



# Opendoor School

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Student & Parent Handbook

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## TABLE OF CONTENTS

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<b>GENERAL INFORMATION</b>	<b>5</b>
<b>Mission Statement</b>	<b>6</b>
<b>Core Values</b>	<b>6</b>
<b>Enrollment</b>	<b>7</b>
<b>Tuition</b>	<b>7</b>
<b>Tuition Payments</b>	<b>8</b>
<b>Insufficient Funds Policy</b>	<b>8</b>
<b>Terminating Contract</b>	<b>9</b>
<b>Photo and Video Consent</b>	<b>9</b>
<b>Closing and Delays</b>	<b>9</b>
<b>School Hours</b>	<b>9</b>
<b>Drop Off/Pick Up Procedures</b>	<b>9</b>
<b>After School Care</b>	<b>10</b>
<b>ACADEMIC STANDARDS</b>	<b>11</b>
<b>Teaching Style</b>	<b>11</b>
<b>Licensed Teachers</b>	<b>11</b>
<b>Grading scales</b>	<b>11</b>
<b>Homework policy</b>	<b>11</b>
<b>ENCORE Classes</b>	<b>12</b>
<b>End of Grade Testing</b>	<b>13</b>
<b>Promotion Policy</b>	<b>13</b>
<b>Academic/Character Awards</b>	<b>13</b>
<b>Disabilities Policy</b>	<b>13</b>
<b>Conflict of Interest</b>	<b>14</b>
<b>CLASSROOM GUIDELINES</b>	<b>15</b>
<b>Lunch and Snacks</b>	<b>15</b>
<b>Visitors and Volunteers</b>	<b>15</b>
<b>Party Invitations</b>	<b>15</b>
<b>Celebrated Occasions</b>	<b>15</b>
<b>HEALTH AND SAFETY GUIDELINES</b>	<b>17</b>
<b>Health Guidelines</b>	<b>17</b>
Illness or Injury	17
Immunizations	17
Head Lice	17
Medications	17
<b>Safety Guidelines</b>	<b>18</b>
Fire Drills	18
Tornado Drills	18

School Security/Lockdown Policies	18
Communication with Parents/Guardians regarding “LOCKDOWN DRILL”	19
Communication with Parents/Guardians regarding “ACTUAL LOCKDOWN”	19
Field Trips	19
<b>ATTENDANCE</b>	<b>20</b>
Absences	20
Excused Absences	20
Excused Pre-Planned Absences	20
Tardies	20
Early Dismissal	20
<b>STUDENT GUIDELINES</b>	<b>21</b>
<b>Student Conduct</b>	<b>21</b>
<b>Dress Code Policy</b>	<b>21</b>
<b>Picture Day</b>	<b>22</b>
<b>Student Discipline</b>	<b>22</b>
Expulsion	23
<b>PARENT GUIDELINES</b>	<b>24</b>
<b>Parent – Teacher Communications</b>	<b>24</b>
<b>Parent Participation and Behavior</b>	<b>24</b>
<b>ELECTRONIC DEVICE POLICY</b>	<b>25</b>
<b>Internet and the use of Opendoor School Devices</b>	<b>25</b>
Educational Purpose	25
Unacceptable Uses	25

*This handbook is subject to change at any time.  
Parents will be notified of any amendments made.*



## GENERAL INFORMATION

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### **Mission Statement**

*"To love God, love people, and change the world by creating innovative learning environments that inspire creativity, advance learning, and encourage spiritual growth."*

We seek to create a collaborative learning environment, utilizing the most innovative technology with licensed teachers, to help students grow mentally, physically, and most importantly, spiritually.

### **Core Values**

Everyone lives by a code-a set of values. These values shape how we make decisions. A church is no different. The values we cling to shape our culture. They keep us on the right path as we seek to fulfill the vision and purpose God has set before us. They define the DNA of Opendoor Church.

We will be known as a church that loves.

We will not be known for what we are against, but rather what we are for. If people know nothing else about us, they will know that we love them and the people of our city.

We will always yield to the direction of the Holy Spirit.

The Holy Spirit wasn't just meant to convict us of sin but was meant to empower, equip, and guide the believer. We will walk in the power and the gifts of the Holy Spirit and will always remain sensitive to His guidance.

We know that continued life change happens in relationship.

Sitting in rows and attending a worship service are not enough to have a growing relationship with Jesus Christ. Small Groups offer the opportunity to find freedom from our past. We want to be a catalyst for life change to see believers disciplined and equipped.

We want to be people of integrity and consistency.

We will live a life above reproach. We will consistently refuse to compromise our faith for the desires of the world. We will be a bold demonstration of the love and compassion of God.

