



# OPEN DOOR CHRISTIAN SCHOOL

To provide a distinctive, Christ-centered, education intentionally designed to cultivate a purpose-filled life in the service of God and man.

*“Train up a child in the way he should go, And even when he is old he will not depart from it.”*  
Proverbs 22:6

# Parent and Student Handbook 2023-2024

*Though you have not seen him, you love him; and even though you do not see him now, you believe in him and are filled with an inexpressible and glorious joy, 9 for you are receiving the end result of your faith, the salvation of your souls.*

*1 Peter 1:8-9*



# OPEN DOOR CHRISTIAN SCHOOL

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# OPEN DOOR CHRISTIAN SCHOOL

## OUR MISSION

### **What is our mission?**

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.

## THE FOUNDING OF OPEN DOOR CHRISTIAN SCHOOL

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 Finfrock, 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.

## PORTRAIT OF OUR GRADUATES

*Graduates of Open Door Christian School will strive to:*

- Exemplify Christ
- Think well, speak articulately, write effectively
- Pursue learning
- Persevere always



# OPEN DOOR CHRISTIAN SCHOOL

## CHRIST-CENTERED EDUCATION

### What does it mean to be Christ-centered?

To partner with Christian families to educate children in the primary truth of who Jesus Christ is and what He has done for us as believers. Christ-centered begins with acknowledging that truth, the world, mankind, and our place in the world are created and ordered by God through Christ Jesus, His Son. A Christ-centered education goes beyond providing a Christian environment. Every class and every discipline taught at the school provides a unique opportunity to explore knowledge within a biblical framework. This approach gives students the freedom to explore a variety of philosophies and compare them to Christian beliefs, and allows academic inquiry to flourish. By integrating biblical faith and academic learning, the school challenges students to permeate all areas of their lives with their faith in Christ. The goal of this integration is to develop the whole person- mind, body, and spirit. Biblical truth informs every policy, pedagogy, and principle at our school. In a practical sense, this means we teach every subject as part of an integrated whole with the bible at the center, presenting a clear model that points the student to the biblical Christian life.

## EDUCATIONAL PHILOSOPHY

ODCS refers to the bible for guidance and understanding of the natural God-given development of a child. Open Door Christian School's approach to teaching is intentional, with the goal of producing graduates who have mastered the art of learning so they may think critically, speak eloquently, and persuade effectively. This approach consists of three stages in a child's development, each building on the stage before it.

Stage	An Approach to Subjects	An Approach To Students	Set of Subjects
K - 5th (Knowledge)	* Mastery of fundamental facts & rules. *Emphasis of core knowledge	*Concrete thinkers *Information sponges *Able to memorize easily	Acquiring foundational tools of learning
6th - 8th (Understanding)	*Mastery of sound reasoning & critical thinking. *Emphasis on comprehension.	*Abstract thinking begins *Growth of reasoning & analytical abilities	Identifying connections and distinctions between ideas
9th - 12th (Wisdom)	*Mastery of communication skills. *Emphasis on expression, articulation, & application.	*Abstract thinkers *Interest in self-expression, communications, & creativity	Applying and integrating knowledge



# OPEN DOOR CHRISTIAN SCHOOL

*The biblical example of this progression is found in the call to pursue knowledge, understanding, and wisdom. Proverbs 2:6 "For the Lord gives wisdom; from His mouth comes knowledge and understanding." At its core, our school seeks to encourage every student to develop a love for learning and live up to his or her academic potential.*

## PHILOSOPHY

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.

## CORE VALUES AND GUIDING PRINCIPLES

### What are our core values?

- ❖ The love of LEARNING
- ❖ The diligence of EXCELLENCE
- ❖ The pursuit of TRUTH
- ❖ The cultivation of VIRTUE
- ❖ The call of STEWARDSHIP
- ❖ The duty of MINISTERIUM





# OPEN DOOR CHRISTIAN SCHOOL

## Guiding Principles

### WHOLE PERSON

Your child is not a vessel to be filled, but rather a complete person who is wonderfully made with an innate desire to learn and infinite potential. By viewing a child in this way, we work to remove any obstruction to that natural desire, and provide inspiration through knowledge.

### HABITS

The perfect learning atmosphere and environment is marked by peace and order. Structure and habits must be in place for the next layer of learning to begin. While still being fully allowed to operate in the fullness of their youth, teachers walk alongside your child helping them form academic and moral habits that will serve them for a lifetime. "Train up a child in the way he should go and it will not depart from him." Prov. 22:6

### LOVE OF LEARNING

The love of learning is believed to be an innate part of each child. Every person enters the world with a bright-eyed curiosity and a deep desire to know. We believe it is a school's job to fuel this with great ideas presented in profound works of literature, art, music, observation, the sciences, and relationships.

### LIFETIME CONTRIBUTORS

Your child's education is pursued with fullness of life in mind. This means the school not only prepares your child for college and a rich vocational life, but also guides them to become excellent friends, spouses, givers and members in any community. We aspire to be a community of believers that is in the world but not of the world.

### RELATIONSHIP

It's at the heart of everything we do. We believe all truth comes through relationships. Students develop a grounded understanding of their place because, to us, education is cultivating rewarding relationships with God, Self, Others and Creation.

### IDEAS

Knowledge is not just information - facts and figures to memorize for a test. Knowledge leads to ideas which inform us of the greater world that God has created. Powerful ideas serve the mind like food serves the body.

### ACADEMICS

Just as we view children as a whole person, subjects are taught as an integrated whole with the bible at the center. Understanding the natural God-given development of a child, each stage prepares students at the appropriate level of development, challenging them both academically and spiritually and equipping them for life. Building on each stage so that a student can develop the ability to think critically, speak eloquently, and persuade effectively.



# OPEN DOOR CHRISTIAN SCHOOL

## ROLE OF PARENTS

Education should be a collaborative effort between teacher and parent, it is essential to providing the fertile soil for life-long growth. Families are a vital part of our existence and we act as an extension to the family unit.

## ROLE OF TEACHERS

Teachers are trained in a methodology that channels their leadership to continually fuel a child's growth. They are role models in the habits they have developed and their continued love of learning. This enables them to avoid elements which may stifle a child's curiosity while simultaneously allowing them to cultivate your children with excellent habits, rich books, and powerful ideas.

## OBJECTIVES

### 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





# OPEN DOOR CHRISTIAN SCHOOL

## 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.

## **SERVANT LEADERSHIP**

All ODCS students will participate in service projects both on and off campus. All students participate in daily maintenance chores and major clean-up several times a year. ODCS also values service to the community at large, believing that loving and generous service is a natural outgrowth of Christian love. Older students will frequently give of their time to read with young students to encourage their love for books. Grammar School students will write letters to soldiers on active duty, and make Valentine cards for patients and visit at the local hospitals. Students will also visit nursing homes, and sing for nursing homes and retirement centers; they will participate in clothing drives and collecting for the needy as well as for those stricken with disease or disaster. Through these and many other actions, ODCS students grow in character as they serve others.



# OPEN DOOR CHRISTIAN SCHOOL

## STATEMENT OF BELIEF

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.

## FINAL AUTHORITY ON BIBLICAL TRUTH

The statement of belief 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 the faith, doctrine, practice, policy, and discipline of Open Door Christian School, our Board of Trustees is the final interpretive authority on the Bible's meaning and application for ODCS.

## STATEMENT OF BIBLICAL TRUTH

Open Door Christian School stands firmly upon the historical truth, principles and moral foundations of Christianity. This includes, but is not limited to, the biblical definition of marriage, the attendant boundaries of sexuality and moral conduct, and the clear biblical teaching that gender is both sacred and established by God's design. We believe that all human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life. (Ps 139.)

Parents or the legal guardians, whose children are enrolled at ODCS, are agreeing to support these and other basic biblical truths derived from the principles of Christianity and Christian beliefs. Parents understand and agree that ODCS will teach these principles and biblical truths, unapologetically. In addition, ODCS urges parents to recognize their scriptural responsibility (Deuteronomy 6:1-9, Psalm 78:5, 6, Proverbs 22:6) to provide their children with a Christian education and to understand that the primary responsibility for this task rests with the parents (Ephesians 6:4). Open Door was founded and continues to operate upon biblical principles and the desire and commitment for Bible-believing Christian parents to enroll their children in an intentionally Christian environment. Open Door Christian School will consider admission for students from any family who, despite their religious background or beliefs, is willing to support Open Door Christian School's Statement of Belief for Christian education, student conduct requirements, and the school's above-stated positions and who is willing to allow their children to be educated and influenced in an intentionally Christian environment. Continued enrollment at ODCS is contingent upon this same understanding and support.



