

# OCE HANDBOOK

## 2016-2017



Home of the Bulldogs

# Outreach Christian Education

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## MISSION STATEMENT

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

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

## WE BELIEVE . . .

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

*This handbook belongs to:*

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

# Outreach Christian Education

Administrator Kathy Taylor  
2900 Cates, Kansas City, MO 64117  
816.455.5575

Dear Parents and Students:

Welcome to the OCE family. Family is what we are. We are a community of people who love our children and want only the best for them.

OCE is for students who yearn to be like Christ. Our desire is to teach reading, writing, and arithmetic with spiritual principles. We endeavor to help our students learn to live in this world living out God's world-view.

As parents, teachers, and students work together under the leading of the Holy Spirit, we continue to see daily growth and learn to enjoy living for the Lord at our highest potential. I encourage you to read this handbook carefully. It contains pertinent information to help guide you and your child through the school year. Our goal is to provide, with God's help, the best Christian education available. We ask you to promote enthusiasm and excitement within your child and encourage them to study hard every day.

May God richly bless you and your family this school year.

Sincerely,

Margie McCartney  
Co-Founder

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

**At OCE, we feel your child is infinitely more than a member of a group; he is an individual with unique experiences, capabilities, interests, goals, and needs.** The ACE (Accelerated Christian Education) program is planned and directed towards learning and the individual student--to the extent that they can work on their own, at their own speed, and towards their highest potential. Your child is endowed with individual gifts from God and will be trained as an individual.

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

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

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

**It's PROGRESSIVE!** The newest, relevant, and proven methods are utilized and are always being further developed.

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

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

**It's PHYSICAL!** Your child will participate in OCE's physical education activities to become physically fit. We believe a healthy body provides the necessary energy for a healthy mind.

At OCE, you will find:

- **Multi-grading.** The traditional practice of grading and grouping students according to their chronological age is replaced by multi-grading. A thorough program of testing evaluates your child's level of vocabulary and skills in each subject and makes it possible to individually formulate your child's instruction at their actual level of achievement.
- **Self-instruction.** Children love to learn but they dislike being taught. A person does not learn until they personally become actively involved in a learning experience. ACE is a learning program, not a teaching program. It is learner-oriented rather than teacher-oriented. Each student works in their own office, complete with ample study area, bulletin board, and personal achievement record. Students work at their own PACE from self-contained learning packets.
- **Programmed continuous learning.** By reason of self-instruction, the curriculum at OCE is a programmed learning situation where the curriculum in grades one through 12 is coordinated in such a way that it permits your child to progress through every subject in a well organized, step-by-step manner. A child never loses out from short illness absenteeism. Since there is no class with which to keep pace your child will be able to pick up where they stopped.
- **Innovative learning.** ACE is a curriculum created through the combined efforts of dedicated, experienced Christian educators accredited in the field of higher academics. It provides a team-teaching situation offering a challenging and stimulating experience for your child. At OCE, the education of your child will encourage creativity, decision making, forecasting, goal-setting, and self-discipline. The ACE curriculum allows a child to progress as quickly as he wants, or as slowly as he needs.

## SUMMARY

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

## STATEMENT OF FAITH

Jesus Christ is the Headmaster of Outreach Christian School. The teaching faculty and staff are only servants to be used by the Lord in educating and training each child. This is the statement of faith for our school:

### Section I - Statement of Faith

- (A) **The Holy Scriptures**--We believe the Holy Scriptures of the Old and New Testament to be the verbally and plenary inspired Word of God. The Scriptures are inerrant, infallible, and God-breathed, and therefore, are the final authority for faith and life. The 66 books of the Old and New Testament are the complete and divine revelation of God to man. The Scriptures shall be interpreted according to their normal grammatical-historical meaning. The ACE curriculum requires the use of King James Version of the Bible.
- (B) **Dispensationalism**--We believe that the Scriptures interpreted in their natural, literal sense reveal divinely determined dispensations or rules of life which define man's responsibilities in successive ages. These dispensations are not ways of salvation, but rather are divinely ordered stewardships by which God directs man according to His purpose. Three of these dispensations --the law, the church, and the kingdom--are the subjects of detailed revelation in Scripture (Genesis 1:28; I Corinthians 9:17; II Corinthians 3:9-18; Galatians 3:13-25; Ephesians 1:10; 3:2-10; Colossians 1:24-25, 27; Revelation 20:2-6).
- (C) **The Godhead**--We believe in one Triune God, eternally existing in three persons--Father, Son, and Holy Spirit--each co-eternal in being, co-identical in nature, coequal in power and glory, and having the same attributes and perfections (Deuteronomy 6:4; Matthew 28:19; II Corinthians 13:14; John 14:10, 26).
- (D) **The Person and Work of Christ**--We believe that the Lord Jesus Christ, the eternal Son of God, became man, without ceasing to be God, having been conceived by the Holy Spirit and born of the Virgin Mary, in order that He might reveal God and redeem sinful men (Isaiah 7:14; 9:6; Luke 1:35; John 1:1-2, 14; II Corinthians 5:19-21; Galatians 4:4-5; Philippians 2:5-8).

We believe that the Lord Jesus Christ accomplished our redemption through his death on the cross as a representative, vicarious, substitutionary sacrifice; and, that our justification is made sure by His literal, physical resurrection from the dead (Acts 2:18-36; Romans 3:24-25; I Peter 2:24; Ephesians 1:7; I Peter 1:3-5).

