



OUTREACH
CHRISTIAN EDUCATION

Student Handbook

Outreach Christian Education

Administrator Kathy Taylor
Principal Jessica Bullard
2900 Cates, Kansas City, MO 64117
816.455.5575

PURPOSE STATEMENT

The purpose of Outreach Christian Education is to be an extension of the Christian home in training young people in a Christian environment for time and eternity. The objective in building a private, Christian school is to obey the scriptural imperatives of Deuteronomy 6:5-7:

“ . . . love the Lord thy God with all thine heart, and with all thy soul, and with all thy might. And these words, which I command thee this day, shall be in thine heart: And thou shalt teach them diligently unto thy children . . . ”

MISSION STATEMENT

To stand united with the home by developing missions-minded learners through premier and personalized education in traditional areas of study with a Biblical worldview for time and eternity.

WE BELIEVE . . .

- . . . the Bible is the inspired and infallible written Word of God;
- . . . there is one God, eternally existent in three persons: God the Father, God the Son, and God the Holy Ghost;
- . . . in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death, in His bodily resurrection, in His ascension to the right hand of the Father, in His personal future return to this earth in power and glory;
- . . . in the Blessed Hope---the rapture of the Church at Jesus Christ's coming;
- . . . the only means of being cleansed from sin is through repentance and faith in the precious blood of Jesus Christ;
- . . . the baptism in the Holy Spirit, according to Acts 2:4, is given to believers who ask for it;
- . . . in the sanctifying power of the Holy Spirit by whose indwelling the Christian is enabled to live a holy life;
- . . . in the resurrection of both the saved and the lost, the one to everlasting life and the other to everlasting damnation.

OUTREACH CHRISTIAN EDUCATION...

- **SUPPORTS ALL LIFE, INCLUDING THE UNBORN (Psalm 139:13-16, Jeremiah 1:5, Psalm 127:3-5, Psalm 22:10)**
- **SUPPORTS THE FAMILY UNIT AS ESTABLISHED BY GOD (1 Corinthians 11:3, Genesis 3:16, Ephesians 5:21-32, Colossians 3:18-21).**
- **UPHOLDS THE TRADITIONAL DEFINITION OF MARRIAGE (BETWEEN ONE MAN AND ONE WOMAN) (Gen. 2:22-24, Colossians 3:18-19, 1 Corinthians 7)**
- **ACKNOWLEDGES GOD'S CREATION OF TWO DISTINCT SEXES: MALE AND FEMALE (Genesis 1:27, Matthew 19:4)**
- **UPHOLDS ALL RIGHTS DELINEATED IN THE UNITED STATES CONSTITUTION**
- **TEACHES THE TRUE HISTORICAL ACCOUNTS OF AMERICA'S ESTABLISHMENT AS DELINEATED IN HISTORICAL NARRATIVES, BOOKS, AND FOUNDING DOCUMENTS**

This handbook belongs to:

Name: _____ Phone: _____

Address: _____

City: _____ State: _____ Zip: _____

Table of Contents

Academic Policies	12
1. Awards Ceremony.....	21
2. Band/Music/Orchestra.....	19
3. Bible.....	14
4. Congratulation Slips.....	17
5. Curriculum.....	14
6. Daily Schedule.....	15
7. Extracurricular Classes.....	18
8. Field Trips.....	18
9. Goal Setting.....	17
10. Grading.....	13
11. Open Class Time.....	12
12. Homework.....	17
13. Honor Roll.....	19
14. How the Diversified System Works.....	16
15. Incentive Program (Levels and Responsibilities).....	19
16. Learning to Read Program.....	14
17. Literature Certificate.....	20
18. Physical Education.....	21
19. Progress Reports.....	17
20. Standardized Achievement Tests.....	14
21. Testing.....	14
Accreditation	10
Administration	10
1. Governance.....	10
2. History.....	10
3. Teachers.....	10
Admission Policy	10
1. Admissions Committee.....	10
2. Procedure.....	10
3. Nondiscrimination Statement.....	11
4. Selection of Students.....	10
Christian Americanism	36
1. Pledge to American Flag.....	36
2. Pledge to Bible.....	36
3. Pledge to Christian Flag.....	36
Code of Ethics	40
Discipline Policy	31
1. Bullying Prevention.....	32
2. Detentions.....	33
3. School Rules.....	32
4. Suspension and Expulsion.....	33
5. Unacceptable Conduct.....	31
6. Vandalism and Harassment.....	32
Dress Code	42
Financial Policies	11
1. Before and After-School Care.....	11

2. Curriculum Fees	11
3. Donations and Gifts	12
4. Enrollment Fees	11
5. Outstanding Balance	12
6. Re-enrollment	11
7. Student Referral Program	12
8. Testing Fees.....	11
9. Tuition Fees.....	11
General Policies	21
1. Attendance	21
2. Cell Phones	26
3. Closings.....	24
4. Deliveries.....	24
5. Early Dismissal	23
6. Fire and Tornado Drills.....	25
7. General Health	22
8. School Lunches.....	24
9. Parking Lot and Driveway Regulations.....	23
10. Personal Property.....	26
11. Searches for Suspicious or Unauthorized Materials.....	27
12. Tardiness.....	22
13. Visitors.....	24
Miscellaneous.....	36
1. Change of Information.....	37
2. Lost and Found	39
3. School Colors.....	36
4. School Hours.....	36
5. School Mascot.....	36
6. School Office	36
7. School Photographs	39
8. School Telephone	36
9. Sickness, Injury, and Medication	37
10. Website.....	36
Mission Statement	1
Parent Participation	33
1. Family Fund-raising Program	34
2. Family Service Program	34
3. Parent-Teacher Fellowship	34
4. Parent-Teacher Conferences	33, 35
School Purpose (Objectives)	9
1. Conflict Resolution	9
2. Gossip	9
3. Judging.....	9
4. Objectives.....	9
5. Responsibilities of the Home.....	9
6. Training Responsibilities of the Church (the school)	9
Sports Programs	39
Standards of Conduct.....	27
1. Courtesy.....	28
2. General Rules	28

3. Language	28
4. Off Campus	29
5. Parental Code of Conduct.....	29
6. Physical Contact.....	29
7. School Relationships.....	30
Statement of Faith	7
We Believe	1
OCE’s Condensed Stance on Cultural Controversies	8
Welcome Letter	5
Why Christian Education	6
Withdrawal Policy	11
1. Notice	11
2. Tuition Refund	11

Outreach Christian Education

**Administrator Kathy Taylor
Principal Jessica Bullard
2900 Cates, Kansas City, MO 64117
816.455.5575**

Welcome to Outreach Christian Education!

It is our pleasure to welcome you to our school! We pride ourselves in being family. Outreach Christian Education was founded by James and Margie McCartney in 1979. Students have walked through the doors of Outreach Christian Education for over 40 years, welcomed and challenged from a perspective of uniqueness, addressing each child as an individual with gifts, talents, purpose and a plan, designed by God Himself.

As we see our founders step aside and allow a new generation of leaders, teachers, instructors, and staff to follow in their footsteps, with excitement we anticipate greater things to come and be accomplished in the next generation of students.

With each new year we anticipate growth and maturity in our students both spiritually and academically. It is the most exciting thing to watch our students blossom into all that God has created them to be. There may be struggles along the way, but struggles grow us and mold us, so we are not afraid of them. There will be challenges along the way, and those challenges are met with the belief that through the strength we find in Christ we can overcome all obstacles. We will set the bar high and encourage them daily to reach their goals. We believe are students can and will succeed!

It is the desire of Outreach Christian Education to join with the Christian family to teach our students to walk in Truth and Light. Though we live in an ever increasingly dark world, our students are chosen Light Bearers. We intend to prepare them to intellectually, physically and most of all spiritually reach their generation for Christ. We desire to produce Kingdom-minded evangelists, preachers, teachers, missionaries, lawyers, doctors, educators, and all types of tradesmen and workmen.

Most of all, we desire that all students of Outreach Christian Education learn to count the cost of serving Christ and have a resounding YES on their lips! There is no greater joy, as Christian parents, than to echo the words of John "I have no greater joy than this, to hear of my children walking in the truth." 3 John 1:4.

As we come together to create a team working for the good of our children, please know that we pray for your family and students as often as we can. We ask that you do the same for us. Pray that we would have great wisdom with each individual student. Pray that we will learn to love deeper, lead well, and be a continually Christ like example for our students to follow.

Blessings this school year!

Kathy Taylor
Administrator

WHY CHRISTIAN EDUCATION

Outreach Christian Education--an extraordinary and exciting experience in education for children in the greater Kansas City metropolitan area.

At OCE, we feel your child is infinitely more than a member of a group; he is an individual with unique experiences, capabilities, interests, goals, and needs. Our program is designed and directed towards learning and the individual student—to the extent that they can work on their own, at their own speed, and towards their highest potential. Your child is endowed with individual gifts from God and will be trained as an individual. In addition to the individualized method, OCE has adopted a well-rounded educational philosophy which encompasses collaborative group work, hands-on experiences, and the incorporation of extra-curricular courses to inspire creativity and innovation. OCE also facilitates STEM learning and has done so in various ways since its inception.

"How would you describe the education my child will receive at OCE?"

It's CHRISTIAN! Love of God and country is emphasized at OCE. Each day is started with three pledges, a Christ-centered song, and readings from the Bible. We strongly believe that in Christ is hidden the treasures of all knowledge and wisdom. The curriculum is Bible-centered.

It's CHARACTER-BUILDING! A child's behavior is a good measure of what he is learning, but we believe that development of positive attitudes is the highest objective for which to strive. Get the attitude right and the behavior will follow.

It's PROGRESSIVE! The “newest”, most relevant, and “buzz word” methods are actually tried and true approaches that have been tested, proven, and employed at OCE for decades. Furthermore, we are constantly evaluating and studying to ensure our methods are the most effective for the success of each student.

It's BASIC! Reading is indispensable for all academic learning. At OCE, your child will learn to read and understand what is read. All students, regardless of age or ability, participate in a reading program called ReadMaster. With the help of ReadMaster, students will develop word recognition and perceptual motor coordination in reading.

It's SUCCESSFUL! Our diversified curriculum, with its prescribed bite-sized steps, helps reduce failure and provides a real breakthrough for the under-achiever and opens the door of challenge for the more academically-inclined student. The child who succeeds tends to become more and more successful, and "nothing succeeds like success."

It's PHYSICAL! Your child will participate in OCE's physical education activities to become physically fit. We believe a healthy body provides the necessary energy for a healthy mind. OCE also offers extra-curricular athletic programs for select grades.

At OCE, you will find:

- **Multi-grading.** The traditional practice of grading and grouping students according to their chronological age is replaced by multi-grading. A thorough program of testing evaluates your child's level of vocabulary and skills in each subject and makes it possible to formulate your child's instruction individually at their actual level of achievement.
- **Diversified Instructional Methods.** Children love to learn but they dislike being taught. A person does not learn until they personally become actively involved in a learning experience. In their Learning Center, students will be afforded the opportunity to work on their individual academic “prescription” in Math, English, and Word Building. Each student is held accountable to their own progress and ability in these areas, as opposed to being forced to conform to a group mandate. Students will also participate in traditionally-formatted lecture classes in subjects such as Social Studies, Science, Bible, Orchestra, Art, Spanish, Writing, etc. This stimulates discussion during which students may glean from their peers and instructors, and allows for the exchange of various perspectives and ideologies. In addition, these classes engage critical thinking and encourage collaboration and hands-on experiences.
- **Innovative learning.** OCE's selected curriculum has been created through the combined efforts of dedicated, experienced Christian educators accredited in the field of higher academics. It provides a team-teaching situation offering a challenging and stimulating experience for your child. At OCE, the education of your child will encourage creativity, decision-making, forecasting, goal-setting, and self-discipline. This curriculum allows a child to progress as quickly as he wants, or as slowly as he needs.

SUMMARY

Educators across America are looking for a program, personality, or system that will turn the tide in mediocre education. We do not claim that OCE is the prescription for all education ills but we feel that OCE, with its diversified programs, represents a fresh, historical influence in American education. We invite you and your child to be a part of this program.

STATEMENT OF FAITH*

Jesus Christ is the headmaster of Outreach Christian School. The teaching faculty and staff are only servants to be used by the Lord in educating and training each child. This is the *condensed* statement of faith for our school. A more comprehensive statement may be obtained from the front office.

- (A) **Holy Scripture**—We believe that all scripture of both the Old and New Testaments is the inspired Word of God. It is without error and the sole authority for life, faith and conduct.
- (B) **The Godhead**—We believe there is one true and living God who eternally exists in three persons: God the Father, God the Son and God the Holy Spirit (Deuteronomy 6:4; Matthew 28:19; II Corinthians 13:14; John 14:10, 26).
- (C) **Jesus Christ**—We Believe Jesus Christ is the only begotten and eternal Son of God. He was born of a virgin, lived a sinless life, died on the cross as our substitute, was buried, rose from the grave in a bodily resurrection and, with His promise to return, ascended into heaven to be seated at the right hand of God (Isaiah 7:14; 9:6; Luke 1:35; John 1:1-2, 14; II Corinthians 5:19-21; Galatians 4:4-5; Philippians 2:5-8; Acts 2:18-36; Romans 3:24-25; I Peter 2:24; Ephesians 1:7; I Peter 1:3-5).
- (D) **Holy Spirit**—We believe the Holy Spirit convicts the world of sin, of righteousness, and of judgment; and, that He is the Supernatural Agent in regeneration, baptizing all believers into the body of Christ, indwelling and sealing them unto the day of full redemption (John 16:8-11; Romans 8:9; I Corinthians 12:12-14; II Corinthians 3:6; Ephesians 1:13-14).
- (E) **Man and the Fall**—We believe man is the special and eternal creation which God made in His own image and likeness. However, when the first man, Adam, voluntarily sinned, he incurred the just and forewarned penalty of spiritual and physical death for both himself and all future humanity. Therefore, his sin, which separated him from God, also became our sin; so all have been alienated from God and are in need of reconciliation (Genesis 1:26-27; Romans 3:22-23; 5:12; 6:23; Ephesians 2:1-3; 4:17-19).

We also believe that, apart from God, man is totally depraved, utterly unable to remedy his lost condition, and will spend eternity separated from Him in eternal torment.
- (F) **Salvation**—We believe salvation is the gift of God, offered to man by grace and received when we, through repentance, place our hope and trust fully in Jesus Christ who gave His life's blood as a ransom for the forgiveness of our sins (John 1:12; Ephesians 1:7; 2:8-10; I Peter 1:18-19).
- (G) **The Church**—We believe that all who put their faith in Jesus Christ are immediately placed by the Holy Spirit into a singular united spiritual body recognized as the church. The local assembling of believers, with Jesus Christ as the head, is the visible, physical expression of this spiritual body (I Corinthians 12:12-14; II Corinthians 11:2; Ephesians 1:22-23; 5:25-27).
- (H) **Lifestyle**—We believe it is the will of God to live a life devoted to scripture and defined by like action (Romans 12:1-2; 14:13; II Corinthians 6:14; 7:1; II Timothy 3:1-5; I John 2:15-17; II John 9-11).
- (I) **Last and Eternal State**—We believe Jesus Christ will literally come for His church, physically establish His millennial reign on earth, decree a final judgment between the righteous and wicked and rule forever in the new heavens and new earth (Matthew 25:41-46; Mark 9:43-48; Luke 16:19-26; II Thessalonians 1:7-9; Jude 6-7; Revelation 20:11-15).

*This statement of faith is intended to reflect our beliefs but is not to be considered all-inclusive.

OCE'S CONDENSED STANCE ON CULTURAL CONTROVERSIES

The subjects below represent our steadfast scriptural position and our biblical understanding of those Scriptures. Cultural diversities and pressures in this modern era convince some to embrace non-biblical change. While we regard and respect the right for everyone to make their own choices, we affirm we also have that same privilege.

The following reflect a portion of what we believe at OCE and what we expect families to support as we partner together to educate your children in these difficult days. A more comprehensive Position on Cultural Concerns and Differences may be obtained from the front office.

Marriage, Gender, and Human Sexuality

See Genesis 2:24; Genesis 19:5, 13; Genesis 26:8-9; Leviticus 18:1-30; Romans 1:26-29; I Corinthians 5:1; 6:9; I Thess. 4:1-8; Hebrews 13:4.

