



Opendoor School

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Student & Parent Handbook

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

MISSION AND CORE VALUES

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.

Opendoor Core Values

Core values are traits or qualities that are not just worthwhile, they represent an individual's or an organization's highest priorities, deeply held beliefs, and core, fundamental driving forces.

WE ARE HERE TO SERVE.

It's about encouraging families and loving each other.

“For you have been called to live in freedom, my brothers and sisters. But don't use your freedom to satisfy your sinful nature. Instead, use your freedom to serve one another in love.”

Galatians 5:13

WE ARE GROWING ONE STEP AT A TIME.

It's about integrity and pursuing excellence.

“May integrity and honesty protect me, for I put my hope in you.”

Psalms 25:21

“Now the Lord is the Spirit; and where the Spirit of the Lord is, there is liberty. But we all, with unveiled face, beholding as in a mirror the glory of the Lord, are being transformed into the same image from glory to glory, just as by the Spirit of the Lord.”

II Corinthians 3:17-18

WE ARE BETTER TOGETHER.

It's about teamwork and being relationally centered.

“Two people are better off than one, for they can help each other succeed. If one person falls, the other can reach out and help. But someone who falls alone is in real trouble. Likewise, two people lying close together can keep each other warm. But how can one be warm alone? A

person standing alone can be attacked and defeated, but two can stand back-to-back and conquer. Three are even better, for a triple-braided cord is not easily broken.”
Ecclesiastes 4:9-12

WE WILL BE DEFINED BY OUR GENEROSITY.

It’s about trusting God and being grateful.

“The generous will prosper; those who refresh others will themselves be refreshed.”
Proverbs 11:25

WE ARE SPIRIT-FILLED.

It’s about hearing God and obeying what he said.

“And I will ask the Father, and he will give you another Advocate, who will never leave you. He is the Holy Spirit, who leads into all truth. The world cannot receive him, because it isn’t looking for him and doesn’t recognize him. But you know him, because he lives with you now and later will be in you. No, I will not abandon you as orphans—I will come to you.”
John 14:16-18

WE ARE FAITHFUL WITH WHAT GOD PUTS IN OUR HANDS.

It’s about excellence and stewardship.

“If you are faithful in little things, you will be faithful in large ones. But if you are dishonest in little things, you won’t be honest with greater responsibilities. And if you are untrustworthy about worldly wealth, who will trust you with the true riches of heaven? And if you are not faithful with other people’s things, why should you be trusted with things of your own?”
Luke 16:10-12

WE HONOR UP, DOWN, AND ALL AROUND.

It’s about unbiased respect.

“Respect everyone, and love the family of believers. Fear God, and respect the king.”
1 Peter 2:17

GENERAL INFORMATION

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 \$75 to hold your spot in our program(s). You will be assessed one (1) registration fee per child.

Tuition Payments and Yearly Fees

Yearly tuition pricing can be found on the Opendoor School website (<https://www.opendooreducation.com/all-programs>) and is based on 12-month pricing; however, you may elect a 10-month pricing option. Tuition payments will be made via bank draft through FACTS, depending on the frequency you decide:

Monthly: You may choose between 2 dates

Weekly: Every Friday

1 lump payment: Pre-pay for the entire year, 5% Discount

You will receive an email from FACTS in August to confirm the date and amount(s) of your draft. Please read through that email carefully to verify that the payment plan is correct.

Technology Fee: \$200 Annually

Athletic Fee: \$150 Per Sport and includes practice jersey, uniform (returned at end of season).

Hot Lunch Fee: \$8.00 per meal (Must be signed up to receive)

Insufficient Funds Policy

The operation of Opendoor Education relies upon the tuition paid by our families; thus, timely payments are essential. It is the family's responsibility to have a discussion with the Director and/or Education Assistant BEFORE payments become delinquent in order to avoid any enrollment issues.

In the event of late or non-payment of fees, the following procedure will be followed:

- A late fee of \$100.00 will be assessed if payments are not received on time (a \$30 FACTS Returned Payment Fee and an invoice from Opendoor Education for a \$70 returned payment fee).
- If tuition and fees are not paid within seven (7) business days after a reminder is sent by the Education Team, your child will enter a probation period and not be allowed to attend the Education Program in which they are enrolled.
- If the tuition is not paid in full within two (2) weeks after the probation period begins, the student's enrollment in the program will be terminated and offered to another student on the waitlist.

