



**Parent/Student**  
**Handbook**  
**2022-2023**

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# Table of Contents

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INTRODUCTION

Mission.....5

School Objectives.....5

Admissions/Withdrawals.....5

Non-Discrimination Policy.....5

GENERAL INFORMATION

Arrival Dismissal.....6

Lost and Found.....6

Transportation.....6

Lunches.....6

Weather and Emergency Procedures.....6

Medical Guidelines.....7

Communicable Diseases.....7

ACADEMIC POLICIES

Grading.....7

Grade Scale.....7

Testing.....8

Graduation Requirements.....8

Graduation Options.....9

Homework.....9

Makeup Work.....10

Conferences.....10

**STUDENT EXPECTATIONS**

Grades.....10

Attendance.....10

Absence/Tardy.....11

Cell Phone Policies.....11

Vehicle Policies.....11

Behavior Guidelines.....12

Discipline Policies.....13

Property Damage.....13

Dress Code.....13

Student Confidentiality.....14

Bullying Policy.....14

**PARENT EXPECTATION**

Volunteer.....15

Confidentiality.....16

Discipline.....16

Communication.....16

**FINANCIAL POLICIES**

Tuition Cost.....16

Additional Fees.....16

Refund Policy.....17

Discounts.....17

Donations.....17

## **INTRODUCTION**

### **Mission:**

Our vision is to provide children with high quality faith-based education that preserves and enhances Russian Old Believer traditions and faith.

Our mission is to provide a professional learning environment while celebrating the Russian Old Believer values.

Our overall business goal is to strengthen the Russian Old Believer community by providing high quality education and celebrating the religion and community.

Our vision reflects our values: integrity, service, excellence and teamwork.

### **School Objectives:**

The school's main objectives are to teach Christian values, reinforce faith and morality, and promote student growth in both Christianity and academia. It is our goal to create an atmosphere that promotes quality education that encompasses our Churches Christian values.

### **Admissions/Withdrawals:**

Old Believer Private 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.

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.

Families that participate in fundraising will be priority when enrolling students. k=

### **Non-Discrimination Policy:**

Old Believer Private 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.

## **GENERAL INFORMATION**

### **Arrival/Dismissal:**

School hours are from 8:30AM to 3:00PM. Students may arrive 15 minutes prior to class. Students MUST be picked up no later than 3:30PM. Parents will be charged an additional \$20 for every half hour that they are late. A phone call will be made to the guardians by 3:30PM if the student has not been picked up.

Parents or Guardians must make arrangements with the school ahead of time if the student is to leave early or be late. Students will not be permitted to leave early unless a parent/guardian approves it via email or phone call.

### **Lost and Found:**

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.

### **Transportation:**

Old Believer Private School does not currently provide busing. Carpooling arrangements are the responsibility of parents, not the school.

### **Lunches:**

Students will need to bring their own sack lunch and multiple snacks. We strongly encourage children to bring a reusable drinking container. Drinking fountains will be available. The school will provide microwaves to reheat meals. Students are expected to clean up after themselves after lunch.

### **Weather and Emergency Procedures:**

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

Announcements concerning inclement weather days (snow, wind, flood, etc.) or unscheduled school closures will be posted on the school website, emailed to the parents and on the School WhatsApp.

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 make-up school days to allow students to catch up on class work.

### **Medical Guidelines:**

In the event a student becomes seriously injured or ill during the school day, efforts will be made to contact the parent or guardian to determine appropriate action.

State health regulations require that certificates of vaccination against measles, diphtheria and other required vaccinations are on file. Information on how to obtain an exemption can be found on the Old Believer Private School website at [oldbelieverprivateschool.org](http://oldbelieverprivateschool.org)

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. If possible, parents are encouraged to get a medication administration plan outside of school hours.

Old Believer Private school will not be held responsible for any injuries that are obtained on school grounds.

