



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

Our school provides 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 answers to any questions you may have about our school; please set aside time for you and your child to read it. **Please pay close attention to our policies on attendance, homework, discipline, anti-bullying, dress code, traffic flow, and internet usage.** Be sure to review the contents of this handbook with your child and then return the enclosed sign-off form in this handbook by the last day of the first week of school.

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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 the understanding of oneself in light of God’s creative plan as being created male or 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, each student will possess:

- an understanding of his/her God-given abilities and privileges
- knowledge, attitudes, and skills needed to live effectively for God
- an understanding of his/her God-given personality in relation 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. (1 Corinthians 6:19) Open Door Christian Academy seeks to develop students who know how to care for their bodies as the temples 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

Early Learning Center:

"Train up 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 children can find joy in learning and to provide a foundation of trust, love, acceptance, and security. The child will make discoveries about God and the world as he or she is 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 a close and personal relationship 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 that 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 Partnership with the Christian Home: We value our role to come alongside the Christian home as emissaries of the parents of our students in order 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

A. I 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.

B. I believe in Jesus Christ, the only begotten Son of God, the eternal Word manifested in flesh. I believe that He was conceived by the Holy Spirit, and born of the Virgin Mary, and that He is true God and true man. I believe in His vicarious, substitutionary and redeeming death, Christ receiving in Himself the penalty of man's sin. I 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.

C. I believe in the Holy Spirit, in His personality, that He is God; and I 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. I believe that He is the teacher of God's Word and the Guide for the daily life.

D. I 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.

E. I believe that man, having been created pure and in the image of God, is by his own sin fallen from grace, and I believe that in consequence, all have sinned, are guilty and lost, and absolutely incapable of saving themselves by their own works, being dead in their trespasses and sins.

F. I believe that we are saved solely by grace, through faith in the blood sacrifice, death, and resurrection of Jesus Christ, the Son of God.

G. I 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)

H. I believe that Satan is a person, the author of the fall, and that he shall be eternally punished.

I. I believe in the bodily resurrection of all men, the saved to eternal life, and the lost to judgment and everlasting punishment.

J. I believe that Jesus Christ instituted the Lord's Supper to commemorate His death till He come. I believe that Water Baptism is a symbol of the believer's union with Christ in His death and in His resurrection.

K. I 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.

Note: In subscribing to these Articles of Faith, we by no means set aside, or undervalue, any of the Scriptures of the Old and New Testaments, all of which we believe to be God's own written Word, given to us by the inspiration of the Holy Spirit, but the knowledge and belief of the truth as stated in our Articles of Faith we deem necessary to sound doctrine, and therefore requisite for Christian fellowship.

Final Authority for Matters of Belief and Conduct

The preceding statement of faith does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For purposes of Church of the Open Door and Open Door Christian Academy's faith, doctrine, practice, policy, and discipline, our Board of Elders is Church of the Open Door's final interpretive authority on the Bible's meaning and application.

Statement on Marriage, Gender, and Sexuality

Church of the Open Door and Open Door Christian Academy believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God. (Gen 1:26-27.) Rejection of one's biological sex is a rejection of the image of God within that person.

We believe that the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture. (Gen 2:18-25.) We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other. (1 Cor 6:18; 7:2-5; Heb 13:4.) We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.

We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God. (Matt 15:18-20; 1 Cor 6:9-10.)

We believe that in order to preserve the function and integrity of [the organization] as the local Body of Christ, and to provide a biblical role model to the Church of the Open Door members, its ministries and the community, it is imperative that all persons employed by Church of the Open Door and Open Door Christian Academy in any capacity, or who serve as volunteers, agree to and abide by this Statement on Marriage, Gender, and Sexuality. (Matt 5:16; Phil 2:14-16; 1 Thess 5:22.)

We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ. (Acts 3:19-21; Rom 10:9-10; 1 Cor 6:9-11.)

We believe that every person must be afforded compassion, love, kindness, respect, and dignity. (Mark 12:28-31; Luke 6:31.) Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of Church of the Open Door.

ACADEMIC

REPORT CARDS

ODCA has a quarterly reporting period for students first through eighth grade. Report cards are issued approximately every nine weeks for grades one through eight. You will receive your child's first report card during the fall parent-teacher conference. After that, your child's report card will be posted on Gradelink, assuming that all obligations (financial, academic, etc.) have been met. Check the school calendar for these dates. Report cards for the fourth marking period in grades six through eight are issued after the school year has ended. Teachers are required to keep up-to-date/current grades posted in Gradelink each quarter. If you are having difficulties viewing your grades or issues logging into your Gradelink account, please call the school office.

GRADING SCALE

Students in the Early Learning Center will receive age-appropriate evaluation. This evaluation will be based on the performance of each student in meeting instructional and developmental objectives.

A grading scale will be used for students in grades one through eight to assess their academic achievement. Each letter grade has a numerical equivalent. A student will receive an incomplete grade if he/she needs to complete make-up work due to excused absences.

Numerical Equivalent	Letter Grade
97 - 100	A+
93 - 96	A
90 - 92	A-
87 - 89	B+
83 - 86	B
80 - 82	B-
77 - 79	C+
73 - 76	C
70 - 72	C-
68 - 69	D+
65 - 67	D
0 - 64	F
Incomplete	I

HONOR ROLL

Honor Roll eligibility for students in grades one through eight is as follows:

- Highest Honors – All A's
- Honors – All A's and B's

ACADEMIC PROGRESS REPORTS

The teachers review and issue deficiencies mid-way during each marking period as needed via Gradelink. These 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 middle school teachers will identify the students who are 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 principal.

PARENT-TEACHER CONFERENCES

Yearly parent-teacher conferences will be held. Additional conferences may be scheduled based on the concerns of the teacher and/or your concerns.

PROMOTION AND RETENTION POLICY

All promotions will be subject to students' abiding by attendance requirements.

Elementary: In the elementary grades, teacher recommendation may suggest that a child be retained in the same grade for the next school year. Factors which may influence this decision are age, maturity, classwork, grades and the results of standardized achievement tests.

Any student who fails, for the school year, two of the four major subjects (Bible, Math, Reading, Language) or one major subject and both minor subjects (Science and Social Studies) will be retained in his/her present grade for the following year. A student who surpasses this standard but is still performing below grade level may be retained if such action is determined by his/her teacher and the Principal.

Middle School: Student failure can result from one or more of the following: poor work habits, inadequate background, or inability to handle the complexity of the class. For this reason, the school promotion policy is designed to handle failure with a variety of methods.

