



EDUCATIONAL COMMITMENT CONTRACT

CHRISTIAN INTERNATIONAL SCHOOL OF PRAGUE (CISP)

Christian International School of Prague (CISP) is a private, non-profit international day school offering American curriculum education from Grade 1 to Grade 12. CISP is accredited by the ACSI (Association of Christian Schools International) and the MSA (Middle States Accreditation of Colleges and Schools). CISP welcomes children from Christian and non-Christian families alike. Enrollment at CISP includes a commitment to a partnership in education on the part of both the parents and the school. It is important that the distinctives of the school be understood and endorsed. CISP is also recognized by the Czech Ministry of Education (MŠMT), and as a recognized foreign school we are subject to Zákon o povinné školní docházce 561/2004 sb §36 which requires all children ages 6-15 to receive compulsory education while residing in the Czech Republic.

VISION

Students who are followers of Jesus among the nations expressing their faith by thinking biblically, and loving and serving their communities for Him.

MISSION

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

CORE VALUES

Faith in Christ,
Walking in Truth,
Grace in Community,
Biblical in Worldview,
Learning for a Lifetime

STATEMENT OF FAITH

CISP believes:

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.

Please sign this page *******BLUE INK ONLY*******

Parent 1/ Legal Guardian 1

Parent 2/ Legal Guardian 2

CISP ENROLLMENT AGREEMENT

CISP does not discriminate on the basis of race, color, national and ethnic origin in admissions policies, scholarship, athletic activities, and other school-administered programs. CISP reserves the right to admit students on the basis of academic performance and personal qualifications including a willingness to cooperate with CISP administration and to abide by its policies.

THE FAMILY'S RIGHTS

With regard to the education of their children or children under their care, parents have the right to:

- Be informed of how their children are progressing at school and how well they are integrating on a social and educational level. Be given information on their children's academic progress and their behavior at school. Understand whom they may contact (and how and when they may contact them) in order to receive further information.
- Be informed of their children's absences from school.
- Be informed of any disciplinary issues involving their children.
- Give consent for psycho-pedagogical evaluations to be carried out and to receive information on the results obtained from the testing.
- Receive information on school activities and the educational services provided in the school, and any other rules, procedures, policies, etc. that their children should follow, the CISP Parent/Student Handbook, or any other school documentation. All these documents and information are available on the FACTS ParentsWeb portal for consultation when deemed necessary by parents/guardians and students.
- Schedule meetings with the faculty, Principal, and when deemed necessary, with the School Director.
- Be informed about the school's educational programs.
- Be informed about the curriculum corresponding to each class.
- Be listened to regarding decisions on the academic and professional guidance given to their children.
- Attend any number of training sessions organized by the school.
- Be treated with respect by all school staff.
- Participate in parent associations.

PARENTAL AGREEMENT OF UNDERSTANDING

CISP welcomes children from Christian and non-Christian families alike. Enrollment at CISP includes a commitment to a partnership in education on the part of both the parents and the school. It is important that the distinctives of the school be understood and endorsed. Please read the following statements about Parental/Guardian responsibility. By signing this Enrollment Contract you are agreeing to the following:

- We understand the value the school places on prayer, Bible reading, and the benefits of fellowship within a body of Christian believers;
- We authorize the school staff to provide emergency medical treatment when necessary unless otherwise indicated on the [Student Emergency Medical Information](#) form.
- We grant permission for our children to take part in all school activities, including sports and school sponsored trips away from the premises providing reasonable care has been taken, releasing the school from liability to us or our children because of injury at school or during any school activity;
- We understand that the school will seek to promote Christianity as contained in this doctrinal statement in every facet of the school's life.
- We understand that the school, through daily activities, may invite but not coerce students to commit their lives to following the Lord Jesus Christ.
- We also recognize that the books, textbooks, chromebooks and other materials that our child uses from CISP are the property of CISP. Therefore, we will reimburse the school for any damages that our child may cause to school property, including lost or stolen library books, textbooks, chromebooks (inclusive of accessories), and other school equipment. We agree to reimburse the school for all such expenses by the end of the school year.

