

Student Handbook



Open Door Christian
Academy
2020-2021 Student
Handbook

2019
2020

Open Door
Christian Academy
www.odcame.org
207-353-2268

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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 that 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 Joseph's line to Abraham (Matt. 1:1–16) and 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, 3:1–21, 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 and was cast out of heaven with a host of angels who followed him (Isa. 14:13–15). 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 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, headed by the pastor of Open Door Bible Baptist Church, 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.

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.

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, whether at home, school, or elsewhere and regardless of whether or not school is in session.

- Maintain Christian standards in courtesy, kindness, honesty, morality, dress, and entertainment.
- Avoid participation in worldly activities such as swearing or indecent language; inappropriate on line or social media content; body piercings or tattoos; smoking in any form, including 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, rap music, or so-called "Christian rock/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, writing, 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 an administrator prior to admission.
3. All parents and 6th through 12th grade students are required to sign a statement of cooperation.
4. Students entering K5 must be 5 years old by October 1st.
5. Students entering K4 must be 4 years old by October 1st.
6. Students entering K3 must be potty trained.
7. 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.
8. The academy reserves the right to reject students whose 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. Academic transcripts must be submitted upon enrollment. Transcripts must include all academic coursework along with grades and earned credits.
3. Take the entrance test(s).
Students who are transferring from other schools will be expected to take an entrance examination. Should the student's accomplishments (as shown by the test) be on the grade level to which he has been promoted, then he will be admitted to that grade. However, should the student's accomplishments (as shown by the test) be on a lower level, then he will be placed in the grade best suited for his achievements. It is the policy of ODCA to not accept transfer students whose accomplishments have not been up to acceptable standards.
4. New 6th through 12th grade students and parents meet with the administrator.
5. Sign a statement of cooperation and standards of conduct form.
6. Turn in a course selection. (Grades 6-12)
7. Pay the book fee.
8. 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. Tuition and Fees

1. Registration Fee: \$80 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. Multiple-Child Discount

Families with multiple children enrolled will receive a discount on the tuition. Please see the office for more details. Discounts only apply for brothers/sisters.

D. Financial Policies

1. Open Door Christian Academy withdraws tuition through FACTS Management Company.
2. FACTS will withdraw tuition on either the 5th or 20th of each month.
3. If there are insufficient funds in the account, you will be charged a fee of \$35.00.
4. FACTS will attempt to withdraw funds again on the next billing day.
5. FACTS will only allow three insufficient fund withdrawals in a row (a one-month time frame) before your child will not be allowed to return to our school.

6. 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.
7. After enrollment, arrangements for withdrawals must be made through the school office.
8. 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
9. 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 is it endowed or supported by any other organization besides Open Door Bible Baptist Church.
10. 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.
2. Any student with a communicable disease for which immunization is required by law or is available, shall be temporarily excluded from school while ill and during recognized periods of communicability. Students with a communicable disease for which immunization is not available shall be excluded from school while ill.
3. 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.
4. Open Door Christian Academy reserves the right to make all final decisions necessary to enforce its communicable disease policy and to take all necessary action to control the spread of communicable diseases within the school.
5. Students with a 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. If a child becomes ill at school, the parents will be required to check him/her out of school. Parents will be called if the student is running a fever or throwing up.
2. If a student is to take any medication 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 (prescription or non) to a student if the student does not have their medication (prescription or non) on file at the school 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. This can also be found on the web at www.WCSH6.com.
2. School announcements will also be made via email and our Facebook page.
3. Snow days that exceed the predetermined amount allowed by the state of Maine will be made up on the following Monday as announced by the administration.

F. Safety and Security

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

1. Campus
 - 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 product on campus. Pets should not be brought to campus.
2. Visitors
 - 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.
 - Visitors during the school 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
 - 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 office.

G. 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 are 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.

H. Telephone

The telephone in the school is for school business. If a student is sick, the school office will call the parent. No student or teacher will be called to answer the telephone. Please do not call and ask to speak to a student. In case of emergency, call the office. It will be handled by the administration. A teacher may return your call when on break or after school.

I. Visitors

1. When parents or visitors come to the school for any reason, please come to the school office to check in.
2. Forgotten lunches, homework, etc., may be left with the secretary for the students.
3. Parents and visitors must have permission from the office or administration to be in the building during school hours and there is no loitering in the building once students are dropped off at 7:45 A.M. until after school at 3:15 P.M.
4. There should be no congregating in the hallway or classrooms before and after school. Any meetings with teachers must be scheduled in advance for an after-school time.

