

OPEN DOOR CHRISTIAN ACADEMY PARENT and STUDENT HANDBOOK

We extend to you and your child a warm and loving welcome to Open Door Christian Academy Lower and/or Middle School. Thank you for letting us share in your student's formative years of life.

We provide many experiences that will develop your child physically, socially, emotionally, intellectually, and spiritually. We know that his/her optimum development will be enhanced by close cooperation and communication between your home and our school. Our goal is for your child to grow as Jesus did". . . in wisdom and in stature and in favor with God and man."

This handbook has been designed to help you with any questions you may have about our school. Please set aside time for you and your child to read this. **Please pay close attention to our policies on homework, discipline, dress code, and internet usage.** Please be sure to review the contents of this handbook with your child and return the sign-off form enclosed in this handbook by the last day of the first week of school.

**Thank you,
Teachers and Staff of ODCA**

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PHILOSOPHY, GOALS AND MISSION OF OPEN DOOR CHRISTIAN ACADEMY

I. Philosophy

Open Door Christian Academy, which is a ministry of Church of the Open Door, espouses the historic Christian view of life as presented in the Bible. Since God created and sustains everything through His Son, the Lord Jesus Christ, the world and life are God-centered and should glorify Him, for this is the chief end of man. Man, being a sinner by nature and by choice, cannot in this condition glorify or know God in a saving relationship. He can do this only by being regenerated by God's Spirit thus enabling him to believe in Jesus Christ as Lord and Savior.

II. Goals

The goal of the education process is the godly development of the student's spiritual, intellectual, emotional, social, and physical life.

Spiritual development is accomplished through the direct or implied teaching of biblical principles as they relate to the subject matter using the Bible as the foundational textbook. Open Door Christian Academy seeks to develop students who know Jesus Christ as Savior, who live consistent with His teaching, and who desire to serve Him. As a result, students will possess:

- a knowledge and understanding of the basic truths of Scripture as embodied in the school's doctrinal statement
- an understanding of the centrality of the Biblical view of God and the world
- an understanding of who God is, His persons, attributes, and work
- an understanding of their personal sinfulness and need of salvation
- an awareness of their responsibility to use their talents for God's glory
- an awareness of their obligation to live godly and morally
- Christ-like character reflected in everyday living

Intellectual development is accomplished through the mastery of basic skills and exposure to academic knowledge in light of God's Word. Open Door Christian Academy seeks to develop students who know their world and its history and who possess the intellectual skills for properly understanding, analyzing, and applying this knowledge. As a result, students will demonstrate skills for:

- communication (reading, writing, speaking, and listening)
- mathematical computation
- methodical scientific inquiry
- expression and appreciation of the arts
- life-long study and continued learning
- logical reasoning, problem solving, and decision making
- critical thinking and interpretation
- integrating faith and reason

Emotional development addresses understanding oneself in light of God’s creative plan as being created male and female. The school provides a positive atmosphere where each student learns that he/she is valued by God as His special creation (Psalm 139). Open Door Christian Academy seeks to develop students with wholesome attitudes that lead to stable and fruitful behavior. As a result, students will possess:

- an understanding of their God-given abilities and privileges
- knowledge, attitudes and skills needed to live effectively for God
- an understanding of their God-given personality in relationship to others
- an appreciation of personal worth as God’s highest creation
- skills for effective use of time and energy

Social development is accomplished through recognizing and responding to individual uniqueness and differences and how each student contributes to the body of Christ. Open Door Christian Academy seeks to develop students who can relate to their peers, parents, and others in socially sound and Christian ways. As a result, students will possess:

- an understanding of and respect for authority structures
- skills for working cooperatively with others
- an understanding of personal and professional etiquette
- a respect for others without regard to culture, social status, or position
- a Christian attitude toward work
- a sense of responsibility for the welfare of others

Physical development is accomplished through a planned developmental program of health and physical activity, instruction, and one’s responsibility to care for this body as the temple of God (I Corinthians 6:19). Open Door Christian Academy seeks to develop students who know how to care for their bodies as the temple of God. As a result, students will possess:

- an awareness of the importance of proper body care
- habits leading to physical fitness and good health

The Christian teacher is the key to accomplishing these goals as he/she lives the Christian life before his/her students each day. The teacher must present all truth as God’s truth and must interpret it by, and integrate it with, God’s Word. Such education is established as the parents’ responsibility (Deuteronomy 6:4), and the school and church should function as an extension of the home, to aid the parents in giving this education.

III. MISSION

Open Door Christian Academy is an educational ministry to children, operating as an extension of the Christian home, to prepare students spiritually and academically to live the Christian life in our contemporary society.

“And these words which I command you this day, shall be in your heart; and you shall teach them diligently to your children...” Deuteronomy 6:6-7

PURPOSE STATEMENTS

Preschool:

“Train a child in the way he should go, and when he is old he will not depart from it.” To train up literally means to “create within a child the desire to learn.” It is our desire to create an environment where your child can find joy in learning and to provide a foundation of trust, love, acceptance, and security. Your child will make discoveries about God and the world as they are able to explore and learn to play with other children. Partnering with parents in each child’s education, we strive to meet the physical, social, intellectual, emotional and spiritual needs of the child.

Lower School:

Open Door Christian Academy Lower School desires to provide a program of academic excellence in a loving and nurturing environment which enables children to develop the skills necessary to reach their full potential. Additionally, we seek to be effective instruments of God, along with Christian parents, to develop young people who respect God, authority, and community, so that they may mature into perceptive and caring Christians effective for God’s service.

Middle School:

Open Door Christian Academy Middle School desires to minister to young teens by providing academic excellence and by developing close and personal relationships with each student. It is our desire that each child will become a motivated student who is also equipped to be salt and light to this generation. There is a need for diligence in academic pursuits and a responsibility on the part of ODCA to truly educate each young person at the highest level. There is, in Christian Education, a need to go beyond education in a purely academic sense and to minister to students by getting involved in each life beyond the classroom. By developing relationships we can discover individual needs and minister to the whole person, seeking to build each one up, train them in the fear of the Lord and disciple them into maturity as believers. *In the classroom we pursue excellence and beyond the classroom we pursue relationships that will impact lives for Christ!*

CORE VALUES

- Centered in Truth: 1 Corinthians 3:11: "For no one can lay any foundation other than the one that has been laid; that foundation is Jesus Christ." We value the truth found in the written Word of God, The Holy Bible, and in the living Word of God, Jesus Christ, and espouse a worldview that integrates this truth into all we do.
- Relationship with God: Deuteronomy 6:4 "Love the Lord your God with all your heart and with all your soul and with all your strength." We value a Christianity that is a vibrant relationship with God through Jesus Christ.
- Relationship with One Another: Matthew 22:39 "Love your neighbor as yourself." We value each individual as an image bearer of the Creator and seek to serve one another in humility and love.
- Education: We value passionate learners whose academic achievement will become a stepping stone for future success and will be a platform for God's full use of each one's individual gifts and talents.
- Moral Leadership in Partner with the Christian Home: We value our role to come along side the Christian home as emissaries of the parents of our students to reinforce their values and to offer resources that will enable them to raise their children in “the fear and the admonition of the Lord.”

STATEMENT OF FAITH

1. We believe in one God; Creator of heaven and earth; Spirit, Light, Love and Truth; eternal, almighty, infallible, and unchangeable, infinitely wise, just and holy, and that God eternally exists and manifests himself to us in three persons: the Father, the Son, and the Holy Spirit.
2. We believe in Jesus Christ, the only begotten Son of God, the eternal Word manifested in flesh. We believe that He was conceived by the Holy Spirit, and born of the Virgin Mary, and that He is true God and true man. We believe in His vicarious substitutionary and redeeming death, Christ receiving in Himself the penalty of man's sin. We believe in His bodily resurrection, in His ascension and in His personal, imminent and pre-millennial return for His redeemed ones, followed by His coming in glory to judge the rebellious and to establish His millennial reign.
3. We believe in the Holy Spirit, in His personality, that He is God; and we believe that His work is to convict men of sin; to regenerate, indwell and set the believer apart to a holy life; to keep and empower the believer day by day. We believe that He is the Teacher of God's Word and the Guide for the daily life.
4. We believe that the whole Bible, consisting of the sixty-six books of the Old and New Testaments, is verbally inspired of God and inerrant in the original writings, and is the supreme and final authority in faith and life.
5. We believe that man, having been created pure and in the image of God, is by his own sin fallen from grace. And then we believe that in consequence, all have sinned, are guilty and lost, and absolutely incapable of saving themselves by their own works, being dead in trespasses and sins.
6. We believe that we are saved solely by grace, through faith in the blood sacrifice, death and resurrection of Jesus Christ, the Son of God.
7. We believe in the eternal security and everlasting blessedness of the saved, and the eternal judgment and punishment of all who reject our Lord Jesus Christ. "This is the second death. And whosoever was not found written in the book of life was cast into the Lake of Fire." (Rev. 20:14-15)
8. We believe that Satan is a person, the author of the fall, and that he shall be eternally punished.
9. We believe in the bodily resurrection of all men; the saved to eternal life, and the lost to judgment and everlasting punishment.
10. We believe that Jesus Christ instituted the Lord's Supper to commemorate His death till He comes. We believe that Water Baptism is a symbol of the believer's union with Christ and His death and in His resurrection.
11. We believe that the Church of Jesus Christ is composed solely of those who have been redeemed and washed in His blood, and regenerated and sealed by the Holy Spirit, and that they are saved to serve; and that it is the responsibility and privilege of all who are saved to seek to win others to Christ, to the "uttermost part of the earth", that they must seek to live a holy life, to separate themselves from and forsake all that might dishonor God or cast discredit on His cause, or weaken their testimony.

