

Parent/Student Handbook



2023-2024

Open Door Christian Academy

26 Gartley Street

Lisbon, ME 04250

(207) 353-2268

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OPEN DOOR CHRISTIAN ACADEMY

<u>K3, K4, and K5</u>	<u>5th & 6th Grades</u>
<input type="checkbox"/> KJV Bible <input type="checkbox"/> 2 boxes of tissues <input type="checkbox"/> 4 Clorox or Lysol wipes <input type="checkbox"/> lunch box & FULL SIZE back pack	<input type="checkbox"/> KJV Bible <input type="checkbox"/> 2 boxes of tissues <input type="checkbox"/> 2 Clorox or Lysol wipes <input type="checkbox"/> back pack & lunch box <input type="checkbox"/> 2 packs COLLEGE-ruled loose leaf paper <input type="checkbox"/> 1 Five-subject COLLEGE-ruled notebook <input type="checkbox"/> pre-dated student planner <input type="checkbox"/> red pencils, pencils, erasers <input type="checkbox"/> small pencil case <input type="checkbox"/> 2 two-pocket folders <input type="checkbox"/> 1 package of colored pencils <input type="checkbox"/> 12" ruler with metric side <input type="checkbox"/> scissors <input type="checkbox"/> Water color paints <input type="checkbox"/> 3x5 & 4x6 ruled cards <input type="checkbox"/> center wheel compass (6th Grade) <input type="checkbox"/> small protractor (6th Grade) <input type="checkbox"/> 1 package construction paper
<u>1st and 2nd Grades</u>	
<input type="checkbox"/> KJV Bible <input type="checkbox"/> 2 box of tissues <input type="checkbox"/> 2 Clorox or Lysol wipes <input type="checkbox"/> back pack & lunch box <input type="checkbox"/> pre-dated student planner <input type="checkbox"/> small pencil case <input type="checkbox"/> non-mechanical pencils; erasers <input type="checkbox"/> 2 two-pocket folders <input type="checkbox"/> 1 package of colored pencils <input type="checkbox"/> glue sticks 2nd Grade only: <input type="checkbox"/> 2 packs of wide-ruled loose leaf paper <input type="checkbox"/> 2 wide-ruled notebooks <input type="checkbox"/> 1 package of construction paper	
<u>3rd & 4th Grades</u>	<u>Jr. & Sr. High School</u>
<input type="checkbox"/> KJV Bible <input type="checkbox"/> 2 boxes of tissues <input type="checkbox"/> 2 Clorox or Lysol wipes <input type="checkbox"/> back pack & lunch box <input type="checkbox"/> 2 two-pocket folders <input type="checkbox"/> 1 three- subject notebook- 3rd wide ruled, 4th-college ruled. <input type="checkbox"/> pre-dated student planner <input type="checkbox"/> red pencils <input type="checkbox"/> small pencil case <input type="checkbox"/> non-mechanical pencils; erasers <input type="checkbox"/> 1 package of colored pencils <input type="checkbox"/> 12" ruler with metric side <input type="checkbox"/> scissors <input type="checkbox"/> 2 packs of loose leaf paper-3rd wide ruled, 4th-college ruled. <input type="checkbox"/> 1 package construction paper	<input type="checkbox"/> KJV Bible <input type="checkbox"/> 1 box of tissues <input type="checkbox"/> 2 Clorox or Lysol wipes <input type="checkbox"/> back pack & lunch box <input type="checkbox"/> COLLEGE-ruled loose leaf paper <input type="checkbox"/> a one subject college ruled spiral notebook for each subject (approx. 6) <input type="checkbox"/> pre-dated student planner <input type="checkbox"/> red pencils <input type="checkbox"/> graph paper <input type="checkbox"/> 3x5 & 4x6 cards <input type="checkbox"/> pens, pencils, eraser, highlighter <input type="checkbox"/> center wheel compass <input type="checkbox"/> 6" ruler (not 12") <input type="checkbox"/> small protractor <input type="checkbox"/> 7th & 8th- composition notebook <input type="checkbox"/> 9th -12th: Scientific Calculator-see Mrs. Morse for preferred choice. <input type="checkbox"/> 1/2" 3 ring binder for history <input type="checkbox"/> sticky notes <input type="checkbox"/> pencil case <input type="checkbox"/> Locker shelf (optional)

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OPEN DOOR CHRISTIAN ACADEMY 2023-2024 CALENDAR



- No school
- School Events
- First and Last Day
- Half Day

3 Return to School
15 MLK Jr. Day
11-12 Midterm Exams
12 End of 2nd Quarter
18-19 PTMS

JANUARY '24						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

19 Presidents' Day
19-23 Winter Break

FEBRUARY '24						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

F. Athletic Eligibility

1. Students are required to maintain a specific standard of academic work and personal conduct to be eligible for athletic participation.
2. Students must maintain at least a 2.0 GPA without an "F" in any subject.
3. Grades will be checked for eligibility at three-week intervals beginning with the completion of the sixth week of school.
4. First-time ineligible students may still attend practices but may not play or travel with the team.

****Students are permitted to participate in sports outside of ODCA if that sport is not offered by the academy.****

G. Road Trips

1. Any students participating in a high school sport can anticipate traveling with the team unless notified otherwise by the athletic director.
2. Bus Policy (sports travels and academic travels)
 - a. Cell phone use on the bus is only allowed when approved by the coach or driver.
 - b. Players are required to ride the bus to away games. If players want to ride home with parents, then they must have permission slips or notes given to coach.
 - c. Pick up and drop off at any destination other than the school parking lot is prohibited.
 - d. Eating on the bus is only allowed when approved by the coach or driver.
 - e. Electronic items such as iPod and video games are prohibited.
 - f. Players are responsible to keep the bus clean.

SEPTEMBER '23						
S	M	T	W	Th	F	S
				31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

July 1 Book Payment Deadline
August 31 Orientation
4 Labor Day
5 First Day of School
9

20 Science Fair
22 End 3rd Quarter

MARCH '24						
S	M	T	W	Th	F	S
				1	2	
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

H Game Participation

1. Being a member of the team does not guarantee an athlete playing time.
2. Game playing time will be based on the coach's discretion and a player's hard work.

