

Odessa Christian School

Student Handbook

“We teach the whole child.”

Subject to revisions.

School Information

**Odessa Christian School (OCS)
2000 Doran Drive
Odessa, Texas 79761**

**Main Office Hours
School Days: 8:00-5:00
Summer: 9:00- 4:00**

**Telephone Numbers
432-362-6311
432-362-6312
Fax Number
432-550-7086**

**E-Mail Address
ocsinc@odessachristian.com**

Non-Discriminatory Policy

Odessa Christian School admits students of any race, color, and national and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students of the school. SPECIAL NOTE: Additional policy statements are available on request. Please contact the office if you desire this information.

SCHOOL MISSION STATEMENT

The mission of OCS is to lead students to love God and to seek truth by training them in a Christ-centered environment that emphasizes moral and academic excellence and inspires them to develop their God-given talents.

Admission of Students to OCS

Students must be able to function in a regular classroom setting with regular classroom instruction. Since we do not have special education personnel or resource facilities, we are not able to serve students who have been diagnosed as needing resource room assistance.

All regular education students will be admitted to OCS on a six-week trial basis. During that period, the classroom teacher(s) will observe the academic and social performance of the student(s) and make recommendations to the principal as to whether the student(s) should continue at OCS in the present placement, be withdrawn from OCS, or possibly be asked to go back to a previous grade level.

Admission to Kindergarten

Students must be five (5) years old by September 1 to be enrolled in kindergarten at the beginning of a school year. Our primary concern is that we do what is best for the child. If the child is ready for kindergarten, we want him or her in our school. If not, we will recommend one of our pre-kindergarten classes.

Admission to Pre-school/Pre-Kindergarten

Students must be 3 (Pre-school) or 4 (Pre-Kindergarten) years old by September 1 to be enrolled at the beginning of the school year. Our primary concern is that we do what is best for the child. If the child is ready we want them in the proper classroom and we want him/her in our school.

Animals

Animals are not permitted on campus without the express permission of the principal/director. Odessa Christian does have turtles in the atrium for the children to observe but the doors remain locked at all times so the children cannot have direct contact with them. Several teachers on campus have fish aquariums in their classrooms but the children are restricted from putting their hands in the tanks.

Attendance Policy

Attendance is vital to learning, so the student and his/her parents should make every effort for the child to be in school daily. Absences will be excused or unexcused. Excused absences will be granted for the following:

1. Illness of the student or illness in the immediate family that would make it necessary for the student to be absent.
2. Death of a family member or a close friend.
3. Unavoidable emergencies.
4. Doctor appointments which cannot be made for after school times. School trips, required family trips, or educational field trips which have been approved by the teacher, the parents, and the principal.

Excused absences do not excuse a student from work missed. All work must be made up or a grade of zero (0) will be recorded. Make-up work for school trips should be turned in before the absence. THE STUDENT IS RESPONSIBLE FOR CONTACTING THE TEACHER ABOUT MAKE-UP WORK. If your child is absent because of an illness that may be lengthy, please call the school office with that information and requests for assignments. Requests for assignments must be received before noon in order for the work to be ready for pick up by 3:45 on the day it is requested. Students have two (2) days from their return to school to turn in make-up work. Truancy and frivolous excursions will be deemed unexcused absences. **NO MAKE-UP WORK WILL BE PERMITTED FOR UNEXCUSED ABSENCES.** Be aware that zeros for missed work generally bring averages down at least one letter grade.

Students in kindergarten through twelfth grade will be counted absent one-half day if they arrive at school after 10:00 a.m. or if they leave school before 1:00 p.m. Pre-school students will be counted absent if they arrive after 9:45 a.m. or if they leave before 10:30 a.m. **NO EXCEPTIONS!**

Loss of Credit

Senate Bill 1 – 1995: Texas Education Code
Section 25.092: The 90% Rule

Any combination of excused and unexcused absences in a year totaling more than eighteen will likely result in loss of credit for the year.

PARENTAL RESPONSIBILITY REGARDING ABSENCE EXCUSES

Students leaving school during the day must be signed out in the office. Office staff will call the child to the office for pick up. If the child returns to school the same day, the parent must stop by the office and sign in the time of the child's return.