We believe that the Lord Jesus Christ ascended to Heaven, and is now exalted at the right hand of God, where, as our High Priest, He fulfills the ministry of Representative, Intercessor, and Advocate (Acts 1:9-10; Hebrews 9:24; 7:25; Romans 8:34; I John 2:1-2).

- (E) **The Person and Work of the Holy Spirit**--We believe that the Holy Spirit is a person who convicts the world of sin, of righteousness, and of judgment; and, that He is the Supernatural Agent in regeneration, baptizing all believers into the body of Christ, indwelling and sealing them unto the day of redemption (John 16:8-11; Romans 8:9; I Corinthians 12:12-14; II Corinthians 3:6; Ephesians 1:13-14).

We believe that God is sovereign in the bestowal of spiritual gifts to every believer. God uniquely uses evangelists, pastors, and teachers to equip believers in the assembly in order that they can do the work of the ministry (Romans 12:3-8; I Corinthians 12:4-11, 28; Ephesians 4:7-12).

We believe that the sign gifts of the Holy Spirit, such as speaking in tongues and the gift of healing are for our use today. We believe that they should be used properly and in order as the Scripture reveals (Acts 1:8; Acts 2:39).

- (F) **The Total Depravity of Man**--We believe that man was created in the image and likeness of God, but that in Adam's sin the human race fell, inherited a sinful nature, and became alienated from God; and, that man is totally depraved, and, of himself, utterly unable to remedy his lost condition (Genesis 1:26-27; Romans 3:22-23; 5:12; 6:23; Ephesians 2:1-3; 4:17-19).
- (G) **Salvation**--We believe that salvation is the gift of God brought to man by grace and received by personal faith in the Lord Jesus Christ, Whose precious blood was shed on Calvary for the forgiveness of our sins (John 1:12; Ephesians 1:7; 2:8-10; I Peter 1:18-19).
- (H) **The Eternal Security and Assurance of Believers**--We believe that all the redeemed, once saved, are kept by God's power and are thus secure in Christ forever. However, we believe that the Bible clearly warns us against falling away. We also believe that you must first receive Christ as your personal Savior before being capable of falling away or backsliding (Matthew 26:35-41, Proverbs 14:14, Jeremiah 5:4-6, Jeremiah 15:6-7, Psalm 78:41, Revelation 2:4-5, Ezekiel 37:23).

We believe that it is the privilege of believers to rejoice in the assurance of their salvation through the testimony of God's Word, which, however, clearly forbids the use of Christian liberty as an occasion to the flesh (Romans 13:13-14; Galatians 5:13; Titus 2:11-15).

- (I) **The Church**--We believe that the local church is and intricate part of the body of Christ and is the espoused bride of Christ and is solely made up of born again persons (I Corinthians 12:12-14; II Corinthians 11:2; Ephesians 1:22-23; 5:25-27).

We believe that the establishment and continuance of local churches is clearly taught and defined in the New Testament Scriptures (Acts 14:27; 20:17, 28-32; I Timothy 3:1-13; Titus 1:5-11).

We believe in the autonomy of the local church free of any external authority or control (Acts 13:1-4; 15:19-31; 20:28; Romans 16:1, 4; I Corinthians 3:9, 16; 5:4-7, 13; I Peter 5:1-4).

We recognize water baptism and the Lord's Supper as the Scriptural ordinances of obedience for the church in this age (Matthew 28:19-20; Acts 2:41-42; 18:18; I Corinthians 11:23-26).

- (J) **Separation**--We believe that all the saved should live in such a manner as not to bring reproach upon their Savior and Lord; and, that separation from all religious apostasy, all worldly and sinful pleasures, practices and associations is commanded of God (Romans 12:1-2; 14:13; II Corinthians 6:14; 7:1; II Timothy 3:1-5; I John 2:15-17; II John 9-11).
- (K) **The Second Advent of Christ**--We believe in that "blessed hope," the personal, imminent return of Christ Who will rapture His Church prior to the seven-year tribulation period. At the end of the Tribulation, Christ will personally and visibly return with His saints, to establish His earthly Messianic Kingdom which was promised to the nation of Israel (Psalms 89:3-4; Daniel 2:31-45; Zechariah 14:4-11; I Thessalonians 1:10; 4:13-18; Titus 2:13; Revelation 3:10; 19:11-16; 20:1-6).
- (L) **The Eternal State**--We believe in the bodily resurrection of all men, the saved to eternal life, and the unsaved to judgment and everlasting punishment (Matthew 25:46; John 5:28-29; 11:25-26; Revelation 20:5-6, 12-13).

We believe that the souls of the redeemed are, at death, absent from the body and present with the Lord, where in conscious bliss they await the first resurrection, when spirit, soul, and the body are reunited to be glorified forever with the Lord (Luke 23:43; II Corinthians 5:8; Philippians 1:23; 3:21; I Thessalonians 4:16-17; Revelation 20:4-6).

We believe that the souls of unbelievers remain, after death, in conscious punishment and torment until the second resurrection, when with soul and body reunited they shall appear at the Great White Throne Judgment, and shall be cast into the Lake of Fire, not to be annihilated, but to suffer everlasting conscious punishment and torment (Matthew 25:41-46; Mark 9:43-48; Luke 16:19-26; II Thessalonians 1:7-9; Jude 6-7; Revelation 20:11-15).