We seek to worship God passionately.

Opendoor is called to be a church that passionately worships God no matter what circumstances might hinder us. We will rise above and worship unashamedly.

We intentionally and willingly serve.

Jesus Christ demonstrated a life of servanthood. We will follow suit. We will serve not out of obligation, but because it is the character of Christ. Our service will reach from inside the church into our community and into the world.

We will operate in generosity.

To whom much is given, much is required. As we have been blessed, we will lead the way in generosity through our finances, going above and beyond what is needed. We are percentage givers and will do so with faith in God's provision.

We can only do what God has called us to do.

Because of that we will passionately pursue only the things that help us accomplish the mission God has set before us.

We will walk in honor.

We will live lives that honor those above us and below us. We believe in the potential inside of everyone and will treat others with humble respect.

We will be vision led.

We will be vision led and will consistently structure our church for where we are going, not just for where we are. We will maintain an attitude of learning and will lean into the wisdom from those ahead of us. We will plan for long term growth, not short term fixes.

We purposefully and intentionally invest in the next generation.

We are a generational house and we will spend time and resources to pour into the next generations. Our heart is to raise up and disciple passionate believers of Jesus Christ.

Reaching people far from God is our highest calling.

Reaching people far from God is the commission of Jesus Christ. It is our highest calling. It defines the way we do ministry and we will use any means necessary to reach people with the message of Jesus Christ. Rather than run from culture, we will leverage it to connect with people and teach God's timeless truth.

## **Enrollment**

At the time of enrollment, you will be asked to complete our online enrollment process through FACTS and pay a non-refundable registration fee of \$25 to hold your spot in our program(s). You will be assessed one (1) registration fee per child.

## Tuition and Tuition Payments

Yearly tuition pricing can be found on the Opendoor School website (<http://www.opendooreducation.com/school.html>) and is based on 12 month pricing; however, you may ask us about 10 month pricing options. Tuition payments will be made via bank draft through FACTS (we do not offer credit card payments at this time) on Fridays for the following period, depending on the frequency you decide:

Monthly: 1st Friday of the month

Semi-Monthly: 1<sup>st</sup> and 3<sup>rd</sup> Fridays of the month

Weekly: Every Friday

You will receive an email from our business manager in July/August to confirm the date and amount(s) of your draft. Please respond to that email to confirm acceptance.

## Insufficient Funds Policy

We understand things happen, but if **any** type of payment is returned for insufficient funds, our policy is as follows:

1. First Offense – a returned payment fee of \$25.00 will be assessed to your account. We will notify you of the returned payment and give you the option for us to re-run the returned check or provide another form of payment within forty-eight (48) hours. If you need to make additional arrangements, please discuss this with us immediately.
2. Second Offense (within a year from the first offense) – a returned payment fee of \$25.00 will be assessed to your account. We will notify you of the returned payment and will need to make a CASH ONLY payment to cover the payment that was returned. Your account will be marked as CASH ONLY. After one (1) year from the date of the returned check, if timely payments have been made, we will remove your account from cash only.
3. Third Offense – a returned payment fee of \$25.00 will be assessed to your account. We will notify you of the returned payment and you will need to make a CASH ONLY payment IMMEDIATELY to cover the payment that was returned (or balance in full) along with the returned payment fee. We hold the right to remove your child from our facility and in order for them to return, you will need to pay a month in advance.

## Terminating Contract

If, for whatever reason, you need to terminate your enrollment in our programs, we **require a two (2) week notice starting on a Monday and ending ten (10) business**



**days later. Opendoor Education may terminate this contract at any time depending on the circumstances in consideration of the welfare of the children and staff.** Opendoor Education will refund any overpayments unless there has been a failure to give a two (2) week notice, which will result in forfeiture of refunding over-payment.

### **Photo and Video Consent**

Photos and videos will be taken throughout the year. They may be posted on social media such as, but not limited to: Facebook, Twitter, and Instagram. We are very proud of the programs at Opendoor Education and these photos and videos can be used to promote our program in a positive way and give you a glimpse of the activities and fun that your child(ren) are having.

### **Closing and Delays**

In the event of a delay or closing, we will email you to notify you of urgent announcements, as well as posting closing updates on FACTS. Please be sure to make us aware of email address changes to ensure you receive important information. In the event of any last minute delays or cancellations that may affect your drop off or pick up schedule, you will receive an email message. We will also post on our Instagram pages: opendoorchurch.cdc (for Child Development Center), opendoor.school (for Opendoor School) and opendoor.afterschool (for After School). We strongly encourage you to follow for updates on your child's program and for any announcements that may apply to you and your child.

