

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 | 2021-22 |

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 (This service will only be provided when a qualified staff member is available).

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 2021 for the 2021-22 Academic school year and remains valid until 14 August 2022 or until a new contract for subsequent Academic school years is signed and in effect.

This Contract may be renewed for successive academic years if Parent/Legal Guardian(s) have accounts in good standing, have paid all school fees by the due dates, and CISP permits the re-enrollment* of the student named in the contract above.

Failure to pay school fees in all cases means a termination of the Contract and the relationship between the Parties.

*CISP reserves the right to deny re-enrollment to students on the basis of academic performance and personal qualifications; including a student's unwillingness to cooperate with CISP administration and/or failure to abide by its policies.

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 by the due dates.

| | |
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| 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 of their departure.

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 change of Legal Guardian should arise for a student who has been previously approved by the School Director to enroll at CISP while living with a Legal Guardian; CISP must be informed at least one month in advance of any change. Proper notice to CISP and *approval* of the new guardian must be given by the School Director before the change in Legal Guardian may take effect. 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 (1) 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 non-refundable regardless of when communication about early withdrawal is made.

CISP WEBSITE AND FACTS FAMILY 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/or inside the FACTS Family 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.

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

Parent 1/ Legal Guardian 1

Parent 2/ Legal Guardian 2

Please complete the following:

1. PAYMENT PLAN

| | Annual | Semester | Quarterly |
|---|--------------------------|--------------------------|--------------------------|
| 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"/> |

*These fees apply only when outlined in the CISP Enrollment Offer Letter or when required for re-enrollment by CISP Supplemental Services.

Annual: One (1) payment, due on or before 15 August

Semester: Two (2) payments, due on or before 15 August and 15 January

Quarterly: Four (4) payments, due on or before 15 August, 15 October, 15 January, and 15 March

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 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 . |
| <input type="checkbox"/> | I will pay via credit card | Payment link available on CISP website→Parent Links→Pay |

*Please include your student’s full name and grade level in the payment memo line.

3. 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 Family Portal.

Signature Parent/Legal Guardian 1

Signature Parent/Legal Guardian 2

DATE: _____

DATE: _____

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

Parent 1/ Legal Guardian 1

Parent 2/ Legal Guardian 2



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 ADMISSIONS POLICY AND ENROLLMENT AGREEMENT

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

It must always be understood that attendance at CISP is a privilege and not a right. This privilege will be forfeited by any student who does not conform to the school's standards of conduct and/or who is unwilling to adjust to our environment as outlined in this handbook.

All secondary students must agree to apply themselves honestly and sincerely to honoring CISP's community of grace and working to the best of their abilities in their particular studies.

CISP requires *all full-time, enrolled students* to take a Bible course as part of their core curriculum for every term of attendance.

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 Family Portal 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 Educational Commitment 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 medical treatment in an emergency only.
- We understand that CISP cannot administer medication of any kind without written instructions from the student's prescribing doctor and written permission from the parent(s) to follow the doctor's instructions.
- 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.
- We understand that students are expected to attend school whenever classes are in session. Absences should be avoided when possible, as missed class time can have a serious impact on our student's ability to learn and succeed.

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 quarter's 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 the [CISP Attendance office](#) in a timely manner and explain why your children will be 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 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 Obligation Contract to receive the educational services provided by CISP and/or any other services outlined in said contracts.
- ❖ Fulfill all financial obligations with the school in accordance with school policies and procedures by their due dates.
- ❖ When additional services (ELL or Discovery program) are deemed necessary by the school for acceptance, sign a *Supplemental Services Educational 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 “Základní” škola *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.

PARENTAL 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 who have been accepted and are enrolling in CISP for the first time. This fee is non-refundable.

Annual Registration fee: Annual matriculation fee for all returning students. This fee is 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, swim camp, and graduation for Grade 12 students. A pre-designated portion of the Activity fee may be issued as a credit to a student's account and applied for use in the next year of enrollment only when *spring class trips/swim camp* must be canceled due to circumstances beyond CISP's control (i.e. government mandated school closures, travel restrictions). Students who do not re-enroll may request this amount be issued as a refund from the Finance Manager.

