

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
www.odessachristian.org**

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.

Mission: The mission of OCS is to empower students to love God and to seek His truth by developing their God-given talents.

Vision: To teach the whole child in a Christ-centered environment emphasizing moral and academic excellence.

Philosophy: Christian educators are people who care about the general well-being of children, who want to help improve the lives of students, and who contribute to the over-all good of society by facilitating the building of spiritual, academic, social and physical skills of students. OCS's philosophy of education is one which helps others have spiritual growth and academic success which lead to health, happy individuals.

Statement of Faith

We believe the Bible to be the one and only inspired, trustworthy and true, without error, Word of God. (2 Timothy 3:16)

We believe there is only one God who eternally exists in three persons: God the Father, God the Son, and God the Holy Spirit. (John 14:8-18)

We believe Jesus is the Christ, the only begotten Son of God, in His atoning death on the cross for our sins, His bodily resurrection, His ascension into heaven, and that He will one day return. (Luke 1:30-33, Hebrews 2:14-15, Matthew 24:44)

We believe in the necessity of regeneration by the Holy Spirit for salvation because of the sinful nature of mankind, that all are justified by grace through faith in the sacrificial death of Jesus Christ on the cross. Faith shows itself in obedience to Christ through repentance, confession of faith in Him, baptism, and a life led by the Holy Spirit, manifesting the Spirit's fruit. (Acts 2:38, Ephesians 2:8-9)

We believe we should "make every effort to keep the unity of the Spirit through the bond of peace. That there is one body and one Spirit, just as you were called to one hope when you were called; one Lord, one faith, one baptism; one God and Father of all, who is over all and through all and in all." Ephesians 4:3-6

(This Statement of Faith is not exhaustive of all our beliefs. Odessa Christian School Board reserves the right to make decisions about beliefs not found in this declaration by using the inspired word of God regarding the application of faith, policy, and practice.)

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. Students will be assessed for grade appropriate readiness. All regular education students will be admitted to OCS on a six-week trial basis with two referral recommendations. 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. Students must be six (6) years old by September 1 to be enrolled in first grade at the beginning of the school year.

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.

After school care

Regular full time and drop-in daycare payments are due to FACTS on the designated due date. Please call the office for these charges. Monthly statements are not mailed except on rare occasions, such as when an account is delinquent. It is the parents' responsibility to review balances in the FACTS Tuition Management Program.

Drop-in students staying less than ten days a month will be charged the current hourly rate. Drop-in students staying more than ten days will be charged the regular monthly rate. 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. Regular daycare students will be charged every month regardless of whether or not they stay unless the office is notified that the child will no longer be a regular in daycare. 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 or visiting our website at www.odessachristian.org.

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.

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.

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Asbestos

All Odessa Christian School facilities have been tested for asbestos by accredited engineering firm, X8 Environmental, Inc., and a management plan has been prepared and implemented. Response actions have also been developed.

Results of the testing and analysis have shown that minimal asbestos is present on pipes, duct work, and in floor tile in some school areas. The Management Plan, which includes laboratory reports, is available in the principal's office and shows the location and amount of asbestos present.

Odessa Christian School's Management Plan and documentary data has been filed with the state of Texas Department of Energy and Facilities Services.

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 the number of days absent plus one to turn in make-up work. Absences three consecutive days or more require a doctor's release stating days missed and return to school date. 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 eighth 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 can 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 8:05 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 grading period 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.

Perfect attendance medals will be given to students who have no absences and no more than three tardies.

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 closure or late start 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.

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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-8th. Visitors may purchase a lunch for \$3.50 in the office. Each student has a lunch account set up in Ren Web. Parents may deposit money into their child's account as they choose. **NO STUDENT IS ALLOWED TO CHARGE LUNCHES, DRINKS, OR ADDITIONAL SNACK ITEMS.** Please keep your child's lunch account current. Email notices will be sent when his/her account drops below \$10. Parent will be called to bring lunch for overdrawn accounts. An outstanding lunch balance is one reason to hold your child's report card. Students may also bring their lunches.

If you want to do a special treat for your child and take lunch, please be aware of his/her lunchtime so you are on time to pick him/her up. 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. Give your full attention to the chapel program.
3. Please sit in one of the chairs placed along the walls.
4. Teachers need to sit close to their classes so they can monitor their children.
5. If you want your child to sit with you in chapel, please save a chair. If your child sits with you in chapel, please remind him/her to sit quietly and listen attentively.
6. All men will remove their hats during chapel.