# OPEN DOOR CHRISTIAN SCHOOL

## BOARD GOVERNANCE

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.

### OPEN DOOR CHRISTIAN SCHOOL BOARD

**2023 - 2024**

**President – Cindy Elsberry**

**Vice President - Eric Arrell**

**Secretary – Cindy Blackwell**

**Treasurer – Alex Cisneros**

**Member – Deborah Loesch**

**Member – Jon Walker**

**OSBC Staff Rep – Stephen Gehring**

## CURRICULUM

Curriculum at Open Door Christian School is reviewed and evaluated on an ongoing basis and is subject to basic and minor changes as needed. Enrichment courses and study will vary according to faculty availability.

*...Values God*

*Our curriculum values God being the ultimate creator of all things, including education and imagination.*

*...Values Excellence*

*Our curriculum values excellence preparing students to be successful in all aspects of life.*

### Bible

The Scriptures are taught as the accurate source of truth in every subject area. Because of their relevance to life, passages of Scripture will be committed to memory by students. Bible lessons are a daily priority; Chapels will provide times of edification and worship for students and families.



# OPEN DOOR CHRISTIAN SCHOOL

## History

Biography, chronology, and geography are utilized to teach the exciting roots of our history, including local, Texas, U.S., ancient history, and Western civilization. Parents and teachers can reflect with their children on the moral choices and godly character of historical figures by asking such questions as, How would God regard this action, person, behavior, etc.? Consequently, the study of history (even the study of pagan nations) takes place in a way in which God's continuous, historical involvement is the focus. The Christian world view provides the basis for evaluating history.

## Language Arts

Elementary School grades emphasize the phonetic approach to reading and spelling. Fine literature/ poetry are read aloud in Elementary School to encourage and develop an appreciation for classical literature which we continue to study throughout the students' academic career. The student will also learn to attend well as he/she listens to passages and learn to express himself/herself well through the practice of narration, the process of retelling a passage. Narration in both oral and written form is used (primarily in K-5th) to help students retain material and develop clear thinking and writing skills.

At the Upper School level, students continue to read classical and representative literature, discussing the author's themes and approach to life, learning to discern and evaluate the literature in the context of a Christian worldview. Students continue to develop their ability to discuss and write about literature and life in an articulate, polished style. Vocabulary skills (primarily derived from root studies and literature) and research skills are expanded and further developed.

## Mathematics

Mastery of concepts and early exposure to word problems are emphasized within the framework of an integral, spiraling approach-- building continuously on previously learned concepts. Use of manipulatives is employed at lower levels. Upper School mathematics continues to stress problem solving through extensive, incremental practice of skills and application of concepts.

## Science

Approached from a Christian framework, lessons are taught through well-written material, demonstrations, and experiments. Students are encouraged to think, digest, question, and learn. To accomplish this goal, a Nature Studies approach in Grammar School grades supplements the science concepts studied and allows them to see, experience, and touch. As they observe and identify varieties of birds, trees, flowers, etc., they will grow in their understanding and appreciation of God's creation. Deeper content studies are added to the nature studies as students' progress into the higher grades. Skills of careful observation and the use of the scientific method are emphasized.

## Foreign Language: Latin and Spanish

Studying Latin, with its highly organized grammar, makes us coordinate ideas, reflect on the various ways to say the same thing, and thus to write and speak better in English. Latin provides a key to the Romance languages, Spanish, French, Italian, and Portuguese. Latin instruction will begin in 7th grade and continue through 8th grade with Latin integrated throughout instruction until graduation. As we add each grade level, Spanish instruction will officially begin in 9th grade with Spanish I and followed by Spanish II in 10th grade. Enrichment courses will also be offered for younger grades through immersion in the language.

## Art

Students are encouraged to develop a basic understanding of drawing and rendering from observing nature. Students also learn the basics of design as they utilize various art media and observe and copy art of great masters. In addition, they are introduced to the lives and works of the masters of Western culture in an effort to develop an understanding of how art reflects the thought and attitudes of man throughout history.



# OPEN DOOR CHRISTIAN SCHOOL

## Music

We seek to train the students to sing knowledgeably, joyfully, and skillfully to the Lord on a regular basis through great hymns and songs of the faith. Students at all levels are introduced to the best classical music of the ages. Our goal is to establish, through basic theory, vocal training, and study of the masters, a love of excellent music and an ability to sing (and to participate in congregational singing or even choirs).

## Speech/Drama

At ODCS, we believe that oral communication skills are not limited to a rhetorical stage in high school alone, but rather are polished at that level. Thus, all students are expected to participate, through classes or through various assignments, in reciting poetry, fables, Bible memory work, patriotic speeches, original orations, or participating in dramatic presentations, skits, plays, etc. Each student at ODCS receives regular encouragement and training in oral communication in front of a group.

## Physical Education/Athletics

Physical education provides an ideal opportunity for the development of the whole child. The students learn the skills required in many sports and games; they exercise and develop their muscles. Through cooperation and teamwork, they establish biblical attitudes towards competition and good sportsmanship. PK - 4th Grade students will participate in physical activity 3 times per week and 5th - 7th will participate daily. 4th Grade thru 7th Grade students will have the opportunity to participate in extracurricular team sports through Christian Schools Athletic Fellowship (Elementary and Junior High Division) and Texas Christian Athletic Fellowship (High School Division).

## Electives

On a year-to-year basis, elective courses may be offered to students solely at the discretion of the principal depending on the availability of classes and faculty.

## Chapel

ODCS students are required to participate in a Chapel service one morning per week, normally on a Wednesday. Joint Chapel combining grades Kindergarten-8th will be held on the first Wednesday of each month. Chapel days and dates are subject to change based upon the school calendar and the discretion of the Principal.

## **FACULTY SELECTION AND QUALIFICATIONS**

Open Door Christian School's requirements in many ways are much more stringent than those required by public or secular private schools. All teachers and staff are required to have impeccable character, be role models in the community, be active members of a church, and profess their Christian faith openly and in writing prior to being considered for a position at Open Door. ODCS seeks degreed individuals and experience teaching in their area of expertise.

Certification is not a requirement, because state certification is not always the best "test" of a teacher's dedication, knowledge, love of students, and desire to continue learning. However, we look at certifications and degrees to determine the depth of knowledge in the content area and speciality areas. Extensive background checks and reference checks are conducted prior to a candidate being considered. The most significant emphasis of the school is developing young people to be focused on Christ-centered, life-long learning at the highest levels.

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 blessed 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.





# OPEN DOOR CHRISTIAN SCHOOL

## Substitutes

Open Door Christian School prefers to hire substitute teachers who possess a bachelor's degree and have experience teaching. Exceptions may be made on a case-by-case basis. Substitute teachers for ODCS must complete an orientation by attendance in a training session and a thorough background check.

## ACCREDITATION

Open Door Christian School has applied for accreditation through the National Association of Private Schools (NAPS). NAPS offers accreditation and certification, assessment, professional services, and consulting to help schools drive continuous improvement. The purpose of becoming accredited is continuous school improvement focused on increasing student performance. Accreditation demonstrates to our students, parents, and community that we are focused on raising student achievement, providing a safe and enriching learning environment, and maintaining an efficient and effective operation staffed by highly qualified educators.

## CLASS SIZE POLICY

ODCS follows the guidelines below to determine the size of classes:

### Elementary School

From the beginning, Open Door Christian School has planned for, and seen the benefits of a relatively small student/teacher ratio in the Grammar classrooms. Due to the critical developmental skills young students need to acquire and practice, more personal attention is desirable.

- PK3 - Limited to 8 students
- PK4 - Limited to 12 students
- Grades K thru 9th - Limited to 16 students

Exceptions may apply at the discretion of the Head of School with Board of Trustee approval.

### Priority Placement

In order to facilitate student placement in classes, the following priority listing will be adhered to:

- School-age children of staff.
- Continuing students properly re-registered.
- New students from continuing families (e.g. younger siblings).
- New students from the general public.

### Contingency Accommodations

The administration is permitted to exceed the above class sizes under circumstances similar in nature to the following:

- When students of staff members or continuing families would be excluded from a class.
- When there would not be an inordinate burden placed on the classroom teacher or facilities.
- When restoration of the approved ratio is possible in the near future.

## ADMISSIONS





# OPEN DOOR CHRISTIAN SCHOOL

## New Students

The Principal with the assistance of the School Board of Open Door Christian School are charged with the task of admitting students and families who share beliefs, goals and abilities in common with the school populace. The Committee makes its determination through application, testing, student visit, and family interview.

The following guidelines are used:

- Families who share beliefs and goals consistent with those identified in the school's Statement of Belief, Statement of Biblical Truth and philosophy of Christian education.
- Families and students who have abilities, talents and a strong desire to join with the school to fulfill its mission.