J. Physical Education

1. Elementary students will have P.E. once a week on Friday. Grades 6-9 have P.E. every other day.
2. Students in grades 2-9 are to wear their school approved P.E. uniform to each P.E. class.
3. The P.E. uniform consists of black shorts or pants, maroon shirt, black or white socks, and sneakers.
4. It is the parent's responsibility to ensure that their child's uniform fits them properly throughout the year. Please mark the student's name on all P.E. clothing.
5. Students P.E. shorts must reach knee throughout the year.
6. P.E. uniforms may be purchased at the beginning of the year from the office. (a note will be sent home informing of this opportunity)

K. Restrictions 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 judgment. 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. This is for your child's safety not for your inconvenience.

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 sixth grade at an extra cost. Please see the office for more information.

N. Lunch Program

Students may bring a packed lunch or order lunch from the school when available. All students have a snack time each day. This snack is not provided by the school and will need to be provided by the parent.

O. Lost and Found

There is a central location for lost and found items (office has more information). 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 given to a charitable agency.

P. Student Automobile Policies

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. Each driver should be an example of courteous, careful driving habits. Follow the directions of those directing traffic. Use vehicle turn signals.
4. Cars are to remain parked until students leave for the day. Parking areas will be assigned when the car is registered.
5. Cars are not to be occupied during school hours, nor are students to sit in parked cars while waiting for school to begin or any time after school.
6. At no time may a student leave the campus in someone else's vehicle unless parental permission has been granted by a note or phone call to the school office.
7. Students are expected to follow all traffic laws while operating their vehicle on campus.
8. 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 locker.
2. A combination lock will be issued at the start of the school year. Students may not use personal locks on their lockers.
3. 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.
4. Should a student lose or damage his lock, they must pay a lock replacement fee of \$5.
5. Lockers must always be kept neat and clean.
6. 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. -3:15 P.M. If they are turned on during class time, they will be confiscated, and a demerit will be given. Students may use the phone located in the school office with permission from their teacher.

S. Items Not Allowed at School

- Wizardry Books, toys, etc.
- Pokémon
- Digital Music Devices
- Trading Cards
- Chewing Gum
- Halloween Items
- Sensual/Provocative Images
- Weapons
- Toy Guns
- Drinks (other than water,

T. 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. Students who make an “F” in two or more required subjects will repeat the grade.
5. A student who fails Bible for two consecutive semesters will not be allowed to return to Open Door the following semester.

U. 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.

V. Student Responsibilities

1. Conduct
 - 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.” Open Door Christian Academy 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.
 - A sense of the need for spiritual growth in light of biblical principles has led Open Door Christian Academy to adopt Standards of Conduct which are 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 whether at home, school, or elsewhere. Student will not be admitted to class without a signed Standards of Conduct Agreement on file. Keeping the Standards of Conduct is necessary to remain a student at Open Door Christian Academy.
2. Accountability
 - 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.
 - 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.
 - 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 of infractions is not exhaustive, it represents behavior that is not acceptable.

- 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.
- Any student who promotes division or a divisive spirit through social media, secret clubs, symbols, pictures, writing, flags, banners, slogans, or any divisive activism is out of harmony with the standards in Christian philosophy of Open Door Christian Academy and 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 Open Door Christian Academy is a privilege and not a right. Students forfeit this privilege if they do not conform to the standards and ideals of work and life of Open Door Christian Academy. Students who do not report violations of the Standards of Conduct may be subject to disciplinary action.
- Full cooperation is expected from both students and parents and 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 Open Door Christian Academy, whether or not there is any definite breach of conduct, he may be requested to transfer out.
- Please feel free to consult with the office or administration about any problem or question that concerns the welfare of students. It is the desire of the administration and the faculty to be of service to both parent and student. Each teacher welcomes a visit from any parent. We do urge, however, that such visits be made by appointment with the teacher at a convenient after-school hour.

