



**ODENTON
CHRISTIAN
SCHOOL**

EAGLES

Parent and Student Handbook

2023 – 2024

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TABLE OF CONTENTS

SECTION 1 – INTRODUCTION

Introduction.....	1
Purpose.....	1
Nondiscriminatory Policy.....	1
School History.....	1
Textbook Philosophy.....	2
Teachers Standards and Qualifications.....	2
How to Contact the School.....	2
Admission.....	2
Factors Influencing Admission.....	3
Registration.....	4
Transfer Students.....	4
Withdrawal.....	4
Dismissal.....	4
Litigation, Lawyers, and Legal Action.....	5

SECTION 2 – STUDENT INFORMATION

Absence.....	6
Attendance.....	6
Bullying, Harassment, and Intimidation.....	6
Chapel.....	22
Character Traits.....	7
Disciplinary System.....	8-11
Discipline.....	7
Elementary Dress and Appearance.....	15
– Additional Information.....	16
– Shoes.....	17
– Dress-Down/Activity Days Clothing.....	17
– Dress-Up Days.....	19
– Dress Length.....	17
– Hair.....	18
– Labeling Uniform Items.....	17
Field Trips.....	23
Kindergarten Dress and Appearance.....	13
– Additional Information.....	13
– Shoes.....	13
– Change of Clothes.....	13
– Dress Length.....	14

– Labeling Uniform Items	14
– Hair.....	14
Kindergarten Dress-Up Days.....	15
School Uniform	11
Secondary Dress and Appearance	19
– Additional Information	19
– Casual Day/Retreat Dress Code/School Functions	22
– Dress-Up Days.....	22
– Dress Length	21
– Hair.....	21
– Physical Education Uniform	20
– Shoes.....	20
Tardiness.....	7

SECTION 3 – FINANCIAL INFORMATION

Business Office Procedures	27
Payment Procedures	25

SECTION 4 – PARENT INFORMATION

Early Departure.....	29
Extended Hours Program	30
Health Services	30
Home	33
How to Handle a Problem	34
Inclement Weather.....	34
Lost and Found	35
Lunch and Snack Times.....	35
Parent Availability During School Hours.....	33
Parent Dress Standards	29
Parent/Teacher Conferences.....	29
Parent/Teacher Orientation	29
Parents.....	29
Picking-Up and Dropping-Off Students	36
Summer School Program	30

SECTION 5 – ACADEMIC INFORMATION

Elementary Homework.....	39
Elementary Honor Rolls.....	38
Grading Scale for K3 & K4.....	38

Elementary Honor Rolls.....	38
Kindergarten Homework.....	38
K5 & Elementary Grading Scale.....	38
Secondary Grading Scale.....	40
Secondary Homework.....	41
Secondary Honor Rolls.....	40
Ways to Help Your Elementary Student.....	39

SECTION 6 – MISCELLANEOUS INFORMATION

Kindergarten Student Supplies.....	42
Care of the Building.....	45
Pledges.....	46
Prescription Medication.....	44
School Office.....	42
School Policies.....	43
Social Events.....	44
– Birthdays.....	44
– Fellowships.....	45
Standardized Testing.....	42
School Pictures.....	46
Taxpayer Identification Number.....	46
Theft and Loss of Property.....	46
Worldly Secular Music.....	45

SECTION 7 – SECONDARY STUDENT SUPPLEMENT

Demerit Penalty.....	47
Graduation Requirements.....	47
Probation.....	48
Cell Phones.....	49
Computer Lab.....	52
Dating.....	52
Extracurricular Activities.....	50
– Class Officers.....	48
– Merit Trip.....	49
– Sports Teams.....	49
Formal Attire.....	51
God’s Simple Plan of Salvation.....	53
Handbook Revision.....	53
Lockers.....	52

Lunch	49
Smart Watches	50
Student Vehicles and Driving.....	50
Students Walking To and From School.....	51
Web and Social Networking Sites.....	52

**And this is life eternal, that they might
know thee the only true God, and
Jesus Christ, whom thou hast sent.**

- John 17:3 -

SECTION ONE – INTRODUCTION

The following guidelines for parents and students of Odenton Christian School (OCS) are intended to give direction and understanding of general goals and standards. Please note that not all operational policies and procedures are included within this short manual.

All parents and able students are responsible for reading and understanding the handbook. Complete attention and cooperation to the described policies is expected. Our desire is to develop a positive and fruitful relationship with all school families.

PURPOSE

The purpose of Odenton Christian School is to honor and serve the Lord Jesus Christ by providing an opportunity for godly young people to obtain a quality education in a Christ-centered and disciplined environment which is free from worldly behavior and secular and/or humanist philosophy. This school is a ministry of the Odenton Baptist Church and must operate within the proper confines of the church's authority, including doctrinally, financially, structurally, and legally. It is a ministry of the Odenton Baptist Church, which is a non-profit legal entity with 501(c) (3) status. Donations (not tuition and fees) made to OCS are tax deductible.

NONDISCRIMINATORY POLICY

Admission to Odenton Christian School is open to any young person who meets the entrance requirements. Odenton Christian School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities available to students at the school. It does not discriminate based on race, color, national and ethnic origin in administration of its educational policies, admission policies, athletic, and other school-administered programs.

SCHOOL HISTORY

Odenton Christian School was founded in 1977 by the pastor of Odenton Baptist Church and laymen concerned with the serious deterioration of the public school system. The need to develop Christian character in young people and the ministry of spreading the Gospel of Jesus Christ compelled these leaders to begin Odenton Christian School. Although the school began with a just small amount of students and a few grades, Odenton Christian School now offers pre-K3 through 12th grade.

TEXTBOOK PHILOSOPHY

Odenton Christian School does not necessarily endorse all the contents of any textbook or reference book used in the school curriculum. It is understood that to meet certain academic standards and to provide books of various fields of research and contents, Odenton Christian School must use many different types of books. The position of Odenton Christian School is understood to be in strict adherence to the doctrines and principles taught in the Holy Scriptures.

TEACHERS STANDARDS AND QUALIFICATIONS

Odenton Christian School is a ministry of Odenton Baptist Church. All faculty members are born-again Christians, dedicated to serving the Lord through the ministry of teaching young people. All teachers at Odenton Christian School are active members of Odenton Baptist Church, or a local church of like faith and practice, and are required to sign a statement of faith. All K5 and up teachers shall have a minimum of a Bachelor's Degree.

HOW TO CONTACT THE SCHOOL

The school secretaries typically cover the school telephones during normal business hours (7:00 a.m. to 3:30 p.m.). The main number is 410-305-2380. Voicemail is available when phones are not answered. You may email the office at office@odentonbaptist.org or the school administrator at smilner@odentonbaptist.org. Teachers and other staff members are reachable by email. Their email address will be their first initial followed by their last name @odentonbaptist.org (i.e., John Smith would be jsmith@odentonbaptist.org).

ADMISSION

A student is admitted to Odenton Christian School on the basis of former records, an interview (6th grade and up), Pastoral recommendation, and an assessment test. Parents must tour the school before applying for admission. Entrance assessment tests may be given to applicants throughout the entire year. Current students' status will be reviewed yearly and the student may be re-enrolled on the basis of academic progress and disciplinary record.

All students are accepted on a four-week trial basis. Parents are expected to cheerfully cooperate and support the administration not only by prompt tuition payments, but also in the general exercise of the discipline of the school. A complaining or negative attitude on the part of a parent may result in forfeiture

of the privilege of their child(ren) to remain as a student at OCS. Constructive suggestions on the part of parents are always appreciated when given in the proper spirit.

FACTORS INFLUENCING ADMISSION

1. OCS has limited ability to support students with special needs or Individualized Education Plans (IEPs). Please consult with the Administration if your student meets these criteria.
2. We reserve the right to set and maintain standards for student conduct, dress, and scholarship.
3. We maintain the right to refuse admittance to those who violate standards of conduct as defined by the administration.
4. Students who do not want to be in our school will not be accepted.
5. All students must meet proper age requirements.
6. Enrollment is accepted on a first-come, first-served basis. Once a class is full, additional applications for enrollment will be placed on a wait list. Students may enroll for the fall term beginning in February of each year.
7. Students are admitted on the basis of former records, Pastoral recommendation, and assessment tests.
8. Birth certificates must be presented for new students.
9. A certificate of immunization from a doctor or health center must be in the school office before the student may begin school.
10. Kindergarten students are to be completely weaned from bottles and pacifiers. Potential students must also be completely potty trained. No training pants, pull-ups, etc. will be allowed. Frequent accidents will be monitored as a physical problem assessed by a doctor, lack of control (not trained), or stubbornness. Parents will be expected to handle any problems in these areas.
11. OCS is a culturally and racially diverse school, and we are proud of the fact that we seek to accept students of all nationalities. However, students who promote religious doctrines contrary to those we believe may be excluded from enrollment.

12. Secondary and Elementary End of Year Review - Interview regarding academic and behavioral progress. Individuals who have displayed problems in these areas may be placed on probation or asked not to return.

REGISTRATION

Parents may register students online via FACTs management portal. A link can be found on our website at ocs.odentonbaptist.org. Registration of a student cannot be finalized until the following information has been completed:

1. Application
2. Interview (6th-12th Grade)
3. Assessment testing
4. A copy of the student's birth certificate
5. Immunization records
6. Emergency contact information
7. Payment of appropriate fees/tuition
8. Pastoral recommendation (6th-12th Grade)

TRANSFER STUDENTS

Students transferring from another school must take an assessment test, provide current transcript, Interview (6th-12th Grade), and provide a Pastoral recommendation (6th-12th Grade) before admittance. The results of the assessment test will help to determine the grade level in which the incoming student is placed.

WITHDRAWAL

We ask that when first considering withdrawal from school, the parent contact a member of the administration before a final decision is reached. After the appointment, notify the business office of your withdrawal. All tuition will continue until the withdrawal requirements are completed. This should be taken care of before the first day of the month. Tuition is due for the month of attendance, even if the student attends only one day of the new month.

DISMISSAL

Dismissal occurs when a student is not performing within the boundaries of proper Christian testimony or academic conduct. Students who are dismissed may not be considered for re-enrollment for a minimum of one full semester.

Parents must meet with the administration before re-enrollment will be considered. If parents attempt to re-enroll without meeting with administration, fees may be forfeited.

LITIGATION, LAWYERS, AND LEGAL ACTION

Please understand that this church and school is a non-profit organization with limited assets and is dedicated to God and the service of people. Any successful attempt to obtain a court-ordered monetary award for damages would result in limiting or preventing the school from continuing to serve God and minister to people on His behalf. When someone brings a legal suit against our school, they are standing opposite of God's establishment. Monies awarded in such cases only injure those we serve. Should we violate the law, we gladly accept accountability as a good citizen should. However, it is our scriptural position that Christians should not take other Christians to court for civil matters (I Cor. 6:1-7).