Please sign this page ***** **BLUE INK ONLY*******

Parent 1/ Legal Guardian 1

Parent 2/ Legal Guardian 2

PARENT/GUARDIAN RESPONSIBILITIES

As key partners in the education of your children or the children under your care (legal guardian), **YOU** are required to:

- ❖ Fulfill all responsibilities as laid down in the CISP Parent/Student Handbook, school policies, instructions and direct notices from CISP.
- ❖ If the parent(s), with whom the student resides, leave the country they are required to provide email notice to the [CISP Attendance office](#) that includes 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, at least 1 week prior to departure.
- ❖ If parents plan to leave the country for more than one week, they are required 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 quarters tuition and fees.
- ❖ Provide care for your children and ensure your child's physical, intellectual, social, and emotional well-being.
- ❖ Develop your children's autonomy and sense of responsibility.
- ❖ Take the necessary steps to ensure that your children receive compulsory education and attend school regularly. When families are faced with difficulties, they should seek help.
- ❖ Communicate any student absences to CISP Attendance office and explain why your children have been absent, providing documented proof as required in the Parent/Student Handbook.
- ❖ Provide the necessary resources and conditions so that children can progress at school.
- ❖ Encourage children to do the homework they have been assigned.
- ❖ In collaboration with the teaching staff, get to know, participate in, and support progress at school.
- ❖ Respect and instill respect for the rules established by CISP and the indications and advice on education given by teaching staff.
- ❖ Encourage respect for the school as a whole.
- ❖ Regularly attend the meetings arranged by the school and those arranged by the class representatives or teachers.
- ❖ Follow communication protocols outlined in the Parent/Student Handbook.
- ❖ Sign the Educational Commitment Contract (this document) and the Financial Obligations Contract to receive the educational services provided by CISP and/or an other services outlined in said contract.
- ❖ Fulfill all financial obligations with the school in accordance with the school policies and procedures.
- ❖ When additional services (ELL or Discovery program) are deemed necessary by the school for acceptance, sign a **Supplemental Educational Commitment Contract** for these additional classes.
- ❖ Refrain from making derogatory comments which might undermine the moral integrity of school staff or which might damage the school's reputation.
- ❖ Facilitate direct and personal contact with CISP.
- ❖ Ensure that non-emancipated children receive an education. This includes teaching them and ensuring that they receive an all-around education. Parents who do not ensure that their children attend school fail in their obligation to protect those children. This may put the family at risk of being subject to intervention by Czech Social Services authorities.

CISP AGREES TO:

- ★ Communicate information on matters of organization, educational services, evaluation/promotion criteria, departments, and other school services.
- ★ Notify parents/guardians in writing if their children have been put forward for inclusion in an additional services program (ELL or Discovery) and provide the *Supplemental Services Educational Contract* for review and signature.
- ★ Notify parents/guardians in writing if their children received support and/or have specific adaptation issues.
- ★ Notify when there is an academic, intellectual, behavioral, and/or socio-emotional issue related to their child.
- ★ Hold face to face meetings when CISP deems it necessary regarding any of the above.
- ★ Provide informative records, academic records, and/or behavioral records within two weeks of receiving a written request for such records; provided financial accounts are in good standing and no outstanding debts are owed.
- ★ Refund the Enrollment fee to a new student (who has not been previously enrolled at CISP) if CISP withdraws acceptance without prior notice or reasonable cause, after his/her enrollment and before the start of the school year.

Please sign this page ***** **BLUE INK ONLY*******

Parent 1/ Legal Guardian 1

Parent 2/ Legal Guardian 2

INFORMATION FOR STUDENTS HOLDING CZECH PASSPORTS OR WITH PERMANENT RESIDENCY

In accordance with Czech law all students holding Czech passports or who have been granted Permanent Residency by the Ministry of the Interior are required to take annual Czech exams. These exams are required of 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, you 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

Parents must register their students with a “Zakladni” skola *of their choosing* where students will take the required exams. CISP **does not** give the exams required of Czech citizens or Permanent Residents. Parents agree to provide the following documentation to CISP for their student’s permanent file.:

1. Signed copy of the [CISP Czech Citizens/Permanent Resident](#)* document.
2. Enrollment letter* (Rozhodnutí o přijetí k základnímu vzdělání) **OR** Transfer letter* (Rozhodnutí o přesunu žáka).
3. Annual Exam results (vysvědčení) rozdílových zkoušek z jednotlivých předmětů a ročníků.

*Documents 1 & 2 above must be received by the Admissions office *before* the student may begin attending classes at CISP.

