

OPEN DOOR CHRISTIAN SCHOOL

# Student Handbook

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2020-2021



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## BOARD OF DIRECTORS

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Open Door Christian School is a ministry of Oak Street Baptist Church.

The board will consist of seven members. A maximum of two board members may be non OSBC members. One board member will be an OSBC staff member who will serve as a liaison between church and school. Elected members of the board will serve on a three-year rotating basis. The board will meet monthly and may schedule additional meetings, as needed.

The board will function in an advisory and policy-making capacity. It will oversee finances, have final authority in selection and/or termination of staff, and give general oversight to the school.

## OUR MISSION

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Our mission is to provide a Christ-centered educational environment where we can teach the mind as well as the heart and soul of children so they are equipped for lives of Christian love, service and leadership.

## OUR HISTORY

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Open Door Christian School (ODCS) was founded in 1986 by Linda Pippin. First Street Christian School was the original name. Mrs. Pippin never intended for the school to be more than a one room classroom; however, God had another plan. She started the school to meet a need of teaching her young daughter through a biblical perspective. When the school started at Oak Street Baptist Church, Jon Randles served as the pastor.

As the small school continued to grow, Linda formed a board to guide her spiritually and give insight in regards to operating a school. Every time they would pray, it seemed the words “open door” kept being uttered. In 1989,

the school's name changed to Open Door Christian School. The original leaders desired for the children to have open hearts and minds.

As the years passed, various parents approached Linda about teaching their children who were in different grades. In the early 1990's, Linda Pippin hired an additional teacher in order to meet the growing demands of the school.

In August of 2000, Oak Street Baptist Church, under the leadership of Pastor Joe Finrock, formed a long-range planning committee. The committee presented the church with a 1-year plan, 5-year plan and a 10-year plan. During the one-year plan, Open Door Christian School became an official ministry of Oak Street Baptist Church due to the vision and God's guidance of those on the long-range planning committee.

Over the years, ODCS continued to grow. The school now has multiple grade levels and teachers. Open Door did not grow from a one employee school to a many employee school without experiencing many obstacles and adversities that shut the doors of most Christian Schools. Yet, God's favor is with the school and its doors remain open.

## OUR CURRICULUM

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...Values God

Our curriculum *values God* being the ultimate creator of all things, including education and imagination. The teachers and staff use curriculum with a biblical worldview, which helps students view the world as God does.

...Values Excellence

Our curriculum *values excellence*. BJU Press is the main publisher used at Open Door Christian School. The curriculum at ODCS prepares students to be successful in all aspects of life.

## OUR STAFF

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A school doesn't become great by its buildings, the newest technology or the latest trend in curriculum. A school is defined by its teachers and staff. They are the core of educating a child's heart and mind. We are thrilled to have a staff who continues to make our school a place where children can flourish, become life-long learners, and become true followers of Christ.

## OUR EXISTENCE

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The decision of how to educate your child is a very personal one. The leadership of ODCS firmly believes God calls some kids to public schools, some to private schools and some to home school. And there are those kids who are called to attend all types of schools.

Wherever a child is called to attend, the goal of every Christian parent should be to nurture his/her children so they might walk humbly with their God in order to bring God's justice, love and mercy to a world that needs them.

## STATEMENT OF BELIEFS

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Open Door Christian School is a ministry of Oak Street Baptist Church. Our statement of beliefs can be found at [www.osbcgraham.com](http://www.osbcgraham.com). You may also pick up a hard copy at the school office.

# PHILOSOPHY STATEMENT

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ODCS believes a well-rounded education can only be accomplished by teaching God encompasses every aspect of life. This biblical worldview helps them see the world as God sees the world and enables them to reclaim the world for Christ.

The educational process is seen as a tool used by the Holy Spirit to bring the student into a right relationship with God, produce God's wisdom in him, and equip him to fulfill God's purpose for his life.

As the student participates in this process, he should begin to expand his understanding of his own abilities, skills, and character qualities. The student should see himself as an integral and important part of his family, school, church, and society. The establishing of life goals and careers should be an outgrowth of a strong spiritual and academic foundation.

This process should involve parents and teachers who demonstrate the power of Christ to transform lives. By delegated parental authority, Open Door Christian School is a partner in training and educating children.

## OBJECTIVES

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### A) Spiritual Objectives

1. Teach students that Jesus Christ is the son of God and the only way to salvation.
2. Demonstrate how to love God with all your heart, soul, mind and strength.
3. Demonstrate how to love your neighbor as yourself.
4. Develop an appreciation for the Bible through daily reading, study, and memorization.
5. Teach the student to integrate the teachings of the Bible in all areas of his life.
6. Encourage the student to develop self-discipline and responsibility.
7. Teach the student respect for and submission to authority.
8. Empower the student to go and make disciples of all men.
9. Teach the student a biblical worldview so he might view the world as God views the world.

### B) Social and Emotional Objectives

1. Help the student understand that he is uniquely created in the image of God.
2. Help the student understand that others are uniquely created in the image of God.
3. Help the student understand and develop his own abilities.
4. Teach the student to treat others with love and respect.
5. Guide the student in effective use of his time.
6. Teach the student to respect and honor persons of the opposite sex.
7. Teach the student to be a good steward of material blessings.
8. Equip the student with social skills to successfully interact with others.
9. Guide the student to have a well-balanced emotional state.
10. Train students to be good citizens of the United States and heaven.

### C) Academic Objectives

1. Promote high academic standards.
2. Foster an appreciation for the joy of learning.
3. Develop lifelong learners.
4. Train students to think critically in order to reclaim and rebuild academics for the glory of God.  
(\*See Level 3 of Biblical Integration by BJU Press).
5. Help each student realize his academic potential.
6. Teach the student to work independently.
7. Teach the student to participate in group activities.
8. Encourage the student in good study habits.
9. Develop in each student the ability to think creatively and critically.
10. Guide the student in appreciation of Christian and American History.
11. Develop in the student an appreciation of God's world and man's responsibility in it.
12. Provide opportunities for the student to participate in the fine arts.

### D) School and Home Cooperation Objectives

1. Help parents understand the purpose and program of the school.
2. Encourage parental participation in the school.
3. Encourage school and parental cooperation in the training of the child.
4. Nurture children so they might walk humbly with their God in order to bring God's justice, love and mercy to a world that needs them.

## POLICY OF NON-DISCRIMINATION

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Open Door Christian School does not discriminate against any student, potential student, or parent on the basis of race, religion, or creed.

# POLICIES AND PROCEDURES

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**ODCS reserves the right herein at any time to make changes to this handbook and the policies therein when in the school's sole discretion, it is in the best interest of the school.**

The purpose of Open Door Christian School is to provide an environment in which children can freely and happily develop spiritually, emotionally, physically, and mentally. The staff is here to cooperate with parents in their job of child rearing and to supplement the child's home life by enriching his/her experience. The following policies and procedures have been developed to help to carry out our purposes. The ODCS Board reserves the right herein at any time to make changes to this handbook and the policies therein when in the school's sole discretion, it is in the best interest of the school.

