

Open Door Christian School

**Lions Handbook
2026-2027, Rev. Aug 2026**



Our mission is to provide a Christ-centered education which cultivates a relationship with God and equips students to fulfill His purpose.

Open Door Christian School

Helping Students Find and Follow Jesus

Dear Open Door Christian School Families,

What a joy it is to partner together in Christian education! At Open Door Christian School, we realize that educating your children is a team effort between the school and the home. It is our mission to serve as partners with parents and provide an excellent education with a biblical worldview while developing strong Christian character and values.

ODCS is richly blessed with a dedicated and experienced staff, each of whom is committed to academic excellence and building Christ-like character in our students. Our faculty and staff are highly dedicated and well-qualified to provide our students with a strong educational foundation and biblical worldview. As a ministry of Oak Street Baptist Church, we are dedicated to preparing the next generation to lead the kingdom of God. As such, we focus our efforts on developing life skills and abilities that enable every child to discover God's unique plan and to ensure that they are prepared not only for life, but for eternity.

As a mother of grown children, I understand the deep desire to raise children who know and love the Lord, children who walk in truth, wisdom, and grace. This holy calling on your life is no small thing, and your search for a school that aligns with your heart and convictions is both courageous and prayerful.

At Open Door Christian School, we count it a privilege to come alongside you in this journey. Our role is not to replace your influence, but to strengthen it and to support what you are already faithfully building at home.

Together, we will celebrate achievements, overcome challenges, and nurture your child's heart, mind, and character so they may grow into confident and compassionate leaders who live boldly for Christ.

This partnership is more than academics. It's discipleship. And we are honored to walk it with you.

In His Love,
Denise Kunkel
Principal

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FOUNDATIONAL ELEMENTS

School History: Open Door Christian School (ODCS), originally First Street Christian School, was founded in 1986 by Linda Pippin. Mrs. Pippin started the school to meet a need of teaching her young daughter through a Biblical perspective and never intended for it to be more than a one room classroom; however, God had another plan.

As the small school continued to grow and the board faithfully prayed over it, the words “open door” kept being uttered. In 1989 the school’s name changed to Open Door Christian School.

In August of 2000, 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.

Open Door did not grow without experiencing many obstacles and adversities that shut the doors of most Christian Schools. Yet, God’s favor is with the school and it continues to flourish.

Vision: Our vision at ODCS is to graduate students who are prepared to fulfill the Great Commission.

Mission Statement: Our mission is to provide a Christ-centered education which cultivates a relationship with God and equips students to fulfill his purpose.

Our Philosophy: ODCS believes a well-rounded education can only be accomplished by teaching students that 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 them, and equip them to fulfill God’s purpose for their lives.

As students participate in this process, they should begin to expand their understanding of their own abilities, skills, and character qualities. Students should see themselves as an integral and important part of their 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

At Open Door Christian School, we are dedicated to cultivating loving, serving, and thinking students through a Christian education with a Biblical worldview. Our commitment to these values is at the heart of everything we do. We believe that education is not just about acquiring knowledge, but also about developing Biblical virtues and a deep understanding of our place in the world. These virtues guide our approach to education and prepare our students to become responsible, engaged, and successful members of society who make an eternal difference.

Prudence- Demonstrating honesty, wisdom, integrity and humility. Prudence is having sound judgment and making sound choices. It is about being thoughtful and is developed through the habits of attention, wisdom and remembering. Proverbs 11:3, 2 Corinthians 8:21, Philippians 4:8

Temperance- Demonstrating order, courtesy, self-control, patience, and obedience. Temperance is about mastering ourselves for the sake and happiness of those around us. It is about acting the right way at the

right time and is developed through the habits of self-control, patience, and excellence. Galatians 5:22-24, 2 Peter 1:5-6, Titus 2:12

Justice- Demonstrating respect, friendship, generosity, kindness and fairness. Justice is about treating others with respect and taking responsibility for their well-being. Justice is developed through the habits of courtesy, fairness, and gratitude. Micah 6:8, Isaiah 1:17, Psalm 106:3

Fortitude- Demonstrating courage, optimism, good citizenship, loyalty, and grit. Fortitude is about having the courage to face challenges, maintaining effort and interest over time despite setbacks and adversity. Fortitude is developed through the habits of grit, courage, and joyfulness. Romans 5:3-5, James 1:12, Galatians 6:9, James 1:2-4, Hebrews 12:1

Statement of Faith:

Open Door Christian School is a ministry of Oak Street Baptist Church (OSBC). Below is a statement of beliefs from OSBC:

Our foundational beliefs include but are not limited to:

A. The Bible is the infallible and inspired Word of God. God is its author and it is truth without any mixture of error. Its intended purpose is to reveal God's plan of redemption and salvation for mankind through His Son, Jesus Christ.

B. God is the Supreme Creator, Redeemer, and Ruler of the universe. He is the eternal, triune God – God the Father, God the Son, and God the Holy Spirit.

C. Jesus Christ, God's Son and God the Son, fully God and fully man, was born of a virgin, lived a perfect, sinless life died on a cross for the sins of mankind, rose from the dead on the third day, and ascended to heaven where He lives and makes intercession for His bride, the Church. Salvation for every human being is found only in trusting the person of Jesus Christ and His finished work on the cross. One day, Christ will return for all who belong to Him.

D. The Holy Spirit is the invisible presence of God who convicts of sin and calls people to Christ. He lives in every true believer and gives power to live the victorious Christian life.

E. The Church includes all the redeemed of all ages. The local church is an autonomous, self-governing body of believers – operating under the lordship of Christ through democratic processes. The pastor, elders, ministry staff, deacons, committees, ministry teams, and lay leaders are selected by the church body to lead the church.

F. Salvation is the grace-filled work of God to completely save a human being for Himself. It involves turning from sin to God and faith in Christ. Salvation includes the process of conversion, sanctification, and glorification.

G. Oak Street Baptist Church agrees with the doctrinal statements in [The Baptist Faith and Message](#) as adopted by the Southern Baptist Convention, but considers the Bible as the ultimate document of faith and practice.

This Statement of Faith does not exhaust the extent of our religious beliefs. The Bible, as the inspired and infallible Word of God, speaks with final authority concerning truth, morality, and the proper conduct of human affairs. For purposes of the organization's faith, doctrine, practice, discipline, and policy, the Board of Directors and leadership at OSBC are the organization's final interpretive authority on the Bible's meaning and application.

ENROLLMENT AND TUITION INFORMATION

Enrollment plays a critical role in the culture and traditions of ODCS by cultivating and transmitting shared ideals and beliefs in our community. ODCS reserves the right to discipline or ask a student to withdraw for any reason, including failure to abide by ODCS' Statement of Faith or other policies. Failure to comply with school policies may subject the student to disciplinary action, up to and including expulsion.

Enrollment: All current ODCS students are eligible for re-enrollment once enrollment begins. Current ODCS families will receive early enrollment opportunities which may include a discounted rate. The following guidelines are implemented in the admissions process:

- Students who are not in good standing with the institution in which they are presently and/or previously enrolled or students whose academic, psychological, or physical needs cannot be met may not be eligible for enrollment.
- Students accepted are required to accompany their parents to the interview.
- All students, regardless of age, must reside with a parent or legal guardian. Students cannot enroll themselves.
- New families may have a checkup to evaluate academic, spiritual, and social successes.
- To fully develop students academically and spiritually, ODCS does not support skipping grade levels.
- ODCS admits qualified students, considered capable of successfully completing the material designed for the grade level.

Students with Disabilities: ODCS strives to educate as many students as possible, however, if resources are unavailable to meet the needs of children with certain medical conditions and learning disabilities, it is the parent's responsibility to seek help as necessary from outside services to ensure the student does not fall behind academically. ODCS cannot meet every academic need.

Required Admissions Policy: Open Door Christian School admits qualified students* of any race, color, biological gender, or ethnic origin to all rights, privileges, programs, and activities. In addition, the school does not discriminate based on race, color, biological gender, or ethnic origin in the administration of any or all educational/co-curricular policies. We believe that:

- God has redeemed for Himself through the blood of His Son, people "out of every tribe and tongue and people and nation;" (Rev. 5:9).
- The Gospel of Jesus Christ is "good news" to the poor, the brokenhearted, the captives, the blind, and the oppressed; (Luke 4:18).
- Unity in diversity is rooted in the character and nature of God and is a creational norm. (Gen. 1–11).
- God wonderfully foreordained and immutably created each person as either male or female in conformity with their biological sex. These two distinct yet complementary genders together reflect the image and nature of God (Genesis 1:26-27).

**Qualified students are capable of successfully completing the material designed for their grade level and who exhibit evidence of supporting our mission, vision, and policy statements.*

2026-2027 Tuition Information

Total Cost of Attendance

PS3/PK4	\$5,000
Grades K-5	\$6,000
Grades 6-8	\$6,500
Grades 9-12	\$7,200

Tuition Down Payment:

The first month's tuition is due at the time of enrollment and is **non-refundable**.

** Second Child Scholarship: \$200 (one time annually) **

Total Cost of Attendance Includes:

Curriculum and Classroom Expenses

*Tuition does not include certain college credit courses, optional testing, overnight field trips, sports, mission trips, some cheerleading costs, special events, uniforms, and supplies (including laptop fees for Secondary)

Financial Policy

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.

When a student enrolls before October 1st, the parent will be responsible for the entire year's tuition and fees.

If a student enrolls on or after October 1st, monthly tuition and fees will be in line with the 10-month payment plan starting the month they enroll.

If a student attends part of a school month, the parents/guardians will be responsible for the ENTIRE MONTH'S TUITION.

Accounts not paid by the 5th day of the month in which they are due will be considered delinquent and shall be assessed a \$30.00 late fee for every attempt made to collect those funds. The FACTS system will automatically try to collect the funds three times.

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.

If attempts 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 responsible party will be notified and a pending expulsion notice will be sent by certified mail.

If attempts 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.

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.

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.

