



# PARENT/STUDENT HANDBOOK

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# WELCOME

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Thank you for choosing Monitor Old-Rite School. We welcome you and anticipate working hand-in-hand in the responsibility of providing a Christian-based education for our students. It is an honor and privilege to work with you towards this significant and common goal.

Our board and administration have assembled this handbook to give parents and students general guidelines and information regarding the organization and administration of our school. If you do not find answers to your questions, please feel free to call the school office, administration or respective staff.

# Foundational Statement

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## **MISSION:**

Monitor Old-Rite School exists to provide students with a Christ-centered education building on high academic standards.

## **CORE VALUES:**

**Nurture-** Learn and grow together in a safe and supportive environment.

**Partner-** Work collaboratively with parents and the community in the training and education of their children.

**Thrive-** Provide spiritual and educational foundations so that students become godly, knowledgeable and courageous adults.

## **STATEMENT OF FAITH:**

At Monitor Old-Rite School, our board and staff are wholeheartedly committed to the central and foundational beliefs set forth below:

- We believe the Bible is divinely inspired, infallible, and authoritative Word of God, communicated to us in the Scriptures of both the Old and New Testament.
- We believe in following the Divinely inspired teachings of our Holy Fathers and the sacred tradition of the Apostolic Church.
- We believe the Nicene Creed is a doctrinal statement, which the Holy Fathers formed in order to clarify and define the truth of the Biblical teaching in response to heresies.
- We believe that there is one living and true God, eternally existent as three distinct divine persons: The Father, The Son, and The Holy Spirit. These three are one God, The Holy Trinity, having precisely the same nature, attributes, and perfections, and worthy of precisely the same homage, confidence, and obedience.
- We believe Jesus Christ is the only begotten Son of the Father, conceived by the Holy Spirit, born of the virgin Mary, fully God and fully man. We believe in His sinless nature, His miracles, His Crucifixion and atoning death through His shed blood, His bodily resurrection and ascension to the right hand of the Father, and His personal return in power and glory for the Final Judgement.
- We believe in the resurrection of both the saved and the lost: the saved unto eternal life, and the lost to everlasting punishment.
- We believe in one baptism for the remission of sins, performed by the three-fold immersion of a person in the name of the Holy Trinity. As Jesus had said, "Very truly I tell you, no one can enter the kingdom of God unless they are born of water and the Spirit.

- We believe in the salvation through faith by God’s grace, and that man is justified by works, and not by faith only, for even the demons believe in the One God, and tremble. We believe that good works are only those which arise from true faith, conform to God’s Word, and are done for His glory. We believe God’s grace, our free will, and our faith and good works, are intimately connected.
- We believe the reception of the gift of salvation is not a one-time event but a life-time process. We believe that God offers redemption to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ. True repentance is an absolute necessity in wiping away all sin.
- We believe in the Revelation as written by Apostle John, where the rapture will be a great and visible Second Coming of Christ at the end of the World, and not the pre-tribulation secret evacuation of believers before the reign of Antichrist.
- We believe God created humans male and female. These two distinct complementary genders reflect the image and nature of God. Rejection of one’s biological sex is a rejection of the image of God within that person. We believe that the term “marriage” has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture. We believe any form of sexual immorality is sinful and offensive to God.
- We believe in observing four Lenten seasons each church year, as they were prescribed to us by the Holy Fathers: The Great Lent, Apostles Lent, Dormition Lent, and the Nativity Lent. We also believe in fasting on Wednesdays in remembrance of the betrayal of Christ and on Fridays in remembrance of His crucifixion and death.
- We believe in celebrating the Holy Week of Pascha on the date calculated by the rules set forth by the First Ecumenical Council.
- We believe in the celebration of Holy Days honoring the Three Godheads, Mother of God, the Angels, and the Saints, as days of rest and worship. We believe that Mother of God is exalted for her obedient submission to the will of God, and that the glorification of the Saints is a recognition that God’s holiness is manifested in the Church through these grace-filled men and women whose lives were pleasing to God.
- We believe in the veneration of the Holy Icons. The Saints, during their earthly life, are filled with the grace of the Holy Spirit. After their departure the same grace remains in their relics. The very same grace is present and active in their sacred images and icons.
- We believe in the blessings of God, but do not accept blessings from any pope, patriarchs, bishops, priests, or deacons, or any other clergy not affiliated with our Old-Rite Church.

- We believe that every person must be afforded compassion, love, kindness, respect, and dignity. Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of Monitor Old-Rite School.

