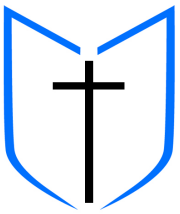
Parent/Student Handbook



Slavic Christian Academy

2026-2027

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INTRODUCTION

The purpose of this Parent Handbook is to compile under one cover the major policies and rules that are used in Slavic Christian Academy. The words "discipline" and "disciple" come from a word that means, "trained in orderliness, obedience, or efficiency."

> *But everything should be done in a fitting and orderly way. I Cor. 14:40*
>
> *Fathers, do not exasperate your children; instead, bring them up in the training and instruction of the Lord. Eph. 6:4*

We need discipline throughout our lives in order to help us be better disciples of Jesus Christ. To be a disciple is to desire to imitate and be exactly like the one that is teaching or leading. Being a Christian--a disciple of Christ-is not to be taken lightly.

Christian Education, if it is to have a lasting value, must be focused on the development of disciples of Christ. The school is not alone in teaching discipleship. We are partners with the home and church in providing models and support for children and young people in discovering what it means to be called to service in God's kingdom.

Discipleship is an ongoing process. Although we must continually strive toward the goal of discipleship--being like Christ, it is not just something we can grow up to be. Discipleship is certainly a calling for the future, but it is not just something we must wait to grow into with age. It is also for the present, no matter what our age.

Under ideal conditions, rules, policy and guidelines would be unnecessary. We all know about sin and its effects upon the human condition. Therefore, rules, policies and guidelines are set up as directions for right behavior. In a Christian environment, the Law is a comfort; it is a positive good. Our hope is that this handbook will mirror, however weakly, the righteousness and justice of God's Love.

We hope that it will help three groups of people:

(1) those parents whose children attending Slavic Christian Academy,

(2) those who transfer their children to our school, and

(3) those who currently have children enrolled, for use as a ready reference when questions arise.

Please keep this Handbook in a convenient location!

BASIC SCHOOL RULES

1. Respect is to be shown toward all adults and other students.
2. An attitude of helpfulness and courtesy is to be maintained.
3. Students will engage in language that shows respect and courtesy for others and for the Lord's name.
4. Care for campus property and the personal property of others shall be observed.
5. The dress code shall be obeyed.
6. Physical contact, whether amorous or combative, is not allowed.
7. There shall be no running anywhere inside the school building.
8. Gum-chewing is not permitted anywhere on campus.
9. Radios, cassette recorders, CD players, MP3 players, cell phones, beepers and electronic games are not to be in a student's possession during school hours.
10. Harmful objects which may endanger the well-being of others are not permitted.

STUDENTS

Students are responsible under God to obey and to show respect for teachers and other staff members as they should their parents, and they are responsible for helping to maintain the learning environment (*2 Timothy 2:15*).

Part of the mission of SCA is *"to develop godly character as Christ's image bearers . . .."* In order to better reflect the image of God, Christian character traits must be developed and demonstrated. Although there are many different

Christian character traits that could be identified, we have selected six Christian character traits as part of the Christian Character Education Plan at SCA.

Trustworthy **--** truthful, honest, loyal, just, fair, and impartial actions and responses (*Ephesians 4:25*)

Imitator of Christ **--** accountability for one's actions, and showing kindness, sharing, caring, service, and love (*Ephesians 5:1,2*)

Grateful **--** thankful to God for all my blessings, for the gift of Jesus Christ, and showing my gratefulness in what I say and do (*1 Thessalonians 5:18*)

Encourager **--** building others up with kind words and actions as a member of the body of Christ, and never putting others down (*1 Thessalonians 5:11*)

Respectful **--** tolerance, courtesy, and acceptance for authority, people, ideas, property; and a deep spiritual respect for God and all that is His (*1 Peter 2:17*)

Self-controlled **--** having my emotions, actions, and words under control so that I treat myself and others with respect (*1 Peter 1:13*)

Our main goal of character education is to get students to move the understanding of character traits from head knowledge to heart commitment and living actions. Together we should all model and practice these traits in every situation.

10 Rules for Students

1. Greeting
2. Apologize
3. Ask for permission
4. Thank God for everything
5. Be friendly
6. Therefore, all things whatsoever ye would those men should do to you, do ye even so to them (*Matt 7-12*)
7. Respect Adults
8. Say truth all the time
9. Follow rules
10. Show excellent work

PARENTS

The mission of Slavic Christian Academy clearly states that parents are our partners in all facets of Christian education. The school is never alone in teaching discipleship. We are partners with the home and the church in providing models and support for students in discovering what it means to be called to service in God's kingdom.

Parents are encouraged to participate in the educational process. We need the support and cooperation of parents to effectively help each student better reflect God's image and live as a disciple of Jesus Christ. The major role of parents in assisting us with school discipline responsibility is to consistently demonstrate interest and support in how their children are doing in school.

