

STUDENT/PARENT **HANDBOOK**

Updated August 28, 2026



WELCOME & INTRODUCTION

MISSION STATEMENT

American Academy in Brno is a school that educates leaders for the future. With our unique incorporation of American-style curriculum, project-based and digital blended learning, we teach more than academic knowledge.

We put a significant emphasis on developing the social and practical skills necessary for a successful life in the 21st century. American Academy in Brno is a place where students are able to explore and maximize their potential.

WELCOME

Dear Students, Parents and Guardians,

Welcome to the American Academy in Brno! We are excited to have you as part of our academic family and look forward to celebrating your successes throughout the year. We have prepared the following policies to guide you on your way to achieving your goals and realizing your dreams.

American Academy in Brno students are members of a multi-cultural, multi-racial community and benefit from an international curriculum that is recognized by universities anywhere in the world. The school policies are set to provide the best environment and structure for students to work in. All students are expected to read and understand the full handbook and we encourage parents to do the same.

We hope that each of you will take full advantage of the varied opportunities offered at American Academy in Brno. Academics, leadership opportunities, Theme Weeks and many other activities make up the experience of being a true American high school student. Enjoy the experience and do your best!

ACCREDITATION

American Academy in Brno is accredited to offer grades five thru twelve. Students who successfully complete the curriculum required for graduation from American Academy in Brno earn a High School Diploma issued by American Academy in Brno. American Academy in Brno is granted its Accreditation Status from the Middle States Association of Colleges and Schools Commissions on Elementary and Secondary Schools for the period May 1, 2021 to January 1, 2029. American Academy in Brno is also acknowledged as a foreign school with allowed compulsory school attendance by the Czech Ministry of Education, Youth and Sports.

ACADEMICS

ACADEMIC MONITORING AND SUPPORT

Students' grades for each assignment are published regularly in Alma, our school's online portal. We encourage all students, parents, and guardians to log into Alma frequently to monitor academic progress.

If a student wishes to resubmit a piece of work, they must make the request in writing to the teacher on the same day the grade is published. Students are notified via email when a piece of work has been graded. **Approval of a resubmission is at the discretion of the teacher and will depend on the nature and purpose of the assignment.** Not all assignments are suitable for resubmission; for example, summative tests or assessments designed to measure a student's independent performance at a particular point in time may not be eligible for retaking or resubmission.

To further support academic development, Student-Parent-Teacher Conferences are held once per semester. These face-to-face meetings provide an important opportunity to discuss progress, set goals, and ensure that students, parents, and teachers are all working together in support of the student's academic success. Attendance is strongly encouraged.

ACADEMIC REQUIREMENTS FOR MIDDLE SCHOOL

Students enrolled in the Middle School Program at American Academy in Brno are required to successfully complete the following subjects:

- English
- Math
- Science
- Social Sciences
- Art
- Physical Education
- Theme week
- Czech for native speakers or Czech for foreigners
- World Language

The overall goal of the Middle School program is to prepare students for a smooth transition into the High School program at American Academy in Brno.

ACADEMIC CREDIT REQUIREMENTS FOR HIGH SCHOOL GRADUATION

English Communications:	12 credits
Mathematics:	9 credits
Science:	9 credits
Social Sciences:	9 credits
World Languages:	6 credits in a single language
Art:	1 credit
Physical Education:	1 credit
Health:	1 credit

Total number of credits required for graduation: 67 credits minimum, 72 recommended.
It is possible to earn up to 18 credits per academic year.

TRANSFER STUDENTS AND CREDIT RECOGNITION

When a student transfers to American Academy in Brno from another school, previously earned grades and coursework will be reviewed and, where possible, transcribed into the American Academy in Brno credit system. Only courses with a final grade of 70% (equivalent to a grade of C) or higher are eligible to be transcribed into credits. However, in order to be eligible for graduation, all students must complete a minimum of 18 credits through study at American Academy in Brno, regardless of how many credits are transferred from prior institutions. This ensures that each graduate has met the academic expectations and standards of the school.

ADD/DROP PROCEDURES

Students may not change their class schedule after 8 core course days or 2 Wednesday class days from the start of the semester.

The student may request an exception to the above rule due to extenuating circumstances, (for example, appropriate placement of students in courses based on academic ability, AP course selection, etc.).

ADVANCED PLACEMENT (AP) COURSES

Advanced Placement (AP) is a program created by the College Board which offers college level curriculum and examinations to high school students. American colleges and universities may grant placement and course credit to students who obtain high scores on the examinations. The AP curriculum for each of the various subjects is created for the College Board by a panel of experts and college-level educators in that field of study. For a high school course to have the designation, the course must be audited by the College Board to ascertain that it satisfies the AP curriculum.

The AP programme at American Academy in Brno adapts and changes according to student needs and requirements. Students should express their intent to study AP courses by communicating with the Head of School. American Academy in Brno plans to expand its AP course offer in coming years. Students must satisfy all prerequisites to register for an AP course. Preference for AP course enrollment will be given to graduating seniors, then juniors, with other students being allowed to enroll on a case-by-case basis. Students are encouraged to take the AP exam for the subject of the course they are studying at American Academy in Brno.

AP courses provided by external institutions (e. g. CTM/Center for Talented Minds) can be recognized by the school and added to the student's transcript and GPA. AP courses provided by external institutions are not included in the school tuition.

Advanced Placement courses are not a requirement for graduation from American Academy in Brno.

EQUIPMENT AND SUPPLIES

All middle and high school students are expected to bring a laptop or tablet with external keyboard and charger for the device to class each day, along with regular school supplies, such as notebook, pencils/pens, etc.

Usage: Laptops/tablets will be used for note taking, research, presentations and other academic purposes. Social media, chat programs, and other non-academic uses must be reserved for out-of-class time.