REQUIREMENTS FOR STUDENTS RESIDING WITH A LEGAL GUARDIAN

Permission for a student to attend CISP while living with a legal guardian is subject to approval by the School Director and will not be considered unless the following conditions are met:

- Parents and Legal Guardian (preferably a relative *and* over the age of 25) must schedule a required interview with the School Director, typically, during the entrance exam stage, prior to acceptance.
- Parents and Legal Guardian must be present in Prague to complete the required [Legal Guardianship Form](#), which must be notarized at a local CzechPoint office.
- Parents and Legal Guardian must read and sign the [CISP Legal Guardian Contract](#).
- Parents and Legal Guardian must agree that should the approved Legal Guardian need to change; CISP will be informed at *least one month in advance* of a change. Proper notice and *approval* of the new guardian must be given by CISP before the change in Legal Guardian may take effect. If proper notice is not given then CISP reserves the right to remove the student from all classes and/or impose a financial penalty equal to *one (1) quarter’s total tuition and fees due*.

PARENTAL FINANCIAL RESPONSIBILITIES WITH CISP

Parents agree to pay the following fees in accordance with the school’s policies and procedures:

Application Student fee: Fee charged per prospective student to process each Admissions Application and to cover the cost of required entrance exams. This fee is non-refundable.

Enrollment fee: Fee for all new students enrolling in CISP for the the first time, part of this fee is credited towards tuition once enrollment is complete.

Annual Registration fee: Annual matriculation fee for returning students, non-refundable.

Tuition fee: This annual fee covers the operational costs of the school, including salaries, instructional expenses, administrative expenses, facilities expenses, etc.. A reduction to the tuition cost may be applied for a second child and any children thereafter from the same family.

Please sign this page ***** **BLUE INK ONLY*******

Parent 1/ Legal Guardian 1

Parent 2/ Legal Guardian 2

Capital fee: The CISP Administrative Board has established an annual Capital Fee. Funds will be set aside for the acquisition of a building or other capital expenditures.

Activity fee: These mandatory fees support activities that are an essential part of the educational program CISP provides. These activities include local field trips, designated overnight/day trips, spring class trips and graduation for Grade 12 students.

Technology fee: All Grade 8-12 students will be provided with a Google chromebook for educational use in each of their Grade 8-12 academic years.

School Supplies fee: All internal school supplies will be provided for each Grade 1-5 student. Supplies will include: tissues, glue, notebook paper, erasers, pencils, markers, colored pencils, crayons, highlighters, cleaning wipes, etc.

ELL fees: Students whose first language is not English, may be required to enroll in the English Language Learners (ELL) program. Enrollment in this program is determined by entrance exam testing and the recommendation of the ELL department staff. For those students whose acceptance to CISP is contingent upon the following as required by CISP :

- parental agreement,
- enrollment,
- and payment for these additional support classes.

Discovery fees: (NILD) Learning disabilities and support classes. Visit www.NILD.org for more information. Enrollment in the Discovery program is at the discretion/recommendation of CISP Supplemental Services Coordinator.

AP course fees: Students in Grades 11 & 12, who are approved by the instructor to register for AP courses, will be billed an additional fee to cover the cost of the course test packet and training required of AP instructors. These fees are non-refundable, even if the class is dropped within the allowable period.

Additional Charges: for Aftercare, after-school clubs, and sports teams will be billed as appropriate.

PAYMENT METHODS

1. Bank Transfer
2. Cash

PAYMENT POLICY

Tuition and fees may be paid as follows:

- Yearly (due date 15 August),
- Bi-annually (due dates 15 August and 15 January),
- Quarterly (due dates 15 August, 15 October, 15 January, 15 March).

Failure to pay school fees by the due date(s) selected will be addressed in the following manner:

- 30 Calendar days after the due date, the Finance Office will communicate in writing the outstanding debt to the parent(s) responsible for the student's account.
- 45 Calendar days after the due date, and every 30 days thereafter, tuition and/or other school fees in arrears will be assessed a service charge of 2% of the unpaid balance.
- 60 Calendar days after the due date will mean the end of services offered by the school and the removal of the student from all classes.
- Accounts that are left unpaid for more than three (3) months are subject to being turned over to an agency for collection.

Final confirmation of a space for the following academic year is subject to *all existing* financial obligations to the school being met satisfactorily. CISP also reserves the right to reject an Annual Registration Fee if a balance from the previous school year is still outstanding.