A student with an open balance will not have their records sent to another school until their account balance is paid in full. Academic records and transcripts are not normally issued in cases where a family has a past-due balance.

Payment Responsibility

- All tuition and fees must be paid, or payment plans established, upon enrollment. A payment plan **must** be created in FACTS.
- Failure to pay tuition and related services rendered may result in the withdrawal of affected students and will incur a late fee.

PARENTAL INVOLVEMENT

Parent Partnership: A complete and effective Christian education is only attainable when the school and families are working in partnership and commit themselves to the success of Kingdom building through the life of the school, past the impacts it makes on the current students and their classrooms. In order to achieve this, we must both go the extra mile, giving the benefit of the doubt and mutual respect as well as giving access and opening up solid lines of communication. Allocating resources is also crucial, such as the giving of our time and talents. The sense of “We are in this thing together” on the part of families, the faculty and administration and the ODCS School Board is how partnership finds its greatest expression within our school community.

Here are some ways in which parents must be involved in order for our school community to thrive:

Communication and Conferences: Parents must be involved in all aspects of their student’s education. Expressing the importance of good study habits, preparedness for class and other school events, the importance of completing all homework and class work, and being respectful to all school staff and their classmates are great ways to partner with the school to educate your child successfully. Opportunities are always available to communicate with your student’s teacher through email, but parents are also encouraged to make appointments for teacher/administration conferences. Teachers/Office Staff may not be available for drop-in visits so appointments for these visits are necessary to ensure time is available to communicate in person.

Service: ODCS is a place where community is important. There will be events throughout the year where parents will be needed to bring ideas to life. Your student’s classroom teacher or the administration will make these opportunities known through email, social media and/or information brought home. A few examples of ways to serve are:

- Fundraising Activities
- Annual Color Run
- Fall Festival
- Thanksgiving Feasts
- Book Fair
- Leadership Luncheons
- Classroom Parties

Fundraising: The cost of a complete Biblical Christian education continues to rise year after year. In order to maintain tuition fees at a lower than average rate, fundraising becomes a necessary part of our financial stability at ODCS. Two fundraisers are completed each year and these funds are used for the function of the school and intended to improve student projects and to improve, enhance, and grow the student experience.

Lionsgiving Letters: The Lionsgiving Letter campaign is a great way for family and friends to support Kingdom Education. Many people will support Kingdom work if they know the stories of lives being touched by the gospel. In the fall, ODCS will ask for addresses of people who might want to know more about our school and would be interested in helping to support us in our endeavor to further God’s Kingdom through Christian education. The donation letters are then sent out and people are encouraged to donate via our website, our FACTS fundraising platform, or through the mail.

Gifts to the ODCS: ODCS is dependent upon parents and friends financially supporting the ministry of the school. Tuition and fees do not fully fund the educational programs, and the school must solicit additional gifts annually. All appropriate gifts are tax-deductible as ODCS is a non-profit 501(c)(3) corporation.

ELEMENTARY

Elementary Classroom

Classroom Rules:

The main expectation of students is to learn. In working toward the goal of learning, students are expected to heed the following general reminders.

- Always give God your best and leave excuses behind
- Come to class prepared and ready to learn
- Respect yourself and others
- Pay attention to the details

Once a student has entered a classroom, he or she should be focused on making the most of the educational opportunities.. It should be apparent to the teacher and any observer that students are engaged. Some suggestions for classroom excellence include the following:

1. Come to school on time.
2. Be prepared with what you need to learn.
3. Complete all homework and assignments on time.
4. Remain quiet and orderly in all hallways and restrooms.
5. Follow directions the first time they are given.
6. Respect your teacher and others by listening attentively and participating fully.
7. Raise your hand and wait to be called on before speaking. Work quietly.
8. When corrected, be obedient to your teacher and do not argue.
9. Stay on task at all times and do your best even when the task is challenging.
10. Obey all classroom rules.
11. Respect all school and personal property no matter who it belongs to.
12. Students are only permitted to have water in the classroom.

Textbooks: ODCS provides textbooks for all preschool through 5th grade academic courses, the textbooks are the responsibility of the student; any lost or damaged textbooks will be charged to the student's account.

Elementary (PS3-K) Grading System

- Grades will be given for PS3-Kindergarten according to the letter grading scale.

Letter Grading Scale

E – Excellent
S – Satisfactory
N – Needs Improvement
U – Unsatisfactory

Elementary (1st-5th) Grading System:

Letter Grading Scale

E – Excellent
S – Satisfactory
N – Needs Improvement
U – Unsatisfactory

Numerical Grading Scale

A 90-100	I - Incomplete
B 80-89	W- Withdrawn
C 70-79	
F 69 and below	

- Bible will be graded as follows: 1st - 2nd will receive letter grades, while 3rd through 5th will receive numerical grades.

- Grades 1st - 3rd will receive letter grades for Science and Social Studies, while 4th and 5th will receive numerical grades for these subjects.
- All Elementary students (1st - 5th) will receive numerical grades for Math and English Language Arts and Reading (ELAR).
- Elementary students (1st – 5th) will receive letter grades in enrichment classes such as physical education, music, art, STEM etc. They will also receive letter grades for penmanship.
- Incompletes will only be given in extenuating circumstances at the discretion of the administration. The incomplete grade will become an “F” if the student has not completed the assignment within the guidelines set by the administration.

Elementary Homework: These policies are proposed to promote a system of accountability that will encourage responsibility and appropriate study habits.

- Students are expected to turn in homework assignments on their due date; homework is assigned to reinforce the material and give practice on skills presented by the teacher.
- Homework assignments not turned in at the correct time will be subject to a 10-point reduction in the score for each day the assignment is late; this reduction will continue for a two-day period, after which time the final grade is a zero.
- Normally, homework will not be assigned on Wednesday.

Progress Report: In the middle of each quarter, grades are reviewed for each student. Parents will be provided a progress report for their student via email.

- Parents are responsible for monitoring their child’s grades online.
- Parents are also encouraged to schedule a conference with the teacher or administration to discuss options that may help their child academically prior to the end of the grading period.

Elementary Grade Reporting to Parents:

Grades are continuously available online and report cards are emailed at the end of every quarter. Parents should check grades online at least weekly, via the FACTS portal. In addition, students should bring home their papers regularly (parents must check these reports and contact teachers as needed). Report card grades are final.

Course Failures: In the rare situation where a student fails a course, grade level promotion may be denied.

Recognition and Awards: At the end of each quarter, there are recognitions and awards for things such as “A” Honor Roll, “A/B” Honor Roll, perfect attendance, virtues, etc...

Elementary Attendance Policies:

Absence from school significantly hinders a student’s ability to keep up with coursework and mastery of grade-level concepts. For any absences, written notification is required. The administration will schedule a parent conference if a student has excessive absences and tardies to discuss the consequences of poor attendance. It is the responsibility of the parent/guardian to inform the main office if a student is going to be absent or tardy; email admin@opendoorgraham.com. An absence is any time away from school for any reason other than a school activity. Any students participating in ODCS activities (academic, athletic, fine arts, or field trips) that require the students to miss any part of a school day will not be counted as an absence. The sponsor of the activity is responsible for providing a list of students to the school office to ensure proper attendance coding.

Absences:

- Attendance is taken daily
- A student must attend until 10:00 am to be counted present for the day.
- Students are required to attend school and promotion to the next grade level requires passing grades and attending classes;
 - o Absences exceeding ten percent will require administrative approval to be promoted to the next grade level
- If a student has more than six absences in a semester or more than twelve in a school year, a parent/administrator conference may be called to determine the issues of the excessive absences

Make-Up Policy for Absences:

- Students have one day for every day absent to make up work
- Parents may contact their student's teacher for make-up work which will be available for pick up after 3:00pm in the school office.

Tardies:

- If a student is late, **the parent must sign their child in at the ODCS office.**
- To protect the integrity of the secure classroom and the educational environment for all students, parents may not walk their children to the classroom if they are late.
- Excessive tardiness may require a meeting with administration to discuss the action to be taken.

SECONDARY

Classroom Rules:

The main expectation of students is to learn. In working toward the goal of learning, students are expected to heed the following general reminders.

- Always give God your best and leave excuses behind
- Come to class prepared and ready to learn
- Respect yourself and others
- Pay attention to the details

Once a student has entered a classroom, he or she should be focused on making the most of the educational opportunities of the class period. It should be apparent to the teacher and any observer that students are engaged. Guidelines for classroom excellence include the following:

1. Come to class on time and be prepared to learn.
2. Attend class with the proper materials.
3. Arrive in class prepared with reading and studying completed and homework assignments neat and complete, ready to be submitted in accordance with the teacher's expectations for the submission of work for grading.
4. Take care of restrooms and other personal needs between classes or at an appropriately non-disruptive time that minimizes the loss of instructional time.
5. Follow directions the first time they are given.
6. Listen attentively to lectures and other explicit instructions, take notes as expected or required by the instructor, and participate fully in discussions, classroom assignments, and other learning activities.
7. Value and respect others and their property. Contribute to the health of the classroom community by being kind and respectful of the efforts of the teacher and classmates. Do not distract others from their engagement in learning opportunities. Do not speak out of turn.
8. When corrected or re-directed by a teacher or administrator, promptly and respectfully adjust to comply with instructions. If you need an explanation or clarifying information, wait until the end of class or another appropriate time to converse privately with the teacher or administrator.
9. Stay on task at all times and do your best with every opportunity presented and challenges encountered.
10. Each teacher has specific expectations for his or her classroom. Comply thoroughly with these expectations.
11. **Students are only permitted to have water in the classroom. Sodas, tea, gatorade, etc are allowed only in common/uncarpeted areas. ENERGY DRINKS ARE STRICTLY PROHIBITED AT ODCS.**

Textbooks: ODCS provides textbooks for all 6th through 12th grade academic courses. The textbooks are the responsibility of the student; any lost or damaged textbooks **will be charged** to the student's account. Textbooks for dual credit and college courses are an additional cost and are the responsibility of the family to purchase.