- Students earning at least a "C" average in their classes will be promoted to the next grade.
- Students earning one or two "D's" in their academic subjects will be promoted but are strongly encouraged to participate in a tutoring program.
- Students earning three or more "D's" in their academic subjects must participate in 30 hours of pre-approved tutoring covering these subjects with a qualified teacher.
- Students who fail in one or two subjects must attend and successfully complete 30 hours of pre-approved tutoring with a qualified teacher or repeat the grade.
- Students earning an "F" in three or more subjects will repeat the grade.
- Students earning a combination of 3 "D's" and "F's" in academic subjects will have their academic record reviewed by the Principal. The Principal will determine whether the student is eligible for summer tutoring or will be retained.

If a student is in danger of failing the grade level for the year in grades one through five, or failing according to the indication above in grades six through eight, the following steps must be taken:

1. A conference will be held with the parents after the second quarter report card indicates that the student is in danger of failing for the year. Suggestions regarding improvement will be given to the parent at this time. This conference must be documented by the teacher, and the documentation will be given to the Principal who will review it and place it in the student's file.
2. Any testing for potential learning disabilities must be recommended by February. Testing can be done by the student's home school district, the IU, or privately.
3. If the student is still in danger of failing in the beginning of May, a second conference will be held with the parents and the Principal. A contract will be made that clearly outlines the summer requirements that will need to be completed in order for the student to be passed to the next grade. The contract must be signed by the student, parent, teacher, and principal and a copy placed in the student's file.
4. All summer requirements based on criteria established by the Principal must be completed by August 15. A written report is needed from the tutor/summer school regarding the student's progress and submitted by that date.
5. A final decision will be made by the Principal about the student's placement only after all 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 following 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.

Before personally identifiable student information is released, the student's parent or guardian will sign a Record's Release Form. Provided that all financial obligations are met, the following conditions will be 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.
- Should a parent request a duplicate copy of his/her child's report card, academic testing scores, medical records, etc., a fee will be incurred. There is a turn-around time of three business days for any type of records requests.
- At the request of the parent, ODCA will make available a copy of the student's academic information.

HOMEWORK

Open Door Christian Academy believes that homework is a worthwhile extension of the school's instructional program and can have a positive impact on a student's success in school.

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. Independent work and personal responsibility are valuable character traits that should be developed prior to the high school experience. Homework assignments for grades six through eight are typically posted on Gradelink.

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. Grades for work handed in late might be 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. Students 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 spring in grades one through eight. This form of testing provides a concrete way for us to evaluate student progress, as well as our curriculum. Parents should not schedule vacations or appointments that would result in absences during the testing period.

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 principal 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 principal 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.

MONTGOMERY COUNTY INTERMEDIATE UNIT

The Montgomery County Intermediate Unit (MCIU) is available for qualifying 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.

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 for the child to participate. Also, students must maintain a good academic standing to remain in the sports program. Please refer to the Student Athletic Handbook for more detailed information.

INSTRUMENTAL MUSIC

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

CHRISTMAS/SPRING PROGRAM (MANDATORY)

Student participation is mandatory for our Christmas and Spring programs, since preparation for our concerts is a large part of our music/choir class. If the student does not attend the concert and does not have a pre-approved excuse, his/her music grade will be lowered by one letter grade. Any rewards (i.e. extra recess/homework pass/etc.) would not apply to this student.

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 require 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 the librarian for open library times.

CHAPEL

A weekly school chapel period is held on Wednesdays for Lower School and Thursdays 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 their necessary fees and permission slips ready on the assigned days.

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 during the school year.

ADMISSION

ADMISSION POLICY

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 (or guardian) 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 first grade 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. ODCA also requires lifestyle habits of our families to follow Biblical guidelines.

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 Open Door Christian 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 required payments must be completed and returned by the announced date. Paperwork and required payments 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 ODCA 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 Open Door Christian Academy

In the event that too many children are re-registered for a classroom, the following criteria will be utilized:

1. A student's spiritual and academic contribution will be evaluated.
2. A 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 ODCA functions and cooperation with ODCA 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.

Students: A child must be five years of age by October 1 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 second grade and above must score within one-and-a-half grade levels or above for admittance. Kindergarten and first grade applicants must demonstrate appropriate developmental age as determined by a readiness test.

Students with Exceptionalities: Open Door Christian Academy acknowledges the value of students of varied learning levels. The school is committed to providing an education to all students when possible, based on the school's ability to meet their needs. The placement of new students with identified learning disabilities

will be determined by the Principal in consultation with the grade-level teacher when possible. All documentation of a learning disability must be provided to the Principal before acceptance of the student. The determination of acceptance and placement will be made upon review of the emotional and/or academic needs of the student and the ability of the school to adequately provide the necessary support. If it is determined that Open Door Christian Academy cannot meet the needs of the student, the family will be referred to other services as possible.

Re-enrollment: Faculty may recommend, through the Principal to the ODCA 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. Students with delinquent financial accounts will be placed on financial probation. All financial obligations are to be met by June 10, or re-enrollment at ODCA will be conditional pending implementation and completion of acceptable payment arrangements. Students will not be admitted into ODCA for the fall term if debts to the school are outstanding.

ADMISSION PROCEDURES

In-house re-enrollment for the following school year shall begin February 1 according to the preference priorities established by our ADMISSIONS POLICY. Applications will not be processed before this date. Families wishing to enroll in 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 the following:

- completed pre-admission application form and an acceptable pastoral recommendation form received and in compliance with school philosophy, lifestyle, and statement of faith (grades one through eight)
- completed application form with its accompanying fee (application fee is non-refundable) and copies of immunization record, social security card, and birth certificate
- student tested and found to be academically acceptable
- parent(s) interviewed and recommended for acceptance by the Admissions Committee of the ODCA School Board
- signed release form giving permission for any agency to supply information to ODCA pertinent to the progress of the child in the school setting; i.e., cumulative records, satisfactory record of immunization, etc.

International students holding an I-20 status will be accepted when classroom space permits. The application fee for these students will be increased due to extra office work involved. There is also an ESL Tutor Class Fee which is required of all I-20 students.

Teams of two Admissions Committee members shall interview each prospective family prior to final acceptance. It is recommended that both parents be present without the children. A copy of the student's entrance test scores and other pertinent material will be in the folder for use by the interviewers. The two Admissions Committee members will complete the Interview Questionnaire. If both are in full agreement, the school Principal will be informed to send letters of acceptance. If any questions arise, the interviewers are to review the situation with the Principal and/or the ODCA 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), and 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. Enrollment is not restricted by race, national origin, or gender.

