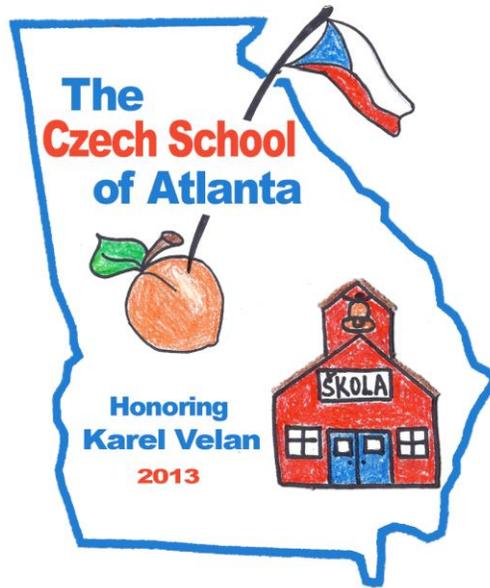


The Czech School of Atlanta Honoring Karel Velan



Parent Handbook 2016-2017



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Mission Statement

The Czech School of Atlanta is dedicated to teaching children of Czech and Slovak descent not only the language but also Czech and Slovak culture, history and geography. We strive to develop each child fully by helping each one to live our core values: the joy of learning and purposeful effort as well as mutual respect and understanding in a diverse setting. Our goal is to shape and improve local and global Czech and Slovak communities through the committed participation of its multilingual students, parents and volunteers.

The teaching program at The Czech School of Atlanta is based on the educational plan developed and used at Czech School Without Borders and its network. This initiative emphasizes early exposure to another language and culture and systematic continuation of learning to become truly bilingual. The schools teach children age 18 months to 15 years of age.

The Czech School of Atlanta teaches children of all ages and origins seeking the opportunity to improve their Czech/Slovak language or to learn how to speak, sing, read, write and think in Czech, as well as explore the culture, heritage and history of the Czech Republic/Slovakia. Children learn through music, recitation, art, and printed materials, as well as interactive and entertaining activities. We also conduct educational and cultural events.

The Czech School of Atlanta was founded in March 2013 and started its activities September 7, 2013. We serve students ages 18 months – 15 years of age. To our three Czech classrooms, we are proud to announce we have added a Slovak classroom on September 12, 2015. Classes are being held every Saturday from 10am–12pm during regular school year in rented classrooms of Sandy Springs Charter Middle School.

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Code of Conduct

This handbook is designed to be a helpful booklet for home and school as we work together to make The Czech School of Atlanta a quality student-centered school.

It is created for parents to become familiar with our policies and procedures. Please read and refer to this parent handbook as needed; contact us if you have any questions.

Please stay informed by visiting our website and becoming a fan on our Facebook page.

<http://www.czechschoolatlanta.com/>

<https://www.facebook.com/ceskaskolaatlanta>

Thank you for choosing to be a part of The Czech School of Atlanta.

General School Rules

Students of The Czech School of Atlanta will:

- Use only Czech and Slovak language in the classroom and on the school grounds
- Listen politely and follow directions of all teachers
- Keep hands, feet and objects to themselves
- Be courteous and polite to others
- Having or chewing gum is not allowed on the premises of Sandy Springs Charter Middle School

Honor Code

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
- Respect opinions of others

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 in timely manner
- Be on time

4. Be contributors

- Share your knowledge during class discussions
- Make positive suggestions to classmates and teachers
- Participate willingly in activities and chores
- Work and play cooperatively

5. Have fun and make new friends

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

Classroom Policies

Every teacher at The Czech School of Atlanta 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 policies with the students.

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
- Provide for periodic monitoring by the teacher when a single assignment has a long term due date

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 keep an up to date class book
- Provide an educational environment that is safe, orderly and challenging
- Make meaningful assignments designed to further the educational goals of the program
- 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

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

Parent responsibilities

- Support the implementation of rules contained in this Student/Parent Handbook
- 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
- Provide on time and keep up to date all the necessary forms application forms, medical forms etc.
- 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.

Attendance, Absences and Extended Absences

Consistent attendance is very important factor in students' success and proper progress through the curriculum.

Parents should notify the teacher or school 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.