Secondary (6th-12th) Grading System:

- Letter and numerical grades will be given for all subjects according to the scale below:

Grading Scale

E – Excellent	A – 90-100	I – Incomplete
S – Satisfactory	B – 80-89	W – Withdrawn
N – Needs Improvement	C – 70-79	
U – Unsatisfactory	F – 69 and Below	

- Incompletes will only be given in extenuating circumstances at the discretion of the administration; The incomplete grade will become a “0” if the student has not completed the assignment within the guidelines set by the administration.
- Accommodations may be noted on the transcript and report card.
- Report card grades are final after 30 days.

Coursework: These policies are proposed to promote a system of accountability that will encourage responsibility and appropriate study habits. Students are ultimately responsible for making up missed work.

- Students are expected to turn in assignments on time.
- Homework is assigned to reinforce the material and give practice on skills presented by the teacher
- Homework assignments not turned in on time will be subject to a 10% reduction in points for each day it is late; if assignments are not turned in by the fifth class day, a zero will be assigned.
- Students and parents should review assignments online, as applicable.
- Students and/or parents can review their grades in their FACTS account.
- It is the student’s responsibility to contact the teacher with any questions related to absences and due dates.
- Generally, faculty enter grades weekly.

Dual Credit: Dual credit courses enable students to earn high school credit while simultaneously earning college credit through NCTC on the Graham campus (North Texas Central College). **Dual credit courses that will be offered are agreed upon by NCTC and ODCS.**

- Courses may be taught by a college professor on the NCTC campus, online or a combination of these methods.
- Students are encouraged to work with Dual Credit coordinators at NCTC to determine if Dual Credit courses will transfer to their desired higher learning institution.
- The TSI is required only if you are seeking an associates degree.

Recognition and Awards:

- At the end of each quarter, there are recognitions and awards for things such as “A” Honor Roll, “A/B” Honor Roll, perfect attendance, virtues, etc.

Grade Review:

Progress Report: In the middle of each quarter, grades are reviewed for each student. Parents will be provided a progress report for their student via email.

- Parents are responsible for monitoring their child’s grades online.
- Parents are also encouraged to schedule a conference with the teacher or administration to discuss options that may help their child academically prior to the end of the grading period.
- Any student with a grade below 70 is placed on Academic Probation.

Academic Probation:

- Students and parents may meet with the student’s teacher(s) to address concerns.
- The student may need to seek outside tutors.
- Students placed on Academic Probation are ineligible for extra curricular participation until the next academic report is published (Progress Report or Report Card).

- A passing grade in the previously failed subject at the time of the next academic report removes a student from Academic Probation.

Co-Curricular Eligibility Guidelines:

- Students placed on Academic Probation are ineligible for any extracurricular participation until the next academic report is published (Progress Report or Report Card).
- May not travel with the team to competitions, contests, or performances.
- May be removed from leadership positions.

Course Failures and Credit Recovery:

- If a student receives a grade below 70 for the semester, class credit will not be given and the credit will have to be recovered; Credit recovery must be approved in advance and utilize an accredited program.
- Retaking a previously passed course will not replace an existing grade.
- Home-school courses are not allowed for credit recovery.

Semester Assessments and Exemptions:

- Students in grades 6, 7, and 8 (Junior High) will have semester exams in core subjects.
- Students in grades 9 - 12 (High School), and 8th-grade Algebra 1, will have semester exams in core subjects.
- Semester exams are scheduled at the beginning of each year; and early exams are not permitted. Exemptions for high school students are permitted if requirements are met.

Exemption requirement details

3 excused absences - Must have an A

2 excused absences - Must have a B

1 excused absence - Must have a C

No suspensions or excessive detentions.

If all criteria is met

Freshmen: 1 exempted test

Sophomores: 2 exempted tests

Juniors: 3 exempted tests

Seniors: 4 exempted tests

Secondary Attendance Policies:

Absence from school significantly hinders a student's ability to keep up with coursework and mastery of grade-level concepts. For any absences, written notification is required. The administration will schedule a parent conference if a student has excessive absences and tardies to discuss the consequences of poor attendance. It is the responsibility of the parent/guardian to inform the main office if a student is going to be absent or tardy; email admin@opendoorgraham.com. An absence is any time away from school for any reason other than a school activity. Any students participating in ODCS activities (academic, athletic, fine arts, or field trips) that require the students to miss any part of a school day will not be counted as an absence. The sponsor of the activity is responsible for providing a list of students to the school office to ensure proper attendance coding.

Absences:

- Attendance is taken in the student's first period class.
- Students are required to attend classes at least ninety percent of each semester; attending less than ninety percent may require a subject-specific research assignment or test in order to receive credit.
- If a junior high or high school student has more than six absences in a semester or more than twelve in a school year, a parent/administrator conference may be called to determine the issues of the excessive absences

Make-Up Policy for Absences:

- Students have one day for every day absent to make up work
- Parents may contact their student's teacher for make-up work which will be available for pick up after 3:00pm in the school office.

Tardies:

- Students are counted as tardy for being late to any of their classes

- Students tardy to school must sign in at the school office and bring an admittance slip to class
- Excessive tardies in an individual class may result in disciplinary action.

GRADUATION

Graduation Requirements: ODCS offers graduation options which meet and exceed TEA minimum requirements. All graduates will receive at least a Foundation Diploma upon graduation. The graduation plans are shown in the table below and then explained beneath.

Discipline	Foundation Diploma
	Credits
English	4
Math	3
Bible/Apologetics	4
Science	3
Applied Logic & Rationality	1
Social Studies (including U.S. History, U.S. Government/Economics, World History/ Geography)	3
Foreign Language (LOTE)	2
Fine Arts (Art, Choir, Theater)	1
Physical Education	1
Civic Engagement	2
Electives	2
Total Credits for Graduation	26

Foundation Diploma - 26 credits: Meets all general graduation requirements

Eligibility for Graduation: Full participation in the graduation ceremony at ODCS is a privilege and not a right for the individual student or their parents; therefore, the privilege of fully participating in graduation ceremonies is governed by the following principles:

- Students must have successfully completed the course of study required by ODCS.
- Part-time students will not be eligible to receive a diploma from ODCS.
- Approval by the principal that the student followed the rules and regulations and demonstrated the philosophies, policies, and mission of the school to such a degree that the student is worthy of the privilege of being an active participant in the graduation ceremony.
- If completion of coursework is pending, students may participate but not receive their diploma.

Valedictorian and Salutatorian:

- Must be continuously enrolled at ODCS for the entire junior and senior academic years.
- Students must culminate with a 3.75 GPA or better. The cut off for this designation is after completion of the third nine week grading period of the student's graduating year (3rd quarter).
- The top 10% graduates will be calculated for the students who attend a minimum of 4 semesters at ODCS.

High School Transfer Students:

- Transfer credits will be reviewed by administration and credits will be awarded at the discretion of ODCS.
- Home school and other non-traditional credits will not be calculated in the numeric average or GPA; if the report card or transcript has letter grades, ODCS will assign a numeric grade according to the following scale: A = 95; B = 85; C = 75. Grades below a C are evaluated case by case.
- Transfer students may be required to take outside credits to meet ODCS graduation and/or scheduling guidelines.
- Transfer students are subject to eligibility guidelines.

ACADEMIC ADVISING

The goal of Academic Advising is to assist students in their growth and development to construct meaningful educational plans. It is a continuous and consistent process that encompasses the following areas:

Standardized Testing: ODCS recognizes the value of standardized testing to track the academic progress of the student, the curriculum, and the faculty. Therefore, the following testing is utilized:

- **Annual Achievement Test:** Results are reported according to nationalized norms; These tests are mandatory for all ODCS students in grades 3-12.
- **SAT/ACT:** Students are encouraged to take the SAT or ACT prior to the completion of their junior year.

Transcripts: ODCS develops and maintains student transcripts for diploma completion. Transcripts are provided to colleges and universities upon request and require 48 hours to process.

College Visits, Military Enlistment, Career Interests: All of the following must be approved by the principal at least 10 school days in advance:

- Junior and senior students may be absent for up to two days per year to visit a college or university.
- A student 17 years old or older to be absent for up to four days to pursue enlistment in the U.S. armed forces.
- Junior and senior students may be allotted time, at the discretion of ODCS, to visit a professional's workplace to determine the student's interest in pursuing a career in that field.

CONDUCT, CHARACTER, AND ACCOUNTABILITY

Standards of Conduct and Christian Character (II Corinthians 1:12; Colossians 3:17; Romans 12:1-2; Ephesians 5:8-10; Philippians 4:5-9; I Peter 3:15-17):

- ODCS students should be able to identify and work from a Christian perspective on and off campus.
- Student's behavior and lifestyle should be consistent with Biblical teaching and a Christian model.
- In the development of character, ODCS expects students to conduct themselves appropriately and with values such as respect and integrity. If students display unbecoming conduct, discipline will be issued.
- Students should model Christ-like Character by refraining from gossip. Gossip is a sin that can prevent the attainment of the goals of restoration in relationships and unity within the community. Speaking of a

conflict without the presence of the individuals directly involved is a clear violation of the Biblical expectation that conflict is handled with humility, quietly, and graciously. Gossip unnecessarily involves people in a dispute that is not theirs and harms the reputation of another without an opportunity for them to explain or defend against allegations. Followers of Jesus must refuse to resort to such sinful, destructive behavior and must refuse to give audience to the sin of others. Parents, grandparents, faculty, staff, and administrators are instructors and role models for the development of Godliness in ODCS students. All are expected to model the Biblical principles of conflict resolution as well as coach and support students in learning to handle conflict in a Biblical manner.