I. Letter Requirements

1. When participating in a varsity sport, students in ninth grade or above have the opportunity to earn a letter.
2. A letter is earned if the athlete participates in at least 50% of the game time in that sport.
3. If an athlete participates in less than 50%, the student receives a certificate of participation.

J. Attendance Requirements

1. Regular attendance to practices and games is expected of all students participating in a sport.
2. A student who knows he must miss a practice or game should notify his coach as far in advance as possible
3. A student who is absent from school for more than half day should not attend practice or games that day.
4. Coaches do have the authority to issue disciplinary measures with approval of the athletic director for missing practices.
5. A student who is not able to play due to an injury is still expected to attend practices and games unless excused by the coach.

K. Dress Code

1. See coaches or administration for more information on this.

OCTOBER '23						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

9 Columbus Day
19 Picture Day
27 End of 1st Quarter
26-27 PTMS

8-12 SATs
12half day
15 Patriot's Day
15-19 Spring Break

APRIL '24						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

NOVEMBER '23						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

10 Veterans' Day-Observed
22-24 Thanksgiving Break

7 Teacher Appreciation
22 Kindergarten
Program/K5
graduation
23 half day/8th Grade
graduation/school
awards
27 Memorial Day

MAY '24						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

DECEMBER '23						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

20 Half Day
22-Jan 3 Christmas Break

JUNE '24						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

XI. Sports

A. Philosophy of Athletics

1. Open Door Christian Academy believes that participation in an interscholastic sports program gives the student the opportunity to not only exercise his body, but also to put into practice the Christian character training and spiritual principles he has received at home, in church, and in the classroom.
2. The goals of the athletic program are the same as the goals for Open Door Christian Academy. Biblical principles for living and the building of Christian character in the lives of our athletes are of the utmost importance.
3. in I Corinthians 10:31 we see our philosophy of sports, "*Whether therefore ye eat, or drink, or whatsoever ye do, do all to the glory of God.*" In keeping with this philosophy, we provide: training sessions for coaches and athletes, the use of certified officials for all high school contests, the purchasing of quality uniforms and equipment, and high academic standards which must be maintained for participation in the school's athletic program.
4. At ODCA our students are taught that it is no disgrace to lose or to fail, but that it is a disgrace to do less than your best to keep from losing or failing. "True winning" is giving one's best to the glory of God.

B. Discipline Standards

1. Athletes at ODCA are expected to be leaders not only academically but also in their conduct and behavior.
2. If a student receives a detention, he will be ineligible to play in that week's game.
3. Any student who receives 5 detentions in elementary or a suspension during a sports season will be dismissed from the team for the remainder of the season.
4. Any single act or event can result in a player being dismissed from a team if deemed warranted by the administration.

C. League Affiliation

1. ODCA is a member of the A.C.E.L.
2. Our purpose for being a part of the A.C.E.L. is for athletic competition only. We do not condone or try to legislate some of the practices other schools may use in the A.C.E.L.

D. Sports Fee

1. The sports fee is used to cover the costs of the sport's seasons, such as: officials, association fees, transportation costs, etc.
2. The sports fee must be paid in full at the start of the sport season in which you are playing, it is separate from tuition.
3. Occasionally there will be additional fees such as: shoes, jackets, etc. which will be the parent's responsibility to pay.
4. If at any time a student quits a sport, they forfeit any possibility of receiving a certificate or letter in that sport for that year.

E. Medical Information

1. Any injury or illness that occurs during a practice or game should immediately be reported to the coach for evaluation.
2. If medical attention is needed, the parents will be notified as soon as possible.
3. All injuries and incidents will be recorded on an accident/injury report and turned into the ODCA office.

I. Introduction

A. History

Open Door Christian Academy is a private, non-profit Christian school founded in 2001 as a ministry of Open Door Bible Baptist Church. The curriculum provides a traditional Christian education founded on the principles of Scripture. These principles are incorporated in each subject throughout every class and by all instructors. The school implements the teachings of the family and the local church, helping to rear children in the nurture and admonition of the Lord.

B. Statement of Faith

1. We believe that the Bible is the verbally inspired and infallible, authoritative Word of God and that God gave the words of Scripture by inspiration without error in the original autographs (2 Tim. 3:16-17, 2 Peter 1:21). God promises that He will preserve His Word; Jesus said, "My words shall not pass away" (Matt. 24:35). We believe that God has kept His promise by preserving His infallible Word in the traditional Hebrew and Greek manuscripts and that the Authorized Version (KJV) is an accurate English translation of the preserved Word of God.
2. We believe that there is one triune God, eternally existent in the persons of Father, Son (Jesus Christ), and Holy Spirit; these three are one in essence, but distinct in person and function (Matt. 28:19, 1 John 5:7-8).
3. We believe that Jesus Christ, the Second Person of the Trinity, became for mankind the physical manifestation of the Godhead (John 1:14, 14:9; Col. 1:19). The earthly genealogy of Jesus may be traced through Mary's line to Adam (Luke 3:23-38). We believe in His virgin birth, sinless life, miracles, vicarious and atoning death through His shed blood and His bodily resurrection.
4. We believe in the burial, bodily resurrection of Jesus Christ from the tomb, and His ascension into Heaven (Mark 16:6, 19; 1 Cor. 15:1-4).
5. We believe that the Holy Spirit is the third person of the Trinity, the Agent of conviction, regeneration, indwelling, baptism, sanctification, and illumination of all who are born into God's family through Jesus Christ (John 3:5-6, Eph. 1:13-14). We are opposed to the charismatic movement and its sign manifestations, such as speaking in tongues.
6. We believe that God created the heavens and the earth in six literal days, and that God created all life (Gen. 1). We reject the man-made theory of evolution occurring over millions of years and believe that the earth is approximately 6,000 years old (Gen. 5, 11). We believe that God created man in His own image, but man chose to sin. Hence, all persons inherit a depraved nature and are lost sinners in need of salvation (Romans 3:10,23)
7. We believe that God created man and woman in His image and instituted marriage between one who is genetically male and one who is genetically female (Gen 2:18-24). Marriage is a sacred, exclusive union between a man and woman and serves as a picture of Christ's relationship with the church (Matt. 19:3-12, Eph. 5:22-33). We believe that God has commanded that sexual activity be exclusively reserved to a man and a woman who are legally married to each other; and that Scripture forbids any form of sexual immorality including adultery, fornication, homosexuality, bestiality, incest, and use of pornography (Matt. 5:27-28, 15:18-20; 1 Cor. 6:11 & 18, 7:1-5; Heb 13:4)