## Objectives

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Vision for Monitor Old-Rite School Learners:

"We have the power to make this the best generation of mankind in the history of the world or make it the last." - President John F. Kennedy

A maturing Monitor Old-Rite School student will:

- As a Unique Physical Creation made in the Image of God,
  - Maintain disciplined health habits
  - Understand the components of a healthy lifestyle
  - Understand the interworking of the human body
- As a Rational and Critical Thinker,
  - Analyze, interpret, evaluate, and synthesize concepts within various contexts
  - Develop hypotheses and predict outcomes
  - Create original products with high standards
- As a Developer of Interpersonal and Organizations Skills,
  - Work as a team member, whether as a leader or a follower
  - Demonstrate an ability to work collaboratively in a group setting, focusing on team goals, projects, and tasks
  - Demonstrate an ability to organize his/her time, schoolwork, and other responsibilities
- As an Effective Communicator,
  - Read and write skillfully and purposefully
  - Demonstrate competence in speaking and listening
  - Demonstrate his/her ability to utilize technology to enhance his/her written and oral work
- As a Moral and Ethical Citizen,
  - Make ethical decisions from a Biblical perspective
  - Respect persons of other ages, cultures, faiths, and values
  - Demonstrate self-control in attitude and behavior

# Corporate Responsibility

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According to the biblical mandate, parents are responsible for the training of their children. Monitor Old-Rite School serves as a partner with parents in providing an excellent education consistent with this biblical truth. Harmony between home and school provides the best environment for godly training. Therefore, a commitment to our school is essential for the partnering relationship to be successful. We seek to nurture development of the following essential character traits in the lives of our students:

1. **INTEGRITY** - Maintaining a lifestyle that is above reproach.
2. **RESPECT** - An attitude that highly esteems those in properly placed authority.
3. **OBEDIENCE** - The outworking of the attitude of respect.
4. **SELF-DISCIPLINE** - The ability to control one's thoughts and actions.
5. **GODLY LIVING** - A lifestyle that exhibits the fruit of the Spirit and flees from the acts of our sinful nature.
6. **WISDOM** - Understanding what is true from God's perspective and doing what is right.
7. **RESPONSIBILITY** - Being dependable and accountable in all relationships and tasks.
8. **THANKFULNESS** - Developing an attitude of gratefulness.
9. **COMMUNITY SERVICE** - Demonstrating a spirit of humility in focusing on the needs of others.

# Admission Policy

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Monitor Old-Rite School reserves the right to limit enrollment of students. Student enrollment is contingent upon meeting all financial obligations, space availability and other admissions policy requirements. The student is expected to be active in one of our recognized Russian Old Believer churches and practice their faith. The board reserves the right to withhold acceptance of any student and the decision of the board is final.

All new enrolling students will be admitted on a six-week behavior assessment period. Parents will be notified Any student not completing this assessment period satisfactorily may be suspended, dismissed or placed on a behavior/academic contract for a specified period of time.

## Withdrawal Policy

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Parents must officially notify the school office prior to withdrawing a student from classes. The office will prepare the required withdrawal forms. The student is considered a full-time student whether in attendance or not until the formal withdrawal process has been completed.

## Non-Discrimination Statement

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Monitor Old-Rite School will continue the practice of admitting students from within our Russian Old Believer Community. This school does not discriminate on the basis of race, color, gender, national or ethnic origin in the administration of its educational policies and other school-administered programs.

## Separated Families

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In accomplishing our mission to assist all parents, Monitor Old-Rite School must remain neutral with respect to family disputes. Any court orders and documentation restricting custodial access must be current and on file. We expect that separated or divorced parents will make every effort to refrain from involving school staff in court or legal proceedings unless the safety of your student is at stake. Please allow the student's teacher and staff to support both parents by not sharing negative personal information with them. The school office can provide duplicate printed communications to allow both parents to participate in parent/teacher conferences and other school activities whenever possible.

## Alleged Child Abuse/Neglect

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The information below is in accordance with federal, state, and local laws concerning alleged child abuse and/or neglect. If you have any questions about this, please contact the principal.

- The Department of Human Services (DHS) and law enforcement have the right to make an unscheduled visit to Monitor Old-Rite School and to require that a student who is the subject of a child abuse/neglect report be interviewed during school hours without any obligation to notify the parents/guardians of the student or to seek permission from the parents/guardians to conduct the interview.
- Any Monitor Old-Rite School employee who has reasonable cause to know or suspect that a child has been subjected to abuse or neglect IS REQUIRED BY LAW to immediately report to DHS or law enforcement.

## II. GENERAL INFORMATION

### School Days

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To accommodate for religious Holy Days, core classes (Math/Reading/Writing) will be taught 4 days a week. During regular school weeks, the 5th day will be open as a field day. Focusing on core academics minimizes the required class hours and allows for flexibility to work around the many religious Holy Days observed by the Russian Old Believer community. A calendar will be provided in advance indicating the field days and school closures.

#### A. FIELD DAYS

Field days are not mandatory. Students will not be penalized for not attending a field day. Field days will offer a variety of activities that are still beneficial to the education of the students but will not be graded or scored. Examples include physical education, sports, arts and crafts, science experiments and study hall. These activities will be published in the course offering lists each year.

If there are unforeseen events such as school closures due to inclement weather or multiple religious Holy Days within the same week, the school may decide to convert a field day into a regular school day. When this occurs, regular attendance expectations will apply.

#### B. SCHOOL HOURS

Times listed are Monday through Friday. Any changes will be made public information in time for planning (i.e. Christmas eve early dismissal). Afterschool Program will be cancelled the day before a religious Holy Day to allow faculty and students to attend church service.

**Preschool:** 8:00a.m. – 2:30p.m.

Drop off no earlier than 7:00a.m.

Pick up no later than 6:00p.m.