- (M) **The Personality of Satan**—We believe that Satan is a person, the author of sin and the cause of the Fall of Man; that he is the open and declared enemy of God and man; and, that he shall be eternally punished in the Lake of Fire (Job 1:6-7; Isaiah 14:12-17; Matthew 4:2-11; 25:41; Revelation 20:10).
- (N) **Creation**—We believe that God created the universe in six literal 24-hour periods. We reject evolution, the Gap Theory, the Day-Age Theory, and Theistic Evolution as unscriptural theories of origin (Genesis 1-2; Exodus 20:11).
- (O) **Civil Government**—We believe that God has ordained and created all authority consisting of three basic institutions: 1) the home; 2) the church; and 3) the state. Every person is subject to these authorities, but all (including the authorities themselves) are answerable to God and governed by His Word. God has given each institution specific Biblical responsibilities and balanced those responsibilities with the understanding that no institution has the right to infringe upon the other. The home, the church; and the state are equal and sovereign in their respective Biblically assigned spheres of responsibility under God (Romans 13:1-7; Ephesians 5:22-24; Hebrews 13:17; I Peter 2:13-14).
- (P) **Human Sexuality**—We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman. We believe that any form of homosexuality, lesbianism, bisexuality, bestiality, incest, fornication, adultery, and pornography are sinful perversions of God's gift of sex (Genesis 2:24; Genesis 19:5, 13; Genesis 26:8-9; Leviticus 18:1-30; Romans 1:26-29; I Corinthians 5:1; 6:9; I Thessalonians 4:1-8; Hebrews 13:4).
- (Q) **Divorce and Remarriage**—We believe that God hates divorce and intends marriage to last until "death do we part." Divorce, followed by remarriage, is regarded as adultery except on the grounds of fornication. Divorced and remarried persons or divorced persons may hold positions of service in the church and be greatly used of God for Christian service and they may be considered for the offices of pastor or deacon. However, we believe that positions of authority are allowed at the pastor's and/or council's discretion.
- (R) **Abortion**—We believe that human life begins at conception and that the unborn child is a living being. Abortion constitutes the unjustified, unexcused taking of unborn life. Abortion is murder. We reject any teaching that abortions of pregnancies due to rape, incest, birth defects, gender selection, birth or population control, or the mental well-being of the mother are acceptable (Job 3:16; Psalms 51:5; 139:14-16; Isaiah 44:24; 49:1; 5; Jeremiah 1:5; 20:15-18; Luke 1:44).
- (S) **Euthanasia**—We believe that the taking of a human life includes the killing of the elderly as well as those who are deemed terminally ill (Job 3:16; Psalms 51:5; 139:14-16; Isaiah 44:24; 49:1; 5; Jeremiah 1:5; 20:15-18; Luke 1:44).
- (T) **Missions**—We believe that God has given the church a great commission to proclaim the Gospel to all nations so that there might be a great multitude from every nation, tribe, ethnic group, and language group who believe on the Lord Jesus Christ. As ambassadors of Christ, we must use all available means to go to the foreign nations and not wait for them to come to us (Matthew 28:19-20; Mark 16:15; Luke 24:46-48; John 20:21; Acts 1:8; II Corinthians 5:20).
- (U) **Lawsuits Between Believers**—We believe that Christians are prohibited from bringing civil lawsuits against other Christians or the church to resolve personal disputes. We believe the church possesses all the resources necessary to resolve personal disputes between members. We do believe, however, that a Christian may seek compensation for injuries from another Christian's insurance company as long as the claim is pursued without malice or slander (I Corinthians 6:1-8; Ephesians 4:31-32).
- (V) **Giving**—We believe that every Christian, as a steward of that portion of God's wealth entrusted to him, is obligated to support his local church financially. We believe that God has established the tithe as a basis for giving, but that every Christian should also give other offerings sacrificially and cheerfully to the support of the church, the relief of those in need, and the spread of the Gospel. We believe that a Christian relinquishes all rights to direct the use of the tithe or offering once the gift has been made (Genesis 14:20; Proverbs 3:9-10; Acts 4:34-37; I Corinthians 16:2; II Corinthians 9:6-7; Galatians 6:6; Ephesians 4:28; I Timothy 5:17-18; I John 3:17).

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

## SCHOOL PURPOSE

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### Objectives

The objective in building a private Christian school is to obey the scriptural imperatives of Deuteronomy 6:5-7, "...love the Lord thy God with all thy heart, and with all thy soul, and with all thy might. And these words, which I command thee this day, shall be in your heart: And thou shalt teach them diligently unto thy children..." and of Proverbs 22:6, "...to train up a child in the way he should go." Teaching is training. Training for life must include training for eternity. The Christian school is not an era of the church; it is the church in action! The Bible establishes two institutions with life-time training responsibilities: the home and the church. Scripture delegates no authority to government regarding the education of God's people. Where government replaces God, secularism abounds. With a Christian school, the church provides Godly instruction six days a week; therefore, the church fulfills God's Word..."daily in the temple."

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

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

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

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

### Biblical Steps of Matthew 18:15

"Moreover, if thy brother shall trespass against thee, go and tell him his fault between thee and him alone: if he shall hear thee, thou hast gained thy brother." Conflict is as old as the church itself! The Apostles had to deal with church conflict almost two thousand years ago and Scripture indicates that these problems will be with us until Christ returns. It is imperative that we remember that the Bible is the only authoritative guide to handling conflict within the church (this school is a ministry of the church). OCE believes and practices alternative dispute resolution based on the Biblical steps of Matthew 18. Any family (student and parents) attending this school agrees to handle any conflict that may arise using the Biblical steps of Matthew 18.

