



# *Student Handbook*

*Latest Revision September 4, 2019*

## *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 CHURCH**

**CELEBRATE • CONNECT • CARE**

*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*

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# Introduction

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Welcome to the Denbigh Baptist Christian School (DBCS) family. This handbook was created to help you understand the DBCS Policy and Procedures unique to students and their parents / legal guardians<sup>1</sup>.

There are three parts to DBCS, and each provides a crucial part of the foundation of our school.

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 recognized as a fully accredited institution by the Association of Christian Schools International, and is recognized by the Commonwealth of Virginia as an accredited institution.

As a school, there are procedures to be followed. These procedures are the last piece of the foundation of the DBCS mission.

## 1 PURPOSE

This Student Handbook provides students, parents, Faculty, and Staff with a clear, concise statement of the basic policies and procedures of DBCS. Although the handbook is not intended as a definitive statement on these subjects, it is written to answer the questions most frequently asked about the policies and procedures of the school. No attempt has been made to explain the rationale for each policy or procedure. However, it is important to understand our policies and procedures are formed as one way to implement our goals in Christian education by providing for an orderly means and consistent approach to problems. Commitment to these policies and procedures by students, parents, Faculty, and Staff enables the school to run on a smooth, orderly basis. Consistent support of them will provide significant and lasting accomplishments for the students. We believe that Christian education involves encouraging and training students for

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<sup>1</sup> Throughout this, and all DBCS documents, “guardian” means “legal guardian”

responsible action. Therefore, the ultimate purpose of this book is to allow parents, students, Faculty, and Staff to be “of one mind” in the great privilege we have of training children to honor God with their whole lives.

## **2 PARENTAL PARTICIPATION**

Christian education has best been defined as the process of training young people to be Christ-like. Since Jesus increased in wisdom and stature and in favor with God and man, proper Christian education includes the academic, the physical, the spiritual, and the social development of each young person. We purpose to maintain the highest possible academic standards while offering an active physical education and athletic program. We provide daily instruction in the Scriptures and seek to honor Jesus Christ in all we do. We also seek to provide activities where students can interact in fellowship with each other. The education of the entire person is our goal.

We believe that you, the parents / guardians, are an integral part of providing a solid Christian education for your child. The school is an extension and reinforcement of the upbringing taught in the home. We do not believe in the reversal of this concept. It is imperative that each parent / guardian take an active role in school affairs. It is our pledge to support the role of the home and family and we ask for your support of the school.

Effective education can only take place in an orderly, disciplined environment. Effective discipline includes the establishment of clear and understandable rules, the effective communication of those rules to students, the consistent enforcement of those rules by the Faculty, the provision of fair consequences for disobedience to rules, and the support of disciplinary policies by parents and students.

## **3 DBCS HISTORY**

Denbigh Baptist Christian School was organized in 1969 as an outreach 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. In 1990, DBCS became a member of the Association of Christian Schools International. In 1997, DBCS became an Accredited Member of ACSI, and is recognized by the Commonwealth of Virginia as an accredited institution. Our students have gone from the school into many walks of life with the training to truly live a life holy and acceptable to God. It has been, and continues to be, the aim of our school ministry to see our students and their families trust Christ and serve Him.

## **4 GENERAL INFORMATION**

### **School Colors**

Red, White, and Royal Blue

### **Team Names**

Minutemen

Lady Minutemen

## Pledges

- **Pledge to the Bible**

*“I pledge allegiance to the Bible, God’s Holy Word. I will make it a lamp unto my feet, and a light unto my path. I will hide its words in my heart that I might not sin against God.”*

- **Pledge to the Christian Flag:**

*“I pledge allegiance to the Christian Flag and to the Savior for whose kingdom it stands; one Savior, crucified, risen and coming again, with life and liberty for all who believe.”*

- **Pledge to the American Flag:**

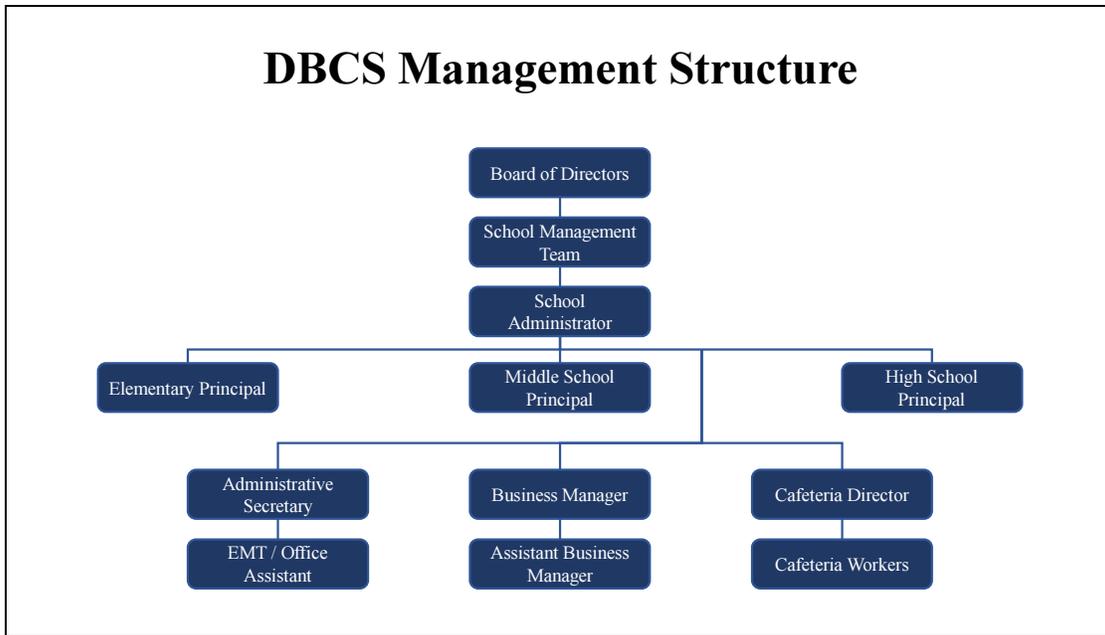
*“I pledge allegiance to the flag of the United States of America; and to the republic for which it stands; one nation under God, indivisible, with liberty and justice for all”*

## 5 CONTACT NUMBERS

Main School Office	(757) 249-2654
Business Office	(757) 947-1269
Athletic Office	(757) 249-2654 ext. 308
Fax	(757) 249-9480
Church Office	(757) 249-0797

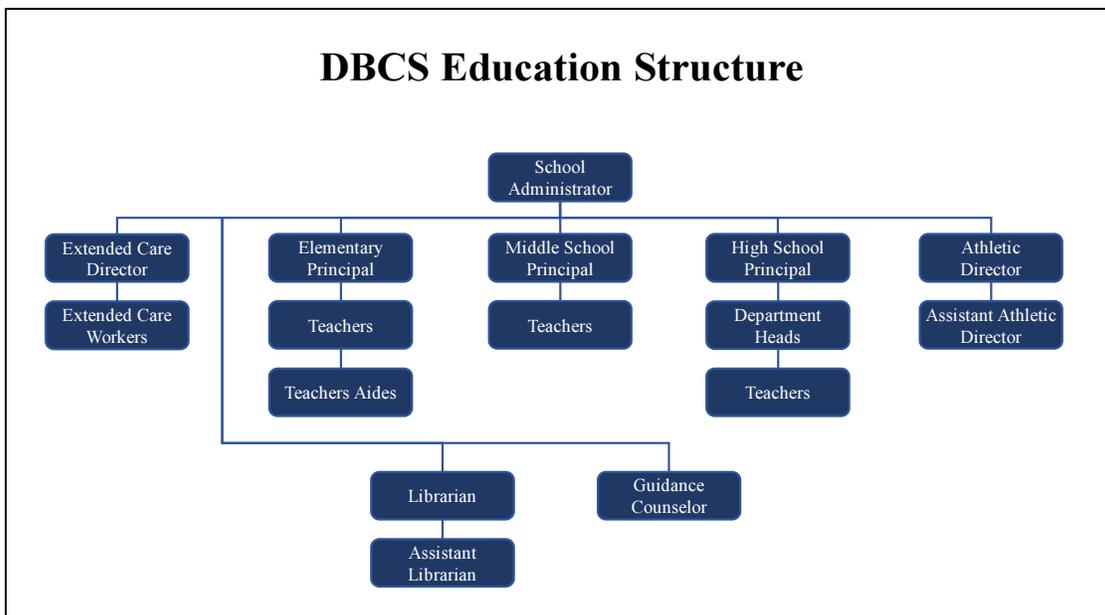
## 6 ORGANIZATIONAL CHART

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



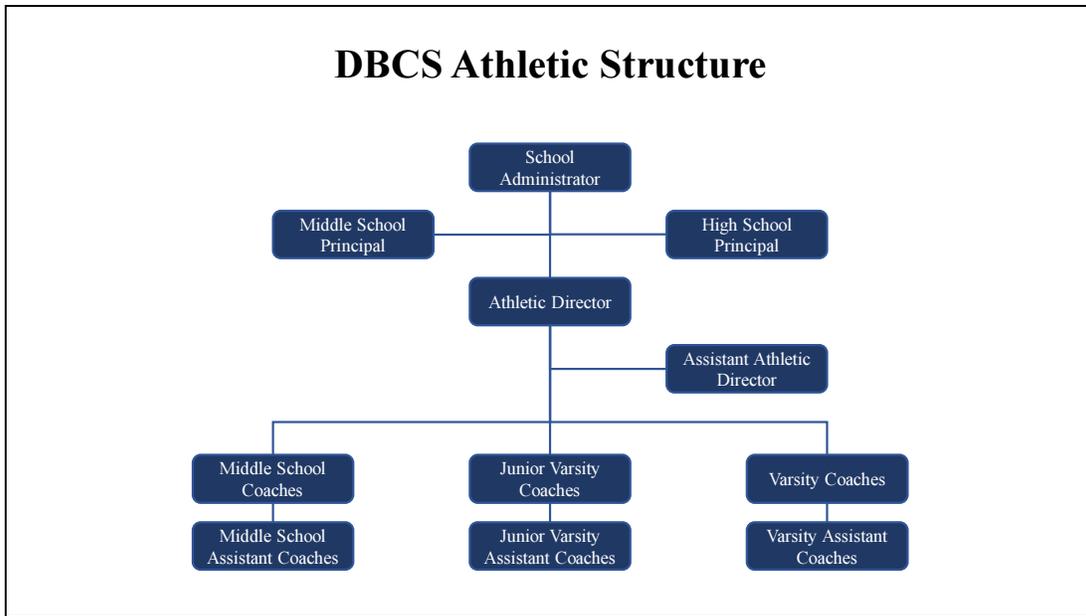
**Figure 1: Overall Management Structure**

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 Principal. Note that, while each Principal has teaching Faculty, all are supported by the Librarian and Guidance Counselor functions. Similarly – yet distinctly different – the Athletic Structure in the next figure shows how that department supports DBCS.



**Figure 3: Athletics Structure**

## 7 SCHOOL HOURS

### School Begins

E3 – 12<sup>th</sup> grades

8:15 A.M.

All Preschool, Kindergarten, and Elementary students are to report directly to the cafeteria each morning, where they will be supervised until they are dismissed to classrooms.

Elementary students are strongly encouraged to arrive between 7:55 A.M. and 8:05 A.M. Elementary students who need to arrive earlier than 7:45 A.M. are required to register for Extended Care.

Students in grades 6<sup>th</sup> – 12<sup>th</sup> should not arrive on campus before 7:30 A.M.