Acceptance into Open Door Christian School is not guaranteed. The school reserves the right to deny admission to a student or family if it believes the student or family does not share Christian beliefs, principles and goals consistent with those identified in the school's Statement of Belief and Statement of Biblical Truth, or if the school is best served by the decision to deny enrollment. The Admissions Committee makes its decision after careful consideration and prayer.

Generally, the Admissions Committee declines admission when it would not benefit the student or the school due to incompatibilities in one or more of the areas listed above. Because of the sensitive and, at times, difficult nature of the committee's work, decisions not to accept are shared by letter and without further comment.

ODCS admits students of any race, color, physical ability, national or ethnic origin to all 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, and physical ability, national or ethnic origin in the administration of educational policies, admissions policies, scholarship programs, athletic or other administered programs.

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 severe 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 online. The application/registration fee must also be paid when the Student Registration Form is submitted. New students must also submit the non-refundable first month tuition to complete the enrollment process. 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 submit all enrollment forms online.



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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 application and/or registration fee. New students must submit the non-refundable first month tuition to complete registration.
7. Confidential Recommendation Letter (5<sup>th</sup> grade and up)
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/she 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.

## Re-Enrollment

Students in good standing with the school (academic as well as behavioral standing) are invited to re-enroll. Those on Academic Probation (see Academic Probation) or who have had multiple office visits face the possibility of not being invited back or having the decision delayed until the end of the school year.

Early in the second semester, a re-enrollment agreement is issued. The agreement must be received by the deadline indicated to ensure a place for the student for next year. Shortly after the re-enrollment deadline, Admissions begins accepting new students for the following school year.

## Expulsion from a Previous School

A student wishing to apply for admission to Open Door must wait a minimum of six (6) months following expulsion from any other school before applying to ODCS. A student with a prior expulsion seeking admission to ODCS must meet all of the admissions requirements for Open Door Christian School.

The principal will have final authority to determine admission.

## **Students who withdrew from Open Door and want to return:**

Because of the rigor of the Open Door Christian School curriculum, a student will need to meet certain criteria for admission or readmission.



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## Expulsion of a Current Student

Open Door Christian School reserves the right to expel any student who does not meet the academic, behavior, or conduct requirements delineated in the policy manual or fails to abide by rules as published in this Parent-Student Handbook.

## **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)).**

## ACADEMICS

Open Door Christian School is committed to partnering with parents in every aspect of the school. The school is thus dedicated to a thoughtful understanding of what work students complete outside of class, why they do it, and the necessary support required from parents. In order to partner effectively, we ask that parents seek to understand the philosophical and educational principles that inform Open Door's view of workload and homework.

A Christian education requires commitment and hard work from students. However, the rewards are rich and enduring. A Christian education is necessarily challenging due to the complexity and depth with which truth, goodness, and beauty is revealed in the ideas, events, master works, and great conversations that compose our curriculum. At the same time, the pace, scope, and sequence of the curriculum is moderated by the nature of the learner at each grade level. The result is an appropriately challenging educational experience.

### **Homework**

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



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follows:

Grades K-2 15-30 minutes

Grades 3-5 30-45 minutes

Grades 6-9 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.**

*Homework is not assigned for the purpose of extending curriculum that could not be completed in class by the teacher. Nor is homework assigned for the sake of simply doing more, or work given on the assumption that significant quantities of work is equivalent to academic rigor. Additionally, Open Door recognizes that parental involvement is critical to a child's education. Homework can be used as an opportunity for parents to actively assist their child in his or her studies. This will also keep the parents informed as to the current topics of study in the class and the child's academic engagement level.*

## ENRICHMENT COURSES

Enrichment courses are offered in connection with our regular curriculum as we believe in educating the whole child. *\*These courses depend on the availability of faculty.*

- STEM
- Nature Studies
- Robotics
- 4-H Programs
- Conversational Spanish
- Latin
- Choir
- Band
- Art
- Drama
- Physical Education/Athletics

## GRADING POLICIES AND PROCEDURES

In order to convey accurate information, grades must reflect:

- A student's grasp of the subject matter content
- A student's likely ability to succeed in future academic endeavors at Open Door

*The purpose of grades is to convey accurate information regarding student performance.*

As such:

- It is important to resist grade inflation which, over time, inaccurately reports students as performing at a higher level than they actually are. Parents, students, and teachers should accept and value truthful



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information over inaccurate, inflated grades. It is important that parents understand the information conveyed by grades.

- Accordingly, Open Door assigns grades that generally reflect the following levels of subject matter mastery. Please note that these are very broad descriptions, and it remains within the discretion of each teacher to interpret these guidelines as appropriate for the subject matter and grade level involved.

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.

### PK3 - 1st Narrative Grading System

ODC is committed to providing our students and parents with more holistic, narrative feedback and less quantitative reporting. Consequently, our report cards and academic assessments will appropriately reflect this balance. We are committed to evaluating our students as apprentices of craft rather than products of a factory. We want to form hearts who delight in virtue, Christian faithfulness, and learning, and we believe that a narrative grading system better serves our distinct mission and vision as a classical Christian school.

### 1st - 9th Grading System-Academics

Range	Letter Grade	Meaning
90-100	A/E	Above Average to Excellent
80-89	B/S	Average to Above Average
70-79	C/N	Below Average to Needs Improvement
0-69	F/U	Failing

### Value

- 50% Tests/quizzes
- 50% Daily work/homework

### 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).





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## Defining Letter Grades

“A” or “E” (90 – 100). Work at this level manifests many of the following qualities:

- Meets all standards for B work (see below)
- Shows attention to detail and care with presentation
- Shows well-developed structure and focus
- Reveals precise and exact understanding of the material
- Demonstrates an understanding sufficient to allow the student to raise new questions; demonstrates new insights or suggests new approaches
- Shows confidence with the ideas explored
- Contains some originality of thought and expression.

“B” or “S” (80 – 89). Work at this level manifests many of the following qualities:

- Meets all standards for C work (see below)
- Is well-organized and neat
- Presents thoughts clearly with little ambiguity
- Demonstrates an accurate understanding of the material
- Omits very few important points or questions

“C” or “N” (70 – 79). Work at this level manifests many of the following qualities:

- Demonstrates a predominantly accurate understanding of the material
- Contains some structure and focus
- Is only occasionally ambiguous or unclear
- Covers most central points
- Identifies central questions

“F” or “U” (below 70). Work at this level manifests many of the following qualities:

- Is rated as failing
- Contains many errors or serious omissions in understanding
- Shows poor or no organization
- Has a lack of structure and focus
- Shows lack of conscientious engagement
- Has a high degree of ambiguity
- Forces the teacher to guess at the student’s meaning
- Is sloppy in presentation
- Demonstrates lack of care

## Honor Roll

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 quarter 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 quarter 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 quarter 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 quarter.

A honor roll students and A-B honor roll students are listed in THE GRAHAM LEADER at the end of each





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quarter grading period.

## Academic Integrity

*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.*

## PROMOTION POLICY

To be promoted from one grade level to the next, a 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 arts.

**SEE ODCS HIGH SCHOOL HANDBOOK FOR GRADUATION PLANS AND REQUIREMENTS.**

## ACADEMIC REMEDIATION/PROBATION

In order to provide additional motivation for students whose academic achievements are not consistent with their capability, placing the student on academic probation may be required. **This policy applies only to 6th - 8th Grades.**

For purposes of this policy, the following definitions apply:

Core Courses: English, Math, History, Science, Foreign Language, and Bible

- Original Failing Semester: The first semester a student fails a core course or fails to keep his/her overall average above 70
- Remediation Semester: The semester during which a remediation plan is implemented for the failed core course(s)
- Probation Semester: The semester during which the student, under Academic Probation, is required to raise his/her grade(s) and during which he/she is prohibited from participating in all co-curricular activities.