V. Attendance

A. Punctuality

1. Classes begin promptly each morning at 7:45 A.M. A student who is not seated in his assigned desk by class time is tardy.
2. Students who arrive late to any 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 student who must leave before 10:00 A.M. will be counted absent for the school day.
 - Students who leave or arrive after 10:00 A.M. but before 12:30 P.M. will be counted present one-half day.
 - Students leaving after 1:00 P.M. will be counted present for the day.
2. Excused Absences
 - 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.
 - If a note is not received in the school office within two days after the absence, it will automatically be counted as an unexcused absence.
 - 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 their homeroom teacher.
 - Students will have one extra day along with the amount of days they missed to complete all make-up work. If work is not made up within that time frame, it could result in a zero on all late work.
 - Incomplete not made up within 15 school days after the absence will automatically receive an "F."
3. Unexcused Absences:
 - Unexcused absences are given when a student misses school for reasons other than those listed above.
 - Students (K-3rd) receiving an unexcused absence will have their next test score reduced by one letter grade. Students (4th-12th) receiving an unexcused absence will be given a zero for grades in all subjects missed.

- **SPECIAL NOTE:** Any student in 6th-12th grade who is absent 15 days or more (excused and 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 7:45 A.M. Students who are tardy must sign in at the school office.
2. When a child receives an unexcused tardy three days in any grading period, it will be marked as an unexcused absence.
3. Three unexcused tardies to homeroom during a quarter will result in a detention. Each tardy after the third in any grading period will result in a detention for each offense.
4. Excessive tardies could result in a parent being asked to withdraw their child.
5. Junior and senior high students are counted tardy between classes if they are not in their assigned seat when the bell rings.
6. Students receiving three tardies in a class will be given a detention.

D. Appointments

1. Parents are encouraged to use Mondays for appointments to eliminate the need to miss school.
2. Parents should notify the teacher and office ahead of time when a student must leave early for appointments.

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.
3. Students will be given schedules, textbooks, and will be able to meet their teachers.
4. It is vital that each student be present at Orientation Day as important information will be given. Those who miss this session will receive a fee of \$20 per student to cover the extra staff and office personnel handling each student's books and paperwork. (BEGINS 2020-2021)
5. Orientation is for ODCA students and parents only.

B. Parent-Teacher Conferences

Please feel free to consult with the school regarding problems or questions that concern your child. 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. The parent-teacher meetings are held on the Thursday and Friday of the week prior to the end of the 1st, 2nd, and 3rd quarters.
2. Parents can sign up during the previous week for a time slot to meet one-on-one with their student's teacher(s).
3. Parents may discuss student behavior and grades.
4. High school teachers will not be permitted to show student tests. If a parent wishes to discuss a previous test, they must schedule a parent-teacher conference.

D. Notification of Change of Address or Telephone Number

Parents are to notify the school immediately of any change of address or telephone number (home, cell, or business). 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 must use the car line at the school front entrance.
2. Junior and senior high students not involved in sports or other school activity should be picked up by 3:30 P.M. unless they have previously scheduled tutoring.
3. Elementary students not picked up by 3:30 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 3:30 P.M. for pickup.
5. Please enter the parking lot through the entrances closest to Lisbon Street.
6. Parents are not to be in the school hallway or classrooms during this 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

<u>SUBJECT</u>	<u>CREDITS</u>
Bible*	4
English	4
Science	3
Math	4
History	3
Typing/Computer	1
Physical Education	1
Electives	4
Total Credits	24

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

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 the life to come. No other book can so enrich minds and hearts as the Bible.
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 for 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 truths of God's Word.
4. Because of the importance Open Door Christian Academy places on the study of the Bible, 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

Stanford Achievement Tests are administered every year. Appointments may be arranged through the school office for parents wishing to discuss achievement test scores.

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. More information and log-in instructions will be provided at Orientation.

F. Student Preparation for Class

Junior and senior high students must be prepared for class daily. Chronically being unprepared for class will result in demerits.

G. 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.
3. Honors is for students with no grade lower than a “B”.

H. 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 as cheating.

I. 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.
 - Practice: Students need practice to master important material.
 - Preparation: Students read and answer questions for the next lesson.
 - 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 morning in class and must make it up the next night or during 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 all tests and quizzes missed while in the office. Each homework offense after the third will result in a detention until the new grading period begins.
6. If homework offenses continue, a student could be asked to leave the school.

J. 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.

K. Graduation Honors

1. Graduates do have the opportunity to walk with additional regalia the night of graduation.
 - Cords are given to those earning a cumulative high school GPA of 3.0 or higher.
 - Medallions are given to those earning a cumulative high school GPA of 3.5 or higher.
 - Graduates will also have the opportunity to compete for the valedictorian and salutatorian positions of their classes if they meet the minimum GPA requirement.
2. The awards and honors will be announced at the graduation rehearsal and the regalia will be given out the night of graduation.