Mobile devices are not an acceptable substitute for a laptop, tablet, calculator, or other classroom tool.

THEME WEEKS

Theme Week is a twice-yearly event that gives students the opportunity to explore learning in a creative, interdisciplinary, and student-driven way. It differs from the typical school week in that it:

- Is student-led and teacher-facilitated
- Revolves around a central theme, driving question, or creative concept
- Operates on a modified timetable 9.00-14.00 (12.00-12.40 Lunch)
- Is connected to our Graduate Profile in some way.
- Culminates in a final product, performance, or presentation

Expectations

- All students, teachers and staff are expected to contribute to each Theme Week.
- Attendance and participation are expected during each Theme Week. There is no possibility of makeup work or alternative assignments for Theme Week.
- Theme Week is graded. The grade is, however, not included into GPA. A different grading scale is used for Theme Week.

HIGH SCHOOL SKI TRIP AND READING WEEK

Each year, the school aims to organize a Ski Trip for high school students as a part of the first semester's enrichment. This trip encourages personal development, physical challenge, and community building.

For those high school students who do not attend the ski trip, the school provides an alternative educational program in the form of a Reading Week.

READING WEEK OVERVIEW

Reading Week runs during the same week as the ski trip and follows the same modified schedule as theme week 9:00–14:00, with lunch from 12:00–12:40.

- Each student selects a Reading Week Mentor and joins their corresponding reading group.
- Students read a selected text together and engage in a variety of activities including:
 - › Group and independent reading
 - › Reflection tasks and guided discussions
 - › Creative or analytical activities inspired by the reading
- Reading Week is designed to foster deeper literary engagement, critical thinking, and personal connection to texts.

ASSESSMENT AND EXPECTATIONS

- Attendance and participation are expected during each Reading Week. There is no possibility of makeup work or alternative assignments for Reading Week.
- Reading Week is graded using the same grading scale as Theme Week. The grade is, however, not included into GPA.

Both the Ski Trip and Reading Week represent valuable parts of the high school experience at American Academy in Brno, aligning with our commitment to diverse and holistic education.

GRADING SCALE FOR MIDDLE AND HIGH SCHOOL

Grade Earned	Corresponding Percentage	Grade Point Value*	Grade Point Value for AP Classes*
A+	97 – 100%	4.3	5.0
A	93 – 96%	4.0	5.0
A-	90 – 92%	3.7	4.7
B+	87 – 89%	3.3	4.3
B	83 – 86%	3.0	4.0
B-	80 – 82%	2.7	3.7
C+	77 – 79%	2.3	3.3
C	70 – 76%	2.0	3.0
D	60 – 69%	1.0	1.0
F	59% & under	0.0	0.0

*GPA is only calculated for High School classes.

“D” is the minimum passing grade required for credit in all courses.

Late Work Policy: Students are permitted to submit assignments after the specified deadline only if prior arrangements have been made with the teacher due to a legitimate reason, such as illness.

In all other cases, teachers are required to utilize the "close submissions after due date" function in Google Classroom for all assignments. This policy is designed to prevent delays in student work submission and teacher grading at the end of semesters, while also fostering effective time management skills among students.

Extra Credit is not permitted at American Academy in Brno.

GRADING SCALE FOR THEME WEEKS

An **Excellent** mark (E) recognizes the student who consistently arrives at theme week on time with required materials. The student fully and freely participates in theme week activities and discussions, demonstrates leadership in his or her group, and shows genuine interest in, and enthusiasm for, the topics being covered. The student creates or contributes to the final project showing an in-depth understanding of the topic.

Good (G) marks are awarded to students who arrive at theme week events on time with required materials.

The student completes all of their tasks the majority on time, are cooperative and respectful, and consistently contributes to theme week in a positive way. The student creates or contributes to the final project showing clear understanding of the topic.

A **Satisfactory** mark (S) is indicative of the student who arrives at class on time with the required materials.

The student completes most of the assigned tasks to the best of his or her ability, frequently submits the work in a timely fashion, participates in theme week, and has a positive attitude toward theme week as a whole. The student creates or contributes to the final project.

Poor marks (P) are received by students who are frequently tardy or do not bring required materials. They are rarely engaged in theme week, exhibit little interest or energy in their approach to theme week, or commonly behave in a disruptive manner during theme week. The student poorly creates or contributes to the final project.

An **Unsatisfactory** mark (U) is reserved for the student who is consistently tardy and is not engaged in theme week. The student is repeatedly uncooperative or disruptive during theme week, and/or shows little respect for his or her peers or the theme week. The student did not create nor contribute to the final project.

REPEATING A FAILED COURSE

Any student who fails a course, specifically required courses for graduation, must attend a consultation with their parents/guardians and the Head of School to agree on an educational plan to rectify their graduation progress. The failing grade will however remain on the student transcript.

STUDENT CONDUCT

STUDENT CONDUCT AND DISCIPLINE POLICY AND PROCEDURES

It is the responsibility of each student to contribute to a safe and productive learning environment in the school by demonstrating respect and consideration for fellow students, teachers and staff. This includes complying with all policies and rules of conduct of both the school and individual classrooms.

Policies and regulations of American Academy will be in effect and must be complied with at all times during the school day, while attending after school activities, and while in attendance at school functions.

RULES OF CONDUCT

A student shall follow the requests and orders of the administrators, teachers, and any other personnel employed by American Academy. Members of the American Academy faculty, administration, or supervisory staff may confiscate any substance or device that violates any policy, is a distraction to the educational environment, or may be considered a hazard. This includes, but is not limited to, digital devices or any other object(s) that could pose a danger.

Administrative action may be taken for any infraction of American Academy's rules and may include reparative measures, detention, suspension, or expulsion.