Middle School students who arrive between 7:45 A.M. and 8:05 A.M. will report directly to the cafeteria where they will be supervised until they are dismissed to classrooms.

High School students must report directly to the downstairs hall in the Family Life Center, where they will be supervised until they are dismissed to classrooms at 8:05 A.M.

### School Ends

Half Day E3 – K5

11:30 A.M.

E3 – 5<sup>th</sup> grades

3:05 P.M.

6<sup>th</sup> – 12<sup>th</sup> grades

3:15 P.M.

In the afternoon, students in E3 – 5<sup>th</sup> grades who are not picked up by 3:20 P.M. will be placed in Extended Care, and a fee will be charged.

Middle School students who are not picked up by 3:30 P.M. must report to Extended Care, and a fee may be charged. Middle School students staying to watch an athletic event must report to Extended Care by 3:30 P.M. They will be dismissed to attend the game, if they have written permission from their parent / guardian.

High School students not participating in an official school function must leave campus by 3:45 P.M., or wait in the downstairs hall of the Family Life Center.

# Policies

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## 8 ACADEMICS

### 8.1 GRADING

#### 8.1.1 GRADING BASIS

Grades are issued on a quarterly basis. For Elementary, a yearly average is computed, and is to be used to determine whether a student is promoted or retained.

For Middle School, a yearly average is computed, and is to be used to determine whether a student is promoted or retained. The semester grade for Middle School classes is weighted 50% for the first quarter and 50% for the second quarter.

High School grades are recorded, and credits earned, by semester. The semester grade for High School classes is weighted 40% first quarter, 40% second quarter, and 20% semester exam.

#### 8.1.2 PERCENTAGE GRADES / LETTER GRADES

In 1<sup>st</sup> – 12<sup>th</sup> grades, percentage and letter grades are issued according to the following scale:

**Table 1: Percentage to Grade Conversion**

Percentage	Letter	Meaning	Grade Point
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
	I	Incomplete	

While only numerical percentage grades appear on the transcript, upon graduation, letter grades are used to calculate a final grade point average on a 4.0 scale.

Kindergarten progress is graded differently. The report card is self-explanatory.

#### 8.1.3 INCOMPLETE GRADES

Incomplete course work at the end of a quarter may receive a report card grade of “I” for incomplete. Course work for “I” grades must be completed during the 1<sup>st</sup> week of the new reporting period or within 1 week of the closing of school. When this requirement is met, the “I” grades will be converted to the grade earned based on course work. Course work not completed in time will result in the grade being recorded as “F”. The administration may grant exceptions in extenuating circumstances.

## 8.2 HIGH SCHOOL ACADEMIC ISSUES

### 8.2.1 GRADE PLACEMENT

Minimum credits for grade placement in High School are as follows:

**Table 2: Grade Based on Credits**

Minimum of Credits Earned	Results in Placement in Class
4	Sophomore
10	Junior
16	Senior

### 8.2.2 CLASS PREREQUISITES

Exceptions for borderline grades shown in the table below are at the discretion of the teacher or administration. Students may be allowed to enter a class on a trial basis.

**Table 3: Class Prerequisites**

Minimum Grade	In this Pre-requisite	To enter this class
<b>High School Math</b>		
C	Algebra I or Geometry	Algebra II – Regular
B	Algebra I or Geometry	Algebra II – Advanced
C	Algebra II	Algebra III or Trigonometry
B	Algebra II (Advanced)	Pre-Calculus
B	Pre-Calculus	Calculus
<b>High School English</b>		
90 – B	English	Honors English
93 – A	Honors English 11	Advanced Placement English 12
<b>Spanish</b>		
90 - B	English	Spanish 1 8 <sup>th</sup> Grade
C	English	Spanish 1 9 <sup>th</sup> Grade
C	Spanish I	Spanish 2
B	Spanish 2	Spanish 3
B	Spanish 3	Spanish 4

### 8.2.3 ADDING AND DROPPING CLASSES

Students are allowed to choose certain classes as electives. There will be a 2-week period at the beginning of the school year when students will be allowed to add these electives.

Students may drop classes through the 1<sup>st</sup> quarter, but other classes may not be added after the initial 2-weeks. Classes required for graduation (i.e., Bible, English, Government, and U. S. History) may not be dropped. After the 1<sup>st</sup> quarter, class changes may be made, but only under extenuating circumstances, and with administrative approval. Changes may be made at the end of 1<sup>st</sup> semester only for semester courses, or under extenuating circumstances, as approved by the administration.

### **8.2.4 ELIGIBILITY TO PARTICIPATE IN GRADUATION**

Students who fail to earn the required credits necessary for graduation will not be issued a diploma until the credits are earned. These students will not be allowed to participate in graduation ceremonies.

### **8.2.5 ELIGIBILITY FOR VALEDICTORIAN AND SALUTATORIAN**

The students with the top cumulative grade point averages for High School level courses are honored as Class Valedictorian (highest grade point average) and Salutatorian (second highest grade point average). To be eligible for valedictorian or salutatorian, a student must be enrolled in DBCS for the entire Junior and Senior years. Cumulative grade point averages are rounded to the thousandths of a point in determining these honors.

### **8.2.6 HIGH SCHOOL CREDITS**

High School credits are issued on a semester basis with 0.5 (one-half) credit representing one semester's work for one period per day. The High School utilizes a seven (7) period day. Classes meet for 18 weeks (2 quarters) or 36 weeks (4 quarters) depending on the course. Therefore, a maximum of 7 credits can be earned each year.

### **8.2.7 GRADE POINT AVERAGE CALCULATION**

A student's grade point average is calculated on a 4.0 scale. The class rank is obtained using a weighted grade point average. If a course is taken twice, both grades are counted in determining rank and grade point average. However, no more than one credit per course can be earned, with the exception of Choir and Physical Education elective.

### **8.2.8 REQUIRED CREDITS FOR GRADUATION**

Twenty-two (22) units are required for graduation, including the following:

**Table 4: Diploma Required Units**

Subject Area	Consisting of	# Units	Total Units
English / Literature			4
Math	Algebra I required		2
Science	1 Physical and 1 Biological Science		2
Additional Math or Science			1
Social Studies			3
	Geography or World History	1	
	US History	1	
	Government	1	
Bible	per year enrolled in DBCS	1	1 – 4
Health / Physical Education			2
Electives	as required to make 22 units		4 – 7

### **8.2.9 REQUIRED CREDIT FOR ADVANCED STUDIES DIPLOMA**

Twenty-five (25) units, including the following courses, with at least a 3.0 grade point average are required for an Advanced Studies Diploma:

**Table 5: Advanced Studies Diploma Required Units**

Subject Area	Consisting of	# Units	Total Units
Math	Any class through Algebra 2		3
Science			3
	Physical Science	1	
	Biological Science	1	
	Any of these: Chemistry, Physics, Genetics, Anatomy, or Advanced Placement Biology	1	
Foreign Language			3
Additional Math or Science	If Math, the course must be above Algebra 2. If Science, the course must be Chemistry, Physics, Genetics, Anatomy, or AP Biology.		1

Other requirements remain the same as for the General Studies diploma.

### 8.3 HOMEWORK

Homework is an integral part of the academic development of the student. Parent / guardians should ensure assignments are complete. Total work time for average students in grades Kindergarten through 5<sup>th</sup> are approximations:

**Table 6: Approximate # 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 per night.

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

#### 8.3.1 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.

### 8.3.2 MAKE-UP WORK

Make-up work must be satisfactorily completed within the same amount of time that was missed, except for extremely long absences. For instance, a student who is out sick for 3 days will be allowed 3 days to turn in all missed work without penalty.

Extensions may be granted in extenuating circumstances. These circumstances must be brought to the appropriate Faculty before the make-up work period is over, as submitting late assignments may result in a grade of zero.

## 8.4 HONOR ROLL

Honor Rolls are computed four times per year for 1<sup>st</sup> – 12<sup>th</sup> grades. Honor Rolls are based on quarterly grades, not semester grades. There are three levels of Honor Roll:

**Table 7: Honor Roll Definitions**

Honor Roll	Meaning
High Honors / All “A”s	“A” in every class for the quarter.
Honors / “A” average	Numeric average of “A”, no more than one “C”, and no “D”s or “F”s.
Honorable Mention / “B” average	Numeric average of “B”, no more than two “C”s, no “D”s or “F”s

Elementary honor rolls are based on straight numerical averages, excluding penmanship.

## 8.5 HONOR SOCIETY

A student enrolled in DBCS for 1 year and having a weighted grade point average of 3.5 or more is eligible for Honor Society. Candidates for Honor Society are evaluated on character, service, and leadership. A transfer student who was in Honor Society in his previous school may transfer to DBCS Honor Society if the standards of the previous society are comparable to those of DBCS.

## 8.6 LATE WORK

It is expected that work will be completed on time.

### 8.6.1 ELEMENTARY SCHOOL LATE WORK PASS

- The Late Work Pass only applies to daily work or homework – it does not apply to projects, book reports, presentations, or long term assignments
- The pass must be turned in the day the work is due
- The work does not have to be made up
- In 1<sup>st</sup> – 4<sup>th</sup> grades, two passes per quarter are allowed
- In 5<sup>th</sup> grade, one pass per quarter is allowed
- After the pass is used, work not turned in on time will be given a zero
- Passes not used in a quarter may not be saved for later use

### 8.6.2 MIDDLE AND HIGH SCHOOL

- Work that is one day late will receive a 10% penalty

- Work that is more than one day late will receive a zero, but should still be completed

## **8.7 PROMOTION REQUIREMENTS**

### **8.7.1 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.

### **8.7.2 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.

### **8.7.3 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.

## **8.8 PROBATION**

### **8.8.1 ACADEMIC PROBATION**

The purpose of Academic Probation is to reduce the possibility of a student failing to pass to the next grade. This program will be initiated at the discretion of the respective Principal.

#### ***8.8.1.1 NEW STUDENTS***

A new student will be put on Academic Probation when major reservations exist about the student's ability to perform well at our school, e.g. low testing scores, poor performance in the past, or evidence of academic challenges. If accepted on academic probation, the student has one quarter to demonstrate that he / she can perform at an acceptable level. The student should not have more than one "F", or three grades below "C". Once the student has demonstrated acceptable performance, he / she will be removed from Academic Probation. If acceptable

performance is not attained, parents / guardians may be asked to remove the student from DBCS or to enter into an Academic Probation Contract. The guidelines for the contract process can be seen below.

### **8.8.1.2 RETURNING STUDENTS**

Students not performing at a level which would enable them to meet the promotion requirements of DBCS (e.g. have more than one “F” or three grades below “C”) may be required to enter into an Academic Probation Contract.

### **8.8.1.3 ACADEMIC PROBATION CONTRACT**

This program will be initiated at the discretion of the respective Principal, and will follow the process outlined below.

- Following review of interim reports or report cards, the Guidance Counselor or an Elementary classroom teacher will provide the respective Principal with a list of students who may qualify for Academic Probation
- The Principal will notify the parents / guardians of the possibility of probation
- A joint conference will be scheduled which will include student, parent(s) / guardian(s), teacher(s), and Principal. The Guidance Counselor and / or Administrator may also attend this meeting
- If probation is necessary, an Academic Probation Contract will be drafted to meet the individual needs of the student. The contract will include the following:
  - Academic guidelines
  - A tutorial plan
  - A timetable for completing make up work and missing assignments
  - Duration of the probation
  - Positive consequences for fulfilling the contract
  - Negative consequences for failing to fulfill the contract
- The contract will be signed by all parties, and each person will receive a copy
- The parent / guardians are responsible, in concert with the teacher(s) and respective Principal, to monitor the student’s progress in fulfilling the contract

## **8.9 REPORT CARDS**

Report cards are issued to students at the end of each quarter. The schedule for report card issuance will be published annually by the administration. Progress can be monitored by using the school’s online grading system. All report cards must be signed by a parent / guardian and be returned by the due date.

