



High School Student Handbook

2017-2018 School Year

DMCS

DES MOINES CHRISTIAN SCHOOL

Equipping minds and nurturing hearts to impact the world for Christ.

TABLE OF CONTENTS TOPIC	PAGE #
WELCOME FROM PRINCIPAL	3
DMCS LEADERSHIP TEAM and HS FACULTY / STAFF	4
GENERAL SCHOOL INFORMATION <ul style="list-style-type: none"> • Admissions Policy • Daily Schedules • Federal Section 504 • FERPA • Non-Discrimination Policy • Reconciliation Process • School Calendar • Student Records 	5
EMERGENCY PROCEDURES <ul style="list-style-type: none"> • ALICE • FIRE / EVACUATION • TORNADO • WEATHER RELATED EMERGENCIES 	6-7
STUDENT HEALTH / SAFETY PROCEDURES <ul style="list-style-type: none"> • Check In / Out Procedures • Daily Security / Visitors at School • Illness or Injury • Pets at School 	7
GUIDANCE DEPARTMENT INFORMATION <ul style="list-style-type: none"> • Adding or Dropping Classes • Advanced Placement • Concurrent Enrollment (Dual Credit) • Course Catalog • Early Graduation • GPA and Class Rank • Graduation Requirements • Outside Credits to Meet Graduation Requirements 	7-10
HOMEWORK, GRADING, and ASSESSMENTS <ul style="list-style-type: none"> • Academic Honors • Grading Scale • Homework and Assessment • Iowa Assessments • Late Work • PSAT • Report Cards and Transcripts • Semester Finals 	10-11

DMCS

DES MOINES CHRISTIAN SCHOOL

Equipping minds and nurturing hearts to impact the world for Christ.

TABLE OF CONTENTS TOPIC	PAGE #
<p>STUDENT BEHAVIOR</p> <ul style="list-style-type: none"> ● DMCS Student Code of Conduct ● Accountability Measures ● Specific Expectations <ul style="list-style-type: none"> ○ Bullying and Harassment ○ Alcohol, Tobacco, and Drugs ○ Destruction of Property ○ Fighting ○ Theft ○ Weapons ○ Cheating ○ Lying ○ Attendance ○ Dances ○ Dress Code ○ Driving and Parking ○ Lockers ○ Lunch ○ Open Campus ○ Pranks ○ Tardies ○ Technology ○ Loud, Boisterous Conduct ○ Profanity ○ Disrespectful Behavior ○ Interfering with School Purposes 	11-18
<p>EXTRA-CURRICULAR ACTIVITIES</p> <ul style="list-style-type: none"> ● 90-Day Rule ● Academic Eligibility to Participate ● Athletic / Activity Fees ● Athletic Documents ● Good Conduct Rule <ul style="list-style-type: none"> ○ Self-Reporting ○ Penalties ● NCAA 	19-21
<p>MISCELLANEOUS</p> <ul style="list-style-type: none"> ● Address Changes ● Benevolence / Charitable Acts ● Field Trips ● Lost and Found ● Lunch Information ● Music at Games, Dances, Practices, Etc. ● Transportation to School-Sponsored Events and Activities 	21-22
<p>SENIORS</p> <ul style="list-style-type: none"> ● Advisory and Chapel Guidelines ● Minimum Residency ● Senior Class Trip 	22
<p>APPENDIX</p> <ul style="list-style-type: none"> ● BYOD ● School Leased Devices 	23-24



DES MOINES CHRISTIAN SCHOOL

Equipping minds and nurturing hearts to impact the world for Christ.

Dear Students and Families,

Welcome back to Des Moines Christian High School. This is an exciting year as we continue to watch our campus and enrollment grow. The Class of 2018 will be the first group to complete their entire K-12 education at the Timberline Campus and they will be the first to walk across the stage in our new Performing Arts Center next spring. What a joy it will be to celebrate this milestone in the story of God's work at DMCS!

We are thankful you and your family have selected Des Moines Christian School as a community. It is a privilege to watch how our partnership as a community displays the beautiful message of the Gospel to the people around us. Our unity and determined focus on the mission to equip minds and nurture hearts is a testimony that impacts the world around us.

When we choose to be part of a community, we also choose to put aside personal preferences and opinions. Just as workplaces around us set standards for dress or behavior so, too, does Des Moines Christian School. The distinctive is that we don't just have a set of rules to be obeyed; we have an environment that nurtures the heart in the discipleship process. "Rules without relationship = rebellion". Our faculty and staff are dedicated to nurturing the hearts of the young men and women on our campus in each of the areas of this handbook.

