

# PARENT-STUDENT HANDBOOK



## CISP'S MISSION

"CISP provides, from a biblical perspective, an academically excellent and practically oriented education within a loving community."

# QUICK LINKS

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CISP uses the online Family Portal for school news, grading, and other school information. The calendar on Family Portal is the official school calendar.

**Please check the Family Portal regularly!**

<https://cis-cze.client.renweb.com/pwr/>

CISP is independent in its ownership and is a member of the [Association of Christian Schools International \(ACSI\)](#). ACSI and [Middle States Association \(MSA\)](#) accredit CISP. The school was re-accredited by both associations in 2022.

The [Czech Ministry of Education \(MŠMT\)](#) recognizes Grades 1 through 9.

# SCHOOL HOURS

Elementary students use the Legerova 5 entrance. Secondary students (grades 6-12) 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. Dismissal on half days is at 12:00. Students must leave the school building no later than 15 minutes after dismissal.

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

<b>Middle School Schedule - Grades 6-8</b>	
<b>Mon, Tues, Thurs, Fri</b>	<b>Wednesday</b>
Homeroom: <b>8:15-8:25</b> 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: 11:50-12:20 Period 5: 12:25-13:10 Period 6: 13:15-14:00 Period 7: 14:05- <b>14:50</b>	Period 1: <b>8:15-8:45</b> Period 2: 8:50-9:20 Chapel: 9:25-10:15 Period 4: 10:20-10:50 Period 5: 10:55-11:25 Lunch: 11:30-11:50 Period 3: 11:55-12:25 Period 6: 12:30-13:00 Period 7: 13:05-13:35 Period 8: 13:40- <b>14:10</b>

<b>High School Schedule - Grades 9-12</b>	
<b>Mon, Tues, Thurs, Fri</b>	<b>Wednesday</b>
Homeroom: <b>8:15-8:25</b> 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: 11:50-12:20 Period 5: 12:25-13:10 Period 6: 13:15-14:00 Period 7: 14:05-14:50 Period 8: 14:55- <b>15:40</b>	Period 1: <b>8:15-8:45</b> Period 2: 8:50-9:20 Period 5: 9:25-9:55 Period 4: 10:00-10:30 Chapel: 10:35-11:25 Lunch: 11:30-11:50 Period 3: 11:55-12:25 Period 6: 12:30-13:00 Period 7: 13:05-13:35 Period 8: 13:40- <b>14:10</b>

## Lunch

Students may bring sack lunches or arrange to get hot meals from the *jidelna* (Czech cafeteria). Czech health authorities oversee this lunch program; CISP is not responsible for it. Prices are subject to change. Contact the CISP office if you would like to sign your child up with the cafeteria. **Parents are responsible for canceling jidelna lunches and paying fees.**

**Contact:** [office@cisprague.org](mailto:office@cisprague.org)

**Prices:** Ages 6-10: **73 Kč** | Ages 11-13: **75 Kč** | Ages 14+: **78 Kč**

**Payment options:** In cash at the cafeteria office or by bank transfer. Acc #: 38234021/0100.

**Ordering:** [www.jidelnasokolska.w1.cz](http://www.jidelnasokolska.w1.cz) by 14:00 the day before. Login information is available at the cafeteria office.

## ISIC Cards

CISP requires students in grades 6-12 to wear ISIC cards in school at all times. CISP issues ISIC cards to new students free of charge. Renewal of ISIC card validity costs 250 CZK. If students lose their card, a new card costs 350 CZK. CISP does not require students to update their ISIC card validity; however, the card offers many student benefits (discounts for traveling, theaters, cinemas, restaurants, etc.). [More details](#).

## Visitors

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

# CONTACT INFORMATION

Legerova 1878/5, 120 00 Praha 2  
272-730-091 - Office  
776-358-121 - Mobile

Hours: Monday - Friday, 8:00 - 16:30  
[www.cisprague.org](http://www.cisprague.org)  
[info@cisprague.org](mailto:info@cisprague.org)

You may contact any CISP staff member by email at [firstname.lastname@cisprague.org](mailto:firstname.lastname@cisprague.org).