Tardy Policy

5 tardies = 1 absence

School is the student's place of employment. They have a job to do, to be the best students they can be. Arriving at work on time is a habit we want to instill in our children. Please help us teach our children punctuality by seeing that they are at school on time.

If a child arrives at school late, he/ she will be counted tardy. The parents should contact the school if the child is going to be late. **ANY child arriving after the 8:15 bell will be required to obtain a tardy slip from the office and the parent must come to the office and sign the child in, recording the arrival time on the sign in sheet. Children arriving without a parent's signature will remain in the office until a parent can return and sign him/her in.**

The number of tardies for each nine weeks is recorded on the report card and also on the student's permanent record. Students who have five or more tardies for the year will not qualify for perfect attendance awards. Habitual tardiness is detrimental to the student, disruptive to the class, and time consuming for both teacher and the office staff.

Bad Weather Policy

If weather is so hazardous that Ector County ISD is closed, Odessa Christian School will close. Check with the local radio or television stations for those announcements. We have two (2) bad weather make-up days built into the school calendar. If we miss more than that, we will revise the calendar and notify parents of the changes.

Cafeteria Policy

Odessa Christian School gives students the option of buying a hot meal everyday for lunch. The cost is \$3.00 for Pre-School, Pre-Kindergarten, and Kindergarten and \$3.50 for 1st-12th. Visitors may purchase a lunch for \$3.50 in the office. Each student has a lunch account set up for him/her in the main office. Parents may put as much on their child’s account as they choose. **NO STUDENT IS ALLOWED TO CHARGE LUNCHESES, DRINKS, OR ADDITIONAL SNACK ITEMS.** Please keep your child’s account current. Notices will be sent home with the student when his/her account becomes overdrawn. An outstanding lunch balance is one reason to withhold your child’s report card.

Students may also bring their lunches. Please put these in the appropriate buckets in the gym in the mornings upon arriving at school.

We do ask that you have the lunch situation all worked out before the school day begins. If you want to do a special treat for your child and take them to lunch please be aware of his/her lunchtime so you are on time to pick him/her up. Children get very upset when they have to wait at lunchtime. When you come to take your child to lunch please remember to sign him/her out in the office.

Children who forget lunches will be sent through the lunch line and will be charged the normal rate for the lunch.

Chapel

Chapel is a very special time at OCS. Each chapel program is conducted by students and directed by teachers. We have skit, singing, and guest speaker chapel presentations. Parents are welcome to attend and so are other family members and friends. We do ask that, if you attend chapel you follow these guidelines:

1. Remember chapel is a time of worship. Once chapel has begun, please stop visiting
2. and give your full attention to the chapel program.
3. Please sit in one of the chairs placed along the walls. Please remember that the
4. the teachers need to sit close to their classes so they can monitor their children.
5. If you want your child (1st through 12th grade) to sit with you in chapel, please save a chair. Pre-school, pre-kindergarten, and kindergarten students may sit in their parents’ laps.
6. If your child sits with you in chapel, please remind him/her to sit quietly and listen attentively.

If your child wishes to sit with you during chapel, you need to be seated before 9:10. Chapel is held daily from 9:15 – 9:30. Chapel is conducted in the individual classrooms on Thursdays.

Child Abuse/Neglect

Any child abuse/neglect should be reported to the office and to Child Protective Services as soon as possible.

The website is: www.dfps.state.tx.us.

The phone number is: 1-800-252-5400.

Contact Information/Change of Address

To send information by mail or to contact parents by phone, we need to have students' correct addresses and parents' phone number(s). Parents are responsible for informing the school of changes in address or phone numbers.

Daily Schedule

| | |
|-----------------------------|----------------------|
| Pre-School/Pre-Kindergarten | 8:15 – 12:00 |
| Kindergarten – Sixth | 8:15 – 3:30 |
| Daily Chapel | 9:15 – 9:30 |
| Morning Daycare | 7:30 – 8:15 |
| Afternoon Daycare | open until 5:30 p.m. |

Daycare

Full time daycare payments are due on the first of the month in advance. Drop-in daycare payments are due by the fifth of each month following daycare services so these can be calculated. Please call the office for these charges. Monthly statements are not mailed except on rare occasions, such as when an account is delinquent.

