



# *Faculty and Staff Policy and Procedures Handbook*

*Latest Revision: 13 March 2017*

## *Shaping Hearts & Minds*

### ***PURPOSE STATEMENT***

The purpose of Denbigh Baptist Christian School is to assist the family in fulfilling their God-given responsibility for training their child. We do this by providing an education marked by a Biblical world view, curricular excellence, extra-curricular excellence, and affordability, ensuring students will be equipped to impact their world for the glory of God.

### ***MISSION STATEMENT***

The mission of Denbigh Baptist Christian School is to EDUCATE the mind, NURTURE the soul, and SHAPE the character of each student in a Christ-centered environment, based on the Truth of God's Word.

### ***VISION STATEMENT***

The vision of Denbigh Baptist Christian School is to develop students who will ENGAGE God's Truth, EXAMINE all things in light of God's Truth, and EMBRACE what is consistent with God's Truth.



*Denbigh Baptist Christian School, A Ministry of Denbigh Baptist Church*

*13010 Mitchell Point Road ~ Newport News ~ VA ~ 23602-6912 ~ (757)249-2654 ~ FAX (757)249-9480*

## Table of Contents

Introduction.....	6
Policy .....	7
1 Chain of Command.....	7
2 Philosophy Policy .....	9
2.1 Purpose Statement.....	9
2.2 Mission Statement.....	9
2.3 Vision Statement.....	9
3 General Work Policies .....	9
3.1 Faculty Job Description .....	9
3.1.1 Spiritual.....	9
3.1.2 Instructional .....	9
3.1.3 Non-Instructional .....	10
3.1.4 Professional.....	11
3.2 Personal – applies to Staff and Faculty.....	11
3.3 Salaries and Benefits for Faculty/Salaried Staff.....	11
3.4 Standards of Conduct and Dress Policies .....	12
3.5 General (Leave, Hours, etc.).....	12
3.5.1 Faculty / Salaried Staff Leave.....	12
3.5.2 Hourly Staff Leave.....	13
3.5.3 Part-time Employment .....	13
3.5.4 Fulltime Faculty Hours .....	13
3.5.5 Student / Teacher Ratio.....	13
3.6 Termination of Employment During the School Year.....	13
3.7 Faculty / Staff Discipline .....	13
3.8 Grievance Policy .....	14
3.9 Administrative Office Support.....	14
3.10 Phones.....	14
3.11 Faculty and Staff Lounge.....	14
3.12 Sexual Harassment.....	15
3.13 Non-Discrimination Policy .....	15
3.14 Use of Volunteers within the School .....	16
3.15 Child Protection Policy .....	16
Procedures.....	18
4 Faculty and Staff Procedures .....	18
4.1 Absence.....	18
4.2 Faculty / Staff Discipline .....	18
4.2.1 First Session.....	18
4.2.2 Second Session.....	19
4.2.3 Third Session .....	19
4.2.4 Right of Appeal.....	20
4.3 Grievance Procedures .....	20
5 Classroom Procedures.....	20
5.1 Instructional Program Expectations.....	20
5.1.1 Administrative Duties.....	20
5.2 Classroom / Gym Responsibilities.....	21

5.3	Collection of Money .....	21
5.4	Specific Classroom Management Areas .....	21
5.5	Playground / Physical Education Responsibilities.....	22
5.6	Hall, Class, And Restroom Procedures.....	22
5.6.1	Elementary .....	22
5.6.2	Middle / High School.....	22
5.7	Car Line Duty .....	22
5.8	Chapel .....	23
5.9	Keys/Door Key Cards.....	23
5.10	Library / Internet.....	23
5.10.1	Elementary (Pre-K Through 5 <sup>th</sup> grade).....	23
5.10.2	Middle and High School (6 <sup>th</sup> -12 <sup>th</sup> ).....	23
5.10.3	Internet Usage.....	23
5.11	Bulletin Boards .....	23
5.11.1	Classroom .....	23
5.12	Homework / Tests.....	23
5.12.1	Wednesday Homework.....	24
5.12.2	Middle / High School test Policy.....	24
5.13	Report Cards .....	24
5.14	Programs .....	24
5.15	Field Trip / Buses.....	24
5.16	Classroom Socials.....	25
5.17	Purchases.....	25
5.18	Parent / Faculty Relationships .....	25
5.19	Videos / Movies .....	26
6	Grading Procedures.....	26
6.1	Grading System Used .....	26
6.1.1	Promotion Requirements .....	27
6.2	Permanent Records .....	28
6.3	Online Grading System.....	28
6.4	Substitutes.....	28
6.4.1	Plan / Record books .....	28
6.4.2	Forms .....	28
6.4.3	Material.....	28
6.4.4	Students.....	28
7	Disciplinary Procedures.....	28
7.1	General.....	28
7.2	Suspensions.....	29
8	General Procedures .....	29
8.1	Fire Drill.....	29
8.2	Crisis Management .....	30
8.2.1	Lock Down (Intruder).....	30
8.2.2	Get Down (Tornado).....	30
8.2.3	Get Out (Evacuation / Relocation for Fire or Bomb Threat).....	31
8.3	Child Protection Procedures .....	31
8.4	Student Attendance .....	32

8.5	Student Illness / Safety.....	32
8.6	New Students .....	33
8.7	Classroom Visitation and Faculty Evaluation.....	33
8.8	Continuing Education .....	33
8.9	Copyright Notice.....	34
8.10	Telephone.....	34
8.11	Sexual Harassment.....	34
8.12	Implementation .....	34
Appendix A: Denbigh Baptist Church Child Protection Policy and Procedures.....		35
Appendix B: Code of Virginia § 63.2-1509 Physicians, nurses, teachers, etc., to report certain injuries to children; penalty for failure to report.....		39

**Table of Figures**

Figure 1: Overall Management Structure ..... 7  
Figure 2: Education Structure ..... 8  
Figure 3: Athletics Structure ..... 8

**Table of Tables**

Table 1: Approximate # of Homework Minutes ..... 24  
Table 2: Grading Scale ..... 27

# Introduction

---

Welcome to Denbigh Baptist Christian School (DBCS) family. This handbook was created to help you understand the DBCS Policy based upon the DBCS Philosophy.

First, you need to understand the foundation the mission of DBCS stands upon. Since we rarely spell out DBCS, we need to look at doing so right at the start, so we don't forget what DBCS means. There are three parts to DBCS, and each provides a crucial part of the foundation.

The first part of our acronym is "Denbigh Baptist" – a church congregation. Denbigh is an Independent Baptist church, and the establishing force of DBCS. Denbigh Baptist Christian School was organized in 1969 as a ministry of Denbigh Baptist Church. The Lord's blessing upon the school is evidenced by its growth from that 5-year old kindergarten of 15 students in September 1970 to its current program that includes 3-year-old preschool through grade 12.

Denbigh Baptist Church provides the policy piece of the DBCS foundation.

The second part of our acronym is "Christian". This clearly identifies DBCS as an organization of people that depend upon the salvation offered through Jesus Christ as described in the Holy Bible.

It is this Jesus and this Bible that provide the philosophy piece of the DBCS foundation (see separate Philosophy Handbook).

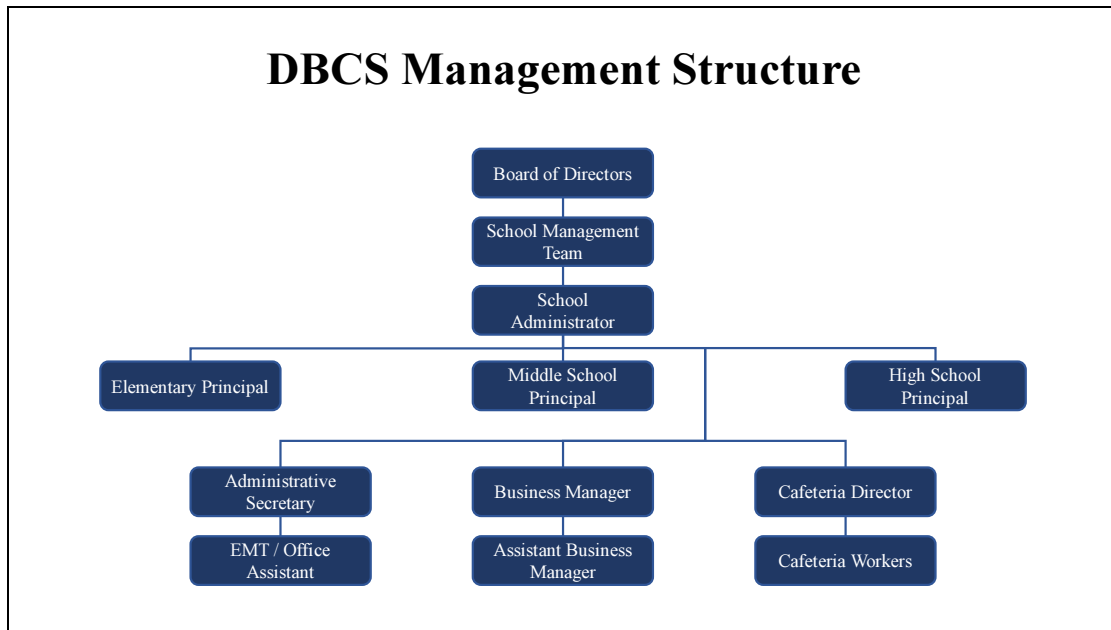
The third, and last, part of our acronym is "School". DBCS is providing education to its students. DBCS has been a member of the Association of Christian Schools International since 1990. In July, 1997, DBCS was reorganized as a fully accredited institution by the Association of Christian Schools International, and is recognized by the Commonwealth of Virginia as an accredited institution.