IX. Discipline

A. General Classroom Conduct

1. Basic rules to follow:
 - Communicate only with permission
 - Get out of your seat only with permission
 - Eyes on the teacher
2. Effective classroom discipline is a necessary key ingredient for a good learning environment. To maintain a good learning environment, we expect students to conduct themselves appropriately.
3. The teacher is responsible for maintaining appropriate classroom behavior. Certain behavior is not acceptable and will not be tolerated.
4. The following is not a complete list but is representative of unacceptable behavior: talking without permission, failure to complete assigned work, fighting, lying, stealing, disrespect, cursing, bullying, chewing gum, forging another’s name, cheating, and not complying with the school’s dress code.

5. Students will receive a fine of \$15, at minimum, for deliberately defacing or damaging school and/or another's property.
6. ODCA expects full cooperation from both student and parent in the education of the student. When misconduct occurs, corrective measures will be used to help the student change his/her behavior and attitude.
7. Typical corrective measures are loss of recess time, detentions, a student/teacher conference, a parent/teacher conference, meeting with the principal and suspension

B. K-5th Grade:

1. To encourage good behavior, kindergarten through fifth grade begin each day with 3 merits and lose as offenses occur. The following is a list of the merit system:
 - No offenses—Super
 - One offense—Great
 - Two offenses—Good
 - Three offenses—Parent contacted: one-night detention (2nd-5th)

C. 6th-12th Grade:

1. A demerit system will be used for discipline purposes.
 - a. **1 demerit:** Slips not signed and returned; unprepared for class.
 - b. **3 demerits:** talking in class/chapel; running in building; horseplay during class instruction; inappropriate language or behavior; physical contact with another student; dress code violation; eating or chewing gum during class instruction; throwing objects at other classmates including snow and ice.
 - c. **5 demerits:** profanity or suggestive talking; arguing or disobedience; bringing prohibited items to school
 - d. **8 demerits:** physical contact with opposite sex; fighting; leaving school without permission; destruction of school property
 - e. **10 demerits:** lying; cheating; stealing; peer harassment
 - f. **15 demerits:** willful destruction of school property; music concerts; public dances (including proms); continual indecent language and rebellion; gambling; chronic behavioral problems.
 - g. **Expulsion from school:** consuming alcohol; pornography, adultery; tobacco; drug use, firearms brought to school

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

1. **10 demerits:** one Thursday detention
2. **20 demerits:** Thursday detention and 1 hour of cleaning on Friday after school. Prohibited from participating in sports games scheduled that week.
3. **30 demerits:** 1 day in school suspension-the next day with zero given in all test and quizzes missed. Prohibited from participating in sports games that week.
4. **31 demerits:** 1 day out of school suspension with zero given in all test and quizzes missed. Prohibited from participation in sports games that week.
5. **35 or more:** Eligible for expulsion

*** Any student who receives 3 detentions in one quarter due to demerits will result in a Saturday detention, where the student will be charged \$50 to cover the cost of the teacher.

D. Detention

1. Students serve detention from 3:30-4:00 P.M. on Thursday.
2. Students must complete work as assigned by the teacher who oversees the detentions.
3. All students receiving a detention will be given a detention slip to be signed by the parent.
4. All detentions are to be served the Thursday after the offense.
5. Students can be suspended for an accumulation of detentions and for major behavioral problems.
6. Open Door expects full cooperation from both 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. If the student's behavior or attitude indicates an uncooperative spirit or one that is out of harmony with the spirit standards of ODCA, whether there is a definite breach of conduct, they may be asked to transfer out.

E. Suspension

1. In-School
 - Students whose conduct has been shown to be unacceptable may be subject to suspension.
 - Students will spend the entire time in the school office and must still complete all assigned work.
 - Major behavioral problems could result in an Out-of-School suspension or dismissal.
2. Out of School
 - Students with an Out-of-School suspension are not allowed on the school grounds to attend any functions.
 - A zero will be given in each class and averaged in with the current term's grades.
 - All tests and class work missed must be made up the day the student returns to school.
 - A suspension will cause the student to become ineligible for sports for the remainder of the season in which they received the suspension.
 - Further behavioral problems could result in dismissal.

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.

G. Dismissal of a student from school will be decided by the school board based on facts presented by teachers and the administration.

- Alcohol
- Drugs
- Assault
- Music Concerts
- Indecent Language
- Immorality
- Continual Rebellion
- Gambling
- Pornography
- Tobacco
- Firearms/Weapons brought to school
- Public Dances (including proms)
- Chronic behavior problems

Attendance at Open Door Christian Academy is a privilege and not a right. Students forfeit this privilege if they do not conform to the standards and ideals of work and life at Open Door Christian Academy.