### **School Hours**

7:00 AM	Before School Care opens upstairs in Building 1
7:45 AM	Drop-off line begins
8:00 AM	School starts/Tardy bell
2:45 PM	Dismissal
3:00 PM	Car Rider Pick-Up Ends (All car riders not picked up by 3:00 PM will be taken to After School. A \$1/minute fee will be charged as they are picked up with a maximum daily charge of \$20.

### **Drop Off/Pick Up Procedures**

Opendoor School wants our students to develop independence and confidence that will serve them well in the classroom. We want our teachers to make the most of their instructional time.

Beginning at 7:00 AM, students may be escorted by a guardian to the Before School Early Bird area downstairs, where the students must be signed in.

From 7:45-8:00 AM, students should be dropped off in the car line at the door between the Church and Education Buildings.

- Except as provided below, parents are asked to refrain from walking their children to individual classrooms so that teachers can have uninterrupted time each morning to prepare for the day and welcome their students to class. Morning drop off time should not be used for parent-teacher interaction. Teachers are always available to our parents; however, we request that parents schedule these times with teachers by contacting them in advance.
  - Exception: During the first two weeks of school, parents are permitted to walk their Kindergarten and First Grade students to their classrooms.

**Parents will be issued two key cards at the time of their enrollment in Opendoor Education. The cards are to be used only by the student's father, mother and authorized pick up's that are listed in the Student file.** No one else should use that key card to enter any building on Opendoor Education's campus at any time. Cards are active between 7:00AM and 7:45AM for Before School Care. If visiting Opendoor School after 7:45, please check in at the Child Development Center front desk.

At the beginning of each school year families are issued two (2) car tags that are to be hooked on the rear view mirror of the vehicle in the car pool line. **ALL parents are asked to use the car pool line or walk up to the Education Building double door entrance for regular school dismissals. Parents are asked to stay in their vehicle during pick up and drop off when in the carpool line to ensure the safety of each child.**

### **After School Care**

Students in the Opendoor After School program will be checked into After School at the end of the school day. **If you have any changes in pick up for the school day, they must be communicated by 1:30pm to the Main Office.** They will then relay it to the student's classroom teacher. All communication with After School must be communicated to them directly. **Opendoor School staff will not be responsible for relaying messages to the After School program. Only students enrolled in Opendoor After School are permitted to be checked into the program.**



## ACADEMIC STANDARDS

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### Teaching Style

Central to everything we do at Opendoor is our heart for God and our belief that every child has a God-given potential and destiny. Our primary responsibility is to lead students closer to a relationship with Jesus Christ and see them pursue the calling God has for each of them. In addition to advanced and challenging academics we offer art, music, physical education, and technology. We want to prepare our students to excel in their lives as professionals, leaders, and followers of Jesus Christ.

### Licensed Teachers

We value the education of our students and our heart is to create a safe environment where they feel loved and cared for, but also challenged academically. That is why we have state licensed teachers with the talent and skill to create a collaborative learning environment that advances their learning and inspires them to grow mentally and spiritually.

### Grading scales

- Kindergarten-Second Grade:
  - 100%-90% ✓+/ A (Above Expectations)
  - 89%-70% ✓/ M (Meets Expectations)
  - 69%-Below ✓- / NI (Needs Improvement)
  
- Third-Fifth Grade (10 point grading scale):
  - 100-90 A
  - 89-80 B
  - 79-70 C
  - 69-60 D
  - 59-Below F

### Homework policy

We believe the purpose of homework is to drive home concepts that are taught in the classroom. It is not meant to be frustrating, excessively time consuming or pointless. All homework given is intentional. Students can expect less than one (1) hour of homework a night.

## ENCORE Classes

We are proud to offer every Opendoor School elementary student with an Encore class each day. Student's horizons are broadened through Art, Music, Library, Physical Education and Technology classes each week.

ENCORE classes:

- Teach State and National Standards in all the ENCORE subjects.
- Continually conduct *formative* assessments during instructional time to ensure the continual development of individual student skill and comprehension.
- Maintain high expectations by 1) continually producing high-quality student artifacts and 2) occasionally participating in events that demonstrate student command of concepts taught in ENCORE classes. (i.e. Field Day, concerts, exhibits, etc.)

ENCORE classes meet for 6 hours total each 9-weeks. This includes instructional time, group work, individual work, and procedural classroom activities. A participation grade is the only appropriate mark to assign given the time constraint. Summative assessments require a data collection process (pre, post, review) that is not feasible and inappropriate for an elementary ENCORE class.

ENCORE grades are **Participation** grades – they are not grades for good behavior. Students must participate in the activities/lessons presented in ENCORE classes.