Students staying less than ten days will be charged \$8.00 per hour. Afternoon snacks are included. Parents who do not wish for their children to have refreshments must notify the office personnel and sign a written statement to that effect.

Please notify the school if you know you will be delayed past 5:30 p.m. OCS daycare closes at 5:30 p.m. After that time the school must pay the attendant overtime. Therefore, an overtime charge of \$2.00 for every minute past 5:30 will accrue.

**Current Daycare rates may be obtained by calling our school office.

NOTE: ONLY THOSE PEOPLE ON THE CHILD'S OFFICIAL AUTHORIZED PICK-UP LIST WILL BE ALLOWED TO PICK A CHILD UP FROM DAYCARE. NO EXCEPTIONS! IN ADDITION, ONLY THE LEGAL GUARDIAN(S) OR PARENT(S) CAN ADD SOMEONE TO THE OFFICIAL PICK-UP LIST. THE OFFICE STAFF AND/OR DAYCARE WORKERS RESERVE THE RIGHT TO ASK FOR IDENTIFICATION AT ANYTIME.

Discipline

Pre-School, Pre-Kindergarten and all Daycare Students

Children in the pre-school and pre-kindergarten will be disciplined using a “time-out” method. The child will be placed in time-out for the number of minutes corresponding to their age, i.e., 3 years = 3 minutes.

Kindergarten through Sixth Grade

Children in kindergarten through sixth grade have tags in their classrooms. Each infraction of a classroom rule occurs, one tag will be pulled. If all tags are pulled in the classroom, the student will be referred to the office to speak with the principal/director. Any further discipline action will be decided by the principal/director at that time. Corporal punishment will be administered by the principal/director when all other options have been exhausted.

Dispensing Medications

If a child is to receive any medication during the school day, state law requires that the parent or guardian send a note with the following information:

1. Child’s Name
2. Time the medication is to be given.
3. How much medication is to be given.
4. Parent’s/Guardian’s signature

All medicines must be kept in the office (according to state law) and dispensed according to the parent’s and/or doctor’s instructions. **All medications must be in the original containers.**

If it is necessary for a parent to be contacted concerning an illness or injury, the office personnel will make the call. PLEASE DO NOT TELL YOUR CHILD TO CALL IF HE/SHE IS NOT FEELING WELL.

Dress Code

Both the home and school must cooperate in the matter of dress. School is the place of business, and children who are dressed appropriately seem to do a better job. Students are asked to dress modestly. Students should dress for weather, occasion, and activities in which they are involved. Their clothing should not be disruptive to the learning environment. Further restrictions may be imposed at the principal’s judgment. All shorts, dresses, skirts, pants, and jams must be no shorter than the top of the knee. The following is a list of clothing that is not permitted at Odessa Christian School:

| BOYS | GIRLS |
|---|---|
| Oversized clothing | Oversized clothing |
| Bicycle shorts | Bicycle shorts |
| “Too tight” clothing | “Too tight” clothing |
| Tank tops/fishnet | Tank tops/fishnet |
| Half shirts | Half shirts |
| “See-through” clothing must have a shirt under it | “See-through” clothing must have a shirt under it |
| Earrings and any distasteful jewelry will not be | Earrings and any distasteful jewelry will not be |

| | |
|--|--|
| tolerated (dog collars, gothic, etc. – again subject to principal’s judgment) | tolerated (dog collars, gothic, etc. – again subject to principal’s judgment) |
| Hair below the bottom of a standard shirt collar or the top of a t-shirt collar | Backless dresses |
| T-shirts or any other clothing with inappropriate pictures, suggestive advertising, or inappropriate messages or themes are strictly forbidden | T-shirts or any other clothing with inappropriate pictures, suggestive advertising, or inappropriate messages or themes are strictly forbidden |
| No sunglasses, hats, caps, or any other head covering gear is to be worn in the building | No sunglasses, hats, caps, or any other head covering gear is to be worn in the building |
| | Clothing with “spaghetti” straps |
| | Shirts that do not cover the midriff when arms are raised |

Any inappropriate top will be replaced with a school shirt and charged to the student’s account if parents cannot bring appropriate clothing to school.

