

# Czech & Slovak School Rules

(operated under American Sokol Washington, DC)

## 1 Preamble

- a) The Czech & Slovak School is an **affiliated program** of **American Sokol Washington, DC**, a nonprofit organization with a tradition of fostering community, culture, and physical education among Czechs and Slovaks in the United States. The school operates as a **service to Sokol members and their families**, with the primary mission of supporting the children of our community.
  - b) **All school leadership (Director and Administrator) and Sokol PE instructors serve as unpaid volunteers**, motivated by a shared commitment to our heritage and youth development. Classroom **teachers are paid** at a flat per-session rate, as agreed prior to the semester.
  - c) Parents who enroll their children must be **current Sokol members in good standing**. Membership dues cover insurance, facility rental, and shared expenses.
  - d) These rules supplement Montgomery County Public Schools (MCPS) facility regulations and [CUPF](#) policies.
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## 2 Calendar and Weekly Rhythm

- a) The academic year follows the [MCPS calendar](#).
- b) **Fall semester**: early September – end January.  
**Spring semester**: early February – early June.
- c) Classes meet most **Friday evenings**:  
**Language Session**: 6:45–8:00 PM  
**Optional Sokol PE Hour**: 8:00–9:00 PM

## 3 Arrival, Supervision, and Dismissal

- a) **Teachers arrive** in the All-Purpose Room (APR) by **6:40 PM** and escort students to classrooms at **6:45 PM sharp**.
- b) After lessons, teachers **accompany Pre-K and elementary students** back to the APR, releasing them to parents **or** transferring them to Sokol PE instructors.
- c) The **Director** is on-site every Friday; if absent, the **Administrator** serves as acting Director.

## 4 Food and Celebrations

- a) **No food or colored drinks** in classrooms; only water in sealed bottles.
- b) Snacks may be served **only** in the APR before or after lessons.
- c) Class celebrations require **unanimous parent consent** *and* written approval from the Director.

## 5 Teacher Absences and Substitutes

- a) Teachers **notify the Director** of planned absences as early as possible (ideally > **2 weeks**).
- b) The teacher is responsible for actively contacting and arranging a substitute from the **pre-approved list**. When feasible, a parent does *not* substitute in their own child's class.
- c) Substitute teachers are **paid the standard session rate**.
- d) The **Director approves substitutes at their discretion** and **notifies the Administrator** regarding expected payment arrangements.

## 6 Trial Period and Refunds

- a) Families may withdraw by the end of the **second Friday** of the semester and receive a **full tuition refund**.
- b) After the second week, refunds are granted only for **relocation** or **documented medical reasons**, with approval from both the Director and Administrator.

## 7 Gymnasium Safety

- a) Students wear **athletic shoes** and comfortable sports clothing; long hair tied back and jewelry removed.
- b) Students may leave the gym **only after informing an instructor**. Equipment is used **under supervision**.
- c) All injuries or equipment defects are **reported immediately** to an instructor.
- d) Students must exercise safely.

## 8 Conduct and Incident Reporting

- a) **Respectful behavior** is required at all times. Bullying or property damage triggers a parent conference and may lead to suspension.
- b) Any injury or safety event is **documented within 24 hours** on the *Sokol Incident Report Form*.

## 9 Pre-K Supervision and Building Etiquette

- a) Parents of **Pre-K children** remain in the APR during language and PE sessions to assist.
- b) Students should use the restroom **before and after** class where possible.
- c) **No minors (under 18)** roam corridors unsupervised.
- d) **Parents are not permitted inside classrooms** unless explicitly invited by staff. This ensures a focused learning environment and prevents disruptions. Unfamiliar adults may not be aware of safety protocols.

## 10 Governance, Roles, and Responsibilities

### 10.1 School Leadership

- a) **Director (volunteer): enforces these rules;** sends weekly updates via the official school email; coordinates teaching staff; oversees educational and community matters; provides on-site supervision.
- b) **Administrator (volunteer):** manages **all finances** (tuition invoicing, payments, bank account); submits grants and required reports; maintains registration data; books facilities; serves as acting Director when needed.
- c) **Joint Duties:** The Director and Administrator **coordinate tuition rates and salary adjustments, and jointly plan, organize, and promote** school-wide programs, activities, and outreach initiatives.

### 10.2 Teachers (Paid)

- a) **Prepare** lesson plans and bring necessary materials.
- b) **Arrive on time** (APR by 6:40 PM) and **escort** Pre-K and elementary students to and from the APR.
- c) **Enforce the no-food policy** in classrooms.
- d) **Maintain order** and a positive learning environment.
- e) **Report** attendance, injuries, or incidents promptly to the Director.
- f) **Arrange coverage for absences** by contacting a substitute from the **pre-approved list**; the **Director approves substitutes at their discretion.**

### 10.3 Sokol PE Instructors (Volunteer)

- a) Lead the optional PE hour; ensure gym safety; coordinate equipment needs with the Director.

### 10.4 Parents and Guardians

- a) Maintain **active Sokol membership** and up-to-date contact information.
- b) Ensure **timely arrival and pickup**; notify the Director of absences; reinforce respectful behavior.
- c) **Encourage children to remain in their assigned classrooms or the gym** for the full duration of instruction, and avoid unnecessary disruptions.
- d) Parents should **not remain in classrooms or the gym** during instruction unless explicitly asked by staff to assist.

## 11 Amendments

- a) Any changes to this document must be **agreed jointly** by the Director and Administrator, **approved by the Sokol board**, and **communicated promptly** to parents, teachers, and instructors before taking effect.