Student Relationships: Relationships shall demonstrate common courtesy, openness, friendliness, and a positive attitude. Students should remember that they are always ambassadors of Christ. Students who are not practicing Christian virtues and who demonstrate a consistent negative influence will be reviewed by the administration and may be dismissed. The following are examples;

- Bullying in any form (physical, verbal, written, cyber-bullying, etc.) See Appendix C regarding bullying
- Inappropriate displays of affection include kissing, holding hands, sitting in someone's lap, massaging shoulders, invading others personal space, frontal hugs, etc.
- Sexual impropriety
- Inappropriate utilization of social media. See Appendix D on ODCS's Social Media Policy

In Loco Parentis: In loco parentis is Latin for "in place of parents." At ODCS, authority over students is understood as delegated authority. During the school day and in all school-sponsored events, the faculty and staff of ODCS stand in loco parentis. Scriptures such as Deuteronomy 6:4-7 and Ephesians 6:4 speak to the responsibility of parents for the education of their children. Parents maintain Biblical authority throughout the duration of their child's enrollment at ODCS. Parents enter into a relationship with the school based on trust in the assistance of ODCS for Christ-centered education from a Biblical worldview in a community striving for the glory of God.

Behavior Reports:

Behavior reports are used as a tool to help ODCS partner with parents in equipping students to develop character. Reports are used for behavior events, with the goal to guide students to better character. Disciplinary action is determined based on the behavior and will be tracked in the FACTS system by teachers and administration and available for parents in their FACTS portal.

Respect for Property:

- Students are expected to demonstrate good stewardship by properly using and caring for the equipment and materials God has provided the school; When irresponsible student behavior results in the loss of school materials or equipment, disciplinary action may occur.
- Keeping the school clean is a corporate effort and students should exemplify a servant's heart by taking responsibility for caring for not only personal belongings but also by keeping all areas of the school facility clean and free of trash and debris.

All ODCS property and facilities (including furniture, fixtures, and equipment as well as any rented or leased property from any entity) are holy and set apart to worship God. (Colossians 3:17) ODCS facilities are consecrated to our religious ministry and mission because they are a provision from God. Use of school property shall be for the propagation of the Christian faith, for fellowship, witnessing, religious teaching, and charity; therefore, all use and occupancy of school property shall be limited to and upon condition of furtherance of our mission to provide a Christ-centered educational environment that equips students to develop character, demonstrate competence and discover their calling, as well as related religious purposes. All activities on school property must cohere with the religious purpose of ODCS and further its Christian mission, whether the activity has an overt liturgical religious purpose (preaching, worship services, Bible instruction, communion, baptism) or a non-liturgical religious purpose (social service, mentorship, community service, benevolence, charity, schools, sports). The school conducts all activities in order to advance or express its Christian mission, message and viewpoint. School facility use shall be exclusively conditioned on whether the use promotes ODCS' mission, message and viewpoint, as all facility usage is an opportunity to glorify God. In addition, school property is exclusively reserved for persons and organizations

who agree to abide by ODCS' policies. Likewise, the school facilities are not generally open to the public and may not be used by persons or groups holding, advancing, or advocating beliefs that conflict with the school's faith or moral teachings – including but not limited to those enumerated in ODCS's Statement of Faith. Any facilities that are made available to approved applicants for usage are meant to further ODCS' calling to minister to others, for charity and witnessing to our faith. For this reason, school property cannot be used for purposes that contradict the school's beliefs. (2 Corinthians 6:3; and 14; 1 Thessalonians 5:22) School property issues or disputes are directly related to religious doctrine and practice, as all facilities are utilized in a manner to advance or express ODCS' Christian mission, message, and viewpoint. (Colossians 3:17) In the event that school facility use departs in any way from ODCS' policies, ODCS's School Board and OSBC Pastoral Leadership shall exclusively resolve any disputes. The School Board and OSBC Pastoral Leadership may make inquiry into the religious law and usage of school facilities. ODCS reserves the right to accept or deny any applicants who seek to utilize or reserve school facilities.

Discipline (Romans 13:1-2; Proverbs 19:18, 22:6, 23:13; Matthew 18:15-20):

- Biblically, parents are the primary discipline providers for their children; ODCS also expects parents to support the school in all disciplinary procedures. Parents should monitor behavior reports available online.
- Parents and students agree to uphold the mission and policies of ODCS, therefore, students are under the school's authority.
- When disciplinary action is required by the administration, the situation will be evaluated based on four principles of Scripture and the four types of people represented in the book of Proverbs: the wise, the naïve, the fool, and the scoffer:
 - **The Wise:** These are individuals who cherish wisdom and who desire to live in accordance with the will of God. This is seen in their desire to submit to the authority over them. A wise person will appreciate counsel and learn from their mistakes (*Proverbs 19:20*).
 - **The Naïve:** These are individuals who make unwise decisions but have no malicious motives. They are often students “caught up” in an action without an intentional desire to do wrong. These students may face stronger discipline than counseling, but they will learn so that the offense does not reoccur (*Proverbs 14:15*).
 - **The Fool:** These are individuals who know right from wrong and intentionally choose to do wrong. The fool is usually acting out of a rebellious spirit yet can be restored through discipline that leads to repentance. These students will face punishment that is intended to lead to repentance and restoration (*Proverbs 14:9*).
 - **The Scoffer:** These are individuals who are not only rebellious but have an unteachable spirit and show no desire to repent. Because scoffers are characterized by a spirit of defiance, they will not function well at ODCS. Scoffers may face long-term suspension and/or dismissal (*Proverbs 15:12 & 22:10*).
- In grades K-12, disciplinary action might include such things as detention, loss of privileges, suspension, or dismissal.
- Enrollment plays a critical role in the culture and traditions of ODCS by cultivating and transmitting shared ideals and beliefs in our community. ODCS reserves the right to meet with, discipline, or ask a student to withdraw for any reason, including failure to abide by ODCS' Statement of Faith or other policies. Failure to comply with school policies may subject the student to disciplinary action, up to and including expulsion.

Elementary Discipline: Operating on the Biblical principle that every behavior results in a blessing or consequence, each elementary classroom teacher implements a behavior plan for their class. Students have the opportunity to earn rewards, which encourages appropriate behavior. Alternatively, students are issued discipline such as loss of privileges which may include loss of recess time, lunch detention, or removal from an enrichment class for unbecoming conduct. Infractions of a more serious nature may result in a parent/teacher or parent/administration conference. All elementary classrooms will follow the behavior system below:

Student Expectations are outlined in the acronym ROAR:

- Respect
- Ownership

- Attitude
- Responsibility

Level one infractions include but are not limited to:

- Talking without permission
- Minor disruptive behavior
- Inappropriate verbal or physical teasing of another student
- Deliberate inattention in class
- Failing to follow directions or classroom procedures
- Being unprepared for class
- Not completing homework or assignments on time
- Chewing gum
- Eating in any area other than those designated for that purpose and during their specified times. Food and drinks brought to school may not be shared from one student to another. Water is allowed in classrooms but no other beverages including (but not limited to) sodas, flavored waters, tea, and juices are allowed.
- Running in buildings or at inappropriate times
- Littering on campus
- Minor vandalism
- Violation of uniform policies
- Bringing no approved items to school which can include but is not limited to:
 - Toys
 - Personal electronic devices such as smart watches and tablets
 - Video cameras
 - Laser pointers
 - Video gaming devices
 - Computer software
 - Music devices - iPods, MP3 players, etc

Level one discipline is handled by the teacher using oral correction, teacher/student conferences, parent contact by email, note or phone call, and any other appropriate in class disciplinary action. These classroom policies are covered at the beginning of school by your student's classroom teacher. Teachers are free to request input and assistance from the administration and these classroom policies are reviewed by administration regularly.

Level two infractions include but are not limited to:

- Actions or attitudes which are spiritually detrimental to the school.
- Verbal and/or physical abuse of others, acts of unkindness or cruelty, including threats to other students, harassment, or slander.
- Failing to show respect to students, faculty, staff or other adults who may be on or off campus.
- The use of inappropriate language
- Leaving the classroom without permission
- Failure to abide by school rules and regulations at field trips, sporting events, parties, etc

Level two discipline will result in a phone call or note to the parent to allow the parents the opportunity to work together with the teacher to reach an appropriate solution to the problem. Teachers may refer the student to the office to impress upon the student the seriousness of the offense and will allow administration the opportunity to assist in finding an effective solution.

Level three infractions include but are not limited to:

- Academic dishonesty, cheating or plagiarism (including sharing homework or allowing homework to be completed by someone else and submitting it as original work) see academic integrity appendix ?
- Deliberate deception or lying
- Deliberate rudeness or disrespect of students, faculty, staff or other adults who are on or off campus
- The use of profane, abusive, or inappropriate language or gestures
- Verbal and/or physical abuse of others, acts of unkindness or cruelty, including sexual harassment or activity, fighting and threats to other students or faculty, verbal or written

- Engaging in threats or other acts of intimidation which interferes with another student's desires to participate in the education process
- Stealing
- Vandalism or destruction of property
- Any use or possession of tobacco, drugs, alcohol or weapons
- Cutting class or any other form of truancy
- Failure to comply to school wide technology policies
- Habitual non-conformity to school rules
- Any other acts of serious misconduct that disrupts the school environment in the classroom, school and/or school functions
- CHRONIC or REPEATED disciplinary infractions of level one or level two offenses

Level three discipline will result in an automatic referral to the Principal and a probable parent conference with the teacher and administrator. At this level discipline may include suspension or expulsion. In addition, a student may be placed on a disciplinary probation plan determined by administration.

Secondary Discipline:

While our faith in Jesus compels us to walk in mercy and grace, we are also compelled to be good stewards of our charge. Appropriately balancing both within our disciplinary approach is critical to the long term success of our school and our students. When it is impossible to create disciplinary guidelines that anticipate every contingency, ODCS uses the following rubric, tracking infractions in FACTS behavioral reports, as a means of determining a fair and equitable approach to school discipline.

