100 YEARS FROM NOW…
WE WILL HAVE MADE A DIFFERENCE IN THE LIFE OF A CHILD

OPEN DOOR CHRISTIAN ACADEMY
26 GARTLEY ST.
LISBON, ME 04250
207-353-2268
FAX: 207-353-2268

www.odcame.org
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# OPEN DOOR CHRISTIAN ACADEMY
## 2017-2018 SCHOOL CALENDAR

<table>
<thead>
<tr>
<th>Month</th>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>August</td>
<td>31</td>
<td>Mandatory Orientation Meeting – 6PM</td>
</tr>
<tr>
<td>September</td>
<td>5</td>
<td>First Day of School - 8AM</td>
</tr>
<tr>
<td></td>
<td>13</td>
<td>Delayed start for grades 1-12 – 10AM</td>
</tr>
<tr>
<td></td>
<td>13</td>
<td>NO AM Kindergarten</td>
</tr>
<tr>
<td>October</td>
<td>9</td>
<td>NO SCHOOL (Columbus Day)</td>
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<tr>
<td></td>
<td>17</td>
<td>Fall Picture Day</td>
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<tr>
<td></td>
<td>19</td>
<td>Kindergarten PTM-6:00PM</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Elementary PTM-6:30PM</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Junior and Senior High PTM-7:00PM</td>
</tr>
<tr>
<td></td>
<td>27</td>
<td>End of 1st Quarter</td>
</tr>
<tr>
<td>November</td>
<td>10</td>
<td>NO SCHOOL (Veterans’ Day)</td>
</tr>
<tr>
<td></td>
<td>22-24</td>
<td>NO SCHOOL (Thanksgiving Break)</td>
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<tr>
<td>December</td>
<td>19</td>
<td>Early Dismissal-12PM</td>
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<td></td>
<td>20-Jan 2</td>
<td>NO SCHOOL (Christmas Break)</td>
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<tr>
<td>January</td>
<td>3</td>
<td>Return to School from Christmas break - 8:00AM</td>
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<tr>
<td></td>
<td>4</td>
<td>Kindergarten PTM-6:00PM</td>
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<td></td>
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<td>Elementary PTM-6:30PM</td>
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<td>Junior and Senior High PTM-7:00PM</td>
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<td>11-12</td>
<td>Mid-term Exams</td>
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<tr>
<td></td>
<td>12</td>
<td>End of 2nd Quarter</td>
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<td>15</td>
<td>NO SCHOOL (Martin Luther King Jr. Day)</td>
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<tr>
<td>February</td>
<td>12-19</td>
<td>NO SCHOOL (Winter Break)</td>
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<td>March</td>
<td>23</td>
<td>End of 3rd Quarter</td>
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<td>29</td>
<td>Science Fair-6PM</td>
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<td></td>
<td>30</td>
<td>NO SCHOOL (Teacher's Workshop)</td>
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<tr>
<td>April</td>
<td>16-20</td>
<td>NO SCHOOL (Spring Break)</td>
</tr>
<tr>
<td>May</td>
<td>5</td>
<td>Spring Formal</td>
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<tr>
<td></td>
<td>8</td>
<td>Teacher Appreciation Day</td>
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<td></td>
<td>22</td>
<td>Senior's Last Day</td>
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<td></td>
<td>27</td>
<td>Senior Graduation-6PM</td>
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<tr>
<td></td>
<td>28</td>
<td>NO SCHOOL (Memorial Day)</td>
</tr>
<tr>
<td></td>
<td>30</td>
<td>Kindergarten Program &amp; Graduation-6PM</td>
</tr>
<tr>
<td></td>
<td>31</td>
<td>Last Day of School</td>
</tr>
<tr>
<td></td>
<td>31</td>
<td>8th Grade Graduation/School Awards - 6PM</td>
</tr>
</tbody>
</table>
I. Introduction

A. History
Open Door Christian Academy is a private, non-profit Christian school founded in 2001 as a ministry of Open Door Bible Baptist Church. The curriculum provides a traditional Christian education founded on the principles of Scripture. These principles are incorporated in each subject throughout every class and by all instructors. The school implements the teachings of the family and the local church, helping to rear children in the nurture and admonition of the Lord.