H. Uniform Dress Code

1. A sense of the need for appropriate dress standards has led ODCA to adopt standards of conduct and appearance.
2. All students are to be neatly dressed in school uniforms during school hours and for all Academy-sponsored activities unless otherwise noted by the administration.
3. Parents and guests of students are requested to dress modestly while on school property and while attending Academy functions.
4. Students violating the uniform dress code may, at the discretion of the administration, be asked to leave campus until their appearance meets the required standards.
5. The school administration reserves the right to initiate policies on new fads and changes in lifestyles throughout the school year.
6. Our dress standards are as follows:
 - Students must have the appropriate school approved uniform on the first day of school. K-5th grade may wear black, white, gray or maroon sneakers. 6th -12th grade must wear black dress shoes.
 - Students may not wear hats and caps anytime.
 - K5-12th grade students should see Land's End for choices.
 - Boys
 - Parents should pay attention to growing boys that their pants do not become too short or too tight during the school year
 - Pants must not have holes in them. Must wear a belt and keep shirts tucked in.
 - Must maintain a haircut that includes a neat trim and tapered on the sides and back.
 - This means: (1) not touching the eyebrows, (2) not touching the ears, (3) not excessively bushy, (4) not turned up on the ends because of length, (5) not on the shirt collar, and (6) no more than 1½" in length away from head.
 - Bowl, braids, pigtail cuts, and symbols cut in the hair are not permitted.
 - Boys are not to wear beards, mustaches, goatees, or sideburns that extend below the middle of the ear.
 - Extreme hair styles or colors are not permitted.
 - Boys may not wear neck jewelry or earrings at any time while at school events.
 - P.E. shorts must come to the knee.
 - Girls
 - Must maintain a standard of modesty in all clothing.
 - Uniform skirts and jumpers are expected to fall below the knee when standing.
 - P.E. shorts must come to the knee.
 - Parents should pay attention to growing girls so that their jumpers and skirts do not become too short or too tight during the school year.
 - Skirts must be worn at the waist and not around the hips.
 - Proper undergarments must be worn at all times.
 - Extremely heavy makeup and earrings in the nose, tongue, cartilage, or extreme body parts are not permitted.
 - Girls may have no more than 2 sets of earrings in at a time.
 - K3 and K4 Girls
 - Skirts or Dresses. Closed toed shoes are encouraged
 - K3 and K4 Boys
 - Collared Shirts. Pants, no shorts
 - Seniors
 - After the last game of the year, the administrator may allow the 12th grade students to wear the following:
 - Boys- Neatly-groomed facial hair, dress pants and dress shirts.
 - Girls- May wear skirts or dresses that fall below the knee when standing. Clothing must have room to move.
 - Seniors can lose this privilege if their behavior or dress becomes a problem.
 - More specific guidelines will be given out when these changes go into effect.
 - Types of Dress
 - Uniform (see above requirements)
 - Church
 - Boys – Full length casual dress pants and collared shirts that are tucked in
 - Girls – Knee-length dress or skirt with coordinating top and shoes or sandals

- Casual
 - Boys – Traditional jeans and shirts with writing or pictures within general guidelines are permitted
 - Girls – Knee-length dress or skirt with shirts with writing or pictures within general guidelines are permitted
- Formal
 - Boys – Tuxedo or suit with dress shirt and tie (dress shoes, socks, and belts/suspenders are required)
 - Girls – Formal floor length, tea length, or Sunday dress

OPEN DOOR CHRISTIAN ACADEMY

2020-2021 SUPPLY LIST

K3, K4, K5 and 1st

- KJV Bible
- 2 Clorox or Lysol wipes
- Lunch box
- 4 boxes of tissues
- Backpack

2nd & 3rd Grades

- KJV Bible
- 4 boxes of tissues
- 2 packs wide-ruled loose-leaf ppr
- Small pencil case
- Non-mechanical pencils; erasers
- 2 two-pocket folders
- Backpack & lunch box
- Pre-dated assignment notebook
- 2 Clorox or Lysol wipes
- Glue sticks
- 1 package colored pencils
- Water color paints