Terminating Contract

If you determine that your child will not be returning to Opendoor School for the 2024-2025 school year, withdrawal fees are based on the following withdrawal schedule.

April: \$1000

May: \$1200

June: \$1900

July: \$2000

August: \$2500

After the start of the academic school year, 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 overpayment.

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 and through our ProCare app. 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 and a message through our ProCare app. 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 and please do not decline notifications.

School Hours

7:00 AM	Early Bird Care opens
7:45 AM	Car pool line begins
8:00 AM	School starts/Tardy bell
2:30 PM	Early check out ends/parents should join the car line after this time
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 and until 7:40 am, students may be escorted by a guardian to the Early Bird areas (K-4/Thunderdome, 5-7/Cafeteria), 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 Preschool and Middle School buildings following the school traffic pattern.

- 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.
 - o Exception: During the first week of school, parents are permitted to walk their Kindergarten and First Grade students to their classrooms.

Parents will be issued two key fobs at the time of their enrollment in Opendoor Education. The fobs are to be used only by the student's father, mother and authorized pick ups that are listed in the Student file. No one else should use that key fob to enter any building on Opendoor Education's campus at any time. Cards are active between 7:00AM and 7:40AM for Early Bird Care. If visiting Opendoor School after 7:45, please check in at the Preschool 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 carpool line. **ALL parents are asked to use the carpool line. 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. To buckle your student, please pull into a parking space to keep the carpool line flowing.**

After School Care

Students enrolled 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 your child's teacher in writing via ProCare.** All communication with After School must be communicated to them directly via the ProCare app. **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. Messages may be sent through the ProCare app directly to the afterschool staff.**

ACADEMIC STANDARDS

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 STEAM as well as elective offerings for our middle school students. 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-First Grade:
 - 100%-90% ✓+/ A (Above Expectations)
 - 89%-70% ✓/ M (Meets Expectations)
 - 69%-Below ✓- / NI (Needs Improvement)

- Second-Middle School Grades (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 student an Encore class each day. Student's horizons are broadened through Art, Music, Library, Physical Education and STEAM classes each week. Opendoor Middle School students are provided opportunities to explore elective options based on their interests.

ENCORE classes:

- Teach State and National Standards in all 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.)

Elementary 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.

Middle School ENCORE classes meet as follows:

- PE/Health 4 days/week for a total of 45 minutes/day.
- Chorus or Guitar 4 days/week for a total of 45 minutes/day. Chorus is full year, guitar is semester based.
- Choice of Yearbook, Art, Peer Helping, or Computer Science 4 days/week for a total of 45 minutes/day.

Elementary ENCORE grades are Participation grades – they are not grades for good behavior. Students must participate in the activities/lessons and special events, such as concerts and competitions, presented in ENCORE classes.

- ENCORE Grades (Kindergarten-5th Grade):
 - **P** – Participatory
 - **NP** – Non-Participatory
- ENCORE Grades (Middle School):
 - 100-90 A
 - 89-80 B
 - 79-70 C
 - 69-60 D
 - 59-Below F

Elementary 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. Performances are scheduled early in the year. Student participation is expected.

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 grade students through Middle Grade students are required by North Carolina’s Department of Non-Public Education to take a Nationally Normed Standardized Test. Opendoor School has chosen the IOWA, which is the only required testing at Opendoor School.

Third grade students through Middle Grade students *may* be administered the North Carolina EOG test within the last ten (10) days of each school year. Students should take and complete the test, if given, to determine growth from the prior year.

Promotion

Completion of the students academic year on grade level in addition to consideration of other efforts will determine if a student is promoted to the next grade level. If a student is consistently performing below grade level, the student’s teacher will request a parent/teacher conference to determine the next steps. This conference will begin the Retention Intervention Process. The teacher will discuss this process in detail with parents.

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

- Pass 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. Science, Social Studies, 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 as 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 on 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. Tutoring may be scheduled through our Opendoor After School Program or by talking directly with an Opendoor School teacher.

CLASSROOM GUIDELINES

Lunch and Snacks

Kindergarten - Middle School– All students will need to bring a light, healthy snack along with lunch from home each day. Student lunches cannot be refrigerated. Only 3rd-middle 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. You will have the opportunity to order a Hot Lunch from a local restaurant that will be delivered to us.