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Parent 1/ Legal Guardian 1

Parent 2/ Legal Guardian 2

EARLY WITHDRAWAL PENALTY

Any changes regarding enrollment or length of stay must be communicated to CISP immediately. Parents wishing to withdraw their children from CISP before the completion of the academic school year, must complete the [Withdrawal Notification Form](#) a *minimum* of two (2) months prior to their student's last day of school. Parents who inform CISP of their intention to withdraw with less than two month's notice, will be subject to an *Early Withdrawal Penalty* equivalent to two (2) month's tuition & fees. This penalty must be paid in full before CISP will release any school records, report cards, or transcripts to parents or forwarding schools.

Please note that the Application Fee, New Student Enrollment fee, Annual Registration fee, and Capital fee are all non-refundable regardless of when communication about early withdrawal is made.

ACADEMIC PERFORMANCE AND CONDUCT

Parents/Legal Guardians understand and accept CISP's right, at the discretion of the School Director, to deny enrollment or dismiss any student whose academic performance and/or conduct is determined to be unsatisfactory or does not conform to school policies and procedures as set out in the Parent/Student Handbook, Student Code of Conduct, and direct notices.

The undersigned Parents/Legal Guardians understand that a positive and constructive working relationship between CISP and the Student's Parents/Legal Guardians is essential to the fulfillment of the school's mission. They agree that CISP may dismiss or decline to re-enroll a student if the School Director concludes that the student's Parent/Legal Guardian has engaged in conduct which is detrimental to CISP or does not conform to school policies and procedures as set out in the CISP Parent/Student Handbook and direct notices.

DATE: _____

Signature Parent/Legal Guardian 1

DATE: _____

Signature Parent/Legal Guardian 2

Please sign this page ***** **BLUE INK ONLY*******

Parent 1/ Legal Guardian 1

Parent 2/ Legal Guardian 2

FINANCIAL OBLIGATION CONTRACT

Please complete the information below: If handwritten please use BLUE Ink only	
Student's Full Name	
Date of Birth	
Grade level	
Academic Year	

This contract (hereinafter referred to as the "Contract") is entered into by and between:

- I. Christian International School of Prague (hereafter referred to as "CISP") with the address of Legerova 5, Prague 2, Czech Republic, 120 00, and registered with the MŠMT under tax identification number O 386, and
- II. Parent/Legal Guardian 1 and Parent/Legal Guardian 2 who are jointly referred to as "Parents/Legal Guardians". These individuals are jointly responsible for all financial obligations and payments due to CISP under this contract.

CISP SERVICES

CISP offers the following services:

- Educational -- Teaching
- English Language Learners (ELL) as recommended by entrance exams
- Discovery or NILD support, as recommended by entrance testing or in accordance with an existing IEP provided by the Parents/Legal Guardians.
- After Care services (Optional cost, available for Grades 1-5 only)

These services, or any other the CISP provides in the future for improved attention and services to students, will be published on the CISP website specifying their fees.

CONTRACT TERM

This Contract takes effect on 1 August 2019 for the 2019-20 Academic school year and remains valid until 15 August 2020.

This Contract will be renewed for successive academic years when Parent/Legal Guardians pay school fees and CISP accepts them. Failure to pay school fees means in all cases a termination of the Contract and the relationship between the Parties.

SCHOOL FEES

School fees for the services provided for each academic year are on the school's website and updated annually. Parents/Legal Guardians have the right to request from CISP a printed copy of the school fees.

CISP reserves the right to terminate the services specified when Parents/Legal Guardians fail to pay school fees.

Please sign this page ***** BLUE INK ONLY *****	
Parent 1/ Legal Guardian 1	
Parent 2/ Legal Guardian 2	

FINANCIAL PENALTIES FOR CHANGES TO GUARDIANSHIP OR ENROLLMENT STATUS

1. Failure to notify CISP if Parents leave the Czech Republic

If the parent(s), with whom the student resides, leave the country for any reason they are required to provide email notice to the [CISP Attendance office](#) that includes their 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; this notice must be given at least one week in advance.

If *both* parents leave the country for more than one week, they are required 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 (1) quarter's tuition and fees.

2. Change of approved Legal Guardian

If a student has been approved by the School Director to enroll at CISP while living with a Legal Guardian, written notice must be provided to CISP at least one month in advance if the approved Legal Guardian will change. In the event that proper notice *is not given* to CISP and it is discovered that the student is *NOT* living with the approved Legal Guardian then CISP will remove the student from all classes and/or impose a penalty equal to one quarter's tuition and fees.

