-marital sexual activity, and same-gender activity) is a sinful perversion of God's good gift. We believe sin deeply damages the whole being of those who sin and are sinned against. We also believe rejection of one's biological sex is a rejection of the image of God within that person (Matthew 15:18-20, 1 Cor 6:9-10).

Our View on Same-sex Attraction, Sexual Identity, and Gender Issues
CISP operates under the principles and guidelines defined above.
Students who make known their attraction to the same sex and/or struggle with their gender identity will be treated with respect and compassion by the staff member with whom they engage on these matters. All staff are available and desire to offer support for students. As with all behaviors we determine to be harmful, teachers cannot guarantee confidentiality; parents and our school counselors will likely be notified and consulted as to how best to help students. The purpose of this is to promote relational and emotional health; we desire this for everyone in our school community.

If a student insists on embracing his/her homosexuality, gender dissatisfaction, or engages in sexual activity outside of a marriage relationship in a way that is harmful to him/herself or the school community, the administration may ask the individual to leave the school temporarily (suspension) or permanently (expulsion).

Harmful and disruptive behaviors include: insisting on identifying as the opposite sex of their gender at birth in a way that is harmful to the school community, dressing apart from his/her biological sex, insisting on using restrooms or changing facilities apart from his/her biological sex, and/or any other action CISP determines to be disruptive or harmful.

We believe God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ (Acts 3:19-21; Rom 10:9-10; 1 Cor 6:9-11). We believe every person must be given compassion, love, kindness, respect, and dignity (Mark 12:28-31; Luke 6:31). Hateful and harassing behavior or attitudes directed toward any individual and their beliefs are unacceptable and not in accordance with Scripture nor the beliefs of CISP.

ADMISSIONS STATEMENT

CISP is open to anyone interested in securing a Christian education who the school finds qualified for admission and who agrees, along with their parents, to abide by CISP rules and policies. CISP does not discriminate on the basis of race, color, national or ethnic origin in admissions policies, scholarships, or athletic and other school-administered programs. CISP reserves the right to admit students based on academic performance, religious commitment, lifestyle choices, and personal qualifications, including a willingness to cooperate with CISP administration and abide by its policies.

Enrollment at CISP is a privilege and not a right. Students forfeit this privilege if they do not conform to the school's standards of conduct or are unwilling to adjust to the environment outlined in this handbook.

All secondary students must agree to apply themselves honestly and sincerely by honoring CISP's community of grace. Students must work to the best of their abilities in their studies.
CISP requires *all full-time students* to take a Bible course and attend weekly Chapel as part of their core curriculum for every term of attendance.

PARENT/COMMUNITY INVOLVEMENT

CISP assists parents in fulfilling their God-given responsibility to educate their children within a sound Christian worldview. CISP seeks to develop a partnership with parents to fulfill this purpose. Communication and mutual support between parents and teachers are expected and encouraged.

Parent-Teacher Conferences
Conferences are required for the parents of all elementary students and are encouraged for secondary students. Please check the school calendar and plan to attend. Classroom teachers will schedule individual meetings with parents/guardians after the end of the first quarter and, upon request, during the third quarter. Conferences are essential for discussing student progress and ways to enhance student growth. Parents may request other meetings with teachers during the school year. Parents/guardians should schedule these meetings directly with the appropriate teacher.

Parent Volunteers
Parents are encouraged to get involved in the school program. Parents interested in helping must complete the CISP Substitute & Volunteer Application. All volunteers who wish to be involved with the CISP student population must submit a current, valid background check and complete CISP's child protection training (Because We Care) before interacting with students. The CISP administration reserves the right to accept or reject potential volunteers at any time.

Possible Areas for Parental Involvement	
Join the Parent-Teacher Organization	Participate in a parent prayer group
Serve as an elementary room parent	Lead music for a chapel service
Chaperone field trips	Lead or help with a student club
Lunch monitor or recess supervisor	Translate documents or interpret for meetings
Aide in the library, for a teacher, or in the office	Help with fundraising events
Substitute teaching	Cook or bake for school events
Coordinate or supervise service projects	Tutor
Share your talents, skills, and expertise as a guest presenter in the classroom or chapel	Use your skills and expertise in the area of building maintenance

Parent Responsibilities & Legal Guardianship

Authorized Pickup Persons
Parents must identify who is authorized to pick up children from school. If you have any changes to your elementary child's dismissal permissions (who can pick up your child or if they can depart without an adult), email attendance@cisprague.org.

Parent Contact Information
CISP requires parents/guardians to provide necessary contact and safety information. If you have changes to your contact information (phone, email, address) or to your medical insurance, ID documents, or guardianship, please email admissions@cisprague.org.

Students Not Living with a Parent
Permission for a student to attend CISP while living with a legal guardian is subject to approval by the School Director. We require the following conditions:

1. We require parents and legal guardians (preferably a relative over the age of 25) to schedule an interview with the school director, typically before acceptance, during the entrance exam stage.
2. Parents and Legal Guardians must be present in Prague to complete the required notarized Legal Guardianship Form. Local CzechPoint offices notarize these forms.
3. Parents and Legal Guardians must read and sign the CISP Legal Guardian Contract.
4. Parents and Legal Guardians must agree to inform CISP at *least one month before* any changes to the Legal Guardian. CISP must approve the new guardian before the change may take effect. If there is no proper notice, CISP reserves the right to remove the student from all classes and/or impose an additional fee equal to a quarter of the total cost of attendance.

Students over 18:
CISP strongly encourages students 18 or older to continue living with their parents or with an adult who can support them in day-to-day life. Students who are 18 and do not live with parents or under a legal guardian must agree to the following:

1. They will assume responsibility for communicating with the school as is expected of parents (for example, email attendance@cisprague.org when they will be late or miss school)
2. They will use their parent or guardian's login account on the Family Portal to complete any necessary enrollment processes.
3. They will sign the enrollment packet and enrollment contract with CISP as a legal adult.
4. They will check in monthly with the school counselor or another appointed advisor, and more regularly if necessary.

Parent/Guardian Travel
If both parents (or legal guardians) will be out of town, email attendance@cisprague.org and include the dates of travel, where the student(s) will stay, and with whom they will be staying. In addition, confirm that the office has accurate emergency contact information for the adult in Prague with temporary guardianship of your student(s).

If the parent(s) with whom the student resides leave the country for any reason, they must email the CISP Attendance office at least one week in advance. They should include dates of travel, contact information for the parents, and contact information for the person(s) responsible for their student during their absence.

If the parent(s) with whom the student resides leave the country for more than one week, we require them to complete Legal Guardianship paperwork for their student. If the proper legal guardianship requirements are not met and CISP discovers that the enrolled student is not living with the parent(s), CISP will remove the student from all classes and/or impose an additional fee equal to a quarter of the total cost of attendance.