Should a parent or other representative of a child seek legal remedy in civil court and be successful, they would be taking resources away from those whom we could serve (other students and parents). Being so, we cannot ignore comments that insinuate, threaten, or directly promise civil litigation. Threats of litigation will be treated seriously and may result in immediate dis-enrollment proceedings and termination of all further communication with the parent and/or litigant by school staff, faculty, and administration along with initiation of action recommended by our own legal counsel and/or insurance company.

SECTION TWO – STUDENT INFORMATION

ABSENCE

In case of absence, the parent must contact the school office personnel by telephone or note if the student will miss more than three days. All absent students will be considered unexcused until notification has been received from the parent. The parent's notice must be submitted on or before the day of return.

Excused absences will be granted according to the following general guidelines:

- Death of family member
- Illness of student
- Court appearance
- Hazardous weather conditions that would endanger the health and safety of the student while in transit
- Work approved or sponsored by the school
- State of emergency
- Suspension from school
- Deployment related absences (visitation w/parent called to deploy)
- A doctor's note must be presented for any absence of 3 days or more. The note must be presented to the front office the day before or day of return
- Missed assignments during an unauthorized absence, will not be made up and result in the grade of zero

NOTE: Excessive unexcused absences will prohibit a student from promoting to the next grade.

ATTENDANCE

In order to gain the most from school, each student must be regular in attendance and be on time each day. Parents are encouraged not to take the student out of school for an extended period of time; however, if you must, please notify the teacher in advance.

BULLYING, CYBERBULLING, HARASSMENT, & INTIMIDATION

OCS is a private school that focuses on biblical principles; therefore, the students are held to a high standard of conduct. The school's standards come from the Bible and should exceed those established by men. These precepts are particularly applicable in regard to how individuals treat each other.

Bullying is unwanted, demeaning behavior among students that involves a real or perceived power imbalance. The behavior is repeated, or is highly likely to be repeated, over time. In order to be considered bullying, the behavior must be intentional and include: 1) An imbalance of power (students who bully use their physical, emotional, social, or academic power to control, exclude, or harm others), and 2) Repetition (bullying behaviors happen more than once or are highly likely to be repeated based on evidence gathered).

Cyberbullying is bullying that takes place over digital devices like cell phones, computers, and tablets. Cyberbullying can occur through texting, apps, or online via social media, forums, or gaming where people can view, participate in, or share content. Cyberbullying includes sending, posting, or sharing negative, harmful, false, or hurtful content about another student. It can include sharing personal or private information about someone else causing embarrassment or humiliation.

Harassment includes actual or perceived negative actions that offend, ridicule, or demean another student with regard to race, ethnicity, national origin, immigration status, family/parental or marital status, religion, ancestry, physical attributes, socioeconomic status, physical or mental ability, or disability.

Intimidation is any communication or action directed against another student that threatens or induces a sense of fear and/or inferiority. Retaliation may be considered a form of intimidation.

Bullying, cyberbullying, harassment, and intimidation are not tolerated at Odenton Christian School. This includes all written, verbal, or physical acts that physically harm an individual, damage an individual's property, substantially interfere with an individual's ability to learn and be educated, or place an individual in reasonable fear of harm to their person or property. This applies to behavior on church or school property, or off the property in the course of activities such as field trips and athletic events. It applies to electronic communications, also.

OCS absolutely prohibits bullying, cyberbullying, harassment, and intimidation. Eph. 4:32 says, "be ye kind one to another." The command to love one another (John 13:34, John 15:12, Rom. 12:10, I Thess. 3:12, I Thess. 4:9, I John 3:11, etc.)

is preached, taught, and expected at OCS. Failure to abide by the Scriptural Commandment will be taken just as seriously as cheating, stealing, or taking God's name in vain.

TARDINESS

Due to the inconvenience and disturbance which late arriving students cause, a penalty for tardiness is imposed. Every FOUR un-excused tardy arrivals will count as a full day absence for attendance recording purposes. Consideration will be given to students who arrive late due to inclement weather, car pools driven by parties other than family members, and medical appointments. To receive an excused late pass for a medical appointment, a doctor's note must be presented to the front office at the time the student is requesting the late pass. Students who are habitually tardy may be required to stay out of class until the first break. All missed work for unexcused tardies may not be allowed to be made up and will receive the grade of zero.

Kindergarten students that arrive after 9:30 am, unexcused, are not permitted to class. This will be strictly enforced. The students need to be present in the morning hours when academics are taught.

CHARACTER TRAITS

Character traits are taught to students in the classroom to complement the character training at home. Some of the traits emphasized are attentiveness, obedience, wisdom, thankfulness, honesty, patience, forgiveness, and responsibility. The goal of character training is to produce a disciplined life for the child. Having a disciplined life will cause a child to do right even when he or she does not want to. Developing character traits is essential not only for a child to have a good relationship with his or her parents at home and the teacher at school, but for him or her to be successful throughout life.

Patriotism is expected from our students. We live in the finest county in the world. We expect our students to respect our country, flag, and military.

DISCIPLINE

All students attending OCS are expected to conduct themselves in a Christian manner and in accordance with the rules and regulations as outlined in this handbook. Parent conferences, suspension, and expulsion are also part of the

school disciplinary process. A more thorough explanation of school discipline policies may be obtained by contacting the Principal.

DETENTION

Detention is instituted with the aim of nurturing a safe and respectful learning environment while encouraging biblical, Christ-like behavior and personal growth among our students. Detention serves as a means for students to reflect on their actions, seek spiritual growth, and embrace personal responsibility. By upholding these principles, we strive to guide our students towards becoming spiritually mature, responsible, empathetic individuals who contribute positively to both our school community and society at large.

LUNCH DETENTION

In-school lunch detention will be assigned to students who receive an Intentional Disobedience Demerit, receive 8 demerits in a single quarter, and as deemed appropriate by administration for other serious offenses. Upon assignment, students will serve their lunch detention during their next available lunch period.

AFTER SCHOOL DETENTION

After school detention will be assigned to students who receive 15 demerits and as deemed necessary by administration for other serious offenses. This detention will be assigned in one-hour increments to be served at the conclusion of the following school day. To provide appropriate supervision, after school detention will include a \$20 fee which is separate from the regular aftercare fees which will not be assessed for detention. However, it is essential to note that if the student is not picked up at the conclusion of their scheduled detention, they will be automatically transitioned to the aftercare program. In such cases, the standard aftercare fee will be incurred.

Disciplinary System

Odenton Christian School uses the “How I Act” method of discipline. Kindergarten will give “baskets” or “bushels”, as they are called in Matthew 5:14-16, for negative behavior. Grades 1-12 will use “demerits.” The number of “baskets” or “demerits” for each offense is shown in parentheses (colors apply

only to grades K3-K5). Four baskets/demerits in one day or eight in one week will result in an office referral being issued to the student.

Baskets/Demerits

Basket/Demerit Name	Description
H – Hullabaloo (1) “Yellow”	Loud and boisterous, disturbance, rowdiness
O – Out of Order (1) “Orange”	Irresponsible, missing supplies/folders/books, dress code violation, poor social behavior, messiness, unnecessary noise, not paying attention, out of seat without permission, turning around in seat, throwing things/littering, gum chewing/ eating at inappropriate time or place, out of line.
W – Work Not In (1) “Green”	Homework, class work and projects not completed or turned in on time. Failure to turn in assignments will also result in a grade of zero (1 st – 12 th)
I – Intentional Disobedience (4) “Red”	Dishonesty, defiance, disrespect, lying, fighting, cheating, or any serious offense, misbehaving in chapel.
A – Attitude Lacking (2) “Purple”	Rolling eyes, poor countenance, improper response, no response when one is expected or asked for, defiant action, sneering, haughty spirit, worldly conversation, gossip, backbiting
C – Courtesy Lacking (2) “Brown”	Interrupting, talking out of turn, putting others down, “name calling”, bullying, rudeness, improper speech, inconsiderate behavior, lack of manners
T – Talking (1) “Blue”	Talking without permission

Demerit Accumulation

Demerits are cumulative yearly. Students who earn 25 demerits in a semester or 50 demerits during the course of the school year will be strongly considered for dismissal.

The teacher will verbally inform the student that they have earned a demerit. Parents can monitor their child’s demerits online on the RenWeb system.

The Intentional Disobedience demerit has the weight of four demerits. Students who have earned an Intentional Disobedience demerit will be sent to the office immediately. Students who have been issued an office referral for Intentional Disobedience will not be permitted back to class until the Principal has seen the student.

Students must show respect for the teacher's authority at all times. Arguing about the earning of a demerit, by students or parents, is unacceptable. Students who show an argumentative attitude will immediately be issued an Attitude Lacking demerit and be sent to the office. Students who have an honest question regarding a demerit should approach the issuing teacher privately, in a respectful manner. Four demerits in one day or eight in one week will result in an office referral being issued to a student.

STUDENT BEHAVIOR

1. Students will show respect toward all adults by using such expressions as “please; thank you; yes, sir; no, sir;” etc. Slang is an indication of disrespect and will not be tolerated.
2. Students will also show respect of their fellow students by refraining from hitting, kicking, biting, or otherwise taunting them. Badgering, ridiculing, and abusing fellow students will not be allowed.
3. Students will show respect toward school property by not mutilating, defacing, or otherwise harming the building and its contents, including textbooks.
4. Students are not to run or talk loudly in the halls.
5. Any reference, verbal or otherwise, to shooting, guns, stabbing, knives, beating, bullying, hitting, etc. by either a student or a parent will be dealt with swiftly and forcefully.
6. Racist comments will not be tolerated, even if made in jest.

All students are to maintain a Christ-like attitude at all times (in and out of school). Constant or repeated complaining, griping, or sullenness will not be tolerated. Making light of the Bible classes, chapel programs, or guest speakers will be considered rebellion. No student will be permitted to ridicule or mock school rules or personnel. Improper attitudes persisting after parents have been contacted may result in probation, suspension, and/or expulsion.

The use of foul language, either in jest, anger, or absentmindedly, will be dealt with on the first offense recognizing the age of the student. OCS personnel will maintain discretion in this area.