## ABSENCES and TARDIES

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When a student is absent, parents should send a note explaining the reason for the absence. If a student misses more than three consecutive days, he/she must have a note from the doctor in order for the absences to be excused. A student who is absent more than 10% in a semester does not meet our attendance standards. If there are extenuating circumstances, they should be explained in writing to the administrator.

### **The Basics** (not all inclusive)

- Three (3) tardies and/or early departures in a six weeks period count as one absence.
- Students returning from an absence must bring a note from parent/guardian or doctor for it to be excused.
  - Without a note, makeup work will only be given 50% credit.
  - Students gone for more than three consecutive days must have doctors note for the absence to be counted as excused. Work from an unexcused absence will only receive 50% credit.
- Leaving early for lunch is an early departure, returning late is a tardy.
- Students are only allowed to miss 10% of days in a semester. More absences could result in loss of credit for the semester.
- Homework requests must be called in by 10:00 am and can be picked up between 3:00 and 3:30 (between 2:00 and 3:30 for Kindergarten).

### **Attendance**

Successful students attend school regularly and punctually. All Class Time is valuable and missing class time means missing important instructions and interpretations given by a teacher, as well as the give and take between other students and the teacher. Excessive absences (defined below) compromise the integrity of the curriculum and may violate future accreditation attendance regulations. Students with lengthy absences may require additional outside tutoring to catch up with their studies. A student who arrives after 10:00 am without a doctor's excuse will be considered absent.

School policy, ACSI accreditation standards, and state law require that students, K-6, be in school at least 90% of the days during a semester which would allow for no more than approximately 8 or 9 days of absences, based on the number of days in a given semester. The school can grant release time for emergencies and for medical/dental appointments when those appointments cannot be scheduled outside of school hours, if requested in writing by a parent or guardian.

The ODCS school calendar includes many holidays, as well as spring and summer breaks. Any absences to extend regular school breaks will count against the 90% of compulsory attendance required for each student to receive credit for a given semester. Any cases for students that fall under the 90% compulsory attendance will be addressed on a case by case basis.

When a student is absent from school due to illness, a parent or guardian is requested to telephone the school office between 8:00 am and 10:00 am. Homework requests must also be called in by 10:00.

### **Steps for Addressing Excessive Absences**

1. Parent/Guardian will be notified in writing when a child is absent more than 50% of allotted absences. This is a friendly reminder about the attendance policy.
2. Parents will receive a second notification when child is absent 70% of the allotted absences.
3. **When a child is absent more than 10% in a semester, they can lose credit for the semester.** The student and parent/guardian may appear before an attendance review board explaining why the student was absent more than 10% of the semester\*. The student and parent/guardian are allotted 10 minutes total to present their case. After the student and parent/guardian present their case, the attendance review board might have questions. After all discussion with the student and parent/guardian is finished, the attendance review board will take time in a closed discussion to review the case. The student and parent/guardian of student will be notified in writing of the decision. All decisions made by the attendance review board are final.

\*Loss of credit for the course can be appealed to the attendance review board on the following basis:

- A. Chronic or extended illness
- B. Death in the immediate family
- C. Extenuating circumstances

### **Tardiness**

Promptness is essential for a well-ordered classes. Parents should see that their children arrive on time. A student who arrives after 10:00 am without a doctor's excuse will be considered absent. Students are tardy after 8:00 am. One student arriving late interrupts the rest of the student's learning experience.

Persistent or repeated tardiness may require a conference between the parents and the Principal. If parents have not complied with requirement to meet with the Principal concerning tardies, report cards will be withheld until the parents have met with the Principal.

Tardy Policies and Procedures apply to all students **except for preschoolers.**

- All tardies are unexcused
- A student must receive a tardy slip from the office before he/she may enter into his/her classroom
- A teacher will not admit a student without a tardy slip

- Three (3) tardies and/or early departures in a six-week period will result in one unexcused absence
- A student returning late from lunch is considered tardy

If a student is excessively tardy, the administration will then review the case and take what they deem as necessary steps to resolve the problem.

**Three tardies and/or early departures will equal one-day unexcused absence. All work missed during unexcused absences or tardies must be made up, but only half-credit will be given.**

### **Early Departure**

A student receives an early departure when they are checked out before the end of the school day or when they are checked out early for lunch. Also, students will receive a tardy when returning late from lunch. Three tardies and/or early releases in a six-week period will result in one unexcused absence.

### **Returning to School**

**UPON RETURNING TO SCHOOL AFTER AN ABSENCE, STUDENTS MUST BRING A WRITTEN EXCUSE FROM EITHER A PARENT/GUARDIAN OR MEDICAL/DENTAL OFFICE. This note must contain the date(s) of the absence, the reason for the absence, and a parent's or guardian's signature. If the absence was for a medical or dental appointment, the student is to bring a note from the medical or dental office showing the time and date of the appointment.** When possible, make such appointments after school or on Saturdays. **Without an appropriate note upon return, the absence will be considered unexcused. A phone call or a parent's signature signing the student out the day before does not take the place of a note from a parent or doctor.**

### **Make-up Work**

It is the student's and parent's responsibility to seek out missed assignments and make up all missed work. Work may be requested before 10:00 am by contacting the office and should be picked up in the office between 3:00 and 3:30 pm. If a request is received after 10:00 am, the make-up work will be available the next school day. This includes instances when students are in attendance but have missed class(es) because of a special activity, a school-sponsored trip, or left school early for any reason. Exceptions may be made for students representing ODCS at special events or competitions. If a student is in attendance for any part of the day or attends an after-school practice or function, he/she is expected to be prepared for all of his/her classes the next school day, even those classes he/she missed. In any case, it is the student's responsibility to confer with his/her teacher and clearly understand the due date of each assignment.

Make-up work will be accepted when the absence is excused; 50% credit will be issued for any work missed on the days of unexcused absences. Work missed due to absences must be completed and returned promptly. One day is given for each day of absence, however, due dates should be clarified with the appropriate teacher.

**Students should be aware that work assigned before the absence that falls due the date of the absence or the following day should be turned in the day the student returns to school. Tests assigned before the absence, which fall due the date of absence, should be taken the day the student returns to school.**

Tests assigned before the absence, which falls due the day following the absence may be taken the day the student returns to school or the next day. This decision will be at the discretion of the teacher.

## School-sponsored Extracurricular and Co-Curricular Events

School-sponsored extracurricular or co-curricular events are not counted as absences for team members or contest participants. Siblings or friends who miss school to attend extracurricular or co-curricular events in which they are not competing will be counted absent. Administrative exceptions may be made for regional ACSI competition.