8. We believe that Christ's blood shed on Calvary, is the only atonement for man's sin (John 14:6, 1 Pet. 1:18-19, 1 John 1:9). We believe that salvation is a free gift of God for "whosoever will"; it is by grace, through faith, plus nothing, and believers are eternally secure (John 10:27-28, Eph. 2:8-10). Salvation is received only by personal faith in the Lord Jesus Christ and His finished work. "Whosoever will" may come to Christ; God does not pre-elect persons to heaven or hell (Rom. 10:13, Rev. 22:17).
9. We believe in the spiritual unity of the body of Christ, called the church. It is composed of all born-again believers who have by faith accepted Jesus Christ as Savior (Eph. 2:8-22, 3:1-12, 4:4-16; 5:23-32). God has ordained the local church for the perpetuation of His truth and work in the world (1 Tim. 3:15). The two ordinances of the local church are baptism by immersion and a regular observance of the Lord's Supper by believers (Matt. 28:19, 1 Cor. 11:23-28).
10. We believe the Scripture regarding Satan, who rebelled against God was cast out of heaven with a host of angels who followed him (Isa. 4:13-15). He introduced sin to Adam and Eve in the Garden of Eden (Gen. 3:1-13). He continues to turn people from truth and against God (1 Pet. 5:8). Eternal hell was created for Satan, his demons, and people who do not believe in the Lord Jesus Christ for salvation (Matt. 25:41, John 3:16, Rev. 20:15).
11. We believe that the believer is called to a life of consecration which requires increasing in the knowledge of Christ and growing in grace. (John 15:4-5, Col. 1:10, 2 Pet. 3:18).
12. We believe that the will of God for all believers is to give evidence of sanctification through being honorable in all relations with others (Rom. 12:1-2, 1 Thes. 4:3, James 1:27).
13. We believe in the resurrection of both the saved and the lost; those that are saved unto the resurrection of eternal life in heaven, and those that are lost unto the resurrection of the eternal damnation in a literal lake of fire. (John 5:28-29; 1 Cor. 15:12,20,35-58; Rev. 20:10,15).
14. We believe in the imminent, pre-tribulation return of Jesus Christ for all believers (1 Thes. 4:13-17). The rapture of the saints will be followed by a seven-year tribulation, after which Christ will return in glory to judge the world and set up His millennial reign on earth. (Rev. 20:1-3, 21:1-5).

These Articles of Faith do not exhaust the extent of beliefs or practices of Open Door Christian Academy. The Bible, as the inspired and infallible Word of God, is the final authority of all that we believe concerning truth, morality, and the proper conduct of mankind. For the purposes of the Academy's doctrine, practice, policy, and discipline, the School Board is ultimately responsible for interpreting the meaning and application of Scripture.

C. Mission

Our mission is to assist parents in the training of their children to conform to the image of Jesus Christ.

D. Statement of Purpose

The primary objective and purpose of Open Door Christian Academy is to train the student in the knowledge of God and to give the student a superior education. The teachers of Open Door Christian Academy realize the solemn responsibility before God in molding the life and character of each of their students to give a good foundation for each child's future. The administration and faculty demonstrate a caring concern for each child under their care.

X. Uniforms

1. All students are to be neatly dressed in school uniforms during school hours and for all academy-sponsored activities unless otherwise noted by administration.
2. Parents and guests are requested to dress modestly while on school property and while attending academy functions.
3. The school administration reserves the right to initiate policies on new fads and changes in lifestyles throughout the school year.
4. Our dress standards are as follows: (POLO shirts do not have to have the emblem, they do need to be maroon or gray
 - a. K3 and K4:
 - i. Girls: Skirts or dresses and close-toed shoes.
 - ii. Boys: Collared shirts and pants (no shorts)
 - b. K5 through 12th Grade: See Land's End for uniform choices.
 - c. Shoes
 - i. K-6th: Black, maroon, white, or gray sneakers. Black **DRESS** shoes/boots are also acceptable.
 - ii. 7th-12th: Black dress shoes. Girls may wear black **DRESS** boots.
 - d. Boys k5-12 grade:
 - i. Please wear black socks with black pants and white socks with khaki pants.
 - ii. Wear a black belt with shirts tucked in.
 - iii. Must maintain a haircut that includes a neat trim and tapered on the sides and back. This means, not touching the eyebrows, not touching the ears, not excessively bushy, not more than 1.5 inches in length from head. Bowl cuts, braids, pigtail cuts and symbols to include shaved lines are not allowed.
 - iv. Extreme hairstyles and colors are not permitted.
 - v. Boys are not to wear beards or mustaches, goatees or sideburns that extend below the middle of the ear.
 - vi. Boys may not wear neck jewelry, bulky bracelets, or earrings at any time while at school events.
 - e. Girls K-12th:
 - i. Must wear a uniform sweater or vest when wearing a white shirt with the skirt
 - ii. Uniform skirts and jumpers must fall to the middle of the knee while standing.
 - iii. Proper undergarments must be worn at all times.
 - iv. Extremely heavy makeup and earrings in the nose, tongue, or extreme body parts are not permitted.
 - v. Girls may have no more than 2 sets of earrings in at a time.
 - vi. Extreme hairstyles and colors are not permitted.
5. Chapel Dress must be worn on Friday-
 - a. Boys: **BLACK** pants, uniform tie, white shirt, and uniform sweater/sweater vest for K-6; suit coat for (7-12)
 - b. Girls: uniform jumper or skirt, white shirt (if skirt then sweater or sweater vest)
6. Seniors
 - a. After the last game of the year, seniors may be awarded senior privilege. See administration for more information

2. Out of School Suspension

- a. Students with an Out-of-School suspension are not allowed on the school grounds to attend any functions.
- b. A zero will be given for each quiz and test missed during the suspension.
- c. All class work missed must be made up the day the student returns to school.
- d. A suspension will cause the student to become ineligible for sports for the remainder of the season in which they received the suspension.
- e. Further behavior problems could result in dismissal.