When there is a cooperative working of home, school, and church toward the common goal of discipleship, students will make real progress through the working of the Holy Spirit.

We will keep parents informed of student responsibility and efforts through conferences, report cards, phone calls, and notes.

STAFF MEMBERS

Each child is important to us and viewed as an image bearer of Christ. We know that formal education encompasses some of the most important years in a child's life, and we appreciate the trust parents invest in us.

Therefore, we are devoted to educating in ways that are most advantageous for the student. What it comes down to is a holistic approach to learning, a commitment to all facets of the student: mind, body, and spirit.

All staff have an equal and contributing part in the teaching of discipline and discipleship. The guidelines, and policies for discipline/discipleship are for all students and all staff. Through positive interactions with students, all staff will encourage students to grow in discipleship, to treat others with dignity and respect, and to demonstrate what it means to be God's image bearer.

All staff will strive to encourage each student when behavior is appropriate. When misbehavior occurs, staff will calmly and consistently implement

appropriate consequences. The focus of interactions with each student will continue to be primarily positive and encouraging.

When chronic misbehavior occurs, staff will work collaboratively to assist a student in learning to behave responsibly.

TEACHERS

Teachers should focus on teaching responsible behavior and encouraging discipleship through caring and modeling.

Each teacher should be caring in all relationships with students and fellow staff members and model what it means to be a disciple of Jesus Christ by:

1. Demonstrating love for God

2. Demonstrating love for students

3. Demonstrating Christian professional competence and vision

4. Communicating effectively according to biblical standards

5. Building Christian community within and outside the school.

VOLUNTEERS

Volunteers are an important part of the operation of Slavic Christian Academy. The volunteer's contribution of time and talent is much appreciated because it provides resources without which SCA could not easily function.

In their contacts with our children, volunteers make a strong impact on impressionable lives that serves as a role model in a child's experience. It is very important that volunteers be in harmony with the goals and purposes of our school.

GUIDELINES

1. Volunteers must be approved by the school administration.
2. All volunteers are to be under the supervision of a person authorized by the school.
3. Volunteers are entitled to be fully informed about what is expected of them and to receive instruction, if necessary, to perform their duties adequately.

4. All volunteers should sign in and sign out in the school office.

STANDARDS FOR VOLUNTEERS

1. As a role model before children, the volunteer needs to portray in conduct and lifestyle patterns avoidance of the use of tobacco, alcoholic beverages, illegal drugs, and any behavior that would discredit the school.

2. Because SCA is a Christian school, language that is crude, vulgar, or abusive is expressly forbidden. Proper dress code standards are to be followed.

3. The ability to act in a responsible, adult manner and be able to respond to the needs of children to ensure their safety at all times is a vital qualification for a volunteer. Should an accident or injury to a child occur, the question needing an answer is: "would a reasonable person serving as a volunteer in this type of situation act in the way this volunteer acted?"

4. No child is ever to be physically disciplined. The use of physical contact or restraint may be exercised only when a child's personal safety is in danger.

5. Attentiveness to assigned duties must take place so that distractions will not impede the volunteer's performance.

PRINCIPAL

The role of the principal in responsibility and discipline is to guide staff and students in their efforts to achieve the school's mission.

1. The principal will be responsible for making sure the SCA staff meets on a regular basis.

2. The principal will have a thorough working knowledge of this manual and will provide assistance to staff in implementing the classroom management and school-wide management procedures. In this capacity, the principal will provide training and continued support to teachers as they strive to teach students to follow the guidelines.

3. The principal will assist staff with severe misbehavior such as physically dangerous situations, illegal acts, insubordination, and any chronic or recurring problems as outlined on the office referral form. As indicated on a case-by-case basis, the principal will initiate time-out, parental conferences, in-school suspension, out-of-school suspension, contacting the appropriate authorities, or

other severe consequences. If the principal is not available to assist with a crisis situation, the secretary will direct referrals to the general administration office of the Slavic Christian Academy.

I. MISSION STATEMENT

Slavic Christian Academy exists to engage children in learning experiences that challenge their hearts and minds within an instructional program marked by academic excellence, respect for others, Biblical values and practices, and devotion to the Lord Jesus Christ.

It is our goal to see that God's Word impact every aspect of life and learning. Our desire is to see a student who knows the Living God in a personal way and has tools to grow to maturity to honor the Lord with a lifetime of learning and service.

II. STUDENT LEARNING GOALS

To accomplish the intent of the mission statement, Slavic Christian Academy is committed to helping students develop:

KNOWLEDGE

Students equipped to be perceptive learners who use God's Word to know and understand:

- the history of God's people
- the realities of the natural world
- the expressions of human culture
- the historical context as God's plan
- the world (how it works and how God wants it to work).