Des Moines Christian School has revised portions of the handbook to include items suggested by constituents and has established, what we believe, to be reasonable standards for student behavior. As you read through the handbook, please note the following sections were updated from the previous school year (*in the same order they appear in the handbook*):

- RECONCILIATION PROCESS
- GPA and CLASS RANK
- DMCS STUDENT CODE OF CONDUCT
 - ACCOUNTABILITY MEASURES
 - SPECIFIC EXPECTATIONS
 - MERE PRESENCE
- ATTENDANCE
- OUTSIDE GUEST FORMS
- DRESS CODE
- OPEN CAMPUS FORMS
- TARDIES
- TECHNOLOGY
- GOOD CONDUCT RULE FOR ATHLETES
 - SELF-REPORTING
- MUSIC AT EVENTS AND ACTIVITIES

Let's choose to join in community and have a great year - to be MANY MINDS with ONE MISSION; to focus on equipping minds and nurturing hearts; to seek opportunities to impact our world for Christ (in the building and around the world); to learn and deepen our walk with the Lord. We can do this - together.

Jahna Duda, High School Principal



DES MOINES CHRISTIAN SCHOOL

Equipping minds and nurturing hearts to impact the world for Christ.

FACULTY / STAFF / POINTS OF CONTACT

DMCS LEADERSHIP TEAM

- | | |
|----------------------|--------------------------|
| • Monique Chittenden | Early Education Director |
| • Mark Clinton | Middle School Principal |
| • Jahna Duda | High School Principal |
| • Cade Lambert | Superintendent |
| • Karla Lowe | Elementary Principal |
| • Julia Veenstra | Director of Business |

HIGH SCHOOL FACULTY / STAFF

- | | |
|------------------------------|---|
| • Stacey Bailey | Study Hall Associate |
| • Kathy Bopp | English 10, American Literature, AP Literature |
| • Don Caves | Apologetics/Romans, Worldview/Senior Seminar |
| • Renita Darrah | Algebra 1, Geometry |
| • Dean Delzell | Physics, Chemistry, AP Chemistry |
| • Kaitlyn Dewild | US History, OT Survey / United Kingdom, Speech |
| • Matt Fynaardt | Physical Education |
| • Dennis Gonnerman | Psychology/Sociology, Government/Economics, AP US History |
| • Elaine Hagenberg | Vocal Music |
| • Meredith Hunt | US History, World History |
| • Rob Lane | Instrumental Music |
| • Clint Luscombe | Algebra 2, Precalculus, AP Calculus |
| • Renee McGill | STEAM Coordinator |
| • Manda Miller | Administrative Assistant to the HS Principal |
| • Scott Nilius | Biology, Anatomy & Physiology |
| • Becky Parks | Director of Innovative Learning |
| • Annie Pettit | Geometry, Algebra 2, Statistics |
| • Nicole Prewitt | HS Guidance Counselor |
| • Julia Shields | English 9, English 10 |
| • Chris Silver | OT Survey/United Kingdom, Acts/Doctrine Survey, Ethics |
| • Kari Strief | Physical Science, Health |
| • Jesse Van Der Molen | Composition I, Composition II, Creative Writing |
| • Greg Van Soelen | Athletic Director |
| • Shari VerSteeg | School Nurse |
| • Chelsea Vetter | Personal Finance, Intro to Business, Accounting, Computer Apps for Business |
| • Zane Vredenburg | Art Foundations, Computer Graphics, Digital Photography, Drawing / Painting |
| • Mike Wilson | Technology Coach |
| • TLP (The Language Project) | Spanish |



DES MOINES CHRISTIAN SCHOOL

Equipping minds and nurturing hearts to impact the world for Christ.

GENERAL SCHOOL INFORMATION *(In alphabetical order)*

ADMISSIONS POLICY - Admission criteria is based on a partnership between Des Moines Christian School and Christian families. The following criteria are used to determine admissions:

- At least one parent or guardian has a credible personal testimony of a relationship with Jesus Christ.
- There is membership in, or regular attendance at, a church in which the Bible is sincerely believed to be the inspired word of God and is therefore the basis for all life and learning.
- There is an understanding of and agreement with the mission of Des Moines Christian School to provide children with a Christ-centered education in which Jesus Christ is acknowledged in every area of life.
- There is a commitment on the part of the parents to support the work of Des Moines Christian through prayer, volunteer labor, and faithfully meeting all financial obligations.
- Each student gives evidence of a commitment to the learning process based on past records and entrance interviews.
- Each student gives evidence of or potential for emotional stability, a satisfactory behavior record, and adequate social adjustment.

DAILY SCHEDULES - Office hours are 8:00 am - 4:00 pm, Monday through Friday. There are a few occasions where offices may be closed for holidays, etc. The Elementary daily schedule is 8:25 am - 3:20 pm. Students who arrive prior to 8:25 am must wait in the MPR until they are dismissed by school personnel. K-5 students who are not picked up by 3:20 pm must go to After-the-Bell. The Middle School and High School daily schedule is 8:15 am - 3:10 pm with the exception of Early Bird classes that begin at 7:20 am. Students who arrive prior to 8:15 am or leave after 3:10 pm may sit in collaborative spaces in the middle school and high school.