Questions?	Ask	Email
Attendance or General questions	Marketa Huber	<a href="mailto:attendance@cisprague.org">attendance@cisprague.org</a>
Admissions/Enrollment	Kate Parker	<a href="mailto:admissions@cisprague.org">admissions@cisprague.org</a>
Graduation Requirements/Transcripts	Carol Lillard	<a href="mailto:school.counselor@cisprague.org">school.counselor@cisprague.org</a>
Family Portal	Kate Parker	<a href="mailto:kate.parker@cisprague.org">kate.parker@cisprague.org</a>
Tuition and Finances	Romana Grindelnd	<a href="mailto:finance@cisprague.org">finance@cisprague.org</a>
Jidelna (Cafeteria) and ISIC	Marketa Huber	<a href="mailto:office@cisprague.org">office@cisprague.org</a>

## Contact the school office when...

1. Your child will be **late to school (tardy)**. Email [attendance@cisprague.org](mailto:attendance@cisprague.org) by 8:15. In an emergency, first call the office, then send an email later.
2. Your child will be **absent from school**; email [attendance@cisprague.org](mailto:attendance@cisprague.org) as soon as possible.
  - For sick days, email or call the attendance office by 8:15.
  - For excused absences (i.e., doctor or visa appointments), write at least **2 school days** in advance.
  - Longer, planned absences must be communicated at least one week in advance to the attendance office and all of the student's teachers.

3. If **both parents (or legal guardians) will be out of town**, email [attendance@cisprague.org](mailto:attendance@cisprague.org) and communicate the dates and where and with whom the student(s) will be staying. Confirm that the office has accurate emergency contact information for the adult in Prague with temporary guardianship of your student(s).
4. 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](mailto:attendance@cisprague.org).
5. If you have **changes in contact information** (phone, email, address) or changes in **medical insurance, ID documents, or guardianship**, please email [admissions@cisprague.org](mailto:admissions@cisprague.org).

### **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's Confirmation of Studies letter. These letters prove enrollment for a 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.

## **SCHOOL STAFF**

**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. A Supervisory Board annually reviews the school finances.

**CISP Board Members:** Our current board members are Dan Foreman (chair), Becca Yonkoski, Matt Ferguson, Sheri Gaches, Radim Špůrek, and Jessica Weaver.

**Director:** The Director serves as the educational leader. She is responsible for managing school policies, regulations, and procedures to ensure that all students are supervised in a safe learning environment that fulfills the approved curricula and mission of the school. She works collaboratively to direct and nurture all school staff members and communicate effectively with parents. The Director reports to the School Board.

**Principal:** The Principal 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. A majority of his time is spent on faculty development through formal and informal activities and establishing clear communication regarding school goals, accomplishments, practices, and policies with parents and teachers. The Principal reports to the Director.

**Faculty and Staff:** Please visit our [staff page on the school website](#).

## **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 radically 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 are, unashamedly, a Christian school and desire to communicate and demonstrate our faith so 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 the 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. This means 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 should find 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 ([1 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 agents 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 in 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. We also seek to affirm Czechs who make this community their school home.

### **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 worshipping God the Father, God the Son, and God the Holy Spirit.

## **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**

## **Admissions Statement**

CISP is open to anyone interested in securing a Christian education whom the school finds qualified for admission and who agrees, along with their parents, that he or she shall 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 and/or are unwilling to adjust to our environment as 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.

## **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.

## **Gender, Marriage, and Sexuality**

The Bible is the inspired and infallible Word of God. It speaks with final authority concerning truth and is the sole source of all that we believe. The CISP Board gives direction on foundational aspects of how the Bible is interpreted and applied in our community.

### **God-designed 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](#)).

### **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.

## **PARENTAL INVOLVEMENT**

CISP was established to assist parents in their God-given responsibility of educating their children within the framework of a sound Christian worldview. CISP seeks to develop a partnership relationship with parents to fulfill this purpose. Communication and mutual support between parents and teachers is 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. Individual meetings between parents/guardians and classroom teachers are scheduled after the end of Quarter 1 and by request during Quarter 3. Conferences are important so teachers and parents can discuss 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 desire to be involved with the CISP student population must submit a current, valid background check and participate in 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	
Be a part of the Parent-Teacher Organization	Participate in a parent prayer group
Serve as a 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
Share your talents, skills, and expertise as a guest presenter in the classroom or chapel	Cook or bake for school events
Use your skills and expertise in the area of building maintenance	Substitute teaching
Coordinate or supervise service projects	Tutor

## Tuition

Tuition must be paid 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. CISP student records, including transcripts and diplomas, will not be released until all financial obligations have been paid in full. Financial accounts must be kept current. If parents are behind in payments, their students will regrettably be denied admission to class. Cash payments are made through the CISP Business office and not to other staff. Tuition payments are accepted in Czech crowns, Euros, or USD only. If paying in Euro or USD, the exchange rate of CNB ([www.cnb.cz](http://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 payment in cash up to 10,000 CZK. All late payments will be subject to a 2% late charge per 14 days.