GODLY CHARACTER

Students equipped to be:

*Committed to Christ and to faithfully following Him no matter what the cost.

*Community contributors who:

- assume responsibility for their actions
- demonstrate respect for community, school, self, authority, and others
- respect for God given diversity
- actively participate in church and civic responsibilities.

*Image Bearers of Christ who are:

- Trustworthy--truthful, honest, loyal, just, fair and impartial

- Imitators of Christ--showing kindness, sharing, caring, service and love
- Grateful--thankful to God and showing gratefulness in word and actions
- Encouragers--building others up with kind words and actions
- Respectful--acceptance for authority and respect for God and creation
- Self-controlled--having emotions, actions and words under control.

III. GENERAL EDUCATIONAL GOALS

General educational goals are adopted in order to provide the framework by which all curricular activities are measured. Each discipline, unit, and lesson, as part of the curriculum, is developed and organized so that children may come to know God more deeply and live for him more faithfully. Therefore, as our children are nurtured through our dynamic plan for teaching and learning, we affirm the following general educational goals that have direct application for each lesson taught.

1. To teach children through modeling and direct instruction to view all of life through the "glasses" of God's Word, the Bible.
2. To provide instruction in essential skills in order to enable students to fulfill their common calling as they serve in the body of Christ.
3. To teach students in a loving and joyful setting the fundamental processes of learning and the active pursuit of intellectual, spiritual, and personal development throughout their lives.
4. To uncover and develop the unique talents and abilities of children so that they can use those skills for service in all of God's creation.
5. To promote an atmosphere of community in school life.
6. To develop in students a godly character reflecting the image of Christ in their thoughts, words, and deeds.

IV. THIS WE BELIEVE

PARENTS

1. We believe that parents have the primary responsibility to educate their children.
2. Parents will faithfully support the school through prayers and positive attitude, and share any complaints, questionable or negative comments with

ONLY the people involved (administration or faculty), and NOT around their child(ren).

3. Parents agree that they will cooperate and discipline their child(ren) at home when needed.
4. Parent understand that the standards of Slavic Christian Academy do not tolerate profanity, obscenity in word or action, dishonor to the Holy Trinity and the Word of God, disrespect to the personnel of school, or continued disobedience to the established policies of the school.

"These commandments that I give you today are to be upon your hearts. Impress them on your children."

Deuteronomy 6:6-7

"Train a child in the way he should go, and when he is old, he will not turn from it."

Proverbs 22:6

"So, in Christ we who are many forms one body, and each member belongs to all the others."

Romans 12:5

STUDENTS

We believe that because each child was made in the image of God, a child's complete education requires a school which nurtures that child in understanding his or her own privilege and responsibility as a disciple of Jesus Christ.

"So, God created man in his own image, in the image of God he created him; male and female he created them."

Genesis 1:27

"Therefore, I urge you, brothers, in view of God's mercy, to offer your bodies as living sacrifices, holy and pleasing to God - this is your spiritual act of worship."

Romans 12:1

"Therefore, go and make disciples . . . and teaching them to obey everything I have commanded you".

Matthew 28: 19-20

V. ADMINISTERING MEDICATION TO STUDENTS

Employees at Slavic Christian Academy will not administer any prescription or nonprescription medication to students unless the following procedure is followed.

1. The parent must furnish the medication and provide a note indicating the date, dosage, and time to be administered.
2. Medications must be in a bottle no taller than 3 inches or in a labeled zip-lock bag with instructions.
3. A written request from parent must be on file authorizing school personnel to comply with physician's order.
4. Medication must be stored in a locked cabinet.
5. If your child has a serious injury, surgery, or is hospitalized, a note from the doctor is needed to return to school. The note should indicate if there are any limitations or if your child is allowed to participate in all school activities.
6. Parents must obtain a doctor's notice if their child cannot participate in gym.
7. Students should remain home if they appear ill or have a fever, and should not return to school until they are symptom free for 24 hours. Parents should notify the school office about specific medical problems. All contagious illnesses (e.g., Chicken Pox, Fifth Disease, Scarlet Fever….) are to be reported to the school nurse or Secretary immediately. In some cases, a physician's clearance may be necessary prior to the child's returning to school.

The school office DOES NOT dispense medication that had not been provided by the parent/guardian- there are no exceptions. Students must take the medication in the presence of the approved school office personnel. The school office will keep a record that indicates the student requiring medication, the date, time, and dosage that was administered.

VI. GENERAL RULES AND GUIDELINES

HOMEWORK GUIDELINES

Homework is assigned to help each student improve skills that have already been taught, to complete assigned projects, to learn to work independently, and to experience academic enrichment beyond the walls of the classroom.