Behavior	Consequences				
Tier 1	1st Offense	2nd Offense	3rd Offense	4th Offense	5th Offense
Disruptive Behavior	Verbal Warning	1 day detention	3 days detention	5 days detention	10 days detention possible ISS/OSS or Enrollment Review
Dress Code Violations See Appendix B for details.	Verbal Warning and clothing change	Detention and clothing change	Detention and clothing change	Detention and clothing change	Parent Contact, detention and enrollment status review
Excessive Tardiness	Every fourth tardy results in lunch detention	16th tardy lunch detention and Contact Parent	24th tardy Parent Meeting and Policy review	36th tardy OSS and enrollment status review	Administration review of students' excessive tardiness and ODCS Board and Administration determine further action.
Skiping Class	1 day detention	3 days detention	5 days detention	Parent meeting and ISS assigned	OSS and Administration and ODCS Board enrollment review
Failure to Serve	Double	1 day ISS	3 days ISS	Admin determine	Enrollment status

Detention	days earned			further action	review
Parking Lot Violation	Verbal Warning	Privileges Suspended	Engage law enforcement and review code of conduct in conjunction with the law.		
Technology Violation (based on infraction) See technology policy in Appendix D	Verbal Warning and review of policies	3 Days ISS	Removal of technology privileges and possible review of enrollment status		
Cheating / Plagerism See Appendix E on Academic Integrity	0 for assignme nt and parent conferenc e	0 for assignment, parent conference and possible ISS	0 for assignment, parent conference and possible OSS	0 for assignment, parent conference, review of enrollment status	
Behavior	Consequence				
Public Displays of Affection	Verbal Warning and parent contact	1 day detention	3 days detention	Parent meeting, possible ISS/OSS	Review of enrollment status
Insubordination	1 day detention	3 days detention	Parent Meeting, possible ISS/OSS	Possible ISS/OSS and review of enrollment status	
Profanity or Obscenity	3 days detention	Parent meeting, possible ISS	Parent meeting, possible OSS, review of enrollment status		

*The Administration at ODCS reserves the right to determine alternative discipline techniques when warranted.

Behavior	Consequences				
Tier 2	1st Offense	2nd Offense	3rd Offense	4th Offense	5th Offense
Possible engagement of local law enforcement and review code of conduct in conjunction with federal, state and local laws.					
Harassment	1 day detention	3 days detention	1-3 days ISS or OSS	Review of Enrollment status	
Vandalism	1 OSS - restitution and active participation in repair	Suspension, enrollment status review, restitution and active participation in repair. Engagement of local law enforcement if necessary			

Bullying / Cyber bullying See Appendix C	OSS with return date TBD pending investigation. Enrollment status review	OSS with return date TBD pending investigation. Enrollment status review	Indefinite suspension, Principal and ODCS Board review of enrollment status
Physical Violence	OSS with return date TBD pending investigation. Enrollment status review	OSS with return date TBD pending investigation. Enrollment status review	Indefinite suspension, Principal and ODCS Board review of enrollment status
Stealing / Theft	OSS with return date TBD pending investigation. Enrollment status review	OSS with return date TBD pending investigation. Enrollment status review	Engagement of local law enforcement. Indefinite suspension and Principal and ODCS Board review of enrollment status
Sexual Harassment	OSS with return date TBD pending investigation. Enrollment status review	OSS with return date TBD pending investigation. Enrollment status review	Engagement of local law enforcement. Indefinite suspension and Principal and ODCS Board review of enrollment status

*The Administration at ODCS reserves the right to determine alternative discipline techniques when warranted.

Behavior	Consequences	
Tier 3	1st offense	2nd offense
Alcohol / Drugs / Nicotine Use / Distribution on campus	Immediate suspension, law enforcement engagement if necessary, further course of action to be determined by Principal and ODCS Board.	Immediate suspension, law enforcement engagement if necessary, further course of action to be determined by Principal and ODCS Board.
Weapon Possession	Immediate suspension pending local law enforcement investigation / potential OSS or expulsion per Principal and ODCS Board investigation.	
Pornography or Distribution of pornographic materials in any capacity including social media	Immediate OSS pending Principal and ODCS Board investigation. Possible law enforcement engagement and expulsion.	
Death Threats (person to person)	Immediate OSS pending Principal and ODCS Board investigation. Possible law enforcement engagement and expulsion.	
Terroristic Threats (person to group)	Immediate OSS pending Principal and ODCS Board investigation. Possible law enforcement engagement and expulsion.	

Criminal Assault	Mandatory removal from campus and law enforcement engagement. Enrollment status review pending Principal and ODCS Board investigation.
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Detentions:

- Detention takes priority over other school activities.
- Students who fail to attend an assigned detention will receive additional consequences.
- Excessive detentions may result in an in-school or out-of-school suspension.
- Behavior detention may also consist of a written assignment for the principal.

Suspension and Dismissal: Suspension and dismissal are the school's most serious form of discipline.

- All suspensions will be for a minimum of one-day, pending an administrative/faculty review. Each day of Out of School Suspension will be counted as an absence.
 - The student will be removed from campus and may not return until invited by administration
 - In-school suspension may be used if the reason for suspension does not warrant removal from school.
 - The student is further prohibited from attending school activities during suspension.
 - During out-of-school suspension students will be required to complete daily assignments but will receive zeros for those daily assignments and quizzes; major projects and tests will be due the first day back.
- In serious matters where reconciliation is not possible, ODCS will dismiss the student effective immediately.
- There are times where student actions show they are not a good fit and must be dismissed.
- Depending on the reason for dismissal, dismissed students may not attend ODCS activities.

The following is a partial list of conduct that may result in suspension and/or dismissal:

- Acts of hatred and racial discrimination (I John 3:15, Gen. 1:27, Col 3:10,11)
- Blatant disrespect of authority (Col. 3:22, Heb. 13:17, Rom. 21:7)
- Bullying (Cyberbullying) (Proverbs 6:16-19, Micah 6:8, John 15:17)
- Criminal activity (Titus 3:1)
- Forging a parent(s)' or teacher's signature and/or committing other forms of fraud (2 Peter 2:1; Proverbs 13:11; 20:17)
- Homosexuality (1 Corinthians 6:9, Romans 1:26-27)
- Illegal drug and alcohol use or possession. As warranted, ODCS may require random drug testing at the parents' expense. (I Corinthians 3:16-17 and Proverbs 20:1)
- Inappropriate use of anger (Ephesians 4:26, James 1:20, I Corinthians 9:27, Titus 2:2)
- Promiscuous behavior (premarital sex, inappropriate use of network sites, sexting, etc.) (I Cor. 6:18-20)
- Repetitive profanity (Exodus 20:7 Colossians 4:6, Ephesians 4:29; 5:4)
- Smoking, including the use or possession of tobacco and electronic cigarette products on campus (I Cor. 3:16-17)
- Pornography (Matt 5:28, Philippians 4:8)
- Willful disobedience of school policies (Hebrews 13:7)
- Non-Biblical gender identity (Genesis 1:27, Genesis 5:2, Mark 10:6)
- Vandalism (Proverbs 25:28)

Conduct Occurring Off-Campus: Although ODCS may not be aware of all misconduct occurring off campus (including social media), ODCS reserves the right to take disciplinary action if the circumstances warrant; this includes information and images brought to campus on electronic devices, whether these are registered devices for school use or not. In these situations, parents will be notified of the conduct.

Student Dress Code: ODCS expects appearances and demeanor to reflect the mission of ODCS and encourages the personal growth of each student. School administration, faculty, and staff have final authority in dress code decisions. For specific dress code requirements, see Appendix B.

Sexual Harassment Policy: Sexual harassment includes any unwelcome sexual advances, requests for sexual favors, and other verbal, written, physical, or visual conduct of a sexual nature, including social media. Sexual harassment also includes activities such as engaging in sexually-oriented conversations for purposes of personal sexual gratification

- ODCS expects parental and student support in its efforts to address and prevent sexual harassment and sexual abuse.
- Individuals who have a complaint alleging sexual harassment should report it to a staff member immediately.

Bullying: ODCS believes that God created everyone in His image and for a purpose. Therefore, bullying is explained to students as a sin against God and others and those who participate in bullying will be disciplined. Bullying activity should be reported to the administration. For the school's definition of bullying, including cyberbullying, see Appendix C.

CONFLICT RESOLUTION

ODCS students, parents, grandparents, faculty, and staff are expected to respond to conflicts in accordance with Biblical principles with the ultimate goal of maintaining or re-establishing relationships and a Godly culture in the ODCS community. When a conflict arises, the first step is the most crucial at which most conflicts are resolved and involves going directly to the offending party personally with a desire for resolution and reconciliation (Matthew 18:15). If the matter is not resolved in that conversation, the second step is to go again to the offending party and the principal. Finally, if the matter continues unresolved, it should be taken to the ODCS School Board. (Matthew 18:16-17)

All members of the ODCS community are expected to follow the designated chain of command: staff/faculty, principal, school board.

The process of conflict resolution is focused on restoring relationships between brothers and sisters in Christ. With the goal of reconciliation, matters of conflict should be handled discreetly. Most disputes are centered on misunderstandings and can be resolved with one courageous act of an individual to bring the dispute to the table for discussion. Such confrontation should not be adversarial, even when difficult, which is a clear expectation of the Lord for his children.

Parents are expected to support the educators who work with their children. Such support includes regular prayer, reinforcement of the God-given authority of the educators in their assigned roles, extending grace and patience when expectations are not in alignment with perceptions, and maintaining clear, kind communication with these teachers who are committed to serving the Lord by serving children. Parents should especially seek to support educators new to ODCS as they learn and grow in the ODCS policies, procedures, and culture. When questions or concerns arise, parents are expected to speak directly with educators involved in the spirit of partnership. An overly critical spirit leads to unhealthy relationships and often sinful communication. Speaking with others not directly involved in a matter results in gossip and slander.

As a private school, ODCS makes no claim to satisfy the needs of every student and family. At times, conflict can be an indication that the school program and the family/student's needs are not in alignment, and another educational option may be better suited to the family/student and healthier for the school.

TECHNOLOGY

ODCS recognizes technology as an integral resource in the enrichment of the learning environment; however, if not implemented properly, student use of personal electronic devices can negatively affect the classroom and impact a student's learning experience. Technology use must be in support of the curriculum and be allowed by a teacher or administrator. Technology used for medical purposes needs to be coordinated with classroom teacher(s).

