



PARENT HANDBOOK

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Mission Statement:

The Czech School of Seattle (CSS) offers a friendly learning environment for students of all levels of language proficiency by promoting Czech language and traditions and building a network of families and friends interested in Czech heritage.

Vision:

A vibrant and engaged Czech community in the Pacific Northwest that recognizes and celebrates the value of the language and heritage of the Czech Republic.

Purpose of the Handbook:

The handbook seeks to serve as a helpful reference point for parents, students, teachers, volunteers, and all patrons of the school. Please contact the school leadership with any questions and suggestions.

SCHOOL POLICIES

1. Positive Learning Culture

Purpose:

To create and sustain a positive learning culture.

Objective:

The following guidelines and policies are in place to ensure a positive learning environment that focuses on facilitating a successful learning experience for each participant in Czech language classes. Each participant needs to understand schools values, principles, and expectations to help all participants achieve progress towards our common learning goals.

1.1 Classroom Management Plans

Classroom Management Plans are in place to ensure a positive learning environment. Every teacher of the Czech School of Seattle will have a classroom management plan approved by the Director of Education. Each teacher will review School Code of Conduct and their Classroom Management Plan with their students.

1.2 Rights Observed (Code of Conduct)

Each participant of the Czech School of Seattle has a right to learn in a positive environment as well as a right to safety and dignity regardless of age, color, gender, or national or ethnic origin.

The Czech School of Seattle will not accept behavior that impairs others from learning, and infringes on the above stated rights.

Students, teachers, and parents are expected to

- use Czech language whenever possible
- be courteous and polite to others

- follow school guidelines and policies
- abide by the classroom management plan

1.3 No Distracting Valuables from home

Students are encouraged to leave any distracting items at home. Teachers are authorized to remove any such object from student's possession and return it to the parent/guardian upon class dismissal.

1.4 Dress Code

Students, parents, teachers, and all volunteers are expected to refrain from wearing any inappropriate slogans, especially advertisements of products or behaviors prohibited to minors.

Students, teachers, and volunteers should wear clean, comfortable, and safe clothing that will not distract from learning.

1.5 Homework and Absences

Homework assignments are crucial for a skill building program that meets once a week. Assigned homework reinforces previous learning and allows students to work at their level of competence. Students are expected to turn in all of their homework and teachers are expected to provide feedback. Homework allows parents to be active participants in students' learning and offers an opportunity to provide teachers with feedback regarding the student's involvement and process.

Approved by: Czech School of Seattle Leadership Team

On: 8/10/2016

2. Arrival and Dismissal

Purpose:

To ensure the safety of the students of the Czech School of Seattle.

Objective:

These guidelines are written to ensure that all students of the Czech School of Seattle are accounted for and under direct School supervision at all times. Parents/guardians, volunteers, teachers, and students need to understand their responsibilities to ensure student safety.

Responsibilities:

Teachers shall:

- Begin and end class promptly at scheduled times.
- Ascertain that classroom is available for students to enter no later than 5 minutes prior to the scheduled class start time.
- Make sign-in/sign-out log available and clearly accessible at the entrance to the classroom.
- Have student registration print-outs available at all times.
- Ascertain that sign-in/sign-out log is supervised by trained personnel at all times. If no trained volunteer is available, the teacher is responsible for supervising the sign-in/sign-out log.

- Be responsible for ensuring that a volunteer will stay with any student(s) awaiting release until the appropriate designated person(s) arrives and signs the student out.

Parents/guardians shall:

- Bring students directly to their classroom and sign him/her in with their teacher. Students will remain under school's supervision, including bathroom breaks, until signed out by parent/guardian.
- Pick up their children directly from their classroom at the scheduled time. Students will not be released to anybody else but the person(s) designated on the registration form.
- Communicate any revisions to the student release authorization(s) to the teacher in writing before the lesson.
- Have a valid identification ready to present, if requested, to the teacher or volunteer in charge of dismissal.

A late pickup fee may apply for parents/guardians who are consistently late. The Czech School of Seattle reserves the right to charge \$10 for each 5 minutes or fraction thereof if a parent/guardian arrives to pick up their child later than 5 minutes after the scheduled end of lesson. Payment is due when child is picked up and should be paid directly to the staff member on duty.