**Kinder - 8th:** 8:00a.m. – 2:30p.m.

Drop off no earlier than 7:30 a.m.

Pick up no later than 3:30p.m.

(Study hall will be offered from 2:30-3:30 at no additional cost.)

**Afterschool program:** 3:30-6:00p.m

Drop off no earlier than 7:00a.m.

Pick up no later than 6:00p.m.

Personnel are not available to supervise students outside of regular school hours. Our Afterschool Program offers before school care from 7:00 a.m. to 7:30 a.m. and after school care from 3:30 p.m. to 6:00 p.m.

**Students dropped off or not picked up at the appropriate time will be sent to Afterschool Program and parents will be charged a fee.**

### **C. AFTER-SCHOOL POLICY**

Students may not stay on campus after regular school hours unless prior approval has been arranged with the administration. Due to liability reasons, the playground and gym areas are off limits after school unless supervised by a designated teacher or parent.

### **D. DESIGNATED AREAS - BEFORE AND AFTER SCHOOL**

When waiting to be picked up after school, the students need to be in the designated area.

**Pre-School:** Front main parking, check out at the classroom.

**Kinder - 8th:** Basketball court

## Visitors

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All visitors to the school, including parents, must enter through the main building front door, check in at the main office and receive a name tag.

In addition, please note the following for any student visitors:

- Limited to those interested in attending Monitor Old-Rite School
- Must be prearranged; 24-hour prior notice must be obtained
- Are expected to comply with Monitor Old-Rite School standards for conduct and appearance
- Family members are encouraged to visit during lunch (prior notice should be given.)

## Official School Communications

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School announcements will be sent home with students and available on our Monitor Old-Rite School Facebook page and website. Communications will include all pertinent information to keep families and students informed of on-going and upcoming events. Other personal information will be mailed or communicated as is appropriate.

## Lunches

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Students will need to bring their own sack lunch and multiple snacks. We strongly encourage children to bring a reusable drinking container. No drinking fountains will be available. Water bottles will be

available for purchase. The school will provide microwaves to reheat meals. Students are expected to clean up after themselves after lunch.

## Transportation

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Monitor Old-Rite School does not currently provide busing. Carpooling arrangements are the responsibility of parents, not the school.

## Medical Guidelines

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State health regulations require that certificates of vaccination against measles, diphtheria and other required vaccinations are on file. If these are not kept up to date, the child will not be allowed to attend school until they are updated. Information on how to obtain an exemption can be found on the Oregon Health Authority Exemptions and Immunity page at <https://www.oregon.gov/oha/PH/PreventionWellness/VaccinesImmunization/GettingImmunized/Pages/SchExemption.aspx>.

Required medications will be administered by the office personnel only. An authorization for medication form must be on file in the school office before any medication may be dispensed. Students may not carry medication of any kind on school property. Exceptions to this may include an emergency inhaler which has been approved by doctor and/or parent.

All medications including pain relievers, cough drops, etc. must be brought in by the parent/guardian, and in the original container. Please do not send your student in with the medication.

### **COMMUNICABLE DISEASES**

Following are procedures regarding a contagious and/or communicable disease:

1. Students will be sent to the school office.
2. Parents will be contacted and required to pick-up the student.
3. A doctor's release may be required in the case of certain diseases.
4. In the case of head lice, students will not be allowed to return to school until treated and are lice/nit free. Students must be checked upon returning to school.
5. Students need to be fever, diarrhea, and vomit free for 24 hours before returning to school.

## Emergency Procedures

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Emergency drills for fire, earthquake and lockdowns will be practiced periodically, as is appropriate.

## Lost and Found

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All lost and found items should be turned into the office. Items not claimed by the end of each quarter will be donated to families in need.

## Inclement Weather

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Announcements concerning inclement weather days (snow, wind, flood, etc.) or unscheduled school closures will be posted on the school phone answering machine, school website, and Facebook.

All decisions regarding school closures will be made by the administration taking into account decisions of surrounding districts as well as the weather conditions of families and staff who live in outlying areas. The school may decide to convert a field day into a regular school day to allow students to catch up on class work.

## Property Damage

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Lost or damaged books will be charged to the student responsible for the loss. Vandalism of school or student property will not be tolerated. Restitution will be required.

## Parental Involvement

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Monitor Old-Rite School encourages all families to participate in informative and helpful programs. Parent/student orientations will be held prior to the start of school for new students. Parent/teacher conferences held throughout the year provide ongoing communication to promote good understanding between parents/guardians, the faculty, and administration of the school.

We encourage all parents to become involved with our programs. Share your skill or passion with students by volunteering to run an Afterschool Program or elective class. We would like to engage our students in a variety of activities and allow them to find their own passion.

Throughout the year the school will organize fundraising events. We will need assistance with the planning of school activities, staff and student support, and volunteer work. This is one way that parents may help enhance their child's education.

# Students Confidentiality

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Students, from time to time, find it necessary to share personal information with staff. Students may expect confidentiality from our staff. Exceptions include information that is:

1. Life threatening.
2. Sexually or physically abusive in nature.
3. Serious information about which parents or guardians need to be aware.
4. Illegal issues.

The above exceptions to confidentiality will be determined by staff or administration.