The guidelines and parameters are as follows:

- Academic Requirements:
  - Students are required to maintain at least a 70 average in each of the core courses during each semester of the school year.
  - Students are also required to maintain at least a 70 OVERALL average (including all courses) during each semester of the school year.
- Failure to Meet Academic Requirements:
  - If a student's average on any of the core courses is below 70 for a semester, that student will be considered in the remediation phase for the next semester.
  - If a student's overall average (for all courses) is below 70 for a semester, that student will be considered in the remediation phase for the next semester.
  - Remediation Semester: At this time, the teacher of the class failed and the principal will arrange a parent conference.
    - The conference should:



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- address a remediation plan
  - establish regular monitoring of the student,
  - and inform parents about the remaining probation process should the student's performance not improve.
  - The remediation plan will be presented in writing to the student by the teacher for student/parent agreement and immediate implementation.
  - If the student's average for the remediation semester is 70 or above, no further action is required.
- Academic Probation Semester:
    - If, at the end of the remediation semester, the student's semester average for ANY of the core courses, or the student's overall average (for the remediation semester), has not risen to at least a 70, the student will be placed on Academic Probation for the duration of the following semester (probation quarter), causing the student to be ineligible for participation in any co-curricular activities (sports, plays, etc).
    - A second parent conference will be arranged to re-evaluate the original remediation plan and will include the teacher of the failing class and the principal.
    - At this point, it will be determined whether it is feasible for the student to attempt a REVISED plan for academic success or consider an education option other than Open Door.
    - It should be understood that the student must improve the failing class while maintaining a 70 average in all other core classes, plus continuing to maintain a 70 overall average. If the student's average for the probation semester is 70 or above, no further action is required.
    - If, at the end of the probation semester, the student's semester average for any of the Core Courses, or the student's overall average (for the semester), has not risen to at least a 70, that student will be asked to seek an education at a school other than Open Door Christian School.

This is not a year-by-year policy. It can go into effect during any given semester of a school year and be carried over to the next school year (i.e., any given three consecutive semesters while in grades 6-7). The three consecutive semesters will be referred to as the original failing semester, the remediation semester, and the probation semester.

The Academic Probation Policy goes into effect automatically for any student with a semester average below 70 in a core course or an overall semester average below 70. The policy remains in effect until the student's grades are brought up to passing.

Failing a subject for an entire year:

- If a student fails a course for the entire year, the student enters the next year on Academic Probation and all steps under the Academic Probation guidelines will be followed.
- In addition, the parent(s) of the student, in cooperation with the faculty member and principal, will agree to a plan by which the student will be required to make up the credit through an approved source with a minimum of 70% mastery for the failed class in order to meet the requirements for promotion.
- The student must make up the credit for a failed course by a predetermined date.
- If the course is required in order for the student to matriculate to the next level of that course, the student must make up the failed class prior to beginning the next consecutive required course in that subject.
- Credit for the successful completion of the remediated course will satisfy course requirements, and the remediated course "grade" will be 70.



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*NOTE: If implementation of any of this policy would be counter-productive to the objective, the principal has the discretion to formulate an alternative plan. A written record explaining this decision will be signed by the principal and be placed in the student's file.*

## TUITION

Open Door Christian School's operational budget is funded almost entirely by tuition income. ODCS enters into binding contracts with its teachers and staff based upon enrollment and tuition agreements with parents. The school makes annual commitments to hire teachers, rent facilities, and purchase curriculum, supplies, and equipment.

Since Open Door's operating costs are fixed and its operational budget is funded by tuition income, the school must rely on families to honor their financial obligation to the school.

### Financial Policy and Tuition Scale

1. Tuition is paid over a 10-month (Aug.-May) period. Payments are due on the fifth of each month by automatic draft or 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. If a student attends part of a school month, the parents/guardians shall be responsible for the ENTIRE MONTH'S TUITION.
5. 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.
6. Families with delinquent accounts will not receive report cards at the end of each quarter until all financial obligations to Open Door Christian School are paid in full.
7. If attempts by the Finance Director to bring an account current are unsuccessful and payment (including tuition, fees, and fines due) is not received by 45 days after the due date:
  - the Finance Director will notify the Principal and a Pending Expulsion Notice will be sent by certified mail.
8. If attempts by the Financial Administrator to bring an account current are unsuccessful and payment (including tuition, fees, and fines due) is not received by 60 days after the due date:
  - the Principal and the School Board will work together to determine further action.
9. 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.
10. 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.
11. 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.
12. A student with an open balance will not have their records sent to another school until their account balance is paid in full.



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## Tuition Rates: 2023-2024

### Application Fee \$100 (New Students)

An application fee of \$100 is required in order to be considered for enrollment. The application fee is nonrefundable, non-transferable (including as a credit toward tuition) and does not guarantee enrollment.

### Registration Fee \$100 (Current Students)

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

*New Students: First month payment and application fee (non-refundable) are due with application for all new students.*

2023-2024 Rates			
Grade	Annual	10 Month Plan	2nd student (no discount for PK)
PK - K	\$4,633.00	\$463.30	\$416.97 (\$4,169.70 yearly)
Grammar (1st-9th)	\$4,413.00	\$441.30	\$397.17 (\$3,971.70 yearly)

*Annual Totals include tuition, paper good fees, technology fees, and testing fees only.*

*Please note: Application, athletic fees, apparel, meals, and other miscellaneous fees are NOT included in the Annual Totals.*

### 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.*

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

### Non-Payment

If attempts by the Finance Director to bring an account current are unsuccessful and payment (including tuition, fees, and fines due) is not received by 45 days after the due date:

- the Finance Director will notify the Principal and a Pending Expulsion Notice will be sent by certified mail.



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If attempts by the Financial Administrator to bring an account current are unsuccessful and payment (including tuition, fees, and fines due) is not received by 60 days after the due date:

- the Principal and the School Board will work together to determine further action.

Such action may include: Expelling the student due to non-payment. Sending the delinquent account to a collection agency or an attorney.

Transcripts and/or school records will not be released for a student until all tuition, fines and fees for that student are paid in full and all books and materials belonging to Open Door Christian School have been returned.

*In addition: Students will not be allowed to re-enroll for the following school year unless their family's total balance from the previous year has been paid in full.*

## ATTENDANCE AND PUNCTUALITY

### 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. Any student that leaves before 10:00 am without a doctor's excuse will be considered absent.

A student enrolled in Open Door Christian School is expected to be present in school attending every class every day that school is in session. Because each class period contributes significantly to the curriculum objectives of ODCS, and because the instructional program is progressive and sequential, student attendance is required in all classes.

The curriculum is not designed to be accomplished easily by taking home worksheets. Students will derive the most from the Open Door education through attendance in all classes and active participation in discussions, demonstrations, language exercises, field trips, etc.

School policy, NAPS accreditation standards, and state law require that students, Kindergarten and up, 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.





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When a student is absent, parents should send a note or email 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.

## General Guidelines (not all inclusive)

- Three (3) tardies and/or early departures in a quarter count as one absence.
- If a student is absent from school on the day of an activity (field trips, sporting events, CSAF competitions, etc), that student is ineligible to attend that activity.
- Students returning from an absence must bring a note from parent/guardian or doctor for it to be excused.
  - Unexcused absences could result in loss of credit and/or hours required to be made up by the student.
- 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).
- The actual number of days school is in session will be determined by the yearly school calendar.
- If a student must be absent from school for one or two days for any reason, the parent should contact the school office by note or phone as soon as possible.
- Teachers will take roll at the beginning of each class and report absences through RenWeb daily.
- When a student must leave early (prior to normal school dismissal) he or she must have prior parental permission and be signed out in the school office by the parent.
- If the student drives his/her own vehicle to school, prior parental permission must be communicated to the school in writing (including email).

## 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 a 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 the 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





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## **Tardiness**

Promptness is essential for a well-ordered class. 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 the 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 to receive credit.**

## **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 OR EMAIL 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.**



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## **Make-up Work**

It is the student's and parent's responsibility to seek out missed assignments and make up for 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. 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 CSAF 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.

## Planned Absences

A planned absence is any absence that is the result of a parent deciding to excuse their student from attendance at school for reasons that are foreseeable. Examples are absences due to family plans, doctor or dentist visits, and/or programs that are not school-related. For a one day planned absence, parents must send a note to the office registrar and classroom teacher if their child will be out for doctor, dentist, sibling school event, etc.

**For 2 or more planned absence days, the PLANNED ABSENCE REQUEST form must be completed and submitted to the office registrar one week prior to the absences. This form can be found in the front office and on our website.**



# OPEN DOOR CHRISTIAN SCHOOL

## Unplanned Absences

Unplanned absences are any absence resulting from unforeseeable circumstances, such as illness or family emergency.

For an absence to be counted as unplanned, the student's parent should notify the school as soon as possible regarding the unforeseen situation.

**Upon returning to school, the student must bring a doctor's note or a note from the parent stating the reason for the absence. The note must be turned into the school office or submitted through email.**

**If, upon returning to school after an absence a note does not accompany the student, it will be classified as an unexcused absence..**

## School-Sponsored Special Events

Absences due to school-sponsored special events, such as academic or athletic competitions, will automatically be treated as a planned absence but will not be counted in the tally of absences for the semester provided the student is a participant in the event.

If the student is a spectator (including siblings of a participant) at a school-sponsored event, the absence will be considered a planned absence which will count in the tally of absences for the semester.

The student will need parent approval and a note for the school in advance of the event.