3. Early Withdrawal Penalty

Any changes regarding enrollment or length of stay must be communicated to CISP immediately. Parents wishing to withdraw their children from CISP before the completion of the academic school year, must complete the [Withdrawal Notification Form](#) a *minimum* of two (2) months prior to their students last day of school. Parents who inform CISP of their intention to withdraw with less than two month's notice, will be subject to an Early Withdrawal Penalty equivalent to one (1) quarter's tuition & fees. This penalty must be paid in full before CISP will release any school records, report cards, or transcripts to parents or forwarding schools.

Please note that the Application Fee, New Student Enrollment fee, Annual Registration fee, and Capital fee are all non-refundable regardless of when communication about early withdrawal is made.

CISP WEBSITE AND FACTS PARENTWEB PORTAL

All relevant and updated information about the school's activities and operations (fees, schedules, policies, regulations, etc.) are available to Parents/Legal Guardians and students on the school's website (www.cisprague.org) and inside the FACTS ParentsWeb portal to ensure easy and immediate access to information relevant to Parents/Legal Guardians and students.

The Parties hereto agree to this means of information notwithstanding Parents/Legal Guardians right to request of CISP, whenever deemed appropriate, a printed version of said documentation. If requested, CISP will provide a printed version to the Parents/Legal Guardians within three (3) business days of the receipt of a written request.

REQUIRED SIGNATURES

Parents/Legal Guardians have read, understand, accept and agree to adhere to the terms and conditions of this Financial Obligation Contract.

The signature of this contract also implies the acceptance of the following Documents:

1. **Educational Commitment Contract** signed between Parents/Legal Guardians and CISP.
2. **GDPR Consent Form** explaining why personal data is collected, who may view the data, and how it is protected providing consent to its use by Parents/Legal Guardians.
3. **Supplemental Education Services Contract** for students whose acceptance into CISP requires they be enrolled in additional classes for English Language support (ELL) or Discovery programs.
4. **CISP Parent Student Handbook Agreement** which is available from the CISP website and FACTS ParentsWeb.

DATE: _____

Signature Parent/Legal Guardian 1

DATE: _____

Signature Parent/Legal Guardian 2

Please sign this page *******BLUE INK ONLY*******

Parent 1/ Legal Guardian 1

Parent 2/ Legal Guardian 2

Please complete the following:

1. PAYMENT PLAN

	Quarterly	Semester	Annual
TUITION Fees (includes Capital, Technology, Activities and School Supplies Fees)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ELL Fees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Discovery Fees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2. PAYMENT METHOD

Choose your payment method:

<input type="checkbox"/>	I will pay by bank transfer	Paying in the Czech Republic – Raiffeisenbank a.s. account number: 2201491001/5500 Please include your student's name in the payment memo. Paying from outside the Czech Republic – Raiffeisenbank a.s. IBAN: CZ365500000002201491001 SWIFT Code: RZBCCZPP
<input type="checkbox"/>	I will pay in cash	To make payments in cash, please schedule an appointment with the Finance Manager via email at finance@cisprague.org .

Please sign this page *******BLUE INK ONLY*******

Parent 1/ Legal Guardian 1

Parent 2/ Legal Guardian 2

INFORMATION ON THE PROTECTION OF PERSONAL DATA AND PROVIDING CONSENT FOR ITS USE

The General Data Protection Regulation (GDPR) is the European regulation on the protection of personal data. CHRISTIAN INTERNATIONAL SCHOOL OF PRAGUE fulfils all the regulation's information and consent requirements in this document.

Who collects the data? ("data controller")

CHRISTIAN INTERNATIONAL SCHOOL OF PRAGUE (CISP)
You may contact the Data Protection Officer at the following e-mail address: finance@cisprague.org

For whom is the data collected? ("purpose")

Data (your data and student data) is requested in order to satisfy our academic and educational relationship. Data will be stored during and after the time the student attends the school in accordance with the applicable legal requirements.

On what grounds is data treatment based? ("legitimacy")

Your data and that of your child or the child under your legal guardianship will be treated in accordance with the Educational Commitment Contract; in terms of data treatment resulting from compulsory education, student data and the data belonging to members of their family and social environment that are necessary in order to comply with educational needs (teaching and orientation) is legally authorized.