# Policy

---

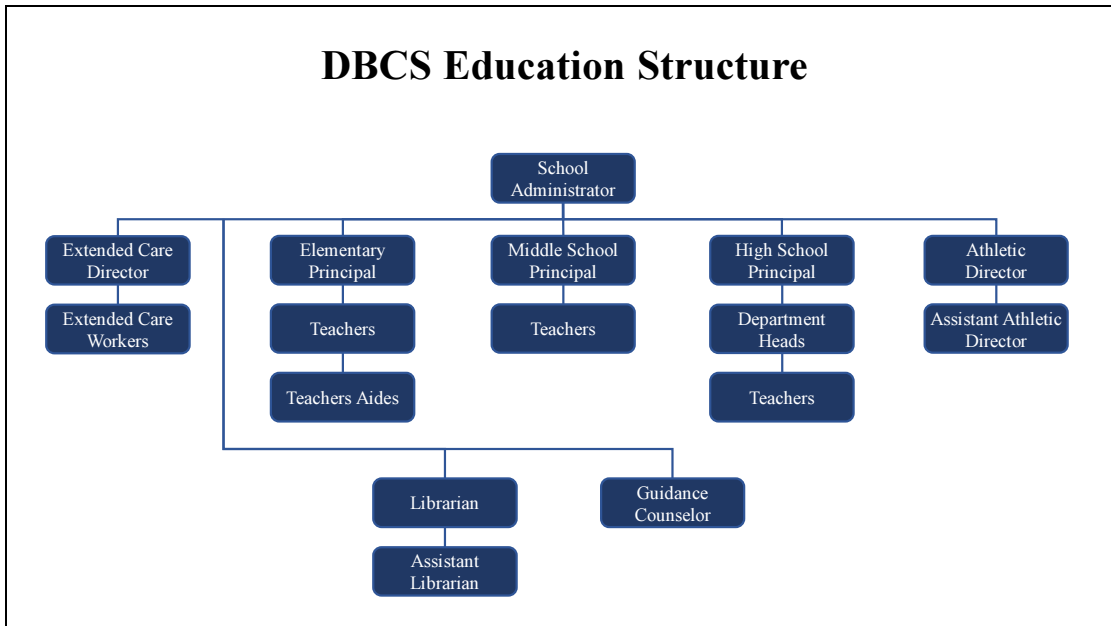
## 1 CHAIN OF COMMAND

Clear lines of responsibility and structure are necessary for an organization to be successful. The chain of command depicted below must be followed:



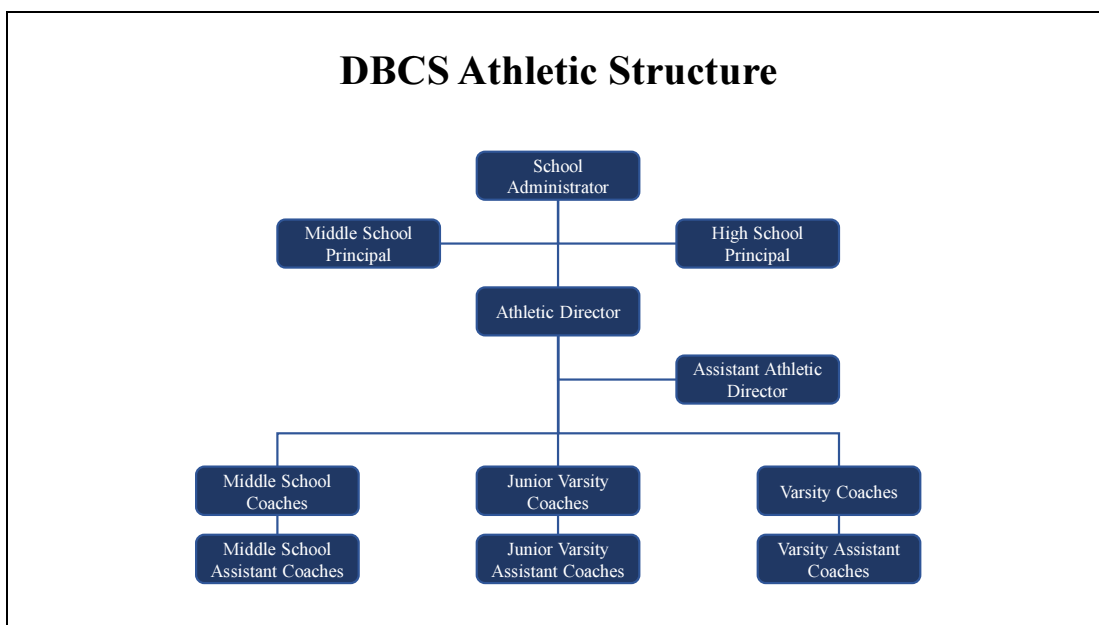
**Figure 1: Overall Management Structure**

This figure shows the management structure of DBCS. The top of the Chain of Command is the Denbigh Baptist Church Board of Directors. Authority and responsibility flows from them through the School Management Team and School Administrator to principals for each of the schools and support staff. This management structure is responsible for the overall “business” that is DBCS. Direct education of the students is supported by the following figure.



**Figure 2: Education Structure**

DBCS business and DBCS education come together through the School Administrator and the principals. Note that, while each principal has teaching faculty, all are supported by the Librarian, Guidance Counselor, and Student Assistant Program functions. Similarly – yet distinctly different – the Athletic Structure in the next figure shows how that department supports DBCS.



**Figure 3: Athletics Structure**



## **2 PHILOSOPHY POLICY**

Faculty and staff must be in agreement with the philosophy of the school as stated below and in the Philosophy Handbook.

### **2.1 PURPOSE STATEMENT**

The purpose of Denbigh Baptist Christian School, a mission outreach of Denbigh Baptist Church, is to assist the family in fulfilling their God-given responsibility for the training of their child by providing an education marked by a Biblical world view, curricular and extra-curricular excellence, and affordability so that students will be equipped to impact their world for the glory of God.

### **2.2 MISSION STATEMENT**

The mission of Denbigh Baptist Christian School is to EDUCATE the mind, NURTURE the soul, and SHAPE the character of each student and staff member in a Christ-centered environment, based on the Truth of God's Word.

### **2.3 VISION STATEMENT**

The vision of Denbigh Baptist Christian School is to develop students who will ENGAGE God's Truth, EXAMINE all things in the light of God's Truth, and EMBRACE what is consistent with God's Truth.

## **3 GENERAL WORK POLICIES**

### **3.1 FACULTY JOB DESCRIPTION**

One's teacher inevitably has a special place and unique impact in a student's life. This means, as a Christian institution, these policies apply to each faculty member:

#### **3.1.1 SPIRITUAL**

- Shares faith openly
- Maintains regular devotional life
- Prays daily for students
- Regularly attends their local church services and is actively involved in the church ministry
- Integrates spiritual truth with all academic subjects
- Encourages students to accept God's gift of salvation and to grow spiritually
- Acknowledges parents as ultimately responsible for child's education
- Admits failures and shortcomings

#### **3.1.2 INSTRUCTIONAL**

- Implements long range planning in accordance with a curriculum guide
- Annually reviews and updates curriculum guides
- Annually reviews and updates school's curriculum scope and sequence
- Plans all lessons or instructional activities on a weekly basis
- Presents clear lessons in accordance with the objectives planned

- Uses appropriate teaching techniques and resources to meet needs of the learners
- Leads students to use high order thinking skills (analysis, synthesis, and evaluation) appropriate to their skill levels
- Manages the atmosphere of the classroom that best allows learning to take place
- Conducts help classes either before or after school, as needed or requested by parents or students
- Shows command of subject material
- Maintains classroom bulletin boards and those (as assigned) in the hallway
- Communicates clear directions for expected classroom behavior
- Handles behavior problems quickly and consistently
- Provides feedback to the students and parents in an efficient and timely manner
- Nurtures the confidence of the students
- Practices efficiency in routine matters, i.e., roll call, restroom policy, etc.
- Utilizes community resources, as appropriate to subject matter
- In classes where the curriculum dictates the use of a particular version of the Bible, that version will be used for instruction. For memorization, the KJV, NKJV, NIV, ESV, or NASB may be used, at the discretion of the teaching faculty member
- Keep the numerical average for each student for every quarter in your grade book or daily attendance book
- Include constructive and positive comments on every elementary school grade report card
- A comment is necessary for every high school and middle school student report card. Additional comments are necessary on any report card that has an unsatisfactory mark or a grade that recently dropped

### **3.1.3 NON-INSTRUCTIONAL**

- Attends:
  - Daily devotional / staff meetings
  - All called faculty meetings
  - Evening programs involving his/her class
  - All school teachers' conferences
  - Other meetings as assigned
- Performs duties of student and traffic control
- Completes all paperwork/records in a timely manner.
- Is responsible for the daily and end of year cleaning of classroom area
- Assists in the overall cleanliness of the facilities
- Promptly reports repair needs to the administration as they are noticed
- Oversees and guides in the planning of class parties and outings at the designated times throughout the year
- Is available to students and parents who wish to have conferences regarding school work and assignments
- Middle and high school faculty will serve as home room sponsors in grades 6 – 12
- Supervises extracurricular activities, organizations, and outings, as assigned
- Performs additional duties, as assigned

### **3.1.4 PROFESSIONAL**

- Maintains open communication and cooperation with faculty members, staff members, students, parents, and administration
- Complies with school philosophy, policies, and procedures
- Keeps abreast of recent developments in his/her subject field
- Is ACSI certified or is actively applying for ACSI certification
- Shall complete the Christian Philosophy of Education in-service program within the first 2 years of employment. Shall apply for the highest level of ACSI certification possible. Courses shall be taken to remove deficiencies within the time frame as outlined by ACSI in the teacher's initial certification
- Actively seeks to maintain personal ACSI certification by attending conferences and taking appropriate classes (locally, by correspondence, or on the internet)

### **3.2 PERSONAL – APPLIES TO STAFF AND FACULTY**

- Serves as a positive role model
- Exhibits enthusiasm toward living life, gaining knowledge, and serving Christ
- Guards personal testimony from real or perceived blemish

### **3.3 SALARIES AND BENEFITS FOR FACULTY/SALARIED STAFF**

Paychecks are issued twice monthly. All contracts take effect on the first staff day in August. Salaries are paid in twenty-four payments. Direct your questions concerning paychecks to the Business Office/Administrator.