Children attending the Early Learning Center at ODCA are not automatically accepted into the lower school of ODCA. They must apply and proceed through the admissions procedure. Each child who is accepted to ODCA is automatically placed with a 60-day 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 principal will work together with the parents to decide on an appropriate resolution.

NOTICE OF NONDISCRIMINATORY POLICY

Open Door Christian Academy admits students of any race, color, or 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, or 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 their children 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.

In order to properly work with each parent, we believe it is vitally important that there be unity concerning the Biblical standard of marriage. The Bible speaks of marriage as the union between one man and one woman, and that sexual intimacy is a gift reserved exclusively for the marriage relationship. Any extra-marital, pre-marital, post-marital or homosexual sexual intimacy is a sin against God's ordained institution of marriage and a violation of the standards taught and expected by Open Door Christian Academy.

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."*

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 principal.

Students who would qualify for an ESL program include:

- every first-year, full-time international exchange student enrolled in the school.
- any exchange student whose native language is other than English and who is determined, through the testing measures noted above, to be in need of English-language assistance.

There are established procedures that would allow a student to graduate from the ESL program.

ATTENDANCE

ATTENDANCE POLICY

Absence: 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. 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 or e-mail (abs-trans@odcapa.org) the school office and report your child's absence before 10:00 a.m.** Notes explaining absences should be brought in to the homeroom teacher on the day following an absence. Absences without notes from parents will be considered unexcused absences. If your child has been absent for three or more days due to an illness, you must send a doctor's note in with your child when he/she returns to school. 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. When possible, a note must be turned in to the teacher prior to the day your child will miss school.

Tardiness: Students who are not in their classrooms by 8:45 a.m. will be considered tardy. Tardy students must report to the school office for a pass before entering the classroom. Written explanations are also required for morning lateness. They should be submitted to the office on the day the student is late. Continued or recurring tardiness will be cause for a parental conference with the Principal to explore reasons and solutions to the problem.

SCHOOL CLOSINGS DUE TO INCLEMENT WEATHER

ODCA will be sending out school closing information via e-mail and text using our student information system, Gradelink. **It is imperative that the school have all current cell phone numbers and e-mail addresses so that parents can be notified of this very important information when necessary.** ODCA will be posting school closing information on area television stations. Our school name can be easily viewed as it scrolls across the screen. School closing information and delays are also listed on TV station web pages for easy access.

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

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

Example 2: If ODCA opens on schedule but your school district is running with a two-hour delay and you want your children to start the school day on time, you will need to transport them to school. Your school district's buses will be running two hours late. You may choose to send your children on the bus that day, but they will be marked as 'excused tardy'.

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 your district's busing status.

EARLY DISMISSAL DUE TO UNEXPECTED CIRCUMSTANCES

It is possible that snow may begin to fall 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 will be canceled for that particular day. Students will be sent home on school buses when their individual school districts close. On occasion, a local school district might close early due to snow while ODCA remains open. If your child is a scheduled bus rider, and if his/her bus arrives early, he/she would be placed on the bus to head home. The school cannot guarantee that you will receive a call to notify you that your child's bus is headed home early. Parents are advised to be aware of what your local school district is doing in times of inclement weather. Should you not wish your child to be a bus rider on an inclement weather day, be sure to send a notice to change their transportation or contact the school office. You should have a plan for your child in case of an unplanned early dismissal. Please make sure that your child's teacher is aware of this plan ahead of time. After-School Care will not be available when school closes due to unforeseen circumstances.

EARLY LEARNING CENTER POLICY ON TWO-HOUR DELAYED OPENINGS

When ODCA has a two-hour delayed opening, children in the Early Learning Center who are contracted for a full day on that particular day may come in two-hours late and stay until school is dismissed. If your child is not contracted for a full day, he/she should remain at home. There is no Before-School-Care or a.m. preschool on two-hour late arrivals. School resumes at 10:45 am.

DISCIPLINE

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 ODCA School Board has established discipline guidelines and policies for the lower and middle school that are consistent with the learning objectives outlined above. There are, however, offenses and breaches in discipline that are not age-specific and will therefore warrant 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 one to ten 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 any school-related activity
3. refusal to comply with directions from teachers, principal, or other school personnel
4. physical attack or threats of physical attack to students, teachers, principal, 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 a pattern of behavioral misconduct)
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 for 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
13. fighting or engaging in disruptive or violent behavior at school or at school events
14. 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
15. abusive epithets, threatening gestures, or harassing behaviors to other students, teachers, principal, or other school personnel
16. possessing or consuming alcohol on school property or while attending a school activity
17. possession of a controlled substance or controlled substance look-alike
18. use of tobacco or any controlled substance
19. documented conduct detrimental to the best interest of the school
20. the use of any racial, ethnic, or sexual slurs
21. inappropriate physical contact with others
22. bullying
23. sexting or related-type acts

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

Reasons for Discipline:

General: steps a. through d. above

1. recurring behavior problems
2. inappropriate language: foul, vulgar, blasphemous, abusive
3. defacing school property (walls, desks, etc.); family is held responsible
4. borrowing books, pencils, clothing, etc., without permission from the owner
5. fighting: first offense
6. inappropriate physical contact with others

In-school suspension: steps a. through e. above

1. continual classroom disruption
2. continual academic failures caused by attitude
3. fighting: more than first offense
4. stealing: at teacher's/principal's discretion
5. bullying
6. cutting class and/or school-related function

Out-of-School Suspension: steps a. through e. above

1. fighting: more than first offense (at teacher's/principal's discretion)
2. smoking
3. setting off false fire alarms (includes fine if imposed by the fire marshal)
4. leaving school property without permission
5. cutting class and/or school-related function
6. drug or alcohol use: principal's/board's discretion
7. continual proven bullying
8. setting off false fire alarms – fines will also be imposed on the student/family if school is charged
9. any offense that is illegal or immoral in accordance with state laws or the Word of God: principal's/board's discretion

Expulsion: steps a. through f. above

1. sexual immorality
2. drug dealing
3. drug or alcohol use: principal's/board's discretion
4. continual behavioral disruption
5. any offense that is illegal or immoral in accordance with state laws or the Word of God: principal's/board's discretion

Probation can be instituted as deemed necessary by the Principal 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 Principal 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 Principal 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 Principal, 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 Principal may assist a student who is expelled to maintain his/her 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 school-operated school buses 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 to the School Board for expulsion. 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.

