

Odessa Christian School

Parent/Student Handbook

“We teach the whole child.”

Subject to revisions.
Revised 2/28/2021

School Information

Odessa Christian School (OCS)

2000 Doran Drive

Odessa, Texas 79761

Main Office Hours

8:00-5:00

Telephone Numbers

432-362-6311

432-362-6312

Fax Number

432-550-7086

E-Mail Address

ocsinc@odessachristiantexas.org

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 overall 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.)

Yellow Highlighted areas are subject to change depending on COVID restrictions.

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 - 1st Grade:

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 Preschool / Pre Kindergarten:

Students must be three (Preschool) or four (Prekindergarten) 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 after school care payments are included with monthly tuition and are due to FACTS on the designated due date. Parents of students with drop-in charges will be notified. 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 after school care 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 after school

care. Please notify the school if you know you will be delayed past 5:30 p.m. OCS after school care 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 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 AFTER SCHOOL CARE. 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 AFTER SCHOOL CARE WORKERS RESERVE THE RIGHT TO ASK FOR IDENTIFICATION AT ANYTIME.

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. Preschool students will be counted absent if they arrive after 9:45 a.m. or if they leave before 10:30 a.m. **NO EXCEPTIONS!**

Attendance - 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 and/or retention.

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 at the time of the child's return.**

Attendance - Tardy Policy:

3 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 8:00 will be required to obtain a tardy slip from the office.

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 three 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 the 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 the weather is so hazardous that roads are dangerous, Odessa Christian School will close. Check your email and our Facebook page 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. If possible, we will have virtual or remote learning on bad weather days to avoid having to make them up or revise the calendar.

Cafeteria Policy:

Odessa Christian School gives students the option of buying a hot meal everyday for lunch. The cost is \$3.00 for Preschool, 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. Parents 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 to lunch, please be aware of his/her lunchtime so you are on time to pick him/her up. Parents are not allowed by law to bring lunch for any other children other than their own except to celebrate birthdays. Parents who come for lunch are not permitted to go to the playground with students after eating. Children who forget lunches will be sent through the lunch line and will be charged the normal rate for the lunch.

Cell Phones:

Cell phones used inappropriately will be turned into the office and may be picked up by parents or students after paying a \$15 fine. Inappropriate use is without permission of the classroom teacher or supervising adult. Students will keep their own cell phones during the day but they must be turned off. If a student is caught with a phone turned on during the day (without special permission) then the student will have to turn the phone in daily to the teacher.

Chapel:

Chapel is a very special time at OCS. This year Chapel will be conducted at 8:00. Your child will receive a chapel grade for participation. Students who are tardy will not be allowed to enter. They will have a zero for that day's chapel grade. We firmly believe promptness is a life skill that needs to be instilled in every student. Each chapel program is conducted by students and directed by teachers. We have skit, singing, and guest speaker chapel presentations. We will continue to offer chapel over zoom. However, 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:

Chapel is conducted in the individual classrooms on Tuesday and Thursdays. Right Now videos will be utilized during at least one of these days.

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:

Preschool/Pre Kindergarten 8:00 – 12:00
Kindergarten – Fifth 8:00 – 3:30
Middle School 6th -8th 8:00 – 3:30
Daily Chapel 8:00 – 8:25
After school care is open until 5:30 p.m.

Discipline:

Standards for Student Conduct

Each student is expected to:

- Demonstrate courtesy, even when others do not.
- Behave in a responsible manner, always exercising self-discipline.
- Attend all classes, regularly and on time.
- Prepare for each class; take appropriate materials and assignments to class.
- Meet campus standards of grooming and dress code.
- Obey all campus and classroom rules.
- Respect the rights and privileges of students, teachers, and other district staff and volunteers.
- Respect the property of others, including district property and facilities.
- Cooperate with and assist the school staff in maintaining safety, order, and discipline.
- Adhere to the requirements of the Student Code of Conduct.

Discipline Management Techniques:

Discipline shall be designed to improve conduct and to encourage students to adhere to their responsibilities as members of the school community. Disciplinary action shall draw on the professional judgment of teachers and administrators and on a range of discipline management techniques, including restorative practices. Discipline shall be based on the seriousness of the offense, the student's age and grade level, the frequency of misbehavior, the student's attitude, the effect of the misconduct on the school environment, and statutory requirements.

Dispensing Medications:

If a child is to receive any medication during the school day, state law requires that the parent or guardian to complete a medication form 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 100-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, and pants must be no shorter than three inches from the top of the knee. All students (PS-8th Grade) will follow the dress code. The following is a list of clothing that is permitted at Odessa Christian School:

BOYS AND GIRLS	
<u>Tops:</u>	Polo shirts in white, red or blue.
<u>Bottoms:</u>	Boys: Shorts, jeans (no tears or rips), pants in navy blue, black or khaki Girls: Shorts, jeans (no tears or rips), pants, dresses or jumpers in navy blue, black or khaki
<u>Shoes:</u>	Tennis shoes (no rollers)
<u>Outerwear:</u>	All jackets, sweaters and hoodies worn in the classroom must be OCS spirit wear or follow school colors (Red, White or Blue). Jackets, hoodies, sweatshirts with any other logo, emblem or photos will not be permitted.