## Legal Guardianship

If the parent(s), with whom the student resides leave the country for any reason, they are required to 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 the care of 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 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 a penalty equal to *one quarter's tuition and fees*.

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 Guardian (preferably a relative *and* 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 Guardian must be present in Prague to complete the required notarized [Legal Guardianship Form](#). Local CzechPoint offices notarize these forms.
3. Parents and Legal Guardian must read and sign the [CISP Legal Guardian Contract](#).
4. Parents and Legal Guardian 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 a **financial penalty** equal to *one quarter's total tuition and fees*.

### Students over 18:

CISP strongly encourages students who are 18 or older to continue to live 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](mailto:attendance@cisprague.org) when they will be late or miss school)
2. They will assume the login account of their parent or guardian 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 with the school counselor or another appointed advisor monthly and more regularly if necessary.

## ACADEMIC PROGRAM

The courses at CISP generally use an 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. Homeschooled students are allowed to attend individual classes if courses are available that meet their needs.

We recognize that all truth comes from God. Therefore, we seek the best resources from Christian and non-Christian authors and publishers and encourage students to read books from both. Teaching students how to think and relate to the surrounding world 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 that they may live in the world with confidence, firmly grounded in the truth.

Parents who enroll their students full-time agree to submit to the curriculum of CISP. 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 9-12 must enroll with a minimum of five credits to be full-time. Students in grade 12 must complete a minimum of five credits to graduate with a CISP diploma. We count online classes for GPA and graduation purposes for which a student has registered through Sevenstar Academy or NorthStar Academy as CISP courses. We expect full-time students to attend chapel weekly and homeroom daily.

### Course Selection

Students entering grades 9-12 can express their course preferences each spring. 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 eight *school* days of a course without penalty. 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 eight days still incur a 2 000 CZK fee to cover individual materials ordered for the course.** Students may withdraw from a course *after* the first eight days of school if approved by parent(s) [and the school administrators](#). The course will appear on the student's report card and transcript with a final grade of WP (withdraw passing) or a WF (withdraw 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 secondary students' length of time on work outside

the classroom. The table (below) shows the average time for out-of-school assignments (including long-term projects, test, and quiz preparation). **These guidelines do not apply to honors or AP courses.**

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 that their homework is consistently taking longer than the guidelines should record how many minutes they spend on homework and discuss it with their teacher. If homework consistently takes longer than the guidelines, the student may bring a record of the time spent on homework for a week to the Principal, or school counselor.

Students are assigned no more than two tests or projects on one school day. Long-term projects are divided into multiple graded mini-assignments to provide shorter-term accountability. Teachers give prior notification for special projects and papers. Each classroom teacher sets a late homework policy, and we expect CISP students to follow each teacher's late homework policy.

## Assessment

**Secondary Semester Examinations** CISP administers exams on 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 with unexcused absences will receive no credit for missed exams.**

**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 are available to Parents/Guardians and students which show scores for the current academic year. 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 test for the National Merit Scholarship. Students in grades 10-11 may register to take the PSAT. The test has a fee. SAT and ACT information is available from the testing coordinator, Becca Miller. English Language Learners may seek information about the TOEFL from ELL staff.

## Grading

**Grading System and Scale.** 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 teacher 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	0.0	
Passing	P	Credit given	Not calculated	
Withdraw-Passing	WP	No credit	Not calculated	
Withdraw-Failing	WF	No credit	Not calculated	

**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 includes four quarters (8-10 weeks). Progress reports are generated midway through each quarter. Report cards are emailed to parents quarterly and available online in the [Family Portal](#).

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

An academic coach closely monitors this student’s progress and 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 (performance in a school play, athletic teams, student leadership, etc.) or go on school trips.

Secondary students remain on academic support until they no longer have 2 grades of a 67% or below at 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.

- CISP may require the student to do extra summer work as a prerequisite before entering the next grade.
- CISP may require the student to repeat a course the following year.
- CISP may not promote the student 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 classes unless excused by the physical education (PE) teacher or doctor's note. We consider notes from parents/guardians, but it does not automatically grant an excuse. Students are not excused to go home. Secondary students **must** bring in a change of clothes for PE. All students must bring appropriate shoes on PE days. Students must wear shoes at all times unless the teacher instructs otherwise.

## 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 (not currently available)

CISP offers Supplemental Services to support the academic success of our students and assist students who learn differently and may need a different approach to acquiring and demonstrating curriculum knowledge. Supplemental Services can support struggling learners with difficulty keeping up with grade-level material and assist students who may need a more rigorous academic challenge. The focus is to ensure all students acquire knowledge through varied approaches and strategies that encourage learning. An individualized plan may be developed to ensure goals are implemented throughout the students' enrollment at CISP. Students approved by the Supplemental Services Team may receive services that accommodate diversified learning needs.