*NOTE: Upon review of the Principal, requirements of the Attendance Policy may be waived on an individual basis by taking into account the student's mastery in all subjects, behavior and attitude toward work and study, disciplinary record at school, and the extenuating circumstances resulting in excessive absences.*

## **DRESS CODE FOR NON-CHAPEL DAYS**

*"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." (1 Timothy 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 terms 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.



# OPEN DOOR CHRISTIAN 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 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 be 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 must be fingertip length or longer on all sides of the garment. All measurements are taken from the outermost 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.*

*\*Dress code violations will be considered when re-enrolling.*



# OPEN DOOR CHRISTIAN SCHOOL

## DRESS CODE - CHAPEL AND SPECIAL EVENTS

*Open Door Christian School requires that each student wear a school-approved navy logo collared shirt and khaki bottom (skirt, pants, shorts) or school approved plaid for girls for every scheduled Chapel and special designated events. All uniform requirements can be purchased by parents through our provider, [www.lonestarteamgear.com](http://www.lonestarteamgear.com). The concept of modesty is based on a very biblical notion: that God looks NOT on the outside but the inside of a person.*

Dress Code consistency helps forge a distinctive school culture, we request that students be neat, clean, and in dress code. Parents need to ensure that students are an excellent representative of Open Door from head to toe.

*\*Dress code violations will be considered when re-enrolling.*

## PE/ATHLETIC UNIFORMS

6th - 9th Grade PE/Athletics athletic attire will be approved by the Athletic Sponsor and Administration and must be purchased by parents through [www.lonestargear.com](http://www.lonestargear.com).

## FIELD TRIP ATTIRE

- Teachers will specify appropriate field trip attire prior to the field trip.
  - Pants, jeans, shorts, and skirts must be the appropriate length.
- \*\*It is important to always remember we are representing Open Door when we are off-campus.*

## DRESS CODE and NON-ADHERENT CONSEQUENCES (PK-5th)

- Parents will receive a reminder via student take-home folder of the proper dress code/uniform attire.
- Repeated infractions – parent may be asked to bring proper dress code/uniform attire.
- Dress code violations will be considered with re-enrollment applications.

## DRESS CODE NON-ADHERENT CONSEQUENCES (6th-9th)

- Students are expected to arrive in the correct uniform. Failure to do so will result in a demerit (see Discipline Policy for consequences.)
- If the dress code/uniform violation is considered by the administration to be a distraction to the educational environment, the infraction will be addressed immediately which may require a visit to the office and/or a call to the parents.
- Student sent to the office to call parent to bring proper attire/uniform.

*\*\*If for a valid reason the student is unable to wear his/her ODCS blue logo shirt, please notify the school.*





# OPEN DOOR CHRISTIAN SCHOOL

## EXTRA-CURRICULAR AND CO-CURRICULAR ACTIVITIES

Because Open Door Christian School is a private, tuition-based school, it is not always possible or even feasible to hire an expert in every area that would be of benefit in a Christian education model. Occasionally, ODCS will endorse an activity or educational program provided by a non-Open Door employee for the benefit of Open Door students. In some cases, those activities and/or programs would be offered before or after the normal school day or on enrichment scheduled days.

Open Door will only endorse activities and/or programs that are mission specific, are in agreement with the philosophical basis of our curriculum and statement of beliefs, and which ODCS would not otherwise be able to sustain within our tuition based financial model.

Activities and programs endorsed by ODCS require advance approval by submitting an application in writing to the Principal. The Principal will meet with the individual(s) sponsoring the activity and/or program, and review the activity/program curriculum, the overall plan goals, the schedule, and any fees required to determine whether or not it is a fit and mission appropriate for participation by students of Open Door.

Failure to comply with the requirements of ODCS may result in elimination of the activity/ program from endorsement by Open Door.

Sponsor or individual instructor will be required to complete an application that includes a background check and profess their Christian Faith and agreeance to Open Door Christian School's mission and philosophy. Any misconduct on the part of the sponsor or individual instructors of any activity/program may result in immediate suspension of the entire program. Any unlawful activity will be immediately reported to the proper authorities.

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 CSAF competitions.

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.

## TEAM SPORTS

Open Door Christian School team sports rely on parent volunteers and student numbers. Upon availability, ODCS will make every effort to create team sports and participate through Christian School Athletic Fellowship (CSAF) and Texas Christian Athletic Fellowship (TCAF). This will give us an opportunity to compete against other schools or homeschool groups in our area. We will offer this to full-time, and home-schooled students to create our sports teams. Cost will be determined at the beginning of each season and will be the parent responsibility.





# OPEN DOOR CHRISTIAN SCHOOL

## Christian Schools Athletic Fellowship

Elementary and Junior High Division

<https://www.csafi.com/>

## Texas Christian Athletic Fellowship

High School Division

<https://www.tcafellowship.com/>

### TEAM SPORTS ELIGIBILITY

Academic Requirements:

*Our athletic program exists in order to help balance and extend academics, never in place of or in competition with the academic curriculum. Since work habits and conduct relate to character development and are standards of the Word of God regardless of one's individual talents and abilities, these are the areas in which we place the greatest emphasis for eligibility.*

Academic achievement in the various subjects is also very important, and if a student is not achieving above failure a priority should be placed on academics.

Therefore, the following qualifications have been developed and apply to team sports that carry the Open Door Christian name.

- In order to participate in athletics, a student must maintain excellent work habits/conduct/character grades.
- In addition, a student must not have any academic class average below 70.
- Student athletes are not eligible to participate in games in any quarter following one in which they have missed more than 10% of school.
- The student's academic eligibility is reviewed at the end of each quarter.
- The Principal monitors the grade status of athletes and will contact the appropriate coach concerning a student's lack of academic achievement.
- If a student has received a progress report at mid-quarter, it will be up to the student, the parents, and the coach to determine if action is merited.
- If a student-athlete receives a failing grade on his/her report card, the student will be ineligible to participate in games for two weeks.
- The student may practice at the discretion of the parents/guardians.
- At the end of two weeks, if the student's academic achievement is satisfactory (meets the criteria outlined above), eligibility will be reinstated.
- If at the end of the two-week period the student is still failing, the student will remain ineligible for an additional two-week period, during which time the student is ineligible to practice or participate in games. To regain eligibility, the student must pass all classes for that six weeks, and in doing so, the student may rejoin his/her sport/team.
- A student who misses school due to athletic competition is responsible for keeping up with his or her schoolwork. Any work that is due during a period that the student will miss should be turned in before the class period, unless alternate arrangements are made with their teachers.
- All Athletes and parents, must complete a physical, sign all athlete and parent agreement forms.

*Under no circumstances should a student fail to talk—at least a day ahead of time—with a teacher whose class he or she will miss.*



# OPEN DOOR CHRISTIAN SCHOOL

## STANDARDIZED ACHIEVEMENT TESTING

What will standardized testing do?

- Allow parent and child to celebrate progress and discover areas for growth.
- Give the school insight to how Open Door Christian School's student's compare with the norm.

What will standardized testing *not* do?

- Interfere with real learning
- Guide our curriculum to teach to a test
- Be the sole resource as a measurement for a student's academic ability

Standardized testing:

- Standardized testing will be administered in September, January, and May in 2nd - 9th Grades.

## CONDUCT AND DISCIPLINE

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

Jesus instructs His disciples that God is glorified when good works are seen by others. Saved by grace and not by works, we are nevertheless called to exhibit fruit in life with each other. As a Christian community, ODCS seeks to encourage such fruit by living in respectful, honorable and peaceful ways with each other. In doing so, we seek to cultivate a favorable learning environment and to bring God the glory in doing so.

At Open Door Christian School, all students are asked to uphold the following principles which constitute the basic "code of conduct" for our entire school community. This "code of conduct" is imperative because it acts as the basis for expectations in the classroom.

Students are expected to follow biblical principles basic to Christian standards of behavior and conversation. In addition, students are expected to treat all fellow students, faculty, and staff with the utmost respect and dignity in support of our school culture based upon scriptural principles.

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

1. Prompt and Cheerful obedience to all in authority
2. Cleanliness in person and property and within dress code
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. Students should greet as directed by the teachers when guests enter the class room and respond when greeted.
6. When students see staff or other adults in the hall, they should make eye-contact and give an appropriate greeting.