Report cards may be held at the discretion of the School Administrator if accounts are outstanding at the end of the 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> quarters. All outstanding tuition and fees must be paid before a student’s final report card is issued.

### **8.9.1 ON LINE GRADING SYSTEM**

DBCS provides leading technology solutions that are helping our school improve student performance by harnessing the power of parental involvement, supporting teachers, and engaging the learning community. Parents / guardians can create an account to see grades and

classroom information as teachers post them. Contact the school office to receive an activation code that will allow you to access your student's information.

## **8.10 SEX EDUCATION**

Denbigh Baptist Christian School believes that the parents are responsible for the teaching of sex education. Matters of male and female relationships are covered from a Biblical perspective in Bible, science classes, and special chapel services; however, the teaching of sex education is the primary responsibility of the parents.

## **8.11 STANDARDIZED TESTING**

Each spring, students in 1<sup>st</sup> – 9<sup>th</sup> grades are administered a national Achievement Test. The results of these tests are used to assess students' strengths and needs. Results will be reported to the parents at the end of the school year. 10<sup>th</sup> and 11<sup>th</sup> grade students are administered the Preliminary Scholastic Aptitude Test / National Merit Scholarship Qualifying Test in October. Results are returned to the students in mid-December or early January. Parents are notified of this via newsletter, the DBCS Website, and the Guidance Counselor's Webpage.

Each May, students in K4 and K5 are given the Bracken School Readiness Assessment, which is also used as an entrance test for K5 and 1<sup>st</sup> grade applicants.

## **8.12 TEST LIMIT**

There is a limit to the number of tests a student may have in one day. For Middle School, no more than 2 tests may be administered in one day. In High School, no more than 3 tests may be administered on the same day.

### **8.12.1 EXAMINATIONS: MIDDLE SCHOOL**

Middle School students are required to take semester exams. For Middle School level classes, the first semester exams counts as two regular test grades for the second quarter and the second semester exams counts as two regular tests grades for the fourth quarter. For High School level classes (i.e. Spanish I, Algebra I, Algebra I-A) the exams constitute 20% of the semester grade.

### **8.12.2 EXAMINATIONS: HIGH SCHOOL**

High School students are required to take semester exams. Semester exams constitute 20% of the semester grade. Seniors qualify for exam exemption in a class if they earn a combined average of "A" for both quarters in the semester, and have no more than 5 absences in the class. Absences are recorded on a class-by-class basis. Seniors who are exempt from an exam will receive the average of the two quarters as their semester grade.

Note: Class absences due to school functions (i.e. choir tour, athletic events) will not count against a Senior with an "A" average for both quarters in a semester when considering exam exemptions.

## **9 ADMISSIONS**

Children enrolling in our 3-year-old program must be potty trained and at least 3 years of age by September 30<sup>th</sup>. Children entering 4-year-old or 5-year-old Kindergarten must be 4 or 5 years of

age by September 30<sup>th</sup>. A child entering 1<sup>st</sup> grade must be 6 by September 30<sup>th</sup>. All students in 1<sup>st</sup> – 12<sup>th</sup> grades may be tested for grade placement. Student grade placement rests with the Faculty and administration.

All students must be under the direct supervision and care of (a) parent / guardian(s). DBCS does not admit students who are married.

Generally, DBCS strongly discourages transfers into the school in the Senior year. However, when this is necessary, each student will be considered on an individual basis by the administration. Students transferring in the Senior year enter as “unranked,” which means they are not eligible for valedictorian or salutatorian. Requests for a numerical rank for college admission will not be affected by the “unranked” status if the student is transferring from an accredited school.

Home-schoolers will not be accepted for admission into DBCS for their Senior year only. To receive a diploma from DBCS, a home-schooled student must transfer into DBCS for at least the Junior and Senior years.

## **10 ATHLETICS**

### **10.1 INTER-SCHOLASTIC ATHLETIC ELIGIBILITY AND PARTICIPATION**

Detailed information on participation in our Sports Program is contained in an Athletic Handbook provided to all athletes and their parents / guardians. The following requirements are a synopsis for general information:

- Students will maintain full time student status, taking a minimum of five academic courses per semester to participate in our athletic programs.
- Students’ athletic eligibility is determined by a combination of quarterly and semester averages as noted below. The intent is to encourage good classroom habits in our student-athletes while not unduly punishing them for past mistakes.
  - Eligibility for winter and spring sports is determined by 1<sup>st</sup> and 3<sup>rd</sup> quarter grades, respectively.
  - A student may not have a grade of “F” (0-69) on his / her 1<sup>st</sup> or 3<sup>rd</sup> quarter report card.
  - Additionally, a student must have a numeric average of 76% for the 1<sup>st</sup> or 3<sup>rd</sup> quarter.
  - A student may be removed from a winter athletic team if he / she fails any class in the 1<sup>st</sup> semester.
  - A student failing a course either 4<sup>th</sup> quarter or 2<sup>nd</sup> semester may still try out for fall athletic teams. However, he / she will be placed on Academic Probation, and continued eligibility will be determined by satisfactory academic performance on the 1<sup>st</sup> interim report.
  - Other than to determine continued participation in fall sports for those trying out under Academic Probation, Interim Reports do not count for or against a student’s athletic participation.

- Student athletes that receive an Incomplete (“I”) must complete the work within the time allotted. Failure to do so will result in an “F” for the quarterly grade, which could affect athletic eligibility.
- Transfer students’ athletic eligibility will be based on the same criteria as that of our current students.
- A student deemed ineligible cannot have his / her eligibility reinstated until the end of the next quarterly grading period.
- Student athletes must maintain a good testimony in all walks of life: on the athletic field / court, outside of school and in school. Students who receive more than 20 points (Middle School) or 20 demerits (High School) in a semester for minor offenses will be put under review by the Principal and Athletic Director, and may be suspended from a practice and / or event. Students receiving two reprimands during an athletic season for major offenses will be suspended from one game. Students receiving three reprimands during an athletic season for major offenses will be dismissed from the team for the rest of the season.
- Students suspended from school will not be allowed to practice or participate in any competitive contest (game, match, or meet) during the days of the suspension.
- Students may participate in only one “in season” sport during each season (fall, winter, and spring).
- Athletes must submit the parental permission slip prior to any involvement in any athletic program including try-outs. Parents and students alike must read and adhere to the Athletic Handbook and this athletic policy at all times.
- Student athletes must submit a complete annual physical to include emergency contact and insurance information, prior to any involvement in any athletic program, including try-outs. Physical forms are available on the school website and or from the athletic office. These physicals are required for each school year (July 1<sup>st</sup> of current year through June 30<sup>th</sup> of the next year). Students new to DBCS will be given a 2 week grace period for the completed physical but must submit pages 1, 2, and 4 of the physical form to the athletic office prior to any involvement.
- Athletic fees (Middle School, JV and Varsity) are due at the beginning of each sport season. Team rosters will be provided to the school’s business office and the fees will be added to each student’s monthly bill. Fees in arrears will cause the student athlete to be ineligible to continue to participate until the fees are paid in full.
- This policy applies to all team members and, with the exception of the physical, any other positions that may be considered necessary by the Athletic Director (team managers, student trainers, etc.) as an integral part of the school’s athletic programs.

## **11 ATTENDANCE**

Regular school attendance is essential for a student’s academic success. When an absence occurs, a parent / guardian should contact the school office that day to report and provide a reason for the absence. Following an absence, it is important for a student to complete make-up work to compensate for missed class time and to maintain a satisfactory grade. Missing class due to participation in a school-sponsored activity does not count as an absence, but assignments must be completed on time.

A student must be in school 4 hours (Middle School / High School: attend 4 classes) to be marked present for the day. Student athletes marked absent for the day are not eligible to participate in practice or games that day, unless approved by the Principal or Administrator. Students must complete assignments in classes missed due to late arrival or early dismissal, or grades will be reduced.

Any student who attains 10 absences in a semester will be placed under review by the Principal. Absences in excess of 10 per semester may result in failing grades, loss of course credit, and may jeopardize promotion to the next grade. The school administration will make the final decision whether a student will pass or fail after contacting parent / guardians and reviewing the circumstances of the absences.

Seniors with more than 5 absences in a class, excused or unexcused, will not be exempt from the semester exam in that class. Approved college visits, and missing class due to participation in a school-sponsored activity will not affect exam exemption.

## **11.1 ABSENCES**

We request parents / guardians' cooperation in seeing that assignments are completed. For Elementary please call the school office by 10:00 a.m. to request any homework needed to be picked up that day. Middle School and High School teachers post assignments on line using our online grading system.

### **11.1.1 EXCUSED ABSENCES**

Absences are excused for the following:

- Illness or injury
- Medical or dental appointments that cannot be made outside of school hours
- Family emergency
- Death in the family
- College visit / career day (normally only Juniors & Seniors)
- Family reasons pre-approved by the principal (1 week notice)
- Special situations (church events, scout troop activity, etc.) pre-approved by the Principal (1 week notice)

### **11.1.2 UNEXCUSED ABSENCES**

Absences are unexcused for the following:

- Sleeping in
- Working on class assignments
- Skipping class or truancy
- Out of school suspension
- Failure to send a note or contact the school office within 3 days after an absence

Absences will be considered unexcused if reasons given are deemed to be frivolous or unmerited. The Principal will make the final decision on whether a reason is frivolous or unmerited. When uncertain, it is best to request in advance that an absence be excused.

A grade of zero will be given for daily assignments on the day of an unexcused absence. Ten percent will be deducted from quizzes, tests, and long term projects due on the day an unexcused absence occurs.

### **11.1.3 ANTICIPATED ABSENCES**

Prior notice of an anticipated absence should be given at least 1 week in advance, except for illness, injury, death in the family, or other emergency. Parents must complete an Anticipated Absence Request form, and submit it to the Principal. The form is returned to the student upon approval, and he / she must have it signed by each teacher. This provides an opportunity to request assignments from the teacher for the days of the anticipated absence. The student shall return the completed form to the school office. The goal in using the Anticipated Absence Request is for the student to complete assignments before an absence. The teacher will set due dates for assignments, quizzes, or tests that cannot be completed prior to the anticipated absence. No more than 5 academic days will be excused for family trips.

### **11.2 EARLY DISMISSAL**

Seniors and Juniors may request early dismissal from school, if their schedule allows it. A parent / guardian must sign a form provided by the Principal. Students approved for early dismissal must leave campus at the end of their last class or report to study hall. Signing out is not required, since these students are leaving at the end of their school day.

### **11.3 LEAVING CAMPUS DURING THE SCHOOL DAY**

Students who must leave during the school day for an appointment shall bring a note from a parent / guardian stating the reason for leaving, time of dismissal, and approximate time of return. If it is a doctor's appointment, the note should also include the time of the appointment and the location. These notes should be given to the teacher in the morning. Middle / High school students give their note to the home-room teacher.