B. Statement of Faith

- We believe in the verbal inspiration, inerrancy, and authority of the Scriptures in their entirety, both Old and New Testament (II Timothy 3:16, II Peter 1:20-21).
- We believe that the Godhead exist eternally in three Persons: God the father, God the son, and God the Holy Spirit; and that these three are one God (Genesis 1:26; John 4:24; 10:30; Deuteronomy 6:4).
- We believe that man was created in the image and likeness of God but voluntarily fell from his sinless state. As a result, all men are sinners and hopelessly sinful in themselves apart from God (Genesis 1:27; 9:6; Romans 3:23; 5:12; Ephesians 2:1).
- We believe that the eternal Son of God became incarnate in the Lord Jesus Christ, conceived by the Holy Spirit, born of the Virgin Mary, and is both true God and true man, apart from sin (John 1:1, 14, 18; Matthew 1:21-23; I John 5:20).
- We believe that the salvation is received by grace alone through faith in the substitutionary death of the Lord Jesus Christ; that he died for our sins and was resurrected for our justification (I Peter 3:18; I Corinthians 15:1-4; Acts 4:12; Ephesians 2:8-9).
- We believe that every believer, born of the Spirit of God, can have full assurance of salvation and is entirely secure in Christ (John 3:5–6; I John 5:12–13; John 10:28–29).
- We believe that every believer is called to a holy life of service and should belong to a Bible-believing local church for worship, fellowship, and for the furtherance of the gospel to every creature at home and around the world (I Peter 1:15–16; Matthew 28:19–20; Hebrews 10:25; Acts 1:8; Mark 16:15).
- We believe the Genesis account of creation is to be accepted literally; that the creation was accomplished and six (6), 24 (24) hour days; that man was created directly in God’s own image and likeness; that man’s creation was not a matter of evolution, or evolutionary change in species, or development through interminable periods of time from lower to higher life forms; that all animal and vegetable life for me directly by God, and God’s established law was that they should bring forth only “after their kind”. We deny any forms of atheistic or theistic evolution (Genesis 1; 2:2; Exodus 20:11; Romans 1:19–20).
- We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman. We believe that any form of homosexuality, lesbianism, bisexuality, bestiality, incest, fornication, adultery and pornography are sinful perversions of God’s gift of sex. (Genesis 2:24; 19:5, 13; 26:8-9; Leviticus 18:1–30; Romans 1:26–29; I Corinthians 5:1; 6:9; I Thess-
C. Mission
Our mission is to assist parents in the training of their children to conform to the image of Jesus Christ.

D. Statement of Purpose
The primary objective and purpose of Open Door Christian Academy is to train the student in the knowledge of God and to give the student a superior education. The teachers of Open Door Christian Academy realize the solemn responsibility before God in molding the life and character of each of their students to give a good foundation for each child’s future. The well-qualified administration and faculty demonstrate a caring concern for each child under their care.

E. Statement of Nondiscrimination
Open Door Christian Academy admits students of any race, color, national and ethnic origins to any activity at the school. It does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, admission policies, athletics or other school programs.

II. Admissions

A. Admissions Policy
1. Students are admitted on the basis of educational records, character, suitable personality, behavioral criteria, and stated objectives.
2. A written application for enrollment must be submitted with appropriate fees. New 7th through 12th grade students and their parents are required to meet with the administrator prior to admission.
3. All parents and 7th through 12th grade students are required to sign a statement of cooperation.
4. Students entering K5 must be 5 years old by October 1st.
5. Students entering K4 must be 4 years old by October 1st.
6. The academic programs at ODCA are designed for average and above average students. No provisions are available for mentally handicapped children or children with severe learning disabilities.
7. The academy reserves the right to reject students whose conduct or attitude is out of harmony with the school.

B. Enrollment Procedures
1. Complete and sign registration forms and pay registration fee and book fee.
2. New 7th through 12th grade students and parents meet with the administrator.
3. Complete and sign FACTS registration form.

C. Re-enrollment Procedures
The month of March is designated for returning students to re-enroll. Appropriate registration forms and fees will be due at that time. After March 31, enrollment will be on a first-come, first-served basis.
III. Financial Information

Open Door Christian Academy endeavors to keep tuition rates reasonable. The school does not receive governmental assistance and is not endowed or supported by outside organizations.

A. Tuition/Fees
   1. Registration fee: $80 initial registration (non-refundable)
   2. Tuition for the school year will be deducted monthly from either a savings or checking account by FACTS tuition management.
   3. Tuition is paid regardless of days your child attends each month. All holidays, etc., were taken into account when the tuition rates were set.
   4. The book fee is to be paid before your child receives any books.
   5. Other fees are expected, which will be included with the FACTS management withdrawals.
   6. Kindergarten Graduation Fee -$25 (non-refundable)
   7. Senior High Graduation Fee -$50 (non-refundable)
   8. Foreign Language/ Science Lab Fee -$30 (non-refundable)
   9. New Students testing Fee -$50. If accepted, this fee will be applied to the student registration fee. (non-refundable)

B. Financial Policies
   1. Open Door Christian Academy withdraws tuition through FACTS Management Company.
   2. FACTS will withdraw tuition on either the 5th or 20th of each month.
   3. If there is insufficient funds in the account, you will be charged a fee of $35.00.
   4. FACTS will attempt to withdraw funds again on the next billing day.
   5. FACTS will only allow three insufficient fund withdrawals in a row (a one month time frame) before your child will not be allowed to return to our school.
   6. You must have a FACTS form filled out by the first day of school (or have your tuition paid in full) before your child is allowed to enter our school. Tuition paid in full cannot be reimbursed if you choose to withdraw your child.
   7. After enrollment, arrangements for withdrawals must be made through the school office.
   8. It is the school’s policy not to refund or transfer registration fees. If the student is not accepted for admission by the school, then the registration fee will be refunded.