Level 1 Violations:

- Minor infractions that can be dealt with in the classroom with minimal disruption
- Inappropriate behaviors that do NOT lead to an unsafe environment and stop after the teacher intervenes
- Public display of affection
- Disrespect for others (minimal level)
- Use of profanity/inappropriate language
- Use of students' mother tongue (unless English) in classes and/or during the breaks*
- Use of students' mother tongue (unless English) during school sponsored events
- Minor infractions of Electronic Devices Policy
- Violations of classroom rules

** This does not apply to Czech and World language courses.*

Level 2 Violations:

- Ongoing level 1 behaviors
- Minor infractions that cannot be dealt with in the classroom without disruption
- Inappropriate behaviors that do NOT stop after teacher intervenes and may lead to an unsafe environment
- Repeated infractions of school regulations
- Behaviors that cannot be handled in the classroom or general school environment
- Leaving grounds without permission

Level 3 Violations:

- Ongoing level 2 behaviors
- All criminal behavior
- Possession of a weapon or object that may pose a danger of self and/or others
- Flagrant violation of school regulations
- Flagrant disrespect for others
- Unlawful conduct and/or conduct that requires an investigation
- All unsafe behaviors
- Bomb threats and/or reporting a false alarm
- Fighting
- Use of racial slurs and/or hate speech
- Possession of alcohol, illegal drugs, or prescription medications not specifically prescribed to student at school or a school event
- Defacing, damaging or stealing personal and/or school property

DISCIPLINE OPTIONS

PARENT PICK-UP: PARENTS/GUARDIANS MAY BE ASKED TO PICK UP A STUDENT DIRECTLY FROM SCHOOL AFTER STUDENT'S MISCONDUCT OCCURS ON SCHOOL GROUNDS.

Reparative Measures: Students may be required to do community service, restitution, apologize to affected parties, and/or develop behavioral plans. Parents/guardians will be notified and will receive a written note which requires their signatures.

Loss of Privilege: A student who repeatedly violates rules governing privileges may lose the privilege of ability to participate in after-school activities or field trips for a period to be determined by the Administration. Other examples of loss of privileges: loss of use of mobile phone during school hours or loss of "leave at lunch" privilege.

SHORT TERM SUSPENSION AND REFLECTION

The Head of School or the Deputy Head of School may impose a short-term suspension of up to ten consecutive school days in response to serious misconduct. During the suspension period, the student is expected to complete all assigned school work remotely. In addition, the student will be required to complete a reflective project that encourages them to consider the circumstances leading to the suspension and how to make more positive choices moving forward.

The school administration will make reasonable efforts to notify the parent(s) /guardian(s) by telephone. If the school is unable to reach the parent(s)/guardian(s) by telephone, a written notice will be sent to them. If requested, a follow-up meeting with the parent(s)/guardian(s) will be arranged.

LONGER TERM SUSPENSION OR EXPULSION

The Head of School may expel a student for misconduct on school property or at a school-sponsored activity when the misconduct makes the continued presence of the student harmful to the welfare of the school.

The Head of School may suspend a student for longer periods or may expel a student for misconduct that occurs away from school or at a school-sponsored activity where direct harm to the welfare of the school can be demonstrated.

Students who are suspended or expelled are not permitted to be on the American Academy in Brno campus during suspension or expulsion periods.

ACADEMIC HONESTY/ANTI-PLAGIARISM POLICY AND PROCEDURES

American Academy in Brno places a high value on academic integrity and expects students to produce independent and original scholarship. Academic dishonesty violates school values and decreases the value of the achievements of the entire American Academy in Brno community. Accordingly, American Academy in Brno views violations of the academic dishonesty policy as one of the most serious offenses that a student can commit while in school. Students with questions about academic honesty may consult with their teachers, the Head of School or the Deputy Head of School. Academic dishonesty is prohibited at American Academy in Brno. Violation of the Academic Honesty/Anti-Plagiarism Policy will result in discipline as described below.

Cheating is defined as intentionally using or attempting to use unauthorized materials, information, or study aids in any academic assignment.

Examples:

- Unauthorized use of notes, text, or other aids during an exam;
- Copying from another student's examination, research paper, case write-up, lab report, homework, computer files, etc.;
- Talking during an examination;
- Turning in the same paper for more than one course without the explicit permission of the instructor;
- Reading or reviewing a test before it is given;
- Hiding notes in a calculator for use during an examination.

Fabrication is defined as intentional and unauthorized falsification, misrepresentation, or invention of any information, data, or citation in an academic exercise.

Examples:

- Making up the data or sources for a research paper;
- Altering the results of a lab experiment or survey;
- Listing a citation for a source not used;
- Stating an opinion as a scientifically proven fact.

Plagiarism is defined as intentionally or knowingly representing the words, ideas, or work of another as one's own in any academic assignment without proper documentation of the source, such as a footnote, endnote, or in-text citation. This includes content generated by artificial intelligence (AI) tools when used without the teacher's knowledge or permission.

The following sources, included but not limited to, require proper citation:

- Word-for-word quotations from any source, including another student's work
- Paraphrasing: using the ideas of others in your own words
- Unusual or controversial facts not likely to be widely known or found in multiple sources
- Interviews, radio and television programs, and telephone conversations
- AI-generated content, including writing, coding, images, or ideas produced by tools such as ChatGPT, Grammarly, or similar platforms

All students are expected to maintain academic integrity and seek clarification from their teachers if they are unsure about the appropriate use of sources.

Unauthorized collaboration refers to instances when students, each claiming sole authorship, submit separate reports that are substantially similar to one another. While several students may have the same source material (as in case write-ups), the analysis, interpretation, and reporting of the data must be each student's.

Participation in academically dishonest activities is also prohibited.