### **11.4 MAKE UP WORK**

Students will be required to make up all missed work including class work, homework, quizzes, and tests. Failure to make up an assignment within the allotted time results in an automatic zero. If a student has been approved for an anticipated absence, assignments should be completed before the absence under the supervision of the teacher. It is the student's responsibility to schedule a time for completion of make up work following an absence. All work missed should be completed within the same number of days absent unless the teacher allows an extension based on circumstances. If homework, a quiz, or a test was assigned prior to an absence, the student is responsible for it upon returning to school unless there are extenuating circumstances with the absence.

### **11.5 TARDINESS TO SCHOOL**

Students are expected to be on time for the beginning of the school day. A parent / guardian should contact the school office or send in a note giving a reason for the tardy on the same day. A tardy without a note or phone call will be counted as unexcused. The tardy will remain unexcused unless a parent / guardian contacts the school office or sends in a note within 3 days after the tardy.

### **11.5.1 EXAMPLES**

- Excused tardies:
  - Morning doctor appointment
  - Automobile delays or breakdown en route to school (unless habitual)
  - Illness
- Unexcused tardies:
  - Oversleeping
  - Finishing school assignments
  - Not going promptly to class after arrival at school
  - No reason given for a tardy, no note or phone call within 3 days after a tardy

### **11.5.2 TARDINESS**

#### ***11.5.2.1 ELEMENTARY***

Parents / guardians will receive a call from the teacher after 5 tardies in a semester. After 10 tardies in a semester, the Principal will call. Five unexcused tardies count as one absence, disqualifying the student for perfect attendance. When Elementary students are tardy to school, a parent / guardian must accompany the child to the office and sign in. Tardies to Elementary school disrupt and distract the class as they begin the day.

#### ***11.5.2.2 MIDDLE SCHOOL***

Students will receive a sentence writing assignment for each unexcused tardy to school.

#### ***11.5.2.3 HIGH SCHOOL***

Students will receive one demerit for each unexcused tardy.

## **12 CAMPUS VISITORS**

All visitors must report to the school office, sign in, and receive a visitor's pass before proceeding to their intended destination.

### **12.1 PARENT / GUARDIANS**

All parent / guardians are welcome to visit school during the school day for lunch or a chapel service without advanced notice. Classroom observation by parents is welcomed, but shall be arranged and scheduled through the office at least 24 hours prior to the visit. All visitors shall go to the school office, sign in, and receive a visitor's pass.

### **12.2 STUDENTS**

Middle and High School students may bring a visitor to class – with written parental request approved by the administration at least 24 hours in advance. All visitors shall report to the office, sign in, and receive a visitor's pass. Student visitors wishing to come for lunch must contact the respective Principal 24 hours in advance for permission, and leave campus at the end of the lunch period. Student visitors must be in DBCS dress code or modestly and appropriately dressed (i.e. no shorts, etc.).

## **13 DISABILITIES**

DBCS believes every child deserves a quality education, regardless of physical, mental, or emotional disabilities. However, facility, Faculty, and financial constraints make it impossible for DBCS to accommodate children with disabilities at this time. Since we are unable to create a proper learning environment, it would be a disservice to allow admission to children with disabilities. Furthermore, if a current DBCS student is tested and diagnosed with a specific kind of disability the school cannot accommodate, then the student will be released from the school. The final decision on any admission shall be exclusively reserved to the School Management Team. The Team's decision is not subject to review or appeal.

## **14 DISCIPLINE**

### **14.1 GENERAL**

Our expectation is that students will practice self-control when interacting with Faculty, Staff, and fellow students. We teach and encourage the importance of appropriate behavior as a means to honor God and to show proper respect toward adults and peers at school. Faculty and Staff members are empowered to discipline students when their behavior is not in keeping with school policy or classroom rules. Our goals in administering discipline are to provide an orderly and peaceful learning environment, to teach students that their actions have consequences, to change inappropriate behavior to that which is acceptable, and to help develop strong Christian character qualities in students.

As culture changes, specific actions and issues arise that are not mentioned in this Handbook. Any questions about the acceptability of these trends for the DBCS student should be addressed to the Principal or School Administrator. Scoffing or mocking of God, the Lord Jesus Christ, and biblical truth are condemned in Scripture – and not tolerated at DBCS.

### **14.2 CODE OF CONDUCT**

The Staff and Faculty of DBCS seek to model and provide an atmosphere in which behavior reflects basic scriptural truths and principles. Our conduct should measure up to what is expected of a follower of Jesus Christ, which includes qualities such as honesty, kindness, dependability, purity, trustworthiness, humility, and respect for authority. The core of appropriate conduct for DBCS students is maintaining an attitude of respect for other people, their property, and showing kindness in words and actions.

Attending DBCS is a privilege; students are responsible to:

- Show respect and kindness to others
- Show respect for church & school property and equipment
- Listen in class and complete assignments in order to learn
- Follow the DBCS dress code as written
- Follow policies of the Student Handbook and classroom rules of teachers

Items not permitted at school:

- Weapons

- Alcohol, drugs, tobacco products, vapes, e-cigarettes, and related paraphernalia
- Toys, games, playing cards (unless approved by teacher)
- Laser pointers or pens
- Skateboards or skates
- Magazines (unless approved by teacher)
- See Electronic Devices policy

### **14.3 MINOR OFFENSES**

Offenses such as, but not limited to, the following:

#### **14.3.1 LEVEL 1**

- Class disturbance
- Dress code violation
- Food, drink, gum, or candy in class
- Tardy to school or class
- Unprepared for class
- Unreturned / unsigned papers

#### **14.3.2 LEVEL 2**

- Copying homework or allowing it to be copied
- Damaging school property
- Dishonesty
- Disrespect for peers
- Horseplay
- Inappropriate language / talk

### **14.4 MINOR CONSEQUENCES**

#### **14.4.1 ELEMENTARY SCHOOL ~ CONSEQUENCES**

Consequences for level one and two minor offences include, but are not limited to, the following examples:

- Verbal or written apology
- Time out
- Sentences
- Loss of recess play time
- Public apology
- Detention
- Temporary removal from classroom

#### **14.4.2 MIDDLE SCHOOL ~ CONSEQUENCES**

Consequences include, but are not limited to, the following examples:

- Sentences
- 100-150 word essay

- Written apology
- Points are assigned for minor offenses
  - Level 1 ~ 1 point per offense
  - Level 2 ~ 5 points per offense
- Points accumulate per semester
- At 20 points, a parent / guardian conference with the Principal is required
- Continued behavior resulting in written assignments will lead to these consequences:
  - In school suspension(s)
  - Out of school suspension(s)
  - Dismissal from school

#### **14.4.3 HIGH SCHOOL ~ CONSEQUENCES**

Consequences include, but are not limited to, the following examples:

- Demerits are given for minor behavior offenses
  - Level 1 ~ 1 to 5 demerits per offense
  - Level 2 ~ 5 demerits per offense
- Demerits accumulate per semester
- Every 10 demerits results in a 30 minute after school detention
- At 20 demerits, a parent / guardian conference with the Principal is required
- Continued behavior resulting in demerits will lead to these consequences:
  - A 30 minute after school detention for every 5 demerits
  - In school suspension(s)
  - Out of school suspension(s)
  - Dismissal from school

#### **14.5 MAJOR OFFENSES AND CONSEQUENCES**

- Reprimands are given for major behavior offenses
- Reprimands accumulate for the whole school year
- Students who receive 4 or more reprimands in a semester or 6 or more reprimands in a school year will be dismissed from school
- Extracurricular consequences (athletics, clubs, special groups, ...)
  - Receiving 2 reprimands during a semester (season for athletics) will result in a 1 event (one game) suspension from participation
  - Receiving 3 reprimands during a semester (season for athletics) will result in dismissal from the club, group, or team
- Consequences
  - **Category I** - Phone call to parents and 30 minute after school detention
  - **Category II** - Parent / guardian conference with Principal and 1 day in-school suspension
  - **Category III** - Parent / guardian conference with Principal and 2 day out of school suspension

Major Offenses include, but are not limited to, the following items grouped in categories:

#### **14.5.1 CATEGORY I ~ ONE REPRIMAND PER OFFENSE**

- Accessing internet sites not approved by school
- Bullying or threats to harm others
- Cheating on quiz
- Defacing school property
- Direct disobedience
- Disrespect to teacher or Staff
- Flaunting participation in a non-Christian lifestyle (see Section 17 for a summary of Denbigh Baptist Church's teaching in this area)
- Lying, forgery
- Plagiarism on homework
- Plagiarism on report or project (1<sup>st</sup> offense)
- Possession / display of pornography
- Profanity
- Public display of affection
- Repeated cell phone use
- Skipping class
- Stealing
- Violation of social networking policy

#### **14.5.2 CATEGORY II ~ TWO REPRIMANDS PER OFFENSE**

- Cheating on test or project
- Fighting
- Plagiarism on report or project (repeated offense)
- Possession or use of tobacco products, vapes, or e-cigarettes
- Prank calls to 911
- Rebellion
- Tampering with computers or school network
- Tampering with fire alarms
- Tampering with Science Lab equipment (gas, emergency shower...)
- Truancy (skipping school all day)

#### **14.5.3 CATEGORY III ~ THREE REPRIMANDS PER OFFENSE**

- Misdemeanor conviction (other than minor traffic infractions)
- Possession or use of alcoholic beverages
- Possession or use of a harmful substance
- Possession or use of a dangerous object

#### **14.5.4 CATEGORY IV ~ DISMISSAL OR EXPULSION FROM SCHOOL FOR ANY OFFENSE**

- Harmful violence to another person
- Possession or use of a weapon at school
- Sexual immorality (see Section 17 for a summary of Denbigh Baptist Church's teaching in this area)

- Willful vandalism of school property

Any action which leads the administration to conclude that the student's continued presence at DBCS is a danger to others or a hindrance to the school mission will result in dismissal. Consideration will be given to the results of the student's action, the safety of students and Staff, and the testimony of the school in the community.

## **14.6 SUSPENSION**

When student behavior results in a suspension, the Principal or School Administrator will contact a parent / guardian to schedule a conference. The student and at least one parent / guardian must be present at this conference. This meeting provides an opportunity to talk about past behavior and set improvement goals for future behavior. A written summary of the student's disciplinary record will be given to the parent / guardian.

### **14.6.1 IN-SCHOOL SUSPENSION**

On the day of an In-School Suspension, the student will attend school, but will not be in classes as normal. The student will be placed in a designated location, such as the school library, and will be supervised by a Faculty or Staff member. Teachers will send class assignments, quizzes, and tests that will be completed by the student. Work completed during an In-School Suspension will be graded without penalty.

### **14.6.2 OUT OF SCHOOL SUSPENSION**

On the day of an Out of School Suspension, the student will not be allowed on school property or to attend any extracurricular school events. The student will receive a "zero" for all class work missed during Out of School Suspension, but the missed work must be completed as determined by each of the student's teachers. Quizzes and tests missed on the day of an Out of School Suspension can be made up when the student returns to class, but 10% will be deducted from the grade.

## **14.7 DISMISSAL FROM SCHOOL**

When student behavior results in dismissal from school, the student will be prohibited from attending DBCS for the remainder of the school year. The Principal or School Administrator will contact a parent / guardian to inform them of dismissal action. Written confirmation of dismissal, including a summary of the student's disciplinary record, will be given or mailed to parents / guardians. The Administrator or the parent / guardian may request a conference as part of a dismissal.

A parent / guardian may appeal their student's dismissal by giving a written appeal to the School Administrator, who will forward it to the DBCS School Management Team. The appeal must include the reason, with supporting data, that dismissal action is deemed to be undeserved or unjust. The School Management Team will review the information, make a determination, and authorize the School Administrator or Principal to contact the parent / guardian to notify them of their action. The decision of the School Management Team is final and not subject to grievance procedures. The student will remain out of school during the appeal process.

