

Student / Parent Handbook

Czech School of California

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1. CODE OF CONDUCT

1.1. Czech School of California Code of Conduct Intro

Students learn better in a secure, orderly and non-disruptive environment. This Code of Conduct is to help students and teachers create an environment that is conducive to teaching and learning. At Czech School of California, clear and reasonable rules are fairly and consistently implemented. Also, respect for the uniqueness of individuals and for property is taught and encouraged. Czech School of California is committed to teaching Czech language, history, geography, and culture using effective classroom management and positive support strategies by providing early intervention for misconduct and appropriate use of consequences.

1.2. Mission Statement for Student Conduct

Our professional responsibility is to provide all students with the opportunity to learn Czech language, history, geography, and culture. We believe that this will enable our students to develop into happy, caring and responsible citizens respecting themselves, others and the environment.

1.3. Basic Code of Conduct

All Czech School of California students are expected to assume responsibility for their own actions and follow these basic rules:

1.3.1. General School Rules

Students of Czech School of California will:

- Use only Czech language in the classroom and on the school grounds.
- Listen politely and follow directions of your teachers.
- Keep hands, feet and objects to yourself.
- Be courteous and polite to others.
- Respect the rights and opinions of others.
- Respect property.
- Use appropriate language.
- Do not have or chew gum at school.

1.3.2. Honor Code

Czech School of California appreciates each child's uniqueness and encourages both the self-confidence to explore creativity and the discipline necessary for learning. We expect our students to understand that character and honor are as important as intelligence. The Honor Code provides a strong guideline for our students. Students of Czech School of California will:

1. Be respectful

- Wait for others to finish speaking before you speak.
- Raise your hand.
- Use polite language and manners.
- Take good care of school materials and property.
- Use active listening skills.

2. Care about others
 - Invite others to play in your game.
 - Make all students feel welcome.
 - Consider other people's feelings.
3. Be prepared
 - Have materials organized and ready.
 - Have parents/guardians sign school communications.
 - Complete quality homework and return on time.
 - Be on time.
4. Be contributors
 - Share your knowledge during class discussions.
 - Make positive suggestions to classmates and teacher.
 - Participate willingly in activities and chores.
 - Work and play cooperatively.

Czech School of California expects that students will act honorably so as to reflect pride upon themselves and the school. Furthermore, it is expected that all students/ their parents are responsible for their own actions and the consequences of their actions.

1.3.3. Toys and Valuables from Home

Students may not bring toys or valuable items from home to school. This includes valuables such as electronic games or devices. Any such items will be taken away from the student and parents will have to make arrangements for pick up.

1.3.4. Expectations for student behavior in the eating areas

- Students are expected to behave in a polite manner and to use quiet inside voices.
- Students keep their areas clean and place all trash in the trash containers.
- Students stay in their designated eating areas unless they have permission to use the restroom.
- Students listen carefully to the adults in charge when announcements are made and follow the directions of the adults in charge of the eating areas.

1.3.5. Expectations of student behavior at arrival and dismissal times

- Students may arrive no earlier than 5 minutes before the class and should be picked up no later than 5 minutes after the last class.
- Students will wait in an orderly and quiet manner in the classroom for their parents/guardians to pick them up.
- Student must not be in any area of the school unsupervised after dismissal.

Parents, please drop off and pick up children promptly. After the appropriate departure time, care for each student will be charged at \$10.00 for each 5 minutes or fraction thereof. Payment due when child is picked-up and should be paid directly to staff member on duty.

1.3.6. Dress Code

School attire and grooming should be age appropriate, neat and clean and conform to safety standards. T-shirts or other clothes with inappropriate slogans or advertising alcohol and/or drugs and/or associated with gangs are not allowed. Hats or caps are not permitted in the classroom.

1.3.7. Positive Behavior Recognition

Czech School of California recognizes and encourages positive appropriate behavior of its students.

1.3.7.1. School Wide Positive Rewards

The School of California awards Effort and Achievement certificates to those students demonstrating effort and achievement. These are signed by Mrs. Zuckova and may be brought home to show parents. In addition, students and classes may be awarded "Caught Being Good" coupons, which are placed in a classroom container and may be drawn out by the principal to exchange for a recognition prize.

1.3.8. Consequences for Inappropriate Behavior

At Czech School of California, all students have the right to learn in a safe and secure environment. "Respect for other's rights is the source of peace" is the ethos that we wish to instill in our students. It is the goal of the teachers and staff members that all students follow the rules and that consequences rarely need to occur. Before consequences are given, students must first be supported in learning the skills necessary to enhance a positive school climate and avoid negative behavior. Parent/guardian support and participation in school are required in order to have children succeed in school both academically and behaviorally. Czech School of California is committed to teaching rules and social-emotional skills; reinforcing appropriate student behavior; using effective classroom management and positive support strategies by providing early intervention for misconduct and appropriate use of consequences.