Students are to collect work from teachers prior to leaving and turn this work in prior to leaving or upon their return at the teacher's discretion. Tests or quizzes missed during a planned absence are to be taken upon the student's return to school unless prior arrangements have been made with the student's teacher.

In order for a student to participate in any extracurricular event or co-curricular event that is scheduled in the evening, he or she must be in attendance for four full class periods on the day of a contest or practice. Students may not make a practice of attending just enough of the school day to participate. Such a pattern will require a conference with ODCS administration and disciplinary consequences, as deemed necessary.

## ACADEMIC INTEGRITY

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Academic cheating is the attempt to obtain information, knowledge or material from any other source and submit it as one's own work. Cheating in any form will not be tolerated at ODCS.

## ACADEMIC ELIGIBILITY

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**To participate in any extracurricular activity, a student must obtain an overall C average (70).** The student must also have at least a satisfactory conduct grade from each of his/her teachers. Eligibility may be restored by removal of the deficiency on the next bi-weekly grade check done by the teacher.

# ADMISSIONS

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All students who are admitted to the school agree to abide by the requirements, regulations and policies established by the administration and the School Board in the ODCS Student Handbook. **Enrollment implies a commitment to compliance with school policies.**

Because a high standard of achievement is expected of each student, a careful analysis of each applicant is made. Each prospective student's parents/guardian is interviewed. The student is interviewed, and could be tested giving the administration the prerogative to select and place the student into the class best suited for his/her needs. All new students will be accepted on a six-week probationary basis. Acceptance and continuation of a student in the school is based on the student's academic achievement, emotional stability, social behavior, and conduct. Open Door Christian School is not equipped to handle the severely handicapped or students with learning disabilities. The school reserves the right to deny admission to any applicant when deemed necessary. Any student that has been suspended during the past school year will have his application for re-enrollment reviewed by the ODCS administration and board.

Parents or current students wishing to enroll or re-enroll should complete and submit a Student Registration Form. The registration fee must also be paid when the Student Registration Form is turned into the office. Returning students and prospective new students and their parents/guardians should thoroughly review this handbook and Open Door Christian School's Statement of Beliefs. Our statement of beliefs can be found at [www.opendoorgraham.com/our-beliefs](http://www.opendoorgraham.com/our-beliefs). You may also pick up a hard copy at the school office.

The enrollment procedures are as follows:

1. Complete and return all enrollment forms.
2. Provide verification of the child's birthday (copy of original birth certificate with state issued number or certified copy of original birth certificate with state issued number) and immunization record.
3. Obtain transcripts and records from preceding schools. (Achievement scores and discipline records must be included.)
4. Parent and student must arrange for an interview with the Principal/Administrator.
5. Complete testing and evaluation, as necessary.
6. Pay registration fee.
7. Confidential Recommendation Letter (5<sup>th</sup> and 6<sup>th</sup> grade only)
8. All other forms besides registration forms must be completed and returned.

## Information Evaluation

After all the above information is received, the Principal/Administrator reviews this information and determines the student's eligibility. If there are questions about eligibility, he convenes a meeting of the Admissions Committee for a final decision.

No student shall be admitted who:

- Has emotional or disciplinary problems that cannot be met by ODCS,
- Has a court record or a reputation that is ungodly, or
- Has a physical handicap or learning disability for which our program is not staffed.

An approved application does not guarantee enrollment in the school, due to class-size limitations and other requirements. Internal enrollment is conducted prior to open enrollment and allows currently enrolled students and their siblings to enroll first.

### **Pre-Kindergarten Enrollment Requirements**

**Checklist for Entering Open Door's Pre-Kindergarten Classes are available on our website's Pre-K page ([www.opendoorgraham.com/pre-k-department](http://www.opendoorgraham.com/pre-k-department)).**

## **CELL PHONES**

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Students will not be permitted to use cell phones during class time without the teacher's permission. All cell phones must remain in the students' backpacks and not in or on the student or his/her desk. **All calls/texts made will be made with permission of the faculty or administration only.** Any student who abuses this policy will have their cell phone taken up and it will only be returned to the parent. This includes after school care.

## **CHANGE OF ADDRESS / PHONE NUMBER / EMPLOYMENT / CUSTODY**

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It is imperative the school office has an up-to date home address and telephone number for every student. The school also needs to know the telephone number of each parent's place(s) of employment in case an emergency situation arises. Cellular phone numbers will also be kept on file for emergency situations. Parents are required to notify the school promptly of any changes in addresses, phone numbers (home and work) or custodial arrangements that might occur during the course of the school year. Changes in living arrangements must also be reported.

In cases where parents are divorced, ODCS will provide school records upon request to both parents UNLESS supplied with a copy of court order/divorce decree that prohibits this. It is the parents' responsibility to provide the school with updates of any court orders. **BOTH parents will be allowed to check a child out of school unless ODCS is otherwise notified in writing by the courts.**

## **CLASS SIZE**

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Grades Kindergarten-6<sup>th</sup> will be limited to 14 students per teacher. Classes with 16 students will be evaluated by the administrator who will then decide if the class should be split, if a teacher's aide needs to be hired, or if further evaluation needs to be made.

Three-year old pre-kindergarten classes will be limited to 10 students per class.

Four-year old pre-kindergarten classes will be limited to 12 students per class.

\*\*The administration staff assumes sole responsibility for assigning students to a teacher.

## CONCERNS PROCEDURE

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If a student or parent is having any concerns with a teacher, class procedure or class assignment, an appointment should be scheduled with the teacher to rectify the situation. Both parent and teacher must refrain from discussion about the situation with others. If, after consulting together and praying for mutual understanding, this does not prove satisfactory, a conference with both teacher and parent will be scheduled with the Principal. The procedures for addressing any concerns you might have are as follows:

1. All concerns should first be referred to the appropriate staff member (example, a classroom matter to the teacher).
2. All matters not resolved by the staff member should be taken by the concerned parents to the Principal. An appointment with the Principal will not be granted until first the meeting is held with the staff member. If the staff member is not available, please contact the office for an appointment with the Principal.
3. Other matters not related to a staff member's area of responsibility should be taken directly to the Principal (appointment should be made unless immediate attention is required).
4. Matters that cannot be resolved by the Principal will be addressed by the School Board. The School Board should not be addressed until the staff member is consulted, followed by the Principal consultation.
5. If a parent is contacted by someone about a school matter of concern, the parent should tactfully refer the person to this section of the Student Handbook so that they can appeal to the appropriate person. Parents should not be a party to rumors nor spread discontent among our children or other parents. Most school matters can be handled efficiently and promptly if this communication mechanism is followed by all of us.

Please refer to Matthew Chapter 18 for scriptural guidance on resolving issues.

### **Addressing School Board**

Any individual or group wishing to be included on the agenda must contact the School Board President within seventy-two hours of the meeting. Speaking time will be limited to five minutes. The School Board is not required to respond to a speaker's request or problem immediately.