Visitors
All visitors to CISP must enter on the Legerova side and first visit the main office to sign in and receive a visitor's badge. If a student from another school (a relative, former CISP student, etc.) wishes to visit during the school day, they must request permission from the administration at least 3 days in advance.

ACADEMIC PROGRAM

The courses at CISP generally use a rigorous, American-based curriculum adapted to our cultural context. For example, a wide range of literature and world history topics are part of the school curriculum. Students learn both the metric and American measurement systems. Teachers are sensitive to students who need specific courses for university entrance and try to help students meet the requirements.

We recognize that all truth comes from God. Therefore, we seek the best resources from both Christian and non-Christian authors and publishers, and we encourage students to read books from both. Teaching students how to think and relate to the world around them is critical. They must encounter various philosophies and beliefs in the unbelieving world. They need to learn how to respond from a Christian perspective, sifting truth from error, so they may live confidently and firmly grounded in truth in the world.

Parents who enroll their students full-time agree to have their students follow the CISP curriculum. Students in grades 1-8 take all the courses listed. Each year, we require the Czech language for full-time students in grades 1-8, except for students enrolled in ELL. Students in grades 9-11 must enroll for a minimum of 6 credits to be considered full-time. Students in grade 12 must enroll in at least five credits to be a full time student and graduate with a CISP diploma. Only courses provided by CISP are used to calculate GPA. Course credits from students transferring to CISP from another school or who choose to take courses from other institutions may be counted toward CISP's graduation requirements pending administrative approval. Full-time students are expected to attend homeroom every day and chapel weekly.

Part-time & Homeschooled Students
CISP supports the home-schooling community by allowing families to use the library and borrow any available CISP curriculum. Homeschooled students may sign up for after-school clubs, achievement testing, college entrance exams, sports teams, and participate in special events such as Reading Day and field trips. Additional fees may apply.

CISP also allows homeschooling families to register for individual classes pending successful application and when space permits. In elementary grades, part-time students can enroll in Czech or special classes (PE, art, music). Part-time middle and high school students can enroll in up to three class hours. Part-time students may also participate in homeroom, recess, lunch, and chapel.

Course Selection
Students entering grades 9-12 can express their course preferences each spring. CISP offers students two different diploma tracks. Details about high school graduation requirements and courses are available in the High School Course Catalog. Students and parents may bring questions about graduation requirements to the school counselor.

Dropping classes
A student may drop a class within the first 8 school days of a course without penalty, except for some AP courses. The class will not be on the student's official record. The student must complete an Add/Drop form. The student must remain in class until notified by the school counselor. AP courses dropped within the first 8 days may incur a non-refundable fee of 2,000 CZK to cover the cost of individual materials previously ordered. Students may withdraw from a course after the first eight days of school if parents and the school administrators approve it. The course will appear on the student's report card and transcript with a final grade of WP (withdrawal passing) or WF (withdrawal failing). CISP does not give financial refunds for a withdrawn class.

Homework
Homework reinforces learning or helps prepare students for the next lesson. It builds good study and work habits for the future. Students are assigned homework for most courses, particularly at the

middle school and high school levels. We require students to keep up with their homework and prepare for tests.

Secondary Homework Guidelines: We highly value a balanced life, family time, exercise, and out-of-school activities for our students. Therefore, we have guidelines for the length of time secondary students spend on work outside the classroom. The table shows the average time for out-of-school assignments (including long-term projects, tests, and quiz preparation). AP courses are necessarily more rigorous and are not subject to these guidelines.

Grade	Per Night	Per Week
6	1¼ hours	6 hours
7 & 8	1½ hours	7½ hours
9 & 10	2 hours	10 hours
11 & 12	2½ hours	12½ hours

Students who feel their homework is consistently taking longer than the guidelines should create a record of how many minutes they spend on homework and follow the complaint procedures outlined in this handbook.

Students may be assigned up to 2 tests or projects on a given school day. Long-term projects are divided into multiple smaller assignments to provide shorter-term accountability. Teachers should provide notification for special projects and papers. Students should become familiar with each classroom teachers' late homework policy and will be subject to those provisions.

Assessments

Secondary Semester Examinations: CISP administers exams during the last week of each semester. We require exams for grades 9-12 for English, mathematics, science, social studies, and Bible. Teachers may give final exams in other classes. The final exam will count for 20% of the total semester grade. Parents are responsible for ensuring their family's travel plans do not interfere with the exam schedule. Students who do not show for an exam will receive no credit.

Standardized Testing: CISP administers standardized tests in the fall and spring semesters to grades 3-12. All part-time students are welcome to take the test for a fee. These tests help assess student and institutional academic strengths and areas for improvement. The results of these tests do not affect students' grades. Copies of these test reports, which show scores for the current academic year, are available to parents/guardians and students. Test reports for all years of a student's attendance at CISP are available by request.

College Board Examinations: The Preliminary Scholastic Aptitude Test (PSAT) is a practice test for the SAT and the National Merit Scholarship qualifying test. Students in grades 10-11 may register to take the PSAT for an additional fee. Please contact the office to register or for more information regarding the SAT. English Language Learners may seek information about the TOEFL from ELL staff.

Grading

Student Progress: We encourage parents to monitor their student's progress reports online on the Family Portal (log in with username and password). Parents may contact teachers at any time by email or schedule an in-person appointment to ask about their student(s) progress.

Grade Reports: The academic year at CISP consists of four quarters (8-10 weeks each). Progress reports are generated midway through each quarter. Report cards are emailed to parents quarterly and available online in the Family Portal.CISP uses the following grading scales to record students' achievement on Progress Reports, Report Cards, and Transcripts.

Grades 1-5		
E	95% - 100%	Exceeds expectations at this time
M	80% - 94%	Meets expectations at this time
M-	70% - 79%	Approaching expectations
N	Below 69%	Not meeting expectations
R	-	Refer to the teacher's comments.

Grades 6-12				
Grading Scale			Grade Point Average	
			Honors/AP	Regular
Excellent	A	92-100%	4.25	4.00
	A-	90-91%	3.90	3.67
Good	B+	88-89%	3.54	3.33
	B	82-87%	3.19	3.00
	B-	80-81%	2.84	2.67
Satisfactory	C+	78-79%	2.48	2.33
	C	72-77%	2.13	2.00
	C-	70-71%	1.77	1.67
Needs Improvement	D+	68-69%	1.41	1.33
	D	62-67%	1.06	1.00
	D-	60-61%	0.71	0.67
Unsatisfactory	F	59% or below, no credit	0.0	
	INC	Incomplete/No credit	0.0	
Passing	P	Credit given	Not calculated	
Withdraw-Passing	WP	No credit	Not calculated	
Withdraw-Failing	WF	No credit	Not calculated	

Field Trips
CISP encourages teachers to enrich their students' classroom experience by taking advantage of the opportunities available in Prague and nearby areas. Taking appropriate field trips is one way to expand students' learning opportunities in content areas and to explore Czech culture.