FEDERAL SECTION 504 - Section 504 of the Rehabilitation Act of 1973 prohibits discrimination against persons with a disability in any program receiving federal financial assistance. DMCS does not receive federal funding; however, we believe it is in the best interest of students to provide necessary educational accommodations.

FERPA - Information regarding a particular student (grades, social / emotional health, etc) shall not be shared with anyone other than the student's parent.

NON-DISCRIMINATORY POLICY - DMCS admits students of any race, color, national and ethnic origin with all the rights, privileges, programs and activities generally accorded or made available to the students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, athletic or other school administered programs.

RECONCILIATION PROCESS - DMCS is committed to sustaining a positive environment in which home and school work constructively together. A process has been established as a foundation for providing a school community that:

- Provides opportunities for reconciliation to occur quickly, fairly, and without retaliation.
- Improves communication and understanding between / among parties involved.
- Supports a positive school community by allocating teachers and principals responsibility for preventing and resolving conflicts and complaints.
- Ensures confidence in teacher or principal decisions by providing a mechanism whereby conduct can be objectively reviewed.

Students who experience a school related problem with another student or teacher should first attempt to discuss the matter with their parents. If discussing the matter with the parent is difficult or inappropriate, the student may request a meeting with the Principal or Guidance Counselor to discuss the matter with them.

If a student is unable to resolve the conflict after meeting with his / her parents, the Principal, or Guidance Counselor, the student may request a student & parent meeting with the Principal. The student / family will complete a [RECONCILIATION FORM](#) and submit to the Principal two (2) school days prior to the scheduled meeting. During the meeting, the team will review the information on the form and develop an action plan.

If the parents or student believe the Principal's conduct was inappropriate, they may proceed by documenting the school related conflict, their concerns with the plan of action, and subsequently request a meeting with the Superintendent. The Superintendent will review the conduct of the Principal. The decision and recommendation made by the Superintendent will be final.

Please note that DMCS reserves the right to amend this handbook from time to time and revise policy in accordance with local, state, and federal law. Updates will be communicated to students / parents & the most up-to-date copy posted on the website.



DES MOINES CHRISTIAN SCHOOL

Equipping minds and nurturing hearts to impact the world for Christ.

SCHOOL CALENDAR - The [2017-2018 Year at a Glance Calendar](#) and [Tandem Calendar](#) are valuable tools for families to stay informed of school events, game schedules, etc; both can be found on the DMCS website.

STUDENT RECORDS - DMCS maintains records on each student in order to facilitate the instruction, guidance and educational progress of the student. The records contain information about the student and his/her education and may include but are not limited to the following types of information: identification, attendance, record of achievement, family background, aptitude tests, educational and vocational plans, honors and activities, discipline, objective counselor or teacher ratings and observations, and external agency reports. Student records shall remain confidential, except according to the 1974 Privacy Act. The records of each student are located in a fireproof file at the school, which s/he is attending. The following information may be released to the public: name, address, telephone, date and place of birth, participation in officially recognized activities and sports, dates of attendance, awards received, the previous school attended by the student, and other similar information. Any student, parent or guardian not wanting this information released to the public must make objections in writing to the respective principal, and this objection must be renewed at the beginning of each school year.

EMERGENCY PROCEDURES - In alphabetical order

A.L.I.C.E. - DMCS has become an A.L.I.C.E. trained school. Communication with parents about a lockdown and/or implementation of A.L.I.C.E. procedures will be made using the most efficient mode possible. It is imperative that students need follow directions from teachers to assist in barricading a door, evacuating the building, or countering an intruder.

FIRE / EVACUATION - Teachers will assist students in identifying exits from each classroom, the cafeteria, gym, and chapel. It is the responsibility of students to know ALL emergency procedures for each room in which s/he has class.

Drills or Evacuation from class:

- Walk single file out of the assigned exit in an orderly manner. Do not stop for belongings.
- Students should be quiet during drills or evacuations and listen to the teacher's directions.
- Once outside, all classes are to stay in single file facing the building.
- Attendance will be taken outside as soon as the students are lined up.
- The signal to return to the building will be given when all is clear.

Drills or Evacuation before 1st period:

- All students will exit the building at the nearest point.
- Once outside, all students will report to their first period teacher for line-up and roll call.

Drills or Evacuation during passing time / between classes:

- All students will exit the building at the nearest point.
- Once outside, all students will report to their last period teacher for line-up and roll call.