Your prior consent will be requested with reference to using data that is not strictly necessary for educational purposes. However, please be advised *that failure to provide consent may render it impossible to provide the student with personalized care and that he/she may not be able to participate in certain activities.*

To whom is the information given? ("disposal and transfer")

Data communication in the cases indicated below is a requirement in order for educational services to be provided and consent is not, therefore, required:

- **Czech Ministry of Education (MŠMT)**
for the purposes of technical education inspections that the ministry may conduct to satisfy legal compulsory education requirements.
- **Czech Ministry of Interior and Foreign Police**
for the purpose of verifying student enrollment as part of the foreigners visa application and required local registration with the Foreign police.
- **Association of Christian School International (ACSI)**
for the purposes of inspection to verify that CISP is meeting the educational standards required for accreditation through ACSI. For processing academic certificates and for issuing non-university academic and professional certificates.
 - ACSI inspection personnel may randomly review student hard files during accreditation audits to ensure that CISP is keeping proper records for each student.
- Other schools in Europe or outside of Europe, should academic records need to be transferred, and for strictly educational purposes.

Other cases that are not strictly necessary in order for educational services to be provided do require consent/authorization. This is done by checking the appropriate box alongside the information provided by CISP explaining the reason for data collection (see below).

What rights do you have with regards to your personal data? (“interested party rights”)

You may, at any time, exercise your right to access, rectify, delete, transfer, limit or oppose data treatment by contacting the person responsible for this at CHRISTIAN INTERNATIONAL SCHOOL OF PRAGUE. You have the right to withdraw consent, where given, at any time. Should any of your data change, we request that you inform us in writing in order to keep records updated.

You have the right to place a complaint with a data protection control authority (www.agpd.es)

Providing consent for certain uses

We wish to request your **consent** for the following uses by checking the corresponding boxes. You may withdraw this consent at anytime:

- ⇨ **YES NO ASSOCIATIONS LINKED TO THE SCHOOL:** provision of identification and contact data to associations with a link to the school (Alumni Association, Clubs, Parent organizations, etc.) for the purpose of organizing, managing and disseminating their activities.
- ⇨ **YES NO NEWSLETTER:** the newsletter or digital bulletin covering information on school activities, such as the Week At a Glance internal staff emails. This includes newsletters (emailed or printed) generated by teachers and staff for the purpose of raising financial support from friends and family.
- ⇨ **YES NO DIRECTORY:** use the data (student’s name, parents’ names, email and phone numbers) to publish a directory (online and/or hard copy) for use by CISP families.
- ⇨ **YES NO HEALTH DATA:** treatment of student health data required for managing the needs of students to provide appropriate personalized pedagogical care, and activities organized by the school: including, but not limited to--school field trips, sporting events, Spring trips, Škola v přírodě, Swim camp. Should authorization not be given, it will not be possible to give the child appropriate supervision.
- ⇨ **YES NO FACTS:** Authorization is given to transfer the data required in order to use the FACTS educational platform that is stored outside the European Economic Area and where data will be treated in accordance with FACTS's [privacy policy](#).
- ⇨ **YES NO GOOGLE FOR EDUCATION AND OTHER PLATFORMS**
Authorization is given to register the student (Grades 6-12) on the platform and to generate an email account for that platform. This email account is only accessible for use by other @cisprague.org email addresses. No email address outside of the CISP domain may send emails to any @cisprague.org student email account. The data required in order to use the platform and the information and documents stored on it are included on files that are the responsibility of CISP and that are stored by GOOGLE and/or the corresponding platform.
- ⇨ **YES NO CONSENT TO MEET WITH SCHOOL COUNSELOR:**
Consent is hereby given for the student to meet with the CISP School Counselor for the purpose of receiving counseling services. CISP Administration will be informed of the counseling without receiving details of the nature of the counseling. Information shared in the counseling session with the student will be kept confidential from CISP Staff and Teachers except in the case of:
 - Threat of personal injury (e.g. suicide, unauthorized drug use, self-mutilation)
 - Injury to another individual
 - Injury from others (e.g. bullying, emotional or physical abuse)
- ⇨ **YES NO CONTACT ONCE THE STUDENT HAS LEFT THE SCHOOL:** the school is given authorization to store the student’s personal data and to contact both the student and his/her parents/guardians by post or by e-mail in order to send information about the school and its activities, to request collaboration once the student has completed his/her education or left the school, or for Alumni purposes.