Faculty and staff member benefits provided in addition to salary:

- Tuition assistance for educational studies related to your teaching responsibilities (subject to approval by school administrator and availability of funds)
- The school will pay two-thirds of the cost of the health insurance premium for full-time faculty and staff. Health insurance begins 30 days after initial employment and continues for the length of the contract
- All full-time and part-time faculty and staff are provided a 50% discount on the tuition of any of their children or grandchildren who are enrolled at DBCS. This discount does not apply to substitute teachers, coaches, or others not working regularly scheduled hours.
- There is an allowance of 10 days paid leave per school year. These days are converted to hours based on the number of hours this person works in a day. Unused leave will accumulate up to 240 hours, and may be used in the event of an emergency as approved by the administrator. In the event of termination for any reason, unused leave hours are not reimbursable. A payroll deduction will be made for each day absent in excess of the allowance. The deduction is computed based on the substitute teacher pay
- Any time off taken beyond the permitted 10 days will be taken without pay; salaried employees will have their pay reduced to the ratio of time they worked in proportion to the hours which are typically required by their contract
- Three days of paid bereavement leave are allowed each school year for the death of a member of the immediate family (i.e. spouse, parent, grandparent, child, or sibling). Bereavement days are separate from leave days noted above

- All school holidays noted on the DBCS calendar will be given
- A \$35,000 life insurance benefit package is provided by the school

### **3.4 STANDARDS OF CONDUCT AND DRESS POLICIES**

Standards of dress are based on four Biblical principles:

- Dress shall be modest (I Timothy 2:9)
- Dress shall properly differentiate between sexes (Deut. 22:5; I Cor. 11:14-15; Matt. 19:4)
- Dress shall not call undue attention to itself (Phil. 4:5; I Peter 3:3-4; I Cor. 10:31)
- Dress shall not identify with an element of society that is contrary to God and the Gospel of Jesus Christ (I John 2:15; I Cor. 6:19-20; Col. 3:1-10)

While these four principles allow for some latitude, they do not permit the Christian abandonment to any fashion.

All faculty and staff members are to dress professionally, and use the utmost discretion in matters of dress and behavior. Our students and parents are constantly viewing the faculty and staff to determine if the character and attitude of each individual is sincere, or if specific characteristics are displayed only during working hours.

While at work, or even on the school property, maintain the highest standards of appearance. The student codes for hair length, piercings, tattoos, etc. shall be maintained while on campus or at a school function. The dress code policy is found in the Student Handbook. It is the responsibility of each faculty and staff member to set a proper example before students in actions, dress, and example. Faculty and staff are expected to wear clothing that is of the highest standard of modesty. Clothing must be clean and in good repair.

All men faculty and staff are expected to keep their hair and face (mustaches / beards / goatees) neatly groomed / shaven, as appropriate.

- Note: Physical Education faculty members are allowed to wear modest professional warm-up suit.

### **3.5 GENERAL (LEAVE, HOURS, ETC.)**

#### **3.5.1 FACULTY / SALARIED STAFF LEAVE**

All doctor's appointments should be made, if at all possible, for after school hours. A Leave Request Form must be completed and given to the respective principal when leave time is needed.

Any faculty who will be missing regular class time in order to fulfill extra-curricular obligations must notify the respective principal at least 1 week (5 school days) before the event. Faculty will be allowed to go to such activities only if a substitute is available. Faculty will not be able to miss class in order to drive buses to extra-curricular activities, unless prior approval is given.

The faculty member is responsible for tests, quizzes, homework, lesson plans, grade book, and absentee record for his/her classes, even when absent. The faculty member will have to grade any work done during their absence.

A faculty member's pay will not be deducted for jury duty, but the faculty member is required to turn in any pay received to the business office.

### **3.5.2 HOURLY STAFF LEAVE**

Staff members should notify the respective principal or administrator when leave time is needed. A Leave Request Form should be used when leave is planned ahead of time. Leave days are unpaid. Work hours missed due to leave may be completed at a later time when beneficial to the school and when approved by the respective principal.

### **3.5.3 PART-TIME EMPLOYMENT**

Some of our members may find it necessary to work a part-time job. Part-time employment is permissible with the approval of the administrator. However, we remind you that your primary employment is with the DBCS ministry. It is not only unwise, but also unethical, for you to have other employment which would interfere with your DBCS duties. This not only includes conflicts in working hours, but also holding a job that prevents you from receiving proper rest.

### **3.5.4 FULLTIME FACULTY HOURS**

Students learn patterns of behavior from adult role models. Therefore, it is imperative that faculty members are aware of this responsibility in all areas, including punctuality. The safety and welfare of our students may be in jeopardy if faculty are not in place at designated times. For these reasons and others, punctuality is expected. Student school hours are from 8:15 a.m. until 3:15 p.m. Elementary school hours are from 8:15 a.m. until 3:05 p.m. Faculty work hours are from 7:40 a.m. until 3:40 p.m. Faculty meetings are conducted at 7:40 a.m. If you need to leave earlier than 3:40 p.m., you must clear it with your principal or School Administrator, in accordance with the chain of command. Non-compliance could result in loss of pay.

### **3.5.5 STUDENT / TEACHER RATIO**

A student-teacher ratio of 25-1 will not be exceeded unless deemed necessary by the administration. Optimally, the student-teacher ratio will not exceed 20-1

## **3.6 TERMINATION OF EMPLOYMENT DURING THE SCHOOL YEAR**

- Inform the appropriate principal (faculty) or School Administrator (staff) as early as possible of voluntary termination
- Involuntary termination may occur only with School Management Team approval

## **3.7 FACULTY / STAFF DISCIPLINE**

- The principal will inform the School Administrator whenever a member of the faculty is not performing as expected.
- The School Administrator will inform the chair of the SMT that the principal (faculty) or School Administrator (staff) will administer discipline according to the procedures below.
- The School Administrator will request approval to dismiss the employee before proceeding to the third session.

- At the conclusion of a third session, the principal or School Administrator will advise the employee of his or her right to appeal.

### **3.8 GRIEVANCE POLICY**

If a faculty or staff member has concerns or grievances, he / she should follow the principles given by Jesus Christ in Matthew 18:15-17. These principles include:

- Going privately to the person
- Going to those in the correct line of authority over that person only after you have spoken to the person in question (see organizational chart)
- Doing everything with the purpose of building up and not tearing down

The School Management Team is the final authority. If a grievance is brought before the School Management Team, all appealing parties should provide a written or oral statement addressing the complaint, corrective steps that have been taken, suggested steps for resolution, and if appropriate, suggested procedures for preventing future occurrences.

After the School Management Team has considered all information provided, it will, in a written statement to the parties involved, announce their decision. All parties shall be informed that the decision is final and no further appeal is possible.

### **3.9 ADMINISTRATIVE OFFICE SUPPORT**

The Administrative Office staff plays a key role supporting the faculty. This section contains the procedures related to the school office and the staff that runs it.

- Do not loiter in the office. It is our desire to keep our office operating on an efficient business basis. Your cooperation is greatly appreciated. Conversations pertaining to personal matters should be conducted away from the office area.
- Maintain student permanent records and inserts

### **3.10 PHONES**

Non-emergency cell phone use by faculty and staff is limited to planning periods, lunch, before school, and after school. Cell phones should be turned off and never used during class time, even while students are working on projects or taking tests. This policy includes texting. When someone calls the office for you, the secretaries will forward the message to your phone in your room. A light will flash notifying you that a message is being stored in your voicemail. It is policy that the office will not call you while you are teaching in the classroom, unless it is an emergency. All parents' phone calls must be returned within 2 days.

### **3.11 FACULTY AND STAFF LOUNGE**

The lounge is the focal point of communication between faculty and staff.

- The lounge is not for student use
- Everyone is responsible for keeping the lounge clean and orderly. Do not store personal items in the lounge
- Check mailbox regularly for announcements, messages, etc.

### **3.12 SEXUAL HARASSMENT**

It is Denbigh Baptist Church and DBCS policy that all employees should be able to enjoy a work environment free from sexual harassment.

Sexual harassment is a form of misconduct that is not biblical. It undermines the integrity of the employment relationship. No employee, either male or female, should be subjected to unsolicited or unwelcome sexual overtures or conduct, either verbal or physical.

Sexual harassment does not refer to occasional compliments of socially acceptable nature, it refers to behavior that is not welcome, that is personally offensive, that lowers morale, and, therefore, interferes with our work effectiveness.