STEPS IN DISCIPLINE

1. The teacher will confront the student on misbehavior.

2. Should the student's misbehavior continue, a conference will be called by the teacher among the student, parent, and the teacher. Meaningful activities related to the wrongdoing will be assigned. Upon completion of the assigned activity, a parent must sign and return it to the teacher.
3. Should the misbehavior continue, a conference will be called by the Principal among the student, parent, and teacher. Specific punishment will be recommended to the parent.
4. The final step in discipline when misbehavior has NOT changed is expulsion of the student. The administration of Odenton Christian School reserves the right to discipline or expel any student who, in the opinion of the administration, does not fit into the spirit of the school, regardless of whether or not he conforms to the specific rules and regulations of the school.

DISCIPLINARY ACTION

Suspension Offenses

The severity of the offense will determine the number of days of suspension or possible consideration for expulsion. Reasons for suspension include, but are not limited to: fighting, profanity, hate speech, stealing, destruction of property, and other aggressive behavior.

Expulsion Offenses

A student may be expelled from Odenton Christian School at any time when his or her actions or attitudes are, in the school's opinion, disruptive to the school atmosphere or are in direct and repeated disobedience to school regulation. Expulsion is at the discretion of the administration, but in most instances is made necessary by the repeated violation of school policy. Any student that is expelled may not return to Odenton Christian School as a student for at least one entire semester.

In order to retain the privilege of attending a Christian school, students **MUST** demonstrate a Christian testimony on and off campus. Any immorality, foul language, illegal acts, drinking or smoking, attending ungodly activities, participating in physical intimate relationships, endorsing or participating in the

LGBTQ lifestyle, and other openly ungodly behavior will result in the unconditional revocation of the privilege of attending Odenton Christian School.

OCS practices a zero tolerance policy towards certain types of behavior. Students committing these types of behavior will be expelled without recourse. OCS will not allow any student to continue to be enrolled after having been found guilty of consuming alcoholic beverages, possession or consumption of illegal or controlled substances, or participation in criminal acts such as theft or burglary.

SCHOOL UNIFORM

Students at Odenton Christian School wear a school uniform which helps develop Christian characteristics of modesty (1 Cor. 14:40), neatness, and orderliness. It offers variety and yet allows Odenton Christian School to project a unified image to the community as a distinctive Christian school.

It is necessary that each student adhere to the dress code at all times. Uniform violations, if sent home, are to be signed and returned the following day. Violations will most often be sent home via email, and no reply is necessary. Out of order baskets/demerits will be given each day thereafter. Infractions caused by Dennis Uniform back orders are to be noted as such with a date of correction indicated. Unreturned notifications or habitual non-compliance will be dealt with by the administration.

While violations will be recognized via a note sent home for parental signature and attention, students properly wearing and maintaining their uniforms, along with a clean and orderly desk, will be praised accordingly. Repeated violations will be handled by the administration.

ALL UNIFORM ITEMS MUST BE PURCHASED FROM DENNIS UNIFORMS.

<https://www.dennisuniform.com>

DENNIS UNIFORM
1110 C North Road
Catonsville, MD 21228

(410) 869-4682
(800) 854-6951

Uniforms are guaranteed for one year. If you have a problem, take your receipts and the clothing item(s) to Dennis Uniforms for replacement. Uniforms are only to be purchased from Dennis Uniforms.

KINDERGARTEN DRESS AND APPEARANCE

Boys: Navy trousers, maize, navy or royal blue polo with school logo, navy fleece jacket with school logo, navy socks, belt, and tennis shoes. White dress shirt with school logo and tie (Chapel day only).

Girls: Grey plaid jumpers, maize, navy, or royal blue polo with school logo, navy fleece jacket with school logo, and navy cable knit knee socks or tights. White dress shirt with school logo (Chapel day only).

ADDITIONAL INFORMATION

1. Girls may wear dark shorts under their school uniform to ensure modesty during playground activities.
2. Coats, jackets, and girls' pants are not considered part of the school dress and are not allowed to be worn in the classroom.
3. In cold weather, extra layers may be worn under the uniform as long as they are not seen (e.g., thermal underwear is acceptable; turtlenecks are not.)
4. Kindergarten students are not permitted to wear necklaces, bracelets, rings, etc. Only post (stud) earrings may be worn.
5. Only OCS fleece sweaters are allowed to be worn in the classroom.
6. Girls are not permitted to wear make-up. Lip gloss is considered make-up.

Exceptions to policy must be approved by the Administration.

SHOES

Kindergarten students may wear sneakers for all occasions. For safety reasons, sandals are not allowed. Students wearing boots to school must bring regular shoes to change into before school begins.

CHANGE OF CLOTHES

All Kindergarten students are required to bring a change of clothes, including undergarments and socks, in case of an accident. These clothes are to be bagged in a gallon size, zip-lock bag and labeled with the child's name. The bags remain in the child's classroom to be used for their intended purpose – accidents. Please replace as needed.

DRESS LENGTH

Girl's jumpers and skirts are to be below the knees. Parents must pay particular attention to growing girls, so that jumpers/skirts will not become too short during the school year.

LABELING UNIFORM ITEMS

Be sure to label all uniform items with your child's name and grade. On sneakers, you may write on the inside lining with permanent ink or on the sole with magic marker. Numerous uniform items are lost due to lack of a child's name on the item.

HAIR

OCS desires to create an inclusive environment that recognizes cultural and ethnic differences while maintaining a distraction-free atmosphere. The following general guidelines apply.

Girls' hair is to be styled in such a way as to avoid interfering with school activities.

1. Hair color should look natural. Hair may not be dyed unusual or extreme colors such as purple, bright red, green, bleached white blond, etc. as determined solely by the administration. Unusual hairstyles or streaking are also not allowed.
2. Any hair with unnatural coloring or streaking must be repaired. Therefore, parents should be careful before applying a hair coloring product that may be difficult to remove.
3. Costume hair accessories are not permitted (e.g. cat ears, unicorn horns, clip-in hair, etc.). Hair accessories should complement the uniform and not distract from it.

Boys' hair is to be neatly cut and combed so it does not touch the ears, eyebrows, or collar.

1. Students with very curly or tightly cropped hair should keep their hair close-cropped, no more than two inches long. Students with straight hair should adhere to the two inches hair length requirement when styled. Styles such as wedged, spiked, skate, surfer, mohawk, large

afros, braids, twists or bowl cuts are unacceptable. Ponytails, rattails, etchings, shaved sides (leaving the back long), and the like are not permitted.

2. Hair may not be dyed unless it is for a medical condition. A doctor's note is required. Hair may not be dyed unusual or extreme colors such as purple, bright red, green, bleached white blond, etc. as determined solely by the administration.
3. Hair on the forehead must be above the eyebrows.
4. Sideburns should be no lower than the middle of the ear.

The Administration reserves the right to decide on the appropriateness of this issue. Neatness and grooming is the paramount consideration and takes precedence over any other factor.

Should a student come to school with their hair in an unacceptable manner, parents will be requested to pick up the student and correct the situation prior to their being readmitted to the classroom.

KINDERGARTEN DRESS-UP DAYS

Periodically during the school year, a dress-up day will be designated as a special day when students may wear clothes other than their uniforms. On these days, students are to dress nicely, with girls wearing dresses or skirts that reach the knee, no low necklines, and boys wearing nice pants and shirts with ties (no jeans, t-shirts, warm-up suits, etc.). Remember, this is a dress-up day, not a dress-down day. Should a student come to school in unacceptable attire, parents will be requested to either bring a change of clothes or pick up the student.

Please help us maintain our desired standards. Do not put either of us in a penalty situation. The school administration reserves the right to determine what will be acceptable in dress or appearance. Clothing, jewelry, or hairstyles that are outlandish, avant-garde, or disruptive to the classroom will be dealt with as unacceptable dress.

ELEMENTARY DRESS AND APPEARANCE (Grades 1-6)

Boys: Navy trousers, maize, navy, or royal blue polo with school logo, white dress shirt with gray tie (Chapel day only), navy fleece with school logo, dress belts with plain buckles must be worn.

Girls: Grey plaid jumper, maize, navy, or royal blue polo with school logo, navy fleece with school logo, white dress shirt with school logo (Chapel day only), navy or grey knee socks.

ADDITIONAL INFORMATION

1. Girls may wear dark shorts under their school uniform to ensure modesty during playground activities.
2. Coats, jackets, and girls' pants are not considered part of the school dress and are not allowed to be worn in the classroom. Only OCS sweaters are allowed to be worn in the classroom.
3. In cold weather, extra layers may be worn under the uniform as long as they are not seen (e.g., thermal underwear is acceptable; turtlenecks are not.)
4. Girls are not permitted to wear make-up. Lip gloss is considered make-up.
5. For all girls, fingernails should be neatly clipped. Excessively long fingernails are not appropriate for school. (No fake fingernails, sculptured, designed, etc.) Any nail polish should be clear or a very light shade that compliments the individual's skin tone. Extreme shades (red, white, purple, blue, black, etc.) are not appropriate.
6. Only post earrings may be worn. When earrings are worn, the single pair must match and be worn one in each ear. Hoop or dangle earrings are not permitted.
7. Boys are not permitted to wear necklaces, bracelets, or earrings. Watches that beep should not be brought to class.
8. Elementary students are not required to change clothes to participate in P.E.; however, a change of shoes is required.

Exceptions to policy must be approved by the Administration.

SHOES

Elementary students are to wear dress casual shoes (black, brown, or navy) to school (heels on girl's shoes not exceeding 1 inch). They may bring sneakers for recess and physical education. SNEAKERS or CASUAL type shoes (canvas type or high top shoes, dress boots, boots or bowling style, stripes on sides) may **not** be worn in the classroom. For safety reasons, sandals are not allowed. Students wearing boots or high-top shoes to school must bring regular shoes to change into before school begins.



DRESS DOWN/ACTIVITY DAYS CLOTHES

These days include Walk-A-Thon, Park Day, Class Picnic, and some field trips. A P.E. or summer school uniform is required for each student to participate in these special days.

DRESS LENGTH

Girl's jumpers and skirts are to be to the knees. Parents must pay particular attention to growing girls, so that jumpers/skirts will not become too short during the school year. Demerits will be given if the length of the skirt is not corrected in a timely manner.

LABELING UNIFORM ITEMS

Be sure to label all uniform items with your child's name and grade. On sneakers, you may write on the inside lining with permanent ink or on the sole with magic marker. Numerous uniform items are lost due to lack of a child's name on the item.

HAIR

OCS desires to create an inclusive environment that recognizes cultural and ethnic differences while maintaining a distraction-free atmosphere. The following general guidelines apply.

Girls' hair is to be styled in such a way as to avoid interfering with school activities.

1. Hair color should look natural. Hair may not be dyed unusual or extreme colors such as purple, bright red, green, bleached white blond, etc. as determined solely by the administration. Unusual hairstyles or streaking are also not allowed.
2. Any hair with unnatural coloring or streaking must be repaired. Therefore, young ladies should be careful before applying a hair coloring product that may be difficult to remove.
3. Costume hair accessories are not permitted (e.g., cat ears, unicorn horns, clip-in hair, etc.). Hair accessories should complement the uniform and not distract from it.