Examples:

- Stealing an examination;
- Purchasing a pre-written paper from a person or service, including via the internet;
- Using unauthorized assistance from a third party (parent, sibling, friend, tutor) to complete an assignment;
- Selling, loaning, or otherwise distributing materials for the purpose of cheating, plagiarism, or other academically dishonest acts;
- Alteration, theft, forgery, or destruction of the academic work of other students, library materials, laboratory materials, or academic records including transcripts, course registration cards, course syllabi, and examination/course grades;
- Intentionally missing an examination or assignment deadline to gain an unfair advantage.

Facilitating academic dishonesty is defined as intentionally or knowingly helping to, or attempting to violate, any provision of this policy.

Examples:

- Inaccurately listing someone as co-author of a paper, case write-up, or project who did not contribute;
- Sharing with another student information about an in-class or take-home examination, homework assignment, case write-up, lab report, and so on, without the explicit permission of the instructor;
- Taking an examination or writing a paper for another student.

All members of the American Academy in Brno community - students, faculty, and staff - share the responsibility to bring forward known acts of apparent academic dishonesty. Any member of the academic community who witnesses an act of academic dishonesty should report it to the appropriate faculty member or to the Head of School.

The teacher, as a professional educator, makes the final decision as to whether cheating has occurred. In the case of a student looking at another student's work during a test, for example, a teacher needs no further evidence than to be sure that this is what he/she saw.

Consequences:

The student found to be violating the school's Academic Honesty/Anti-Plagiarism Policy:

- Will be reported in writing to the Head of School;
- May receive a zero on the project in question, including, but not limited to exams;
- May drop-down a full letter grade in the semester which the cheating occurred;
- Will lose academic credit for the semester in which academic dishonesty occurs more than twice.

The student determined to have violated the school's Honesty/Anti-plagiarism Policy repeatedly at American Academy in Brno may be expelled from school.

The parent(s)/guardian(s) shall be notified in writing. A conference may be required, with the student, parent(s)/guardian(s), a member of the Administration, and the teacher involved.

ALCOHOL/DRUG AND TOBACCO POLICY AND PROCEDURES

No student shall knowingly possess, use, sell, give, or otherwise transmit, be under the influence of, or show in any manner, any evidence of having used or consumed any illegal drug, regulated substance, tobacco, or alcohol, or misused prescription/non-prescription medication on any school property, or at any school-sponsored activity away from school property or within the school.

Smoking, chewing, or possessing tobacco, of any type (including smokeless tobacco), electronic cigarettes (e-cig or e-cigarette), personal vaporizers (PVs) and electronic nicotine delivery system (ENDS) and other vaporizers at any time within any school building, on campus, or during a school sponsored activity is prohibited.

A student's person or property, including but not limited to a hall locker, bag and/or backpack may be searched if the school has reasonable grounds to believe that the student may be in violation of this policy. In some instances, the Administration may perform a general search of school facilities, lockers, and backpacks without prior notice.

First offense may result in:

- Parent/guardian notification;
- Suspension or expulsion from American Academy in Brno;
- Behavior agreement for a period from one week to one year.

Second offense may result in:

- The parent(s)/guardian(s) will be notified;
- Student will be immediately expelled from American Academy in Brno.

The **selling** of a controlled substance on school grounds or the proximity during school hours will be subject to the following procedures:

- The parents/guardians will be notified;
- Student will be expelled from American Academy in Brno;
- Substance and/or paraphernalia will be turned over to an investigating law enforcement agency.

ALCOHOL AND DRUG POLICY

American Academy in Brno prohibits the use of alcohol or drugs on campus and at school sponsored events.

DIGITAL TECHNOLOGY INFORMATION ACCEPTABLE USE

Technology systems and electronic devices that constitute digital technology, both school owned and personal and including but not limited to smartphones, laptops, iPads, the American Academy in Brno local and cloud networks, wireless access networks, and the school's Internet feed are all integral parts of learning at American Academy in Brno.

The school expects that faculty will blend thoughtful use of the Internet into the curriculum and will provide guidance and instruction to students regarding its use.

Students utilizing school provided Internet access are responsible for good behavior on-line just as they are in a classroom or other area of the school. The same general rules for behavior and communications apply.

The purpose of school-provided Internet access is to facilitate communications in support of research and education. To remain eligible as users, students must use the Internet in support of and in a manner consistent with the education objectives of the school. Access is a privilege, not a right. Access entails responsibility.

Students should keep their own passwords secure and secret. Students must respect other people's work and privacy. Any attempts to hack into accounts or determine others' passwords will be treated as a serious breach of school policy.

The following uses of school-provided Internet access are not permitted:

- To access bandwidth-intensive activities such as video streaming or gaming.
- To access, upload, download, or distribute pornographic, obscene, or sexually explicit material.
- To transmit obscene, abusive, sexually explicit, or threatening language.
- To violate any local or federal statute.
- To vandalize, damage, or disable the property of another individual or organization.
- To access another individual's materials, information, or files without permission.
- To violate copyright or otherwise use the intellectual property of another individual or organization without permission.
- To harass or bully anyone using a self-owned or school-owned device, under any circumstances [see Harassment/Hazing/Bullying Policy].

Any violation of school policy and rules may result in loss of school-provided access to the Internet.

American Academy in Brno reserves the right to confiscate any electronic device used to violate this policy.

Online safety is a personal responsibility. It is important that students are aware of the implications of their actions online, both for themselves and for others. The actions students take in public forums such as social networks, blogs and podcasts can impact their safety and reputation.

