

Oakwood Baptist Day School



a ministry of
Oakwood Baptist Church
4315 Chestnut Street
Camp Hill, PA 17011

Policy Manual

January 2020

ORGANIZATION

SCHOOL NAME

The legal name of the school is the Oakwood Baptist Day School.

SCHOOL OWNERSHIP AND ORGANIZATION

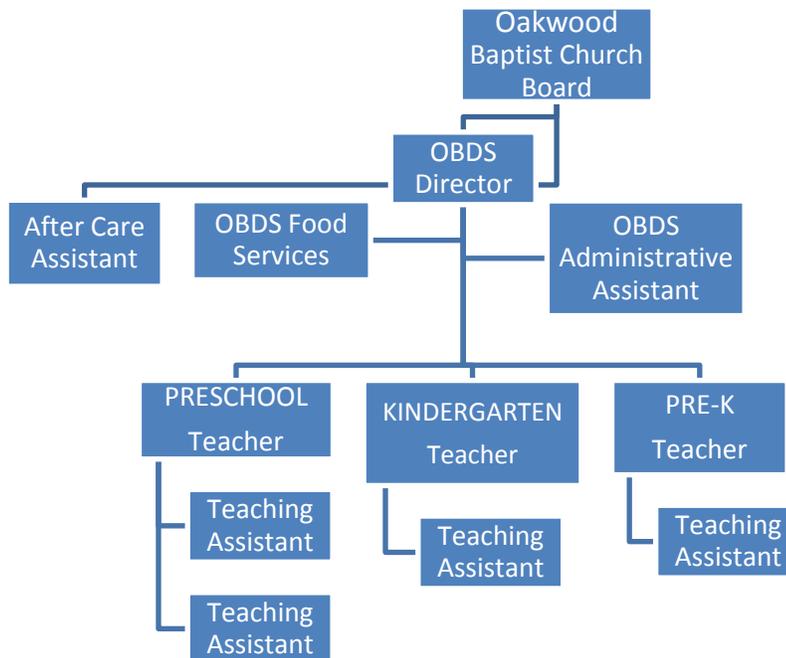
The Oakwood Baptist Day School is a ministry of the Oakwood Baptist Church, Camp Hill, Pennsylvania, and is owned and operated by the Oakwood Baptist Church. The OBC Constitution states that, “ministries of Oakwood Baptist Church are created to supplement and support the purpose, mission and outreach of Oakwood Baptist Church and is governed by the Oakwood Baptist Church Board. OBDS is registered with the PA Department of Education as a private, nonpublic school (ID#215213503).

The school has been serving the West Shore community since 1968. Oakwood Baptist Day School offers Pre-School for children at least three years of age by September 1st and are toilet trained, Pre-Kindergarten for children four years of age by September 1st and Kindergarten for children five years of age by September 1st.

The school is a private academic school where Christian character is formed daily in a loving, safe environment by qualified, trained, instructors. The full day program includes strong academics, enrichment classes such as art, music and physical education, and a balanced daily hot lunch program.

The early education faculty and staff are all professed believers in Jesus Christ who personally model mature discipleship and incorporate the teaching of Christian truths and values throughout our curriculum and daily activities and have signed that they support the doctrinal position of OBC. They are dedicated to educating and discipling the children in their care.

CHURCH & SCHOOL ORGANIZATIONAL CHART



STATEMENT OF FAITH

According to the Oakwood Baptist Church Constitution, the basis of the ministry is the Bible, the infallible Word of God, as interpreted in our Statement of Faith:

- 1. The Word Of God:** We believe the sixty-six canonical books of the Old and New Testaments are the divinely inspired, infallible Word of God, without error in the original manuscripts, and God's complete, written revelation to humankind. The Bible is sufficient and trustworthy for life, faith, conduct, and practice, and is the supreme and final authority in all matters to which it speaks. We further believe that there is but one true interpretation of Scripture, although there may be several applications. The true meaning lies in the text and is that which the divinely-guided author willed to convey. It is recoverable through careful application of a literal (grammatical, historical, contextual) method of interpretation under the guidance of the Holy Spirit, and in the community of Christ. The Holy Spirit illumines the text, enabling the reader to embrace the significance of what God has communicated, and to see the glory of Christ in the Word of God. 2 Timothy 3:16-17; 2 Peter 1:19-21
- 2. The Trinity:** We believe in one God Creator and Sustainer of all things, eternally divine, eternally existing in three persons: Father, Son and Holy Spirit; we believe that these are equal in every distinct perfection and they execute distinct but harmonious offices in the work of creation, providence, and redemption. 1 Peter 1:2; 3:18; Matthew 3:16-17; 28:18-19; Galatians 4:6; Romans 8:10-11; 2 Corinthians 13:14
- 3. God the Father:** We believe in God the Father an infinite, personal Spirit, perfect in holiness, wisdom, power, and love. We believe that He concerns Himself mercifully in the affairs of humanity, that He hears and answers prayer, and that He saves from sin and death all who come to Him through Jesus Christ. We believe God's knowledge is exhaustive; that He fully knows the past, present, and future independent of human decisions and actions. The Father does everything in accordance with His perfect will, though His sovereignty neither eliminates nor minimizes our personal responsibility. Exodus 20:2-3; 1 Corinthians 8:6; John 3:16; Matthew 7:7; Hebrews 7:25; Acts 4:12; Ephesians 1:11; Daniel 4:34-35; Romans 5:6-11
- 4. Jesus Christ:** We believe that Jesus Christ is the incarnation of God's eternal Son. God the son has precisely the same nature, attributes, and perfections as God the father and God the Holy Spirit. We believe further that He is not only true God, but true man, conceived by the Holy Spirit and born of the virgin, Mary. We also believe in His sinless life, His substitutionary atonement, His bodily resurrection from the dead, His ascension into heaven, and His priestly intercession on behalf of His people. We further believe that He is the Second Adam, the federal head of His people. John 3:16; 1 Corinthians 15:3-4; Hebrews 2:17; Acts 1:11; John 1:1-4; Colossians 1:15-19; 2:9; Hebrews 1:1-4; 7:24-28; Romans 5:12ff; Matthew 1:21
- 5. Holy Spirit:** We believe in the Holy Spirit, His personality and His work in regeneration, sanctification and preservation. We believe He came forth from God to convict the world of sin, of righteousness and of judgment, and to regenerate, sanctify, comfort and seal forever those who believe in Jesus Christ. We believe His ministry is to glorify the Lord Jesus Christ, to

implement Christ's work of redeeming the lost, and to empower the believer for godly living and service. We believe the Holy Spirit distributes spiritual gifts to believers as He wills for the common good. No gift signifies His baptism or filling, nor does any gift provide authoritative revelation beyond what has already been revealed in the Holy Scriptures. Life in the Spirit includes trials and does not guarantee physical health, material wealth, nor confirming outward signs. John 14:16-18; 16:5-11; Acts 1:8; Romans 8:9-17; 1 Corinthians 12:4-13; Galatians 5:16-26; Ephesians 1:13-14; 2 Thessalonians 2:13-14; 2 Timothy 3:12; 2 Corinthians 12:9-10

6. **Man:** We believe God originally created persons, male and female, in the image of God and free from sin. We further believe that in the Fall the human race sinned in Adam, therefore, all people are sinners by nature and choice and are spiritually dead. We also believe that those who repent of sin and trust Jesus Christ as Savior are regenerated by the Holy Spirit. We believe God established marriage to be a lifelong covenant relationship between one man and one woman. Marriage so defined is the only permissible context for intimate sexual expression and is the foundation for human family. We further believe that human life is precious and should be protected from beginning at fertilization, until death. Genesis 1:26-30; 2:18-25; Romans 3:23; Ephesians 2:1-4; Mark 1:14-15; Acts 2:37-39; 16:29-32; Romans 10:8-13; 1 Peter 1:22-23; Matthew 19:1-10; 1 Corinthians 7:1-5; Romans 13:8-10; Romans 5:12ff.
7. **Salvation:** We believe in salvation by grace through faith in the Lord Jesus Christ. We further believe that salvation is based upon divine election and the sovereign grace of God to which He regenerates, justifies, sanctifies, and glorifies sinners. We believe salvation was purchased by Jesus Christ on the cross, is eternally secured by the Holy Spirit, and is received by faith, apart from any human merit, works, or ritual. We further believe salvation results in righteous living, good works, and proper social concern. Ephesians 2:8-9; Romans 9:10-13; Ephesians 1:4-7; Romans 3:21-28; Titus 2:14; James 2:14-24; Romans 8:28-39
8. **The Church:** We believe that the local church is composed of regenerated, immersed believers, voluntarily united together for the purpose of the worship of God, the fellowship of believers and the proclamation of the Gospel of Christ throughout the world. We believe that the Church of the firstborn, whose names are registered in heaven, is the bride of Christ, whom He purchased with His own blood, and is loved, chosen, called, and secure in Christ for all eternity. Acts 2:41-42; 1 Corinthians 11:2; Acts 1:8; Matthew 28:19-20; Hebrews 12:22-24; Acts 20:28; Ephesians 5:22-27; Revelation 19:6-9; 21:9
9. **Baptist Distinctives:** We believe in the competence of the individual soul in direct approach to God; the priesthood of all believers, a regenerated church membership; the symbolic ordinances of believer's baptism by immersion and the Lord's Supper; that each church is autonomous and must be free from interference by any ecclesiastical or political authority; the absolute separation of church and state; and a world-wide program of missionary endeavor in obedience to the final command of our Lord. 1 Peter 2:5, 9; Acts 8:26-39; 1 Corinthians 11:23-30; Acts 4:19-20; Matthew 22:21; Matthew 28:18-20

10. **Last Things:** We believe that God, in His own time and in His own way, will bring the world to its appropriate end. According to His promise, Jesus Christ will return personally and visibly in glory to the earth; the dead will be raised; and Christ will judge all men in righteousness. The unrighteous will be consigned to Hell, the place of everlasting punishment. The righteous in their resurrected and glorified bodies will receive their reward and will dwell forever in the New Heaven and New Earth with the Lord. 1 Thessalonians 4:13-5:1-5; 2 Thessalonians 1:7-2:1-15; 2 Peter 3:7-13; Matthew 25:31-46; Revelation 21:1-27; 1 Corinthians 15:50-58

MISSION STATEMENT

“Make disciples...teaching them to embody everything I have commanded.” Luke 2:52

Oakwood Baptist Day School exists to glorify God by providing a safe, quality, Christ-centered environment that nurtures students to embody the Kingdom - cognitively, physically, spiritually and socially. The school strives to prepare students to:

- ❖ Grow cognitively by acquiring academic knowledge, critical thinking skills, and creative problem solving skills
- ❖ Grow physically through physical education classes and balanced lunches
- ❖ Grow spiritually through understanding the Storyline of the Bible and so embodying God’s Kingdom
- ❖ Grow socially through positive interaction with peers and teachers

VISION STATEMENT

Oakwood Baptist Day School strives to be a school grounded in a Christian Worldview where students are taught that they are created by God to glorify and enjoy Him forever. The faculty and staff help form Christian character through learning, loving, caring, and nurturing.

CORE VALUES

1. **Embody the Word of God:** The Bible is God’s authoritative direction for thinking, speaking, acting and living. (Hebrews 4:12; II Timothy 2:15 & 3:16)
2. **Christian Character Formation:** The adults in the Oakwood Baptist Church Day School community model Christ-like character and faith before the students. The students cultivate love for God and neighbors, a holy fear and reverence for God and demonstrate the fruit of the Spirit in their actions and words. (Matthew 22:36-40; Corinthians 11:1; Galatians 5:22-26)
3. **Academic Excellence:** Oakwood Baptist Day School values learning and achievement. Parents and faculty teach the children, by example, the importance of inquiry, investigation, discovery, study, critical thinking, problem solving, creativity, and diligence in the pursuit of learning. (Colossians 3:23)
4. **Partnership between Home, Church, and School:** The Oakwood Baptist Church Board members, the Oakwood Baptist Day School parents, students, faculty and staff partner together in the pursuit of the school’s mission. Parents ensure that their children receive spiritual training in the home and church, and that the children fulfill their academic obligations.

In turn the school commits to fulfilling its mission and to earning the trust of the parents. This partnership is characterized by love, respect, and being at peace. (Philippians 1:3-6; Proverbs 1:7; Ephesians 5:21-6:4; Hebrews 13:7; Luke 17:3-4; Matthew 18:15-17; Galatians 6:1; Matthew 7:1-5)

5. **Staging God's Love:** The members of the Oakwood Baptist Day School family Stage God's Love to one another and the surrounding community. (John 13:34-35; 1 John 4:7-21; Philippians 2:3,4; Galatians 6:2)

PHILOSOPHY OF CHRISTIAN EDUCATION

Oakwood Baptist Day School values each child as a unique and special creation of God, made in His image. Each child will be nurtured to recognize that they are a citizen in God's world and so become a disciple of Jesus Christ. We strive to provide a learning environment in which each student may reach his or her highest potential. Research shows that preschool age children (three to five years old) acquire knowledge and skills in ways that are significantly different than older children. This research supports our belief that the love for learning begins at a very young age and that preschool age children learn best through direct sensory encounters within their environment. At Oakwood Baptist Day School, we incorporate basic math, reading, science, language and problem solving skills into fun activities that allow children to explore our world cognitively, socially, spiritually and physically. Children in our school experience a stimulating environment where they are given the opportunity to grow through active participation and play.

OBJECTIVES

To support Oakwood Baptist Day School's Mission, Vision, Core Values and Educational Philosophy, specific objectives were established.

The Oakwood Baptist Day School has the responsibility to:

- Teach the Bible as God's inerrant, authoritative, inspired Word and help each student embody it in their daily life (Luke 2:52)
- Prepare a curriculum that teaches the fundamentals necessary for lifelong learning as a disciple of Jesus. (Matthew 28:19-20)
- Provide a nurturing environment that facilitates learning how to love God, to respect His world, and to love the people God places around them (Matthew 22:37-40)
- Provide staff who model Biblical character and support parents in nurturing their children (Ephesians 6:1-4)
- Develop a respect for God's authority over everything in our world and how to show obedience as God's children (Daniel 4:34-35 & 37)
- Instill in each student a respect for civil authority, love of country, and good citizenship (Romans 13:1-7)
- Encourage regular attendance and involvement in their local church (Hebrews 10:24-25)

The Oakwood Baptist Day School student has the responsibility to:

- Come to school prepared to learn
- Show respect to the school community in attitude and actions
- Accept responsibility for their personal choices and actions with regard to their effects upon the school community

The Oakwood Baptist Day School parents have the responsibility to:

- Cooperate closely with the school in the student's education and development (Mark 10:45)
- Recognize that their child is a gift that has been entrusted to them by God and assume the responsibility to be an example (Deut. 6:4-7; Prov. 22:6; and Col. 3:20-21)
- Recognize and respect the structure of school authority
- Support the mission and vision by working cooperatively with the school and the community

VOLUNTEER CLEARANCES

A Volunteer is any adult responsible for the welfare (acting in lieu of or on behalf of a parent) of a child or having direct contact (provide supervision, care, control of or routine interaction) with children. Volunteers will be under the direct or indirect supervision of an OBDS employee and will work in cooperation with the direction given by that supervisor.

At no time shall one student be in the sole care of one adult.

At no time are students to be left in the sole care of a supervisor who is not yet eighteen years of age.

A student who is eighteen years of age may not be a sole supervisor of themselves or other students.

All volunteers **must** have, in accordance with PA State Law, all required current child abuse clearances, criminal background checks, and possibly fingerprinting. Fingerprinting is only necessary if the volunteer has not lived in the state of PA for the past ten years. The items must be on file in the school office before an individual may volunteer in the school in any capacity. The clearances and checks are at the expense of the OBDS.

See Appendix for Clearances Spreadsheet.

GUEST SPEAKERS

Administrative pre-approval is required for all non-staff guest speakers. Non-Christians will be considered on an individual basis and may be approved after our Purpose, Objectives and Standards have been explained, as appropriate, and they have agreed to respect them in their presentation.

STANDARD OF MORAL CONDUCT

This standard is based upon conscious choices rather than mere acceptance of worldly values and conduct. It is not intended to be legalistic or confining. It is to be a guide for living that incorporates the Word of God, the indwelling Holy Spirit, and the desired atmosphere in our school.

The potential for serious moral misconduct is as real in a Christian school as it is in society. This policy defines the issues of sexual immorality and the responsibility of OBDS to maintain Biblical standards and discipline in accordance with these standards. It will be the school's responsibility to deal with the particular moral issue and its impact on the reputation, atmosphere and standard of the school. Therefore, the thrust of the school's action must be the maintenance of moral standards of conduct and the presentation of the Biblical role model.

It is the policy of OBDS that any immoral conduct will be investigated by the Director and dealt with in accordance with the school's disciplinary policy and may include referrals made to the police if the investigation warrants it.

Marriage and Divorce

OBDS affirms that God intends marriage to be a life-long union between a man and a woman (Gen 2:24) and that this exclusive, permanent commitment is given as a model of the relationship between Christ and the Church. (Eph. 5:22-23)

It is clear from Scripture that it is incumbent upon all who are married to take seriously the vows to which they have committed themselves. When OBDS hires married individuals, it seeks to employ persons with healthy marriages and sound attitudes toward marriage because it affirms that marriage is meant to be an exclusive, permanent life union. (I Cor. 7:10-17)

OBDS recognizes, however, that difficulties can arise in a marriage relationship, even to the point of contemplated separation or divorce. Because OBDS strives to promote an atmosphere that is conducive to the maintenance of healthy marriages and family life, it will work to support individuals facing such struggles. If serious difficulties arise in the marriage of any school employee, he/she is encouraged to contact the Director for the purpose of obtaining information about available professional counseling resources or other professional services.

OBDS anticipates that a couple experiencing serious marital difficulties will seek joint professional counseling and exhaust every reasonable means toward reconciliation before considering separation or divorce. If the employee's spouse refuses to pursue counseling, the employee is encouraged to pursue individual counseling. Because OBDS also recognizes the employee's accountability to the local church, the employee is encouraged to seek support within the church community also.

Amorous Relationships

It is OBDS's position that no employee shall engage in an amorous relationship with a person of the same sex or a person outside of the marriage relationship.

When the Director is informed of a failure to abide by this policy, such failure will be cause for disciplinary action which may include termination of employment.

FINAL AUTHORITY FOR MATTERS OF BELIEF AND CONDUCT

The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that Oakwood Baptist Church believes. For purposes of Oakwood Baptist Day School's faith, doctrine, practice, policy and discipline the OBC Board is the school's final interpretive authority on the Bible's meaning and application.

MEMBERSHIPS

Oakwood Baptist Day School is a member of the Association of Christian Schools, International (ACSI). Oakwood Baptist Day School will keep this membership active unless otherwise determined by the Oakwood Baptist Church Board.

NOTICE OF NONDISCRIMINATION

Oakwood Baptist Day School enrolls students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students of the school. It does not discriminate on the basis of race, color, national, and ethnic origin in administration of its Educational Policies, Admissions Policies, Financial Aid Policies, and other school-administered programs.

RECORD RETENTION AND DESTRUCTION

An organization's record policies should ensure that necessary records and documents are adequately protected and maintained and ensure that records that are no longer needed or are of no value are discarded at the proper time. In addition, it can aid employees in understanding their obligations in retaining electronic documents – including e-mail, Web files, text files, sound and movie files, PDF documents, and all Microsoft Office or other formatted files.

A Record Retention Schedule can be found in the Appendix. The Record Retention Schedule is approved as the initial maintenance, retention and disposal schedule for physical records of OBDS and the retention and disposal of electronic documents. The Director is the officer in charge of the administration of this policy and the implementation of processes and procedures to ensure that the Record Retention Schedule is followed. The Director is also authorized to: make modifications to the Record Retention Schedule from time to time to ensure that it is in compliance with local, state and federal laws and includes the appropriate document and record categories for OBDS; monitor local, state and federal laws affecting record retention; annually review the record retention and disposal program; and monitor compliance with this policy.

Suspension of Record Disposal In Event of Litigation or Claims

In the event OBDS is served with any subpoena or request for documents or any employee becomes aware of a governmental investigation or audit concerning OBDS or the commencement of any litigation against or concerning OBDS, such employee shall inform the Director and any further disposal of documents shall be suspended until such time as the Director, with the advice of counsel, determines otherwise. The Director shall take such steps as is necessary to promptly inform all staff of any suspension in the further disposal of documents.

Applicability

This policy applies to all physical records generated in the course of the operation of OBDS, including both original documents and reproductions. It also applies to the electronic documents described above.

ORGANIZATION APPENDIX

Document Retention/ Destruction Policy

OBDS Document Retention/ Destruction Policy

Oakwood Baptist Day School has adopted the following standards with regards to the destruction of business records and documents and staff will consider intentional document destruction a process that must be carefully monitored. **The following table provides the minimum requirements that will be adhered to in regards to document retention/ destruction.**

Type of Document	Minimum Requirement
Accounts Payable Ledgers and Schedules	7 years
Audit Reports	Permanently
Bank Reconciliations	2 years
Bank Statements	3 years
Checks (for important payments and purchases)	Permanently
Contracts, Mortgages, Notes and Leases (expired)	7 years
Contracts (still in effect)	Permanently
Correspondence (general)	2 years
Correspondence (legal and important matters)	Permanently
Correspondence (with customers and vendors)	2 years
Deeds, Mortgages, and Bills of Sale	Permanently
Depreciation Schedules	Permanently
Duplicate Deposit Slips	2 years
Employment Applications	3 years
Expense Analyses/Expense Distribution Schedules	7 years
Year End Financial Statements	Permanently
Insurance Policies (expired)	3 years
Insurance Records, Current Accident Reports, Claims, Policies, etc.	Permanently
Internal Audit Reports	3 years
Inventories of Products, Materials, and Supplies	7 years
Invoices (to customers, from vendors)	7 years
Minute Books, Bylaws and Charter	Permanently
Patents and Related Papers	Permanently
Payroll Records and Summaries	7 years
Personnel Files (terminated employees)	7 years
Retirement and Pension Records	Permanently
Tax returns and Worksheets	Permanently
Timesheets	7 years
Trademark Registrations and Copyrights	Permanently
Withholding Tax Statements	7 years
Student Records	Permanently

ORGANIZATION APPENDIX

OBDS Clearances Checklist

Oakwood Baptist Day School Background Clearances Checklist

Renewals are Due 5 Years from Date Listed Below in Each Category

Names/Positions Of OBDS Employees	State Police Clearance	Child Abuse Clearance	FBI Clearance	Mandated Reporter Training	National Sex Offender Registry Verification	ServeSafe/ CPR Training	Notes
Administrative Personnel							
Director:							
Administrative Asst:							
Faculty							
Pre-School:							
Pre-Kindergarten:							
Kindergarten:							
Staff							
Pre-School Aide:							
Pre-School Aide:							
Pre-Kindergarten Aide:							
Pre-Kindergarten Aide:							
Kindergarten Aide:							
Kindergarten Aide:							
Food Service Chef:							
After Care Asst:							
Classroom Helper:							
Summer Counselor:							
Volunteers/Subs							
OBC Pastor(s)							

GOVERNANCE

OVERVIEW OF GOVERNANCE AND OPERATIONAL AUTHORITY

As a ministry organization, OBDS operates under the authority of the Oakwood Baptist Church and is accountable to its Pastor and Board.