Employees are not to endure insulting, degrading, or exploitive sexual treatment. Individuals found to have violated this policy will be subject to severe disciplinary action up to and including termination. Likewise, false accusations will result in disciplinary action, up to and including termination.

Specifically, no person shall threaten or insinuate, either explicitly or implicitly, that an employee's refusal to submit to sexual advances will adversely affect the employee's employment, evaluation, wages, advancement, assigned duties, shifts, or any other condition of employment or career development.

### **3.13 NON-DISCRIMINATION POLICY**

DBCS adheres to a longstanding policy of admitting students of any race, color, nationality, and ethnic origin. Each is equally afforded all rights, privileges, programs, and activities generally accorded or made available to students at the school. DBCS does not discriminate on the basis of race, color, nationality, or ethnic origin in administration of its educational policies, athletic programs, and other school-administrated activities. However, DBCS reserves the right to decline any application, or dismiss any employee, if they or their family profess, promote, or participate in a life-style that is contrary to the established teaching of Denbigh Baptist Church.

Denbigh Baptist Church has adopted the following statements into its Constitution and By-laws:

- We believe that the term marriage has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture (Genesis 2:18-25). We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other (I Corinthians 6:18, 7:2-5; Hebrews 13:4). We believe that God's command is that there be no sexual intimacy outside of or apart from marriage between a man and a woman.
- We believe that God wonderfully foreordained and immutably created each person as either male or female in conformity with their biological sex. These two distinct, yet complementary genders together reflect the image and nature of God (Genesis 1:26-27).
- We believe that every person must be afforded compassion, love, kindness, respect, and dignity (Mark 12:28-31; Luke 6:31). We also believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ (Acts 3:19-21; Romans 10:9-10; I Corinthians 6:9-11).

### **3.14 USE OF VOLUNTEERS WITHIN THE SCHOOL**

Denbigh Baptist Christian School appreciates the valuable contribution made to the school by parents and community members who volunteer their time and talents. The volunteer must:

- Prior to volunteering, read and sign the Volunteer Agreement.
- Sign in and out of the building.
- Shall operate under the direction of a DBCS staff member and shall be within sight or sound of a faculty/ staff member while working with students.
- Will be required to undergo a background check, if authorized by the administration of DBCS to volunteer in a position having direct unsupervised contact with students, (i.e. volunteer coaches)
- Must profess their faith in Christ and demonstrate this by the Christ centered ways they relate to students.
- Should intervene if the safety of a child is in question; however, volunteers should not discipline students.
- Must protect the teachers' and students' rights to privacy.
- Become familiar with school and classroom policies and procedures.
- Are asked to dress in a manner appropriate to the setting in which they are working.
- Must disclose whether they have been convicted of any crime other than a traffic violation.
- Report, to the administration, any suspected cases of professional misconduct by instructional personnel and school administrators, which affects the health, safety, or welfare of a student.
- May be told they may not volunteer if misconduct is reported to the administration and found to be valid. An appeal may be made to the SMT.

### **3.15 CHILD PROTECTION POLICY**

The DBCS faculty and staff will adhere to the Child Protection Policy of Denbigh Baptist Church, except as noted below. The text of the Denbigh Baptist Church Child Protection Policy and Procedures is included in Appendix A.

- **Selection of Workers:**

DBCS will hire its faculty and staff according to the policies set forth in the SMT Policies Handbook and this Handbook.

- **General Provisions:**

DBCS does not hire anyone below the age of 18 who will work with children in a classroom.

- **Responding to and Reporting Allegations of Child Abuse:**

DBCS employees will comply with the Code of Virginia § 63.2-1509, “Physicians, nurses, teachers, etc., to report certain injuries to children; penalty for failure to report” according to procedures in Section 8.3. The text of Code of Virginia § 63.2-1509 is provided in Appendix B.



- **Training:**

DBCS Administration will conduct new and annual refresher training on Child Protection Policy and Procedures

- **Respect of Privacy:**

Adults must respect the privacy of children and youth in situations such as changing clothes and taking showers, and intrude only to the extent that health and safety require. Adults must protect their own privacy in similar situations.

- **Hazing Prohibited:**

Hazing and initiations are prohibited and may never be included as part of any Denbigh Baptist Christian School event or activity.

- **Driving and Riding in Vehicles (students 6<sup>th</sup> grade and above):**

Whenever possible, two adults must be in the vehicle when transporting young people. If two adults are not available, then more than 3 young people must be in the car. Before transporting young people, the adult must have a signed permission slip from the parent/guardian. Also, the parent/guardian must have a clear understanding of (1) pick up and drop off times, (2) the intended destination and purpose of the trip, and (3) the cell phone and/or pager number of the adult driver.

- **Overnight Events Or Activities (students 6<sup>th</sup> grade and above):**

Overnight events or activities (like the Senior trip) must provide a proper adult-to-young person and male-female-adult ratio. Adults have the responsibility to supervise their group members where opportunities abound to elude the watchful eye of the chaperones. Care must be taken as necessary to ensure the safety and well-being of the students, others, and property. Adults do not share rooms with young people, and adults of the opposite sex do not share rooms unless married to each other.

# Procedures

---

Effective education can only take place in an orderly, disciplined environment. Effective discipline includes:

- Establishment of clear and understandable rules
- Effective communication of those rules to students
- Exemplary demonstration of obedience to those rules by the faculty
- Provision of fair and increasingly severe consequences for disobedience to rules
- Support of disciplinary policies by faculty, parents, staff, and students

It will not always be possible to provide rules that everyone totally agrees with, but it is essential that faculty, parents, and students all cooperate with the rules as they are established. It is also important that the inevitable problems that will arise in the administration of discipline be resolved in a peaceful, orderly manner through proper channels.

## **4 FACULTY AND STAFF PROCEDURES**

### **4.1 ABSENCE**

Please follow these procedures if you are ill and are unable to fulfill your teaching obligations:

- Contact your respective principal as soon as possible, but no later than 6:30 a.m., if you will miss any class time
- Leave the name of one or two responsible students who can help the substitutes
- Be sure all supplies are in order for the substitute:
  - Are your lesson plans complete enough for a substitute to understand?
  - Are your seating charts up to date and in your notebook?
  - Are your teacher's editions and answer books easily located?
  - Is your class time chart available with any changes, restroom breaks (if applicable), etc., noted?

Few teachers plan in advance for illness, so the answer lies in being adequately prepared every day. All supplies must be in the classroom by 8:00 a.m.

If you become ill during the school day, call the office via your telephone. Don't leave your class unattended except in an absolute emergency.

### **4.2 FACULTY / STAFF DISCIPLINE**

If an employee is not performing the given objectives of his / her position satisfactorily, the principal / School Administrator will adhere to the following procedure:

#### **4.2.1 FIRST SESSION**

The principal (faculty) or School Administrator (staff) will outline, in writing, the specific areas of concern. These areas of concern will be discussed with the employee. An attempt will be

made to discern the root attitudes or problems, and seek to scripturally counsel the employee accordingly. The employee will be encouraged to respond from his/her perspective.

Within 3 working days, the principal (faculty) or School Administrator (staff) will summarize the content of the meeting in a written document to include:

- The specific concerns that need to be corrected
- The root or attitude problems discerned
- The employee's response to the conference
- The specific steps of action to correct each problem area (with follow-up dates if deemed necessary by the principal/School Administrator)

The conference summary is to be signed and dated by the principal/School Administrator and the employee. A copy is to be given to the employee and a copy placed in the employee's personnel file. An explanation of the purpose of the file is to be communicated to the employee. The personnel file shall be maintained for 7 years after employment with DBCS, and then be shredded.

#### **4.2.2 SECOND SESSION**

The same procedure is to be followed as with the first session with four exceptions:

- The employee and principal/School Administrator shall report on the progress (or lack of progress) they each feel has been made in following the steps of corrective action outlined in session one
- Any new steps of action shall be documented at this time. The employee shall be told why the new steps are needed, and informed that failure to implement by a specific date (determined at this meeting) is cause for dismissal
- Any new item arising after session one will be discussed, and a plan of action formulated
- Additionally, the Administrator is to receive a copy of the second session summary and the School Management Team will be advised of the situation

#### **4.2.3 THIRD SESSION**

This is the termination session, whereby the employee is informed, in writing, that either his / her contract will not be renewed or that he / she will be dismissed immediately. This session may not be held until the School Management Team has fully reviewed the case. The employee would also be given a letter to:

- Detail the reasons for his/her dismissal
- Summarize the content of prior conferences
- Review the steps of action not followed and problem areas not corrected
- State the school's position relative to unemployment compensation

The employee will be given a copy of the letter and receive an explanation as to how it will be used in future inquiries.

This final session must include the employee and a minimum of two members of the School Administration team.

The School Management Team will meet and review the entire process. It has the final say in the matter of an employee's termination, whether it is immediate or by non-renewal of the employee's contract.

#### **4.2.4 RIGHT OF APPEAL**

An employee has the option, after the third session has concluded, to request a meeting with the School Management Team's Personnel Committee to present his / her position. If deemed necessary, the matter may be taken to the entire School Management Team for review.

In all matters of hiring and dismissal of faculty and staff, the School Management Team has the final decision.

### **4.3 GRIEVANCE PROCEDURES**

Grievance procedures are as follows (they are also outlined in the employee's contract):

The parties to this agreement are Christians and believe that the Bible commands them to make every effort to live at peace and to resolve disputes with each other in private or within the Christian community in conformity with the biblical injunctions of I Corinthians 6:1-8; Matthew 5:23-24; and Matthew 18:15-20. Therefore, the parties agree that any claim or dispute arising out of, or related to, this agreement or to any aspect of the employment relationship, including statutory claims, shall be settled by biblically based mediation.