Technology fee: All students Grades 1-12 will be assigned a Google Chromebook for educational use while at school. Students in Grades 6-12 use their Chromebooks for daily classroom instruction. Only students in Grades 9-12 are permitted to take Chromebooks home, except in the event of distance learning when all students will be permitted to take their assigned Chromebook home.

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. Supplies fees for students in Grades 6-12 will cover the cost of ISIC cards, plus organizers/trappers (MS) and Math binders (MS/HS).

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. Parents of students for whom ELL is required acknowledge that their student's acceptance is contingent upon the completion of the following as required by CISP :

- Electronic Enrollment,
- Enrollment paper documents (i.e. parental agreement, financial obligation contract, et. all)
- Enrollment fee
- and agreement to pay the extra cost for these additional ELL 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. This program has an additional fee.

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 after-school clubs and sports teams will be billed as appropriate.

PAYMENT METHODS

1. Bank Transfer
2. Cash
3. Credit Card via UPay on school website

PAYMENT POLICY

Tuition and fees may be paid as follows:

- One (1) Yearly payment (due date 15 August),
- Two (2) Bi-annual payments (due dates 15 August and 15 January),
- Four (4) Quarter payments (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 re-enrollment and an Annual Registration Fee if a balance from the previous school year is still outstanding.

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

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 one (1) quarter's tuition and 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 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.

Signature Parent/Legal Guardian 1

Signature Parent/Legal Guardian 2

DATE: _____

DATE: _____

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 email 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 requirement

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.
- **FACTS SIS**
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](#).
- 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 (these are outlined 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)

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** **GOOGLE FOR EDUCATION/OTHER PLATFORMS:** Authorization is given to register the student (Grades 4-12) 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 in files that are the responsibility of CISP and that are stored by GOOGLE and/or the corresponding platform.
- ☞ **YES** **NO** **SEESAW:** Authorization is given to register the student (Grades 1-5 only) for this educational classroom platform in the event of required distance learning. [Privacy policy](#) for Seesaw.
- ☞ **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 email 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 manners:

- **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 Family Portal, 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, Christmas cards, 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)

Signature

Date

Parent 2 /Guardian 2 (printed name)

Signature

Date



Christian International School of Prague

Growing in Wisdom, Walking in Integrity

–Proverbs 2:6-7

Parent-Student Handbook Agreement

(Signature required by all Parents & Students in Grades 6-12 Only)

I have read the CISP Parent-Student Handbook for the 2021-2022 school year, and I agree to abide by the policies and procedures outlined in it.

Student name (please print):

Student Signature: **(Grades 6-12 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. (Student Code of Conduct is available for review on the CISP website).

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 the 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.

Parent/Guardian Name (Please print)

Student/Participant Name (Please print)

Signature of Parent or Guardian

Signature of Student/Participant

Date

Date



Chromebook Agreement and Information

The purpose of the Chromebook program at the Christian International School of Prague (CISP) is to provide 21st century tools and resources that will equip our students to impact the world for Christ. Having a 1 to 1 device program gives students access to learn anywhere, anytime -- both in class and at home.

We believe it is our responsibility to assist our families in teaching students how to use these tools well. As we navigate through each school year, we will be governed by three questions that will help CISP assess how well it is performing this function: Does this tool enhance learning? Does this tool enhance the interaction between the student and teacher? And finally, does this tool teach students to use technology effectively and redemptively?

This device is provided for the purpose of supporting the educational mission of CISP. It is our desire that it enhances resource sharing, innovation, research, creativity, communication, increased productivity and mobile learning.

CISP reserves the right to confiscate and search a student's device to ensure compliance with the school's *Acceptable Use Computer Policy*. Students in breach of the Acceptable Use Computer Policy may be subject to but not limited to: disciplinary action, overnight confiscation, removal of content or referral to external agencies in the event of illegal activity. In the event of disciplinary action, completion of all class work remains the responsibility of the student.

OWNERSHIP

The Chromebook is the property of the CISP. It has been configured specifically for school use. As such, each student will be assigned a school device regardless of whether or not they own one already.