American Academy in Brno makes no warranties of any kind, either expressed or implied, for the Internet access it

provides. The school will not be responsible for any damages users suffer, including but not limited to loss of data resulting from delays or interruptions in service. The school will not be responsible for the accuracy, nature, or quality of information stored on school hard drives, or servers; nor for the accuracy, nature, or quality of information gathered through school-provided Internet access. The school will not be responsible for personal property used to access school computers or networks or for school-provided Internet access. The school will not be responsible for unauthorized financial obligations resulting from school-provided access to the Internet.

While the school's intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. Ultimately, the parent(s)/guardian(s) of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources.

Students may not make alterations to school-owned computers, either to the machine itself, or to the software on it, as this directly impacts its availability and usability for other users.

SOFTWARE PROTECTION

Students may not boot school computers with their own media or copy system or executable files onto the computers. Additionally, students' home computers should be kept up to date in anti-virus protection. Viruses from home are quickly transferred to school through USB drives and corrupted files. It is the users' responsibility to ensure that their USB drives do not bring harmful files into the school network.

COPYRIGHT AND INTELLECTUAL PROPERTY LAWS SOFTWARE

American Academy is committed to the legal use of software. We support U.S. and international copyright laws. Students may not copy or transmit documents, software, music and/or video files without licensed authorization for purposes related to American Academy academic work or co-curricular activities. Plagiarism, copying and presenting the work of others as one's own, is unacceptable and illegal. The American Academy logo and name are the property of American Academy and shall not be used for personal purposes in external email or on the internet.

POSTING ON THE INTERNET

Students may not post content onto the Internet that might violate the privacy rights or copyrights of others. If a student has doubts about the rights implicated by particular content, then he/she should discuss it with the Head or his/her delegate.

Consequences of Unacceptable Use: American Academy's guidelines for acceptable technology use are non-negotiable expectations and violation of these will lead to consequences that may include, but are not limited to, being charged for repairs, having network access revoked, temporary confiscation of personal wireless devices, and disciplinary action. In severe cases, individuals may be referred to law enforcement personnel, and students are subject to the full range of student discipline as well for breaches of these rules.

ELECTRONIC COMMUNICATIONS BY STUDENTS WITH AMERICAN ACADEMY FACULTY & STAFF MEMBERS

All electronic communications by students with American Academy faculty & staff members should be made only for school-related purposes and carried out utilizing the school's computer and information systems only.

Texting between students and staff in instances where communication is necessary for school-related purposes (e.g., during a field trip) is permitted, but by doing so, it should be acknowledged and understood by the student that the school has a right to review that text message on the student's phone.

Students should not request or consent to "friend" status on other social networking sites with the exception of the American Academy Google Apps for Education Domain.

MOBILE PHONE POLICY

Classroom Restrictions: Mobile phones are strictly not permitted for use in classrooms. At the start of the lesson, students must place their phones in the designated visible classroom storage.

Consequences for Unauthorized Use: Any student caught using a phone during lesson time must place their phone in the storage provided. An incident will be logged recording the unauthorized use.

Repeat Offenses: Students who repeatedly violate this policy will lose the privilege of using their phone on campus. With parental consent, they will be required to turn in their phone to the school office at the start of the school day, retrieving it only during the lunch break and at the end of the day.

HARASSMENT/HAZING/BULLYING

American Academy is committed to providing its students with a safe and supportive school environment in which all members of the school community are treated with respect.

It is the policy of American Academy to prohibit harassment of students based upon the student's or his/her family member's actual or perceived race, color, ancestry, religion, creed, national origin, gender, gender identity, sexual orientation, marital/civil union status, age, military/uniformed service or veteran's status, disability, or other protected classification.

It is also the policy of American Academy in Brno to prohibit the unlawful hazing and bullying of anyone associated with American Academy.

Bullying means any overt act or combination of acts, including an act conducted by electronic means, directed against a student by another student or group of students and which:

- is repeated over time;
- is intended to ridicule, humiliate, or intimidate the student.

Harassment means an incident or incidents of verbal, written, visual, or physical conduct, including any incident conducted by electronic means that has the purpose or effect of undermining and detracting from or interfering with a student's educational experience by creating an objectively intimidating hostile, or offensive environment.

Harassment includes conduct as defined above and may also constitute one or more of the following:

- Sexual harassment, which means unwelcome conduct of a sexual nature, that includes sexual violence/sexual assault, sexual advances, requests for sexual favors, and other verbal, written, visual or physical conduct of a sexual nature;
- Racial harassment, which means conduct directed at the characteristics of a student's or a student's family member's actual or perceived race or color;
- Harassment of members of other protected categories, means conduct directed at the characteristics of a student's or a student's family member's actual or perceived race, color, ancestry, national origin, creed, religion, gender, gender identity, sexual orientation, marital/civil union status, age, military/uniformed service or veteran's status, disability, or other legally protected classification, and includes the use of epithets, stereotypes, slurs, comments, insults, derogatory remarks, gestures, threats, graffiti, display, or circulation of written or visual material, taunts on manner of speech, and negative references to customs related to any of these protected categories.

Hazing means any intentional, knowing or reckless act committed by a student, whether individually or in concert with others, against another student, which is intended to have the effect of endangering the mental or physical health of the student.

REPORTING COMPLAINTS OF HARASSMENT, HAZING, OR BULLYING

Any student who believes that he/she has been harassed, hazed, or bullied under this policy, or who witnesses or has knowledge of conduct that he/she reasonably believes might constitute harassment, hazing or bullying should promptly report the conduct to a school employee.

Student Training: The Head of School or his/her designee shall use his/her discretion in developing age-appropriate methods of discussing the meaning and substance of this policy with students to help prevent hazing, harassment and bullying.

Staff Training: The Head of School or his/her designee shall ensure that teachers and other staff receive training in preventing, recognizing and responding to harassment, hazing, and/or bullying.