ADMISSIONS POLICY

1. **FAMILIES** - It is the goal of ODCA to enroll children of Christian families, and this goal shall be reflected in the student population. ODCA seeks to admit as students those who will benefit from its program. Being a Christian school, its primary concern will be to educate children from Christian families. Beginning with the lower school, at least one parent shall be a born-again Christian and a parent/School Board Committee interview must be conducted prior to acceptance.

Admission to and participation in ODCA is to be considered a privilege by all families. The objectives and philosophy of our Christ-centered education should be supported and instituted in the home and family as well as here in the school.

Families admitted to ODCA with children in grades 1 and above shall be in continual fellowship with their local Bible-believing church (member or in regular fellowship). Attending church regularly and serving the Lord through the local church is to be part of the training ODCA requires of its families.

Enrollment opportunity will not be restricted by race, national origin or gender. Preference shall take place in this order:

1. Children currently in the educational program of the Academy will be given first priority to advance to the next appropriate grade level, contingent upon satisfactory completion of the interview process. In order to be placed on the tentative class list, all requested paperwork and fees must be completed and returned by the announced date. Paperwork and fees not submitted in a timely manner may result in wait list placement. When interviews for admission and acceptance are required, these will be scheduled as soon as possible after completion of the announced registration period.
2. Siblings of children currently in the Academy educational system will be considered.
3. Active, contributing Church of the Open Door families.
4. Missionary families.
5. Other families who have placed application with the Academy.

In the event too many children are reregistered for a classroom, the following criteria will be utilized:

1. Student's spiritual and academic contribution will be evaluated.
2. Student's attitude and cooperative performance in the academic environment will be evaluated.
3. Parental timeliness in maintaining current financial accounts will be evaluated.
4. Family involvement in Academy functions and cooperation with Academy procedures, policies and programs will be evaluated.

An Admissions Committee of the School Board will make final determinations as necessary.

All school-age children in the family are expected to enroll in a Christian school unless circumstances prevent.

2. **STUDENTS** – A child must be five years of age by October 1 (MOTION 2/1999) to enter kindergarten and six years of age by October 1 to enter first grade. Each child will be tested and must pass the required developmental screening. (Children entering grade 2 and above must score at least on grade level or above for admittance.) Kindergarten and grade 1 applicants must demonstrate appropriate developmental age as determined by the Gesell Readiness Test. At the present time, due to

a lack of facilities and proper staff, we do not have the capacity to handle special education needs. Any student who has special education needs, either physical or academic, will not be considered for admission. The Academy shall avoid admitting students with a background of disciplinary problems.

Applicants for the kindergarten program of Open Door Christian Academy will be placed in one of the two kindergarten classrooms *at the discretion of the administration and faculty*. Parent requests for a particular teacher will not be a consideration for placement. (MOTION 9/2000)

3. **RE-ENROLLMENT** - Faculty may recommend, through the Headmaster to the Christian Academy School Board, that a student (or family) not be re-admitted to ODCA for reasons of disinterest, uncooperative spirit, lack of support, etc., during the previous school year. Pupils with delinquent financial accounts will be placed on financial probation. All financial obligations are to be met by June 10 or re-enrollment in the Academy will be conditional pending implementation and completion of acceptable payment arrangements. Students will not be admitted into ODCA for the fall term if debts are outstanding to ODCA.

EXTENDED DAY CARE FOR PRESCHOOL AND KINDERGARTEN

Extended care hours for preschool and kindergarten students are to be chosen by the parents at the time of application. These afternoons will be included in the tuition amount indicated on the Financial Agreement. Parents are permitted to change their extended care contract ***only once per year***, assuming available openings exist. Occasional days may be utilized, at the discretion of the classroom teacher, and are to be paid, on the day utilized, at the per diem rate (currently \$15.00 per session).

NOTICE OF NONDISCRIMINATORY POLICY

Open Door Christian Academy admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

FAMILY LIFE VALUES STATEMENT

Open Door Christian Academy works side-by-side with parents to train the child in body, mind and spirit to be prepared for life and eternity by providing a quality Christian education. We believe that parents have a responsibility before God for the instruction, discipline and training of their children. It is our desire to assist each parent in meeting this responsibility by providing curriculum, resources and professional, godly instruction.

Because we believe in the truth and relevance of God's Word, we honor the parenting roles as taught in Scripture. Ephesians 6:1-4 states "Children, obey your parents in the Lord, for this is right. 'Honor your father and mother', which is the first commandment with a promise, 'that you may enjoy long life on the earth.'"

Deuteronomy 6:6-7 states "These commandments that I give you today are to be upon your hearts. Impress them on your children. Talk about them when you sit at home and when you walk along the road, when you lie down and when you get up."

We believe that marriage is the union of one man and one woman and that the family, as God intended, is a partnership between a husband and wife who share the responsibility, who love and respect one another, and who submit to their Creator. The parents (or parent, as may be the situation in a one-parent family) in turn, out of that same kind of love and respect, raise their children to love God and others. Genesis 2:24 states "For this reason a man will leave his father and mother and be united to his wife, and they will become one flesh."

FOREIGN STUDENT ENROLLMENT

During the 2002-2003 school year ODCA was granted permission by Immigration and Naturalization Services (INS) to accept foreign students who require attendance at a school with I-20 status. We pray that this school status will enable us to minister to more families who desire to see children receive a good Christian education. The registration fee is higher for an I-20 student due to the extra paperwork required by INS, as well as an additional application form. Any questions regarding this program can be directed to the School Office or Headmaster. Beginning in the 2006-2007 academic year, an ESL class fee has been established and is required that all I-20 students pay this fee and attend the ESL class which has been established. (MOTION 4/2006)

ADMISSIONS PROCEDURES

Enrollment for the coming year shall begin February 1 according to the preference priorities established by ADMISSIONS POLICY. Applications will not be processed before this date. Families wishing to enroll into ODCA and not meeting the established priorities will be wait-listed and considered according to the receiving date of their completed application. A written application must be made with the established fee submitted.

Admission to ODCA will take place upon receipt of all of the following:

1. Completed application form with its accompanying fee and copies of immunization record, social security card and birth certificate. Application fee is non-refundable.
2. Student tested and found to be academically acceptable.
3. Parent(s) interviewed and recommended for acceptance by the Admissions Committee of the Christian Academy School Board.
4. Remittance of registration fee. Upon notice of acceptance, families have two weeks to submit the registration fee which then is also non-refundable.
5. Signed release form giving permission for any agency to supply information to the Academy pertinent to the progress of the child in the school setting i.e., cumulative records, satisfactory record of immunization, etc.
6. INS students holding an I-20 status will be accepted when classroom space permits. (approved January 2003) The application fee will be increased for these students due to extra office work involved (MOTION 2/2003). There is also a ESL Tutor Class Fee which is required of all I-20 students (MOTION 4/2006).

Teams of two Admissions Committee members shall interview each prospective family prior to final acceptance. It is recommended that both parents should be present without the children. A copy of the student(s)' entrance test scores and other pertinent material shall be in the folder for use of the interviewers. The two Admissions Committee members will complete the Interview Questionnaire. If both are in full agreement, the school Headmaster will be informed to send letters of acceptance. If any questions arise, the interviewers are to review the situation with the Headmaster and/or the Christian Academy School Board.

The main job of the Admissions Committee is to approve the family since our work is with both the student and his/her parents. This is done by considering the application form, interviewing the student and parents (often more than once), securing recommendations and transcripts. In every case the family must show an active interest in the spiritual program of the school. They also must be people with whom the Admissions Committee feels there will be mutual teacher/parent cooperation. Recognizing that much parent education must be carried on by the school, the Admissions Committee tries to accept those families whom they feel will respond to such instruction. Diligent effort is made to screen out students who are low academically, are mentally handicapped, or indicate habitual disciplinary problems. Enrollment is not restricted by race, national origin or gender.

Children attending preschool at ODCA are not automatically accepted into the lower school of ODCA. They must apply and proceed through the ADMISSIONS PROCEDURE. All students are accepted on a six-week probationary period.

TUITION POLICIES

1. Tuition payments are due by the first of each month, August through May.
2. A late fee will be charged to the account balance after the fifth of each month when a delinquency occurs. This fee is \$25.00 per occurrence. (MOTION 5/2003) This amount may be changed at any time by action of the Christian Academy School Board.
3. A 3% discount will be given to any parent whose tuition is paid in full by August 1. There will be no discount or service charge on semester tuition payments. A \$1.00 per month service charge will be added to those accounts paid monthly.
4. The tuition schedule is to be made available to parents by March 1.
5. Individualized family Financial Agreements are to be sent by July 1.
6. In cases of extended student illnesses (two months), the Christian Academy School Board will consider adjusting tuition. No adjustment is made for a leave of absence (MOTION 11/2001).
7. Students withdrawing from the Academy during the school year are required to have paid tuition for the total number of school days from the beginning of the school year through, and including, the final day of attendance PLUS any fees and adjustments indicated in the "Cancellation of Enrollment" policy. (Exception: families moving from area in excess of 50 miles will be billed an adjusted flat rate. (Currently \$100.00) plus the per deim rate for days attended and the fees. (MOTION 3/2005)
8. The application fee for new applicants is reviewed and adjusted annually, if necessary. The amount of the fee is to be available by February 1 of each year.

REMOVAL OF A SCHOOL FAMILY DUE TO INDIVIDUAL OR FAMILY INDISCRETION(S)

Open Door Christian Academy wishes to function according to the principles found in God's Word. **Proverbs 6:16-19** states:

There are six things the Lord hates, seven that are detestable to him: haughty eyes, a lying tongue, hands that shed innocent blood, a heart that devises wicked schemes, feet that are quick to rush into evil, a false witness who pours out lies and a man who stirs up dissension among brothers.