Extra-Curricular Activities

Extra-curricular activities help provide a well-rounded program. Those activities offered at Odessa Christian School include but are not limited to the following:

ATHLETICS: Students may participate in the sports of basketball (Grades 5 and 6) and track (Grades K-6) during the school year.

PEPETTES AND CHEERLEADING: 5th and 6th grade girls may join the pep squad and participate in leading the cheers during the pep rallies and games.

ADDITIONAL EXTRA-CURRICULAR ACTIVITIES
TO BE ANNOUNCED AT A LATER DATE.

To be eligible to participate in any of OCS’s extra-curricular activities students must have a 70 or above grade average in each subject during the current nine-week grading period. Any student repeating a grade for academic purposes will be ineligible for any extra-curricular sports activity unless permission is granted by the principal. Students must also maintain a satisfactory grade in conduct and be regular in their school attendance.

Coaches are usually volunteers and will be assigned by the principal and approved by the Odessa Christian School Board of Directors. All coaches will be subject to a background check. Once approved, coaches will then determine practice times and sites. Game schedules will be provided for the parents and the school staff.

Field Trips

Pre-School and Pre-Kindergarten

Students in the pre-school and pre-kindergarten will not leave campus during the school day or in the afternoons due to the difficulty of changing car seats from one vehicle to another and to avoid unnecessary risks involved with transporting small children that may need assistance getting into and out of the school van.

School Age Children

Field trips may be scheduled throughout the year to supplement areas of study. Occasionally, students may be asked to pay an admission fee; however, no student will be excluded from attending because he is unable to pay. A "Permission for Field Trips" form must be filled out, signed by the parent or legal guardian, and filed at the school in order for a student to participate in any field trip. The form should be filled out at the time of registration. In addition, please include emergency phone numbers. Parents will receive prior notice of any upcoming field trips.

Financial Policies

OCS is a non-profit institution that receives its primary support from tuition, fundraisers, and contributions from friends of the school. All income is used for student services. Registration and book fees are paid directly to OCS and are non-refundable. Students leaving school for any reason prior to the last day of a month are responsible for the tuition cost of the entire month at the ten-month rate.

To maintain the highest level of student services, OCS must receive tuition payments when they are due. SMART Tuition Management Services has been engaged to collect and deposit tuition payments.

As of July 30, 2009 it is the policy of the school that, when accounts are delinquent fifteen (15) days, students will be dropped from the roll and will not be allowed to return to OCS until tuition payment is made in full. Report cards for each reporting period will be held in the office until all fees are completely paid. At the end of the year, all accounts must be paid in full before school records and report cards can be issued.

Fire and Storm Drills

Fire and storm drills will be conducted regularly. Teachers will instruct students regarding proper procedures.

Food & Treats

Teachers must be consulted regarding occasional treats brought to school for special events, such as birthdays. For safety and health reasons, such as severe allergies, please check with the teacher prior to the event. Prepackaged foods, such as ice cream cups, are convenient, sanitary treats that most children enjoy. All food has to stay in the gym.

NO STUDENTS ARE ALLOWED IN HALLWAYS WITH FOOD AND OR DRINKS.
PLEASE DO NOT SEND FOOD OR DRINKS WITH YOUR CHILD TO MORNING DAYCARE.

Fundraising Activities

Odessa Christian School uses fundraising activities to supplement the needs of our teachers and various programs (computer, P.E., etc.). We encourage all students to participate in these activities. We will have fundraisers that have the students sell items for our school. However, we do not ask students to sell door-to-door.

Students will also be given the opportunity to participate in Settler’s Day, collecting Box Tops, and purchase gifts for family and friends for the holidays.

If you have any questions concerning fundraising activities, please contact the office. They’ll do their best to provide you with answers or put you in touch with the fundraising coordinator.

Grading Scale for OCS

- A = 90 – 100
- B = 80 – 89
- C = 70 – 79
- F = 69 and below

Gum

Students are NOT ALLOWED to have gum at school. Please remind your child to dispose of his/her gum before coming to school.