If resolution of the dispute and reconciliation do not result from such efforts, the matter shall then be submitted to a panel of three arbitrators for binding arbitration. Each party to the agreement shall have the right to select one arbitrator. The two arbitrators selected by the parties shall jointly select the neutral third arbitrator.

The parties agree that these methods shall be the sole remedy for any controversy or claim arising out of the employment relationship or this agreement and expressly waive their right to file a lawsuit against one another in any civil court for such disputes, except to enforce a legally binding arbitration decision.

Each party, regardless of the outcome of the matter, agrees to bear the cost of their own arbitrator plus one half of the fees and costs of the neutral arbitrator and any other arbitration expenses.

## **5 CLASSROOM PROCEDURES**

### **5.1 INSTRUCTIONAL PROGRAM EXPECTATIONS**

#### **5.1.1 ADMINISTRATIVE DUTIES**

Faculty administrative duties include checking homework, returning papers, making announcements, etc. Specific records that must be kept are:

- Complete report cards four times per year
- Complete permanent records at the end of the school year, as instructed
- Maintain attendance records for each class or home room

## **5.2 CLASSROOM / GYM RESPONSIBILITIES**

It is your responsibility to be fully prepared for each day's lessons, taking advantage of every moment in the classroom to impart knowledge to the students.

- You are to be in your room when the students enter at 8:05 a.m. If necessary, you may ask another teacher on your hall to assist you in monitoring your class
- It is not ethical or professional to discuss your personal affairs in the classroom or school office
- Do not invite visitors to your classroom during school hours without approval from your principal
- Report all classroom problems via [service@denbighbaptist.org](mailto:service@denbighbaptist.org), e.g., broken desks, burned out light bulbs, weekend disturbances, etc.
- Classes must be supervised by a faculty member or teacher's aide at all times. If you must leave your classroom, notify a neighboring faculty member. Never leave a student, parent, or volunteer in charge of any group or class

## **5.3 COLLECTION OF MONEY**

Collection of money for any purpose not authorized by the School Administrator is forbidden. A letter to the School Administrator, signed by the appropriate principal, must accompany all requests to collect money. Cash collected will be turned in to the school office at the end of the school day with a written record. Do not keep cash overnight in the classroom. All checks written to DBCS will be turned in to the bookkeeper (or in the absence of the bookkeeper, to the School Administrator) by Friday of each week. In no case will a check be held for more than 5 days before being turned in. This applies to all areas of DBCS including but not limited to: fund raising activities, yearbook income, Extended Care, book sales, etc. There will be no exceptions to this policy.

## **5.4 SPECIFIC CLASSROOM MANAGEMENT AREAS**

- Faculty is responsible to be outside / in classroom door at the opening of each school day, between classes, and at the close of the day
- Faculty is responsible for monitoring student's progress and reporting to parents
- Faculty will correct and return graded assignments and tests within 3 school days (Exceptions: term papers, essays, etc)
- Students are not to grade each other's tests / quizzes. Under close teacher supervision, students may occasionally correct each other's homework
- Don't call grades out
- Involve each student in all class discussions and activities
- Inform students of the grading system within 10 days of school start
- Grade books will be kept
- Communicate your classroom rules to the students in writing
- Each faculty member's grading system and classroom rules must be approved and turned in to their respective department head, lead teacher, or principal before sent to parents
- If you feel that it is necessary to confiscate an item of value from a student, send it to the office. Do not hold it in your possession. The school will not be responsible for lost or damaged items in your possession

- Faculty should never allow their own children to remain in their classroom during work hours

## **5.5 PLAYGROUND / PHYSICAL EDUCATION RESPONSIBILITIES**

Students must always be supervised while on the playground, at recess, or at physical education.

Playground supervision for elementary grades is defined as at least two individuals of which at least one is a faculty member.

## **5.6 HALL, CLASS, AND RESTROOM PROCEDURES**

### **5.6.1 ELEMENTARY**

Teachers and aides should encourage their students to:

- Refrain from talking, running, or pushing while in the halls
- Keep hands and feet off of the walls and to keep feet on the floor, not in the pews or seats
- Avoid loitering in the restrooms

After the first week of school, assign monitors to check restrooms after his / her class uses it each time. Monitors will:

- Turn off water / lights
- Pick up all paper
- Be sure all toilets are flushed
- Each teacher must check the condition of the restrooms each time they are used by his / her class to ensure cleanliness of the facilities
- Normally students are to use the restroom at scheduled times when the entire class goes, not at other times.

### **5.6.2 MIDDLE / HIGH SCHOOL**

Teachers should encourage their students to:

- Refrain from excessive noise, etc.
- Keep hands and feet off of the walls and to keep feet on the floor, not in the pews or seats
- Use the restroom when changing classes
- Avoid loitering or excessive noise in the restrooms

## **5.7 CAR LINE DUTY**

Faculty will be on a rotating schedule for morning car pool duty. A weekly schedule will be prepared and distributed by the administration.

When assigned morning car pool duty, you will stand at the end of the walk by the edge of the parking lot from 7:45 – 8:10.

Faculty members will participate in the afternoon car line duty. Elementary teachers are to be on afternoon duty beginning at 3:05 p.m. and remaining on station until 3:30 p.m., at which time they take the remaining elementary students to Extended Care. Middle and high school faculty

should be at their station no later than 3:20 p.m. and remain on duty until 3:35 p.m. At 3:45 p.m., middle school students are to report to the Extended Care personnel (basement) and remain there until transportation arrives.

## **5.8 CHAPEL**

Chapel is conducted weekly for all students. Faculty attendance is mandatory; homeroom teachers sit with their students to monitor students' behavior. Your worship and participation is an example to the students.

## **5.9 KEYS/DOOR KEY CARDS**

All faculty and staff will turn in their keys and door key cards to the main office on their last day at school each year. A replacement fee of \$10.00 will be charged for a lost key card.

## **5.10 LIBRARY / INTERNET**

### **5.10.1 ELEMENTARY (PRE-K THROUGH 5<sup>TH</sup> GRADE)**

All elementary classes will have access to the library. The classroom faculty will schedule periodic class library time with the librarian.

### **5.10.2 MIDDLE AND HIGH SCHOOL (6<sup>TH</sup> -12<sup>TH</sup>)**

Students are allowed to use the library during their study hall when a class has not prearranged its use. Classes may schedule library time in coordination with the librarian.

### **5.10.3 INTERNET USAGE**

The Internet is available for student use in obtaining information for class work / projects / college / career search only. The internet is available to all teachers for educational usage during class time.

## **5.11 BULLETIN BOARDS**

### **5.11.1 CLASSROOM**

Each room is provided with bulletin boards. They should be changed on a monthly basis and be correlated to a teaching unit. A bulletin board tells much about the activities of a classroom.

In addition to maintaining his / her classroom bulletin board, each faculty member will be assigned a hall bulletin board on a rotating basis. Hall boards are to be in place by the first day of school of each month, and should be removed the last school day of the month.

## **5.12 HOMEWORK / TESTS**

Homework is an integral part of the school program. Each faculty member is at liberty to assign homework to help all students advance in their studies. Each student must complete homework assignments.

A "test" differs from a "quiz" in that it requires special preparation beyond the normal night's assignments. A quiz covers material a student should know from a normal assignment without special preparation.

Total work time for average students in grades Kindergarten through 5<sup>th</sup> are approximations:

**Table 1: Approximate Number of Homework Minutes**

Grade	Approximate minutes of homework
K5	10
1 <sup>st</sup>	10
2 <sup>nd</sup>	20
3 <sup>rd</sup>	30
4 <sup>th</sup>	40
5 <sup>th</sup>	50

Work time at home for average students in 6<sup>th</sup> through 8<sup>th</sup> grades is 20 minutes per subject.

Total work time at home for average students in 9<sup>th</sup> through 12<sup>th</sup> grades is approximately 2.5 hours for regular level courses, or 3 hours for Honors level courses.

### **5.12.1 WEDNESDAY HOMEWORK**

No homework or projects may come due on Thursday, nor may tests or quizzes be given on Thursday. In high school, there is an exception for advanced placement / dual enrollment classes.

### **5.12.2 MIDDLE / HIGH SCHOOL TEST POLICY**

No more than two (middle school) or three (high school) tests may be administered on the same day. Faculty must sign up for tests on the test calendar.

### **5.13 REPORT CARDS**

- Report cards are issued to students at the end of each quarter
- Report cards must be signed by the parent / guardian and returned by the due date
- Grade percentages need to be consistent with policies listed in the grading scale in this handbook
- Faculty should be in contact with parents of every student that is failing any of their classes

### **5.14 PROGRAMS**

Any public presentations (e.g., speakers, plays, concerts, videos) presented or performed on behalf of DBCS must have approval by the appropriate principal prior to presentation.

### **5.15 FIELD TRIP / BUSES**

Field trips should be educational in nature and should be approved by the principal. Follow these procedures:

- A Field Trip Request Form must be completed prior to approval of field trip
- Parents will be used as chaperons as approved by the principal.