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7. Morally good conduct in respect to recreation, social relationships, and language
8. Promptness in attendance and completing assignments
9. Respect for the property of Open Door Christian School and other people
10. Responsibility in doing assigned or expected task
11. Truthfulness and honesty in work and life

***Disrespect of any kind will NOT be tolerated.***

This includes, but is not limited to:

- gossip regarding another student, teacher, or staff member or their families,
  - disparaging remarks or comments regarding Open Door,
  - bullying, including such behaviors as:
    - teasing that can be hurtful,
    - threats of physical aggression,
    - sarcastic or hurtful remarks,
    - excluding others from the group,
    - name calling and/or spreading nasty rumors about others,
    - breaking confidences,
    - trying to persuade others to dislike a person
    - putting down another person
    - any other behavior that can be construed as disrespectful or hurtful.
- 
- Students will remain in the classroom unless the teacher gives permission to leave
  - Students are not to be in any off-limits areas of the building or grounds. These areas are designated at the beginning of each school year.
  - There should be no running in the hallways..
  - Students are expected to treat all of the school's materials and facilities with respect and proper care.
  - In sports and extracurricular activities, students are expected to compete with honor and treat all opponents with dignity.
  - Students are expected to follow all safety rules and report unsafe conditions.

## DISCIPLINE

*“The Lord disciplines those he loves.” (Proverbs 3:12)*

*“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.



# OPEN DOOR CHRISTIAN SCHOOL

## **DISCIPLINARY ACTION**

We never assume students know proper behavior until we have explained it to them. It is vital for parents and students to understand that maintaining an orderly atmosphere in the school and classroom is critical to the learning process; therefore, these policies must be followed.

As in all other areas of education at Open Door Christian School, love and forgiveness will be of utmost importance in the discipline of a child. It is because we love that we discipline; our desire is to create an atmosphere of freedom within the bounds of firmness.

Prayer will be an integral part of any disciplinary discussion with a student. The kind and amount of discipline will be determined by the teacher, and if necessary, the appropriate Administrator. The discipline will be administered in light of the type of disobedience, and the individual student's attitude.

All discipline will be based on, and consistent with, biblical principles such as restitution, apologies (both private and public), swift punishment, restoration of fellowship, forgiveness, etc. The vast majority of real and potential discipline problems are to be dealt with at the classroom level.

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 Documentation through FACTS**

If it becomes necessary to send a child to the Principal's office, teachers will complete a Behavior Form explaining why the child is being sent. The administration will complete documentation in the Student Information System, FACTS. Parents will be contacted by the principal and made aware of the documentation in FACTS. A copy of the form will be emailed to the parents.

### **Junior High and High School Discipline**

Junior High discipline will be addressed using a demerit system. Demerits may be given by teachers and administrators for minor infractions or inappropriate behaviors that interfere with the learning process and/or are considered disruptive in nature.



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Demerits issued by teachers will be submitted/recorded in the student's record in FACTS and are cumulative throughout the year. Parents will be notified of the issuance of demerits by email; parents may also access their student(s) behavioral records using FACTS.

- If a student accumulates 5 demerits will earn a lunch detention as a disciplinary measure.
- If a student accumulates 5 additional demerits an after school detention will be assigned.
- Students who continue to accumulate demerits will be subject to a school suspension and/or corporal punishment.

*Refer to expected characteristics and behaviors to determine possible demerits.*

## **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. 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.*





# OPEN DOOR CHRISTIAN SCHOOL

## **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.

*\*Discipline will be considered when re-enrolling.*

## **CONDUCT OUTSIDE OF SCHOOL**

Because every Open Door student is a representative of the school, it is very important for Open Door students to conduct themselves with the same moral integrity and character outside of school as they do while at school. This includes students' actions, profanity, and behaviors in public and/or while using the internet or other public domains or electronic devices. If it is discovered that a student has committed illegal or immoral acts, actions that would be considered harassment, or has displayed behavior that is in direct conflict with the biblical and moral teachings upon which the foundation of the school is based, disciplinary action may be taken up to and including dismissal from the school. This includes but is certainly not limited to actions in person or through the use of any electronic devices or the use of any means of social media.

### Expulsion of a Current Student

Open Door Christian School reserves the right to expel any student who does not meet the academic, behavior, or conduct requirements delineated in the policy manual or fails to abide by rules as published in this Parent-Student Handbook.

*All school-sanctioned events require the same standards of conduct.*

## **PERSONAL ELECTRONIC DEVICES**

In an effort to reinforce the culture upon which Open Door was founded, based upon the belief that a sense of community and learning thrive when student discussion, interaction, and inclusion is imperative, Open Door limits the use of technology to that which is required by a teacher in a specific classroom situation.

### **Cell Phones and Smart Watches**

Students will not be permitted to use cell phones during class time. All cell phones must remain in the students' backpacks and not in or on the student or his/her desk. Cell phones must not be seen or heard on school campuses.

**All calls/texts made will be made with permission of the 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. If a cell phone is seen or heard it will be collected and turned into the office and must be picked up by the student's parents. **No smart watches are allowed on school campuses.**

### **Computers and Tablets**

Laptop Computers and Tablets Computers, (i.e. iPads) may be used with appropriate teacher permission. No other electronic equipment may be brought on campus unless permission is granted by the appropriate Administrator in advance.



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The following general guidelines apply:

- Laptop computers and tablets may only be used with appropriate teacher permission with direct monitoring
- Any other use may result in the loss of on-campus laptop computers and/or tablet privileges.
- Students are not allowed to take photos at school unless prior authorization has been granted by a faculty or administrator.
- If a student is using an electronic device in the classroom, Open Door Christian School reserves the right to check the device for content at any time it may be deemed necessary.
- Student non compliance regarding this policy may result in disciplinary action up to and including discharge.

Personal Electronic & Social Media Abuse:

The following actions may result in disciplinary action up to and including discharge:

- Using racist, profane, pornographic, sexually oriented, or obscene language or materials or using the network for political activity, financial gain, or commercial activity
- Cyber-bullying of any kind
- Purposely engaging in activity that may: harass, threaten, defame, slander, libel, malign, or abuse another individual or group
- Sharing and/or posting information, photos, articles, and/or opinions on any form of social media that reflect negatively or disparagingly on any Open Door student or on Open Door.
- Sharing and/or posting inappropriate photos of yourself, or of any Open Door student, that may reflect negatively or disparagingly on you as an Open Door student, any other Open Door student, and/or Open Door Christian School in general.

Students Calling Parents

- Students who need to get a message to their parents during the school day must go to the school office to place the call before school begins, after school ends, or during the lunch period.
- Unless it is an emergency, students may not leave class to place a personal phone call.
- During regular school hours parents should use the main school phone line:
- All school policies regarding use of electronic devices on campus or while in the classroom must be followed or disciplinary action may result.
- Student non compliance regarding this policy may result in disciplinary action up to and including discharge.

## USE OF TECHNOLOGY RESOURCES

Open Door Christian School provides technology resources to its parents, students, and staff for educational and administrative purposes. The goal in providing these resources is to promote educational excellence in the school by facilitating resource sharing, innovation and communication with the support and supervision of parents, teachers, and support staff. The use of these technology resources is a privilege, not a right.

Proper behavior, as it relates to the use of technology resources, is no different than proper behavior in all other aspects of school activities. All users are expected to use technology resources in a legal, responsible, ethical, and polite manner.

ODCS reserves the right to monitor all technology resource activity on both ODCS owned and individual/student



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owned technology resources used at school.

## *Personal Electronic & Social Media Use*

Whether you are at school, at home or in the community, you are a representative of Open Door.

### Disciplinary Actions:

Access to Open Door Christian School's electronic communications system is a privilege, not a right. Noncompliance may result in loss of school technology resources, access privileges, and other disciplinary action consistent with school policies. Violations of the law may result in criminal prosecution as well as disciplinary action by Open Door Christian School.

*Final discretion will be made by the administration of ODCS.*

## **ALL-STUDENT ARRIVAL AND DEPARTURE GUIDELINES**

In order to ensure the safety and protection of our students, it is imperative that parents inform the school of any individual(s) who are/are not authorized to pick up student(s) both from the school campus and/or from the bus stop.

### GENERAL GUIDELINES for Picking-up all Open Door Christian School Students

- If a student is to be picked up from the school campus by anyone other than the student's parent(s), a release form must be completed in advance and on file in the school office authorizing the appropriate individual(s) (by name) authorized to pick-up the student(s).
- The names of individuals who are absolutely not authorized to pick up the student(s) also need to be clearly stipulated on the authorization form.
- For the safety and protection of our students, the designated Open Door Christian School's Authority has the right to require an individual(s) to show an official photo ID as proper identification (Drivers' License, etc.) prior to releasing an Open Door student(s) to any individual other than the student's parent(s), even if parent(s) authorization has been provided.