Field Trips, including the secondary spring trips, secondary retreat, and School in Nature, are an integral part of the CISP curriculum and students are expected to participate as they would any other school day. In case of extreme extenuating circumstances, parents would need to request administrative approval for an exemption. For logistical purposes, Secondary Spring Trips occasionally begin on the Saturday or Sunday preceding the designated Spring Trip week.

At the beginning of the year, we ask parents to sign a travel acknowledgment form. Before any specific field trip, we will send home information and another permission slip. Parents must sign the permission slip and return it to the teacher or the school office before a student can go on a trip. CISP includes field trip fees in the activity fee. Unless otherwise noted, the activity fee does not include meals, snacks, souvenirs, or public transportation. In addition, parental assistance in supervising students is often necessary. Volunteers must complete the volunteer application before participating in a school function.

While on field trips, students must always stay with the teacher/chaperone. Younger students must always stay with a partner and hold hands when crossing a street. Older students should be in groups of at least three. Whenever possible, cross streets with traffic lights and crosswalks.

Transcripts or Official Grade Reports
To request grade reports or transcripts, complete the Academic Records Request form. Allow two weeks for the CISP School Counselor to prepare the paperwork.

Confirmation of Studies Letter
CISP will provide your student with a Confirmation of Studies letter. These letters serve as proof of enrollment for visa, employment compensation, health insurance, and Czech tax purposes. To

request a letter, please complete the Confirmation of Studies Request form. Allow 3 business days for the office to prepare this letter.

Academic Support
Secondary students are placed on academic support if they have two grades of 67% or below in any subject on a mid-quarter progress report or a quarterly report card. A student may also be put on academic support due to excessive absences.

The school counselor closely monitors this student's progress, communicates with the student's parents, and meets with the student to discuss what steps will help the student succeed. The student may not be allowed to participate in co-curricular activities (e.g., school plays, athletic teams, student leadership) or go on school trips.

Secondary students remain on Academic Support until they no longer have 2 grades of 67% or below in the following mid-quarter or end-of-quarter grading period, or until their teachers and parents collectively decide they have made sufficient progress to end the intervention.

Students remaining on Academic Support may:

- be required to do extra summer work as a prerequisite before entering the next grade.
- be required to repeat a course the following year.
- be denied promotion to the next grade level.

The decision to keep any student back a grade, regardless of grade, will be carefully discussed with the student's teachers, the school counselor, and the principal.

Physical Education Classes
Students must participate in all required physical education (PE) classes unless excused by the PE teacher or with a doctor's note. We consider parents' and guardians' notes, but they do not automatically grant an excuse. Students are not allowed to go home. Secondary students must bring in a change of clothes for PE. All students must bring appropriate shoes on PE days.

Service Projects
We believe that students come to a better understanding of the gospel when they put it into action through service. We expect every student at CISP to participate in service projects that bless others in the community.

Supplemental Services
CISP does not have a Supplemental Services department. The main academic support services for students include tutoring or mentoring to assist students who are struggling academically. However, CISP desires to make appropriate accommodations that will help our students be successful. For more information or to request accommodations, contact the principal.

Tutoring or Mentoring**.** Tutoring or mentoring may be available to provide ongoing academic support for struggling students. Tutoring can provide supplemental instruction in specific subject matter, assistance in writing papers, and instruction in reading comprehension strategies. Tutors may also provide academic support for students who need temporary assistance. Mentoring provides the student with accountability and support in developing organizational skills or study skills. If tutoring or mentoring is needed, please contact the director.

Czech Education Laws
In the Czech Republic, education is compulsory for all students ages 6-15, or until the completion of Grade 9. In addition to attending CISP, Czech citizens must also comply with Czech law regarding registration at „kmenová" schools and exams.

ATTENDANCE

Absence Policy
CISP highly values attendance. Consistent attendance is imperative for both academic success and the development of responsible character. Parents must provide a specific reason for school absences. Teachers will consider this reason as they establish expectations for making up schoolwork. Similarly, the administration will consider it when determining a student's future at CISP if a student's absences become excessive.

Please do not send your child to school if they are sick or have had a fever, vomiting, or diarrhea in the past 24 hours.

Reporting Absences:

- In the event of an unplanned absence, please notify the school as soon as possible–by 8:15 on the day of the absence at attendance@cisprague.org, or by phone (+420 776 358 121).
- For a planned absence (i.e., doctor or visa appointments), inform the office at least 2 school days in advance.
- Extended planned absences must be communicated by a parent/guardian at least one week in advance to the attendance office. Secondary students should also communicate with each of their teachers on how any missed work should be completed.

Maximum Number of Absences
The director and principal, in conjunction with other CISP staff, will review periods of excessive absence and can make exceptions to the absence policy due to extenuating circumstances.

Elementary students:

- Elementary students should not miss more than 20 days of school in an academic school year.
- Absences beyond 20 days may result in grade-level retention (repeating a grade) or denial of re-enrollment due to excessive absences.

Middle School students:

- Middle School students should not miss more than 16 days of school in an academic school year.
- Absences beyond 16 days may result in grade-level retention (repeating a grade) or denial of re-enrollment due to excessive absences.

High School students:

- High School students should not miss more than the following in an academic school year:
    - One-credit course: 16 class periods
    - Half-credit course: 8 class periods
- If a student exceeds the allowed absences, the Academic Advisory Team may deny credit and/or recommend that the student not be reenrolled at CISP.
- Students may be offered ways to regain credit, including taking online classes, making up class time before or after school, or retaking the course at CISP.

Tardy Policy
Students who are not in the classroom and ready to begin class by 8:15 will be considered tardy (late to school). If a student will be tardy to school, parents should contact the school office by email at attendance@cisprague.org by 8:15 with an explanation of why the student is late. If you are unable to

access your email, call the office and follow up with an email when possible. Secondary students can also be considered tardy when not showing up for their next class on time.

A tardy can be excused or unexcused. Reporting a tardy to the office does not automatically make it excused. To be excused, there must be a valid/approved reason the student is late. Students who are tardy for more than half of a class will also be considered absent from that class.

Excused Tardies:
Tardies may be excused for extreme weather conditions, accidents, confirmed transportation breakdowns, sickness, meeting with a teacher between classes, etc. Parent communication is required for a tardy to be excused.

Unexcused Tardies:
Tardies will be unexcused for oversleeping, missing transportation links, talking with friends in the hallway, etc.