Sexting

In keeping with the school's responsibility to provide a safe learning environment for all students, the board has established the following policy regarding the issue of "sexting." Sexting is the act of sending, receiving, or forwarding sexually explicit or suggestive messages, photos, or images via cell phone, computer, or another digital device. Students engaged in such activities are subject to state laws and school discipline. The school considers sending, sharing, possessing, or even viewing pictures, text messages, or e-mails that contain a sexual message or image, to be a violation of this policy, a violation that will result in school discipline, up to and including expulsion, and in the notification of local law enforcement. Students are required to immediately report any such activities to a teacher or the Principal.

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*, by 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 Principal 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

Lunch detentions are given as a reminder of inappropriate or unacceptable behavior, such as dress code violations, talking in class, not being prepared for class, and other minor infractions. **Demerits** are issued for other more serious behaviors. **Integrity demerits are worth three demerits, conduct demerits are worth two demerits comma and irresponsibility demerits are worth one 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. Students can erase up to only four demerits per quarter. The student must submit a demerit erase form to the teacher who issued his/her demerit in order to request a demerit erase. The erase form needs to be signed by the student, parent, and teacher before the erasure will be granted.

The accumulation of **3 lunch detentions** in a quarter will result in **one demerit.** *(Please note: lunch work-completion detentions do not count toward demerits.)*

The accumulation of active demerits results in the following:

- **5 Demerits: Detention** is assigned and takes place in one of the 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.
- **10 Demerits: In-School Suspension** is assigned for one day and takes place in the Principal's office. Students with more than 10 demerits are ineligible for sports, after-school activities, or school trips.
- **13 Demerits: (In- or Out-of-School)* Suspension** is assigned for three days, followed by a parent conference in order for the student to return to class.
- **14 Demerits: 2nd (In- or Out-of-School)* Suspension** is assigned, and the School Board is notified.
- **17 Demerits: 3rd (In- or Out-of-School)* Suspension** may result in a recommendation to the School Board for expulsion.

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

Each quarter begins with zero demerits. If a student continues to persist in behavior that results in the accumulation of more than 10 demerits for consecutive quarters, the School Board will be notified. Behavior and attitudes that are contrary to Christian principles cannot be tolerated, and this type of continued behavior may result in expulsion.

Rewards: To encourage students to follow these rules and to build self-discipline, appropriate behavior will be reinforced with special incentives.

ODCA ANTI-BULLYING POLICY

Statement of Belief: In order to adequately prepare our children to be fully and morally engaged in the world, we at ODCA believe that we must address not only their academic growth, but those needs that are social, spiritual, and emotional. As in all things, our bullying policy and related procedures must always stem from God's Word. The Bible tells us that we should love our neighbor as ourselves and also says that the fruits of the Spirit are love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control (Galatians 5). We believe that all students deserve a safe and supportive environment that affirms their value as individuals. In keeping with that belief, all incidents of bullying will be thoroughly investigated, and appropriate measures will be taken.

Definition: Bullying is defined as intentional, repeated hurtful acts, words, or other behavior, such as name-calling, threatening, and/or shunning committed by one or more students against another. These negative acts are not intentionally provoked by the victims.

Expectations:

Administration, faculty, staff, and adult volunteers will...

- learn to recognize the signs of bullying and bullied behavior
- respond immediately to bullying behavior
- document in writing all instances of bullying behavior
- submit written documentation to the Principal
- fully investigate all accusations of bullying behavior
- maintain an appropriate level of confidentiality in dealing with bullying issues

Students at Open Door Christian Academy will...

- abide by the anti-bullying policy and related codes of conduct whether in class, at lunch, on the recess yard, at school-sponsored activities, on the way to or from school, and/or on the internet
- make a good faith attempt to help those students who are being bullied
- immediately report any suspected incident of bullying to an adult
- refrain from engaging in bullying behavior including, but not limited to:
 - threats
 - verbal abuse or ridicule
 - social exclusion
 - physical violence such as pushing, shoving, hitting, punching, spitting, kicking
 - spreading rumors and participating in gossip
 - cyber-bullying – misuse of technology, such as the internet, instant messaging, blogs, text messages, digital media, e-mail, skype, web postings, and social network pages to terrorize, ridicule, threaten, or exclude another student
 - inappropriate touching
 - intimidation

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 Principal, 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.

DRESS CODE

A dress code is required for first through eighth-grade students at ODCA. This dress code is to promote modesty, neatness, and school spirit. It is not a uniform policy, but rather a set of clothing parameters.

The ODCA DRESS CODE will be enforced

Lunch detentions and demerits will be given. Parents will be called to bring proper dress/attire if your child is not in compliance with the dress code. Your child will remain in the office until appropriate clothing is provided.

Any exceptions to the dress code need approval by the Principal.

The following colors are permitted for all clothing listed below: **Tan, Oxford Blue, Navy Blue, White**

Shirts:

- solid color polo or dress shirt for boys and/or blouses for girls
- must have collars and short or long sleeves
- must be modest: (no tight, see-through, spaghetti straps, or tanks tops)
- can be layered with school colors only
- brand logo allowed if 2 inches or less (ex. Izod Alligator)
- must fully cover the midriff and not have a low neckline

Sweatshirts:

- solid navy sweatshirt: no logos unless ODCA logo
- must wear school shirt underneath – navy color only

Sweaters:

- button-down or pullover worn with a school shirt
- solid color navy or white; no logos (other than an ODCA logo) are permitted

Pants:

- tan/khakis or navy pants
- no sweatpants (except on gym days; see gym attire below)
- fit appropriately: no low hanging or low-waist pants allowed
- must fit modestly, not baggy or too tight
- capris are allowed

Shorts:

- walking shorts: must be no more than 4 inches above the knee when kneeling

Girls:

- skirts/ dresses allowed: no more than 4 inches above the knee when kneeling
- tights and leggings (navy/white only) allowed under a school skirt/jumper of appropriate length

Socks and Shoes:

- any color allowed
- safe and appropriate footwear - no flip-flops or slippers

Gym Attire:

- ODCA gym shirts are available in the school office
- no other gym shirts qualify as appropriate gym attire
- gym shorts or sweatpants of solid navy color which may have a narrow white stripe
- gym uniform attire may ONLY be worn on the student's gym day

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. Our eighth graders are provided with a graduation robe to wear for the ceremony. Following the ceremony, they are to return the robe to the office. (A fee will be assessed for damaged/unreturned robes). 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. All clothing, hair, and appearance should conform to school standards of modesty.