- Marriage** Designed by God to be between one man and one woman
- Gender** Assigned by God and made evident by genitalia (confirmed by DNA)
- Sexuality** Intended to be expressed between a male and female within the confines of marriage. We believe homosexuality, lesbianism, bisexuality, bestiality, incest, fornication, adultery, pornography, gender fluidity, transgenderism, and any other sexually fluid lifestyles are sinful perversions of God's gift of sex.

Creation vs. Evolution

See Genesis 1-2; Exodus 20:11

We believe that God created the universe in six literal 24-hour periods. We reject evolution, the Gap Theory, the Day-Age Theory, the Big Bang Theory, and Theistic Evolution as unscriptural theories of origin.

Life, Abortion, and Euthanasia

See Job 3:16; Psalms 51:5; 139:14-16; Isaiah 44:24; 49:1; 5; Jeremiah 1:5; 20:15-18; Luke 1:44.

- Life** All human life is precious from the unborn to the aged.
- Abortion** We understand the difficult decisions surrounding abortion. Especially if the mother is *really* in danger of losing her life. And while there is no "one size fits all," we categorically support life and view abortion as infanticide.
- Euthanasia** We believe intentionally the taking the life of the elderly for whatever reason is murder.

SCHOOL PURPOSE

Objectives

The objective in building a private Christian school is to obey the scriptural imperatives of Deuteronomy 6:5-7, "...love the Lord thy God with all thy heart, and with all thy soul, and with all thy might. And these words, which I command thee this day, shall be in your heart: And thou shalt teach them diligently unto thy children..." and of Proverbs 22:6, "...to train up a child in the way he should go." Teaching is training. Training for life must include training for eternity. The Christian school is not an era of the church; it is the church in action! The Bible establishes two institutions with life-time training responsibilities: the home and the church. Scripture delegates no authority to government regarding the education of God's people. Where government replaces God, secularism abounds. Deuteronomy 11:19 commands, "Teach them [godly precepts] to your children, talking about them when you sit at home and when you walk along the road, when you lie down and when you get up." OCE desires to partner with the Church and the home in fulfilling this mandate.

Training responsibilities of the church (the school) are . . .

- . . . to turn the hearts of the fathers toward their children and the hearts of the children toward their fathers (Malachi 4:6);
- . . . to cooperate closely with the parents in every area of their child's development (Deuteronomy 6:6-7);
- . . . to communicate clearly the school's purpose and program (Matthew 5:37);
- . . . to guide each family to become a Christ-centered member of a local, Bible-believing church (Hebrews 10:25);
- . . . to reinforce the Biblical convictions and standards of each home; and
- . . . to be available for parents to share concerns and difficulties in the spirit of Matthew 18:15.

Responsibilities of the home (the parents) are . . .

- . . . to pray regularly for the students, teachers, and administration of OCE;
- . . . to provide full cooperation in the educational and spiritual function of OCE;
- . . . to fulfill all financial obligations to the school;
- . . . to attend all meetings, conferences, and student activities as recommended by the school; and
- . . . to follow the Biblical steps of Matthew 18:15 to resolve any conflict in the event you become dissatisfied with the school or have any objections in any respect.

Conflict Resolution

"If your brother or sister sins, go and point out their fault, just between the two of you. If they listen to you, you have won them over" (Matthew 18:15). Conflict is as old as the church itself! The Apostles had to deal with church conflict almost two thousand years ago and Scripture indicates that these problems will be with us until Christ returns. It is imperative that we remember that the Bible is the only authoritative guide to handling conflict within the church (this school is a ministry of the church). OCE believes and practices alternative dispute resolution based on the Biblical steps of Matthew 18. Any family (student and parents) attending this school agrees to handle any conflict that may arise using the Biblical steps of Matthew 18.

- It is understood that the church (the pastor, if applicable, administration, school board, and advisory council) has the sole authority in determining heretical deviations from the statement of faith or the school's handbook.
- Those attending this school are expected to demonstrate special loyalty and concern for one another.
- Choose your conflicts based upon Biblical principles rather than personal or personality reasons.
- We believe that Christians are prohibited from bringing civil lawsuits against other Christians or the church to resolve personal disputes. We believe the church possesses all the resources necessary to resolve personal disputes between the family and the school. We do believe, however, that a Christian may seek compensation for injuries from another Christian's insurance company as long as the claim is pursued without malice or slander (I Cor. 6:1-8; Eph. 4:31-32).
- The Bible commands all of us to be peacemakers. In Romans 12:18 we are commanded to live peaceably with all men so far as it lies within our power, and in Matthew 5:9 we are told, "Blessed are the peacemakers."
- The use of arbitration to resolve conflict will be used instead of going to court.

Gossip

Gossip is sharing private information with those who are not part of the problem or solution. "There are six things the LORD hates, seven that are detestable to him: ...a lying tongue...a false witness who pours out lies and a person who stirs up conflict in the community" (Proverbs 6:16-19). "A gossip betrays a confidence; so avoid anyone who talks too much" (Proverbs 20:19).

Judging

A Christian is never to be judgmental of another. God warns that anyone who judges will be judged himself (Matthew 7:1-2). The Christian who is mighty in spirit has the ability to make wise discernments and knows how to take Biblical steps to clear up a misunderstanding. A judgmental spirit is evident when a person judges or condemns others for visible problems without thoroughly examining himself for blind spots (Romans 2:1, 14:10). A person judges when he forms opinions on first impressions and hearsay and fails to privately check the accuracy of all the facts (John 7:24, James 4:11). A person judges when he desires to expose Biblically the one he condemns and refuses to follow the spiritual goal of restoration (Luke 6:37, I Corinthians 6:5-6).

ACCREDITATION

Outreach Christian Education has been awarded candidacy status towards accreditation by the National Association of Private Schools (NAPS). OCE anticipates full accreditation by May 2020.

ADMINISTRATION

History

Outreach Christian Education opened a Christian day care center in Parkville, Missouri, in 1979. The success of the day care's Christian curriculum led the founders to believe they should offer a Christian curriculum for elementary education. Thus, Outreach Christian Education was born in 1983 with a kindergarten class of five students. This first kindergarten class produced fluent readers through a phonetic program with Christian curriculum in a Christian environment taught by Christian teachers—the students flourished. The amazing success of the first kindergarten class inspired the founders to expand to a full school. The school quickly outgrew its Parkville facility and relocated to its present location in 1997. We continue to grow spiritually, academically, and physically.

Governance

Outreach Christian Education is governed by Gospel Center Inc., Gospel Center Incorporated Board members govern the school with the assistance of an Advisory Council that consists of six council members.

Teachers

We hold our teachers to the highest standards both spiritually and academically. All positions are filled through prayerful consideration.

ADMISSION POLICY

Selection of Students

Attendance at OCE is not a right, it is a privilege. This privilege may be forfeited by any student who does not conform to the policies and spirit of the school. The school desires that each student has the best possible educational opportunity. Therefore, it is the school's right and responsibility to deny enrollment to a student whose emotional or educational limitations are beyond the school's best capabilities to provide for the needs of the student. Acceptance is subject to approval of records, testing, and the willingness of the student(s) and parent/guardian to work with the school. After acceptance, the family will be asked to complete the enrollment process and to pay the non-refundable enrollment fee. This process will include the list of additional forms needed to provide the school with pertinent information.







Students will be accepted in the order of the date that the enrollment form and registration fee are received and according to classroom capacity. The Head of School will assign the grade level and classroom teacher. New students will have a 90-day probationary period to determine if Outreach Christian Education is a good fit.

The administration reserves the right to make changes in policies, fees, programs, etc. as deemed necessary. Changes will be communicated as quickly and thoroughly as possible.

Admissions Committee

OCE has set up an admissions committee who will review applications and make the determination which students are admitted to the school.

Procedure

-  Call the school and set up a meeting with the administrator to tour the campus and meet with the administrator.
-  Submit application and ALL enrollment papers accompanied by enrollment fee, disciplinary record, and previous report card. A medical report must be completed and returned to the school office. All students must have proof of immunizations (or exemption for immunizations) and a copy of their birth certificate.
-  Submit Pastor's Recommendation or written letter of explanation detailing family's decision to forego church membership. This must be completed before an admission decision may be reached.
-  Read this handbook thoroughly. Any discrepancy in perspective with items delineated within this handbook or any of the school's policies or beliefs must be addressed immediately and a resolution must be reached prior to the student's first day of school.
-  Admissions Committee will meet to review the applicant. The administrator will inform the applicant if accepted.
-  Attend parent orientation held in August before each school year.

Nondiscrimination Statement

Outreach Christian Education admits students of any race, color, and national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to the students at the school. It does not discriminate on the basis of race, color, and national and ethnic origin in the administration of its educational policies, admission policies, and other administered programs subject to and in conformity with the school's religious beliefs and practices as embodied in its rules and regulations. Outreach Christian Education does reserve the right to select students on the basis of religious commitment, academic performance, philosophical compatibility, unresolved doctrinal differences, and willingness to cooperate with the Outreach Christian Education governance and abide by its policies.

WITHDRAWAL POLICY

Notice—Students may be withdrawn for any reason *upon a 30-day written notice*. Likewise, the school has the right, for any reason, to ask the student to withdraw without notice. This provision is separate and apart from suspension or expulsion under the school's discipline policies.

Tuition Refund

I acknowledge that I must give a 30-day written notification to a school administrator prior to withdrawing my child from the school. If such notice is duly given, pre-paid tuition will be prorated beginning with the next calendar month following the completion of the 30-day notice period (ex. if notice is provided September 15th, tuition will be assessed through the end of October). Absent such notification, tuition will continue to be assessed. In addition, families who withdraw early and have paid tuition in full or semesterly will forfeit any and all early payment discounts. Refunds apply to prepaid tuition only and not to any fees or other expenses paid by the parent. All other fees are nonrefundable.

FINANCIAL POLICIES (TUITION AND FEE INFORMATION)

Testing Fees

Each child will be given a diagnostic test to find the level of their ability in each subject. The test will diagnose the student's academic level (the grade level the student is in may not reflect the work he/she is capable of doing). Students work in five core subjects-- English, math, science, social studies, and word building and may be advanced in one subject and below in another. Testing will also give direction to teachers in assisting each student. Testing fees are per student and are payable at the time of testing. **Testing fees are non-refundable.**

Enrollment Fees

Early enrollment is open to OCE students from January 1 through February each year. Regular enrollment is open to everyone beginning March through May; summer enrollment occurs during June; late enrollment begins July 1. Enrollment fees increase each period and are established each year by the administration. Enrollment is accepted year-round. Enrollment fees are per family.

Enrollment fees are non-refundable.

Tuition Fees

OCE offers a variety of options in paying tuition fees; payments may be made annually, semi-annually, or monthly. Tuition fees are established each year by the administration and are listed in your enrollment packet. **Tuition fees are non-refundable.**

Curriculum Fees

All students are charged fees for curriculum; these fees must be paid by July 1. The fee is established in March prior to the school year. **Curriculum fees are non-refundable.**

Before-and After-school Care

OCE offers before-and after-school care for **elementary students**--we do not offer before-or after-school care for 8th grade students and above. **Before and after-school care is provided as a separate entity and requires separate payment arrangements than school tuition.** Students may be dropped off Monday-Friday at 8:00 a.m. and must be picked up by 3:45. If you need before/after-school care, please make arrangements with the day care director. *Students not picked up on time or sent to school too early will be sent to the office and parents will be assessed an additional fee for childcare.* Parents and students abusing the day care risk expulsion from the school.

Students are not allowed in the building before 8:00 a.m. and after 3:45 p.m. Any student found in the building before or after school, unless it is an authorized activity, will be subject to disciplinary action and sent to the office. Parents will be charged for each occurrence. Students attending day care must be signed in no earlier than 6:30 a.m. Students will be dismissed from day care at 8:15 a.m. (junior high and high school will be dismissed at 8:00) to go to classrooms. **Students should never be roaming the halls or in a classroom before or after school without permission.** No student is to be unattended in the school or parking lot after school hours.

Re-enrollment

Each spring re-enrollment for the fall term for currently-enrolled students is accepted on a first-come, first-served basis. Re-enrollment acceptance is dependent upon the previous year's behavior, academic performance, and attendance. No student has a right to re-enroll and applications will be approved at the sole discretion of the school.

Outstanding Balance

Families who fail to meet their financial obligations are a hindrance to the school. If, for any reason, tuition or fees are not paid, we reserve the right to withhold progress reports, transcripts, and student awards until such obligations are met. This includes the returning of sport uniforms, paying athletic fees, curriculum fees, before and after-school care, etc.

Donations and Gifts

OCE is a non-profit corporation operating on faith. Tuition is kept as low as possible to make Christian education available to those who otherwise could not afford private schooling but desire a Christ-centered education. Because tuition does not cover operating costs, additional funds are needed to meet regular operating expenses. Since this school is not a business but a **ministry**, we ask all those who share this vision of Christian education to supply the lack. Cash gifts or gifts of real property are tax-deductible.

Student Referral Program

Parents who help, encourage, and pray for other families to enroll their children in OCE will be given a special tuition credit of \$100.00 for each family they help to enroll in the school. This is a one-time tuition credit given for each new family regardless of when enrolling. This plan is not retroactive and applies to new families. This is a family-oriented school, and we want to help with tuition any way we can. Instead of spending money in advertising, we can make this money available to those families who can use the financial assistance in helping with their own student's tuition. New families should list the referring family on their application to ensure proper credit is given.

ACADEMIC POLICIES

High School Academic Policies

Policies and procedures specific to high school students can be found in the High School Handbook Addendum. This handbook covers such items as graduation requirements, weighted grades, acceptance of coursework for high school credit, transfer credits from other schools, repeating courses, academic probation, withdrawing from class, and other related policies.

Academic Decorum

Open Class Time:

Students must maintain a respectful attitude in class and respond to teachers with politeness and deference. Students should also remain quiet and attentive during lessons and individual work. Students must raise their hands (or flag when appropriate) to ask questions, make requests, or add a discussion point. Classes are structured to ensure that students interact with one another in appropriate ways.

Learning Lab Time

Students must maintain a respectful attitude in class and respond to teachers with politeness and deference. Students must remain quiet and in their "office" during individualized work times. Students must place their flag on top of their "office shelf" when they need assistance by the Learning Lab Supervisor. Students do not leave their "office" without permission.

Behavior at School-Sponsored Activities

Students should follow the Code of Ethics at all times (p. 40). Our staff will be vigilant to enforce the code on the campus and at all school activities, including outings off-campus. Sometimes students make choices in other places that both violate these principles and affect life at the school. If a problem created off-campus affects school life, then the administration may take action deemed necessary, including suspension and expulsion.

Academic Honesty

Outreach Christian Education places a high value on academic honesty. As Christians, we are called to lives that are characterized by holiness (1 Peter 1:14-16). One of the characteristics of a holy life is truthfulness and honesty (2 Timothy 2:15; Colossians 3:9; Ephesians 4:25). In the school context, this applies to academic work, as well as relationships with adults and peers.

During the first week of school, teachers will discuss expectations and the importance of honest effort. Teachers will inform students of procedures and practices relating to tests, homework, and class work. Teachers will advocate the importance of honesty by employing strategies for teaching and testing that reduce the opportunities for dishonest behavior.

Academic dishonesty occurs when students obtain for themselves or assist others in obtaining credit for work which is not their own. Students must conduct themselves according to the highest standards of personal integrity (Proverbs 11:3; Peter 3:16) and must resist peer pressure to violate Outreach Christian Education's standards (Romans 12:2; Galatians 1:10). Whenever students have a question about this procedure or any procedure, they should ask their teacher.

Examples of academic dishonesty may include, but are not limited to, the following:

- Communicating with another student during a test or quiz;
- Copying from another student's test, quiz, or assignment;
- Allowing a student to copy from one's test, quiz, or assignment;
- Using unauthorized notes or devices during a test or quiz;
- Obtaining a copy of and/or information about a test or quiz without the knowledge and consent of the teacher;
- Submitting falsified information for grading purposes;
- Submitting an assignment, paper, or project which is not the student's original work;
- Changing answers and seeking credit on a test, quiz, or assignment after the work has been graded and returned;
- Using electronic devices in violation of guidelines established by the teacher;
- Misusing school computer systems which are used for student, staff, or administrative purposes; and;
- Not scoring work properly when in Learning Lab;
- Any other violation intended to obtain credit or generate credit for work which is not one's own.