- CISP will permit 5 unexcused tardies per quarter without disciplinary action. Power outages, alarm clock mishaps, minor tram delays are a part of life, but should not be routine. Students should reserve these "free" unexcused tardies for these types of events, not because they have chosen to be irresponsible.
- Elementary students who have a pattern of tardiness will require a parent conference.
- Secondary students will receive a detention for unexcused tardies beyond the initial 5 unexcused tardies in a quarter per class period.

Make-Up Work
In general, students who are absent on the day when an assignment is due must turn it in as soon as they return to school.

Elementary Students (Grades 1-5)
The homeroom teacher will communicate make-up work expectations individually.

Secondary Students (Grades 6 - 12) - Unplanned absences (ex. illness):

- Students have at least one school day to make up missed assignments/in-class work/homework for each day of an absence if the work was assigned during the absence.
- If students are absent on the day of a test/project, they are expected to make arrangements with their teacher to complete the test/project on the day they return to school.
- If students are frequently absent on scheduled assessment dates, teachers may take further action in consultation with the administration.

Secondary Students (Grades 6-12) - Planned absences - (ex. required travel/appointment):

- Students must notify each of their teachers at least 1 week in advance of planned absences. Communication should be via email or face-to-face, not just a statement of absence.
- If students are absent on the day of a scheduled test/project, they must make arrangements with their teacher before the absence to complete the test/project on the day they return to school or before the absence.
- If a teacher provides assignments in advance, students are expected to work ahead or during absences. Teachers may be unable to accommodate last-minute requests for advance work.
- Some teachers may provide simultaneous online classes for absent students if requested. This provision is their goodwill and is a bonus for the student. However, the student is still regarded as absent even when present online.

- When students return to school, they should be ready to rejoin the class with classwork or assessments posted as if they were not absent. Students will receive credit for work if they give proper notice in advance and complete work by the original due dates (or, in some cases, upon returning to school).
- If a student is away for a planned absence and does not communicate in advance, teachers will give zeros for missed work or tests at their discretion.
- Students absent during scheduled semester exams will receive a “0” on their semester exams.

Academic Support during Totalization Leave

A CISP family may have to leave Prague for a semester. When a family wishes to return mid-year and join (or re-join) CISP classes, the parents may decide it would be most beneficial for the student to follow the CISP curriculum or use CISP textbooks. Our goal is to promote student learning, and the following policy is what we believe will be best for the student.

- Learning progress will be the responsibility of the parent and student. Likewise, the grading and credit will be the responsibility of the parent/student.
- CISP will partner with families on an individual basis to best support your student’s academic needs. We can offer the resources we have available as agreed upon in collaboration with teachers and leadership. This may include:
    - Lending textbooks (a deposit may be required; consumables will be charged at replacement cost).
    - Providing prepared curriculum documents, such as year plans or unit plans.
    - Providing chapter tests to a trustworthy parent/guardian.
    - Responding to emails from the parent asking the teacher for information, such as the class’s progress in the textbook.
- CISP will <u>not</u>:
    - Grade tests or projects.
    - Include the student in online Google classrooms.
    - Award CISP credit. However, approved coursework would transfer in as transfer credits.
    - Check on the student’s progress mid-semester.
    - Allow or expect our teachers to email frequently or initiate contact with the student to encourage progress.
- CISP has the right to deny the student (re)entry into the class mid-year if the student is not sufficiently on track.

STUDENT BEHAVIOR

Code of Conduct
At the start of the school year, all students in grades 6-12 read and sign the Student Code of Conduct.

As a Christian school, CISP encourages students to have an above-reproach lifestyle.

> It was for freedom that Christ set us free; therefore, keep standing firm and do not be subject again to a yoke of slavery…For you were called to freedom, brethren, only do not turn your freedom into an opportunity for the flesh, but through love serve one another…But I say walk by the Spirit, and you will not carry out the desire of the flesh…But if you are led by the Spirit you are not under the Law. Now the deeds of the flesh are evident, which are immorality, impurity, sensuality, sorcery, enmities, strife, jealousy, outbursts of anger, disputes, dissensions, envying, drunkenness, carousing, and things like these…But the fruit of the Spirit is love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, self-control. Against such things there is no law. (Galatians 5:1, 13, 16, 18-23, NAS)

Students at CISP are at varying stages of spiritual growth. Outward conformity does not signify an internal change of heart. Therefore, the school board, administration, and faculty of CISP covenant with parents and students to provide an environment where godly values are taught and modeled, in the hope that students will embrace them. Positive values (Gal 5:22-23) will be emphasized, acknowledged, and affirmed; negative values (Gal 5:19-21) will be corrected. (Gal 6:1).

Further, the school board, administration, and faculty of CISP acknowledge that God grants primary authority over students to every parent, so we seek to partner with them. Because CISP is a community of people of varying ages and values, the school board has established general guidelines for moral behavior that the administration and staff of CISP, in cooperation with parents, must always encourage and expect of students enrolled at CISP.

Guidelines for Student Behavior
CISP has created guidelines to create a safe, effective learning environment for the school community.

At school and all school functions, we expect students to:

- Always be courteous and respectful to adults and other students.
- Obey faculty and staff members and recognize that they are under school authority when school is in session or are involved in any school function.
- Address faculty and staff members as Dr., Mr., Mrs., and Miss.
- Refrain from skipping, pushing, shouting, running, and jumping in the stairwells and hallways.

In the school building, we expect students to:

- Refrain from disturbing classes in session at CISP or other institutions in our shared building.
- Stay with the teacher in charge of the class unless the teacher permits otherwise.
- Refrain from disruptive or harmful activities toward students and property.

In classrooms, we expect students to:

- Come to class prepared with the necessary books and materials.
- Be at your desk by the time the class starts.
- Work on tasks as directed by the teacher.
- Observe other rules that individual teachers establish in their classrooms.

In the lunchroom, we expect students to:

- Speak quietly to those sitting nearby and refrain from shouting across the room.

- Leave the table and chairs clean and orderly when finished eating.
- Stay seated in the lunchroom until the teacher in charge dismisses you.
- Throw any leftover food and trash into the wastebasket.
- Assist with clean-up duties as assigned.

On the pitch/playground, we expect students to:

- Be under adult supervision at all times.
- Be aware of open classroom windows and keep noise to a minimum outside these classrooms.
- Return all balls and sports equipment to the storage area/container at the end of the recess or lunch period.

In interpersonal relationships with fellow students, we expect students to:

- Refrain from Bullying. CISP defines bullying as someone being repeatedly mean to someone else on purpose. The person it is happening to has been unable to stop it, and it is unfair and one-sided.
- Refrain from Arguing. Students will not always agree, but they should always show kindness and respect to those they disagree with.
- Refrain from Tattling. There are times when students must report the negative behavior of others, but it should always be done out of love and concern for another' s safety or personal growth, not out of revenge or a desire to see another suffer.