Friday Only: Spirit shirt, Shirt in school colors (red, white or blue), or regular uniform shirt may be worn

Parents will be mindful of appropriate dress when visiting school and on the 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.

Dismissal:

Dismissal will be at 12:00 noon for Preschool and Pre-kindergarten. They will be dismissed out the front door. Dismissal for K-8th grade will be at 3:30. K-2 will be dismissed out of the west door and 3rd-8th grade will leave out of the front door. Specific dismissal instructions will be sent to parents in early August.

Drills:

Fire, storm, disaster, shelter-in-place and lockdown drills will be conducted regularly. Teachers will instruct students regarding proper procedures. Shelter-in-place and lockdown drills will be conducted.

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: Upper Elementary and Middle School 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:

Preschool and Prekindergarten

Students in the Preschool and Prekindergarten 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 bus.

Kindergarten - 8th Grade Students

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 FACTS 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.

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. All snacks or treats must be store bought / prepackaged. All food

has to stay in the gym. Red drinks will stain the flooring. Please do not send drinks with red food coloring.

NO STUDENTS ARE ALLOWED IN HALLWAYS WITH FOOD OR DRINKS.

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. If you have any questions concerning fundraising activities, please contact the office.

Grading Scale for OCS:

A = 90 – 100

B = 80 – 89

C = 70 - 79

F = 69 and below

Students who make a failing grade on tests will have the opportunity to retake the test within an agreed time window for a score of no more than 70. Arrangements for re-takes must be coordinated with the teacher. Failing homework grades can be corrected or a replacement assignment can be completed with the approval of the teacher for a maximum of 70.

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 preschoolers, kindergarteners, 1st graders, 3rd graders, 5th and 7th 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 trained professionals on 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:

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 preschool/after school 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.

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 every six weeks.

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 posted in the office for parents to review at any time.

Naptime (Preschool and Prekindergarten):

Children in Preschool and Prekindergarten 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.

Open Door Policy:

Parents are permitted to visit our campus at any time. Please make arrangements with the teacher if visiting the classroom. Visitors must stop in the office and sign in to receive a visitor's pass before going to your child's classroom or the lunchroom. We ask that you do not interrupt teaching and learning. If you need to visit with a teacher, please make an appointment during the teacher's conference time.

Parent-Teacher Communication:

Parents are urged to contact the school whenever the need arises. Do not go to the teachers' rooms without an appointment. This is so we don't disrupt learning. 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. The next step would be to ask to address the OCS Board. If you have a concern to take to the board, please fill out the proper form in the office and it will be given 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. Preschool and Prekindergarten students not picked up by 12:15 and Kindergarten through 8th grade students not picked up by 3:45 will be sent to after school care and a charge will incur. NO

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. Also, please have your child wear tennis shoes that are appropriate for running, jumping and playing.

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.

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, 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 Pledges:

Prayer is encouraged by everyone at Odessa Christian School. Prayers will be offered daily during chapel time. Prayers are also encouraged at any time the child or teacher feels it is necessary. Pledges to the American and Texas flags will be done daily following chapel programs.

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 Kindergarten through 5th grade for a nine-week grading period. Students 6th – 8th grades 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. Preschool and Prekindergarten 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 \$25.00 fee will be assessed for each check that is returned to Odessa Christian School for insufficient funds.

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 line on the right side of the hall.
2. Classes move as a group in an orderly fashion.
3. Keep the hallways quiet with the exception of singing in the halls when exciting chapel.

RULES FOR THE LUNCHROOM

1. Calm, talking quietly
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 or drinks 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. Do not have food or drinks in the hall, classrooms, or library.

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.

[School Supplies:](#)

Teachers determine what supplies are appropriate for their grade level needs, and a list of those items is available online and in the office. Parents will also have the opportunity to order the school supplies through Ready Set Start - an online program that you can customize and have delivered straight to the school.

Social Media:

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

Disparaging remarks made about OCS on social media could result in your child being dismissed. Please contact the office if you feel there is a problem that needs to be addressed. We want to hear from you, but we ask that you go through the proper channels.

Suspension:

In School Suspension

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.

Out of School Suspension

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 Dismissal / 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. Disparaging remarks made on social media or in public about Odessa Christian School
9. Any behavior by a student or parent not specifically listed that the staff considers a negative reflection on Odessa Christian School.

Toys/Games:

No student is allowed to bring toys 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. No electronic gaming devices are allowed.

Transportation:

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

Tuition Rates:

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

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 preschool/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.

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).