## CONDUCT

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Open Door Christian School sets high standards of Christian conduct. Obvious immoral behavior such as profanity, disrespect, cheating, lying, stealing, use of harmful and intoxicating substances, and sexual immorality are grounds for dismissal from the school. Students found behaving in such a manner will be brought into a parent-administrative conference designed for counsel and prayer and the setting of new goals and direction. Should improper behavior continue, the student will be dismissed from ODCS.

## CORRESPONDENCE

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Teachers will correspond with parents by sending notes, homework, or test papers home with the student. The purpose of this communication is to keep parents informed of the child's progress and needs. Class programs, holidays, and teacher work days will be scheduled during the year and written notices will be sent home with

each child. The office may also communicate with Remind App text messages. Multiple notes will not be sent home with a student for multiple parents/guardians. Parents/guardians are responsible for communicating with each other in regards to these daily matters. More serious information may be sent to more than one parent.

## CURRICULUM

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Open Door Christian School provides quality curriculum from Christian publishers. Screened and selected secular materials are also used in some basic skills areas.

Open Door Christian School's basic curriculum is designed to help each student come to a full realization of his/her potential in God. The curriculum includes basic instructions in character training, Bible, math, reading, spelling, handwriting, social studies, English, and science. Enrichment is added in the areas of physical education, library time, and technology courses. The school (PK-6<sup>th</sup>) will primarily use BJU Press and Abeka Books curriculum and textbooks, which were written on the premise that all truth comes from God.

## DISCIPLINE

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"The Lord disciplines those he loves." (Proverbs 3:12)

"Train a child in the way he should go, and when he is old he will not turn from it." (Proverbs 22:6)

"No discipline seems pleasant at the time, but painful. Later on, however, it produces a harvest of righteousness and peace for those who have been trained by it." (Hebrews 12:11)

Good discipline means that the class room is free from confusion, disorder, and anti-social behavior. It means that each child, and the group as a whole, operate freely within a structured framework which they understand, accept and incorporate into their behavior without constant reminder or punishment. Discipline is more than outward pressure. It involves inner understanding and acceptance.

Discipline is necessary for the welfare of the student as well as for the entire student body. The classroom teacher will be the primary disciplinarian in the school. Students will be treated fairly and will be expected to accept personal responsibility for their actions. The Principal/Administrator bears overall responsibility for discipline in the school. Discipline is an educational process and part of school learning. Please note that we do everything we can to help the student become more Christ like.

ODCS seeks to cooperate with parents to **develop the following characteristics in their children:**

1. Cheerful obedience to all in authority
2. Cleanliness in person and property
3. Cooperation with others in and out of the classroom
4. Courtesy and respect for others; being quiet in class, raising hands to speak, not interrupting others, walking not running in the building, and eating with proper manners
5. Morally good conduct in respect to recreation, social relationships, and language
6. Promptness in attendance and completing assignments
7. Respect for the property of Open Door Christian School and other people

8. Responsibility in doing assigned or expected task
9. Truthfulness and honesty in work and life

## DISCIPLINARY ACTION

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We never assume students know proper behavior until we have explained it to them.

Each teacher has his/her own list of rules that are posted in their classrooms. Consequences are included in this list. Staff members also have rules and consequences for recess and enrichment classes. When a student's behavior is unsatisfactory, the school will employ the appropriate action for correction. The following steps may be used to achieve appropriate behavior and attitudes:

1. Verbal warning to students regarding actions
2. Loss of privileges
3. Correspondence with parents (from teacher and/or Principal)
4. Corporal Punishment (with parent notification and consent)
5. Parent/Guardian-Teacher-Principal conference
6. Suspension
7. Expulsion

### **Conduct Slips**

If it becomes necessary to send a child to the Principal's office, teachers will send a Conduct Slip explaining why the child is being sent. The administration will keep one copy, the teacher will keep a copy, and the parents will be mailed or handed a copy. If the teacher did not talk to the parent after school, the child's teacher will notify the parents by telephone within 24 hours that their child had been sent to the Principal's office, the reason why, and that they will be receiving a copy of this form.

### **Suspension**

A policy of a 1-3 day suspension will be at the discretion of the administration. More than two suspensions in a year are considered excessive and will result in a recommendation of dismissal from the school. Any student who is suspended will be required to make up any work, tests and projects before returning to school. He/she will receive half-credit for the work, tests and projects assigned during his/her suspension. Any student guilty of the following while on school property or during school field trips or school activities may expect immediate suspension:

1. Fighting
2. Possession or use of tobacco in any form
3. Possession, use of, or being under the influence of drugs or alcohol
4. Any type of solicitation to use or purchase drugs or alcohol
5. Obscene, profane, or vulgar language that is written, spoken, or expressed by symbols or gestures
6. Physical force used on another student or teacher
7. Misuse and/or damage of school property

8. Any behavior, display or attitude in opposition to the basic principles and purposes of Open Door Christian School or which restrict the spiritual or academic atmosphere of the school as determined by the administration

True discipline results from self-discipline rather than external regulation or compulsion. Open Door Christian School's policy is based upon spiritual principles and strives to be both firm and fair. It is expected that good behavior will be the norm and discipline problems the exception.

**Please Note: Open Door Christian School reserves the right to refuse re-enrollment to the school to any student who does not meet eligibility requirements. Open Door reserves the right to refuse re-enrollment to any student when, in the judgment of the administration, the re-enrollment would not be in the best interest of Open Door, its students, or faculty due to disciplinary problems. Previous attendance does not guarantee re-enrollment.**

### **Appeals Policy**

Any appeal filed in response to a decision made by the school will be considered in the following order:

1. Principal/Administrator
2. Executive Committee of the School Board
3. School Board

The Executive Committee and the School Board reserve the right to refuse an appeal.

### **Discretionary Authority**

Despite the best efforts to be clear regarding rules, requirements and expectations, the need will occasionally arise for judgment calls to be made and discretionary authority to be exercised by the administration. Open Door Administration reserves the right and authority to govern and rule regarding all other matters not listed herein regarding improper behavior by students and discipline while representing the school.

## **DRESS CODE**

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“Let no man look down on your youthfulness, but rather in speech, conduct, love, faith, and purity show yourself an example of those who believe.” (1Timothy 4:12)

Open Door Christian School's dress code is based upon the following goals and principles:

\*Appearance...As individuals uniquely created in God's own image, our appearance should reflect our values.

\*Modesty...More than the length of a skirt or the cut of a blouse, modesty is ultimately an issue of the heart. All members of the ODCS family are asked to avoid immodesty both in term of *under dressing* (too short, low-cut, tight, transparent, ect.) as well as *overdressing* (“look at me” apparel, accessories, or jewelry).