Closed Campus

Students must remain on school grounds or with their school group at all times, unless specifically permitted to leave by a teacher or administrator and with written permission from a parent/guardian. The 'campus' of CISP is wherever school activities are in session. In addition to the school building, the campus includes athletic fields, city parks, museums, public transportation, and out-of-town field trip sites. Students are accountable for their behavior on the way to and from school and school activities and should maintain appropriate standards of behavior as outlined in this handbook.

Public Display of Affection

CISP students are encouraged to form relationships based on friendship rather than romance. Couples are not allowed to display romantic affection (holding hands, kissing, romantic hugs, etc.) on the CISP campus.

Food & Drink

Students may eat and drink in designated areas and at designated times. No food or drink is allowed in the library or computer labs at any time. Gum chewing is not allowed on school property.

Elementary: Students may eat and drink only during snack times in their classroom. There is no eating in the classroom outside of the scheduled snack time. Students may drink only water during classes. Please do not put fruit drinks and sodas in children's lunches. Teachers may make exceptions for special occasions.

Secondary: Students may have drinks only in a non-breakable, sealable, closed container. They may eat a snack during homeroom. Students may not eat in the hallways.

Study Hall

Study Hall is for working on homework or quiet reading. We expect students to be good stewards of their time and show respect toward fellow students. No talking is allowed during study hall. The supervising teacher will enforce this. Students may ask for permission to collaborate on a class project/assignment. Students who use their computers during study hall must follow CISP's computer policy and use it for academic work. Students must also follow electronic use guidelines regarding personal devices.

Dress Code

The CISP dress code stems from a belief that our actions and dress reflect our hearts' attitudes. What we wear and how we wear it should reflect a desire to love and honor God. Anything that interferes with this purpose is unacceptable. We expect all students to dress appropriately in comfortable and modest clothing for school. We realize that “modest” is defined differently in different cultures, so we ask that students’ clothing follow these guidelines:

- Students should be clean and well-groomed. Hairstyles, clothing, and accessories should not distract from the learning environment.
- Clothing should not include any inappropriate words or images.
- Students should be covered from the armpits (no cleavage should be visible) to fingertip length on the legs when the arms are resting at the sides. No skin should be exposed within this area when performing a basic range of motions, i.e., raising one’s arms above their head, bending over, and squatting down.
- Sleeveless tops must have shoulder straps at least two fingers wide. Off-the-shoulder tops without straps are not acceptable unless a shirt is worn beneath that satisfies the coverage and strap requirements.
- Undergarments should be present but not visible.
- Clothing must not be see-through in any way.
- Students can wear leggings, jeggings, or other tight and stretchy pants if a dress, skirt, or shirt reaches knuckle-length when the arms are resting at one’s sides at all times and during any school activities.
- Formal events: all of the above stipulations must be observed, except that strapless dresses are acceptable for ladies (full coverage from the armpits still applies). School staff may ask any student found in violation of the dress code to leave the event.
- CISP reserves the right to make the dress code policy stricter (if necessary) at any point during the school year. CISP staff will communicate any policy changes to all students, parents, and staff.

Students should respect their teachers and the school's authority in all respects, including responding humbly and graciously to teachers’ reasonable requests regarding attire. For example, requests by teachers for hats not to be worn in their class should be honored.

- Elementary students should follow cold-weather clothing guidelines.
- Elementary students will wear indoor shoes each day at school.
- Students will wear athletic shoes with non-marking soles for PE classes.

We encourage parents to pay attention to their children’s clothing choices and see that they dress appropriately according to these guidelines when they come to school. Before wearing them to school, please discuss any questionable clothing options with a staff member. Clothes are available to students who come to school in attire that violates the dress code. Failure to follow these guidelines will result in disciplinary action in accordance with the policy outlined in this handbook.

Personal Property

CISP does not assume any responsibility for lost, stolen, or damaged personal items brought to school by students. Students should label all personal items. A "Lost & Found" box is located in the main office. If no one claims these items by the end of the semester, CISP will sell or donate them to charity.

Cash: Students are advised not to bring large amounts of cash to school. The school cannot be held responsible for money and valuable items brought to school.

Weapons: CISP does not permit devices that are considered weapons in any culture. A possible exception would be if a teacher approved the presence of a weapon as part of an academic assignment or presentation.

Personal Electronic Devices (Phones, Smartwatches, tablets, laptops, and other devices)
Students are prohibited from using cell phones or other personal electronics without permission. If a student needs to contact a parent or guardian at school, they may request permission from a teacher/staff member or go to the Main Office and call their parent/guardian from a CISP phone.

If CISP requires a device as part of the school program (such as Chromebooks or headphones), teachers/staff will direct students in its use.

Elementary School (Grades 1-5): Students must keep their cell phones, personal devices, and any other accessories on silent mode and securely stored in their backpacks. Backpacks should stay in their assigned cubby for the entire school day.

Middle School (Grades 6-8): Students must keep all cell phones, personal devices, and other accessories on silent mode and securely stored in their backpacks. Backpacks must stay inside the student's *locked* locker for the entire school day.

High School (Grades 9-12): Students must keep all cell phones, personal devices, and other accessories on silent mode and securely stored out of sight in their backpacks or inside their *locked* locker for the entire school day.

Secondary students are required to have headphones or earbuds available in case they need them during a class. Wired headphones are allowed in the classroom, but only with the teacher's permission. CISP does not permit Bluetooth or wireless headphones on the CISP campus; CISP will confiscate such devices. Students may not use headphones in the hallways. Students may wear smartwatches, but they should not be used for anything other than a clock and must not be worn during exams.

Improper Use
Students caught with or using a cell phone or other device without staff permission will have the device confiscated for the rest of the school day. For additional infractions, CISP will confiscate the phone/device, and one of the following two actions must occur for CISP to return the phone/device to the student:

1. A Parent/Guardian must come to the CISP Business Office and collect their student's confiscated phone/device.
2. The student must come to the CISP Business Office *after school* and pay a fine of 200 CZK. Continual disregard for this rule may result in detention or exclusion from field trips or extracurricular activities.

Use of School Property
Students should properly steward the resources available at CISP by:

- exercising care, neatness, and cleanliness when using CISP facilities and equipment. (e.g., push in chairs and pick up litter)
- respecting others' property by staying out of their desks, lockers, and personal belongings.
- turning the lights off before leaving the room.
- reporting damage or needed repairs to a staff member.
- making restitution when responsible for the loss, theft, or damage of library books, textbooks, Chromebooks, and any other CISP property.