FINANCIAL

TUITION POLICIES

1. The book and materials fee is due immediately upon acceptance and is non-refundable.
2. A discount (percentage to be determined by the ODCA School Board) will be given to any parent whose tuition is paid in full by August 1. This discount applies only to the cost of tuition.
3. The tuition schedule is made available to parents by March 1.
4. Checks returned by the bank to ODCA for insufficient funds will result in a charge of \$50.00 per occurrence.
5. Tuition payments are due on or before the date selected. A late fee will be applied for payment received after the due date unless prior arrangements are made through the Business Office.
6. Quarterly report cards and final grades will not be released or sent to another school until all financial obligations are paid in full.
7. Eighth-grade students may not participate in trips, extra-curricular activities, or graduation ceremonies if the family account is in arrears. This regulation includes tuition, music lessons, sports fees, payment for missing or damaged textbooks or music, and library books.
8. In cases of extended student illnesses (two months), the ODCA School Board will consider adjusting tuition. No adjustment is made for a leave of absence.
9. Families who are in arrears by two or more months will be placed on a School Board informed/notice of non-payment plan. The board will enact a firm payment plan to which the family must then adhere. The student will not be permitted to attend school while the outstanding balance remains. If payments are not received on the due dates specified, the student(s) will not be permitted to be in attendance at school. If this firm payment plan is not kept current, the student(s) may be asked to leave.
10. Families who receive outside scholarship aid will have an administrative processing fee assessed for each outside organization.

CANCELLATION OF ENROLLMENT

1. Parents must notify Open Door Christian Academy in writing prior to April 1 if they are withdrawing their child(ren) from enrollment for the upcoming school year.
2. Any student removed from enrollment after August 1 will be assessed a 10% cancellation fee. If the school year has commenced, all in-class days will be counted and billed at the per diem rate, in addition to the 10% cancellation fee. Payment of these fees must be satisfied before records will be released. *(This policy also applies to international students.)*
3. If a family moves more than 50 miles away from Open Door Christian Academy, the per diem rate will be determined, the 10% cancellation fee waived, and a flat rate of \$100.00 service charge applied. Payment of these fees must be satisfied before records will be released. *(This policy does not apply to international students.)*

4. If a family is requested by the Principal and the School Board to leave Open Door Christian Academy, the per diem rate shall apply. All charges must be satisfied and school property returned before records will be released.
5. If a family has paid tuition in full, the above policy is in effect; and after all appropriate fees have been assessed, the remaining monies will be refunded.

SCHOLARSHIP ASSISTANCE

ODCA has a small unfunded scholarship fund; however, we have been in touch with a number of organizations which offer scholarship monies to families with children attending Christian schools. We do not have any affiliation with these groups, but we want to give you the opportunity, if you have a need, to apply directly to them for scholarship funds. If your family is awarded a scholarship from an outside source, your family financial account will be assessed a small fee for the administrative processing of such awards received from each organization. We ask that you seek outside scholarship organizations first before applying for our in-house scholarship, as this fund is very limited. For information regarding the ODCA Financial Aid Program, or for help with locating scholarship-granting organizations, please contact the Business Office. You might also consider checking with your church to see if it has a scholarship fund to support students in Christian education.

DESIGNATED GIFTS

Open Door Christian Academy operates under a unified budget control process. As such, all income, regardless of designation, goes into the general fund and is distributed according to the needs and purposes of maintaining ODCA'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.

FUNDRAISING

The Open Door Parents' Association (ODPA) organizes fundraising events to help keep tuition costs low and to provide services for school families.

ODCA CHRISTMAS LOVE GIFT

The "Christmas Love Gift" is a fund that gives school families the opportunity to collectively pool monetary gifts which are divided proportionally among faculty and staff. Contributions are collected at the annual Christmas programs. Individual donations are also accepted at that time.

HEALTH

EMERGENCY CARD INFORMATION AND INJURIES

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, e-mail, or place of employment during the school year. Should your child have an injury during the school day, we reserve the right to assess the injury and contact 911 if we deem necessary. Please note that any emergency, ambulance, hospital, or other related expenses are the sole responsibility of the parent(s).

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 ensure 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 person while at school. **No child will be given any type of medication, including over-the-counter medication, unless a Medication Dispensing Form has been signed by your child's physician and is on file in the office. (NOTE: This statement was revised according to the school nurse.)**

Medication Dispensing Form

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

ILLNESS POLICY

When to Keep Your Child at Home: If your child is experiencing excessive coughing, sneezing, a runny nose, diarrhea, or vomiting, 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. Please e-mail your child's teacher and the office (abs-trans@odcapa.org) 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 has been absent for three or more days due to an illness, you must send a doctor's note with your child when he/she returns to school.

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 remains 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 our staff. Should your child be diagnosed with a communicable disease, the school office is to be notified immediately.

Children are excluded from school for the following common diseases:

- **Chicken Pox:** excluded until at least six days after the last outbreak of "pox"
- **Conjunctivitis, Acute ("Pink Eye"):** excluded until prescribed treatment has been used for 24 hours
- **Head Lice:** excluded until treated with a pediculicide shampoo, combed for nit removal, checked by the school nurse before being readmitted to school, and must be nit free
- **Impetigo:** excluded until judged non-infective by the child's medical practitioner
- **Singles:** excluded until judged non-infective by the child's medical practitioner (all lesions must be crusted over)
- **Measles:** excluded until four days from onset of rash
- **Mumps:** excluded nine days from the onset or until swelling subsides
- **Pertussis (Whooping Cough):** excluded four weeks from onset or seven days from start of antibiotic treatment
- **Ringworm:** excluded until treatment begins
- **Rubella (German Measles):** excluded four days from the onset of rash
- **Scabies:** excluded until determined to be non-infective by the child's medical practitioner
- **Streptococcal Pharyngitis (Strep Throat and Scarlet Fever):** excluded until 24 hours after treatment has begun
- **Fifth Disease:** excluded until child has been fever-free without medication for 24 hours
- **Coxsackie Virus (Hand-Foot-and-Mouth):** excluded until child has been fever-free without medication for 24 hours

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 kindergarten through eighth 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 kindergarten through eighth have their hearing tested each year with an audiometer - a machine that makes sounds to which the child responds. (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 his/her health records. Any worrisome deviations are noted and followed up with a phone call to the parents by the school nurse. A health record is kept up to date on each student and, at certain grade levels, physical and dental exams are required.