ODCS requires all students to adhere to the dress code of Open Door Christian School. Ultimately, parents and students are responsible for understanding and following the established code. **STUDENTS OUT OF DRESS CODE WILL BE REQUIRED TO HAVE SOMEONE BRING PROPER ATTIRE.**

### General Guidelines-

1. Items that are either too small (tight, can't be tucked in, etc.) too large or in poor repair (holes, frayed, split at seams, etc.) will not be worn to school.
2. No clothing that promotes or advertises alcoholic beverages, tobacco/drugs, rock groups, etc. or uses suggestive and/or vulgar language will be allowed.
3. Students should wear jeans that are not ripped, torn, or patched. Jeans will not be worn below the waist. No cut-offs or frayed jeans are allowed. All shorts should be not more than 4 inches\* above the floor, as measured when kneeling.
4. Hats, caps, bandanas, or any other headgear may not be worn in the building during the school day. This includes hoods on sweatshirts and jackets.
5. The legs of shorts may not be rolled up nor may the top of skirts be rolled or folded in order to shorten their length.
6. Hairstyles should be neat and clean and should not obstruct vision. Any hairstyle, cut, or color considered inappropriate by ODCS administration is unacceptable.
7. Glitter and decals may not be worn.
8. Body piercing and tattoos are not permitted, whether real or fake. This includes drawings on the skin.
9. Students may not wear heels over one inch, platform shoes, or shoes with wheels. Students will only wear only tennis shoes for safety sake in PE. Socks should be worn.
10. Fridays are Open Door Spirit Days. All students are encouraged to wear their ODCS t-shirt.
11. Please remember children grow quickly and lengths that follow policy when bought may not by the end of the school year.

### Girls' Guidelines-

1. All shirts and blouses must come below the top of shorts, pants, or skirts and cover the back and stomach while sitting or standing. No bare midriffs will be allowed. Bodysuits, halter tops, backless tops or dresses, and miniskirts are prohibited. No shirts, blouses, or dresses with spaghetti straps or tank-style tops will be allowed. Girls may wear sleeveless shirts or blouses as long as the armholes are tight fitting and undergarments are not showing.
2. One pair of matched earrings, not excessively large, and worn in the ear lobe only is allowed.
3. Makeup, nail polish, lotions, sprays, or perfumes, may not be brought to the classroom. No extreme or distracting colors of nail polish or makeup may be worn.
4. Appropriate undergarments must be worn; including shorts being worn under skirts and dresses on PE and library days.
5. The hem of girls' shorts, skirts, skorts, and dresses may be no higher than 4 inches\* above the knee, measured when kneeling. All measurements are taken from the outer most garment. Example: If shorts are worn over leggings, the shorts must meet the standard.

### Boys' Guidelines-

1. Boys may not wear earrings while on campus or at any school-sponsored event.
2. The hem of boys' shorts may be no higher than 4 inches\* above the knee, measured when kneeling.
3. No makeup or nail polish is allowed.
4. No tank tops are allowed.

*\* Note: Due to the constantly changing nature of fashion trends, the administration reserves the right to make specific, case-by-case judgments concerning the dress code that may not be covered in this handbook and to amend the dress code throughout the year as deemed necessary.*

## DROP-OFF and PICK-UP PROCEDURES

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Open Door has a “Drop and Go” policy for dropping off children. When dropping off your child, a parent needs to drop his/her child at the door of the KidZone or classroom and not linger. It’s not always easy to do something new, please be prepared that your child, or even you, may be anxious and emotional at the beginning of the school year. Our staff has been through many years of first days and is able to successfully help you and your child through yours. **Please note, the pull-through located near the KidZone is not a parking space.** Students are NOT allowed to go into the classroom from KidZone until the teachers in KidZone release them.

Please remember: In the mornings when you are dropping off your child(ren), the teacher needs to focus on the entire class. If you have a concern or a conversation that will take more than 2 minutes, please talk to the teacher at the end of the day. You may also schedule a conference with him/her during the day through the school office.

### Pre-Kindergarten

All students may be dropped off at the KidZone, located on First Street, from 7:30 am until 7:50 am. All other doors will be locked. After 7:50 am, please take your student directly to his/her classroom. Pre-K doors will be unlocked at 7:50 am and locked at 8:10 am. Please pick-up your student on the playground at 2:00 pm (or in the classroom during inclement weather).

### Kindergarten - 2<sup>nd</sup> Grades

All students may be dropped off at the KidZone, located on First Street, starting at 7:30 am. All other doors will be locked. The KidZone will be used as the only entrance for the Elementary building in the morning. After 8:00 am, please take your student to the office for a tardy slip. **DO NOT** ask the church office to allow your child to pass through and do not abuse the privilege of having a church key to bypass the procedure. Kindergarten can pick their students up outside the Kindergarten building at 2:00 pm. First & Second grades, please pick up your student on the north side of First Street in front of the Education Building. If you park on the south side of First Street, please walk across to pick up your child.

### 3<sup>rd</sup> - 6<sup>th</sup> Grades

All students may be dropped off at the KidZone, located on First Street, starting at 7:30 am. All other doors will be locked. After 8:00 am, please take your student to the office for a tardy slip. **DO NOT** ask the church office to allow your child to pass through and do not abuse the privilege of having a church key to bypass the procedure. The KidZone will be used as the only entrance for the Elementary building in the morning. Please pick up your student on the east side of Oak Street near the intersection of Oak and First.

## ELECTRONIC LISTENING DEVICES

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Listening devices (i.e. IPODS) will not be allowed at school at any time during school hours. These can become a distraction during class if used during instruction time. Your students need to leave these devices at home.

## EQUIPMENT AND TOYS

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Children will not be permitted to use bicycles, skates, scooters, skateboards, etc. during school hours. Please leave all toys at home. They can cause a distraction in classroom and can be lost or misplaced.

## EXTRA CREDIT

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Extra credit is at the teacher's discretion.

## FIELD TRIPS AND TRANSPORTATION

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Field trips at all levels are offered at the discretion of the teacher. Trips must have a stated goal and purpose and are not optional for students. Field trips are co-curricular by nature and are not different than a regular classroom day. All attendance policies will apply likewise. Written information concerning the trip will be sent home for the parents to read. A signed permission form for students to attend out-of-town field trips is included as part of the registration packet and is kept on file in the school office. Neither verbal permission over the phone, nor handwritten notes will be substituted for a signed school field trip form.

Non-ODCS students and siblings are discouraged from attending field trips. This enables field trip chaperones to give their complete attention to ODCS students in their care. ODCS students will not be able to attend field trips other than those attended by their own class. All students must return to the school from the field trip unless arrangements have been made with the student's teacher. ODCS students must ride to and from the field trip either on a school vehicle or with their parent(s). However, students will not be permitted to leave the group for lunch. This practice is unfair to students who do not have parents on the trip. At the end of the field trip, parents may sign out their own children to ride home with them.