Athletic Equipment**:** Items are to be used only for their intended purposes with supervision. Students must immediately report all damage or breakage to the school office, and the office staff will assess charges to the person responsible. Students may **not** take equipment from the PE closet.

Lockers**:** Lockers are school property provided for student use. Students are given a locker key at the beginning of the school year. The school administration may check the lockers periodically without prior warning. Students must abide by these locker rules:

- Keep lockers and locker areas clean and orderly.
- Keep lockers locked at all times.
- Keep all personal property in lockers or take it home after school. Staff will collect "stray" items periodically.
- Do not store items on top of the lockers at any time. Staff will remove items found on top of lockers.
- Loss of a locker key results in a 100 CZK fine; students may rent keys from the office for 50 CZK per day.

School Furniture**:** Desks should be kept clean and orderly. Chairs should be pushed under desks when classes are not in session. Students are to store their chairs on their desks after the last class of the day, as instructed. Students must not mark or deface furniture in any way. Students may not lean back in school chairs or sit on desks to prevent damage to chairs and injury to the students.

Textbooks/Chromebooks**:** The school lends textbooks and Chromebooks to students as part of their tuition fees. Students are responsible for keeping them in good condition and removing any marks before returning them. We may charge students for replacement or damage costs in the event of loss, theft, or excessive wear.

TV/DVD/Overhead Projector/SmartBoard/ELMO**:** Students may operate these devices only with direct staff supervision. Students may not move this equipment alone. An adult supervisor must be present.

CISP Library**:** Students are encouraged to use the CISP Library. Students in Grades 3 and up may use their CISP login in Follett Destiny to renew, hold, and search for books in the CISP Catalog.

- Students may have up to two books checked out at a time. More may be allowed for research in CISP classes.
- Students can check out books for three weeks.
- Students are responsible for the library materials they have checked out. Students may not loan out their library books to others. Library materials that are lost or returned with damage exceeding normal wear and tear will be fined up to the cost of purchasing and shipping a new copy.
- Overdue materials are charged a late fee of 5 CZK per school day overdue, up to 500 CZK. Students who owe 500 kc in late fees are not allowed to check out materials until they return the materials and the fine is paid. CISP will not release end-of-year grades and transcripts until students return all materials and fines are paid.
- Food is not allowed in the library. Students are allowed to stay in the library only when a staff member is present.

Computer Usage Policy

CISP supplies computers for educational use. Computer usage is a privilege and can be revoked for violations of CISP's computer usage policies.

Computers must not be used for:

- Accessing internet sites containing controversial material, sexually explicit material, destructive information, material inconsistent with the purpose of the Christian International School of Prague, and any material determined to be illegal.
- Downloading music, software, movies, or any other copyrighted material is prohibited.
- Students are not allowed to play games on school computers except as a formal component of an academic subject or through a school-sponsored event. CISP does not permit the installation or use of peer-to-peer file-sharing programs, such as BitTorrent or similar programs, on computers connected to the school network.

CISP filters Internet access. Filters are not 100% effective. If students accidentally access an inappropriate site, they should immediately "back out" of the site or turn off the monitor. Then, they should notify the teacher or staff member without drawing another student's attention to the computer screen.

CISP reserves the right to access and monitor emails, websites, server logs, electronic files, and any computer or device connected to the school's network, including personally owned equipment, should it be determined that there is reason to do so. Such reasons could include, but are not limited to, suspected or reported breaches of this Acceptable Use Policy, breaches of any school policies, or suspected breaches of the law. Teachers regularly use software to monitor and guide students during online activities. Students should assume their online work is being monitored.

Guidelines for Use of School Computers and Personal Devices

Computer Lab

1. CISP will assign each student an account, a password, and a computer for use in the computer lab during the student's scheduled class. Attempting to access any other student's or staff member's account or accessing a computer without permission will result in detention and possible suspension or expulsion. Students or the student's parents must pay for any expenses incurred due to the student's tampering with the school's computers.
2. Students may not alter any program or setup in the computers or otherwise tamper with software or hardware without specific directions from the teacher.
3. Students must remain within the programs or activities assigned by the teacher and may not seek to enter other areas within the network.
4. Students may not bring games or disks from home to use on school computers without appropriate permission.
5. Students may not download anything onto the computers without the teacher's permission.
6. Students are not allowed to cause the computers to display, record, or print material that dishonors God, the school, or others. Students doing so will be subject to serious disciplinary action.

Classroom

1. Student use of a teacher's computer is strictly forbidden. Any access will result in severe discipline.
2. Students in grades 6-12 will be issued Google Chromebooks for the academic year, and other students may be issued Chromebooks for academic purposes.
3. CISP assigns Chromebooks for academic purposes, and any use outside their designated purpose could result in the forfeiture of the privilege to use them. If Chromebook usage is

forfeited, the student will be denied access to a school-issued Chromebook for the remainder of the year, and CISP will not reimburse the technology fee.

School-Assigned Chromebooks**:** Students assigned a Chromebook/tablet must abide by all student guidelines in this handbook to maintain the privilege. Students must sign the Chromebook agreement to receive a Chromebook.

Consequences**:** If a student disobeys these guidelines, CISP will suspend the student's access to CISP computers. The IT Manager will handle violations and decide how to interpret these rules. Students may permanently lose computer privileges.

DISCIPLINE

CISP bases its philosophy of discipline and classroom management on biblical principles, especially the following:

- In its essence, discipline closely relates to discipleship. Specifically, discipline is a process of loving, strengthening, protecting, training, and correcting a person to develop an individual who practices a self-disciplined lifestyle of obedience to God and sensitivity to the needs of others.
- CISP bases discipline on love and concern. In the same way God disciplines those He loves (Hebrews 12:6), parents are to discipline their children, and teachers are to discipline their students.
- Though each person is born with a tendency toward sin, each individual is of value to God and has the potential to be transformed by the Holy Spirit.
- We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ (Acts 3:19-21; Romans 10:9-10; 1 Corinthians 6:9-11).

CISP recognizes that God has given parents the primary responsibility for a child's growth and development. Parents have entrusted school staff members with the responsibility of helping shape a young person into someone able to love and respect both God and neighbors.

Together with parents, CISP staff are committed to developing positive character qualities in the students, including:

- Fruit of the Spirit**:** love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control.
- Intellectual virtues**:** courage, carefulness, tenacity, fair-mindedness, curiosity, honesty, and humility.
- Submission to legitimate, God-given authority.
- Respect for God, neighbor, and self.
- Perseverance, diligence, and resilience.
- Enthusiasm, discretion, creativity, and generosity.

Together with parents, CISP staff seek to correct harmful habits and attitudes, including:

- Dishonesty in its various forms.
- Disrespect to legitimate, God-given authority.
- Disobedience.