IV. General Information

Open Door Christian Academy reserves the right to make any changes, amendments, and corrections of the rules and policies of the school at any time, with or without prior notice.

A. Communicable Disease Policy
   1. Open Door Christian Academy desires to maintain a healthy school environment by instituting controls designed to prevent the spread of communicable diseases. A teacher or administration official who has reason to
suspect that a student or employee has a communicable disease shall immediately notify the office.

Communicable Disease Policy Continued

2. Any student with a communicable disease for which immunization is required by law or is available, shall be temporarily excluded from school while ill and during recognized periods of communicability. Students with a communicable disease for which immunization is not available shall be excluded from school while ill.
3. If the nature of the disease and circumstances warrant, ODCA may require an independent physician’s examination of the student to verify the diagnosis of communicable disease.
4. Open Door Christian Academy reserves the right to make all final decisions necessary to enforce its communicable disease policy and to take all necessary action to control the spread of communicable diseases within the school.

B. Clinic and Medication

1. For the welfare of your child and others in the school, all children who are sick should be kept at home. If a child becomes ill at school, the parents will be required to check him/her out of school. Parents will be called if the student is running a fever or throwing up.
2. If a student is to take any medication while at school, he must have this on file at the school office. The medication to be dispensed will be kept there and dispensed by the secretary according to the doctor’s instruction. Medicine must be in the proper container and be properly labeled. Under no circumstances are students allowed to possess, store in their locker, or administer any type of prescription or non-prescription drugs.
   Exception: Students may keep on their person asthma inhalers.
   PLEASE NOTE: The school will not dispense any type of medication (prescription or non) to a student if the student does not have their medication (prescription or non) on file at the school office.

C. Field Trips

Students participating in trips, whether one day or overnight, will be expected to adhere to all school policies and regulations. All students must ride on the bus if a bus is provided. Chaperones and guests are expected to conform to ODCA standards of dress and behavior.

D. Bad Weather Condition

School closing announcements will be made over channel 6 news. This can also be found on the web at www.WCSH6.com.

E. Social Activities

Although ODCA is an academic institution by nature, it also strives to provide fun and wholesome activities for its students. Throughout the year, various outings, banquets, and special events are planned. These activities are designed to meet the social needs of the
students. All such events are chaperoned and adequately supervised for the safety and well-being of all. For this reason, students may feel comfortable in participating in any of the activities. Even though some activities are off campus, school policies will always apply and be enforced.

F. Telephone
The telephone in the school is for school business. If a student is sick, the school office will call the parent. No student or teacher will be called to answer the telephone. Please do not call and ask to speak to a student. In case of emergency, call the office. It will be handled by the administration. A teacher may return your call when on break or after school.

G. Visitors
When parents or visitors come to the school for any reason, please come to the school office. Forgotten lunches, homework, etc., may be left with the secretary for the students.

H. Physical Education
Elementary students will have P.E. twice a week. 7-9 grade have P.E. daily. Students in 3-9 grade are to wear their school approved P.E. uniform to each P.E. class. The P.E. uniform consists of black shorts or pants, maroon shirt, white socks and sneakers. It is the parent’s responsibility to ensure that their child’s uniform fits them properly throughout the year. P.E. uniforms would be appropriate to wear to sports practices. Please mark the student’s name on all P.E. clothing.

I. Restrictions on Child Pick Up
If parents are divorced or separated, and one parent is not allowed to see or pick up the child, we must have on file at the school office a certified copy of the court order of final judgment. If your child is being picked up by someone other than a parent, you must notify the school office. If you cannot be reached, your child will not be allowed to leave with them. This is for your child’s safety not for your inconvenience.

J. Extended Daycare
Extended daycare is provided for Kindergarten through sixth grade at an extra cost. Please see the office for more information.

K. Lunch Program
Students may bring a packed lunch or order lunch from the school when available. Please limit the need for the microwave as most days there is not sufficient time to wait in line for them. All students have a snack time each day. This snack is not provided by the school and will need to be provided by the parent.