**Tutoring.** Tutoring may be available to provide ongoing academic support for struggling students. Tutoring is available to provide supplemental instruction in specific subject matter, assistance in writing papers, instruction in reading comprehension strategies, accountability, organizational skills, or study skills. Tutors may also provide academic support for students who need temporary assistance. If tutoring is needed, please contact the Supplemental Services Coordinator or Principal.

**Accommodations.** These are changes made in how the content is taught and/or assessed. Accommodations do not change the student expectations regarding mastery. The objectives of the course remain intact.

**Modifications.** These are changes made in how the content is taught and/or assessed and changes in what the student is expected to master. Course objectives are modified to meet the needs of the learner. *A student must be enrolled in the Discovery Program to receive modifications.*

**Discovery Program.** The National Institute for Learning Development (NILD) designed the Discovery Program to assist students who may learn differently. The program treats the underlying causes of learning challenges rather than just the symptoms. The program aims to help students develop tools and strategies to become independent, lifelong learners.

CISP may provide Educational Therapy (NILD) in a one-on-one setting, small group, or inclusion within the classroom. Depending on the individual need, the student will receive at least one forty-five-minute session of intensive one-on-one therapy per week. During these sessions, the educational therapist uses various techniques to address the student's specific areas of difficulty and improve their ability to think, reason, and process information. More information about NILD therapy is available at [nild.org](http://nild.org). There is an additional fee for Educational Therapy.

Students transferring into CISP with an IEP, 504 Plan, or other *modification* plans, may be required to be a part of the Discovery Program to ensure that the modifications are followed and monitored. Teachers may not *modify* the curriculum (change academic expectations) for a student unless the student is in the Discovery Program. If parents feel *accommodations* (support and services to help students learn) are necessary, they can discuss this with the Principal and/or Supplemental Services Coordinator. Additional testing may be required by a licensed professional. This testing may require additional fees.

**Challenger Program.** This program aims to meet the needs of enthusiastic students who desire additional academic challenges. The goal is to increase advanced training and development. The Supplemental Services Team invites students to join the program. Students who join the program focus on independent learning, creativity, critical thinking, and further exploration in areas of interest. All students learn interpretation, relation,

and application of learned content.

## Information Regarding Czech Education Laws

In the Czech Republic, education is compulsory for all students ages 6-15, or until the completion of Grade 9 when compulsory education requirements are satisfied. According to the law Act. No 561/2004 Sb., § 38 par.1 letter c), this can be partially done at CISP. In addition to what CISP provides, parents must fulfill the following requirements:

1. § 38 par. 3 – children must be registered at another Czech school – „kmenová“ school
2. § 38 par. 5 - children must take semester, annual, or biennial exams at their „kmenová“ school
3. The children must take the exams in the following subjects according to Vyhláška No. 48/2005, § 18 – 21 according to the national curriculum (Rámcový vzdělávací plán = RVP)
  - Czech language – all years of ZŠ
  - Vlastivěda – grades 1-3
  - Člověk a jeho svět - grades 4&5
  - History - grades 6-9
  - Geography - grades 6-9

## ATTENDANCE POLICIES

Attendance Codes	
<b>TE</b>	Tardy Excused
<b>TU</b>	Tardy Unexcused
<b>P</b>	Present at school
<b>AE</b>	Absent Excused - may or may not attend online classes - make up work according to the make up work policy
<b>AU</b>	Absent Unexcused - may or may not attend online classes - work must be completed and turned in on time
<b>AESA</b>	Absent Excused School Activity - counts as <b>Present</b>

### Tardy Policy

**School starts at 8:15. If a student is not in class by then, they are considered tardy. Late students must first report to the Main Office.**

- Parents/guardians must contact the attendance office by phone or email ([attendance@cisprague.org](mailto:attendance@cisprague.org)) to explain the tardy. Students may not excuse themselves.

A tardy can be excused or unexcused.

- **Excused tardies:** extreme weather conditions, accidents, transportation breakdowns, feeling sick
- Even if a parent/guardian sends an email, the tardy might still be unexcused (e.g., if a parent writes an email that the student overslept, it will be an unexcused tardy).
- Students tardy for more than half of a class will be considered absent from that class.
- Traffic tardies will become unexcused if there are more than 3 per quarter
- **Elementary:** If a habit of unexcused tardies develops, CISP staff will contact parents/guardians..
- **Secondary:** After every third unexcused tardy, a student will receive a detention.