Seats belts must be worn at all times while traveling in a bus or car. Students who choose to unbuckle their seatbelts or treat a driver with disrespect may lose future field trip privileges. ODCS administrators or parents may be called to pick up students who choose to misbehave on trips. School bus drivers must be approved through the procedures and guidelines sanctioned by Oak Street Baptist Church. Only approved drivers will be used to drive school vehicles.

In order to encourage Christian fellowship, students are not allowed to bring any electronic devices of any sort to, from or during school events. Drivers are responsible not only for driving, but also for the vehicle's radio. No inappropriate music is allowed.

Because our students represent Open Door Christian School, they are required to reflect the school's Christian values while on field trips. Any student not exhibiting ODCS conduct standards may be sent home at their expense and/or lose the privilege of attending future field trips.

# FINANCIAL INFORMATION, POLICIES and TUITION

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## Registration Fee

A yearly registration fee of \$100.00 is required for each child enrolled. The registration fee is nonrefundable, non-transferable (including as a credit toward tuition).

## Multiple Child Discount

Families with multiple children attending ODCS will receive a 10% discount on tuition for the second and subsequent child(ren), as long as the child(ren) are not in Pre-K. This discount is offered for students in the same family living in the same household. *This discount only applies to tuition rates. This discount becomes void when multiple children in the same family living in the same household no longer attend ODCS.*

## Financial Policy and Tuition Scale

1. Tuition is paid over a 12-month (June-May) or 10-month (Aug.-May) period. Payments are due on the fifth of each month by check, automatic draft, money order or online with a credit card.
2. When a student enrolls before October 1<sup>st</sup>, the parent will be responsible for the entire year's tuition and fees.
3. If a student enrolls on or after October 1<sup>st</sup>, monthly tuition and fees will be in line with the 10-month payment plan starting the month they enroll.
4. Fees are due at the beginning of the semester.
5. If a student attends part of a school month, the parents/guardians shall be responsible for the ENTIRE MONTH'S TUITION.
6. Accounts not paid by the 10<sup>th</sup> day of the month in which they are due will be considered delinquent and shall be assessed a \$25.00 late fee for that month. Returned checks will be assessed the late fee *plus* a \$15.00 return check fee.
7. Families with delinquent accounts will not receive report cards at the end of each six weeks until all financial obligation to Open Door Christian School are paid in full.
8. Elementary students whose parents/guardians have an outstanding balance that is sixty (60) or more days delinquent WILL NOT be permitted to attend classes until the account is brought to a current status or arrangements have been made for payment.
9. Pre-K students whose parents/guardians have an outstanding balance that is thirty (30) or more days delinquent WILL NOT be permitted to attend classes until the account is brought to a current status or arrangements have been made for payment.
10. Students whose parents/guardians have an outstanding obligation to Open Door Christian School from a previous year WILL NOT be permitted to start school the next year until that obligation is paid in full
11. Students whose parents/guardians have an outstanding financial obligation to another school, public or private, WILL NOT be permitted to start school until that obligation is paid in full.
12. If you have a financial emergency and are temporarily unable to pay, please call the Administration Office before you withdraw or get too far behind.
13. A student with an open balance will not have their records sent to another school until their account balance is paid in full.

## **Tuition rates for this year (2020-2021) are as follows**

	Annual	12 Monthly Payments	10 Monthly Payments
Pre-Kindergarten	\$4,100.00	\$341.67	\$4100
Kindergarten	\$4,100.00	\$341.67	\$410.00
1 <sup>st</sup> -7 <sup>th</sup> Grade	\$3,800.00	\$316.67	\$380.00

Payments for students enrolling after October 1 will be adjusted accordingly. Nonpayment of tuition will be handled on an individual basis by the administration.

### **Paper Goods Fee: Pre-K – 7<sup>th</sup> Grade - \$25 per student, per year, due in August**

The paper goods fee is in place of some items that have previously been on the supply lists: paper plates, plastic forks and spoons, paper towels, hand sanitizer, Clorox wipes, baby wipes, etc.

### **Technology Fee: K – 7<sup>th</sup> Grade - \$20 per student, per semester, due in August & December**

This fee is for administrative software needs, computers, iPads and printing costs. This is also to get us and keep us up to speed in technology.

### **Testing Fee: 2<sup>nd</sup> – 7<sup>th</sup> Grade - \$60 per student, due in March**

The MAP Testing is mandatory for all 2<sup>nd</sup>-6<sup>th</sup> graders. These are the general purposes for assessment:

1. To provide more effective instruction
2. To evaluate achievement or learning
3. To assess what areas your child excels in
4. To assess what areas your child needs help in

## **FIRE AND EMERGENCY DRILLS AND PROCEDURES**

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Regular drills will be conducted to prepare the students for efficient emergency evacuation of the building. The following is the procedure for fire drills:

1. The classes will leave the buildings in a quiet and orderly manner according to the instructions posted in each classroom. Teachers may give other instructions as needed.
2. Leave everything in the classroom. All supplies and books should remain in the room.
3. The teacher will be the last person to leave the room, taking his/her emergency bag.
4. The door to the classroom is to be closed, but not locked.
5. Class groups will remain together in designated areas. Teachers will take roll quickly and report absentees as compared to the start of the period.
6. The administration will conduct at least one fire drill and one storm drill each semester.

**In case of tornado warnings or other emergencies where leaving the building is not advisable, students will be evacuated from classrooms to inner hallways and seated with their heads in the tuck position facing the walls. Doors to the classrooms are to be closed. Students must remain calm and quiet and be prepared to receive additional instructions.**

# GRADE REPORTING

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Evaluation of the student's progress will be made and communicated to parents at the end of each six-week period. Interim reports may be made, as warranted. Questions regarding these reports should be addressed to the teachers involved and conferences arranged as needed. Report cards signed by the parents are to be returned to the school next school day.

## 1<sup>st</sup>-6<sup>th</sup> Grading System-Academics

<b>A</b>	Excellent	100-90
<b>B</b>	Good	89-80
<b>C</b>	Average	79-70
<b>D</b>	Failing	69-Below

## Value

50% Tests/quizzes

50% Daily work/homework

## Kindergarten Report Card Grading Key

E = Excellent (90-100%)

S = Satisfactory (80-89%)

N = Needs Improvement (70-79%)

U = Unsatisfactory (50-69%)

4 = Advanced Understanding, Exceeds Grade Level Expectations

3 = Proficient Understanding, Meets Grade Level Expectations

2 = Basic Understanding, Partially Meets Grade Level Expectations

1 = Minimal Understanding, Does Not Meet Grade Level Expectations

No Grade or Comment = Not Evaluated at this time

## Corrected Work

Students in grades Kindergarten through third may receive half credit for each point missed, after corrections are made.