The Director: Oakwood Baptist Day School is operated under the management of the Director and the work of the Faculty. The Director will develop operational procedures in keeping with and under the authority of policy. Faculty may develop procedures for the classroom and Staff may develop procedures to carry out their respective job descriptions with the approval of their supervisor in keeping with and under the authority of policy. The Faculty and Staff report to and are under the direction and supervision of the OBDS Director as determined by the OBC Board. The Director is under the direction and supervision of the Board of Oakwood Baptist Church.

The OBDS Code of Ethics: The OBDS Code of Ethics requires the Director and all employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. See Appendix.

Whistleblowing: As employees and representatives of OBDS, all must practice honesty and integrity in fulfilling their responsibilities and complying with all applicable laws and regulations. All OBDS employees will follow the OBDS Whistleblowing Policy. See Appendix.

GOVERNANCE POLICY OF THE OBC BOARD

The Board's primary responsibility is to govern the operation of the school through generation of policies and procedures in keeping with the OBC Constitution, the OBDS Mission Statement, the Vision Statement, and other appropriate documents of the school.

The Board shall be responsible to establish all policies and direction necessary to govern the school, and will carry out its fiduciary responsibilities in a spiritually and financially wise manner in order to protect the best interests of the church and school. Those policies include: objectives, programs, pupil entrance requirements, employee requirements, health requirements, rules and regulations, finances, tuition rates and employee wages.

The Board delegates operational matters and program management to the Director, while serving as a valued resource. The Director implements the Board's mission, vision and policies (along with administrative policies and procedures) in a manner that achieves school objectives. The Board is not to become entangled in the daily operations of the school but instead is to govern by setting wise policy.

Clear lines of communication and decision-making authority must be established between the Board and the Director to promote efficiency and accountability.

The Board works in partnership with the Director in strategic planning.

The Board approves the annual budget, tuition, and tuition assistance program for OBDS as developed by the Director. The Board also approve the hourly/annual compensation levels for the Director and OBDS employees. No additional compensation may be paid without the approval of the OBC Board. Salaried employees are exempt from overtime compensation, as professionals. Not exempt from overtime compensation are hourly employees that may be due overtime.

At each regular Board meeting, the Board must receive and act on reports of the current financial conditions of the school.

The Board shall make decisions on all non-budgeted major purchases.

The Board shall be responsible to hire and remove a lead administrator who will serve as Director. The Board shall define the duties and the scope of authority of the Director through policy governance, a written contract, and a job description. The Board will encourage, support, and work cooperatively with the Director. The Director will be required to attend any Board Meetings the Board deem necessary.

Notice of resignation by the OBDS Director shall be at least sixty (60) days.

Confidentiality and discretion are exercised. Confidential information is not shared with spouses or other non-Board members.

The Pastor and/or a Board Member removes himself/herself from Board discussion or consideration of an individual matter if he/she has a direct personal, family or private interest in the outcome of the matter.

DUTIES OF THE BOARD

In overseeing the operation of the school, the Board shall carry out duties including, but not restricted to, the following:

Provide direction for OBDS spiritual life, curriculum, programs, and academic standards

Provide adequate physical facilities and equipment as required to carry out the purpose of the school, within the limitations of the school's financial resources

Recruit, select and support a Director. Collaborate with the Director on implementation of the school mission.

Evaluate the Director annually (see Personnel Appendix for Director's Evaluation Form):

- During a regularly scheduled Board meeting
- Evaluation done by entire Board in an executive session
- Director's job description will be the basis, the yardstick, for evaluation
- Evaluation will identify strengths and weaknesses
- The Chairman of the Board and/or the Pastor will go over the evaluation with the Director following the Board meeting
- Chairman of the Board will personally present and review a written copy of the evaluation report to the Director
- Release of the Director will be by the action of the entire Board

Develop policies needed for the operation of the school according to the Mission Statement.

Evaluate school outcomes in the context of the school mission.

AVAILABILITY OF BOARD POLICY

The Director will have a copy of the Policy Manual for parents to view. The Director may also post the document via Internet, at the discretion of the Board.

ABSENCE OF BOARD POLICY

In exceptional cases, where action is required but not covered by specific Board Policy, the Director will consult with the Pastor and Board for advice and direction.

EMERGENCY DIRECTOR SUCCESSION

In order to protect OBDS from sudden loss of the Director's services, the Director shall not fail to designate and inform the Board of an individual familiar with OBDS administrative issues and processes.

The Director must cultivate an individual internally (current employee) to assume Interim Director Responsibilities and also define the role of an Interim Director if such a case of sudden loss of the Director's services occurs.

GOVERNANCE APPENDIX

Code of Ethics

OBDS CODE OF ETHICS

PERSONAL AND PROFESSIONAL INTEGRITY

All employees and volunteers act with honesty, integrity and openness in all their dealings as representatives of OBDS and elsewhere. OBDS promotes a working environment that values respect, fairness and integrity.

MISSION

OBDS has a clearly stated mission and purpose, approved by the Oakwood Baptist Church, in pursuit of the public good.

All of OBDS' programs support this mission and all who work for or on behalf of OBDS understand and are loyal to the mission and purpose. The mission is responsive to the community and of value to the society at large.

GOVERNANCE

Oakwood Baptist Church's Pastor and Board are responsible for setting the mission and strategic direction of the organization and oversight of the finances, operations, and policies of the organization. The Pastor and Board:

1. Has a conflict of interest policy that ensures that any conflicts of interest or the appearance thereof are avoided or appropriately managed through disclosure, recusal or other means
2. Is responsible for the hiring, firing, and regular review of the performance of the Director, and ensures that the compensation of the Director is reasonable and appropriate
3. Ensures that the Director provides the Board with timely and comprehensive information so that the governing body can effectively carry out its duties
4. Ensures that it limits its direct supervision of staff to the Director and that the Director has the sole responsibility for supervising the staff subject to personnel policies adopted and amended by the OBC Board
5. Ensures that OBDS conducts all transactions and dealings with integrity and honesty
6. Ensures that OBDS promotes working relationships with board members, staff, volunteers, and program beneficiaries that are based on mutual respect, fairness and openness
7. Ensures that OBDS is fair and inclusive in its hiring and promotion policies and practices for all board, staff and volunteer positions
8. Ensures that policies of the organization are in writing, clearly articulated and officially adopted
9. Ensures that the resources of the organization are responsibly and prudently managed
10. Ensures that OBDS has the capacity to carry out its programs effectively

LEGAL COMPLIANCE

OBDS is knowledgeable of and complies with all laws, regulations and applicable international conventions.

RESPONSIBLE STEWARDSHIP

OBDS manages its funds responsibly and prudently. This includes the following considerations:

1. Spends a reasonable percentage of its annual budget on programs in pursuance of its mission
2. Spends an adequate amount on administrative expenses to ensure effective accounting systems, internal controls, competent staff, and other expenditures critical to professional management
3. Compensates staff, and any others who may receive compensation, reasonably and appropriately
4. Has reasonable fundraising costs, recognizing the variety of factors that affect fundraising costs
5. Does not accumulate operating funds excessively
6. Ensures that all spending practices and policies are fair, reasonable and appropriate to fulfill the mission
7. All financial reports are factually accurate and complete in all material respects

OPENNESS AND DISCLOSURE

OBDS, through its Director, provides comprehensive and timely information to the public, the media, and all stakeholders and is responsive in a timely manner to reasonable requests for information. All information about OBDS will fully and honestly reflect the policies and practices of the organization. Basic informational data about OBDS, reviews and compilations, and audited financial statements are available to the public. All solicitation materials accurately represent the OBDS policies and practices and will reflect the dignity of program beneficiaries. All financial, organizational, and program reports will be complete and accurate in all material respects. All OBDS employees are instructed to not speak to the media in the event of a problem. Only the appointed individual (Pastor, Chairman of the Board or OBDS Director) should be the spokesperson so as to keep the message clear and concise.

CONFLICTS OF INTEREST

OBDS employees seek to avoid both conflicts of interest and the appearance of conflicts that might undermine either the integrity of OBDS or the public's trust in non-profits. OBDS employees recognize that the Internal Revenue Code prohibits certain kinds of transactions with, or which benefit, "disqualified persons" as defined in the Code and relevant regulations and rulings. With respect to transactions which are not prohibited, OBDS employees are mindful of two types of conflicts of interest:

Self-Dealing: The potential for self-dealing arises in any transaction or decision from which the OBDS employee, or other "disqualified person," including family members of OBDS employees, may profit or receive a monetary benefit. A conflict of interest exists when a person having input into a decision could personally benefit, either directly or indirectly, from the outcome of that decision.

Conflict of Loyalty: A conflict of loyalty arises in any transaction or decision in which an OBDS employee is in a position of divided or conflicting loyalties. This occurs when an individual is involved in any personal or business relationship that may significantly influence or bias his or her decision-making ability as an OBDS employee. Relevant factors in determining a conflict of loyalty include the duration, strength, and intimacy of a given personal or business relationship or affiliation, and its relevance to the functions performed by the individual.

To protect against these two types of conflicts, OBDS adheres to the following guidelines:

1. Employees shall disclose to the governing board all official connections with other entities that may or may not result in any financial benefit to the employee, such as memberships on boards or other voluntary positions with the other organization. Employees shall recuse themselves from reviewing and recommending grants, contracts or agreements for organizations to which they are connected, provided there are other staff members who could review and analyze the proposed grants, contracts or agreements.
2. Employees shall disclose to the governing board all dealings between OBDS and themselves or any organization in which they have a material interest.
3. Examples of the kinds of dealings that should be disclosed are: sales, transfers or leases of property, loans, furnishings of goods or services and employment of themselves or any family member, including retention of themselves or any family member for professional services.

PROGRAM EVALUATION

OBDS regularly reviews program effectiveness and has mechanisms to incorporate lessons learned into future programs. OBDS is committed to improving program and organizational effectiveness and develops mechanisms to promote learning from its activities and the field. The organization is responsive to changes in public education and is responsive to the needs of its constituencies.

INCLUSIVENESS AND DIVERSITY

OBDS has a policy of promoting inclusiveness and its employees and volunteers reflect diversity in order to enrich its programmatic effectiveness. OBDS takes meaningful steps to promote inclusiveness in its hiring, retention, promotion and constituencies served.

ANNUAL REVIEW

The OBDS Director will review this Code of Ethics annually to remain familiar with its contents and identify areas for necessary changes.

GOVERNANCE APPENDIX

Whistleblowing

OBDS WHISTLEBLOWING

The OBDS Code of Ethics requires all employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As employees and representatives of OBDS, all must practice honesty and integrity in fulfilling their responsibilities and complying with all applicable laws and regulations. All OBDS employees will follow the OBDS Code of Ethics.

REPORTING RESPONSIBILITY

It is the responsibility of all employees to comply with the Code and to report violations or suspected violations in accordance with this Whistleblower Policy.

NO RETALIATION

No OBDS employee who in good faith reports a violation of the Code shall suffer harassment, retaliation or adverse employment consequence. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment. This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns within OBDS prior to seeking resolution outside OBDS.

REPORTING VIOLATIONS

The Code addresses OBDS' open door policy and suggests that employees share their questions, concerns, suggestions or complaints with someone who can address them properly. In most cases, an employee's supervisor is in the best position to address an area of concern. However, if it is not comfortable or appropriate to speak with the Director or the Director's response is not acceptable, the OBC Pastor should be approached. Employees are required to report suspected violations of the Code of Conduct to the Director, who has the specific and primary responsibility to investigate all reported violations. If the suspected unethical behavior involves the Director, the complainant should take the concern directly to the OBC Pastor.

The Director is responsible for investigating and resolving all reported complaints and allegations concerning violations of the Code and, at his/her discretion, shall advise the Board. The Director has direct access to the Board and is required to report to the Board at least annually on compliance activity.

ACTING IN GOOD FAITH

Anyone filing a complaint concerning a violation or suspected violation of the Code must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation of the Code. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

CONFIDENTIALITY

Violations or suspected violations may be submitted on a confidential basis by the complainant or may be submitted anonymously. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

HANDLING OF REPORTED VIOLATIONS

The Director will notify the sender and acknowledge receipt of the reported violation or suspected violation within five business days. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

FINANCES

FINANCIAL PHILOSOPHY

Oakwood Baptist Day School is operated as a service to its constituency and is a non-profit organization. The OBDS financial philosophy is to manage the fiscal matters of the school with integrity, to ensure operational success, to practice good stewardship, and to remain a financially accessible school for the community.

FINANCIAL OBJECTIVES

Oakwood Baptist Day School will provide those programs and services which are necessary to accomplish its educational goals within the limitations of the school's financial resources. Pro-active steps will be taken to maintain the efficiency of its programs and employees and will give first priority to educational programs and direct student services.

FINANCIAL FOUNDATIONS

Tax Exempt Status: OBDS is a tax-exempt organization under Internal Revenue Code Section 501(c)(3). The PA tax exempt certificate number is 75-23898-9.

Fiscal Year: The fiscal year for OBDS is September 1 – August 31.

Budget: The OBC Board shall annually, with recommendation from the OBDS Director, approve a balanced projected budget for the coming school year. The Board shall approve the final Summer Camp Budget in October and the OBDS Budget in April. Upon approval of each budget, the Director is responsible for its implementation through suitable control of purchase orders, issuance of contracts and related instruments of financial allocations, and authorizations for payment. The projected annual expense of the school budget operating fund shall not exceed the projected annual revenue. In the event that a deficit is anticipated, the Board will collaborate with the Director to continue operations in a responsible, sustainable manner (I Corinthians 14:40).

Books of Record and Financial Statements: All financial transactions of the OBDS shall be recorded according to generally accepted accounting principles on a daily basis in the school's accounting software.

Guidelines:

1. The Director, or authorized designee, shall reconcile bank statements monthly and post all monthly entries in the accounting software (the "general ledger") and prepare monthly financial statements.
2. The Director shall present financial statements at the regularly scheduled Board meetings. During the months when there are no Board meetings, the Director shall email the monthly Financial Reports to the Board. The Board will hear a motion to accept the Financial Report upon its presentation. The financial statements presented shall include a balance sheet and a statement of operations. The statement of operations shall reflect the current month's financials compared to the approved monthly budget as well as the year-to-date financials compared to the year-to-date budget.

FINANCIAL OPERATIONS

Banking Arrangements: OBDS will maintain banking relationships with financial institutions in order to safeguard the cash resources and facilitate the financial operation of the school. Banking

arrangements include checking accounts, savings accounts, Certificates of Deposit, and investment accounts as needed by OBDS.

Guidelines:

- 1 Each account shall be authorized by the OBC Board.
- 2 All signers shall be approved by Oakwood Baptist Church.
- 3 OBDS may use electronic depositing, funds transfers, and electronic payments

All accounts of the school shall be maintained at a national banking association that is a member of the FDIC. No account of the school shall be in excess of the federally insured limit of the financial institution.

Cash Management: The Director shall monitor and report to the Board the status of all funds according to the following principles:

- Disbursement, collection, and deposit of all funds will be scheduled to ensure maximum cash availability and return of investment.
- Arrangements with financial institutions shall be reviewed on a continuing basis.
- On a monthly basis, the Board will receive an income statement and balance sheet for OBDS

Authorization of Expenses: Regular authorization of expenses is made annually in the budget through Board approval of line item expenses. Budgeted expense requests shall be authorized, in writing or electronically, by the Director as follows:

1. For budgeted items, the Director would be allowed to sign any amount.
2. For non-budgeted items, the Director would have spending authority up to \$500.
3. For non-budgeted items exceeding \$500:
 - Only items of an emergency status would be considered
 - Requests would need to be put into writing to the Board of OBC
 - Justification must include (1) what the request is for; (2) Why it is necessary and why it was not budgeted; (3) How request will be funded, including specific information for the costs (by multiple vendors)
 - Board will approve or deny the request (by a majority vote of the OBC Board Members)

Receipts and Disbursements: All cash receipts shall be recorded and deposited on a timely basis by the Director or designee. Appropriate checks and balances (internal control) shall be enforced to minimize the chance of a misappropriation of funds. All deposit slips, computer slips, and/or photocopies of checks shall be in sufficient detail so as to document the source of the funds.

OBDS must maintain an internal control environment which ensures that all cash disbursements are (a) for approved expenditures only, and (b) are properly reflected in the accounting records against the appropriate budgetary line items. Accordingly, the following internal controls will be maintained with regards to the various types of cash disbursements:

1. For payroll disbursements, the monthly payroll register will be reviewed and approved by the Director for appropriateness and compliance with budgeted salary levels for individual personnel.

2. For recurring utilities, maintenance and benefits costs, the review and approval of these monthly costs will be made by the Director or designee at the time of check signing.
3. For non-recurring purchases (i.e. textbooks, capital expenditures) over specified dollar limits as established by the OBC, purchase orders will be required and must be approved by the Board Chair prior to submission to the vendor.

4. Additionally, all non-recurring purchases and capital expenditures in excess of specified dollar limits as established by the OBC Board, will require advance approval by the Board. Such specified dollar limits will be reviewed and approved annually by the Board.

Petty Cash: OBDS shall have a petty cash account not in excess of \$250. The purpose of the petty cash is to be able to exchange bills and not to purchase products/services. Petty cash is provided to petty cash custodians and should be maintained in a secure location. Petty cash is available on a limited basis to cover small expenses. Petty cash is not to be used for vendor payments or to cash an employee's paycheck. Petty cash can only be replenished by submitting an approved check request with backup to the Director.

Classroom monies: Faculty who collect money for any classroom functions must keep the monies in the Office or secured designated place until all monies have been collected and the monies are needed to pay a bill. No monies are to be kept or stored in classrooms at any time.

Long- Or Short-Term Debt: Approval to assume any debt, for short- or long-term capital projects or major programs, must be granted by the OBC Board.

Contracts with Vendors: OBDS seeks the best goods and/or services at the best prices. There is no expectation of special consideration beyond the best price for its purchases of goods and services. Employees of OBDS shall not accept gifts of goods or money for giving business to a particular firm. No personal gifts or gratuities may be accepted that might influence the proper judgment of a school employee in the performance of his or her duty. Unsolicited gifts with value greater than \$500 must be reported to the Director. Contracts with OBC board members or OBDS employees shall not be established for the purpose of achieving personal gain.

REVENUE

Tuition Overview: All policies regarding Tuition and Student Fees need to be stated in writing for the benefit of parents and the school. Such policies should include, but not be limited to: Application Fees, Registration Fees, Re-Registration Fees, After Care Late Fees, Tuition Rates, Tuition Discounts, Payment Schedules, Delinquent Accounts, Refunds, Returned Checks, and Scholarships. These policies should be reviewed by the Director, and the Board, every year to determine the appropriateness of each policy.

Oakwood Baptist Day School is owned and operated by Oakwood Baptist Church. This ministry of OBC is primarily funded through the collection of tuition. Once families are enrolled in the school, the Director proceeds to order supplies, maintain facilities, and contract teachers to provide for the educational process for the students. This process also involves contractual arrangements among numerous individuals and companies.

Parents should understand that early withdrawal from the OBDS decreases available funds that have been committed to pay for these services. Therefore, OBDS asks parents to commit to enrollment

and payment of appropriate fees for the Summer Camp program. An Early Withdrawal Fee will be levied upon early withdrawal.

Tuition and fees must be paid in order to receive academic records; this includes record transfers to other school districts. Families owing tuition and/or fees will not be officially registered for the following school year and risk the possibility of losing their place in the class.

Due to the limited amount of money that is available to the school on a monthly basis, it is very important that tuition is paid on time. Tuition paid on time allows the school's Christian witness to be upheld. A delinquent charge will be made for late payments.

Tuition and Fees: Oakwood Baptist Day School is a non-profit institution. Tuition is based on the actual costs of operating the school. The school depends on each week's income to pay its current expenses (salaries, utilities and equipment). All tuition and fees generated are considered part of the OBDS operating budget and should be reflected therein. Tuition and fees, as well as the authorization to collect revenue, will be established by the Board in conjunction with the annual budget approval process. Revenue projections shall be based on realistic enrollment estimates.

Tuition is payable in advance. If payment is made on a weekly basis it is due on the first day attended each week.

Accounts not paid on time will be assessed a 1.5% late fee and will be added to weekly accounts not paid by Friday.

Tuition is based on one full school year, and is divided by the number of weeks in the period (usually 40 weeks for the school semester, and 12 for summer). No tuition refund is made for occasional days missed, nor can those days be made up. Tuition is due regardless of holidays, vacations, weather or illness. If a serious illness occurs causing a lengthy absence from school, a tuition reduction may be requested by contacting the Director.

A pre-payment tuition option is available at a **3%** discount. To qualify for this benefit, payment must be made before the school year (or summer session) begins.

Here is a **sample** of the OBDS Tuition Program (2018-2019):

All Day	Yearly	Pre-Payment	Weekly
5 days	6600.00	6270.00	165.00
4 days	52800.00	5016.00	132.00
3 days	3960.00	3762.00	99.00

Half Day	Yearly	Pre-Payment	Weekly
5 days	3300.00	3135.00	82.50
4 days	2640.00	2508.00	66.00
3 days	1980.00	1881.00	49.50

Tuition Assistance: OBDS desires to serve mission appropriate students from families of all economic means by keeping tuition rates as low as possible. On the basis of demonstrated need (letter to Director including most recent tax return, employment status, statement of amount family can contribute and explanation of why family chose OBDS/Christian education), parents of students enrolled in OBDS may apply for Tuition Grants. Tuition Assistance is determined after enrollment, and

should not be an expectation for enrollment. The Board authorizes the distribution of Tuition Grants as determined by the OBDS Director. Grants are paid dependent upon the availability of funds for that particular year and will not exceed 50% of tuition. Grants will normally be awarded on an annual basis.

Award Determinations:

1. The total amount of tuition assistance available in any school year is determined by the OBC Board and OBDS Director as part of the annual budget process.
2. Tuition assistance is only available for tuition. Fees and other incidental expenses are not covered by the Tuition Assistance Policy.
3. Tuition assistance awards are determined annually but applied to accounts monthly and are subject to withdrawal in the case of families/students who fall out of compliance with any of the eligibility requirements used in determining the annual award.
4. The amount of tuition assistance awarded to any individual family is solely at the discretion of OBC.

Tuition Discounts: OBDS awards the following discounts to qualified families.

Christian Worker Discount: OBDS may grant tuition discounts of 10% to those in full-time Christian ministry, such as pastors, youth ministers, and missionaries.

Family Discounts: The Board may authorize a family tuition discount in conjunction with the annual approval of tuition for OBC families of 10%.

There is also a 10% discount for a second or third child from the same family enrolled during the same school year at OBDS.

Tuition/Registration Refund Policy: There is no registration refund for application withdrawal by a family. Nor is there a tuition refund, with the possible exception of a family relocating out of the geographical area, or at the discretion of the OBC Board and OBDS Director.

One hundred percent (100%) refund is made for students placed on a waiting list and then rejected due to no available space.

Fundraising: OBDS's fundraising efforts go to support the school's financial aid needs and educational goals. Therefore, all families are encouraged to support the school's fundraising efforts.

No person may conduct fundraising activities on behalf of OBDS except as approved by the Board of Directors and the OIBDS Director. The OBDS Director coordinates all fundraising activities. The Director develops, organizes, and implements fundraising campaigns and maintains records of all gifts or contributions made to OBDS. It keeps those records confidential.

The Director reviews and approves all fundraising materials. Discouraged and prohibited fundraising activities include any game of chance or gambling and any illegal or morally questionable activity.

Auxiliary Revenue - Government Funding: Oakwood Baptist Day School will not participate in any federal or state programs which are not clearly and legally designated as "aid to the families" of the school.