1.3.8.1. General Consequences

- 1st offense: Verbal warning to student.
- 2nd offense: Teacher makes a note in a class book and works with student using the established classroom management plan.
- 3rd offense: Teacher makes a note in a class book, contacts parents/guardians to develop positive behavior support plan for the behavior.
- 4th offense: Student referred to director.

1.3.8.2. Classroom Consequences

Every teacher at Czech School of California has a classroom management plan so that the learning process can positively take place for every student in a safe and secure environment. The teacher will review the Code of Conduct and will discuss classroom consequences for failure to follow any of the behavior expectations listed in this School Code of Conduct. The following behaviors may result in disciplinary action: playing outside the assigned area, inappropriate behavior in the restroom, using hands or feet

inappropriately, failure to follow directions, fighting, teasing and/or name calling, inappropriate use of equipment, disobeying rules or throwing inappropriate objects.

1.3.8.3 Bullying Policy

- Definition of bullying is that a person is bullied when they are intentionally exposed regularly to the negative or harmful actions by one or more other people. Bullies are people who intimidate, exclude, threaten and/or hurt others repeatedly. Bullying is a clear form of harassment.
- The school will provide a positive culture where bullying is not accepted.
- Everyone will have the right of respect from others, the right to learn or to teach, and a right to feel safe and secure in their school environment.
- Czech School of California once such above described actions are identified; bully, victim and witnesses will be spoken with, and all incidents or allegation of bullying will be fully investigated and documented in a class book. Both bully and victim will be offered counselling and support. If bullying is ongoing, parents will be contacted and consequences implemented that are consistent with the school's Student Code of Conduct.
- Post violation of those rules may lead to exclusion from class, school suspension, ongoing counselling from authorised staff. Positive behaviour will be awarded.

1.3.9. Administrative Rules and Regulations

1.3.9.1. Guidelines for Homework

Homework assignments should:

- Accomplish an objective which is better achieved by homework.
- Support a positive student attitude for learning.
- Reinforce previous learning.
- Provide for the varied levels of student ability.
- Challenge student initiative, imagination, and creativity.
- Conform to time guidelines.
- Provide for periodic monitoring by the teacher when a single assignment has a long term due date.
- Be accomplished without requiring any student financial investment, i.e., purchase of model parts, hobby kits, supplies etc.

1.3.9.2. Student Sign-in and Sign-out Procedures

The Sign-in/Sign-out Log is located in a class book at each classroom. Come directly to the classroom to drop off and pick up your students. Make every attempt to schedule appointments for your child outside of regular school hours. In the event a student must leave during class hours, a parent/guardian or authorized adult (as listed on the emergency card) must sign him/her out in order to comply with state guidelines for

student safety. If your child must leave school for an appointment but will be returning, you must sign your child back at the classroom upon his/her return.

1.3.10. Basic Policies for Ill and Injured Children

1.3.10.1. Illness

Please do not bring your child into school if he or she is acutely ill. If your child is “not feeling well” during the lesson, we will call you immediately so you can pick up him/her. The teacher will also call you and ask to pick up your child if:

- She/he has a fever that is above 99.0.
- The illness prevents the child from participating comfortably in daily activities and/or the illness results in a greater need for care than can be provided.
- Please review a copy of our Exclusion guidelines based on the list of Communicable Diseases (available on our web site www.czechschoolofcalifornia.com)
- Should you be asked to take your child to the doctor or have taken your child to the doctor and a communicable disease is found, a doctor’s note stating the child’s diagnosis and treatment plan will be required before the child can return to school.
- Should your child be placed on antibiotics your child may return to school after a minimum of 48 hours of treatment.

1.3.10.2. Medications

Please try to give prescription medications at home as much as possible.

- Non-prescription medications (over the counter) shall be administered in accordance with the product label directions. The instructions from the parent/legal guardian shall not conflict with the product label directions.
- Although there are no Laws written regarding medication administration from Community Care Licensing, you are required to fill out a Parental Authorization for Administering Prescribed Medication that be signed and accompany all medications whether prescription or nonprescription each time any medication is administered. The Parental Authorization for Administering Prescribed Medication is a part of every enrollment form and can be downloaded from our site www.czechschoolofcalifornia.com.

Parents must give prescription medications to the main teacher in their original containers, clearly labeled with the name of the medical provider, date, phone number, child’s name, and instructions for use.

1.3.11. Absences and Extended Absences

Parents should notify the teacher prior to the start of the class (email, phone call or text) of any absences and in advance of expected absences. Extended absences are discouraged because they disrupt the student’s learning process. Upon request teacher will provide any materials student missed while absent.

1.3.12. Student with Disabilities

Czech School of California is aware of community expectations for students with disabilities and impairments and their unique educational needs as members of society. The school recognises that the development and implementation of learning programs which allow children with disabilities and impairments to learn and be taught requires active and cooperative partnership between school, parents and students.

We aim to provide all students with learning opportunities that cater for their individual needs.