## Absence Policy

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

Notify the school as soon as possible, but by 8:15 at the latest on the day of absence at [attendance@cisprague.org](mailto:attendance@cisprague.org) (or phone). Please copy your student's classroom teacher on this email. Please clearly state how many days the student will be absent, or send a notification by 8:15 each day the student is absent.

Longer, planned absences must be communicated at least one week in advance to the attendance office and all of the student's teachers.

- **Absent Excused (AE)** - The student is absent with an appropriate excuse. Students can make up classwork according to the make-up policy below. Excused absences include:
  - Illness (*If a student is ill for more than **5 days**, parents must provide a copy of a doctor's report (lékařská zpráva) stating the doctor recommended the student not return to school for "x" number of days.*)
  - Medical appointment
  - Legal appointment
  - Required Missions Conference
  - Emergency (e.g., death of family member)
- **Absent Unexcused (AU)** - The student is absent for an inappropriate reason. Students can still receive class credit if they give proper notice in advance and complete work by the original due dates. Teachers will grade any delinquent assignments according to the late work policy. Please note that appropriate prior notice does not change the Unexcused absence status.  
Unexcused absences include:
  - Family Holiday
  - Non-CISP teams/clubs/activities (i.e., sports, dance, camps, etc.)
  - Non-medical personal appointments
  - Oversleeping
  - Staying home to complete homework
- **Distance learning** - When online classes fully replace the physical presence of students at school, the teachers will treat the student's online presence the same as when students are in school. Students who are unable to attend online will need a parent's note. Students who do not attend class without a note or with an inappropriate reason will be marked absent unexcused.

## Make-Up Work

If students are absent when an assignment is due, they must turn it in as soon as they return to school.

### Elementary Students (Grades 1-5)

- Make up work expectations will be individually communicated by the homeroom teacher.

### Secondary Students (Grades 6-12)

- Students have *at least one school day* to make up missed assignments/tests missed for each day of an excused absence.
- If students are absent on the day of a test/project, we expect them to make arrangements with their teacher to complete the test/project upon their return to school.
- **Students must communicate to each of their teachers at least one week in advance of planned absences,** and also communicate if they will have access to wi-fi and computer. This allows time for teachers to send the student the work ahead of time and set due dates.
- For excused absences (defined above):



- **Students are responsible for obtaining and completing make-up work.**
- If a teacher provides assignments for students in advance, students are encouraged to work ahead or during the excused absence so they do not fall behind.
- Some teachers may provide simultaneous online classes for absent students. This provision is their goodwill and is a bonus for the student. **However, the student is still regarded as absent even when present online.**
- For unexcused absences (defined above):
  - When students return to school, they should be prepared to rejoin the class with work or assessments posted as if they were not absent.
  - Students will receive class credit if they give proper notice in advance and complete work by the original due dates. **If the students do not communicate with their teachers before they leave**, then students may be given zeros for missed tests and work not submitted on time.
  - **Students who are absent without excuse during semester exams will receive a score of "0" on their semester exam.**

## **Maximum number of all absences allowed per school year**

Absence totals include excused and unexcused absences from school. The director and principal evaluate excessive absences; they have the right to make exceptions to the Absence policy.

### **Elementary students:**

- Up to **20 days** of school for the entire 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:**

- Up to **16 days** of school for the entire 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:**

- May miss no more than the following for the entire 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** will determine whether or not the student will receive credit for the course(s).
- Students may need to take online classes to make up credit; they may be at risk of not graduating by the date planned or being denied re-enrollment due to excessive absences.

## **Academic Support during Extended Leave**

It may happen that a CISP family has to leave Prague for an extended time during a school year. 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 and textbooks.

Our goal is to promote student learning, and the following policy is what we believe will be best for the student:

- The learning progress will be entirely the responsibility of the parent and student. Likewise, the grading and credit will be the responsibility of the parent/student.
- CISP will:
  - Lend textbooks (a deposit may be required; consumables will be charged at replacement cost)
  - Provide prepared curriculum documents, such as year plans or unit plans.
  - Provide chapter tests to a trustworthy parent/guardian
  - Respond to emails from the parent asking the teacher for information such as the class's progress in the textbook
- CISP will not:
  - Grade tests or projects
  - Include the student in online Google classrooms

- Award CISP credit
- Check on the student's progress mid-year
- Allow or expect our teachers to email frequently or initiate toward 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 with the class. CISP cannot provide further support for distance learning than outlined above.

# 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 hopes that students will embrace these values. Positive values ([Gal 5:22-23](#)) will be emphasized, acknowledged, and affirmed; negative values ([Gal 5:19-21](#)) will be appropriately corrected ([Gal. 6:1](#)).