- ENCORE Grades (Kindergarten-5th Grade):
  - P – Participatory
  - NP – Non-Participatory

ENCORE grades are assigned according to individual student participation. Students who participate in all ENCORE class sessions for which they are present will receive a “P”. Students who do not participate in 3 or more ENCORE class sessions for which they are present will receive an “N”. Parents will be notified if a student has not participated in 2 ENCORE class sessions in a 9-week marking period and is in danger of receiving an “N” on their report card.

Behavior can be a significant factor in participation. Students who exhibit poor behavioral choices in an ENCORE class will be extended the following opportunities:

- 1) Verbal Warning(s).
- 2) Brief removal from the group – allowed to rejoin the group after reflection.
- 3) Removal from the group – **not allowed** to participate in the remainder of the class session.

***Please note: Steps 1 and 2 may be omitted if a student is placing themselves or others in immediate danger.***

Private and group music lessons are provided after school at different times during the year through After School Electives. For more information on pricing and placement, please contact the Main Office.

## **Testing**

Third-Fifth graders will be administered the North Carolina EOG test within the last ten (10) days of each school year. Students must take and complete the test in order to be promoted to the next grade. We do not view the EOG as pass/fail test but it may be used to decide promotion or retention for students who are struggling in certain academic areas.

Third are also required by North Carolina's Department of Non-Public Education to take a National Standardized Test. Opendoor School has chosen to administer the California Achievement Test, which takes place over the course of two mornings.

## **Promotion Policy**

The faculty and administration at the end of each academic year will determine a student's promotion to the next grade level. A student who has a failing grade or has not mastered the skills necessary for the next grade may be held back until such mastery is evident. If there is a possibility that a student will be retained, parents will be informed that the child has entered into our Retention Process. The process provides various levels of intervention: concern, probation, possible retention, probable retention, and retention. A form showing the student's progress and the teacher's strategies for helping this progress will begin the Retention Intervention Process. The teacher will discuss this process in detail with parents.

Elementary students currently at Opendoor School must meet all the following basic criteria for promotion to the next successive grade:

- Pass Reading, Math, and English (ELA) with at least a 60% average.
- Have no more than one failing grade per quarter in any other academic subject (e.g. Math, Science, etc.) and no more than two failing grades in the same subject within an academic year.

## **Academic/Character Awards**

At the conclusion of each marking period, eligible students may be recognized for their academic standing, character or attendance. Academic and attendance awards are based on student data while teachers and administration give character awards to students who exemplify extraordinary leadership skills.

## **Disabilities Policy**

To uphold academic excellence, Opendoor School will not modify ANY work for ANY student without documentation. We are not specifically equipped to offer academic support to some students with learning disabilities, while we do not employ a special education teacher, guidance counselor or school psychologist. As we seek to provide the best education possible to every student in our school, we resolve to hold all students to the same educational standards. This means that we retain the right to evaluate students according to our standards, even if they receive outside tutoring and services.

Students with disabilities are accepted at a case by case basis. It is our goal to serve each student of our school and meet every need that they have.

## **Conflict of Interest**

Students are not permitted to be tutored by their classroom teacher. Parents may privately hire another Opendoor School faculty member or After School teacher if they choose. This is done independently and not through Opendoor School.



## CLASSROOM GUIDELINES

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### Lunch and Snacks

**Kindergarten- Fifth Grade**– K-5th Grade students will need to bring a light, healthy snack along with lunch from home each day. Student lunches cannot be refrigerated. Only 3rd-5th grade students are permitted to use a microwave for lunches and must be able to do so independently. You may be asked to sign a waiver. Three times a week, you will have the opportunity to order a Hot Lunch from a local restaurant that will be delivered to us.

**\*\*\*Because we have students with food allergies, Opendoor School is a NUT-FREE environment, which includes foods with peanuts and other tree nuts. Please check the ingredient list on foods that you send with your child for snacks and lunches.**

**\*\*\*Students are expected to bring lunches with them in the morning. If you are bringing your child's lunch, it MUST be dropped off by 11:15am at the main office. You are not permitted to take your child's lunch directly to the classroom.**

### Visitors and Volunteers

Any visitors and volunteers, including parents, MUST check-in at the Main Office in Building 2 and receive a Visitor Pass upon arrival on campus between the hours of 8:00am-2:45pm. Your child's safety and use of classroom time is of the utmost importance. This includes dropping off items during instructional time. Door codes will not work during the hours of 8:00am-2:45pm.