### **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.

### **ACADEMIC POLICIES**

#### **Grading:**

Grading reports are designed to give parents and students an indication of student progress. Additional copies can be available upon request any time during the year. Please contact your student's teacher if you have any concerns or questions about any assignments or updates. Quarterly report cards will be sent home with students at the end of each quarter.

#### **Grade Scale:**

<b><u>Letter Grade</u></b>	<b><u>Numeric Grade</u></b>	<b><u>GPA</u></b>
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<b>A</b>	<b>90 and above</b>	<b>4.0</b>
<b>A-</b>	<b>87-89.9</b>	<b>3.7</b>
<b>B+</b>	<b>84-86.9</b>	<b>3.3</b>
<b>B</b>	<b>80-83.9</b>	<b>3.0</b>
<b>B-</b>	<b>77-79.9</b>	<b>2.7</b>
<b>C+</b>	<b>74-76.9</b>	<b>2.3</b>
<b>C</b>	<b>70-73.9</b>	<b>2.0</b>
<b>C-</b>	<b>67-69.9</b>	<b>1.7</b>
<b>D+</b>	<b>64-66.9</b>	<b>1.3</b>
<b>D</b>	<b>60-63.9</b>	<b>1.0</b>
<b>D-</b>	<b>57-59.9</b>	<b>0.7</b>
<b>F</b>	<b>56.9 and below</b>	<b>0.0</b>

**Testing:**

Students that are enrolled through Matsu Central are required to do state testing. Tests will be administered on Old Believer Private School grounds, unless communicated otherwise. Students that are not enrolled through Matsu Central can have their parents opt out of any state testing if they chose to.

As part of the comprehensive assessment system, state testing helps parents and educators see the progress within our school as well as individual progress. Testing is encouraged but not required.

**Graduation Requirements:**

Students enrolled through Matsu Central will receive a diploma only after acquiring the minimum of 25.5 credits in the following required and elective subjects:

Language Arts..... 4 credits  
 English 1 ----- 1 credit  
 English 2 ----- 1 credit



English Electives .....	2 credits
Social Studies .....	4 credits
Civics .....	.5 credit
Alaska History .....	.5 credit
World History .....	1 credit
United States History .....	1 credit
U.S. Government .....	.5 credit
Social Studies Elective .....	.5 credit
Mathematics.....	4 credits
Algebra .....	1 credit from the following:
Algebra 1	
Introduction to Algebra	
Geometry .....	1 credit from the following:
Geometry	
Informal Geometry	
Math Electives .....	2 credit
Science .....	3 credits
Physical Science .....	1 credit from the following:
Physical Science	
Chemistry	
Physics	
Life Science .....	1 credit
Biology	
Science Electives .....	1 credit
World Language.....	Recommended
4Cs.....	1 credit
PE/Health.....	1.5 credits
*General Electives .....	8 credits

**Graduation Options:**

If a student is enrolled through Matsu Central, they will receive an accredited diploma through them. The same expectation of credits are required even if students are not enrolled through Matsu Central or other homeschool programs. We can still supply them with a diploma and graduation, although the diploma will not be accredited.

If a student who is not enrolled through Matsu Central or similar program still wants an accredited diploma through Old Believer Private School, the student can take the GED test at the expense of the school. The school will pay for two GED tests per student. If the student is unable to pass the test both times, the third attempt will be at the expense of the parent.

**Homework:**

Our goal is to ensure all students are successful and achieve their maximum academic potential. We provide adequate time during class to complete all class work. Work not

completed during class time will need to be taken home and completed by the assigned due date.

### **Makeup work:**

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 students are not able to make up their work timely, they may be required to stay in from recess.

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

### **Conferences:**

A report card is a formal notice of student progress which is sent to parents or guardians via the student quarter. This notice informs parents and students of the student's progress and may contain teacher comments. Parents or guardians are encouraged to meet with teachers regarding student progress. The end-of-the-year report card may be mailed to the parent or guardian at the prerogative of the school administrator.

## **STUDENT EXPECTATIONS**

### **Grades:**

Students are held accountable for any grades they receive or any makeup work they need to do. Extra credit is up to teacher discretion.