Sign-in/Sign-out Log Supervisor (Volunteer) shall:

- Arrive at the classroom no later than five minutes prior to scheduled class start time.
- Supervise the sign-in/sign-out log for the duration of class, five minutes prior to beginning of the class, and five minutes after the scheduled class end time.
- Stay in the immediate proximity of the sign-in/sign-out log until all students have arrived, or until 10 minutes after the scheduled class start time, whichever comes first.
- Ascertain that each student leaves only after they have been signed out by the person(s) designated on the registration form. When in doubt, the volunteer shall check the identification and student's registration form.
- In case of late pick-up, a volunteer appointed by a teacher will stay with any student(s) awaiting release until the appropriate designated person(s) arrives and signs the student out.

Students:

Students shall arrive no earlier than five minutes prior to the class start time, prepared to learn. At the end of each class, students shall collect all their classroom work and wait in an orderly and quiet manner for their parent/guardian to sign them out.

Approved by: Czech School of Seattle Committee
On: 10/13/2015

3. Parent Participation

Purpose:

To equip and empower volunteers, allowing the Czech School of Seattle to take full advantage of all available human resources.

Objective:

The Czech School of Seattle is a program of a non-profit organization and absolutely relies on the active and supportive participation of community volunteers. These guidelines are written to ensure that each

community member understands what their options are in contributing to the school's successful completion of its mission.

3.1 Volunteering three hours per quarter

As a program of a non-profit organization, we rely on our volunteers. Every family attending the Czech School of Seattle is asked to volunteer at least 3 (three) hours per academic quarter.

Volunteering options include but are not limited to:

- Serve as an elected member of Leadership Team (see school org chart)
- Serve in any of the official school volunteer positions (see school org chart)
- Assist teachers and students during classes (must complete WA State criminal background check)
- Assist with classroom material preparation
- Assist with school-sponsored events (such as Mikulášská party, Easter party, etc.)
- Assist with preparing publications (such as the newsletter, flyers, posters, social media etc.)
- Assist with fundraising
- Assist with procuring local grants
- Assist with library
- Courier services (bringing materials ordered from the Czech Republic)

For families that may not be able to volunteer, there is an option to contribute an additional \$60.00 per quarter to be paid in check or cash on the first day or last day of each quarter; or to contribute supplies from a school approved wish list in value equal to or greater than \$60.00 per quarter.

3.2 Parent volunteer placement in the same classroom as their child

Parent volunteer placement in the same classroom as their child is only advised for program participants three years of age and younger.

3.3 Volunteer Background Check

The Czech School of Seattle requires all teachers and volunteer classroom assistants to have their background checked through Washington State Patrol. Background checks are run by the Center for Czech Education and Culture, they are free of charge, and are good for the whole academic year.

This background check is conducted to ensure that our students are never left alone, in a classroom or using a restroom, with an adult who has not been cleared through Washington State database of individuals with criminal records.

Approved by: Czech School of Seattle Leadership Team
On: 8/10/2016

4. Facility Rules

Purpose:

To ensure compliance with SJCC facility rules and to promote good relationship with the SJCC.

Objective:

The Czech School of Seattle has established a great relationship with the Stroum Jewish Community Center and it is in the school's best interests to maintain this positive relationship. This policy states rules for ensuring compliance with the rules of the SJCC.

4.1 Sign in

All adult participants, i.e. parents, guardians, and teachers, must sign in and out of the SJCC each time they visit.

4.2 Child Supervision

Parents and guardians are responsible for their child's supervision prior to signing in to the classroom and once signed out of the classroom. Any minor associated with the Czech School of Seattle, i.e. students, their siblings, and visiting friends, may never be left without supervision outside their designated classrooms. Parents and guardians are asked to pay special attention to their children's safety while using the SJCC playgrounds.

4.3 Food Restrictions

For religious reasons, pork food products may not be brought onto the premises of the SJCC at any time.

4.4 Garbage Disposal

The SJCC is an environment-conscious facility and requests that all garbage be disposed of per SJCC guidelines.