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

- Always wear ISIC cards (visible; below the neck; above the waist) - Grades 6-12.
- Not disturb 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 necessary books and materials in classrooms.
- 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 dismissed by the teacher in charge.
- Throw any leftover food and trash into the wastebasket.
- Carry out clean-up duty as assigned.

#### **On the pitch/playground, we expect students to**

- Be under adult supervision at all times.
- Be aware of classroom windows that may be open 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.

#### **Recognizing the difference between bullying, arguing, and tattling:**

- **Bullying:** When someone keeps being mean to someone else on purpose. The person it is happening to has been unable to make it stop, and it is unfair and one-sided.
- **Arguing:** When there is a disagreement that is two-sided.
- **Tattling:** When someone reports on another person to get them in trouble.

**Closed Campus:** Students must remain at school on its 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.

**Romantic 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 lab at any time.** Gum chewing is never 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 in a non-breakable, sealable, closed container only. They may eat a snack during homeroom. Students may not eat in the hallways.

**Study Hall Policy:** 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 our dress reflect the attitude of our hearts. 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 have no inappropriate words or images.
- Students should be covered from the armpits (no cleavage should be visible) to fingertip-length on the legs when arms are resting at the sides. There should be no skin 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.
- Leggings, jeggings, or other tight and stretchy pants can be worn if a dress, skirt, or shirt reaches to knuckle-length when the arms are resting at one's sides.

Students should respect their teachers and the authority of the school in all ways, which means responding humbly and graciously to teachers' reasonable requests regarding attire. For example, teachers who ask that hats not be worn in their class should be honored.

- Elementary students should follow these 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. Please discuss any questionable clothing options with a staff member before wearing them to school. Clothes will be made available to students who come to school out of the dress code. Failure to follow these guidelines will result in disciplinary action consistent with our 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. Found items are placed in a "lost and found" in the main office. If no one claims these items by the end of the semester, they are sold or given 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**

(Cellphones, Smartwatches, tablets, personal laptops, and other devices)

Students are not permitted to use 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. Students caught with or using a cell phone or other device named above without staff permission will have the device confiscated for the rest of the school day. If CISP requires a device as part of the school program (Chromebooks, headphones), teachers/staff will direct students in their use.

Secondary students should have headphones or earbuds available in case they are needed 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, and CISP will confiscate such devices.** Students may not use headphones in the hallways. Smartwatches may be worn but should not be used for anything other than a clock

without permission. Teachers will ask students to put them away or confiscate them if they cause distractions. They are not allowed out during exams.

**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 backpack, which is placed in their assigned cubby for the entire school day.

**Middle School (Grades 6-8):** Students must keep their cellphones, personal devices, and any other accessories on silent mode and securely stored in their backpack, which is placed inside the student's *locked* locker for the entire school day.

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

### **Improper Use**

After the second infraction, 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 the confiscated phone/device for their student.

OR

2. The student must come to the CISP Business Office *after school* and pay a fine of **200 CZK** to have their phone/device returned to them. CISP will impose a fine for each rule infraction and each device confiscated.

Further disregard for this rule may result in detentions or exclusion from field trips or extracurricular activities.

## **Acceptable Computer Use Policy**

CISP supplies computers for appropriate educational use. Inappropriate uses include:

- 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.
- Game playing, which is not allowed on school computers except as a formal component of an academic subject or through a school-sponsored event. Any use that is not educational. CISP does not permit the installation or the use of peer-to-peer file-sharing programs such as Limewire, BitTorrent, or similar programs on computers connected to the school network.

CISP filters Internet access. Filters are not 100% effective. If students accidentally access a bad site, they **MUST** "back out" immediately or turn off the monitor and 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, breach of any school policies, or suspected breaches of the law.

## **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 parents of the student at fault must pay for any expense incurred due to student 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 stay within the programs or activities assigned by the teacher and may not seek to gain entrance to 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 other individuals. Students doing so will be subject to serious disciplinary action.
7. COMPUTER LAB COMPUTERS ARE MONITORED!

## **Classroom**

1. Student use of a teacher's computer is strictly forbidden. Any access will result in severe discipline.
2. Students in the 6th-12th grade will be issued Google Chromebooks for the academic year. Other students may be issued a Chromebook for academic purposes.
3. CISP assigns Chromebooks for academic purposes, and any use outside of its designation could lead to forfeiting the privilege of Chromebook usage. If Chromebook usage is forfeited, the student will be denied access to a school-issued Chromebook for the remainder of the year, and CISP does 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 Director or Principal will handle violations and make the final decision regarding interpreting these rules. Students may permanently lose computer privileges.