3. Saturday Detention

- a. Any student who receives 3 or more detentions in one school quarter will be required to serve a Saturday detention from 8AM-12PM with a \$50 fee to be paid to the teacher supervising the detention.

F. Dismissal

1. Students who are involved in any of the following forms of misconduct may be dismissed immediately from the school and reported to authorities, as necessary. **Dismissal of a student from school will be decided by the school board based on the facts presented by teachers and the administration.**

- o Alcohol
- o Drugs
- o Assault
- o Indecent language
- o Immorality
- o Continual Rebellion
- o Gambling
- o Pornography
- o Tobacco
- o Firearms/weapons brought to school
- o Chronic behavior problems.

Attendance at Open Door Christian Academy is a privilege and not a right.

E. Statement of Nondiscrimination

Open Door Christian Academy admits students of any race, color, national and ethnic origins to any activity at the school. It does not discriminate based on race, color, national or ethnic origin in administration of its educational policies, admission policies, athletics, or other school programs. *Open Door Christian Academy believes that one must identify with the gender of which they are born.*

F. Standards of Conduct

Open Door Christian Academy holds that the Bible is the infallible, divine Word of God and that salvation by faith in Christ is the initial step in the Christian life. There is adequate biblical basis for the idea of spiritual growth into the image of Christ (Romans 8:29) through the work of the Holy Spirit (II Corinthians 3:18). This growth begins at the initial moment of saving faith and continues throughout life. The Holy Spirit makes the Christian conscious of the biblical demands for a holy life which fulfills both God's moral law and high law of love (Matthew 22:37-39; Romans 13:8-10; Galatians 5:14). The result is a life consecrated unto God and separated from worldly activities.

A sense of the need for spiritual growth in our students has led Open Door Christian Academy to adopt the following standards which are based upon biblical principles and are conducive to the spiritual growth and development of young people. Students are expected to abide by the following standards throughout their enrollment.

- Maintain Christian standards in courtesy, kindness, honesty, morality, dress, and environment.
- Avoid participation in worldly activities such as swearing or indecent language; inappropriate online or social media content; body piercings or tattoos; smoking in any form, to include e-cigarettes and vaporizers; possession or use of alcoholic beverages, drugs, tobacco, or related products; involvement in the occult; gambling; stealing; dancing; pornography; premarital sex; promoting or participating in homosexual or transgender lifestyles or other lifestyles contrary to Scripture; involvement in rock-style music, or rap music.
- Refrain from harassment, fighting, violence, or threats of any kind regardless of provocation; public disruptions or exhibitionism in any form; promoting division or a divisive spirit, pictures, writings, flags, banners, slogans, gang-related items, or any divisive activism.

Students found to be out of compliance or harmony with Open Door Christian Academy's Standards of Conduct will be subject to administrative withdrawal. Any student who has been arrested by public law enforcement authorities will be suspended until such time as that student is adjudicated either guilty or not-guilty. Any student who is adjudicated guilty will be transferred out of Open Door Christian Academy.

Open Door Christian Academy has open enrollment and therefore some of our students may not be Christians; however, our desire is to see all our students become Christians. Whether or not a student has made a personal decision to be a Christian, each student will be expected to abide by these standards of conduct and maintain Christian standards. **Attendance at Open Door Christian Academy is a privilege, not a right.**

II. Admissions

A. Admissions Policy

1. Students are admitted based on educational records, character, suitable personality, behavioral criteria, and stated objectives.
2. A written application for enrollment must be submitted with appropriate fees. New high school students are required to meet with the administrator prior to admission.
3. Students entering K5 must be 5 years old by October 1st.
4. Students entering K4 must be 4 years old by October 1st.
5. Students entering K3 must be potty trained.
6. The academic programs at ODCA are designed for average and above-average students. No provisions are available for mentally handicapped children or children with severe learning disabilities or behavioral issues.
7. The academy reserves the right to reject students whose conduct or attitude is out of harmony with the school.
8. The academy reserves the right to reject students whose parents' conduct or attitude is out of harmony with the school.

B. New Enrollment Procedures

1. Complete and sign registration forms and pay registration fee.
2. Have previous school records transferred to Open Door Christian Academy.
3. Take the entrance exam.
4. New 7th through 12th grade students and parents meet with the administrator.
5. Sign a Statement of Cooperation and Standards of Conduct form.
6. Pay the book fee.
7. Complete and sign FACTS registration form.

C. Re-enrollment Procedures

1. The month of March is designated for returning students to re-enroll.
2. Appropriate registration forms and fees will be due at that time.
3. After March 31, enrollment will be on a first-come, first-served basis.
4. To secure a position in class, the first tuition payment is due July 16th.

D. Withdrawals

All withdrawals must go through the school office. **STUDENTS ATTENDING ONE DAY OF ANY PERIOD WILL OWE THE FULL PERIOD'S TUITION.** In the event that the account is showing a credit balance at the time of withdrawal, this amount will be refunded. No school records will be released for any student when there is a balance owed on the student's account.

III. Financial Information

A. Government Assistance

Open Door Christian Academy endeavors to keep tuition rates reasonable. The school does not receive governmental assistance and is not endowed or supported by outside organizations.