L. Lost and Found
There is a central location for lost and found items. Personal articles should be labeled with the name of the owner to the greatest extent possible. Articles not claimed by the end of each quarter will be given to a charitable agency.
M. Student Automobile Policies
It is a privilege to be able to drive a car to school.
1. All student-driven cars are to be registered in the school office.
2. Each driver should be an example of courteous, careful driving habits. Follow the directions of those directing traffic. Use vehicle turn signals.
3. Cars are to remain parked until students leave for the day. Parking areas will be assigned when the car is registered.
4. **Cars are not to be occupied during school hours, nor are students to sit in parked cars while waiting for school to begin or any time after school.**
5. At no time may a student leave the campus in someone else’s vehicle unless parental permission has been granted by a note to the teacher or a phone call to the school office.

N. Student Lockers
Each student in junior and senior high will be issued a locker. A combination lock may be issued at the student’s request. Students may not use personal locks on their lockers. The assigned lockers will be jointly accessible to the student and school officials and may be subject to search at the discretion of school officials. Should a student lose or damage his lock, he must pay a lock replacement fee of $5. Lockers must be kept neat and clean at all times. The school will not be responsible for missing locker items that are not properly safeguarded.

O. Student Telephones
All students who carry cell phones must have them turned off during the academic day from 8:00-3:00 p.m. If they are turned on during class time, they will be confiscated, a detention will be given, and they will not receive their phone until they pay a $10 fee.

P. Items Not Allowed at School
Wizardry Books, toys, etc.  Halloween Items
Pokémon  Easter Bunnies
Digital Music Devices  Santa Claus
Trading Cards  Toy Guns
Pictures of any music groups including on notebooks, folders and backpacks

Q. Promotion Policy
Students in kindergarten through eighth grades who make an “F” in two or more required subjects will repeat the grade. No student can make less than a 63% in any given subject. Students in ninth through twelfth grades who are enrolled in a full-year course shall receive a full credit if the student completes both semesters and the averaging of the grades obtained for each semester results in a passing grade. Students who make an “F” in two or more required subjects will repeat the grade. A student who fails Bible for two consecutive semesters will not be allowed to return to the Academy the following semester.
R. Computer Policy
Computer technology at ODCA is designed to enhance student learning. To help protect computer equipment and ensure computer security, students may not use USBs from home on school equipment.

V. Attendance

A. Punctuality
The greatest ability is dependability. Being on time is important. Classes begin promptly each morning at 8:00 a.m. A student who is not seated in his assigned desk by class time is tardy.

B. Absences
A student who must leave before 10:00 a.m. will be counted absent for the school day. Students who leave or arrive after 10:00 a.m. but before 1:00 p.m. will be counted present one-half day. Students leaving after 1:00 p.m. will be counted present for the day. Students have one extra day; along with the amount of days they missed to complete all make-up work. If work is not made up within that time frame, it could result in a zero on all late work.

1. Excused Absences:
In case of an unexpected absence, the parent must write a dated note to the teacher explaining the reason for the absence. This note must be sent the day a student returns to school. If a note is not received in the school office within two days after the absence, it will automatically be counted as an unexcused absence. There are no excused absences except for illness or death in the immediate family, emergency, and absences approved in advance. Absences approved in advance require a written parental request at least one week in advance. This gives the student adequate time to complete the required work prior to departure. It is the student’s responsibility to contact his teacher for class assignments.

2. Unexcused Absences:
Unexcused absences are given when a student misses school for reasons other than those listed above.

Students (K-2) receiving an unexcused absence will have their next test score reduced by one letter grade. Students (3rd-12th) receiving an unexcused absence will be given a zero daily grade in all subjects missed.

SPECIAL NOTE: Any student in 7th-12th grade who is absent 15 days or more (excused and unexcused) in one semester cannot pass that semester’s work. Elementary students who are absent 30 or more days during the school year cannot pass to the next grade.

C. Tardies
Tardies are disruptive to the classroom and also have an adverse effect on your child’s educational progress. A student is considered tardy if he is not in his assigned seat by 8:00 a.m. Students who are tardy must sign in at the school office.
WHEN A CHILD RECEIVES AN UNEXCUSED TARDY THREE DAYS IN ANY GRADING PERIOD, IT WILL BE MARKED AS AN UNEXCUSED ABSENCE. THREE UNEXCUSED TARDIES TO HOMEROOM WILL RESULT IN A DETENTION. EXCESSIVE TARDIES COULD RESULT IN A PARENT BEING ASKED TO WITHDRAW THEIR CHILD.

Junior and senior high students are counted tardy between classes if they are not in their assigned seat when the bell rings. Ample time is given after each class for students to prepare for the next class.

STUDENTS RECEIVING THREE TARDIES IN A CLASS WILL BE GIVEN A ZERO DAILY GRADE FOR THAT CLASS. THIS GRADE IS IN ADDITION TO ANY OTHER GRADE RECEIVED.