Boys' hair is to be neatly cut and combed so it does not touch the ears, eyebrows, or collar.

1. Students with very curly or tightly cropped hair should keep their hair close-cropped, no more than two inches long. Students with straight hair should adhere to the two inches hair length requirement when styled. Styles such as wedged, spiked, skate, surfer, mohawk, large afros, braids, twists or bowl cuts are unacceptable. Ponytails, rattails, etchings, shaved sides (leaving the back long), and the like are not permitted.
2. Hair may not be dyed unless it is for a medical condition. A doctor's note is required. Hair may not be dyed unusual or extreme colors such as purple, bright red, green, bleached white blond, etc. as determined solely by the administration.
3. Hair on the forehead must be above the eyebrows.
4. Sideburns should be no lower than the middle of the ear.

The Administration reserves the right to decide on the appropriateness of this issue. Neatness and grooming is the paramount consideration and takes precedence over any other factor.

Should a student come to school with their hair in an unacceptable manner, parents will be requested to pick up the student and correct the situation prior to their being readmitted to the classroom.

DRESS-UP DAYS

Periodically during the school year, a dress-up day will be designated as a special day when students may wear clothes other than their uniforms. On these days, students are to dress nicely, with girls wearing dresses or skirts that reach to the knee, no low necklines. Shoes should be closed toe and closed heel, no sandals. Boys should wear nice pants and shirts with ties (no jeans, t-shirts, warm-up suits, etc.). Remember, this is a dress-up day, not a dress-down day. Should a student come to school in unacceptable attire, parents will be requested to either bring a change of clothes or pick up the student.

Please help us maintain our desired standards. Do not put either of us in a penalty situation. The school administration reserves the right to determine what will be acceptable in dress or appearance. Clothing, jewelry, or hairstyles that are outlandish, avant-garde, or disruptive to the classroom will be dealt with as unacceptable dress.

SECONDARY DRESS AND APPEARANCE (Grades 7-12)

Boys: Grey trousers, navy, royal blue, or maize polo with school logo, navy fleece with school logo, white dress shirt with school logo (Chapel day only), grey plaid tie, grey or navy socks, brown, black or navy dress casual shoes.

Girls: Grey plaid skirt, navy, royal blue, or maize polo with school logo, navy fleece with school logo, white oxford dress shirt with school logo (Chapel day only), navy or grey knee socks or nylons (no light blue, purple, red, etc.).

Exceptions to policy must be approved by the Administration.

ADDITIONAL INFORMATION

1. Coats, jackets, and girls' pants are not considered part of the school dress and are not allowed to be worn in the classroom.
2. In cold weather, extra layers may be worn under the uniform as long as they are not seen (e.g., thermal underwear is acceptable; turtlenecks are not, boys should only wear white undershirts.)

3. For all girls, fingernails should be neatly clipped. Excessively long fingernails are not appropriate for school. (No fake fingernails, sculptured, designed, etc.) Any nail polish should be clear or a very light shade that compliments the individual's skin tone and is conservative in appearance. Extreme shades (red, purple, blue, black, etc.) are not appropriate.
4. Only OCS fleece sweaters are allowed to be worn in the classroom.
5. Only post earrings may be worn. When earrings are worn, the single pair must match and be worn one in each ear. Hoop or dangle earrings are not permitted.
6. Girls in grades 9 and up may wear light make-up (not be dark or excessive). Determination of excessive use of make-up will be made by the school and girls refusing to cooperate with school policy may forfeit this privilege.
7. Boys are not permitted to wear necklaces, bracelets, or earrings. Watches that beep should not be brought to class.

SHOES

Secondary students are to wear regular dress shoes (navy, brown, or black) to school. They may bring sneakers for recess and physical education. SNEAKERS or CASUAL type shoes (canvas type, boots, or bowling style that has stripes on sides) may **not** be worn in the classroom. For safety reasons, sandals are not allowed. Girl's everyday school shoes should be closed toe, and closed heel. The heels on girl's shoes not exceeding 2 inches.



PHYSICAL EDUCATION UNIFORM

Secondary students are required to change clothes to participate in P.E. The P.E. uniform is loose basketball shorts for girls, and knee-length basketball shorts or sweat pants for boys, year-round. The t-shirt is silk screened "Odenton Christian School". The P.E. Uniform can be obtained through the OCS office. Sneakers and socks are required for P.E.

As a safety precaution, girls are never to wear earrings, dangling necklaces, or large rings while participating in P.E. class or athletic events.

DRESS LENGTH

Girl's skirt hemlines are to be 2 inches below the bottom of the knee. This includes skirts or dresses that are worn on dress-up days. Parents must pay particular attention to growing girls, so that skirts will not become too short during the school year. Please do not modify the uniform skirts to be shorter than the intended style.

HAIR

OCS desires to create an inclusive environment that recognizes cultural and ethnic differences while maintaining a distraction-free atmosphere. The following general guidelines apply.

Girls' hair is to be combed in such a way as to avoid interfering with school activities.

1. Hair color should look natural. Hair may not be dyed unusual or extreme colors such as purple, bright red, green, bleached white blond, etc. as determined solely by the administration. Unusual hairstyles or streaking are also not allowed.
2. Subtle and tasteful highlighting is permitted, but the Administration reserves the right to decide what is subtle and tasteful.
3. Any hair with unnatural coloring or streaking must be repaired. Therefore, young ladies should be careful before applying a hair coloring product that may be difficult to remove.
4. Costume hair accessories are not permitted. (e.g., cat ears, unicorn horns, clip-in hair, etc.) Hair accessories should complement the uniform and not distract from it

Boys' hair is to be neatly cut and combed so it does not touch the ears, eyebrows, or collar.

1. Students with very curly or tightly cropped hair should keep their hair close-cropped, no more than two inches long. Students with straight hair should adhere to the two inches hair length requirement when styled. Styles such as wedged, spiked, skate, surfer, mohawk, large afros, braids,

twists or bowl cuts are unacceptable. Ponytails, rattails, etchings, shaved sides (leaving the back long), and the like are not permitted.

2. Hair may not be dyed unless it is for a medical condition. A doctor's note is required. Hair may not be dyed unusual or extreme colors such as purple, bright red, green, bleached white blond, etc. as determined solely by the administration.
3. Hair on the forehead must be above the eyebrows.
4. Sideburns should be no lower than the middle of the ear.

The Administration reserves the right to decide on the appropriateness of this issue. Neatness and grooming is the paramount consideration and takes precedence over any other factor.

Should a student come to school with their hair in an unacceptable manner, parents will be requested to pick up the student and correct the situation prior to their being readmitted to the classroom.

DRESS-UP DAYS

Periodically during the school year, a dress-up day will be designated as a special day when students may wear clothes other than their uniforms. On these days, students are to dress nicely, with girls wearing dresses or skirts that reach to the knee and do not have low necklines. No tight fitting clothing. Girls may not wear shoes that have a heel taller than two inches on dress up days. Boys should wear nice pants and shirts with ties (no jeans, t-shirts, warm-up suits, etc.). Remember, this is a dress-up day, not a dress-down day. Should a student come to school in unacceptable attire, parents will be requested to either bring a change of clothes or pick up the student.

CASUAL DAYS/RETREAT DRESS CODE/ SCHOOL FUNCTIONS

These days include Walk-A-Thon, Field Day, Class Picnic, and some field trips. Several casual days may be scheduled each school year in an effort to raise money for the Senior Class. All students must have an OCS P.E. uniform. Girls may wear loose fitting denim skirts or casual skirts to the knee in length and t-shirts/sweatshirts. Both boys and girls may wear sneakers. Please remember that all clothing must meet OCS standards.

Under no circumstances will gang wear or displays of worldly fashion be tolerated.

Please help us maintain our desired standards. Do not put either of us in a difficult situation which requires action. The school administration reserves the right to determine what will be acceptable in dress or appearance. Clothing, jewelry, or hairstyles that are outlandish, avant-garde, or disruptive to the classroom will be dealt with as unacceptable dress. Boys and girls must follow shoe standards set forth in this handbook.

Students should come in appropriate attire to OCS after-school activities including the Awards Banquet, Graduation, sporting events, and school programs. Failure to comply with this rule may result in disciplinary action.

Dress code decisions made by the teacher, office, or principal are final.

CHAPEL

Chapel is a vital part of the student's life at Odenton Christian School and good conduct during chapel programs is of utmost importance. Chapels are typically held on Wednesday. Due to COVID-19 restrictions, chapel locations and times may be modified. Please be flexible.

FIELD TRIPS

Field trips are considered part of the curriculum of the school, and because they contribute directly to the teaching of the child, each child is required to participate. A student who does not attend will be marked absent.

The school uniform is to be worn on all school trips. Any change to wearing the school uniform will be announced in advance.

The school requires parents chaperoning field trips to set an example for the students and maintain the same professional standard of dress as our teachers. (Ladies – loose fitting dresses or skirts that reach to the knee; men – collared shirt and dress pants) and conduct as is required of the students (no smoking).

Parents not meeting OCS dress standards will not be permitted to serve as chaperones.

Field trips are a privileged extension of the classroom; all rules and standards are in effect. Students whose conduct is unacceptable must be accompanied by a parent or guardian or they may not attend.

No siblings may attend field trips unless they are part of the class.

SECTION THREE – FINANCIAL INFORMATION

Odenton Christian School is a private, non-profit corporation. No state or federal funds are received by the school. Income from tuition is insufficient to fully cover the cost of operating the school. Interested individuals are invited to contribute to the operation of the school via gifts for general expenses or by providing scholarships for deserving students who would otherwise be unable to afford such training.

Contribution of items/materials that enhance our school will be greatly appreciated – for example: microwave ovens, computers, etc.

PAYMENT PROCEDURES

1. Annual tuition is divided into ten equal payments.
2. Payments begin August 1st and end May 1st.
3. A full month's tuition will be charged if a student enters a classroom for one or more days during that month.
4. Payments are late and subject to a late fee when not received in the business office on or before the 10th of the month, unless arrangements have been made beforehand.
5. If a student is withdrawn or dismissed, the parent must contact the business office to clear the financial record before the student's records can be released.
6. Report cards will not be issued to students with past due accounts.
7. Students with accounts 30 days in arrears will be denied classroom admission. Please do not require us to enforce this policy. Students left at the school door in such instances will be held in the office until picked up by the parents.
8. There is a readmission fee of \$100.00 for students who are suspended for nonpayment of tuition.
9. Students will not be allowed to enroll for the coming school year until accounts are current.
10. Automatic bank transfer of tuition is the preferred method of tuition payment. An "ACH Authorization Agreement" form must be completed to enroll in this program.