Any such program in which OBDS does take part which in the view of the Board of OBC, becomes, or threatens to become, restrictive to the mission of the school will be discontinued.

POLICY ON GOVERNMENT SUBSIDY

1. Government philosophy is becoming more humanistic and secular which is contrary to God's ways or wisdom (Isaiah 55:8, 9).
2. Any governmental subjection, collaboration, or control could be counter to God's ways, but we are always to remain under subjection to the government even when we choose to obey God rather than man (Acts 5:29). When we choose God rather than man, we will remain under subjection (Romans 13:1) and accept the consequences.
3. Use of governmental funds presently and in the future, permits and promotes subjection, collaboration, and control to the government.
4. Therefore, as a matter of conscience, OBDS should not participate in any governmental funds, aid, or any form of government subsidy directly available to the corporation. We see the areas presently available and fitting into this category as follows:
 - a. Federal Title Programs
 - b. Federal Subsidy for Breakfast, Lunch, and Milk
 - c. State Auxiliary Services Funding
5. Acceptance of indirect relief such as Tax Exempt Status (Local, State and Federal) is not seen as in contradiction to the school's present position.
6. Participation by parents directly in government subsidy such as school transportation should be left to the discretion of the parents.

Other Fees: Oakwood Baptist Day school also assesses the following fees.

Registration Fee: New students entering OBDS must pay the Registration Fee at the time of registration. This fee is non-refundable if the student or parent withdraws the registration request. All new families, regardless of enrollment date, are charged a Registration Fee.

Returning students must pay the Registration Fee at time of re-enrollment. The school will not accept Registration Fees and Forms from families who are behind in their tuition payments. Final decisions are left to the Director.

The Fee Schedule, as approved annually by the OBC Board, is deemed to be part of these policies and procedures.

A place for a child is reserved in the school year once the Registration Fee has been received. Should the registration be complete and the first or second tuition payment not paid when due, the child may lose the reserved place.

Overtime Fees: OBDS closes promptly at 5:30 PM. Pick-up times are as follows.

Morning Session - 11:30 AM

Morning Session including Lunch – 1:00 PM

Full Day – 5:30 PM

If a child is picked up late on any given day, a \$6.00/quarter hour fee will be assessed. A late pick-up form must be completed by the parent/guardian and signed by both the staff person in charge and the parent/guardian. If a late fee has been charged four or more times in any given 20 consecutive days of school to a family, that family's child(ren) may be dismissed from OBDS

Payment Fee in Case of Withdrawal: Each child is enrolled for the entire school year (or balance of the school year). If a child is withdrawn prior to the end of the school year, a **written two-week notice must be given to the Director**. Families are responsible for the two weeks of tuition at the rate the family was paying when notice was given to OBDS. The child(ren) may continue coming to school during those final two weeks, and tuition payments are required. If a family chooses to withdraw their child(ren) immediately, the family is still responsible for payment of the remaining two weeks of tuition.

Returned Check Fees: A \$40.00 NSF charge will be applied to that account if a check is returned for any reason. If any other fees are associated with the returned check charge, they will also be the responsibility of the parents.

Delinquent Accounts: A Late Fee may be assessed if a family's tuition payment is not paid by the Friday of the week that it is due. If a family's account is four weeks past due, the child(ren) may be suspended from OBDS until the account is paid. Tuition will continue to accrue until a family officially withdraws its child(ren) from OBDS. Should a family encounter a financial hardship, they are asked to speak to the Director. The Director will meet with the OBC Board about the hardship. It is the desire of OBC/OBDS to work with a family experiencing a difficult time. Families with delinquent tuition accounts will not be permitted to enroll the following year. In the event an account becomes delinquent, all costs relating to collection and/or attorney fees shall be the responsibility of the parents.

Dismissal from OBDS: In the event OBDS determines it cannot meet a family's child(ren)'s needs, and it becomes necessary to dismiss the child(ren), no further tuition or fees will be assessed (except, if applicable, additional late fees). Payment will be required for all services rendered prior to a child's dismissal.

Withholding of Transcripts: The policy of Oakwood Baptist Day School is to withhold transcripts until all tuition and fees have been paid in full. Official student records will be sent to a requesting school when all obligations are fulfilled.

OBDS reserves the right to add additional fees as deemed appropriate upon approval of the OBC Board.

ACCOUNTING STANDARDS

Oakwood Baptist Day School will use accounting procedures and principles in accordance with the Generally Accepted Accounting Principles (GAAP), as they relate to non-profit organizations. OBDS will not postpone current obligations to the future, accrue future revenues to the current fiscal year, or extend the length of the fiscal year. Full disclosure will be provided in the annual financial statements.

AUDIT/REVIEW

A certified auditor shall conduct a comprehensive audit every three years. An independent external annual review by a certified auditor shall be required at the end of each fiscal year. A required component of the review or audit performed shall include a letter to the Board addressing the assessment of, and recommendations regarding, the adequacy of OBDS' system of internal controls.

PERSONNEL

Employment Classifications

Director - Staff person who has a managerial or supervisory role in the school.

Faculty - Staff persons who have direct instructional responsibilities with pupils in the classroom or school facilities

Staff - Employees who are support personnel to the school program which includes: administrative assistants; teacher aides; maintenance personnel and culinary staff

Other Employees - Persons who are stipend employees or sub-contractual employees (i.e. Student Support Personnel)

Hiring

Non-Discriminatory Hiring Policy

Oakwood Baptist Day School does not discriminate on the basis of race, color, age, sex, national origin, non-job-related handicap or disability in the hiring of its personnel.

The Director shall be responsible for the recruitment and selection of all personnel other than the Director position. (In the case of the Director position, the Oakwood Baptist Church Pastor and Board will interview and approve the final candidate.) All applicants for employment must complete an application stating their training and experience in addition to personal and professional references. Complete applications and resumes must be submitted to the Director prior to any interview. A complete application shall consist of: application form, resume, signed Statement of Faith, transcript of academic preparation, personal references, required background clearances, and copies of certification (if applicable.)

Selection is made through the following procedure:

1. Applications will be screened by the Director
2. Initial interviews will be conducted by the Director
3. Director will make sure all references and transcripts have been checked
4. Director and any other appropriate school personnel will interview the top candidates
5. Director will hire and present a list of new employees to the Board of OBC
6. Director may make exceptions to the requirements and qualifications for employment only with the approval of the OBC Board

Qualifications for Employment

All employees must meet the qualifications for employment as explained in the Job Description they are applying for and must subscribe to the Mission, Vision, Statement of Faith, Philosophy and Core Values of Oakwood Baptist Day School. See Appendix for those specific documents. Below is a summary of those foundational documents for OBDS:

All employees shall be mature persons of good report, Spirit-filled Christian character and sound judgment (Acts 6:3) as demonstrated by:

- A personal confession of and commitment to the lordship of Jesus Christ and a solid understanding of the Word of God. There should be evidence of a Godly lifestyle based on this commitment in accordance with the requirements for elders in I Timothy 3 (as applicable), including strong role-modeling of the fundamental Christian understanding of

proper male-female relationships

- Participation regularly in Christian fellowship and worship at a Bible-believing church

All employees shall demonstrate an interest in the ministry of the school by:

- Praying for the school, its staff, and its students regularly
- Encouraging parents to send their children to the school
- Cooperating with other employees in carrying out objectives and purposes of OBDS

The Director and all faculty and staff shall demonstrate an understanding of the philosophy of Christian education generally, and, specifically, as it applies to the school.

Background Clearances

The Director and all Faculty and Staff must complete applications for the PA Criminal Background Clearance, the PA Child Abuse Clearance and the FBI Fingerprint Clearance before they are eligible for hire. If an applicant has had any record of child abuse or a crime involving a child, he/she is not eligible for hire.

Job Descriptions

Written job descriptions are to be formalized for every personnel position at OBDS. These job descriptions are to contain a general description of the position, major areas of responsibility, specific list of jobs and tasks, and person responsible for evaluation. All job descriptions are to be evaluated for revision as determined by the Director. Specific job descriptions may be found in the Appendix.

Assignment & Placement

All school non-administrative positions will be assigned working positions by the Director.

The Director will be assigned a working position by the OBC Board.

Assignment shall be based on the needs of the school. Requests for assignment or reassignment will be considered based on the effectiveness of that assignment in meeting the objectives of the school.

Assignments shall be reviewed at least annually, by the Board of Directors, with the Director's recommendations, in conjunction with contract renewal.

Outside Employment

Employees shall devote their professional time, attention, and energies to the business of the school, and shall not during the term of this agreement, be engaged in any other professional activity, whether or not such activity is pursued for gain, profit, or other pecuniary advantage, which shall interfere with their duties hereunder unless specifically authorized in writing by the Director.

Contracts

All employees must have a written contract (school year contract; summer camp contract) that has been approved by the Director.

Letters of Intent for the following contract year will be distributed to existing faculty and staff in May and must be returned by the date determined by the Director.

Each employee will be reviewed for contract renewal by the Director.

Contracts may be renewed annually unless decided otherwise by the Director.

Employees shall be notified as soon as practical if their contract will not be recommended for renewal for the following school year or for summer camp for any reason.

Offer of any contracts is contingent upon enrollment.

Summer contracts will be offered, where possible, by May 1 and school year contracts by August 1. Contracts not signed and returned within 20 calendar days will be considered rejected.

Contracts offered after June 1 must be returned within 10 days or be considered rejected.

The Director retains the right to withdraw an offer any time prior to its acceptance.

Extra Duty Contracts

Extra duty contracts will be offered apart from other contracts offered to the same individual. All other contract provisions will apply.

Employee Duties

General Duties: Faculty members are expected to incorporate Biblical principles with each subject they teach, both in the didactic material and in the manner in which the class is conducted.

- The length of the school day, hours of teaching, and duties to be performed will be determined by the Director, with Board approval.
- At all times faculty are to be aware of the effect of their attitudes and behaviors on the students, staff and school families and are to behave in a manner that is righteous, encouraging and uplifting both in and out of school.
- Faculty should avoid highly debatable topics especially as they relate to denominational issues. However, this does not imply avoidance of defending our Statement of Faith and the related foundational truths contained in Scripture if questioned by any student.
- Faculty members are to integrate Biblical concepts with each subject they teach. This does not mean that every lesson for every subject will include Scripture. However, every subject should be grounded in the truth of Scripture and have a Christian worldview as one of its objectives.

Confidentiality

Secrecy of Records - Except as may be necessary for the proper performance of his/her duties, employees will keep secret forever the names of and any other information relative to, any past, present, or prospective students.

Any employee or representative of the school, whether salaried or volunteer, may not promise confidentiality for students regarding concerns expressed by a student if there is potential danger for that student or for others. These representatives should use their discretion and encourage students to disclose concerns to their parents.

Dress

During the school year, all employees should dress modestly and in a professional manner as appropriate to their position.

Promptness

Employees must be prompt for all meetings, assignments and duties. If school is delayed due to inclement weather, all employees must report in accordance with the delay.

Meetings, In-Services and Conferences

All faculty and appropriate staff are required to attend In-Service Days, Conventions, and Faculty Meetings.

The Director, Faculty, and appropriate staff must attend Open Houses, Back-to-School nights, Parent-Teacher Conferences, and any activities which fall within their job descriptions.

Faculty members are encouraged to attend, whenever possible, school fundraising events and student activities.

Faculty members are encouraged to attend professional development opportunities which would be of value in fulfilling their responsibilities at the school. If held on a day when classes are in session, prior approval must be obtained from the Director. A post-seminar written report may be requested by the Director.

Reimbursement is at the discretion of the Director and must be requested in advance and in writing.

Faculty members are urged to maintain contact with current studies and periodicals in education, especially Christian education.

Mentoring

Once employed, all incoming staff will be assigned a designated mentor by the Director. The purpose of the mentor is to assist the new employee with orientation, assistance and guidance. This is not intended to include classroom observation or evaluation. The mentor will be duly phased out by the employee and mentor during the entry year.

Lesson Plans

Weekly lesson plans, giving each day's educational objectives and assignments will be required for all teaching staff. This will include a set of emergency plans for those situations when a teacher cannot be in class and is being covered by someone else. Faculty members are to keep their lesson plans and grade book current, accurate and available to the Director upon request.

Standardized Testing

OBDS shall assess its Kindergarten students annually through nationally normed standardized tests.

Crisis Management Procedures

The requirements regarding proper exit procedure and supervision of students during fire/disaster situations are to be in accordance with Pennsylvania State Fire Codes and in line with the PA Crisis Management Policy and Procedures (see Appendix)

Accidents, Injuries and Safety

In the event of personal injury to anyone on school premises or at school related activities, employees shall not make statements to persons other than authorized personnel of OBDS regarding the events leading to the injury, without first consulting with the Director. The Director or the OBC Pastor or Board Chairman is the "Voice of OBDS."

Access to Student Records

1. The Director, Faculty and Administrative Staff may have unlimited access to student records, as needed. The records may not be removed from the School Office.
2. A student and his/her parent or legal guardian may have access to the student's records upon request. The Director, or an assigned designee, shall be present when the student, parent/guardian examines the permanent record file. No document may be removed from the file without the permission of the Director.
3. A student's confidential psychological, medical or testing records may not be released to any agency without the written permission of the parent or guardian.

Access to Students by Authorities

Upon presentation of proper identification to the Director, duly authorized representatives of law enforcement agencies will be allowed to interview students. Whenever it may be of assistance to, and requested by, an interviewing officer, the Director may be present at such interview. Every effort will be made to contact parents/guardians prior to any interview unless there are extenuating circumstances.

Law enforcement and government personnel entitled to interview students on school premises shall include but not be limited to: Law enforcement or other government officers; Probation officers designated by the courts; Health Department officials; Social Services agents, which may include child protection agents.

Suspected Child Abuse/Neglect

Any suspected child abuse or neglect must be reported immediately to the Director and the Child Abuse Hotline Number (717-780-7200 or 800-932-0313). The Director will follow State guidelines and laws in reporting the suspected abuse to the proper authority(s).

Student Discipline

All disciplinary action will be in agreement with the Discipline Policy as stated under "Student Policies" in this manual and as intended by the Oakwood Baptist Church Board.

An environment which promotes learning, the repentance and restoration of the student(s) involved and the recognition and acceptance of personal responsibility are the primary objectives. This may include restitution where appropriate.

If at any time a Faculty member believes the Discipline Policy is not effective, it is his or her responsibility to bring it to the attention of the Director and or the OBC Board for reevaluation.

Extracurricular Activities

All extracurricular activities, which occur off of school property or outside of regular classroom hours, require advance written permission of the parents. All activities require adult supervision. The supervising adult must be present 15 minutes before the activity is scheduled and must remain until all students have left.

Field Trips

Field trips are to be approved in advance, in writing, by the Director.

Field trips are to have an educational objective(s).

The Director is responsible for arranging transportation and chaperones.

If students are transported in private vehicles, proof of current vehicle insurance and a valid driver's license must be provided to the School Office prior to departure.

Written permission must be obtained from the parents/guardians, in advance, for the students to participate.

See Appendix for specific Field Trip Guidelines and Permission Slip.

Employee Conduct

For reasons of building and guarding intra-school loyalty, internal problems and concerns are to be discussed only among the Director, the Faculty, and other key individuals. Principles from Matthew 18:15-17 should be followed to involve only those necessary to resolve an issue.

Employees are to maintain a professional relationship with parents and students at all times. Faculty must strive to avoid a relationship with parents that can lead to pressure to give preferential treatment to a student.

Information from a student's cumulative records must not be shared with anyone other than the teacher, parent or Director.

Faculty and Staff must be careful to avoid discussion of any OBDS issues, individual students or parents, or their own personal lives in any critical or negative way.

OBDS employees agree that Scripture also dictates standards of sexual behavior. The unique roles of male and female are clearly defined in Scripture. Any promiscuity, homosexuality, or other deviant sexual behavior is forbidden and as such violates the requirement of ethics and conduct becoming a Christian. Deviation from Scriptural standards may result in disciplinary action up to and including termination.

Insubordination

Insubordination, the refusal of or the failure to complete a legitimate order, or the use of objectionable language to the Director, undermines the discipline and authority, violates Scriptural principles, and is a negative role model to our school community. Insubordination may result in discipline, up to and including dismissal.

Whistle Blowing

The school will protect employees who report in good faith what they reasonably believe to be a violation of state or federal law, or conditions or practices that would put the health and safety of the school community at risk.

Substance Abuse

OBDS is dedicated to providing a healthy, comfortable and productive environment. The possession, use, or sale of alcohol, tobacco or illegal drugs on school property is prohibited.

OBDS desires and is prepared to help employees who have a drug or alcohol related problem by providing access to substance abuse programs, community resources for assessment and treatment, and counseling.

Sanctions for violation of this policy may range from written reprimand to termination of employment. OBDS may also involve local law enforcement officials when appropriate.

The school may require all prospective new employees to be tested for drug use. Positive test results will disqualify the applicant for employment.

HIV/AIDS

An employee who is HIV positive or who has AIDS will not be discriminated against in any way. If the employee is able to work, OBDS will provide work assignments in accordance with normal procedures. If the employee is unable to work due to a disability associated with AIDS, the case will be treated in the same manner and with the same consideration as any other non-occupational disability.

Weapon-free Workplace

To ensure OBDS maintains a workplace safe and free of violence for all employees, OBDS prohibits the possession or use of weapons on school property. A license to carry the weapon does not supersede OBDS policy. Any employee in violation of this policy will be subject to prompt disciplinary action, up to and including termination.

Weapons include, but are not limited to: firearms, explosives, knives (non-job related), pellet or BB guns, tasers, stun guns, wooden or metal batons, bows and arrows and other weapons that might be considered dangerous or that could cause harm.

Communication

It is imperative that the home and school work together. In order to promote effective communication and understanding, OBDS has established the following avenues for information regarding school and student life:

OBDS Website – Updated regularly regarding curriculum, important announcements, lunch menus, special events...

Newsletters – Placed on the **website and emailed** to be given to each family weekly during the school year to communicate items of information, events, important notices, meetings, reminders and other information to keep parents informed of opportunities and responsibilities.

Report Cards – Issued 2 times per year at the end of each semester. They are designed to monitor and assess student progress in their academic achievement, conduct, work habits and attitude.

Interim Reports – Also issued two times per year at the mid-point of each semester. They are designed to monitor and assess student progress in general.

Parent-Teacher Conferences – Occur during the first semester for all students. The person-to-person meetings with the teacher(s) are to assess the present state of the student's welfare, determine a course of action, and set up monitoring procedures to insure success, if needed.

Email/Phone Calls – OBDS operates on a 24/7 principle, which states that all notes, emails and telephone communications from parents will have a response within a 24-hour time frame. A solution, conference, and /or course of action will be established within a 7-day period.

Open House/ Meet the Teacher – These annual events take place just prior to the start of school in August for parents and students to come, meet with teachers, and review curriculum and calendar information for the school year

Sexual Harassment Policy

Sexual harassment is an inappropriate behavior of a sexual nature that:

- Is unwelcome (the harasser's words or actions offend another person. The person being harassed did not invite and does not want the behavior.)
- Happens repeatedly (The behavior continues, even though the person being harassed has asked the harasser to stop.)
- Interferes with learning and life (A person who is sexually harassed may begin to dread and fear school. This can seriously affect health, happiness and goals.)

There are four forms of sexual harassment (Examples follow but are not limited to those listed:

- Physical (unwanted hugging, kissing, rubbing up against a person on purpose, grabbing or pinching in a sexual way, pulling at a person's clothing, purposely blocking someone's way)
- Verbal (telling "dirty" jokes or stories, commenting on a person's body in an inappropriate way, calling someone derogatory names relating to sexual orientation, pressuring someone for dates or sexual favors, spreading sexual rumors about a person)
- Nonverbal (writing sexual notes or graffiti, displaying sexual photos or drawings, making sexual gestures or giving intimidating looks, touching oneself in a sexual way to get a reaction)
- Electronic (using inappropriate sexual language in an e-mail, social media, instant message or chat rooms, using inappropriate sexual language or content on a personal website, using inappropriate sexual content with text messaging or cell phone cameras)

This position is consistent with the Scripture that challenges Christians to "be devoted to one another in brotherly love, honoring one another above yourselves." (Romans 12:10)

All employees and students are entitled to a school free of sexual harassment. OBDS expects courteous, dignified, respectful treatment for all involved with the school. Any form of sexual harassment is sin and may be grounds for immediate termination or expulsion. Any such behavior must be reported immediately to the Director, or to the Board, if the Director is involved.

Employee Acceptable Use of Technology

Communications and computer technology are provided and maintained for instructional, educational and administrative purposes only.

Access to Technology Equipment and Services

Access is provided to facilitate the instructional and administrative tasks performed by school employees. The level of access provided will coincide with the requirements of each employee's functions.

Computer files and communications over electronic networks, including email, voice mail and Internet access, **are not private**. This technology is **not** to be used to transmit confidential information about students, employees or school business.

To ensure proper use, the Director may monitor the school's technological resources, including email, voice mail systems and Internet usage, at any time without advance notice or consent.

Acceptable Use

Online communication is to be used in a responsible, efficient, ethical and legal manner in support of education, business and/or research and within the educational program and goals of OBDS. The use of electronic information resources is a privilege, not a right. Each user is personally responsible for this provision at all times when using electronic information services.

Should an employee see any unacceptable materials or inappropriate use, he/she shall notify the Director immediately.

Proper Use and Care

Before operating any equipment, users will be made familiar with the basics of safety and damage prevention, and trained on proper care and operation. Please see the Appendix for specific guidelines for the use and care of OBDS technology.

Personal Responsibility

All technology equipment is school property and is provided for instructional or administrative use only. Personal use is limited in the same manner as other similar school property – telephones, copiers, postage office supplies and instructional materials. The Director will provide guidance as to the appropriate level of personal use.

- **Email-Social Networking\Blogs**

OBDS respects the rights of each individual to use social networking sites and blogs as an option for self-expression and public communication. OBDS will not discriminate against faculty or staff who use this type of media for personal interests, affiliations or any other lawful purpose.

All email, social networking\blogging, both professional and personal, shall at all times be in accordance with the philosophy and values of OBDS.

Individuals **cannot** use email, social networking sites or blogs to threaten, harass, embarrass, discriminate or disparage anyone associated with OBDS in any way.

Faculty and Staff must maintain a professional relationship between other teachers, staff, students and all who may be in contact with OBDS.

- **Email**

All correspondence to individual students, parents, or individuals in contact with OBDS must be done using your school email account.

No communication other than information pertinent to the student's assignments, grades, personal behavior or co-curricular activities should be discussed via email.

- **Social Networking\Blogs**

Employees are strongly encouraged NOT to "friend" current students of OBDS on any social networking sites and blogs. OBDS Employees will be held personally responsible for any comments made via this type of media. Employees will be held liable for comments that are considered slanderous, defamatory, obscene or malicious not only by OBDS but by the offended party.

If an OBDS Employee has the need to create a presence on a social networking site or a blog, consider creating a “work” or a “teacher” profile to meet your needs however, see the Director before their creation.

- News Media Contact

If contacted by any news media regarding any posts including material regarding OBDS, that individual is required to speak with the Director **before any** statements are made.

- OBDS Logos & Materials

Use of OBDS related logos and /or published material on the web must be approved by the Director before such items are posted or shared.