Implementation:

- The President shall coordinate and oversee the enrolment of students with disabilities and impairment and the implementation of the program.
- The school will support staff to enable them to access appropriate professional development opportunities.
- The school will encourage the acceptance and support of students with disabilities and impairments by members of the whole school community.

1.3.13. Student, Parent/Guardian and School Agreement

Czech School of California is committed to an instructional program consisting of high academic standards. The curriculum is dependent upon maintaining safe school environments and classrooms conducive to learning, which can only be achieved through the total cooperation of the student and a positive, supportive relationship between the home and the school. The purpose of this agreement is to establish such a relationship.

1.3.13.1. Student responsibilities

- Protect the rights of others to study and learn.
- Work to your full potential.
- Be on time for all classes.
- Follow school rules.
- Volunteer information and cooperate with school staff in disciplinary cases.
- Complete all in-class and homework assignments and meet deadlines.
- Respect public property and carefully use and return all materials and equipment.
- Come to class with necessary books and materials.
- See that school correspondence to parents/guardians reaches home.

1.3.13.2. Parent responsibilities

- Support the implementation of rules contained in this Student/Parent Handbook including the school-wide Code of Conduct and positive behavior management plan.
- Communicate directly and collaboratively with the school when expressing a concern over a school action, program or policy.
- Provide supervision and a learning environment for the completion of homework assignments

- On time provides and keeps up to date all the necessary forms such as sign-in/sign-out logs and all other application forms.
- Monitor and review all student assignments and classroom progress.
- Ensure that students are prepared and appropriately dressed for school.
- Cooperate with the school in resolving student academic or behavior problems.

1.3.14.3. School/Teacher Responsibilities

- Every classroom teacher will establish and teach routine rules and procedures so that students are safe, secure and can focus on learning. The necessary instructions will be given during the first class held at the beginning of each semester.
- Maintain and keeps an up to date class book.
- Provide parents/guardians with a student portfolio so that parents/guardians are informed of their child's academic progress and school behavior.
- Provide an educational environment that is safe, orderly and challenging.
- Make meaningful assignments designed to further the educational goals of the program.
- Recognize learning variability by utilizing a variety of teaching strategies.
- Recognize the key role parents/guardians play in the educational process.
- Maintain appropriate communication to include parents/guardians as partners in their child's education and behavior.
- Recognize and respect the values representative in the home of the student.

2. FEES AND CANCELLATION POLICY

- In case of cancellation, refund will be issued for any fees that have been paid in advance provided that:
 - Exceptional circumstances are in existence (prolonged illness, move to another suburb that makes extremely difficult for attending the school, financial hardship, etc.)
 - The school has been notified in writing (hard copy signed by the parent/guardian, emails will not be accepted)
 - Please note that no money will be returned for the already commenced semester.
- At all times it is at the school's discretion to determine the level of refund.
- The school fees are not refundable when the student is absent from the class unless the above exceptional circumstances are in existence.
- The school reserves the right to recoup administrative expense from parents who consistently fail to respond to its reminders for outstanding fees.
- Extension for payment of the fees may be sought from the Principal or by the Educational Committee in writing.
- A late payment fee of \$20.00 is charged on all accounts which have not been paid within 15 days of the prescribed due date.

3. NON DISCRIMINATORY POLICY

According to Rev. Rul. 71-44780 the Czech School of California has adopted a racially nondiscriminatory policy which means that the school: admits students of any race; gives all minority students the rights, privileges, programs, and activities generally accorded or made available to students at that school; and does not discriminate on the basis of race in administering its educational policies, including scholarship and loan programs. Our classes are open to all students regardless colour, national and ethnic origin.

4. DATA PROTECTION / PRIVACY POLICY

- Czech School of California is required by law to protect the personal and health information the school collects and holds.
 - All information provided is for internal purposes only, treated as confidential according to the Data Protection Act 1998 and the Disclosure of Information.
 - The NSW Privacy laws, the Information Privacy Act 2000 and the Health Records Act 2001 provide for the protection of personal and health information.
 - The Czech School of California will use and disclose personal information about a student, parent and staff when:
 - It is required for general administration duties and statutory functions
 - It relates to the purposes for which it was collected and a purpose that is directly related to the reason the information was collected and the use would be reasonably expected by the individual and there is no reason to believe they would object to the disclosure
 - Czech School of California may collect certain information from visitors who access its website. This information will be used only for purpose of maintaining, improving, updating our website and will not be disclosed to any third party/person other than as stated in point '3'. Situation when we collect information may include:
 - questionnaires
 - polls
 - forms (enrolment, contact etc.)
 - uploading any content to website
- Czech School of California may collect certain information for statistical and research purposes in order to improve its program and for academic purposes such as research papers and publications in scholarly magazines and such.
- Czech School of California can disclose personal information for another purpose when:
 - The person consents
 - It is necessary to lessen or prevent a serious or imminent threat to life, health or safety
 - Is required by law or for law enforcement purposes