Personal internet/cellular-enabled devices such as cell phones, smart watches, personal laptops and other devices, are not permitted during the school day.

- Earbuds and headphones are not permitted during the school day unless permission is given by a teacher or administrator. This should include no earbuds before or after school, while in the building.
- Any student that misuses an iPad device or laptop during the school day may lose the privilege of using it and disciplinary action will be recommended.
- If parents must reach their children during the school day, they should call the front desk to leave a message to be delivered to the student. Students who need to reach their parents should go to the front desk to make a call.

The Technology Acceptable Use Policy and Social Media Policy are listed in Appendix D.

Academic Integrity: ODCS students are expected to possess a high standard of conduct and personal integrity. Please see Appendix E on Academic Integrity for ODCS' policies.

FOOD SERVICES

ODCS partners with parents to provide healthy, nutritious meal options. However, as each parent interprets the health and nutritional needs of their child, ODCS defers to the parent as the primary provider for their child's health and nutrition needs.

Lunch Ordering: ODCS offers an optional meal service with multiple local restaurants. Students and parents can log into their FACTS account to purchase lunches. Students will order their lunches in advance and pay as they order.

HEALTH

Health Records: ODCS follows Texas state law regarding student immunizations. A student will not be allowed to enroll or enter school without proper proof of required immunizations or a hard copy of an original immunization exemption affidavit issued by the State of Texas. It is the parent's responsibility to maintain the requirements. Click the link below to refer to the Texas Minimum State Vaccine Requirements for more information including exemption details:

<https://www.dshs.texas.gov/immunizations/school>

Health Services:

- Parents must sign the medical consent form and all medications sent to school must be in the original container and will be administered per label instructions.
- No child with a temperature above 100.0 degrees Fahrenheit will be allowed to remain in school; students should return to school only after they have been fever-free for 24 hours ***without*** medication.
- Students may be required to go home when there is a question of contagions such as vomiting and other physical ailments.
 - If a student is vomiting, they ***must*** stay home for 24 hours following the last incident.
 - In cases of infections, a note from a physician may be required before the student may return to school.
- Vision, hearing, and spinal screening will be provided to students each year as required.
- ODCS follows the state guidelines in reference to head lice; students with head lice may only attend class after receiving treatment and verifying that no live lice are present and parents are responsible for notifying the school.
- Parents must notify the school of any significant medical issue.

Epinephrine Auto-Injector Use: A registered nurse will authorize and train employees to administer an epinephrine auto-injector to a person who he or she reasonably believed to be experiencing anaphylaxis. For more details, see Appendix A.

SAFETY AND SECURITY

Emergency Drills: The objective of the ODCS Safety and Security Guideline is to provide maximum practical protection for students and school personnel in the event of an emergency. To meet this objective, we will instruct and prepare students and staff in the appropriate and safe procedures to follow in the event of a campus crisis through staff in-service and student drills. Since no two emergencies will be the same in nature, scope, or magnitude, it is necessary for the school's plan to be basic and flexible.

Drills that ODCS conduct are:

- Fire
- Tornado
- Lockdown

Weapons on Campus:

- ODCS prohibits all weapons (knives, guns, or any other item that can be used as a weapon) on school property and/or any school activities held off campus except for approved peace officers.
- Any student in possession of a weapon will face disciplinary action that may include school suspension, dismissal, and/or criminal prosecution; any adult in possession of a weapon may be subject to criminal prosecution.
- Anyone who becomes aware of a weapon brought on school property, or at any school-sponsored activity should immediately report to administration. Generally, students and parents should not attempt to disarm/engage or pick up/ transport the weapon.

Closed Campus: ODCS operates a closed campus

- Students cannot leave school without significant reason, written permission from a parent, and approval from the school office. Even if the regular school day has not started, or a student has not yet attended class, once on campus, a student may, only after signing out with the front desk, leave with written permission from a parent at admin@opendoorgraham.com.
- Students are expected to use our vendor program or bring a lunch
- Parents may bring lunch and eat with their child according to these guidelines:
 - If a parent wishes to check out their child for lunch, the parent must pick their child up, even if the student is a driver;
 - Lunch deliveries are permitted but only up to the time when your student is at their designated lunch time. Report to the ODCS office when delivering your child's lunch and it will be delivered to them;
 - Visitors (which include parents and siblings) must report to the school office;
 - To provide a safe campus environment, visitors at student lunches will be restricted to family members, school mentors, and local pastors;
- Parents must sign their student(s) in and out with the front desk if arrival or departure varies from the regular school hours;
- Students returning to campus after signing out must sign back in with the Administrative Assistant and should provide written verification of their absence, i.e., physician, dentist, counselor, physical therapist, etc.

Student Drop-Off and Pick-Up: ODCS provides supervised drop-off and pick-up at the times and places designated below. All other entries to ODCS during the school day will occur at the main school office.

- Do not leave a car unattended in drop-off areas and do not park in designated fire lanes.

- Students at school after dismissal time must be under the direct supervision of a parent, coach or teacher.
- For students who must check out early, written notification is required and students will only be released to those on their approved pick-up list.

See Appendix F-H for the drop-off and pick-up maps

Student Vehicles:

- In order to drive onto campus, students must have a current driver's license, vehicle insurance, and registration. This information needs to be presented at the office prior to school starting.
- All vehicles are to be properly parked in an assigned parking lot. ODCS assumes no liability or responsibility for any vehicle on campus property.
- Inappropriate use of a vehicle may result in loss of vehicle privileges or other disciplinary action and/or suspension.
- The speed limit on the school premises should not exceed 10 miles per hour; fines may be issued.
- ODCS will provide Verification of Enrollment and Attendance Forms (VOE) upon request.

Emergency Vehicles: Fire and emergency codes mandate that cars not be parked and left unattended in fire lanes.

Weather/Emergency Closing: If weather conditions require changes to the school schedule, ODCS will share updates as quickly as possible through the following channels:

- FACTS message app notification and email
- Social Media: Follow our Open Door accounts on Facebook & Instagram.
- PositiveCountry.com and Y100.5FM Radio Station

If severe weather occurs in the evening or overnight, our team will monitor conditions & make a decision by 6:00am. If there is a definitive forecast of severe weather, decisions could be made the evening before.

After school activities

- All after-school programs & events - including athletic practices and meetings will be evaluated based on current conditions.

Student Property:

- The school will not assume responsibility for lost or damaged personal property
- Students should not bring prohibited items to school. Unannounced inspections of personal property are permitted by authorized faculty and staff

Lost and Found: Items left in public areas will be placed in the ODCS office.

CO-CURRICULAR ACTIVITIES

Off-Campus Activities: When ODCS sponsors an off-campus activity, that activity becomes an extension of the school. As such, school rules of conduct, discipline, and dress code will apply. Activities must be chaperoned by school personnel. Field trips and mission trips require a signed Permission and Release of Liability to be on file before a student is allowed to leave campus for a trip.

Class Attendance: Students must attend at least three hours of class time to participate in co-curricular activities for that day. In the event of missing a full day of school for a co-curricular activity, the student must be present the day prior to the event.

Academic Eligibility: All academic eligibility is monitored; complete eligibility guidelines are located in the 'Secondary Grading Policies' section.

CLASS AND PRIVATE PARTIES

School Parties: All class parties need prior approval. Party sign-ups will take place at Meet the Teacher.

Private Parties: Invitations to private parties may be distributed at school if they include everyone in the class, or if a gender-specific party, if all the boys or girls of the class are invited.

ATHLETICS

All athletes are under the direction of ODCS administration. All rules and policies must be acknowledged upon entering the program. ODCS will allow a specific sport only if there is enough interest. ODCS sport options may include the following:

	Girls	Boys
Fall	Soccer (Co-Ed)	Soccer (Co-Ed)
	Volleyball	
	Cross Country	Cross Country
Winter	Basketball	Basketball
Spring	Soccer (co-ed)	Soccer (co-ed)
	Track and Field Tennis	Track and Field

The ODCS athletic fee is not included in the total cost of attendance.

Participation and School Spirit: ODCS encourages all junior high and high school students to participate in Lions' athletics. Participation builds school spirit and develops character; each student is encouraged to play multiple sports. Prior to participating, middle school and high school families must complete the required athletic packet, which includes the following items:

- ODCS Athletic Policy Form
- ODCS Athletes Waiver
- Uniform Policy and Agreement Form
- Van Permission Form
- Current Physical Form

Athletic participation is also dependent upon meeting the following eligibility guidelines:

- All participants in athletics must be enrolled at ODCS for the applicable school year.
- All participants must be in good standing with the school and in good standing according to the Academic Eligibility Guidelines.
- All those wishing to play a sport will have a 1 week "try-out" period or attend at least two practices before full commitment to the team is required.
- ODCS limits girls to girl sports and boys to boy sports; however JH Soccer is Co-Ed.
- ODCS will allow approved homeschool participants based on administration approval.

Behavior:

- Respect all players, coaches, and fans.
- Respect officials. This includes accepting their decisions during competition.
- Respect coaches and team guidelines, this includes tardiness, wearing of equipment, position changes, etc.
- Student-athletes are required to wear the designated athletic uniform, including in practice. Altering game or practice uniforms is not allowed.

- Any player receiving an unsportsmanlike conduct penalty, technical foul, etc., may be removed for the remainder of the contest.
- Negative behavior is a direct reflection on the school, team, and coaches and will not be tolerated. Any student in violation of these behaviors may be subject to disciplinary action including possible suspension.
- Any fees associated with an ejection will be the responsibility of the player.
- Athletes serving a suspension are ineligible to participate during the suspension. Administration will determine the duration of ineligibility on a case-by-case basis.