Employee Performance Evaluations

To be effective in achieving the highest degree of efficiency and quality, teacher observations/evaluations will be performed on an annual basis. Appraisals of professional performance should serve three purposes:

1. To raise the quality of instruction and educational services to the students
2. To raise the standard of the profession of Christian teaching as a whole
3. To aid the individual to grow professionally

Evaluation of performance shall be a cooperative, continuing process designed to improve the quality of instruction. The Director shall be responsible for the annual evaluation of all members of the instructional staff and all office staff.

The Director will schedule observations in order to properly visit several classes and situations of each teacher annually. These annual formal evaluations will be reported to the OBC Pastor/ Board.

There is to be a timely employee-Director conference as a concluding part to this process wherein the details, commendations and recommendations will be communicated to the employee. The employee will receive a written copy of the evaluation, while the original will be placed in the employee’s personnel file.

The Director will report annually to the Board, the findings of the personnel appraisal process. Along with this, the Director will report on those employees who will not be returning, as well as those whose contracts will not be renewed.

The OBC Board shall conduct an annual assessment of the performance and goals of the Director. This will be done by the Board, and presented in writing by the President of the Board.

Employee Benefits

Tenure

Oakwood Baptist Day School does not operate a tenure system.

Establishment of Per Hour Salaries

The per hour salaries of all personnel, individually or by schedule, shall be set annually by the Board in conjunction with the Director. All salaries shall be discussed and then proposed prior to the budget approval for the coming year.

The Director shall be responsible for the following:

1. Developing an Employee Salary Schedule or rate for consideration by the Board of Directors prior to the Budget approval;
2. Communicating individual salary to each employee or potential employee;
3. Developing procedures for payment of salaries; and
4. Developing payroll and other related procedures.
5. Making salary schedules available to individual employees upon request.

Leave

Leave is provided for employees to attend to personal matters and to respond to situations of personal or family illness. Leave is also available for situations that conflict with normal work responsibilities on days in which service to the school is expected.

- Personal Leave

All full-time employees, regardless of their term of service, will be limited to one (1) personal day. Personal day use is limited to personal business that cannot be conducted on a non-school day and may not be used for vacation or recreation.

Personal days must be requested and approved by the Director.

A minimum of one week's notice, in writing, must be given for each personal day used.

Personal leave days are not to be used immediately preceding or following a regular vacation day or period (i.e., Thanksgiving, Christmas, Easter, etc.).

Leave days are calculated in increments not less than ½ day of leave.

- Sick Leave

All full-time employees will receive 5 days annually, and are non-cumulative.

The Director or appointed administrative representative must be notified 2 hours before the employee is scheduled to be at school on the morning of a Sick Leave day.

Up to and including one-half of Sick Leave may be applied to care for ill family members.

- Vacation Leave

Paid vacation is offered only to those employees who are full-time working 12 months per year.

Vacation is awarded as follows:

Year 1 1 week

Year 2+ 2 weeks

The Director is awarded 2 weeks as of the first year.

Unused vacation may not be carried forward to the following year.

- Family and Medical Leave: Employers that have 50 or more employees must grant unpaid medical leave up to 12 weeks, with continued medical benefits and restoration of their original position upon return. Therefore, due to the limited number of OBDS employees, OBDS employees are **not** eligible for family or medical leave.

- Communicable Disease Leave

Out of concern for the health and safety of our students, any employee diagnosed with a communicable disease may, at the discretion of the Director, be relieved of his/her duties until such time as a doctor certifies that he/she no longer carries a communicable disease. The Director may request a second medical opinion. The employee may use accumulated Sick Leave or Medical Leave under such circumstances.

- Funeral Leave

Employee personal days may be used with the pre-notification policy being waived.

Additional unpaid leave may be granted by the Director, upon written request.

- Leave of Absence

Any type of leave not previously addressed herein will be considered upon request. All requests must be made in writing to the Director for approval. Requests should include length, reasons for, and objectives of requested leave.

Requests will be considered based on many factors including the availability of personnel to adequately replace the employee for the period requested and the impact on the quality of educational services provided by the school.

Requests will be approved or denied by the Board with the recommendation of the Director.

The employee will be notified of the decision by the Director.

A copy of the approved or denied request will be given to the employee, and a copy will be kept in the employee's personnel file.

- Jury Duty Leave

An employee summoned to jury duty shall be granted a leave of absence to fulfill the jury duty assignment. The employee is required to notify the Director immediately upon receiving the summons. Effort must be made to secure an exemption or postponement prior to the assignment date. If the jury duty assignment must be fulfilled on school time, the employee shall be granted the leave with full pay and benefits for the assigned time.

This policy also applies to situations where an employee may be subpoenaed as a witness in a court case.

Insurances

OBDS offers the following insurances that may be selected by the employee. OBDS does not compensate the employee in lieu of the insurances offered.

- Health Insurance

All employees who work 30 or more hours per week may personally elect to acquire a health insurance policy that OBDS pays \$100/month towards for that employee.

If an employee's spouse has coverage at his/her job, he/she is not eligible for coverage at OBDS.

- Life Insurance
All full-time employees will be provided with a life insurance policy, at the discretion of the OBC Board. It is to be paid in full by the school.
- Liability Insurance
Professional liability insurance covering appropriate employees and representatives acting on behalf of the school shall be maintained by the school.
- Workers' Compensation Insurance
The school carries a mandatory Worker's Compensation insurance policy.

All injuries occurring on school property or at a school-sponsored event must be reported to the Director as soon as possible, but no later than the end of the school day. If the injury occurs after dismissal, it must be reported within 24 hours or by the close of the following school day, whichever occurs first. If a holiday or weekend precludes submitting the form to the Director, the Director must be contacted by phone within 24 hours and the form submitted by the close of the next school day.

The Director is responsible for reporting the injury to the insurance carrier in a manner which complies with the carrier's reporting requirements.
- Dental, Vision and Disability Insurance
These policies are not offered to employees of OBCS.

Tuition Benefits

A tuition discount of 100% shall be applied for children/grandchildren of all employees.

Additional fees, are not covered under this policy, and the employee will be billed for such services.

Professional Education Reimbursement

Full-time faculty will receive reimbursement for one graduate school class. The course work must be directly related the faculty member's teaching assignment and approved by the Director. In order to be reimbursed, the faculty member must receive at least a "B" grade. The participation in training may not interfere with the faculty member's instructional duties. Reimbursement will be in a dollar amount as determined in the employment contract.

Service Recognition

The school shall recognize the years of service that the faculty and staff members serve in the ministry of OBDS. This recognition will be honored at five (5) year intervals starting at five years.

Employee Disputes

Interpersonal Relationships Disputes

Should conflict arise between employees, or an employee, student(s) or parent(s), employees are required to initiate and follow the Scriptural guidelines for offense found in Matthew 18.

The Director may be consulted if the parties involved are unable to resolve the conflict alone.

If the conflict remains unresolved, the employee is required to inform the Board of OBC so that appropriate action may be taken.

Doctrinal Disputes

Doctrinal disputes which occur between the parents, students, and employees in the school are to be referred to the pastors of the individuals involved for appropriate resolution.

Grievance Procedures

Any matter of concern regarding an employee's terms or conditions of employment should be brought to the attention of the Director.

If it is necessary to bring the same grievance to the attention of the Director a second time, it should be submitted in writing. A written response will be given to the employee by the Director within 14 days.

If the response is unsatisfactory to the employee, the employee should submit a copy(s) of any written complaints to the Board of OBC.

A written response will be given to the employee within 14 days.

Dispute Resolution

Agreement to Mediate - If a dispute arises out of or relates to an employment contract (or agreement), or the breach of an employment contract, and if the dispute cannot be settled through negotiation, or through the grievance procedure, the employee will first try in good faith to settle the dispute by mediation before resorting to arbitration, or some other dispute resolution procedure.

Agreement to Arbitrate - Failing successful mediation, the employee will submit any controversy or claim arising out of or relating to his employment contract, or the breach of his employment contract to arbitration. The judgment upon the award rendered by the arbitrator(s) may be entered in any court having jurisdiction thereof.

Employee Resignation, Correction and Termination

Corrective/Termination Procedures

If the employee is not performing the given objectives of his/her position satisfactorily, the Director will adhere to the following formal procedure:

Initial Formal Session – The Director will outline in writing, the specific area of concern. These areas of concern will be discussed with the employee and an attempt made to determine the causal problems or attitudes. The Director will then seek to scripturally counsel the employee accordingly. The employee should be encouraged to respond from his/her perspective. A time of prayer should be included at the beginning and end of the conference.

Within 3 working days, the Director will summarize the content of the meeting to include:

1. The specific concerns that need to be corrected;
2. The causal problems or attitudes identified;
3. The employee's response to the conference;
4. The specific steps of action to correct each problem area;
5. The employee will be reminded that failure to successfully implement any items mentioned may result in termination of their contract.

The conference summary is to be signed and dated by the Director and the employee. The Director will keep a copy in his/her file, the employee will receive a copy, and a copy will be placed in the employee's personnel file.

Follow-Up Session - The Director will conduct a follow-up conference to discuss the employee's progress. If things are not going well a formal meeting will be set up:

1. The employee and Director will report on the progress they believe has been made in following the corrective steps of action from session one;
2. Any new concerns or new steps of action will be discussed and documented and;
3. The employee will be reminded that failure to successfully implement any items mentioned may result in termination of their contract.

Termination Session - If the employee fails to satisfactorily implement any of the suggestions from the corrective session(s) the Director will inform the Board of OBC that the employee's contract will be terminated.

Termination will be determined by the Director. The Director will then hold a termination session with the employee.

During this session the employee will be informed in writing that either his/her contract will not be renewed or that he/she will be terminated. This notice will include the problem area(s) not corrected and the reason(s) for his/her dismissal. Copies of the notice will be distributed as in Initial Formal Session.

This session will include a member of the OBC Board and that member will open and close with prayer.

Immediate Termination

In the event of immorality, conviction of any felony, failure to comply with official directives or established Board Policy, physical or mental capacity preventing contract fulfillment, breach of contract, and failure to meet the accepted OBDS Code of Ethics (see Appendix) the employee may be suspended immediately, and salary payments may be terminated immediately.

The employee will be notified in writing of the proposed termination and the reason(s) for such action. The employee may be suspended immediately, as outlined above, but will have an opportunity to respond to the proposed termination before being formally terminated.

Right of Appeal

An employee has the option, after his termination session or termination notice, to appeal the Director's decision directly to the OBC Board. The Board will hear the positions of the employee and the Director separately and render a decision.

Resignation

Should an employee find that he/she is no longer in harmony with the objectives, purpose, or Statement of Faith, it is his/her Christian duty to notify the Director and submit a resignation in writing, in accordance with his/her contract.

If it should become apparent that the employee under contract shall not be able to complete their contract, a written letter of resignation explaining their reasons for abandonment of contract shall be submitted to the Director.

All employees shall give the Director a minimum of one month's (30 days) notice of intended

resignation.

If it should become apparent to the employee that he/she will not be able to renew his/her contract, the employee will notify the Director as soon as possible.

Abandonment of Contract

When an employee is absent from his/her duties for more than three days, except for leave approved by the Director, the Director may rule the contract to have been breached on the basis of the employee's "failure to render adequate service" and declare the position open.

Remuneration Following Resignation or Dismissal

If a salaried employee resigns or is terminated during the contract period, that employee shall be paid on a pro rata basis only for the portion of the contracted term which has actually been completed, and all fringe benefits terminate at the end of the last full month of active employment, unless otherwise determined by the Director.

PERSONNEL APPENDIX
Employment Application

Oakwood Baptist Day School

4315 Chestnut Street Camp Hill, PA 17011

Employment Application

Personal Information

Full Name _____

Address _____

Phone (h) _____ (c) _____

Please circle one: Single Married Separated Divorced Widowed

Position for which you are applying: _____

Education

Name of School	Location (town, state)	Attended to/from	Month/Year Graduated	Degree Earned
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Experience

Rate the following areas in which you have experience. Indicate your level of ability. (Use scale of 0-10, with 0 being none, and 10 being proficient.)

Computer _____

Typing _____

Payroll _____

Bookkeeping _____

Teaching _____

Cooking for large groups _____

Working with young children _____

Other _____

Previous Employment:

Employer & Address	Nature of Work	Dates of Employment

Other responsibilities you would like us to know about? _____

Why are you interested in working at Oakwood Baptist Day School?

Spiritual:

Where do you attend church? _____

Are you a member? _____ Attend regularly? _____

Do you subscribe without reservation to our attached Statement of Faith? _____

Please share your personal testimony concerning your Christian conversion, your spiritual growth, and your personal relationship with God. Also include any comments you may have towards the Lord's leading in your life toward a position in a Christian school.

References:

List at least three references, including those who have firsthand knowledge of your personal and professional competencies.

Name & Address	Occupation/Phone #
1. _____	
2. _____	
3. _____	

PERSONNEL APPENDIX

Job Descriptions

Oakwood Baptist Day Director Job Description

Job Summary

The Oakwood Baptist Day School Director must be an individual who understands the mission and philosophy of Oakwood Baptist Day School and is committed to help see it become a reality in the lives of students by serving as a Christian role model (I Timothy 4:12) both in and out of school (Luke 6:40).

The Director is responsible for all aspects of establishing and operating a program for children ages: 3 (Preschool); 4 (Pre-Kindergarten); 5 (Kindergarten). This includes leadership of marketing and advertisement, staff recruitment, child enrollment processes, curriculum development, classroom management, and staff development. An OBDS Director is also an example to parents and fellow employees in judgement, dignity, respect, and Christian living according to the OBDS Code of Ethics.

Personal Qualifications

- Clear testimony of personal faith in Jesus Christ as Savior
- In full agreement with Oakwood Baptist Church Statement of Faith-based on the Bible, the infallible Word of God and OBDS's Mission, Vision and Core Values
- Actively attending an evangelical, Bible-believing church
- Public and private life demonstrates biblical qualities of a Christian role model, at home, work, and in the community
- Physical and mental characteristics to perform the job description and duties
- Current, clear background checks

Professional Qualifications

- Bachelor's Degree from an accredited college or university in early childhood education, child development, special education, elementary education or the human services field
- Strong leader with a solid work ethic
- Passion for teaching children
- Administrative abilities
- CPR certification preferred
- Knowledge of creative programming related to children's classes and special events
- Supports and endorses OBDS's policies and Christian Philosophy of Education

Essential Job Functions

1. Lead a team of teachers and other staff in the establishment and operation of a premier Christian Early Childhood School, including day-to-day operation and routine special events
2. Develop and implement a marketing/advertisement plan that creates interest in the school and fuels strong enrollment all programs
3. Recruit and train teachers and other staff as needed to staff classrooms and special events
4. Establish enrollment processes that ensure children are enrolled efficiently, acclimated smoothly into their classrooms, and monitored to ensure success

5. Function as primary contact person for parents/guardians on enrollment, assimilation, progress, and all other matters pertaining to OBDS.
6. Regularly select and/or develop curriculum for an education program that is fun, educational, and appropriate for a Christian school environment
7. Implement classroom management practices that ensure a safe, secure, and orderly school environment is maintained at all times
8. Regularly monitor, evaluate, and develop staff ensuring a “continuous learning” culture is developed and fostered and that classroom management practices are continuously improved
9. Develop an annual budget for the OBDS ensuring needs are met and profitability targets are realized
10. Support the mission, philosophy, educational objectives, and policies adopted by the OBC Board regarding OBDS
11. Assist parents in leading students, in partnership with families, to know Christ and to make Christ known.
12. Conduct oneself in an ethical and professional manner leading the school family by example
13. Perform other duties as assigned by the Oakwood Baptist Church Board

Responsibilities

Professional:

- Implements policies and procedures of OBDS on a consistent basis
- Responds to Board, and policies of the school with a positive attitude and support
- Follows Matthew 18 principle in dealing with students, parents, and colleagues; also in demonstrating love and respect by exercising confidentiality
- Demonstrates adaptability and flexibility in adjustments to the school program and responsibilities.
- Accepts appropriate positive constructive criticism from evaluation process and makes effort for change through a self-improvement plan
- Maintains high levels of ethics, professionalism, and integrity in performance of each relationship involved in the life of the school.
- Maintains a professional appearance and demeanor in carrying out responsibilities with various school constituencies.

Faculty/Instructional Supervision

- Applies the principles in the philosophical statements in the school’s policy manual to the instructional program of the school
- Directs the daily operation of the school through supervision of the faculty and staff, coordination of activities and setting the tone for a quality education program
- Guides the instructional program by assuring development of curriculum guides
- Insures that teachers meet minimum curriculum progress as established in curriculum guides
- Encourages the principles of Biblical integration in the instructional program
- Guides, directs, and manages the classroom management and discipline programs of OBDS
- Facilitates the planning and application of emerging technologies in the classroom

- Establishes clear lines of authority, personnel expectations, and the on-going development of job descriptions
- Holds regular meetings with faculty and staff
- Resolves problems and issues that arise across various school constituencies
- Recognizes exemplary performance of faculty and staff
- Evaluates faculty and staff annually based on job descriptions and reports those evaluations to the OBC Board

Organizational Management

- Carries out the policies and mandates of the Board
- Supervises faculty and support staff
- Establishes systems and trains staff in routines of daily operation
- Leads/participates in staff devotions, teachers' meetings ...
- Supervises all students, including:
 - Discipline involving major problems
 - Enforcement of the guidelines in the Parent Handbook
- Develops yearly calendars and maintains an efficient schedule
- Develops and produces school related forms as needed.
- Plans teacher workloads/schedules
- Reviews (annually) school handbooks and policy manual and amends as needed and approved by the OBC Board

Student Evaluation/Relations

- Supervises the process of teacher evaluation of student work
- Directs teachers to communicate consistently with parents on the progress and needs of their children
- Responds to students, listens, is available and approachable
- Oversees student relations and services:
 - Promotes positive student conduct and supervises the overall implementation of the school discipline program
 - Maintains an atmosphere where students develop a Biblical sense of self-worth
- Monitors completion of student records for office files

Parent Ministry/Relations

- Insures that the priority of the school's mission and philosophy remains Christ-centered and that the focus of schools' activities is an extension of the Christian home
- Consults with parents as requested for problem resolution
- Facilitates an active parent/teacher conference program

Business Management

- Supervises a broad range of school operations (e.g., attendance, accounting, payroll, accounts receivable, petty cash, purchases, financial audit.)

- Establishes and maintains efficient procedures and effective controls for all expenditures of school funds in accordance with the adopted budget, subject to direction and approval of the Board
- Coordinates the distribution of faculty contracts and the clear communication of salaries, stipends, and benefits
- Expedites the maintenance of permanent records of all school business and activities

Development/Public Relations Responsibilities

- Articulates the school mission and philosophy to all constituencies of the school
- Coordinates the public relations programs of the school including development of brochures, media releases, advertising, etc.

Terms of Employment

- Hourly wages are established annually, based on budget, performance, and other considerations

Evaluation

Performance evaluated by OBC Board on the basis of this job description annually

PERSONNEL APPENDIX

Job Descriptions

Oakwood Baptist Day Administrative Assistant Job Description

Job Summary

The Oakwood Baptist Day School Administrative Assistant must be an individual who understands the mission and philosophy of Oakwood Baptist Day School and is committed to help see it become a reality in the lives of students by serving as a Christian role model (I Timothy 4:12) both in and out of school (Luke 6:40). An OBDS Administrative Assistant is also an example to parents and fellow employees in judgement, dignity, respect, and Christian living according to the OBDS Code of Ethics.

Personal Qualifications

- Clear testimony of personal faith in Jesus Christ as Savior
- In full agreement with Oakwood Baptist Church Statement of Faith-based on the Bible, the infallible Word of God and OBDS's Mission, Vision and Core Values
- Actively attending an evangelical, Bible-believing church
- Public and private life demonstrates biblical qualities of a Christian role model, at home, work, and in the community
- Physical and mental characteristics to perform the job description and duties
- Current, clear background checks

Professional Qualifications

- High school diploma
- Supports and endorses OBDS's policies and Christian Philosophy of Education

Responsibilities

Professional:

- Implements policies and procedures of OBDS on a consistent basis
- Responds to Director, Board, and policies of the school with a positive attitude and support
- Follows chain of command and organizational flowchart
- Follows Matthew 18 principle in dealing with students, parents, and colleagues; also in demonstrating love and respect by exercising confidentiality
- Demonstrates adaptability and flexibility in adjustments to the school program and office responsibilities.
- Accepts appropriate positive constructive criticism from evaluation process and makes effort for change through a self-improvement plan

Duties

- Maintains appointment calendar and activity calendar
- Receives mail, opens mail (except personal) and distributes appropriately
- Routes outgoing mail as needed
- Handles telephone calls
- Greets and welcomes parents and/or visitors
- Gives campus tours to prospective families, when needed

- Maintains personnel files teacher/staff evaluation folders for each employee and collects data from faculty files (including managing teacher background checks, certification and continuing education requirements)
- Prepares weekly newsletters and emails to school families
- Updates materials for packets as necessary (at direction of OBDS Director):
 - **Information Packets** – mailed to prospective families who call wanting more info about enrollment
 - **Enrollment Packets** – given to families when requested
 - **Employment Applications** – faculty, teacher’s aide/substitute, non-teaching staff
 - **Parent Orientation Packets** – given to parents at Open House in August
 - **Re-Enrollment Packets** – forms needed for parents to re-enroll students for the upcoming year
 - **Open House Materials** – prepared for Open House in August for all families.
- Prepares/updates Parent Handbook – makes sure each family has one emailed to them and that it is also available/updated on the OBDS website.
- Prepares/updates Personnel Handbook (at direction of OBDS Director) and makes sure each employee has one.
- Assists Director to make sure Board Policy Manual is current and available for parents to view.
- Handles the following financial responsibilities for the Director:
 - Payroll and payroll taxes
 - Quarterly reports (local, state and federal)
 - Year-end reconciliations including W-2, W-3, 1099, 1096
 - Tax forms for families in January and August
 - IRA checks
 - Bank deposits
 - Invoice and receipt payments
 - Late fees
 - Bill payments
- Assists Hot Lunch Program by typing up monthly menu (creates monthly menu as needed)

Other

- Handles programs such as Boxtops for Education.....
- Performs other duties as assigned by the Director or the OBC Board

Terms of Employment

- Hourly wages are established annually, based on budget, performance, and other considerations

Evaluation

- Performance evaluated by OBDS Director on the basis of this job description
- Evaluations and recommendations are brought before the OBC Board annually

PERSONNEL APPENDIX

Job Descriptions

Oakwood Baptist Day Early Education Teacher Job Description

Job Summary

The Oakwood Baptist Day School Teacher must be an individual who understands the mission and philosophy of Oakwood Baptist Day School and is committed to help see it become a reality in the lives of students by serving as a Christian role model (I Timothy 4:12) both in and out of school (Luke 6:40). An OBDS Teacher is also an example to parents and fellow employees in judgement, dignity, respect, and Christian living according to the OBDS Code of Ethics.