Study or homework collaboration is not considered academic dishonesty unless prohibited or limited by procedures/expectations established by the teacher. Teachers shall guide students in understanding when collaborative efforts are not appropriate.

Plagiarism is the act of taking and using another's published or unpublished thoughts, ideas, and/or writings as one's own. This definition includes computer programs, drawing, artwork, and all other types of work which are not one's own. Types of plagiarism include word-for-word, mosaic (rearrangement or reworking without documentation), and indirect (paraphrasing of a passage without documentation).

The following procedures and consequences for academic dishonesty and/or plagiarism are implemented by teachers:

- The teacher shall report any incident of academic dishonesty or plagiarism to the student, the administration, and parents.
- A zero will be given for the academic work.
- The student will be required to submit corrected original work.
- Any additional offenses will be dealt with on an individual basis with increasing severity.

These consequences apply to all the student's classes. For example, if a student is academically dishonest in one class and then is later academically dishonest in another class, this will be considered a second offense.

Grading

OCE sets its bar high in the area of grading. All students should strive for 100%, 100 percent of the time. It is our philosophy that students should aim high (100%) and achieve no less than 90%. OCE's grading scale is: A = 94% to 100%; B = 88% to 93%; C = 80-87. Grades below a B are allowed only at the discretion of the school.

School Records

There are two types of school records, permanent and cumulative. Permanent school records contain information regarding schools attended, attendance, Iowa Assessment scores, homeroom teachers, and grades. When a student transfers, a copy of the permanent record is sent to the new school. Copies of cumulative records, including those brought to Outreach Christian Education by parents or sent from other institutions, and may contain test scores and narratives, progress reports, and other information, will be transferred to another school upon notification from that school.

Only authorized persons have legal access to a student's records: parent(s) or legal guardian(s), teachers, Head of School, and administrative assistant. The list of building personnel for the current school year will be published on our school website.

In addition, the following people may be granted legal access to a student's record, if necessary, by the Head of School, administrative assistants, bookkeepers, and professional staff (psychologists, speech/language clinicians, social workers, consultants, physical and occupational therapists, hearing and vision staff), and those authorized by the school's confidentiality policy (See "Confidentiality" policy in the Handbook).

These guidelines explain your right to your child's records maintained by Outreach Christian Education.

These rights include:

1. Right to inspect: You have the right to look at all of your child's records maintained in the official school file.
2. Right to request correction: You have the right to present evidence that the school should amend any part of your child's record which you believe to be inaccurate, misleading or in violation of student's rights. If the school decides not to change the record, you may insert an explanation in the record.
3. A noncustodial parent shall have the right to access school records related to his or her student unless prohibited by a legally-binding instrument.

Once your child turns eighteen years old, he or she obtains all of the above rights.

Bible

OCE students are required to keep a Bible at school to use for Scripture memorization, academic reports and PACE work, chapel, and personal study. Students are encouraged to use the English Standard Version of the Bible. The ESV is used for Bible quiz teams and for memorization. Students who do not participate or plan to participate in Bible quizzing can use an NASB, ICB, NIV, NKJ or King James version.

Standardized Achievement Tests

Students in grades K-12th will take the Iowa Test of Basic Skills in April. The Iowa Assessments are norm-referenced standardized tests, which provide a comparison of a student's performance to that of thousands of other students who take the test under the same conditions. The results help the school to assess our progress and determine areas in which we may need to improve. It is important to understand that no one "passes" or "fails" these tests. There are many variables that affect how your child may do in a given year on the Iowa Assessments. The tests include many of the same subjects your child is taught in school.

Standardized tests can only give certain kinds of information about how your child is doing in school. To get a more complete picture, you also need to know how your child does with class work and tests administered by the teacher. There is a fee for this test.

Textbooks

The textbooks and PACE's your child receives are considered rentals. The rental cost is included on your financial contract. If a student damages or loses a book, the family of the student will be responsible for the damages or the total replacement cost of the textbook/PACE's, if necessary.

Testing

All new students going into 1st grade and up are given a diagnostic test to determine their academic level. This test also shows their learning gaps, which are things the student needs to relearn before advancing to the next level. Kindergarten students are given the Reading Readiness test to see if they are ready to read.

Special Services Resource

Resource is for students who have unique academic needs—primarily in math and reading. A staff member oversees the Resource program. Reading and math assessments are given at the beginning of the school year to help identify a student's specific needs. The assessments used are ACE Math, English, and Reading Diagnostic Tests. A student may receive this assistance through a referral by the teacher or Head of School.

Learning to Read Program

The Learning to Read program is for children who have not mastered the basic reading skills. It features the ABCs of ACE. After students have successfully completed this program, they will begin PACE work in individualized curriculum. All new elementary students who are not fluent readers will participate in this program.

Curriculum

The God-given ministry of a Christian school is to train students in character, language, academic subject matter, and the Word of God. Outreach Christian Education believes this and follows this principle. Outreach Christian Education selects textbooks that are written on the premises that all truth comes from God (Psalm 119:160; John 17:17), and that any teaching of man that is contrary to the clear teaching of the Word of God must be rejected and refuted (Psalm 119:163; Proverbs 2:12; Ephesians 4:25). The curriculum is organized so that it provides plans for teaching biblically-sound principles. More detailed information about the school's curriculum is available in the school office.

- OCE utilizes a diversified approach to learning and incorporates such curricula as ACE (Accelerated Christian Education), Bob

- Jones, Abeka, ACSI, Alpha and Omega, and other faith-based curriculums may be added as well.
- OCE's educational philosophy is rooted in the 5 Laws of Learning, which include Assigning the Level (Romans 12:5-6), Setting the Goal (Luke 14:28), Providing Motivation and Control (Colossians 3:23 and Proverbs 22:6), Determining Measurement (Luke 12:48), and Ascribing Rewards (Philippians 4:13-14).
- In their Learning Center (homeroom), students will be afforded the opportunity to work on their individual academic "prescription" in Math, English, and Word Building. Each student is held accountable to their own progress and ability in these areas, as opposed to being forced to conform to a group mandate. Students will also participate in traditionally-formatted lecture classes in subjects such as Social Studies, Science, Bible, Orchestra, Art, Spanish, Writing, etc. This stimulates discussion during which students may glean from their peers and instructors, and allows for the exchange of various perspectives and ideologies. In addition, these classes engage critical thinking and encourage collaboration and hands-on experiences.
- Our diversified program is designed to facilitate learning through self-instructional materials requiring a minimum amount of supervision while enabling a student with varied abilities to advance academically. A student can develop skills while working at his/her own academic level within the limits of their own background. Through controls and motivation, students advance to their highest potential.
- When learning materials are prescribed individually to inspire maximum achievement, no advanced student is held back and no student facing challenges is compelled to keep up with the lockstep group; both will enjoy their individual successes. Neither will suffer the "failure" image.
- Learning should not be dependent on a teacher's store of knowledge, however the self-instructional curriculum minimizes the student's dependence on a teacher's knowledge of subject content. Through an atmosphere with positive and corrective controls, teachers are available to encourage and inspire learning. The teacher, as a counselor, supervisor, and mentor, is present to stimulate cooperation, maximum learning, and respect for leadership.

Expected Learning Outcomes

Students who graduate from Outreach Christian Education...

Spiritual Development

- ... understand and commit to a personal relationship with Jesus Christ.
- ... know, understand, and apply God's Word in daily life.
- ... personally respond to carry out the Great Commission locally and around the world in a culturally-sensitive manner.
- ... can articulate and defend their Christian worldview while having a basic understanding of opposing worldviews.
- ... possess apologetic skills to defend their faith.
- ... understand the worth of every human being as created in the image of God.

Intellectual Development

- ... are well-prepared in all academic disciplines and are skilled in reading, writing, speaking, listening, and thinking.
- ... are proficient in mathematics and science.
- ... have a knowledge and an understanding of people, events, and movements in history, and the cultures of other people and places.
- ... appreciate literature and the arts and understand how they express and shape the students' beliefs and values.
- ... know how to utilize resources—including technology—to find, analyze, and evaluate information.
- ... are committed to lifelong learning.
- ... explore, create, experiment, observe, plan, analyze, reason, investigate, and question.

Social/Emotional Development

- ... embrace and practice justice, mercy, and peacemaking in family and society.
- ... value intellectual inquiry.
- ... have the skills to question, solve problems, and make wise decisions.
- ... have an appreciation for the natural environment and practice responsible stewardship of God's creation.
- ... enjoy and initiate friendships with a variety of individuals.
- ... take pride in their work.
- ... show empathy and kindness to others.
- ... recognize that their body is created by God and that special responsibility is needed to care for it.
- ... engages with others in learning activities.

Daily Schedule

Each school day begins with morning devotions. All classrooms open the day with:

- 📖 The Pledge of Allegiance to the American Flag
- 📖 The Pledge of Allegiance to the Christian Flag
- 📖 The Pledge of Allegiance to the Bible
- 📖 A Scripture reference read in unison for a month and a selection from the book of Proverbs
- 🎵 Singing (elementary)
- ✝️ Prayer

Spiritual Growth

The beginning of wisdom is reverence for God (Proverbs 1:7). Therefore, a very important part of the school is ministering to the students' spiritual needs.

Class Devotions

Each class has morning devotions ("First Things First") when the school day begins. Some teachers choose to study through a book of the Bible. Others use Bible study material and age-appropriate devotional books. The students and teachers spend time in prayer for each other and for the school. This is a special time for teachers and students to grow together spiritually.

Bible Class

Each instructional day may include a Bible Class. The class presents the Bible, through stories, character building, and the ability to divide and study the Bible accurately, making preparation to defend their faith.

Character Education Focus

Character development is a vital part of the educational process. OCE incorporates curricula that specifically emphasize 90 biblical character traits. Biblical character traits are portrayed in real-life, situational character strips in the students' PACEs. These are then reinforced in devotions, Bible classes, and weekly chapels. OCE emphasizes the following traits:

Affectionate	Appreciative	Attentive	Available	Blessed	Cheerful	Committed	Compassionate
Concerned	Confident	Considerate	Consistent	Content	Cooperative	Courageous	Courteous
Creative	Decisive	Deferent	Dependable	Determined	Diligent	Discerning	Discreet
Efficient	Equitable	Fair	Faithful	Fearless	Flexible	Forgiving	Friendly
Generous	Gentle	Godly	Goodly	Gracious	Grateful	Happy	Holy
Honest	Humble	Integrity	Joyful	Just	Kind	Knowledgeable	Longsuffering
Loving	Loyal	Meek	Merciful	Modest	Obedient	Observant	Optimistic
Orderly	Patient	Peaceful	Perseverant	Persuasive	Prayerful	Prepared	Prudent
Punctual	Pure	Purposeful	Ready	Rejoiceful	Resourceful	Respectful	Responsible
Reverent	Righteous	Secure		Self-Controlled	Sincere	Steadfast	Submissive
Tactful	Temperate	Thorough	Thrifty	Tolerant	Trustworthy	Truthful	Understanding
Virtuous	Wise	Zealous					

Scripture Memorization

Scripture memorization is an important part of the spiritual formation offered to our students. Students memorize Scripture passages throughout the year. Students also memorize Scripture that pertains to the Bible instruction each week. Students are encouraged to learn the verses and apply them to their everyday life.

Community Outreach

Community outreach is stressed as an opportunity for students to grow in their walk of faith with Jesus Christ. Students are encouraged to look farther than our school to the surrounding city and the rest of the world. Students are given opportunities to serve at local ministries and intentionally serve others. Efforts are also made to bring guest speakers who are foreign missionaries to give students a larger perspective on the community of Christians around the world.

Chapel

Our weekly Chapel services are an opportunity for students to spend time praising and worshiping God. They are also an opportunity for students to be taught from the Bible by Timothy Lucht (Chapel Leader) and other guest speakers. Elementary and secondary chapels are held on Friday mornings. Parents are welcome to attend any chapel service. Our chapel speakers are typically, Timothy Lucht, some area pastors, faculty or staff members and parents of students.

How the Diversified System Works—Learning Center (Homeroom) Curriculum

Each student is given a diagnostic test to determine curriculum prescription in each subject. Students set goals, work at individual offices to achieve goals, and share in benefits that result as they develop responsibility. Students then follow instructions in the PACE

that may include reading a textbook, conducting research, working on special projects, and completing exercise sections. The teacher issues a PACE to the student for Math, English, and Word Building, and goals are set (number of pages required for completion each day). As the student completes the work in the PACE, the he scores (grades) his work at the score station. The student returns to his desk, makes any necessary corrections, and rescores the work. Each PACE contains several "Checkups" (equivalent to a quiz) designed to gauge the student's mastery of the previous section. Once the PACE is completed, scored, and corrections made, the student will take the Self-Test (each PACE ends with a Self-Test designed to help the student measure his comprehension of all material in the PACE). The student scores the Self-Test. Students who do not score at least an 88% should note areas of weakness, as well as review the Self-Test with the teacher. Once the teacher and student are confident in the student's understanding, the student is given the PACE test (the final test) for that PACE. Students scoring below 88% in any PACE subject will repeat the PACE while students scoring 88% and above will continue onto the next PACE. As the student progresses, PACEs become more difficult and lengthy. Any grade below 88% is allowed only at the discretion of the principal. A teacher is given the option of considering the difficulty of the PACE when accepting a test score and must present the exception to the principal.

Goal Setting

Each student, under the direction of the teacher, is required to set goals each day for the work to be accomplished for that day. Individual goal setting charts are a permanent part of the student's office. The student enters his goals by specific page number, in blue ink before beginning the day's work. Errors must be recognized and initialed by the teacher. Students must not change or strike over any goals previously set. Goal setting holds the key to student success.

Congratulations Slips

Each time a student completes and passes a test, a congratulations slip is given. These slips are to inform parents of student achievement. This is an excellent opportunity for parents to encourage and compliment the student.

Homework

Students are expected to work hard during school hours eliminating the need for long homework assignments. However, if a student is having difficulty in a particular subject, and needs more time to complete realistic goals, or if time is not used wisely, homework assignments will be given. Parents will be notified of the homework assignment and are asked to sign a Homework Assignment Slip. This simply verifies parents are aware of homework—not that it has been completed. Parents are asked to cooperate with homework assignments by providing a time and place to complete homework with an atmosphere conducive to concentration upon the work assigned. Parents may give proper supervision to the required study and help with the review of material being learned, but the student must do the actual work on his/her own. Completion is the responsibility of the student. Resource books may not be taken home unless authorized by a teacher. Once a student reaches an academic level equivalent to middle and high school, work becomes much more difficult. Students may not be able to complete their goals during the school day and should expect homework.

Late Work

Each student must be prepared for class daily. When work is not completed on time, class participation and the ability to build on previous knowledge is often affected. We also desire to cultivate in our students a diligence that pleases God. To aid in that process, policies are in place regarding the submission of late work, but may vary by class and supervisor preference. Specific policies for each class are communicated at the beginning of the school year by the classroom teachers.

Make-Up Work

Students are permitted to make up work missed during an excused absence. The student will receive full credit for such make-up work. Generally, work or tests assigned prior to the absence, and that are due on the date of the absence, should be submitted on the day of return to school. Adjustments may be made by the teachers for extenuating illness. Making up tests and/or missed work may necessitate the student's arriving early, using recess time, or staying after school. Each teacher will inform the students regarding make-up work policies for the class.

Standard of Written Work

Neatness: All assignments must be completed neatly. Each teacher will emphasize neatness at the beginning of the school year and enforce it throughout the year. An assignment that is not completed neatly will be returned to the student to be redone.

Grammar, Spelling and Punctuation: Correct usage in these areas is expected in all written work. The grade will be lowered if errors are submitted. Teachers may require an assignment to be rewritten if errors are excessive.

Progress Reports

Some of the important goals of education are self-control, responsibility, and development toward the objectives of the curriculum with emphasis on individual initiative. Grades reflect the extent to which students are meeting the goals of a Christ-centered education. Students are encouraged to work to achieve and please the Lord (Colossians 3:23)—not for grades. We urge parents not to compare

their child's grade with those of other children, since each student is unique. Academic reports are founded upon his/her individual progress and should be interpreted in accordance with the student's ability.