D. Appointments
Parents are asked to notify the teacher and office ahead of time when a student must leave early for appointments.

VI. Home/School Communication
A. Parent Orientation
It is required for parents to attend orientation at the beginning of the school year. Dates and times are listed on the school calendar on pg. 1 of this handbook.

B. Parent-Teacher Conferences
Please feel free to consult with the school regarding problems or questions that concern your child. It is the desire of the administration and faculty to be of service to both parents and student. Each teacher welcomes a visit or conference from any parent. We do urge, however, that such visits be made by definite appointment with the teacher at a convenient after-school-hour.

C. Parent-Teacher Meetings (PTM)
The parent-teacher meetings are held each grading period (see school calendar). Policies vital to the consistent training of your child are discussed.

D. Notification of Change of Address or Telephone Number
Parents are to notify the school immediately of any change of address or telephone number (home or business). It is imperative that we have the correct information in case of emergency.

VII. Car line
All students being picked up at school must use the car line at the school front entrance. Junior and senior high students not involved in sports or other school activity should be picked up by 3:15. Elementary students not picked up by 3:15 will be taken to the day care and charged accordingly. Elementary students may not wait at the school office or outside the school building after 3:15 for pickup. Please enter the parking lot through the gym side entrance.
VIII. Academics

A. Grading Scale

- 94-100........A-Excellent
- 85-93..........B-Above Average
- 77-84...........C-Average
- 70-76..........D-Below Average
- 0-69............F-Failure
- I...............Incomplete

B. Requirements for Graduation

<table>
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<th>SUBJECT</th>
<th>CREDITS</th>
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<td>Math</td>
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<tr>
<td>Total Credits</td>
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*One year of Bible is required for each high school year.

**Two years of extensive emphasis on composition and two years on literature.

Students in 9th through 12th grades may also receive 1/2 credit each for performing duties such as teacher assistant, music lessons, yearbook, and for driver’s education.

A total of 24 credits are needed along with a 2.0 GPA to qualify for graduation from Open Door Christian Academy.

C. Bible

Bible study is recognized as of fundamental importance and is a required subject. Only the King James Bible is used. A student who fails Bible for two consecutive semesters will not be allowed to return to the Academy the following semester.

D. Achievement Testing

Stanford Achievement tests are administered every year. Appointments may be arranged through the school office for parents wishing to discuss achievement test scores.

E. Gradelink

Parents may use the online grade system to view information about student’s classes, grades and more. Gradelink is also used as a valuable source of communication between parents and teachers.

F. Student Preparation for Class

Junior and senior high students must be prepared for class on a daily basis. **Chronically being unprepared for class will result in a detention!**
G. Honor Roll
The honor roll is reserved for those students whose academic achievement warrants recognition. The honor roll is divided into High Honors and Honors. High honors is for students who have all “A’s”. Honors is for students with no grade lower than a “B”.

H. Homework
Students in ODCA will normally have homework. We believe it is an integral part of the school program which will aid students in advancing their studies. Students are expected to complete the homework assigned. Parents are expected to monitor their child’s homework activity. Students are required to record all their homework assignments daily in a notebook.

A child in the elementary who does not have their homework completed on any given night will lose one merit the following morning in class and must make it up the next night. Junior high and high school students who fail to complete their homework assignments three times in any given class will be required to go to the administrator’s office and complete all of the missing homework assignment. They will receive a zero on all tests and quizzes missed while in the office. If homework offences continue, the student could be asked to leave the school.

I. Help Class
Help classes are offered at no extra charge for students experiencing difficulty in a particular subject. Parents will be contacted if it is necessary for a student to attend help class. Should you desire help for your child, you should contact your child’s teacher.

IX. Discipline
A. General Classroom Conduct
1. There are three basic rules to follow:
   a. Talk only with permission
   b. Get out of your seat only with permission
   c. Eyes on the teacher
2. Effective classroom discipline is a necessary key ingredient for a good learning environment. In order to maintain a good learning environment, we expect students to conduct themselves appropriately. The teacher is responsible for maintaining appropriate classroom behavior. Certain behavior is not acceptable and will not be tolerated. The following is not a complete list but is representative of unacceptable behavior: talking without permission, failure to complete assigned work, fighting, lying, stealing, disrespect, cursing, chewing gum, forging another’s name, cheating, and not complying with the school’s dress code. Students will receive a fine of $15, at minimum, for deliberately defacing or damaging school and/or another’s property. ODCA expects full cooperation from both student and parent in the education of the student. When misconduct occurs, corrective measures will be used to help the student change his/her behavior and attitude. Typical corrective measures are loss of recess time, detentions, a student/teacher conference, parent/teacher conference, meeting with the principal and suspensions.
3. To encourage good behavior, Kindergarten through sixth grade students earn merits each day. The following is a list of the merit system:
   No offenses—Super
   One offense—Great
   Two offenses—Good
   Three offenses—Parent contacted; one night detention (3-6)

B. Detention
Students serve detention from 3:05-3:45 p.m. and must complete work as assigned by the teacher who issued the detention. All students receiving a detention will be given a detention slip to be signed by the parent. All detentions are to be served the day after the offense. Three detentions in one quarter will result in a Saturday detention to be served from 7AM to 10AM, where the student will be charged a fee of $50 to pay for the teacher to watch them. Students can be suspended for an accumulation of detentions and for major behavioral problems.