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

### Gossip

Gossip is sharing private information with those who are not part of the problem or solution. "These six things doth the Lord hate; yea, seven are an abomination unto him . . . a false witness that speaks lies, and he that sows discord among the brethren" (Proverbs 6:16-19).

### Judging

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



## ACCREDITATION

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Outreach Christian School is not an accredited institution. Accreditation is a lengthy process and we are in the process. Updates will be given periodically at parent meetings. Contact the administration for any questions.

## ADMINISTRATION

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### History

Outreach Christian Education opened a Christian daycare center in Parkville, Missouri, in 1979. The success of the daycare's Christian curriculum led the founders to believe they should offer a Christian curriculum for elementary education. Thus, Outreach Christian Education was born in 1983 with a kindergarten class of five students. This first kindergarten class produced fluent readers through a phonetic program with Christian curriculum in a Christian environment taught by Christian teachers—the students flourished. The amazing success of the first kindergarten class inspired the founders to expand to a full school. The school quickly outgrew its Parkville facility and relocated to its present location in 1990. We continue to grow spiritually, academically, and physically.

### Leadership

The school is a board run school. The principal leads the staff. All administration meetings are closed. If there is a dispute, we will follow the Biblical steps of Matthew 18:15. The principal has all principle decision-making authority.

### Teachers

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

## ADMISSION POLICY

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### Selection of Students

Attendance at OCE is not a right, it is a privilege. This privilege may be forfeited by any student who does not conform to the policies and spirit of the school.

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

### Admission's Committee

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

### Procedure

- 📞 Call the school and set up a meeting with the administrator to tour the campus and meet with the administrator.
- 📄 Submit application and ALL enrollment papers accompanied by enrollment fee and previous report card. A medical report must be filled out and returned to the school office. All students must have proof of immunizations and a copy of their birth certificate.
- 📄 Submit Pastor's Recommendation form to your church and have mailed to OCE.
- 📄 Submit Parent Essay.
- 📄 Submit student's school records from prior school.
- 📖 Read this handbook thoroughly
- 📄 Admission's Committee will meet to review the applicant. The administrator will inform the applicant if accepted.
- 😊 Attend parent orientation held in August before each school year.

### Nondiscrimination Statement

Outreach Christian Education, admits students of any race, color, and national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to the students at the school. It does not discriminate on the basis of race, color, and national and ethnic origin in the administration of its educational policies, admission policies, and other administered programs subject to and in conformity with the school's religious beliefs and practices as embodied in its rules and regulations.



## WITHDRAWAL POLICY

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

**Tuition Refund**—If a student is withdrawn or asked to withdraw, tuition for the current month will not be refunded. Absent a 30-day written notice, the following month's tuition will be charged. However, if a student's tuition has been paid for the year, a refund will be given for the period of time remaining in the school year, starting with the next calendar month following the required 30-day written notice. Refunds apply to prepaid tuition only and not to any fees or other expenses paid by the parent. All other fees are nonrefundable.

## FINANCIAL POLICIES (TUITION AND FEE INFORMATION)

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### Testing Fees

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

### Enrollment Fees

Early enrollment is open to OCE students from January 1 through mid-March each year. Regular enrollment is open to everyone beginning March through June 15; summer enrollment is June 16 through July 31; late enrollment begins August 1. Enrollment fees increase each period and are established each year by the administration. Enrollment is accepted year-round. Enrollment fees are per student; however, the maximum amount charged per family is two students. **Enrollment fees are nonrefundable.**

### Tuition Fees

OCE offers a variety of options in paying tuition fees; payments may be made annually, semi-annually, or monthly. OCE uses a tuition management company; all tuition payments will be made through and managed by this company. Tuition fees are established each year by the administration and are listed in your enrollment packet. **Tuition fees are nonrefundable.**

### PACE Fees

All students are charged fees for curriculum PACE workbooks; these fees must be paid by July 1. The fee is established in March prior to the school year. After a student has completed 72 PACEs, additional PACEs will be ordered and you will be billed. **PACE fees are nonrefundable.**

### Before and After School Care

- OCE offers before and after school care for elementary students. Students may be dropped off Monday - Friday at 8:00 a.m. and must be picked up by 3:45. If you need before or after school care, please make arrangements with the Childcare Director (Natalie or Bridgette). *Students not picked up on time or sent to school too early will be sent to childcare and you will be charged.* You must pay the teacher on duty when picking up your student. Parents and students abusing the childcare program will be expelled from the school.
- Students are not allowed in the building before 8:00 a.m. and after 3:45 p.m. Any student found in the building before or after school, unless it is an authorized activity will be subject to disciplinary action and sent to childcare. Parents will be charged each time childcare is used. Students attending childcare must be signed in at the front no earlier than 6:30 a.m. Students will be dismissed from child care at 8:20 a.m. to go to classrooms. **Students should never be roaming the halls or in a classroom before or after school without permission.**
- Students not picked up by parents by 3:45 p.m. will be taken to childcare (regardless of age) and **parents will be charged for childcare**. No student is to be unattended in the school or parking lot after school hours.

## Re-Enrollment

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

## Outstanding Balance

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

## Donations and Gifts

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

## Student Referral Program

Parents who help, encourage, and pray for other families to enroll their children in OCE will be given a special \$50.00 Visa gift card for each student they help to enroll in the school. This is a one-time gift given for each new student regardless of when enrolling. This plan is not retroactive and applies to new students. For each new student enrolling into OCE, the sponsoring family will receive a Visa gift card given by the administration.