The purpose of this reporting system is to give parents and students an indication of the progress being made. Each child's ability, attitudes, application, and achievement are considered when grading. Students are graded primarily on achievement, not effort.

Progress reports, issued every quarter, indicate grades, social development, attitudes, work habits, and attendance. In order for parents to know their child's progress firsthand, there will be at least two parent-teacher conferences during the school year, in addition to progress reports. Please contact the teacher first if there is a concern about student progress.

Our academic reports are an earnest attempt on the part of the teachers to present to you an evaluation of your child's progress during the school year. These reports may be inconclusive, and you may have further questions. You are, therefore, invited and encouraged to obtain more detailed information through personal conferences with the teacher(s).

Outreach Christian Education treasures most highly that which no grade can measure: spiritual growth (2 Peter 3:18; Hebrews 6:1), integrity of character (Proverbs 11:3, 1 Peter 3:16), and the simple love for Jesus we desire to see in our students (Matthew 22:37-38). Parents must evaluate this growth in grace by experience in the home.

The grading system is designed to give parents a true indication of student progress or deficiency. Progress reports may be picked up by the parents at the end of the first and third quarters during parent-teacher conferences. Progress reports will not be issued until a parent has met with the teacher. At the end of the second and fourth quarter, progress reports will be sent home with the student (parents who have not met with their child's teacher at first and/or third quarter will not receive a report card until such meeting takes place). Any accounts not paid in full will have progress reports held by the school until cleared. Academic records will not be sent to another school until the account is cleared. Progress reports must be signed by the parent and returned to the school promptly. A fee will be charged for duplicate reports.

Academic Year

Outreach Christian Education's academic year is subdivided into four grading periods. The first quarter typically ends in October and a parent-teacher conference is required to pick up the child's progress report. The second quarter ends in January and the Progress Report is sent home with the student to be signed and returned to school on the specified date. This process will repeat in a third quarter report given at parent-teacher conferences in March, and the fourth will be sent home to keep in May.

Group Class Time

Daily, elementary students will participate in group activities. Group interaction and cooperation is developed to encourage social skills and Christian character. Such things as Science projects, group reading assignments, art projects, flash card reviews, and learning games fill up the student's afternoon.

Extracurricular Classes

Each student will participate in various graded extra-curricular classes: gym, art, and music. Sign language, Spanish, Home Economics, Robotics, etc. will be offered when available.

Field Trips

Periodically, classes take trips to interesting and educational places. The parents will sign a permission slip for each field trip. Parents will be notified in advance of each trip, and a small fee may be charged to cover expenses.

Additional Children

Generally, children who are not enrolled at Outreach Christian Education cannot accompany parents who chaperone field trips, unless there are special circumstances. Teachers must discuss the special circumstances with the Head of School before the field trip.

Behavior Guidelines

We do not have extended room on our buses and there are times when we must rely on parents to drive for field trips. We expect students to obey volunteers at all times. Students are responsible to the classroom teacher and all volunteers during a field trip.

To maintain order before, during, and after field trips, we will follow these procedures:

Before

1. The teacher will review the procedures and responsibilities with the students and accompanying adults.
2. Students will walk quietly to the vehicles. We will not disturb other classes.

During--In vehicles and at the field trip site

1. All passengers will use the seat belts.
2. Students may talk but with quiet voices.
3. Students will keep hands and feet to themselves.
4. Students will listen to and follow the directions of the volunteer.
5. Students will walk at all times, unless running is a part of the activity.
6. Students will stay with their designated group at all times.

After

1. Students will wait for instructions by the volunteer.
2. Students will wait in the vehicle until the volunteer tells them to disembark.
3. Students will wait with the group outside of the vehicle for the volunteer.
4. Students will walk quietly with the volunteer and the group into the building and wait quietly in the predetermined location for the remainder of the groups to return.

Overnight Stays

When staying overnight on a school-sponsored activity, the following guidelines will be in place:

1. Chaperones, volunteers, and staff members who represent Outreach Christian Education in a supervisory or leadership role must agree prior to the trip to refrain the alcohol and tobacco use.
2. Students are not permitted in hotel rooms of students of the opposite sex.
3. All curfews must be adhered to by all students.
4. Local laws, customs, and courtesies will be respected and adhered to if they do not contradict other prescribed policies.
5. Respect and cooperation will be shown to all adult chaperones.
6. When traveling with another group or a travel company, adherence to their policies and rules is expected.
7. Responsibility for personal possessions, being punctual, and showing consideration of others in the group is expected.

Library

Students visit our community libraries for needed projects and as field trips on occasion. Classrooms have a bookshelf of books that can be checked out by students. Students may also visit our school library with permission to obtain books for personal use.

Little Free Library

OCE is proud to partner with this organization to provide a library for our community. Our Little Free Library is located at the bottom of the steps on Cates St. directly in front of the school. Students and families are encouraged to share books and borrow books with the community to enhance a love of reading for all.

Band/Music/Orchestra

Students in Grades 3 and up are required to participate in Orchestra. Students will attend Orchestra class at least 3 times per week and will participate in recitals and external performances, including competitions.

Academic Competitions

Outreach Christian Education students periodically participate in various academic and fine arts competitions including ACSI, the Midwest Christian School Academic and Fine Arts Festival, and various other contests.

Honor Roll

Recognition of achievement is an important part of the academic program at Outreach Christian Education. Each child is encouraged to strive toward a place on the honor roll. Below are listed the requirements for the quarterly honor roll:





- ◆ Maintain academic balance (completing approximately the same number of tests in each subject)
- ◆ Obtain a total average of 88 percent to 93 percent for Supervisor's Honor Roll (**B** Honor Roll) and 94 percent to 100 percent for Principal's Honor Roll (**A** Honor Roll)
- ◆ Assigned Scripture memorization

Incentive Program—Levels




The 5th Law of Learning is to Ascribe Rewards and OCE works diligently to implement rewards that are fair and that provide motivation for student achievement. Each classroom implements responsibilities and privileges. To these "levels" we assign different tiers of requirements and privileges based upon desired outcomes. Students are then provided with ample opportunity to achieve the highest level possible each week, thus facilitating academic, character, and spiritual growth, enhancing student responsibility and autonomy,

and rewarding through pre-established and age-appropriate privileges. The following is an example of “levels” as recommended by ACE:






Level A Responsibilities:

-  Complete 2 PACEs per week.
-  Maintain academic balance.
-  Memorize previous month’s Bible selection.
-  Accumulate no more than 20 minutes of detention in the preceding week.







Level A Privileges:

-  A 15-minute break (students without privileges get 10 minutes).
-  May read approved literature or listen to inspirational CDs in Learning Center, after daily goals are completed.
-  May participate in extracurricular activities in Learning Center.








Level C Responsibilities:

-  Complete 2 1/2 PACEs per week.
-  Maintain academic balance.
-  Accumulate no detention in preceding week.
-  Memorize previous month’s Bible selection.
-  Present a monthly book report on an approved book by the teacher




Level C Privileges:

-  All the privileges of level A
-  A 20-minute break
-  May read approved literature or engage in approved extracurricular activities in student office (art, approved CD’s, etc.) after daily goals are completed.
-  May be out of seat without permission in Learning Center.
-  May engage in approved extracurricular activities in Learning Center or participate in other assignments and projects outside of Learning Center.
-  May serve on approved projects: errands, office aid, student monitor, etc.

Level E Responsibilities:

-  Complete 3 PACEs per week.
-  Maintain academic balance.
-  Accumulate no detention in preceding week.
-  Memorize previous month’s Bible selection.
-  Read an approved book (by the teacher) and present both a written and an oral report.
-  Be available for participation in school activities: Chapel, guest tours, etc.
-  Do a benevolent service (anything done by the student not already expected of them, and without being asked, but WITH permission)

Level E Privileges:

-  All the privileges of A and C level
-  A 25-minute break
-  May leave student office and Learning Center for approved activity or projects under the supervision of staff

Literature Certificate

Students who enjoy additional challenges are encouraged to strive for the ACE literature certificate. During the school year, students must read and report on at least 20 character-building books at or above their English curriculum level. Books must be approved by the teacher prior to reading. No more than ten books may be associated with English PACEs.

Physical Education

Elementary

By state law, all students must participate in physical education unless they have a medical excuse signed by a doctor on file in the office. This excuse must specify the period of time for the exclusion, the reason, and must be turned into the office. The athletic program is a coordinated effort; therefore, students are not to bring athletic equipment from home. School equipment is only used during planned and/or authorized activities. **All elementary students must wear the following PE uniform:**

- ☞ Shirt with school logo (T-shirts orders are sent home the first week of each school year);
- ☞ Navy blue sweat pants;
- ☞ Tennis shoes and socks

Middle and High School

Students may obtain P.E. credit by participating in approved athletics. Students must submit a “Non-OCE Athletic Certification” form to Administration to obtain official transcript credit.

Recess

Outdoor play and physical activity are important components of the school week. Recesses are held outdoors or in the gym at lunch time for all students. Elementary students have an additional recess mid-afternoon each day. We believe children need regular breaks in their school day, and we insist they must go outside except in the most inclement conditions. Recess provides an important social experience, allowing children to be children and interact with their peers in other-than-classroom activities. We make available a plentiful variety of playground equipment, balls, jump ropes, and other recreational items. While teachers keep their direct involvement in recess activities to a minimum, they encourage organized games and individual activities, helping the children to cooperate and expend pent-up energy rather than allowing students to consume the recess period without participating in a meaningful recreational activity.

Recess Guidelines

Outdoor play and physical activity are important components of the school week. All children will participate in recess unless they have a signed note from a physician excusing the child from recess. Every effort is made to have the children play outdoors; however, inclement weather may cause the recess to be indoors in the school gymnasium.

- Outdoor Recess—Children will play outside at the discretion of the classroom teacher and administration.
- Indoor Recess--If it is too cold, icy, or raining, recess will be held inside.
- Blacktop Recess--Students will stay on the blacktop if the grass or playground is wet and/or muddy.
- Student Dress During Cold Weather--Children should wear hats, mittens/gloves, warm coats/jackets, and boots. If they don't have boots, students will be allowed to go outside but will need to stay on the blacktop. Please note that boots are not permitted throughout the day and should be worn only for walking outside.

Rewards vs Consequences

Part of training students is teaching them there are rewards for good choices and consequences for poor choices they make. We use a system that helps teach them this concept. Students will need to be on level to earn their Friday rewards, whether it be a field trip, or something prepared by the teacher at school. These are privileges that are earned each week by meeting requirements to be on level. Level statuses are given every Monday of each week and are effective through Friday.

Awards Ceremony

At the end of each school year, a formal end of the year awards program is held. A variety of awards are earned throughout the school year and students are recognized for their achievements. The ceremony is an evening event for students and their families. This is also when the Kindergarten class will have their graduation ceremony. The dress code for students is chapel dress.

GENERAL POLICIES

Faith Expectations

Parents and students are responsible for reading the school statement of faith, and expected to acknowledge and support it. This is what will be taught in the classroom and in chapel. The faith of OCE will not be compromised for other faiths or belief systems.

Attendance

Attendance is a strong character quality we strive to develop at OCE. We are committed to the philosophy that *every* student should attend *every* class *every* period *every* day. Daily attendance and punctuality are expected in all grades and are essential for success. Learning lost due to absence can never adequately be replaced. Parents and students must realize absences affect learning progress,

grades, and development of good habits. There are many activities outside school that provide worth-while educational experiences. Without eliminating these experiences; we ask that parents make every effort to schedule activities outside the school day and year. To accommodate parents who cannot avoid conflict, we allow one family vacation—approved in advance with a valid make-up slip from the office—each school year. The parent must send a written request to the office prior to the absence. Students are responsible for all make-up work during an approved family vacation.

Excused Absences

If you will be out of town and your child will be staying with someone else, please inform the office staff. If a student's planned absence is greater than (1) day, please inform the office at least four (4) days in advance to allow adequate time to prepare homework assignments. Please request approval for any planned absence greater than three days.

Children should not be brought to school if, during the previous 24 hours, they have exhibited any of the following symptoms:

- Temperature of 100.4 degrees or higher
- Vomiting or diarrhea
- Unusual or unexplained rash
- Extreme tiredness or irritability of an unexplained nature

A doctor's note is required for excused medical absences, including, but not limited to the above-referenced symptoms. Students may also be excused due to a family member's death. In this event, please provide a copy of a service program or similar for the student's record. Family vacations longer than 2 weeks require special accommodations and must be approved by administration at least 2 weeks in advance. Please note that, although excused, these absences *will* impact perfect attendance, rendering the student ineligible for that award.

Unexcused Absences

A student will not be given credit for schoolwork missed during an unexcused absence, nor given extra time to make up missed work. It is the student's responsibility to ensure work missed during this time has been retrieved so he does not fall behind.

Parents are required to call the office to account for a student's absence. This should be done early on the day of the absence. A written excuse stating one of the above reasons is required when the student returns. If no note or reason is given within two days, an unexcused absence will be given. Students with five unexcused absences in a nine-week term will be contacted by the administrator and subject to removal. A student missing more than 12 days in a semester for any reason is seriously hindering progress and will be contacted for a conference. At the Principal's discretion, the student will be placed on a 30-day probation. Students with more than 15 absences in one semester will be issued an incomplete for the semester. Students not attending school through the end of the school year will be issued an incomplete for the school year and will not be promoted to the next grade.

Tardiness

God's Word teaches us to be disciplined and behave responsibly. As a Christian school, we are called to establish a disciplined environment for the children in our care. To train children in the life-long discipline of punctuality, it is our expectation that students arrive to school on time. If a student is late, he/she must receive a tardy slip from the school office. We will contact parents if absences and/or tardies become excessive or unexplained. Absences and tardies are noted on progress reports. Tardies will also be included on any school behavior plan. Ten tardies in a year will result in an after-school detention for the student. Additional detentions will be served at twenty and thirty tardies.

General Health

Every provision is made to provide a wholesome, healthy atmosphere for each student. There is a correlation between a student's health and enjoyment of school and ability to profit from it. You can make a great contribution in this area by:

- ◆ Ensuring your child gets adequate rest and sleep. Younger children, in particular, may require more sleep.
- ◆ Ensuring your child eats well, especially a good breakfast before coming to school.
- ◆ Keeping your child home when he/she is ill. Please do not send them to school.
- ◆ After an illness, keep your child home until temperatures are normal for one full day. Do not expose others.
- ◆ A student brought to school sick or becomes ill during the day must be picked up immediately by a parent or relative.

Children should not be brought to school if, during the previous 24 hours, they have exhibited any of the following symptoms:

- ◆ Temperature of 100.4 degrees or higher
- ◆ Vomiting or diarrhea

- ◆ Unusual or unexplained rash
- ◆ Extreme tiredness or irritability of an unexplained nature

Early Dismissals/Early Pick-up

In cases of doctor's or dentist's appointments, please make every effort to make appointments after school hours, however, we realize this is not always possible. A note from a parent stating the reason and time of dismissal must accompany the student. The parent must come in and sign out a student before they are permitted to leave.

Outreach Christian Education operates as a closed campus. Our building is locked during the school day. Students may not leave the premises unsupervised, unless a parent has submitted a consent form. Teachers will not release a student before the posted dismissal time, except to authorized school personnel, to a parent, or to a person designated by parental permission. For the safety of our students, we ask that all visitors, including parents, enter the building through the main front entrance door, and enter through the secured system. Once inside the building, visitors must report to the office where the students must be signed out.

For Individual Students Leaving before 3:30 p.m.

1. Parents must call the office or send a note explaining the reason for early dismissal and stating the time the student is to be dismissed.
2. The teacher will send the student to the office at the time he/she is to be dismissed. Parents must pick up the student in the office.
3. When parents arrive, they must sign the early dismissal book located in the office detailing with whom the student is leaving, time, date, and reason for leaving.
4. Students cannot leave with other persons, unless there is written parental permission or a phone call to the office.

Off-Campus Lunches

Parents may have off-campus lunch with their children on occasion by advising the teacher and signing out their child in the office. Students may only be permitted to go to lunch with another parent and student if liability waivers from both parents have been submitted.