WEAPONS POLICY

No person shall enter American Academy in Brno grounds (including all parking and other adjacent areas, as well as the school building themselves), while carrying any kind of weapon on their person or with their belongings. This includes also weapon replicas or toys. Further, it is the policy of American Academy in Brno to provide for the possible expulsion of students who bring weapons to school.

SCHOOL INFORMATION

SCHOOL DAY ORGANIZATION

On Mondays, Tuesdays, Thursdays and Fridays the classes start at 8:30 a. m. and end at 3:30 p. m. On Wednesdays the classes begin at 9:00 a. m. and ends at 2.50 p. m. The school day during Theme Weeks follows a daily schedule of 9:00 a. m. until 2:00 p. m. schedule.

The Middle School students can meet on campus at 8:30 on Wednesdays to travel for their P. E. class together supervised by the faculty.

The campus opens 30 minutes before the classes begin and closes 30 minutes after the classes end.

INDEPENDENT STUDY PRIVILEGE POLICY

Classroom Attendance Requirement: All students must remain in their assigned classrooms for the full duration of scheduled lessons unless they have been granted independent study privileges.

Eligibility for Independent Study Spaces: The Head of School will grant access to designated independent study spaces to a selected group of students. All other students must remain in their timetabled classrooms during study periods.

Use of Free Periods: Students with free periods who do not have permission to use independent study spaces must leave campus.

Responsibility and Conduct: Students granted independent study privileges are expected to use the spaces for academic purposes. Misuse of this privilege may result in its revocation.

ADMISSION AND READMISSION OF STUDENTS

American Academy in Brno is not obligated to re-admit any student who has been previously enrolled and subsequently withdrawn from the school. Parents or guardians wishing their child to be considered for re-admission must complete a new Admissions Application.

CRITERIA FOR ADMISSION OR DENIAL

Acceptance will be determined on a case-by-case basis by the Admission Committee, in accordance with academic performance, attendance, behavior and availability of space. During the admissions process at American Academy, students will be asked to disclose their prior behavioral infractions at their previous school(s). Failure to comply with this request may result in a student being denied admission at American Academy in Brno.

Additional criteria:

- **Academic Performance and Attendance:** A student may be denied admission due to poor academic performance and/or poor attendance.
- **Behavior:** A student may be denied admission if the student has a documented history of behavior that is determined to be potentially detrimental to the operation of the educational environment at American Academy.
- **Availability of Space:** A student may be denied admission based on the availability of space in the program appropriate for the student, as indicated by class or program size, as well as existing facilities and staff.

ATTENDANCE POLICY AND PROCEDURES

Students are expected to attend school on every regular school day and to arrive at school and class on time. Frequent absences, early departures, and tardiness can seriously affect the academic standing of a student. Any absence from school may involve the student missing several, if not all, of the following activities: important classroom instruction, discussion and participation, projects, group work, lab work, audio-visual presentations, written assignments, reports, quizzes and major tests. We know that the probability of academic success increases as attendance improves, and many of the activities and situations for learning that occur in the classroom cannot be made up.

Although the school recognizes and appreciates the value of activities that take place outside of formal education, parents and students are asked to take advantage of these opportunities when school is not in session. Parents are asked to not take their children out of school one or two days prior to vacation or to extend a vacation beyond the school's established vacation periods. Parents are also asked not to take their children out during Theme Week.

ATTENDANCE AND ABSENCE NOTIFICATION POLICY

Parental Notification: Parents must notify the school office via email before 8:30 a. m. if their child will be absent or late. The notification should include the reason for the absence and confirmation of the student's ability to complete remote assignments in Google Classroom.

Remote Learning: If a previously excused student cannot attend classes but is capable of working, they are encouraged to continue with their lesson schedule remotely via Google Classroom.

Senior Student Self-Excusal: Senior students may excuse themselves if they have written parental permission on file. This privilege may be revoked if a student has excessive absences or is failing to complete assigned work or notify the school office and respective teachers of their absences.

Student Responsibility: All students must inform their teachers of their absence, provide a reason, and communicate their ability to complete remote assignments in Google Classroom.

EXCUSED ABSENCES

Families are reminded that absences will be excused for the following reasons:

- Illness
- Medical treatment
- Religious holidays
- Family emergencies such as sickness, death in the family, unexpected delay in travel
- Renewal of residency, passports, visas or attainment of official documents
- Family travel for the purpose of family events during the school year. American Academy in Brno grants students up to 4 days of excused absence during the school year for this purpose.
- Commitments for high-level athletics, visual or performing arts, or other talents that require competitions or performances during the regular school year. These events should be infrequent, and practices are not included.
- Involvement in school-sponsored activities

Parents who plan to take their son or daughter out of school are requested to inform the school's office about the planned absence at least two school days in advance of the absence.

Involvement in school activities such as field trips does not excuse students from their academic responsibilities in other classes. Although teachers will be informed of the field trip, each student must make arrangements beforehand to make up missed work.

UNEXCUSED ABSENCES

Students are marked as unexcused from school for the following reasons:

- Family travel that goes beyond the four days that are granted during the school year (this includes leaving early or returning late from vacations)
- Absences for sickness, medical appointments, etc. that have not been reported to the school office
- Truancy or skipping school
- All other reasons that fall outside of the range of reasons for an excused absence

Teachers are not required to give extra assistance for instructional time lost due to absences which are designated as "unexcused." Work assigned (including tests, quizzes, and projects) prior to the absence is due the day the student returns. Participatory activities that cannot be made up will result in a grade of "0".

EXCESSIVE ABSENCES FROM CLASS OR SCHOOL

Students missing fourteen (14) days or more in core courses, or five (5) days or more in Wednesday courses per semester whether excused or unexcused, may lose credit for the course. However, the limit for unexcused absences is eight (8) for core courses and three (3) for Wednesday courses, respectively. A student who has excessive absences from school or a course shall meet with the Head of School or Deputy Head of School to discuss the matter and his or her parents will be informed.