OPERATIONAL

ODCA SCHOOL BOARD

The ODCA School Board is comprised of a group of seven or more individuals, a mix of school parents and members of Church of the Open Door. The Principal, Senior Pastor of Church of the Open Door, and the School Board President, elected by the Elder Board of the church, are permanent members, with the Principal serving in a non-voting capacity. Other Board members serve an initial term of three years and may serve an additional three-year term if requested, but in no case may serve more than six consecutive years.

The primary function of the School Board is to serve in a strategic leadership capacity, which includes setting, reviewing, and revising school policy, developing and approving the operating budget, supporting school administration, and casting vision for the future direction of the school. In addition, all School Board members serve on standing committees (e.g. finance, curriculum, marketing, policy and safety, strategic planning, etc.). They also serve as ambassadors for Christian education in our community as they maintain and reinforce the philosophy, goals, and mission of Open Door Christian Academy.

To serve on the School Board, you may submit a Candidate Application, be nominated by a fellow parent, staff or faculty member, have unimpeachable Christian character, and be a model of the values we hold as a school.

We are grateful to our School Board members whose selfless commitment to Open Door Christian Academy is an integral part of our ability to advance God's mission.

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

OPEN DOOR PARENTS' ASSOCIATION (ODPA)

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 ODP. Meetings are held regularly. Parents will be informed of meetings through e-mail and the Weekly Connections.

ODPA 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 commit to a designated number of service hours during the school year. (Please refer to the Family Service Project in the summer packet.) Fees for not completing service hours will be added to your account as stated in the Family Service Project form.

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. Early Learning Center (ELC) students may be dropped off in their classrooms after 8:20 a.m. to be supervised until class starts. (Before-School-Care is available for all students, beginning at 7:00 a.m., for an additional fee.)
- 8:00 – 8:25 All faculty members meet daily for devotions, meetings, or prayer according to a yearly schedule.
- 8:35 All students (kindergarten through eighth grade) are lined up and escorted inside to begin preparations for the day's work.
- 8:45 School day begins. **Students arriving after 8:45 a.m. are marked as tardy.** Teachers will record attendance daily in the Gradelink program no later than 9:30 a.m. It is the parent's responsibility to call the school office to report your child absent or tardy in grades kindergarten through eighth. A note must be sent in when the student returns to school.
- 11:45 – 12:45 **Lunch and recess** (stay in classrooms for lunch)
- | | | |
|----------------------|---------------|--------|
| Grades 1 - 5 | 11:45 – 12:15 | Lunch |
| | 12:15 – 12:45 | Recess |
| Middle School | 11:45 – 12:09 | Lunch |
- Recess: Children are outside in the designated play areas under the supervision of teachers and/or aides on duty. Children are required to go outside for recess with the class unless:
- the child brings a note from home requesting he/she remain indoors due to illness
 - the teacher wishes to work with the student
 - he/she has music lessons or special privileges granted by the teacher
- 3:10 Afternoon announcements/car and bus dismissal: Car riders are dismissed to the ELC side of the building where their rides will be announced by two teachers. All car riders **must** be picked up on the ELC side, unless prior permission has been given to pick them up on the office side. Parents' vehicles should not interfere with the flow of bus traffic.
- Kindergarten students riding buses home are to be on the Academy side of the building for dismissal, in the location determined by the principal. A teacher is on duty

at the exit doors where the buses arrive (on the Academy side.) All bus riders are to remain in their seats until the arrival of their bus is called over the school intercom. After-School-Care is also available.

5:00 – 6:30 Pick-up time for students involved in sports or other after-school activities: Please follow proper traffic-flow patterns discussed later in this handbook.

No student is to be left at the school unsupervised for any reason.

EXTENDED CARE (BEFORE-SCHOOL AND AFTER-SCHOOL CARE)

These extended services are available on a regular or one-time-only basis for students in all grades. Mornings begin at 7:00 am. After-school-care is available until 6:00 pm. Hourly rates will be determined yearly by the School Board.

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.

SCHOOL OFFICE

School office hours are 8:00 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 **(215-542-9795)** or, in an emergency, call the church phone number **(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 again when leaving. Parents and/or visitors must make arrangements in advance for classroom visitations or teacher conferences.

COMMUNICATION

Should you have any questions, please feel free to call your child's teacher at school **(215-542-9795)**. If the teacher is not available, the office will take a message and he/she will call you as soon as possible. You may also send an e-mail directly to your child's teacher, and he/she will respond within 24 hours.

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 to its proper owner anything that has been lost. 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 donated at the end of the school year.

RECESS RULES AND BOUNDARIES

- Recess will be held outdoors as long as it is not raining and weather/temperatures permit.
- Students will walk in a line in an orderly and quiet fashion to the playground area with the Teacher(s) in charge of recess duty.
- No ball bouncing is allowed on the way in and out or while in the hallways/classrooms.
- Touch football only is to be played – no tackle football is allowed.
- Horseplay, wrestling, and rough playing is discouraged.
- No skateboards, scooters, or rollerblades are allowed.
- 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 but are not to go past the far soccer goal.
- Students are not to play near Ft. Washington Avenue.
- Students may play on the blacktop parking area. They may not play at the carport or next to the building.

WHAT TO LEAVE AT HOME

Please do not bring headphones, iPods, MP3 players, hand-held computer games, laser pointers, beepers, Pokémon/Yu-G-IOh (related type cards/materials), or expensive toys to school. These items can be a distraction to the educational process. At no time during the school day should any of these devices or related items be visible. ODCA is not responsible for lost, stolen, or broken cell phones or other personal electronic devices. Thank you for your cooperation in this matter.

CELL PHONES

A parent may desire his/her student to have a cell phone while at school; however, it is to be **turned off** and kept in their bookbag or locker during the school day. During school hours, it can be used only for an emergency situation with prior permission from a faculty member. Students seen using, texting, or checking their cell phones will be issued demerits. The cell phone will be confiscated and held at the discretion of the Principal. If applicable, parents may be required to come to ODCA to retrieve the phone and view text messages.

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 can have no expectation of privacy therein. The Principal 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 lunchtime or at specified snack times or parties. Any defacing of the church/school property will result in discipline, and the family will be responsible to pay for the damage incurred.

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.

LUNCH FACILITIES AND POLICIES

ODCA offers a daily lunch program. Students may also bring lunches from home. Please send in the appropriate eating utensils for your child's packed lunch (fork/spoon/plate/bowl). Soda is not to be sent in with your child for lunch. Hot lunch order forms are made available electronically through our weekly newsletter and can be found on our school website. Hardcopies are available in the school office. If your copy gets lost, a link will also be included in the Weekly Connections, and you can print a replacement copy. If you have any questions, please e-mail our hot lunch coordinator or the school office.