Drills or Evacuation during dismissal time / after last class:

- All students will exit the building at the nearest point.
- Once outside, all students will report to their last period teacher for line-up and roll call.
- Students will then return to class and be dismissed.

Drills or Evacuation during lunch:

- All students in the cafeteria should exit through the nearest exit and report to the front of the building.
- Once outside, all students will report to their last period teacher for line-up and roll call.

TORNADO

- A series of short blasts will indicate the beginning of a tornado drill.
- Students from class will be directed to the safe zone by their teacher.
- Students must remain quiet and follow further directions from their teacher.
- Lunchroom students will go to the gym locker rooms and storage areas.

Please note that DMCS reserves the right to amend this handbook from time to time and revise policy in accordance with local, state, and federal law. Updates will be communicated to students / parents & the most up-to-date copy posted on the website.



DES MOINES CHRISTIAN SCHOOL

Equipping minds and nurturing hearts to impact the world for Christ.

- Students should not be in front of doors.
- Students must be in a formed shelter area within 2 minutes.
- A signal will be given when all is clear.

WEATHER RELATED EMERGENCIES - The closing (or early dismissal) of DMCS due to inclement winter weather or other unexpected events will be announced through various sources including DMCS social media (Facebook/Twitter), the school website (www.dmcs.org), WHO 1040 AM Radio, WHO TV 13, KCCI TV 8, and the Des Moines Register website. Parents are asked to follow one or more of these information sources should the weather deteriorate during the day.

STUDENT HEALTH / SAFETY PROCEDURES - In alphabetical order

CHECK IN / OUT PROCEDURES – To ensure DMCS can account for the whereabouts of students in their care at all times, students must sign in / out in the office AND parents must notify the office that the student has permission to leave prior to them leaving campus (phone call, note, or email). All part-time students are required to follow the same check in / out procedures.

DAILY SECURITY / VISITORS @ SCHOOL - All DMCS entrances will be locked during the school day. Students / families / visitors need to press a small buzzer outside the entrance and wait for admittance into the building by the office staff. All visitors must sign in at the office and wear a Visitor's badge while in the building.

ILLNESS OR INJURY - Parents must not send children to school who are ill. Students who become ill at school should notify their teacher and report to the school nurse. A parent, adult guardian or authorized emergency contact must sign the student out in the Middle School & High School Office prior to leaving for the day. High school students may sign themselves out if the Office has received authorization from a parent. The school nurse will have final say as to whether an ill student is fit to drive home. The school nurse may administer up to 5 doses of ibuprofen or acetaminophen without a doctor's order, with parental permission. All other medication must come to school in the bottle obtained from the pharmacy with the correct prescription label. Over the counter medications must come to school in the original manufacturer's container and with an authorization from the parent and licensed health professional.

PETS AT SCHOOL - Pets brought from home must have proof of rabies vaccination with them AND have prior permission to be on campus from the principal. Students / families must be mindful that some students may have severe pet allergies and cannot have the academic environment contaminated with pet dander, etc. Pets should remain in your vehicle during car line.

GUIDANCE DEPARTMENT INFORMATION - In alphabetical order

ADDING OR DROPPING CLASSES - Students have 5 school days to ADD a course; and 10 school days to DROP a course without penalty. Courses dropped after 10 days will result in a grade of "F". The student will be assigned a study hall in place of dropped courses. Full-time students must maintain a minimum course load of five academic courses. If an instructor and the administrator recommend a student withdraw from an academic course later than the tenth day of the semester, the student may withdraw from the course without a grade. In addition, if for medical reasons, a student must drop a course, it may be dropped without a grade.

TO ADD OR DROP A COURSE

- Obtain a drop / add form from the Guidance Counselor
- Have all teachers involved in the schedule change sign the form
- Changes must have parent signature
- Return the form to the Guidance Counselor within the timeline outlined above

Once courses are selected and scheduled, adjustments will be made on a limited basis. The Principal or Guidance Counselor may adjust schedules for reasons deemed appropriate such as unbalanced sections, incomplete schedules, teacher recommendation, computer/clerical error, etc. Schedules will not be changed for the following: a) to accommodate students who want to be with friends; b) to accommodate students who prefer another teacher of the same course; c) if the change would overload a class or section.

Please note that DMCS reserves the right to amend this handbook from time to time and revise policy in accordance with local, state, and federal law. Updates will be communicated to students / parents & the most up-to-date copy posted on the website.



DES MOINES CHRISTIAN SCHOOL

Equipping minds and nurturing hearts to impact the world for Christ.