The School Board, administration and faculty of ODCA make every attempt to work with parents who have questions about anything that involves their child and the school. The proper chain of command should be followed by anyone seeking to clarify or resolve an issue. ODCA and the school board honors the principle of Matthew 18 by encouraging parents to first take any concern to the classroom teacher, then to the Headmaster, and finally to the School Board. If, however, an individual or family chooses to cause harm to ODCA by spreading inaccurate, inappropriate and/or slanderous information, it may be necessary for that family to be asked to leave the school. Detrimental or injurious practices will not be tolerated and are to be avoided.

ODCA SCHOOL BOARD

The ODCA School Board is made up of eight or more individuals comprised of school parents and members of Church of the Open Door. The Headmaster, Business Manager, Senior Pastor of Church of the Open Door, and the Vice Chairman of the Elder Board are permanent members, while all other members serve terms. Our School Board functions as a support to the Headmaster by writing and enforcing policies. The School Board honors the principle of Matthew 18 by encouraging parents

to first take any concern to the classroom teacher, then to the Headmaster, and finally to the school board. All School Board members serve on additional committees. These board members serve as advocates for Christian school education as they maintain and reinforce the philosophy, goals and mission of Open Door Christian Academy.

Parents who are interested in being a part of the ODCA School Board can obtain a School Board Candidate Application Form from the school office.

IMPORTANT EVENTS FOR PARENTS

There are several events throughout the year that provide opportunities to build strong relationships between the home and the school. In order for us to work together effectively, attendance at school-sponsored functions should be a priority for every family. ***Back-to-School Night*** in the fall, ***Open House, Parent/Teacher Conferences*** and our ***Christmas and Spring Musicals*** are just a few examples of some of these vital links between your home and our school. Your child and our faculty will be encouraged by your participation.

EMERGENCY CARD INFORMATION

It is vitally important for our school to be able to contact you in the case of an emergency. ***Please*** be sure to inform your child's teacher and the office if you have a change of address, phone number or place of employment, during the school year.

VISITORS TO SCHOOL FACILITIES

Our building is equipped with a state-of-the-art security system. Our doors lock-down during the school day. Anyone entering the school must report to the main office first. All visitors must register at the office upon arrival at school and when leaving. Parents and/or visitors must make arrangements ***in advance*** for classroom visitations or teacher conferences.

AREAS OF CONCERN AS IT RELATES TO THE HOME ~A NOTE TO PARENTS

As a school, we feel that each student's academic development comes first. Other extra-curricular areas such as sports, music, drama, etc. are *in addition* to the academic program, but should not take priority. We suggest that television and computer usage (i.e. e-mail/instant messaging) be monitored or allowed only on weekends. Interaction among students at night is brought to the classroom the next day. ***Remember: you, as the parent, can help your child to become a better student as you take an active role in monitoring his/her school work.***

In addition, please set your standards high and do not allow PG-13 and R-rated movies in your home. Movies and internet sights with adult content are *never* appropriate for *any* of our students. We also encourage you to monitor your child's selection of music and internet usage. Please be very cautious of internet browsing, chat rooms, blog rings (e.g. xanga), and AOL Instant Messaging.

OPEN DOOR PARENTS' ASSOCIATION (O.D.P.A.)

This is an organization of school parents whose purpose is to:

- Promote spiritual encouragement and support in order to help the members of the school family grow and bring greater glory to God
- Promote respect for scriptural standards of personal conduct and morals
- Promote school spirit and morale
- Promote communication and understanding between the families, faculty, and administration
- Conduct family oriented events as well as fundraising events

All parents of students enrolled in Open Door Christian Academy are automatically members of O.D.P.A. Meetings are held bi-monthly to plan and execute activities and projects. Times and

locations are communicated through the DoorPost and weekly blue folders.

O.D.P.A. provides many events and activities throughout the year for the enjoyment of the school family and the building of relationships between students, parents, faculty, and staff. In order to organize and execute these events, each family is expected to volunteer time during the school year. (Please refer to the volunteer form in the summer packet.)

FUNDRAISING

O.D.P.A. organizes fundraising events to help keep tuition costs low and to provide services for school families. In 2002, O.D.P.A. initiated an annual fundraiser, Race for Education, which has generated between \$40,000 and \$50,000 yearly. Proceeds from the Race for Education are divided between O.D.P.A. for extra school projects and O.D.C.A.'s general budget as a contribution to lower tuition. Because of the success of Race for Education other fundraisers, such as pizza sales and Kidstuff coupon books, are executed at the request of school families and are entirely optional.

MOMS' PRAYER

Once a month, school moms join together in the Blue Room for a time of prayer. They meet to pray for our school faculty, student body and their families. The schedule for this is noted in the Doorpost.

DESIGNATED GIFTS

Open Door Christian Academy operates under a unified budget control process. As such, all income, regardless of designation, goes to the general fund and is distributed according to the needs and purposes of maintaining the Academy's programs; however, the School Board, with approval of the Board of Elders, may approve special projects or programs and raise funds and/or receive designated gifts in support of these activities once approved.

ODCA CHRISTMAS LOVE GIFT

The "Love Gift" is a fund that affords the school families the wonderful opportunity of collectively pooling monetary gifts (of any size) which are divided proportionally among *every person* who contributes to the success of our children's education (academically, spiritually, physically and emotionally). All school families who are led to give gifts to one or more of the teachers and/or support staff during the holiday season are strongly encouraged to consider directing them into the "Love Gift" (whether on the evening of the all-school Christmas program or in an envelope mailed to the school marked ATTN: Love Gift).

Checks can be made out to ODCA, but are not tax deductible for this purpose. Information from the parent in charge of this project and his/her committee will be sent out each year, prior to the collection of the love gift, with complete instructions.

Heartfelt appreciation goes to each individual that has joyfully chosen to work at ODCA – often making sacrifices to do so. The Love Gift is just one way to express genuine gratitude to those who do so much for so many.

SCHOOL OFFICE

School office hours are 8:30 a.m. to 4:00 p.m. daily. Our office staff will be happy to transmit messages in an emergency or to help you with any of your needs. Call the school phone number at **215-542-9795** or, in an emergency, call the church phone number at **215-646-7472**.

Anyone entering the school must report to the main office first. All visitors must register at the office upon arrival at school and when leaving. Parents and/or visitors must make arrangements *in advance* for classroom visitations or teacher conferences.

THE SCHOOL DAY

8:00	Students begin arriving and proceed to the waiting zone on the upper parking lot. In case of bad weather, students should report to the gym. The teacher on morning duty is with the students. The second teacher on duty should arrive by 8:20 AM.	
8:00 – 8:25	All faculty members meet for devotions in the Library on Monday, Tuesday, Thursday and Friday. Middle School faculty meets on Wednesdays in the Library, at which time Preschool, Kindergarten and Lower School teachers are expected to be in the building making preparations for the school day.	
8:40	All students are escorted inside to begin preparations for the day's work.	
8:45	School day begins. Students arriving after 9:00 a.m. are marked as tardy. An absentee and tardy list is sent to the office at this time. Absentee forms are supplied by the school office to the teachers. It is the parent's responsibility to call the school office to report your child absent or tardy in grades K-8. Notes must also be sent in following their return to school.	
11:50 – 1:25	Lunches and recess (stay in classrooms for lunch)	
	Grades 1 - 2	11:45 – 12:15 Lunch 12:15 – 12:45 Recess
	Grades 3 – 5	12:30 – 12:55 Lunch 12:55 – 1:25 Recess
	Middle School	11:45 – 12:10 Lunch (M,W,F,) 11:45 – 12:15 Lunch (T, Th)
	Recess: Children are outside in the designated play areas under the supervision of two (2) recess aides. Children are required to go out for recess with the class unless: a. The child brings a note from home requesting he/she remain indoors due to illness. b. The teacher wishes to work with the student. c. He/she has music lessons or special privileges granted by the teacher.	
3:05	Afternoon Announcements/Car and Bus Dismissal: Car riders are dismissed to the preschool side of the building where their rides will be announced by two teachers. All car riders MUST be picked up on the preschool side, unless prior permission has been given to pick them up on the office side. Parent vehicles should not interfere with bus flow traffic. Readiness and kindergarten students riding buses home are to be on the Academy side of the building for dismissal, in the location determined by Headmaster. Two teachers are on duty at the exit doors where the buses arrive (on the Academy side.) One teacher announces the buses and the second escorts students to each bus. All bus riders are to remain in their seats until their bus is called over the school intercom.	
5:00 – 6:30	Pick-up time for students involved in sports (see website for specific times). Please follow proper traffic flow patterns discussed later in this handbook.	

COMMUNICATION

Should you have any questions, please feel free to call your teacher at school (215) 542-9795. If your child's teacher is not available, the office will take a message and he/she will call you as soon as possible. If you have access to e-mail, you may also e-mail directly to your child's teacher and he/she will respond back to you at their earliest convenience.

LOST AND FOUND

At the end of each school year, we are always amazed at the amount of unlabeled, good clothing and other items that have accumulated in our school Lost and Found. ***Please label your belongings with your name.*** This will help us to return anything that has been lost to the proper owner. When you misplace something, please contact your teacher first. If that is unsuccessful, please check with our office staff to see if your missing belonging has been turned in. **All unclaimed items are given away the 30th of each month.**

WHAT TO LEAVE AT HOME

Please ***do not*** bring headphones, walkman radios, iPods, MP3 players, hand-held computer games, laser pointers, cell phones, beepers, Pokémon/Yu-G-IOh (related type cards/materials), or expensive toys to school. These items can be a distraction to the educational process. ODCA cannot be responsible if these items are lost, stolen or broken. Thank you for your cooperation in this matter.