Parking Lot and Driveway Regulations

All drivers must exercise extreme caution in the school's parking lot and driveway. The established speed limit is 5 mph. Pedestrians have the right-of-way. Please remember to watch for children when driving on the school property. Please do not park your car on the right side of the driveway in front of the school. Ask your children to exit the car quickly on the left side of the vehicle, along the sidewalk, and to walk to the building. Parents should remain in the vehicle and keep the line moving forward as much as possible. If you need to come into the school, please park in a parking space. Children dropped off before 8 a.m. will be supervised on the back playground or gymnasium.

The school requires that parents provide the names, relationships, and phone numbers of persons authorized to pick-up their student(s). If your child will be picked up by another individual, please send a written note to the office, notifying the school of that person.

Drop-Off

When dropping off your children in the morning, please stay to the left side of the driveway in front of the school. Please do not park on the right side of the drive-through. Ask your child to exit the left side of the car, along the sidewalk, and walk to the front steps and into the building. Parents should remain in the vehicle and keep the line moving forward as much as possible. Students arriving between 6:30 a.m. and 8:00 a.m. must be checked in by the parent.

Pick-Up

After school, please stay to the left of the driveway. Please allow the car in front of you to pull out first. Students left in after-school care must be signed out by a parent.

In order to relieve congestion in the parking lot, we ask parents to follow the Express Pick-up (K-6th only) or Regular Pick-up (K-12th) when picking up their children after school. If you have more than one child, make sure you pick up the first child and move through the line. Re-enter the line for the 2nd child.

If a student is not picked up by 15 minutes after dismissal, he/she will be sent to Bulldog Kids Club. There is a charge of \$10.00 per day for after school care. As we are concerned about the safety and supervision of children while on our campus, we ask that all students wait in the front office for their ride. If you need to change the time your child is picked up due to family circumstances, you can either

send a note to the teacher or call the office and the appropriate staff will be notified. For security reasons, we ask you to come to the office to pick up your child if it will be outside scheduled dismissal times and sign the child out.

Authorization for Pick-Up

The school requires that parents provide the names and relationships of persons authorized to pick-up their student(s). No student shall be released to any individual other than a custodial parent unless express written permission is first given to Outreach Christian Education. All early dismissal requests should go through the main office. A parent cannot ask the school to withhold release of his or her student to the child's other parent or parent's representative without a legally-binding instrument.

Parking

Parking is permitted only in marked parking spaces. The right side of the driveway is for before and after-school pick-up. Parents should idle their cars in this lane and move up as the line allows. The right side must remain open to allow traffic to flow freely. Please do not block the left lane.

Volunteer Drivers

We often need assistance in transporting students on field trips or for extra-curricular activities. Our school families have been generous in their assistance. Volunteer drivers must complete an application form, available from school staff, or in the school office. The application is designed to reduce the liability of volunteer drivers and the school by being proactive in our selection of parent drivers. Completed forms must be submitted with a copy of the volunteer's driver's license and the insurance card covering the vehicle. A new Volunteer Driver Application Form must be completed each school year.

Field Trip Drivers/Supervisors

Since we have limited bus space for student transportation, we rely on parents to drive for field trips. We thank you for your willingness to give of your time and resources to provide the opportunities for field trips. In addition to driving, you will be supervising students. We expect students to obey volunteers at all times. Please see the "field trip" section of this handbook for more details.

Visitors

We encourage parents to visit their child's classroom. Parents must advise the school office before a visit and give a one-day notice and before entering a classroom. No parent may go directly to a classroom. Parents are asked to remain quiet and observe the learning. If the parent has any questions or comments, a conference should be set up with the teacher through the office. Some great ideas for improvement have come to us from parents; we appreciate your support and encourage your comments. Visitors unknown to the school should always check in at the front office, present identification, state the purpose and intended length of their visit, and must sign out when leaving.

Deliveries

Any delivery to a student must be approved in advance so that disruption to the student body is kept to a minimum. This also helps us police those who are expected on campus.

School Closings

In case of inclement weather, dismissals or cancellations will be announced via Dojo, the OCE Facebook page, and local news stations. **Parents and students should not call the school to find out if school has been canceled.** A good rule of thumb is that if the North Kansas City School District closes, OCE will most likely close as well.

School Lunches

OCE has a hot lunch program for students. Students may either purchase their lunch or bring a sack lunch Monday through Friday. The school has a microwave for warming cold foods and a refrigerator. Parents and visitors are allowed to eat with students, however the visitor must follow the visitor procedure.

Hot lunches are prepared by the school kitchen staff. Students can choose to eat school lunches as often as they would like. Lunches may be purchased for \$2.50. The menu for daily lunches will be sent home monthly and can be found on the school website. Lunch calendars and lunch order forms are sent home by the 15th of the month for the upcoming month, and orders must be returned with full payment by the 25th of the month to ensure lunch availability for the following month. Students return their lunch order to their homeroom teacher. If a student does not order a school lunch, he/she is expected to have a lunch provided from home. School lunches include one beverage. The selection for beverages usually includes milk, chocolate milk, or water.

Microwaves are available for students to heat food. However, the students' eating time may decrease while they are waiting in line to heat their food. Please keep heating times for microwaveable items to two minutes or less. Food in a thermos is a good alternative.

Procedures:

1. Teachers will escort students to the kitchen to pick up their meals and/or beverages.
2. Students will eat lunch in the cafeteria.
3. No students are to be in the halls, restrooms, or office without permission from their teacher or another staff member during the lunch period.
4. Students are to remain in their seats after eating until they are dismissed to discard their trash.
5. Students are responsible for leaving their eating areas neat and clean.

If you have concerns about your family's ability to provide lunch for your children, please contact the office. All calls and information will be kept confidential.

Lunch Accounts

Payments are to be made by cash/check and attached to the order form at the beginning of each month. We are working on a system for online payment of lunch and milk items. Please watch for more information to come on this subject.

Food Allergens

Outreach Christian Education is concerned with keeping all of our students healthy and safe. We desire to provide a safe learning environment for all students. If your student has a life-threatening food allergy, please contact the school office BEFORE the first day of school to discuss implementing an allergy action plan. School staff will work with parents and health care providers to ensure that a plan is created to meet the unique needs of each student with special health care issues. The office staff will be able to communicate with teachers and school nutrition staff about dietary restrictions. While we do make efforts to eliminate food allergens from our menu that are known to have severe health consequences in students, we are unable to provide food service that is guaranteed to be 100% allergen-free. If your student has a severe food allergy, such as nuts, dairy, gluten, red dye, apples or any other allergy-inducing foods, please use caution if you choose to allow your child to eat hot lunch. If you avoid foods at home due to possible cross-contamination by producers, be aware that we may serve these products at school.

Kitchen Cleaning and Sanitation

The school kitchen is cleaned and sanitized with products that meet state and local food safety regulations. All food preparation equipment and surfaces that come in contact with food in the kitchen and cafeteria are sanitized before, during, and after food preparation. This sanitation takes place daily. Appropriate hand-washing procedures that emphasize the use of soap and water are also employed by kitchen staff. These sanitation methods are regularly inspected by the Clay County Health and Human Services Department.

Emergency Response

Emergency Response Plan

Outreach Christian Education staff members have been trained to use the school's Emergency Response Plan. This plan is reviewed annually by emergency preparedness specialists.

Emergency Evacuation

If school evacuation is recommended, our students will be taken by bus to the Riverside Outreach Christian Education building. Please do not come to Outreach Christian Education to pick-up your child/ren. You can pick up children at 2920 N.W. Vivion Rd. Riverside, MO 64150. Parents will be notified via Class Dojo, OCE's Facebook, or via phone when possible.

Emergency Drills

Fire Drills

- During routine drills or an actual fire, the alarm is sounded from a pull station in the front entry.
- The students in each class follow the teacher outside by way of the nearest available exit. Students do not talk while exiting.
- The teacher accounts for students who are present for the school day. If a student is not accounted for, an office staff member is contacted, who makes the effort to locate the unaccounted student.
- Teachers escort their classes to the blacktop and line up by class.
- Once the all-clear signal is given by the Head of School/designee, teachers bring their students back into the building. Students remain quiet while returning to their classrooms

Tornado Drills

- During routine drills or an actual tornado warning, a "code" is given over the public address system.
- The students in each class follow the teacher to the class' designated safety location in the building. Students do not talk while being led to this location.
- Once at the designated safety location, teachers instruct the students to assume the "duck and cover" position on the floor.

- The teacher accounts for students who are present for the school day. If a student is not accounted for an office staff member is contacted, who makes the effort to locate the unaccounted-for student.
- Once the all-clear signal is given, teachers escort their students to class. Students remain quiet while returning to class.

Lockdown Drills

- An all-school announcement will be made to lock down immediately. Teachers instruct students what they are to do in the case of an all-school lock down.
- Students will move in an area within the room where an intruder would not be able to see them.
- Teacher would lock the door and move desks or other heavy furniture in front of the door.
- Students and teachers will remain in their locked rooms until a security password is given and all is clear.

Mandatory Reporting

According to the laws of the State of Missouri, all Outreach Christian Education teachers are mandatory reporters of suspected child abuse. Staff members are required to report all incidents when it is reasonably believed a child has suffered abuse. Our Child Abuse and Neglect Reporting Procedures follow the requirements of the State of Missouri and are designed to protect students who are victims of child abuse and neglect.

Personal Property

The school stresses the importance of students assuming personal responsibility for the safekeeping of all personal belongings, as well as those assigned to them by the school.

The following guidelines pertain:

1. Students are responsible for their valuables.
2. Clearly mark personal possessions for easy identification.
3. Report lost articles to the homeroom teacher immediately.
4. Do not bring personal playground equipment to school, unless authorized by the teacher and Head of School.
5. Do not bring toys, radios, cameras, CD players, game boys, or electronic devices to school, unless the teacher and the Head of School give prior authorization for special occasions. If permitted, such items must be left under the supervision of the teacher.
6. Each student will be assigned a locker. Lockers are the school's property. We need students' help in maintaining the locker assigned to them. Please keep lockers neat, clean, and organized. Material contained in your locker must be in compliance with school standards, rules, and regulations. The Head of School/designee may examine the property of the school at any time without notice, as authorized by the Board. Please see "Lockers" policy in the handbook for more information.

Students who bring inappropriate personal property to school will have the item(s) confiscated and held in the office. Parents are required to retrieve the inappropriate material from the principal. The first offense will result in a warning—students will be warned that there is no "second time." If a second offense should occur, the item will be confiscated and will not be released until the last day of school.

Pets

Pets are not permitted in the school building, unless the teacher and the Head of School give permission at least 24 hours in advance. Some students who attend Outreach Christian Education have serious allergies related to pet dander and saliva.

Cell Phones

To facilitate a distraction-free learning environment for our students, OCE prohibits possession of personal technological devices on campus. Students will be required to submit **ALL** tech (tablets, cell phones, smart watches, etc.) to the Principal upon entry to school. All tech devices may be retrieved at parent pick-up.

Failure to comply with this policy will result in the following disciplinary measures:

- 1st Offense: Confiscation of Device. Parent must retrieve at end of day.
- 2nd Offense: Forfeiture of **ALL** privilege to bring devices to campus.
- 3rd Offense: In-school suspension.
- 4th Offense: Out-of-school suspension
- 5th Offense: Expulsion

OCE reserves the right to review and assess each case individually

Parents/Guardians/Students will be asked to sign a contract as indication of acknowledgement of and compliance with this policy.

Internet Use

As part of the student's curriculum and the development of computer skills, supervised access to the Internet may be provided. The following rules have been provided for responsible Internet use:

- Never use the Internet without adult permission.
- Access only areas that are appropriate for school use.
- Do not download games, music or video files, or other software.
- Do not send e-mails without permission.
- Do not "chat" online or participate in other live interaction.
- Do not give out your name, address, phone number, or e-mail address.
- Do not give out the school's name, address, phone number, or email addresses.

Searches for Suspicious or Unauthorized Materials

This school reserves the right to search the student's person and belongings (backpacks, purses, pockets, notebooks, lockers, desks, etc.) in the event the school suspects the student possesses an unapproved item. The search may be conducted without the student's or the parents' permission and the enrollment of the student in this school constitutes parental consent to such searches.

Lockers

Student lockers are the property of the school and are provided as a service for students to secure their belongings. Any locker may be opened, and its contents may be searched or examined by school authorities without the permission of the student at any time. Students must clearly understand the following guidelines:

1. Students should not switch lockers with another student. Students who violate this rule will be subject to discipline.
2. Students must not share their own lockers with another student unless that student was specifically assigned as their individual locker partner.
3. Lockers may be inspected and searched at any time by the administration.
4. Lockers must be kept clean inside and out and should not be stuffed beyond capacity.
5. Stickers are not allowed on any part of the lockers.
6. Student must not place anything on the lockers that cannot be easily removed without affecting the surface of the lockers.
7. Writing or painting on any part of the lockers is not allowed.
8. It is unwise to leave valuable items in a locker. Students should carry the items with them or check with the office if the items need special security.
9. Students should not enter anyone else's locker without permission from the student who is assigned to that locker. A staff member must be present to open the locker.
10. Students are responsible to pay for any locker damage caused by violation of the above rules.
11. Violation of any of the above rules can result in temporary or permanent suspension of locker privileges.
12. Any problems with a locker should be reported to the office or to a designated staff member.
13. The school is not responsible for lost, stolen or damaged goods belonging to students.

Materials and Property

This school is God's provision and is made possible by the sacrificial gifts of parents, teachers, and friends of the school, as well as by tuition and fees. It is very important that school property be well cared for and that materials are not wasted. Students who cause damage to school or to another student's property will be expected to repair or replace the property, or to pay for its repair or replacement.

STANDARDS OF CONDUCT

This school is dedicated to the training of children in a program of study, activity, and living that is Christ-centered. We believe that all things should be done decently and in order and that our students should be taught to accept the responsibility to walk honorably before all men. OCE is not a corrective institution; consequently, we ask that a child not be enrolled with the idea that we will reform him. We are here to work with the home, but not to take the place of parents who have experienced difficulty with their children. All new students are admitted on probation for the first six weeks.

1. Students of all ages are expected to behave in a manner that promotes God's glory (2 Timothy 2:5; Colossians 3:17; Romans 8:28), a good learning environment, physical well-being, and personal growth in grace (2 Peter 3:18).

2. Students' attitudes are of prime importance. Many problems arise not from what is done, but from HOW it is done. Because Outreach Christian Education is a Christian school, we expect students to give evidence of biblical attitudes. Gripping is not tolerated! If your child does come home with a complaint about a policy or discipline, please follow this procedure:
 - Give the staff the benefit of the doubt.
 - Realize that your child's reporting is emotionally biased and may not include all the information.
 - Realize that the school has reasons for all rules and they are enforced without partiality.
 - Support the administration and call the school for the facts.
3. Students are expected to act in an orderly and respectful manner maintaining Christian standards of courtesy, cheerfulness, kindness, language, morality, and honesty. Students must agree to strive toward unquestionable character in dress, conduct, and attitude. All students and their families are expected to live by the school's Code of Ethics.
4. Students observing questionable activities or overhearing conversations contrary to the policies of this academy should immediately discuss the matter with a teacher; this is not tattling. It has been said, "All it takes for evil to triumph is for good men to do nothing."

General Rules

1. Respect the time of others by arriving/returning to class on time.
2. Lying, cheating, and stealing are unacceptable behavior.
3. Look at someone when they are speaking to you or you are speaking to them. Don't walk away when someone is speaking to you, or you are speaking to them.
4. When someone is speaking to you, let them finish their thought before interjecting yours. Don't interrupt a conversation between other people. Wait until others have finished before speaking.
5. Respect all adults and authority figures. Don't interrupt when they are speaking.
6. Use proper language. Say "thank you" when you are given something. Say "please" when asking for something. Say "excuse me" when you bump into someone or need to pass someone in close confines. Say "excuse me" when you cough, sneeze, or belch. Refer to adults with "Yes/No, Sir" or "Yes/No, Ma'am."
7. During discussions, be respectful of others' comments, opinions, and ideas.
8. When walking in the hallways, remain quiet, so as not to disturb other classes.
9. Treat all property as you would want others to treat your belongings. Any destruction of school property will result in the parent's being billed for said property.
10. Clean up after yourself. If you spill something, clean it up, or ask for help in doing so.
11. Food and drinks should be restricted to the lunchroom, except for certain special events.
12. Always remain within the boundaries of OCE or those established by OCE administration and staff.
13. Weapons, such as guns, knives, or lighters are not permitted on school grounds or at school functions.
14. Students are not permitted to have cell phones at school. Please refer to the "Cell Phones" section of this handbook.
15. The use of tobacco and tobacco products (including e-cigarettes and vaporizers) is prohibited at all times while on Outreach Christian Education's property or within any of Outreach Christian Education's facilities. No person may use tobacco products in a personal vehicle while located on Outreach Christian Education's property.