### Party Invitations

We will be glad to put party invitations in student folders when invitations are extended to the whole class or all male or all female students. If families choose to invite only specific students (and not the whole class), we ask that those invitations be mailed directly to the home addresses. The school will not provide student addresses.

## **Celebrated Occasions**

The following special occasions may be celebrated at Opendoor School. Teachers are permitted to celebrate how they choose and facilitate the planning of these events.

- Ultimate Treat Day (*Opendoor Education does not celebrate Halloween but as an alternative, teachers may allow students to dress up as this is our scheduled Spirit Week and parents may be asked to send candy to be given out.*)
- Thanksgiving
- Christmas
- 100<sup>th</sup> Day of School
- Valentine's Day
- Easter
- End of the Year

**Any food that is brought to school for parties MUST be store bought.** Opendoor School does not permit food or treats to be given to students that are hand prepared by non-licensed kitchens. This includes cupcakes, cake, etc. for birthday celebrations. Due to food allergies, the teacher may request particular foods that all students can safely eat.





## HEALTH AND SAFETY GUIDELINES

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### Health Guidelines

#### Illness or Injury

It is expected that students are sent to school healthy, well rested, and ready for class.

- **Students with fevers, diarrhea, vomiting, contagious viruses, severe colds, and the like will be sent home to avoid infecting others. Students must be free of fever, vomiting and/or diarrhea for twenty-four (24) hours without the aid of medication before returning to school.**
- **Should a student become ill or receive an injury while at school, the parent will be called if deemed necessary. First aid will be given, but school personnel will not administer medications unless previously arranged with parents. Students who are lethargic, tired, and unable to perform/participate at school will be sent home for needed rest and recuperation.**

#### Immunizations

Certificates of immunization must be on file with the school within the first thirty (30) days of school. Students may not be admitted to class without complete records after that time. Certificates of immunizations shall be provided for students for their Kindergarten and 6th grade years. Parental exemptions for moral, religious or medical reasons must be properly documented in the student file within the first thirty (30) day period. **If parents fail to provide such documentation, the student will not be allowed to attend class until the form(s) are submitted to the school office.**

#### Head Lice

Outbreaks of head lice are common among children in schools, affecting all social and economic groups. According to the Centers for Disease Control and Prevention (CDC), current evidence does not support classroom or school-wide screening for head lice to reduce the number of head lice infestations among school children. Should a student be diagnosed with live head lice, the student's parent(s) will be notified by the school right away and a general communication will be sent to the grade level of the affected student to prevent further spread. Students will not be allowed to come to school until after a lice treatment has been performed and the head has been examined for lice.

#### Medications

If a student is in need of specific over-the-counter medication during the school day, the parent must bring it to the school with written instructions on the proper administration of such medication(s). If prescription medication or any other non-prescription medication

prescribed by a physician is to be administered during the school day, parents shall have the "Opendoor Education Authorization for Medication" form completed by a physician/medical provider. For the convenience of our families and because most local medical providers routinely stock "Pitt County Schools Authorization for Medication" (form #EPS-50), this form is an acceptable substitute for the Opendoor School Authorization for Medication.

No medications may be kept in the student's possession or in his/her locker, desk, or book bag, with the exception of asthma inhalers and Epipens and as authorized by the medical provider's signature on the EPS-50 "Green Form". All asthma inhalers and Epipens should be labeled with the child's name. A parent approval form for the general administration of over-the-counter drugs such as Tylenol, ibuprofen, cough drops, and antacids, must also be on file in the school office before the school will administer such medications. These medications will be administered to the student by the Receptionist, Teacher, or Administration and only with permission from the parent.

**If prescription medication is needed on a regular day-to-day schedule, it must be kept and dispensed from the school office. It is the parent's responsibility to make sure that all prescriptions are current (not expired) and up-to-date.**

## **Safety Guidelines**

### Fire Drills

As required by the State, fire drills will be held the first week of school and monthly at various times during the school day. The teachers and staff will acquaint the students with the proper procedures to be followed during a fire drill. A map of the evacuation plan will be posted in each classroom, and each teacher will ensure that the students fully understand the evacuation procedure and route.

### Tornado Drills

A minimum of once per year, the school will conduct tornado drills. All students are to proceed to the place designated by the classroom teacher, kneeling with their heads kept down and toward a wall. Parents should not pick up their children from school during a tornado warning.

### School Security/Lockdown Policies

We take the safety and well-being of all our students and faculty very seriously. We have therefore established policies and procedures in the unfortunate event of a "school lockdown." Regular drills will be instituted throughout the year to prepare our faculty/staff and students for such events. Given the multiple and varying situations that are possible in a "lockdown" scenario, it is not possible to outline all the details here. Please know that we have drafted, with plans to continually improve, our policies and procedures to the best of our abilities, after consulting with experts on this subject, including other schools, and especially various local law enforcement agencies. We realize that some of our younger

children may be especially sensitive to “lockdown drills.” However, drills are absolutely necessary for adequate preparation for an actual emergency.