Consent for using student's image/voice

Consent is requested to take and use your student's photos, videos and voice recordings, in the following, both electronically and on paper. Other identifiers may accompany the photos, videos, and voice recordings such as the student's initials, first name, grade, etc. in the following:

- ☞ **YES NO CISP INTERNAL USE (Where access is restricted/limited):** in areas accessed only by the CISP school community, parents, and students (i.e., bulletin boards, FACTS ParentWeb, concert/play programs, Yearbook, student newspaper, etc.) inclusive of email sent within the CISP domain.
- ☞ **YES NO INTELLECTUAL PROPERTY:** material generated by the student (i.e., artwork, photographs, poetry, etc.) may be displayed in exhibitions and events organized by the school or in which the school participates, and in other education-based means of communication. Authorization to do so may only be given by persons with parental responsibility for the student. This authorization is necessary even in cases where the author is not clearly identified and includes, for example, group research projects.
- ☞ **YES NO ADVERTISING AND WEBPAGE (www.cisprague.org):** for advertising CISP to the general public for the purpose of new student/family recruitment; such as flyers, brochures, banners, video productions, etc.
- ☞ **YES NO SOCIAL MEDIA:** publication on social media (for example; Facebook, Twitter, Instagram, YouTube, Google+, Blog posts, etc.) that involve international transfer of data to third countries where European data protection legislation does not apply.

Notice for FAMILIES and CONTACT PERSONS

Should an issue with the student arise, and should it be impossible to locate any of the signatories below, the school is authorized to get in touch with the third party contact person you have provided. The signatories below confirm that they have informed and received authorization from the named contact persons about this data treatment and have received their consent.

By signing this document, the child's parents/guardians give their consent to use the data in the manner indicated by the checked boxes above.

This form must be signed in **BLUE INK ONLY**. Should this form not be signed by both parents/guardians, the parent/guardian signing the form confirms that they do so with the other party's consent and that the school shall be exempt from responsibility of any kind.

Student's Name: _____ Grade Level: _____

Parent 1/ Guardian 1 (printed name)

Parent 2 /Guardian 2 (printed name)

Date

Date

Signature

Signature



Christian International School of Prague

Growing in Wisdom, Walking in Integrity

—Proverbs 2:6-7

Parent-Student Handbook Agreement

(Signature required by all Parents & 6th-12th Grade Students)

I have read the CISP Parent-Student Handbook for the 2019-2020 school year, and I agree to abide by the policies and procedures outlined in it.

Student name (please print):

Student Signature: (*7th-12th grade only*)

_____ **Date:** _____

Parent name (please print):

Parent Signature:

_____ **Date:** _____



**TRAVEL ACKNOWLEDGEMENT –
FOR CISP FIELD TRIP, EVENT, FUNCTION OR COURSE RELATED TRAVEL**

The Christian International School of Prague (CISP) sponsors field trips and special events for students as a means of providing a comprehensive and diverse learning environment. Field trip/event participants and leaders are expected to conduct themselves in a professional and positive manner as representatives of CISP. All students must adhere to and are responsible for knowing the Student Code of Conduct as part of their enrollment at CISP. Failure to follow operating guidelines, instructor/staff directives, and the Student Code of Conduct may result in disciplinary action. (The Student Code of Conduct is available for review from the CISP office).

This is to certify that _____ has full
(Student Name – Print)

permission to travel in a group off campus, within Europe, in connection with a field trip, function, event, or course at CISP.

LIABILITY WAIVER / RISK ACKNOWLEDGEMENT:

I understand that participation in trip activities could involve risk of physical injury, illness, death or property loss, and despite safety precautions, the school cannot guarantee safety thereof, as all risks cannot be prevented. CISP does not provide health and accident insurance for trip participants, and I understand that any medical expenses, property loss, or other personal expenditures that result during or from this travel/trip are to be borne by the student/participant, or by their parent or guardian (if student/participant is a minor). I also hereby consent and give authorization to trip leaders to secure any emergency medical treatment for my child in event I am unable to, and I agree to be responsible for the costs thereof.

In consideration of the opportunity afforded, with full knowledge and acceptance of the risks associated with this travel and the trip activities, and with full understanding of the above issues/conditions, I hereby release, indemnify and hold harmless CISP, its faculty, staff and trustees, from all form and manner of risks inherent in such travel, and from all claims and demands of any nature arising from participation in said trip, event, or function.

Signature of Student/Participant Date

Signature of Parent or Guardian Date

Print Student/Participant Name

Print Parent/Guardian Name