*****Students are expected to bring lunches with them in the morning. If you are bringing your child's lunch, it MUST be dropped off at the main office by 9am. You may bring lunch during your child's lunch time if you intend to eat with them in the cafeteria.**

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. Proximity devices will not work during the hours of 7:40am-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.

- Spirit Week
- Thanksgiving
- Christmas
- 100th Day of School
- Valentine's Day
- Easter
- End of the Year

- Read Across Opendoor Week
- Field Day

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.

HEALTH AND SAFETY GUIDELINES

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 7th 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 rescue medications 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

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 the death of an immediate family member are considered excused. Students will be given three (3) days to coordinate with the 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.

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. These absences are considered unexcused absences.

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 at 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 prior to 2:30pm. **Three (3) unexcused early dismissals are equivalent to one absence.** If a student is leaving school early with an adult other than the parent, advance written notice is required. This may be done via email to the teacher or a ProCare message. 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

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. Opendoor School follows a Positive Behavior Interventions and Supports plan to promote positive behavior among students at all times.

Opendoor Dress Code

Opendoor School is passionate about teaching and equipping the next generation. With that in mind we do not require students to wear a uniform. We want to partner with parents as we come alongside students to teach them modesty, cleanliness, and neatness. This is a skill that will serve them well in all that God calls them to. Below is the approved dress code and the violation policy that we will follow. Teachers and administration have the authority to interpret and enforce this code. When a circumstance occurs where the parents and teachers cannot come to an agreement, the Principal will have the final word. Please review the dress code with your students at the beginning of the school year.

LETTERING + LOGO

All text, graphics, and/or logos should be appropriate and in line with our Core Values.

HATS + CAPS

No hats/caps are permitted inside school buildings, and may be worn outside only.

SHOES

Appropriate shoes for the day's activities are required, including athletic shoes for PE classes.

SHIRTS

Should be opaque with modest necklines. No undergarments may be visible. Tank tops must be three fingers wide at the top of the shoulder. Shirts must extend below the waistline with no bare stomach showing. Buttoned shirts should be buttoned appropriately.

PANTS

Must be worn above the hips. Rips are allowed only below the fingertip line (with arms extended straight down the side).

SHORTS

Must be a minimum of mid-thigh length (halfway between the thigh and knee) and must be visible below the shirt. Spandex, biker, and short shorts are not permitted.

SWEATSHIRTS + HOODIES

May be worn in the building as long as the hood is down. Hood may only be worn on the head outside.

DRESSES + SKIRTS + SKORTS

Are acceptable as long as the hemlines are fingertip (arms straight down at side) length or longer, even if leggings, tights, or shorts are worn underneath. Dresses must have modest necklines.

LEGGINGS

May be worn as pants, but only with a top that covers 360 degrees at the bottom of the fingertips when arms are extended straight down the side.

Dress Code Violations

Non-compliance with the Opendoor School Dress Code may result in a student having to change into appropriate clothing before being allowed to return to the classroom.

1ST - 3RD VIOLATIONS

The parent(s) will be contacted by phone or email (student will be required to change). Students may be asked to sit in ISS (in school suspension) until a change of clothes is provided.

4TH - SUBSEQUENT VIOLATIONS

The parent(s) will be asked to meet with the administrator to discuss consequences.

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.

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 management systems; however, all classrooms use the same core values and expectations in regards to discipline. There are 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 and an informal THINK sheet will go home to be signed. 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 teacher will promptly contact the parents/guardians of the student and an office referral will be completed documenting the incident. An administrator will contact the parents after assigning appropriate consequences. 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, an administrator 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 assigned In- School Suspension for a period of time. In Kindergarten, the ISS time will last half of a day for the first offense. Grades 1-7 will be assigned 1 full day for the first offense. If the behavior is repeated, the student may be assigned ISS for up to two days. If the behavior still does not cease, the student may be suspended out of school 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 ISS, 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 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

Parent – Teacher Communications

All communication with teachers should be conducted, when possible, through email messages or ProCare messages between home and class. Any messages for students or any other immediate communications regarding *emergency* carpool changes 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 parents 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. Parents are required to sign a Parent Code of Conduct at the beginning of each school year.

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

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 parents 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 a 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.