#### Communication with Parents/Guardians regarding “ACTUAL LOCKDOWN”

In the event of an actual lockdown situation, a member of the School’s administrative staff will notify the parents/guardians of the lockdown: by phone or email of the lockdown situation, as soon as it is possible. Please note that in an actual lockdown event, it may not be possible to act on this policy. Once lockdown is over, the administration will alert the parents/guardians, as soon as possible, or within a reasonable time frame. Parents should not attempt to come to school while school is in lockdown mode until the “All Clear” is communicated by phone, email and/or text.

#### Field Trips

To insure the safety of our students on School field trips, the following procedures will be followed:

- Seat Belts – All students must be wearing a seat belt at all times. If there is an air bag on the passenger side, only students 12 years of age and older may sit in the front seat.
- Car Seats – All students must be in a car seat according to NC law if they are under the age of 8 years of age **or** weigh less than 80 pounds.
- Chaperones are often required to help us supervise our students.
- If you are a chaperone, we are counting on you to remain with our students and fulfill your supervisory roles.
- All students will be assigned to a specific chaperone prior to leaving campus and the chaperone will be responsible for that student until they return to campus.
- There is a distinction between those drivers simply needed for transportation, and those adults asked to drive and chaperone during the field trip.
- Teachers will advise parents in advance as to their specific duties and responsibilities.
- For the safety of our students, we insist that the same children return to school property unless otherwise arranged.

#### Smoke-Free Campus

Opendoor School is a smoke-free campus. Our Tobacco-Free Campus Policy was implemented to reduce health risks among students, faculty, staff and visitors to the campus. Through this policy, the campus restricts the use, sale and advertising of all tobacco products including cigarettes, chewing tobacco and electronic cigarettes.



## ATTENDANCE

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Academic, social, and spiritual growth opportunities are fostered every day in our school environment. While a teacher can send home missed work when a student is absent, the overall classroom experience cannot be replicated.

### Absences

A student is considered present when he or she has been at school for at least **three (3) hours of the school day (11:15 am on a regular school day)**. **Absences in excess of twenty (20) days** may result in the retention of your child. Parents are required to send a note the first day the child returns to school after an absence.

### Excused Absences

Absences due to illness, doctor appointments, and a death of an immediate family member are considered excused. Students will be given three (3) days to coordinate with teacher to receive any missed work and return it to school completed. Work not returned within the allotted time will directly affect the student's grade.

### Excused Pre-Planned Absences

Opendoor School highly encourages parents to plan vacations based on the school calendar. We recognize that there may be times where this is not possible. In the event of a planned extended absence, such as a trip or vacation, please notify your child's teacher in advance. Any work given by the teacher must be submitted upon the student's return to school.

### Tardies

Students are expected to be punctual. The school day begins at 8:00 AM. After 8:00 AM, a child is tardy and must be escorted and signed in by a guardian in the main office. **Three (3) unexcused tardies are equivalent to one absence.**

### Early Dismissal

Students are expected to be in their class for the entire day. Students leaving prior to the end of the school day must be checked out in the main office. **Three (3) unexcused early dismissals are equivalent to one absence.** If a student is leaving school early with an adult other than the parent, advanced written notice is required. Please note that it is common practice to request identification if the office staff or teacher does not recognize the adult. Any adults not on the authorized pick up list or in a written note from a parent will not be allowed to take your child off of our campus.



## STUDENT GUIDELINES

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### **Student Conduct**

Attending Opendoor School is a privilege, not a right. Our students are expected to behave in ways that are respectful, honoring, and exemplary to God and those around them. This includes but is not limited to faculty, pastors, parents, peers and those in the community.

### **Dress Code Policy**

Opendoor School maintains an atmosphere supportive of the learning process and believes clothing should not be disruptive or distracting to the teaching/learning process. The teacher or school administration will determine if student attire is inappropriate or in violation of our dress policy. Students at Opendoor School have the following clothing options for the school year:

Students may wear any color collared polo-style or button-down shirts. Logos and designs (stripes, etc.) are permitted. No screen prints of any kind allowed.

Students may wear any Opendoor t-shirts, long sleeved shirts, and sweatshirts that can be purchased multiple times during the year. They are NOT permitted to wear t-shirts with designs/pictures on them over a collared polo shirt.