School and Practice Attendance:

- Athletes are expected to have a good attendance record.
 - Unless absent from school, team members are expected to attend all practices and games.
 - Repeatedly missing practice harms the team and may affect playing time and position.
- The coach should be contacted prior to an athlete missing practice.
- Students must attend at least three hours of the academic day to participate in co-curricular activities for that day. In the event of missing a full day of school for a co-curricular activity, the student must be present the day prior to the event.
- Any student who leaves school due to illness is not eligible for participation that day.
- Excessive absences may prevent participation in athletic events.
- Athletes with an absence from a practice or game may be subject to make-up workouts.
- Detention will count as an absence from practice on that day; students must serve detention as assigned.

Athletic Facilities and Equipment:

- Students will not be permitted to use facilities without authorized supervision.
- Students should clean up their areas after practice and games.
- Athletes are financially responsible for all equipment issued to them and it must be returned at the end of the season.
- Game uniforms are required to be returned in the same condition they were checked out in. The student's family is responsible for replacing lost or damaged uniforms and equipment.

Transportation:

- ODCS strives to provide transportation to all away competitions but in the event that transportation cannot be provided, the parent(s) will be responsible for transportation.
- Typically student-athletes will travel to and from events with their team. A head coach may allow student athletes to be signed out to go home with parents on a case-by-case basis.
- Student handbook standards for student conduct and dress code will apply during competition and travel.
- Students are responsible for cleaning the vehicle at the end of each trip and should be cleared to leave following the coaches' inspection.
- Food and drink in the vehicles are at the discretion of the driver.
- Boys and girls will not sit side-by-side on trips.

Multi-Sport Participation:

- Students will be allowed to participate in multiple sports according to the following:
 - Remain academically successful
 - Remain loyal and committed to the primary team until the season's end
- ODCS sports teams will have priority over any non-school teams.

Quitting and Dismissal: Due to the serious implications of quitting or being removed from a team, players will not be allowed back on that team or with the next sport without both head coaches and Athletic Director's approval.

ATHLETIC CODE FOR PARENTS

Attendance and support is deeply appreciated. Please remember that spectators also represent ODCS. In the interest of good sportsmanship and positive Christian testimony, spectators, along with students, should abide by the following:

- Dress appropriately and act responsibly
- Make a commitment to honor God in conduct and language
- Give praise and positive recognition to Lions athletes
- Let the coach instruct the players, don't give instructions to the athletes during the game
- Parents are not permitted to approach athletes during competition unless they have experienced an injury
- Cheer for ODCS, not against the other team
- Be respectful of officials
- Refrain from approaching an official before or after a game for any reason
- Never approach parents, players, etc. from an opposing school with negative or corrective comments; any comment made to the other school should be positive
- Any parent who is asked to leave or is removed from any athletic contest will have to meet with administration before being allowed to attend any other athletic contests

Conflict Resolution:

By keeping lines of communication open between parents and coaches, many potential problems can be avoided. This begins with clear communication from the coaching staff to the parents and the students. The following guidelines are in place to help resolve conflict. The goal is to uphold the dignity of the athletes, parents, and coaches.

This is the desired order of communication:

1. Athlete communicates directly with the head coach, when appropriate
2. Parents communicate with the coach by appointment
3. Parents communicate with Athletic Director by appointment
4. Parents communicate with the Principal by appointment

Do not approach your athlete's coach about a problem or issue immediately before or after a contest or practice. Meetings of this nature rarely promote a resolution. Schedule a time to meet, which allows for consideration of the issue and prayer, so a rational, facts-oriented discussion can take place.

Appendix A



TEXAS PRIVATE SCHOOLS
ASSOCIATION

Policy Regarding Epinephrine Auto-Injector Use

NOTHING CONTAINED HEREIN SHALL BE CONSIDERED LEGAL ADVICE OR COUNSEL. IT IS PROVIDED FOR GUIDANCE AND DISCUSSION ONLY. SCHOOLS ARE STRONGLY ENCOURAGED TO SEEK LEGAL COUNSEL OF THEIR CHOOSING BEFORE IMPLEMENTING ANY SCHOOL POLICY, INCLUDING THIS ONE.

PLEASE NOTE: A STATE ADVISORY COMMITTEE WILL ISSUE GUIDANCE ON BEST PRACTICES FOR THESE POLICIES. ONCE THESE DECISIONS HAVE BEEN MADE, SCHOOLS MAY NEED TO MODIFY THEIR POLICIES TO MEET THESE RECOMMENDATIONS. TPSA WILL KEEP MEMBER SCHOOLS AWARE OF THESE POSSIBLE CHANGES.

**Maintenance
and
Administration
of Epinephrine
Auto-Injectors**

The school will authorize and train the school nurse to administer an epinephrine auto-injector to a person who he or she reasonably believes to be experiencing anaphylaxis, whether on the school campus, at an off-campus event, or while in transit to or from a school event. In addition, the school nurse may, in his or her judgment, train and equip such other personnel as may be necessary to effectuate the purposes of this policy. Such training will occur annually.

Each campus of the school shall have at least one school personnel members or volunteer authorized and trained to administer an epinephrine auto-injector during all hours the campus is open.

Epinephrine auto-injectors at each campus will be stored in a secure location and be easily accessible to school personnel and volunteers authorized and trained in their use.

Reports

Not later than the tenth business day after the date a school personnel member or school volunteer administers an epinephrine auto-injector in accordance with school policy, the school shall report to the physician who prescribed the epinephrine auto-injector, the Commissioner of State Health Services at anita.wheeler@dshs.texas.gov, and the Texas Education Agency at healthandsafety@tea.texas.gov.

Training

A school that adopts a policy is responsible for training school personnel and school volunteers in the administration of an epinephrine auto-injector.

Training must be completed annually; provided in a formal training session or through online education; and include information on recognizing the signs and symptoms of anaphylaxis, administering an epinephrine auto-injector, implementing emergency procedures, if necessary, after administering an epinephrine auto-injector, and properly disposing of used or expired epinephrine auto-injectors. A school shall maintain records on the required training.

**Notice to
Parents**

Written notice of this policy shall be given to parents by its inclusion in the Parent and Student Handbook, together with any affirmation by parents that they have read and understood the policies contained therein, including this one.

Appendix B

Open Door Christian School Student Dress Code

ODCS utilizes a uniform dress code as an important component of discipleship integration. The dress code teaches modesty, unity, respect, and professionalism.

Approved uniform items are only available at Lonestar Team Gear
<https://opendooruniforms25.itemorder.com/shop/home/>

Contact the ODCS office with questions regarding uniforms.

General Guidelines for Girls and Boys: Dress code violations may result in the student being sent home and counted absent. General guidelines are outlined below:

- **Administration has final authority on dress code interpretation**
- All clothes must fit well, not tight-fitting or rolled
- Fingertip length or longer for skirts, and jumpers, and shorts
- Leggings may be worn if the shirt comes below the student's bottom when arms are raised
- Polos must be tucked in when wearing uniform shorts, or pants.
- Shoes must be appropriate- no high heels, house shoes, etc.
- Body art, body piercings, and tattoos should not be visible
- No excessive or distracting jewelry, fingernails, makeup (including eyelashes), and accessories
- Hair must be well groomed and out of the eyes with no unnatural hair color or large/distracting hair accessories.
- All students in Athletics and PE must wear athletic clothes that meet dress code requirements (shorts must be fingertip length or longer, no spaghetti strap tank tops, etc) unless their sport is in season in which case they are allowed to wear practice gear.
- Tank tops must be 4 finger widths wide or wider.
- Undergarments must not be seen.
- Clothing must cover the stomach/lower back area when arms are raised above head. .
- All graphic clothing must be appropriate (T-shirt logos, advertisements, etc)

Not Allowed: In order to maintain ODCS' requirement of modesty and to limit distraction, the following items are not permitted in school or at an ODCS event:

- Hats inside the building
- Distracting hair accessories (at teacher or principal's discretion)
- Revealing clothing
- Sagging pants
- Ripped/torn clothing
- House shoes

Girl's Specific Guidelines:

- Shorts or leggings must be worn under skirts and jumpers. Leggings cannot have cut outs and cannot be sheer

Boy's Specific Guidelines:

- No nail polish
- No piercings
- Neatly shaven

Appendix C

Bullying/Cyberbullying

"Bullying": means a single significant act or a pattern of acts by one or more students directed at another student that exploits an imbalance of power and involves engaging in written or verbal expression, expression through electronic means, or physical conduct that

- has the effect or will have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or of damage to the student's property;
- is sufficiently severe, persistent, or pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student;
- materially and substantially disrupts the educational process or the orderly operation of a classroom or school;
- infringes on the rights of the victim at school; or
- is threatening or harming a student based on race, color, ethnic origin, or gender

"Cyberbullying" means bullying that is done through the use of any electronic communication device, including through the use of a cellular or other type of telephone, a computer, a camera, electronic mail, instant messaging, text messaging, a social media application, an Internet website, or any other Internet-based communication tool.

Bullying and Cyberbullying applies to:

- bullying that occurs on or is delivered to school property or to the site of a school-sponsored or school-related activity on or off school property;
- bullying that occurs on a publicly or privately owned school bus or vehicle being used for transportation of students to or from school or a school-sponsored or school-related activity; and
- cyberbullying that occurs off school property or outside of a school-sponsored or school-related activity if the cyberbullying:
 - interferes with a student's educational opportunities; or
 - substantially disrupts the orderly operation of a classroom, school, or school-sponsored or school-related activity.