ODCA expects full cooperation from both student and parents in the education of the student. If at any time the school feels that this cooperation is lacking, the student may be requested to transfer out. If the student’s behavior or attitude indicates an uncooperative spirit or one that is out of harmony with the spirit standards of ODCA, whether or not there is a definite breach of conduct, he may be requested to transfer out.

Attendance at Open Door Christian Academy is a privilege and not a right. Students forfeit this privilege if they do not conform to the standards and ideals of work and life of Open Door Christian Academy.

C. Suspension
   1. In-School
      Students whose conduct has been shown to be unacceptable may be subject to suspension. Students will spend the entire school day in the school office and must still complete all assigned work. Major behavioral problems could result in Out-of-School suspension or dismissal.

   2. Out-of-School
      Students with an Out-of-School suspension are not allowed on the school grounds to attend any functions. A zero daily grade will be given in each class and averaged in with the current term’s grades. All tests and class work missed must be made up the day the student returns to school. A suspension will cause the student to become ineligible for sports for the remainder of the season in which they received the suspension. Further behavioral problems could result in dismissal.
D. Dismissal

Students who are involved in any of the following forms of misconduct may be dismissed immediately from the school and reported to authorities as necessary.

<table>
<thead>
<tr>
<th>Alcohol</th>
<th>Indecent Language</th>
<th>Pornography</th>
</tr>
</thead>
<tbody>
<tr>
<td>Drugs</td>
<td>Immorality</td>
<td>Tobacco</td>
</tr>
<tr>
<td>Assault</td>
<td>Gambling</td>
<td>Firearms/Weapons</td>
</tr>
<tr>
<td>Rock Music/Concerts</td>
<td>Public dances</td>
<td></td>
</tr>
<tr>
<td>Chronic Behavioral Problems</td>
<td>(including proms)</td>
<td></td>
</tr>
</tbody>
</table>

X. Uniform Dress Code

A sense of the need for appropriate dress standards has led ODCA to adopt standards of conduct and appearance. All students are to be neatly dressed in school uniforms during school hours and for all Academy-sponsored after school activities. Parents and guests of students are requested to dress modestly while on school property and while attending Academy functions.

Students violating the uniform dress code may, at the discretion of the administration, be asked to leave campus until their appearance meets Academy standards. The school administration reserves the right to initiate policies on new fads and changes in lifestyles throughout the school year. Our dress standards are as follows, and keeping them are necessary to remain a student at Open Door Christian Academy.

Students must have the appropriate school approved uniform on the first day of school.

Boys must maintain a haircut that includes a neat trim and tapered on the sides and back. This means: (1) not touching the eyebrows, (2) not touching the ears, (3) not excessively bushy, (4) not turned up on the ends because of length, (5) not on the shirt collar, and (6) no more than 1½” in length away from head. Bowl, braids, pigtail cuts, and symbols cut in the hair are not permitted. Boys are not to wear beards, mustaches, goatee, or sideburns that extend below the middle of the ear. Extreme hair styles or colors are not permitted. Boys may not wear neck jewelry or earrings at any time while on campus or at off-campus school sponsored events.

Students may not wear hats and caps anytime in any campus building.

Girls must maintain a standard of modesty in all clothing. Uniform skirts and jumpers are expected to touch the floor when kneeling. Parents should pay particular attention to growing girls that their jumpers and skirts do not become too short or too tight during the school year. Skirts must be worn at the waist, and not around the hips. Proper undergarments **MUST** be worn at all times. Extremely heavy makeup, earrings in the nose, tongue, cartilage, or extreme body parts are not permitted.

**K4 and K5 Girls**
Skirts or Dresses. Closed toed shoes are encouraged

**K4 and K5 Boys**
Collared Shirts. Pants, no shorts

**1st-12th Grade Students**
See Land’s End for choices
Seniors-
After the last game of the year, 12th grade students do not have to be uniform and may wear the following:

Boys- Neatly groomed facial hair, dress pants and dress shirts.

Girls- May wear skirts or dresses that still touch the floor when kneeling. Clothing must have room to move.