## II. GENERAL CODE OF CONDUCT

### Behavior Guidelines

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We believe the Scriptures establish the basic principles which should guide the development of Christian character and govern all Christian behavior. These include:

1. Respect and obedience to all staff.
2. Reverence for the Bible.
3. Proper care of all physical property.
4. Conduct expected of a young Christian in the classroom, playground, hallways and restrooms.

A student enrolling in Monitor Old-Rite School must agree to live according to Christian standards whether on or off campus. Irresponsible behavior that violates either a civil law or a biblical principle will be handled according to school discipline policy with the authority that the school has been given.

The biblical and philosophical goal of Monitor Old-Rite School is to develop students into mature individuals who will be able to exhibit a Christ-like life. Of necessity, this involves the school's understanding and belief of what qualities or characteristics exemplify a Christ-like life. On occasion, the atmosphere or conduct within a particular home may be counter to or in opposition with the biblical lifestyle the school teaches. However, while enrolled at Monitor Old-Rite School, all students are expected to exhibit the qualities of a Christ-like life espoused and taught by the school and to refrain from certain activities or behavior. Thus, Monitor Old-Rite School retains the right to refuse enrollment to or to expel any student who engages in sexual immorality. This includes those practicing homosexual, bisexual, and transgender as well as those who condone, support, or otherwise promote such practices.

Monitor Old-Rite School students must agree to distance themselves from activities in which drugs or alcohol are being illegally purchased or consumed.

Open displays of affection between students are considered inappropriate behavior and will not be tolerated at school or school related functions.

Any behavior not in keeping with Russian Old Believer principles or general failure to comply with school policies are prohibited and may result in suspension and/or expulsion.

Students from many different churches and homes attend Monitor Old-Rite School. We encourage students to be sensitive to the convictions of other students and to talk and act in ways that respect those convictions.

We discourage students from forming cliques. Instead, we encourage students to interact and build friendships with a wide range of students.

# Discipline Policy

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## **A. INTRODUCTION**

This school is dedicated to the training of children in a program of study, activity, and living that is Christ-centered. We believe that "all things should be done decently and in order" and that our students should be taught to accept a given responsibility to "walk honorably before all men."

This is not a corrective institution. Therefore, we ask that you do not enroll your child with the idea that we will reform them. We are here to work with the home but not to take the place of parents who have experienced difficulty in fulfilling their role.

## **B. PHILOSOPHY OF DISCIPLINE**

God shows us throughout Scripture that the primary responsibility for nurturing and training children rests with the parents/guardians. Parents and guardians have delegated to Monitor Old-Rite School the responsibility to help them "nurture and instruct" their children. Therefore, Monitor Old-Rite School has established a discipline policy based upon principles in God's Word. The purpose of all discipline is for growth in the Christian life.

## **C. DISCIPLINE POLICY**

Discipline is an important and essential part of the learning process. The classroom must have an atmosphere that is conducive to learning, and the overall school spirit is to have a positive Christian quality. To accomplish this, teachers and administrators must communicate clearly the expectations and consistently enforce policies. These policies will be effective while students are on campus, at school activities or while traveling to school related functions. Students must be cooperative and exhibit self-control. Parents and guardians must be supportive and involved.

The following measures have been established to collectively accomplish these goals:

### **Preventative Discipline**

The administration and faculty at Monitor Old-Rite School will endeavor to prevent discipline problems before they begin through

1. Communicating expectations in a timely manner.
2. Using positive reinforcements.
3. Teaching right behavior.
4. Addressing issues before they become major.
5. Establishing mutual respect.

### **Formal Discipline Measures**

Should discipline measures require further steps, formal discipline measures will be implemented. The extent and severity of these measures will be at the discretion of the faculty and administration. Level 1 infractions may result in a Level II consequence. The following types of infractions, levels of misconduct and respective consequences for misconduct are approved discipline measures:

## INFRACTION LIST & LEVELS OF MISCONDUCT

LEVEL I	LEVEL II	LEVEL III
Class rule violation	Blatant defiance	Alcohol/drugs/tobacco
Defacing/damaging of property	Cheating	Endangerment of others
Disobedience	Cutting Class	Weapons
Disrespect	False alarm (fire)	
Disrespecting another's property	Fighting (level II)	
Disruption in class	Forgery	
Dress code violation	Bullying/Harassment	
Fighting (level I)	Inappropriate behavior (level II)	
Foul language	Inappropriate internet use (level II)	
Hallway disturbance	Insubordination	
Inappropriate behavior	Lying	
Inappropriate display of affection	Off campus violation	
Inappropriate internet use	Plagiarism	
Inappropriate literature	Pornography	
Littering	Theft	
Loitering	Vandalism	
Off limits		
Possession of inappropriate items		
Restroom misbehavior		
Tardy to class		
Unauthorized use of phone or electronics		
Wrong attitude		

## CONSEQUENCES (per quarter)

LEVEL I	LEVEL II	LEVEL III
1st Violation = Written warning	1st Violation= Parent will be informed. Automatic detention possible suspension	1st Violation= Immediate suspension and removal from school premises
2nd Violation = 30 min. noon detention		
3rd Violation= 30 min. noon detention	2nd Violation = 2 or 3 day suspension	Recommended expulsion
2nd Detention= Parent conference with contract	3rd Violation = Possible expulsion	
3rd Detention = 2 or 3-day suspension		
4th Detention = Possible expulsion (per board approval)		

#### **D. BULLYING POLICY**

Bullying includes hazing, harassment, and intimidation. Bullying is any repeated act that substantially interferes with student's educational opportunities or performance including interfering with the psychological well-being of a student.