4.5 Courtesy and Respect

Exercise caution and good judgment while using the property and facilities of the SJCC.

Approved by: Czech School of Seattle Leadership Team

On: 8/10/2016

5. Allergies, Medications, Illness, and Injuries

Purpose:

To ensure a safe learning environment and readiness in case of medical need.

Objective:

These guidelines are written to ensure that all students, staff, and volunteers enjoy a safe learning environment, and aim to enable staff and parents to act in a prompt, accurate, and organized manner in case of medical emergency.

5.1 Allergies

- a. It is the responsibility of parents/guardians to state any known allergies on the student's registration form.
- b. The Czech Schools of Seattle meets in a nut free facility and is a nut free program. The school will take all possible measures to avoid all allergens noted at registration as life-threatening.
- c. All other allergies indicated on student registration form as not life-threatening will be avoided whenever possible. Should such an allergen be present in any class activity, the teacher will provide a disclaimer for parents at the beginning of the program/class.
- d. The school does not provide snacks due to the length of the program and to minimize exposure to allergens.

5.2 Medications

The staff and volunteers of the Czech School of Seattle will never administer any prescription or over the counter medications, with the exception of rescue medication. Parents/guardians must try to give all

medications at home as much as possible. If medication has to be given during school time, it has to be administered by a parent or guardian outside of the child's classroom.

5.3 Rescue Medications

- a. Any student that could have a serious or life-threatening allergic reaction (anaphylaxis) will have an Emergency Action Plan on file. Such plan needs to state the allergen, symptoms of anaphylaxis, rescue medication to be administered, and emergency contacts. The form needs to be signed by both parent/guardian and the child's medical professional. The Czech School of Seattle has a form available for this purpose.
- b. All teachers are required to know the four steps of responding to anaphylaxis. They shall
 - (1) familiarize themselves with the allergies of the students in their class,
 - (2) know what symptoms to watch for,
 - (3) know how to use epinephrine auto injectors, and
 - (4) get emergency medical help right away should an anaphylaxis occur. Students Emergency Action Plans will always be on hand during school hours.

5.4 Illness

Parents/guardians are asked not to bring their child to school if he or she is ill, has thrown up, or has had a fever above 99°F within the last 24 hours. If your child is "not feeling well" during the lesson, we will call you immediately to pick your child up. Parents/guardians are required to pick up their child in a reasonable amount of time once informed.

The Czech School of Seattle considers a child to be ill if they have high temperature and/or another contagious symptom such as, but not limited to, a rash, diarrhea, a sore throat, symptoms of respiratory, gastro-intestinal, or eye-infections, head lice, or other sickness. Children with such symptoms should remain at home until symptoms have been treated and the child is fever free for 24 hours.

Should a student's condition require being treated with antibiotics, he or she may participate in the programs of Czech School of Seattle after a minimum of 24 hours since first treatment, provided the child is free of fever and other contagious symptoms.

5.5 Injuries

The staff and volunteers of the Czech School of Seattle will make every effort to ensure the safety of children in school's programs. Unfortunately, minor accidents may occur. Teachers will report any such incident at the time of the student's dismissal. Each teacher will have a first aid kit on hand.

In case of a serious injury or illness, the parent/guardian will be contacted for instructions. Students requiring emergency medical care will be taken by ambulance to the nearest emergency room or hospital. If the parent/guardian cannot be reached, the non-parent emergency person indicated on the registration form will be contacted to make medical decisions. It is the parent/guardian's responsibility to keep all contact information updated.

Approved by: Czech School of Seattle Leadership Team
On: 8/10/2016

6. Registration, Tuition, and Withdrawals

Purpose:

To ensure a simple, consistent, and efficient registration process.

Objective:

These guidelines are written to answer many questions that may arise during registration and to ensure that all students, parents/guardians, and volunteers are treated fairly.

6.1 Registration Method

The preferred method of registration is via Eventbrite. This method offers an ease of access to registrant's information as well as the convenience of online payments.