The teaching and modeling of these guidelines are part of our mission to develop Christlike character in our students. We recognize, however, the difference between "behavior" and "character." Transformation of the heart is an enduring process in which one is radically changed and does not revert back to one's previous condition. Only God brings about lasting transformation in a person's life (Romans 12:2; 2 Corinthians 3:18). While we cannot transform the heart, or even know what the heart is actually thinking or feeling (1 Corinthians 2:11), we can control, or at least regulate, the outward manifestations of that. In other words, we can and will expect that our students conduct themselves in a manner that shows respect for both adults and peers.

As we partner with parents to raise up a generation that will glorify God, we need your prayers and your support. Please review these expectations with your children as we help you by reinforcing these guidelines at school.

Courtesy

Christians are to treat everyone with proper respect and show proper deference to those in authority. Such conduct as talking back, sarcasm addressed to those in authority, complaining, gossiping, etc. is unacceptable. Students are to be courteous at all times.

Language

Students at OCE are not only to refrain from cursing and using the Lord's name in vain, but also from vulgar and slang expressions which are offensive. Students are to "... walk in manner worthy of the Lord, pleasing Him in all respects. ..." (Colossians 1:10).

Romantic Relationships

Romantic relationships are strongly discouraged. We believe that boys and girls are meant to act like children as long as possible. We believe it is a mistake to push them towards each other before they are ready. Life is complex without “falling in love” in school.

Physical Contact

Students are to refrain from physical contact, including pushing, shoving, hitting, kicking, scratching, etc. As a general rule, students should never engage in physical contact with other students except when appropriate as determined by the school. There is no holding hands, touching, kissing, etc. There is no “pairing off” (pairing off is when two students place themselves in a position where there is no one else present and they are out of sight of the group).

Worldly Pursuits

All students are expected to refrain from activities that are not Christian. This includes watching offensive movies, drinking alcohol, use of tobacco, use of illegal drugs and misuse of legal drugs, reading and or watching pornography, homosexuality, fornication, wearing of immodest clothing, etc. Students are expected to avoid worldly attitudes such as greed and envy, cheating, swearing, smoking, gambling, viewing or discussing objectionable movies, consuming alcoholic beverages, using narcotics, and other questionable practices.

Off Campus

Conduct prohibited at school is equally prohibited away from school. The Christian life is not a game with one set of rules for the church and school and another for everyday life. Regardless of whether the proscribed activity takes place at or away from school, the student is equally subject to discipline for those activities, up to and including expulsion. Parents and students are required to uphold the school’s code of ethics.

Parental Code of Conduct

Parents are to review and agree to uphold a parental code of conduct. The parental code of conduct is to ensure that parents understand what is required of them as parents and a partner of this school; are aware of and agree to follow the rules and regulations of OCE; and fully support this school's efforts. As a parent and supporter of Outreach Christian Education, I understand the following parental code of conduct:

- ◆ As a parent, I must set the example in my home. It is my responsibility to show my children how to live.
- ◆ OCE is not a corrective institution. I do not bring my child to this school with the idea OCE can reform him/her.
- ◆ My child is admitted on probation for the first six weeks.
- ◆ Gripping is not tolerated! If I have a complaint, the Administration will be more than happy to discuss this and work towards a solution. Should there be a problem, other parents and children of the school are not to become involved. Gossiping, murmuring, and complaining are unacceptable behavior from parents, teachers, faculty, and students. Everyone is expected to live by the Biblical standards outlined in Matthew 18:15.
- ◆ All fees are non-refundable.
- ◆ It is my responsibility to read and know the OCE Handbook. I will adhere to its rules and regulations. I agree that my child will abide by them both at and away from school. I agree to fully support the school in its enforcement of the rules and policies. As a Christian enrolled in a Christian ministry organization, I agree not to make demands, threaten to sue, make any kind of accusation or complaint, or actually litigate any matter whatsoever relating to or resulting from the enforcement of the Standards of Conduct. To do otherwise would be a clear violation of Biblical teaching and practice.
- ◆ I have read and agree to live by the school’s Code of Ethics.
- ◆ I acknowledge that OCE supports all life, including the unborn (Psalm 139:13-16, Jeremiah 1:5, Psalm 127:3-5, Psalm 22:10); supports the family unit as established by God (1 Corinthians 11:3, Genesis 3:16, Ephesians 5:21-32, Colossians 3:18-21); upholds the traditional definition of marriage as between one man and one woman (Gen. 2:22-24, Colossians 3:18-19, 1 Corinthians 7); acknowledges God’s creation of two distinct sexes: male and female (Genesis 1:27, Matthew 19:4); upholds all rights delineated within the United States Constitution; and teaches the true historical accounts of America’s establishment as delineated in historical narratives, books, and founding documents.
- ◆ I further agree to support OCE’s stance on these issues and will not willfully undermine these teachings with my children.
- ◆ I understand that OCE will be enforcing these beliefs at any given time during classes, chapel services, discussions, media, written correspondence, etc.
- ◆ I fully understand my financial responsibility in making timely payments for tuition and other fees.
- ◆ I have interviewed with an OCE staff member and have had the school and its program explained to me in full.
- ◆ I understand this is a nonprofit, church-sponsored organization not subject to government regulations.
- ◆ I have toured the building and understand the rules and regulations for classroom visits.

SCHOOL RELATIONSHIPS

Relationships Between Students and Staff

In order to minister effectively to one another, we follow Christ's example by sharing our time, attention, and resources with each other. It is necessary, however, to guard against and recognize unhealthy relationships, such as spending too much time together, inappropriate physical displays of affection, situations to be avoided for temptation's sake, and situations to be avoided for appearance's sake. Therefore, the school leadership has adopted the following guidelines in order to promote a positive, loving, and nurturing climate while protecting students and staff members both in and out of school:

Basic Principles

The school culture at Outreach Christian Education keeps the focus on the development of Christ-like character and on learning. The staff remains committed to the personal care of the children entrusted to us, realizing that we hold in our institutional hands those journeying through the most impressionable years of their lives. The staff teaches by action and example that we are indeed a community committed to growing in our understanding of Jesus Christ, applying the Word of God to our daily lives and academic studies, sharing our common allegiance to God, and caring about civility and decorum.

Confidentiality

If a student reveals information to a staff member that, in that individual's opinion and discretion, raises concerns for the safety or emotional stability of the student or the safety and well-being of other students, that information will be revealed to appropriate officials and the student's parents.

Meetings

It is sometimes appropriate and valuable for teachers to meet one-on-one with students. Meetings of this nature will be held in locations that are open and visible. OCE discourages meetings with parents, teachers, and/or students outside of school and absolves itself of all liability involved with such meetings.

Physical Touch

A caring and nurturing environment includes the appropriate use of physical touch. While being sensitive to the discomfort of some students with physical touch, care and concern for a child are sometimes best communicated by teachers through one-armed side hugs, hand on shoulders, or by encouraging a child to sit next to him/her.

Relationships Between Students and Peers

Interaction between students (the friendships formed and the degrees to which children feel accepted, comfortable, and safe) can encourage enthusiasm for going to school or sour a student's outlook. We want the experience of attending Outreach Christian Education to be positive, so we pay close attention to the quality of student-to-student relationships. We believe that training students in the development of Christ-like relationships with peers is part of discipleship. While our expectations of behavior and academic performance are quite high, we recognize that "kids need to be kids." Accordingly, teachers try to provide opportunities, both in and out of class, for students to work and play together as peers. Teachers are always available to talk with, or listen to, individual students.

We make it clear to all students that we expect kindness and encourage the use of the Golden Rule and other biblical principles when interacting with peers. We stress the importance of politeness, curbing disparaging comments and "tattling" (except in cases of actual danger or serious wrongdoing) and insist that students handle disagreements without resorting to name-calling or physical confrontation. We encourage everyone to welcome new class members, even as we make it clear to the newcomers that they must accept their fellow students and be willing to adopt the established modes of behavior.

Bullying

Bullying can occur in different forms, all of which are unacceptable. Among the types of bullying that are not acceptable at Outreach Christian Education are physical bullying, verbal bullying, relational bullying, and cyber bullying.

Any student who believes he or she has been the victim of bullying, or any person with knowledge or belief of conduct that may constitute bullying, should report the alleged acts immediately to a teacher or the Head of School. A student may report bullying anonymously. However, the ability for Outreach Christian Education to take action against an alleged perpetrator based solely on an anonymous report may be limited. Reports of bullying are classified as private educational and/or personal data and/or confidential investigative data and will not be disclosed except as permitted by law.

Public Displays of Affection (PDA)

Any physical display of affection between students is inappropriate on school grounds. Examples of PDA include, but are not limited to: kissing, prolonged hugs, hand-holding, etc. Students must always be within view of adults and are prohibited from “coupling” (any example of 2 students being alone together without supervision).

DISCIPLINE POLICY

All authority originates from God: “For there is no authority except that which God has established. The authorities that exist have been established by God” (Proverbs 23:13, Proverbs 29:17, Romans 13:1). God has given authority over children to their parents. When parents send their children to school, they delegate part of this task to the staff in the school, who then receive this God-given authority from the parents.

This is why it is vitally important for the parents and school to cooperate when it comes to disciplining a student. Parents should understand exactly what disciplinary options are available in a given situation and should support the school in the use of that discipline. When a child's attitude is not in accordance with school policies and principles, the child will be placed on probation and both parents will be called for a conference. If the Administration feels the situation has not changed within two weeks, additional action will be taken, including potential expulsion.

Discipline is maintained in a firm, consistent, and fair manner. Our staff maintains a standard of behavior in the classroom through kindness, love, and a genuine regard for the student (Ephesians 6:4). However, when disciplinary action becomes necessary, it is firmly executed with good judgment and understanding. Students are reminded that the Lord Jesus Christ expects us to be disciplined in all areas of life: “Children, obey *your* parents in all things: for this is well-pleasing unto the Lord.” Colossians 3:20.

Parental Participation in Disciplinary Matters

- Discipline is a cooperative effort between the school and parents.
- The classroom teacher will handle incidental problems with a student.
- In situations of continued or repetitive problems, the teacher will contact the parents and keep the Head of School informed.
- If necessary, the parents will be called to meet with the teacher and Head of School. At that time, a coordinated plan of action involving the parents and staff will be determined.

Areas of Authority

The discipline policy, the Code of Ethics, as well as the dress code policy, applies to student conduct:

- In the school building and on/near the school grounds
- When transported by the school or via carpool
- At school-sponsored activities
- In any non-school-related activities if students' conduct negatively affects the reputation and goals of the school or affects school life.

All staff members are expected to exercise authority in any of these situations. All students are expected to respect all staff members and volunteers.

Unacceptable Conduct

OCE considers any conduct unacceptable which is prejudicial to good order and discipline or which tends to impair the morale or good conduct of students. Students can be subjected to more severe disciplinary action, including suspension or expulsion from school and/or school activities. Examples of unacceptable conduct includes, but is not limited to:

1. Fighting, assault, or battery
2. Theft or vandalism
3. Truancy/tardiness
4. Any conduct which would subject students to criminal prosecution
5. Threats by word or deed
6. Failure to obey school rules/school officials
7. Profane, obscene, or abusive language/materials/gestures
8. Open defiance/unruly conduct that disrupts school, or lying to school officials
9. Cheating
10. Consistent failure to comply with school correction

Vandalism and Harassment

Respect for Outreach Christian Education personnel and school property is appropriate and necessary. Vandalism is a serious offense. Using fireworks, fire extinguishers, pulling fire alarms, vandalizing school property, as well as the property of school personnel, or the property of any student will result in disciplinary action.

The school intends to provide its employees and students with an environment that is free of offensive kinds of behavior. Sexual harassment, which includes making unwelcome sexual advances, engaging in improper physical contact, making improper sexual comments, or otherwise creating an intimidating, hostile, or offensive environment will result in suspension, during which time a decision will be made regarding their future status as a student at OCE.

Complaints regarding school personnel should be reported to the administration. Every attempt will be made to address the matter discreetly and thoroughly. Consequences for offenders may include suspension and dismissal.

School Rules

Students are expected to follow school rules at all times for all school activities, on and off-campus. These are exemplified in the school's Code of Conduct.

Students have the security of knowing that when a rule is broken, discipline will be provided and appropriate consequences will occur. Depending on the nature, seriousness, and frequency of the problem, a student may meet and pray with the teacher, write an apology, miss a recess, correct a mistake, stay after school, replace broken or stolen property, lose a privilege, have the parent called, or be suspended. Potential consequences are listed below.

At Outreach Christian Education:

- Corporal punishment is not allowed.
- Students are supervised in classrooms, hallways, and at recess because of safety issues and personal liability of teachers.
- All homeroom teachers supervise their students at chapel and other assemblies.
- An entire class of students shall not be punished for the poor behavior of a few, although in some cases, OCE will utilize such circumstances as learning opportunities for an entire group.

Consistency in discipline throughout the school helps students understand what is expected of them. Consistent standards will be applied to behavior in the classroom, hallways, cafeteria, gym, playground, library, and all other areas of the school grounds, as well as any other school-sponsored activities.

Methods of Discipline That Can Be Used

Staff will utilize the following methods as warranted by the student's behavior:

- Checkmark/point system within the classroom that provides warning and awareness of violations occurring
- Deprivation of privileges within the classroom or school. (Subject areas such as music, computer, art, and physical education are not considered privileges; they are a part of the total school curriculum.)
- Extra work directed toward correcting the particular offense (the Bible will never be used as a resource for punishment.)
- Extra time after school, with consideration given to transportation needs of parents
- Other special means as may be determined cooperatively by parents and teachers
- Physical restraint may be used to prevent harm or injury to student and/or property
- Expulsion will be considered in extreme cases. In the event expulsion occurs, the student may apply for readmission after being out of school for the remainder of that semester. Re-admittance will be a decision made by the Board of Directors.
- The student and/or parents will be responsible for the cost of replacement for any school or personal property purposely destroyed or defaced.

Bullying Prevention

Outreach Christian Education strives to create an environment that is honoring to God and therefore, safe, accepting, and respectful for all students. We take bullying very seriously; therefore, it is not tolerated. The school defines bullying as any persistent, willful, and deliberate action done by an individual or a group to hurt, distress, upset, frighten, or threaten another person(s). It is usually not an isolated incident of argument or aggression between/among students. Although isolated incidents of threat, intimidation, and/or assault are dealt with quickly and thoroughly, an isolated incident may not necessarily be interpreted as bullying.

As a Christian school established on God's Word, Outreach Christian Education instructs students regarding relationships based on Matthew 7:12 and Romans 12:9-21. Jesus said, "So whatever you wish that others would do to you do also to them, for this is the Law

and the Prophets” (Matthew 7:12). In Romans, Paul admonishes Christians, among other things, to love others, to bless others, to live in harmony, to associate with the lowly, never repay evil with evil, never seek revenge, and to overcome evil with good. We expect our students, parents, faculty, staff, and administration to follow biblical instruction regarding relationships and to commit themselves to doing their part to maintain an environment of respect and community in Christ. In so doing, acts of bullying and unkindness can be prevented.