A parent may desire their student to have a cell phone while at school, however, it is to be turned off during the school day. It can only be used for an emergency situation with prior permission from a faculty member if it is during school hours.

LOCKERS

Middle school students utilize lockers which are the property of Open Door Christian Academy. Students are given a temporary privilege to use a locker, but have no expectation of privacy therein. The Headmaster may authorize an unannounced search of all school lockers. Prior to the search, students shall be notified and given an opportunity to be present.

CARE OF BUILDING AND CLASSROOMS

Each summer our building is cleaned, floors are waxed, and painting is accomplished in preparation for the new school year. It is very important that students respect and care for our facilities and the surrounding property. Many of our school parents have assisted us in maintaining a beautiful building. No gum chewing is allowed on school property. Food, including candy, is to be eaten only at lunch or at specified snack times or parties. Any defacing of the church/school property will result in discipline, and the family will be responsible for the damage incurred.

SCHOOL DISCIPLINE POLICY - GENERAL

Since lifelong success depends in part on learning to make responsible choices, we have developed a discipline policy which guides each student to make good decisions about his/her behavior. Your child deserves the most positive educational climate possible for his/her growth. We strive for the most effective discipline system, which incorporates a method of positive recognition for appropriate behavior.

Recognizing that there are differences in age and maturity within our school, the Board has established discipline guidelines and policies for the lower and middle school that are consistent with the learning objectives outlined above. However, there are offenses and breaches in discipline that are not age-specific, and are therefore eligible for our most serious method of discipline: suspension or expulsion. Suspension procedures are based on the offense and include exclusion from school for a period of 1 to 10 consecutive school days. The School Board will be notified of the following offenses made by the student as well as the disciplinary action taken.

Breach of Discipline May Include, Without Limitations:

1. Refusal to conform to school policies, rules or regulations.
2. Conduct which disturbs the orderly, efficient and disciplined atmosphere and operation of the school or school-related activity.
3. Refusal to comply with directions from teachers, Headmasters or other school personnel.
4. Physical attack or threats of physical attack to students, teachers, Headmasters or other school personnel.
5. Possession of weapons, firearms, contraband, dangerous objects or look-alikes.
6. Extortion.
7. Theft, robbery and/or vandalism.
8. Habitual detentions (due to continual lack of living within the school academic and behavioral standards).
9. Anything that is illegal or immoral in accordance with State Laws or the Word of God.
10. Damaging, altering, injuring, defacing or destruction of any building, fixture or tangible property.
11. Causing a fire or explosion, or placing any burning or combustible material, or any incendiary or explosive device or material, in or near any school property, whether or not any such property is actually damaged or destroyed.
12. Setting off false alarms – fines will be imposed on the student/family if the school is charged by the Fire Department.
13. Threatening to place or attempting to place any incendiary or explosive device or material, or any destructive substance or device in or about the school premises or premises where a school-sponsored activity will be held.
14. Fighting or engaging in disruptive or violent behavior at school or at school events.
15. Making noise in the vicinity of the school or school-sponsored activities, which disrupts the orderly, efficient and disciplined atmosphere of the school or the school-sponsored activity.
16. Abusive epithets, threatening gestures, or harassing behaviors to other students, teachers, Headmaster or other school personnel.
17. Possessing or consuming alcohol on school property or while attending a school activity.
18. Possession of a controlled substance or controlled substance look-alike.
19. Use of tobacco or any controlled substance.
20. Documented conduct detrimental to the best interest of the school.
21. The use of any racial, ethnic or sexual slurs.
22. Inappropriate physical contact with others.

Discipline shall be handled at the lowest possible level, i.e. the classroom. If problems continue to occur at the classroom level, the following steps will be followed:

- a. Teacher counsels and prays with the student.
- b. Teacher counsels with the student and his/her parents.
- c. Headmaster counsels with the student.
- d. Headmaster counsels with teacher, student, and his/her parents.
- e. Headmaster considers probation or suspension of the student.
- f. ODCA School Board will decide upon final disposition.

CAUSES FOR DISCIPLINE

- General: steps a. through d. above
 - a. Recurring behavior problems
 - b. Inappropriate language: foul, vulgar, blasphemous, abusive
 - c. Defacing school property (walls, desks, etc.); family is held responsible
 - d. Borrowing books, pencils, clothing, etc. without permission from the owner
 - e. Fighting: first offense
 - f. Inappropriate physical contact with others
- In-School Suspension: steps a. through e. above
 - a. Continual classroom disruption
 - b. Continual academic failures caused by attitude
 - c. Fighting: more than first offense
 - d. Stealing: at teacher's/Headmaster's discretion
 - e. Bullying
 - f. Cutting class and/or school related function
- Out-of-School Suspension: steps a. through e. above
 - a. Fighting: more than first offense (at teacher's/Headmaster's discretion).
 - b. Smoking
 - c. Setting off false fire alarms (includes fine if imposed by the Fire Marshall)
 - d. Leaving school property without permission
 - e. Cutting class and/or school related function
 - f. Drug or alcohol use: Headmaster's/Board's discretion
 - g. Continual proven bullying
 - h. Setting off false fire alarms – fines will also be imposed on the student/family if school is charged.
 - i. Any offense that is illegal or immoral in accordance with state laws or the Word of God: Headmaster's/Board's discretion
- Expulsion: steps a. through f. above
 - a. Sexual immorality
 - b. Drug dealing
 - c. Drug or alcohol use: Headmaster's/Board's discretion
 - d. Continual behavioral disruption
 - e. Any offense that is illegal or immoral in accordance with state laws or the Word of God: Headmaster's/Board's discretion
- Probation can be instituted as deemed necessary by the Headmaster and the School Board.

Consequences for Violating the Regulations, Rules and Policies of the School

Students who violate policies, rules or regulations of the school, or who have documented cases of conduct detrimental to the best interest of the school, may be suspended or expelled from school or otherwise punished as provided by this policy.

The Headmaster or designee(s) shall have the authority to suspend students temporarily. Such suspension may be for a period not to exceed ten (10) school days. A suspended student shall be given opportunity to make up work and receive credit on the same basis as other absentees. A day of suspension shall be counted as an absence. The initiative to make up work must be made by the student.

The Headmaster or designee(s) may impose a range of penalties based upon professional judgment and the facts and circumstances of each situation. Consequences may range from warning, counseling, reprimand, detention, in-school suspension, loss of privileges, suspension from school, suspension from participation in activities, or recommendation for expulsion.

The School Board, upon the recommendation of the Headmaster, may expel a student from school for violation of the policies, rules or regulations of the school district or for documented cases of misconduct detrimental to the best interest of the school. The Board may also expel any child whose presence in school may be injurious to the health and/or safety of others or to the welfare of the school.

The Headmaster may assist a student who is expelled to maintain their educational progress or participate in an alternative form of educational programming.

This discipline policy shall govern students while on school premises; while on school owned and/or operated school or chartered buses; while attending or engaged in school activities; while away from school grounds if misconduct will directly affect the good order, efficiency, management and welfare of the school.

Firearms and Other Dangerous Weapons

Any student who possesses a dangerous weapon while on school property will be suspended and may be recommended for expulsion to the School Board. Any student who brings a firearm to school, or knowingly possesses a firearm at school, or in his or her locker, shall be automatically expelled from school by the School Board for a period of not less than one year. And, in accordance with the federal Gun-Free School Zone Act, possession or discharge of a firearm in, on, or within 1,000 feet of school grounds is prohibited. Violations shall be reported immediately to the appropriate law enforcement agency.

The discipline policy takes a strong stand against possession of weapons, dangerous objects or “look-alikes” on school grounds or at school sponsored activities. A student found to be in possession of “look-alikes” or ANY type of weapon is subject to out-of-school suspension for up to ten days and for possible recommendation for expulsion. Federal and state law requires school districts to expel, for not less than one year, a student who is in possession of a firearm on school grounds.

Threats

Any student who writes or talks about using weapons or about injuring another student, staff member or any other person must expect such statements to be taken seriously. Staff and administration will always consider such talk or writing as a serious threat, and the situation will be investigated. If the information is substantiated, if someone did make such threats or statements, the student(s) who are involved will be disciplined per school policy. Such students will be referred to the appropriate personnel.

LOWER SCHOOL DISCIPLINE DISTINCTIVES

“There is a relationship between discipline in a school and the quality of education offered by that school. If students are undisciplined, their education suffers. Every Christian home and every Christian school must work and pray to develop disciplined children.” – taken from *Christian School Administration* – Roy W. Lowrie. See Biblical discipline principles found in Hebrews 13:17a and Proverbs 29:15,17.

The following guiding principles of discipline apply to the Lower School children and are in addition to the School Discipline Policy – General:

PRINCIPLES OF DISCIPLINE

- The Bible teaches that God requires discipline, including respect for authority. Students at ODCA are expected to exemplify Christian character and conduct.
- Discipline problems and the measures that are taken by teachers and the Headmaster will be based on a student’s personal relationship with Christ.
- It is our basic philosophy to involve the parents in the process of developing mature behavior patterns. A conference with the parents, students, and the teachers helps to resolve any difficulties that might be experienced. Consistent parental support of the teachers and administration is of major importance in the joint effort of training children.

MIDDLE SCHOOL DISCIPLINE DISTINCTIVES

Demerits are given as a reminder of inappropriate or unacceptable behavior, such as dress code violations, breaking school rules, not being prepared for class, etc. Conduct demerits are worth 1 demerit and irresponsibility demerits are worth ½ demerit. **Active Demerits:** are the total demerits in a Quarter that have not been erased. Any student has the opportunity to erase one previously issued demerit from his/her record each week that he/she receives zero demerits. The student must submit, in writing, a request to the Headmaster to have a demerit erased. **Earned Demerits:** equal the total number of active and erased demerits in a Quarter.