B. K-6th Grade

1. To encourage good behavior, kindergarten through sixth grade students begin each day with three merits and lose as offenses occur.
2. If three merits are lost by a student, the parent will be contacted and a detention may be issued. (3rd through 6th grade)

C. 7th-12th Grade

1. A demerit system will be used for discipline purposes. Demerits are issued for the following:
 - a. **1 demerit:** slips not signed and returned; unprepared for class
 - b. **3 demerits:** talking in class/chapel; horseplay during class instruction; physical contact with another person; eating food or chewing gum during class instruction; throwing objects at other classmates including snow and ice.
 - c. **5 demerits:** arguing with teacher; inappropriate language or provocative language; bringing prohibited items to school.
 - d. **8 demerits:** fighting; leaving school without permission
 - e. **10 demerits:** lying; cheating; stealing; peer harassment
 - f. **15 demerits:** destruction of school property; continual indecent language and rebellion; gambling; chronic behavior problems
 - g. **Expulsion from school:** consuming alcohol; pornography; adultery; tobacco; drug use; firearms brought to school; immoral behavior

**If Any demerits are earned, parents will be notified by email and by a written note. Demerits accumulate over a nine-week period. Consequences for demerits are as follows.

1. **10 demerits earned:** one Thursday detention (all detentions will be charged a \$5.00 fee to be given to the teacher staying for the detention).
2. **20 demerits earned:** Thursday detention and 1 hour of cleaning on Friday after school. Prohibited from participating in sports games scheduled for that week.
3. **30 demerits earned:** 1 day in-school suspension-the next day- will be given a zero for all test and quizzes missed. Prohibited from participation in sports games that week.
4. **31 demerits earned:** 1 day -out-of school suspension with a zero given for all test and quizzes missed. Prohibited from participation in sports games that week.
5. **35 or more demerits earned:** eligible for expulsion

D. Detention

1. Students serve detention from 3:15-4:00 P.M. Elementary on the day after the detention is issued. Junior and senior high will serve their detention on the Thursday following the issue of the detention.
2. All junior and senior high students will pay a \$5.00 fee for each Thursday detention served.
3. Students receiving a detention will be given a detention slip to be signed by the parent.
4. ODCA expects full cooperation from both parents and students. If at any time the school feels that this cooperation is lacking, the student may be requested to transfer out. If the student's behavior or attitude indicates an uncooperative spirit or one that is out of harmony with ODCA, they may be asked to transfer out.

E. Suspension

1. In-School
 - a. Students will spend the entire time in the school office and must still complete assigned work. A zero will be given on any test and quiz missed while student is serving and in-school suspension

F. Honor Roll

1. The honor roll is reserved for those students whose academic achievement warrants recognition. The honor roll is divided into High Honors and Honors.
2. High Honors is for students who have an "A" average in all classes.
3. Honors is for students who have an "A/B" average in all classes.

G. Textbooks

1. Each student must furnish his own supplies and textbooks for most courses.
2. In case of loss of any furnished textbooks, students will be charged for the total cost of replacement. Damaged books will be assessed accordingly.
3. It is considered unethical for parents or students to have access to teacher guides or test/quiz answer keys. Use of these items will be considered cheating.

H. Homework

1. Students in ODCA will normally have homework. We believe it is an integral part of the school program which will aid students in advancing their studies.
 - a. Practice: Students need practice to master important material.
 - b. Preparation: Students read and answer questions for the next lesson.
 - c. Special Projects: Book reports, special research reports, and science projects are several activities designed to enhance regular assignments.
2. Students are expected to complete the homework assigned.
3. Parents are expected to monitor their child's homework activity.
4. A child in the elementary who does not have their homework completed on any given night will lose one merit the following day and must make up the homework in recess that same school day.
5. Junior high and high school students who fail to complete their homework assignments three times in any given subject during a grading period will be required to go to the office and complete the missing homework. They will receive a zero on any test or quiz missed while in the office.
6. If homework offenses continue, a student could be asked to leave the school.

I. Help Class

1. Help classes are offered at no extra charge for students having trouble in a particular subject.
2. Parents will be contacted if it is necessary for a student to attend help class

IX. Discipline

A. General Classroom Conduct

1. Basic rules to follow:
 - a. Talk only with permission during classroom instruction.
 - b. Get out of your seat only with permission.
 - c. Eyes on teacher when teacher is speaking.
2. Effective classroom discipline is a necessary key ingredient for a good learning environment. To maintain that good learning environment, we expect students to conduct themselves appropriately.
3. The teacher is responsible for maintaining appropriate classroom behavior.
4. The following is not a complete list, but is representative of unacceptable behavior: disruptive talking; failure to complete homework; fighting; lying; cheating; stealing; disrespect; cursing; bullying; forging signatures; defacing or damaging school and/or another's property.
5. ODCA expects full cooperation from both student and parent in the education of the student. Typical corrective measures are: loss of recess time, detentions, a parent/teacher meeting; meeting with administration.

B. Tuition and Fees

1. Registration Fee: \$110 initial registration (non-refundable)
2. Tuition for the school year will be deducted monthly from either a savings or checking account by FACTS tuition management.
3. The first payment secures a position in class and is due by July 16th.
4. Tuition is paid regardless of days your child attends each month. All holidays, etc., were considered when the tuition rates were set.
5. The book fee is to be paid before your child receives any books.
6. Other fees are expected, which will be included with the FACTS management withdrawals.
7. Kindergarten Graduation Fee: \$25 (non-refundable)
8. Senior High Graduation Fee: \$50 (non-refundable)
9. Foreign Language/Science Lab Fee: \$30 (non-refundable)
10. New Students Testing Fee: \$50. If accepted, this fee will be applied to the student registration fee. (non-refundable)

C. Financial Policies

1. Open Door Christian Academy withdraws tuition through FACTS Management Company.
2. FACTS will withdraw tuition on either the 5th or the 20th of each month.
3. For further information, visit the FACTS website at <https://online.factsmtgt.com/>
4. You must have a FACTS form filled out by the first day of school (or have your tuition paid in full) before your child is allowed to enter our school. Tuition paid in full will not be reimbursed if you choose to withdraw your child.
5. It is the school's policy not to refund or transfer registration fees. If the student is not accepted for admission by the school, then the registration fee will be refunded.
6. Open Door Christian Academy endeavors to keep low tuition rates for the benefit of each parent. For this reason, we conduct an annual fundraising program and anticipate each child's and/or parent's participation in helping raise additional funds needed for the designated school projects. Participation is voluntary and door-to-door sales are not required or recommended. The school receives no state or federal assistance other than a tax-exemption status, neither it is endowed or supported by any other organization besides Open Door Bible Baptist Church.
7. No student will be permitted to graduate until all tuition and fees are paid up to date. No school records, transcript, or graduation diploma will be released for any student when there is a balance owed on the student's account.