- The school dress code is in effect unless the trip is a hands-on experience (approved by the administration) whereby the dress code would be inappropriate
- Teacher must obtain and carry with them a copy of each student's health form from the office.
- Parents must be notified about the details of trips, such as departure / return times and cost
  - We do not want students to miss field trips because of finances. If timely payment is a problem, advise parents to contact the respective principal for special arrangements
- Ensure buses are treated with proper respect. After every bus trip, the faculty member and / or adults in charge are responsible for seeing that the bus is cleaned
- Faculty members are responsible to arrange drivers with the appropriate principal
- If additional questions regarding the cost of field trips arise, consult the appropriate principal prior to sending out the field trip notice to parents / guardians
- Faculty should be aware of the guidelines written in the School's Crisis Management Plan in regards to Field Trips / Bus Accidents

## **5.16 CLASSROOM SOCIALS**

Following are allowable socials:

- Birthday celebrations
  - Birthday celebrations are limited to light refreshments during the lunch period
  - Do not use lighted candles
- Holidays
  - The class parent may serve refreshments during lunchtime on the last day of school prior to a holiday
  - Christmas is the only holiday during which a room party is held. The focus of any Christmas celebration and/or decorations should be the birth of Jesus Christ.
  - Halloween is not celebrated in any fashion
  - The focus of any Easter activity or decorations should be the resurrection of Jesus Christ.
  - Any other holiday observances not mentioned above must be approved by the appropriate principal
- End of the School Year Observance
  - Elementary grades may have a class party or picnic, and it may be away from school

## **5.17 PURCHASES**

Purchases of any kind for the school must have prior approval by the Department head and/or the principal, or School Administrator. DBCS will not accept liability without this approval.

## **5.18 PARENT / FACULTY RELATIONSHIPS**

Good communication between parents / guardians and faculty is very important. You should portray a friendly, but businesslike manner when meeting and communicating with parents / guardians. You must contact them in a timely manner under the following conditions:

- When requested by a parent / guardian
- Whenever academic concerns arise
- Whenever a student's behavior makes it necessary

**NOTE:** Parent / guardian contact should not always be for negative reasons. You are strongly urged to contact them for positive reasons as well.

If a parent / guardian comes to your room during class time, remind them to please stop by the office to make an appointment.

Conferences with parents / guardians and students should not be held at church or school functions. Parents / guardians should be encouraged to call the school office or e-mail the teacher to schedule conferences.

It is not ethical to show favoritism to parents / guardians or students.

Avoid discussion of student and school matters unless meeting with parents / guardians in private. Try to arrange a conference to discuss these matters.

You should not show any negative personal opinions about school policies.

The faculty is encouraged to support the parent volunteer program by providing opportunities for parents, grandparents, or guardians to assist with appropriate tasks and by selecting a "class parent" to assist in planning activities and to help with contacting the parents of other students in the class. Class parents are especially important in the elementary school.

"DBCS ALL-STARS" is the name for the school volunteer program. ALL-STARS is an acronym for "ALL-Serving the Almighty Resurrected Savior". The mission of this group is to serve as a Christ-centered organization dedicated to the spiritual, emotional, intellectual, and physical growth of students.

## **5.19 VIDEOS / MOVIES**

Videos and movies shown in school must be approved by the appropriate principal or School Administrator and notated by title in lesson plans. All internet media must be previewed by the teacher before being shown to class. It is expected that the teacher will exercise discernment in the selection of all media.

# **6 GRADING PROCEDURES**

## **6.1 GRADING SYSTEM USED**

DBCS operates under a 36-week, 180 days per year, 7 hours per day schedule. Grades are issued on a quarterly basis. For elementary (1<sup>st</sup> through 5<sup>th</sup> grades) students, a yearly average is computed. It is the only record kept on the permanent transcript. Middle and high school record only a numerical percentage score, on a semester basis. The semester grade for middle school classes is weighted 50% for the first quarter and 50% for the second quarter. The semester grade for high school classes is weighted 40% first quarter, 40% second quarter, and 20% semester final exam.

Percentage grades are translated into letter grades in grades 1-12 according to the following scale:

**Table 2: Grading Scale**

Percentage Score	Letter	Meaning	Numeric
90 – 100	A	Excellent	4.0
80 – 89	B	Good	3.0
70 – 79	C	Average	2.0
60 – 69	D	Minimum Pass	1.0
0 – 59	F	Failure	0.0

While only numerical percentage grades appear on the transcript, letter grades are used to calculate a final grade point average (on a 4.0 scale) upon graduation. Kindergarten report cards are marked differently and the report card is self-explanatory.

## **6.1.1 PROMOTION REQUIREMENTS**

### ***6.1.1.1 ELEMENTARY SCHOOL (1ST – 5TH GRADES)***

- A student who fails Math and English or a total of 3 subjects, will fail the grade.
- A student who fails Math or English will be retained unless he/she passes Math or English in an approved summer school or tutoring program.
- A student who fails one or two subjects that are neither Math nor English will be advised to attend summer school or an approved tutoring program, although such will not be required for promotion.

### ***6.1.1.2 MIDDLE SCHOOL (6TH – 8TH GRADES)***

- A student who fails Math and English or a total of 3 subjects, will fail the grade.
- A student who fails Math or English will be retained unless he/she passes Math or English in an approved summer school or tutoring program.
- A student who fails one or two subjects that are neither Math nor English will be advised to attend summer school or an approved tutoring program, although such will not be required for promotion.

### ***6.1.1.3 HIGH SCHOOL (9TH – 12TH GRADES)***

In high school, each subject is passed or failed individually by semester. If a subject is failed, no credit is earned. The subject must be taken, and passed, through an approved summer school program or repeated the following year, and passed, before credit is given.

It is DBCS policy that students are not to be allowed to make up more than 4 credits during the 4 years of high school through summer school course work. Exceptions to this policy must be approved by the Administration. Each student should keep in mind that twenty-two (22) credits are required for graduation from DBCS. Twenty-five (25) credits are required for graduating with the Advanced Diploma.

## **6.2 PERMANENT RECORDS**

Records are kept in the school office. Teachers are free to review their student's permanent records, but they may not be removed from the office. These records are confidential and may not be copied or shared.

## **6.3 ONLINE GRADING SYSTEM**

All assignment will be posted at least 3 days prior to due date. Grades for completed assignments will be posted weekly. Faculty must adhere to grade reporting dates for interims and end of quarter.

Homeroom teachers will distribute and collect printed report cards. All students should return their report cards by the due date. Check every report to see that no grades have been changed, that every report has been signed, that the signature is authentic, and check for parent comments.

Elementary grades must include constructive and positive comments on every report card. In high school and middle school a comment is necessary for every student on their report cards. Additional comments are necessary on any report card that has an unsatisfactory mark or a grade that recently dropped.

## **6.4 SUBSTITUTES**

Faculty needs to have, as a minimum, the items and information mentioned below for substitutes. It makes the day go smoothly, and puts the substitutes at ease when they can find what they need.

### **6.4.1 PLAN / RECORD BOOKS**

Be sure to have any written instructions needed along with these books including extra weekly duty responsibilities.

### **6.4.2 FORMS**

Make these needed forms easily available:

- Classroom Roster
- Lunch order form
- Discipline forms

### **6.4.3 MATERIAL**

If at all possible, have the material needed for the day already copied.

### **6.4.4 STUDENTS**

Make a list of any students who would be of help to the substitute.

## **7 DISCIPLINARY PROCEDURES**

### **7.1 GENERAL**

All teachers are empowered to handle discipline in the classroom. High school disciplinary procedures are based upon a demerit and reprimand system. Middle school disciplinary procedures are based upon a sentences and reprimand system. The elementary school

disciplinary procedures are based upon a hierarchy of consequences and reprimand system. This system is graded to account for the severity of the offense.

Elementary teachers should keep a log on each student and record any discipline problems and actions taken. Middle school teachers should log minor offenses using a designated folder in Drop Box. High school teachers should record minor offenses using Discipline Notice forms. The respective principal must be advised of any major discipline problems.

Develop your own general rules to maintain good discipline in your class.

Do not use corporal punishment. Never squeeze, grab, push, slap, or hit any student.

All faculty are responsible for enforcing the dress code, found in the Student Handbook. Male faculty is to focus primarily on the male student population, while the female faculty is to focus on the female student population. A student with a major violation that requires a change of clothing will be sent to the office. The appropriate principal will be contacted, and will make the final decision on whether dress is appropriate. Teachers need to read the Student Handbook and be aware of the hierarchy of consequences.

## **7.2 SUSPENSIONS**

During In-School Suspensions, class work will be determined by each of the student's teachers. All assignments, including quizzes and tests, will be completed and graded with no penalty in grading.

For Out of School Suspensions, students will receive a "zero" for all class work missed during the period of suspension, but the missed work must be completed as determined by each of the student's teachers. Tests and quizzes missed on the day of an Out of School Suspension will be made up the day the student returns to classes, but 10 percent of the points will be deducted from the score. The student will not be allowed on school property or to attend any extracurricular school events during the days of Out of School Suspension.

# **8 GENERAL PROCEDURES**

## **8.1 FIRE DRILL**

Review the posted evacuation route with the class daily during the first week.

The Administration will conduct a minimum of one fire drill per month throughout the school year. Three short rings of the school bell followed by a continue ring will be the signal for a school evacuation.

Students should leave the classroom, single file, during a fire drill. They should leave in an orderly manner. The last person out of an area should turn out the lights and close the door. There should be no running or pushing, but rapid walking. Students should not stop until they reach their designated area, where they should remain in a single line. There should be no talking during fire drills.

No one is to reenter the building until the "all clear" signal is given.

If a class is unduly slow exiting, or follows the wrong procedure, that class should practice another drill the same day (the first part of recess) in order to avoid repeating the same error during the next drill.

Occasionally, the administration will block an exit to provide faculty and students an opportunity to change exit routes (as may be necessary in case of a real fire). Faculty should take their roll books with them during all emergency drills. Re-check attendance after reaching the designated area.