There are three types of bullying:

1. Verbal bullying is saying or writing mean things. Verbal bullying includes:

- a. Teasing
- b. Name-calling
- c. Inappropriate comments
- d. Taunting
- e. Threatening to cause harm

2. Social bullying, sometimes referred to as relational bullying, involves hurting someone's reputation or relationships. Social bullying includes:

- a. Leaving someone out on purpose
- b. Telling other children not to be friends with someone
- c. Spreading rumors about someone
- d. Embarrassing someone in public

3. Physical bullying involves hurting a person's body or possessions. Physical bullying includes:

- a. Hitting/kicking/pinching
- b. Spitting
- c. Tripping/pushing
- d. Taking or breaking someone's things
- e. Making mean or rude hand gestures

*(taken from stopbullying.gov)*

Monitor Old-Rite School is committed to making the school a safe, bully-free environment. Is your student being bullied? It can be hard for the school to tell because bullying usually takes place behind the backs of the teachers. Help the school defeat bullying. If you see or hear any reports of bullying, tell the principal or one of the teachers. The school will do its best to watch for and deal with all bullying.

## DEFINITIONS OF SPECIAL DISCIPLINE TERMS

**Infraction** - Breaking a school rule. The teacher will formally write the infraction on a write-up form which will be signed by the student and entered into the student's discipline record. Parents will receive written notice of each infraction.

**Detention** - Level 1 consequences will be served during lunch. Level II consequences will be served in a supervised 45 minute required detainment after school in a designated room. Parents will receive written notice of detention and will be required to sign the after school detention notice and return it to the school office before the student serves detention. Detentions are served on designated days only. Please do not ask for an exception to this rule.

**Student and Parent Responsibility Contract** - A document drawn up between the student, parent/guardian and the administration to document responsibility, accountability and consequences in order to eliminate and/or change previous misbehavior. If insufficient improvement is made in attitude or behavior, the student may be placed on probation or suspended.

**Probation** - A specific time period set by administration for a student to demonstrate improved behavior in specific areas. If insufficient improvement is made in attitude or behavior, the student may be asked to withdraw from the school.

**Suspension** - When a student is not allowed to come to school or to attend class for disciplinary reasons. Students must still complete all assignments missed during the suspension period. Parents will be notified of a student's suspension in writing. Parents will be requested to come to the school and pick up their student.

Students may be suspended during an investigation in order to determine if some serious violation of the school policy has taken place. Parents will be kept informed.

**Expulsion** - When a student is dismissed from the school by the administrator. A student who receives a recommendation for expulsion from the administrator will be on an at-home suspension until the school board can convene. The board will review the student's behavior record and the recommendation from the administrator, interview the student, his or her parent/guardian, and pertinent school personnel. The school board will make a decision. If the recommendation to expel is declined, the board will determine the appropriate discipline for the student. The parent/guardian may appeal the school board's decision by written request. After an appeal is considered by the school board, the board's decision will be final. Parents will be informed verbally as well as in writing and will be requested to immediately remove their student.

# Complaints and Grievances

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Concerns or questions regarding policy or action taken by school personnel may be addressed by the following procedures:

1. Consider the reasons for all rules and policies.
2. Consider that a child's report may be emotionally biased and lacking all the information and facts.
3. Call the school for information regarding the question or concern. Make an appointment if a more serious need of communication is needed.
4. In all grievances follow the biblical principles:
  - Keep the matter confidential
  - Communicate concern to the person most directly involved.
  - Be straight forward ... tell them your concern.
  - Be forgiving
  - If resolve is not achieved at this first level, make an appointment with the person at the next level of leadership.
  - If resolution is not achieved at this level, communicate with the principal or the administrator. If warranted, the administrator will follow the appropriate chain of command and take the concern to the board of directors.

# Dress Guidelines for School Attire

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The guidelines below may not be all-inclusive and are subject to administrative discretion. Our intent is to uphold godly standards of modesty, not a legalistic set of rules.

When you attend a school activity, you are representing Monitor Old-Rite School to the public, and it is important as a Christian to display modesty. Therefore, the guidelines for dress guidelines for school also applies **to all school functions including off-campus events.**

Monitor-Old Rite School families are responsible to inform any guests of dress code and make sure he/she is in full cooperation.

1. A belt must be worn visibly over clothing as part of our traditional Russian Orthodox Christian attire.
2. Hair is to be neat, clean, well groomed, out of the eyes and a natural looking color.
3. Shoes must be worn at all times, and shoelaces must be tied. Elementary students (K-4th grade) may not wear flip flops or Heely shoes (shoes with wheels). Tennis shoes must be worn to school on field days.
4. No stocking hats or hoods are to be worn during class.