ADVANCED PLACEMENT - DMCS offers Advanced Placement (AP) and dual credit courses. Advanced Placement courses *may* earn a student college credit if they obtain an established score on the AP test outlined by the college/university in which they are interested in attending. For example, one college/university may require an AP Calculus score of 4 in order for the course to count as college credit. Even if the student does not earn college credit for AP courses, colleges/universities like to see that a student has taken advanced courses while in high school, which may help during admission or the determination of scholarships. At the conclusion of the course, students may elect to take the AP exam (typically early May). The cost of the AP exam is approximately \$87. AP Courses at DMCS: AP Literature, AP Chemistry, AP US History, & AP Calculus*

CONCURRENT ENROLLMENT (i.e. DUAL CREDIT) - Concurrent enrollment or dual credit (high school & college credit) courses are guaranteed to count as college credit as long as the student maintains a passing grade. Des Moines Christian School partners with Des Moines Area Community College (DMACC) to provide college credit. Students can gain 3 hours of college credit for approximately \$100. A representative from DMACC will meet with students during the second semester to explain this option and register them for the college credit. DMACC has an established relationship with the Regents Schools of Iowa and therefore, DMACC credits will transfer in the State of Iowa. When considering schools out-of-state, please be advised these classes may transfer as electives rather than core courses. Dual Credit Courses at DMCS: Composition I, Composition II, Creative Writing, AP Calculus*, Statistics, and Computer Graphics. (*Offered as both AP and dual credit)

COURSE CATALOG – A course catalog is available on the DMCS website and contains information on course descriptions, activities, and assessments to assist students in planning for high school, college, or career.

EARLY GRADUATION - Students who have satisfied graduation requirements may request early graduation by completing the **EARLY GRADUATION REQUEST FORM**, obtaining parental approval, and meeting with the Principal. Forms may be obtained from the Guidance Office.

- Students finishing all of their credits may request early graduation. All fees pertaining to graduation must be paid in order for the student to go through commencement exercises. In addition, students must agree to abide by the DMCS Student Code of Conduct during the second semester even though they are not in residence at DMCS, in order to be eligible for commencement exercises.
- Students who are within two credits of graduating at the end of their junior year may request early graduation. Students may be allowed to attend commencement that spring but will not be issued a diploma until evidence is presented that all requirements have been met. These students would not attend the senior year and would no longer be considered as students of DMCS.

GPA & CLASS RANK - At the end of each semester, cumulative grade point averages (GPA) are calculated for each student. These are computed by assigning the corresponding weight to each grade and dividing by the number of grades reported. Effective in the fall of 2017, DMCS will no longer calculate class rank except for the purpose of identifying Valedictorian and Salutatorian for the commencement ceremony.

GRADUATION REQUIREMENTS - The Guidance Counselor meets with students prior to course registration each year to review four-year plans and graduation requirements. Parents are encouraged to attend these planning sessions with their student. Look for more information beginning in November or December for Juniors and all other high school students in January or February. Des Moines Christian High School requires a total of 56 credits to graduate; specific classes / requirements can be found on the [DMCS website](#) > SCHOOLS > HIGH SCHOOL > ACADEMICS > GRADUATION REQUIREMENTS.

OUTSIDE CREDITS USED TO MEET GRADUATION REQUIREMENTS – Des Moines Christian School recognizes students may be interested in taking courses not offered on the school campus; therefore, students are allowed to take advantage of opportunities through off-campus institutions such as Central Academy, Des Moines Area Community College, Iowa Learning Online, homeschool, etc. DMCS does, however, limit the number of outside credits a student may use to meet DMCS graduation requirements. Outside credits earned under the supervision of a parent or from a non-accredited institution will be added as Pass / Fail, having no bearing on GPA.

GENERAL GUIDELINES:

- Only 6 non-DMCS credits (those earned off campus and/or through homeschool) may be applied to the DMCS transcript during the high school career (Grades 9-12). Exceptions may be made by Administration with documented PEP, IEP, or accommodations plan.

Please note that DMCS reserves the right to amend this handbook from time to time and revise policy in accordance with local, state, and federal law. Updates will be communicated to students / parents & the most up-to-date copy posted on the website.

DMCS

DES MOINES CHRISTIAN SCHOOL

Equipping minds and nurturing hearts to impact the world for Christ.

- DMCS minimum residency standards still apply and DMCS classes take precedence. Off campus classes must not put a student below residency requirements or conflict with the DMCS schedule.
- DMCS reserves the right to accept or deny any credits being applied to the DMCS transcript. Students must seek approval prior to taking a class.
- DMCS reserves the right to test the student's mastery of material. Students seeking to graduate from DMCS may be asked to repeat a course or complete additional coursework to satisfy competency in a subject area.