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	8:00 – 12:00
Kindergarten – Fifth	8:00 – 3:30
Middle School 6 th -8 th	8:00 – 3:30
Daily Chapel	9:15 – 9:30
Morning Daycare	7:15 – 8:00
Afternoon Daycare	open until 5:30 p.m.

Cell Phones: Cell phones used inappropriately will be turned into the office and may be picked up by parent or student after paying a \$15 fine. Inappropriate use is without permission of the class room teacher or supervising adult. All cell phones are held by the teacher or the office at the beginning of school.

Discipline

Pre-School, Pre-Kindergarten and all After school care 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.

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.**

Students with a temperature above 101 degree fever will be sent home and must be fever free for 24 hours before returning to class.

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 do a better job. Students are asked to dress modestly. Students should dress for weather, occasion, and activities in which they are involved. Only natural colored hair for students is acceptable. Further restrictions may be imposed at the principal’s judgment. All shorts, dresses, skirts, pants, and jams must be no shorter than three inches from the top of the knee. The following is a list of clothing that is permitted at Odessa Christian School:

BOYS	GIRLS
Polo shirts in white, red or blue.	Polo shirts in white, red or blue.
Spirit shirts on Friday with jeans	Spirit shirts on Friday with jeans
Shorts, jeans, pants in navy blue, black or khaki	Shorts, jeans, pants in navy blue, black or khaki
	Dresses, jumpers in navy blue, black or khaki
Tennis shoes (no music, rollers)	Tennis shoes (no music, rollers)
Friday	Friday
Jeans and spirit shirt,	Jeans and spirit shirt,
Uniform or school colors	Uniform or school colors

Parents will be mindful of appropriate dress when visiting school and on school campus. Ladies should not wear dresses and tops that are revealing or shorts extremely short. All will be aware of inappropriate graphics and wording.

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 volleyball, basketball and track during the school year. 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.

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 operational and 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. FACTS Tuition Management Program 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.

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.



Illness

Sick children should be kept home. If a child becomes ill at school, the office will contact a guardian. Students with 100 degree temp or above will be sent home. After 24 hours fever free, students may return. Students who vomit will be sent home as well.

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.

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. Please make arrangements with the teacher if visiting the classroom. We ask you to stop in the office and sign in to receive a visitor’s pass before going to your child’s classroom.

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. When a situation arises that cannot be resolved with the teacher, parents are then advised to meet with the principal/director. The next step would be to ask to address the Board. If you have a complaint to take to the Board, please fill out the proper form, which may be obtained in the office, and give it to the principal.

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. The pick-up and drop-off area is a quiet zone. Please monitor the noise level of music. Students need to hear their names called by the teachers and principal. 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 5th grade students not picked up by 3:45 will be sent to daycare and a charge will incur. Students 6th through 8th not picked up by 3:45 will be sent to after-school enrichment. 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 8th 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. 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.

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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 5th grade for a nine-week grading period. Students 6th – 8th will receive progress reports every three weeks and report cards every 6 weeks. Other teachers will communicate with parents about a student’s progress as they see the need. 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) OR SIX (6) 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 20 of the year following enrollment in the fall 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 in math and ELA, as well as, and average of science and social studies.
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 \$35.00 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 a list of those items is available on line and in the office.



Social Media

Teachers are not allowed to have contact with students through social media.

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,
2. or the school.

3. Defiance of the authority of the teacher, daycare attendant, principal, or any other member of the staff or faculty at OCS. Refusal to Comply.
4. Habitual or purposeful profanity or vulgarity.
5. Use of tobacco in any form.
6. Physically assaulting or causing bodily injury to an employee of the school, another student or to oneself.
7. Verbally assaulting, harassing, interfering with, or threatening a student or employee of the school.
8. Violations of the public penal law or school regulations.
9. 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 are to be turned into the office at the beginning of school and may be picked up when leaving.

PAGERS, MP3 AND CD PLAYERS AND GAMEBOYS OR OTHER ELECTRONIC GAMING DEVICES ARE NOT ALLOWED.

Tuition rates:

Current tuition rates may be obtained by calling our school office or referring to the school web site.

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 are not allowed to call home without permission from an adult at school.

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. 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 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.
6. As a safety issue, the parking lot is a quiet zone. Loud music will impede the process of putting students in cars.

Print the next page, complete the form and return to the school to indicate the student handbook has been read.



20__ - 20__

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.