IV. General Information

A. Statement

Open Door Christian Academy reserves the right to make any changes, amendments, and corrections of the rules and policies of the school at any time, with or without prior notice.

B. Communicable Disease Policy

1. Open Door Christian Academy desires to maintain a healthy school environment by instituting controls designed to prevent the spread of communicable diseases. A teacher or administration official who has reason to suspect that a student or employee has a communicable disease shall immediately notify the office.

- 1.If the nature of the disease and circumstances warrant, ODCA may require an independent physician's examination of the student to verify the diagnosis of communicable disease.
- 2.Open Door Christian Academy reserves the right to make all policies and to take all necessary action to control the spread of communicable diseases within the school.
- 3.Students with live louse and/or nits will not be permitted to be at school. Before returning to class, students must have their hair checked by the school secretary.

C. Clinic and Medication

1. For the welfare of your child and others in the school, all children who are sick should be kept at home. Parents will be called if the student is running a fever or throwing up.
- 2.If a student is to take any medications while at school, he must have this on file at the school office. The medication to be dispensed will be kept there and dispensed by the secretary according to the doctor's instruction. Medicine must be in the proper container and be properly labeled. Under no circumstances are students allowed to possess, store in their locker, or administer any type of prescription or non-prescription drugs.
- 3.EXCEPTION: students may keep on their person asthma inhalers.
- 4.PLEASE NOTE: **The school will not dispense any type of medication to a student prescription or non-prescription unless a doctor's note is on file in the office.**

D. Field Trips

Students participating in trips, whether one day or overnight, will be expected to adhere to all school policies and regulations. All students must ride on school-provided transportation. Chaperones and guests are expected to conform to ODCA standards of dress and behavior.

E. Bad Weather Condition

1. School closing announcements will be made over Channel 6 News, Channel 13 News, and Channel 8 News. This can also be found on the web for those stations' sites.
- 2.School announcements will also be made via email, texting, and our Facebook page by 6:00am.
- 3.Snow days that exceed the predetermined amount allowed by the state of Maine will be made up at the end of the year.

F. Social Activities

Although ODCA is an academic institution by nature, it also strives to provide fun and wholesome activities for its students. Throughout the year, various outings, banquets, and special events may be planned. These activities are designed to meet the social needs of the students. All such events are chaperoned and adequately supervised for the safety and well-being of all. For this reason, students may feel comfortable in participating in any of the activities. Even though some activities are off campus, school policies will always apply and be enforced.

G. Visitors

When parents or visitors come to the school for any reason, please come to the office to check in. Parents must obtain permission from the office or administration to be in the building during school hours. Any meetings with teachers must be scheduled in advance for an after-school time.

VIII. Academics

A. Grading Scale

- 90-100.....A: Excellent
- 80-89.....B: Above Average
- 70-79.....C: Average
- 60-69.....D: Below Average
- 0-59.....F: Failure
- I.....Incomplete

B. Requirements for Graduation

Subject	Credits
Bible*	4
English	4
Science	3
Math	4
History	3
Typing/Comp	1
Physical Educ.	1
Electives	4
Total Credits	24

- 1.*One year of Bible is required for each junior and senior high school year.
- 2.Students in 9th-12th grades may also receive 1/2 credit for performing duties such as teacher assistant, music lessons, yearbook, and driver's education.
- 3.A total of 24 credits are needed along with a 2.0 GPA to qualify for graduation from ODCA.
- 4.A \$50 Graduation fee will be added to the book fee.

C. Bible

- 1.Bible study is foundational to a successful Christian and is a required subject. It augments the study of English, history, geography, and science. Without a knowledge of biblical truth, a student cannot be considered educated. The Bible gives direction for this life and the only hope for life to come.
- 2.A knowledge of the Bible is one of the greatest educational assets anyone can have in addition to the moral and spiritual values resulting from the study of it. Character development is the most important work of a school. No other course offered in the school affords greater opportunity for laying the foundation of Christian character.
- 3.The student body usually attends chapel on Friday in lieu of Bible class. Chapel speakers include teachers, guest speakers, and pastors from the local area who challenge and inspire students to practice the truth of God's Word.
- 4.A student who fails Bible for two consecutive semesters will not be allowed to return to the academy the following semester.
- 5.Only the King James Version is used, and each student is expected to have his own copy.

D. Achievement Testing

Sanford Achievement Tests are administered every year. For more information, please see the office.

E. Gradelink

- 1.Parents may use the online grade system to view information about student's classes, grades and more.
- 2.Gradelink is also used as a valuable source of communication between parents and teachers, and it includes important upcoming events in the school and classroom.
- 3.If at anytime you have a question about Gradelink, please contact the office.

VI. Parent/School Communication

A. Orientation

1. It is required for parents to attend orientation at the beginning of the school year.
2. The date and time are listed on the school calendar in the front of this handbook. It is vital that each student be present at Orientation Day as important information will be given to the students and the parents.

B. Parent-Teacher Conferences

It is the desire of the administration and staff to be of service to both parents and student. Each teacher welcomes a visit or conference from any parent. We do urge, however, that such visits be made by definite appointment with the teacher at a convenient after-school hour.