Hearing and Vision Screening

The state of Texas requires hearing and vision screening of all children in the following age and grade groups: three and four year old pre-k classes, kindergarteners, 1st graders, 3rd graders, and 5th graders. Parents may have the screening done at the time and place of their choice, or they may pay a fee and have the screening done by local professionals who come to our campus. The screening at Odessa Christian School will be in mid-September. All screening results must be in the office no later than mid-November.

Holidays/Party Days

Odessa Christian School will be closed for the same holidays as ECISD.

Children are allowed two party days per school year. These days are usually Christmas and the end of the year parties. Children will have activities for other holidays but not parties.

Homework

Homework serves an important purpose in your child’s school life. It is a means of reviewing and reinforcing the lessons taught at school. Homework is also a way to help your child develop work and study habits that will assist him/her throughout the years spent in school.

You can help your child if he/she has homework each day. Asking your child about homework helps him or her to remember that there is an assignment to be completed.

Become interested in your child's homework. Ask him/her to show the homework to you and to explain what the work completed is about. Sharing your child's work with him/her reinforces the importance of homework and helps the child to understand that you are interested in his/her progress. Looking at your child's homework also keeps you informed about the progress of the child and the way in which your child is able to complete the work assigned.

Remember that homework is your child's work. You should not do the work for the child; rather, you should be concerned with whether or not your child did the work. If your child has trouble with a homework assignment and cannot complete it, write a note telling the teacher about the problems encountered.

Immunizations

Immunization records are required by the State of Texas and the Texas Department of Family and Protective Services and must be on file in the school office before a child is allowed to attend school. The staff works closely with the Health Department in order to stay current on immunization requirements. Sometimes the requirements change. TB testing should be done at the request of the child's doctor. TB testing is not a requirement in this area of Texas. The office staff will notify you if this should occur. Also, there may be additional requirements for those children who are enrolled in Odessa Christian School's pre-school/daycare program. The office staff can fill you in on what your child needs.

Insurance

Parents should maintain health and accident insurance on their own children. The school does not offer or furnish this insurance.

Lost and Found

Please mark all items of clothing and supplies with your child's first and last name. Items properly labeled will be returned to the child. Other property will be placed in the lost and found.

Students and parents are welcome to look through the lost and found for lost articles: jewelry, money, glasses, watches, and smaller items will be placed in the office. Items not claimed will be given to a charitable organization at the end of the year.

Medical Emergencies

Any minor medical emergencies will be referred to the parents. 911 will be contacted for all major medical emergencies.

Minimum Standards and Licensing Inspections

Parents may review a copy of the Minimum Standards for child care centers in the office upon request. A copy of the most recent licensing inspection is in the office for parents to review at any time.

Naptime (pre-school and pre- kindergarten)

Children in pre-school and pre-kindergarten will have a nap each afternoon after lunch. The nap will be approximately one hour to one and one-half hours each day; depending on the length of time it takes the child to fall asleep. Children are not required to sleep but they are required to rest and stay quiet while other children are sleeping.

Notifications

Notifications of changes to any policy will be sent directly to the parents/guardians via USPS or with the students as soon as they are made.

Nurturing/Hugging

School age children will not be hugged excessively by any member of the facility or staff of Odessa Christian School. Daycare children will be hugged when the hug is initiated by the child. Young children need the stability of a constant caregiver and every effort will be made to maintain their caregiver throughout the year.

Open Door Policy

Parents are permitted to visit our campus at anytime. We ask you to stop in the office and sign in to receive a visitor’s pass before going to your child’s classroom.

Outdoor Play

As weather permits, children will be outside during recess and P.E times. Daycare children will be outside each afternoon after the last bell rings until they are picked up by parents/guardians or until 5:00 p.m. when they will go to the gym until their parents arrive.

Offsite Child Care

Any teacher or daycare worker may choose to care for students of OCS outside of school/daycare hours at a parent’s request. However, OCS is in no way responsible for this child and any circumstances that may arise while the child is in the teacher’s or daycare worker’s care off campus and/or after hours.