The following rules pertain to the ACH program:

Once each month, on the date indicated (i.e. 1st, 5th, 10th), Odenton Christian School will initiate a withdrawal from the depository account indicated, in the amount necessary to cover monthly tuition and fees previously agreed upon in the financial agreement (and stated on the FamilyID Registration Webpage). This agreement will be entered into as a condition of enrollment of your student in OCS.

If an automatic withdrawal transaction is rejected or returned, a \$5.00 fee will be charged and the transaction will be attempted a second time. If the transaction fails a second time, an additional \$5.00 fee will be charged and the account holder responsible must then pay that month's amount in person. Failure to pay on time will be dealt with as stated in the financial agreement and the Parent Handbook, and may result in the student(s) dis-enrollment.

If the automatic withdrawal is returned or rejected three or more months, any family discounts offered in conjunction with automatic withdrawal will be forfeited, retroactive to the last month when an automatic withdrawal was successful. No discount will be offered for any month for which payments are not completed by the 25th of that month. OCS may choose to cease to offer automatic withdrawal to those with multiple rejections.

By enrolling in automatic withdrawal, you agree to allow OCS reasonable time, not less than ten days, to refund any amounts which are withdrawn from your account in error, and to notify OCS in writing of any errors in withdrawal.

Authorization to withdraw is to remain in full force and effect for the number of payments necessary to pay the entire year's tuition and fees, or until OCS has received written notification from the account holder and/or parent of its termination. The account holder and/or parent shall allow a reasonable time for OCS and the financial institution stated above to have opportunity to act upon a requested cancellation.

OCS also offers a credit card payment option with a 4% fee per transaction. Please visit the business office for details.

BUSINESS OFFICE PROCEDURES

1. The Business office is open Monday-Friday when the school is in session. If you have a question, please call (410) 305-2380 from 7:00am-3:30pm.
2. Make all checks payable to Odenton Christian School or OCS.
3. Odenton Christian School is not responsible for monies sent to school with children.
4. No deduction is made from tuition payment for absences.
5. Monthly payments and fees are non-refundable.
6. A charge is made for an "Insufficient Funds" check, and the account may be placed on a CASH ONLY basis for any further money transactions after two checks have been returned.
7. Do not give checks or cash for tuition to teachers.
8. All cash payments must be made to the finance office. Do not leave checks, cash, or money orders with the back swipe desk.

Any unpaid bill left with the school will be handled as any other business would handle accounts for collection. In addition, any unpaid bills will be reported to the credit bureau, which may affect your credit rating.

SECTION FOUR – PARENT INFORMATION

OCS realizes that teachers are only an outreach of the home and the parents. You, as parents, have the God-given responsibility to raise your child(ren) “in the nurture and admonition of the Lord.” To this end, you expect the teachers to do their part in the molding of your child’s life, and we accept this great responsibility. However, we, as teachers, also expect you, as parents, to help your child in the home environment in order that your child can do his or her best work in school.

We must work as a team, hand-in-hand in the light of God’s Word, in order that Proverbs 22:6 (“Train up a child in the way he should go: and when he is old, he will not depart from it.”) might be realized. The responsibility of the parents is found in the following Scriptures. Please study them carefully from God’s Word.

Ephesians 6:4 “And, ye fathers, provoke not your children to wrath: but bring them up in the nurture and admonition of the Lord.”

Proverbs 22:6 “Train up a child in the way he should go: and when he is old, he will not depart from it.”

Deuteronomy 6:7 “And thou shalt teach them diligently unto thy children, and shalt talk of them when thou sittest in thine house, and when thou walkest by the way, and when thou liest down, and when thou risest up.”

Deuteronomy 31:13 “And that their children, which have not known any thing, may hear, and learn to fear the Lord your God, as long as ye live in the land wither ye go over Jordan to possess it.”

I Timothy 3:4 “One that ruleth well his own house, having his children in subjection with all gravity;”

Proverbs 29:15 “The rod and reproof give wisdom: but a child left to himself bringeth his mother to shame.”

Proverbs 28:7 “Whoso keepeth the law is a wise son: but he that is a companion of riotous men shameth his father.”

Psalms 1:1 “Blessed is the man that walketh not in the counsel of the ungodly, nor standeth in the way of sinners, nor sitteth in the seat of the scornful.”

Proverbs 19:27 “Cease, my son, to hear the instruction that causeth to err from the words of knowledge.”

Matthew 19:14 “But Jesus said, suffer little children, and forbid them not, to come unto me: for of such is the kingdom of heaven.”

PARENT/TEACHER ORIENTATION

We will have two Parent/Teacher Orientations this year. Orientation 1 will be for Kindergarten families, and it is scheduled for August 27, 2020 at 7:00 PM. Orientation 2 will be for Elementary and Secondary families, and it is scheduled for August 28, 2020 at 7:00 PM. These events are designed for parents and students to meet their teachers in the classroom. These evenings are planned to start the communication channels flowing. Your child's first day of school will go more smoothly by "breaking the ice" at Parent/Teacher Orientation. These are the most important meetings of the year, and you should give them top priority.

PARENTS

Each class needs parents and guardians to assist with class activities during the school year. Areas of service include class parties, field trips, and school programs. When serving, the school requires parents to follow the same standard of dress and conduct that is required of students. Please let your child's teacher know of your willingness to give of your time to our school. Grandparents are also encouraged to attend class activities.

PARENT/TEACHER CONFERENCES

Parent conferences with teachers are encouraged and may be scheduled at any time during the school year. We do ask that the parents call the school office and leave a message or email for a conference with the teacher before coming. The teacher will then contact the parents to make an appointment.

An "Open House" is scheduled at the end of the first marking period. The "Open Classroom" is conducted in the evening and is an important event. You should plan to attend this evening – it is listed on the school calendar.

PARENT DRESS STANDARDS

Parents are expected to dress appropriately when visiting the school at any time. No revealing attire, please. Smoking is not permitted on the property. Ladies and gentlemen alike should dress modestly and neatly.

EARLY DEPARTURE

A student who must leave early is asked to **bring a note of explanation to the classroom in the morning**. The parent must come to the office **FIRST** when picking up the student for early departure. Teachers may not let a child leave

school early without office approval. Full-day students may not leave early on a regular basis. Normal pick-up time is 3 pm.

EXTENDED HOURS PROGRAM

The Extended Hours Program is open every morning from 6:00-7:45am and each afternoon from 3:15-6:00pm. Extended Hours are available on a daily or monthly basis. Forms to make changes may be obtained from the front office. Changes are effective the first day of the month. Keep good records as Extended Hours payments may be a tax credit on your Federal Tax Return.

Please note that there is an additional fee for any student not picked up by 6:00 pm, and that these fees are sizable. There will be an additional charge for EACH CHILD not picked up by 6:00 pm sharp. A charge of \$20.00 will apply for the first 10 minutes each child stays after 6:00 pm, with an additional charge of \$15 for each subsequent 10 minutes. A minimum late stay charge of \$20.00 per child applies. Children of parents who fail to pay these charges by the end of the applicable month will be dis-enrolled from Extended Hours and will become ineligible for further extended care until and unless payment is received by OCS. Also, please note that students may not be dropped off prior to 6:00 am even if staff members are present.

SUMMER SCHOOL PROGRAM

The summer school program is an academically oriented time for students during the summer months. It helps the student to maintain, hone, and, when necessary, meet prescribed academic standards for the next grade. It also includes activities such as arts, crafts, and fun-filled field trips each week. Summer school enrollment occurs in the spring; parents will be notified at the beginning of enrollment for summer school and may receive discounts for early enrollment.

HEALTH SERVICES

Especially in the era of the COVID-19 pandemic, it is essential that the contact information in the OCS database be up to date at all times, including parent's work phone number. Please stop by the front office to update your information with any changes. If the office consistently experiences difficulty contacting you, the administrator will schedule a meeting with you to discuss your reachability.

Due to the pandemic, new procedures will be in place this year. For complaints of severe headache, vomiting, diarrhea, or fever of 99.7 degrees or more, the student will be removed from the classroom and parents called to take the child home and not return to school for 24 hours. Parents should not send children to school who have a fever or who have not sufficiently recovered from an illness. Students with contagious diseases (or conditions) will not be permitted to attend school until the disease (or condition) is no longer contagious. Children need to be fever-free for 24 hours before returning to school. Students will be taken outside for recess unless they have a written note from home or become sick at school. Please understand that the continued presence of a child who is ill will subject other children to illness. Ill children will not be permitted access to the classroom and frequent failure to pick them up in a timely manner, when they are ill, will jeopardize their enrollment.

Return to School After Exclusion

Once a student or staff member is excluded from the school environment, they may return if they satisfy the recommendations of the CDC. Currently those guidelines are:

1. **Untested.** Persons who have not received a test proving or disproving the presence of COVID-19, but experience symptoms, may return if the following three conditions are met:
 - a. They have not had a fever for at least 72 hours (that is three full days of no fever without the use of medicine that reduces fevers); b. other symptoms have improved (for example, when your cough or shortness of breath has improved); and c. at least ten (10) calendar days have passed since your symptoms first appeared.
2. **Tested.** Persons who experienced symptoms and have been tested for COVID-19 may return to school if the following three conditions are met:
 - a. They no longer have a fever (without the use of medicine that reduces fevers); b. other symptoms have improved (for example, when your cough or shortness of breath have improved); and c. they have received two negative tests in a row, at least 24 hours apart.
3. **Tested with no symptoms.** Persons who have not had symptoms but test positive for COVID-19 may return when they have gone ten (10) calendar days without symptoms and have been released by a healthcare provider.

Students may also return if they are approved to do so in writing by the student's health care provider.

Confirmed Case of COVID-19 in the School Building

When there is confirmation that a person infected with COVID-19 was on the school campus, the school will contact the local health department immediately. Unless extenuating circumstances exist, the school will close the school building for a minimum of 2-5 days and work with the local health department to assess factors such as the likelihood of exposure to employees and students in the building, the number of cases in the community, and other factors that will determine when the building should reopen. The school will contact parents/students and employees to notify them that a person who tested positive for COVID-19 was in the building, and to encourage cooperation with the school and the local health department to trace contacts with the individual. The individual who tested positive will not be identified in communications to the school community at large, but may need to be selectively identified for contact tracing by the health department. While the school building is closed, all school activities will be cancelled or rescheduled, regardless of whether the activity was to take place in the building or another location, including extracurricular activities, before and after-school programs, and field trips. Parents/students and employees will be encouraged to stay at home until more information is provided by the school or the health department. Educational activities will shift to Google Classroom.