## ACADEMIC POLICIES

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### Grading

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

### Bible

The ACE curriculum uses the King James Version, therefore, all students are required to have one at school. Outreach is not opposed to other translations and students may use them for study purposes.

### Standardized Achievement Tests

OCE administers a required standardized achievement test to each of its students (grades Pre-K and up) yearly. This method of testing is used to measure the student's academic progress and potential. This school uses the Stanford Achievement Test. This test will identify students who are not making satisfactory progress and help us identify areas of weakness. There is a fee for this test.

### Testing

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

### Learning to Read Program

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

### Curriculum

- ACE (Accelerated Christian Education) is used at Outreach. Other Christian curriculum, such as Bob Jones, A Beka, ACSI, Alpha and Omega, and other Christian based curriculums may be added as well.
- ACE is used in the main Learning Center. Christian educators and classroom teachers with advanced degrees in education and classroom experience produced the A.C.E. (Accelerated Christian Education) curriculum for pre-kindergarten through college.

ACE contends if a school is Christian, the curriculum must be Christian. ACE curriculum materials are in harmony with the Bible. Christian teachers using Christian curriculum with scriptural methods in a Christian school will produce Christian results.

- The ACE program is designed to facilitate learning through self-instructional materials requiring a minimum of supervision while enabling a student with varied abilities to advance academically. A student can develop skills while working at their own academic level within the limits of their own background. Through controls and motivation, students advance to their highest potential.
- Elementary students using the ACE program regularly achieve more than one year for each year in school, and some as much as two years or more. When learning materials are prescribed individually to inspire maximum achievement, no fast student is held back and no slow student is compelled to keep up with the lockstep group; both will enjoy their individual successes. Neither will suffer the "failure" image. Social studies, science and/or literature may be done lockstep for group interaction.
- Learning should not be dependent on a teacher's store of knowledge. With ACE, the self-instructional curriculum minimizes the student's dependence on a teacher's knowledge of subject content. Through an atmosphere with positive and corrective controls, teachers are available to encourage and inspire learning. The teacher, as a counselor, supervisor, and friend, is present to stimulate cooperation, maximum learning, and respect for leadership.

### Daily Schedule

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

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

### How the PACE System Works-Main Learning Center Curriculum

The basis of the curriculum is the proven Christ-centered Accelerated Christian Education (ACE) program. Diagnostic tests determine curriculum prescription in each subject. Students set goals, work at individual offices to achieve goals, and share in benefits that result as they develop responsibility. Students then follow instructions in the PACE that may include reading a textbook, listening to CDs, doing research, working on special projects, and completing exercise sections. The teacher issues the PACE to the student and goals are set (number of pages completed each day). As the student completes the work in the PACE, the work is scored (graded) at the score station. The student returns to his desk and makes any necessary corrections and rescores the work. Each PACE contains several checkups (equivalent to a quiz). Once the PACE is completed, scored, and corrections made, the student will take the self-test (each PACE ends with a self-test designed to help the student measure his comprehension of material in the PACE). The student scores the self-test. Students who do not score at least 88% should note areas of weakness as well as go over the self-test with the teacher. Once the teacher and student are convinced they are ready to continue, the student is given the PACE test (the final test). Students scoring below 88% in all other subjects, will repeat the PACE; students scoring 88% and above will continue onto the next PACE. As the student progresses, PACEs become more difficult and lengthy. Any grade below 88% is allowed only at the discretion of the principal. A teacher is given the option of considering the difficulty of the PACE when accepting a test score and must present the exception to the principal.

### Goal Setting

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

### Congratulation Slips

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

## Homework

Students are expected to work hard during school hours eliminating the need for long homework assignments. However, if a student is having difficulty in a particular subject, and needs more time to complete realistic goals, or if time is not used wisely, homework assignments will be given. Parents will be notified of the homework assignment and are asked to sign a Homework Assignment Slip. This simply verifies parents are aware of homework, not that it is completed. Completion is the responsibility of the student. Resource books may not be taken home. Once a student reaches an academic level equivalent to middle and high school, PACE work becomes much more difficult. Students will not be able to complete their goals during the school day and should expect homework.

## Progress Reports

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

## Group Class Time

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

## Extracurricular Classes

Each elementary student will participate in three graded extracurricular classes: gym, art, and music. Sign language and Spanish will be offered when available.

## Music/Band/Orchestra

Outreach offers violin lessons for third grade and up. A Children's Orchestra and Children's Choir are in the works. Please visit our school website at [outreacheducation.org](http://outreacheducation.org) or see our School of Music brochure for more information.





## Honor Roll

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




- ◆ Monthly scriptures must be memorized for the quarter
- ◆ Obtain no less than three stars in each academic subject ( completion of three PACEs in each subject)
- ◆ Obtain a total PACE average of 88 percent to 93 percent for Supervisor's Honor Roll (**B** Honor Roll) and 94 percent to 100 percent for Pastor's Honor Roll (**A** Honor Roll)