## Late Work

Homework is due on the date assigned by the teacher. If a student is one day late turning his paper in, they will receive 20 points off of their earned grade on the assignment. If a child turns in work two days or more past the due date, the teacher will not accept the student's work for a grade. However, the child will be required to complete the assignment as originally assigned during lunch detention. The child's recorded grade will be a 0 (zero).

## HEALTH AND FIRST AID

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**\*\*Please be aware that ODCS does NOT employ a full time medical professional.**

### Illness or Injury Policy

Students who are ill should be kept home. If your child has missed school or was ill the evening before school due to any intestinal or stomach ailments, they must be symptom free for 24 hours before returning to school. If your child has run fever during the evening or night, he or she must be fever free for at least 24 hours without medication before being brought to school.

When a student is running a fever (100 degrees or higher) or an illness becomes increasingly uncomfortable to a student, the parents will be notified. Arrangements should be made to pick up the student as soon as possible.

### Prevention and Control of Communicable Diseases

#### Head Lice

Should a student be found to have head lice, that student will be sent home with the instruction to shampoo immediately with physician recommended shampoo. This treatment is to be repeated seven days later. The student will be readmitted to school as soon as the first treatment with physician recommended shampoo is completed, and there are no visible lice eggs in the student's hair.

#### Immunizations

We comply with the Texas Department of Health requirements for immunizations. Exceptions to this compliance are allowed on an individual basis for medical contraindication or religious conflicts.

#### Screenings

- A. Vision** – Students will be tested based on state approved guidelines which allows for testing of alternate grades each year.
- B. Hearing** – Same as above.
- C. Other:** Examination of scalp for head lice as needed.

Referral and Follow Up: Parents will be notified following health screening of any identified problems which may interfere with student's learning.

## Provision for Emergency and First Aid Care

Students with minor injuries will be given first aid and returned to class after five to ten minutes of observation, if needed. Students with serious injuries will be given first aid and parents will be notified. If warranted, students will be taken to the hospital by school vehicle or ambulance. If parents are not available at time of transfer, designated school personnel will accompany and remain with the student until the parent/guardian assumes responsibility.

## Administration of Medication by School Personnel

### Prescription or non-prescription medication will be given to a student only if:

1. A written request is sent/brought by the parent.
2. Prescription medication is in the original container, properly labeled with the student's name, and dosage directions.
3. Over the counter medications may be given without calling parent/guardian only if parent/guardian grants permission for this on the registration form.

## HOMework

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It is our belief that the students' educational experience may be enhanced by challenges which are extensions of the education experiences in the school. The degree, intensity, and scope of homework activities may increase with each year in school. To develop a common understanding of our regulations on homework, the following guidelines are offered:

### General Objectives of Homework are:

1. **TO ENRICH** school experiences through home-related activities.
2. **TO STRENGTHEN** the basic skills, further practice, and applications.
3. **TO PROVIDE** students who have been absent an opportunity to complete assignments.
4. **TO STIMULATE** a voluntary effort among students to show initiative and a sense of responsibility.
5. **TO HELP** students strengthen work and study habits.

All students are expected to do assigned homework. Parents help their children most by providing a comfortable place where good conditions prevail. Teachers may ask parents to cooperate by checking assigned work to see that it has been properly completed. Approximate lengths of time to be spent on homework at each level are as follows:

Grades K-2	15-30 minutes
Grades 3-4	30-45 minutes
Grades 5-6	50-60 minutes

**This is a guide. The length of homework time is dependent on the amount of time on task in the classroom by the individual student.**

## HONOR ROLL

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Students will earn A honor roll recognition at the end of the school year when his/her report card contains all A's for every subject each six weeks of the school year and when student's conduct and enrichment grades are satisfactory or above. Conduct Grades will affect a student's ability to make the honor roll, also. If a student has an "N" or "U" on any subject, they will not be eligible for the honor roll that six weeks or the year.

Students will earn A-B honor roll recognition at the end of the school year when his/her report card contains all A's and B's for every subject each six weeks of the school year and when student's conduct and enrichment grades are satisfactory or above. Conduct Grades will affect a student's ability to make the honor roll, also. If a student has an "N" or "U" on any subject, they will not be eligible for the honor roll that six weeks or the year.

A honor roll students and A-B honor roll students are listed in THE GRAHAM LEADER at the end of each six-week grading period.

## IDENTIFICATION OF PERSONAL PROPERTY

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All students' property must be clearly identified by name.

## INCLEMENT WEATHER DISMISSAL PROCEDURE

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Should it become necessary to dismiss school, parents will be notified as soon as possible by announcements at school, announcements on the local TV and radio stations, on FaceBook and text messages through the school-wide program. We will follow Graham ISD announcements for bad weather late openings and closings. **There will be no announcements if the school is open as usual.**

When severe weather threatens, the administration will stay in contact with local weather experts to determine the severity of the threat. If the threat of severe weather occurs, but students have not yet moved into their designated shelter areas, parents are allowed to check their children out through the front office and leave the building. However, if conditions warrant, the student body and faculty will take cover. We will strongly recommend you not pick up your child from school once the children are secured in their designated shelter areas, if threatening weather occurs. Releasing students at this time disturbs the calm, secure, protected environment the staff is trying to instill in the children. Parents are welcome to join their children in the sheltered area.

## LEAVING THE CAMPUS

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Students are not permitted to leave the campus during school hours. If students are to leave the campus after school with anyone other than a parent or designated person, a special notice must be sent to the school. This is for the student's protection. Any student leaving the campus anytime during the school day MUST sign in/out in the school administration office.

### **Appointments**

When a student needs to leave campus during the day for a medical appointment which cannot be scheduled after school hours, he must bring a note from his parent.

## LOST AND FOUND

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All articles left in classrooms, halls, or grounds will be placed in the lost and found. Unclaimed articles will be donated to the Crisis Center at the end of the year. Parents are urged to mark all items clearly and to check lost and found periodically to reclaim lost items.

## LUNCH

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### **Elementary**

A microwave is available and students may bring food items to warm up. Please limit these to items that take no longer than one to two minutes. Lunches may be purchased through the school and are placed a month in advance.

When a child forgets his/her lunch, a parent may only drop off the lunch at the office. The lunch must be dropped off by 11:25 am. If a child doesn't have a lunch by 11:40 am, the teachers will feed him/her a prepackaged meal. If this occurs, your account will be charged \$3.00.

**Drinks must be in a sealed bottle. Sodas and to-go cups are not allowed.**

### **Pre-Kindergarten**

A microwave is available and students may bring food items to warm up. Please limit these to items that take no longer than one to two minutes. Lunches may be purchased through the school and are placed a month in advance. Lunch is \$3.50 a day. Milk may also be purchased a month in advanced. Milk is \$.50 a day.