Personal Qualifications

- Clear testimony of personal faith in Jesus Christ as Savior
- In full agreement with Oakwood Baptist Church Statement of Faith-based on the Bible, the infallible Word of God and OBDS's Mission, Vision and Core Values
- Actively attending an evangelical, Bible-believing church
- Public and private life demonstrates biblical qualities of a Christian role model, at home, work, and in the community
- Self-motivated, energetic, organized, flexible individual who desires to relate, nurture and minister to young children (three, four and five year olds)
- Communicates and works well with both children and adults

Professional Qualifications

- Holds Bachelor's Degree in Early Childhood Education, Elementary Education, Child Development or be willing to participate in a program to complete such a degree within a specified time period or meet state requirements for this position – any exceptions must be approved by the OBC Board
- Has experience teaching in an early childhood educational setting (Candidate without experience may be considered if Director and Board approval is granted)
- Supports and endorses OBDS's policies and Christian Philosophy of Education
- Maintains a clear background check

Responsibilities

Instructional:

- Develops lesson plans that reflect the program's curriculum and Christian values and standards
- Presents classes clearly and effectively using a variety of teaching methods and evaluation tools
- Provides for individual differences
- Demonstrates ability to motivate students
- Maintains an atmosphere conducive to learning in both the physical environment and the learning atmosphere – strong classroom management skills

- Balance discipline with firmness and love
- Integrates biblical principles and the Christian worldview throughout the curriculum and activities
- Knows and uses technology appropriately
- Demonstrates adaptability and flexibility
- Implements the policies and procedures of OBDS consistently

Interpersonal:

- Works cooperatively and positively with the Director, colleagues and OBC Board
- Demonstrates positive interpersonal relations with students
- Communicates consistently with parents on the progress and needs of the students
- Maintains positive interpersonal relations with parents - recognizes the role of parents as primarily responsible before God for their child(ren)'s education and spiritual training; and the school's role to assist them in the task
- Follows Matthew 18 principle in dealing with students, parents, church and school personnel

Other

- Maintains orderliness and cleanliness of the classroom on a consistent daily basis
- Insures the health, safety and welfare of the students through awareness and implementation of applicable school policies and procedures
- Keeps abreast of developments in curriculum and methodology
- Takes advantage of opportunities for professional improvement
- Attends all faculty meetings, in-services and other meetings and events as specified by the Director unless excused by the Director prior to the meeting or event
- Performs other duties as assigned by the OBDS Director

Terms of Employment

- Hourly wages are established annually, based on budget, performance, and other considerations

Evaluation

- Performance evaluated by OBDS Director in accordance with OBDS Policy
- Evaluations and recommendations are brought before the OBC Board annually

PERSONNEL APPENDIX

Job Descriptions

Oakwood Baptist Day Teacher Aide Job Description

Job Summary

The Oakwood Baptist Day School Teacher Aide must be an individual who understands the mission and philosophy of Oakwood Baptist Day School and is committed to help see it become a reality in the lives of students by serving as a Christian role model (I Timothy 4:12) both in and out of school (Luke 6:40). An OBDS Teacher Aide is also an example to parents and fellow employees in judgement, dignity, respect, and Christian living according to the OBDS Code of Ethics.

Personal Qualifications

- Clear testimony of personal faith in Jesus Christ as Savior
- In full agreement with Oakwood Baptist Church Statement of Faith-based on the Bible, the infallible Word of God and OBDS's Mission, Vision and Core Values
- Actively attending an evangelical, Bible-believing church
- Public and private life demonstrates biblical qualities of a Christian role model, at home, work, and in the community
- Self-motivated, energetic, organized, flexible individual who desires to relate, nurture and minister to young children (three, four and five year olds)
- Communicates and works well with both children and adults

Professional Qualifications

- High school diploma
- Supports and endorses OBDS's policies and Christian Philosophy of Education
- Current, clear background checks

Responsibilities

- Encourages students to accept Christ as Savior and to grow in faith and knowledge of Him
- Recognizes the role of parents as primarily responsible before God for their children's education and spiritual training; and the school's role to assist them in the task
- Implements the policies and procedures of OBDS consistently
- Responds to Director, Board, and policies of OBDS with a positive attitude and support
- Follows Matthew 18 principle in dealing with students, parents, church and school personnel
- Demonstrates adaptability and flexibility
- Acts as an extension of the teacher
- Supervises children's play time – both inside and out
- Assists with various learning activities within the classroom at the direction of the teacher
- Prepares and serves snacks
- Helps children with their bathroom routine
- Cleans the bathrooms
- Helps keep classroom neat and clean
- Helps serve lunch and cleans the tables and floors afterwards

- Supervises nap room
- Performs other duties as assigned by the classroom teacher or the OBDS Director

Terms of Employment

- Hourly wages are established annually, based on budget, performance, and other considerations

Evaluation

- Performance evaluated by OBDS Director in accordance with OBDS Policy
- Evaluations and recommendations are brought before the OBC Board annually

PERSONNEL APPENDIX

Job Descriptions

Oakwood Baptist Day Aftercare Teacher Job Description

Job Summary

The Oakwood Baptist Day School Aftercare Teacher must be an individual who understands the mission and philosophy of Oakwood Baptist Day School and is committed to help see it become a reality in the lives of students by serving as a Christian role model (I Timothy 4:12) both in and out of school (Luke 6:40). An OBDS Aftercare Teacher is also an example to parents and fellow employees in judgement, dignity, respect, and Christian living according to the OBDS Code of Ethics.

Personal Qualifications

- Clear testimony of personal faith in Jesus Christ as Savior
- In full agreement with Oakwood Baptist Church Statement of Faith-based on the Bible, the infallible Word of God and OBDS's Mission, Vision and Core Values
- Actively attending an evangelical, Bible-believing church
- Public and private life demonstrates biblical qualities of a Christian role model, at home, work, and in the community
- Self-motivated, energetic, organized, flexible individual who desires to relate, nurture and minister to young children (three, four and five year olds)
- Communicates and works well with both children and adults

Professional Qualifications

- High school diploma
- Supports and endorses OBDS's policies and Christian Philosophy of Education
- Current, clear background checks

Responsibilities

- Encourages students to accept Christ as Savior and to grow in faith and knowledge of Him
- Recognizes the role of parents as primarily responsible before God for their children's education and spiritual training; and the school's role to assist them in the task
- Implements the policies and procedures of OBDS consistently
- Responds to Director, Board, and policies of OBDS with a positive attitude and support
- Follows Matthew 18 principle in dealing with students, parents, church and school personnel
- Demonstrates adaptability and flexibility
- Supervises children staying after the regular school day has ended
- Provides children a safe and enjoyable place to be after school day has ended
- Calls parent's attention to discipline problems, informs OBDS Director
- Performs other duties as assigned by the OBDS Director

Terms of Employment

- Hourly wages are established annually, based on budget, performance, and other considerations

Evaluation

- Performance evaluated by OBDS Director in accordance with OBDS Policy
- Evaluations and recommendations are brought before the OBC Board annually

PERSONNEL APPENDIX

Job Descriptions

Oakwood Baptist Day Food Service Chef Job Description

Job Summary

The Oakwood Baptist Day School Food Service Chef must be an individual who understands the mission and philosophy of OBDS and is committed to help see it become a reality in the lives of students by serving as a Christian role model (I Timothy 4:12) both in and out of school (Luke 6:40). An OBDS Food Service Chef is also an example to parents and fellow employees in judgement, dignity, respect, and Christian living according to the OBDS Code of Ethics.

Personal Qualifications

- Clear testimony of personal faith in Jesus Christ as Savior
- In full agreement with Oakwood Baptist Church Statement of Faith-based on the Bible, the infallible Word of God and OBDS's Mission, Vision and Core Values
- Actively attending an evangelical, Bible-believing church
- Public and private life demonstrates biblical qualities of a Christian role model, at home, work, and in the community
- Self-motivated, energetic, organized, flexible individual who desires to relate, nurture and minister to young children (three, four and five year olds)

Professional Qualifications

- High school diploma/GED required
- Supports and endorses OBDS's policies and Christian Philosophy of Education
- Current, clear background checks
- Ability to prioritize and plan work activities and use time efficiently
- Knowledge of a busy kitchen atmosphere and proper food handling procedures
- ServeSafe Certification preferred

Responsibilities

- Responds to Director, Board, and policies of OBDS with a positive attitude and support
- Follows Matthew 18 principle in dealing with students, parents, church and school personnel
- Demonstrates adaptability and flexibility
- Creates monthly menus
- Ensures meals are healthy, varied and served on time to students
- Preps, cooks, and serves lunch for all students and staff daily
- Maintains accurate food inventories
- Properly stores food items at appropriate temperatures
- Rotates stock items as per established procedures
- Restocks kitchen as needed (Monthly Feeser order, shopping at Wegman's, Aldi's, Giant Restaurant Store, etc.)
- Ensures that the food prep area and kitchen are cleaned and sanitized daily
- Performs other duties as assigned by the OBDS Director

Terms of Employment

- Hourly wages are established annually, based on budget, performance, and other considerations

Evaluation

- Performance evaluated by OBDS Director in accordance with OBDS Policy
- Evaluations and recommendations are brought before the OBC Board annually

PERSONNEL APPENDIX
Job Descriptions

OAKWOOD BAPTIST DAY SCHOOL
CLEANING RESPONSIBILITIES/TASKS

Daily Tasks

- ❖ Remove trash in bathrooms and dump into Main Kitchen trash can. Take to dumpster.
- ❖ Write down supplies needed on lists in Kitchen (when approximately 2 weeks of supplies are left).

Daily Office/ Hallway Bathroom Duties

- ❖ Spray all bathroom surfaces with Clorox Anywhere or Supercide. Let sit 5 minutes. Wipe down sinks, walls, and most surfaces with blue washcloths from cleaning closet (the closet in the bathroom by the School Office.) When done with washcloths, hang them in cabinet under kitchen sink to dry. Put dry rags in bag on kitchen door to be washed. Wipe down toilets with paper towels.
- ❖ Put toilet bowl cleaner in all toilets and scrub with toilet brush.
- ❖ Check all toilet paper rolls.
- ❖ Use Streamline Multi-Task for windows and mirrors as needed.

Every Monday

- ❖ Use scrubber to clean around all sink handles and bottoms. Use paper clip to clean out all soap dispensers.
- ❖ Spray Citrus Power around all baseboards to help deodorize.

Every Tuesday

- ❖ Put D-Molish Drain Deodorizer down all sinks and toilets.
- ❖ Check supplies in Women's Room in Church foyer to make sure there is toilet paper, paper towels and soap. (The church cleans that bathroom on Saturdays.)

Every Wednesday

- ❖ Fill all soap dispensers and paper towel dispensers.
- ❖ Use CLR on water fountains

Every Thursday

- ❖ Clean under the hand dryer with the Awesome spray.
- ❖ Check art room cleaning supplies

Every Friday

- ❖ Spray Supercide on surfaces in front foyer, back hallways, and on handrails on front stairs and wipe all of them down.

Cleaning Supplies Used by OBDS & Stored in Men's Restroom

- ❖ Nap Room Sanitizer (1 ½ oz./jug)
- ❖ Carpet Cleaner
- ❖ Vomit Cleaner – Abra Cadabra
- ❖ NI-712 – Deodorizer
- ❖ CLR

Other Information to be Aware Of:

- ❖ Jessie's Responsibilities – Vacuuming carpets and floors daily and mopping Pre-K room and bathrooms at least once a week (more if needed)
- ❖ When downstairs carpet needs to be cleaned a teacher's aide from the school will use the carpet cleaner on it.

**PERSONNEL APPENDIX
School Year Contract**

OAKWOOD BAPTIST CHURCH/OAKWOOD BAPTIST DAY SCHOOL
4315 Chestnut Street
Camp Hill, PA 17011

EMPLOYEE CONTRACT

An **AGREEMENT** is entered into between _____ and **Oakwood Baptist Church/Oakwood Baptist Day School located in Camp Hill, PA.**

The said employee hereby agrees to teach/work at the school from the effective date of this contract for the _____ school year, or until he/she resigns, elects to retire, is retired pursuant to policy of OBDS or until this contract is terminated or suspended as provided by OBDS policy.

It is understood that the normal work year is forty (40) weeks, corresponding essentially to that of the local public schools. The employee may or may not be offered opportunity to work during the extra (summer) session. If said employee works during the summer session he/she will be entitled to two (2) weeks paid vacation.

The daily work schedule will be established by the OBDS Director. Said employee further agrees to abide by the rules and regulations adopted by the Oakwood Baptist Church Board.

In consideration of such services, OBDS agrees to pay to the employee \$_____ per hour, payable bi-weekly.

Employee Signature & Date

OBDS Director Signature & Date

OBC Chairman of Board Signature & Date

**PERSONNEL APPENDIX
Summer Contract**

OAKWOOD BAPTIST CHURCH/OAKWOOD BAPTIST DAY SCHOOL
4315 Chestnut Street
Camp Hill, PA 17011

SUMMER EMPLOYEE CONTRACT

An **AGREEMENT** is entered into between _____ and **Oakwood Baptist Church/Oakwood Baptist Day School located in Camp Hill, PA.**

The said employee hereby agrees to teach/work at the school from the effective date of this contract for the _____ summer session, or until he/she resigns, elects to retire, is retired pursuant to policy of OBDS or until this contract is terminated or suspended as provided by OBDS policy.

It is understood that the normal summer session is twelve (12) weeks.

The daily work schedule will be established by the OBDS Director. Said employee further agrees to abide by the rules and regulations adopted by the Oakwood Baptist Church Board.

In consideration of such services, the OBDS agrees to pay to the employee \$ _____ per hour, payable bi-weekly.

Employee Signature & Date

OBDS Director Signature & Date

OBC Chairman of Board Signature & Date

PERSONNEL APPENDIX
Observations/Evaluations

Oakwood Baptist Day School
Professional Modes of Evaluation

Residency Supervision Mode

(1-2 years) Employees that are new to faculty or beginning teachers

- 2 Formal Observations (Fall and Spring)
- 2 Walk-through Observations
- End of Year Evaluation and Meeting

Professional Supervision Mode

(3 years or more) Employees that are currently on staff

- 1 Formal Observation (Fall or Spring)
- 2 Walk-through Observations
- End of Year Evaluation and Meeting

PERSONNEL APPENDIX
Observations/Evaluations

OAKWOOD BAPTIST DAY SCHOOL
Instructionally Focused For Student Achievement
Walk-Through Observation

NAME:

DATE:

TIME:

GRADE:

ACTIVITY:

What I observed today included:

___ Good classroom management

___ Student engagement

___ Maximized time for learning

___ Active teaching

___ Addressed different learning styles

___ Well-planned & delivered lesson

___ Pacing/sequencing appropriate

___ Motivation/praise

___ Conducive learning environment

___ Varied instructional strategies

___ Biblical integration

Comments/Questions:

PERSONNEL APPENDIX
Observations/Evaluations

OAKWOOD BAPTIST DAY SCHOOL
Pre-Observation Form

Please answer the pre-observation questions below. Each of your answers to the questions should demonstrate thoughtful consideration. Submit a copy of your lesson plan and this form **electronically** at least 24 hours prior to your scheduled pre-observation meeting.

Preparation and Planning

- Demonstrates knowledge of content of pedagogy including biblical worldview
- Demonstrates knowledge of students and differentiates instruction
- Connects instruction with other disciplines and outside applications
- Designs short and long-term instruction and outcomes
- Uses student assessments to guide instruction

Question	Teacher's Response
Describe the lesson that will be presented; is this a new, review, or extension lesson?	
How was your lesson designed to incorporate students' readiness, experiences, and learning styles?	
What type of assessment will students complete? How will you use the assessment results to plan future instruction?	
What is the Biblical Integration planned for this lesson?	
Additional Comments	

**PERSONNEL APPENDIX
Observations/Evaluations**

**OAKWOOD BAPTIST DAY SCHOOL
OBSERVATION REPORT**

Teacher:

Grade:

Date of Observation:

Time of Observation:

Classroom Environment

Evidence

Creating an Environment of Respect and Rapport	
Managing Classroom Procedures	
Managing Student Behavior	

Instruction

Evidence

Communicating with Students	
Engaging Students in Learning	
Demonstrating Flexibility and Responsiveness	

Biblical Integration

Evidence

Infusing teaching and assessment in every subject with Biblical analysis	
--	--

Based on the above evidence, this lesson is considered **Satisfactory**.

_____ (Director)

Based on the above evidence, this lesson is considered **Unsatisfactory**.

_____ (Director)

I have been informed of this observation's outcome and any questions or concerns I have had regarding the observation have been addressed by the Director.

_____ (Teacher)

PERSONNEL APPENDIX
Observations/Evaluations

OAKWOOD BAPTIST DAY SCHOOL
Post-Observation Form

Please answer the post-observation questions below. Each of your answers to the questions should demonstrate thoughtful consideration.

Classroom Environment

- Creates an environment of respect and rapport
- Establishes a culture for learning
- Manages classroom procedures

Question	Teacher's Response
Were you consistent in managing classroom procedures and student behaviors effectively? If not, what could you do differently?	
Additional Comments	

Instruction

- Monitors student progress and adjusts instruction
- Uses instructional strategies to teach academic content
- Engages students in learning
- Communicates with students

Question	Teacher's Response
How did you determine if your students were actively engaged, making intellectual contributions, and using relevant experiences to connect to their learning?	
Additional Comments	

Biblical Integration

- Infuses teaching and assessment in every subject with Biblical analysis
- Critically evaluates the topic of the lesson using Biblical principles and Christian philosophy

Question	Teacher's Response
Did you feel that your Biblical Integration flowed naturally within the lesson?	
Additional Comments	

Professional Growth

- Reflects on teaching
- Effectively communicates with families and community members.
- Demonstrates professionalism
- Maintains accurate records
- Grows and develops professionally
- Demonstrates spiritual maturity

Question	Teacher's Response
As you reflect over this lesson, what ideas or insights are you discovering about your teaching? Teaching strengths	
If you had an opportunity to teach this lesson again to the same group of students, what would you do differently?	
Please provide an example(s) of your communication with parents and the school community.	
Additional Comments	

Self-Evaluation Guidelines for OBDS Employees

Be Proud

The main goal is to highlight your accomplishments. Please point to specific tasks and projects that highlight your best work. When describing those accomplishments, emphasize the impact those achievements had on OBDS.

Be Honest and Critical

Self-evaluations are not just about pointing out triumphs. Critically assess the times you came up short – being honest by pointing out areas that could be improved. Don't be self-deprecating. Use statements such as: "Here's an area I want to work on"; "This is what I've learned"; "This is what I should do going forward"

Continually Strive for Growth

It's important to always remain hungry to improve and educate yourself. Never stagnate. God made us able to learn, adapt and change as needed.

Track Your Accomplishments

When discussing your accomplishments in your self-evaluation, use actual data ready to show what you've done throughout the year.

Be Professional

Give the self-evaluation its due attention. Don't do things like criticize your co-workers or your boss. Critique yourself - not others in this self-evaluation.

PERSONNEL APPENDIX
Observations/Evaluations

Oakwood Baptist Day School
Administrative Assistant Evaluation

Name: _____

Date: _____

Completed By: _____

This form provides a method for both the OBDS Director and the OBDS employee to together evaluate the employee's job performance. Its value lies in the impartiality and sound judgement used by the individual completing the form. It provides an opportunity for the Director and the employee to openly discuss the job assignment. Ideally, the end result should be an affirming of the employee's strengths and contributions to OBDS and a practical improvement plan where weaknesses are identified and addressed. See attached Guidelines for Self-Evaluation.

KEY

- N:** Needs Improvement
- I:** Improving
- M:** Meets Expectations
- A:** Above Expectations
- E:** Excellent/Mastered
- NA:** Not Applicable
- IPN:** Improvement Plan Needed – Steps/Goals written

AREA OF EVALUATION	N	I	M	A	E	NA	IPN
Professional							
Implements policies and procedures consistently							
Responds to Board/Director with positive attitude, cooperation and support							
Interacts well with parents (available, approachable, respectful and timely)							
Understands and is flexible with cultural diversity							
Interacts well with co-workers (available, approachable, respectful, timely, communicates well, supportive...)							
Follows Matt 18 in dealing with others							
Exercises confidentiality							
Adaptable/flexible in adjustments to school program & office responsibilities							
Accepts constructive criticism/makes effort for change with personal plan							
Punctuality/Attendance							

Additional Comments/Goals

AREA OF EVALUATION	N	I	M	A	E	NA	IPN
Office Duties							
Maintains appointment and activity calendars							
Receives mail, opens appropriate mail and distributes appropriately							
Routes outgoing mail							
Handles telephone calls							
Greets and welcomes parents and visitors							
Gives campus tours to prospective families, as needed							
Maintains personnel files (background checks, evaluations, certifications...)							
Prepares weekly newsletters and emails to school families							
Updates materials at direction of OBDS Director (Information Packets, Enrollment Packets, Employment Applications, Parent Orientation Packets, Re-Enrollment Packets, Open House Materials, Programs for End of Year Events...)							
Prepares/Updates Parent Handbook							
Prepares/Updates Personnel Handbook							
Assists Director to keep OBDS Policy Manual up-to-date and available							

Additional Comments/Goals

AREA OF EVALUATION	N	I	M	A	E	NA	IPN
Financial Duties							
Payroll & Payroll Taxes							
All Quarterly Reports and Year End Reconciliations							
Tax Forms Readied for Parents in January and August							
IRA Checks							
Bank Deposits							
Invoice and Receipt Payments							
Late Fees							
Bill Payments							
Monthly Finance Reports for Board readied							

Additional Comments/Goals

AREA OF EVALUATION	N	I	M	A	E	NA	IPN
Hot Lunch Program							
Monthly Menu Writing							

Additional Comments/Goals

AREA OF EVALUATION	N	I	M	A	E	NA	IPN
Other Duties							
Boxtops for Education							
Other duties as assigned by Director/OBC Board							

Additional Comments/Goals

The Administrative Assistant has reviewed this evaluation with the OBDS Director and any questions or concerns have been addressed by both parties, and as needed, an Improvement Plan has been developed and goals established for the Administrative Assistant.

Administrative Assistant Signature & Date: _____

OBDS Director Signature & Date: _____

PERSONNEL APPENDIX
Observations/Evaluations

Oakwood Baptist Day School
Teacher Aide Evaluation

Name: _____

Date: _____

Completed By: _____

This form provides a method for both the OBDS Director and the OBDS employee to together evaluate the employee's job performance. Its value lies in the impartiality and sound judgement used by the individual completing the form. It provides an opportunity for the Director and the employee to openly discuss the job assignment. Ideally, the end result should be an affirming of the employee's strengths and contributions to OBDS and a practical improvement plan where weaknesses are identified and addressed. See attached Guidelines for Self-Evaluation.

KEY

- N:** Needs Improvement
- I:** Improving
- M:** Meets Expectations
- A:** Above Expectations
- E:** Excellent/Mastered
- NA:** Not Applicable
- IPN:** Improvement Plan Needed – Steps/Goals written

AREA OF EVALUATION	N	I	M	A	E	NA	IPN
Classroom Management							
Assists teacher during group activities							
Supervises and assists children in bathroom							
Supervises and assists children at lunch							
Supervises children outside on the playground							
Assists teacher in keeping classroom clean							
Assists teacher in keeping classroom organized and safe							
Assists teacher in creating a creative classroom environment							
Implements the policies and procedures of OBDS consistently							
Supervises nap room							
Keeps bathrooms, lunch tables and floors clean							

Additional Comments/Goals

AREA OF EVALUATION	N	I	M	A	E	NA	IPN
Interaction With Children							
Oversees age appropriate activities as directed by the classroom teacher							
Uses appropriate discipline							
Meets individual needs							
Clearly explains rules							
Plays with children at their level							
Observes, evaluates and communicates findings to classroom teacher							
Oversees arrival and departure times							
Speaks kindly and respectfully to the students							
Encourages children to accept Christ as Savior and grow in faith and knowledge of Him							
Acts as an extension of the teacher							

Additional Comments/Goals

AREA OF EVALUATION	N	I	M	A	E	NA	IPN
Interaction With Parents							
Is available and approachable							
Recognizes the role of parents and the school's role to assist parents							
Follows Matthew 18 principle in dealing with parents							
Handles daily reports for parents							
Understands and is flexible with cultural diversity							
Is respectful at all times							

Additional Comments/Goals

AREA OF EVALUATION	N	I	M	A	E	NA	IPN
Interaction With Staff							
Is respectful, friendly and supportive							
Communicates and cooperates well							
Accepts direction from Teachers							
Accepts and completes assigned tasks by teachers or Director							
Responds to Director/Board with positive attitude and support							

Additional Comments/Goals

AREA OF EVALUATION	N	I	M	A	E	NA	IPN
Other							
Demonstrates adaptability and flexibility							
Arrives on time							
Attendance							
Takes initiative							
Participates in special functions							
Participates in trainings and staff meetings							

Additional Comments/Goals

The Teacher Aide has reviewed this evaluation with the OBDS Director and any questions or concerns have been addressed by both parties, and as needed, an Improvement Plan has been developed and goals established for the Teacher Aide.