The amount and type of homework is planned in accordance with each student's grade level and ability.

It is the student's responsibility to know what the assignment is, to have the necessary materials on hand, to follow the directions of the teacher, and to complete the homework neatly and on time.

Parents are encouraged to provide the proper conditions at home for doing homework, to show interest in the assignments, and to praise satisfactory performance and effort.

In general, homework will not be given on nights of special school events in order to encourage parent attendance. When students return from a school vacation period, no homework will be due on the first day back. Students have the same number of days to make up homework as were absent. For example, a student absent for 3 days will have 3 days to make up missed work. Work for planned absences needs to be arranged with the classroom teacher.

Time Limits

Time guidelines are outlined as a range of what parents should expect for homework on a school night. It is assumed that this refers to quality time, time where concentrated effort is taking place.

Grades 1-2 - 25 to 45 minutes

Grade 3 - 30 to 60 minutes

Grades 4-5 - 45 to 90 minutes

Grades 6-8 - 60 to 90 minutes

ATTENDANCE POLICY

All students are expected to attend school each day school is in session between the hours of 8:30 a.m. and 2:50 p.m. The school is open from Monday through Thursday, except for federal holidays and vacations, as well as bad weather that threatens the safety of children. Regular attendance in class is essential to the success of a student's school experience.

There are 1,029 hours (147 days) required to attend school for a child (1st to 8th grades) to be admitted to the final exams. A student of Kindergarten must have 450 hours to complete the KD course. Students can never totally make up or compensate for absences from class. Any work done to make up what was missed during an absence is primarily an effort to bridge a gap in classroom experience.

For appointments during school time, please call or send a note alerting the teacher and administration's office ahead of time that the student must be dismissed or will be absent. The note should be stating the reason for leaving and the time of dismissal and approximate time of return. If a student has a doctor's appointment, the note should also include the time of the appointment and the location. A parent or guardian must sign the note.

A student who returns to school after being absent must have a note from a parent, guardian, physician, etc. stating the reason for the absence. Students returning to school after being absent must report to the school office before going to class to obtain a pass back to class.

A student who becomes sick during the school day will be sent to the school office and parents or an emergency contact will be notified by phone. Parents will be asked to take their child home.

1. Excused Absences

• Illness resulting in fever, stomach, or intestinal problems
• Verifiable injury
• Death in the family
• Medical or dental appointments that cannot possibly be made outside of school hours
• Family reasons pre-approved by the administration (one week notice)

2. Unexcused Absences

• Failure to bring a valid excuse note from parent or physician within three days upon return to school
• Oversleeping
• Recreational trips (i.e., hair appointments, shopping excursions, etc.)
• Working on a class assignment
• Administratively unapproved personal trips
• Out-of-school suspension

Make-up Work Due to Excused Absences

Students will be required to make up all missed work, including homework, tests, and/or quizzes. All work missed due to illness must be made up within two times the numbers of days the student was absent. This applies only to excused absences relating to illness, injury, and death in the family. **Students absent for any other reasons do not have this number of days for makeup.** It is the student's responsibility to schedule a time for makeup work. Failure to make up the assignment within the allotted time results in an automatic zero. In general, students with **planned absences** are expected to have assignments completed upon return. If the homework or tests were assigned prior to the absence, the student is responsible for the test or homework upon returning to school.

BUS RULES

GOAL: The bus is a vehicle for providing safe and comfortable transportation of students to and from various destinations. Students will be given an opportunity to demonstrate their respect for self, respect for others, and respect for property. Whenever students ride a bus (to and from school, to the town library, for a field trip), the following rules apply:

a. Student will obey driver at all times.
b. Student will be at bus stop on time.
c. Student will cross road in front of bus.
d. Student will keep head and hands inside bus.
e. Student will not change seats.
f. Student will not shout, sing, or use profane language.
g. Student causing trouble will be suspended.

h. Student will not throw things.
i. Student will report damage to driver at once.
j. Student will pay for any damage to bus.
k. Student will keep bus clean.
l. Student will listen to driver in emergency.
m. The bus driver is authorized to assign seats.

STUDENT DRESS CODE POLICY

The personal appearance of each student helps to set the learning and spiritual atmosphere of Slavic Christian Academy. A wholesome appearance that honors the Living God is marked by **neatness**, **modesty**, and **appropriateness**, avoiding extremes and fads that would compromise a Christian's witness.

Scriptural Guideline

> *"For the grace of God that brings salvation has appeared to all men. It teaches us to say "No" to ungodliness and worldly passions, and to live self-controlled, upright and godly lives in this present age…"*
>
> *Titus 2:11-12*

> *"I also want women to dress modestly, with decency and propriety, not with braided hair or gold or pearls or expensive clothes, but with good deeds, appropriate for women who profess to worship God."*
>
> *I Timothy 2:9-10*

Dress should reflect our Christian witness and distinctiveness. Please read carefully the following guidelines.