In the event that these limits are exceeded, the student will receive credit for the class or classes only upon review of the circumstances leading to the absences and the student's current level of achievement in the respective courses. The credit may be suspended pending further review. Upon review, the Head of School may exercise one or more of the following options:

- Specify conditions relative to make-up work;
- Specify attendance probation (meaning that the student must fall below the 7-day limit for each of the following semesters in order to get credit).

TARDIES

Arriving at school after 8:30 a.m. or to any class after the class begins is considered “tardy.” Four (4) tardies will be considered as one (1) unexcused absence.

Students who arrive more than twenty minutes late to a particular class are considered absent from that class.

FOOD & DRINK

Food service is not provided by school.

Students may bring food with them to school. Parents wishing to bring food to school should deliver it to the school's office.

Students may eat only in supervised areas. Students are expected to comply with each teacher's policy regarding food in class. Students who fail to comply with teacher instructions in this matter will be referred to the Head of School.

Middle School students are strongly encouraged not to bring or consume energy drinks or fizzy drinks on campus. These types of beverages can significantly impact concentration and focus during the school day, and we encourage students to make healthy choices that support their learning and wellbeing.

DRESS CODE

Casual or business casual dress is the suggested manner of dress at school, including jeans, work pants, T-shirts, sweatshirts, sneakers, etc., but excluding any clothing whose design or graphics make it inappropriate, offensive to others, or sexually provocative. The judgment of the Head of School will be final in such cases.

Our faculty has the right and the responsibility to correct students whose interpretations of these rules fall outside of our expectations. Students will be expected to respect the judgment of a teacher who corrects them in matters of dress just as they would in matters of academics.

We expect all clothing and accessories to:

- be intended for an educational environment;
- be safe;
- fit appropriately;
- not be revealing (example: exposed midriffs are discouraged);
- be clean and well kept, and
- be free of any alcohol, drug, and/or tobacco advertising, and any offensive or objectionable words, phrases, pictures, and/or symbols.

Hats or caps are not to be worn inside the school building. When a student's outfit does not meet the dress code standards, options may include having the parent bring a change of clothes to school immediately or sending the student home to change.

BATHROOM USE POLICY

In-Class Restrictions: Students are strongly encouraged not to leave the classroom for bathroom breaks during lessons and must not leave the classroom without permission.

Scheduled Breaks: Students are reminded that there are designated 10-minute breaks between lessons and a lunch period available for bathroom use.

Medical Exceptions: If a student has a medical condition requiring bathroom access during lessons, parents must notify the school so that appropriate accommodations can be made.

HEALTH/MEDICAL PROCEDURES

Minor first aid supplies are available in the school office. It is important to remember that students who are ill before school should not come to school, but rather remain at home and consult a physician if needed.

DISABILITY ACCOMMODATION

Students needing accommodations for a disability, whether temporary or permanent, should consult with the school administration.

PRESCRIPTION MEDICATION

If a student is required to take prescription medication during the regular school day, he/she must comply with the following procedure:

Before the medication is given, a physician's order must be sent to student services and must also be signed by the parent/guardian.

Students may self-administer certain medications (e.g., prescribed inhalers) however, all written permission and signatures must be in the School office prior to carrying medications.

Over the counter medications are stocked at the school office. These include things such as pain-relief, upset stomach, allergy, and cold medications. If you do not want your child to be given any such medications, please notify the staff by indicating this on your student's health form.

LIFE-THREATENING ALLERGIES: RESPONSIBILITIES OF PARENTS AND STUDENTS

A student's history of one or more life-threatening allergies should be documented with a written statement from the respective student's physician identifying the life-threatening allergy(ies), the signs and symptoms thereof, possible accommodations, and the appropriate medications. This information should be submitted to the school at the time of matriculation.

The parent(s)/guardian(s) also share responsibility with the School administration for determining the appropriateness of out-of-school trips for students with life-threatening allergies; and if the field trip is deemed appropriate, for ensuring that Epi-Pens and a copy of the student's emergency plan accompany him/her on the field trip.

Students with known life-threatening allergies must make best efforts to avoid exposure to the allergy creation triggers.

LOCKERS

Students will be assigned a locker. Students are expected to keep them in good usable condition. School personnel have the right to inspect/search lockers. Items not removed from lockers promptly at the end of the school year will be donated to local organizations.

Students are expected to return their locker keys and entry chips at the end of the school year. Failure to do so will result in the loss of the deposit and an additional fine to cover the cost of replacements.

SEARCH POLICY

Members of the faculty and/or Administration may conduct a search of a student's person or property, including but not limited to a school locker, bag or backpack, if there are reasonable grounds to believe that the student may be in violation of the school's policies regarding weapons, alcoholic beverages and regulated drugs.

STUDENT COUNCIL

American Academy in Brno Student Council meets regularly to discuss school-wide initiatives, plan activities for the student body and address student concerns. The representatives of the Student Council meet to discuss their agenda with the Head of School on a regular basis.

TEACHER AVAILABILITY

Teachers are available in their classrooms to assist students and parents during two set times per day:

Morning Office Hours:

Monday, Tuesday, Thursday and Friday: 8:00 a.m. – 8:30 a.m.

Wednesdays: 8:30 a. m. – 9:00 a. m.

Afternoon Office Hours:

Monday, Tuesday, Thursday, Friday: 3:30 – 4:00 p.m.

TRANSFER OF SCHOOL RECORDS

Students need to fill out a **withdrawal/exit form** (available in the school office) prior to records being forwarded to another school.