## **Use of School Property**

We expect students to take care of the resources available at CISP:

- Exercise care, neatness, and cleanliness in using CISP facilities and equipment. For example: push-in chairs and pick up litter.
- Respect the property of others by staying out of others' desks, lockers, and personal belongings.
- Turn the lights off before leaving a room.
- Report damages or needed repairs to a staff member.
- Pay for the replacement or repair of library books, textbooks, Chromebooks, and any other CISP property should they be responsible for its loss, theft, or damage.

**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 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 the locker areas clean and orderly.
- Keep lockers locked at all times.
- Keep all personal property in the lockers or take them 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; keys may be rented 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 chairs on top of desks after the day's last class as instructed. Students must not mark or deface furniture in any way. To prevent damage to chairs and injury to the students, students may not lean back in school chairs or sit on desks.

**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 on the [Follett Destiny](#) software to renew, hold, and search for books on the CISP Catalog.

- Students may have up to three books checked out at a time (two books for students in Grades 1 and 2.) More may be allowed in the case of research for CISP classes.
- Books are checked out for two weeks.
- Students are responsible for library materials checked out to them. 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 the materials are returned, and the fine is paid. CISP will not release end-of-year grades and transcripts until all materials are returned and fines are paid.
- Food is not allowed in the library. Students are not allowed to stay in the library without a staff member present.

# DISCIPLINE

## Philosophy

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 each individual has the potential of being 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 assisting in the process of shaping 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 endurance.
- Enthusiasm, discretion, creativity, and generosity.

Together with parents, CISP staff seek to correct negative 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 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 those expectations are explained at the beginning of the school year and reviewed often. Forgiveness and restoration are important aspects of discipline at CISP because the ultimate goal is to help students become disciples of Christ.

If the teacher makes attempts for correction and the student's behavior still does not meet expectations, the Principal will take other disciplinary actions in conjunction with the teacher and the student's parents.

### **Disciplinary Action**

**Detention:** Teachers can give students detention at a time convenient to the teacher, who will notify the parents about the time and reason for the detention. Additionally, staff members monitor detentions for school infractions such as tardiness at 7:35 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 show improvement in behavior. The school Principal will communicate with the student and the parents the terms of this probationary period. To help the student successfully 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 **in school** for a specified time. We will assign the student a place to do school work. 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 if misbehavior continues after an in-school suspension or if the infraction is deemed serious enough for a specified time. The Director makes this decision with the Principal, who will then communicate with the student and parents about the terms.

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

Students will receive a grade of zero for all assignments assigned for the day(s) of suspension. CISP officially records these days as unexcused absences. This includes all tests and quizzes administered on those days. 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:** Expulsion is permanent removal from the CISP student body and is the Director's decision. Normally this step will follow a suspension period. The Director to consult with the School Board and staff about the matter. The Director will communicate with the student and the student's parents during this process.

All financial obligations to the school must be current. In the case of overpayment, CISP may give a prorated refund. CISP will supply appropriate references to other schools requesting them after an expulsion.

**Additional measures:** The administration may apply appropriate disciplinary measures on a case-by-case basis. Behavior that threatens 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 and Plagiarism**

CISP does not tolerate cheating and plagiarism. Cheating on homework or examinations may include using online tools that generate work which 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 is working together toward a solution where all students involved have major input. Some teachers allow peer tutoring; please check with teachers to see if it is permissible on specific assignments.

Plagiarism is using or imitating the words or ideas of someone else without giving them credit. Quotations taken from another person must be cited appropriately. CISP teachers thoroughly teach the students what cheating and plagiarism mean and that these actions are morally wrong.

The consequences of cheating and 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 for translating a text for a presentation in class, 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 right away in the target language to learn to "think in that language."

## **STUDENT LIFE**

### **Chapel**

Chapel is an important part of our 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. Attendance is required at the weekly chapel, and we expect students to be respectful and listen quietly during the chapel talk, announcements and when others are praying.

### **Field Trips**

We encourage 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 of expanding students' learning opportunities in content areas and exploring Czech culture.

At the beginning of the year, we ask parents to sign a travel acknowledgment form. Before any specific field trip, we will send information and another permission slip home. Parents must sign the permission slip and return it as requested to the teacher or the school office before a student can go on a trip.

We include field trip fees in the activity fee. Unless otherwise noted, the activity fee does not include meals, snacks, souvenirs, and 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, we expect students to:

- Stay with the teacher/chaperone at all times.
- 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.
- Cross streets with the light and on a crosswalk whenever possible.