HOMESCHOOL GUIDELINES – Students who wish to homeschool a course must complete the [HOMESCHOOL REQUEST FORM](#) and turn into the Office within the drop / add deadline each semester. DMCS allows students to homeschool courses and apply them toward high school graduation requirements as deemed appropriate by the Administration. The school reserves the right to test the student's mastery of material prior to awarding credit. Students who wish to graduate from DMCS may be asked to repeat a course or complete additional coursework to satisfy competency in a subject area. All homeschool courses taken to fulfill DMCS graduation requirements must meet the curriculum standards set by the school. The following information for each homeschool course must be submitted to the Guidance Office and approved by Administration before the course will be added to the transcript:

- TOTAL HOURS – The total number of instructional hours and homework hours per week.
- EVIDENCE OF LEARNING – Provide evidence of student learning such as homework, tests, or journals and a log to document the time spent on the course each week.
- PASS / FAIL ONLY – Homeschool courses taken under the supervision of a parent will only be counted on a Pass/Fail basis, which does not impact high school GPA.
- P.E. SPECIFIC – Homeschool PE courses must meet the following time requirements. To earn 0.5 credits per semester, the student must log 40.5 hours of activity (Equivalent to Early Bird PE). To earn 1.0 credit per semester, the student must log 67.5 hours of activity (Equivalent to daily HS PE classes). Per Iowa Administrative Code, time spent participating / practicing in a school-sponsored sport or activity cannot be counted towards PE credits.

STUDENT SUPPORT SERVICES

Each student is created with a unique set of gifts, abilities, and needs as a learner. Student Support Services in Grades 7-12 are designed to enhance gifts and abilities as well as partner with teachers to provide for the individual needs of each student in the classroom.

EXTENDED LEARNING PROGRAM (ELP) - To meet the needs of gifted learners who may be ready for additional academic challenges beyond what occurs in the regular classroom, DMCS offers services through the ELP for qualifying students in Grades 6-12. The ELP facilitator serves as an advocate for students and assists them in identifying and securing appropriate coursework.

RESOURCE - The resource program is coordinated by the Guidance Counselor and meets the needs of learners who benefit from academic accommodations or additional support with study skills. The Guidance Counselor utilizes a variety of instructional strategies to reach the visual, auditory, and kinesthetic learning styles and collaborates with teachers to provide classroom supports in the regular classroom.

TEACHER'S AIDS (TAs) - HS Students are able to receive one full credit per semester to serve as a TA. Assignments are made and monitored by the Guidance Counselor. Teachers will contact the Guidance Counselor if they need a TA and/or have concerns with the TA throughout the semester.

- TAs must report to their assigned teacher for attendance and stay in the assigned class for the entire class period. They may not go to study hall or be in the hallways. Teachers are to report absences to the office.
- Teachers must have enough work to keep the TA busy the entire class period. Tasks assigned to TA's must be appropriate for students. For instance, students may not enter nor have access to any grade or biographical information within FAWeb. This would be in violation of FERPA (student rights to privacy).
- Only Seniors have open campus privileges. Underclassman may not run errands off campus. If a TA is sent on an "on-campus" errand, they must have a pass from the cooperating teacher so others can verify their activity.

HOMework, GRADING, & ASSESSMENTS - *In alphabetical order*

Please note that DMCS reserves the right to amend this handbook from time to time and revise policy in accordance with local, state, and federal law. Updates will be communicated to students / parents & the most up-to-date copy posted on the website.



DES MOINES CHRISTIAN SCHOOL

Equipping minds and nurturing hearts to impact the world for Christ.

ACADEMICS HONORS - An "Honor Roll" is published at the end of each semester. Students with a semester grade point average of 3.0 to 3.49 qualify for "Honors." Students with a grade point average of 3.5 or above qualify for "High Honors."

NATIONAL HONOR SOCIETY (NHS) - DMCS is a member in good standing with the National Honor Society (NHS). This organization values service, scholarship, character, and leadership. Students with a 3.5 cum GPA are eligible for consideration. A faculty committee reviews the eligible students and reviews standards of service, character, and leadership. Students who are approved are invited to be inducted into NHS as a formal ceremony in the fall.

GRADING SCALE – DMCS uses the traditional grading scale below; however some courses are weighted. Advanced Placement (AP) courses or college-level courses (dual credit) are given an additional weight of one point. For example, an "A" on the standard scale is worth 4 points; an "A" in a weighted course is worth 5 points.

Grade	Range	Standard GPA	Weighted GPA
A+	98-100	4.33	5.33
A	93-97	4.00	5.00
A-	90-92	3.67	4.67
B+	88-89	3.33	4.33
B	83-87	3.00	4.00
B-	80-82	2.67	3.67
C+	78-79	2.33	3.33
C	73-77	2.00	3.00
C-	70-72	1.67	2.67
D+	68-69	1.33	2.33
D	63-67	1.00	2.00
D-	60-62	0.67	1.67
F	59 or ↓	0.00	0.00

HOMEWORK & ASSESSMENTS – The DMCS framework for assessing a student's progress stems from our desire to satisfy the multiple learning styles of each of our students. We employ various types of assessment tools to accomplish this, such as: homework, projects, research papers, collaborative activities, and written tests.