Parent-Teacher Communication

Parents are urged to contact the school whenever the need arises. Do not go to the teachers’ rooms without an appointment. Teachers may be contacted by note or telephone. If you call during the school day, the teacher will receive the message and will return your call at his or her earliest convenience. If you wish to have a conference with your child’s teacher, please call ahead to make an appointment. Our teachers’ schedules do not allow for drop-in conferences. Please remember that our teachers need family time, so

please utilize their conference times when you have concerns. The only time you may call a teacher at his or her home is if you have his or her express written consent. If you have a complaint, please fill out the proper form, which may be obtained in the office, and give it to the principal.

Parent Teacher Patron Organization (PTPO)

In years past, Odessa Christian School has relied on parents, teachers, and other patrons to organize and run the PTPO. This organization is a great way to enhance relationships among all who care about and want to help Odessa Christian School achieve its goals. The group meets once a month. Usually this is a time to honor teachers, sign up volunteers, organize working committees, and watch student performances. The PTPO is an essential part of OCS and helps the school to be the very best that it can be. Please consider being a part of the PTPO.

Parking and Traffic Regulations

When visiting the campus, please park only in a designated parking area. Please do not park along the curb immediately in front of the school. The safety of our children is our top priority, so please slow down and drive carefully, especially during peak traffic times before and after school. To help with our traffic problems, please apply common courtesy and patience to make the drop-off and pick-up times less stressful. Please do not visit with your child’s teacher or your friends in the drop-off/pick-up line as this can cause unnecessary delays for other parents.

PLEASE BE PROMPT IN PICKING UP YOUR CHILDREN. DAYCARE IS AVAILABLE FOR THOSE STUDENTS WHO CANNOT BE PICKED UP WITHIN 15 MINUTES AFTER DISMISSAL.

A staff member will supervise those to be picked up after school. Pre-School and Pre-Kindergarten students not picked up by 12:15 and Kindergarten through 6th grade students not picked up by 3:45 will be sent to daycare and a charge will incur. NO EXCEPTIONS. When you have a problem with your child being picked up on time, please call and let us know. Children often worry if their ride is not on time.

Physical Education

All students in grades Kindergarten through 6th are expected to participate in physical education. If a child has a health problem that would prevent him/her from participation in physical activity, the child’s parent must bring a signed doctor’s note indicating why the child cannot participate and for what length of time the child is to be inactive. This rule also applies to all 7th – 12th graders taking physical education.

If a child has a cold or another infection that might not require a doctor’s visit, the parent may send a note asking that the child be excused from any physical activity for a day or two. If the child is going to have more than two days of inactivity, a doctor’s note is required.

IF A CHILD REPEATEDLY MISSES PHYSICAL EDUCATION CLASSES, HIS/HER REPORT CARD WILL BE ADVERSELY AFFECTED AND COULD KEEP HIM/HER OFF THE HONOR ROLL.

Also, please have your child wear tennis shoes that are appropriate for running, jumping and playing. Sandals often do not give young feet enough support and can cause accidents such as twisted ankles and stubbed toes. Any child not wearing appropriate playing shoes will have points deducted from his P.E. grade.

Pictures

School pictures are made each fall and spring. Purchase is elective. All students have their picture taken for the yearbook. There will also be pictures taken for basketball, cheerleading, track, and kindergarten graduation. Notification will go out in advance about the dates for these pictures.

Teachers will also be taking pictures of their classes throughout the year for the yearbook and for a memory book for the students.

There are times when pictures of children will be taken for publicity reasons. If these times are scheduled ahead of time, we will send a notice out to parents prior to the event.

Prayer and Pledge of Allegiance

Prayer is encouraged by everyone at Odessa Christian School. Prayers will be offered daily during chapel time. Prayers are also encouraged at anytime the child or teacher feels it is necessary.

The Pledge of Allegiance will be done daily following the morning assembly (directly following chapel).

Progress Reports & Report Cards

Every effort will be made to communicate with parents concerning academic performance. Progress reports will go out every four and a half weeks for 3rd grade through 12th grade. Other teachers will communicate with parents about a student's progress as they see the need. Report cards will be issued every nine (9) weeks for grades K-12th. Pre-school and Pre-Kindergarten send out report cards twice a year, at the end of each semester. These reports are designed to inform parents when potential academic problems exist.