C. Parent-Teacher Meetings (PTM)

1. Parents can sign up the week before PTMs, will be taking place, for a time slot to meet one-on-one with their student's teacher.
2. Please keep conversations focused on your child and their school subjects.
3. If more time is needed than what is allotted, schedule a second meeting with that teacher.

D. Notification of Change of Address or Telephone Number

Parents are to notify the school immediately of any change of address or telephone number. It is imperative that we have the correct information in case of emergency.

VII. Car line

1. All students being picked up or dropped off at school will use carline.
2. Junior and senior high students not involved in after school activities should be picked up by 3:15 P.M.
3. Elementary students not picked up by 3:15 P.M. will be taken to the daycare and charged accordingly.
4. Students may not wait at the school office or outside the school building after 3:15 P.M. for pickup.
5. If you need to leave your vehicle at any time during carline (to buckle in your student, to speak to someone) please **PARK YOUR VEHICLE IN A PARKING SPOT**. We don't want to hold up carline for others.

6. WATCH for students and DRIVE SLOWLY!!

IF SOMEONE WHO IS NOT FAMILIAR WITH CARLINE IS PICKING UP YOUR CHILD FROM SCHOOL, PLEASE EXPLAIN CARLINE RULES TO THEM.

H. Telephone

The telephone in the school office is for school business. If a student is sick, the school office will call the parent. No student or teacher will be called out of class to answer the telephone. In case of an emergency, call the office. A teacher may return your call when on break or after school.

I. Safety and Security

Since the health and safety of our students is extremely important to us, ODCA has established safety protocols. We are consistently evaluating our policies and procedures to provide the best environment for our students.

1. Campus
 - a. ODCA maintains a campus that is modern, clean, and safe. To set the proper example for our students, we request that adults refrain from the possession or use of alcohol, drugs, tobacco, and similar products on campus. Pets should not be brought to campus.
2. Visitors
 - a. During and after school hours, parents are requested to stop by the office if they need to leave something for the student or teacher; or if they must pick up the student. Please do not go directly to the classroom, as this interrupts the teaching.
 - b. Visitors during the day must check in with the office and obtain a guest badge that they are to wear while on campus. Visitors are asked to check out at the office when they leave. Please keep visits as short as possible to prevent distractions to the student body.
3. Security
 - a. We work closely with local law enforcement to establish security protocols, and our limited-access building with continual video surveillance aids in keeping students and staff safe. We encourage parents and students to report any suspicious activity (even from social media) to the administration or staff.

J. Physical Education

1. Elementary students will have P.E. once a week. Grades 7-9 have P.E. every other day.
2. Students in grades 1-9 are to wear their school approved P.E. uniform to each P.E. class.
3. The P.E. uniform consists of black shorts or wind pants, solid-colored shirt, black or white socks, and sneakers.
4. Please mark ALL uniform items with student's name.
5. Students P.E. shorts must reach the knees throughout the year.

K. Restrictons on Child Pick-Up

If parents are divorced or separated, and one parent is not allowed to see or pick up the child, we must have on file at the school office a certified copy of the court order of final judgement. If your child is being picked up by someone other than a parent, you must notify the school office. If you cannot be reached, your child will not be allowed to leave with them.

L. After School Supervision

We encourage parents to pick up students promptly after school activities are over. The school cannot be responsible for students who remain after 4:00 P.M. It is against school policy for students to stay after school in the parking lot, on the school grounds, or in the area to attend an evening event. Parents must pick students up in the afternoon and return them for the evening event.

M. Extended Daycare

Extended daycare is provided for kindergarten through twelve years old at an extra cost. Please contact the office for more information.

N. Lunch Program

Students may bring a packed lunch or order lunch from the school when available. All elementary students have a snack time each day. This snack is not provided by the school and will need to be provided by the parent. We do have microwaves for the students to use. Please send easy-to-heat meals that do not take a lot of time.

O. Lost and Found

There is a central location for lost and found items. Personal articles should be labeled with the name of the owner to the greatest extent possible. Articles not claimed by the end of each quarter will be thrown away or given to a charitable agency.

P. Student Automobile Policy

1. It is a privilege to be able to drive a car to school.
2. All student-driven cars are to be registered in the school office.
3. Cars are to remain parked until students leave for the day or parental permission is given to leave early.
4. Cars are not to be occupied during school hours, nor are students to sit in parked cars during the school day.
5. At no time may a student leave the campus in someone else's vehicle unless parental permission has been granted.
6. Failure to follow these policies will result in losing the privilege of bringing your car to school.

Q. Student Lockers

1. Each student in junior and senior high will be issued a combination lock at the start of the school year. Students may not use personal locks on their lockers.
2. The assigned lockers will be jointly accessible to the student and school officials and may be subject to search at the discretion of school administration.
3. Should a student lose or damage his lock, they must pay a lock replacement fee of \$10.
4. Lockers must always be kept neat and clean.
5. The school will not be responsible for missing locker items that are not properly safeguarded.

R. Student Telephones

All students who carry cell phones must have them turned off during the academic day from 7:45 A.M. to 3:15 P.M. If they are turned on during class time, they will be confiscated. At no time may a student take pictures of other students or teachers during school hours.

S. Online/Social Media-Outside of School

Any student that uses social media should do so with caution. In the event something is seen on a social media site by the administration or staff that is not honoring to God or not in accordance with the school's handbook, policies and the spirit of the school, disciplinary actions will be administered. The administration reserves the right to administer the discipline in accordance with the school's handbook.

T. Items Not Allowed at School

Wizardry Books, toys, etc.; Digital Music Devices; Trading Cards; Chewing Gum; Halloween Items; Sensual/Provocative Images; Weapons (to include toy guns); Scary/Creepy toys; Satanic/Demonic items; Drinks (only plain water will be allowed in classrooms)

2. Excused Absences (Cont.)

- a. Students will have one extra day along with the number of days they missed to complete all the make-up work. If work is not made up within that time frame, it could result in a zero on all late work
- b. Incomplete work that is not made up within 15 school days after the absence will automatically receive an "F."