- Hot lunch orders **MUST** be turned in by **FRIDAY** at 12:00 p.m. in order to be tallied for the following week.
- Payments must either be paid in cash for the exact amount, or by check.
- There are no refunds for missed lunches or sick days. If there is a snow day, a voucher will be issued.

- We accept cash or checks only. Please make checks payable to ODCA. Put your child's name and grade on the memo line.
- Please separate sibling order forms, and they must go to each individual homeroom teacher. If you choose to write one check for all your children's order forms, you may do so, but please indicate on each form with which child the money is being sent.

SECURITY

VIDEO SURVEILLANCE CAMERAS

Our school facility is equipped with a number of video surveillance cameras. These are in use to promote the safety and security of students and staff, the protection of COD/ODCA property, deterrence and the prevention of criminal activities and the enforcement of school rules. Cameras shall not be used to monitor inside restrooms. A video recording of actions by students may be used by ODCA or administrators as evidence in any disciplinary action brought against students as a result of the student's conduct in or about ODCA/COD property. Video recordings of students, staff, or others may be reviewed or audited for the purpose of determining adherence to ODCA policy and school rules. ODCA may use video surveillance of students, staff, and others to detect or deter criminal offenses that occur in view of the camera. Video recordings may be released to third parties or applicants in conformance with the provisions contained in applicable state and federal statutes and laws. ODCA or its administrators may use video surveillance and the resulting recordings for inquiries and proceedings related to law enforcement, deterrence, and student discipline. The Principal will review the usage of cameras during the opening of the school year. The ownership of these recordings rests with Open Door Christian Academy. Unless there is a formal complaint or issue being investigated, these recordings will be overwritten on a continual basis. Recordings will only be viewed when the Principal or other designated representatives are investigating an incident. Only appropriate personnel involved in investigating a formal complaint or incident will be permitted to view the recordings. A clear record of the purpose for retaining any specific video record will be written and kept on file in the school office. The record will also detail who is allowed to view the file and the purpose for which it is to be used.

SEARCH POLICY

The school reserves the right to search student lockers and book bags, and to ask students to empty their pockets when there is an incident which requires the need to find missing or illegal items. Parents of those students involved in the search will be notified if ever these procedures take place.

VISITORS TO SCHOOL FACILITIES

Our building is equipped with a state-of-the-art security system. Our doors are locked 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 the school and again when leaving. Parents and/or visitors must make arrangements in advance for classroom visitations or teacher conferences.

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 websites. This access to the internet is provided solely for purposes of education and educational research. The school will make every effort to provide protection from any use of inappropriate sites. We have 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 Principal).

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 become 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 either 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 agree 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 to 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 as well as 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. In doing so, 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 consequences 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. Through the application of filtering software, Open Door Christian Academy will make every effort to safeguard its students and faculty from offending material and sites deemed inappropriate; 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, Online 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 Principal 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 websites 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 or vulgarities or suggestive, obscene, belligerent, or threatening language is not permitted while using the internet.
- b. Do not reveal your personal address or phone numbers or those 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 as to 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. There is to be no downloading without permission. This includes plug-ins for internet browsers, use of Napster, Gnutella, FTP, or any program used to download data or mp3's.
- i. No online gaming is permitted.
- j. Do not install or delete programs.
- k. Students are not allowed to use the CD burners without permission or to duplicate copyrighted materials of any kind.
- l. There is to be no online 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's privileges at any time without prior notice or hearing of any kind.

TRANSPORTATION

BUSING PROVIDED BY PUBLIC SCHOOL DISTRICTS

The ODCA Director of Admissions will send lists of student names to the area public schools, confirming the student's registration status at ODCA. If you have questions relative to the quality of your district's busing service, you are advised to contact your local school district department of transportation directly in order to resolve the issue. If you do not need transportation to be provided by your local school district, please communicate this in writing by sending an e-mail to the ODCA Director of Admissions.

8:00-8:40 A.M. CAR AND BUS DROP-OFF – KINDERGARTEN THROUGH EIGHTH GRADE

- ALL vehicles must enter the school property via the Early Learning Center entrance. The parking lot is set up to flow in counter-clockwise direction around the school building.
- Traffic needs to be kept in single file.
- For kindergarten through eighth grade, please drop your child off with the teacher on duty outside after 8:00.
- Do not let your child walk between traffic and buses!
- If you are only letting your child out of the car, please do so in single file; do not attempt to drop him/her off alongside other vehicles or buses.
- If you arrive after the children have entered the building, do not leave your car unattended in a fire zone or between school entrance doors.
- If you are coming into the building, please park your car in a designated parking spot and sign your child in at the office.
- Please note: under NO CIRCUMSTANCES are cars to enter via the school side driveway. All morning traffic must enter on the Early Learning Center side and exit on the school side at all times.

MORNING ARRIVAL – OUTSIDE

- Students will wait outside in the parking lot in a designated area in front of the soccer field.
- Two teachers will be on duty. The first teacher will be present at 8:00 a.m., and the second will be there by 8:20 each morning.
- Students may play in the field behind the parking lot at the discretion of the teachers on duty.
- Children will be asked to stay on the blacktop if the grass is wet.
- The area behind the garage and the pine trees on the far side of the field are off-limits.

- Students will refrain from throwing snow or snowballs. They will also stay out of puddles and away from icy patches.
- No skateboards, rollerblades, Heelys (roller-shoes), or scooters are permitted.
- At 8:40 a.m., students will line up to enter the building quietly.