## Incentive Program--Levels






### Level A Responsibilities:

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







### Level A Privileges:

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








### Level C Responsibilities:

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




### Level C Privileges:

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

### Level E Responsibilities:

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

### Level E Privileges:

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

## Literature Certificate

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

## Physical Education—Elementary

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

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

## Rewards vs. Consequences

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

## Awards Ceremony

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

## GENERAL POLICIES

### Faith Expectations

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

### Attendance

Attendance is a strong character quality we strive to develop at OCE. We are committed to the philosophy that *every* student should attend *every* class *every* period *every* day. Daily attendance and punctuality are expected in all grades and are essential for success. Learning lost due to absence can never adequately be replaced. Parents and students must realize absences affect learning progress, grades, and development of good habits. There are many activities outside school that provide worth-while educational experiences. Without eliminating these experiences; we ask that parents make every effort to schedule activities outside the school day and year. To accommodate parents who cannot avoid conflict, we allow one family vacation—approved in advance with a valid make-up slip from the office—each school year. The parent must send a written request to the office prior to the absence. Students are responsible for all make-up work during an approved family vacation. Absences are excused for:

- ◆ Legitimate illness with Doctor's excuse
- ◆ Death in family
- ◆ Doctor/Dentist appointment with verification slip
- ◆ Trips approved ahead of time by the Administration. A note from the parent should be sent and then signed by Administration at least five days in advance. Failure to obtain permission will result in an unexcused absence.

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

## **Tardiness**

Just as important as attendance is punctuality. Nearly all tardiness is avoidable and is excused only in cases of illness or emergency. Listed below are some rules regarding tardiness:

- ◆ On the date of late arrival, the parent must send a note or come to the office to explain the tardiness.
- ◆ If tardiness becomes too frequent, suspension or expulsion will result.

## **General Health**

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

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

## **Early Dismissals**

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

## **Parking Lot Safety**

The speed limit is 10 mph. All drivers should proceed with caution. This campus houses a day care and preschool; drivers should be watchful of small children

## **Visitors**

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

## **Deliveries**

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

## **School Closings**

In case of inclement weather, dismissals or cancellations will be announced over radio and television stations. **Parents and students should not call the school to find out if school has been canceled.**

## **School Lunches**

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



## Fire and Tornado Drills

- **Fire drills** will be signaled by the sound of three bells. Students are to stand and quietly walk out of the building in an orderly manner, with their teacher, to a designated area. At the sound of two bells, they may return to classrooms quietly.
- **Tornado drills** will be signaled by a long, unbroken ring of the bell. Students should proceed calmly to a designated place and assume a crouched position with heads protected. Practice drills will be held periodically to ensure student safety in the event of a real disaster.

## Personal Property

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

## Cell Phones

Students are not allowed to use cell phones during school hours—this includes break time. If a student uses the phone or the phone rings during school hours, it will be confiscated and may be picked up at the end of the day—this is for the first offense. Students who abuse this policy will be required to meet with the administration and their parents to discuss an appropriate discipline.

## Searches for Suspicious or Unauthorized Materials

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

## STANDARDS OF CONDUCT

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

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

## General Rules

1. Be prompt when returning from break, lunch, or devotions.
2. Lying, cheating, and stealing are unacceptable behavior.
3. No yelling in hallways.
4. No eating outside lunchroom.
5. No criticism of staff, policies, or other students
6. No cursing or name calling.
7. Students are not to bring any articles which distract from academics (magazines, radios, games, trinkets, etc.).
8. No destruction of any school property; parents will be billed for damages incurred.
9. No running, horseplay, shouting, or other disrespectful or discourteous activity in the church or school building.
10. Do not go beyond designated play area while under supervision of OCE staff.
11. Respect for teachers and staff is required.
12. No guns, knives, or lighters allowed on school grounds or at school functions.
13. Students are not allowed to have cell phones turned on at school. Phones will be confiscated and held for parents to retrieve. Subsequent violations will result in the item being confiscated and held until the end of the school year.
14. Students are expected to answer all adults with "Yes/No," "Yes/No Sir," "Yes/No Ma'am."

## Courtesy

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

## Language

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

## Boy/Girl Relationships

- **PS-6th Grade Boy/Girl Relationships**--Boyfriend/girlfriend relationships are strongly discouraged in K4-3<sup>rd</sup> grades. We believe that boys and girls are meant to act like children as long as possible. We believe it is a mistake to push them towards each other before they are ready. Life is complex without "falling in love" in elementary school.

## Physical Contact

Students are not to touch members of the opposite sex, as well as no pushing, shoving, hitting, kicking, scratching, etc. As a general rule, students should never engage in physical contact with other students except when appropriate as determined by the school. There is no holding hands, touching, kissing, etc. There is no "pairing off" (pairing off is when a boy and girl place themselves in a position where there is no one else present and they are out of sight of the group).

## Worldly Pursuits

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

## Off Campus

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

## Parental Code of Conduct

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

- ◆ As a parent, I must set the example in my home. It is my responsibility to show my children how to live.
- ◆ OCE is not a corrective institution. I do not bring my child to this school with the idea OCE can reform him/her.
- ◆ My child is admitted on probation for the first six weeks.
- ◆ Gripping is not tolerated! If I have a complaint, the Administration will be more than happy to discuss this and work towards a solution. Should there be a problem, other parents and children of the school are not to become involved. Gossiping, murmuring, and complaining are unacceptable behavior from parents, teachers, faculty, and students. Everyone is expected to live by the Biblical standards outlined in Matthew 18:15.
- ◆ All fees are nonrefundable.
- ◆ It is my responsibility to read and know the OCE Handbook. I will adhere to its rules and regulations. I agree that my child will abide by them both at and away from school. I agree to fully support the school in its enforcement of the rules and policies. As a Christian enrolled in a Christian ministry organization, I agree not to make demands, threaten to sue, make any kind of accusation or complaint, or actually litigate any matter whatsoever relating to or resulting from the enforcement of the Standards of Conduct. To do otherwise would be a clear violation of Biblical teaching and practice.
- ◆ I have read and agree to live by the school's Code of Ethics.
- ◆ I fully understand my financial responsibility in making timely payments for tuition and other fees.
- ◆ I have interviewed with an OCE staff member and have had the school and its program explained to me in full.
- ◆ I understand this is a nonprofit, church-sponsored organization not subject to government regulations.
- ◆ I have toured the building and understand the rules and regulations for classroom visits.