5. No gang affiliated attire or inappropriate clothing including promoting tobacco, alcohol, other drugs, guns or other weapons or inappropriate symbols/individuals/groups.

### **ADDITIONAL GUIDELINES**

#### **BOYS**

- Slacks, jeans are to be clean and in good condition, not ragged or torn.
- No article of clothing should be extremely tight.
- No tank tops.

#### **GIRLS**

- No cleavage is to be visible when standing or bending.
- Shirts and blouses must be long enough to cover adequately at all times (no midriff showing.)
- No sleeveless shirts. Sheer tops must have an appropriate, approved shirt underneath that follows the above dress code guidelines.
- Length requirements for skirts, and dresses no less than six inches past the knee. When leggings are worn underneath, the six-inch rule also applies.
- No article of clothing should be extremely tight.

Failure to comply may mean wearing a coat or sweater or being sent home.

Guidelines exist to encourage modesty and are at the discretion of administration and could be adjusted as needed. Your cooperation and understanding of our personal grooming guidelines and clarification is appreciated.

Thank you for your cooperation as we reflect our Christian testimonies in a positive manner.

## **Electronic Devices**

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Because we are striving to teach social as well as academic skills, we want to provide our students with an atmosphere that promotes relationship building. It is with this intent that we ask students to leave cell phones and electronic devices, including smart watches, on silent in their lockers or backpacks from 8:00 - 3:30. The school office telephone is available for emergencies and urgent calls.

Violation of the electronic policy will result in immediate relinquishment of device to administration. Parents may pick up student electronic devices at their convenience.

## IV. ACADEMICS

### Curriculum

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The purpose of our curriculum is as follows: (1) To provide excellent academic training for the student and (2) to train the child to see life from God's perspective, (3) to shape attitudes and mold character into the image of a Christian.

The curriculum utilizes various publications with strong emphasis in Christian worldview. The various textbooks and materials used are selected for their strong academic excellence and align with the Russian Old Believer philosophy.

Teaching methods will encompass individualized instruction as well as group work. In addition to core subjects, electives are offered in our after-school program. These are published in the course offering lists each year.

### Achievement Testing

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Monitor Old-Rite School tests students using the MAP test in grades K-8. Tests are completed online and copies are filed in student records and a copy is sent home. The cost of this test is covered by the comprehensive fee.

### Academic Policy

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Our staff are dedicated to your child's success. When students fall behind or below the standards, they will be scheduled for a conference with the student and parent to inform the parents and to set a plan to bring the child back to the standards for their grade level. A probationary status and/or contract may be required until grades are brought up to the minimum standard.

### Report Cards

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Grading reports are designed to give parents and students an indication of student progress.

Report cards are completed at the end of each nine-week quarter for 1<sup>st</sup>-8<sup>th</sup> grade and will be sent home with students. Additional copies will be available upon request. Updated report cards may be provided upon parent request at any time during the school year. Please contact your student's teacher if you have questions or concerns about any assignments and/or updates.

## GRADING SCALE

<b>A</b> = 92-100	<b>I</b> = Incomplete
<b>A-</b> = 90-91	<b>W</b> = Withdrawal
<b>B+</b> = 88-89	<b>P</b> = Pass
<b>B</b> = 82-87	Pass grades are used for courses that are graded Pass/Fail
<b>B-</b> = 80-81	
<b>C+</b> = 78-79	
<b>C-</b> = 72-77	
<b>D+</b> = 69-69	
<b>D</b> = 62-67	
<b>D-</b> = 60-61	
<b>F</b> = 59 & below	

## Conferences

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Parent/teacher conferences will be held during the first and third quarters or provided upon parent request at any time during the year. Please call or email the teacher to set up an appointment. Before and after school "drop ins" are discouraged as the teacher and staff may be unavailable due to before and after school responsibilities.

## Homework Policy

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Our goal is to ensure all students are successful and achieve their maximum academic potential. We are offering a study hall to all students from 2:30-3:30 at no additional cost to the families to allow students to work on their homework or missed assignments. All homework not completed during study hall will need to be taken home and completed by the assigned due date.

## Make-Up Work Guidelines

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When absences occur, it is the responsibility of the student to make arrangements to make up missed work. Parents/Guardians of younger children are encouraged to be involved in assuring that proper arrangements are made with the teacher. As a school policy, students are given grace for assignments based on the number of days of absences. The number of days absent determines the number of days

granted to make up work (one day grace for each day absent). For pre-arranged absences, assignments should be obtained ahead and completed on time.

If the student has missed any tests or quizzes, the student must make arrangements with the teacher for make-up tests.

## Student Records/Transfers

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Student records may include a cumulative file and discipline file. Monitor Old-Rite School maintains cumulative files as permanent records for students. When a student transfers to another school, the student's cumulative file will be forwarded upon written request from the new school. The files of new Monitor Old-Rite School students will be requested by the main office.

## Student Awards

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The school endeavors to reward students for outstanding and excellent achievement and behavior. Incentives and awards include the following:

### **Honor Roll**

This is given at each quarter's end for all students in grades 6-8 who excel in academics.

### **Good Character Award**

This is given to students based on character. Students may receive this award by showing respect, taking responsibility for their actions, and helping others.