Girls may wear collared polo dresses and jumpers with collared polo shirts. All dresses must have sleeves and a sewn-in collar. All jumpers must be worn with an approved collared top. Dresses and jumpers may be any color or pattern. Girls should wear biker shorts under skirts or dresses. No screen prints of any kind allowed on dresses or jumpers.

Girls may wear leggings but **only with a dress length top.**

All sleeveless shirts must have straps measuring at least 2 finger widths.

Students may wear any style pant, including jeans, that they choose other than athletic shorts or athletic pants (including yoga/spandex). Pants should not have tears and holes.

Shorts and skirts must be of appropriate length.

Tennis shoes must be worn on PE days.

Students may be asked to purchase specific pieces of clothing for Music Concerts, which are held in the fall and spring of each year.

**After the first two (2) weeks of school we will contact you first thing in the morning if your child is out of dress code. We will require you to immediately bring a change of clothing to school for your child. You may not wait until midday to address the dress code violation. We appreciate your cooperation with adherence to the dress code.**

## **Picture Day**

Opendoor School has two Picture Days each school year. Parents will be notified weeks in advance to prepare. Students must be dressed appropriately (uniform or better) but do not have to be in Dress Code that Day. These days are known as “No Uniform Today” or N.U.T. All proceeds to pictures sold go toward the Opendoor Building Fund.

## **Student Discipline**

If at any time a member of Opendoor School’s Faculty must discipline a child, it is always done in love and an effort to set healthy boundaries and set them up for success.

Teachers have their own classroom discipline and policies; however, all classrooms use a color-coded system to notify you of your child’s daily behavior. They have standards that are to be respected and upheld in the classroom to help nurture and encourage learning for all students. Teachers may also give appropriate disciplinary action to the student such as silent lunch, sentences, walking at recess, or staying after school.

If a student consistently makes **Minor Infractions** the teacher may make official parent contact through phone call or conference. These forms of communication will be documented. After the third time contact is made, the student will be sent to the office for an official visit. The office will promptly contact the parents/guardians of the student. The father will be contacted first and then the mother. If the parent(s)/guardian(s) of the student are separated, only the parent/guardian with custody will be contacted (however, without court documents on file, information cannot be withheld from either parent/guardian).

In the event the Principal is not available to handle student discipline, the Director of Opendoor Education will stand in their place.

**Minor Offenses** include but are not limited to:

- *Disrespect*
- *Class disruption*
- *Dress code violations*
- *Excessive talking*
- *Tardiness/Early Dismissals*
- *Cussing*

- *Improper use of electronic devices*
- *General horseplay*
- *Defiance or refusal to obey staff*
- *Inappropriate acts*

**If the Principal sees fit, the student may be Bounced (In- School Suspension) for a period of time. In Kindergarten, the Bounce time will last half of a day for the first offense. Grades 1-5 will be Bounced for 1 day for the first offense. If the behavior is repeated, the student may be Bounced for up to two days. If the behavior still does not cease, the student may be suspended for up to three days for a Minor Offense.**

The following are considered **Major Offenses** and will not be tolerated. The Principal will use their discretion to determine punishment, including Bounce, Suspension or Expulsion:

- *Causing physical harm to anyone*
- *Property damage*
- *Possession of obscene material*
- *Illegal activity*
- *Bullying*
- *Theft*
- *Sexual misconduct*
- *Gang activity*
- *Possession of a weapon of any kind (guns, knives, mace, pepper spray, etc.)*
- *Fighting*
- *Defiance or refusal to obey staff*
- *Displays of aggression to another individual*
- *Inappropriate acts*

#### *Suspension and Expulsion*

The Opendoor Education Director along with the Principal holds the right to suspend a student at any time for any **Major Offenses**. They also reserve the right to suspend a student for repeated, exhausted minor offenses if the above disciplinary actions have not been successful.

Repeated suspensions may lead to expulsion. Students who are expelled may be admitted back the following year, but are not guaranteed.



## PARENT GUIDELINES

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### **Parent – Teacher Communications**

All communication with teachers should be conducted, when possible, through email messages between home and class. Any messages for students or any other immediate communications regarding carpool or special instructions for students should be handled by phone with the School Office (252-321-1163) and/or the teacher's preferred form of communication.

### **Parent Participation and Behavior**

Opendoor School relies on parent involvement. While it is not required, we do ask that parents take an active role in school life and participate to the greatest of their ability in fundraisers, class parties, field trips etc. All parent's volunteering on behalf of Opendoor School are ambassadors of our school and are therefore asked to represent our school in a professional, encouraging, joyful and Christ-like manner.