Seniors can lose this privilege if their behavior or dress becomes a problem.
<table>
<thead>
<tr>
<th>Student Supply List</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Kindergarten</strong></td>
</tr>
<tr>
<td>□ 4 boxes of tissues</td>
</tr>
<tr>
<td>□ back pack</td>
</tr>
<tr>
<td><strong>1st &amp; 2nd Grades</strong></td>
</tr>
<tr>
<td>□ KJV Bible</td>
</tr>
<tr>
<td>□ 4 packages wide-ruled loose leaf paper</td>
</tr>
<tr>
<td>(2nd Grade only)</td>
</tr>
<tr>
<td>□ pckg. of construction paper</td>
</tr>
<tr>
<td>□ 2 two-pocket folders</td>
</tr>
<tr>
<td>□ backpack &amp; lunch box</td>
</tr>
<tr>
<td>□ 1 Clorox or Lysol wipes</td>
</tr>
<tr>
<td><strong>3rd &amp; 4th Grades</strong></td>
</tr>
<tr>
<td>□ KJV Bible</td>
</tr>
<tr>
<td>□ 4 packages wide-ruled loose leaf paper</td>
</tr>
<tr>
<td>□ 12” ruler with a metric side</td>
</tr>
<tr>
<td>□ 2 two-pocket folders</td>
</tr>
<tr>
<td>□ backpack &amp; lunch box</td>
</tr>
<tr>
<td>□ 1 Clorox or Lysol wipes</td>
</tr>
<tr>
<td>□ glue sticks</td>
</tr>
<tr>
<td><strong>5th &amp; 6th Grades</strong></td>
</tr>
<tr>
<td>□ KJV Bible</td>
</tr>
<tr>
<td>□ 4 packages college-ruled loose leaf paper</td>
</tr>
<tr>
<td>□ 12” ruler with metric side</td>
</tr>
<tr>
<td>□ 7 two-pocket folders</td>
</tr>
<tr>
<td>□ backpack &amp; lunch box</td>
</tr>
<tr>
<td>□ 1 Clorox or Lysol wipes</td>
</tr>
<tr>
<td>□ 1 pckg. of construction paper</td>
</tr>
<tr>
<td>□ small pencil case</td>
</tr>
<tr>
<td><strong>Junior and Senior High</strong></td>
</tr>
<tr>
<td>□ KJV Bible</td>
</tr>
<tr>
<td>□ loose leaf paper</td>
</tr>
<tr>
<td>(college rule)</td>
</tr>
<tr>
<td>□ graph paper</td>
</tr>
<tr>
<td>□ pens, pencils, eraser, highlighter</td>
</tr>
<tr>
<td>□ red pencils</td>
</tr>
<tr>
<td>□ 6” ruler</td>
</tr>
<tr>
<td>□ <strong>9th -12th only: Scientific Calculator-see Mrs. Morse for preferred choice</strong></td>
</tr>
<tr>
<td>□ <strong>Geometry Students-1/2” 3 ring binder with dividers</strong></td>
</tr>
</tbody>
</table>
Sports

Junior Varsity/Varsity High School - Boys

Junior Varsity Cross Country
Varsity Basketball
Cross Country
Soccer

Junior Varsity/Varsity High School - Girls

Varsity Volleyball
JV Volleyball
Cross Country
Cheerleading
Soccer
Philosophy of Athletics

Open Door Christian Academy believes that participation in an interscholastic sports program gives the student the opportunity to not only exercise his body, but also to put into practice the Christian character training and spiritual principles he has received at home, in church, and in the classroom.

The goals of the athletic program are the same as the goals for Open Door Christian Academy. Biblical principles for living and the building of Christian character in the lives of our athletes are of the utmost importance.

In I Corinthians 10:31 we see our philosophy of sports. “Whether therefore ye eat, or drink, or whatsoever ye do, do all to the glory of God.” In keeping with this philosophy we provide: training sessions for coaches and athletes, the use of only certified officials for all High School contests, the purchasing of quality uniforms and equipment, and high academic standards which must be maintained for participation in the school’s athletic program.

At Open Door Christian Academy our students are taught that it is no disgrace to lose or to fail, but that it is a disgrace to do less than your best to keep from losing or failing. “True winning” is giving one’s best to the glory of God.

Discipline Standards

Athletes at Open Door Christian Academy are expected to be leaders not only academically but also in their conduct and behavior.

If a student receives a detention on game day, he will be ineligible to play in the game that night.

Any student who receives five (5) detentions or a suspension during a sports season will be dismissed from the team for the remainder of the season. Any single act, event, or attitude can result in a player being dismissed from a team if deemed warranted by the administration.
League Affiliation

Open Door Christian Academy is a member of the A.C.E.L. Our purpose for being a part of the A.C.E.L. is for athletic competition only. We do not condone or try to legislate some of the practices other schools may use in the A.C.E.L. We believe we can be a testimony by the way our coaches, fans, players, and students conduct themselves at an athletic event.