### **Counseling**

We welcome students and parents to discuss their educational needs with the school counselor. The services include academic and career counseling and assistance in completing college/university and financial aid applications. Informal student/teacher or student/chaplain spiritual and emotional counseling is available at the student's request. If a student needs long-term counseling, the school counselor can assist in finding appropriate help.

## Co-Curricular Activities

Co-curricular activities at CISP are offered according to student interest and staff availability. They may include Student Council, athletic events, 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 it does not deter academic progress. CISP will extend the right to participate in co-curricular activities to those students who meet the qualifications and expectations related to each activity. Members of athletic teams and participants in major co-curricular activities (e.g., school play) must maintain a minimum acceptable academic standing to participate. Students on [academic intervention](#) may not participate. Students with unexcused absences in any class during the school day will not be eligible to participate in co-curricular activities for that day.

If a teacher needs to spend extra time tutoring a student when the student would normally be participating in a co-curricular activity, the teacher must make a written request to the coach/teacher in charge of that activity and notify the student's parents of any changes.

### Drama Productions

As part of its fine arts curriculum, CISP offers an opportunity for students 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 the following sports: soccer, volleyball, basketball, table tennis, disc golf, and ultimate frisbee. Teams will be organized for these sports when sufficient interest and coaches are available. Participation is usually open to boys and girls in grades 8-12. Students and parents must read 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](mailto:director@cisprague.org).

### Approval and Scheduling of Student Activities

The administration approves all school-related student activities. The master calendar is on 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. Student meetings related to co-curricular activities are conducted under the direct supervision of an adult advisor.

# HEALTH AND SAFETY

## Safety Drills

**Fire drills:** Appropriate fire escape information is posted in each room. The teachers/supervisors regularly review emergency procedures with their class. At the signal's sound, 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 is posted in each room related to other emergencies. Teachers review emergency procedures according to the particular situation with their classes. A designated person will lead the class to respond accordingly at the sound of the distinct signal. There is to be NO disruptive behavior during safety drills. We periodically plan evacuation drills to practice how to leave downtown Prague in case of a threatening event.

## Child Protection Policy

CISP values human life regardless of age, gender, religion, and 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. We teach our students steps to take: 'No', 'Go', 'Tell', and 'It is not your fault'.

Normal, healthy relationships between adults and students include expressions of proper care and affection. Adults working with children are encouraged 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.

CISP is required to report suspected child abuse and neglect to the proper authorities according to Czech law. All teachers, staff, and volunteers are required to attend the Because We Care safety training annually.

## Health Care and Medical Insurance

**Insurance:** Parents must ensure that their student's health information is updated annually. During enrollment, we require all new students to submit a copy of their current Medical Insurance Card to the Admissions Office. If any changes to insurance coverage occur during the school year (i.e., expiration or change of company), 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 Card is missing or expired will not be permitted to attend school until new medical insurance information has been provided to the Admissions Office. Students are requested to stay home until the 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. This document must be renewed every two years.

## Permission to Administer or Dispense Medication

Under current laws of the Czech Republic, teachers, and staff are not permitted to provide or administer any type of medication (prescription or over-the-counter) to any student.

### 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;
  - b. 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 information record;
  - 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 trip leader/teacher to administer epipen - student might not be able to dispense this medication in state of an anaphylaxis.

If students complain of minor discomfort or illness at school, teachers will send them to the Main Office, and office staff will call parents/guardians. **According to Czech law, CISP teachers and staff will not be able to administer any kind of medication to the student, even if the parent(s)/guardian(s) give verbal or written permission.** 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).

# 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 a disagreement between others and ourselves. ([Matthew 5:23-24](#)) Express it promptly after an appropriate cool-down period.
- **Tell it to 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 situation, students should discuss the issue with the Principal.
- **Express it clearly.** Ensure the person to whom you are expressing your complaint knows the relevant details of the situation, 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 or are told about a complaint, 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, in the glory and growth of His kingdom. Read and think about passages such as [Ephesians 4:1-3](#) and [Colossians 3:12-13](#).
- **Appeal Procedures.** If the matter is unresolved after taking the issue directly to the person involved, take the concern to the next level. Unresolved matters may be brought to the director. The clear, Biblical standard of [Matthew 18:15-17](#) is that people follow this chain of authority.

## If a complaint is made to or about you, you should

- **Understand the problem.** Make sure you know the complaint and why the person is making it. Ask questions to the person making the complaint, 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 desire to cooperate and may stop 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 God's kingdom and the school. Pray for the person who complained about you and ask God to help you love them more.