Teacher Aide Signature & Date: _____

OBDS Director Signature & Date: _____

PERSONNEL APPENDIX
Observations/Evaluations

Oakwood Baptist Day School
Aftercare Teacher Evaluation

Name: _____

Date: _____

Completed By: _____

This form provides a method for both the OBDS Director and the OBDS employee to together evaluate the employee's job performance. Its value lies in the impartiality and sound judgement used by the individual completing the form. It provides an opportunity for the Director and the employee to openly discuss the job assignment. Ideally, the end result should be an affirming of the employee's strengths and contributions to OBDS and a practical improvement plan where weaknesses are identified and addressed. See attached Guidelines for Self-Evaluation.

KEY

- N:** Needs Improvement
- I:** Improving
- M:** Meets Expectations
- A:** Above Expectations
- E:** Excellent/Mastered
- NA:** Not Applicable
- IPN:** Improvement Plan Needed – Steps/Goals written

AREA OF EVALUATION	N	I	M	A	E	NA	IPN
Responsibilities							
Encourages children to accept Christ as Savior and grow in faith and knowledge of Him							
Recognizes the role of parents and the school's role to assist parents							
Implements the policies and procedures of OBDS consistently							
Responds to Director/Board with positive attitude and support							
Follows Matthew 18 principle in dealing with students, parents, church and school personnel							
Demonstrates adaptability and flexibility							
Supervises children							
Provides a safe, enjoyable place to be "after school"							
Calls parents' attention to discipline problems and informs OBDS Director of those conversations							
Performs other duties as assigned by the Director							

Additional Comments/Goals

AREA OF EVALUATION	N	I	M	A	E	NA	IPN
Other							
Arrives on time							
Attendance							
Takes initiative							
Participates in special functions as needed							
Participates in trainings and staff meetings as requested							

Additional Comments/Goals

The Aftercare Teacher has reviewed this evaluation with the OBDS Director and any questions or concerns have been addressed by both parties, and as needed, an Improvement Plan has been developed and goals established for the Aftercare Teacher.

Aftercare Teacher Signature & Date: _____

OBDS Director Signature & Date: _____

PERSONNEL APPENDIX
Observations/Evaluations

Oakwood Baptist Day School
Food Service Chef Evaluation

Name: _____

Date: _____

Completed By: _____

This form provides a method for both the OBDS Director and the OBDS employee to together evaluate the employee's job performance. Its value lies in the impartiality and sound judgement used by the individual completing the form. It provides an opportunity for the Director and the employee to openly discuss the job assignment. Ideally, the end result should be an affirming of the employee's strengths and contributions to OBDS and a practical improvement plan where weaknesses are identified and addressed. See attached Guidelines for Self-Evaluation.

KEY

- N:** Needs Improvement
- I:** Improving
- M:** Meets Expectations
- A:** Above Expectations
- E:** Excellent/Mastered
- NA:** Not Applicable
- IPN:** Improvement Plan Needed – Steps/Goals written

AREA OF EVALUATION	N	I	M	A	E	NA	IPN
Responsibilities							
Responds to Director/Board with positive attitude and support							
Follows Matthew 18 principle in dealing with students, parents, church and school personnel							
Demonstrates adaptability and flexibility							
Preps, cooks and serves lunch for all students and staff daily							
Maintains accurate food inventories							
Properly stores food items at appropriate temperatures							
Rotates stock items as per established procedures							
Restocks kitchen as needed							
Food prep area and kitchen are cleaned and sanitized daily							
Meals are healthy, varied and served on time each day							

Additional Comments/Goals

AREA OF EVALUATION	N	I	M	A	E	NA	IPN
Other							
Arrives on time							
Attendance							
Takes initiative							
Interacts respectfully with co-workers and is supportive of co-workers							
Communicates well with co-workers							
Cooperates with and is respectful to OBDS Director							
Performs other duties as assigned by the OBDS Director							

Additional Comments/Goals

The Food Service Chef has reviewed this evaluation with the OBDS Director and any questions or concerns have been addressed by both parties, and as needed, an Improvement Plan has been developed and goals established for the Food Service.

Food Service Chef Signature & Date: _____

OBDS Director Signature & Date: _____

PERSONNEL APPENDIX
Observations/Evaluations

Oakwood Baptist Day School
Director Evaluation

Name: _____

Date: _____

Completed By: _____

This form provides a method for both the OBC Board and the OBDS Director to together evaluate the Director’s job performance. Its value lies in the impartiality and sound judgement used by the individual completing the form. It provides an opportunity for the Board and the Director to openly discuss the job assignment. Ideally, the end result should be an affirming of the Director’s strengths and contributions to OBDS and a practical improvement plan where weaknesses are identified and addressed. See attached Guidelines for Self-Evaluation.

KEY

- N:** Needs Improvement
- M:** Meets Expectations
- E:** Excellent
- IPN:** Improvement Plan Needed – Steps/Goals written

Evaluation of Management Practices	N	M	E	IPN
Leads well in the operation of a premier Christian Early Childhood School, including day-to-day operations and routine special events				
Monitors program to insure that it is in compliance with all state and federal rules and regulations regarding group child care and education in PA				
Recruits and trains all staff as needed to staff classrooms				
Establishes clear lines of authority, personnel expectations and on-going development of job descriptions				
Evaluates staff annually based on job descriptions and reports those evaluations to the OBC Board				
Leads/participates in staff devotions and faculty meetings				
Develops yearly calendars				
Develops efficient schedules for all faculty and staff (workloads)				
Oversees enrollment processes that ensure children are enrolled efficiently				
Oversees that new students acclimate smoothly into classes and monitors to ensure success				
Functions as contact person for parents/guardians on enrollment, assimilation, progress				
Routinely selects/develops curriculum that is fun, educational and appropriate for a premier Christian school environment				
Develops curriculum guides that guide the instructional program				

Evaluation of Management Practices (continued)	N	M	E	IPN
Insures teachers meet minimum, curriculum progress as established in the curriculum guides				
Oversees Biblical integration in the instructional program				
Implements classroom practices that ensure a safe, secure and orderly environment at all times				
Regularly monitors, evaluates, and develops staff ensuring a “continuous learning” culture and that classroom management practices are continuously improved				
Develops and produces school related forms as needed				
Leads by example in an ethical and professional manner				
Manages staff to maintain a clean, orderly and attractive facility				
Oversees that all weekly newsletters, lesson plans and website items are completed in a timely fashion and dealt with appropriately				

Additional Comments/Goals

Relations with OBC Board, Staff, Families and Church	N	M	E	IPN
Maintains good communication and respect in all circumstances				
Encourages cooperation, teamwork and goodwill of all				
Responds to Board, and Board Policies, with a positive attitude				
Follows Matthew 18 principle in all dealings				
Exercises confidentiality				
Demonstrates adaptability and flexibility in all areas				
Recognizes exemplary performance of faculty and staff				
Assists parents in leading students, in partnership with families, to know Christ and to make Christ known				
Consults with parents/guardians, as requested, for problem resolution				
Facilitates active parent/teacher conference program (especially for K)				

Additional Comments/Goals

Care and Relations with Students	N	M	E	IPN
Supervises all students, including discipline involving major problems				
Enforces the guidelines in the Parent Handbook with both the students and the parents/guardians				
Supervises the process of teacher evaluation of student work				
Monitors that teachers consistently communicate with parents/guardians on the progress and needs of their children				
Speaks and behaves appropriately with students				
Sets clear and positive limits with students				
Monitors completion of student records for files				

Additional Comments/Goals

Business Management	N	M	E	IPN
Develops an annual budget in a timely manner				
Develops an annual budget that ensures needs are met and profitability targets are realized				
Keeps program spending within the yearly budget				
Keeps Board informed on a monthly basis of all program, staff and family progress/issues				
Supervises broad range of school operations (attendance, accounting, payroll, accounts receivable, petty cash, purchases, clearances, audit...)				
Maintains efficient procedures and effective controls for all expenditures subject to direction and approval of the Board				
Coordinates the distribution of all staff contracts				
Expedites the maintenance of permanent records of all school business and activity				

Additional Comments/Goals

Development/Public Relations Responsibilities	N	M	E	IPN
Develops and implements a plan that creates interest in OBDS and fuels strong enrollment in all programs on a continuing basis				
Articulates the school mission and philosophy to all constituencies				
Develops brochures, media releases, advertising campaigns as needed to use whenever and wherever possible				

Additional Comments/Goals

Professional Attitudes	N	M	E	IPN
Supports the mission, vision, philosophy, educational objectives and policies of OBDS and OBC				
Implements policies and procedures on a consistent basis				
Accepts appropriate constructive criticism from evaluation process and makes effort for change through a self-improvement plan				
Maintains high levels of ethics, professionalism and integrity with each relationship involved in the life of the school				
Maintains professional appearance and demeanor in carrying out responsibilities				
Shows interest and participates in training opportunities				
Attends all parent meetings/functions				

Additional Comments/Goals

I have been informed of this observation's outcome and any questions or concerns I have had regarding the observation have been addressed with the Oakwood Baptist Church Board.

Director's Signature & Date

OBC Board Chairman's Signature & Date

PERSONNEL APPENDIX
Child Abuse/Neglect Reporting Form

OAKWOOD BAPTIST DAY SCHOOL
CHILD ABUSE/NEGLECT REPORTING FORM

Child's Name: _____

Date of Birth: _____ Class: _____

Summary of report:

_____ Date reported: _____ Time reported: _____

Name(s) of person(s) making the report: _____

Reported to: (Answer all that apply)

Law Enforcement (Name: _____)

Child Protective Services (Name: _____)

OBDS Director and OBC Pastor/Board Chairman (Names: _____
_____)

Is the suspected abuser an OBDS employee, substitute or volunteer? _____

If Yes, name the abuser: _____

Signature of Reporter

Date

Signature of OBDS Director

Date

PERSONNEL APPENDIX
National Sex Offender Registry Verification Form

FORM FOUND ON LINE AT keepkidssafe.pa.gov

ADMISSIONS

Admissions Overview

It is the goal to enroll families/students who desire an education for their children which agrees with the mission and vision of Oakwood Baptist Day School:

Mission Statement

“Make disciples...teaching them to embody everything I have commanded.” Luke 2:52

Oakwood Baptist Day School exists to glorify God by providing a safe, quality, Christ-centered environment that nurtures students to embody the Kingdom - cognitively, physically, spiritually and socially. The school strives to prepare students to:

- ❖ Grow cognitively by acquiring academic knowledge, critical thinking skills, and creative problem solving skills
- ❖ Grow physically through physical education classes and balanced lunches
- ❖ Grow spiritually through understanding the Storyline of the Bible and so embodying God’s Kingdom
- ❖ Grow socially through positive interaction with peers and teachers

Vision Statement

Oakwood Baptist Day School strives to be a school grounded in a Christian Worldview where students are taught that they are created by God to glorify and enjoy Him forever. The faculty and staff help form Christian character through learning, loving, caring, and nurturing.

Enrollment at OBDS is a privilege and not a right. The Director maintains the responsibility for admitting students academically and behaviorally mission-focused and open and submissive to the Gospel, Christian instruction and maturation, and school governance based upon the Scriptures. If at any time a student’s conduct, academic progress, or cooperation with the Director or Faculty is not acceptable, the School has the right, in its sole discretion, to dismiss the student from enrollment at OBDS.

Students are admitted when their parents agree to abide by the mission, vision and policies of the Oakwood Baptist Day School. The Director shall consider admission of children with special needs on a case-by-case basis.

To enter the preschool class a child must be 3 years old before September 1st and be completely toilet trained. “Toilet trained” means that a child will independently use the bathroom on a consistent basis without being asked to do so by the teachers. The child will not wear pull-ups as underwear. It is understood that a child needs time to adjust to a new situation and a few accidents may be expected. However, daily accidents or multiple accidents usually suggest that a child is not completely toilet trained. Daily notes will be sent to parents addressing any toilet accidents. If OBDS feels that the child is not ready to independently use the bathroom, the family will need to find a school or childcare center where “toilet-trained” is not required.

To enter into the Pre-K class a child must be 4 years old by September 1st

To enter into the K class a child must be 5 years old by September 1st

OBDS's goal is to meet the needs of every child and to help them acquire the skills to be successful. A child may meet the age requirements for our programs but his or her enjoyment and success will be influenced by his or her maturity level and any special needs he or she may have. The director and teachers will work closely with a child's parents/guardians responsible for the child's growth and well-being. If a child's maturity level is a concern, a conference with the parents/guardians will be held to determine if OBDS is able to adequately care for the child. If OBDS is unable to meet the needs of the child, the family will be given a reasonable amount of time to find a more appropriate placement.

Admissions Procedures

Submit the nonrefundable Registration Fee (required to reserve a space for each child).

New Student Fee for new students enrolling in OBDS or in OBDS' Summer Program must be submitted (\$50.00.) Each subsequent session requires a \$10.00 Registration Fee.

If a new student is entering the school during the Summer Program but is continuing on during the following school year, the family is required to pay both the Summer Registration Fee and the New Student Registration Fee (for a total of \$60.)

Families of currently enrolled students entering the Summer Program must pay a \$10 Fee per child.

The Summer Program is for children 3 years old through through students that finished 5th Grade. A \$200 deposit is due by March 1st and will be credited to the family's account during the month of August, provided the child(ren) still attend Oakwood Baptist Day School.

Registration Fee for Kindergarten is \$100.00. After first full week of October, half of the fee (\$50.00) will be credited toward your child(ren)'s account.

Families are also required to have one security fob. A \$10.00 deposit, refundable when turned in once child(ren) no longer attend OBDS, is required.

Along with the above fees, the following items must be completed and turned in to the school:

Parent/Guardian Agreement: Parent(s)/guardian(s) must sign and agree to support the Parental/Guardian Agreement which includes:

- a. The Statement of Faith
- b. School Parent(s)/Guardian(s) Responsibilities
- c. Student Dress Code
- d. Financial Policies & Tuition/Fees Schedule

Student Record and Information: For each student applying, the following must be provided:

- a. Nonrefundable Registration Fee (\$50)
- b. Family Application/Family & Social History
- c. Provide copies of any custody agreements.
- d. Copy of Student's Birth Certificate / Proof of Age
- e. Copy of Student's Immunization Record/Child Health Report
- f. Dental Form (Kindergarten Only)
- g. Permission for Emergency Care Form/Emergency Care Card
- h. Dietary Restrictions Form
- i. Asbestos Information Form

- j. Signed and initialed Parent/Guardian Agreement Form
- k. Multi-Disciplinary Evaluation/Individualized Education Plan (If Applicable)

All forms MUST be completed/turned in to the School Office no later than the first day of school. If not turned in by the first day the child(ren) will not be permitted to attend school until all forms are completed/returned to the School Office.

Admissions Interview:

The Director, or designee, will meet/interview all new parents seeking to enroll their child(ren) in OBDS.

Communication of Admissions Decisions:

Communication of acceptance or denial of applicants will be by written notification from the Director. Based upon circumstances not previously considered, a written appeal may be made to the Director.

Disenrollment

OBDS reserves the right to disenroll a child from the school. Parents will be consulted prior to OBDS disenrolling a child. Possible circumstances and reasons for disenrollment include:

- Parent/guardian fails to abide by Parent/Guardian Agreement and/or Parent Handbook
- Child is not toilet trained
- Payments are more than 30 days past due

Possible circumstances/reasons for temporary or permanent dismissal/expulsion include:

- Persistent disruptive behavior
- Behavior that endangers the health, safety and/or welfare of the child, other children, or staff members
- Behavior that the teacher is not equipped to handle
- Behavior by the child or parent/guardian that detrimentally interferes with the learning environment and/or Christian-based atmosphere for which OBDS was designed

Should you need to withdraw your child from OBDS, a minimum of two weeks written notice is required. Unless circumstances warrant a withdrawal during the school year, solely at the Director's discretion, the parent/guardian understands he/she is responsible for tuition for the two weeks from the date of notification.

Expulsion

OBDS adheres carefully to its Discipline Policy. It is the desire of the staff to work with families to help children grow in understanding and demonstrating acceptable behavior. Parents will be contacted if a child is demonstrating harmful or disruptive behavior. If these behaviors continue the following plan will be implemented.

1. Teachers document behavior/incidents either witnessed or were made aware of that were harmful, disruptive, or unacceptable
2. If the behaviors are repeated a conference with the parent/guardian, teacher(s) and Director will be scheduled.
 - a. Initial Conference: Goal will be to define the behavior(s) that need to be addressed and develop a plan to resolve the issues. The method of follow-up to evaluate progress

that is being made to meet the goals will be determined. This may include phone calls, daily verbal reports, email correspondence, or a behavior folder or communication sheet.

b. Follow-up Conference: May be called if the unacceptable behavior(s) continue or the initial plan of action needs to be modified. Outside resources may be suggested or sought out if staff believes that would be of benefit to child/family. A probationary period, during which OBDS expects to see improvements, will be established.

c. Expulsion Conference: Child will be asked to leave OBDS if there is not sufficient progress in meeting the established behavior goals during the probationary period.

The Director has full discretion on establishing the time frame for the above policy based on the severity of the behavior demonstrated by the child. Current tuition and fees are non-refundable if a child is asked to leave.

Open House Orientation

Open House Orientation is held in August for all parents/guardians of enrolled students. Pertinent information is reviewed & disseminated to all families.

Other Admissions Policies

Parent Agreement and Information Updates

The Parental Agreement signed upon each child(ren)'s initial enrollment will remain in effect until the child(ren)'s withdrawal from OBDS. Any updates to the Parental Agreement will be communicated in writing, as they occur.

Admission of Students after School Year Begins

The Director reserves the right to admit a student after the school year begins.

Financial Aid

Financial aid is available to families and is distributed based on the recommendation of a needs assessment and fund availability. (See Tuition/Fees)

Financial Obligations

Families transferring their child(ren) from private or Christian schools must have settled all financial obligations at the previous school before enrollment.

Reservation of Right to Deny Student Admittance to OBDS:

OBDS reserves the right, in its sole discretion, to refuse admission of an applicant for, but not limited to, the following reasons:

- Children and families in whose homes the atmosphere or conduct is counter to the Biblical lifestyle that the school teaches or if the student or family is involved in statements, actions, or advocacy that, in the sole discretion of OBDS, violate Biblical principles
- Children and families not open and submissive to the Gospel, Christian instruction and maturation, and school governance based upon the Scriptures
- Children who require significant educational resources beyond those available at OBDS
- Children who have a record of poor behavior in previous school setting
- Children who have been asked to leave their school program due to poor behavior

- Christian denominations interpret Scripture differently. Therefore, OBDS reserves the right to determine, in its sole discretion, which statements, actions or advocacy by children or parents/guardians are in direct material conflict with Biblical principles in a way that compromise their relationship with the school. Biblical principles involved in such statements, actions or advocacy include, but are not limited to:
 - Drugs and alcohol (Romans 13:1-5; 1 Corinthians 6:19-20)
 - Sexual promiscuity (1 Corinthians 6:18; 1 Thessalonians 4:3-5)
 - Abortion (Genesis 9:6; Psalms 139:13-16)
 - Homosexuality, same-sex attraction and alternate gender identity (Leviticus 18:22; Leviticus 20:13; Matthew 19:4-6; Romans 1:27; Genesis 1:27; Deuteronomy 22:5; 1 Corinthians 6:9-10)
 - Pornography (Psalm 119:37; Matthew 5:28; 1 John 2:16)
 - Threats or acts of violence (Matthew 5:38-39; Matthew 26:52; Romans 13:1-5)
 - Disrespect of faculty or staff (Hebrews 13:17)
 - Theft (Exodus 20:15; Romans 13:1-5)

Re-Registration Procedures (Current Students)

Re-registration of current students is subject to the student's ability to successfully maintain academic, attendance, and behavioral standards. OBDS reserves the right to deny re-registration to students who have had difficulty maintaining the aforementioned standards.

Responsibilities of Parent(s)/Guardian(s)

For purpose of Admission/Re-Registration to OBDS, the parent(s)/guardian(s) of the student enrolling/re-registering shall adhere to the following responsibilities:

To lend practical help in areas of service for the school.

To seek unity, especially when offense is taken by following the guidelines found in Matthew 18:15-20.

To follow the Financial Policies of OBDS, including the responsibility to promptly pay tuition.

To understand that parents are responsible for any visual, dental, or medical attention and/or insurance needed by their children while they are in attendance at Oakwood Baptist Day School. The school is not responsible to pay for medical treatment for student injuries sustained in school activities.

To give the Director and Faculty full discretion, within the stated policies of the school, in regard to student discipline while your child(ren) are under their authority.

To understand that families involved at OBDS on any level are expected to maintain positive, cooperative attitudes and behavior at school.

To not bring law suit against Oakwood Baptist Day School or a member of the school, but to seek problem resolution and reconciliation through Christian mediation or arbitration through a recognized Christian ministry set up for that purpose, such as The Peacemakers.

Reservation of Right to Dismiss a Student/Family from OBDS

The school reserves the right to dismiss any student for, but not limited to the following reasons: the student's poor attendance record, the student's poor behavior record, the student's desire not to attend OBDS, the family's inability or failure to fulfill its obligations as stated in the Parental/Guardian Agreement.

Notice of Non-Discrimination

Oakwood Baptist Day School enrolls students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students of the school. It does not discriminate on the basis of race, color, national, and ethnic origin in administration of its policies and school-administered programs.

Oakwood Baptist Day School does reserve the right to expel a student for any reason that lies outside the "spirit" of the institution.

Waiting Lists

Once the maximum number of students has been enrolled for a class, additional applicants are placed on a waiting list. Students on the waiting list will be contacted for enrollment when an opening occurs. Family contact is made per factors to be considered. These factors to be considered are, but are not limited to: siblings already enrolled in the school; behavioral record; financial ability to pay the tuition.

Class Size

Because the teacher/student ratio is critical to the teaching/learning process, OBDS will set a ceiling on classroom enrollment for:

- Pre-School of 24 students per class (two teacher aides)
- Pre-Kindergarten of 26 students per class (two teacher aides)
- Kindergarten of 12 students per class

Preschool _____ All-day _____ Morning only _____
(ages 3 & young 4's, and must be potty trained)

How many days per week? 2 _____ 3 _____ 4 _____ 5 _____

Which days? M _____ T _____ W _____ Th _____ F _____

Please indicate who will be permitted to pick up your child:

(Under no circumstances will your child be voluntarily released to anyone not known to school personnel without authorization from parents or guardian.)

