



The
Open Doorway
School

The Open Doorway School

Parent & Student Handbook

2012-2013

Welcome

Please allow us to extend a warm welcome to all new and returning students to The Open Doorway School. We look forward to working with each and every one of you as we continue to build a school with high academic performance, strong social skills programs, new exciting student activities, curricular and extracurricular programs, and unprecedented levels of parent and community involvement. Your handbook contains valuable information that will greatly enhance your time with us at The Open Doorway School. Please take the time to review your student handbook with your parents.

We are committed to providing you with a positive and memorable school year in 2012-2013, and we look forward to seeing you!

Respectfully,

The Open Doorway School

Table of Contents:

General Information	1
Daily Schedule	2
Dress Code	3
Grading Scale	4
Attendance	5
Emergency Procedures	6
Parent/Teacher Meetings	6
Health and Medical Policies	7
Lunch Policies	7
Student Identification Cards	8
Dismissal Policy	8
Cell Phones	9
Speech and Other Therapies	10
Computers	10
Parent Foundation Participation	11
Parent/Student Acknowledgement Form (Return It)	12

Welcome

Dedicated to academic and personal growth

It is our goal at The Open Doorway Inc to create a successful learning environment that will promote academics and personal growth. In order for such an environment to be successful it is necessary that we all follow certain guidelines.

Mission

At The Open Doorway Inc, we offer a very unique educational experience. Each of our students receive individualized curriculum and one on one instruction. Our classes are small and flexible to meet the needs of the individual student on a daily basis. This unique educational experiences provides for personalized instruction and encourages maximum academic and personal growth.

School Colors and Mascot

The school's colors are blue and green.
The Open Doorway Inc mascot is a mixed breed dog from the pound.

NOTE: All rules and regulations are subject to change due to changes in federal, state, and district laws and policies.



School Hours

Grades K-12: School hours are from 8:00am – 2:00pm

Parent and child will be met at the door and child will be escorted in to begin their day by a school staff member.

Students can arrive no earlier than 7:30am when the doors open; and stay no later than 2:15 without aftercare enrollment.

After school care is available from 2:00pm -5:00pm. Please let us know if you will need these services. We will give you a package for this service and the fees per month.

Homework Club: The homework club is from 2:15-3:15 Monday through Thursday for \$3 per hour.

Dismissal:

Children are allowed to leave the premises with their parents only. If any other person is to pick up your child, the school must be notified in advance. Only the primary parent can make changes on the emergency contact card as to who is authorized to pick up the child. A copy of the drivers license of the person picking up the child will be made each time the primary parents are not available to pick up the child.

Regular School Day Grades K-5

8:00-10:30 Academics following Sunshine State Standards

10:30-11:15 Lunch

11:15-12:00 Elective Activities

12:00- 2:00 Different small group instruction classes

Regular School Day Grades 6-12

8:00-10:30 Academics following Sunshine State Standards

10:30-11:15 Elective Activities

11:15-12:00 Lunch

12:00 – 2:00 Different small group instruction classes

Dress Code

Must Wear:

- Students must wear shirts that do not reveal cleavage
- All dresses, shorts, skirts or skirt slits must be no higher than two inches above the knee
- All pants, shorts and skirts must be worn above the hipbone.
- Belts must be worn in pants/skirt loops at all times, belts must be visible.
- Students must wear shoes, tennis shoes, or boots that cover the heel
- Students must dress in clean, neat clothes and their appearance must show they respect themselves and their bodies.

Must Not Wear:

- Students must not wear see through clothing of any type
- Students may not wear any clothing, accessories or flags that are associated with gangs, tobacco, drugs, nudity, violence, profanity, or alcohol.
- Students must not wear accessories that are associated with gangs, tobacco, drugs, nudity, violence, profanity, or alcohol

The school administration/designee shall be the final judge of wearing apparel or accessories. Administration/designees will determine whether or not such apparel or accessories are appropriate, disruptive, offensive, distracting or in violation of health and safety rules. Please provide a change of clothes for each student to remain at school in case it is needed. Parents will be called to bring a change of clothes or shoes if student is found in violation of the dress code.



Diplomas and Certificates

Standard Diploma:

The Standard High School Diploma will be awarded to students who have earned the required 24 credits that include all the required courses. Students must earn a cumulative grade point average of no less than 75 on a 100 point scale for the core courses required by the state of Florida for graduation.

