

OPEN DOOR CHRISTIAN ACADEMY

Conquerors

Emphasis | Environment | Excellence

STUDENT HANDBOOK

2023-2024



"Training Conquerors for Christ"

OUR MISSION STATEMENT

Open Door Christian Academy exists to assist the church and the home in educating students by providing a biblically-based, Christ-centered, and academically excellent education that results in productive Christian lives.

OUR PURPOSE

Our purpose is to enter into a partnership with parents who are committed to a total education process that is centered on God and His Word and results in the academic development of the mind and spiritual development of the will and character. We embrace the privilege and responsibility that God and parents impart to us in the education of the heart and mind of each of our students.

OUR PHILOSOPHY

Christian education begins with the fundamental distinction that we teach the Word of God every day, but it also extends far beyond this as well. We believe the Bible is the standard of all truth and knowledge and therefore are committed to teaching all subjects with God's Word as the focal point. Proverbs 1:7 states, "The fear of the Lord is the beginning of knowledge." We believe it is our God-given responsibility to teach our students traditional education fundamentals and life skills that will prepare our graduates to develop goals, make decisions, and live lives that are centered on Christ and glorifying God.

We are unapologetically a ministry of Open Door Baptist Church. We find our rationale of existence in the Biblical mandate to the church to make disciples of Jesus Christ and make that our mission.

We believe that parents are the ultimate authority over their children, and, therefore, they are accountable to God for their children's spiritual and moral welfare. We seek to come alongside of them, as an extension of the church to assist in the education process.

Christian education is the result of all knowledge being tested against, and integrated with, a biblically based view of God and the world (Colossians 1:16, 17; John 1:3). The entire process of education is seen as a means used by the Holy Spirit to bring the student into fellowship with God, to assist the student in developing the mind of Christ, to train the student in Christ-likeness, to teach the student to respond like God and to help the student demonstrate Christ-like character qualities so that he/she can fulfill God's total purpose for his/her life personally and vocationally.

OUR EDUCATIONAL OBJECTIVES

The Bible teaches that "Jesus increased in wisdom, stature, and in favor with God and man" (Luke 2:52). Our Lord has provided us with His salvation to accept and His example to follow. Therefore, ODCA seeks to develop the total person in the following areas:

SPIRITUAL

- To lead the student to accept God's gift of eternal life through faith in Jesus Christ alone as Savior
- To teach that the Bible is the only written Word of God and is therefore the final authority on all matters of faith and conduct (2 Timothy 3:16)
- To develop attitudes and values consistent with the teaching of the Scriptures
- To instill a personal responsibility to God for individual behavior (Romans 12:1-2; Colossians 3:1)
- To help students discern life events through the lens of God's Word (I Thessalonians 5:21)

ACADEMIC

- To teach all subject matter in light of the Scripture, since God's Word is the source of truth (John 17:17)
- To help each student realize his full academic potential within the framework of his God-given abilities.
- To provide academic excellence.
- To teach the student how to do independent research and to reason logically.
- To promote good citizenship through developing the understanding and appreciation of our Christian and American heritages of responsible freedom, human dignity, and acceptance of authority.
- To discuss current affairs in all fields and relate them to God's plan for man.
- To engender an appreciation of the fine arts through the development of the student's musical and artistic abilities for the purpose of performing in church services and religious programs.

PHYSICAL AND SOCIAL

- To stress the development and care of the body in light of the fact that God created man a tripartite being (body, soul, and spirit) whose body (for the Christian) is the residence of God the Holy Spirit (I Corinthians 6:19)
- To encourage wholesome forms of recreation and exercise (I Timothy 4:8)
- To teach discipline, cooperation, and good conduct through sports (Ephesians 4:29-32)
- To emphasize personal cleanliness and good grooming
- To develop a balanced personality based on the full utilization of the individual's God-given capacities and talents (Romans 12:4-6)
- To expect to dress consistent with Biblical standards (Romans 12:1, 2)
- To stress appropriate friendships and relationships among boys and girls and between the sexes, while always maintaining purity (II Timothy 2:22, I Corinthians 6:6,20)
- To teach patriotism (Romans 13:1-4)

OUR CORE VALUES

BIBLE-CENTERED

We begin with building on the foundation of God's revealed Word and continue to perform all teaching within a Biblical worldview. (2 Timothy 3:16-17)

PRAYER

Not only has God spoken to His people and is still speaking today, but He also wants to hear from us and wants us to seek Him in all that we do. Prayer is an extension of one's personal relationship with Jesus Christ. It is the required source of power for true Christian living. (Philippians 4:6, Matthew 6:33)

SPIRITUAL STAFF

While we only hire academically gifted and qualified teachers, our first priority is that all of our staff are spiritually-minded, growing Christians who are actively serving in their church and exhibit exemplary Christian character.

BALANCED

Grace and truth are fundamental elements of our ministry at the church and must go together hand-in-hand. Both of these are found in Scripture and one must not be sacrificed for the other.

FAMILY FOCUSED

It is important to us to partner with families and provide them with spiritual and academic support as they carry out their Biblical mandate for raising their families. (Deuteronomy 6:6-7)

TRANSFORMATION AND GROWTH

We strive to provide an environment and training where all students can grow to become more like Jesus Christ in their attitudes and actions. (Romans 12:2)

LOVE

Christians are to love others as Christ has loved us. We want our school to be a place where students feel loved and are also motivated to share that love with others. (John 13:34)

EXCELLENCE

Because we serve the Creator of the universe, we believe that everything we do is a reflection of the One who deserves our best. (Ephesians 6:7)

SERVICE

It is important for both teachers and students to use the abilities and spiritual gifts we have been given to serve others. (Philippians 2:4)

OUR DOCTRINAL STATEMENT

THE HOLY SCRIPTURES

We believe the Holy Scriptures of the Old and New Testament to be the verbally and plenary-inspired Word of God. The Scriptures are inerrant, infallible, and God-breathed, and therefore, are the final authority for faith and life. The sixty-six books of the Old and New Testament are the complete and divine revelation of God to man.

The Scriptures shall be interpreted according to their normal grammatical-historical meaning. We believe that the King James Version (KJV) of the Bible is the divinely preserved Word of God for the English-speaking people and that it has enjoyed a miraculous manifestation of God's approval and blessing throughout history. (II Timothy 3:16-17; II Peter 1:20-21). As such, the King James Version of the Bible is the governing authority of the Church.

THE GODHEAD

We believe in one triune God, eternally existing in three persons—Father, Son, and Holy Spirit — each co-eternal in being, co-identical in nature, co-equal in power and glory, and having the same attributes and perfections. (Deuteronomy 6:4; Matthew 28:19; John 14:10; II Corinthians 13:14).

THE PERSON AND WORK OF CHRIST

1. We believe that the Lord Jesus Christ, the eternal Son of God, became man, without ceasing to be God, having been conceived by the Holy Spirit and born of the virgin Mary, in order that He might reveal God and redeem sinful men. (Isa. 7:14; 9:6; Luke 1:35; John 1:1-2, 14; 2 Cor. 5:19-21; Gal. 4:4-5; Phil. 2:5-8)
2. We believe that the Lord Jesus Christ accomplished our redemption through His death on the cross as a representative, vicarious, substitutionary sacrifice; and, that our justification is made sure by His literal, physical resurrection from the dead. (Acts 2:18-36; Rom. 3:24-25; Eph. 1:7; I Pet. 2:24; I Peter 1:3-5)
3. We believe that the Lord Jesus Christ ascended to Heaven and is now exalted at the right hand of God where, as our High Priest, He fulfills the ministry of Representative, Intercessor, and Advocate. (Acts 1:9-10; Rom. 8:34; Heb. 9:24; 7:25; I John 2:1-2)

THE PERSON AND WORK OF THE HOLY SPIRIT

1. We believe that the Holy Spirit is a person who convicts the world of sin, of righteousness, and of judgment; and, that He is the Supernatural Agent in regeneration, baptizing all believers into the body of Christ, indwelling and sealing them unto the day of redemption. (John 16:8-11; Rom. 8:9; I Cor. 12:12-14; 2 Cor. 3:6; Eph. 1:13-14)
2. We believe that He is the divine Teacher who assists believers to understand and appropriate the Scriptures and that it is the privilege and duty of all the saved to be filled with the Spirit. (Eph. 1:17-18; 5:18; I John 2:20, 27)

3. We believe that God is sovereign in the bestowal of spiritual gifts to every believer. God uniquely uses evangelists, pastors, and teachers to equip believers in the assembly in order that they can do the work of the ministry. (Rom. 12:3-8; I Cor. 12:4-11, 28; Eph. 4:7-12)

4. We believe that the sign gifts of the Holy Spirit, such as speaking in tongues and the gift of healing were temporary. Speaking in tongues was never the common or necessary sign of the baptism or filling of the Holy Spirit. Ultimate deliverance of the body from sickness or death awaits the consummation of our salvation in the resurrection, though God frequently chooses to answer the prayers of believers for physical healing. (I Cor. 1:22; 13:8; 14:21-22)

THE TOTAL DEPRAVITY OF MAN

We believe that man was created in the image and likeness of God; but that in Adam's sin the human race fell, inherited a sinful nature, and became alienated from God. Man is totally depraved and, of himself, utterly unable to remedy his lost condition. (Gen. 1:26-27; Rom. 3:22-23; 5:12; 6:23; Eph. 2:1-3; 4:17-19)

SALVATION

We believe that salvation is the gift of God brought to all mankind by grace and received by personal faith in the Lord Jesus Christ, Whose precious blood was shed on Calvary for the forgiveness of our sins. We believe that all sins, except blasphemy of the Holy Spirit, are forgivable. (Matt. 12:31-32; John 1:12; Eph. 1:7; 2:8-10; I Pet. 1:18-19; I John 1:9)

THE ETERNAL SECURITY AND ASSURANCE OF BELIEVERS

1. We believe that all the redeemed, once saved, are kept by God's power and are thus secure in Christ forever. (John 6:37-40; 10:27-30; Rom. 8:1; 38-39; I Cor. 1:4-8; I Pet. 1:4-5)

2. We believe that it is the privilege of believers to rejoice in the assurance of their salvation through the testimony of God's Word, which, however, clearly forbids the use of Christian liberty as an occasion to the flesh. (Rom. 13:13-14; Gal. 5:13; Titus 2:11-15)

THE CHURCH

1. We believe that the local church, which is the body and the espoused bride of Christ, is solely made up of born-again persons. (I Cor. 12:12-14; 2 Cor. 11:2; Eph. 1:22-23; 5:25-27)

2. We believe that the establishment and continuance of local churches is clearly taught and defined in the New Testament Scriptures. (Acts 14:27; 20:17, 28-32; I Tim. 3:1-13; Titus 1:5-11)

3. We believe in the autonomy of the local church free of any external authority or control. (Acts 13:1-4; 15:19-31; 20:28; Rom. 16:1, 4; I Cor. 3:9, 16; 5:4-7, 13; I Pet. 5:1-4)

4. We recognize water baptism by immersion and the Lord's Supper as the two Scriptural ordinances of obedience for the Church in this age. (Matt. 28:19-20; Acts 2:41-42; I Cor. 11:23-26)

SEPARATION

We believe that all the saved should live in such a manner as not to bring reproach upon their Savior and Lord. God commands His people to separate from all religious apostasy, all worldly and sinful pleasures, practices, and associations, and to refrain from all immodest and immoderate appearances, piercings, and bodily markings. (Lev. 19:28; Rom. 12:1-2; 14:13; 1 Cor. 6:19-20; 2 Cor. 6:14-7:1; 2 Tim. 3:1-5; 1 John 2:15-17; 2 John 9-11)

THE SECOND ADVENT OF CHRIST

We believe in that *blessed hope*, the personal, imminent return of Christ, Who will rapture His church prior to the seven-year tribulation period. At the end of the tribulation, Christ will personally and visibly return with His saints, to establish His earthly Messianic Kingdom which was promised to the nation of Israel. (Ps. 89:3-4; Dan. 2:31-45; Zech. 14:4-11; 1 Thess. 4:13-18; Titus 2:13; Rev. 3:10; 19:11-16; 20:1-6)

THE ETERNAL STATE

1. We believe in the bodily resurrection of all men, the saved to eternal life, and the unsaved to judgment and everlasting punishment. (Matt. 25:46; John 5:28, 29; 11:25-26; Rev. 20:5-6, 12-13)

2. We believe that the souls of the redeemed are, at death, absent from the body and present with the Lord, where in conscious bliss they await the first resurrection when spirit, soul, and body are reunited to be glorified forever with the Lord. (Luke 23:43; 2 Cor. 5:8; Phil. 1:23; 3:21; 1 Thess. 4:16-17; Rev. 20:4-6)

3. We believe that the souls of unbelievers remain, after death, in conscious punishment and torment until the second resurrection when with soul and body reunited, they shall appear at the Great White Throne Judgment, and shall be cast into the Lake of Fire, not to be annihilated, but to suffer everlasting conscious punishment and torment. (Matt. 25:41-46; Mark 9:43-48; Luke 16:19-26; 2 Thess. 1:7-9; Jude 6-7; Rev. 20:11-15)

THE PERSONALITY OF SATAN

We believe that Satan is a person, the author of sin and the cause of the Fall of man; that he is the open and declared enemy of God and man; and that he shall be eternally punished in the Lake of Fire. (Job 1:6-7; Isa. 14:12-17; Matt. 4:2-11; 25:41; Rev. 20:10)

CREATION

We believe that God created the universe in six literal, 24-hour periods. We reject evolution, the Day-Age Theory, and Theistic Evolution as unscriptural theories of origin. (Gen. 1-2; Ex. 20:11)

CIVIL GOVERNMENT

We believe that God has ordained and created all authority consisting of three basic institutions: 1) the home, 2) the Church, and 3) the state. Every person is subject to these authorities, but all (including the authorities themselves) are answerable to God and governed by His Word. God has given each institution specific Biblical responsibilities

and balanced those responsibilities with the understanding that no institution has the right to infringe upon the other. The home, the Church, and the state are equal and sovereign in their respective Biblically assigned spheres of responsibility under God. (Rom. 13:1-7; Eph. 5:22-24; Heb. 13:17; 1 Pet. 2:13-14)

DISPENSATIONALISM

We believe that the Scriptures interpreted in their natural, literal sense reveal divinely determined dispensations or rules of life which define man's responsibilities in successive ages. These dispensations are not ways of salvation but rather are divinely ordered stewardships by which God directs man according to His purpose. Three of these dispensations—the law, the Church, and the kingdom—are the subjects of detailed revelation in Scripture. (Gen. 1:28; 1 Cor. 9:17; 2 Cor. 3:9-18; Gal. 3:13-25; Eph. 1:10; 3:2-10; Col. 1:24-25, 27; Rev. 20:2-6)

HUMAN SEXUALITY

1. We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between one man and one woman. We believe that any form of homosexuality, lesbianism, bisexuality, bestiality, incest, fornication, adultery, polygamy and pornography are sinful perversions of God's gift of sex. We believe that God disapproves of and forbids any attempt to alter one's gender by surgery or appearance. (Gen. 2:24; Gen. 19:5, 13; Gen. 26:8-9; Lev. 18:1-30; Rom. 1: 26-29; 1 Cor. 5:1; 6:9; 1 Thess. 4:1-8; Heb. 13:4)

2. We believe that the only Scriptural marriage is the joining of one man and one woman. (Gen. 2:24; Rom. 7:2; 1 Cor. 7:10; Eph. 5:22-23)

3. According to our long-held beliefs and public teaching and practice concerning the definition of sexual identity, and regardless of any future court rulings or legislation, Open Door Baptist Church always has held, and continues to hold, to the Biblical definition of "men" and "women," as created by God to have distinctive sexes assigned biologically by Him at the time of their creation (Genesis 1:27-28). We reject modern theories of "gender identity," and other similar beliefs, and hold to the truth that there are only two "sexes," male and female, and that these cannot be altered by surgery, chemical treatments, personal choices, governmental allowances, or other attempts to change a person's sex or to create new categories of sexual or gender identity. Ministry-led event participation in any, league, competition (sporting or otherwise), or organized activity which is limited to "men only" or "women only" shall be according to the biological sex of that particular person at birth, and regardless of the classification on his or her current birth certificate.

FAMILY RELATIONSHIPS

1. We believe that men and women are spiritually equal in position before God but that God has ordained distinct and separate spiritual functions for men and women in the home and the Church. The husband is to be the leader of the home, and men are to be the leaders (pastors and deacons) of the Church. Accordingly, only men are eligible for licensure and ordination by the Church. (Gal. 3:28; Col. 3:18; 1 Tim. 2:8-15; 3:4-5, 12)

2. We believe that God has ordained the family as the foundational institution of human society. The husband is to love his wife as Christ loves the Church. The wife is to submit herself to the Scriptural leadership of her husband as the Church submits to the headship of Christ. Children are a heritage from the Lord. Parents are responsible for teaching their children Biblical spiritual and moral values and leading them, through consistent lifestyle examples and appropriate discipline, including Scriptural corporal correction. (Gen. 1:26-28; Ex. 20:12; Deut. 6:4-9; Ps. 127:3-5; Prov. 19:18; 22:15; 23:13-14; Mk. 10:6-12; I Cor. 7:1-16; Eph. 5:21-33; 6:1-4, Col. 3:18-21; Heb. 13:4; I Pet. 3:1-7)

DIVORCE AND REMARRIAGE

We believe that God disapproves of and forbids divorce and intends marriage to last until one of the spouses dies. Divorce and remarriage are regarded as adultery. Persons who have suffered the trauma of divorce and have remarried should not seek to justify or excuse their position but should approach it with a spirit of repentance and seek God's forgiveness. As with all sin, the church should seek to restore those who have experienced marital dissolution. Although divorced and remarried persons or divorced persons may hold positions of service in the Church and be greatly used by God for Christian service, they may not be considered for the offices of pastor or deacon. (Mal. 2:14-17; Matt. 19:3-12; Rom. 7:1-3; I Tim. 3:2, 12; Titus 1:6)

ABORTION

We believe that human life begins at conception and that the unborn child is a living human being. Abortion constitutes the unjustified, unexcused taking of unborn human life. Abortion is murder. We reject any teaching that abortions of pregnancies are acceptable. (Job 3:16; Ps. 51:5; 139:14-16; Isa. 44:24; 49:1, 5; Jer. 1:5; Luke 1:44)

EUTHANASIA

We believe that the direct taking of innocent human life is a moral evil, regardless of the intention. Life is a gift of God and must be respected from conception until natural death. Thus we believe that an act or omission which, of itself or by intention, causes death in order to eliminate suffering constitutes murder contrary to the will of God. Discontinuing medical procedures that are extraordinary or disproportionate to the expected outcome can be a legitimate refusal of over-zealous treatment. (Ex. 20:13, 23:7; Matt. 5:21; Acts 17:28)

LOVE

We believe that we should demonstrate love for others, not only toward fellow believers, but also toward both those who are not believers, those who oppose us, and those who engage in sinful actions. We are to deal with those who oppose us graciously, gently, patiently, and humbly. God forbids the stirring up of strife, the taking of revenge, the threat, or the use of violence as a means of resolving personal conflict or obtaining personal justice. Although God commands us to abhor sinful actions, we are to love and pray for any person who engages in such sinful actions. (Lev. 19:18; Matt. 5:44-48; Luke 6:31; John 13:34-35; Rom. 12:9-10; 17-21; 13:8-10; Phil. 2:2-4; 2 Tim. 2:24-26; Titus 3:2; I John 3:17-18)

LAWSUITS BETWEEN BELIEVERS

We believe that Christians are prohibited from bringing civil lawsuits against other Christians or the Church to resolve personal disputes. We believe the Church possesses all the resources necessary to resolve personal disputes between members. We do believe, however, that a Christian may seek compensation for injuries from another Christian's insurance company as long as the claim is pursued without malice or slander. (1 Cor. 6:1-8; Eph. 4:31-32)

CAPITAL PUNISHMENT

We believe that God has ordained human government with the authority to humanely execute those guilty of murder. (Gen. 9:6; Romans 13:1-4)

MISSIONS

We believe that God has given the Church a great commission to proclaim the Gospel to all nations so that there might be a great multitude from every nation, tribe, ethnic group, and language group who believe on the Lord Jesus Christ. As ambassadors of Christ we must use all available means to go to the foreign nations and not wait for them to come to us. (Matt. 28:19-20; Mark 16:15; Luke 24:46-48; John 20:21; Acts 1:8; 2 Cor. 5:20)

GIVING

We believe that every Christian, as a steward of that portion of God's wealth entrusted to him, is obligated to financially support his local church. We believe that God has established the tithe (first tenth) as a basis for giving, but that every Christian should also give other offerings sacrificially and cheerfully to the support of the Church, the relief of those in need, and the spread of the Gospel. We believe that a Christian relinquishes all rights to direct the use of his tithe or offering once the gift has been made. (Gen. 14:20; Prov. 3:9-10; Acts 4:34-37; 1 Cor. 16:2; 2 Cor. 9:6-7; Gal. 6:6; Eph. 4:28; 1 Tim. 5:17-18; 1 John 3:17)

ADMISSIONS

Open Door Christian Academy is designed to partner with parents through the authority of Open Door Baptist Church to educate minds and disciple the hearts of children. Our concern is with the total development of the child academically, physically, socially, and spiritually.

We recognize that we cannot meet the educational needs of all students. We are not equipped to handle students with extraordinary disciplinary problems or those with certain learning needs. The administration reserves the right to deny admission to any child it feels cannot conform to the regulations of the school, the individualized program, or the church doctrine. Open Door Christian Academy is not and cannot be a reform school.

New students entering Open Door Christian Academy will be on academic watch for the first nine weeks. During this introductory period, we will evaluate your child's academic

achievement and grade placement. If changes are necessary, appropriate decisions will be made with the parent and pupil involved.

ENROLLMENT PROCEDURES

Application Procedure

To apply, one should fill out the application online at www.odbc-school.com. When an application is received, it will be reviewed, and the parent or guardian will be contacted for the purpose of setting up an interview. All new students are required to submit along with their paperwork, a copy of their state birth certificate, a valid immunization form, and a copy of their social security card. To allow ODCA to review the student's academic and behavior history, parents must sign consent for ODCA to request previous school records before an admission decision can be reached.

Interview Procedure

All parents/guardians must be interviewed for the purpose of filling out and signing forms, collecting fees, getting acquainted, and identifying the academic needs of the student. These interviews will be held with the Administrator. All students age 12 and up are required to interview with the school administration. The parent and student interviews may coincide for convenience. After the interview process is complete and the student has been accepted, the student may be officially registered.

Registration Procedure

After the student has been accepted, they will be considered registered once the enrollment fee has been paid.

REFUND POLICY

It is the standard policy of Open Door Christian Academy that ALL REGISTRATION AND TUITION FEES ARE NON-REFUNDABLE.

ORIENTATION

All students (K4-12th Grade) are required to attend Orientation. Students must be in uniform. Every student must have at least one parent attend. Parents and students are responsible for adhering to all policies covered at orientation, whether present or not. Information given will be imperative to the student's school year. Homeroom teachers will take roll like a normal school day. Students that do not attend will be counted absent (regular attendance policies apply).

OFFICE PROCEDURES

SCHOOL VISITORS

Any parent or visitor, including students from other schools, coming to the school during school hours must first see the secretary in the school office. Parents should always dress properly and modestly when at school. No one is permitted to loiter on school property at any time. Persons that do not check in at the school office when coming to the school will be subject to criminal prosecution. This is for the protection of our students.

Visitors are not permitted past the office while school is in session unless previous arrangements have been made, and under no circumstances are visitors allowed to interrupt classes – this includes parents. If any emergency should arise, please notify the school office, and they will get the student out of class.

Parents may meet with the teacher to discuss particular problems and goals for their children. Parents desiring a conference should contact the school or the teacher for an appointment. Teachers ARE NOT AVAILABLE for conferences with parents during the morning or afternoon carpool. Please do not call the faculty members at home. If a parent has a concern about a teacher or staff member, they should consult with the school Administrator.

COPIER USE

Students may not use the school copy machine unless directed by a staff member.

LOST AND FOUND

Many items are left unattended during the school year. These items are collected and placed in the lost and found. If an item is not claimed, it will be disposed of. Please label all items, articles of clothing, lunch boxes, etc. with your child's first and last name.

MEDICAL GUIDELINES

All students must be vaccinated against DTP/TD, Polio, and Measles-Rubella, and must meet state vaccination requirements.

In instances where a student needs medical attention, the teacher or secretary will call the parent.

Students may not attend school if they have had a fever of 100.4 or above OR have thrown up within the past 24 hours.

Only medication prescribed by a physician and medication listed on the *Over-the-Counter Medication* form will be administered during school hours by the approved staff at Open Door Christian Academy. Prescription medication must be brought to the school by the parent in a current container that meets pharmaceutical standards. Parental and physician authorization must be documented on the Physician and Parental Authorization forms before the medication will be administered, without exception. Over-the-Counter (OTC) medication cannot be administered by Open Door Christian Academy staff other than the medication listed on the Over-the-Counter Medication form. A parent must administer any other OTC medication to their own child and report this medication administration to the appropriate office personnel. Children shall not carry medication on their person, in lockers, book bags, or lunch boxes on school grounds unless ordered by the physician and approved by the school office (i.e. inhalers, Epipens).

Parents should try to schedule all doctors and dentist appointments for after school hours.

LICE POLICY

If a child is known to have a lice infestation, he or she will not be permitted in school until he/she is not free. Any child with lice must be treated along with their environment and be nit free before returning to the classroom. Children found with lice or nits during the school day will be sent home.

ATTENDANCE REQUIREMENTS

The normal school week schedule is as follows:

Monday – Friday: 7:40 a.m. – 2:45 p.m.

Students may not arrive before 7:25 a.m. and must be picked up by 3:00 p.m. unless other arrangements have been made.

ABSENCES

According to state law, based on a scholastic year of 177 days, a student must be in attendance in each class for at least 167 days. Therefore a student will only be able to miss 10 total days per year (K5-8th) or 5 days per semester (9th-12th) unless there is an extenuating circumstance. A student who does not meet attendance requirements will not be promoted to the next grade or receive credit for classes.

Extenuating circumstances include:

- Extended leave from school for physical illness, as verified by a physician.
- A hospital stay, as verified by a physician.
- Recuperation from an accident as verified by a physician.
- A contagious disease in the family as verified by a physician.
- Death in the immediate family (i.e., Grandparent, parent, sibling).
- Mandated court appearances as verified by a Court Official.

NOTE: Missing any days for these reasons would require proper official verification. We will only accept excuses up to 3 days after the student has been out. If no excuse is received during this time frame, the absences will be recorded as unexcused and will count toward the student's total absences. If a doctor's excuse is faxed, it must come straight from the doctor's office, nowhere else. Also, there must be NO alterations on the excuse for it to be accepted. Absences that are granted an excused status for the above-listed criteria and are officially verified ARE NOT counted in the student's total absences.

Students checked out for personal reasons, other than scheduled doctor's appointments or family emergencies without prior notice, may not be excused by the administration.

Students are to have one day to make up assignments or tests for each day the student was absent from the class. For example, if a student was absent from the 5th hour for two days, that student has two 5th hour classes to make up the missed assignments. Homework assignments can be viewed on individual class websites.

Any test or quiz that was announced before the absence and is scheduled to be given the day the student returns must be taken at the regularly scheduled time unless the absence is due to an extended illness or family emergency of 3 or more days.

Any preschool-8th grade student checking in after 11:15 a.m. or checking out before 11:15 a.m. will be considered absent for that day.

In the event, a student fails based solely on the violation of the attendance policy and all other academic criteria have been met, the student may elect to attend summer school if offered. Successful completion of one (1) semester of summer school will allow the student to be given the credit withheld because of a violation of the attendance policy.

HIGH SCHOOL ABSENCES

High school absences are by individual class periods, not the full day. For example, if a student misses 6 unexcused days in the first hour and only 5 unexcused days 2nd through 7th hour, they will have no credit for the first hour class period but will receive credit for 2nd through 7th periods.

In order for a high school student to be counted present for a class, a student must be in attendance for a minimum of 30 minutes of the class period.

SCHOOL TARDIES

The first bell rings at 7:45 a.m. to begin the first period. Students are expected to be at their desks ready to start class when this bell rings. Any student not in place and ready for class to start may be given a tardy.

Students are allowed four tardies to school PER SEMESTER for ANY reason. When a student receives a 5th tardy: the parent will be called in for a conference. On the 6th and 7th tardies, your tuition account will be billed \$15. On the 8th tardy and beyond, your account will be billed \$25 for each occurrence. The only tardies that will not be included in the tardy total are excused tardies such as those caused by verifiable doctor/dental appointments or for verifiable court appearances.

CLASS TARDIES

Students are allowed 4 class tardies per semester in any individual class. For the 5th tardy and beyond, a detention will be served. If the student continues to receive tardies, additional action will be taken.

STUDENT PICK-UP AND DROP-OFF

There is a designated area (drive-through) for parents to pick up their children. Parents should remain in the vehicle during carpool. If you have an appointment or your child is late, please park your car in the assigned area, so that other parents may move quickly through the line. All vehicles should follow the regular flow of traffic. For children who are in car seats, their seats should be on the driver's side of the vehicle.

There will be a \$20.00 fee charged to the account of any student that is not picked up by 3:00 p.m. An additional \$10.00 fee will be applied in increments of 15 minutes for children who are still not picked up. Please be sure that you are available to pick up your child at the designated times.

BEFORE/AFTER-CARE

Before and After-care is available for students in grades K4- 6th grade. A student must be registered in advance for before/after-care before a family can use that care.

Before/After-care is available from 6:00 am-7:25 am. After-care is available from 3:00-6:00 pm. Before/aftercare is only available on regular school days. Students must follow all Student handbook rules while in before/after-care. Students are subject to disciplinary action if behavior expectations are not met.

STUDENT DRIVING/PARKING

Any student driving to ODCA must have a valid driver's license and insurance information on file in the school office. Students will park in the church parking lot and may not remain in vehicles after arriving at school. The parking area is off-limits to the students during the school day including lunch and breaks unless they have permission.

Any vehicles driven to school and parked on campus by ODCA students are subject to search at any time by the school administration. By driving to school or parking on campus, a student agrees to comply with this policy.

No bumper stickers that are deemed vulgar or un-Christian will be permitted on vehicles driven to school by students. Speeding or reckless operation will not be tolerated on school property and will result in disciplinary action up to and including having school driving privileges revoked.

DRESS CODE

UNIFORM PROVIDERS

- All uniforms must be purchased from either the school, French Toast, or Inka's Fashions in Baton Rouge, or Old Navy (boys shorts and pants only).
- The website for French Toast is www.frenchtoast.com. There, click on "Shop by School" and enter our code: QS63GHA. Boy's pants must come from here, as well as jackets are worn in class and p.e. shirts. Girls have the option to order black or gray skirts from this website.
- Inka's Fashions in Baton Rouge is the exclusive supplier of our uniform polo shirts. They also have a uniform plaid skirt, skort, or jumper that girls may wear.
- Old Navy has uniform pants and shorts that some boys may wear.

SHOES

- Tennis shoes, casual shoes, boots, sandals (girls), and dress shoes are allowed.
- All shoes must have a back.

JACKETS/COATS

- Students may wear any type of jacket or coat to school, however, jackets worn in class must be purchased from French Toast, Inka's, or the school and must have the school logo on them.

GIRLS

- Girls should wear their uniform black, grey, or plaid skirt and a banded school polo shirt (black or red). **Black shirts should not be worn with a black skirt.**
- Skirts must be purchased from the uniform providers listed above.
- All polos worn should have no more than the first button unbuttoned.
- On cold days, long-sleeved white, black, red, or grey t-shirts may be worn under uniform polo shirts.
- K4 - 6th grade girls may wear a uniform plaid jumper along with a white Peter Pan style white shirt.
- All girls' skirts and jumpers must come to at least the top of the kneecap, even when sitting.
- On cold days, girls may wear stockings or leggings under their uniform skirt or jumper. Leggings should be plain white, black, red, or grey. No pants or slacks may be worn under uniform skirts.

BOYS

- Boys should wear black or grey loose-fitting uniform bottoms, a belt, and a school polo shirt. All students are required to wear a polo shirt each day with the school logo on it. The available shirts are red and black in color. **Black shirts should not be worn with black pants.**
- K4 - 6th-grade boys may wear black or grey uniform shorts that come to the top of the knee. 7th-12th grade boys should wear uniform pants.
- All pants and shorts must be uniform style and be bought from either French Toast Old Navy, or Inka's. Pants and shorts should be worn at the waistline.
- Undershirts worn should be white, black, red, or grey in color.
- K4 & K5 boys are not required to wear belts.
- On cold days, long-sleeved white, black, red, or grey t-shirts may be worn under uniform polo shirts.

DRESS-DOWN DAYS

- At various times throughout the year, "dress-down days" are offered to the students, where they can pay a small fee to wear "dress-down" as a fundraiser, or wear comfortable clothes for a field trip, etc. Shorts worn these days should come to the knee. Jeans worn these days should be loose-fitting and have no unpatched holes above the knee. Any other athletic pants worn these days should be be loose-fitting (no spandex or leggings).

COMPLIANCE

- Students not in proper uniform attire will receive a dress code violation. A notice will be sent home requesting the parent correct the issue. Upon receiving a 3rd uniform violation, the student will not be allowed to return to class until the issue

has been resolved. (Students incurring an egregious violation may be advanced directly to this step).

PHYSICAL EDUCATION UNIFORMS (REQUIRED FOR STUDENTS IN GRADES 5 – 8)

- The P.E. uniform consists of plain black shorts (must be to the top of the knee and loose fitting) and a uniform P.E. t-shirt.
- Girls may choose to purchase loose-fitting black capris to wear instead of shorts.
- During cooler months, students may choose to wear loose-fitting black sweatpants or nylon athletic pants (loose-fitting). Please note, that no spandex, leggings, or tight-fitting pants or capris will be allowed.
- The shorts, capris, and sweatpants may be purchased anywhere, provided they comply with the above guidelines.
- All clothing should not permit exposure of the waistline or stomach.
- Failing to dress in the proper attire for P.E. will result in a "0" grade for that day.

PERSONAL APPEARANCE

- The purpose of this dress code is to train young people to dress for the honor and glory of God in every setting. At Open Door Christian Academy, we believe that girls should look like young ladies and boys should look like young men. We also believe that our outward appearance is a reflection of our hearts and mind. Worldly slogans or pictures are not permitted. Students should be appropriately and modestly dressed during all school functions, including athletic events. All clothing should be loose-fitting and should at least extend to the knee.
- All girls/young ladies should dress modestly. Appropriate undergarments should be worn. No low-cut or tight-fitting clothing will be allowed. Hair should be clean and neat. (Hair may be colored in moderation with natural colors.) For questions, seek office approval first. Make-up should be applied modestly. Uniforms should be neat and clean. No body piercing or tattoos are allowed.
- All boys/young men shall dress according to ODCA policy. Uniforms should be neat and clean. Hair should be worn clean and combed. Young men's hair should be cut above the eyebrows, and not touching the collar. It should be trimmed neatly on the sides, not touching the ears. No designs are to be cut in the hair, and the color should look natural. Facial hair on students is not allowed. Body piercing or tattoos are not permitted.

RULES

"Let all things be done decently and in order" - I Corinthians 14:40

Rules for Christian education are a necessity for us to carry out our mission. They are not the focus of our school, but they do enable us to accomplish our goals and maintain a fair environment. Consistent and fair enforcement is mandatory.

GENERAL RULES

Our main focus at the school is to develop Godly character in our students through

teacher modeling and the teaching of God's Word. As an institution, rules are helpful to ensure we maintain an orderly function. Students not adhering to the rules of ODCA are subject to disciplinary action.

1. It is important not to be loud in the hallway, so as not to disturb other classes.
2. Horseplay and destruction of any school property will not be tolerated.
3. Chewing gum may not be chewed at school.
4. There should be no eating or drinking in classrooms (other than class parties or treats), hallways, the auditorium, or bathrooms.
5. Students may bring water to class in a translucent water bottle only.
6. There should be no writing on or on school property including desks, walls, dividers, stalls, etc.
7. Students must address teachers with respect. Sir and Ma'am are appropriate responses.
8. A student must not publicly disagree or argue with a teacher or staff member at any time. Students should maintain respect and address issues in private.
9. Cellular telephones and similar devices are to be turned off and left in the student's book bag or locker. Any device of this nature found during regular hours at school is subject to confiscation. Upon the second offense, the phone must be picked up by a parent, and upon the third offense, it will be returned to the parent for a fee of \$20. "Smart" watches may be worn at school, as long as the associated phone is turned off. Students caught using the internet features of the watch at school will forfeit their ability to wear a "smart" watch.
10. No cheating or copying any schoolwork. This includes homework, classwork, quizzes, tests, etc.
11. No stealing or meddling with other student's or staff's property.
12. No lying, gossiping of any kind, sowing discord, profanity, or taking God's name in vain will be tolerated at any time.
13. A student may not leave school grounds without parental permission and checking out with the office.
14. Students are not allowed in the parking lot unsupervised at any time.
15. Caps and hats are not to be worn at school unless previously authorized on a special day.
16. Chains attached to wallets, belt loops, or clothing are prohibited.
17. Students must bring their Bibles to chapel services.
18. No drugs, alcohol, or vapes may be brought on campus anytime.
19. Physical contact between boys and girls is not permitted.
20. Fighting is not tolerated.
21. Open Door Christian Academy does not condone students of the opposite sex sharing rides to and from school functions unless accompanied by an adult. We recommend parents use extreme discretion in this area. If a parent chooses to allow this, ODCA will not assume any responsibility.
22. Suspended or expelled students may not return to the school campus.
23. Parents will be held responsible for the cost of damage or destruction caused by or associated with their child, of school property, or any other property located on the school premises.

24. Though we love it when our older students have great relationships with our younger students, older students should never pick up a younger student at any time. A high-five, fist-bump, or side-hug are acceptable ways to interact.
25. Students should not be in the school kitchen without permission from a staff member.
26. Students should not have any contraband or weapons at any time under any circumstance.
27. Hateful speech or bullying in any form will not be tolerated.

CLASSROOM RULES

The following guidelines apply to classroom behavior:

1. No talking or passing notes without permission.
2. All students must be in school uniform to attend class.
3. Students must show respect to all teachers and staff members.
4. Students must complete all assignments and homework given.
5. Bring all books, supplies, pencils, and pens, needed for classes.
6. Students are not allowed to sit at a teacher's desk or touch any of their property without permission.
7. Spiral notebooks may be used for personal class notes. All homework must be turned in on loose-leaf paper.
8. Students must maintain neat desk/work areas at all times (including lockers).
9. Students should not be in the hallway without a hall pass.
10. Students in 6th-12th grade may use only 3 hall passes per week. Discipline action will be taken when more than 3 are used.
11. Students should respect any substitute teacher serving.

FIELD TRIPS

Visitors

Any visitor attending a scheduled field trip must agree to abide by the dress standards of ODCA. All students of ODCA must be in proper uniform to attend. ODCA students may not check out of school to attend a field trip that was not scheduled for their class. Students must meet the minimum behavior requirement to attend any field trip.

Transportation

On field trips, students may only ride in transportation provided by ODCA or with their own parents.

DISCIPLINE PROCEDURES

Discipline is an important tool to help us as we teach Christian character. When disciplinary action is needed, it will be handled in a professional manner and with the best interest of the student in mind. Discipline procedures may include but are not limited to additional assignments; office referrals; lunch detention; after-school detention; classroom suspension; in-school suspension (ISS); out-of-school suspension

(OSS); corporal correction; and dismissal. Our discipline expectations and policy are 24/7 on or off campus.

ODCA reserves the right at all times while on campus or in attendance at a school-sponsored event to conduct random drug, nicotine, and alcohol testing of the students without prior notice. Selection of students will be randomly chosen or selected with reasonable concern.

Students that are involved in any grave violation of discipline that brings discredit to the school or is a disruption to the school's learning environment could be subject to suspension or dismissal. For any act that is a violation of federal, state, or local criminal laws, the school will decide on appropriate discipline.

It is the parent's responsibility to notify the school of any charges/convictions or concerning behavior that pertains to their child.

CORPORAL PUNISHMENT

Corporal Punishment is used in cases where multiple measures have been attempted to correct a student's behavior. Parental consent must be on file to employ this method of discipline.

A staff member of the same gender must apply the punishment. There will always be one additional staff witness during this time.

DEMERITS (GRADES 7-12)

Demerits will be given for behavioral infractions and will accumulate throughout the year. Disciplinary action will be taken when demerits reach increments of 15. Demerits will be issued as follows:

- Minor offenses- 5 demerits
- Intermediate offenses- 15 demerits (automatic detention)
- Major offenses- TBD (possible automatic suspension)

Three write-ups for the same offense in the week will result in automatic detention.

The following disciplinary action will be taken at given increments:

- 15 = detention
- 30 = detention
- 45 = suspension (1 day)
- 60 = suspension (2 days)
- 75 = suspension (3 days)
- 90 = possible expulsion

DETENTION

Detentions will be scheduled to be served during lunch or after school. This is left to the Administrator's discretion. After-school detentions are 1 hour and 15 minutes in duration. Detention attendance is mandatory. Any student missing assigned detention without

approval will be issued an additional detention. Automatic detentions may be given by any faculty member if other disciplinary actions are not producing desired results. Any student receiving excessive detentions will be called to the office and not returned to class until other disciplinary actions have been taken (i.e. Behavior Clinic, suspension, corporal correction, etc...).

BEHAVIOR CLINIC

Behavior clinics may be issued by the administration when deemed necessary to correct inappropriate behavior. Behavior clinics may be issued for up to two hours after school. Students who have been issued a clinic and do not attend will automatically be issued a two-day out-of-school suspension. An additional fee may be charged to the parent

SUSPENSION

The Administrator may suspend a student guilty of a serious offense for as many days as is deemed necessary. Schoolwork may not be completed during this time and tests may not be made up. Types of suspension include classroom suspension, in-school suspension (ISS), and out-of-school suspension (OSS).

The following offenses merit possible suspension from the school:

- Fighting (ODCA has a zero-tolerance policy for fighting.)
- Academic Dishonesty: Cheating on homework, quizzes, tests, or exams, or plagiarism
- Stealing
- Bullying or harassment (ODCA has a zero-tolerance policy for bullying.)
- Leaving without permission
- Lying
- Profanity
- Consistent minor offenses
- Bad Attitude
- Vandalism of school, teachers, or other student's property
- Disrespect to authority
- Excessive Detentions
- Excessive Demerits
- Possession of any sexually oriented materials
- Vulgarity, Innuendos, or inappropriate gestures
- Inappropriate Social Media
- Threats
- Use or possession of any tobacco, alcohol, or vape on or off campus. **NOTE: A second offense on or off campus can result in dismissal.**

Depending on the severity or the number of offenses previously listed in this section, dismissal from ODCA may also be considered.

DISMISSAL

Open Door Christian Academy reserves the right to dismiss or deny readmission to students for reasons the administration sees fit. They include but are not limited to:

- Smoking (Possession of cigarettes, vapes, or other substances)
- Drinking (Possession of alcohol)
- Drugs (Possession of any illegal drugs, Prescription drugs, synthetics, or mood-altering substances are included)
- Weapons (Possession of knives, guns, matches, fireworks, or something that is intended to harm, etc...)
- Vulgarity
- Excessive bad attitude/negativity toward spiritual growth/attitude or demeanor of non-compliance.
- Sexual activity including homosexual behaviors
- Criminal activity

It is impossible to include all details of appropriate behavior in this Handbook. We expect all students at Open Door Christian Academy to conduct him/herself in a Christ-like manner at all times. When a student's behavior does not meet what is generally expected, appropriate discipline will be administered.

OUT-OF-SCHOOL CONDUCT

Open Door Christian Academy reserves the right to punish students for out-of-school behaviors that are listed in the section above (or similar). Punishment includes the possibility of dismissal.

ACADEMICS

PROGRESS REPORTS

Progress reports will be sent home by email every 4 1/2 weeks into each 9-week period.

REPORT CARDS

Report cards are issued at the end of each nine-week period. Tuition and other fees must be current in order for a student to receive a report card.

GRADING SCALE

93-100	A
85-92	B
75-84	C
67-74	D
0-66	F

WORK COMPLETION

Students are required to complete all assignments that are given. This includes homework in addition to class work.

EXAMS (FINAL)

Students must take exams on the days they are given. Excused absences will not be issued during exam weeks with the exception of doctor-excused illnesses. Unexcused absences will result in zeros on exams missed.

EXAM EXEMPTION

Students who have an "A" average for each grading period will be exempt from FINAL exams during the last week of school.

PHYSICAL EDUCATION

It is a state requirement and policy that no student is excused from the required physical education course offered unless a doctor's excuse is presented. Students must be properly dressed in their P.E. uniform. Failure to dress out or participate will be reflected in their P.E. grade. Graduation requirements are not complete without 2 years of Physical Education.

CHAPEL

Chapel will be held weekly. During this time, the pastor, principal, and staff preach the Word of God to the students for their spiritual growth. Bibles must be brought to Chapel, and all students must attend. Parents are welcome to attend at any time.

GRADUATION REQUIREMENTS

Open Door Christian Academy is a state-approved school, granting diplomas through the state of Louisiana transcript system. The following credit requirements reflect the state of Louisiana's requirements for a TOPS diploma.

Bible	3 credits
Science	4 credits
English	4 credits
Foreign Language	2 credits
Physical Education	2 credits
Social Studies	4 credits
Mathematics	4 credits
Fine Arts	1 credit
Total Needed	24 credits

Each student is encouraged to complete their FASFA form and take the ACT at least one time before graduating. 57% of students that take the ACT test more than once see an increase in their ACT score. Visit <https://www.act.org/> for more information.

GRADUATION ATTENDANCE

It is recommended that all students in grades 9-12 attend the high school graduation ceremony.

ATHLETICS

Students must meet certain academic, physical, and character requirements to be eligible for athletics. Students and parents participating in ODCA's Athletic program must sign and abide by the Open Door Christian Academy Sportsmanship Contract (provided upon request).

ACADEMIC REQUIREMENTS

- Maintain a 2.0 minimum grade point average (GPA)
- Have an average of "D" or better in each subject.
- Meet the attendance requirements of all classes.
- Participate and pass Physical Education with a "B" or better
- The athletics fee for each sport must be paid.
- Additional requirements may be enforced based on league regulations.

Students are ineligible to play games on any day that they are absent.

The last practice scheduled before a game is considered a mandatory practice. Any student who misses the mandatory practice for any reason other than a documented doctor's visit or an extenuating circumstance (must be approved by administration) is not eligible to play in the game.

PHYSICAL REQUIREMENTS

- Have no physical disabilities that would endanger their health and well-being during an athletic event.
- Have a physician's clearance to participate in the athletic activity.
- Meet the specific physical requirements as specified by the athletic organization's guidelines.

CHARACTER REQUIREMENTS

- Have no suspensions or expulsions during the previous 9-weeks of school.
- Have a record of minimal disciplinary action during the current month.
- Have no record of cheating in school or poor sportsmanship in any athletic activity.
- Students must maintain Christian Character during school, off campus, and during games.
- Must abide by ODCA's Sportsmanship contract.

NOTE: Students failing to meet the eligibility requirements will be suspended, removed, or put on probation by the athletic team until the Principal deems that he/she has made sufficient progress in correcting the behavior.

Parent/Student Agreement Statement

I have read this handbook in its entirety and agree to abide by it during our time here at Open Door Christian Academy.

Student Name _____

Homeroom Teacher _____

Student Signature _____ Date _____

Parent Signature _____ Date _____