Upon acceptance into Oakwood Baptist Day School, I agree to pay my child's tuition **IN ADVANCE**. All payments are due on the first day of school each week throughout the entire school year, regardless of illness or vacations. In case of withdrawal, I agree to give **written** notice two weeks in advance.

I have enclosed a \$50.00 non-refundable Registration Fee (Kindergarten is \$100.00 of which \$50.00 will be credited back at the end of September). You will need to pay \$10.00 for each security fob, which will be refunded when the fob is returned.

Signature _____ Date _____

Office Use Only: KB _____ LK _____ EP _____
Fob # _____ Student # _____

Was your child born prematurely? _____ Yes _____ No

If yes, how early? _____

At what age was your child toilet-trained? _____

Has your child had frequent ear infections? _____ Yes _____ No

FAMILY LIFE:

Mother or Guardian _____ Age _____

Father or Guardian _____ Age _____

Parents' Marital Status (circle all that apply) Married Single

 Separated Divorced Widowed Re-married Living Together

If there is a custody arrangement, please describe custody/visitation arrangements:

Is there a court order pertaining to the child? _____ Yes _____ No

Please note a copy of the custody order is required on your child's first day of school.

With whom does the child live? _____ Both Parents _____ Mom _____ Dad
_____ Grandparents _____ Other

Is the child adopted? _____ Yes _____ No

If yes, does child know he/she is adopted? _____ Yes _____ No

Other children in the family:

Name Birthday School Attending Live w/Child?

Primary language spoken in the home: _____ Second language? _____

What kind of discipline do you use? _____

Who will pick up your child? (Include parents' names)

Oakwood Baptist Day School

4315 Chestnut Street Camp Hill, PA

GENERAL INFORMATION SHEET REGARDING TUITION PAYMENTS

Child's Name _____

Birthdate _____

Mother _____

Father _____

Address _____

Phone (home) _____

Mom (cell) _____ (work) _____

Dad (cell) _____ (work) _____

In an effort to save our environment and save trees, we would like to reduce our paper usage. Please help us by indicating your preferences below:

_____ I pay by check and that will serve as my documentation

_____ I pay by check and would like a monthly statement

_____ I pay by check and want a receipt each time I pay

_____ I pay in cash and the white receipt you provide is all I need

_____ I pay in cash and I would like a monthly statement

_____ I pay in cash and want a receipt each time I pay

**ADMISSIONS APPENDIX
FORMS**

Oakwood Baptist Day School

4315 Chestnut Street Camp Hill, PA

PERMISSION FOR EMERGENCY MEDICAL CARE

I grant permission for my child, _____, to use all of the play equipment and participate in all of the activities of the school.

I grant permission for my child to leave the school premises under the supervision of a staff member for neighborhood walks or for field trips in an authorized vehicle. (Specific permission slips will be sent home for each field trip involving transportation.)

I grant permission for the Director or Acting Director to take whatever steps may be necessary to obtain emergency medical care if warranted. Those steps may include, but are not limited to, the following:

- 1 - Attempt to contact parent or guardian
- 2 - Attempt to contact the child's pediatrician
- 3 - Attempt to contact you through any of the persons listed on the Emergency Information Form you completed
- 4 - If we cannot contact you or your child's physician, we will do any or all of the following:
 - Call another physician
 - Call an ambulance
 - Have child taken to an Emergency Hospital in the company of a staff member
- 5 - Any expense incurred under 4, above, will be borne by the child's family
- 6 - OBDS will not be held responsible for anything that may happen as a result of false information given at the time of enrollment

Signed _____ Date _____
(Mother, Father or Legal Guardian)

**ADMISSIONS APPENDIX
Forms**

EMERGENCY CONTACT PARENTAL CONSENT FORM

55 PA CODE CHAPTERS 3270.124(a)(b), 3270.181 & 182, 3280.124(a)(b), 3280.181 & 182, 3290.124(a)(b), 3290.181 & 182

CHILD'S NAME		BIRTH DATE
ADDRESS		
MOTHER'S NAME/LEGAL GUARDIAN		HOME TELEPHONE NUMBER
E-MAIL ADDRESS		MOBILE TELEPHONE NUMBER
ADDRESS		
BUSINESS NAME		BUSINESS TELEPHONE NUMBER
ADDRESS		
FATHER'S NAME/LEGAL GUARDIAN		HOME TELEPHONE NUMBER
E-MAIL ADDRESS		MOBILE TELEPHONE NUMBER
ADDRESS		
BUSINESS NAME		BUSINESS TELEPHONE NUMBER
ADDRESS		
EMERGENCY CONTACT PERSON(S)	NAME	TELEPHONE NUMBER WHEN CHILD IS IN CARE
PERSON(S) TO WHOM CHILD MAY BE RELEASED	NAME	ADDRESS
TELEPHONE NUMBER WHEN CHILD IS IN CARE		
NAME OF CHILD'S PHYSICIAN/MEDICAL CARE PROVIDER		TELEPHONE NUMBER
ADDRESS		
SPECIAL DISABILITIES (IF ANY)		ALLERGIES (INCLUDING MEDICATION REACTIONS)
MEDICAL OR DIETARY INFORMATION NECESSARY IN AN EMERGENCY SITUATION		MEDICATION, SPECIAL CONDITIONS
ADDITIONAL INFORMATION ON SPECIAL NEEDS OF CHILD		
HEALTH INSURANCE COVERAGE FOR CHILD OR MEDICAL ASSISTANCE BENEFITS		POLICY NUMBER (REQUIRED)
PARENTS SIGNATURE IS REQUIRED FOR EACH ITEM BELOW TO INDICATE PARENTAL CONSENT		
OBTAINING EMERGENCY MEDICAL CARE		ADMIN. OF MINOR FIRST-AID PROCEDURES
WALKS AND TRIPS		SWIMMING
TRANSPORTATION BY THE FACILITY		WADING

PERIODIC REVIEW

SIGNATURE OF PARENT OR GUARDIAN

DATE

SIGNATURE OF PARENT OR GUARDIAN

DATE

ADMISSIONS APPENDIX
Forms

ATTACHMENT 8 – CHILD PICK-UP AUTHORIZATION

I, _____, authorize Oakwood Baptist Day School to release my child(ren) to the person(s) designated. This is in consonance with the Oakwood Day School Emergency Plan.

Child's Name

Designated Custodian (s), Name, & Relationship

Your Signature

Relationship

Date

Print Name

Address

Address

(Home Phone)

(Work)

(Cell)

*NOTE: Parents and guardians should designate themselves as designated custodians. Friends, neighbors and other relatives may also be designated.
PLEASE PRINT CLEARLY.*

ADMISSIONS APPENDIX Forms

CHILD HEALTH REPORT

(55 PA CODE §§3270.131, 3280.131 AND 3290.131)

Parent/Provider fill in this part.

CHILD'S NAME: (LAST)	(FIRST)	PARENT/GUARDIAN:
DATE OF BIRTH:	HOME PHONE:	ADDRESS:
CHILD CARE FACILITY NAME:		
FACILITY PHONE:	COUNTY:	WORK PHONE:
<input type="checkbox"/> I authorize the child care staff and my child's health professional to communicate directly if needed to clarify information on this form about my child.		
PARENT'S SIGNATURE:		

DO NOT OMIT ANY INFORMATION
This form may be updated by a health professional. Initial and date any new data. The child care facility needs a copy of the form.

HEALTH HISTORY AND MEDICAL INFORMATION PERTINENT TO ROUTINE CHILD CARE AND DIAGNOSIS/TREATMENT IN EMERGENCY (DESCRIBE, IF ANY):
 NONE

DESCRIBE ALL MEDICATION AND ANY SPECIAL DIET THE CHILD RECEIVES AND THE REASON FOR MEDICATION AND SPECIAL DIET. ALL MEDICATIONS A CHILD RECEIVES SHOULD BE DOCUMENTED IN THE EVENT THE CHILD REQUIRES EMERGENCY MEDICAL CARE. ATTACH ADDITIONAL SHEETS IF NECESSARY.
 NONE

CHILD'S ALLERGIES (DESCRIBE, IF ANY):
 NONE

LIST ANY HEALTH PROBLEMS OR SPECIAL NEEDS AND RECOMMENDED TREATMENT/SERVICES. ATTACH ADDITIONAL SHEETS IF NECESSARY TO DESCRIBE THE PLAN FOR CARE THAT SHOULD BE FOLLOWED FOR THE CHILD, INCLUDING INDICATION OF SPECIAL TRAINING REQUIRED FOR STAFF, EQUIPMENT AND PROVISION FOR EMERGENCIES.
 NONE

IN YOUR ASSESSMENT, IS THE CHILD ABLE TO PARTICIPATE IN CHILD CARE AND DOES THE CHILD APPEAR TO BE FREE FROM CONTAGIOUS OR COMMUNICABLE DISEASES?
 YES NO IF NO, PLEASE EXPLAIN YOUR ANSWER:

HAS THE CHILD RECEIVED ALL AGE APPROPRIATE SCREENINGS LISTED IN THE ROUTINE PREVENTIVE HEALTH CARE SERVICES CURRENTLY RECOMMENDED BY THE AMERICAN ACADEMY OF PEDIATRICS? (SEE SCHEDULE AT WWW.AAP.ORG) <input type="checkbox"/> YES <input type="checkbox"/> NO	NOTE BELOW IF THE RESULTS OF VISION, HEARING OR LEAD SCREENINGS WERE ABNORMAL IF THE SCREENING WAS ABNORMAL, PROVIDE THE DATE THE SCREENING WAS COMPLETED AND INFORMATION ABOUT REFERRALS, IMPLICATIONS OR ACTIONS RECOMMENDED FOR THE CHILD CARE FACILITY.	
	VISION (subjective until age 3)	
	HEARING (subjective until age 4)	
	LEAD	

RECORD DATES OF IMMUNIZATIONS BELOW OR ATTACH A PHOTOCOPY OF THE CHILD'S IMMUNIZATION RECORD

IMMUNIZATIONS	DATE	DATE	DATE	DATE	DATE	COMMENTS
HEP-B						
ROTAVIRUS						
DTAP/DTP/ID						
HIB						
PNEUMOCOCCAL						
POLIO						
INFLUENZA						
MMR						
VARICELLA						
HEP-A						
MENINGOCOCCAL						
OTHER						

MEDICAL CARE PROVIDER:	SIGNATURE OF PHYSICIAN, CRNP OR PHYSICIAN'S ASSISTANT
ADDRESS:	TITLE:
PHONE:	LICENSE NUMBER: DATE FORM SIGNED:

CD 51 09/08

ADMISSIONS APPENDIX
Forms

Oakwood Baptist Day School
4315 Chestnut Street
Camp Hill, PA 17011
717-737-7308

DENTAL REPORT - KINDERGARTEN

_____ Child's Name _____ Birth Date _____

The above named child visited my office on (date) _____.

At that time all necessary dental corrections had been made. Yes _____ No _____
If the answer is "No", please list the corrections needed:

The child is currently under treatment. Yes _____ No _____

Date submitted _____

Signature of Dentist _____

Printed Name of Dentist _____

Address _____

Phone _____

ADMISSIONS APPENDIX
Forms

Oakwood Baptist Day School

4315 Chestnut Street Camp Hill, PA

DIETARY RESTRICTIONS

(Information for Food Services Chef)

OBDS tries to be very sensitive to the special dietary needs of our students. Please help us by filling out this sheet, indicating the preferences for your child.

Please keep in mind:

Taco Bake – will be made with ground chicken or turkey

Hot Dogs – these are turkey franks

Chili – is made with ground chicken or turkey

Bologna & Cheese Sandwich – this is chicken bologna

Mixed Meat Sandwich – will consist of only turkey, chicken and cheese

Please check all that apply:

No meat No beef/pork (poultry & fish are okay)

List any additional restrictions or allergies:

Child's Name _____

Signed _____
(Mother, Father or Legal Guardian)

Date _____

ADMISSIONS APPENDIX
Forms

Oakwood Baptist Day School

4315 Chestnut Street Camp Hill, PA

SCHOOL DIRECTORY INFORMATION

In the early fall, OBDS compiles a School Directory. Many families find this helpful in coordinating plans with other parents, planning parties, and the like. Providing information below indicates what you would like included. If you prefer to not have your information published in the OBDS Directory, please check the Opt Out line. Thank you.

Child's Name _____

Days of Attendance _____

Parents' Names _____

Address _____

Phone #'s (home) _____

(Mom – cell) _____

(Dad – cell) _____

Email Address (Mom) _____

(Dad) _____

_____ I do not want to be included in the directory.

Signed _____ Date _____

Please Print: _____

Oakwood Baptist Day School

4315 Chestnut Street Camp Hill, PA

FUNDRAISER INFORMATION

At Oakwood Baptist Day School, you will appreciate that we do not hold many fundraisers. The ones we do just help us to provide the “little extras” for our students.

1 – In the fall, we run our main fundraiser. This is usually selling some type of product. In the past we have done Yankee Candles, cookie dough/cheesecake, discount cards and gourmet coffee.

2 – Giant A+ program – From October to March, OBDS earns a percentage of your receipts from Giant. (This usually yields OBDS over \$800 per year!) You can go online to register your bonus card number or ask them to do it at the service desk. *Our school ID # is 01629.*

3 – Box Tops for Education – Clip and save “Box Tops” from a multitude of products. OBDS earns 10 cents for each box top, and they add up to hundreds of dollars each year. A product list is available.

4 – Lastly, in the spring we do a charity fundraiser for St. Jude’s Children’s Hospital (Trike-A-Thon) or Muscular Dystrophy (Hop-A-Thon).

ADMISSIONS APPENDIX
Forms

Oakwood Baptist Day School
4315 Chestnut Street Camp Hill, PA

ASBESTOS INFORMATION SHEET

Oakwood Baptist Church had an asbestos inspection conducted of its buildings as mandated by PL 99-519. Materials designated as containing asbestos include the floor tiles in the Fellowship Hall (Pre-K Room) and the School Office. All floor tiles are covered by carpet, and, in their current condition, present no danger to the public. Periodic surveillance every six (6) months is conducted of the overlying carpet to assess its condition. A copy of the inspection report and management plan is available for your review at the School Office.

If you have any questions, please call the school at 737-7308.

The Environmental Protection Agency requires that we send the above information to all our "occupants and workers" and get verification that it has been read. Please sign below to indicate that you have read it so that OBDS will be in compliance with EPA regulations. Thank You.

Child's Name _____

Signed _____ Date _____
(Mother, Father or Legal Guardian)

ADMISSIONS APPENDIX
Forms

Oakwood Baptist Day School
Parent(s)/Guardian(s) Agreement Form

The parent(s)/guardian(s) of the student enrolling/re-registering at Oakwood Baptist Day School shall adhere to the following responsibilities:

To lend practical help in areas of service for the school

To seek unity, especially when offense is taken by following the guidelines found in Matthew 18:15-20

To follow the Financial Policies of OBDS, including the responsibility to promptly pay tuition.

To understand that parents are responsible for any visual, dental, or medical attention and/or insurances needed by their children while they are in attendance at Oakwood Baptist Day School

To understand that OBDS is not responsible to pay for medical treatment for student injuries sustained in school activities.

To give the Director and Faculty full discretion, within the stated policies of the school, in regard to student discipline while your child(ren) are under their authority.

To understand that families involved at OBDS on any level are expected to maintain positive, cooperative attitudes and behavior at school.

To not bring law suit against Oakwood Baptist Day School or a member of the school, but to seek problem resolution and reconciliation through Christian mediation or arbitration through a recognized Christian ministry set up for that purpose, such as The Peacemakers.

Parent/Guardian Signature

Date

Parent/Guardian Name (Please Print)

Academic/Student Policies

Parent/Student Handbook

Policies and procedures that related to student life at OBDS are detailed in the official Parent/Student Handbook. Each family is to be issued a Handbook upon enrollment. A regularly scheduled evaluation and update of this Handbook is to be scheduled by the Director.

Child Custody

For parents who are not married, separated or divorced, OBDS must have a copy of any legal documents, **on site**, concerning visitation and custody, as well as any subsequent change in status.

Without legal documents on site, OBDS will assume that both parents have full custody of the child. OBDS has policies and procedures in place for releasing children only to adults authorized to pick them up.

It is the responsibility of the custodial parent to inform the Director of specific visitation rights and/or changes in legal documents.

OBDS Programs/Hours

OBDS is open daily (M-F) from 6:30 AM – 5:30 PM. Children attending OBDS must be toilet trained.

OBDS offers a full or half day program with flexible scheduling for a:

- Pre-School Class for 3 year olds and young 4s
- Pre-Kindergarten Class for 4 year olds and young 5s
- Kindergarten Class for 5 year olds (full day program includes Art, Music, Physical Education, Missions....)

OBDS Classes begin at 8:30 AM

Half Day Schedule: 8:30 AM -11:30 AM (with lunch until 1 PM)

Full Day Schedule: 8:30 AM – 5:30 PM

Optional Summer Program available during June, July and August for Pre-School through end of 5th grade students. Students currently enrolled in OBDS will receive advance notice of registration for the Summer Program. A deposit of \$200 is required by OBDS families by March 1st for their children to attend the program. The \$200 will be credited to a family's account during the month of August, provided the child stays for the entire summer. Tuition is due regardless of illness or vacation time.

Office Hours

The School Office is open from 7:45 AM until 1:00 PM throughout the year.

School Holidays

School will be officially closed for the following holidays:

Labor Day

Columbus Day

Thanksgiving (includes Thursday & Friday)

Christmas (through January 1)

Presidents' Day

Teacher Training Day (March)

Good Friday/Easter (through Easter Monday)

Memorial Day

Independence Day

Turn Around Days (2 Days – one at end of school year and one before school starts)

Closed Campus

OBDS is a closed campus. Requests for visitation during the school day are limited to prospective students upon appointment, family members/out-of-town family members.

Inclement Weather/Emergency Cancellations

OBDS is open daily, if at all possible. When weather/emergency situations arise, which call for delays, early dismissals and closings. OBDS will post information on its website (www.oakday.org). Information regarding the school's status will also be found at: ABC/WHTM 27, CBS/WHP 21. NBC/WGAL 8, FOX 4(TV), OBDS's Facebook Page.

Academic Program/Curriculum

All instruction at Oakwood Baptist Day School is designed to honor God and is taught from a biblical perspective. Faculty strive to create classroom environments that support and develop a love of learning, respect, cooperation, leadership, an ability to make good choices, pride in individual and group accomplishments and problem solving skills. Emphasis is placed on the development of the whole child with the goal that each child will acquire the readiness and social skills for a successful elementary experience.

Bible Version and Memorization

The use of the Bible in the classroom is a fundamental, integral and principle piece of the Oakwood Baptist Day School Program. OBDS recognizes the English Standard Version (ESV) as the translation typically used in the classrooms and for Bible Verse memorization.

Attendance Policies

Classes officially begin at 8:30 AM. To be counted present for the day a student **must** be at OBDS no later than 9:00 AM.

Students **must** stay for the entire class time for which they are scheduled unless they have an excused absence. Students may **not** come after class time is over.

If a student arrives late, a note will be placed in the student's file. Repeated late arrivals may result in the student being turned away for the day, as per the Director's discretion. Continual tardiness will **not** be tolerated and will result in the student either being suspended or dismissed from the school.

Procedures When Absent for One or More Days

When a student returns to school following an absence, they must present a note from their parent/guardian explaining the reason for the absence(s). The note is to be given to their classroom teacher who will turn it in to the Office.

Kindergarten Attendance Policy

The Student Attendance Policy of Oakwood Baptist Day School is based on two factors:

(1) Pennsylvania Laws – Summary: According to the State of Pennsylvania attendance at school is compulsory. Therefore, Oakwood Baptist Day School must account for the daily attendance or absence of each student from school. The State of Pennsylvania requires schools to classify student absences into one of two categories: (1) legal (or excused) and (2) illegal (or unexcused).

(2) OBDS Community Values - Summary: Our community believes that prompt and consistent attendance is a worthy value to develop in our young people. Acquisition of such traits encourages responsibility, fosters respect for authority, and provides opportunity for testimony of faith in Jesus Christ. Therefore, our community agrees to submit to and abide by the attendance policies of Oakwood Baptist Day School.

Legal/Excused Absences include the following:

1. Illness of student
2. Family emergencies (note must explain nature of emergency) – these may include: Death in the family; Transportation Emergency, Illness in Family/Parent; Court Appointment; State Emergency
3. Prearranged medical (doctor and dentist) appointments
4. Authorized school activities
5. Approved student educational trips
6. Religious Holiday

Illegal/Unexcused absences include the following:

1. Absences from school with parents' consent, for reasons other than those considered excusable.
2. Uncertified Illness (student absence more than 3 days without doctor's note)

3. Unapproved absences
4. Absences for which OBDS has not received a written excuse within three (3) days of the absence.

Determination of Absences

The OBDS Director will, in all cases, make the final determination of the correct categorization (Legal/Excused or Illegal/Unexcused) of all absences.

Explanation of Special Cases of Legal/Excused Absences

The following are guidelines in categorizing absences as legal/excused. These absences must be requested in writing *one week prior* to the absence and are subject to approval by the OBDS Director. The Director reserves the right to categorize legal/excused absences as illegal/unexcused if a request is not made in advance in writing.

Authorized Ministry/Religious Holiday: This legal/excused absence provides the student with the opportunity for ministry experience outside of school or for a religious holiday experience not observed by the school (example: Yom Kippur or Rosh Hashanah for Messianic Jewish students). Students are limited to 3 days per year. These days are in addition to those granted under the classification of “education leave”. Additional days may be taken under the classification of “education leave” granted the student has days remaining.

Procedures When Absent for One or More Days

When a student returns to school following an absence, they must present a note from their parent explaining the reason for their absence(s). Students are to give their note to their classroom teacher who will turn it in to the Office. The Director will determine whether the absence was legal/excused or illegal/unexcused. The teacher(s) will be notified of all illegal/unexcused absences.

Any student absent for more than 3 days shall be required to bring a note from a physician upon his/her return to school. All absences revert to illegal/unexcused if no note is turned in by the third day of the student’s return to school regardless of any notes submitted after this date in accordance with the Pennsylvania Department of Education’s Revised Truancy Policy. If the parent would rather not state the nature of the emergency, they should indicate they would rather receive a call from the OBDS Director regarding the child’s absence. Determination to excuse the absence is at the OBDS Director’s discretion.

Oakwood Baptist Day School will send a letter indicating an unlawful absence when that determination is made regarding an absence. If a student accumulates a fourth unlawful absence, the parent will receive a reminder from the OBDS Director stating the number of unlawful absences and an invitation to participate in the creation of a School Attendance Improvement Plan (SAIP) with the OBDS Director. The goal of this meeting and creation of the plan is to form a partnership between

parents and OBDS to improve school attendance. If a student accumulates six unlawful absences, the student is considered habitually truant. At this time, the child may be referred to a community or school-based program, Cumberland County Children and Youth, and/or be issued a truancy citation with the District Magistrate.

Make-up Work

With any absence for any reason: It is the parent's responsibility to meet with the teacher to determine how to make up missed work, and it is the student's responsibility to get the work completed within the given timeline.

Students who have planned absences for an extended period of time may request assignments to be completed during their absences. Whereas it is difficult to plan specific assignments too far in advance, teachers may elect to give students general information about where the class will get to in the curriculum.

Medical & Health Policies & Procedures

Pennsylvania Public Health Law requires children entering OBDS to have had a doctor's physical before the child begins classes. OBDS provides a form for this purpose. Upon enrollment this "Student Health Form" must be on file.