A student dismissed from DBCS may reapply for admission the following school year, unless the written confirmation of dismissal states a different time. In order to return to school, the

dismissed student must show evidence of repentance and restoration, must have apologized to all offended parties, and must provide written evidence of biblical counseling (by a professional or by someone who is part of a church pastoral staff). Students readmitted following dismissal will be accepted on probation, and may be dismissed during the 1<sup>st</sup> quarter in the new school year for demonstrating any behavior under Major Offenses.

#### **14.8 EXPULSION FROM SCHOOL**

When student behavior results in expulsion from school, the student will be removed from DBCS permanently. Expulsion action is taken when the school administration believes a student's behavior is of such a severe nature that their continued attendance poses a threat to the well-being or Christian testimony of DBCS. The Principal or School Administrator will contact a parent / guardian to inform them of expulsion action. Written confirmation of expulsion, including a summary of the student's disciplinary record, will be given or mailed to parents / guardians. The School Administrator or the parent / guardian may request a conference as part of expulsion. An expelled student will not be allowed on school property during school hours or permitted to attend extracurricular school events unless approved by the Principal or School Administrator. A parent / guardian may appeal their student's dismissal by giving a written appeal to the School Administrator, who will forward it to the DBCS School Management Team. The appeal must include the reason, with supporting data, that expulsion action is deemed to be undeserved or unjust. The School Management Team will review the information, make a determination, and authorize the School Administrator or Principal to contact the parent / guardian to notify them of their action. The decision of the School Management Team is final and not subject to grievance procedures. The student will remain out of school during the appeal process.

#### **14.9 REDEMPTIVE DISCIPLINE POLICY / PROGRAM**

Denbigh Baptist Christian School has initiated a Redemptive Discipline Policy / Program for students who want the encouragement, teaching, and fellowship that will enable them to see clearly and live consistently a God-honoring lifestyle. DBCS is a light to the community, and its policies and people must bear witness to Christ.

The goal of this program is to teach everyone of God's nature – holiness and purity – along with love, forgiveness, and restoration. We also want to teach personal responsibility. The purpose of this intervention, rather than being punitive, is to be restorative in nature. All aspects of this program are for the purpose of encouraging, and fostering an atmosphere of compassion and support.

DBCS reserves the right to evaluate discipline situations on a case-by-case basis. These situations may include, but are not limited to, matters related to sexual activity, abuse, pornography, pregnancy, abortion, harassment, and the use of alcohol, tobacco, illegal substances, etc. A redemptive discipline approach may be considered if a student and his / her family express repentance and humility, and the administration determines the student's continued enrollment is in the best interest of both the student and student body of DBCS. Such an approach will be personalized to fit the unique situation of each student.

An Individualized Continued Admittance Requirement Essentials (ICARE) plan will be developed by administration and approved by the School Management Team. The student and

parents must agree to this ICARE plan as set forth by DBCS. Possible requirements for continued enrollment at DBCS may include, but are not limited to, the following:

- The student will be involved in pastoral counseling on a regularly scheduled basis, as defined in conjunction with the pastor. The pastor will not have to be part of the Staff of Denbigh Baptist Church, but will have to be approved by the DBCS administration
- The student will meet with an assigned Faculty member of DBCS on a regular basis, for a specified period of time. The meeting will involve scripture reading, accountability, journaling, etc.
- Parents / guardians and student will sign a contract with DBCS agreeing to cooperate with administration's expectations and decision.
- The student will undergo necessary testing or ongoing random testing (i.e. drug testing), if required, with results sent to the school
- Parents / guardians are to be willing to provide legal disclosure, if needed, and requested by DBCS administration
- Parents / guardians and students must agree that limitations regarding student participation in school activities may be set.
- Student will be home schooled or tutored for a specified period of time. During this time, the student will complete academic work assigned by DBCS Faculty which will be returned to DBCS for grading and academic credit.
- Parents / guardians are willing to pay an additional fee to compensate DBCS Faculty for their time to assist the student in the items described above. These fees are separate from any other tuition or fees, yet have the same consequences as unpaid tuition.
- Parents / guardians are willing to agree that DBCS may require a professional counselor, physician, attorney, or legal authority's opinion regarding the student's continued attendance at DBCS.
- Student will be willing to participate in community service.
- Student will lose his / her privilege to participate in, or attend, extracurricular activities at DBCS for a specified period of time.
- Parents / guardians and / or the student will be required to report to the administration and / or the School Management Team as issues arise.

## **14.10 NO BULLYING POLICY**

It is the policy of Denbigh Baptist Christian School to maintain a safe learning environment that is free from bullying. Students, staff, and the school community are expected to conduct themselves in a respectful, Christian manner. Bullying is usually defined as repeated negative behaviors by a student(s) towards another student(s), intended to intimidate or cause harm. DBCS prohibits all forms of bullying, including cyber-bullying, even if it occurs outside of school on property or equipment not owned or operated by DBCS.

### **Examples of Bullying:**

1. Verbal: name calling, put downs, racist remarks, teasing, threats, spreading rumors, sending inappropriate text or pictures in any medium (via cell phone, internet, etc.)

2. Physical: pushing, hitting, shoving, biting, hair pulling, scratching, spitting, tripping, damaging or stealing the victim's property, mimicking, initiating or forcing inappropriate touching, etc.
3. Social: exclusion, ignoring, alienating, spreading rumors, etc.
4. Psychological: acts that instill a sense of fear or anxiety, etc.
5. Cyber-bullying (online bullying): Harassment and/or humiliation by use of electronic devices through means of e-mail, instant messaging, text messages, mobile phones, apps, etc.
6. Miscellaneous: Any act that insults or demeans an individual.

**What Bullying is Not:** There are distressing behaviors that occur that are not bullying, even though such behaviors may be inappropriate. Such behaviors, although not bullying, are taken seriously and may result in disciplinary action.

1. Mutual Conflict: An argument or disagreement between students without an imbalance of power is not bullying.
2. Single-episode acts of nastiness, meanness, or aggression: Single episodes of nastiness or physical aggression are not the same as bullying. If a student is verbally abused or pushed on one occasion, they are not being bullied. However, since DBCS seeks to provide a safe school environment, single episodes of nastiness or physical aggression will be addressed.

### **Bullying Awareness:**

As part of the required in-service training for all school staff, the administrator will discuss Bullying Awareness. Teachers will periodically conduct class discussions and activities to educate the students in seeking help from an adult, reporting incidents, speaking up and supporting the victim, expressing disapproval of bullying behavior, responding assertively to the bully, walking away from bullying behavior, etc. The No Bullying Policy and GreenZone program will be presented to all students by the appropriate principal at the beginning of the year.

### **Bullying Reporting:**

Students and staff are prohibited from knowingly falsely accusing another of bullying.

Any member of the school staff receiving a suspected bullying report shall address the matter as soon as possible, preferably before the end of the school day. The staff member shall assess the situation to determine if the behavior meets the criteria for bullying or if the behavior is an isolated incident that can be resolved within the classroom.

If the behavior meets the criteria for bullying, the staff member must report this to the appropriate principal immediately in order to protect the alleged victim. The staff member shall remind the victim/witness that "No one deserves to be bullied and we are going to do everything we can to stop it." The staff member is to begin intervention strategies for the victim.

The principal will promptly and thoroughly address suspected reports of bullying. He/she will individually meet with the victim/witness and suspected bully separately. If determined that bullying has occurred, he/she will act appropriately within the discipline policy and will take reasonable action to end the bullying. The message for the child who bullies will be, “Your behavior is unacceptable, inappropriate, and must be stopped.” The principal shall notify the parents/guardians of both the victim and the offender within 24 hours. An intervention plan will be developed with the parents of the student who bullied.

Incidents in which the behavior is believed to constitute criminal activity will be referred to the proper law enforcement officials.

## **15 DRESS CODE**

### **15.1 PURPOSE**

The School Management Team and administration of DBCS have sought to establish a standard that will create an attractive, comfortable, and practical dress code that will:

- Be a testimony from the entire student body
- Be a testimony for the Christian environment of our school
- Strengthen the educational process

We also believe that our standards are based on four biblical principles:

- Dress should be modest. I Timothy 2:9
- Dress should properly differentiate between the sexes. Deuteronomy 22:5; I Corinthians 11:14-15, Matthew 19:4
- Dress should not call undue attention to oneself. Philippians 4:5; I Peter 3:3-4; I Corinthians 10:31
- Dress should not identify with an element of society that is contrary to God and the Gospel of Jesus Christ. I John 2:15; I Corinthians 6:19-20; Colossians 3:1-10

These four biblical principles lead us to conclude that some of what is considered the norm in our culture is not acceptable under our dress code. Our intent is to create an environment of mutual respect that is most conducive to the learning process; suggestive or provocative clothing can inhibit both of these goals. Many guidelines are provided below to aid the student in selecting permissible attire.

### **15.2 APPLICABILITY**

This dress code is in effect from 8:05 A.M. – 3:15 P.M. Unless students are involved in athletic contests, they should arrive and leave school in school approved attire.

After 3:15 P.M., and for all school extracurricular events, principles of modesty and moderation continue to apply to student dress. At such times, school personnel have the right to address these issues if a student is in questionable attire.

**In all cases, the administration will have the final authority about the appropriateness of any school wear.** The appearance must always be neat, modest, and appropriate.

### **15.3 PARENTAL RESPONSIBILITY**

DBCS believes it is the parent's responsibility to ensure that students are dressed neatly and modestly. Please acquaint yourself with DBCS dress standards and help train your young people to comply.

### **15.4 FACULTY AND STAFF RESPONSIBILITY**

When a student is observed to be in non-compliance with the dress code the following steps will be taken.

- The teacher will send the student to the Principal
- Parents / guardians will be called to bring appropriate clothing and consequences for minor offenses will apply
- If appropriate clothing cannot be brought, the student may be held out of class until the dress code issue has been remedied
- Repeated offenses may indicate an issue of direct disobedience, and further disciplinary actions will be taken

In all cases, the administration will have the final authority about the appropriateness of any school wear. The appearance must always be neat, modest, and appropriate.

### **15.5 MALE**

#### **15.5.1 SLACKS**

- Must be a solid color and without decoration
- Elementary, Middle and High School may wear jeans with no rips, holes, or tears
- Length should not exceed the sole of the shoe
- Must be appropriately fitted (not skin tight or excessively large) and worn at the natural waist (belt required if the slacks will otherwise slip below the waist – includes when bending or standing)
- E3 & E4 may wear solid color pull on pants

#### **15.5.2 SHIRTS**

- Must have a collar and not be open any more than four fingers from the neck
- Turtle necks are allowed
- Must have sleeves
- May be worn tucked or untucked
  - Shirts worn untucked must cover all skin around the mid-section – includes when bending or standing
- Must be appropriately fitted (not too tight, excessively large, or excessively long)
- If wearing layered shirts, the outer most shirt must meet dress code
- Teachers, principals, or the administrator have the authority to direct a student to tuck in a shirt if they deem it is not appropriately fitted
- E3 & E4 may wear non-collared shirts

### **15.5.3 SHOES**

- Street shoes, athletic type shoes, or sandals may be worn
- All shoes must have a closed back or strap
- All shoes requiring shoelaces are to be laced and tied
- E3 & E4 – Velcro strapped athletic shoes highly recommended

### **15.5.4 OUTERWEAR**

These items may be worn over turtlenecks or collared shirts:

- Sweaters
- Jackets that are light weight or medium weight
  - Must have a zipper, snaps, or buttons full or half-length in the front
  - Must fall between the waist and the thighs in length
  - Any writing or logos / pictures must be in harmony with the philosophy of DBCS
- Heavy / winter coats may be worn to and from school, but not in class

### **15.5.5 JEWELRY**

- May not be spiked, offensive, or anti-Christian
- No earrings during school hours and when representing DBCS after school hours
- No enlarged ear-pierced openings for plugs, gauges, or similar devices
- No facial or tongue piercing
- Tattoos must be covered during school hours and when representing DBCS after school hours

### **15.5.6 HAIR**

- Must be clean and neatly groomed
- Must be above the eyebrows, above the collar, and above the bottom of the ear lobe
- Sideburns may extend to the bottom of the ear lobe
- Facial hair must be neatly groomed
- No unnatural hair coloring is permitted
- Extreme fads are to be avoided

### **15.5.7 HATS / SUNGLASSES**

These items may not be worn inside buildings.