6.2 Registration Fees

The school has two registration forms:

a. An annual student information form contains student's personal and medical information as well as parent/guardian's consents and contact information. This form needs to be filled out annually, prior to registration for classes, and kept up-to-date throughout the year. The annual form contains the following consents:

1. Consent to Abide by School Guidelines and Policies
2. Release of Liability
3. Consent for Emergency Medical Assistance
4. Consent to Use Images
5. Consent to Share Information
6. Notice of Non-Discriminatory Policy

b. Registration for classes is filled out quarterly no later than two weeks prior to the first day of each quarter.

All children must be registered for the full set of 10 classes. It is not possible to register for only a part of the quarter.

6.3 Registration Schedule

Registration schedule will be decided before each school year and will be posted on the Czech School of Seattle website, Facebook page as well as emailed to Czech School of Seattle email list.

6.4 Sibling and Loyalty Discounts

Unfortunately, the Czech School of Seattle is not able to accommodate discounts for enrolled siblings, or to offer any other discounts.

6.5 Method of Payment

All who welcome the convenience of using online credit card payments can pay for tuition and registration online via Eventbrite payment processing. Eventbrite also offers the option to select "Pay by check."

6.6 Cancellation and Refund Policy

Should a need arise to cancel a child's registration for a program of the Czech School of Seattle, refunds will be handled as follows:

- a. Cancellation before the first day of class: Full refund of tuition payment (minus any credit card fees, if applicable)
- b. Cancellation within the first two (2) weeks of class: Refund 75% of the tuition payment
- c. Cancellation after the second class: No refunds

Approved by: Czech School of Seattle Leadership Team

On: 8/10/2016

7. Lost and Found

Purpose: To reunite students/parents with lost belongings.

Objective: These guidelines are written to allow parents act quickly in their effort to reclaim items left behind on the premises of SJCC.

7.1 Retention and Disposal

Periodically children inadvertently leave personal items at the school. Any unidentified items left behind at the end of school day will be placed in the SJCC's Lost and Found. The SJCC will keep and dispose of unclaimed items according to their policy.

7.2. Contact Information

Parent may contact their class teacher prior to calling the SJCC. The front desk staff at the SJCC can be reached at (206) 232-7115.

Approved by: Czech School of Seattle Leadership Team

On: 8/10/2016

8. Data Protection and Privacy

The Czech School of Seattle is required by law to protect the personal and health information the school collects and maintains. All information provided is for internal purposes only, and will be treated as confidential. The Czech School of Seattle will use and disclose personal information about a student, parent and staff when:

- It is required for general administration duties and statutory functions.
- It relates to the purposes for which it was collected and a purpose that is directly related to the reason the information was collected, and the use would be reasonably expected by the individual and there is no reason to believe they would object to the disclosure.

The Czech School of Seattle may collect certain information from visitors who access its website. This information will be used only for purpose of maintaining, improving, and updating our website and will not be disclosed to any third party/person. Situations in which we collect information may include, but are not limited to:

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

The Czech School of Seattle may collect certain information for statistical and research purposes in order to improve its programs and for academic purposes such as research papers and publications in scholarly magazines and such. The Czech School of Seattle can disclose personal information for another purpose when:

- The person consents
- It is necessary to lessen or prevent a serious or imminent threat to life, health, or safety
- It is required by law or for law enforcement purposes.

Approved by: Czech School of Seattle Leadership Team

On: 8/10/2016

9. School Events

Purpose: To create opportunities for the local Czech community to connect and participate in Czech traditions.

Objective: One of the main goals of the Czech School of Seattle is to offer opportunities for the local Czech community to become more connected. The guidelines below seek to clarify the role of Czech School of Seattle in these community building events.

9.1 Exempt from School Day Policies

While school events may be organized by parents, staff, or friends of the Czech School of Seattle, such events are not governed by the school day policies defined above in this handbook.

9.2 Minor Supervision by Parents/Guardians

These events do not have sign-in and sign-out procedures and all minors remain under their parent/guardian's supervision. The Czech School Seattle, SJCC, or the CCEC cannot assume any liability for accidental personal injury, sickness, or death, or for any property damage and expenses, of any nature whatsoever, which may be incurred by the event participants.

