



Parent/Student Handbook

“We teach the whole child.”

Subject to revisions.
Revised 3/1/23

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.odessa-christian.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 Odessa Christian School is to lead students to love God and to seek HIS truth by training them in a Christ-centered environment emphasizing moral and academic excellence and inspiring them to develop 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 that helps others have spiritual growth and academic success which leads to healthy, 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. The 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 or students who need accommodations. Students will be assessed for grade-appropriate readiness. All regular education students will be admitted to OCS on a nine-week trial basis after a review of all academic, testing, and behavior records. 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 (preschool) 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 after school care payments are billed with the tuition and are due to FACTS on the designated due date. Drop-in after school care will be calculated and billed to your FACTS Tuition account on the first of the following month. An invoice will be emailed when the charge is created.

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 aftercare 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 aftercare. Please notify the school if you know you will be delayed past 5:30 p.m. OCS aftercare 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 Aftercare rates may be obtained by calling our school office or visiting our website at www.odessa-christian.org.

NOTE: Only those people on the child's official authorized pick-up list will be allowed to pick a child up. No exceptions. In addition, only the legal guardians or parents can add someone to the official pick-up list. The office staff and or afterschool care workers reserve the right to ask for identification at any time.

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 that 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. Parents and/or students are 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 request assignments. Requests for assignments must be received before noon in order for the work to be ready for pickup by 3:45 on the day it is requested. Students have the number of days absent plus one day to turn in make-up work. Absences of three consecutive days or more require a doctor's release stating days missed and a return to school date. Truancy and frivolous excursions will be deemed unexcused absences. **Both** excused and unexcused absences **do** count against perfect attendance.

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!**

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.

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 as 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.

Chapel begins right at 8:00 and students who arrive after 8:00 are not allowed to disturb the chapel time. They will have to remain in the foyer until chapel concludes. Since chapel participation is averaged into students' Bible grade, it is very important that they be on time for chapel.

Perfect attendance awards 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 Ector County ISD is closed, Odessa Christian School may also close. However, we may make a different decision. Watch our Facebook Page to know for sure. We will also announce any closures or late starts on our FaceBook page. 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 every day for lunch. The cost is \$4.50 for Preschool, Pre-Kindergarten and Kindergarten, \$5.00 for Grades 1-4, \$5.50 for Grades 5-8. A single milk is 1.00. Visitors may purchase a lunch for \$5.50 in the office. Each student has a pre-pay lunch account set up in FACTS Tuition Management, which can be accessed through the Family Portal. Parents may add money to their child's pre-pay account as they choose. Students are not 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 to a low or negative balance. Parents will be called to bring lunch for overdrawn accounts. An outstanding lunch balance is one reason to hold your child's report card. Children who forget lunches will be sent through the lunch line and will be charged the normal rate for the lunch.

If you want to bring lunch for your child, please be aware of his/her lunch time.

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. Students are not allowed to have their cell phones turned on during the school day and they should be in their backpacks not in their pockets. Middle schoolers will lock their phones in the lock boxes in each classroom.

Chapel

Chapel is a very special time at OCS. Each chapel program is conducted by students and directed by teachers. We have skits, singing, and guest speaker chapel presentations. Parents are welcome to attend and so are other family members and friends. Chapel participation both in programs and in attendance is a part of students' Bible grade, so it is important that they be in chapel every day. We do ask that, if you attend chapel you follow these guidelines:

Remember chapel is a time of worship.

1. Chapel begins at 8:00 sharp. In order to not disrupt our worship time, those who are tardy will not be allowed to enter once chapel has begun.
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 Schedule:

Tuesdays: PS/PK & Elementary

Wednesdays: Corporate (whole school)

Thursdays: Middle School

On days that students do not attend chapel, they will have Bible study in their classroom during chapel time.

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 numbers. Parents are responsible for informing the school of changes in address or phone numbers.

Daily Schedule

Preschool/Pre-Kindergarten	8:00 am – 12:00 pm
Kindergarten – 8 th Grade	8:00 am – 3:15 pm
Daily Chapel / Bible Study	8:00 am - 8:20 am
After School Care	12:00 pm - 5:30 pm

Dispensing Medications

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

1. Child's Name
2. Name of the medication
3. Time and dosage amount for the medication.

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. 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 the 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. Jeans may not have holes, tears, or decorations.

The following is a list of clothing that is permitted at Odessa Christian School:

Uniform

Polo Shirt in red, white, or blue

Shorts, jeans, and pants in navy blue, black, or khaki. Girls may also wear dresses, skirts, or jumpers in school-approved colors. Dri Fit slacks are allowed.