The accumulation of **active** demerits results in the following:

- **3 Demerits:** **Detention** is assigned and takes place in one of our classrooms from 3:15–5:00 p.m. Parents will be notified when their child is to have detention. All detentions must be served within a reasonable time.
- **7 Demerits:** **In-School Suspension** is assigned for one day and takes place in the Headmaster’s office. Students with more than 6 demerits are ineligible for sports or school trips.
- **10 Demerits:** **(In or Out of School)* Suspension** is assigned for 3 days, followed by a parent conference in order for the student to return to class.
- **13 Demerits:** **2nd (In or Out of School)* Suspension** is assigned and the School Board is notified.
- **14 Demerits:** **3rd (In or Out of School)* Suspension** may result in a recommendation to the School Board for expulsion.
- **Demerit for Disrespect** results in immediate removal from the classroom and an in-school suspension with the Headmaster. Parents will be notified.

* It is up to the discretion of the ODCA Headmaster whether the suspension will be held as an in-school suspension or an out-of-school suspension.

Conduct Grades will be placed on the student’s report card each quarter as follows:

A = 0–1 demerits/B=2–3 demerits/C=4–5 demerits/D=6–7 demerits/F= 8+ demerits

Rewards: To encourage students to follow these rules and to build self-discipline, appropriate behavior will be reinforced with verbal praise, individual rewards (positive notes, incentives, homework passes, etc.) and class awards (free time, recess, end-of-semester trips).

DRESS CODE

Purpose: Parents should encourage their student to dress modestly and to have a clean appearance. Clothes should be clean, neat and in good repair with properly operating fasteners, zippers and buttons. A mix and match dress code is required for first through eighth grade students in order to promote modesty, neatness and school spirit at Open Door Christian Academy. It is not strictly a uniform, rather it is a set of clothing parameters, within which one may mix and match certain styles and colors. Parents will be called to bring proper dress code attire if your child is not in compliance with the dress code. Your child will remain in the office until appropriate clothing is brought to school.

School Colors: *Solid colors* of the following: Tan, Beige, Oxford Blue, Navy Blue, and White; **(Dark Brown, Khaki Green, Teal, Seafoam, Aqua (and shades of these colors) are NOT considered school colors).** **Stripes:** Shirts are not permitted to be striped; whether it is on the sleeves, across the chest, or full strips. **All shirts must be solid (one color).**

Boys: All apparel, **MUST be solid in color with no writing*/stripes/pictures**

Pants or shorts (shorts should be no more than 4" above the knee when kneeling)

Shirts with collars (such as Oxford or polo/golf shirts)

Henley style shirts (solid color)

Shirts with stripes/writing*/pictures are NOT allowed

Turtlenecks or mock turtlenecks

Pull-over sweaters (of school colors)

Sweatshirts (of school colors worn on top of, not in lieu of, shirts)

Girls: All apparel, **MUST be solid in color with no writing*/stripes/pictures**

Skirts, dresses, skorts (no more than 4" above the knee when kneeling)

Slacks, capris, or shorts (shorts should be no more than 4" above the knee when kneeling)

Blouses, golf shirts, sleeveless blouses (with at least a 3" shoulder seam) and crew neck shirts (Shirts that have the same color ribbing around the neck are acceptable as long as they are *not* t-shirts. Low necklines are not acceptable.)

Pull-over sweaters (of school colors)

Sweatshirts (of school colors worn on top of, not in lieu of, blouses or shirts)

Boys & Girls: NO T-SHIRTS, TANK TOPS OR BLUE JEANS WILL BE ALLOWED. *A shirt logo is permissible if it does not exceed 2" in size (e.g. IZOD alligator). Shirts must cover the midriff area. No tight-fitting pants or tops are permitted. The waistline of pants and/or skirts must not reveal underwear and/or boxers. The waistline of pants/shorts should rest between the waist and hip bones. Students are allowed to wear any type of footwear that is safe and appropriate (no flip-flops). Any color socks are acceptable. Hats and outdoor type jackets are **NOT** to be worn in the classroom, unless students are granted permission from their teacher. The students should avoid hair that is dyed to an unnatural color, or cut/styled so as to attract undue attention. Body piercing other than appropriate earrings is not allowed.

Chapel: Students are to wear appropriate school dress code attire. If a student has gym class on a chapel day they are permitted to wear gym attire.

Gym: ODCA gym t-shirts (available in school office) and gym shorts, sweatpants/gym pants of school colors can be worn in colder weather. Gym bottoms are permitted to have a stripe on them **ODCA t-shirts may only be worn to school on your child's gym day.** Children may come to school dressed in their gym uniforms *only* on gym days.. Gym shorts are not to be "rolled-up" at the waist to make shorts "shorter". ODCA gym t-shirts are required for gym. Other t-shirts do not qualify as the gym uniform.

"Dress Down Days": Occasionally, on special days, students are permitted to wear blue jeans and clothing that is not according to school colors; ***however***, the usual rules apply to the tops worn by students (no tank tops, etc.) and blue jean shorts *must* be no more than 4" above the knee when kneeling.

MEDICATION POLICY

The health and safety of your child is an important concern to us; therefore, in accordance with the Pennsylvania School Health Code, we have instituted measures to insure that the dispensing of medications during school hours is safe and efficient. Children are **NOT** permitted to carry any type of prescription or non-prescription medication on their persons while at school. All medication must be kept in the school office. There are two very important forms with which you should become familiar. They are: a **Medication Dispensing Form** (yellow) to be used for physician-prescribed medication; and a **Short Term Non-Prescription Medication Needs Form** (pink). They are to be used as follows:

MEDICATION DISPENSING FORM (Yellow): This form is mandatory for any student who needs a physician-prescribed medication/treatment during school hours. This includes any medication that may be needed throughout the school year such as allergy medication, inhalers, Tylenol, antacids, etc. A separate form must be completed for each medication. Please note: this includes all medications that must be kept all year long, even though your child may only need it in an emergency. Example: Benadryl for bee stings.

SHORT TERM NON-PRESCRIPTION MEDICATION NEEDS FORM (Pink): This pertains to a medication and/or treatment, required by your child, that does not exceed 5 consecutive school days (e.g. pain reliever for headaches, cramps, new braces etc). We are concerned for the comfort of your child and the safety of all students in the school. Medication should not be a child's responsibility, and a medication that is helpful to one child may be very harmful to another. Although we allow for flexibility in dispensing medication during school hours, please try to give medications at home, before or after school hours. When your child needs a short-term, non-prescription medication, be sure to complete a pink form or provide a note with the same necessary information. This note should include the date, student's name, teacher, grade, medication, reason for need, dosage, frequency, time of last dose given, and a parent's signature.

Medication should be in the original labeled packaging and sent to the office. Additional forms are available from the office.

ABSENCES/ILLNESS

If your child is experiencing excessive coughing, sneezing, or a runny nose, please keep your child home. The extra rest will be beneficial to your child, and the courtesy to the well children will be appreciated. If your child has a fever, he/she must be **fever-free** (without medication) for 24 hours prior to returning to school. The office must be informed before 10:00 a.m. on any day and for any reason your child is absent, unless you have given prior notification. Also remember to send a note along with your child when he/she returns to school. If your child will be out of school for any other reason, please advise the teacher ahead of time, if at all possible. Please see the attendance policy later in this handbook for further instructions.

POLICY ON COMMUNICABLE DISEASE CONTROL

ODCA recognizes the importance of providing and maintaining a school environment which minimizes the risk of the transmission of any communicable disease. It also recognizes the need to ensure that any student or staff member with a communicable disease remain eligible for the benefits of his/her educational services, as well as his or her rights and privileges provided by law. In order to balance these rights with the school's obligation to protect the health of all students and staff, policies and procedures have been developed regarding any student who has a communicable disease. ODCA will work cooperatively with local, county and state agencies to enforce and adhere to health codes for prevention, control and containment of communicable diseases in its school. All staff will have instruction in universal precautions and these procedures will be used by all of our staff.

SCHOOL NURSE

During the school year an Upper Dublin School District Nurse will see your child. ODCA follows the state mandated guidelines on student health requirements. Every child in grades K-8 has his/her vision tested yearly. If your child fails the vision screening or is borderline passing/failing, the nurse will send home a referral notice asking that you see an ophthalmologist for a more complete exam and report the results back to the nurse and your child's teacher.

Students in grades K-3 and those in grade 7 have their hearing tested each year with an audiometer (a machine that makes sounds that the child responds to where earphones are placed on the child's ears - nothing goes into the ears!) Any teacher may, at any time, request that a student have his/her hearing tested if that teacher is noticing a problem.

Height and weight of every student is checked yearly and recorded on their health records. Any worrisome deviations are noted and followed up with a phone call to the parents. A health record is kept up to date on each student and, at certain grade levels, physical and dental exams are required.

ACADEMIC INFORMATION AND POLICIES

TESTING AND/OR SPECIAL NEEDS

In the interest of providing the best possible education for each child in our school, it is imperative that the teacher and Headmaster be informed of any educational or psychological testing that your child has received in the past. It is also vitally important for the teacher and Headmaster to know of any special needs which have been identified for your child. We will do our best to work with each applicant to make sure that your child's individual needs can be met by our staff; however, we do recognize that there are some children who might require a more specialized setting in order to maximize his/her learning potential. It is important for each parent to recognize this fact and to work closely with our school personnel.

Each child who is accepted to ODCA is automatically placed with a 6-week probationary status. If it is determined, during this time period, that a particular child is not ready, for any reason, for his/her placement, the teacher and Headmaster will work together with the parents to decide on an appropriate resolution.