OCS reserves the right to make all final decisions necessary to enforce its communicable disease policy and to take all necessary action to control the spread of communicable diseases within the school.

Childhood Diseases:	May Return When:
Chicken Pox & Hand, Foot, and Mouth	After all lesions are crusted
Diarrhea	When stool is firm
Fevers	Must be fever free 24 hours. If medicine is required to reduce a fever, you must keep your student home from school
Lice	After medicated shampoo and check by doctor/ note is required to return
Impetigo	After all lesions are crusted or covered with a bandage

Pinkeye (conjunctivitis)	On medication 24 hours and without redness or discharge. Please present a doctor's note when returning to school.
Pinworm	After two doses of medication
Rashes (unknown origin)	When rash has disappeared
Ringworm	After medication for 24 hours/then area covered at school until gone. Please present a doctor's note when returning to school.
Scabies	24 hours after treatment and with written permission from physician
Strep throat	After medication for 24 hours
Vomiting	When vomiting is a sign of illness, please wait 24 hours from last episode to return student to school

PARENT AVAILABILITY DURING SCHOOL HOURS

One of the child's parents or legal guardians must be available by phone at all times when the child is in school. This is necessary for the protection of the child in the event that the child is injured, ill, or in need of intervention by parents in the case of disobedience. If parents are repeatedly unavailable when OCS tries to contact them during school hours, the student will be subject to dismissal from the school. For the safety of all students and staff, if a student exhibits symptoms of COVID-19 during school hours and a parent is repeatedly unavailable, the student will be subject to dismissal from school. If you know you cannot be contacted during the day, please make arrangements with the Front Office.

HOME

The home is the primary agency responsible for the education of children. The school, as an extension of your home, is designed to assist you in the training of your child, but the school cannot do it all. Your child needs daily instruction at home in a manner that is consistent with the teaching of the Bible. Christian education will not be accomplished only on Sundays or during school. Your child can receive a truly Christian education only if the home, church, and school work together.

INCLEMENT WEATHER

When Anne Arundel County Schools are in session, OCS follows Anne Arundel County Public Schools inclement weather policy. If weather conditions result in a delayed opening, early closing, or cause the school to be closed, OCS will send out an email and a text alert to parents' cell phones listed in the student's file. You may also check WBAL TV (Channel 11), and check the WBAL website for closures to find the Odenton Christian School announcement. You are also encouraged to check our website at ocs.odentonbaptist.org or go to our Facebook page to check for closures. Closures and delays will also be announced by calling OCS and listening to the recording. When there is a two-hour delay, extended care will begin at 8:00 am and regular classes will begin at 10:00 am. All students who arrive before 10:00 am will be charged for extended care hours. Half-day students will not have school if there is a two-hour delay. If AACPS are in virtual school, OCS will announce inclement weather policies via social media and RenWeb notification systems.

HOW TO HANDLE A PROBLEM

Steps to take if there is a problem in your child's classroom:

1. See the teacher before or after school hours.
2. See the teacher again before or after school hours.
3. Contact the Coordinator.
4. Contact the Principal.

Parents should not enter the classroom during the school day (8am-3pm).

Be sure to allow ample time for the problem to be resolved before contacting the Principal. Remember, the teacher is as close as your computer or telephone. Please call the office to make any appointments. Most of the problems that arise can be resolved by keeping the channels of communication flowing with your child's teacher. With everyone following this procedure, any problem will be properly addressed and promptly handled. Parents may not mingle in the hallways during the school day. A parent is never to initiate contact with another student, other than his or her own, in order to attempt to resolve a problem of any kind. Just as you would not want other parents interacting with your child without your knowledge, you should show the courtesy of not contacting other parent's children without the parents' permission. If you desire to resolve a problem between your child and another student, you must talk to

the teacher or principal and allow them to intervene with the other child on your behalf. OCS will not indulge or tolerate parents who directly contact a student other than their own in an attempt to resolve or investigate a problem.

LUNCH AND SNACK TIMES

FRUIT BREAK (Kindergarten & Elementary)

Students will have a daily fruit break. Students are encouraged to bring non-messy fruit. Please have your child come prepared each day. Have the fruit prepared (orange peeled, etc.) and ready to eat. Suggested items are apples, bananas, pears, grapes, raisins, carrots, and yogurt. Vending machine items are not considered appropriate. Fruit roll-ups and fruit snacks are not considered fruit.

LUNCH TIME

Students must bring their own lunches. Limited microwave usage is available. Lunch boxes will be kept in the classroom. Parents should exercise discretion in lunch box selection, making sure the box does not portray a picture which is offensive to Christians, for example, picture of pop/rock groups (Ariana Grande, Billie Eilish, etc.) and worldly characters (Monster High, Rick and Morty, etc.).

Parents of Kindergarten students should have their child practice opening their lunch box and thermos at home. Lunch tip: Place thermos in freezer to chill. Remove and send it to school with your child and it will be nice and cold at lunchtime. Use discretion in making lunches during hot weather.

NUTRITIONAL GUIDELINES

1. Send FRUIT, not snacks, for morning FRUIT break.
2. Please avoid sugary items in lunches. These items will affect student's behavior.
3. Learn more about what constitutes a well-balanced meal. Various materials are available on this topic.
4. No sodas.

LOST AND FOUND

Odenton Christian School provides a lost and found center from which articles may be claimed. Lost and found items will be held for 10 days after which OCS

may discard or donate them. The school encourages students to mark all personal items brought to school. OCS will not be responsible for lost items, even within the 10-day lost and found period.

PICKING-UP AND DROPPING-OFF STUDENTS

Due to COVID-19 considerations, pick-up and drop-off will be modified this year.

****Temperature screening**** All students, friends, and family are required to have their temperature checked upon entering the building. Anyone with a temperature above 99.7 degrees will not be allowed to enter OCS. He or she will be rechecked after a cooling-off period of 5 minutes. If a student's reading is still over 99.7 degrees, that student will not be allowed to come to class that day.

All individuals 3 years of age and up entering the building must wear a mask while in the building.

Drop-off times and locations:

- Kindergarten students will be dropped off between 7:45 and 8:00 at the Front Kindergarten Entrance.
- Elementary and Secondary students will be dropped off between 7:45 and 8:00 at the Back Lobby Entrance.
- Only one adult may accompany students in grades K3-1st grade to the classroom. No other grades may have adults accompany students to the classroom.

In both drop-off locations, the doors will remain unlocked until 8:10 to allow for traffic back-ups.

Between the hours of 8:10 am and 2:45 pm, everyone must enter the front office entrance and check in at the office.

Pick-up times and locations:

- Kindergarten students will be picked up at 2:45 at the Front Kindergarten Entrance. Please park in the front parking lot and come to the Front Kindergarten Entrance to pick up your student.
- When picking up half-day students, parents are to come to the Front Kindergarten Entrance to pick up their children from 11:50 am-12:00 pm.

- After 12:15 students will go back to the classroom and the family will be charged a late pick-up fee.
- Teachers will take students enrolled in extended care to the designated extended care classrooms.

SECTION FIVE – ACADEMIC INFORMATION

GRADING SCALE FOR K3 & K4

E – Excellent

S – Satisfactory Progress

N – Needs Improvement

KINDERGARTEN HOMEWORK

Generally, PreK students do not receive homework. K5 students receive review homework and reading homework once a week. Those individuals needing additional practice will receive homework at the discretion of the teacher.

K5 & ELEMENTARY GRADING SCALE

A+ (100-99)	A (96-98)	A- (93-95)
B+ (91-92)	B (88-90)	B- (85-87)
C+ (83-84)	C (80-82)	C- (77-79)
D+ (75-76)	D (72-74)	D- (69-71)
F (00-68)		

Students earning yearly averages of F in Reading or Math, or F's in any three academic subjects, or D's in four academic subjects will be retained.

ELEMENTARY HONOR ROLLS

The purpose of the Honor Roll is to be an incentive and to give recognition for student's academic progress. There are four honor rolls:

Principal's "A" Honor Roll: The student must earn A's in all academic subjects and Excellent in all other subjects.

"A" Honor Roll: The student must earn A's in all academic subjects and Satisfactory, or higher, in all other subjects.

Principal's "B" Honor Roll: The student must earn A's or B's in all academic subjects and Excellent in all other subjects.

"B" Honor Roll: The student must earn A's or B's in all academic subjects and Satisfactory, or higher, in all other subjects.

At the end of each marking period, students are recognized and awarded Honor Roll certificates.

Honor Roll for the entire year will be awarded the last week of school.

Principal's "A" Honor Roll: The student must earn a final grade average of all A's in all academic subjects and Excellent in all other subjects.

"A" Honor Roll: The student must earn a final grade average of all A's in all academic subjects and Satisfactory or higher in all other subjects.

Principal's "B" Honor Roll: The student must earn a final grade average of all A's or B's in all academic subjects and Excellent in all other subjects.

"B" Honor Roll: The student must earn a final grade average of all A's or B's in every academic subject and Satisfactory or higher in all other subjects.

ELEMENTARY HOMEWORK

The purpose of homework is to strengthen classroom-taught subjects by practice and drill. Generally, in grades 1-6, homework is assigned every night except on Wednesday, which is a church night.

You may log onto RenWeb to access the assigned homework. You will need to get a login from the school office in order to use the RenWeb System. The homework is also listed on the board and in the students' assignment notebooks.

Parents are asked to see that students do homework assignments completely and turn them in promptly. Failure to do homework will affect not only the grade but also, most importantly, the academic achievement of the student.

WAYS TO HELP YOUR ELEMENTARY STUDENT

1. Parents should see that the student has an organized and accurate way to record assignments. A special assignment notebook for this purpose will be provided for Elementary students.
2. Be sure the student is provided with a quiet, secluded study place. Check ventilation, lighting, heat, etc.
3. Keep distraction of any sort to a minimum.
4. The hours reserved for study should be planned, written out, and held to rigidly.
5. Parents will need to check from time to time see how much and what kind of work is being done. Showing interest can be a help and encouragement. Make certain your child is working independently.

6. Be sure all necessary tools and material for work are available, including paper, pen or pencil, rulers, books, compasses, protractors, crayons, and other helps. Not having supplies is not an acceptable reason for incomplete homework.
7. Plan for regular 5-minute breaks in the study time to do something stimulating every 30 to 60 minutes.
8. Emphasize learning and appreciation, not marks or grades. Reading and studying are as important as written assignments.
9. Responsibility of completed work is the student's. Parents can neither assume that responsibility nor accept the penalty for the failure to do that work.