THE OFFICE WILL HOLD REPORT CARDS AT THE END OF THE NINE (9) WEEKS FOR DELINQUENT ACCOUNTS AND RELEASE THEM ONCE ALL THE FEES ARE PAID IN FULL.

Registration Forms

All registration forms (valid birth certificate, current shot record, Enrollment Contract, field trip/emergency contact and enrollment application) are due prior to the first class attended by your student.

The physician's statement is due no later than January 19, 2010 for your child to continue at Odessa Christian School.

Retention

A student may be retained in the same grade under the following circumstances:

1. When insufficient academic achievement is indicated based on grades received throughout the year, the teacher may recommend retention. Retention will be based on the yearly average.

2. When it can be shown that the student would benefit from the repetition of a grade's experience to assure skill-content mastery, to instill confidence, and to build self-esteem.
3. When a combination of the above is evident.
4. A child may be retained in the same grade for excessive absences. (Refer to the 90% Rule under the Attendance Policy)

When retention is recommended, the teacher will provide supporting data. The teacher's recommendations, based on observation and assessment in the classroom, will be considered valid. If desired, the parents may arrange a conference with the teacher and principal to discuss matters relevant to the retention. While parental preference will be considered, the FINAL decision will be made by the principal.

Returned Checks

A \$25.00 fee will be assessed for each check that is returned to Odessa Christian School for insufficient funds.

School Supplies

Teachers determine what supplies are appropriate for their grade level needs, and those items are available in a pre-packaged kit; purchase is elective. The order form for the school toolbox will go out the end of March or first of April. If you purchase one, they will be distributed on or before the first day of school. If you choose not to purchase the school toolbox, supply lists for each grade level are available in the office.

Suspension

From Classes

A student may be suspended from OCS for a violation of rules and/or regulations approved by the OCS Board of Directors or when the presence of that student is considered to be detrimental to other students or to the purpose for which the school is conducted. In-school suspension may be used at the discretion of the principal. Students will be isolated and given assignments.

From Campus

This penalty will be applied because of serious infractions. Explanation will be given to the parents.

Suspension shall be a reasonable period of time not to exceed three (3) days. If a student is suspended during the day, the parent or guardian will be notified to pick up the child from the school premises.

To enter the school after his/her suspension, a student must be accompanied by his/her parent or guardian for a formal conference with the principal. Matters related to past behavior will be discussed, as well as what all parties concerned can do to prevent the student from being suspended again.

Two (2) suspensions in the same school year may result in expulsion. Tuition will not be refunded when a student is expelled. Students who have been expelled from public schools will not be accepted for enrollment at Odessa Christian School.

Suspension and/or Expulsion Infractions

A student may be suspended or expelled for, but not limited to, the following reasons:

1. Damaging or harming property, real or personal, of students, employees of the school, or the school.
2. Defiance of the authority of the teacher, daycare attendant, principal, or any other member of the staff or faculty at OCS. Refusal to Comply.
3. Habitual or purposeful profanity or vulgarity.
4. Use of tobacco in any form.
5. Physically assaulting or causing bodily injury to an employee of the school, another student or to oneself.
6. Verbally assaulting, harassing, interfering with, or threatening a student or employee of the school.
7. Violations of the public penal law or school regulations.
8. Any behavior not specifically listed that the staff considers a negative reflection on Odessa Christian School.

Transportation

Odessa Christian School does not offer transportation to or from our campus before or after school.

Toys, etc.

No student is allowed to bring toys or pets to school except when brought for show and tell with teacher approval. Toys that are brought may be taken and held until the last day of school.

CELL PHONES, PAGERS, MP3 AND CD PLAYERS AND GAMEBOYS OR OTHER ELECTRONIC GAMING DEVICES ARE FORBIDDEN!

Tuition rates:

Current tuition rates may be obtained by calling our school office.

FAMILY MULTI-CHILD DISCOUNTS:
Oldest Student – Full Tuition
Second Student – 15% off
Third Student – 25 % off
Fourth and Succeeding Student – 35% off

NOTE: 5% DISCOUNT APPLIES IF TUITION IS PAID IN FULL BY AUGUST 1ST.

Use of Telephone

The school telephones are for business purposes. Students are allowed to use the phone for school matters when the teacher gives permission and the office personnel approve the call. Students may not use the phone to arrange rides home, etc. Students may not call home because they forgot things that are a part of everyday activities.