MONTGOMERY COUNTY INTERMEDIATE UNIT

The Montgomery County Intermediate Unit (MCIU) is available for students needing extra help and remediation. The student must be referred to the MCIU by the classroom teacher, however, if you feel your child might need this service, please advise his/her teacher. The MCIU will set up testing once a referral is received from a teacher along with proper parent permission. This help is available for reading, math, and speech. Students meet in small groups with the MCIU teacher before school or during the school day.

REPORT CARDS

ODCA has a quarterly reporting period. Report cards are issued every nine weeks, for grades 1-8. You will receive your child's first report card during the fall parent/teacher conference. After that, your child will bring his/her report card home, assuming that all obligations (financial, academic, etc.) have been met. Check the school calendar for these dates. Report cards for grades 6-8 for the 4th marking period are issued after school has ended for the year.

GRADING SCALE

100	A+	73-81	C
94-99	A	72	C-
93	A-	71	D+
92	B+	64-70	D
84-91	B	63	D-
83	B-	62↓	F
82	C+		

- **Kindergarten:**

O = Outstanding; G = Good; S = Satisfactory; I = Improving; N = Needs Improvement

- **Elementary School (Work Habits and Social/Personal Skills):**

O = Outstanding; S = Satisfactory; N = Needs Improvement; I = Improving;

U = Unsatisfactory

- **Middle School (Effort/Attitude Grades):**

E = Excellent; G = Good; S = Satisfactory; N = Needs Improvement; U = Unsatisfactory

HONOR ROLL

We have two Honor Rolls in grades 4 and up, as follows:

✓ ***Principal's List*** – All major academic grades are A's, minor subject grades are C's or above, and there are no unsatisfactory notations under Effort or Attitude.

✓ ***Honor Roll*** – All major academic grades are B's or above, minor subject grades are C's or above, and there are no unsatisfactory notations under Effort or Attitude.

SUBJECTS TAUGHT IN MIDDLE SCHOOL

Major Subjects include: Bible, English/Literature/Writing, Geography, History, Math, and Science.

Minor Subjects include: Art, Choir (Voice and Bell), Computer Science, Foreign Language, Health, Family and Consumer Science, Music, Physical Education, Writing, Intramural Sports, and Instrumental Lessons.

ACADEMIC PROGRESS REPORTS AND PROBATION PROCEDURE (GRADES 6-8)

The Middle School Faculty reviews and issues commendations/deficiencies mid-way during each marking period as needed. They are designed to call the parent's attention to any problem areas their child may be experiencing in certain subjects, behavior, absenteeism, etc. Also, for students whose grades are not improving, the teachers have an academic probation notice system which would require the student to be removed from all extra-curricular activities until the grade in the subject(s) has been raised to a level acceptable to the teacher and/or Headmaster.

PROMOTION POLICY

Students at ODCA are expected to maintain a good academic average. A student who has not met minimum standards in one of the major subjects may possibly not be promoted. Students will not be promoted if they have a failing grade in two or more subjects.

RETENTION/PASSING OF BELOW-LEVEL STUDENTS (GRADES 1-8)

In order to keep parents informed ***in advance*** regarding the possible retention or ‘passing-on-probation’ of their child, the following procedure is to be followed for ***all students*** who are functioning below grade level in grades 1–5, or below level in two or more major subject areas in grades 6– 8:

- ✓ Following the ***second marking period (Early February)***, a conference will be held with parents regarding their child’s progress. Suggestions as to what would be helpful to the student (i.e. tutoring, testing, etc.) should be given to the parent(s) at this time.
- ✓ This conference ***must*** be documented by the teacher. This documentation ***must*** be placed in the student’s folder and a copy given to the Headmaster.
- ✓ Testing to be done by the IU or privately ***must*** be requested by February.
- ✓ A ***second conference should be held in May*** and, if needed, a contract drawn up clearly outlining summer requirements which will be needed in order for the student to be passed on to the next grade.
- ✓ This contract must be signed by the teacher and at least one parent should be placed in the student’s permanent file, and a copy given to the Headmaster.
- ✓ Regarding the ***contract***:
 - If tutoring is being required, at least 6 weeks of tutoring (2 times per week) by a qualified teacher, is ***mandatory***.
 - The teacher recommending tutoring will prepare guidelines for the tutor to complete with the student (approved by the Headmaster).
 - Using the teacher-prepared guidelines, the tutor will complete a written evaluation regarding the student’s progress and submit it to the school office by August 15th.
 - As soon as test results are available, a copy should be given to the Headmaster.
 - Anything else that is required by the teacher is to be turned in to the school office by August 15th.

A final decision will be made, by the Headmaster and teacher, about the child’s placement (retention, passed-on-probation, or passed-without-probation) ***ONLY AFTER ALL REQUIRED DOCUMENTATION HAS BEEN RECEIVED BY THE SCHOOL OFFICE.***

STUDENT RECORDS

Open Door Christian Academy shall protect the rights of students with respect to their education records. As provided in the attached procedures, the school must: (1) regulate access to education records in accordance with law and policy, and (2) maintain records as required by law and policy. School employees are obligated to carefully protect student education records and shall be held accountable for safeguarding them.

Conditions for Releasing Student Information

Before personally identifiable student information is released, the student's parent or guardian will sign a Record's Release Form and, provided that all financial obligations are met, the following conditions are observed:

- Upon written request by the parent/legal guardian-ODCA will forward the ***original*** education records directly to a school where the student applies for admission and/or transfer.
- The school releases information with the understanding that the institution or person receiving the information will not disclose it to any other person without the written consent of the parent.
- At the request of the parent, ODCA will make available a ***copy*** of the student's academic information. (MOTION 5/2006)

AIDS TO STUDYING

God's will for you at this time of your life is the mastery of your school subjects. You should give yourself as earnestly to your studies as you will later to your life's work. Studies form the most important part of your school training. Good studying begins with the proper heart attitude: receiving studies as from God and doing your work "as unto the Lord."

- ✓ Schedule a regular time for study and start promptly without procrastination. Study in a quiet place where you can settle yourself to do your work.
- ✓ Collect all of the material you will need and set aside distractions.
- ✓ Before beginning your work, commit your study time to God in prayer. You are His child, and you are studying to honor Him. He has given you the Holy Spirit to lead you into all truth. Place this time and yourself into His hands.
- ✓ Concentrate on the work at hand and refuse to entertain irrelevant thoughts. Think! Studying requires the active exercising of your mind.
- ✓ Budget your time to cover all of your studies.
- ✓ Cultivate the dictionary habit.
- ✓ Be dissatisfied with any effort which falls short of your God-given ability.

HOMEWORK

Homework is designed to review, reinforce, and expand on knowledge and skills learned in the classroom. It is also designed to prepare students for new instruction and class discussion, it should teach the student personal responsibility and effective time management in addition to allowing the family an opportunity to participate in certain learning experiences.

Teachers typically assign daily homework as well as assignments on a long-term basis (i.e. book reports, science projects, scripture memorization, term papers, etc.). The student is responsible for his/her homework assignments from each teacher. Every Middle School student is given an assignment book to record each teacher's daily assignments. Independent work and personal responsibility are valuable character traits that should be developed prior to the High School experience. Homework assignments for grades 6-8 are typically posted on the ODCA website the Friday prior to the week the assignments are due.

When a student is absent, it is the *student's responsibility* to make up the work he/she has missed. The student will be given a reasonable amount of time to make up the work, which should **not** exceed *twice the amount of time missed*. Work turned in by the time limit set by the teacher will be graded at full credit. Work assigned prior to the absence should be submitted upon return, and tests assigned taken *immediately* upon return. Grades for work handed in late are automatically lowered. Middle School students who miss certain classes for sports activities, band, music lessons, or other appointments are required to get their assignments from each teacher prior to the close of the school day. It is the *student's responsibility* to keep up with all homework assignments given during his/her absence.

TEXTBOOKS

Care of textbooks is the student's responsibility. Non-consumable texts must be maintained in good condition. Books should be covered at *all* times with a non-sticky material, unless directed otherwise by the teacher. You will be expected to return your books in good order. A fine is charged for damaged or lost books.

ACHIEVEMENT TESTING

Achievement tests are administered every April in grades 2-8. This form of testing provides a concrete way for us to evaluate student progress, as well as our curriculum. The results of these tests will be sent home with the student's final report card of the school year. Parents should **NOT** schedule vacations or appointments that would result in absences during the testing period.

PARTICIPATION IN SPORTS

According to the law, your child is required to have a sports physical completed before he/she may participate in organized school sports. At the start of each sports season the applicable sports fee must be paid in order to participate. Also, students must maintain a good academic standing in order to remain in the sports program. Please refer to the **Student Athletic Handbook** for more detailed information. We also list sports events on our school website.

CHRISTIAN LIFESTYLE~A NOTE TO STUDENTS

We cannot control what you do outside of school, but we want you to know that our experience tells us that your life *outside* of school has an effect on what you do *inside* of school.

We expect that you will live in such a way that you won't be contaminating or corrupting your mind by listening to the wrong kind of music, watching the wrong films, looking at wrong internet sights, reading the wrong magazines, etc.

You should ask yourself, "What good is this doing me?" when you pick your forms of entertainment. Ask yourself if Jesus would want to join you as you listen to that station, look at that film or internet sight, or read that magazine.

SCHOOL PICTURES

School pictures are taken every fall. This service, provided to ODCA parents, gives them the option to purchase a set of color prints each school year. Check the school calendar for the date.

PHONE USAGE

If your child needs to call home for any reason other than sickness or a change in sporting/school schedule, he/she will be charged 25¢.