MORNING ARRIVAL – INSIDE GYM FOR INCLEMENT WEATHER

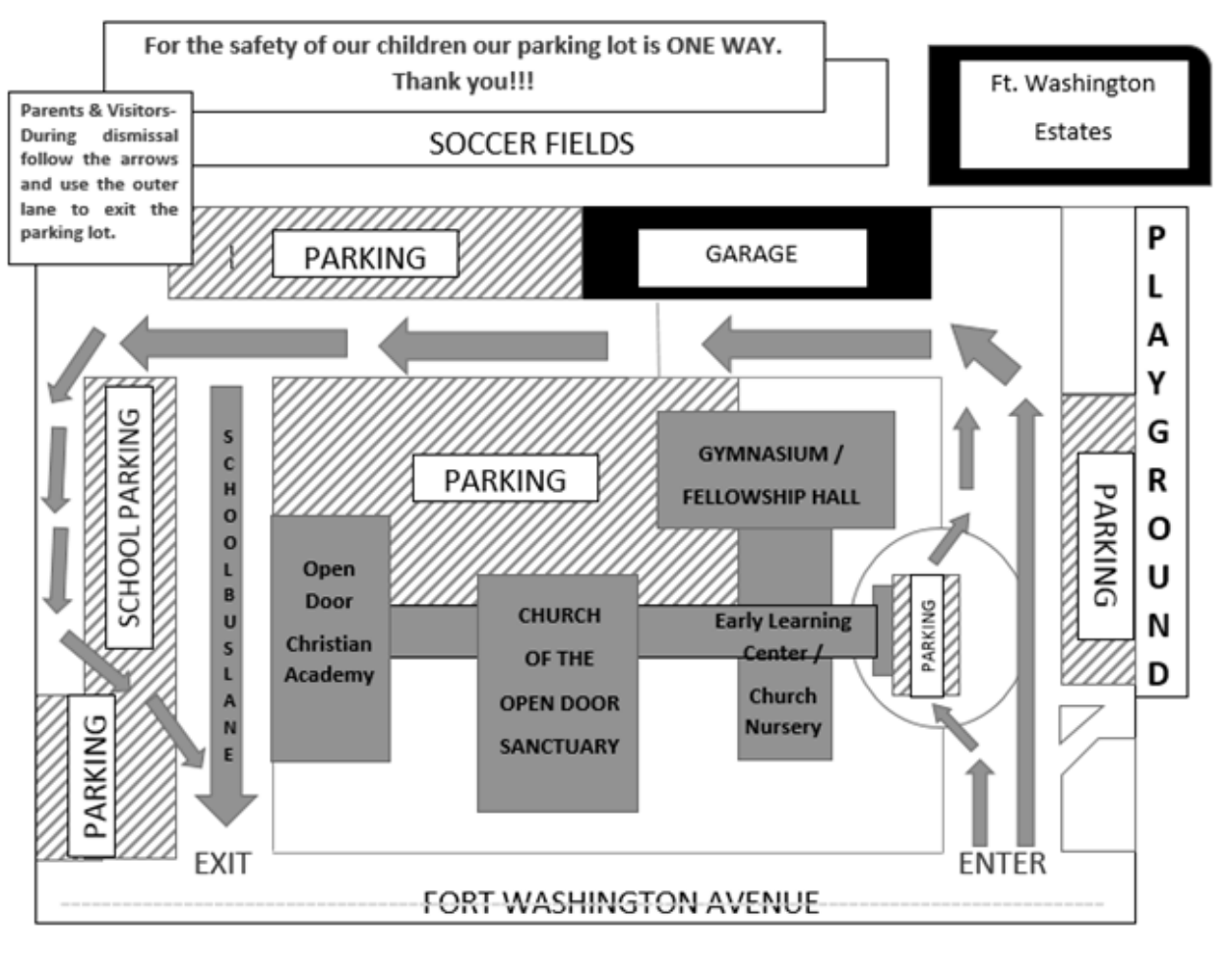
- Students will stay in the gym.
- Basketball and other games may be played until the gym becomes too crowded.
- Students may use the gym bathroom only, one at a time, with permission.
- When the gym becomes too crowded, the students are to sit according to classes.
- Before-School-Care is available for all students beginning at 7:00 a.m.

EARLY LEARNING CENTER MORNING ARRIVAL

- Early Learning Center (ELC) students arriving before 8:30 will be charged for Before-School-Care services.
- Parents arriving with ELC students need to park their cars in a parking spot and walk with their child(ren) to the ELC entrance. This door remains locked at all times as a safety precaution.
- Parents should ring the designated bell and wait for a staff member to open the door.

PARKING LOT/TRAFFIC FLOW

Speed Limit on ODCA Property: **ALL VEHICLES MUST MAINTAIN 5 MPH.**



The following are in effect to keep our students safe:

- Speed Limit – 5 MPH throughout the parking lot
- The driveway on the school side (grades one through eight) is exit only.
- ALL TRAFFIC MUST enter via the Early Learning Center driveway.
- DO NOT PARK in the fire zone on the school side.
- Never go around the buses for any reason at any time.
- Traffic is one-way.

CAR DISMISSAL AT 11:45 AND 3:10

Please follow these directions for a safe and efficient dismissal.

- All vehicles enter on the Early Learning Center side of the building.
- Vehicles form two lanes (see map):
 - Lane 1 is under the overhang.
 - Lane 2 is to the right of the overhang.
- 11:45 dismissal only - school buses/vans must be in Lane 2 (outer lane).
- Parents must stay in their vehicles.
- Vehicles may not switch lanes.
- ODCA provides a laminated name card which is to be placed in the driver's side window of each car. Do not place the name card on the car's dashboard.
- A faculty or staff member walks the child(ren) to his/her car.
- Traffic flow proceeds around the back of the building and exits on the other side.
- Car dismissal concludes at 3:25 p.m. when students are released to After-School-Care.

CHANGE OF TRANSPORTATION

If it is necessary to change your child's usual method of transportation, Change of Transportation forms are available from your child's teacher or in the school office.

- Changes in transportation should be e-mailed before 2 pm to abs-trans@odcapa.org.
- Students will be sent home according to their normal transportation, unless a call or e-mail is received in the school office by 2:00 p.m. on the day of the change.
- The same procedure applies to any child going to After-School-Care that does not normally do so.

SPORTS PICK-UP

Please remember to maintain a speed limit of 5 mph when picking up your child after sporting events. Pick-up locations will vary, but please enter the school property on the Early Learning Center side, and then exit on the school side as the parking lot is set up to flow in a counter-clockwise direction around the building.

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

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

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

I (We), _____, the parents/guardians

of _____, have read the ODCA Parent-Student Handbook (paying close attention to the attendance, homework, discipline and anti-bullying, internet usage, traffic flow, 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 ONE** 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.

Please **INITIAL** next to the areas highlighted below stating you have read them and have also shared them with your child so that they are followed accordingly.

_____ Dress Code: Children not in dress code will sit in the office until proper clothing is brought to them at school. Please note the length for shorts/skirts and be sure your child's attire meets that requirement.

_____ Attendance Policy

_____ Illness Policy

_____ Discipline and Anti-Bullying Policy

_____ Financial Policy

_____ Traffic Lot Flow: Speed: 5 mph throughout the parking lot

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

Parent/Guardian Signature(s): _____

Parent/Guardian Signature(s): _____

I (We), an Open Door Christian Academy School student, have read the 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: _____