3. Unexcused Absences

- a. Students (K-3rd) receiving an unexcused absence will have their next test score reduced by one letter grade. Students in 4th-12th receiving an unexcused absence will be given a zero grade for all tests and quizzes missed.
- b. SPECIAL NOTE: Any student in 7th-12th grade who is absent 15 days or more (Excused or unexcused) in one semester cannot pass that semester's work. Elementary students who are absent 30 or more days during the school year cannot pass to the next grade.

C. Tardies

1. A student is considered tardy if he is not in his assigned seat by 8:00 A.M. Students who are tardy must sign in at the school office.
2. Three unexcused tardies to homeroom, in any one quarter, will result in a detention. Each tardy after the third in any quarter will result in a detention for each offense.
3. Junior and senior high students are counted tardy between classes if they are not in their assigned seat when the bell rings.
4. Students receiving three tardies in a class will be given a detention.

D. Appointments

1. Parents should notify the teacher ahead of time when a student must leave early or will be late to school due to an appointment.

Student attendance is critical to the learning process. Truancy is, therefore, a serious issue and will be dealt with in a serious manner by Open Door.

If chronic truancy persists after support services, the school may will take further action, including:

- Referral to the truancy officer.
- Appropriate school discipline.

2. Accountability (Cont.)

- a. Actions that threaten or jeopardize another individual's ability to function safely will require further corrective measures. Violence, fighting, bullying, or threats of any kind are not tolerated. This includes possession of anything that could be used as a weapon. Students' lockers, bookbags, or other storage areas are subject to search, upon reasonable suspicion, for prohibited or illegally possessed substances or objects. Students may be expelled for any action or statement associated with violent behavior including a joke which could be interpreted as a threat. The school board will make decisions on an individual basis regarding suspensions and expulsions.
- b. Any student who promotes division or a divisive spirit through social media, secret clubs, symbols, pictures, writings, flags, banners, slogans, or any divisive activism is out of harmony with the standards of Christian philosophy of ODCA may be withdrawn or refused reenrollment at the discretion of the administration. Each student is fully responsible for the reputation he builds for himself, including online and through social media. Attendance at ODCA is a privilege and not a right.
- c. Full cooperation is expected from both the students and parents in the education of the student. IF at any time the school feels that this cooperation is lacking, the student may be requested to transfer out. Also, if the student's behavior or attitude indicates an uncooperative spirit or one that is out of harmony with the spirit and standards of ODCA, whether or not there is any definite breach of conduct, he may be requested to transfer out.

V. Attendance

A. Punctuality

1. Classes begin promptly each morning at 8:00 A.M. A student **who is not seated in his assigned seat by class time** is tardy even if they are in the correct classroom.
2. Students who arrive late to class throughout the day will be marked tardy.
3. Students are to arrive to their next class and obtain permission from the teacher to use the restroom or go to the office if they are expecting to arrive after the final bell.

B. Attendance

1. Present/Absent
 - a. A student who must leave before 10:00 A.M. will be counted absent for the school day.
 - b. Students who leave or arrive after 10:00 A.M. but before 12:30 P.M. will be counted present one-half day.
 - c. Students leaving after 1:00 P.M. will be counted present for the day.
2. Excused Absences
 - a. In case of an unexpected absence, the parent must write a dated note to the office/administration explaining the reason for the absence. This note must be sent the day a student returns to school.
 - b. If a note is not received within two days after the absence, it will automatically be counted as an unexcused absence.
 - c. Absences approved in advance require a written parental request **at least one week in advance**. This gives the student adequate time to complete the required work prior to departure. It is the student's responsibility to contact the office for an absent request form. **This form must be signed by a parent before being brought to the teacher.**

U. Grade Promotion Policy

1. Students in kindergarten through eighth grades who make an "F" in two or more required subjects will repeat the grade.
2. No student can make less than a 60% in any given subject.
3. Students in 9th through 12th grades who are enrolled in a full-year course shall receive a full credit if the student completes both semesters and the averaging of the grades obtained for each semester results in a passing grade.
4. A student who fails Bible for two consecutive semesters will not be allowed to return to Open Door the following semester.

V. Computer Policy

Computer technology at Open Door is designed to enhance student learning. To help protect computer equipment and ensure computer security, students may not use USBs from home on school equipment.

W. Student Responsibilities

1. Conduct
 - a. Open Door Christian Academy is above all else a Christian institution in both philosophy and practice; therefore, the goal of ODCA is to provide the best possible learning environment in a Christian atmosphere. We firmly believe there is no place at ODCA for worldly practices or divisions so common among other institutions. Students are expected to abide by the biblical principle, "Do unto others as you would have them do unto you." ODCA has the reputation of having a student body with an excellent spirit with every student treated equally and fairly regardless of nationality, race, or background.
 - b. A sense of the need for spiritual growth in light of biblical principles has led ODCA to adopt Standards of Conduct with care believed to be conducive to the environment that will best promote the spiritual welfare of the student. Students are expected to abide by the Standards of Conduct throughout their enrollment. Students will not be admitted to class without a signed Standards of Conduct Agreement on file.
2. Accountability
 - a. Believing that accountability is necessary for the welfare of the student as well as the entire school, each teacher is given the responsibility of enforcing classroom regulations in accordance with school policy and in light of Christian principles of discipline as set forth in the Scriptures. Since the teacher is responsible to maintain appropriate classroom behavior, it becomes necessary to correct any behavior that hinders the teacher or students in the classroom.
 - b. Examples of typical corrective measures for routine behavioral issues are student-teacher conference, after-school detention, student-administrator conference, parent-teacher conference, and Saturday detention. Students may be suspended or expelled for excessive accumulation of detentions, repeated failure to report to detention, or skipping Saturday detention. A student who has been suspended from school for any reason will receive zeros for any classes missed and may not be permitted to make up exams missed.
 - c. Behavior such as lying, stealing, disrespect, cursing, cheating, vandalism, gang-related items, or symbols, skipping school, or other misconduct may result in suspension or expulsion. Although this list is not exhaustive, it represents behavior that is not acceptable.