Official School Wardrobe

All selections must conform to the following school dress standards:

1. Modesty, decency and appropriateness must prevail in all clothing selections.
2. Tight or sloppy clothing is prohibited.
3. We don't want to measure the length of skirts, dresses... we just want to say that clothes should be non-provocative, so as not to take on the views of the opposite sex and not provoke others to negative actions.
4. Styles change and therefore grooming changes also. Extremes in styles and grooming are not appropriate because they cause or seek individual attention. Individual desires must often be denied for the common good.

5. T-shirts are not allowed except as part of a gym uniform.
6. Styles change and therefore grooming changes also. Extremes in styles and grooming are not appropriate because they cause or seek individual attention. Individual desires must often be denied for the common good.
7. As in other areas of the Christian life, we must seek not to offend others.
8. We ask for your wisdom in making sure your children are dressed appropriately for the day's weather. Children are required to go outside for recess. Again, modesty and appropriate should prevail, bare backs and midriffs prohibited. Make sure shorts are of appropriate length, no tank tops, spaghetti strap tops, or plunging necklines are allowed.
9. It is forbidden to wear leggings, jeans, as well as torn clothes or clothes with holes in the knees, etc. at school.
10. Caps, hats, scarves, headbands, or other headgear are not permitted to be worn in school.
11. Judgment regarding dress will be made by the staff and parents will be contacted if pupils are judged to be inappropriately dressed.
12. Shoes must be clean and in good repair. No flip flops or slippers. Tennis shoes are required for all physical education classes.
13. For Pre, Pre-KD and KD students MUST have second shoes for school.
14. If your child cannot tie shoelaces, buy him other shoes without laces, or teach him/her how to do that at home.
15. Traditional haircuts for boys are expected. Haircuts that are unusually shaved or spiked are not allowed. Hair MUST be shorter than the top of the collar and out of the eyes.
16. Students can't bring makeup in school, and no makeup in school.
17. School office has the right to take all prohibited things.

<u>Unacceptable Dress (All)</u>

The following are **unacceptable for school in all circumstances**:

- Tank, midriff, halter, low-cut or cropped tops
- See-through or form-fitting clothing
- Strapless dresses, strapless tops, spaghetti strap tops or dresses
- Mini-skirts or dresses that are too short
- Baggy or tight-fitting pants, shorts, skorts, or skirts
- Sweat suits, wind suits, scrubs, pajama or overalls.
- Hats, caps, or head kerchiefs (except for designated days)

• Distracting hair colors
• Jewelry (any kind)
• Ripped or jeans with holes
• Shirts, pants, shorts, men skirts, capris, skirts that are not solid in color

Dress Code Compliance

All students will adhere to the school dress code unless otherwise specified by the administration. Students' attire will be checked regularly to ensure that everyone student is in compliance with the dress code. In the event that a student's attire fails to meet the dress code, parents will be contacted and will be expected to bring a change of clothes to the school office or the student must go home to change. Repeated infractions may result in a disciplinary action.

Clothing Sources

School uniforms exist and are promoted: dark bottom (dark blue or black), light top (light blue or white). All styles and clothing items are available through JC Penny, Wall-Mart, and other stores. However, families are permitted to use a vendor of their choice as long as clothing falls within the parameters of the SCA dress code.

Garment Sizing and Appearance (All)

Sizing of garments needs to be within reason for a child's frame. "Growing room" is understandable, but oversized shirts, sweatshirts or pants are not permissible. Clothing needs to be kept clean and in good repair.

Footwear (All)

Dress, casual, or tennis shoes with socks are all acceptable footwear.

Hair (All)

Students should keep their hair neat, clean, and we'll groomed with no distracting hair colors or styles. No type of hat or head covering is acceptable in the classroom or school buildings for boys or girls. Any facial hair on male students must also be kept neat, clean, and well groomed. Male students should not allow their hair length to cover their eyes. No one can excessively use

perfume, do extravagant hairstyles and makeup, with the exception of specialized costume holidays.

Boys' Dress Code

Pants–solid colors: black or dark blue (pleated or plain front)
Shirts – (long or short sleeved) in white, or light blue
Socks – white, navy or black
Shoes– brown, black or navy (casual or dress). (Note: no flip-flops. Tennis shoes are required for all physical education classes. Boots may be worn to school then changed to appropriate dress code shoes.
Sweaters/ sweatshirts – boys may also wear sweatshirts OVER their polo or button-down shirt.
Sneakers – all white with white laces or all black with black laces (no wheelies)

Girls' Dress Code

Skorts and skirts – A-lined or pleated in black or dark blue
Shirts –white or light blue
Dress – black or dark blue (note: dress length must be no more than 2" above mid-point of knee.)
Sweaters / sweatshirts - girls may also wear solid color sweaters, sweatshirts (white or light blue) OVER an approved polo or blouse.
Tights – white, black or navy
Shoes – brown, black or navy (casual or dress). (Note: heels must be 1" or less in height) No flip-flops. Tennis shoes are required for all physical education classes. Boots may be worn to school then changed to appropriate dress code shoes.