Jr./Sr. High School

- KJV Bible
- 4 boxes of tissues
- COLLEGE-ruled loose-leaf paper
- Spiral notebook for each subject (college ruled)
- Pre-dated student planner
- Graph paper
- 3x5 & 4x6 cards
- Pens, pencils, eraser, highlighter
- Center wheel compass
- Red pencils
- 1 Clorox or Lysol wipes
- 6" ruler (not 12")
- Small protractor
- 7th & 8th– composition notebook
- 9th -12th: Scientific Calculator-see Mrs. Morse for preferred choice.
- Geometry Students-1/2" 3 ring binder with dividers

4th & 5th Grades

- KJV Bible
- 2 boxes of tissues
- Red pencils
- 12" ruler with metric side
- Pencils; and erasers
- 2 two-pocket folders
- 1 package colored pencils
- Backpack & lunch box
- Pre-dated student planner
- 2 Clorox or Lysol wipes
- Scissors
- Water color paints
- Small pencil case
- (6) COLLEGE-ruled notebooks
- 2 packages COLLEGE-ruled loose leaf paper

X. Sports

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 Open Door Christian Academy 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.

A. Discipline Standards

1. Athletes at Open Door Christian Academy 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 the following game.
3. Any student who receives five (5) detentions or a suspension during a sports season will be dismissed from the team for the remainder of the season.
4. Any single act, event, or attitude can result in a player being dismissed from a team if deemed warranted by the administration.

B. League Affiliation

1. Open Door Christian Academy is a member of the A.C.E.L (Athletics Christian Education League).
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. We believe we can be a testimony by the way our coaches, fans, players, and students conduct themselves at an athletic event.

C. Sport Fee

1. The sports fee is used to cover the costs of the sport’s seasons, such as; officials, association fees, and transportation costs.
2. The sports fee must be paid in full at the start of the sport season in which you are playing, and that fee must be paid separately from tuition payments.
3. If the fee is not paid by the first home game, then students may not participate in it or any further games until their fee is paid in full.
4. Occasionally there will be additional costs such as: shoes, jackets, etc. which will be the parent’s responsibility to pay, along with the sports fees.
5. If at any time the student quits a sport, they forfeit any possibility of receiving a certificate or letter for that sport for that year.

D. 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 in to the ODCA office on the day of the occurrence (if the office is not open it will be turned in the next school day).

E. Athletic Eligibility

1. Students are required to maintain a specific standard of academic work and personal conduct to be eligible for athletic participation.
2. To be eligible for athletic participation, 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.
5. Students are permitted to participate in sports outside of Open Door if that sport is not offered by the Academy. A form from the office must be signed by the parent and administrator for the student to participate.

F. Road Trips

1. Any student participating in a High School sport can anticipate traveling with the team unless notified otherwise by the Athletic Director or Administration.
2. Bus Policy (sports and academic)
 - Players need to take note of the schedules for departure and arrival times. Please keep in mind that it is almost impossible to guess exact times for arrivals. We suggest that players bring a cell phone, so they can call home when the team arrives at a restaurant. This will give parents a better idea of arrival times.
 - Cell phone use on the bus is only allowed when approved by the coach and driver.
 - Players are required to ride the bus to all away games. If parents attend away games, then players may ride with them on the trip home. If any student wishes to ride with another parent home, they must have permission slips signed by their parents.
 - Pick up and drop off at any destination other than the church parking lot is prohibited.
 - When classes are in session during bus departure times, students who are not on the team will not be excused from classes to travel with the team.
 - Players are to take good care of the bus.
 - Eating on the bus is only allowed when approved by the coach and driver.
 - Electronic items such as iPods and video games are prohibited.
 - A cleaning rotation will be used to ensure the bus is completely clean upon return from an away game.

G. Game Participation

1. Being a member of the sports program is a privilege, and each young person serves a different purpose in the overall success of a team.
2. Being a member of a team does not guarantee an athlete playing time.
3. Game playing time will be based on the coach's discretion and a player's hard work.

H. Letter Requirements

1. When participating in a varsity sport, any student in the ninth grade or above has the opportunity to earn a varsity 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 less than 50%, the student receives a certificate of participation.

I. 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. Unexcused Absence:
 - A student who is absent from school for more than a half day should not attend practice or games that day.
 - Coaches do have the authority to issue disciplinary measures with approval of the athletic director and administrator.
 - 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.

J. Dress Code

1. The coaching staff of each sport will lay down guidelines for acceptable practice clothing.
2. All attire for both boys and girls must be loose fitting and come to the knee.
3. Dress for road trips will be school uniform, team uniform, or designated team travel apparel. This will be decided by the coach.