When a child forgets his/her lunch, a parent may only drop off the lunch at the office. The lunch must be dropped off by 11:25 am. If a child doesn't have a lunch by 11:40 am, the teachers will feed him/her a prepackaged meal. If this occurs, your account will be charged \$3.00.

Staff will accommodate children with known allergies. Be sure your child's lunchbox is labeled on the outside with his name in permanent marker. Please try to send your children nutritional food. Gum, soda and candy will

be returned. For safety reasons, we ask that you do not send aluminum cans or glass bottles in your child's lunchbox.

If you would like to have lunch with your pre-kindergarten child, you must sign in at the office and sign your child out. The children must be picked up by 11:30 am and dropped off by 12:15 pm. Because it causes a distraction for the other pre-kindergarten children, parents are not allowed to eat in the classroom during the first semester.

Kindergarten through 2<sup>nd</sup> grade students should not be picked up before 11:30 pm for lunch and should be back before 12:15. 3<sup>rd</sup> through 6<sup>th</sup> grade students should not be picked up before 12:15 pm for lunch and should be back before 1:00. (Please note that times are subject to change)

## PARENT-TEACHER CONFERENCES & PHONE CALLS

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We understand there will be times you will need to meet with your child's teacher. Every teacher has a conference period during the day. Please note your teachers' conference times. If you need to discuss an issue concerning your child, this is the designated time to call or set up an appointment to visit with your child's teacher. Please value their time and contact them during this time only. Teachers may not be disturbed during class time for phone calls. If a message is left, the teacher will return the call during school time, if possible. Otherwise, the call will be returned at the teacher's first convenient opportunity.

## PHOTOGRAPHS

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Individual and group photos will be taken annually in the fall. If parents wish to purchase pictures, money is to be sent prior to the day the pictures are taken. Parents will be advised of the date and cost. A school annual is available in the spring of each school year for a fee.

## PHYSICAL EDUCATION

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Physical education is required for all students. One day exemptions from P.E. may be made on the basis of a note signed by the parent. A physician's note is required for exemptions longer than one day. Any student without a note must participate in P.E. unless the teacher or Principal acknowledges the student's physical inability to participate.

## PLEDGES

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**All ODCS students recite the Pledge of Allegiance every day and learn the Pledge to the Christian Flag and the Pledge to the Bible.**

### **Pledge of Allegiance to the American Flag**

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

### **Pledge of allegiance to the Christian Flag**

I pledge allegiance to the Christian flag, and to the Savior for whose kingdom it stands, one brotherhood, uniting all mankind in service and love.

### **Pledge of Allegiance to the Bible**

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

## **PROMOTION POLICY**

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To be promoted from one grade level to the next, an Elementary student shall attain for the year an overall average of 70 or above, which is derived by averaging the final numerical grade of language arts, mathematics, social studies, and science. In addition, a student shall attain an average of 70 or above in language art.

## **SCHOOL SECURITY**

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The administration reviews school security requirements and arranges for appropriate security measures as the situations dictates. The exterior doors of the campus will be locked at 8:00 am each day (Pre-K building will be locked at 8:10). All visitors must report to the front office upon arrival. This procedure is to eliminate unnecessary interruptions in the classroom and to promote the safety of the children and staff in our school. Parents bringing forgotten lunch, homework, etc. must bring these to the office. They will be delivered as soon as possible to your child. Parents are not allowed in the classroom during instruction time without permission from the Principal.

## **SCHOOL DAY**

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Pre-Kindergarten	Monday – Friday	8:00-2:00
Kindergarten	Monday – Friday	8:00-2:00
1 <sup>st</sup> -6 <sup>th</sup> Grades	Monday – Friday	8:00-3:00

## **SIGNING IN/OUT**

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- Parent/guardian makes early dismissal request in the office
- Office personnel verifies guardianship and approves dismissal
- Teacher is called from the office and asked to send the child down with two messengers
- Parent/guardian signs the child out for the day
- Teacher must record early dismissal in the attendance book using appropriate symbols

## SPIRITUAL LIFE

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Open Door Christian School does not recognize a separation between spiritual and secular life. Every activity of the day, including play, should be as worship to God. However, specific activities stress our commitment and desire to serve Him and provide special opportunities for spiritual growth and development.

### **Specific activities include**

1. Prayer
2. Bible and character development instruction
3. Chapel (Wednesdays)

## STUDENT DISAGREEMENTS

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Conflicts and disagreements between children are an inevitable, necessary part of growing up. If a problem between students occurs that cannot be resolved between them and the teacher, both sets of parents will be contacted for a meeting. A representative of the school (teacher, Principal, or board member) will serve as a mediator at this meeting. A student may not be addressed by another child's parent/guardian without prior knowledge and consent of a student's parent/guardian.

## TEACHERS

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The Board of Directors of Open Door Christian School will employ only Christian teachers. A background check will be done on all potential employees of ODCS.

The administration staff assumes sole responsibility for assigning students to a teacher.

## TELEPHONE USE

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Students are not allowed to use the office telephone except in emergencies. Parents are discouraged from calling their children except for emergencies. In such cases, the secretary will take the message to the student or call him to the phone. Incidental messages may be left with the secretary to be delivered to the child at the end of the school day. Likewise, teachers will not be called to the phone except for emergencies. Messages will be relayed and the call returned at a break or other convenient times.

## TESTING

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In addition to regularly scheduled classroom exams, the MAP Testing will be administered three times during each school year for a fee. The MAP Testing is mandatory for all 2<sup>nd</sup>-6<sup>th</sup> grade students. The cost of the test is \$15.00.

## TEXTBOOKS

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Students (PK-6<sup>th</sup> grade) will be issued consumable texts. These become the responsibility of the student, and the student must replace lost books. Students will also use textbooks, which are the property of Open Door Christian School. Fines will be assessed for damage beyond which that would occur with normal use. Parent/guardian will be responsible for the replacement cost of any book lost or damaged beyond repair. Students withdrawing before the end of the school year will not be allowed to take any text books with them (consumable or not).

## VISITORS

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Anyone who wishes to visit our school **must secure a pass from the office**. No teacher is to meet with or admit any visitors into their classrooms **without an official pass from the office**. Visitors, whether announced or unannounced, cause a break in the learning experience. This means that the learning process is interrupted numerous times, which results in an environment that is less conducive for learning. Parents bringing in tardy students will NOT be permitted to take the student to class. This allows for a smoother intro of the student into the classroom.

### Visitors Other Than Parents

Visitors are welcome to visit Open Door Christian School. Prior notice is appreciated but not required. Classes are always open; although some events, such as testing, do not afford good opportunity for observation and visiting.

## WITHDRAWAL FROM SCHOOL

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Parents desiring to withdraw their children from school must fill out and sign a withdrawal form. Student records will not be released to other schools until all outstanding tuition has been paid and a signed withdrawal form is on file in the office. Students withdrawing before the end of the school year will not be allowed to take any text books with them (consumable or not).