## **8.2 CRISIS MANAGEMENT**

### **8.2.1 LOCK DOWN (INTRUDER)**

The following procedures are recommended by the FBI and the Department of Homeland Security

- Run
  - Have an escape route and plan in mind.
  - Leave your belongings behind.
  - Evacuate regardless of whether others agree to follow.
  - Help others escape, if possible.
  - Do not attempt to move the wounded.
  - Prevent others from entering an area where the active shooter may be.
  - Keep your hands visible.
  - Call 911 when you are safe.
- Hide
  - Hide in an area out of the shooter's view.
  - Lock door or block entry to your hiding place.
  - Silence your cell phone (including vibrate mode) and remain quiet.
- Fight
  - Fight as a last resort and only when your life is in imminent danger.
  - Attempt to incapacitate the shooter.
  - Act with as much physical aggression as possible.
  - Improvise weapons or throw items at the active shooter.
  - Commit to your actions...your life depends on it.

### **8.2.2 GET DOWN (TORNADO)**

- Procedure is set in place by the continual ringing of the bell system.
- Everyone in B1, B2, and B3 (E3, E4, and K5) will move to room B2.
- Everyone in B5, B6, and B7 (1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> grade) will move to the cafeteria...seated against the west side interior walls.
- Everyone in Rooms B203 & B204 will move to the east side stairwell leading to the cafeteria.
- Everyone in Rooms B206 & B207 (art and computer rooms) will move to the west side stairwell leading to the cafeteria.
- Everyone in the choir room will stay in the choir room.
- Everyone in the gym will move to the girl's locker room.

- Everyone in the library and FLC100 will move to FLC102.
- Everyone in FLC200, FLC201, FLC202, FLC203, and FLC205 will move to the downstairs restrooms with the guys moving into the guy's restroom and the ladies into the ladies restrooms.
- Everyone in FLC204 and FLC207 will move to the stairwell.
- Everyone in the modulars will move very quickly to the cafeteria of the Brewin building.

### **8.2.3 GET OUT (EVACUATION / RELOCATION FOR FIRE OR BOMB THREAT)**

- Procedure is set in place by 3 short rings and then the continual ringing of the bell system.
- Students and staff follow predetermined fire drill procedures and route. If normal route is too dangerous, follow alternate route.
- Teachers will close all windows, turn off lights, shut the door, and take class roster.
- Teachers will inform administration if any student is missing.

### **8.3 CHILD PROTECTION PROCEDURES**

The DBCS faculty and staff will adhere to the child protection procedures of Denbigh Baptist Church, except as noted below. The text of the Denbigh Baptist Church Child Protection Policy and Procedures is included in Appendix A.

- **Nursery Check-in/Check-out Procedure:**

DBCS Child Care Center will use its established procedures.

- **Accidental Injuries to Children:**

DBCS will follow its established procedures for addressing accidents or other medical concerns. The procedures are maintained in the school office.

- **Responding to and Reporting Allegations of Child Abuse:**

DBCS employees will adhere to the following procedure:

- Faculty or Staff:

- Report suspected abuse to a principal or the School Administrator.
- Notify the Newport News Department of Human Services (757-926-6300) or the Virginia Child Abuse Hot Line (1-800-552-7096).
- Complete an incident report and forward to the School Administrator.
- Cooperate fully with the investigation of the incident by civil authorities.

- Principal

- Report suspected abuse to the School Administrator.
- If a report has not been filed, notify the Newport News Department of Human Services (757-926-6300) or the Virginia Child Abuse Hot Line (1-800-552-7096).

- Cooperate fully with the investigation of the incident by civil authorities.
- School Administrator
  - Report suspected abuse to the Chair of the SMT.
  - Notify the parent or guardian of the child, unless the parent is the alleged perpetrator.
  - If a report has not been filed, notify the Newport News Department of Human Services (757-926-6300) or the Virginia Child Abuse Hot Line (1-800-552-7096).
  - Forward an incident report to the Chair of the SMT.
  - Cooperate fully with the investigation of the incident by civil authorities.
  - Act as spokesperson to the media concerning incidents of abuse or neglect and seek the advice of legal counsel before responding to media inquiries or releasing information to the congregation. All other representatives of DBCS should refrain from speaking to the media.
- Chair of the SMT
  - Report suspected abuse to the Senior Pastor of Denbigh Baptist Church and the Chairman of the Board of Directors.
  - Forward an incident report to the Senior Pastor and request that the church's insurance company be notified.

## **8.4 STUDENT ATTENDANCE**

All students are to attend school regularly.

We believe that regular attendance in classes is essential to the success of a student's school experience, including homeroom. One can never totally make up or compensate for absence from class. Any work done to make up what was missed during an absence is primarily an effort to bridge a gap in classroom experience.

Attendance will be checked at the beginning of the day and every period for middle / high school.

Teachers are required to supply make-up work, when requested by parents, of excused absent students.

Absences in excess of 10 per semester may result in loss of credit. The administration will make the final decision as to whether or not a student will pass or fail.

## **8.5 STUDENT ILLNESS / SAFETY**

The school Emergency Medical Technician (EMT) or another staff member will determine if the continued presence of an ill student is detrimental to the health of the student, other students, faculty, or staff. If you feel a child is ill, send them to the office, or have another student escort them to the office. A parent / guardian will be called to take the child home, if necessary.



Be safety conscious! Be aware of potentially dangerous situations and keep your students safe. Know basic first-aid principles and get help for injured children.

Remember:

- Never move a person who has a neck or back injury unless he is in a dangerous situation (example: clothes on fire)
- Eye injuries should always be reported and asked to be checked
- If a person has a deep stab wound by any object, never pull the object out. Medical personnel should remove this
- Report all injuries (except minor scrapes and cuts) to the school EMT
  - Fill out an accident report if you are in charge of the child when he is injured. These reports are obtained from the school office
- Be especially aware of head injuries. These should always be reported to the office. The child should be watched carefully after a blow to the head even if it seems to be okay. Watch for sleepiness, dizziness, disorientation, etc. EMT shall notify parents / guardians immediately to determine medical interventions

Children should always be under the direct supervision of an adult.

## **8.6 NEW STUDENTS**

Be alert to new students and take note if they are not adjusting well. Find ways to help them.

If a student appears to be unhappy or lonely, help him / her make friends and get adjusted. Give him / her some special attention.

There is often a tendency on the part of “older” students to stay with special friends and ignore new ones. This is an opportunity for you to do some character training in the traits of consideration and friendliness.

## **8.7 CLASSROOM VISITATION AND FACULTY EVALUATION**

During the year, the administration will be observing your classroom. These observations will be one of three types:

- Walk-through: A short visit to observe happenings and climate
- Informal: A short visit to observe instruction
- Formal: An extended visit where the classroom is observed and evaluated with an official instrument

NOTE: New teachers (first year at DBCS) and first time teachers will be assigned a mentor.

## **8.8 CONTINUING EDUCATION**

As part of our continuing education program for the DBCS faculty members, DBCS will provide tuition assistance (as funds are available) to faculty for the purpose of continuing their undergraduate or masters’ level work. This assistance will be available to faculty members on the following basis:

- Priority will be given to meeting special academic needs in our school program. In the event that the school has need of a teacher taking courses to be prepared to teach specific subjects to satisfy ACSI requirements, this will be the priority factor in our consideration
- Seniority of faculty members based upon continuous full-time teaching at DBCS
- The general attitude and performance of faculty members

## **8.9 COPYRIGHT NOTICE**

The copyright notice of the United States (Title 17, U.S. Code) governs the making of photocopies or reproduction of other copyrighted materials. The person using the equipment is liable for any infringement.

## **8.10 TELEPHONE**

There is a telephone in each teacher's classroom. Instructions on how to operate them will be discussed during in-service week. Voicemail and other features will be discussed. It is imperative that you check your voicemail on a daily basis, returning phone calls as soon as possible.

## **8.11 SEXUAL HARASSMENT**

Any employee who believes that he or she is or has been the subject of sexual harassment should report the alleged charge immediately to any of the following individuals:

- Pastor
- School Administrator
- Principal

An investigation will be conducted as expeditiously as practicable. All information will be held in strictest confidence consistent with our duty to perform an adequate investigation necessary to resolve the matter.

## **8.12 IMPLEMENTATION**

Day-to-day implementation of this handbook is to be carried out by the School Administrator and subordinate faculty and staff. The final authority of this handbook rests in the School Management Team.

No changes to these rules and guidelines may be made without the consent of the School Management Team.

# Appendix A: Denbigh Baptist Church Child Protection Policy and Procedures

---

## **PURPOSE**

Denbigh Baptist Church (the church) has established this policy to help ensure a safe and secure environment for the children who participate in our programs and activities, to protect the children of the church from incidents of misconduct or inappropriate behavior, and protect our staff and volunteers (workers) from false accusations.

## **APPLICABILITY**

This policy applies to all ministries of the church. However the Denbigh Baptist Christian School presents different situations that require deviations from this policy and the School Management Team (SMT) is authorized to identify, approve, and implement any deviations through an addendum to this policy.

## **REVIEW**

The Board of Deacons will review this policy annually and revise as appropriate. The Board of Deacons will review any requests for exemptions to provisions of this policy on a case-by-case basis and document their decision in writing. Any granted exemptions will be reviewed annually to determine if a continued exemption is warranted.