Attendance Diploma:

The Attendance High School Diploma will be awarded to students who have attended at least the minimum required amount of days in school and participated in full time ESE classes.

Standardized Testing and Grading Procedures

Standardized Achievement Testing will be administered each spring to all students. It is given in a one to one setting. These results are presented to the parents but do not prevent promotion of the student, but provides a reference point about the child's functioning level.

Report cards:

Report cards are sent home approximately every 10 weeks (4 times a year).

Grading Scale:

A	94- 100	Outstanding
B	85-93	Good
C	75-84	Satisfactory
D	65-74	Needs Improvement
F	0-64	Failing

School Work/Homework

Parents must sign homework agenda and return it the next day. Tests are usually on Fridays. Homework is sent home in backpacks; these backpacks should be checked daily for notes or assignments. We will provide study guides for major exams; please follow through on reviewing with your child.

Attendance

Each school is responsible for reporting attendance records to the state, and according to Florida Department of Education students must attend a set minimum amount of instructional hours per year.

Students are allowed a maximum of 10 excused absences per school year. When a student misses school, or is tardy, all missed work must be completed. Time will be given during the day to complete make-up work. If there is not enough time at school to make up work it must be completed at home. Work that is not made up will result in a zero in the grade book.

Excused Absences – Absences are excused when an appropriate explanation is provided by the parent within 3-days of the student's return or by the parent's physician when the physician authorization threshold has been reached. The written explanation must include the dates of the absences which are sought to be excused and the reason for the absences (F.S. 1003.26)

- Illness of the student
- Major illness in the student's immediate family
- Medical appointments of the student
- Death of family member or friend of family
- Required court appearance
- Religious holiday of the student or student's family's faith
- Subpoena or forced absences by any law enforcement agency
- Major disaster that justifies the absence that has been approved by the director
- Other planned absences approved in advance by the director

Unexcused Absences – Unexcused Absences are failures to attend school other than those specifically excused by the administration or designees. If these unexcused absences continue F.S. 984.151 truancy petition pursuant will be necessary to be filed.

- Truancy
 - Failure to provide an explanation
 - Repeated absences not listed by a physicians note and with no known lifelong medical issues.
-

Emergency Procedures

In case of extreme weather, we will close when there is a hurricane warning. Staff will contact you as soon as we are able to restart classes.

If an event occurs in which the school must be evacuated – the staff will transport the students to a safe location in their cars. The parents will be contacted by phone at where they can meet their students at the centralized safe location.

Parent/Teacher Meetings

We are unable to conduct any parent conferences with you about your child before, during or after school hours if it is not previously scheduled. Due to the limited time we have with your student; we take advantage of every moment as educational time to give your child the greatest success. Please email us any concerns you may have and we will be happy to respond; and if needed will set a time to meet with you which would not interfere with the student's contact school hours.

Physical Safety Procedures: It is required by the state of Florida Department of Education that all schools (public and private) notify parents of what procedures will be using if a child becomes physically aggressive. If your child endangers self, others, or property, we will use (P.R.T.) Primary Restraint Technique. You will be notified by a note or email of when P.R.T. has been used and what occurred. This will occur after all other behavioral procedures have been exhausted.



Health and Medical Policies

As required by Florida Department of Education, each student must have a record of immunization signed by a physician on file at the beginning of the school year or a religious exemption form.

Students who need to take prescription medication at school must have a note from the physician and the original medication container (no pills in unlabeled containers).

Nonprescription medication (for example Tylenol) will not be given to students without parental consent (a written note must be in the student's file). School personnel must administer all medications, prescriptions or non-prescriptions. Students may not have any medication in their possession.

Parents will be notified if a student needs immediate medical attention, and early pick-up may be necessary. In the event that a child is ill with a contagious ailment, the child will need to remain home until released by a doctor's note.

School Lunch/Cafeteria Policies

- The school has scheduled lunches between 10:30-12:00.
- Each student is to bring their own lunch, including eating utensils/plates/napkins.
- We do have a microwave and refrigerator if needed.
- Students are expected to see that their area is clean when leaving. Garbage must be disposed of in the proper areas.
- Students may not eat or drink in the classroom area.



Student Identification Cards

All students in middle school and high school must have an Identification Card (ID) and they are required to be in the students' possession at all times. The first ID card is free of charge for students taken at the beginning of the school year. Replacement cost, however is \$10.00 if the child loses the card.