IOWA ASSESSMENTS - Iowa Assessments are administered in the spring to students in Grades 6-10.

LATE WORK - DMCS employs a gradual release of responsibility from Middle School to High School in the acceptance of late work. In middle school (for example), teachers may allow late work up to the day of the chapter test for either full or partial credit. In high school, teachers may not accept late work. Students are encouraged to read each teacher's syllabus and become familiar with expectations in each class.

PSAT - All Juniors at DMCS have the opportunity to take the PSAT in the fall of their Junior year. The Guidance Counselor will communicate test details to students and families in September.

REPORT CARDS / TRANSCRIPTS - Report cards are posted to Net Classroom for viewing at the end of each semester. Semester grades will not be changed, except for clerical errors.

Please note that DMCS reserves the right to amend this handbook from time to time and revise policy in accordance with local, state, and federal law. Updates will be communicated to students / parents & the most up-to-date copy posted on the website.



DES MOINES CHRISTIAN SCHOOL

Equipping minds and nurturing hearts to impact the world for Christ.

SEMESTER FINALS – Des Moines Christian School gives semester finals designed to review and reinforce learning from the entire semester. The modified schedule will be communicated through Principal newsletters as well as the [DMCS Tandem Calendar](#).

MISSING SEMESTER FINALS – Semester finals comprise 16% of the student's semester grade; therefore, attendance is mandatory. Families may request an alternate finals schedule for their student by completing the [REQUEST TO RESCHEDULE FORM](#), which must be submitted to the Principal for approval **30 days prior** to finals. Requests submitted after this deadline may be denied.

POLICIES & PROCEDURES - STUDENT BEHAVIOR

DMCS STUDENT CODE OF CONDUCT - Upon enrollment, families choose to enter into a partnership with Des Moines Christian School to raise children who love and serve Jesus Christ. Discipleship is a 24 / 7 endeavor with home and school working closely together in unity. The discipling process allows students to make mistakes, provides a safe environment to repent and learn from those mistakes, encourages restoration (with Christ first, then others), and exposes students to appropriate discipline.

The DMCS Student Code of Conduct disciplines students as they establish safe boundaries, engage in accountability practices, and grow in their understanding of the Gospel and relationship with Jesus Christ. It applies year round to all students on campus as well as off campus (including social media).

Engaging in the school community is a choice. Families who are unwilling to partner with Des Moines Christian and / or students who demonstrate a pattern of behavior that reflects an unwillingness to comply with the Student Code of Conduct will be asked to withdraw. DMCS may consider re-enrollment after the student demonstrates a successful school year in another setting.

Actions that will result in school accountability measures include, but are not limited, to:

- BULLYING and HARASSMENT
- CRIMINAL or ILLEGAL BEHAVIOR
- DISHONESTY
- DISOBEDIENCE or INSUBORDINATION
- DISORDERLY CONDUCT
- DISRESPECT

ACCOUNTABILITY MEASURES - Faculty and staff will employ a progressive implementation of accountability measures listed below. Should students begin to demonstrate a pattern of behavior, Administration will request a student / school / parent conference to discuss behavior goals and establish a plan of action moving forward. NOTE: Certain behaviors that are criminal or illegal as well as those that put the school community in danger negate the use of progressive accountability measures; Administration will determine the accountability measure most appropriate for the action.

CONFERENCING: Many student behaviors are addressed throughout the school day through a conversation between teacher and student. These are mentoring in nature and may include the Advisor, Guidance Counselor, or Principal. If the behavior continues after several informal conversations, a formal home / school conference will be scheduled.

COUNSELING: Advisors and Guidance Counselors are available to meet with students throughout the day to mentor and nurture hearts in the restoration process. Formal counseling may be required as part of Behavior or Academic Probation.

WARNINGS: Warnings are utilized to clarify expectations and coach student behavior. These are recorded as such in the student database to track patterns of behavior.

LOSS OF PRIVILEGES: Students who continue to violate the Student Code of Conduct may lose privileges such as open campus, leadership / captain roles, positions on Student Council, etc as determined by Administration.

DETENTION: Detentions are after-school for 30 or 60 minutes.

Please note that DMCS reserves the right to amend this handbook from time to time and revise policy in accordance with local, state, and federal law. Updates will be communicated to students / parents & the most up-to-date copy posted on the website.



DES MOINES CHRISTIAN SCHOOL

Equipping minds and nurturing hearts to impact the world for Christ.