We understand that at times there can be differences of opinion when it comes to your children. We do however expect for both faculty and parents to strive for unity. Parents are asked to talk to teachers directly (not to other parents) when issues arise. Parents should talk to and about faculty in a non-aggressive, polite and respectful manner. Our goal is to build each other up, not tear down.

### **Custody Disputes**

We understand that family situations happen, but we respectfully request that our staff not be summoned for custody hearings or any other family court matter. If it is essential that a staff member be summoned, contact should only be made through Opendoor School Administrator. A \$500.00 per day fee will be invoiced for court appearances, depositions, or other needs that remove them from their classroom responsibilities.





## ELECTRONIC DEVICE POLICY

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During school hours, students will be prohibited from using any device to surf the Internet, watch movies, listen to music or play electronic games, without the teacher's specific permission. Any violation of this policy may result in the loss of use of the mobile device. The first violation will result in confiscation of the device and parents will be asked to retrieve the confiscated device personally from the school office. A second offense may result in the loss of privilege of bringing the device to school for a thirty (30) day period. A third offense will be deemed a Major Conduct Offense.

### **Internet and the use of Opendoor School Devices**

#### Educational Purpose

1. The Technology Department has been established for a limited educational purpose. The term "educational purpose" includes classroom activities, career development, and limited high-quality personal research.
2. No student should access public networking sites or programs when using Opendoor School computers. This includes (but is not limited to) such services as Facebook, Twitter, Instagram, or any other social media.

#### Unacceptable Uses

1. *Personal Safety*
  - a. You will not post personal contact information about yourself or other people. Personal contact information includes your address, telephone, email address, social security numbers, birthdates, etc.
  - b. You will not agree to meet with someone you have met online without your parents' approval. Your parent should accompany you to this meeting.
  - c. You will promptly disclose to your teacher or administration any message you receive that is inappropriate or makes you feel uncomfortable.
2. *Illegal Activities*
  - a. You will not attempt to gain unauthorized access to the Technology Department or to any other computer system through the Technology Department or go beyond your authorized access. This includes attempting to log in through another person's account or accessing another person's files. These actions are illegal, even if only for the purposes of "browsing."
  - b. You will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means. These actions are illegal.

- c. You will not use the Technology Department to engage in any other illegal act, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, threatening the safety of person, etc.
3. *System Security*
- a. You are responsible for your individual account and should take all reasonable precautions to prevent others from being able to use your account. Under no conditions should you provide your password to another person.
  - b. You will immediately notify a teacher or the system administrator if you have identified a possible security problem.
  - c. You will avoid the inadvertent spread of computer viruses by following the standard virus protection procedures if you download software.
4. *Inappropriate Language*
- a. Restrictions against inappropriate language apply to public messages, private messages, and material posted on web pages.
  - b. You will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
  - c. You will not post information that could cause damage or a danger of disruption.
  - d. You will not engage in personal attacks, including prejudicial or discriminatory attacks.
  - e. You will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If you are told by a person to stop sending him/her messages, you must stop.
  - f. You will not knowingly or recklessly post false or defamatory information about a person or organization.
5. *Respect for Privacy*
- a. You will not repost a message that was sent to you privately without permission of the person who sent you the message.
  - b. You will not post private information about another person.
6. *Respecting Resource Limits*
- a. You will use the system only for educational and career development activities and limited, high-quality, personal research.
  - b. You will not download large files unless absolutely necessary. If necessary, you will download the file at a time when the system is not being heavily used and immediately remove the file from the system computer to your personal computer.
  - c. You will not post chain letters or engage in "spamming." Spamming is sending an annoying or unnecessary message to a large number of people.
7. *Plagiarism and Copyright Infringement*
- a. You will not plagiarize works that you find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were yours. For more information about our school's policy on plagiarism, please see our brochure "Plagiarism" available from the school office.
  - b. You will respect the rights of copyright owners. Copyright infringement occurs when you inappropriately reproduce a work that is protected by a copyright. If a work contains language that specifies appropriate use of that work, you should

follow the expressed requirements. If you are unsure whether or not you can use a work, you should request permission from the copyright owner. Copyright law can be very confusing. If you have questions, ask a teacher.

8. *Inappropriate Access to Material*

- a. You will not use the Technology Department to access material that is profane or obscene (pornography), that advocates illegal or dangerous acts, or that advocates violence or discrimination towards other people (hate literature). A special exception may be made if the purpose of your access is to conduct research and both your teacher and parent have approved.
- b. If you mistakenly access inappropriate information, you should immediately tell your teacher or an adult supervising you. This will protect you against a claim that you have intentionally violated this policy.

*This handbook is subject to change at any time.  
Parents will be notified of any amendments made.*