## **15.6 FEMALE**

### **15.6.1 SKIRTS / JUMPERS**

- Hemline, including slits, must be no higher than the top of the knee
- Must be appropriately fitted (not “skin tight”) and worn at the natural waist
- Elementary girls (E3 – 5<sup>th</sup> grade) must wear shorts under their skirts/jumpers
- Solid color leggings may be worn under a knee length skirt/jumper

### **15.6.2 DRESSES**

- Must not be open any more than four fingers from the neck

- No low cut back or cutouts
- Must have sleeves
- Hemline, including slits, must be no higher than the top of the knee
- Must be appropriately fitted (not “skin tight”)
- Elementary girls (E3 – 5<sup>th</sup> grade) must wear shorts under their dresses
- Solid color leggings may be worn under a knee length dress

### **15.6.3 SLACKS / CAPRIS**

- Must be a solid color and without decoration
- Elementary, Middle and High School may wear jeans with no rips, holes, or tears
- Length should not exceed the sole of the shoe
- Capri length must be below the knee
- Must be appropriately fitted (not “skin tight”) (belt required if the slacks or capris will otherwise slip below the waist – includes when bending or standing)
- E3 & E4 may wear solid color pull on pants

### **15.6.4 SHIRTS**

- Must have a collar and not be open any more than four fingers from the neck
- Turtle necks are allowed
- Shirts must have sleeves
- May be worn tucked or untucked
  - Shirts worn untucked must cover all skin around the mid-section – includes when bending or standing
- Must be appropriately fitted (not too tight, excessively large, or excessively long)
- If wearing layered shirts, the outer most shirt must meet dress code
- Teachers, principals, or the administrator have the authority to direct a student to tuck in a shirt if they deem it is not appropriately fitted
- E3 & E4 may wear non-collared shirts

### **15.6.5 SHOES**

- Street shoes, athletic type shoes, or sandals may be worn
- All shoes must have a closed back or strap
- All shoes requiring shoelaces are to be laced and tied
- E3 & E4 – Velcro strapped athletic shoes highly recommended

### **15.6.6 OUTERWEAR**

These items may be worn over turtlenecks or collared shirts

- Sweaters
- Knit shirts
- Jackets that are light weight or medium weight
  - Must have a zipper, snaps, or buttons full or half-length in the front
  - Must fall between the waist and the thighs in length
  - Any writing or logos / pictures must be in harmony with the philosophy of DBCS
- Heavy / winter coats may be worn to and from school, but not in class

### 15.6.7 JEWELRY

- May not be spiked, offensive, or anti-Christian
- No more than two earrings per ear during school hours
- No facial or tongue piercing
- No enlarged ear-pierced openings for plugs, gauges, or similar devices
- Tattoos must be covered during school hours and when representing DBCS after school hours

### 15.6.8 HAIR

- Must be clean, neatly groomed, and out of the face
- No unnatural hair coloring is permitted
- Extreme fads are to be avoided

### 15.6.9 HATS / SUNGLASSES

- These items may not be worn inside buildings.

## 15.7 DRESS PRIVILEGE DAYS

### 15.7.1 WEDNESDAY

Students may wear T-shirts and sweatshirts (hooded or not) with a Christian message, DBCS spirit wear, or with college logos (no plain shirts/sweatshirts). Any writing, logos, or pictures should be in harmony with the philosophy of DBCS. By definition, “DBC’s spirit wear” refers to clothing sold by the school, shirts received due to participation on a DBCS athletic team or school club, or shirts given on the Senior trip. Homemade items will not be allowed unless the sponsor or coach of the group or team making the items requests approval from the administration in advance. Violation of this policy will result in sentences / demerits.

### 15.7.2 FRIDAY

Students may wear DBCS spirit wear T-shirts and sweatshirts (hooded or not). See explanation above.

## 15.8 SPECIAL OCCASIONS

Special occasions include, but are not limited to, the events listed below. In an effort to promote modesty and appropriateness we have provided the guidelines following the table below.

Any violations of these guidelines will result in that person being asked to leave the function without a refund.

**Table 8: Dress for Special Occasions**

Event	Dressy	Semiformal	Formal	*Approval Required
Homecoming Banquet	x	x		
Homecoming Chapel	x			
Homecoming Ceremony	x	x	x	x
Honor Society Induction (Current members)	x			

Ring Banquet	x	x		x
Jr. / Sr. Banquet	x	x	x	x
Graduation	x			
Eighth Grade Promotion	x			x
*Dresses will be reviewed by designated Faculty members prior to events for compliance with DBCS standards.				

## 15.8.1 MALE

### 15.8.1.1 DRESSY

- Coat (optional)
- Khaki pants
- Matching tie
- Matching socks
- Dress shoes
- No denim material

### 15.8.1.2 SEMIFORMAL

- Coat (optional)
- Dress pants
- Matching tie
- Matching socks
- Dress shoes
- No denim material

### 15.8.1.3 FORMAL

- Tuxedo
- Dress suit
- Matching tie
- Matching socks
- Dress shoes
- No denim material

## 15.8.2 FEMALE

### 15.8.2.1 DRESSY

- No full length dresses / gowns
- No bare midriff
- Dresses and skirts must reach no higher than the top of the knee when standing
- Slits in dresses and skirts must reach no higher than the top of the knee when standing
- No cleavage or suggestions of cleavage
- No dresses that consist of a back and front fastened together by strings or bands of fabric
- No cut-outs that reveal skin along the midsection unless cut-outs are small and are filled in with fabric that is of the same color as the dress
- Dresses must have straps
- No excessively tight clothing

- Dress shoes only

### ***15.8.2.2 SEMIFORMAL***

- No full length dresses / gowns
- No bare midriff
- Dresses and skirts must reach no higher than the top of the knee when standing
- Slits in dresses and skirts must reach no higher than the top of the knee when standing
- No cleavage or suggestion of cleavage
- No dresses that consist of a back and front fastened together by strings or bands of fabric
- No cut-outs that reveal skin along the midsection unless cut-outs are small and are filled in with fabric that is of the same color as the dress
- The back opening of the dress must cover the lower third of the back and must be at least 4 inches above the waist
- Dresses must have straps
- No excessively tight clothing
- Dress shoes only

### ***15.8.2.3 FORMAL***

- Full length gowns
- Slits must reach no higher than the top of the knee when standing
- No bare midriff
- No cleavage or suggestions of cleavage
- No gowns that consist of a back and front fastened together by strings or bands of fabric
- No cut-outs that reveal skin along the midsection unless cut-outs are small and are filled in with fabric that is of the same color as the dress
- The back opening of the dress must cover the lower third of the back and must be at least 4 inches above the waist.
- Gowns must have straps
- Dress shoes only

## **16 FINANCIAL**

### **16.1 REGISTRATION FEE**

The registration fee is due at the time of enrollment or re-enrollment. The registration fee is non-refundable.

### **16.2 BOOK FEE**

Each student will be assessed a book fee that is non-refundable. DBCS remains owner of textbooks. Therefore, students are to treat their books with care. Each hard bound textbook is required to have a book cover. Students shall not write in their book. Each teacher will evaluate the condition of the book at the end of the year, and a fine may be added to the student account.

## **16.3 PAYMENT PROCEDURES**

### **16.3.1 TUITION PAYMENTS**

DBCS offers the following payment plans:

#### ***16.3.1.1 ANNUAL PAYMENT***

Full tuition may be paid in advance by August 1<sup>st</sup>. When the tuition is paid in full, prior to August 1<sup>st</sup>, a 2% discount will be applied.

#### ***16.3.1.2 SEMI-ANNUAL / SEMESTER PAYMENTS***

First semester tuition paid by August 1<sup>st</sup> will receive a 1% discount. Second semester tuition paid by January 1<sup>st</sup> will also receive a 1% discount.

#### ***16.3.1.3 TEN EQUAL PAYMENTS***

Tuition may be paid in ten monthly payments. The first payment is due August 1<sup>st</sup>, with the final payment due May 1 of the following year. Payments not received by the 15<sup>th</sup> of each month, or first business day after, will be charged a \$50 late fee.

#### ***16.3.1.4 TWELVE EQUAL PAYMENTS***

Tuition may be paid in twelve monthly payments. The first payment is due June 1<sup>st</sup>, with the final payment due May 1<sup>st</sup> of the following year. Payments not received by the 15<sup>th</sup> of each month, or first business day after, will be charged a \$50 late fee.

### **16.3.2 EXTENDED CARE FEES**

Extended care fees are billed on a monthly basis, and are due upon receipt.

### **16.3.3 LATE FEES**

Tuition and extended care payments not received by the 15<sup>th</sup> day of the month (or first business day thereafter) will be charged a late fee. A further late fee will be added for each successive month that the tuition or extended care payment remains past due (check your financial statement for details). Accounts 30 days in arrears will receive a letter from the bookkeeper. Accounts 60 days in arrears will be given 5 business days to bring their accounts current. Accounts 65 days in arrears may result in students not being able to attend classes.

Report cards and / or school records will be held until all outstanding and miscellaneous fees (book / athletic fees, lunch charges, library fines, etc.) have been paid. This can happen at any time during the school year, whenever fees are late. Parent / guardians are responsible to contact the Business Manager or School Administrator if financial problems arise.

No student will be allowed to reenter school in August until all accounts are paid in full.

### **16.3.4 METHODS OF PAYMENT**

DBCS accepts cash; check; cashier's check; money order; certified check; debit card; and Visa, Master Card, and Discover credit cards. Charge payments cannot be accepted over the phone. A \$35 fee will be charged in cases of non-sufficient funds. After two non-sufficient fund occurrences in a school year, only guaranteed funds (cashier's check, money order, cash, or certified check) will be accepted for payment.

Tuition is not based upon daily attendance. Tuition is calculated on the basis of the entire year, because a student is considered enrolled for the entire school year. Therefore, no reduction can be made for vacations or school holidays. Should a student transfer before the end of the school year, the parents are responsible for the monthly installments through the current month enrolled. Fees, discounts, and incidental charges are neither prorated nor refundable, and cannot be allocated to the accounts of siblings.

Athletic fees (Middle School, Junior Varsity, and Varsity) are due at the beginning of each sport's season. Please refer to the section entitled "Athletic Policy" for details concerning assessment and collection of these fees.

#### **16.4 RELEASE OF RECORDS**

Records of students will not be transferred to other schools or released to parents until all fees and tuition have been paid.

#### **16.5 DONATIONS**

Presently, tuition is not tax deductible, but cash gifts are. From time to time, parent / guardians might like to donate needed school equipment and supplies. Please see the administration for a current list of needed items. Donations to the general fund are always appreciated.