\*See Academic Policies.

### **Attendance:**

Studies have shown that student attendance at school is directly related to student success. Parents, students, and schools need to work together to promote attendance and success.

In order to effectuate positive results and good communication, a phone call will be made to the parents when a student is absent; a written notice will be mailed to the parents after five days of absence. After nine days of absenteeism, the student's absences will be considered habitual and another written notice will be mailed to the parents. After ten cumulative absences in a semester an administrative, parent, and student conference is required.

Schools are encouraged to have positive incentive programs to reward good attendance by students and staff. Parents are encouraged to take an active role in student attendance and to alert the school when their child is to be absent. It is the responsibility of the student and parent to make arrangements to keep up with school work when he/she is absent from school.

A student is considered tardy 5 minutes after the start of elementary school and after the class starts for each class in middle and high school.

High school and middle school absences are to be recorded each class period by the teacher. The principal shall have the final authority and discretion on matters related to such discipline for truancy.

**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 family	Absences un-cleared by parent for two days after the return of the student
Medical Appointment (Please schedule after hours if possible)	Letness due to non-emergency situations (i.e. oversleeping, running late, etc.)
Absences that are school-approved (i.e. field days, athletic events, etc.)	Early pick-up for non-emergency situations
Absences deemed excused by administration	

**Cell Phone Policies:**

Teachers may permit the purposeful use of personal electronic devices in support of the curriculum. These personal devices are the sole responsibility of the owners. The school is not responsible for the loss or theft of these devices, unless the loss or theft of the device occurs when the device has been confiscated by a school official for discipline or safety reasons.

Cell phones are to be left either in backpacks or lockers if not approved by the teacher. Violation of this may result in confiscation. Once a device is confiscated, it may be picked up by a parent or guardian in the office upon pickup.

**Vehicle Policies:**

Students may drive personal vehicles if they have a valid Alaskan drivers license. Students who drive 4 wheelers or similar vehicles will be required to follow our safety guidelines.

Our vehicle safety guidelines include:

1. Drivers must abide by the speed limits.

2. Drivers must drive in the appropriate lane.
3. Drivers are highly encouraged to wear helmets, but that will be up to parent discretion.
4. Drivers must park in the appropriate parking spots on school grounds.
5. Drivers are held fully responsible for any damage or theft of their vehicle.
6. Drivers are held fully responsible for any damage that their vehicle causes.

If any of these safety guidelines are not followed, the student may lose their right to take their vehicle to school. This will be on a 3 strike system:

- Strike 1: Student loses their vehicle privileges for a day.
- Strike 2: Student loses their vehicle privileges for a week.
- Strike 3: Student may lose their vehicle privileges INDEFINITELY.

The safety of our students is the priority. Not following our safety guidelines may cause bodily injury to the driver as well as other students. Transportation to/from school will be the responsibility of the parents for those that lost their driving privileges.

### **Behavior Guidelines:**

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. Respect 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 Old Believer Private 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 Old Believer Private 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 Old Believer Private 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, Old Believer Private 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.

Old Believer Private 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.

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

### **Discipline Policies:**

A suspension is a denial of the right of school attendance, either from a single class or up to and including any full schedule of classes for a limited period of time. Expulsion is the permanent denial of the privilege of school attendance within the School District by the School Board. The School Board may consider readmission of a student after one year. Depending on the circumstances, expelled students may be permitted to attend school in an alternative setting during their expulsion.

### **Property Damage:**

Students are expected to take good care of school property, which includes textbooks, desks, lockers and the building in general. Textbooks are furnished by the school, and students must assume full responsibility for their care. Desk storage and student lockers, where available, are the property of the school and remain so throughout the life of the item. Individual desks may be searched when it is reasonable to believe that potentially dangerous objects, contraband, or illegal substances exist.

### **Dress Code:**

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 function or activity, you are representing Old Believer Private School and it is important to display modesty as a Christian. The dress code guidelines apply to all off-campus events.