## **POLICY**

- **Selection of Workers**
  - Selections made under the previous policy are considered valid under this policy.
  - All new applicants:
    - i. Must have attended the church regularly for a minimum of six (6) months
    - ii. Must complete an **Application to Work with Children and Youth**
    - iii. Must complete an authorization form permitting the church to conduct a national criminal background check. Failure to disclose a criminal conviction on the authorization form will disqualify the applicant from working with children and youth. The pastoral staff and Chairman of the Board of Deacons will review all other responses to assess the applicant's qualification to work with children or youth
  - All applications, authorizations, reference interviews, criminal background checks, and any notes from investigations of violations of this policy and procedures will be kept secure and accessible only to the pastoral staff and the Chairman of the Board of Deacons

- **General Provisions**
  - Nursery through kindergarten age classes must always have two or more adults present.
  - Some older children and youth classes may have only one adult teacher present during the class session.
  - Teenage workers under age 18 may assist adult workers with children or youth as long as:
    - i. The teenage worker is at least age 14
    - ii. The teenage worker has complied with the selection of workers provision above
    - iii. The teenage worker is under the supervision of an adult
    - iv. The teenage worker is not left alone with children until familiar with this policy and its associated procedures below
  - Classroom doors must remain open unless there is a window that permits a clear view of the classroom
- **Training**
  - Denbigh Baptist Church:
    - i. Provide training on this child protection policy to all new childcare workers
    - ii. Provide annual refresher training to all workers
  - All workers
    - i. Attend all training events

## **PROCEDURES**

- **Responding to and Reporting Allegations of Child Abuse**
  - Adult workers should immediately report any behavior which seems abusive or inappropriate to the pastoral staff or the Chairman of the Board of Deacons
  - Teenage workers will report to their supervising adult worker
  - The Senior Pastor shall report any alleged abuse as required under Virginia Law unless the Senior Pastor is the alleged perpetrator, in which case the Chairman of the Board of Deacons will file the report
- **Nursery Check-in/Check-out Procedure**
  - The child will be signed in by a parent or guardian
  - The parent or guardian will receive a number card for the child similar to a claim check
  - The parent or guardian must present the number card and identification in order to sign out the child from our care

- If the parent or guardian is unable to present the number card, contact the Nursery Coordinator who will be responsible for releasing the child to the care of a parent or guardian after discussing the surrounding circumstances with the parent or guardian.
- **Accidental Injuries to Children**
  - For minor injuries, scrapes, and bruises, workers will provide First Aid (Band-Aids, etc.) as appropriate and will notify the child's parent or guardian of the injury at the time the child is picked up from our care.
  - For injuries requiring medical treatment beyond simple First Aid, the parent or guardian will immediately be summoned in addition to the ministry director. If warranted by circumstances, an ambulance will be called.
  - Once the child has received appropriate medical attention, an incident report will be completed in the case of injuries requiring treatment by a medical professional.
  - In case of injuries requiring medical treatment, the Property & Facilities Team will be informed to ensure that proper information is obtained in the event that the injury is claimed against the church insurance coverage.
- **Responding to and Reporting Allegations of Child Abuse**
  - Adult workers
    - i. Report suspected abuse to a member of the pastoral staff or the Chairman of the Board of Deacons
  - Senior Pastor (or Chairman of the Board of Deacons):
    - i. Notify the parent or guardian of the child, unless the parent is the alleged perpetrator
    - ii. Notify the Newport News Department of Human Services (757-926-6300) or the Virginia Child Abuse Hot Line (1-800-552-7096)
    - iii. Cooperate fully with the investigation of the incident by civil authorities
    - iv. Notify the church's insurance company and complete an incident report. Any documents received relating to the incident and/or allegations will immediately be forwarded to the insurance company.
    - v. Act as spokesperson to the media concerning incidents of abuse or neglect and seek the advice of legal counsel before responding to media inquiries or releasing information to the congregation. All other representatives of the church should refrain from speaking to the media.
    - vi. Refrain from prejudging any person accused while taking any allegation of child abuse seriously
    - vii. Reach out in Christian love and support to the victim and the victim's family, extending whatever pastoral care resources are needed
    - viii. Treat the accused with dignity and respect. If the accused is a church worker, that person shall be temporarily relieved of his or her duties until the investigation is finished and the person cleared by the authorities. If the accused is a paid

employee of our church, his or her income will be maintained until allegations are cleared by authorities or until criminal charges are filed.

- ix. Remove any volunteer who is not found innocent of the alleged abuse or misconduct from their position working with children or youth
- x. Terminate the employment of church staff not found innocent of the alleged abuse or misconduct

# Appendix B: Code of Virginia § 63.2-1509 Physicians, nurses, teachers, etc., to report certain injuries to children; penalty for failure to report

---

- A. The following persons who, in their professional or official capacity, have reason to suspect that a child is an abused or neglected child, shall report the matter immediately to the local department of the county or city wherein the child resides or wherein the abuse or neglect is believed to have occurred or to the Department's toll-free child abuse and neglect hotline:
1. Any person licensed to practice medicine or any of the healing arts;
  2. Any hospital resident or intern, and any person employed in the nursing profession;
  3. Any person employed as a social worker;
  4. Any probation officer;
  5. Any teacher or other person employed in a public or private school, kindergarten or nursery school;
  6. Any person providing full-time or part-time child care for pay on a regularly planned basis;
  7. Any mental health professional;
  8. Any law-enforcement officer or animal control officer;
  9. Any mediator eligible to receive court referrals pursuant to § 8.01-576.8;
  10. Any professional staff person, not previously enumerated, employed by a private or state-operated hospital, institution or facility to which children have been committed or where children have been placed for care and treatment;
  11. Any person associated with or employed by any private organization responsible for the care, custody or control of children;
  12. Any person who is designated a court-appointed special advocate pursuant to Article 5 (§ 9.1-151 et seq.) of Chapter 1 of Title 9.1;
  13. Any person, over the age of 18 years, who has received training approved by the Department of Social Services for the purposes of recognizing and reporting child abuse and neglect;

14. Any person employed by a local department as defined in § 63.2-100 who determines eligibility for public assistance; and
15. Any emergency medical services personnel certified by the Board of Health pursuant to § 32.1-111.5, unless such personnel immediately reports the matter directly to the attending physician at the hospital to which the child is transported, who shall make such report forthwith.

This subsection shall not apply to any regular minister, priest, rabbi, imam, or duly accredited practitioner of any religious organization or denomination usually referred to as a church as it relates to (i) information required by the doctrine of the religious organization or denomination to be kept in a confidential manner or (ii) information that would be subject to § 8.01-400 or 19.2-271.3 if offered as evidence in court.

If neither the locality in which the child resides nor where the abuse or neglect is believed to have occurred is known, then such report shall be made to the local department of the county or city where the abuse or neglect was discovered or to the Department's toll-free child abuse and neglect hotline.

If an employee of the local department is suspected of abusing or neglecting a child, the report shall be made to the court of the county or city where the abuse or neglect was discovered. Upon receipt of such a report by the court, the judge shall assign the report to a local department that is not the employer of the suspected employee for investigation or family assessment. The judge may consult with the Department in selecting a local department to respond to the report or the complaint.

If the information is received by a teacher, staff member, resident, intern or nurse in the course of professional services in a hospital, school or similar institution, such person may, in place of said report, immediately notify the person in charge of the institution or department, or his designee, who shall make such report forthwith.

The initial report may be an oral report but such report shall be reduced to writing by the child abuse coordinator of the local department on a form prescribed by the Board. Any person required to make the report pursuant to this subsection shall disclose all information that is the basis for his suspicion of abuse or neglect of the child and, upon request, shall make available to the child-protective services coordinator and the local department, which is the agency of jurisdiction, any information, records, or reports that document the basis for the report. All persons required by this subsection to report suspected abuse or neglect who maintain a record of a child who is the subject of such a report shall cooperate with the investigating agency and shall make related information, records and reports available to the investigating agency unless such disclosure violates the federal Family Educational Rights and Privacy Act (20 U.S.C. § 1232g). Provision of such information, records, and reports by a health care provider shall not be prohibited by § 8.01-399. Criminal investigative reports received from law-enforcement agencies shall not be further disseminated by the investigating agency nor shall they be subject to public disclosure.



- B. For purposes of subsection A, "reason to suspect that a child is abused or neglected" shall include (i) a finding made by an attending physician within seven days of a child's birth that the results of a blood or urine test conducted within 48 hours of the birth of the child indicate the presence of a controlled substance not prescribed for the mother by a physician; (ii) a finding by an attending physician made within 48 hours of a child's birth that the child was born dependent on a controlled substance which was not prescribed by a physician for the mother and has demonstrated withdrawal symptoms; (iii) a diagnosis by an attending physician made within seven days of a child's birth that the child has an illness, disease or condition which, to a reasonable degree of medical certainty, is attributable to in utero exposure to a controlled substance which was not prescribed by a physician for the mother or the child; or (iv) a diagnosis by an attending physician made within seven days of a child's birth that the child has fetal alcohol syndrome attributable to in utero exposure to alcohol. When "reason to suspect" is based upon this subsection, such fact shall be included in the report along with the facts relied upon by the person making the report.
- C. Any person who makes a report or provides records or information pursuant to subsection A or who testifies in any judicial proceeding arising from such report, records, or information shall be immune from any civil or criminal liability or administrative penalty or sanction on account of such report, records, information, or testimony, unless such person acted in bad faith or with malicious purpose.
- D. Any person required to file a report pursuant to this section who fails to do so within 72 hours of his first suspicion of child abuse or neglect shall be fined not more than \$500 for the first failure and for any subsequent failures not less than \$100 nor more than \$1,000.