COMMUNICATION

CLOSING SCHOOL DUE TO SEVERE WEATHER

American Academy in Brno will remain open except under extreme weather conditions (ice storms or flooding). Since American Academy in Brno serves students from such a large area, we make our decision based on conditions at the school. If conditions where you live are unsafe, we expect you will use common sense and not venture out until it is safe to travel. If American Academy in Brno remains open but you feel it is not safe to travel, please notify us. If the school is closed or we have issued a delayed start, students will be notified by 7 a.m.

PARENT AND GUARDIAN/SCHOOL RELATIONSHIP

American Academy in Brno believes that a positive and constructive working relationship between the school and the student's parent(s)/guardian(s) is essential to the fulfillment of the school's mission. We reserve the right not to continue enrollment or not to re-enroll a student if we reasonably conclude that the actions of a parent/guardian are inconsistent with a positive and constructive relationship, or seriously interfere with the school's accomplishment of its education objectives.

Parents and guardians are encouraged to use Alma to monitor student attendance and absences. Alma also provides a way for parents and guardians to get in touch with teachers and request a telephone consultation or meeting.

REPORT CARDS

The report card is issued two times a year, after each semester, and is sent out via email to students, parents and guardians. Grades are issued for each course in which the student is enrolled and will be recorded on the student's permanent transcript.

SAFEGUARDING AND STUDENT WELLBEING

At American Academy in Brno, safeguarding our students is a top priority. We are committed to creating a safe, inclusive, and respectful environment that promotes the physical and emotional wellbeing of every child in our care.

LEGAL AND INTERNATIONAL FRAMEWORKS

Our safeguarding procedures are grounded in:

- Czech national child protection laws, particularly those enforced through OSPOD (Orgán sociálně-právní ochrany dětí, the Czech Social-Legal Child Protection Authority), and
- The TES Safeguarding in Education standards for international schools, which guide best practice globally.

These frameworks ensure our policies align with both local legal requirements and international expectations for school safety and student care.

STAFF TRAINING AND RESPONSIBILITIES

All faculty and staff receive regular safeguarding training, including modules certified by TES and other recognized organizations. This includes:

- Recognizing signs of physical, emotional, and sexual abuse, neglect, and exploitation
- Identifying peer-on-peer abuse, including bullying, harassment, and inappropriate behavior
- Responding appropriately to disclosures or concerns
- Understanding grooming and online risks
- Maintaining safe professional boundaries

All staff are expected to:

- Remain vigilant in observing student wellbeing
- Know how and when to report concerns
- Work in partnership with the safeguarding team to respond appropriately

DESIGNATED SAFEGUARDING LEADERSHIP

Designated Safeguarding Lead (DSL): Charlotte Šůkalová

Deputy DSL and Wellbeing Lead: Matthew Smith

Our school has appointed Designated Safeguarding Leads (DSLs). The DSL team is responsible for:

- Handling and recording all safeguarding concerns
- Taking immediate action when necessary
- Coordinating with external agencies (such as OSPOD)
- Ensuring the student receives the right level of care and protection
- Supporting the school community through guidance and training

The DSL team works closely with:

- The School Counselor
- The Head of School
- Relevant authorities, including Czech child protection services

HOW WE CREATE A SAFE SCHOOL CULTURE

Our approach to safeguarding is proactive and preventative. It includes:

- Clear anti-bullying, anti-harassment, and mobile phone policies
- Teaching digital responsibility and online safety
- Regularly scheduled lessons and activities promoting mental health and social-emotional learning
- Emphasizing the value of student voice and encouraging students to seek help when needed
- Ensuring all students know who the DSLs and support staff are, and how to reach them confidentially

REPORTING A CONCERN

Any student, parent, or staff member with a safeguarding concern is encouraged to report it without delay. Reports can be made:

- Directly to a trusted teacher or staff member
- To the Designated Safeguarding Lead (DSL)
- To the School Counselor
- Through a confidential communication channel (as made available by the school)

In cases of serious risk, the school will contact OSPOD and other relevant services as needed.

SAFEGUARDING CONCERN REPORTING PROCESS

To help families understand how we respond to concerns, here is an outline:

- Student or concerned individual reports a concern
- Teacher or staff member listens and escalates to the DSL
- DSL evaluates the concern and coordinates:
 - › Support via the School Psychologist if emotional help is needed
 - › A report to OSPOD if legal intervention is necessary
 - › Notification to the Head of School when appropriate

VISITORS

The safety and safeguarding of our students is a priority at American Academy in Brno. The Head of School, Deputy Head of School or their designees may regulate or restrict visits to the school by parents/guardians, community members, contractors, volunteers, media representatives, and other visitors.

- All visitors must check in with the school office upon arrival and may be required to provide identification and state the purpose of their visit.
- Visitors may only enter the school beyond the reception area with the permission of the school office.
- Visitors will be required to sign in and follow the school's visitor procedures while on campus.
- Visitors, including parents/guardians, should not enter classrooms or other student areas without prior permission or an arranged appointment.
- Parents/guardians must not enter the school campus without first checking in with the school office or making an appointment.
- Visitors, volunteers, contractors, and other external adults will be supervised by a member of school staff whenever they are in areas where students are present, unless the school has formally approved alternative safeguarding arrangements.
- Visitors must follow all school safeguarding, health and safety, confidentiality, and conduct expectations while on campus.
- Visitors must not photograph, record, or otherwise share images or information relating to students without appropriate school authorisation and consent.
- The school may refuse or end a visit where there is a safeguarding, safety, security, or conduct concern.
- Visitors must sign out when leaving the school premises.

For safeguarding purposes, all staff are expected to remain alert to unfamiliar or unauthorised adults on campus and to inform the school office or a member of the Senior Leadership Team if they have any concerns.