### GENERAL DEPARTURE (K-9th)

- All students must be picked up no later than 10 minutes after their dismissal time. After that time, students will wait in the school office and parents must come inside to pick up students.
- Prior permission must be given from a parent for a student to ride home after school with someone other than the parent(s). Without prior permission from the parent, a student will not be released to anyone else.
- 4th - 9th: Unless the student(s) are remaining after school for participation in extracurricular activities, all students must be picked up by 3:30p.m. After 3:30pm, students will be required to call their parents.
- If an unforeseen situation arises that causes parents to be late, please contact the school.
- Habitual tardiness to pick up student will result in a parent/administration meeting and documentation in student permanent records.



# OPEN DOOR CHRISTIAN SCHOOL

## ARRIVAL AND DEPARTURE GRADE LEVEL GUIDELINES

Elementary (PK - 5th): Education Building

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**

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 3:00 pm.

### **1st - 2nd 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. First & Second grades, please pick up your student at 3:30pm 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> - 5<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



# OPEN DOOR CHRISTIAN SCHOOL

on the east side of Oak Street near the intersection of Oak and First at 3:30pm..

## 6th - 9th Grades

All students may be dropped off at the Junior High/High School building starting at 7:30am. Doors will be locked at 8:00am. If a student arrives late, they will need to push the door alarm for a teacher to allow them entry. They will be counted tardy in Gradelink by the classroom teacher. Students will be picked up at the front of ODCS Junior High/High School at 3:30.

## SEVERE WEATHER CLOSINGS

Should severe weather force ODCS to close or delay the start of school, such closings will be announced on our website [www.opendoorgraham.com](http://www.opendoorgraham.com) , local radio stations (Y100.5 FM), as well as the local television channel.

We will also send out a FACTS Text Alert, email, and Facebook announcement using the current contact information. Listen for announcements after 6:00 a.m.

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. **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.

## FIRE DRILLS - TORNADO DRILLS - DISASTER DRILLS

In accordance with state regulations and safety precautions, the school conducts fire drills, tornado drills, and disaster drills on a regular basis during the school year. Those in school buildings when the emergency alarm sounds must exit the buildings and follow the evacuation routes indicated in each classroom. Emergency procedures including EXITING the building are posted in each classroom and are to be followed precisely.

## FIELD TRIPS

In light of our desire to awaken and nurture in our students a life-long love of learning, Open Door Christian School includes in its curriculum frequent field trips with the lower and Upper School students in an effort to extend the educational experience beyond the bounds of the classroom.





# OPEN DOOR CHRISTIAN SCHOOL

Field trips will be offered to expand and enrich each student's learning experiences. We will take advantage of many opportunities in and around Graham. Most of our field trips will be related to the current unit of study. Parents will receive advanced notice of each field trip and will be asked to sign a permission slip for their student(s).

If parents volunteer as a field trip driver, please abide by this guideline:

- Complete the Parent Driver/Volunteer application available in the front office.
- For the safety of our students, each student must wear a seatbelt at all times while in transit.
- Students under 12 years old are not permitted in seats with airbags.
- Admission and parking costs for drivers and chaperones are generally not covered by the school. Gas is not reimbursed for mileage.
- Students are not allowed to take any electronic music/video/game devices on field trips.
- Parents who own televisions for their cars are asked to not use them with the students.
- Travel time should be utilized to build relationships through worthwhile conversations and verbal games.
- Parents may play classical or Christian music on field trips at their discretion.

## PARENT VOLUNTEER DRIVERS FOR FIELD TRIPS

Each parent desiring to be considered to be a driver for a class field trip must fill out a Parent Driver/Volunteer application and undergo a background check.

Parents will be regarded by students as an authority figure on field trips, and parents should exercise that authority when needed to enforce school rules. However, the teacher has both the chief responsibility and the final authority for the field trips and parents should strive to assist in keeping this clear.

The *Field Trip Release Form* will be sent home the first week of school along with all other important papers requiring parent signatures. Signed parent-permission slips will be required in order for any student to participate in a field trip.

The teacher in charge will take emergency medical forms and a first aid kit on all trips.

IMPORTANT NOTE:

- Siblings are NOT allowed to go on school field trips. Trips are designed as educational opportunities for the students of a particular class. The presence of siblings tends to be a distraction for parents and students alike and changes the "atmosphere" for the class going on the trip.
- Parents accompanying students on field trips should plan to arrange for child care rather than request that the sibling be permitted to go on the trip.
- In addition, single parents are not allowed to bring boyfriends/girlfriends or fiancé/fiancées along as drivers or trip participants. The presence of a "significant other" can also be a distraction for the dating parent: field trips are not social occasions.
- Parents should not appeal to teachers to make exceptions to this school policy.

## GUIDELINES FOR OVERNIGHT CLASS TRIPS

On occasion, Open Door Christian School will offer overnight class field trips. This is an opportunity to expand outside of the classroom. All overnight field trips will be approved by the ODCS School Board and will not be



# OPEN DOOR CHRISTIAN SCHOOL

mandatory. All parents will be required to attend a mandatory parent meeting and sign a parent permission form and a waiver.

As a representative of ODCS, students are expected to follow all conduct and behavior guidelines outlined within this handbook.

All chaperones will be approved by ODCS School Board and have a complete background check.

## COMMUNICATION

ODCS communicates with parents through several methods of staying in touch with activities and programs as well as each student's progress on a regular basis.

The Website: [www.opendoorgraham.com](http://www.opendoorgraham.com) our official school website, is the primary means of communication for all updates, event schedules, announcements, field trips, school activities, fundraiser events, and other features important to Open Door.

Open Door Newsletter: Each family will receive an email copy of the newsletter monthly. This school newsletter will update parents on current events, announcements, field trips, school activities, fundraisers, and feature articles about Christian education.

Take-Home Folders (PK-5th Grade): Students will also receive daily and/or weekly communication from the teacher with important information pertaining specifically to the child's class. Please check each child's take-home folder or backpack for information, daily.

FACTS: Through the Parents Login, ODCS parents are able to access basic information about the school as well as their student's schedule and grades. FACTS is our first communication tool for parents through email and text.

Go to: [www.factsmtg.com](http://www.factsmtg.com) LOG IN

Login information is provided by the school office.

If you need to speak with a teacher, email or contact the front office. We will relay the message to the teacher and they will contact the parent during their conference time. **If you have the teacher's personal cell phone, DO NOT TEXT THE TEACHER regarding school affairs.**

Getting a Message to a Student: When it is necessary for parents to contact their child(ren) at school the following procedure should be followed:

1. Call the general school phone number.
2. Leave the message with the school office (either with an individual or on voice mail).
  - a. If it is an emergency, let the school know immediately.
  - b. Do NOT call or text the student's cell phone during regular school hours. *(They are not allowed to have them.)*
3. The office will take the note to the student ASAP.

Receiving a Message from the School: If a staff member or teacher from Open Door calls a parent at home, the individual calling the parent will leave a message containing their name, how and when they can be reached, and the purpose for the call.



# OPEN DOOR CHRISTIAN SCHOOL

## EXPECTATIONS FOR PARENTS

### Parental Involvement

Because the family unit is the most important human institution ordained by God, parental involvement is of utmost importance to Open Door. We will continually seek constructive ways to involve the parents, grandparents, and siblings of our students in the activities of the school.

Below are just a few of the more common ways to be involved. (Parents should feel free to ask if they would like to try additional ideas.)

- Visit the school/class at any time. (Parents should simply call our secretary ahead of time for an appointment out of courtesy to the teacher and check in at the office upon arrival.)
- Assist in the classroom, regularly or infrequently. (Again, arrangements should be made with the teacher concerned.)
- Act as a chaperone on field trips, library visits, and special events.
- Serve as a story-reader, musician, guest artist; parents may offer their special talent.
- Upon the request of the teacher, a parent may present his/her vocation to the class or invite the class to his/her place of business.
- Volunteer to speak at chapel.
- Share experiences, trips, vacations, as they may relate to an area of study in a class.
- Volunteer to help in the many tasks related to the annual fundraising events.
- Help host class parties, at home or in the classroom.
- Parents should closely monitor and praise their child's progress by reading all teachers notes and student papers sent home. This form of communication and teamwork between teacher, parent, and student will be vital to the child's progress and success.

Parent volunteerism is extremely important to Open Door Christian School. ODCS expects that all families/parents commit to volunteering in some capacity each semester of the school year.