#### **16.6 FUNDRAISERS**

Throughout the school year, families will be given the opportunity to help with school-wide fundraisers. Occasionally, a specific group will conduct a fundraiser for a specific purpose. All fundraisers must be approved by the administration. The standard for approval of fundraisers is that they must provide a value or service to the purchasers.

#### **16.7 TUITION ASSISTANCE**

Tuition assistance awards are based on the family's demonstrated need, as determined by specific financial information required on an application provided by the school. Awards are made for 1 year only, and are based on availability of tuition assistance funds. Current families will be given priority consideration in the aid allocation process. Check with the school office concerning the annual deadline for application.

### **17 NONDISCRIMINATION**

DBCS adheres to a policy of admitting students of any race, color, nationality, or ethnic origin to 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, national, or ethnic origin in the administration of its educational, athletic, or any other policies or school-administered programs. However, DBCS reserves the right to refuse admission to, or dismiss, any student 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).

## 18 SOCIAL NETWORKING

Since words and photos posted on social networking sites (Facebook, Insta, etc.) are public, students are subject to school disciplinary action (demerits, suspension, etc.) for content that is contrary to the philosophy and mission of DBCS. Areas of concern are:

- Flaunting participation of a non-Christian life-style (see Section 17 for a summary of Denbigh Baptist Church's teaching in this area)
- Profanity
- Disrespect for teachers or any individual or school

The Faculty and Staff of DBCS will not engage in an exhaustive review of student sites, but will take action when inappropriate content comes to their attention. The hope is that our students will have true character, and will display it to the glory of God in their social networking opportunities.

## 19 WEATHER CLOSINGS

In the event that inclement weather necessitates the closing of school before the end of the regular school day, the procedure will be as follows:

- The decision will be made by the Administration
- Faculty will be notified immediately
- The DBCS website ([www.dbc.org](http://www.dbc.org)) will post the School Administrator's Twitter weather closing updates on the main page.
- Cancellations and delays will be posted on the school Facebook page and emailed through Gradelink
- Local TV stations (channels 10 and 13) will be notified
- The information will be placed on the school's telephone recording
- Student drivers will be dismissed
  - Students arriving with a driver in the morning may leave with that driver
- Alternate pickup of students may be arranged by parents calling the office

**Note:** Since DBCS draws from a large geographical area, parents are reminded that if they consider road conditions unsafe in their area, they may keep their student(s) home. These absences will be excused when a note or call from a parent / guardian is received.

## **20 WITHDRAWAL**

A student is not considered withdrawn until the administration has been notified by the parent / guardian.

The parent / guardian will be asked to complete a withdrawal form, or in the case of dismissal, the parent / guardian will be notified by the administration. Tuition will continue until the withdrawal is completed. The full month's tuition is due once a month has begun. Report cards or other school records will not be issued for any student whose account is not current (for example: tuition, library books or fines, return of athletic uniforms, etc). Any fee that has been amortized must also be paid in full before records are released.

# Procedures

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## 21 ADMISSIONS

These are the procedures to enroll a student in any grade at DBCS. Acceptance of students, E3 – 12<sup>th</sup> grades, for the next school year begins with the re-enrollment of current students. This is done in advance of opening enrollment to the general public. DBCS reserves the right to interview, test, and selectively enroll applicants.

Parent / guardians are required to present:

- Their student's original, state issued birth certificate
- A copy of the student's latest physical and proof of immunizations
- A parental statement addressing "my responsibility in my child's education"
- A current report card, and the report card from the previous year
- A copy of the student's most recent standardized test scores
- In cases of divorce, custody judgments
- Home-school grades when applicable; DBCS will provide the appropriate forms
- Any Individual Education Plan (IEP) or 504 special education plans from a public school system

A place in the class is reserved for the student upon receipt of initial application materials. However, students cannot be formally accepted until all these items are complete:

- DBCS receives transcripts from the previous school attended
- Entrance test is completed with a satisfactory grade
- Family interview is completed

This acceptance is contingent upon receipt and review of student's FINAL transcript from previous school.

### 21.1 ENROLLMENT PROCEDURE

- Obtain enrollment packet
- Return completed enrollment forms and required documentation
- Pay registration
- Complete entrance testing, if deemed necessary (testing fees are due on day of testing)
- An interview with the Principal, student, and at least one parent / guardian
- Confirmation of acceptance will be provided by letter
- If acceptance is in question for academic reasons, a final decision will be made upon receipt of transcripts

A separate application form must be completed for acceptance into DBCS Extended Care. Applications are available in the school office.

## **22 CHAPEL**

All DBCS students will meet weekly for chapel services. Our Student Ministries Pastor secures speakers (who may be Faculty, Staff, students, or outside guests such as pastors, youth pastors, parents, etc.) for chapel services. Our Student Ministries Pastor meets with the Student Chaplain (selected annually by the Student Ministries Pastor) and with selected High School students to plan and conduct the majority of the service.

**Note:** Parents are always welcome to attend chapel services.

## **23 CLASS PARTIES**

### **23.1 BIRTHDAYS**

- Celebrations are limited to light refreshments during lunch
- Lighted candles are not permitted

### **23.2 HOLIDAYS**

- Class Parents may serve refreshments during lunch time on the last day of school prior to a major 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

### **23.3 END OF THE SCHOOL YEAR OBSERVANCES**

- Elementary grades may have a class party or picnic, and it may be away from school

**Note:** Students with food allergies need to stay in communication with their teacher.

## **24 CONFLICT RESOLUTION**

If a student or parent / guardian has concerns or grievances, that person should follow the principles given by Jesus Christ in Matthew 18:15-17.

These principles include the following:

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

Occasionally, during the course of the year, misunderstandings or problems can arise between a teacher and a student, a teacher and a parent / guardian, or a parent / guardian and the school in any one of several possible areas. Teachers at DBCS are professionals, and shall be treated as professionals. If a conference is needed, please schedule an appointment with the teacher by

contacting the office, and leaving a message on the teacher's voice mail. Teachers have the option of making their home telephone number available. Parents should use discretion when contacting teachers at their home. Be considerate of their time away from school. Parents and students are also discouraged from having conferences with teachers at church / school functions.

The line of authority one should follow is as shown in Figures 1 - 3. If a grievance is brought before the School Management Team, all appealing parties shall provide a written statement addressing the complaint, corrective steps that have been taken, suggested steps for resolutions, and if appropriate, suggested procedures for preventing recurrences.

After the School Management Team has considered all information provided, the Team will, in a written statement to the parties involved, announce their decision. All parties shall be informed of the decision and must abide by the decision. The Team's decision is final. No further appeal is possible.

## **25 CRISIS MANAGEMENT**

DBCS has a plan in place for natural disasters, bomb threats, and emergencies. Fire drills and other disaster drills are held at various times during the school year. Exit directions will be posted in each room. Drill instructions will be given at the beginning of the year. Students shall exit quietly, quickly, and orderly while listening for directions during such drills.

## **26 DOOR KEY CARDS**

Each student in middle and high school will be issued a key card for entry to exterior doors on campus during school hours. Students should bring their key cards to school daily and keep them secure. Cards must be returned to the school at the close of the academic year or when a student withdraws from school. A replacement fee of \$10.00 will be charged for a lost key card.

## **27 EXTENDED CARE SERVICES**

Extended Care is in operation throughout the school year. Summer sessions will be available based on demand, and available Staff. Extended Care operates Monday through Friday, opening at 6:45 A.M. and closing promptly at 6 P.M. On days school is on a half-day session, Extended Care will remain open for its regular hours. On days school is closed, Extended Care is also closed. Weather alerts and closings for the school include the Extended Care center.

Extended Care is only available for E3 through the 8<sup>th</sup> grade. Extended Care operates during the following hours:

### **Morning**

E3 – 5 <sup>th</sup> grade	6:45 A.M. – 7:45 A.M.
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### **Afternoon**

E3 – 5 <sup>th</sup> grade	3:30 P.M. – 6:00 P.M.
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6 <sup>th</sup> – 8 <sup>th</sup> grade	3:30 P.M. – 6:00 P.M.
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## **28 EXTRA CURRICULAR ACTIVITIES**

A variety of extracurricular activities are available for students. These activities are designed to help students develop well-rounded Christian character and leadership skills. Students are expected to follow school policies whether they are spectators or participants. Some activities available for students follow:

### **28.1 ATHLETICS**

Middle / High School students are able to participate in a variety of sports, including basketball, baseball, cheerleading, cross-country, golf, soccer, softball, tennis, track, and volleyball.

### **28.2 CLUBS**

Clubs available to students may include: Jump Rope Club, Lego League, AAA Safety Patrol, Future Educators of America, Fellowship of Christian Athletes, J.O.Y. (Jesus, Others, You), Mu Alpha Theta (Math Honor Society), Praise Band, Student Council, and Science Honor Society.

### **28.3 FINE ARTS**

Students participate in choral groups, drama productions, art displays, and shows

### **28.4 HOMEROOM OFFICERS**

Representatives are selected from each class, in 8<sup>th</sup> – 12<sup>th</sup> grades.

### **28.5 STUDENT COUNCIL ASSOCIATION**

The student council plans activities and involves the students in giving and serving situations. The student council consists of the following:

- Class representatives elected by their respective class:
  - 8<sup>th</sup> – 9<sup>th</sup> grades            1 class representative
  - 10<sup>th</sup> – 11<sup>th</sup> grades        2 class representatives
  - 12<sup>th</sup> grade                3 class representatives
- Executive committee comprised of President, Vice-President, and Secretary / Treasurer
- One Faculty sponsor who will advise and guide the Executive Committee

### **28.6 STUDENT PRAYER MEETINGS**

Students meet together for prayer prior to school and during lunch. Students, under the guidance of an adult, lead these prayer meetings.

## **29 INTERNET USAGE**

Internet access is available in the library for student use in obtaining information for class work, projects, or college / career search only. It is not intended for entertainment purposes. If a student uses the Internet for purposes other than those stated above, or visits any website not approved by the school, their Internet privileges will be suspended, and demerits will be issued, as applicable.

## **30 LIBRARY**

Students are responsible for lost or damaged books. Lost or damaged books must be paid for in full. Final report cards will not be issued unless all library fees are paid in full. Magazines and reference books are to be used in the library only and may not to be removed from the library.

### **30.1 ELEMENTARY**

Elementary classes visit the library at least one day each week. At this time, books may be checked out for 1 week. All books are to be checked out at the circulation desk.

### **30.2 MIDDLE AND HIGH SCHOOL**

Students may check out books at the circulation desk. Books are checked out for 2 weeks, and may be renewed once. Students are to work quietly in the library. Students who create a problem in this area will be sent back to class, and may have their library privileges revoked.

## **31 LOCKER GUIDELINES**

Students in 6<sup>th</sup> – 12<sup>th</sup> grades will be assigned a locker. These lockers are for the personal use of students. Students are expected to take care of their lockers. Lockers should be kept locked at all times. DBCS assumes no liability for damage or loss of personal items stored in lockers. The school retains the right of access to all lockers at any time, for any reason. Periodic locker inspection may be held at any time. Lockers may not be decorated outside, except for birthdays. Birthday decorations must be removed within 5 days of the birthday. All decorations – inside and out – may only have non-glue stickers or magnetic picture frames, etc. Students should not store any books or personal items outside their lockers. Failure to follow locker guidelines is a Level 1 Minor Offense.