### **Student of the Month**

Each month teachers choose different categories for this award. These are presented during class. Copies of the elementary students' awards will be posted on the bulletin board.

### **Principal's Award**

This award is for outstanding effort, behavior or excellence in a specific area. It will be presented at the end of the school year.

## V. ATTENDANCE

Consistent school attendance is a major factor in guaranteeing student success. Absences and tardiness disrupt the learning process.

### Definitions

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**Absence/Tardy:** students who are not in class when attendance is being recorded. There are two types of absences: excused and unexcused.

EXCUSED ABSENCE / TARDY	UNEXCUSED ABSENCE / TARDY
Personal Illness	Absences due to skipping or cutting class
Illness or death in the family	Absences un-cleared by a parent for two days after the return of a student to school
Medical appointments (Please schedule after school hours if possible)	Lateness due to non-emergency situations (i.e. oversleeping, running late, etc.)
Absences that are school-approved (i.e. field days, athletic events, etc.)	
Emergencies deemed excused by administration	

### Procedures or Absences/Morning Tardies

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TARDY	ABSENCE- PRE-ARRANGED	ABSENCE- UNEXPECTED
Parent must notify teacher by phone or text or send a note with the student.	Notify teacher prior to a known absence as soon as possible.	Notify teacher by phone or send a note with the student the next day.
If arriving after 8:15, students must sign in at the office	Students will receive a homework/assignment packet.	It is the responsibility of the student and parent to make arrangements to obtain missed homework/assignments.

## VI. FACILITIES AND EQUIPMENT ACTIVITIES

### Library

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Each class will have their own library books in their classroom with a reading level appropriate for the grade.

#### **LIBRARY POLICY**

Books may be checked out for three weeks. Lost or damaged materials need to be reported and replaced at the original cost or expense of the book.

### Computers

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Computers are available for student use. Students needing to use a computer must schedule a time with a teacher.

#### **A. COMPUTER INTERNET POLICY**

All students must sign a computer-usage contract detailing guidelines and consequences for improper use. School faculty will be monitoring the use of the computers.

#### **B. COMPUTER USE/PRINTING POLICY**

Students are not permitted on a computer without prior approval and supervision. Students are expected to supply their own storage devices/flash drives for school/classroom projects. Students are allowed to print only upon request of the teacher. Any exceptions will require approval and may require a fee.

### Lockers

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Lockers are provided for students in grades 5<sup>th</sup>-8<sup>th</sup>. Students are responsible to bring their own lock. Lockers are to be kept neat and orderly storing only school related items. No materials which are offensive or are physically dangerous should be kept in lockers. Locker decorations may only be inside the locker and should follow the same guidelines as clothing. If the picture or logo is offensive to wear, it may not be displayed in the locker. No stickers allowed. Only decorative items that will come down easily at the end of the year are permitted.

Student lockers are the property of the school and are provided as a service for students to secure their belongings. Combination codes must be provided to the school and students must notify the school if the combination changes. Any locker may be opened, and its contents may be searched or examined by school authorities without the permission of the student at any time, at the sole discretion of the school authorities, when they deem it necessary to do so. School personnel may periodically and randomly hold locker inspections without prior notice. Students are expected to open lockers for school authorities upon request.

### **LOCKER SECURITY**

A locker will be provided for each student; however, locker security is the students' responsibility. Students are expected to keep their locker locked at all times. The school is not responsible for lost or stolen items.

## Playground Rules

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Students will be instructed as to playground equipment usage by the monitors. Students must stay inside the fenced-in areas during recess unless they are taken out in the field to play by a supervisor. If toys go outside the fence, permission must be given by the supervisor to retrieve them.

Personal equipment or "toys" are not allowed on the playground or in school unless for requested for show & tell or other school assignments directed by a teacher. Scooters, skateboards or roller blades are not permitted on campus.

## Parking

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Due to limited parking space for vehicles, the following rules and procedures have been established:

When dropping off preschool children, please pull up in front of the main building in the designated parking area and walk your children to an authorized staff.

When dropping off K -8<sup>th</sup> grade please drive around to the back of the building and allow your children to exit the vehicle and walk to the authorized staff.

If you need to enter the building, park just ahead of the drop-off zone in the parking area in the back of the building.

## School Building Rules

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No running or speed walking inside the building. Classrooms are off limits for students during recess, lunch and after school without permission.

Students (P-8) attending school functions are to be in the designated area where the activity is taking place. (I.E. Students attending a basketball game should be in the gym only.) Students are not permitted around the lockers, in unattended classrooms or in unsupervised areas of the building (this includes the playground and any other area of school property). Students in these areas may receive a write up the next school day.

## School Cleanliness

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Our campus is a gift from God; therefore, it is important that we all share in the responsibility of keeping our campus clean and neat. Students may be asked from time to time to do some cleaning projects in order to maintain classrooms. The area around student lockers and the cafeteria are the responsibility of students. Trash needs to be picked up and personal items must be kept inside the lockers.

## VIII. FINANCIAL INFORMATION (See Appendix)

### Financial Policy

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The following is an explanation of our financial fee structure and policies. If you need further explanation, please contact the school office.