On Fridays, students may wear a school-approved spirit shirt in place of a polo shirt.

Shoe Ware

Shoes must have rubber soles, and must not leave scuff marks on the floors

Must be able to be safely worn in PE

Tennis shoes (no music or rollers)

Crocs (or crocs-style shoes) are allowed w/ the following rules:

- Must be close-toed
- No jibbitz

Uggs style boots and booties are allowed as long as they follow all other footwear guidelines

Outerwear

Jackets, sweatshirts, and zippered hoodies are permitted in school colors only.

Acceptable colors for outerwear are black, navy, red, or white. Outerwear must be a solid color (no patterns or logos).

Free Dress Friday

Periodically we will have a Free Dress Friday. The dress code for free dress Fridays is:

- Shorts and skirts no shorter than 3 inches above the knee.
- Jeans may not be ripped or torn.
- Sleeveless jerseys are permitted if a t-shirt is worn underneath.
- Shirts should be long enough to cover the belly and should be school-appropriate.
- Any shoes may be worn on free dress Fridays. Students should bring appropriate footwear for PE.
- School-appropriate hats are allowed on free dress Fridays but must not be worn during chapel or Bible time.
- No legging or jeggings
- No pajamas

- No vulgar language or imagery is allowed.

Middle School Dress Code (for students in grades 5-8 only)

Middle Schoolers who maintain a conduct grade above 90 every three weeks will be allowed additional dress code privileges. They may wear school-approved spirit shirts in place of polo shirts any day of the week.

Middle school students are still expected to dress neatly in a manner that is appropriate for school.

Drills

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

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: Middle School students may participate in volleyball, basketball, flag football, cross country and track during the school year.

Chess Club: Middle School students have the opportunity to participate in Chess Club for a monthly fee

Spelling Bee: Grades 2-8 will have the opportunity to participate in the School Spelling Bee and perhaps move on to the City Spelling Bee.

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. Students must also maintain a satisfactory grade in conduct and be regular in their school attendance. In order for students to participate in competitive events in these sports, they must attend the after-school practice times.

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/she 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. Enrollment and Student Services fees are paid to FACTS Tuition Management 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. It is the parent's responsibility to review balances in the FACTS Tuition Management Program.

As of July 30, 2009, it is the policy of the school that, when accounts are delinquent thirty (30) 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. The only time a parent may bring lunch for other students is on their child's birthday.

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

C = 70 - 79

B = 80 – 89

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 grade 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 pre-k classes, 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.

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/daycare program. The office staff can fill you in on what your child needs.

Insurance

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

Illness

Sick children should be kept at 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 of being fever-free, students may return.

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 each six-week period.

Medical Emergencies

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

Standards and Licensing Inspections

Parents may review a copy of the Minimum Standards for childcare 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 (preschool and pre-kindergarten)

Children in pre-school and pre-kindergarten, who stay for aftercare, 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 you wish to visit 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 ClassTag, 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. 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 School 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 the 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 6th-grade students not picked up by 3:30 will be sent to after-school care and a charge will incur. When you have a problem with your child being picked up on time, please call and let us know.

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 participating 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.

Pictures

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

Teachers will also be taking pictures of their students and classes throughout the year for the yearbook and social media posts.

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 any time the child or teacher feels it is necessary. The Pledge of Allegiance and the Pledge to the Texas Flag 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/report cards will go out every three weeks for K through 8th grade for a nine-week grading period. 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 weeks for delinquent accounts and release them once the accounts 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 the average of science and social studies final grades.
2. When it can be shown that the student would benefit from the repetition of a grade's experience to ensure skill-content mastery, instill confidence, and 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 charged 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 online and in the office.

Social Media

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

School Rules

RULES FOR CHAPEL

1. Be on time for Chapel at 8:00 a.m.
2. Show reverence for God.
3. Listen attentively to the presenters.
4. Sit still.
5. Walk in single file and sing the march-out song, 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. 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 wearing dresses must wear shorts under them 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 on 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 on 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
5. Do not change the light and thermostat settings.
6. Do not chew gum.
7. When tape/staples are used on walls, remove them immediately after use.
8. 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.

Suspension / Discipline

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. An explanation will be given to the parents. The 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 or drugs 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.

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. Electronic gaming devices are not allowed.

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: A 5% Discount applies if tuition is paid in full by August 1st of each year.

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

Visitors

To ensure 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 who are willing to volunteer part of their time to their child's school. Our volunteers must submit to a background check.

Odessa Christian School is an equal opportunity organization that does not discriminate based on race, color, religion, gender, handicap, or national origin.