Gym Dress Code

- Sweat suits or jogging suit
- Sweatshirts
- Sneakers for PE
- Gym T-shirts

P.E. classes are conducted twice a week at all grade levels. A well-planned variety of activities are used to help pupils develop physically. Appropriate P.E. clothing, such as properly fitting shorts and tops, are required. All pupils must wear or have available an appropriate pair of shoes to wear during P.E. class. A separate pair of tennis shoes is required for P.E. These may not be the same shoes worn

outside or in the classroom. No shoes--no participation. As weather permits and activities determine, P.E. classes are held outside during spring and fall.

Special Programs and Events

The dress code for special programs or events is church clothes (dresses or skirts for the young ladies, dress shirts and nice slacks for the gentlemen).

Dress Privilege Day

The only exceptions to this uniform policy will be on "Dress Privilege Day" which will be scheduled. On Dress Privilege Day, students may wear appropriate clothing of their choice. On designated days, students will be allowed to have casual dress day. If a casual dress day is designated, students will be given the freedom to choose the clothes they wear as long as the clothes fall within the following:

• If jeans are worn, they may not be ragged, baggy, or tight fitting. NO hip huggers will be allowed.

No sweatpants, wind suit pants, pajama bottoms, scrubs, or overalls are allowed.

• If shorts are worn, NO short shorts, gym shorts, side-split shorts, or soccer shorts will be permitted.

• Dress or casual shirts including t-shirts may be worn. All shirts must be in good condition. T-shirts cannot have anything inappropriate on them, or be inscribed with any word, artwork, or feature "groups" whose work is contrary to the philosophy of SCA.

ACADEMIC TRIPS

Throughout the school year field trips are planned to places of educational interest. Parents must sign a permission form on the student application. The respective teachers or group leaders may require additional permission forms. Students are expected to behave in the same manner as they would in the classroom. Students are to remain with the group at all times.

Teachers will supervise all school-related trips.

If space is available, or teachers need help parents are welcome to accompany students on field trips. Parents who choose to accompany their student on a school trip must pay for their own expenses. There may be a minimal charge for field trips to cover expenses. Students and parents must follow school dress code unless notified otherwise. For field trips students will wear the school uniform that is appropriate for the outing.

PROGRESS REPORTS AND TEACHER CONFERENCES

Each parent/guardian of students from 1st grade through 8th grade is given access to the web-based SCA grading program called Quick School. A parent/ guardian should check their child's grades regularly on the assigned webpage. Parents/guardian should note their child's progress at the mid-point of each trimester as stated on the school calendar. At any time, a parent/guardian may request a conference with a teacher by email or by contacting the school office.

Student records

All student records are kept in the office and are confidential. Teachers should exercise caution when reviewing a student's records. If a student withdraws within a year, the student must complete a withdrawal form and pay all dues and cancellation fees. A parent or guardian must complete a request for a transfer of records before records are released. Student accounts must be current, or records and report cards will not be released. A transcript of a student's grades will be provided, free upon request, to the student's parent or guardian. For any additional transcript, a nominal $5.00 mailing fee will be charged.
Student files may not to be taken out of the school office or off school property by anyone. Copies of student files will be released to another school by signed request or by court order.

Report Cards

Report cards are distributed annually at the conclusion of each trimester: late November to the beginning of December, late February to the beginning of March, and the beginning or middle of June. Report cards will be distributed only after parents have settled any outstanding debts they may have with the SCA.

Retake a tests

Students can retake under a structured remediation process with a focus on feedback and correction, but only with documented prep and a limit on the increase in score (Teachers typically limit score improvements on retakes, allowing only a one-letter grade increase or a specific percentage threshold. A similar, different, test is given).

LOST & FOUND

SCA is not responsible for lost items. If it is not necessary, do not give your children valuables to bring to school. Labeling all of your children's belongings would be helpful in case they lose or forget something. If something is found it will be brought to the secretary's office to a lost and found box.
Items left after the school will be saved for a time and then given away.
If your child lost something please feel free to ask anyone in the school office.
Items from "lost and found" box that are not claimed by the end of the year will be donated.