Visitors

To insure the safety of our students, the doors at the west end of the elementary building and the east end of the pre-school/pre-kindergarten building are always locked. Parents and all other visitors must come in the front doors, sign in at the office, and obtain a visitor’s pass before walking down the main classroom halls. Visitors should sign out when they are leaving the campus. Kindergarten through 12th grade teachers may only have visitors during their conference times and it is at the teacher’s discretion whether or not the visitor should go to the teacher’s classroom for that visit. Only parents of Pre-School and Pre-Kindergarten children will be allowed to walk their child(ren) to class. They still must obtain a visitor’s pass from the office.

Volunteers

Odessa Christian School is always happy to have parents that are willing to volunteer part of their time to their child’s school. Our volunteers must submit to a background check (at the school expense).

Water Activities

Students (of all ages) will not be allowed to have swimming parties or water activities for their end of school parties due to the number of students that are not strong swimmers. It also will put the owner of the pool at risk to have children in their pool other than their own.

Miscellaneous

If a parent needs to deliver something to a child already in class, the parent should bring the item to the office and allow the office staff to deliver it to the child.

School Rules

RULES FOR CHAPEL

1. Go to chapel as soon as the first bell rings.
2. Show reverence for God.
3. Listen attentively to the presenters.
4. Sit still (no leg swinging).
5. Walk in single file and sing when leaving chapel.

RULES FOR THE HALLWAY

1. Walk in a single file.
2. Classes move as a group in an orderly fashion.
3. Keep the hallways quiet with the exception of class singing in the halls when exiting chapel.

RULES FOR THE LUNCHROOM

1. Calm, decorous talking is allowed.
2. Clean up after you eat.
3. Do not throw food.
4. Do not bring red drinks.

5. Do not share your food.
6. Stay in your seat until dismissed.
7. Raise your hand to ask for additional items.
8. Raise your hand to ask permission to throw away trash.
9. Do not take any food from the lunchroom.

GENERAL RULES FOR THE PLAYGROUND

1. Do not pick up rocks, throw them, or play with them.
2. No balls or rocks are allowed on the play equipment.
3. Do not go past the gym wall or behind the shed.
4. Girls who wear dresses must wear shorts under them to be allowed to play on the climbing equipment.
5. Report to the person on duty when balls are kicked on the roof or over the fence.

RULES FOR THE SWINGS

1. Do not have more than one person per swing.
2. Do not stand in the swings.
3. Do not run under the swings.
4. Do not jump out of the swings.
5. Do not twist in the swings.
6. Do not go over the bar in the swings.

RULES FOR THE CLIMBING EQUIPMENT

1. Do not jump off.
2. Use hands when doing flips.

RULES FOR THE MERRY-GO-ROUND

1. Remain seated at all times.
2. Do not push the little ones too fast.
3. Separate at times to allow the older kids to go faster. (Daycare)
4. Do not swing from the bars on the merry-go-round.

RULES FOR THE TALL WOODEN TOWER

1. Do not jump off.
2. Do not push.
3. Do not play chase.

RULES FOR THE SLIDES

1. Only one person may be on the slide when sliding down.
2. Do not climb up the slide.
3. Do not slide backward.

GENERAL BUILDING RULES

1. No hats or head coverings of any kind are to be worn in the building.
2. All visitors must conform to the OCS dress code.
3. No running in the building.
4. Children under eighteen must be supervised at all times (eyes on and/or ears on.)
5. Do not change light and thermostat settings.
6. Do not chew gum.

7. When tape/staples are used, remove them immediately after use.
8. Do not have food or drinks in the hall, classrooms, or library.
9. Library and gym use must be applied for and approved before the day requested.

PARKING LOT RULES

1. If coming inside OCS, park in a slot in the north lot.
2. Do not double park in the drop-off zone.
3. Control speed at all times.
4. Do not park on the cement sidewalk.
5. Do not park along the curb.

Odessa Christian School

I _____ have read and understand the Odessa
Christian School “Student Handbook”.

Student’s Name (please print)

Signature of parent/guardian

Date

This form is to be kept in your child’s file for one year.