## **32 LOST AND FOUND**

Lost and found items are kept in various locations in the school buildings. Valuables, such as jewelry, watches etc. will be taken to the school office and left until they are claimed by personal identification. Each piece of removable clothing should be marked with the student's name to ensure return of the garment if lost. Books, lunches, and backpacks should be clearly marked so that these items can be identified by the owner. All lost and found items not claimed will be donated (monthly) to a local mission after all attempts have been made to enable the owners to collect their lost items.

## **33 LUNCH**

### **33.1 ON CAMPUS**

Lunch is available for purchase in the cafeteria, or a student may bring lunch from home. A menu is available for daily selections. The lunchroom is for all students; therefore, everyone must take care of it. Students are responsible for using good manners which include clearing off the tables. Students are required to eat lunch in the cafeteria, unless given permission to eat somewhere else, with supervision. Microwave ovens are available to 4<sup>th</sup> – 12<sup>th</sup> grade students for heating items purchased or brought from home. Lunch cards are also available for all students. These cards are available in \$20.00 increments and are punched daily when lunch items are

ordered. Parents of Elementary students will be notified by the cafeteria director when the student needs a new card. Lunch cards may be purchased by check or cash. The student's name should be on the check or on the envelope if paid by cash. More than one card may be purchased at a time.

### **33.2 OFF CAMPUS**

After parents have read and signed the DBCS permission form, Seniors may leave campus for lunch 1 (one) day a week. Permission forms must be on file at the beginning of the school year in order for the senior to exercise this privilege.

## **34 MEDICAL**

### **34.1 ILLNESS AND CLINIC PROCEDURES**

Parents / guardians are asked to keep all students with fevers and contagious illnesses home. This is a health consideration for the well-being of all our students, Faculty, and Staff. After the illness, students need a signed note from parent / guardian stating the reason for missing school. School policy is that a student must stay home with the following conditions:

- Flu symptoms
- Diarrhea (24 hours fever free without medication before returning to school)
- Colored nasal discharge
- Persistent cough
- Fever (100.4+ temperature and/or change in condition, 24 hours fever free without medication before returning to school)
- Vomiting due to illness (24 hours without vomiting before returning to school)
- Strep Throat (24 hours on medication before returning to school)
- Pinkeye (24 hours on medication before returning to school)

Students do, at times, come down with illnesses while at school. If that happens, the student will be sent to the school office for evaluation by the school's Medical Administration Personnel to determine if the student should stay in school or be sent home. If a student needs to be sent home, every effort will be made to contact a parent / guardian. If a parent / guardian is not available, an emergency contact person will be notified. Sick students will remain in the school office until someone comes to pick them up.

### **34.2 IMMUNIZATIONS AND PHYSICALS**

Virginia state law requires DBCS to have current immunizations and a school physical for each student. All new students must provide a current immunization report and a copy of their latest school physical after age 5. Please keep your student's records up-to-date with the school office. Students who do not have current immunizations will not be allowed to enter school. Sports physicals are required for all athletes in competitive sports and must be on file in the athletic office before student tryouts or participation.

### **34.3 MEDICATIONS**

Please note, the following policies are in accordance with Commonwealth of Virginia law. They are, therefore, non-negotiable:

- All medications – prescription or over-the-counter – must be kept in the school office and administered by the school’s Medication and Administration Training Staff (this includes Tylenol, Advil, cough drops, eye drops, etc.)
- The parent / guardian must furnish the medication and complete a provided “Written Medication Consent Form,” available in the school office. The prescribing physician and parent / guardian must sign the consent form for prescription and over-the-counter medications
- Over-the-counter medicines must be in an original, unopened container
- Prescription medications must be in the original labeled bottle with student’s name, Doctor’s name, date, dosage, and time to be administered
- Any unused medications need to be picked up by the parent / guardian. Unclaimed medications will be destroyed

## **35 PARENT / GUARDIAN ORGANIZATIONS**

### **35.1 VOLUNTEERS**

Parents, grandparents, and guardians are encouraged to volunteer their time and service in support of the students, faculty, and staff of DBCS. Those interested in assisting should complete a volunteer form at the school office so the parent leaders of this group have contact information and know the school events or tasks that you are able to support. Prior to serving in the school, you must read and sign a Volunteer Agreement (available in the school office).

‘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, mental, and physical growth of students.

### **35.2 CLASS PARENTS**

At the beginning of each school year, teachers may select ‘Class Parents’ to assist them in planning activities and to help with contacting other parents. Class parents are especially important in the elementary school.

## **36 PHONES & ELECTRONIC DEVICES**

### **36.1 CELL PHONES**

Student cell phones must remain out of sight and turned off during the entire school day. Non-compliance will result in confiscation of the phone. A parent or guardian of the student in question may retrieve the confiscated phone by meeting with the appropriate principal. Students may use their phones in class when a teacher permits it as part of a class assignment or project. One reprimand will be given for repeated use of a cell phone without permission.

## **36.2 PERSONAL ELECTRONIC DEVICES**

A personal electronic device (PED) is defined as any electronic device that can communicate with any other device or connect to the Internet and may include cell phones, smart phones (such as iPhone, Droid, Lumia, or BlackBerry), laptop / netbook computer, tablet computer (e.g., iPad, Galaxy Tab 2), personal digital assistant (PDA), or Internet enabled music (iPod) and handheld gaming devices.

The purpose for allowing the use of student-owned PEDs is to enhance the educational process. Typical use includes note taking, reading/accessing e-textbooks or other reference material, or as otherwise directed by a teacher, coach, or other DBCS staff member. Use of PEDs during class or coaching time is entirely at the discretion of the teacher or coach, so students may be told to shut off and put away PEDs at any time.

Unacceptable use of a PED is prohibited at all times on the DBCS campus and while engaged in school led/sponsored activities off campus. Unacceptable use includes, but is not limited to:

- Communicating with others during school (phone or video calls, texts, e-mails, etc.)
- Accessing or transmitting indecent, obscene, or otherwise inappropriate material
- Transmitting abusive or threatening language ('cyber-bullying')
- Attempting to download or install software on any school electronic device
- Accessing internet web sites and social media (Face book, Twitter, YouTube, etc.) during school without direct permission from a teacher or supervising staff member
- Connecting a PED to any school network without permission
- Attempting to circumvent DBCS web filtering, network security, or system policies
- Attempting to access another's files or systems ('hacking')
- Violating copyright or using another's intellectual property without permission
- Sharing passwords (network, etc.) with other students
- Vandalizing, damaging, or disabling the property of any person or organization
- Violating any local, state, or federal statute

DBCS is not responsible for any damage to or loss of a student owned PED. Students are highly encouraged to maintain possession of their PED at all times or to secure it in a locker using a key or combination lock. DBCS staff will not hold or secure student PEDs unless in response to a violation of this policy as noted below.

Internet access on the DBCS network is filtered. However, parents should be aware that the internet is constantly changing and no filter is 100% effective in blocking all objectionable content. During school hours, students may not connect PEDs to any network other than the DBCS wireless campus network.

Violation of this policy will, at the least, result in the student being told to shut down the PED for the remainder of the class. Continued violation or any violation of a more serious nature will result in the confiscation of the PED by a teacher, coach, or other DBCS staff member.

Confiscated PEDs may only be reclaimed from the principal by the student's parent/guardian. A second confiscation in one semester will result in the revocation of the student's privilege to use

the PED at school for the remainder of the semester. Other disciplinary action may also be taken if a student uses a PED to violate policies in the DBCS Student Handbook.

### **36.3 INCOMING CALLS**

Teachers and students will not be called from the classroom to answer telephone calls unless the office Staff determines it to be an emergency. Parents may leave a message with respective teachers through the voice mail system. Every effort is made to ensure the message is given in a timely manner.

### **36.4 STUDENT USAGE OF SCHOOL PHONE**

A phone is available for use by Middle and High School students with the permission of the office Staff. Teachers must not issue a phone pass unless it is an emergency. Students are not to call or text during school hours.

## **37 RESTRICTED AREAS**

The following areas are off limits to students at all times:

- Church Sanctuary except during chapel, school assemblies, and music classes (in choir room)
- Telephone in the church vestibule
- Church nurseries
- Family Life Center kitchen without direct permission from Faculty / Staff.
- Sunday school classrooms not used by DBCS
- Faculty lounge
- Cafeteria kitchen

## **38 SCHOOL TRANSPORTATION BUSES**

DBCS does not provide transportation to and from school. However, buses are used for activities such as athletic events, field trips, and church events. After each trip, no matter how long, the interior of the bus must be cleaned. The adult in charge is responsible for cleanup. However, all riders are expected to do their share. When riding the bus, students are to keep noise to a minimum, remain seated, and always be courteous to the driver.

## **39 SOLICITATION**

Solicitation is prohibited at DBCS unless permission is granted by the administration. This policy will include selling of any item, distribution of political or religious materials, and the circulation of petitions.

## **40 SPECTATOR GUIDELINES**

All fans (students, parents / guardians, Faculty, Staff, and guests alike) are expected to conduct themselves in a Christ-like manner at all athletic events. DBCS is committed to promoting a high level of sportsmanship at all events. Uncompromising respect for officials and our opponents is the standard. Our focus to compete is best tempered by an attitude of mutual respect for all. Attending any DBCS athletic event is a privilege (whether you pay or not) – not a

right. The following guidelines, as a minimum, will be adhered to during all DBCS athletic competitions:

- Be reverent during prayer
- Stand and salute the flag during the playing of the National Anthem
- Cheer positively for our team
- Be respectful of opponents and officials
- Be respectful and quiet during all basketball free throws or volleyball serves for all teams competing
- Be respectful of the facility, athletic fields, or courts God has provided. All spectators will pick up, and properly dispose of, their trash at all competitions
- Either clean, or notify a responsible party of, any and all spills that have occurred for clean up in a timely manner

The hosting Athletic Director has the jurisdiction, at any competitive match (on or off the DBCS campus), to remove individuals who are not conducting themselves to this end.

## **41 TRANSCRIPTS**

Student records are confidential and will only be released to any individual or to another school with the written permission of the parents / guardians or the student who is over the age of 18. Transcripts will not be released if there is an outstanding balance on their school account.

## **42 TRIPS**

### **42.1 CLASS FIELD TRIPS**

Field trips are required as an integral part of the curriculum.

Parent / guardians will be given detailed information for each trip, including cost. Students should not miss field trips because of finances. If timely payment is a problem, parents should contact the respective Principal for special arrangements.

#### **42.1.1 ELEMENTARY CHAPERONS**

Those who are interested in being a chaperon on class trips need to ask the teacher for the Chaperon Guidelines and Application.

#### **42.2 JUNIOR TRIP**

The Junior Class has a class trip (3 days) to Washington, D.C., usually in the fall. Further information, including the cost of the trip, will be sent to students and parents.

#### **42.3 SENIOR TRIP**

Each year the Senior Class may take a week long class trip as approved by the School Management Team. Part of the cost of the trip will be paid by the school and the rest of the cost will be paid by class parents. The principal will communicate trip information to parents and will call a meeting to provide parents and students with the details of the trip.

## **43 VEHICLES**

It is a privilege for High School students to drive to school. Students must obey all regulations, drive safely, park in the designated parking areas, and not return to their cars during the school day without permission. Off campus lunch for Seniors is the only exception to this policy. The speed limit on church / school property is 10 miles per hour. Tire spinning and improper or reckless driving are strictly prohibited. Improper handling of vehicles on church / school property may result in loss of driving privileges. Loud music of any kind will not be allowed in the church / school parking lot. Cars should be locked. The school assumes no liability for damage to, or losses from, any vehicle parked / operated on campus during the school day or during any school-sponsored extracurricular activity.