As property of CISP, Chromebooks and all assigned peripherals must be returned in the same condition in which they were received after completion of the student's last exam. Deep scratches, cracks, or dents are considered damage, and a damage claim must be filed with the Business Manager or IT Manager. All damages deemed outside of normal usage will be billed to the student for repair or replacement. Lost devices or accessories will be billed at the current replacement cost to the student. Grades and transcripts will be held until all CISP devices are satisfactorily returned. In the event a student leaves CISP before the end of the school year, the device must be returned, in good condition, before a final grade report/transcript will be provided.

All students who have attended CISP for all four years of High School (Grades 9-12) will be permitted to keep their Chromebooks at the time of their Graduation. Students who attend CISP for fewer than 4 years may have the option to purchase their chromebook for a prorated fee determined by the CISP Business Manager.

GENERAL GUIDELINES

- Use caution when attaching cords, cables, USB devices, etc. so as not to damage the connections.
- The device screens are glass and are subject to cracking and breaking if misused. Never drop or place heavy objects (books, laptops, etc.) on top of any of the devices.

- Do not subject the devices to extreme heat or cold (do not store in vehicles).
- Keep the device clean and free of stickers, writing, skins, or any other personal branding.
- Make reasonable efforts to minimize the possibility of theft: never leave the device in an unsupervised area, an unlocked locker, etc.
- Avoid situations that may damage the devices such as stacking items on it, putting it in a backpack where it may be stepped on, slinging it across the room, dropping it from stairs, etc.
- Clean the screen with a lint free cloth (papír nepouštějící vlákna). Microfiber cloths or camera lens cleaners work well.
- Individual Chromebooks and accessories must be turned in to CISP at the end of each school year. Students who graduate early, withdraw early, are suspended or expelled, or terminate enrollment at CISP for any other reason must return their school Chromebook on the date of withdrawal. Items not returned may be reported as stolen.

CHROMEBOOKS AT SCHOOL

- CISP has invested in wireless access points to provide wifi throughout the school.
- Students in *Grades 4-12* will be issued a Google Gmail Account that is owned by the school. These managed accounts are part of the Google G Suite for Education. Google G Suite allows the school to provide educational tools that benefit the student. CISP reserves the right to monitor any activity on any device issued by the school.
- Teachers may request additional apps to be loaded on the Chromebook for academic purposes. Students may not load apps on the device at any time without a teacher or IT administrative supervision and approval.
- Chromebooks are intended to be used at school each day. Students must be responsible to bring their Chromebooks to all classes, unless specifically instructed not to by the teacher.
- If a Chromebook is left at home, the student is responsible for getting the class work completed as if the Chromebook had been present, and will be graded according to the same requirements. Additional Chromebooks are not available for those who have already had devices checked out to them.
- Chromebooks must be brought to school each day fully charged. Students need to charge their Chromebooks each evening.
- Technical difficulty or device malfunction is not an acceptable excuse for late or missing assignments. Students should use due diligence to ensure that their work is in the proper format, in the proper location and is backed up.
- Chromebooks belonging to other students are not to be tampered with in any manner. If so, financial consequences may be applied.
- Students must ask permission *prior* to printing from their Chromebooks at school. One of the benefits of the Chromebooks is the decreased need to print copies, thus saving paper.

UNACCEPTABLE USE

- 'Jailbreaking' is strictly prohibited and will result in a fine of 8 000 CZK and loss of Chromebook privileges.
- All material on the Chromebooks must adhere to the *CISP Acceptable Use Computer Policy*. Students are not allowed to send, access, upload, download, or distribute offensive, threatening, pornographic, obscene, or sexually explicit materials.
- Students are not allowed to use their personal non-CISP accounts on their Chromebook.

- Each Chromebook has a school profile installed on it. This profile allows CISP to monitor the Chromebook and place certain restrictions on the device. Removing this profile is considered a violation of this policy.
- Students must use good judgment when using the Chromebook camera. The student agrees that the camera will not be used to take inappropriate, illicit, or sexually explicit photographs or videos, nor will it be used to embarrass anyone in any way. Any use of the Chromebook camera in bathrooms or locker rooms, regardless of intent is strictly prohibited.
- Use of the camera and microphone are strictly prohibited in the classroom unless permission is given in advance by the teacher.
- Inappropriate media may not be used as a screensaver or background photo. The presence of pornographic materials, inappropriate language, alcohol, drug or gang related symbols or pictures is prohibited.