Tuition may be paid in full or made into equal monthly payments prorated through the end of the school year. Payments are due on the first of each month.

If an account becomes more than one month past due, the student may be suspended from classes until the account becomes current. Any exceptions to this will require prior approval of the administrator.

Tuition, fees and financial policy are reviewed by the Monitor Old-Rite School Board of Directors each year. Any adjustments will be communicated to parents before the school year begins. The board works diligently at keeping the fee structure affordable for families and aims for programs that benefit the children and working parents.

#### **METHOD OF PAYMENT**

Payments can be made by check, cash, money order, or through PayPal (please refer to the PayPal instructions provided upon enrolling).

### Tuition

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#### **A. PRESCHOOL**

The preschool tuition is a monthly fee. Payments are due on the 1st of the month and late after the 10<sup>th</sup>.

##### **Full-time**

Parents who enroll their child full time will receive the discounted monthly rate. This rate will not be adjusted for school closures or if a child is absent.

##### **Part-time**

Parents who only want to bring their child part of the month may elect to pay the non-discounted daily rate. A schedule will be required in advance indicating what days the child will attend. No refunds will be made for parent cancellations. Exceptions to this are by prior approval of the Administrator. School closures will be credited to the parent and applied towards the following month.

## **B. KINDER-8<sup>th</sup> GRADE**

Tuition can be paid in monthly payments or in full. Families who pay in full before the start of the school year will receive a discounted rate.

### **Monthly Payment Plan**

This plan consists of dividing the total tuition into equal monthly payments. Payment plans may be set up in 9-12 monthly payments. Final payment needs to be paid by the end of the school year. The first payment is due at time of enrollment. All other fees are to be paid upon registration/re-enrollment or when assessed.

## **C. LATE ENROLLMENT**

Tuition will be assessed on a pro-rated monthly basis for students enrolling after the fourth week of the new school year.

# Afterschool Program

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The Afterschool program is a monthly fee. This rate will not be adjusted for school closures or if a child is absent. Exceptions to this are by prior approval of the Administrator.

The Afterschool Program will be cancelled the day before religious Holy Days to allow faculty and students to attend church service. Cancellations will be indicated on the school calendar sent home with students.

# Fees

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## **A. COMPREHENSIVE FEE**

This is assessed annually per student to cover the cost of MAP testing, and certain class electives. This fee will not be added to your monthly payment plan. This fee needs to be submitted to the office at time of enrollment.

## **B. RETURNED CHECK FEE**

All returned checks for insufficient funds will be charged a \$25 processing fee.

## **C. LATE PAYMENT FEE**

Account payments are due on the 1st of each month and will be considered past due on the 15th. An automatic late fee of \$25 per account will be assessed. Any exceptions to this are by prior approval of the Administrator.

#### **D. PAST-DUE ACCOUNTS**

If an account becomes more than 30 days past due children may be suspended from classes until the account becomes current. All exceptions to this will require prior arrangements approved by the Administrator. If payment is not made, children may be expelled.

#### **E. LATE PICK-UP FEE**

A late fee of \$5 per child per each one-half hour (or any portion of) may be assessed for parents picking up their children later than the allowable time. Please pick your child(ren) up as follows:

**Preschool:** Pick up by 6:00p.m.

**Kinder – 8<sup>th</sup> :** Pick up by 3:30p.m.

**Afterschool program:** - pick up by 6:00p.m

## Discounts

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#### **A. EARLY PAY**

A 5% tuition discount is available for families if the full balance of tuition is paid by August 1<sup>st</sup> prior to the start of the school year.

#### **B. MULTI-STUDENT FAMILY DISCOUNT**

When figuring the tuition discount, the highest-grade level is considered the 1st student on the account and will be charged the full tuition. The \$200 multi-student discount will be applied to additional eligible students in the family. This discount applies to tuition only and is not available for Preschool/PreK or Afterschool Program.

## Refund Policy

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#### **A. TUITION**

Tuition will be refunded on a monthly prorated basis. The refund will be calculated on the total tuition paid. Students are considered enrolled until the school office receives official notification by parent of the student's last day, whether they are in attendance. Refunds will not be made for attending part of the month.

#### **B. REFUND PROCESSING**

In order for a refund to be processed, parent(s) must officially notify the school office of their intent to withdraw, sign a completed withdrawal form, and return any books or school property that may be required. Please allow 10-14 business days for any refunds to be processed.

If one student is withdrawn from a family with more than one student enrolled, the second student's tuition would be adjusted to the non-multi student tuition rate. If a balance owed is generated by the adjustment, the amount will be withheld from the refund or incorporated into the monthly payment plan.

## Donations

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Financial donations may be used for capital improvements, curriculum development, and expansion. This helps keep tuition from becoming a financial hardship to families who desire a Christian-based education for their children.

Donations are tax deductible. All contributions will be used for purposes consistent with Monitor Old-Rite School's tax-exempt purposes. To take advantage of the tax deduction, financial gifts should be made out to Monitor Old-Rite School and designated "Christian School donation." A donation may be given toward a specific purpose or to the school general fund. Any help in donations and sharing this opportunity to possible donors is appreciated.