## DISCIPLINE POLICY

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Biblically, discipline is the parents' responsibility. That responsibility may be delegated to the school during school hours, but the primary responsibility lies with the parents. This is why it is vitally important for the parents and school to cooperate when it comes to disciplining a student. Parents should understand exactly what disciplinary options are available in a given situation and should support the school in the use of that discipline. When a child's attitude is not in accordance with school policies and principles, the child will be placed on probation and both parents will be called for a conference. If the Administration feels the situation has not changed within two weeks, parents will be asked to withdraw the child.

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

### Unacceptable Conduct

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

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

## Detentions

When a student receives a detention, a Corrective Action Notice is sent home and must be signed by a parent and returned the following morning. If a student accumulates more than 20 minutes of detention time in a week, he/she will not be allowed to go on field trips (even though they may qualify in every other area). Excessive detentions for behavior are an indication a student may need direction in the development of principles of character in their life. Conferences with the teacher, principal, and parents are sometimes necessary to assure this growth. Detentions will be issued for any offense. The following list of things can result in a detention. This list is merely an example and is not intended to be all inclusive:

- ◆ Throwing objects
- ◆ Passing notes before, after, or during school
- ◆ Arguing with teacher or monitor--this will not be tolerated
- ◆ Causing any kind of disruption in class
- ◆ Leaving classroom without permission
- ◆ Leaving campus without permission

## Suspension and Expulsion

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

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

## PARENT PARTICIPATION

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### Parent-Teacher Conferences

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

Necessary communication with teachers should be written and will be delivered by the office. Messages may be left for teachers. Teachers will attempt to return the call during the school day, when possible. There may be times when a teacher will have to call after school or during the evenings; however, parents should NEVER call a teacher at home.

### **Parent-Teacher Fellowship**

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

### **Family Service Program**

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

### **Family Fund-Raising Program**

OCE has one to three fundraisers each year. We keep our fundraisers at a minimum amount of work as possible. The school relies heavily upon its fund-raising program. In order for fund-raisers to be successful, we must have participation from each family.

## **CHRISTIAN AMERICANISM**

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

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

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

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

## **MISCELLANEOUS**

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### **School Hours**

Before & After School Care	Monday through Friday	6:30 a.m. – 6:00 p.m.
Elementary	Monday through Friday	8:30 a.m. – 3:30 p.m.

**School Mascot**—Bulldogs

**School Colors**— Navy, Red, and White

### **School Office**

All school business should be handled through the school office. The office is located just inside the door, up the first set of stairs. Office hours are from 8:30 a.m. to 4:30 p.m. Monday through Friday. The telephone number is 816-455-5575.

**NO PARENT IS TO GO DIRECTLY TO THE CLASSROOM. LUNCHES, HOMEWORK, BOOKS, AND OTHER ITEMS MAY BE LEFT IN THE SCHOOL OFFICE TO BE DELIVERED TO A STUDENT.**

### **School Telephone**

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

### **School Newsletter & Calendar**

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

### **Website**

You can find the monthly newsletter, yearly calendar, supply list, PTF information, and much more information on our website. The website address is: [outreacheducation.org](http://outreacheducation.org)

### **Change of Information**

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

### **Sickness, Injury, and Medication**

If a student becomes ill or is injured at school and must leave, the school office will notify parents/ relatives as indicated on the student information card. For the welfare of the school, all sick children must be kept at home. Staff members are allowed to administer medicines or acetaminophen / ibuprofen to students for headaches, fever, or other reasons if so indicated on the student information card, filled out by a parent. All medicines must be kept and administered at the school office (except cough drops). When possible, we encourage medication to be administered at home using a schedule that will not require doses during school hours. However, a child's health care provider may deem it necessary for medication to be taken during school hours. If so, all prescribed medication must be accompanied by written permission from a licensed physician. Prescription medicines sent to school must be in the original container with the pharmacy label attached indicating the child's name, name of the medication and dosage, and the physician's name. Any change in the time or dosage must be accompanied by a written request from the physician. Medication can be left with administration or a child's teacher to be given to administration. It is the student's responsibility to come to the office for assistance in taking medication. It is the parent's responsibility to pick up the medication each evening or when the illness is concluded.

### **Lost and Found**

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

### **School Photographs**

School pictures are taken once each year in the fall. A picture envelope will be sent home with each student the night before school pictures. Sport pictures, are taken once each year. All sports are photographed at the same time. Students will be notified of the date, fee, and details before the picture date.

### **Sports Programs**

Sports programs will be offered when available.

# Outreach Christian School's Code of Ethics

As a parent and student belonging to Outreach, I pledge myself

To display Christian character in all that I do by  
walking in a manner worthy of the Lord;  
pleasing Him in all respects;  
bearing fruit in every good work;  
and increasing in the knowledge of God.

To be a Christian role model by  
being a good example in my speech and dress;  
abstaining from drugs, alcohol, and cigarettes;  
abstaining from watching and listening to profane and ungodly movies and music.