PROPERTY DAMAGE

a. If students willfully cause property damage, contact will be made with parents for costs of damage incurred and this offense will be entered in the student's personal file.
b. If property damage occurs by accident but as a result of misbehavior or inappropriate play, parents will be asked to pay damage costs involved.
c. If property damage occurs during supervised play or during P.E. classes the teacher will be asked to help determine whether it was an unavoidable accident, or whether either of "a" or "b" above applies.

SCHOOL HOURS

Every day SCA has prayer time with students at 8:30 AM. Classes begin at 8:40 (9:00) a.m. and dismiss at 2:50 p.m. on Monday through Thursday.

SNOW DAYS AND EMERGENCY DISMISSAL

a. If school is cancelled because of snow, announcements are called in to four area radio stations: KDCR-FM (88.5); KVDB-AM (1090) and KTSB FM (94.3); KLEM-AM (1410) and FM (99.5); and KIWA-AM (1550) and FM (105.5), web site: https://katu.com/weather/closings and Viber class group.
b. If school is dismissed early because of snow, announcements can also be emailed as early as possible to alert parents.

Conflicts and Resolution Policy

At Slavic Christian Academy, we recognize that misunderstandings or disagreements may occasionally arise between staff members, students, or parents. In such cases, we are committed to resolving conflicts in a manner that reflects biblical principles and fosters mutual respect.

Matthew 18 Principle:
In alignment with Matthew 18, we ask that any concerns or objections be addressed directly with the individual involved. Whether the issue pertains to words, actions, or practices, the first step must always be a personal, respectful conversation between the parent and the teacher or staff member.

Tone and Approach:
These conversations should be conducted with love, friendliness, and a spirit of reconciliation. The goal is to seek understanding and resolution, not confrontation.

Escalation Procedure:
If the matter cannot be resolved through direct communication, board members and/or the principal may be contacted for further clarification or mediation. However, initial dialogue between the concerned parties is essential before involving others.

Documentation:
SCA reserves the right to record and retain conversations related to conflict resolution for accountability and transparency purposes.

VII. OPERATIONAL POLICIES AND PRACTICES

CELL PHONE USAGE

Students are not allowed to use or have a cell phone on their person during the regular school day (i.e., class time, class change, break, etc.).
Students using a cell phone during class or has a cell phone ring in class, will have their device collected by the teacher, turned in to the Administrator, and the student will be given an after-school detention (first offense). The cell phone must be collected at the end of the school day by the respective parent/guardian.

Parents are asked to refrain from contacting their child via cell phones during school hours.
A landline phone is available for students to use with permission from the office staff. Calls to students during school hours should be limited to emergency messages. Teachers must not issue a phone pass unless it is an emergency.

PORTABLE DEVICE USAGE (MP3, iPod, laptop, Phone, etc.)

Students are not allowed to use portable music devices (I.e., MP3 player, iPod, Phone, etc.) during the school day (8:30 AM to 2:50 PM) and are strongly encouraged to not bring any portable music device to the campus.
These items are unnecessary distractions to the educational program at SCA. Students who have on their person or use a phone or portable music device during the school day will have the device removed, retained by the Administrator for 24 hours. Infractions will result in appropriate disciplinary action. If a student brings a computer to a computer class, he has no right to use it except as a lesson for other purposes. He also has no right to use the built-in Internet at school without the teacher's knowledge.

HALL PASSES/STUDENT MOVEMENT

A student cannot leave his designated class without the permission of his teacher. The teacher will give the student a hall pass, indicating the student's permission to leave the class. Failure to follow this procedure will result in disciplinary action. Students are discouraged from abusing the hall pass permission.

MEDICAL EMERGENCIES

If a child becomes ill at school, parents will be notified immediately. Emergency information is required on the student application. If there is a change in contact information or emergency information, the parent is responsible for notifying the school office in writing. Please make sure the emergency contact has written permission to authorize medical treatment when parents are not present.

VIII. Methods of Discipline

Student infractions will be dealt with initially through warnings unless the situation merits automatic disciplinary action. After a warning has been given, a

Corrective Action Notice (Yellow Slip) will be issued. The infraction will be marked or stated on the form as well as the consequence. Parent must sign a Corrective Action Notice, and failure to comply may result in greater disciplinary consequences (pay cards, time off, etc.).
We give a Correction Action Notice (White, Yellow or Red Slip (Red Card Violation Fee) depending on the severity of the offense) for:

- Disruptive behavior
- Dress code infractions
- Repeatedly being late for classes or school
- Writing/transmitting non-curricular notes in class
- Unauthorized eating/drinking soda cans in class
- Possession of unauthorized electronic/communication equipment
- Chewing gum
- Misusing the Lord's Name
- Disobedient/disrespectful behavior toward SCA staff
- Disrespectful behavior (name-calling, bullying, etc.) toward another student
- Aggressive behavior
- Cheating/plagiarism
- Lying to anyone
- Cursing, profanity
- Stealing
- Fighting
- Cutting school/class or leaving school grounds without permission
- Purposefully defacing or damaging school/personal property (additional fee may be assessed)
- Use school hero board, skateboard and other similar and electric devices

After second violation we are giving Corrective Notice fee from $5.00 to $15.00. If student behavior does not change, we will send student home for a period of 2-8 school days. If after that student still doesn't improve his/her behavior and experiencing bad behavior that students will be excluded from school.