Detentions

When a student receives a detention, a Corrective Action Notice is sent home and must be signed by a parent and returned the following morning. If a student accumulates more than the maximum weekly allotment of detention time, they will be considered “off level,” rendering them ineligible for privileges, including athletic and extracurricular activities. Excessive detentions for behavior are an indication a student may need direction in the development of principles of character in their life. Conferences with the teacher, principal, and parents are sometimes necessary to ensure this growth. Detentions may be issued for any offense. The following list of things can result in a detention. This list is merely an example and is not intended to be all-inclusive:

- ◆ throwing objects
- ◆ passing notes before, after, or during school
- ◆ arguing with teacher or monitor--this will not be tolerated
- ◆ causing any kind of disruption in class
- ◆ leaving classroom without permission
- ◆ leaving campus without permission

Suspension and Expulsion

OCE is proud of the Christ-like behavior of our student body and the respect and loyalty demonstrated for their school, its property, and its people. However, it is necessary to have rules and procedures whenever a student does not respond to the efforts of the school to secure good conduct. If the student’s conduct is prejudicial to good order and discipline or impairs the morale and good conduct of other students, when all other avenues of discipline have been exhausted, the student may be suspended or expelled from school in accordance with the following procedure:

1. **In-School Suspension (ISS):** A pupil is removed from his daily class schedule, but detained within a school setting during school hours. Students will be assigned only two ISS during the school year. ISS students are considered off-level and not able to participate in extracurricular activities. One example of behavior that would cause a student to go to ISS would be excessive disrespect.
2. **Out-of-School Suspension (OSS):** OSS can be assigned short-term or long-term. A short-term OSS results in a pupil’s being removed from school by the principal or vice principal from one to ten school days. An OSS student may not attend or participate in extracurricular activities during and OSS period. A long-term OSS results in a pupil’s being removed from school by the principal or vice principal from ten to 90 school days or the current semester. If a student accumulates four short-term suspensions over the four years attended at OCE, he may be permanently expelled. PACE work may be taken home. PACE scoring and testing must be done by appointment only. Continual excessive ISS behavior, lack of attendance, and excessive tardies are some examples that would result in OSS.
3. **Expulsion:** A pupil is removed for the balance of the current school year by the principal or vice principal. The student will be readmitted the following school year ONLY if true repentance has been shown, counseling has taken place, the family pastor submits a personal reference as well as three references from three unrelated persons. Fighting, extreme disrespect and disregard for school policies, and vandalism are examples of incidents that may warrant expulsion.
4. **Permanent Expulsion:** A pupil is removed from school permanently by the principal and is not eligible for future enrollment.

PARENT PARTICIPATION

Parent-Teacher Conferences

If a parent wishes to speak with a teacher, arrangements should be made for a private conference. Teachers welcome opportunities to talk with parents; however, appointments should be made to avoid conflict with regularly scheduled duties. While we encourage parent-teacher communications, we ask that parents do not attempt to confer with the teacher about their child at school or at church without an appointment. Appointments with administration or staff should not be made until a conference with the teacher is attempted first. Problems may be discussed with the teacher and others directly involved, but we ask you not to involve other parents or students. It is the desire of the staff at OCE to solve problems and work towards solutions involving your children. Just as griping is not tolerated among students, it will not be tolerated among parents.

Necessary communication with teachers should be conducted via Class Dojo or email. Teacher will attempt to respond during the school day, when possible. There may be times when a teacher will have to respond after school or during the evenings; however, parents should NEVER call a teacher at home.

Parent-Teacher Fellowship

A great way to support the school, get to know the staff, and become more familiar with teachers and other parents is to participate in the PTF. Dates and times will be announced. We encourage you, as parents, to take advantage of the opportunity to get actively involved in your child's education.

Family Service Program

OCE operates a Family Service Program (FSP) whereby each family is obligated to commit 10 volunteer hours each year to their child's school. This program is not optional; it is required. The FSP operates on a free-choice basis; it is expected that every family will find an activity or duty that will fit into their family's schedule. FSP includes attending PTF meetings, campus clean up days, chaperoning field trips, being a room parent, etc. The accumulation of 10 hours per year must be met.

Classroom Volunteers

Parents are encouraged to volunteer their time in their child's classroom. This may involve doing classroom paperwork, making copies for instruction, tearing and collating workbook pages, reading, or listening to students recite Scripture memory, among other things.

Campus Clean-Up Days

From time to time, "work days" will be scheduled to complete projects at the school. Parents who can do tasks such as painting, carpentry, cleaning, electrical or mechanical work, may be asked to volunteer for special jobs during the year.

Family Fund-raising Program

OCE has one to three fundraisers each year. We keep our fundraisers at a minimum amount of work as possible. The school relies heavily upon its fundraising program. In order for fundraisers to be successful, we must have participation from each family. All families are required to participate in each fundraiser or pay an opt-out fee of \$250 per child.

Families with one child are required to raise a minimum of \$250 each year.

Families with two children are required to raise a minimum of \$500 each year.

Families with three children are required to raise a minimum of \$750 each year.

Families with four children are required to raise a minimum of \$1000 each year.

School Support Opportunities

The school's annual budget is met by God's directive hand. Outreach Christian Education is a faith operation. Tuition and fees do not cover the total cost of education. Gifts from parents and friends of Outreach Christian Education cover a significant portion of the cost.

The following are additional opportunities to support our school in many programs. We pray God will touch your heart to become involved in some of these opportunities:

- Script-order gift certificates in advance of your shopping and then pay for your purchases with the certificates, just as you would with cash.
- General Mills Box Tops-Clip and save Box Tops for Education from General Mills products to earn cash for the school. You may also download the Box Tops for Education app and scan your receipts via your smartphone. The app will automatically credit any of your items that contain Box Tops to the school's account.
- Amazon Smile--visit smile.amazon.com and designate Gospel Center Inc as your charitable organization. Then, bookmark that page and make all of your normal Amazon purchases while a portion of your purchase helps support OCE.

Communication—Home/School

The key to any successful partnership is communication. Communication works two ways. Outreach Christian Education staff will make every effort to communicate openly with parents and ask that parents do the same.

Communication with Teachers

Parents are encouraged to contact the teacher directly with class questions or concerns. This can be done by email or telephone. Please contact teachers at school. In addition, we have established regular opportunities to communicate with the staff of the school. These opportunities are described below. Please do not disturb the teachers' duties at the beginning and end of the day when they desire to be attentive to the students in their care.

Communication When Problems Arise

The Outreach Christian Education Board and staff are committed to communicating in a biblical process. Due in part to out different styles of communication, misunderstandings may arise, and mistakes can occur. We ask you to consider concerns prayerfully and to discuss them only with the appropriate party. Concerns about the classroom should first be presented to the teacher by the parents, or if the student is mature enough, by the student themselves. If the student presents the concern, a respectful demeanor is required at all times. If the problem is not resolved, the parents or student may bring the concern to the school Principal. If the students bring the concern, they must have permission from their parents to do so. If the problem is still not resolved, a parent may contact the Administrator to request a time to meet.

Above all, parents and teachers should pray together for God's wisdom and guidance to resolve concerns in a loving, caring manner (Matthew 18:15-17, Romans 12:18; Proverbs 19:11).

School Correspondence

Important announcements or information for parents from the administration are occasionally sent to homes through Class Dojo or Student Book Pouches/Folders. Student Book Pouches/Folders should be checked on a nightly basis for special announcements or notes from your student's teachers.

Class DoJo

OCE utilizes Class Dojo as our primary source of communication between the school and the home. Parents will be required to create a Class Dojo username and password to facilitate this open communication. Teachers and/or administration may also send various pictures and videos of classroom events through Dojo to keep families apprised of school activities. **Please ensure you are checking Dojo at least once per day (specifically after school) to ensure you have received all pertinent information.**

Social Media

We encourage parents to stay connected to us through social media. Our social media accounts include Facebook, Twitter, and Instagram. Our social media subscribers are often the first to see event photos and learn of last-minute schedule changes. We also send out short reminders and point to news of interest to our constituency.

Messages for Students

Emergency messages for students can be left by calling the school office. Reasonable effort will be made to pass on messages to students in a timely manner. Phone calls from parents are not put through to the classroom during the school day. According to school rules, student cell phones must be turned off during the school day and submitted to the Principal. While it is reasonable to expect your child to check their phones for messages after dismissal, please help your child stay focused on classroom learning and activities by routing daytime messages through the school office.

Distribution of Materials to Students

Any advertisement or written materials, other than school-approved publications, must be reviewed and approved by the administration prior to posting or distribution on campus. The Head of School will decide whether the items or information to be distributed are in keeping with the school's mission and policies.

As much as possible, information of this type will be distributed to families through the Outreach Christian Education website, newsletters, or Student's Book Pouch/Folder.

Individuals or organizations wishing to post material on the Outreach Christian Education website or school bulletin boards must submit the material to the office.

Scheduled Events

Events such as Back to School Night and the PTF (Parent Teacher Fellowship) meetings provide opportunities for parents to receive information about the school and their child's classroom.

Parent-Teacher Conferences

Parent-Teacher Conferences are held on both a formal and informal basis throughout the year. Two formal parent-teacher conferences are scheduled throughout the school year: one in the fall, and one in the spring. Special conferences should be held frequently. It is Outreach Christian Education's policy to provide separate parent-teacher conferences in custodial circumstances if the need arises and the school is informed in a reasonable amount of time.

Website

We invite parents to check out the school's website at www.outreacheducation.org. Parents will find many informational items about Outreach Christian Education, including schedules, handbooks, newsletters, hot lunch menus, etc. on our school website.

Confidentiality

Information concerning a child, or viewing a child's file, may only occur contingent upon written permission from the parent/legal guardian. The following exceptions do not require prior permission:

- School administrators when viewing records directly related to their job functions
- Authorized representatives of government agencies
- Appropriate parties in a health or safety emergency
- School staff when needing access to the file for emergency information
- School staff when needing information concerning a child's development

See the "School Records" policy in this handbook for more information.

CHRISTIAN AMERICANISM

Christian Americanism places emphasis upon the greatness of America's heritage and the sacrifices of her heroes. America's Constitution guarantees liberties to educate in order to preserve freedom. We unashamedly teach the Biblical doctrines of self-discipline, respect for those in authority, obedience to law, and love for God and country.

Pledge of Allegiance to the American Flag—I pledge allegiance to the flag of the United States of America, and to the Republic for which it stands, one nation under God, indivisible, with liberty and justice for all.

Pledge of Allegiance to the Christian Flag—I pledge allegiance to the Christian flag, and to the Savior for Whose kingdom it stands, one Savior, crucified, risen, and coming again, with life and liberty for all who believe.

Pledge of Allegiance to the Bible—I pledge allegiance to the Bible, God's Holy Word. I will make it a lamp unto my feet, and a light unto my path. I will hide its words in my heart that I might not sin against God.

MISCELLANEOUS

School Hours

Elementary	Monday through Friday	8:30 a.m.—3:30 p.m.
Junior High and High School	Monday through Friday	8:15 a.m.—3:15 p.m.

School Mascot—Bulldogs

School Colors— Navy, Red, and White

School Office

All school business should be handled through the school office. The school office is shared with Outreach Christian Education Early Academics Center and is located just inside the door, up the first set of stairs. School office hours are from 8:30 a.m. to 4:30 p.m. Monday through Friday. The telephone number is 816-455-5575.

NO PARENT IS TO GO DIRECTLY TO THE CLASSROOM. LUNCHES, HOMEWORK, BOOKS, AND OTHER ITEMS MAY BE LEFT AT THE FRONT DESK TO BE DELIVERED TO A STUDENT. VISITORS WILL BE REQUIRED TO RING THE BELL FOR ASSISTANCE AND ENTRY INTO THE SCHOOL'S SECURED AREA.

School Telephone

School telephones are for business use only. Please do not call and ask to speak to your child unless it is an emergency. Messages may be left with the secretary and delivered to the student during a break or lunch. Since the school phone is reserved for school business, students placing emergency phone calls will give the name and number to school personnel, who will place the call. Each student/parent is expected to make their transportation arrangements before arriving at school. A parent needing to change pickup arrangements must call the office before 1:30 p.m.

School Calendar

The school will publish a monthly calendar to be distributed at the beginning of each month. The calendar will include all necessary information for that month. Please refer to your academic calendar about upcoming events and do not rely on reminder notes coming home; notes are sent home only when specifics have changed. An academic calendar is published and distributed at the beginning of each school year. The academic calendar is all-inclusive (except athletic events and field trips) and rarely changes. Changes in dates will be noted on the monthly calendar and via Class Dojo.

Change of Information

Please notify the school office of any changes of address, telephone numbers, or place of employment so we can keep our files up-to-date. In case of an emergency, we need to be able to contact you as soon as possible. **Help keep our files up-to-date!**

Sickness, Injury, and Medication

If a student becomes ill or is injured at school and must leave, the school office will notify parents/relatives as indicated on the student application for enrollment. For the welfare of the school, all sick children must be kept at home. Examples are described below:

1. The illness prevents the child from participating comfortably in regular activities.
2. The illness results in greater need of care than the staff can provide without compromising the health and safety of the other children; or the child has any of the following conditions:
 - a. Fever – a child with an axillary temperature fever of over 100.4° F plus behavior changes or other signs/symptoms of illness. The child will be excluded from school until he/she is fever-free for at least 24 hours.
 - b. Severe illness--a child with signs/symptoms of possible severe illness may include:
 - i. Lethargy
 - ii. Uncontrollable coughing
 - iii. Inexplicable irritability/crying
 - iv. Wheezing
 - v. Difficulty breathing
 - vi. Other signs unusual for the child
 - c. Diarrhea--a child having uncontrolled watery or loose stools, not associated with change in diet, and increased frequency not contained by use of the toilet, will be excluded. He/she may return once the diarrhea resolves.
 - d. Blood in child's stools--a child should be excluded if blood is present in his/her stools which is not explainable by dietary change, medication or hard stools. Because of the potentially serious nature of this condition, the child will be excluded until a health care provider finds that he/she is able to return.
 - e. Vomiting--a child acting ill and who has vomited 2 or more times within 24 hours will be excluded. If the vomiting is accompanied by other signs or symptoms of illness, the school may exclude the child after one vomiting episode. He/she may return when vomiting resolves.
 - f. Abdominal Pain--a child with persistent abdominal pain (more than 2 hours) along with fever or other signs/symptoms of illness is excluded until symptoms resolve.
 - g. Mouth Sores--a child with mouth sores and who is drooling will be excluded unless a health care provider determines the child is noninfectious.
 - h. Rash--a child with a rash and fever OR a child with a rash and behavior changes will be excluded until a health care provider determines the child is not communicable.
 - i. Scabies--a child with scabies will be excluded until after treatment has been completed.
 - j. Conjunctivitis--a child with non-purulent pink eye will not be excluded unless determined by health care provider, however purulent pink eye will be cause for exclusion until after first treatment.
 - k. Head Lice--a child with head lice will be excluded until after the first treatment and all signs of lice eggs have been removed from the child's hair. An inspection by the school office will be done before the child can return.
 - l. Ringworm--a child with a ringworm-like rash should be evaluated by a healthcare provider. If ringworm is confirmed, the child will be excluded until medication treatment is started.
 - m. Strep Throat--a child with strep throat will be excluded until 24 hours after initial antibiotic treatment and cessation of fever.
 - n. Chickenpox--a child with chickenpox will be sent home when lesions are detected. He/she may return when all lesions have dried and crusted.
 - o. Pertussis (Whooping Cough)--a child diagnosed with pertussis will be excluded until 5 days of appropriate antibiotic treatment.
 - p. Mumps--a child diagnosed with mumps will be excluded until 9 days after onset of gland swelling.
 - q. Measles--a child diagnosed with measles will be excluded until 4 days after the onset of rash.
 - r. Rubella--a child diagnosed with rubella will be excluded until 6 days after the onset of rash.

Children exhibiting these symptoms will be excluded until symptoms subside or a health care provider finds the child able to return. Other illnesses or conditions that require treatment by a physician will be managed as directed by the physician.

Exclusion from Recess or Physical Education

Exclusion from physical education: a parent/guardian may write an excuse from physical education for one week or less, renewable once for a maximum of two weeks. For an excuse in excess of one week, a note is required from a physician, dentist, osteopath,

podiatrist, or chiropractor. The note should also specify the nature of the disability and the length of time the student is to remain out of physical education.

Exclusion from recess: Students will be allowed to refrain from participation in outdoor recess for health-related reasons for up to three school days with a written request from the parent/guardian. A physician's note explaining the nature of the student's limitations and recommended length of non-participation shall be required after the third excused day.

Provision of Medical Care

School staff, trained in first aid and emergency care techniques, may give emergency care or first aid to sick or injured students, staff, or visitors, whenever these individuals are on school property or under school supervision. For severe or life-threatening injuries and illnesses, the Emergency Medical system (911) shall be activated, and the individual transferred to an appropriate source of medical care as rapidly as possible.