To demonstrate courtesy by  
showing respect for the rights, privileges, and safety  
of fellow students and adults;  
having proper hall conduct;  
always being polite.

To aim for higher academic achievements by  
attending school regularly and being on time for school and classes unless properly  
excused;  
striving for good study habits;  
being efficient in completing assignments;  
always being honest and trustworthy in my actions;  
setting a reasonable goal and striving to reach it.

To show respect for school property by  
treating furniture and facilities as my own;  
putting trash/litter into proper containers.

To practice sportsmanship by  
upholding fair play;  
being gracious in defeat and modest in victory;  
being a worthy representative at all games.

To promote school spirit by  
supporting our sports teams;  
attending extracurricular activities;  
participating in pep rallies and team events;  
participating in fundraisers;  
having pride in, and loyalty to, my school.



## DRESS CODE

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It is our intention to set a dress standard that will motivate our students to appear well-groomed and neatly dressed at all times. All elementary students are required to wear uniforms during school. Hats are not to be worn in school. The interpretation and implementation of these dress standards is the responsibility of the administration. ALL STUDENTS are expected to be compliant. The dress code is published each spring and is included in the student's enrollment packet and at the back of this handbook.

### Males

#### Pants

- Males must wear slacks (Bugle Boy/Docker-type) in good condition; no rips or tears in slacks are allowed. No blue jeans or fad slacks are allowed (this includes baggy, slouch, ripped, torn, etc.). Corduroy slacks are allowed.

#### Shirts

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

#### Shoes

- Casual shoes should be worn (such as loafers, hiking-type boots, etc.) Casual tennis shoes may be worn; this does not include sport tennis shoes.

#### Other

- Males are expected to be well groomed at all times. Hair must be cut above the collar (no tails, Mohawks, punk, or fad hairstyles allowed). No earrings, nose rings, or piercing of other body parts is allowed. No tattoos, temporary or otherwise allowed.

### Females

#### Dresses

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

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

#### Blouses

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

#### Shoes

- Casual shoes should be worn (such as loafers, hiking-type boots, etc.). Casual tennis shoes such as Keds or Skechers dress shoes may be worn; this does not include sport tennis shoes.

#### Other

- Females are expected to be well groomed at all times. Hair must be neat in appearance with no punk or fad hairstyles. Earrings are allowed on the ear lobe only; no earrings up the ear or on the cartilage. No nose rings or piercing of other body parts allowed. No tattoos, temporary or otherwise allowed.

## Required Items

Elementary Girls	Elementary Boys
<p>Each girl is <b>required</b> to have:</p> <ul style="list-style-type: none"> <li>White blouse- button down with a collar</li> <li>Navy blue V-neck jumper</li> <li>Black uniform shoes</li> <li>Knee high socks (Navy, red or white and must be worn with skirts, skorts or shorts)</li> <li>Gym clothes (OCE T-shirts, navy sweat pants &amp; tennis shoes)</li> </ul>	<p>Each boy is <b>required</b> to have:</p> <ul style="list-style-type: none"> <li>White shirt- button down with a collar</li> <li>Khaki pants (can be Bugle boy or Dockers)</li> <li>Black uniform shoes</li> <li>Gym clothes (OCE T-shirts, navy sweat pants &amp; tennis shoes)</li> </ul>

Allowed Items	
Elementary Girls	Elementary Boys
<ul style="list-style-type: none"> <li>Short or Long Sleeve Polo Knit:</li> <li>Long Sleeve Peter Pan:</li> <li>Sweater/ Cardigan:</li> <li>Turtleneck:</li> <li>Tie: <i>SOLID Navy, Red or White</i></li> <li>Skirt/ Skorts/Shorts: <i>Navy, black, khaki or plaid</i></li> <li>Pants or Slacks: <i>Navy, black or khaki</i></li> <li>Jumpers: <i>Navy, black, khaki or plaid</i></li> <li>Regular socks: <i>Navy, red or white</i> <i>Worn ONLY during winter months with pants</i></li> </ul>	<ul style="list-style-type: none"> <li>Short or Long Sleeve Polo Knit:</li> <li>Sweater/ Sweater Vests:</li> <li>Tie: <i>SOLID Navy, red or white</i></li> <li>Pants or Slacks: <i>Navy, black or khaki</i></li> </ul>

### Girl Examples:

<p><b>Uniform Shoes:</b> <i>I.e. White, Blue or Black Keds</i></p> 	<p><b>Casual Shoes:</b> <i>I.e. Skechers dress shoes</i></p> 	<p><b>Polo shirts:</b> <i>Navy, Red or White</i></p> 	<p><b>Jumpers:</b> <i>Navy, Black, Khaki or Plaid</i></p> 	<p><b>Skirt/Skort:</b> <i>Navy, Black or Khaki</i></p> 	<p><b>Shorts/Pants:</b> <i>Navy, Black or Khaki</i></p> 
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### Boy Examples:

<p><b>Uniform Shoes:</b></p> 	<p><b>Casual Shoes:</b> <i>I.e. Skechers dress shoes</i></p> 	<p><b>Polo shirts:</b> <i>Navy, Red or White</i></p> 	<p><b>Pants/Slacks:</b> <i>Navy, Black or Khaki</i></p> 	<p><b>Shorts:</b></p> 	<p><b>REQUIRED:</b> <i>Shirt w/ button &amp; collar</i> <i>White only</i></p> 
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