BASIC DISCIPLINARY GOALS:

1. Live by the Great Commandment (Love God and others)

“Teacher, which is the greatest commandment in the Law?” Jesus said to him, “‘You must love the Lord your God with all your heart, with all your soul, and with all your mind.’ This is the greatest and most important commandment. The second is like it ‘You must love your neighbor as yourself.’ All the Law and the Prophets depend on these two commandments.”

Matthew 22:36-40

2. Respect authority

“Obey those who rule over you, and be submissive, for they watch out for your souls, as those who must give account. Let them do so with joy and not with grief, for that would be unprofitable for you.”

Hebrews 13:17

3. Respect time

"Teach us to number our days aright, that we may gain a heart of wisdom."

Psalm 90:12

4. Respect others

"Do not let any unwholesome talk come out of your mouths, but only what is helpful for building others up according to their needs, that it may benefit those who listen. Be kind and compassionate to one another, forgiving each other, just as in Christ God forgave you."

Ephesians 4:29, 32

IX. TUITION, FEES, AND FINANCING

Slavic Christian Academy set up Tuition Payment agreement before every new academic year. We accept cash, money order, check and Visa card. Sorry, but we charge 3% fee for paying by credit card. Payments for tuition, meals and books may change every year.

Tuition Discounts

SCA does not have a financial foundation and it is not a sponsor. Slavic Christian Academy offers some specific discounts, but it is exception not the rule. If you got discount from SCA, it is confidential information that cannot be disclosed.
BUT SCA gives the greater discount if:

- Total Year Tuition and fees paid in advance on first day of the school: 5% tuition discount.
- Payment for Half Year Tuition and fees paid on first day of the school: 3% tuition discount.
- Second child from the same family enrolled full-time at SCA: an additional $25.00 off.
- The third child and subsequent members of the same family enrolled full-time at SCA, which entitles them to an additional $50.00 discount.

Parents in need of financial assistance can apply for scholarships on various websites that provide such opportunities. **All financial assistance requests must be completed by May 15th** for the following school term. The Financial Assistance Committee will make determination of assistance funding by June 15th, and applicants will be informed of their financial assistance status. Also, you can try to apply at www.app.oregonstudentaid.gov, www.scholarshipfund.org.

Registration Fee

A registration fee of $150 is due upon acceptance and $75 for re-enrollment. All registration fee is nonrefundable.

Tuition and Fees Reimbursement

Tuition is calculated on the basis of the entire year; therefore, no reduction can be made for vacations or school holidays. Tuition is not based upon daily attendance.

1. Students who withdraw from classes after attending at least one school day must pay a Cancellation Fee: $350 and you will be required to write a letter of explanation to the office.
2. The monthly payment must be fully paid if your child has attended at least two days of school and will not be refunded.
3. If there is a need to stop studying at our school, parents must pay off all debts, pay for the current and next month of education.
4. Payment for the educational process is displayed in the table of the contract between the academy and parents and is recalculated every year depending on inflation.

Late Fees and SCA Activity

- If payment is not received by the 5th of each month, the school will be assessed a $17.50 late fee. The late payment fee may change over time due to inflation.
- For every cancelled check SCA will charge you $35.00.
- Field Trip cost between $15.00 - $20.00 each (it is depending on tickets cost)

Bus service

SCA does not provide a school bus ride to school. If enough requests will be received, we might consider providing that service for an additional fee. Payment for the school bus is not included in the tuition fee and is paid separately. If this service becomes available, then the payment for this service is paid at the beginning of each month and depends on the remoteness of the location.

Book payments

The payment for the book is made together with the registration and re-registration fees. Book fees may change each year. Carefully look at the table of the cost of books for each class before registering.

Meal payments

Regular price for meal is $90/month. It may change every year.
School meal includes:

- Morning snack (cookies and milk or tea)
- Lunch (soup, main courses, fruits, salads and juice)

* Menu doesn't include: pork, eggs and fish.
* Students Pre-school and Pre-KD can't have own lunch unless there is a medical excuse, or a letter from parents explaining their decision.

Thank you for taking the time to review the Parent/Student Handbook and for adhering to the policies as outlined in this manual. Any questions or concerns that you might have should always be directed to the SCA Administration Office.

Revised 05/08/2026