Health Information

School staff must be informed of a student's significant health conditions. This information must be written on the school's emergency medical form at the beginning of the school year. The information will be shared with the school staff that needs to know about your child's condition. If the condition requires special adjustments in the school environment or if there are any changes in your child's health status, please notify the school office staff as soon as possible.

Immunizations

Missouri law requires that all enrolled students have a valid Missouri Certification of Immunization on file at the school. The parent and notary public must sign religious exemption requests for these immunizations. A list of state requirements can be obtained in the school office.

Occasionally, an enrolled child may be under-immunized because of a medical condition (documented by a licensed health professional) or due to family religious beliefs. In these circumstances, if there is an outbreak of a vaccine-preventable disease, any child who is under-immunized for this disease will be excluded from school and school-related activities until the outbreak is over and a medical authority authorizes the child to return to school.

Medication Policy

Medication prescribed by a physician or dentist may need to be administered during the time the student is in school. The parent/guardian shall provide written authorization and instruction using a school form. All medications shall be supplied to the school in the original container, properly labeled, and shall be administered by authorized personnel. Parent permission is required before non-prescription, over-the-counter medications will be given. Examples are cough syrup, cough drops, Tylenol, Advil, etc. All medications must be kept in the school office, unless the Head of School has authorized otherwise. Any change in the time or dosage must be accompanied by a written request from the physician. Medication authorization forms are available in the office. It is the student's responsibility to come to the office for assistance in taking medication. It is the parent's responsibility to pick up the medication each evening or when the illness is concluded.

Physical Examinations

Physical examinations are required for all students entering Pre-K and for students who participate in athletics, mainly in grades 3-12. Forms are available in the office or on the school website.

Health Screenings

To be introduced soon

Additional Support Services

Additional support services are available to assist teachers and families when concerns arise with children. These services include other teachers, the Head of School, and Pastoral Counseling. OCE also cooperates with other entities such as speech-language pathologists and additional outside sources for occupational and physical therapy.

These services are available for all children through parent or teacher request.

Universal Precautions

All determinations, notifications and actions taken by Outreach Christian Education with a potential or actual case of chronic communicable or contagious disease shall be in compliance with application State and Federal laws and regulations.

All staff members follow "Universal Precautions" when they come in contact with blood and bodily fluids. The precautions focus on the prevention of the transmission of blood-borne pathogens, primarily hepatitis B and human immunodeficiency virus (HIV). The school

staff occasionally comes in contact with blood and body fluids and will always use gloves, exercising the same precautions for children. The staff also follows an Exposure Control Plan that outlines all school procedures for universal precautions.

Lost and Found

Lost articles are placed in a designated area. Twice each quarter lost articles will be displayed; unclaimed articles will be given to a charity. To avoid losing items, **please clearly mark all of your child's clothing, supplies, and books**. Parents, please check the lost and found box regularly for younger students.

School Photographs

School pictures are taken once each year in the fall. Notices will be sent home and through Dojo regarding how to order pictures. Sport pictures are taken once each year. All sports are photographed at the same time. Students will be notified of the date, fee, and details before the picture date.

Sports Programs

In keeping with the objectives of educating the whole student, the athletic program has been instituted for the purpose of complementing the physical education program. Participation in interscholastic athletics is open to students in grades 4-12. Participation in the school's athletic program is a privilege to be earned by students. Participation eligibility will be evaluated by attitude, conduct, and academic requirements. In the case of high school athletics, students must be compliant with eligibility requirements established by the Outreach Christian Education Board.

Current areas of participation are volleyball (girls), basketball (girls and boys), cheerleading (K-2). A sport may be temporarily discontinued based on a low level of participation by the students. All students involved in sports must have an annual sports physical on file in the office before the start of practice for the sport. All students participating in interscholastic athletics will also be charged a sports participation fee at the start of the season. This fee varies on the level of competition. If this fee causes a financial hardship for your family, please speak privately with the Head of School.

A student who is absent from school because of illness may not practice or play in an athletic event that takes place after school that same day. Students who are in attendance by 12:00 noon may participate in after-school activities.

A separate Athletic Handbook is distributed to all student athletes who participate in interscholastic athletics. All interested parties can request a copy of this handbook by contacting the Athletic Director.

Facility Use

Members and non-members of OCE may reserve the facility for events. There may be a cost associated with the rental to offset the expenses for electricity, water, and janitorial services. OCE embraces those individuals, organizations, and groups which support and/or align with our mission and values. We reserve the right to deny the use of OCE's building or resources to those individuals, organizations, and groups which do not align with our mission and values. Please check with the office for further information.

Outreach Christian Education Code of Ethics

1. Our school will be a place where students cultivate an active and authentic relationship with Jesus Christ.
 - This includes studying God's Word, maintaining an active prayer life, being part of a church community, making oneself accountable to others, and seeking to share Christ through word and deed.
 - Students should make every effort to avoid influences that create a heart divided from the Lord. This includes what one views and listens to, recognizing that anything that mocks or disregards biblical standards can be destructive to a life of faith.
2. Our school will be a place where students respect each other's physical and spiritual well-being.
 - Encourage one another and build each other up (1 Thessalonians 5:11). This requires us to treat others with kindness and respect at all times. It also requires us to be a positive influence in the lives of those with whom we associate.
 - Communicate with others in the spirit of love. This requires that we refrain from such things as gossip, anger, unkind words (spoken or written), and cruel jokes at the expense of others.
 - Students must avoid insults, threats, unkindness toward one another, and any language which is vulgar, or which demeans either God or humankind. Bullying and hazing are also unacceptable behaviors.
 - Each student must respect and protect the property rights of others and refrain from misusing, misappropriating or infringing in any manner with the personal or assigned property of others.
 - Students must refrain from physical interference such as tripping, hitting, poking, and the like. Rough-housing, even in play, leads too quickly to danger or misunderstanding and is not permitted.
 - Since mutual respect involves not distracting one another and not advertising partiality, students will refrain from public displays of affection or dislike.
3. Our school will be a place where the authority of God, parents and the school staff are appropriately respected.
 - Develop relationships that edify our relationship with Christ and spur us to live righteously (1 Corinthians 15:33).
 - Students must obey instructions from the Academy's staff and its supporting adults promptly and willingly, avoid displaying any negativism of tone or attitude and exhibit respect toward teachers and authority.
 - Students will not distract or detract from the learning of others or themselves.
 - Students should walk in an orderly manner between locations in the building and be prompt in their arrival at class and for other school events.
 - Students will comply with school's dress code.
4. Our school will be a place where people demonstrate lives of integrity.
 - Be honest and above reproach. We must always speak the truth, and avoid any appearance of dishonesty (Proverbs 8:7). This includes avoiding such things as stealing, lying, cheating, and deception.
 - Students will exhibit academic honesty, as we are called to lives that are characterized by holiness (1 Peter 1:14-16).
 - Students will exhibit honesty in all their dealings with the staff and students of the Academy and its activities.
5. Our school will be a safe and clean learning environment, and students will accept guidelines chosen to care for our facility and maximize learning.
 - Demonstrate self-control (James 1:19). We must avoid allowing our behaviors or responses to a situation to be a hindrance or a distraction to the school community as a whole.
 - Students are expected to flee from the presence and association of any inappropriate or illegal activities (Ephesians 5:3-7).
 - Students should keep OCE and its campus neat and clean and avoid destruction, damage, or defacement of school property in any form.
 - All food must stay in the cafeteria unless given permission by a teacher or supervisor.
 - Chewing gum may not be used in the building or at any school functions without permission of the staff. There may be no open food or drink in the hallways.
 - The possession or use of drugs, alcohol, tobacco, or weapons on campus is forbidden.
 - No student may be in unsupervised areas at any time (this include sitting in vehicles).
 - Students are expected to be in their assigned areas at designated times. A student wishing to be excused from an assigned location or activity must get written permission from the assigned teacher. Permission given by another adult is not valid without the expressed consent of the assigned teacher.
6. Our school will be an environment that practices sportsmanship and promotes school spirit.
 - Students will uphold fair play, be gracious in defeat and modest in victory, and will be a worthy

representative at all games.

- Students will support team and cheerleaders, attend extra-curricular activities when possible, and will participate in pep rallies and fundraisers.
- Students will have pride in, and loyalty to, Outreach Christian Education.

Outreach Christian Education, as necessary and advisable, may add to or refine the above code of ethics in the best interests of the students and the mission of the school.

DRESS CODE

In order to teach the students good judgment and discretion in matters of their appearance, Outreach Christian Education expects students to wear clothing, hairstyles, make-up and jewelry that promote modesty, appropriateness, and neatness, and which do not distract from the climate of Christian education at Outreach Christian Education. Dress policies are established to contribute to the learning environment of pupils so that 1) they can excel academically in a Christian setting, 2) godly character will be reflected in the ways they represent themselves, 3) students will wear clothing appropriate for normal school activities, and 4) students will be challenged in learning accountability, discernment, and obedience (Hebrews 5:14; 1 Peter 2:13). A dress code is conducive to self-worth, a good study atmosphere, and a good personal identity (Proverbs 11:22). God knows our spiritual condition by our hearts, but men can initially only see the physical body and how it is attired (1 Samuel 16:7).

Even as there is appropriate clothing for church, athletics, work, etc., so too there is appropriate clothing for school and related activities. It is important that families come to a cooperative agreement in this area. Please realize that we have a wide variety of opinions regarding personal appearance, but it is often necessary to set aside our individual desires for the good of the overall school family. We trust the following list of guidelines will clarify for students and parents the desire we have at Outreach Christian Education for our students to glorify the Lord in their dress and grooming. As you read through this list, please consider the three major principles that represent the spirit of the dress code: that students are to wear clothes that are modest, appropriate and neat.

The classroom teacher and Head of School are responsible for administering the dress code. Teachers will carefully observe students' dress at the beginning of each day or function and inform the student and the office staff of any concerns as soon as possible. The student will need to change any inappropriate clothing in order to attend school. If the parent is unable to bring a replacement item to school, the office staff may substitute another piece of clothing (if available). The items outlined in the dress code do not necessarily comprise the entire list of questionable dress practices. On occasion, there could be situations where something not listed may have to be brought to the attention of the student and parent. If a question arises on any issue, the decision of the Head of School will prevail.

Acceptable uniform colors are white, black, red, navy, gray, khaki, and "blue red" or "navy red" plaid*.

*Plaid colors derived from French Toast website.

Procedure for Dress Code Violations

Students will be given two warnings before the following procedures take place.

When a student comes to school improperly dressed, the following procedure will be followed:

1. The teacher will send the student to the office indicating the violation. Students will be treated with love and respect as they are given explanation for their incorrect attire.
2. The office will contact the parent by phone and the parent will be **REQUIRED** to bring the student appropriate clothing.
3. Students out of dress code will not be allowed in the classroom. Instead, they will wait in the office for the arrival of the proper clothing.
4. Continual dress code violations will result in suspension.

It is important that both parent and student diligently work to follow the dress code, as it will be strictly enforced. We appreciate your support in this policy.

Males

Pants

Males must wear slacks (Bugle Boy/Docker-type) in good condition; no rips or tears in slacks are allowed. No blue jeans or faded slacks are allowed (this includes "skinny," baggy, slouch, ripped, torn, etc.). Corduroy slacks are allowed. Blue jeans are permitted on announced casual days only.

Shirts

Shirts must have *buttons and a collar* and be worn tucked in. Turtlenecks are acceptable. Polo-type shirts (button placket and collar) may be worn. Students may not wear another shirt over their shirt nor coats or jackets, including hoodies, in the Learning Center; however, students may wear a sweater or cardigan in the classroom. Absolutely no T-shirts or sports shirts of any kind.

Shoes

Casual shoes should be worn (such as loafers, etc.) Casual, **solid-colored** tennis shoes (red, white, navy, or black) may be worn, such as Keds or Skechers. This does not include sport tennis shoes. Please see examples for clarification. **Snow boots may be worn to school during inclement weather, but students will be expected to change into uniform shoes upon their arrival.**

Other

Males are expected to be well-groomed at all times. Hair must be cut above the collar (no tails, mohawks, punk, or fad hairstyles allowed). All hair must be out of the student's face and eyes at all times. No earrings, nose rings, or piercing of other body parts is allowed. No tattoos, temporary or otherwise, allowed.

Casual Day

OCE will designate specific days as Casual Days. On these days, students must adhere to the following standards:

- Clothing should not have writing or logos. OCE will designate certain days for Chiefs or Royals apparel. These items are only permitted on those pre-communicated days.
- Tennis shoes and other comfortable shoes are permitted on casual days.
- Jeans or pants must not contain rips, tears, holes, etc.

Females

Dresses

Dresses or skirts must not be any shorter than the knee. Slits in skirts/dresses must not be more than one inch above the knee.

Females may wear *dress slacks* (corduroy slacks may be worn) with buttons and/or zippers at the waist. Dress slacks do not include tight fitting or form-fitting pants. No leggings, stirrups, spandex, or knit pants are permitted. If pants are anything other than slacks or corduroy, they are allowed at the discretion of the administration only. All clothing should be modest. Blue jeans are permitted on announced casual days only.

Blouses

Females are expected to wear a blouse or turtleneck that is long enough to be tucked in. If raising hands above your head exposes any skin, the shirt is deemed inappropriate—no exceptions. A collar and buttons are recommended (required for elementary); if the shirt does not have a collar and buttons, it is allowed at the discretion of the administration. Sleeveless shirts, including tank tops, are not allowed. Females should not wear tight-fitting clothing. Students may not wear another shirt over their shirt nor wear coats or jackets, including hoodies, in the Learning Center; however, students may wear a sweater or cardigan. Absolutely no t-shirts or sports shirts of any kind.

Shoes

Casual shoes should be worn (such as loafers, etc.) Casual, **solid-colored** tennis shoes (red, white, navy, or black) may be worn, such as Keds or Skechers. This does not include sport tennis shoes. Please see examples for clarification. Snow boots may be worn to school during inclement weather, but students will be expected to change into uniform shoes upon their arrival.

Other

Females are expected to be well groomed at all times. Hair must be neat in appearance with no punk or fad hairstyles. All hair must be out of the student's face and eyes at all times. Hair should appear natural in color—unnatural hair dyeing is prohibited. Earrings are allowed on the ear lobe only; no earrings up the ear or on the cartilage. No nose rings or piercing of other body parts allowed. No tattoos, temporary or otherwise allowed.

Casual Day

OCE will designate specific days as Casual Days. On these days, students must adhere to the following standards:

Clothing should not have writing or logos. OCE will designate certain days for Chiefs or Royals apparel. These items are only permitted on those pre-communicated days.

- All shorts or skirts must be at least knee-length.
- Tennis shoes and other comfortable shoes are permitted on casual days.
- Jeans or pants must not contain rips, tears, holes, etc.
- Leggings are never permissible as pants.

Required Items

Elementary Girls	Elementary Boys
<p>Each girl is REQUIRED to have:</p> <ul style="list-style-type: none"> Khaki, black, or navy pants (Bugle Boy or Dockers-style) White blouse—button-down with a collar Black uniform shoes Knee high socks (Navy, red or white and must be worn with skirts, skorts or shorts) Gym clothes (Navy, Red, or White OCE T-shirts, navy sweat pants & tennis shoes) 	<p>Each boy is REQUIRED to have:</p> <ul style="list-style-type: none"> Khaki, black, or navy pants (Bugle Boy or Dockers-style) White blouse—button-down with a collar Black uniform shoes Gym clothes (Navy, Red, or White OCE T-shirts, navy sweat pants & tennis shoes)

Allowed Items	
Elementary Girls	Elementary Boys
<p>See “Acceptable Uniform Colors” on pg. 42</p> <ul style="list-style-type: none"> V-neck jumper Short or Long-Sleeved Polo Knit Sweater/Cardigan Turtleneck Tie Skirt/Skorts/Shorts Pants or Slacks Jumpers Tights Regular socks* <i>*Worn ONLY during winter months with pants</i> Casual Shoes (PLAIN Keds, Skechers, etc.) 	<p>See “Acceptable Uniform Colors” on pg. 42</p> <ul style="list-style-type: none"> Short or Long-Sleeved Polo Knit Long-Sleeved Peter Pan Sweater/Sweater Vests/Cardigan Turtleneck Tie Pants or Slacks Casual Shoes (PLAIN Keds, Skechers, etc.)

Girl Examples:



Boy Examples:

