

Open Door Christian Academy

Conqueror



Parent-Student Handbook

2026-2027



"I have no greater joy than to hear that my children walk in truth."

- 3 John 4

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Part 1: Introduction

1. Welcome

Thank you for choosing to be a Conqueror! We believe that when we equip young people with Bible truth and Christian character that they can change their world for Christ! We will work with you each day to instill a Biblical worldview and to develop students who will use their abilities to serve the Lord wherever He leads them. We are grateful for our talented and experienced staff who inspire and engage students in a learning environment that is unique to our community. We are grateful for you being a part of the ODCA family.

Blessings,

Dennis Schaffer, Pastor & Principal

a. Mission & Identity

Open Door Christian Academy's mission is to partner with parents and the church to disciple the next generation to conquer for Christ as servant-leaders with a Biblical worldview. Our identity reminds us that we are recipients of God's grace serving recipients of God's grace.

b. Purpose

The Parent-Student Handbook assists students, parents, and staff with basic policies and procedures. For clarity, this Handbook answers common questions. It does not seek to explain rationale, except that policies and procedures help us accomplish the goals of Christian education in a manner that is safe, orderly, efficient, and consistent. Our mutual consistent commitment to these policies and procedures enables us to work together as we train students to love God and act responsibly toward God, authority, peers, and the world according to Ephesians 6:1.

c. Philosophy

Open Door Christian Academy is a private Christian school offering a challenging educational program in a nurturing Christian setting. As a mission of Open Door Baptist Church, we exist to make disciples of Jesus Christ.

Parents are the ultimate authority over their children and are responsible for their spiritual and moral welfare. ODCA comes alongside the home and the church to assist in the educational process.

Christian education builds on truth foundations by talking to the heart, teaching the head, trying with our hands, and transitioning to correct and progress.

Christian education begins and builds on the truth that "the fear of the Lord is the beginning of knowledge" (Proverbs 1:7). Since all truth belongs to God, education is

a process of developing students to have the mind of Christ and to live out the life of Christ and to express worship personally, publicly, and vocationally. (Colossians 1:16-17)

We follow the model of Jesus Who “increased in wisdom, and in stature, and in favor with God and man” (Luke 2:52). Spiritually, we lead students to accept God’s gift of salvation provided in Jesus’ substitutionary death on the cross. We build students’ actions and attitudes on His Word and It’s promises to live successfully and accountably as they make wise decisions based on good discernment. (2 Timothy 3:16-17; Romans 12:1-2; Colossians 3:1; 1 Thessalonians 5:21)

We teach students disciplines and subjects as areas to explore and use as stewards of God’s creation in a way that leads others to look to Christ. (John 17:17)

We guide students to recognize their bodies belong to God and should be used to glorify Him in every area. (1 Corinthians 6:6, 19-20; 1 Timothy 4:8; Ephesians 4:29-32; Romans 12:1-6; 13:1-4; 2 Timothy 2:1-2, 22)

d. Core Values

The following values are at the core of the “why” and “how” we prepare students to excellently engage their culture for Christ in all endeavors.

- **Truth**

- The Bible is God’s revealed Word and is taught and received as truth.
- The Bible is integrated in all learning experiences.
- All truth is God’s truth.
- Students are to live honestly and responsibly.
- Students are to discern truth from error.
- Students decide to have a personal relationship with Christ.

- **Excellence**

- The Christian mind should be the best mind, enlightened by the mind of Christ.
- Emphasizes interpreting and applying of God’s Word.
- Masters communication skills.
- Recognizes God’s order and creation in math and science.
- Understands God’s role in history.
- Reasons and thinks critically, using information, integrating faith, and developing wise actions and attitudes.

- **Discipleship**

- The highest calling is to glorify God and make disciples by calling others to follow Him.
- Live with eternal perspective.

- Enables the next generation to reach full potential for Christ.
- Respects authority and be kind to each other.
- Learns Bible doctrine and be able to defend it.
- Equips parents and students to live by God's Word.
- Develops others spiritually, intellectually, socially, emotionally, and physically.
- **Christian Leadership**
 - Christ is our model of servant-leadership.
 - Leaders exhibit the fruit of the Spirit.
 - Leadership influences others.
 - Leadership invites accountability and high standards.
- **Biblical Worldview**
 - Developing a Biblical worldview is a slow process.
 - The goals are to lead others to Christ (salvation), build others up in Christ (discipleship), and equip others to serve Christ (ministry).
 - Students discover their place in God's plan according to His Word.
 - People learn they are fearfully and wonderfully made (Psalm 119:14) and are invited to be re-created in Christ (Ephesians 2:10).
 - Teachers and parents should model lives patterned after God's Word that students can follow.
 - It teaches students how to interact with the world.

e. 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; 1 Pet. 2:24; 1 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; 1 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; 1 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; 1 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; 1 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. (1 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; 1 Pet. 1:18-19; 1 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; 1 Cor. 1:4-8; 1 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. (1 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; 1 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; 1 Cor. 3:9, 16; 5:4-7, 13; 1 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; 1 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; 1 Cor. 7:1-16; Eph. 5:21-33; 6:1-4, Col. 3:18-21; Heb. 13:4; 1 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; 1 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; 1 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)

f. ODCA Graduate Conqueror Plan

Joshua 1:8-9; Matthew 16:18; 28:19-20; 2 Timothy 2:1-3; Ephesians 6:10-20

Conqueror graduates will:

- **Stand Strongly** on God's Truth and grace.
- **Serve Ardently** as Christ-like leaders.
- **Seek Faithfully** to make Christian disciples.

g. Approvals and Associations

Open Door Christian Academy is a state-approved non-public school granted by BESE, Bulletin 741 (Nonpublic), and recommendations of the Louisiana Department of Education. ODCA may add or remove associations for improvement and accountability. Affiliations may bring eligibility for scholarships, grants, and academic recognition to the benefit of our school and students. As a ministry, our first accountability is to Christ and our church family. As requirements from affiliated approval agencies are placed upon ODCA, efforts will be made to satisfy them, except when we are asked to compromise on matters of truth and our mission as defined in Scripture.

2. Admissions and Enrollment

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.

New students entering Open Door Christian Academy will be on academic watch for the first nine weeks. During this introductory period, we will monitor their transition academically, socially, and spiritually is what is expected. If changes are necessary, appropriate decisions will be made with the parent and pupil involved.

a. **Brumfield vs. Dodd Compliance Statement**

Open Door Christian Academy admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. Open Door Christian Academy does not discriminate based on race, color, national and ethnic origin in the administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

b. **Process**

Age of Students

Based on Louisiana State Law, on or by September 30 of the calendar year, children can enter kindergarten if they are 5 years old; enter first grade if they are 6 years old.

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. Most incoming students will take

an academic placement test. After the interview process and testing 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.

c. 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 first. If necessary, school personnel will arrange to have the student transported to the nearest medical facility.

An accident report form is filled out each time a student is substantially injured and kept on file.

Families enrolling at ODCA agree to not hold ODCA liable for injuries. ODCA does not provide insurance coverage for students, and verification of medical coverage should be provided to the school annually. If a student is injured at school or a school event, the insurance claims must be handled by the family's insurance policy or otherwise pay for services rendered. Bills should not be sent to the school.

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).

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.

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

d. Financial Information

i. Tuition & Fees

Tuition and fees are reviewed annually and provided at the time of application or reenrollment. Parents who enroll their child(ren) will meet their financial obligation by paying the tuition and fees on time. All school billing is done through the FACTS Payment System. Payment plans are available.

No permanent records (i.e., report cards, transcripts, or diplomas) will be issued without a current account.

Charges: Any check/draft returned due to insufficient funds or any other reason will be assessed a fee. Late accounts will be assessed a monthly fee added to the FACTS System.

Reenrollment: Families may not reenroll for the next year without the previous school year's account being current OR prior approval by school administration.

ii. Financial Aid

Financial assistance is available based on financial need. Apply for financial aid via the FACTS System. The school's finance committee will review your application, and the finance office will notify you of any assistance available.

Other financial assistance may be available through scholarships, such as ACE, ARETE, and Louisiana GATOR via separate applications.

iii. Refunds

It is the standard policy of ODCA that all registration and tuition fees are non-refundable.

iv. Giving

ODCA seeks to keep tuition rates as affordable as possible for the benefit of our families. When individuals and companies give it helps to lower our tuition rates. All gifts to ODCA as a 501(c)(3) ministry of Open Door Baptist Church are tax deductible in accordance to IRS guidelines. These gifts accomplish the following goals:

Enable more Christian families to enroll their children at ODCA.

Maintain a professional Christian teaching staff and to provide a reasonable salary commensurate to their calling.

Permit additional courses, electives, and events to help students grow culturally and professionally (arts, music, technologies, sciences, etc.).

Beginning in 2027, via federal guidelines, individuals may give through an organization and designate funds for ODCA to assist students while receiving a tax credit when filing their tax returns.

Part 2: Conqueror Life

1. Orientation

All students (K5-12th 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).

2. Transportation

a. Student Drop-Off and Pick-up

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 when possible.

Students not picked up by 3:00 P.M.:

K5-6th grade students will enter as a drop-in to aftercare for a fee of \$25. Grades 7-12 will wait in detention or the foyer and a \$10.00 fee will be applied in increments of 15 minutes until picked up. This does not apply to students in homework detentions or

in school activities, such as athletic participation. Please be sure that you are available to pick up your child at the designated times.

b. Student Vehicles & 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.

c. Academy and Other Vehicles

On field trips or school events, students may only ride in transportation provided by ODCA or with their own parents/guardians. If prearranged, students may travel with other families if approved by the school office and with written permission from both families.

3. Before/After-Care

Before and After-care is available for students in grades K-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.

4. Class Days

a. Chapel

Chapel is generally held weekly, and students will get to participate in music and preaching for their spiritual growth. Grades 2 and up will bring their Bibles to Chapel. Parents are welcome to attend, especially for awards and character chapels.

b. General Expectations

i. General

We desire to develop Godly character in our students through teacher modeling and the teaching of God's Word. Attendance at ODCA is a privilege, not a right. Students should treat this privilege with respect and appreciation.

ii. Character

We have rules understanding that true discipline is the internal discipline of willing submission. Our goal is to bring every student to that internal spiritual discipline. Some of the ways we express our Christian values are provided through this handbook.

iii. Co-Educational Behavior

ODCA is a co-educational institution, operating on the premise that it is wholesome for young men and ladies to develop friendships during their school years. Understanding the reasons God created marriage, there should be no public displays of affection between students during school hours or at any school activity, function, or program. Both offending students shall receive the same discipline for such things as hand-holding, hugging, kissing, etc. Students who become engaged or married while enrolled as students may not continue attendance at ODCA.

iv. Student Belongings

At lockers and throughout campus, keep spaces neat and orderly; respect others' property.

v. Learning Spaces

1. Stay quiet unless recognized (raise your hand).
2. Stay in your seat.
3. Keep your hands, feet, and other things to yourself.
4. Be kind in what you say to others and to your teacher.
5. Accept and obey any instruction or discipline from a teacher.
6. Sit in a chair. (Not on desktops and tables.)
7. As a matter of security, do not prop doors open.
8. Bring supplies and books for class, keeping them neat.

Disciplinary Goals

- a. Respect authority and be responsible (Romans 13:1)
- b. Use time wisely (Psalm 90:12)
- c. Be considerate of others (Ephesians 4:29-32)

vi. Field Trips

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.

Note: Any visitor attending a scheduled field trip must agree to abide by the dress standards of ODCA.

c. Dress Code

i. 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, understanding modesty and appropriateness. 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 reflects 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 not be styles that permit exposure of the waistline or stomach. Appropriate undergarments are to be worn. Shorts should not “ride up” beyond fingertips when arms are fully extended. Hair should be clean and neat. (Hair may be colored in moderation with natural colors.) Make-up should be applied modestly. Uniforms and clothing must be modest, neat, clean, and not be faded, frayed, torn, or have holes. Girls may wear earrings. Students may not have body piercings or tattoos. For questions, seek office approval first.

Students not in proper uniform attire will receive a dress code violation. A notice will be sent home requesting the parent correct the issue. After 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).

ii. Uniform Providers

Uniforms must be purchased from either the school, French Toast, Inka’s Fashions in Baton Rouge, or Old Navy (boys shorts and pants only). The website for French Toast is www.frenchtoast.com. Boy’s uniform pants are available from here, as well as jackets that are worn in class. Girls have the option to order black or gray skirts or pants 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. Blue jeans are available at many stores.

iii. Shoes

Tennis shoes, casual shoes, boots, sandals (girls), and dress shoes are allowed. All shoes must have a covered toe and covered back. Boots must not be higher than the bottom of the knee.

iv. 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.

v. Girls

1. Shirts: a banded school logo-polo shirt (black, red, or grey). Black shirts should not be worn with a uniform black skirt or pants. Polos should have no more than the first button unbuttoned.
2. Skirts: uniform black, grey, or plaid skirt. Skirts must be purchased from the uniform providers listed above.
3. Pants: blue jeans or black or gray uniform pants (chino) material, not spandex, loose-fitting (not tight around the hips or legs), have belt loops, and not be "low-rise" or be gathered or rolled at the ankles.
4. On cold days, long-sleeved white, black, red, or grey t-shirts may be worn under uniform polo shirts.
5. K5-6th grade girls may wear a uniform plaid jumper along with a white Peter Pan style shirt.
6. All girls' skirts and jumpers must come to at least the top of the kneecap, even when sitting.
7. 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.

vi. Boys

1. Shirts: a school polo logo-shirt (black, red, or gray). Black shirts should not be worn with black uniform pants. Polos should have no more than the first button unbuttoned.
2. Pants: blue jeans or black or grey loose-fitting uniform bottoms, a belt; worn at the waist.
3. Uniform Shorts: K5-6th-grade boys may wear black or grey uniform shorts that come to the top of the knee.
4. Undershirts, or long-sleeve shirts on cold days, worn underneath should be white, black, red, or grey in color.
5. Belts: boys must wear a belt; belts are optional for K5.

vii. PE Uniform

1. The P.E. uniform consists of plain black, loose fitting, knee-length shorts and a red or other “Open Door” t-shirt.
2. Girls may wear loose-fitting black capris instead of shorts.
3. 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.
4. Shorts, capris, and sweatpants may be purchased anywhere, provided they comply with the above guidelines.
5. Proper attire for P.E. is part of a student’s grade for the day.

viii. Other Dress

1. 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. Any other athletic pants worn these days should be loose-fitting (no spandex or leggings).
2. Students are to wear appropriate clothing when attending school events.

d. Lunches/food

- i. ODCA does not have a full-service lunch program. Students should bring a lunch in an appropriate container along with necessary items, such as forks, napkins, etc. and/or purchase items at school.
- ii. Microwaves are available to prepare food, and students should be courteous and conscientious of their use, cleaning spills as needed.
- iii. Students in kindergarten to 2nd grade may not use microwaves to prepare food items brought from home. (Staff may assist with items purchased at school.)

e. Technology

i. Personal Devices

Cell/mobile phones and smart watches/devices are not allowed to be on during school hours and must be stored in a student’s own bag. If a student checks their phone/device without permission, the phone/device will be removed and taken by administration, and the student’s parent may retrieve it. Subsequent violations will begin disciplinary actions and/or a \$20 fee added to the FACTS account.

ii. Technology and Internet

1. Any student who purposefully modifies or alters school computers, software, or school supplied devices will be dealt with as if they had damaged school property.
 - a. The student will be responsible to pay for the damage.

- b. Disciplinary action may occur, depending on the offense.
- 2. Students may not go into another student's ODCA or personal computer or their email account.
- 3. No student is permitted into a teacher's reserved area under any circumstance. Any violation will be dealt with in the same manner as accessing another student's locker or a teacher's desk.
- 4. Limited Internet access is available to students. Internet use is restricted to research for class projects, language students, or specific assignments.
- 5. ODCA will issue student discipline up to and including suspension and expulsion if they are involved as a host or participate in content on the Internet that devalues or disrespects persons, institutions, or Biblical values.
 - a. Posting content on social websites like Facebook, Twitter, Instagram, Snapchat, or other similar sites that is in the opinion of school administration inappropriate, will result in disciplinary action.
 - b. If a student's personal Internet posting includes a threatening message to another student or staff member, a violent website, inappropriate comments about the school or staff, sexting, bullying, or inappropriate pictures and/or language, the student will face school discipline and if appropriate, authorities will be notified.

5. Attendance Requirements

The normal school week schedule is Monday to Friday, 7:40 A.M. to 2:45 P.M. Students may not arrive before 7:25 A.M. or stay beyond 3:00 P.M. unless arrangements have been made.

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. Family vacations are not excused. 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. Faxed excuses must be unaltered and come from the doctor's office to **225-667-4126**. 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.

a. Tardies & Absences

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, the student's FACTS account will be billed \$15. The 8th+ tardy, the student's FACTS 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.

In the event a student fails based solely on the violation of the attendance policy and all other academic criteria has 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.

b. Elementary

K5-8th grade student checking in after 11:15 a.m. or checking out before 11:15 a.m. will be considered absent for that day.

c. High School

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.

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.

d. Graduation

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

6. Academics

God is the source of all knowledge, so all academic material is taught with the Bible as the final authority of truth. ODCA seeks to integrate the Bible in each subject as well as teaching the Bible as a regular subject. Each student is required to have a Bible in school daily. We use the King James Version for chapel and Bible memory. Each school day begins with God's Word, prayer, and pledges to the American flag, Christian flag, and the Bible.

a. Grading Scale

90-100	A
80-89	B
70-79	C
60-69	D
0-59	F

b. Academic Recognition

ODCA recognizes students who excel academically each grading period. The Principal's List is for those who achieve all A's. Honor Roll is for those who achieve A's and B's. High school graduates may also receive academic honors for having a GPA of at least 3.75 (cum laude) or 3.9 (summa cum laude).

c. Homework

- i. Homework is a necessary part of education. The purpose of homework is to practice the material explained in class for additional exposure to help the student master the essentials of the content taught and for remedial activity as necessary.
- ii. Generative Artificial Intelligence
(Generative AI) has become a problem in education, where students use this technology to complete work and to pass it off as their own. While there may be times where a student is permitted by their teacher to use

Generative AI for an assignment, the use of Generative AI to complete an assignment without permission from the teacher is not permissible and will be considered cheating.

iii. Plagiarism

Students will learn to write in a scholarly way and must take care to quote resources and to not copy the ideas and wording of others in a way that it is claimed as their own. Plagiarizing the works of others is dishonest and is not permissible.

iv. Study Habits.

It is important that the student develop good study habits.

1. Think positively and do his/her best.
2. Ask questions when they do not understand.
3. Minimize distractions so they are able to concentrate and work diligently.
4. Work on long-term projects for a few minutes each night instead of waiting until just before the project is due.
5. Take all needed materials to class each day.
6. Listen in class and take part in class discussions.
7. Note-taking is an important part of class participation.
8. Schedule time for homework each night.

v. Homework may be assigned daily, with the following exceptions:

1. No homework is assigned to be due on Thursday to encourage students to attend the mid-week activities at their churches. Occasionally, exceptions may be made to this policy due to inclement weather or around school breaks and semester exams.
2. We try, as much as possible, to limit homework being due the day after special events (concerts, etc.)
3. Homework is not assigned to be worked on or due immediately after school breaks (Thanksgiving Break, Christmas Break, and Easter/Spring Break).

vi. Impact of unforeseen school closures

1. Tests/quizzes, and homework scheduled for the first day of the unforeseen closure will be due the first day school resumes. Teachers may reschedule if circumstances dictate that being the best thing to do.
2. Tests and quizzes due the day classes resume after an unforeseen closure will be rescheduled.
3. Unforeseen school closures may impact the normal homework policy, but we will do everything possible to be reasonable in what is expected.

e. Work Completion and Quality

Students are to complete all assignments on time and to the best of their ability. Teachers will assign homework to reinforce and support what is being taught. New concepts are often best internalized by homework practice and then reviewed by quizzes and remembered for tests/exams. Teachers will make homework assignments meaningful and clear, fully sensitive to the student's total homework load. Students who are diligent in their classwork and use of time will reduce their homework each evening. Teachers may also offer homework incentives to encourage students to learn and to excel on quizzes and tests.

Students who are absent have one school day for each day the student was absent from class to make up assignments or tests. For example, if a student missed two days (or a class during 5th hour), that student has two school days (or two 5th hour classes) to make up the missed assignments. It is the student's responsibility to check the Facts System and communicate with teachers to stay current with individual class assignments.

Missed Graded Assignments Schedule

Students who are late turning in a paper, project, or other graded assignment will have their grades deducted by 10% each class period the assignment is missed by the following:

- -10% for 1 day/class period late
- -20% for 2 day/class periods late
- -30% for 3 day/class periods late

When a student misses an assignment, the grading code "M" (missing) will be given in the grade book and will be calculated as a 0% until the assignment is made up.

When a **secondary student** is not returning homework or completing assignments well, the teacher will require a student to report to a 30-minute day extension from 2:45-3:15 PM. Homework can be made up following the Missed Graded Assignments schedule. Students must stay the full duration. Failing to attend will result in a detention, and the assignment will be completed, regardless of points available.

A middle school or high school student who has failed classes and has not successfully done credit recovery or "summer school" should not expect to graduate from ODCA and may be denied reenrollment.

f. Physical Education

Most grades participate in PE, unless excused from the course by a doctor's excuse. Students must be properly dressed in their P.E. uniforms which will be reflected in their P.E. grade. Graduation requires two years of PE.

g. Dual Enrollment

ODCA is working with collegiate institutions to make available dual enrollment opportunities for high school students. These classes are designed to challenge academically oriented students while earning high school and college credits. Students will need to accomplish the college class requirements to receive credit. Dual enrollment classes receive a .5 credit increase over a non-dual enrollment class.

h. Exams

For upper division students, exams are standard. Exam exemptions are rewarded to students who exemplify Conqueror character in several areas. First-semester exemptions are earned by students scoring a 3.0 or higher on any dual enrollment classes in the previous school year. Exemptions are also granted for students with at least a B in the course and by increasing their reported ACT scores by 3+ points or earning a composite score of 30 or above. These incentives may be used once. Teachers may exempt a student from the second-semester final exam if the student has an "A" average in all grading periods in that subject, has not missed more than five classes in a semester (including excused absences), has completed all homework assignments, and has a record of excellent behavior and participation in the classroom.

i. Progress Reports and Report Cards

Progress reports will be sent home by email every 4 ½ weeks into each 9-week period. Report cards are issued at the end of each nine-week period as a part of two semesters, fall and spring. Regularly check FACTS to track grades.

j. Standardized Testing

ODCA students participate in standardized testing, including NWEA 3 times per year. All 8th-10th graders will take the Pre-ACT in the spring to prepare and improve their ACT scores. To ensure maximum time to raise their ACT score to a satisfactory level to broaden their college options, students are encouraged to take the ACT their sophomore year and numerous times afterward by registering directly for the ACT at actstudent.org. Students must denote their scores be reported to Open Door Christian Academy with the school code of **191107**.

k. Textbooks

Textbook fees cover their use, however, some textbooks are intended to be used for multiple years. Students are expected to handle them with care. Textbooks with excessive wear, damage, or being lost will incur a fee determined by the teacher and confirmed by administration. Damaged textbooks: \$25; badly damaged but usable: \$50; damaged beyond repair, unusable, or unreturned/lost: \$100.

I. Graduation Requirements

Students must meet all courses, credits, and conduct requirements to graduate. A minimum of 24 to 25 credits of high school courses is required for graduation. 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	4 credits
Science	4 credits
English	4 credits
Social Studies	4 credits
Foreign Language	2 credits
Physical Education	1.5 credits
Health	.5 credits
Mathematics	4 credits
Fine Arts	1 credit
Computer Science	1 credit (2027+)
Total Needed	24 to 26 credits

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

Seniors are encouraged to complete the FASFA (Free Application for Student Financial Aid) form to begin the college application process.

ODCA selects graduating seniors to represent the class academically from those who have completed at least 13 or more high school credits at ODCA. These students must have a GPA of at least a 3.5 and a good disciplinary record with no detentions. Valedictorians (highest class GPA) will be selected from classes with 3 or more graduates; Salutatorians (second-highest class GPA) will be selected from classes with 12 or more graduates. If there is a tie academically, additional criteria may be used, such as disciplinary records, attendance records, and length of time enrolled and attending ODCA.

7. Extracurricular Activities

a. Purpose

Extracurricular activities and events are planned to give young people the opportunity to use and develop their God-given talents as they represent Christ. We strive for excellence and commitment as students learn roles and how to handle success and disappointment as they approach these opportunities with a Biblical worldview.

b. Academic and Character Requirements

Eligibility standards are designed to help students maintain a satisfactory and consistent performance in academic work. Students with a “D” will be placed on a watch list. Students earning an “F” may be ineligible to participate. Improper conduct will also result in ineligibility.

8. Discipline

a. 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.

b. Guidelines

i. Lower Elementary (K-4)

Lower elementary classes may use different systems of discipline and reward, such as color/clip charts, in addition to these general guidelines:

1. Verbal warning
2. 1st correction – 5 minutes off recess or PE time
3. 2nd correction – 10 minutes off recess or PE time
4. 3rd correction – 15 minutes off recess or PE time and report

ii. Upper Elementary (5) and Lower Middle School (6)

1. Verbal warning: given for classroom behavioral issues and disruptions and may result in a loss of recess time.
2. Multiple warnings: If a student has multiple warnings in the same day for the same or similar behaviors, potential consequences are loss of recess time, spending a portion or all of lunch apart, parent notification, conference with school administration.
3. Ongoing discipline pattern: If a student demonstrates a pattern of discipline issues, the student will have a conference with school administration and parental notification will occur.

4. 6th Grade beginning of second semester: demerit system as outlined below will be used for discipline issues as appropriate.
- iii. Upper Middle School (7-8) and High School (9-12)
1. Verbal warning will be used generally but not necessarily in all cases.
 2. Demerit System: the demerit system is a guide used to monitor a student's behavior. Demerits are assigned based on the infraction and the following guide. Administration may alter the number of demerits assigned based on circumstances.
 3. Demerit Chart

Offense	Occurrence							
	1	2	3	4	5	6	7	...
Disruption/Talking in Class	1	2	4	8	10	10	10	10
Dress Code Violation	1	2	4	8	10	10	10	10
Tardiness to Class	1	2	4	8	10	10	10	10
Gum	1	2	4	8	10	10	10	10
Horseplay	5	5	10	10	10	10	10	10
Inappropriate/crude language	5	5	10	10	10	10	10	10
Cheating	5	10	10	20	20	25	25	-
Disrespect of Peers/Bullying	5	10	10	25	25	25	-	-
Racist Comments/Jokes	10	15	25	25	25	-	-	-
Defacing School Property	10	15	25	30	-	-	-	-
Lying	10	15	25	30	-	-	-	-
Direct Disobedience	10	15	25	30	-	-	-	-
Skippping Class	25	25	25	25	-	-	-	-
Disrespect of Authority	25	25	25	25	-	-	-	-

4. Certain behaviors, during school and non-school hours, are included in the demerit system and are dealt with outside the above chart and according to the serious nature of these offenses, up to and including immediate dismissal from school. This includes behaviors such as:
 - a. Bullying, fighting, use of tobacco (including vaping and electronic cigarettes), illegal drugs, alcohol, pornographic materials, and immoral behavior.
 - b. Communications, texting, group chats, or social media/online postings that violate any school policy that devalues or disrespects persons, institutions, or Biblical values.
 - c. Social media trends and challenges designed to harm, haze, damage property, and are out of sync with the ODCA's values.
 - d. Inappropriate use of God's name is not acceptable at any time.

5. Demerit Levels:
 - a. 15 demerit increments – Detention
 - b. 25 demerits – Email/letter sent home
 - c. 50 demerits – Student is placed on conduct probation; administration and parents meet with student
 - d. 75 demerits – Student is required to serve a 3-day suspension; parent conference
 - e. 100 demerits – Student is dismissed from ODCA and may not apply for reenrollment for at least one full semester after the semester of the dismissal.
6. Detentions:
 - a. Detentions are served on Tuesdays after school and ending at 3:50 P.M., unless communicated otherwise.
 - b. Students must secure transportation and be picked up by 4:00 P.M.
 - c. Detentions are assigned for each 15 demerits received or for 6 unexcused tardy offenses.
7. Suspension: A student may be suspended from school for a set time period, removing a student from participation of any school functions during that time.
 - a. Suspended students are to make up work missed while on suspension according to the normal “Make-Up Work due to Absence” policy.
 - b. Suspensions are given when a student obtains 75 demerits in a semester or has an offense that rises to the level of suspension in the administration’s opinion.
8. Expulsion: A student may be dismissed from ODCA. During this period, the student is restricted from attending ODCA functions (including athletic practices or games, fine arts rehearsals or performances, etc.) and may not apply for reenrollment for at least one full semester after the semester of the dismissal. Reenrollment will include obvious correction in the student’s attitude and actions, approval of the administration, and the student will be placed on disciplinary probation the first semester back in school. This action is reserved for extremely serious and/or continuing offenses, such as:
 - a. Weapons possession, threat, or use
 - b. Using or possessing tobacco (including vaping, etc.) or alcoholic beverages

- c. Handling, using, or encouraging the use of drugs for other than medical purposes approved by a physician
- d. Participating in theft, vandalism, or other unlawful activities
- e. Immoral or lewd behavior
- f. Possessing or sharing of pornographic or lewd materials

9. Disciplinary Probation

A student may be placed on disciplinary probation when repeatedly ignoring, disobeying, or flaunting school regulations and/or teacher instructions. The purpose of disciplinary probation is to allow the school administration to evaluate a student's progress and repentance from disciplinary problems. It also helps to establish a program and an atmosphere that will make the student and the family aware of the responsibility to agree and work toward ODCA's codes and conduct. If a student fails to respond to this action, suspension or expulsion may follow. Parents/guardians will be notified of this action by the school.

10. Academic Probation:

If a student is placed on academic probation, their grades must average at least a "C" and have no failing grade upon receiving his/her first report card since being placed on academic probation. Faculty and administration will work with the student, and if it is necessary a student may be asked to leave the school if the grade criterion is not met.

11. Conduct Probation:

- a. When the administration is concerned for a student's behavior and lack of discipline, or when a student reaches 50 demerits, he/she will be placed on conduct probation, and the following will apply for the remainder of the school year:
 - i. Student may not serve on student council.
 - ii. Student may not hold a senior class officer position.
 - iii. Student may not run for class officer position if during the junior year.
 - iv. Student may not be permitted to join or remain in the ODCA Beta Club (Beta Club by-laws stipulate that being removed for behavior the student may not rejoin).
 - v. Student may not serve on a chapel worship team.
 - vi. Student may not serve as the captain of an athletic team.
- b. Upon reaching 75 demerits:

- i. Student may not participate in state-level competitions (fine arts, choir, academics, etc.)
- ii. Student may not attend middle school or high school spring field trips and will serve an in-school academic workday.
- iii. If the student is an athlete, he/she is suspended from academic participation for two weeks.

9. Miscellaneous

a. 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 discipleship goals and matters 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 or after work hours. If a parent has a concern about a teacher or staff member, they should consult with the school Administrator.

b. Copier Use

Students may only use the school copy machine when directed by a staff member.

c. 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.

d. Phone Use

Students may only use a school phone when directed by a staff member.

School App

EVERYTHING IN ONE PLACE!

Stay connected and informed with our school app — your go-to hub for all things related to your child's education. With just a few taps, you can access:

- Gradebook & progress updates
- Homework & assignments
- Lunch item ordering
- Behavior reports
- Financial information
- School calendar & events
- And so much more!

Scan the QR code to download the app today and stay connected every step of the way.