Arrival and Dismissal

Our main concern is the safety of our children. Please show your support by following these procedures and directions of the teachers. It is important that students are at school each Saturday prepared to learn. Our instructional day begins promptly at 10.00 am. **The school will be open from 9.50 am for students to enter.** Please bring your child directly to their classroom and sign him/her in with their teacher. School ends at 12 pm promptly. Please do not enter the hallways till that time. You may wait in the lobby of the school should you arrive earlier. **You must pick up your child directly from their classroom at 12 pm.** For your child's safety, we cannot release your child to anybody else but you or person(s) designated on the registration form. No exceptions.

Please have a valid picture ID ready to present to the main teacher at dismissal time.

In the case of divorced parents, it is important that the registering parent indicates on the enrollment application who has legal custody and who may pick up the child from school, a notarized custody declaration may be required (*The Czech School of Atlanta, Inc. assumes no liability if not properly advised*). Your cooperation will help ensure the safety of your child.

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.

Student Behavior at Arrival and Dismissal Procedures

Students may arrive no earlier than 10 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

Dress Code

School attire and grooming should be age appropriate, neat and clean and conform to safety standards. It is highly recommended that all girls wear biker shorts under any skirt or dress.

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.

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.

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.

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 counseling and support. If bullying is ongoing, parents will be contacted and consequences implemented. Positive behavior will be awarded.

Emergency Drills

Fire drills will be conducted periodically to familiarize the students with emergency procedures. Sandy Springs Charter Middle School is equipped with a fire alarms system and fire extinguishers are placed throughout the building.

Lost and Found

Periodically children inadvertently leave personal items, cloths, etc. at the school. We will keep all such items in the "Lost and Found" for two weeks. After this time, these items will be donated to a charitable organization.

Medications

Please try to give prescription medications at home as much as possible. If medication has to be given during school time, it has to be administered by parent or guardian.

Illness or Injuries/Incidents

Please do not bring your child to school if he or she is ill, has thrown up or has had a fever above 99.0 within the past 24 hours. If your child is “not feeling well” during the lesson, we will call you immediately to pick your child up. Parents are required to pick up their child in a reasonable amount of time once informed. Our facility will not allow a child to enter our center if they have high temperature and another contagious symptom, such as, but not limited to, a rash, diarrhea, a sore throat, symptoms of respiratory, gastro-intestinal, eye infections, head lice, or other sickness. Children with such conditions should remain at home until symptom has been treated and fever free for 24 hours.

Should your child be placed on antibiotics your child may return to school after a minimum of 24 hours of treatment.

The staff at The Czech School of Atlanta makes every effort to ensure the safety of your child. Unfortunately, minor accidents may occur. In case of a serious injury or illness, you will be contacted for instructions. Students requiring emergency medical care will be taken by ambulance to the nearest emergency room hospital. If we cannot reach you, we will call the emergency contact information you have indicated on the enrollment form to make medical emergency decision about your child. Please keep these numbers updated on all enrollment forms. It is important that we have the name and phone number for someone that will be able to come for your child if we cannot reach you.

Registration

For early registration, you may submit registration forms via mail or email or bring them along with your payment to school between May 1 and May 10. We encourage you to register early. Last day of Registration is May 17. Announcements regarding final formation of classes will be made after May 20, based on numbers and ages of students.

Email all forms to: schooldirector@czechschoolatlanta.com

Registration Fee

A **non-refundable** application fee will be due upon acceptance and renewable each year.

Registration Fee - \$20.00 per child (waived for this year)

Tuition Policy

Tuition for 2016/2017 school year

		New Students	Returning Students
2 hour class	1st child	\$490.00 per year	\$470.00 per year
2 hour class	2nd child	\$450.00 per year*	\$420.00 per year*
2 hour class	3rd child	\$450.00 per year*	\$420.00 per year*

(*shows discount for siblings in the same family only)

Teaching Material Fee - \$20.00 per child (waived for this year)

Tuition is due with registration forms and is **non-refundable**.

We apologize, but we are unable to accept transfers at this time.

Please pay by check (make checks payable to: The Czech School of Atlanta) or online (Account name: THE CZECH SCHOOL OF ATLANTA, INC, Account #: 334046913208, Routing #: 061000052, Bank of America).

Withdrawals

Tuition refunds are **only** issued in the event of relocation. In order to receive your unused portion of tuition, you must submit proof of change of residency. Acceptable documents include: utility bill or lease agreement with new address and date.

In case of cancellation, refund will be issued for any fees that have been paid in advance provided that:

- 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 School Director or Board of Directors 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.

Notice Of Nondiscriminatory Policy

The Czech School of Atlanta admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

PROGRAMS OFFERED
2015 - 2016

1. Parent – Toddler Class / Batolata - BROUČCI

(One parent per two children required) , (2 - 5 years old*)

Story time, music and movement, arts and crafts

Čtení, hudební výchova, výtvarná aktivita

2. Preschoolers/ Předškoláci - SLUNÍČKA

(Parent volunteers welcomed), (5 - 7 years old*)

Story time, drama, music and movement, art

Čtení, dramatická výchova, hudební výchova, výtvarná výchova

3. Elementary/ Školáci - KOUZELNÍCI

(Parent volunteers welcomed), (7 -14 years old*)

Czech Language - reading, writing, counting, music and art, geography and history relayed through storytelling, interactive and board games in small groups.

Čtení, psaní, hudební a výtvarná výchova, zeměpis, dějepis - podáno vypravěčskou formou

4. Slovakian Classroom - SOVY

(Parent volunteers required), (3 -12 years old*)

Story time, drama, music and movement, art, interactive and board games in small groups.

* Placement is entirely at the discretion of teachers and the School Director.

The School Director will make a final decision in the event of a disagreement concerning appropriate placement.

**All classes will be held Saturday 10am – 12pm at Sandy Springs Charter Middle school,
8750 Pride Pl, Sandy Springs, GA 30350**

2016/2017 Schedule

2016:

September 10,17,24

October 1,8,15,22,29

November 5,12,19

December 3,10,17

2017:

January 7,14,21,28

February 4,11,18,25

March 4,11,18, 25

April 15,22,29

May 6,13,20

Volunteers

Please volunteer your time and talents! We welcome your participation and encourage your involvement in your child's education. As a non-profit organization we rely on our volunteers. Every family attending The Czech School of Atlanta is required to volunteer 10 (ten) hours per school year. Thank you very much in advance for your understanding and help.

You may select from two options.

1. If you wish to volunteer at The Czech School of Atlanta, you will receive a list of volunteer opportunities in the beginning of the school year to select from.
2. If you do **NOT** wish to volunteer at The Czech School of Atlanta this school year, you may instead contribute an **additional** \$100.00 toward your child/children's tuition.

Parents should sign up to volunteer in a different classroom than where their child is placed.

Parents who feel like they need to observe their child in the classroom must make arrangements in advance with the school director.

Get involved with the school

- Send us your ideas
- Volunteer and offer your expertise
- Ask questions
- Invite other parents with children

Data Protection/Privacy

The Czech School of Atlanta 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.

The Czech School of Atlanta 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

The Czech School of Atlanta 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. Situation when we collect information may include, but are not limited to:

- questionnaires
- polls
- forms (enrollment, contact etc.)
- uploading any content to website

The Czech School of Atlanta 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.

The Czech School of Atlanta 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

2016 - 2017

School Director/Teachers

Slavomira Helfrich (School Director) schooldirector@czechschoolatlanta.com

Gabriela Pechova (Teacher) broucci@czechschoolatlanta.com

Marcela Renwick (Teacher) slunicka@czechschoolatlanta.com

Andrea Nejedlik (Teacher) kouzelnici@czechschoolatlanta.com

TBD (Teacher) sovy@czechschoolatlanta.com

Board of Directors:

Lenka Mohwish (President) president@czechschoolatlanta.com

Monika Vintrlikova (Vice President / Event Chair) vicepresident@czechschoolatlanta.com
fundraising@czechschoolatlanta.com

Pavlina Ladnak (Secretary) secretary@czechschoolatlanta.com

Michaela Santa Barbara (Treasurer) treasurer@czechschoolatlanta.com

George Novak (Board Member and CNACC&C's Director)

Monika Vintrlikova (Fundraising Chair) fundraising@czechschoolatlanta.com

Roman Plachy (Legal counsel and CNACC&C's secretary)

Iva Valkusova (Founder)

TBD (Teacher Liaison) teacherliaison@czechschoolatlanta.com

TBD (Parent Liaison) parentliaison@czechschoolatlanta.com

General information info@czechschoolatlanta.com

Volunteer information volunteers@czechschoolatlanta.com

Check out books knihovna@czechschoolatlanta.com

www.czechschoolatlanta.com