9.3 Contact Information

The Czech School of Seattle will share contact information with school event organizers unless a person specifically opts out. Community building events will be advertised through email invitations, social media, and personal outreach.

Approved by: Czech School of Seattle Leadership Team

On: 8/10/2016

PROGRAMS OFFERED

The Czech School of Seattle determines the classes to be offered each quarter based on demand and school's human resources. The school will make all possible efforts to keep all classes open throughout each school year.

All classes offered are held on Saturdays at the Stroum Jewish Community Center, 3801 E Mercer Way, Mercer Island, WA 98040 and run from 10:00 - 11:30am.

1. Česká školka* (Czech Preschool) 3-5 years of age

This class aims to develop age-appropriate communication abilities. Class activities include games, songs, poems, and stories about their world. Students will explore the Czech alphabet, numbers, and simple crafts.

* Czech-speaking caregivers may be asked to remain in the classroom or at the facility for the duration of the class.

2. Nejmenší školáci (Elementary Level) 5-7 years of age

This class is a transitional class that helps young children adjust to a more traditional school environment. The goal of the class is to get children acquainted with written Czech, basic classroom management, and to help them start developing the ability to read and work with Czech text. The class will have children of mixed language competence and will seek to establish habits of peer cooperation and peer learning. Class activities will include games, songs, nursery rhymes, vocabulary building exercises, as well as exercises developing fine motor skills.

3. Učíme se číst (Intermediate Czech) 7 years and older

This class seeks to develop reading competence in students who have age-appropriate passive or active knowledge of Czech. The class is best suited for students in grades 1-3, but is open to other school grades.

4. Učíme se psát (Advanced Czech) 8+ years

This class aims to develop deeper understanding of Czech language and Czech heritage. The class is best suited for students who speak and read Czech.

Class Auditions

Parents/guardians who are interested in enrolling their children in the Czech School of Seattle may arrange to observe the class before they sign up. Class auditions will be held on the last two sessions in each quarter. In 2016/17 audition dates fall on December 3 and 10, March 11 and 18, June 3 and 10. Parents/guardians must email the school at skolicka@czechschoolseattle.org so teachers can be ready for additional students.

PHILOSOPHY OF EDUCATION

Class Sizes

A small teacher-to-student ratio is one of the highest values of the Czech School of Seattle. Volunteers from the Czech community are welcome and are intrinsic to the school's mission. To ensure a welcoming learning environment, the maximum size of any classroom is 15 students. The minimum number of students to open a classroom is five. In cases where there are four enrolled students, parents may select to divide the fifth tuition among themselves to keep the class open.

Student Placement

The Czech School Director of Education is available to discuss each child's placement, or answer any questions parents/guardians may have regarding offered programs. Contact the Director of Education at skolicka@czechschoolseattle.org. Students are, however, placed into classrooms at the discretion of teachers and the Director of Education. In case of disagreement concerning the appropriate placement, the Director of Education will make the final decision to ensure the best use of school resources and promote the best interests of students and their parents/guardians.

Classroom Age Limits

The age limits are carefully selected to reflect both the student peer group and the abilities required for successful participation in the class. However, teachers and the Director of Education will gladly discuss each child's individual circumstances.

The pre-school class may be open to children aged two years old, based on individual evaluation. Exceptions will be granted based on space availability, child readiness, sibling registration, and parent/guardian volunteer participation. Please inquire at skolicka@czechschoolseattle.org.

Language Proficiency

The Czech School of Seattle greatly desires to accommodate all students. Often, diversity in language proficiency in the same classroom is not a deterrent; instead, it can be a great tool in developing students' language as well as social skills. Parents/guardians are encouraged to discuss each child's personality and learning styles with the Director of Education or respective teachers. Initial contact can be made via skolicka@czechschoolseattle.org. It is the school's goal to work with parents/guardians to find the best fit for each child.

Discipline

The Czech School of Seattle believes that children and youth find security and direction where there is consistent adult guidance and discipline in the spirit of caring and acceptance. Disciplinary techniques, such as offering choices, problem solving, redirecting, natural and logical consequences, taking a break, and positive reinforcement help children internalize rules and become self-directed in their behavior. There will be no corporal punishment allowed.