SECONDARY GRADING SCALE

A+ (100-97)	A (96-94)	A- (93-90)
B+ (89-87)	B (86-84)	B- (83-80)
C+ (79-77)	C (76-74)	C- (73-70)
D+ (69-67)	D (66-64)	D- (63-60)
F (59-00)		

Students earning yearly averages of F in English or Math, or F's in any three academic subjects, or D's in four academic subjects will be retained.

SECONDARY HONOR ROLLS

The purpose of the Honor Roll is to be an incentive and to give recognition for student's academic progress. There are four honor rolls:

Principal's "A" Honor Roll: The student must earn A's in all academic subjects and Excellent in all other subjects / electives.

"A" Honor Roll: The student must earn A's in all academic subjects and Satisfactory, or higher, in all other subjects / electives.

Principal's "B" Honor Roll: The student must earn A's or B's in all academic subjects and Excellent in all other subjects / electives.

"B" Honor Roll: The student must earn A's or B's in all academic subjects and Satisfactory, or higher, in all other subjects / electives.

At the end of each marking period, students are recognized and awarded Honor Roll certificates.

Honor Roll for the entire year will be awarded the last week of school.

Principal's "A" Honor Roll: The student must earn a final grade average of all A's in all academic subjects and Excellent in all other subjects / electives and Christian character attributes.

"A" Honor Roll: The student must earn a final grade average of all A's in all academic subjects and Satisfactory or higher in all other subjects / electives.

Principal's "B" Honor Roll: The student must earn a final grade average of all A's or B's in all academic subjects and Excellent in all other subjects / electives.

"B" Honor Roll: The student must earn a final grade average of all A's or B's in every academic subject and Satisfactory or higher in all other subjects / electives.

SECONDARY HOMEWORK

The purpose of homework is to strengthen classroom-taught subjects by practice and drill. Secondary students have nightly homework. Assignments on Wednesday will be lighter (Math, English and light reading) so students may attend church.

You may log onto RenWeb to access the assigned homework. You will need to get a login from the school office in order to use the RenWeb System.

Parents are asked to see that students do homework assignments completely and turn them in promptly. Failure to do homework will affect not only the grade but also, more importantly, the academic achievement of the student. A zero for homework is devastating to a student's grade.

SECTION SIX – MISCELLANEOUS INFORMATION

KINDERGARTEN STUDENT SUPPLIES

Some kindergarten student supplies are included in the Book Fee. Kindergarten students are to bring a change of clothes to be left at school. Kindergarten students will have a quiet time in the afternoon. No bottles or pacifiers are allowed for students.

STANDARDIZED TESTING

Odenton Christian School maintains a thorough testing program to measure the student's abilities and progress. Results are used to help the administration and faculty in working more effectively with each student in continuing to improve academic achievement.

Students are given the Stanford 10 Achievement Test each spring. Parents receive a copy of the Student Interpretive Report, which lists a student's strengths, weaknesses, and testing scores.

SCHOOL OFFICE

School office hours are 7:00 am to 3:30 pm, Monday through Friday. When coming to the school for any reason, PLEASE COME TO THE OFFICE FIRST. Please do not go directly to the classroom. Lunches, homework, books, etc., are to be left in the office to be delivered.

When classroom visits are desired, it is necessary to make arrangements through the Front Office. This should be done one week in advance. It is our policy to limit visits to the morning hours for a short period of time. Arrangements for a parent/teacher conference can be made for other times.

Students are not permitted to use the telephone in the classroom. A note in their lunch box is not sufficient for permission to use classroom phones or their cell phones. Parents wishing to contact a teacher should call during office hours and leave a message. The teacher will then return your call.

SCHOOL POLICIES

1. No talking without permission.
2. Be in seat, and remain in seat, when bell rings. Do not leave without permission.
3. Eyes to the front of the classroom.
4. No running in the hallways at any time.
5. Gum chewing is not allowed in the building at any time.
6. Except for school-sponsored activities, no throwing of objects (e.g. snowballs, rocks, mulch, papers, etc.)
7. The following list is not all inclusive, but these items are not permitted at school:
 - a. Portable radios, CD players, MP3 players, tape players, etc.
 - b. CDs, DVDs, tapes, headphones, etc.
 - c. Cell phones (Must be silenced and kept in locker at all times. May be used to call home on trips, as well as for sporting events).
 - d. Knives or razors of any kind
 - e. Playing cards
 - f. Comic books/magazines of any description
 - g. Paperback books – unless approved by the teacher for classroom use
 - h. Toys/stuffed animals – unless requested by the teacher for Show & Tell
 - i. Pacifiers and/or bottles
 - j. Electronic games
8. No solicitation will be permitted on the school premises.
9. No smoking on school grounds or school activities, such as field trips, etc.
10. Students are responsible to pay for any damages done to school property.
11. Maintain an attitude of reverence during devotions, prayer, Bible class, or Chapel.
12. Walk and talk softly. Keep your hands to yourself.
13. Pencils sharpened before class.
14. Help keep classrooms, halls, and sidewalks neat. You are responsible to pick up trash whether you put it there or not. Keep hands and feet off the walls.
15. Boys and girls are to maintain a “hands off” policy at all times.
16. Students are not to be alone with members of the opposite sex in any part of the school or church.

17. Always treat teachers and other students with respect. Mimicking, mocking, laughing at mistakes of others, unsportsmanlike conduct, sassiness, writing, passing, and reading notes, whispering during a lesson, studying another subject without permission, doodling, etc., may all be interpreted as being disrespectful.
18. Coats and jackets may not be worn in classrooms without special permission and should be hung in lockers. OCS fleeces may be worn in the classroom.
19. Boys are not to wear items that may be considered feminine, such as: necklaces, bracelets, earring, etc.
20. Girl's make-up must be modest and never worn in excess. Girls are not allowed to wear make-up until 9th grade. Teacher discretion concerning modest make-up is final.
21. Odenton Christian School policies and standards apply both at school and away from school when participating in a school-sponsored function.
22. School personnel will administer prescription medication ONLY when the medication is provided by the parent/guardian and the student's name, dosage, etc. are specified on the container. Written instructions must be given to the school personnel and they must be identical to the medical instructions.

PRESCRIPTION MEDICATION

PRESCRIPTION MEDICINE MUST BE IN ITS ORIGINAL PRESCRIPTION CONTAINER.

Non-prescribed medication, e.g., cough syrup, cough drops, etc., will be provided only upon written instruction from the parent and will not exceed dosage specified on the label.

SOCIAL EVENTS

BIRTHDAYS

Parents may honor a student's birthday by providing the entire class with cupcakes to be eaten at a special snack time. Please notify the teacher ahead of time if you plan to bring a special snack to the classroom.

If invitations are given out at school for a birthday party, the list must include everyone in the class or they should not be given out at school.

FELLOWSHIPS

Classroom fellowships are held at Thanksgiving, Christmas, and Valentine’s Day. A cookout is held in May.

WORLDLY SECULAR MUSIC

The purpose of a Christian School is to build into a young person the proper spiritual and academic direction for life. Since rock music is a part the cultural subversion that seeks to implant seeds of rebellion in young people’s hearts and minds, Odenton Christian School considers listening to and singing this kind of music to be detrimental to the spiritual, moral, and intellectual life of a young person. Therefore, the policy of Odenton Christian School is that students not listen to or sing any kind of rock music, including the so-called “Christian Rock.” Listening to or singing rock, country, rap or any other type of worldly secular music on campus or during school activities will be considered an infraction of the rules.

CARE OF THE BUILDING

All school buildings are provided by the Odenton Baptist Church, but they belong to the Lord. The buildings, equipment, and school property came from the sacrificial gifts and labors of God’s people. If each student takes pride in keeping the facilities looking neat and clean, it will be an encouragement to the many people who give sacrificially to provide the fine building and grounds. The following rules should be observed in order to keep God’s building in good condition:

1. Put all trash in cans – not on the lawn, floor, or playground. Pick up any trash you see.
2. Protect the shrubbery and lawn.
3. Help keep the property in good repair by never defacing or harming it. Please report anything that is broken, damaged, or lost.
4. Keep the lunch area clean. Do not drop food on the floor, no food or drinks in the hallway at any time, and do not leave any food on the tables.
5. Open and close all doors properly.
6. Parents of all students who maliciously destroy property will be required to pay for any damages.
7. Turn lights off when they are not needed.

SCHOOL PICTURES

1. Individual color pictures of students and faculty will be taken. Packets will be available for order before Christmas.
2. School class pictures will be offered during the school year.

THEFT AND LOSS OF PROPERTY

While OCS makes every attempt to prevent theft, it is our strong recommendation that students refrain from bringing expensive items, large sums of cash, or other valuables to school in order to avoid having them stolen. OCS will not be responsible for lost or stolen items of any value. Further, it is quite difficult to recover stolen items, and it takes away from valuable educational time. Please do not allow your student to bring expensive jewelry, handbags, or other items to school that could be a temptation for a thief.

TAXPAYER IDENTIFICATION NUMBER

For those using the Dependent Care Provider's Identification and Certification (Form W-10) when filing their Income Tax Return, Odenton Christian School is a tax exempt organization. Therefore, as specified on Form W-10, the supplying of our Taxpayer Identification Number (TIN) is not required.

PLEDGES

PLEDGE 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 TO THE CHRISTIAN FLAG

I pledge allegiance to the Christian flag, and to the Saviour for whose kingdom it stands, One Saviour, crucified, risen, and coming again, with life and liberty for all who believe.

PLEDGE 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.

SECTION SEVEN – SECONDARY STUDENT SUPPLEMENT

GRADUATION REQUIREMENTS

Odenton Christian School follows the general guidelines established by the State of Maryland and meets or exceeds the minimum guidelines of Anne Arundel County. Odenton Christian School has a college preparatory curriculum.

Minimum requirements to graduate are:

1. Math (4 units)
2. Science, 3 labs (3 units)
3. Level II Foreign Language (same language)
4. History (3 units)
5. English (4 units)
6. Physical Education (2 units)
7. Bible (1 unit for each year of attendance)
8. Computers (1 unit)
9. Music (2 units)
10. Art (1 unit)
11. Electives (2 units)

DEMERIT PENALTY

The penalties for demerit accumulations are as follows:

1. Four demerits in one day or eight in a week - Office Referral
1. 12 Demerits - Letter sent home.
2. 15 Demerits - Conference with parents
3. 18 Demerits - After school detention (3 hours)
4. 20 Demerits - Ineligible for sports
5. 24 Demerits - After school detentions (6 hours)
6. 30 Demerits - One day at-home suspension*
7. 35+ Demerits - Two day at-home suspension*

* Students serving suspension will receive a “zero” on all tests, quizzes or homework due the day(s) of the suspension

High school students who earn a total of 75 or more demerits during the course of the school year will not be allowed to return the following school year, unless an exception letter is obtained from the Odenton Baptist Church pastor. Those earning more than 50 will be reviewed before being allowed to return.