Effective communication between parents, staff, and students is necessary to accomplish this task. Ultimately, the successful development of a self-disciplined child depends upon parents and staff who work together and carefully model and teach submission to the appropriate authority.

Disciplinary Process

Classroom teachers establish classroom expectations based on the CISP Philosophy of Education. Specific classroom expectations and the consequences for not meeting them are explained at the beginning of the school year and reviewed regularly. Forgiveness and restoration are essential aspects of discipline at CISP because our ultimate goal is to help students become disciples of Christ.

When students do not respond to initial attempts at correction and continue to be noncompliant with CISP behavioral expectations, the principal will take additional disciplinary action in conjunction with the teacher and the student's parents.

Disciplinary Actions

Detention: Teachers can assign detention at a time convenient to them, and they will notify parents of the time and reason for the detention. Additionally, staff members monitor detentions for school infractions such as tardiness at 7:30 am or during lunch break. *It is the student's responsibility to communicate with their parents about these detentions.*

Disciplinary Probation: Disciplinary probation occurs when the school expects the student to improve their behavior. The school Principal will communicate the terms of this probationary period to the student and the parents. To help the student complete the probationary period, the student will work with a designated staff person and the student's parents. CISP will not remove the student from disciplinary probation until the principal and the student's teachers review the student's case.

In-School Suspension: If a student's behavior continues to be unacceptable or a major violation of school rules occurs, CISP may suspend the student from classroom participation for a specified time. We will assign the student a workspace for schoolwork. The student receives credit for all completed assignments. The principal decides arrangements for in-school suspension and communicates with parents and the student about the terms of this disciplinary action.

Suspension: CISP may suspend (remove from school) the student for a specified time if misbehavior continues after an in-school suspension or if the infraction is severe.

The administration has the authority to suspend a student for up to three days without consulting with the School Board chairman. Longer suspensions will be initiated only after consultation with the Chairman. In such cases, the Director will notify the School Board of the measures taken.

CISP officially records suspension days as absences. Students will receive a grade of zero on all assignments and on all tests and quizzes administered on the day(s) of suspension. Students are encouraged to complete all assignments for the days missed, but teachers will not give credit.

After serving a suspension, a student returning to school will be on disciplinary probation for a specified time determined by the Director. Completing the probationary period will result in re-admission to the school as a "regular" student. Failure to complete the probationary period may result in additional disciplinary action, including possible expulsion from the school.

Expulsion: Permanent removal from the CISP student body; the decision is the Director's. Typically, this step will follow a suspension period. The Director will consult with the School Board and staff about the matter. During this process, the Director will communicate with the student and the student's parents.

All financial obligations to the school must be current. In the event of an overpayment, CISP may issue a prorated refund. CISP will provide appropriate references to other schools upon request after an expulsion.

Additional measures: The administration may apply appropriate disciplinary measures on a case-by-case basis. Behavior threatening the student's or others' health or well-being will result

in immediate disciplinary action. If parents or guardians have questions about actions taken by a teacher or administrator, the person should request a meeting with the staff member involved. (See Complaint Procedure)

Cheating & Plagiarism
CISP does not tolerate cheating and plagiarism. Cheating on homework or examinations would include using online tools that generate work that is not the student's own creation or referring to guiding material such as textbooks or notes when expected not to, regardless of the test location. In contrast to cheating, peer tutoring works together toward a solution where all students involved have significant input. Some teachers allow peer tutoring; please check with them to see if they allow it for specific assignments.

Using Artificial Intelligence to create or produce work that the teacher is expecting the student to do on their own is considered cheating. Students should ask permission before using AI to complete any assignment or assessment.

Plagiarism is using or imitating someone else's words or ideas without giving them credit. Students must appropriately cite quotations from other sources. CISP teachers thoroughly teach the students what cheating and plagiarism mean and that these actions are morally wrong.

Cheating or plagiarism on any assignment, test, or exam will result in a zero. We notify parents and teachers when incidents of cheating and plagiarism occur. A second incident may lead to suspension from school.

For language classes, any machine-generated text or translation is strictly forbidden (including using an online translator to translate a text for a class presentation, etc.). Students may use an online dictionary, provided it is not a translator. We expect students to create their own texts in a foreign language using the vocabulary and grammar they have been learning. We encourage students to work with class materials (textbooks, worksheets, Quizlet, etc.). We recommend writing the text in the target language to learn to "think in that language."

STUDENT LIFE

Chapel
Chapel is an integral part of the CISP school community, setting the tone of the school and providing an opportunity for the school community to focus on the Lord and worship Him together. CISP requires weekly chapel attendance and expects students to be respectful and to listen quietly during chapel.

Counseling
We welcome students and parents to discuss their educational needs with the school counselors. The services include academic and career counseling, as well as assistance with completing college/university and financial aid applications. Informal spiritual and emotional counseling for students and teachers, or students and chaplains, is available at the student's request. If a student needs long-term counseling, school counselors can help find appropriate support.

Co-Curricular Activities
CISP offers co-curricular activities based on student interests and staff availability. They may include athletic events, clubs, drama productions, special class activities, or other school-approved activities.

Eligibility for Co-curricular Activities
CISP encourages students to participate in co-curricular activities as long as they do not deter academic progress. CISP will extend the privilege to participate in co-curricular activities to those students who meet the qualifications and expectations for each activity. Members of athletic teams and participants in major co-curricular activities (e.g., school plays) who are on academic intervention

will not be allowed to participate. Students must be present for at least their afternoon classes to participate in co-curricular activities that day.

Drama Productions
As part of its fine arts curriculum, CISP offers students an opportunity to develop their dramatic talents and abilities. Students will have an opportunity to demonstrate these talents and abilities in co-curricular activities such as school plays. These productions also offer opportunities for student participation in many behind-the-scenes roles, like production, costumes, lighting, and sound.

Sports Programs
CISP may offer opportunities to participate in school-sponsored sports programs depending on student interest and staffing availability. Participation is usually open to boys and girls in grades 8-12. Students and parents must read and accept the provisions of the Athletic Handbook before participating.

After-School Clubs
CISP is interested in partnering with CISP parents, local Christian churches, and organizations to offer after-school clubs. The director must approve all clubs and club leaders. Leaders must also attend the school's child safety program and provide a background check. For more information, please contact director@cisprague.org.

Approval and Scheduling of Student Activities
The administration approves all school-related student activities. The master calendar is on the Family Portal. Please consult the master calendar to avoid scheduling conflicts. To add an event to the calendar, groups/individuals should send the request to the director. The director may approve or deny student activity requests. An adult advisor must directly supervise student meetings related to co-curricular activities.