## RESPONSIBILITIES OF PARENTS

By enrolling their students at Open Door, parents commit to support the school and its mission. Parental commitment to the school and its mission includes but is not limited to the following:

- Supporting the school in its fulfillment of its purposes, commitments and principles, especially in the education of all students with a biblical worldview and in accordance with the Statement of Belief.
- Praying for God's wisdom for the leaders of Open Door and His blessings on the school.
- Modeling appropriate conflict resolution in accordance with Matthew 18 and the school policy published in this handbook.
- Demonstrating a love of learning and a desire to apply biblical principles to all areas of their lives.
- Accepting their biblical responsibility for the education of their students by:
  - Ensuring that their students have the time, place, and parental support needed to complete their homework and studies.
  - Ensuring that their students arrive and are picked up on time.
  - Ensuring that when their students arrive they are properly prepared for the day with:
    - Appropriate meal(s)



# OPEN DOOR CHRISTIAN SCHOOL

- Proper attire
  - Necessary supplies
- 
- Encouraging students to comply with the spirit and the letter of all Open Door rules and policies with appropriately respectful attitudes in accordance with biblical teaching.
  - Demonstrating acceptance of personal responsibility by fulfilling their volunteer commitment including but not limited to parent orientation and parent-teacher conferences.
  - If necessary, securing additional tutoring, testing, or assistance for their students, especially when suggested by the Open Door administration..
  - Setting an appropriate example to their student(s) and all other students when on campus or at Open Door related events by:
    - Always refraining from inappropriate language;
    - Observing all school rules and policies with an appropriately respectful attitude;
    - Relating to all faculty and staff members with courtesy and respect, at all times, including when a conflict or disagreement arises;
    - Demonstrating courtesy and respect to all other adults, including referees, coaches, and parents of opposing players during sporting events;
    - Refraining from spreading gossip regarding individuals and/or making derogatory comments regarding Open Door Christian School, which are behaviors that are unbiblical and destructive to any Christian community;
    - Refraining from illegal, unethical or immoral behavior which may reflect poorly on, or is potentially disruptive to, the Open Door Christian School community;
    - Refraining from all alcohol, illegal substances, and tobacco products on campus or at any off-campus ODCS related event involving students;
    - Refraining from attending any ODCS event under the influence of illegal substances or alcohol;
    - Dressing appropriately (with modesty) when visiting offices and classrooms or attending school related events. Open Door reserves the right to deny re-enrollment or terminate enrollment of students based on parental behavior on and off campus.

## FUNDRAISING

Fundraising is a critical part of Open Door Christian's School success. To keep our tuition costs low, we must fundraise in order to fill in the gap. Tuition alone does not cover the cost to educate each student. Therefore, by enrolling your child in ODCS, you are committing to being an integral part of the fundraising process, supporting and promoting the school and its fundraising efforts.

## LUNCH/SNACK/OTHER FOODS

Lunches:

Students will need to bring their lunch to school. Please try to send healthy lunches (refrain from sending candy, or drinks high in sugar or caffeine). Forgotten lunches or delivered lunches should be left at the front office.

ODCS provides delivery options from local restaurants. An order form is sent home each month.



# OPEN DOOR CHRISTIAN SCHOOL

Chewing Gum / Candy: Chewing gum is NOT allowed; candy is discouraged at Open Door. Upper School students may bring breath mints.

## **Kindergarten - 9th Grade**

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. If a child doesn't have a lunch by the student's lunch time, 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. If a child doesn't have a lunch by the student's lunch time, 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.

*Lunch times vary from year to year and are subject to change.*

## **CLASS AND SCHOOL CELEBRATIONS**

### *Birthday Parties*

On their child's birthday, parents should feel free to provide special treats for the child's class during their lunch or recess period. Students with summer birthdays may celebrate "half-birthdays" during the school year. A good way to honor a student's birthday is to donate a book to the Open Door library. Parents should check with the Principal before making a selection. Parents may bring a drink and cookie or cupcake for everyone in the class. Birthday celebrations are to be kept low-key. (Balloons, flower arrangements, decorations, etc.) should be saved for home. Invitations handed out in school to personal off-campus parties of any kind must include every student in the classroom.

### *Holiday Parties*

Elementary students may participate in holiday parties during the school year at times and dates to be announced by the teacher.

Those holiday parties are:

- Thanksgiving
- Christmas





# OPEN DOOR CHRISTIAN SCHOOL

- Valentine's Day
- Easter

NOTE: ODCS does not celebrate Halloween.

At the teacher's discretion, room mothers will coordinate volunteers and meet with the teacher to plan the parties.

Although Junior High and High School students (6th-9th), will have no official parties in class, teachers may occasionally provide opportunities for celebrations at the close of a unit or encourage a cultural feast to coordinate with curriculum or some historical/literary event.

## HEALTH, SAFETY, AND SECURITY OF THE SCHOOL

**\*\*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 a student's learning.



# OPEN DOOR CHRISTIAN SCHOOL

## **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.

## **SECURITY**

All personal belongings are subject to be searched if school officials have reasonable suspicion. All lockers and school property can be searched at any time.

## **PHYSICAL EDUCATION**

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.

## **VISITORS ON CAMPUS**

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**

All visitors including (other than parents of current students) must request approval in advance from the principal to visit on campus at Open Door during the regular school day. If approval has been granted, visitors will need to sign in at the front office.

All visitors, including parents, are required to park in front of the school office on Oak Street.

For the safety and security of our campus, all campus visitors, (including parents of current students) are required to check in at the main office prior to entering any school.



# OPEN DOOR CHRISTIAN SCHOOL

## CONFLICT RESOLUTION

In Matthew 18, Christ provides instruction concerning the manner in which Christians should settle disagreement. As a Christian school, this biblical principle will guide what we do and how we do it, when a disagreement, conflict or grievance occurs at Open Door Christian School.

The goal of this conflict resolution process is the reconciliation of the relationship between Christians in a direct, gracious, confidential and healthy manner. In most cases, issues can be resolved in a confidential one-on-one manner. As imperfect people at an imperfect school, it is not a matter of if, but when a disagreement will occur. The healthiest process is simple, yet takes courage. If one has a problem with another – whether it is a student, parent, teacher, administrator or board member – you should go directly to that person.

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.

*If any disputes arise which are not covered by this policy, the board will have the authority to make the final determination.*



# OPEN DOOR CHRISTIAN SCHOOL

## Student Disagreements

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.

## PARENT-TEACHER CONFERENCES & PHONE CALLS

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.

## SCHOOL SECURITY

The administration reviews school security requirements and arranges for appropriate security measures as the situation dictates. The exterior doors of the campus will be locked at 8:00 am each day. 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.

### SIGNING IN/OUT

- 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

**Junior High/High School Sign In/Out:** Parents must contact the main office to request early dismissal. Teachers will be contacted and students will be waiting in the foyer at the Junior High/High School Building. Parent must come in and sign student out in the school office.

### *Junior High/High School Building:*

The front exterior door will be locked at 8:00am. If your student arrives late, they are to ring the bell at the front door to be let in by a teacher. The teacher will document the tardy in FACTS. Parents bringing forgotten lunch, homework, etc., please contact the front office at 549-2339 to let us know you are dropping it off. The main



# OPEN DOOR CHRISTIAN SCHOOL

office will contact the teacher.

## TELEPHONE USE BY STUDENTS

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/her 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.

## TEXTBOOKS

Students (PK-9<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).

## WITHDRAWAL FROM SCHOOL

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).

## CHANGE OF CONTACT INFORMATION AND CUSTODY

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.**





# OPEN DOOR CHRISTIAN SCHOOL

## PLEDGES

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 Texas Flag**

Honor the Texas flag; I pledge allegiance to thee, Texas,  
one state under God, one and indivisible.

### **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.

## SCHOOL DAY

*School Year 2023 - 2024*

<b>Grade Level</b>	<b>Times</b>
PK3 - PK4	8:00 - 2:30
Kindergarten - 9th	8:00 - 3:30

## POLICY OF NON-DISCRIMINATION

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

## SIGNATURE PAGE

*Signature Page Attached*



# OPEN DOOR CHRISTIAN SCHOOL

A parent signature page must be returned each school year signed by both parents/guardians.

## PARENT-STUDENT HANDBOOK SIGNATURE PAGE 2022 -2023

Please review Open Door Christian School's Parent-Student Handbook, which can be found on our website at [www.opendoorgraham.com](http://www.opendoorgraham.com) (under MY ODCS tab) and print and sign below as indicated.

Annual review and expressed agreement with the Parent-Student Handbook is a condition of enrollment - reenrollment.

This form must be returned to the School Office to complete enrollment and reenrollment.

This form must be signed by both parents/guardians.

We, the undersigned, have read the 2022 - 2023 Open Door Christian School Parent-Student Handbook and our signature below indicates that we understand and agree to abide by the expectations, policies and procedures expressed therein.

\_\_\_\_\_  
Parent/Guardian PRINT NAME

\_\_\_\_\_  
Parent/Guardian SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
Parent/Guardian PRINT NAME

\_\_\_\_\_  
Parent/Guardian SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
Student PRINT NAME

\_\_\_\_\_  
Student SIGNATURE

\_\_\_\_\_  
DATE