PROBATION

ACADEMIC PROBATION

A student is placed on Academic Probation when he is failing most, or all, of his academic classes or when he is demonstrating no tangible improvement in assigned class work, schoolwork, or on tests. A letter will be sent home when a student is placed on academic probation. The student must show a marked improvement within the next marking period. Failure to improve may result in dismissal from school.

DISCIPLINARY PROBATION

A student is placed on Disciplinary Probation when he, in the opinion of the administration, disobeys or flaunts school regulations or teacher instructions. If a student fails to respond to this action, suspension or expulsion may follow. Continued infractions of the disciplinary code will result in expulsion from the school.

EXTRACURRICULAR ACTIVITIES

CLASS OFFICERS

Class officers are subject to approval by the Principal of Odenton Christian School.

1. The following are the qualifications for class officers.
 - a. Officers to be elected are President, Vice President, Secretary, and Treasurer. A small class will combine Secretary and Treasurer.
 - b. Officers must have completed one full year at Odenton Christian School. In classes where only one or two meet this criterion, you may elect "acting" officers.
 - c. An overall grade average of 80 (C) or above during the previous semester is required in order to hold office. A student who has failed a course is not eligible.
 - d. Student must not be on academic or disciplinary probation.
2. Prior to elections, the student must be approved by the administration.
3. A final list of officers selected must be submitted to the Principal for approval prior to being voted on.
4. Results of voting must be submitted to the Principal.
5. The Principal approves/disapproves results and makes them final.
6. Elections must be held by the 4th week of school.

SPORTS TEAMS

Athletics are a privilege, and as such, students are given the opportunity to participate in athletic competition as part of our sports teams as long as they remain in good standing both academically and behaviorally. OCS offers boys soccer, girls volleyball, boys and girls basketball, and may offer other sports in the future. To participate on any sports team, a student must maintain a “C” average or higher, have no more than one “D” on a report card, have no suspensions, and have less than 25 demerits for the year. If standards are not being met, the administration will communicate with the parents and the student to support remediation.

The Administration reserves the right to restrict athletic participation of any student who does not maintain academic and behavioral standards.

In order to earn any athletic award (i.e. Sports Letter, MVP, etc.), a student must meet the above qualifications.

MERIT TRIP

To be eligible for the Merit Trip a student must have earned no suspensions or fewer than 10 demerits. Zero-demerit students' tickets are purchased by OCS in most instances.

LUNCH

Students must bring their own lunches. Limited microwave usage is available with the time limit of up to two minutes. Lunch boxes will be kept in the locker. Parents should exercise discretion in lunch box selection, making sure the box does not portray a picture which is offensive to Christians, for example, picture of pop groups (Ariana Grande, Billie Eilish etc.) and characters (Harry Potter, etc.). Students may not order out for lunch unless it is a preplanned event for the entire class. These events must be pre-approved by the coordinator. Lunches will be in classrooms this year.

CELL PHONES

If a student is seen with a cell phone, it will be confiscated. The student could incur an intentional disobedience demerit or a one day suspension at the discretion of the school. Students may take cell phones with them to sports and other events that require them to be off the school property after normal

school hours. If a student takes a cell phone to sport events, the student must entrust the phone to the teacher or adult in charge. They may only call parents with permission from the adult in charge, but the student should not be texting, playing games, or otherwise abusing this privilege. It is not permissible for students to have cell phones during extended hours. If parents need or want to contact student during these hours, contact must be made through the office.

Any person caught using a phone or computer to transmit text or images that are sexually explicit, or overtly sexual in nature, may be guilty of violating Maryland law, and is undoubtedly guilty of violating God's law. Students found guilty of such offences will be expelled from OCS without recourse on the first offense, and violations of law will be reported to Maryland authorities. Tell your students! OCS takes this matter very seriously.

Teachers are not to loan students cell phones (for any length of time). If a student needs to call home, the student must make the phone call through the front office. The only exception will be after a sporting event when the front office is closed.

SMART WATCHES

Smart watches are not permitted in the classroom without special permission from the school Administrator.

STUDENT VEHICLES AND DRIVING

Secondary students who have a valid driver's license, insurance, and a signed parental permission form (available in the front office) may drive to and from school, but must follow these guidelines:

1. Students must park the car and enter the building immediately.
2. At departure time, students must exit the building and leave the premises. Students who need to leave early must sign out in the early dismissal book. They must have written parental permission to leave early or the parent may call the office the day of departure to grant permission.
3. Students may not sit in parked cars on school premises.
4. Students, other than siblings, are not allowed to ride to and from school with the student driver even with parental permission.
5. Students must observe speed limitations and park in specified areas.

6. Any unsafe act may result in the withdrawal of the privilege of driving a car to school.

STUDENTS WALKING TO & FROM SCHOOL

Students who live close to school and whose parents desire to have them walk home are allowed to do so with written permission from the parents. Please ask your student's teacher for a form that needs to be completed.

1. Students must leave promptly at the end of the school day.
2. Students must turn in written permission; a form will be provided.
3. Students may return to school for sporting events after they have left, but they must follow the dress standards when they return to school property.

FORMAL ATTIRE

When formal events such as awards banquets, special dinners, etc. are scheduled, dress standards will apply to formal wear.

Guidelines for Girls

1. No "spaghetti" straps.
2. No bare shoulders.
3. No low-cut bodice – front or back.
4. No slits above the bottom of the knee.
5. Gowns should not show cleavage.
6. Gowns may not be form-fitting.
7. Gowns should be approved by school staff before the event.
8. Earrings must extend no more than one inch below the bottom of the ear.
9. Heels on shoes must be two inches in length or less.

Guidelines for Boys

1. Business style suit with jacket.
2. Tie and belt.
3. Appropriate socks and dress shoes.
4. No denim and no outlandish or unconventional attire.

Girls or boys found out of compliance at the start of any event will be asked to return home and forfeit the opportunity to participate in the event. All dress code decisions will be made by the school staff involved in the activity and are not subject to debate, review, or rebuttal by students or parents.

DATING

Dating among students is not encouraged at Odenton Christian School. Proper conduct with the opposite sex will be emphasized. Couples are not allowed to:

1. Loiter in hallways or out-of-the-way areas.
2. Have any physical contact at all (e.g., holding hands, arms around each other, touching, etc.).
3. Sit in cars together on school premises either before or after school.

LOCKERS

Lockers with combination locks are available to all secondary students. Students are responsible for using these to store books, personal items, etc. Clothing and other items left in an unsecured place could be lost or stolen. The school staff keeps a master key to the lockers and lockers are subject to unannounced searches when deemed necessary by the Principal or Secondary Coordinator.

COMPUTER LAB

The computer lab is used for computer instruction and is also made available for students to do research, homework, and other computer related tasks. There are several important rules which must be obeyed in order for a student to be allowed to use the computer lab.

1. No food or drinks in the computer lab.
2. Anyone using the computer lab agrees to repair or replace any equipment that is willfully damaged.
3. Browsing of prohibited web sites is strictly monitored and filtered. Anyone viewing inappropriate web sites will lose computer lab privileges and may be subject to disciplinary action and/or expulsion.
4. Computer lab usage is only available to OCS students, staff, and faculty.

WEB AND SOCIAL NETWORKING SITES

It is the policy of Odenton Christian School that its students and staff should refrain from posting personal information on web and social networking sites such as Facebook or Instagram. In particular, it is forbidden for students to post information, opinions, news, etc. about Odenton Christian School, Odenton Baptist Church, or any staff member, student, or other person associated with these organizations (including themselves) on the web. Any student or parent

posting information of this nature on web sites without the prior written consent of OCS will be subject to dis-enrollment or expulsion.

Any student who posts foul language, racial slurs, offensive remarks, or photography which reflects immodest apparel, ungodly activities, or lewd behavior, will be subject to expulsion on the first offense. Obscene language, sexual innuendo, and offensive language will be deemed unacceptable based upon the judgment and the discretion of OCS administration.

HANDBOOK REVISION

OCS reserves the right to revise the student handbook and will notify the parents of our students in the event that revisions are made during the course of the school year. Typically, those revisions will be available on the school web site as soon as they are approved.

GOD'S SIMPLE PLAN OF SALVATION

My friend, I am asking you the most important question of life. Your joy or your sorrow for all eternity depends upon your answer. The question is: Are you saved? It is not a question of how good you are, nor if you are a church member, but are you saved? Are you sure you will go to Heaven when you die?

God says in order to go to Heaven you must be born again. In John 3:7, Jesus said to Nicodemus, "Ye must be born again."

In the Bible God gives us the plan of how to be born again which means to be saved. His plan is simple! You can be saved today. How?

First, you must realize you are a sinner. "For all have sinned, and come short of the glory of God" (Romans 3:23). Because you are a sinner, you are condemned to death. "For the wages [payment] of sin is death" (Romans 6:23). This includes eternal separation from God in Hell.

". . . it is appointed unto men once to die, but after this the judgment" (Hebrews 9:27).

However, God loved you so much He gave His only begotten Son, Jesus, to bear your sin and die in your place. ". . . He hath made Him [Jesus, Who knew no sin] to be sin for us . . . that we might be made the righteousness of God in Him" (2 Corinthians 5:21).

Jesus had to shed His blood and die. “For the life of the flesh is in the blood” (Lev. 17:11). “. . . without shedding of blood is no remission [pardon]” (Hebrews 9:22). “. . . God commendeth His love toward us, in that, while we were yet sinners, Christ died for us” (Romans 5:8).

Although we cannot understand how, God said my sins and your sins were laid upon Jesus and He died in our place. He became our substitute. It is true. God cannot lie.

My friend, “God . . . commandeth all men everywhere to repent” (Acts 17:30). This repentance is a change of mind that agrees with God that one is a sinner, and also agrees with what Jesus did for us on the Cross.

In Acts 16:30-31, the Philippian jailer asked Paul and Silas: “. . . ‘Sirs, what must I do to be saved?’ And they said, ‘Believe on the Lord Jesus Christ, and thou shalt be saved’ ”

Simply believe on Him as the one who bore your sin, died in your place, was buried, and whom God resurrected. His resurrection powerfully assures that the believer can claim everlasting life when Jesus is received as Savior.

“But as many as received Him, to them gave He power to become the sons of God, even to them that believe on His name” (John 1:12).

“For whosoever shall call upon the name of the Lord shall be saved.” (Romans 10:13)