Parents are responsible to keep OBDS up to date on all current phone numbers, all emergency phone numbers, pertinent health information and turn in a signed consent form for emergency care each year.

When a child is ill or will not be attending school, for any reason, OBDS must be called before class time to report the child's absence to the school.

Immunization Policy

The school's immunization policy adheres to Pennsylvania Public Health Law, which requires all entering and attending students to meet the established immunization requirements. All students entering OBDS must present documentation of the immunizations that are required.

Any parent wishing to decline immunizations for religious reasons must sign and date the PA Department of Health-Certificate of Immunization Card for their child. Parents are to state in writing their objections to immunizations/that their religious belief teaches opposition to such immunizations.

Parents must be aware that there are state mandates to exclude non-immunized children from school for a certain number of days when an outbreak of a communicable disease occurs in the school setting.

Medical Exemption for Immunizations requires authorization from a child's physician who must sign and date the PA Department of Health – Certificate of Immunization card and identify the

temporary medical condition that would contra-indicate immunizations for a specified time frame.

Medical Emergency Procedure

Parents will complete a Medical Emergency Form at the beginning of each academic year for each child enrolled at OBDS. This form is used to contact the proper people in case of a medical emergency. In cases of minor illness or injury, the Director/Office personnel will assist students. Parents will be notified as to the situation and its seriousness. With more serious conditions or injuries, the family will be contacted immediately and parents requested to pick up their child. In cases where no contact can be made, the Director may have to make a decision to contact the child's physician and/or call an ambulance.

Until the arrival of a parent, the physician, or an ambulance/EMT personnel, the Director will be in charge and will make all decisions about the care of the child. Parents/guardians will assume responsibility for any and all resultant expenses incurred.

Infectious Diseases

Each admitting case will be considered on an individual basis. The decision about admitting or continuing to enroll an infected student will be based upon evaluation of contagion, the behavior, neurological development, and the physical condition of the student. The expected type of interaction with others in the school environment and the possibility of contagion will likewise be considered in the decision.

Student Medications in School

Students shall neither carry nor self-administer any medication while in school. Students may bring medication, prescribed by their physicians, or over the counter medication but **must bring written instructions from the physicians or, for non-prescription medications, must have written permission and instructions from and signed by the parent ("Permission to Administer Medication Form" available in the School Office). These must be turned in to the office immediately upon arrival. Students may not carry medication with them after arrival. Prescribed medications are to be kept in their original container, with all pertinent information on the container.**

Student Accident Insurance

Oakwood Baptist Day School does not provide student accident insurance to cover activities during the school day. Each family's own health insurance policy is in effect while the child is at school.

Safety/Emergency Policies & Procedures

In the event of an emergency, a natural disaster, severe weather, or on the advice of law enforcement or the fire department, the emergency evacuation and disaster preparedness plan will be activated by the OBDS Director. During an emergency situation, parents will be notified through phone and text messages. If necessary, reunification procedures will be communicated in the same way. The school will conduct emergency preparedness practice drills during the year.

Fire Drills

Fire drills are performed bi-monthly. All emergency exits are clearly marked in each classroom. Individual teachers will review fire drill procedures with the students. All students, staff and visitors must evacuate and are expected to leave the building quietly and orderly and line up in the designated areas around the campus. The teacher will take attendance and

inform the Director of any students unaccounted for. After all necessary procedures have taken place to ensure safety and efficiency, the signal will be sounded for all to return to class in an orderly fashion.

Tornado/Severe Weather Drills

Upon hearing the alert, students are to sit on the floor facing the wall with knees up, heads down, and arms wrapped over their heads in their assigned area.

Lockdowns

Lockdown procedures will be used when OBDS is threatened by an individual or an event that poses an imminent or perceived danger to the school. This may include actions such as an invasion of an outsider, drive by shooting, hostage situation, police request or observing threatening activity on or near the school.

During a lockdown, students and staff will remain in a classroom with the doors and windows locked and secured. Teaching will cease and lockdown protocol will be implemented.

Parents are **never** allowed to drop off or pick up their child during a lockdown or a lockdown drill.

Shelter in Place

A shelter in place will be instituted when there is a threat or potential threat in the area of the school but not on the school property. This may include police, fire or other emergency activity in the neighborhood, as well as, environmental health alerts. Everyone will stay in the building and all doors will be locked and exterior/entrance cameras will be closely monitored. Classes will continue as scheduled with the exception of outdoor activities.

Evacuation

An evacuation of the building may be necessary if remaining in the building poses a threat to the students and faculty. See Appendix for Crisis Response Plan for list of events that may lead to an evacuation and for the approved evacuation sites (on and off the property).

Reunification

In the event of an evacuation, instructions for reunification will be texted to parents/guardians. Students will only be released to a person on the child's authorized pick up list. Identification will be required.

Student Conduct and Discipline

Good discipline is carried out consistently in love. OBDS teaches that disobedience is against God. OBDS partners with parents to direct the child's path according to God's standards. Positive reinforcement and praise is used to encourage appropriate behavior. OBDS endeavors to guide students in making good choices and learning how to use their words to express their feelings to one another.

All student behavior should reflect (Psalm 101:2):

- Obedience to authority (parents, teachers, director etc.) even when the person in authority is not immediately present. Such obedience should be willing, cheerful and immediate.
- Responsibility in doing assigned or expected tasks

- Courtesy and respect for other students, teachers, visitors, etc.
- Respect for the property of others and of the school

Every child is unique and God has entrusted OBDS to provide guidance to all the children in a gentle and loving manner. OBDS works hard to create an environment that guides the children to engage in appropriate behavior. This includes:

- Training the children in Godly character through Scriptural applications in all areas of the curriculum
- Modeling acceptable behavior
- Using positive communication techniques
- Providing and communicating age appropriate activities and lessons

Discipline is not punishment. It is training to help children learn self-control, acceptance of others, problem solving, conflict resolution and ultimately self-discipline. Correction, forgiveness and restoration are all important to the discipline process. Discipline techniques include:

- Redirection to an alternative activity or behavior
- Clear, brief explanation of the undesirable behavior followed by an example of desired behavior
- Logical consequences (child must clean up blocks the child knocked over)
- Teacher intervention to help resolve conflicts with others
- Time out (short separation from group) followed by teacher talking to child about the best choices to make
- Withdrawal of a special privilege
- Sent to Director's Office
- Contacting parent to pick up child if unacceptable behavior continues

Biting

Will not be tolerated. Parents will be contacted if a child bites. After the third episode the child may be removed from the program at the Director and Board's direction.

Bullying

OBDS strives to maintain a safe, Christ-like learning and work environment. Students, staff, and school community members are expected to conduct themselves in a respectful, Christian manner, and demonstrate a level of respect and dignity towards one another. The school prohibits all forms of bullying.

Definition: Bullying is the *intentional* harmful behavior initiated by one or more students or persons and directed toward another student or person. Bullying is different than conflict. Bullying exists when a student with more social and/or physical power *deliberately* dominates and harasses another who has less power.

If a student or parent suspects that bullying occurs, the student or parent should share their concern with a teacher. The teacher, with help from the parents, will seek to resolve the issue between the students. In serious or ongoing cases, the teacher, student, or parent will report their concern to the

Director. Potential outcomes for bullying may be, but not limited to, requesting a genuine apology from the bully leading to reconciliation. Disciplinary actions may include suspension, and/or calling of the Discipline Committee.

Sexual Harassment

Sexual harassment is an inappropriate behavior of a sexual nature that:

1. Is unwelcome (the harasser's words or actions offend another person. The person being harassed did not invite and does not want the behavior.)
2. Happens repeatedly (The behavior continues, even though the person being harassed has asked the harasser to stop.)
3. Interferes with learning and life (A person who is sexually harassed may begin to dread and fear school. This can seriously affect health, happiness and goals.)

This position is consistent with the Scripture that challenges Christians to "be devoted to one another in brotherly love, honoring one another above yourselves." (Romans 12:10)

All students are entitled to a school free of sexual harassment. OBDS expects courteous, dignified, respectful treatment for all involved with the school. Any form of sexual harassment is sin and may be grounds for immediate expulsion. Any such behavior must be reported immediately to the Director, or to the OBC Board, if the Director is involved.

Discipline Code

Christian discipline has its foundation in the Scriptures (Hebrews 12; II Timothy 3:14-17; II Peter 1:5-8). Its purpose is to bring about Godly conduct, character, obedience and self-control. Discipline becomes a vital means of instruction in correcting behavior and training students in self-discipline, responsibility and righteous living.

The OBDS Discipline Code outlines the policy and procedure for the Director to follow in order to accomplish the objectives stated above, set a foundation for proper conduct in the school and provides faculty and parents with an outline of proper and accepted procedures for discipline.

The specific definitions and offenses, along with the procedures for handling offenses, are outlined in this Code. See Appendix.

The OBDS Discipline Code applies to students while they are at school or at any school-sponsored function or activity. Behavior that impairs the testimony of the school will not be ignored. Therefore, behavioral offenses that occur outside the limits of the jurisdiction of the school will be considered as to the severity and the impact on the school's reputation.

Standard of Dress

It is the desire of OBDS that students live and conduct themselves in a manner that is pleasing to God and glorifying the name of Christ. Standards of appearance are a means of building character and distinction in the lives of our students. The standard of dress is not intended to measure spirituality, but rather to serve as a tool in fostering the academic and character development of the students as they participate in the educational process.

Students are to wear modest, simple, comfortable clothing.

No disrespectful slogans on t-shirts, jackets, etc.

Sneakers or keens are to be worn. Dress shoes and sandals are ill-suited for the playground and equipment. No flip-flops may be worn.

Field Trips

Field trips are a valuable part of the OBDS experience for students. They are used to enhance class instruction and integrate the subject matter with “real life” experiences. When field trips are scheduled, all students are expected to participate and must have a signed permission slip on file with the teacher. Any parent driver, must have a copy of their current insurance coverage on file in the School Office before the trip.

The OBC Board requires the following minimum insurance coverage on all vehicles carrying school students to and from activities sanctioned by OBDS. Parents driving students in their own vehicles must also provide OBDS with a copy of that information from their own insurance policy along with the policy expiration date. The minimum coverage is:

Bodily Injury and Liability	\$100,000-\$300,000
Property Damage	\$ 50,000
Personal Injury	\$100,000-\$300,000

OBDS also has a policy that students **may not ride in the front passenger seat of any vehicle** due to the increased potential for injury in the event of an accident.

Parent Chaperone Responsibilities

- Chaperones will be responsible for the supervision of a small number of students during the entire trip, under the supervision of the OBDS staff
- Chaperones must be adults 21 years or older and must be related to a student attending the field trip
- Chaperones are not permitted to bring other children on the field trip
- In case of emergency, the chaperone must contact the faculty member in charge of the field trip

Use of School Technology

The privilege of using the technical resources provided by OBDS is accompanied by the responsibility of using it properly and for appropriate purposes. .

Use of School Telephone

OBDS recognizes the occasional need for students to communicate to their parents during the school day. Therefore, an office phone is available to a student to contact their parent. A student desiring to call home must come to the Office to request use of the school phone to call home.

STUDENT APPENDIX

Discipline Code

THE OBDS DISCIPLINE CODE

If a student is removed from class for incorrigible behavior and has been sent home three times, or if the student displays a negative behavior of such a severe degree in the estimation of the Director, or if the student's behavior communicates with a degree of finality that the student will not cooperate or submit to authority, then that student, at the discretion of the Director, will be suspended from school and referred to the Discipline Committee. Some behaviors are of a severe degree that an immediate suspension and referral to the Discipline Committee may be appropriate. These include but are not limited to:

- Bullying or violence
- Chronic disrespect toward authority figures or fellow students
- Chronic disruptive behavior
- Possession of weapons or any dangerous articles (e.g. lighters or fireworks)
- Sexual harassment or sexual language or talk
- Theft
- Vandalism

No student has the right, through disruptive or offensive behavior, to prevent OBDS as an institution, or any member of the school community, from successfully attaining his or her part in achieving the mission of OBDS. Students that subvert the mission of the school will not be permitted to remain at OBDS.

Upon a referral to the Discipline Committee, a hearing will be arranged for the student and his or her parents to appear before a panel consisting of two Board members, one of which serves as chairperson and the Director. The Discipline Committee serves as an Administrative Discipline Hearing. Any participants in addition to the aforementioned Committee membership and family members must be approved by the OBC Board and the Director prior to the meeting.

At the hearing, the facts relevant to the referral will be stated. Following the presentation, the family will have opportunity to clarify, correct, and expand upon the presentation of fact. An opportunity to ask questions or comment on the facts presented will be given. Following the presentation of facts, the Discipline Committee will meet in closed-session (the family will be escorted from the room) for purpose of deliberating the facts and deciding the outcome. The panel shall first decide whether the student is in violation of OBDS policy. If the Committee decides that the student is in violation of

school policy, a second discussion and vote shall take place to determine whether the student is expelled from OBDS or is retained under an established, written, and agreed upon Behavioral Contract. If the Committee decides that the student should remain, a Behavioral Contract will be written spelling out any consequences to be applied and the conditions under which the student may remain. If the student violates the contract then the student would be asked to leave the school. The decision of the Committee shall be communicated to the family both at the hearing and after the hearing in writing.

It is the most sincere desire of OBDS to focus on the positive, and to look toward guiding principles that will assist students in realizing the mission of OBDS.

STUDENT APPENDIX

Discipline Hearings

OBDS DISCIPLINE HEARINGS

- A. Consistent, fair, documented process that follows policy, procedure
- B. Discipline Hearing is not a legal hearing but a disciplinary administrative hearing
- C. Letter sent to family containing the charges against the student
- D. Written record of the meeting stating who attended, the vote, the decision
 - a. Stenographer's record is permitted at family's request but it is at the expense of the family
 - b. Document placed in student's file
- E. Attendees of the meeting must be known before the meeting
 - a. Family's Pastor permitted to attend
 - b. Request must be made prior to the hearing and permission to attend granted by the OBC Board and OBDS Director before the meeting
- F. Committee made up of 2 Board members (one serving as the Chairperson who will be selected by the Board at the time of appointment), and the OBDS Director.

Items of Note:

- A. There is no confidentiality – adults must tell students that they cannot keep confidences that could potentially cause them harm
- B. No OBDS Faculty or Staff member will have a meeting of any kind with students about disciplinary issues or problems of a sensitive nature without the express knowledge and permission of the Director.

INFORMATION TECHNOLOGY

Overview

This policy covers equipment owned by OBDS, network access provided by OBDS, and personally owned technology equipment used on OBDS's campus, vans, or while part of an OBDS activity. In all cases, the use of technology in all forms, by every user, should be used responsibly and in a God-honoring way, and conform to Oakwood Baptist Day School's Code of Ethics. OBDS has taken reasonable steps to protect the school data, electronically limit access and content provided over the internet connection and that personally owned equipment will conform to the same standards of use.

Scope

Individuals ("users") covered by this policy include all authorized users including but not limited to staff, teachers, students, subcontractors and visitors. The policy applies to the use of technology resources both at OBDS and off-site. It applies to all hardware, software, online, and other technology resources. It includes but is not limited to servers, desktops, laptops, printers, projectors, programs and internet access.

Access to Technology Equipment and Services

Technology is a valuable and integral part of OBDS. The use of technology is a privilege meant to enhance education, communication and administration. In order to facilitate a safe and functional educational environment, members of the OBDS community are expected to adhere to the policies established by the school. The level of access to technology provided will coincide with job requirements and necessary educational access.

Computer files and communications over electronic networks, including but not limited to email, voice mail, and internet use **are not private**. School technology is **not** to be used to transmit confidential information about students, employees, or school business.

To ensure responsible use of school technology students, staff and visitors, the Director/designee may monitor the school's technological resources, including but not limited to email, voice mail, and internet usage.

Responsible Use Requirements

There is no expectation of privacy on any OBDS workstation, or network file location.

All use must conform to existing policies of the Internet Service Provider, Federal and State law. The transmission of any material in violation of any statutes is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material, or material protected by trade secret. In appropriate use of electronic information resources can be a violation of OBDS rules or local, state or federal laws, and that the user can be prosecuted for violating these laws.

OBDS will take all possible precautions to restrict access to undesirable materials.

Safety and Privacy Considerations

Users agree that all electronic files stored on school resources, including e-mail messages, are property of OBDS.

Users agree that OBC Board and the OBDS Director reserve the right to monitor and inspect files stored on school resources for conformity with policies, licensing standards and state or federal law. Users understand and agree that any files accessed, created, or stored on school resources are not private.

Users understand and agree that OBDS has implemented technology measures that block/filter Internet access to visual images that are obscene, child pornography or otherwise harmful to minors. Users are advised that users may gain access to unauthorized websites, and OBDS cannot guarantee that users will not access websites that they would find inappropriate, offensive, objectionable or controversial. Users agree not to hold OBDS liable for any such material that they may find as a result of using OBDS's technology resources.

The Director may set more restrictive guidelines for employees based on job responsibilities and needs.

Proper Use and Care

Before operating any equipment, users will be made familiar with the basics of safety and damage prevention, and trained on proper care and operation.

School Email Accounts

All correspondence to students, parents, or other individuals in contact with OBDS must be done using your school email account.

No communication other than information pertinent to school activities or a student's behavior should to be discussed via email.

Personal Responsibility

All technology equipment is OBDS property and is provided for instructional or administrative use only. Personal use is limited in the same manner as other similar school property – telephones, copiers, postage office supplies and instructional materials. The Director will provide guidance as to the appropriate level of personal use.

All staff and students are responsible for any damage that occurs as a result of inappropriate use of technology and/or lack of appropriate treatment of resources.

Personal Email, Social Networking, Blogs, etc.

OBDS respects the rights of each individual to use social networking sites and blogs as an option for self-expression and public communication. OBDS will not discriminate against staff and students who use this type of media for personal interests, affiliations, or other lawful purposes.

All email, social networking, blogs, etc. occurring at all times shall be in accordance with OBDS's Mission and Vision statements.

Staff and students **cannot** use personal email, social networking, or other electronic medium to threaten, harass, embarrass, discriminate or disparage anyone associated with OBDS in any way.

Staff and students must maintain a professional relationship between others associated to or in contact with OBDS.

OBDS employees will be held personally responsible for any comments made on any social networking sites and blogs. Employees will be held liable for comments that are considered slanderous, defamatory, obscene or malicious not only by OBDS but by the offended party.

Disciplinary Action

Violation of any part of the above policy may result in restriction or suspension of access to technology resources, notification of law enforcement, financial restitution, or other disciplinary measures as determined by the OBC Board.

Index

ORGANIZATION

School Ownership and Organization.....	2
Organizational Chart.....	2
Statement of Faith.....	3
Mission Statement.....	5
Vision Statement.....	5
Core Values.....	5
Philosophy of Christian Education.....	6
Objectives.....	6
Volunteer Clearances.....	7
Guest Speakers.....	7
Standard of Moral Conduct.....	7
Final Authority for Matters of Belief and Conduct.....	8
Memberships.....	8
Notice of Non-Discrimination.....	9
Record Retention and Destruction.....	9
<i>Appendix</i>	
Document Retention and Destruction Chart.....	10
Clearances Checklist	11

GOVERNANCE

Overview of Governance and Operational Authority.....	12
Governance Policy of the OBC Board.....	12
Duties of the Board.....	13
Availability of Board Policy.....	14
Absence of Board Policy.....	14
Emergency Director Succession.....	14
<i>Appendix</i>	
Code of Ethics.....	15
Whistleblowing.....	18

FINANCES

Financial Philosophy.....	20
Financial Objectives.....	20
Tax Exempt Status.....	20
Fiscal Year.....	20

Budget.....20

Books of Record and Financial Statements.....20

Banking Arrangements20

Cash Management.....21

Authorization of Expenses.....21

Receipts and Disbursements.....21

Petty Cash.....22

Classroom Monies.....22

Long and Short Term Debt.....22

Contracts with Vendors.....22

Tuition Overview.....22

Tuition and Fees.....23

Tuition Assistance.....23

Tuition Discounts.....24

Tuition/Registration Refund Policy.....24

Fundraising.....24

Auxiliary Revenue – Government Funding.....24

Fees.....25

Accounting Standards.....26

Audit/Review.....26

PERSONNEL

Employment Classifications.....27

Hiring.....27

Duties.....29

Conduct.....32

Acceptable Use of Technology.....34

Performance Evaluations.....36

Benefits.....36

Disputes.....39

Resignation, Correction and Termination.....40

Appendix

Employment Application.....43

Director Job Description.....46

Administrative Assistant Job Description.....50

Teacher Job Description.....52

Teacher Aide Job Description.....54

Aftercare Teacher Job Description.....56

Food Service Chef Job Description.....57

Cleaning Responsibilities/Tasks Job Description.....59

Employee Contract.....61

Employee Summer Contract.....62

Professional Modes of Evaluation.....63

Walk-Through Observation Form (Teacher).....64

Pre-Observation Form (Teacher).....65

Observation Form (Teacher).....66

Post Observation Form (Teacher).....68

Self-Evaluation Guidelines.....	70
Administrative Assistant Evaluation Form.....	71
Teacher Evaluation Form.....	74
Aftercare Teacher Evaluation Form.....	77
Food Service Chef Evaluation Form.....	79
Director Evaluation Form.....	81
Child Abuse Reporting Form.....	85
National Sex Offender Registry Verification Form.....	86

ADMISSIONS

Overview.....	87
Procedures.....	88
Disenrollment.....	89
Expulsion.....	89
Open House Orientation.....	90
Other Admissions Policies.....	90
Re-Registration Procedures.....	91
Responsibilities of Parents/Guardians.....	91
Reservation of Right to Dismiss a Student/Family from OBDS.....	91
Notice of Non-Discrimination.....	92
Waiting Lists.....	92
Class Sizes.....	92

Appendix

Application for Enrollment Form.....	93
Family and Social History Form	95
General Info Sheet Re Tuition Payments.....	97
Permission for Emergency Medical Care Form.....	98
Emergency Contact Parental Consent Form.....	99
Child Pick Up Authorization Form.....	100
Child Health Report Form.....	101
Dental Report Form.....	102
Dietary Restrictions Form.....	103
School Directory Information Form.....	104
Fundraiser Information Sheet.....	105
Asbestos Information Sheet.....	106
Parent/Guardian Agreement Form.....	107

ACADEMIC/STUDENT POLICIES

Parent Handbook.....	108
Child Custody.....	108
OBDS Program/Hours.....	108
Office Hours.....	108
School Holidays.....	109
Closed Campus.....	109
Inclement Weather/Emergency Cancellations.....	109
Academic Program/Curriculum.....	109
Bible Version and Memorization.....	109

Attendance Policies.....109

Medical and Health Policies and Procedures.....110

Immunization Policy..... 110

Medical Emergency Procedure.....110

Infectious Diseases.....111

Student Mediations in School111

Student Accident Insurance.....111

Fire Drills.....111

Tornado/Severe Weather Drills.....111

Lockdowns.....111

Shelter in Place.....112

Evacuation.....112

Reunification.....112

Student Conduct and Discipline.....112

Standard of Dress.....114

Field Trips.....114

Use of School Technology.....115

Use of School Telephone.....115

Appendix

 Discipline Code.....116

 Discipline Hearings.....117

INFORMATION TECHNOLOGY

Overview and Scope.....118

Access to Technology Equipment and Services.....118

Responsible Use Requirements.....118

Safety and Privacy Considerations.....119

Proper Use and Care.....119

School Email Accounts.....119

Personal Responsibility.....119

Disciplinary Action.....120