DAMAGE - THEFT - LOSS

- Each student is responsible for the care of their individual Chromebook and issued peripherals. If a Chromebook is not working properly, is damaged, lost, or stolen, the student should report this immediately to the IT administrator.
- These devices have a warranty against defects in materials and workmanship when used normally in accordance with Google and CISP published guidelines. The student will be charged the full cost for any necessary repairs or reconditioning not covered under the standard warranty. This includes wear and tear that may not cause operational loss but that may be considered "beyond reasonable" as determined by the school.
- Chromebooks are not covered for theft or loss. Students are responsible for the replacement cost of a device that is lost or stolen.

ANNUAL CHROMEBOOK ASSIGNMENT

- Chromebooks will be assigned at the beginning of the school year. Parents/Guardians (Grades 1-12) and Students (Grades 6-12) are expected to read and sign the Chromebook Agreement and Information form each year of enrollment.
- Students should not share this password with anyone else except their parents.
- The Chromebooks will be configured with a custom profile to allow our technicians to manage them. The profile must not be altered or deleted.
- Chromebooks will be issued with many of the books and apps needed at the beginning of the year. Teachers may request additional apps or books to be added by the IT Manager throughout the year. Chromebooks will be monitored to ensure that this data is not removed.

USE AT HOME (Students in Grades 9-12 ONLY)

- Parents may allow the student to access their home wireless network and printers. However, CISP does not filter Internet access for off-campus use.
- The student and parents agree that only the student may use the Chromebook. Siblings and friends should not have use of the devices.
- Students and parents acknowledge that the CISP may search school-issued devices at any time to verify contents.
- *This section applies to students in all Grade levels in a distance learning scenario.*

Student Pledge for Chromebook Use

1. I will take good care of my Chromebook.
2. I will never leave the Chromebook unattended.
3. I will never loan out my Chromebook to other individuals.
4. I will know where my Chromebook is at all times.
5. I will come to school everyday with my Chromebook fully charged.
6. I will keep food and beverages away from my Chromebook since they may cause damage to the device.
7. I will not disassemble any part of my Chromebook or attempt any repairs.
8. I will use my Chromebook in ways that are appropriate, meet CISP expectations and are educational.
9. I will not place decorations (such as stickers, markers, etc.) on the Chromebook. I will not deface the exterior of the Chromebook in any manner. I will not change the name that has been given to the Chromebook.
10. I will follow the policies outlined in the CISP Acceptable Computer Use Policy and Chromebook Policy while at school, as well as outside the school day.
11. I understand that my Chromebook is subject to inspection at any time without notice and remains the property of CISP.
12. I will be responsible for all damage or loss caused by neglect or abuse.
13. I agree to return the Chromebook and power cord in good working condition.

I agree to the stipulations set forth in the above documents including the CISP Acceptable Computer Use Policy outlined in the Parent/Student Handbook.

Parent/Guardian Name (**Please print**)

Student Name (**Please print**)

Signature of Parent or Guardian

Signature of Student (Grade 6-12 only)

Date

Date



STUDENT CODE OF CONDUCT 2021-22

CISP is an academic, Christian community. It is not a closed community – people who do not believe in Jesus are welcome. However, we want to be a community marked by *love and respect*. We believe God calls us to love and respect Himself, each other, and His world. This community will be a place where you can grow and learn to the extent that we demonstrate love and respect. How does this work out day-to-day?

Loving and Respecting God

There will be many community activities that deal with God and the Bible more or less directly, such as chapel, devotional times, and Bible classes. Even if you personally do not agree with the Christian faith, it is important that you show respect for others' faith. All of the members of the community are expected to participate in these activities respectfully. Furthermore, while we encourage debate about matters of religion, we expect that students will refrain from religious practices that run counter to this community's faith-statement (for example, experimenting with the occult). We want to be a community that respects God's Word.