LUNCH FACILITIES AND POLICIES

ODCA does not offer a daily lunch program, so students are required to bring lunches from home. Please send in the appropriate eating utensils for your child's lunch (fork/spoon/plate/bowl). We do not have the means to provide utensils for student lunches. Soda is **NOT** to be sent in with your child for lunch. Our optional, twice-weekly "hot lunch" program has been successfully managed by volunteer moms for several years. If you are interested in serving in this hot lunch capacity, please let the school office know. You will receive information about the hot lunch program early in the school year. **Please send in hot lunch money (1st thing Monday morning) with each child individually, so that each teacher has a record of hot lunch orders. If for some reason your child is absent on a day he/she ordered hot lunch, we will not be able to refund your money. Late lunch orders will NOT be accepted.**

ATTENDANCE POLICY

Absences: Compulsory school attendance is legislated by the Commonwealth of Pennsylvania. A child shall attend school continuously through the school year. Parents are responsible for exercising whatever reasonable supervision and control is necessary to maintain regular attendance. Certain absences that are excused are as follows:

1. Sickness.
2. Death in the immediate family.
3. Doctor, dentist or other health appointment confirmed by a note from the doctor or dentist. Notification in writing of an anticipated appointment should be made one day in advance. Please try to schedule appointments before or after school hours. It is also helpful to avoid scheduling appointments during the week of Achievement Testing in April.
4. Family emergency (please specify).
5. Transportation problems.

If your child will not be at school on a given day, it is your responsibility to call the school office and report your child's absence before 10:00 a.m. Notes explaining absences should be brought into the homeroom teacher on the day following an absence. ***Important note:*** When it is necessary to take a student out of school, parents should consult with the teacher to see what work will need to be made up. All missed assignments must be completed by the student upon his/her return to school. A note must be turned into the teacher prior to the day your child will miss school when possible.

Tardiness: Written explanations are also required for morning lateness. Students need to report to the school office before entering the classroom.

TRANSPORTATION: ARRIVAL AND DISMISSAL PROCEDURES

TRANSPORTATION

The Academy office staff will send lists of student names to the area public schools, confirming the student's registration status at ODCA. In questions relative to the quality of service, parents are advised to contact their local school district department of transportation.

Please be sure to review the traffic flow chart in the back of this handbook. Please adhere to a speed no more than five (5) mph on school grounds. Also, the driveway closest to the Academy side is posted as **DO NOT ENTER**. Please observe this sign during the entire school day.

MORNING ARRIVAL - OUTSIDE

1. Two teachers will be on duty, one at 8:00 a.m. and the 2nd by 8:20 a.m. each morning.
2. Play area – play in the field behind the parking lot.
3. Stay on the blacktop if the grass is wet.
4. Do not go behind the garage or in the pine trees on the far side of the field.
5. No throwing snow or snowballs. No playing in puddles.
6. No skateboards, rollerblades, Heelys (rollershoes), or scooters are permitted.
7. 8:40 a.m. – line up to enter the building quietly.

MORNING ARRIVAL - INSIDE GYM FOR INCLEMENT WEATHER

1. Stay in the gym.
2. Basketball and other games may be played until the gym becomes too crowded.
3. Students may use the gym bathroom only, one at a time, with permission.
4. When the gym becomes too crowded, the students are to sit according to classes. School students may sit on the stage or on chairs in an orderly fashion.

DISMISSAL TIME POLICY

Afternoon announcements begin at 3:05 p.m. Car riders will be dismissed at 3:05 p.m. to the preschool side of the building to wait for their ride to be called. All children riding buses will be dismissed beginning at 3:10 p.m. Students will remain in their classrooms until their buses are called. **All car riders *MUST* be picked up on the car rider side, unless other prior arrangements have been made in advance with the school office.** For safety, children and parents should not be walking between buses or cars during dismissal time. Parents, please remain in your cars until your child is dismissed to you. Car riders need to be picked up prior to 3:20 p.m. If for some reason you will be later than 3:20 p.m. you must notify the office and your child will be placed in After School Care until you arrive. (A fee will be charged to your account for the time he/she is in After School Care.)

If it is necessary to change your child's usual method of transportation home on a particular day, please fill out a "***Change of Transportation***" *Pink Slip* and send it to school with your child on the day of the transportation change. Any student without a pink slip ***will NOT be allowed*** to verbally change his/her transportation. If the slip is forgotten, ***a parent MUST call the school*** the same day, prior to 2:00 p.m. (if possible), with the change.

RECESS RULES AND BOUNDARIES (Lower School)

- ✓ We will hold recess outdoors as long as it is not raining, and weather/temperature permitting. Please be sure your child is dressed appropriately.
- ✓ Students will walk in an orderly and quiet fashion in a line to the playground area with the teachers in charge of recess duty.
- ✓ No ball bouncing on the way in or out or while in the hallways/classrooms.
- ✓ Touch football only – no tackle.
- ✓ We discourage horseplay, wrestling and rough playing.
- ✓ No skateboards, scooters, or rollerblades.
- ✓ Students must obtain permission from the teacher on duty to use the restrooms or to enter the building.
- ✓ All students should re-enter the building quietly when recess is over.
- ✓ Students need to be in full view of the teachers on duty at all times.
- ✓ Students may play on the soccer field. They are not to go past the far soccer goal.
- ✓ Students may play as far down as the last light post on Ft. Washington Avenue and over to the tree line. Students may not be in the bushes or around the fence.
- ✓ Students are not to play near Ft. Washington Avenue.
- ✓ Students may play on the black top parking area. They may not play at the carport or next to the building.

INSTRUMENTAL MUSIC

An instrumental music program in band instruments is available for all students in grades 4 and up. Students will be scheduled a weekly lesson, either before, during or after school hours. There is a fee for this service. Parents/students will need to provide the instrument or secure rental/lease/purchase arrangements. Piano lessons are available for students in grades 1-8 and are given during the school day. There is a fee for this service.

LIBRARY

Books, other than reference editions, may be checked out of the library for a one-week period for Lower School and three-week period for Middle School. Books returned late incur a "book fine". Lost books/videos will incur a replacement fee. At the end of each marking period, all accounts must be settled before report cards can be issued. If you wish to visit the library, please contact Mrs. Lippy for open library times.

CHAPEL

A weekly school chapel period is held on Wednesday for Lower School and Thursday for Middle School. We assemble for the purpose of worship. Remember as you enter to prepare your heart for corporate worship. Check the dress code for proper attire.

FIELD TRIPS AND SPECIAL EVENTS

Field trips are planned as educational and fun experiences for our students. All students are expected to attend the field trips and have the necessary fees and permission slips on the assigned days. Special activities are planned as rewards for the students who display Christ-like attitudes and behavior.

Middle school students participate in many special events including the ACSI Speech Meet, the MACSA Fine Arts Festival, Field Day, Math Olympics, sports tournaments, and other special trips. There is also a Middle School Spiritual Emphasis retreat in the winter. As a reminder, the Middle School Activity Fee helps to offset the expense of some of these activities.

AFTER-SCHOOL CARE

This extended service is available on a regular or one-time-only basis for students in Readiness thru 5th Grade. Please ask your child's teacher or the school office for information.

A WORD ABOUT GRADUATION DRESS

Graduation for our eighth graders is the culmination of years of dedicated work. It is a time for us to honor our students and bless them for their impact on our school. Our focus is on edifying them in Christ. Please do not feel pressured to have your children wear expensive clothing for this occasion but they should have neatly combed hair and a neat appearance. Dress necklines and dress lengths should be modest and follow dress code guidelines. Spaghetti straps and sleeveless dresses are not allowed. Be sure that all clothing, hair and appearance conform to our school standards of modesty.

PARKING LOT/TRAFFIC FLOW

Speed Limit On ODCa Property: ALL VEHICLES MUST MAINTAIN 5 MPH.

Morning School Drop-off: ALL vehicles **MUST** enter the school property via the preschool side entrance. Traffic needs to be kept in a single file. For Preschool students you are to park your car on the preschool side and wait for the teachers to unlock the doors at 8:45 a.m. (unless your child comes for Before School Care). For Readiness –8th Grade drop-offs, please drop off your child to the teacher on bus duty outside. Follow the single file line of drop-off with the buses. Do not let your child walk between traffic and buses.

If you arrive after the children have entered the building, do **NOT** leave your car in a fire zone or between school entrance doors unattended. If you are coming into the building please park your car in a designated parking spot! If you are only letting your child out of the car, please do so in a single file; **do not** attempt to drop off alongside other vehicles or buses! Again – under NO CIRCUMSTANCES are cars to enter via the school side driveway. All morning traffic must enter on the preschool side and exit on the school side.

11:45 School Pick-up:

3 & 4 year old Preschool: All parents are asked to park their car in a designated parking spot, then get out of their car and come under the ‘carport’ and wait for the teacher to bring their child to them. Please do not pull under the ‘carport’ for any reason. This is where the children will be walking and are often hard to see. You may enter and exit through this driveway.

Readiness & Kindergarten: Cars and busses form a line (CLOCKWISE) starting at the gym door entrance on the back parking lot. Parents should wait in their cars for their child to be dismissed to them and keep the line moving. If you need to come into the building, please park in a parking space before entering the building.

3:10 School Pick-up: ALL vehicles **MUST** enter the school property via the preschool side entrance. Traffic needs to be kept in a single file. Car rider vehicles are to line up single file under the preschool side portico. After you have picked up your child you are to exit school property via the preschool side driveway. Do **NOT** drive between the busses which are loading on the school side of the building.

Sports Pick-up: Even though most students are no longer on school property – please remember to maintain a speed limit of 5 mph. Also enter the school property on the preschool side and then exit on the school side.