Sport Fee

Please know that we endeavor to keep all costs to a minimum but there are certain costs involved with sports, such as; official fees, association fees, gas, etc. that we have no control over. Therefore, the Sports Fee must be paid in full at the start of the sport season in which you are playing and that fee must be paid separately from tuition payments. **If the fee is not paid by the first home cross country meet, or game, students may not participate in it or any further games until their fee is paid in full.** Occasionally there will be additional costs such as: shoes, jackets, etc. which will be the parent’s responsibility to pay, along with the sports fees.

Medical Information

Any injury or illness that occurs during a practice or game should immediately be reported to the coach for evaluation. If medical attention is needed the parents will be notified as soon as possible. All injuries and incidents will be recorded on an Accident/Injury Report and turned in to the ODCA office on the day of the occurrence (if the office is not open it will be turned in the next school day).

Athletic Eligibility

Because of the fact that Open Door Christian Academy considers participation in its athletic program to be a means to an end and not the end itself, students are required to maintain a specific standard of academic work and personal conduct in order to be eligible for athletic participation.

To be eligible for athletic participation, students must maintain at least a 2.0 GPA without an “F” in any subject. Grades will be checked for eligibility at three-week intervals beginning with the completion of the 6th week of school. First time ineligible students may still attend practices but may not play or travel with the team.
Road Trips

Any student participating in a High School sport can anticipate traveling with the team unless notified otherwise by the Athletic Director or Administration.

Activities Bus Policy

Players need to take note of the schedules for departure and arrival times. Please keep in mind that it is almost impossible to guess exact times for arrivals. We suggest that players bring a cell phone so they can call home when we arrive at a restaurant. This will give parents a better idea of our arrival times.

Cell phone use on the bus is only allowed when approved by the coach and driver.

Players are required to ride the bus to all away games. If your parents attend away games then you may ride with them on the trip home. If any student wishes to ride with another parent home; they must have permission slips signed by their parents.

Pick up and drop off at any destination other than the church parking lot is prohibited.

When classes are in session during bus departure times, students who are not on the team will not be excused from classes to travel with the team.

Players are to take good care of the bus. Please remove all sharp objects from rear pockets to avoid cuts, tears, and marks on the seats. Climbing over the seats and hanging out of the windows are prohibited.

Eating on the bus is only allowed when approved by the coach and driver.

Electronic items such as IPods and video games are prohibited.

All players are required to help clean the interior of the bus completely upon return from a road game.

Game Participation

Being a member of the sports program is a privilege. Each young person serves a different purpose in the overall success of a team. Being a member of a team does not guarantee you playing time. Game playing time will be based on the coach’s discretion and your hard work.
Letter Requirements

When participating in a varsity sport, any student in the ninth grade or above has the opportunity to earn a varsity letter. A letter is earned if the athlete participates in at least 50% of the game time in that sport. Anything less than 50%, the student receives a certificate of participation.

If at any time the student quits a sport, they forfeit any possibility of receiving a certificate or letter for that sport for that year.

Attendance Requirements

Regular attendance to practices and games is expected of all students participating in a sport.

A student who knows he must miss a practice or game should notify his coach as far in advance as possible. Failure to do so will result in disciplinary action. In case of a sudden illness or emergency situation, a note signed by the parent should be brought to the coach upon a student’s return.

Unexcused Absence: A student who is absent from one practice in a week will be ineligible to play in the first half of the next game. A student who is absent from the practice prior to the game or absent from two practices in one week will be ineligible to play in the next game. Coaches do have the authority to issue other disciplinary measures with approval of the athletic director. A student who is absent from school for more than a half day should not attend practice or games that afternoon or evening.

A student who is not able to play due to an injury is still expected at practices and games unless excused by the coach. Any injured/ill student who is not able to play must have a signed note of explanation from the player’s parent/guardian or doctor.
Dress Code

The coaching staff of each sport will lay down guidelines for acceptable practice clothing. **All fashions for both boys and girls must be loose fitting and come to the knee.**

Dress for road trips will be school uniform, team uniform, or designated team travel apparel. This will be decided by the coach.

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Care of Uniform

Team uniforms are purchased by the parents. **The student and his parents assume full responsibility for the uniform while it is in the student’s possession.**

The following are suggestions for uniform care:

1. Wash uniform promptly after each game for excessive grass or mud stains.
2. Wash uniform separately, or only with like colors.
3. Turn uniforms inside out to wash and line dry. This preserves the numbering and silk-screening.
4. Do not use bleach.
5. Do not make any alterations to the uniforms.

Uniforms may be worn only for games. They are not to be worn as personal casual wear.