Discipline Code and Policy on Dismissal

The school reserves the right to dismiss children from our program for the following reasons:

- Failure of parents to fulfill their financial responsibilities (more than two late charges).
- Inability of a child to function in the program, due to consistent behavior problems, behaviors not conducive to learning, and/or behavior disruptive to staff and children.
- Failure of parent to conform to drop-off and pickup times and procedures of notifying staff.
- Failure of parents to support the school in a positive manner or display appropriate respect for the school, the staff and the policies of the school.
- Failure of parents to abide by other specific policies of the school.

The director and other staff will endeavor to work with parents in these areas, should they become a problem.

If, in the opinion of the director a situation does not improve, the student's enrollment will be terminated. If a student's enrollment is terminated, there will be no refund of tuition.

Personal Property

The school is not responsible for the damage to, or theft of, personal property belonging to students. This includes automobiles parked in parking lots, electronic devices, bicycles, personal property left in the school desks, etc. Students are strongly encouraged to leave valuable personal property at home.

Textbooks

- The Open Doorway Inc provides the books used in this school. The books are loan to the students free of charge. It is their responsibility to keep the books clean and free from abuse.
- Students will be fined for lost or damaged textbooks. The failure to collect such sum upon reasonable effort by the school directors shall result in the suspension of the student from participation in extracurricular activities, graduation ceremonies and educational records will not be given until all fees are paid.
- All textbooks must be returned to the teacher who issued the book. The school will not be responsible for stolen textbooks.
- If the student withdraws before the school year ends, he/she must account for all textbooks, before all records can be sent to a new school.

Cell phones

- Students may have cell phones but they are not to be used during the school day and may be turned on after the dismissal time of 2:00pm.
 - There are no text messages during the school day or phone calls during the school day.
 - Students who need to contact their parents due to illness, lunch issues, or homework to be brought to school must use school phones.
-

Clubs

Membership in any organization is voluntary. Students taking part in the activities program at TODI assume responsibility associated with these organizations. Whenever duties and meetings conflict with academic work, the student involved is responsible for contacting the teacher previous to the time of the activity and is responsible for the work missed. Accepting an officer's position in any organization is an honor, but carries with it additional responsibilities.

Meeting Schedule for Clubs

Clubs will meet according to a schedule indicated by the sponsor. No club will meet, either at school or at any other location, unless the sponsor is present.

Clubs: Youth Outreach Club members 6 grade-12 grade
(or recommendation from Staff member)
Young Journalist Club members 9-12 grade

Speech and Occupational Therapy

Speech and Occupational Therapy are offered by contracted workers; they will contact you and bill your insurance or Medicaid. If you are interested in these services I will have them contact you by phone and/or email; so they can explain their services. They do provide them on site during the school day; so there is no need to travel outside the school site. These services are not paid for by the school.

Computer Usage

Students will be using the internet for research and studies; at no time are the students to use Facebook, or any other social networking communication system without the written permission of a staff member. If a student is found using Facebook during school hours the student will have extra homework in that subject area they were to be researching or working on.

Parent Participation

- Parents are expected to participate in the school foundation group and the school.
- Parents will complete 40 hours of volunteer work a school year. These hours can be completed through duties assigned at foundation meetings that occur monthly or bimonthly. As well as through carwashes, selling tickets, making phone calls for the foundation and other duties as assigned by the foundation/school.
- If the parent is unable to complete the 40 hours; each hour can be paid off by providing \$25 per hour not completed. These funds go to the foundation for support of the school's supplies and building fund.



2012-2013 Parent/Student Handbook

Parent and Student Acknowledgement

The TODI Student Handbook has been drawn up to help your son/daughter gain the greatest possible benefit from his/her school experience. Parents/Guardians have the responsibility for the actions of their children and should be involved in the education of their children. Please take a few minutes to view the Student Handbook with your child to ensure that they are familiar with our school policies. When you have read and discussed the document with your son/daughter, it is requested that you sign this sheet and return it to the school. This form will be kept in your son/daughter's educational folder.

Parents/Guardians should take special notice of the attendance and tardy sections of this Student Handbook as well as the dismissal and parent participation provisions.

FAILURE TO RETURN THIS ACKNOWLEDGEMENT WILL NOT RELIEVE A STUDENT OR THE PARENT(S) OF THE STUDENT FROM RESPONSIBILITY FOR KNOWLEDGE OF THE CONTENTS OF THE STUDENT HANDBOOK.

_____ Parent/ Guardian Signature

_____ Date

_____ Student Signature

_____ Date