ODCS Response to Bullying:

- prohibits the bullying of a student;
- prohibits retaliation against any person, including a victim, a witness, or another person, who in good faith provides information concerning an incident of bullying;
- will provide notice of an incident of bullying to applicable parents
- will provide assistance and intervention in response to bullying;
- will investigate a reported incident of bullying, and determine whether the reported incident of bullying occurred;
- will provide a method of non-threatening reporting;
- will discipline confirmed cases of bullying

Appendix D

Technology Acceptable Use and Social Media Policy

The following guidelines apply to all students using school-owned devices on or off of the ODCS campus:

General

- Technology use must be for educational purposes and support the educational and character objectives.
- Use of personal electronic devices during scheduled class time:
 - Personal computers, smart watches, cell phones, electronic readers, iPods, Android tablets, and other tablets should be kept in the teacher's designated area during school hours.
 - Wi-Fi passwords are not shared with students
- Student use of ODCS computers or iPads, technology hardware, software, and computer networks including the internet is only allowed when granted permission by an ODCS faculty or staff member.
- Faculty or School Administrators may confiscate any personal electronic device or iPad if misuse is suspected. The following actions may be taken:
 - Demerits may be given and a parent/guardian may be notified.
 - Non-iPad devices such as cell phones or other electronics may be sent to the Admin office.
 - Significant misuse of any electronic device may result in administration detaining the device until further review. Other appropriate disciplinary action may be taken.
- Students should not tamper with ODCS networks, computers/devices, or other technology including circumventing network security restrictions through any means.
 - Vandalism of any school-owned technology will result in disciplinary action. This includes theft, intentional destruction, tampering with equipment, or making changes to the device that result in significant intervention by the ODCS Technology Department, such as resetting devices, or attempting to gain unauthorized access to the school network or WIFI.

Internet Usage

- ODCS makes every effort to block inappropriate sites through the ODCS Student-secured wireless network.
- Internet access on campus must be obtained through the student-accessed secured wireless network. Use of other networks, including VPNs, cellular networks, personal access points (MiFis), or tethering is prohibited.
- Students should notify a faculty member if they come across information or messages that are inappropriate, dangerous, threatening, or make them feel uncomfortable.

Monitoring

- ODCS cannot support parental monitoring applications since the applications often use VPNs and prevent students from accessing needed digital textbooks, educational sites, Canvas, and other content. ODCS requires all middle school student iPads to enroll in the MDM program and high school families can opt to enroll in the same program or use Apple Screen time for parental restrictions.

Email

- All student-issued e-mail accounts and all email content is the property of ODCS.
- E-mail should be used for educational or administrative purposes only.
- Email, network usage, and all stored files are not confidential and may be monitored at any time by designated school staff to ensure appropriate use.
- ODCS cooperates fully with local, state, and federal officials in any investigation concerning or relating to violations of computer crime laws. The Texas Open Records Act governs the contents of e-mail and network communications.

FACTS

- Students in grades K-12 will have progress reports and grades listed in FACTS and/or the Learning Management System.
- All students will have report cards, transcripts, attendance, and behavior records stored in FACTS and accessed via FACTS Parent Portal.

Other Technologies

Due to the many security and privacy issues that result from students taking photos and videos, the following policies are in place:

- —Media sharing policy: Students should not share inappropriate, harmful, distasteful, or derogatory photos
- Educational Use: Video used for educational purposes should be approved in advance, according to administration guidelines. Students need to submit their videos for review to be uploaded to approved sites for school projects or to share for a school event.
- School Events: ODCS supports the uploading of Fine Arts, Athletic events, etc., and can be uploaded to ODCS-approved sites through ODCS Administration
- Students and families should not make any derogatory statements through social media or other online communication mechanisms. See Appendix F, continued, on ODCS's Social Media Policy
- The use of any video camera, cell phone, or other devices capable of recording is strictly prohibited in all ODCS restrooms and locker room facilities
- During class time, chat rooms, instant messaging, texting, or other forms of online communication are prohibited. All students are required to turn off Airdrop while their device is used on campus.
- Cyberbullying is defined as any technology-based communication, including social media sites, texts, chats, emails, personal websites, etc., that references the school or student(s) negatively. This activity should be avoided; any action deemed harmful or harassing, disrupting the operation of ODCS, or a school-sponsored activity or event, will result in consequences. See Appendix E.

Social Media Policy

The purpose of this policy is to protect the ODCS school community while using a variety of social media and media platforms, social networking, blogging, photo sharing, video sharing, discussion forums, and instant messaging. ODCS wants to protect its community physically, emotionally, and spiritually. This policy will provide the ODCS community with expectations, guidelines, and best practices to implement while participating in various social media platforms. (This policy applies to our internal photo and video sharing platforms, school social media accounts such as Facebook, Instagram, and other sites. It also applies to extended family members or associates that may be acting on behalf of another individual currently enrolled.) In addition, employees should communicate electronically with students only using official ODCS accounts and only for school related purposes. Employees should not have any other electronic communications with students or otherwise “friend” students

ODCS does not generally monitor or police the social media accounts of ODCS employees, students or families; however, due to the far-reaching influence of social media and impacts, both positive and negative, we reserve the right to investigate any misuse of social media that impacts the reputation of the school, ODCS employees, ODCS families, students or groups.

Expectations – What does ODCS expect from you?

- To act in a way that honors God
- To act in a way that represents ODCS’s mission statement, values, and beliefs
- To follow all local, state, and federal laws
- To help others experience a safe, encouraging, and inclusive online environment

Guidelines – How will ODCS help protect its community?

- Students and families are not to share inappropriate, explicit, harmful, distasteful, or derogatory photos, videos, or messages.
- Students and families are not to make any derogatory statements through social media or other online communication mechanisms.
- Do not share or comment on matters that have an expectation of confidentiality regarding a member of the ODCS community.
- Do not post or permit someone to post any information, photos, or videos that could embarrass you, your family, or the ODCS community.
- Cyberbullying is defined as any technology-based communication, including social media sites, texts, chats, emails, personal websites, etc., that references the school or student(s) negatively. This activity should be avoided.

ODCS Activities/Campus-Specific Guidelines

- During class time, the use of chat rooms, instant messaging, texting or other forms of online communication by students are prohibited.
- Students are not permitted to use any “live stream” function during school hours on campus. This includes Facebook Live, Twitter Live Stream, Instagram Live, Snapchat My Story, Facebook Stories, Instagram Stories, TikTok, and other media-sharing platforms’ streaming/ recording functions.
 - ODCS Social Media will live stream events on campus at their own discretion.

Any violation of the guidelines above that is deemed harmful or harassing to a student's educational environment, disrupting the operation of ODCS or a school-sponsored activity or event, will result in consequences.

Best Practices – What can you do to safely enjoy social media?

1. Consider making sure your profile is 'Private,' not 'Public'
2. Never share personal details
3. Only interact with people you know
4. Report malicious behavior
5. Remember, what goes online stays online
6. Know how to block unfriendly followers
7. Never share your location

If you discover inappropriate content on social media regarding an ODCS student or staff, regardless of who posted it, you should report this information to an ODCS administrator.

ODCS Social Media

The purpose and goal of ODCS's social media accounts are to promote ODCS, provide another source of communication, and develop a strong bond within the ODCS community. We encourage positive interaction within the community, and we encourage the community to message us with any questions.

The following are the official ODCS social media pages. For the most comprehensive and current news related to Student Life, Events, Community Success, and more follow us on these social media platforms!

- Facebook – Open Door Christian School
- Instagram – @OpenDoorGraham

(The information or content found on other social media platforms or accounts created by students, families, or other ODCS-related parties and appearing to represent ODCS may not officially represent the mission, values, and beliefs of ODCS.)

Appendix E

Academic Integrity

ODCS students are expected to possess a high standard of conduct and personal integrity in the classroom. Academic dishonesty is defined as any act of deception in an academic setting. The following examples include, but are not limited to, academic integrity violations for which students may be subjected to disciplinary action:

- Cheating, attempting to cheat, or assisting others to cheat, including dishonest activity or unauthorized use of any resource or materials in any academic exercise
- Fabricating, falsifying, forging, altering, or inventing information that applies, but is not limited to, academic coursework, any academic exercise or academic activity
- Plagiarizing, intentionally or unintentionally, the words, works, or ideas of others without proper citation or acknowledgement and representing them as one's own in any academic exercise. Paraphrasing sources which do not represent the student's original words or ideas without proper citation or acknowledgement. Quoting and citing such a high percentage of information that the academic paper is not the student's original work
- Presenting work that has been prepared by someone other than the student, including the purchase and sharing of work, submitting work that has been prepared and used for a different course, wholly or in part, and without appropriate citation of the original work and prior approval of faculty
- Using materials not authorized by the faculty member to complete an assignment, or completion of an assignment by someone other than the student, including, but not limited to, providing/receiving exam answers, using faculty materials, answer keys, or solution manuals
- Students must work individually on homework, assignments, and other assigned coursework, unless collaboration has been expressly permitted by the instructor.
- Consequence of violation of Academic Integrity includes but is not limited to receiving a zero for the assignment that violated the Academic Integrity policy, five demerits, and in some cases may lead to suspension.
- AI is not a substitution for original work, students must submit original work.

APPENDIX F

Elementary Drop Off/Pick Up

All Elementary: drop off at Kidzone starting at 7:30am each morning

PS-3 and PK-4: Pickup at Kidzone off of First Street at 2:30

Kindergarten, 1st and 2nd Grade: Pickup at Kidzone off of First Street at 3:30

3rd, 4th and 5th Grade: Pickup at the side of the Youth Hall off of Oak Street at 3:30

If your child is tardy (after 8:00am), all doors are locked at 8:00am, so you will need to walk your child to the school office to sign them in. They will be marked tardy and then staff will walk them to class.

Please see the attendance and tardy policies in the handbook for more information.

Appendix G

Junior High and High School Drop Off/ Pick Up

Junior High Drop Off and Pickup:

Pull through from Oak Street to the rear of the Jr High building (north side by Morrison's) and drop off/pickup at the **back door**. Please exit through the alley to First or Second Street.

Drop off beginning at 7:30am, pickup at 3:30.

****Please DO NOT park in the Morrison's parking lot.****

High School Drop Off and Pickup:

Pull through from Oak Street to the side of the High School building (south side) and drop off/pickup at the **side door**. Please exit through the alley to First or Second Street.

Drop off beginning at 7:30am, pickup at 3:30.

If your child is tardy (after 8:00am), all doors are locked at 8:00am, so you will need to walk your child to the school office to sign them in. They will be marked tardy and then staff will walk them to class.

Please see the attendance and tardy policies in the handbook for more information.