Student Leadership Team (SLT)
The Student Leadership Team (SLT) exists to facilitate a culture of community and servant leadership at CISP. Primarily, these students serve via the student-led Bible study, student activities team, and by striving to be everyday examples of CISP's expected student outcomes. These students commit to regular discipleship meetings, where they are mentored by SLT supervisors. These students also attend the ACSI Student Leadership Conference to further grow in their knowledge of service leadership. To apply, students must be enrolled full-time, resubmit the application form every year, and request recommendations from both their roundtable leader and a (non-relative, non-SLT supervisor) staff member of choice.

HEALTH AND SAFETY

Safety Drills
Fire drills**:** Appropriate fire-escape information is posted in each room. Teachers/supervisors regularly review emergency procedures with their classes. At the signal, a designated person will lead the class out of the room, single file, to the grassy area south of the building. There is to be NO disruptive behavior during fire drills.

Other safety drills**:** Appropriate safety information related to other emergencies is available in every room. Teachers review emergency procedures with their classes based on the specific situation. A designated person will lead the class in responding to the distinct signal. There is to be NO disruptive behavior during safety drills. We periodically conduct evacuation drills to practice leaving downtown Prague in the event of a threatening situation.

Child Protection Policy
CISP values human life regardless of age, gender, religion, or race. Desiring to reflect Christian philosophy and belief, CISP expects every individual to be treated with dignity, respect, and care. The emotional and physical vulnerability of children under the care of CISP should never be violated. To that end, all CISP staff and volunteers undergo yearly child safety training led by our school

counselors. Additionally, we actively teach our students how to recognize, refuse, and report unsafe situations through our Second Step Child Protection Unit, which is covered yearly with our elementary students, grades 1-5.

Normal, healthy relationships between adults and students include expressions of proper care and affection. CISP encourages adults working with children to provide a warm, supportive, and nurturing environment. Biblical morality, ethics, and prudence standards guide supportive nurture. CISP expects proper moral and ethical behavior toward all children.

According to Czech law, CISP must report suspected child abuse and neglect to the proper authorities. All teachers, staff, and volunteers must also attend the Because We Care safety training annually.

Health Care & Medical Insurance
Insurance**:** Parents must ensure their student's health information is updated annually. All new students must submit a copy of their current Medical Insurance Card to the Admissions Office at the time of enrollment. Suppose any changes to insurance coverage occur during the school year (i.e., expiration or change of company). In that case, parents are responsible for providing CISP with the updated information and submitting a copy of the new Medical Insurance Card for their student's record.

Currently enrolled students whose medical insurance cards are missing or expired will not be permitted to attend school until parents or guardians provide new medical insurance information to the Admissions Office. Students are requested to remain at home until new information is received. New students will not be permitted to begin attending school if this information is missing from their records.

Medication**:** Parents should notify the school of any health concerns for their child(ren). In particular, the school needs to know if the student has allergies, asthma, or a history of seizures.

Immunization Policy
All students are required to provide an Assessment of Medical Fitness or *Posudek o zdravotní způsobilosti dítěte* stating that they are up to date on all required immunizations and in good health, as required by the MŠMT and the Czech Republic. Students must renew this document every two years.

Medication
Under current Czech Republic law, teachers and staff may not provide or administer any medication (prescription or over-the-counter) to students, even if the parent(s)/guardian(s) provide verbal or written permission. If a student reports minor discomfort or illness at school, teachers will send them to the Main Office, and the office staff will call parents/guardians. In these cases, it may be necessary for the parent(s)/guardian(s) to come to school and pick up their child. If we cannot contact a parent/guardian, CISP staff will do their best to make the student comfortable and keep trying to contact the student's parent(s)/guardian(s).
Medication on Field Trips or Overnight Trips
If a student is away from CISP on a school-organized field trip or an overnight trip, they are permitted to bring their own medications with the following conditions:

1. *Analgesics/Seasonal Allergy/Over-the-counter Medication:*
   a. Medications must be in a sealed envelope/plastic bag with the student's name.
   a. Include a signed note from the parent(s)/guardian(s) with instructions for dispensing and granting permission for the student to self-administer the medication if necessary.
2. *Epi-Pen/Inhaler*:
   a. Parents must first inform trip leaders that the student carries this type of medication; this should also be on record in the student's medical records.
   b. Medication must be in a sealed envelope/plastic bag with the student's name.

c. Include a signed note from the parent(s)/guardian(s) with instructions for dispensing and granting permission for the student to self-administer the medication if necessary.
d. Please include permission from parents for the trip leader/teacher to administer EpiPen - the student might not be able to dispense this medication in a state of anaphylaxis.

COMPLAINT PROCEDURE

There will be times when we need to express concerns. Staff, students, and parents in our community should follow these guidelines whenever they have a complaint.

If you have a complaint,

- **Express it promptly.** Internalizing ill feelings and friction decreases effectiveness in our Christian walk. Jesus says that we cannot properly worship or serve God if there is disagreement between ourselves and others. (Matthew 5:23-24) Express it promptly after an appropriate cool-down period.
- **Tell the right person.** Complaints against specific individuals should be expressed directly to the individual in question. Parents should go directly to the teacher if they have a question or concern about that teacher. Secondary students should first talk to their teacher; if the teacher does not resolve the issue, students should discuss it with the principal.
- **Express it clearly.** Ensure the person to whom you are expressing your complaint knows the relevant details, exactly what you are complaining about, and why. Misunderstanding of complaints could lead to further problems and needless hard feelings.
- **Don't broadcast it.** Express your complaint **only** to the person who should hear it. If you overhear a complaint or someone tells you about one, redirect the complainer back to the source.
- **Pray about it.** Ask God to help you make your complaint to improve our school or the person involved, and thus to glorify and grow His kingdom. Read and think about passages such as Ephesians 4:1-3 and Colossians 3:12-13.
- **Appeal Procedures.** If the matter remains unresolved after taking the issue directly to the person involved, escalate it to the next level. Community members can bring unresolved matters to the director. The clear Biblical standard of Matthew 18:15-17 is that people follow this chain of authority.

If someone makes a complaint about you, you should,

- **Understand the problem.** Make sure you know the complaint and why the person is making it. Ask the person making the complaint questions, if necessary.
- **Give it prompt attention.** As soon as possible, talk to the person complaining about you. Try to agree on an effective solution to the problem promptly. This communication shows concern and a desire to cooperate and may help prevent the problem from escalating.
- **Make it into a growth experience.** Instead of taking offense at the complaint, realize someone has pointed out something that might help your growth. Solomon said wise people can accept and learn from counsel, reproof, or instruction. Learn from your mistake or from what has displeased the complainer.
- **Pray about it.** Ask for God's wisdom in solving the problem and His help with resolution. Pray that all may work out for the good of God's kingdom and the school. Pray for the person who complained about you and ask God to help you love them more.