Loving and Respecting God's World through Learning

This is a learning community, and academics are important. Learning, inside and outside the classroom, is a way of showing love and respect for God's world. Therefore we expect students to show up for class, and show up on time. We expect students to participate in class in a way that is helpful and cooperative. We expect students to do their homework. And we expect that students who are struggling in class to seek help from their teachers. Students need to learn fairly – cheating and plagiarism (passing another's work off as your own) have no place in this community. They show no love or respect for learning about God's world.

Loving and Respecting Each Other

We believe that human beings are created in God's image, and therefore they are to be treated with the utmost love and respect.

This means that students need to demonstrate love and respect for their teachers. Address them by their proper title (Mr., Mrs., Miss., Dr., etc.) unless a teacher invites you to speak less formally. Our teachers are here because they want to help you grow.

Students are to love and respect each other. Obviously, this means that students should not fight with each other, bully or intimidate, or steal from each other. Less obviously, it means that students must watch how they speak to and about each other. Gossip, unfair criticism, sarcasm, and lying all undermine relationships, and they have no place in this community. Forming friendships that exclude others (cliques) are a way of saying that some students are worth more than others. Students need to help each other – and especially the older students need to

watch out for the younger ones. We expect students to refrain from foul language and gestures – remember that you older students are setting an example for the younger ones. When students disagree, we expect them to argue in a way that shows respect, “speaking the truth in love.” Positively, students should look for ways to be peace-makers in this community. And when feelings do get hurt, we need to be quick to forgive each other. Grudges have no place in this community.

We expect students to show respect for other people’s property. If one student lacks something, other students should show generosity. Destroying or harming another student’s or the school’s property is forbidden.

We believe that sex is a gift from God and something to be enjoyed only when protected by a life-long marriage relationship. We expect students to respect and love one another by refraining from sexually pressuring or harassing other students. We do not allow pornographic materials at school, as these degrade people made in God’s image.

We believe that God owns our bodies and wants us to live in peace and intentionally breaking local law is strictly forbidden. Therefore, students will refrain from the use or possession of tobacco, e-cigarettes, alcohol or other controlled substances at school or at school functions. In the case of suspicion of consumption or being under the influence of alcohol or drugs, according to Czech law, CISP has the right to test students or call competent health care providers or authorized authorities to perform the test. In the case of refusal, law reinforcement may be called to administer the test in an effort to ensure the safety of our student body.

The use of or the encouragement of others to use any of these substances outside the school is a serious concern, in which case we may request a meeting to address this issue with parental permission and involvement.

Students who struggle in any of these areas need to know that they have the freedom to talk to teachers to find help. We love and respect each other by helping others where they are weak.

This is the code of conduct we expect students to follow. We do not expect students to be perfect, but we do expect them to strive to show respect and love toward God, toward His world, and toward each other. It is important that students understand that violations of this code may result in disciplinary action (perhaps even expulsion for serious violations). If you find yourself struggling with the code, please seek a teacher’s help right away.

I understand and agree to abide by all of the above.

Student’s name (print)

Student’s signature

Date

Parent’s name (print)

Parent’s signature

Date



Christian International
School of Prague

Permission to Leave Campus Early Grades 6-12

I give my son or daughter, _____ (name),
permission to leave the CISP campus before the end of the school day when their last
class is a study hall.

Parent's Signature _____ Date _____

**Students are required to sign out at the Main Office every time they leave campus early. Failing to
sign-out will result in an unexcused absence.**

Students must report to their assigned study hall if this form is not on file with the Attendance office.

Please return this signed form to the Admissions Office.

School year 2021-2022 (revised 02.21)



Christian International
School of Prague

Permission to Arrive Late Grades 6-12

I give my son or daughter, _____ (name),
permission to arrive late to the CISP campus when their first class is a study hall.

Parent's Signature _____ Date _____

Students are required to sign in at the Main Office every time they arrive late to campus.

If they are tardy for their next scheduled class, they must also obtain a pink slip from the Main Office
to be admitted to their next class.

Please return this signed form to the Admissions Office.

School year 2021-2022 (revised 02.21)