Insert Flow Chart

SNOW CLOSING POLICY

ODCA's snow closing number is **1100 Montgomery County**. You can listen for school closing and weather updates on KYW 1060 AM. This is the only radio station that we call regarding our school updates. Please note, if you have the internet you may also check KYW's website at www.kyw1060.com. There you will be prompted to enter our school code number. You may also call KYW directly for snow closing information at 215-224-1060. **Please do not call the school office to ask about the school day status. Our phone system cannot handle this call volume.**

It is your responsibility to be aware of what your school district is doing on a particular snow day if your children are bus riders. See below for some examples:

Example 1: If ODCA is opened or delayed while some other school districts are closed, you will need to listen to determine if your school district is open or closed. If your district is closed, while ODCA is open, then there will be **NO** bus transportation **to and from** school. It will be your responsibility to transport your children **to and from** school.

Example 2: If ODCA opened on schedule and your school district was running on a 2 hour delayed schedule, and you want your children to start the school day on time you must transport them to school, since the buses would run on their district's announced snow schedule which would be 2 hours late. You may choose to send your children on the bus that day, but they will receive an "excused tardy" for the day.

*****Please note** that the busing districts do **NOT** make special trips for private schools when their district is running on a different schedule. It is your responsibility to know what your busing district's status is. It is a privilege that the public school districts allow the private schools to have busing service.

It is possible that snow may begin while students are in school. This may result in the dismissal of students approximately one to two hours earlier than normal. If there is an early dismissal, all school appointments, athletic events and functions, likewise, will be cancelled for that particular day. Students will be sent home on school buses when their individual school district closes. **You should have a plan for your child in case of an early emergency dismissal. Please make sure that your child's teacher is aware of this plan ahead of time.** Parents who are not at home during the day should be prepared for an early dismissal by making arrangements for their child to go to a particular neighbor's house if the parents cannot be reached.

If you would not be able to pick up your child on time for a snow emergency day or any other day you may request to have them go to After School Care. It is not possible for the children to wait in the office after school dismissal time for their ride to come. This is why we have After School Care so that the children will be supervised while waiting for their rides to come (the fees for this program will apply).

Should you have any questions, please feel free to call the office. We hope these examples will help alleviate any confusion on snow days.

STUDENT INTERNET USAGE POLICY

Open Door Christian Academy provides students' access to the Internet, which may include services such as e-mail, forums, bulletin boards, and web-sites. This access to the Internet is provided solely for the purposes of education and educational research. The school will make every effort to provide protection from inappropriate sites, and has incorporated filtering software that prevents access to known problem locations, but cannot ensure complete restriction to new sites that spring up daily.

The ultimate accountability for the responsible use of the Internet lies with the student and the student's parent, guardian, or custodian. Access to the Internet is a privilege which may be restricted or denied in the event of failure to comply with any of the terms of the Open Door Christian Academy Internet Usage Policy. This policy must be read and approved, in writing, by each student and the student's parent, guardian, or custodian.

Terms and Conditions for Internet Usage by Students.

1. Acceptable Use

Access to the Internet is for the purpose of supporting educational research, and collaboration in and among educational institutions in the United States and elsewhere. All Internet usage must be consistent with these purposes, the terms of this policy, and all provisions of law governing the actions of the student.

2. Uses Not Acceptable

The following are examples of specific types of conduct that are not acceptable Internet uses.

- a. The transmission or reception of any material in violation of any United States or Pennsylvania statute or regulation, including the unauthorized transmission or reception of copyrighted material; the transmission of any harassing or threatening material; the transmission of material protected by trade secret; and/or the transmission of any vulgar or obscene material.
- b. The use of the Internet for any commercial or extra-curricular purpose (unless approved by the Headmaster).

3. Privacy

The school reserves the right to monitor, inspect, copy, and review at any time and without prior notice any and all Internet usage and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the school and no student shall have any expectation of privacy in such material.

4. Warranties/Indemnification

The school makes no warranties of any kind, either express or implied, in connection with the Internet access provided under this agreement nor shall the school be responsible for any loss, cost, or damages of any kind suffered, directly or indirectly, by any student using the Internet under this agreement.

By signing this agreement the student, and the student's parent, guardian, or custodian agrees to indemnify, defend, and hold Open Door Christian Academy harmless from any and all loss, cost, or damages resulting from the use of the Internet, including but not limited to any fees or charges incurred through purchases of goods or services by the student over the Internet.

5. Security

A network access password is provided each student under this agreement. Each student agrees not to disclose his or her password to any person and to use only the provided password in accessing the network. The student will notify his/her teacher of any improper password use on the part of any person and any other security problem observed in connection with the Internet usage. Students are not permitted to install software or hardware on school systems.

6. Vandalism

Vandalism is strictly prohibited. Vandalism includes, but shall not be limited to, any unauthorized attempt to harm, modify, or destroy data of another user, the network, or any computer system hardware or software. This includes, but is not limited to the uploading, downloading, or creation of computer viruses.

7. Plagiarism

The dictionary defines plagiarism as "taking ideas or writings from another person and offering them as your own". The student who leads readers to believe that what they are reading is the

student's original work when it is not, is guilty of plagiarism. Credit should always be given to the person who created the article or the idea. Be careful when you are using the Internet. Cutting and pasting ideas into your own document is very easy to do. So, be sure that you give credit to the author. That way your teacher will know which ideas are yours, and you won't be guilty of plagiarism.

To most teachers, plagiarism is a form of cheating, so appropriate punishment will be given out for this infraction. In addition, the assignment will be given no credit or must be done again with reduced credit. This will be at the discretion of the teacher.

8. Controversial or Offensive Material

Students and parents, guardians, or custodians are advised that use of the Internet has the potential for access to materials inappropriate for school-aged students. Open Door Christian Academy will make every effort to safeguard its students and faculty from offending material and sites deemed inappropriate through the application of filtering software. However, it is the responsibility of each individual student to use the system in an appropriate manner and to avoid access to or use of inappropriate material.

Any student becoming aware of the access to such material by any other person shall immediately report that access to his/her teacher.

9. E-Mail, Instant Messaging, On-line Journals and Chat Rooms

Unauthorized e-mail, instant messaging, and Internet chat rooms consume network bandwidth that is needed for instructional and administrative use. They also expose students to harassing or threatening messages. Even friendly usage of these applications can distract students from school work, therefore, students are not allowed to use school computers to access e-mail, instant messaging programs, or Internet chat rooms, unless those applications are required for a class the student is taking. The decision as to whether e-mail or student messaging is required for a specific academic purpose rests with the Headmaster and/or Computer Instructor.

Parents should be aware that people can use e-mail, instant messaging software, and chat rooms to threaten, harass, or entice their children. Some pornographic Web sites also solicit visitors through e-mail and instant messaging software, such as ICQ and AOL Instant Messenger. It can be extremely difficult to trace the source of these inappropriate messages. If you decide to allow your child to access e-mail or instant messaging software at home, we suggest that you encourage your child to use a "handle," or pseudonym for his/her e-mail or instant messaging account. Your child should also not provide an address or phone number to any e-mail or instant messaging provider.

10. Internet Etiquette

All students are expected to abide by the generally accepted rules of Internet etiquette. These include, but are not limited to, the following:

- a. Be polite and use appropriate language. Swearing, vulgarities, suggestive, obscene, belligerent, or threatening language is not permitted while using the Internet.
- b. Do not reveal your personal address or phone numbers or that of any other person.
- c. Do not arrange a face-to-face meeting with another computer user without parental permission.
- d. Note that electronic mail (e-mail) and other files are not guaranteed to be private. Others who operate the system have access to all e-mail and may read what is sent or received. Confirmed incidents using the Internet to distribute inappropriate or illegal messages or activities may be reported to proper school and/or law-enforcement authorities.
- e. Do not use the Internet in such a way that would disrupt the use of the network by other users.
- f. All communications and information accessible via the Internet should be assumed to be private property. Proper observation of copyright laws is expected and citations for material abstracted must be made. Records downloaded and kept on a computer owned/leased by the District, may be public record under the Ohio Revised Code.

- g. When using the account provided by the school, students should remember that they are representing the school each time the account is used.
- h. No downloading without permission. This includes plug-ins for Internet Browsers, use of Napster, Gnutella, FTP or any program used to download data or mp3s'.
- i. No online gaming.
- j. Do not install or delete programs.
- k. No student is to use the CD burners without permission or is allowed to duplicate copyrighted materials of any kind.
- l. There is to be no on-line ordering or shopping by a student over the internet.

11. Termination of Privileges

Violation of any of the above may result in the reduction, limitation, or termination of the student privileges at any time without prior notice or hearing of any kind.

By affixing your signature to the attached sheet, you are agreeing to the terms and conditions of this policy.

**OPEN DOOR CHRISTIAN ACADEMY
STUDENT/PARENT HANDBOOK SIGN-OFF SHEET**

Sign and return this Handbook sign-off sheet by the last day of the first week of school.

HANDBOOK & INTERNET USAGE POLICIES

FAMILY SIGN-OFF SHEET

I (We), _____, the parents/guardians

of _____, have read the enclosed Parent/Student School Handbook (paying close attention to the homework, discipline, Internet usage and dress code policies) and will endeavor to contract with Open Door Christian Academy to fulfill the requirements set forth within this handbook.

Parent/Guardian: Please **INITIAL** the appropriate response concerning in-school internet usage:

_____ My student(s) may use the Internet and related services while at school pursuant to the board policy, and agrees to abide by the rules of the policy.

_____ My student(s) may ***not*** use the Internet and related services while at school.

I (We), an Open Door Christian Academy School parent, have read the enclosed Parent/Student School Handbook. I (We) understand and will, as a family, abide by these standards and policies.

Parent/Guardian Signature(s): _____

I (We), an Open Door Christian Academy School student, have read the enclosed Parent/Student School Handbook. I (We) understand and will abide by, these standards and policies.

Student's Signature(s): _____ **Grade:** _____

Student's Signature(s): _____ **Grade:** _____

Student's Signature(s): _____ **Grade:** _____

Student's Signature(s): _____ **Grade:** _____

Date: _____