Old Believer Private School families are responsible to inform any guests of the dress code guidelines 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 shoes with wheels.
4. No hats or hoods are to be worn during class or in the building.
5. No gang affiliated attire or inappropriate clothing including those promoting tobacco, alcohol, other drugs, guns, other weapons, or inappropriate symbols/individuals/groups.
6. Sleeve length has to be past the elbows as part of our traditions.

**Boys:**

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

**Girls:**

- Traditional Russian dresses are required.
- No Cleavage should be visible when sitting, standing or bending.
- Dresses should be no shorter than the ankle, but not dragging on the floor.
- No article of clothing should be extremely tight or extremely loose.
- If students choose to wear make-up, keep it to a bare minimum.
- Jewelry is allowed, but cannot be disruptive to anyone.

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

Guidelines exist to encourage modesty and are at the discretion of the 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.

**Student Confidentiality:**

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

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

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

**Bullying Policy:**

Bullying includes hazing, harassment, and intimidation. Bullying is any repeated act that substantially interferes with a 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
- F. (taken from stopbullying.gov)

Old Believer Private 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.

## **PARENT EXPECTATIONS**

### **Volunteer:**

Old Believer Private School expects all families to participate during meetings and events. 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.

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 and keep tuition costs low. It is expected that each family is involved by either participating and/or contributing.

**Confidentiality:**

Staff of the Old Believer Private School will keep family matters of students confidential. Personal family matters are not to become gossip amongst parents and staff members. Confidentiality will only be overruled if the health and safety of an individual is at risk. Abuse and neglect is to be reported to appropriate authorities.

**Discipline:**

Repercussions of misbehavior of students will be reported to parents if deemed necessary by the teacher. Parents are encouraged to team up with the teacher for such times to prevent more misbehavior. If parents disagree with the discipline of a student, there should be a meeting set up to come up with a discipline plan that works for all parties.

Parents that fail to support the school in disciplinary plans or fail to follow through with plans, may be required to teach lessons at home for a specific period of time.

Further noncompliance can result in suspension or expulsion of student.

**Communication:**

Email communication is encouraged between parents and teachers. Meetings are available upon request. Parents need to communicate in case of absences, tardies, coming up appointments or engagements. Phone calls during school hours must be made to the school line, NOT personal phones of students, teachers or staff members. Staff usually leaves the school at 3:30 PM, if you would like a teacher to call you after hours please email them for a request. We would like to address all needs, but we are not on call 24/7.

**FINANCIAL POLICIES**

**Tuition Cost:**

Tuition cost for students Kindergarten to 12th grade is a flat rate of \$3000. Parents will be provided with opportunities to raise funds for their child's tuition.

**Additional Fees:**

Additional fees may apply for: field trips, specialty courses, damaged school property, failure to pick up on time, and sports.



Returned check fee: all returned checks for insufficient funds will be charged a \$25 processing fee.

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.

Past due accounts: if an account becomes more than 30 days past due children may be suspended from classes until the account becomes current. Any exceptions need to be approved by the administrator prior to the date. If payment is not made, children may be expelled.

### **Refund Policy:**

At this time, Old Believer Private School does NOT refund any payments. Under special circumstances, there will be exceptions that are made. For parents who have paid but are not sending their children to school for this school year, will have the amount prorated for the following year. This will only be available for one additional year once the payment is made.

### **Discounts:**

Old Believer Private School is considered a vendor through Matsu Central. If a parent chooses not to go through Matsu Central and pay the full tuition out of pocket, they may be eligible for a \$500 discount.

### **Donations:**

All donations made to Old Believer Private School are extremely appreciated. Donations can be made private, if the donor chooses to do so. Any person on the Board of Directors may accept donations, and write a donation receipt for tax purposes.

Donations can be made through PayPal, Cashapp, Venmo, or GoFundme. Cash and checks are also great forms of payment. Checks should be made payable to "Old Believer Private School".

If you would like your donations to go to a specific cause (i.e. building, curriculum, playground), you can put that in the memo of the check or the receipt we provide you with.