PROBATION:

- **BEHAVIOR PROBATION** - Students who repeatedly violate the Student Code of Conduct will be placed on Behavior Probation for one semester. Specific terms of probation are determined by Administration. Students who do not meet the terms of probation will not be invited to return for the following semester.
- **ACADEMIC PROBATION** - Students who have poor grades (D or F) in more than one class at the end of a term will be placed on Academic Probation for one semester. Specific terms of probation are determined by Administration. Students who do not meet the terms of probation will not be invited to return for the following semester.

SUSPENSIONS:

- **IN-SCHOOL SUSPENSION (ISS)** - Students separated from others and required to complete all schoolwork they miss while suspended. The homework is due the day the student returns to class after the suspension.
- **OUT-OF-SCHOOL SUSPENSION (OSS)** - Students are removed from school property while conversations take place about whether or not they may return. Any work missed during OSS may be made up for full credit and is due the day the student returns to class after the suspension.

PHYSICAL FORCE - Physical force (although not corporal punishment) may be used by school officials in the following situations:

- To prevent harm or injury to school personnel
- To prevent harm or injury to the student
- To prevent harm or injury to other students
- To prevent vandalism or destruction of school property

SEARCH OF SCHOOL LOCKERS / SCHOOL FACILITIES - In the interest of maintaining the health, safety, and good order of the school environment, students shall not have prohibited items in their possession or control on school grounds, on school vehicles, or while attending / participating in school activities or events. Prohibited items are such things as tobacco products, beer, wine, alcoholic beverages or controlled substances, controlled substances which have not been validly prescribed, "look alike" tobacco / alcoholic beverages / controlled substances, apparatus used for the administration of controlled substances, weapons, explosives, toy weapons or explosives, poisons, stolen property, or other devices or materials which are intended to interfere with school order. School officials may at any time conduct searches that are essential to the security, discipline, and sound administration of the school and may, without warrant, search a student, student's belongings, student lockers, automobiles on school property, desks, facilities, or work areas under the circumstances outlined below: a) eye witness observation by school personnel; b) information received from a reliable source; c) suspicious behavior by the student; d) the student's past history; e) articulable circumstantial evidence.

Authorized personnel may ask a student to open and / or empty his / her pockets, handbag, briefcase, backpack, or other personal belongings when there is reasonable suspicion that the student has prohibited items in his / her possession. If the student fails to comply, an administrative staff member or his / her designee may search the student or the student's belonging in the presence of another adult. Searches, which involve the removal of clothing such as jackets or socks, shall be conducted by a person of the same sex. Except in cases of emergency (it is believed the student may harm himself / herself or others), other staff members shall not conduct a search. If a prohibited item is found in a personal search, appropriate disciplinary action may be taken. Items, which may be illegal to possess, may be turned over to the proper authorities.

Periodic inspections of lockers, desks, or other facilities and spaces remain at all times property of DMCS, even though they may be temporarily assigned as a courtesy to students. These facilities are subject to unannounced inspections and students have no legitimate expectations of privacy in these facilities even though they may be locked. Written notice shall be given annually in the form of this handbook to each student and his / her parent or guardian that DMCS may conduct periodic inspections without prior notice of all or a randomly selected number of lockers, desks, or other spaces owned by DMCS. The inspection shall occur in the presence of the student or at least one other person. If prohibited items are found in a periodic search, the student may be subject to appropriate disciplinary action, and items which may be illegal will be turned over to the proper authorities.

EXPULSION - Administration may, at any time, determine a student (or family) is not in unity with Des Moines Christian School and recommend expulsion to the Superintendent. The Superintendent's decision is final.



Equipping minds and nurturing hearts to impact the world for Christ.

SPECIFIC EXPECTATIONS

TOPIC (In alphabetical order)	DEFINITIONS AND EXPECTATIONS
<p>BULLYING / HARASSMENT DMCS is committed to providing all students with a safe, Christ-centered environment. The school prohibits bullying or harassment of students by other students, by employees, and by volunteers.</p>	
BULLYING	Bullying is unwanted, aggressive behavior that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Bullying includes actions such as making threats, spreading rumors, and excluding someone from a group on purpose. When school officials hear about such threats, they will be investigated. If bullying claims are substantiated, the student(s) involved will be subject to discipline.
HARASSMENT	Students who attack someone (digitally / physically / verbally / sexually), make unwanted sexual advances, write about such attacks, or talk about injuring another student must expect statements to be taken seriously. When school officials hear about such threats, they will be investigated. If harassment claims are substantiated, the student(s) involved will be subject to discipline.
<p>CRIMINAL / ILLEGAL BEHAVIOR Reports of criminal or illegal behavior will be investigated. If claims are substantiated through eye witness reports or physical evidence, the student(s) involved will be subject to discipline. Administration will keep records of claims, investigations, and violations.</p> <p>1st offense: up to 5 days out of school suspension + Behavior Probation. 2nd offense = up to 10 days out of school suspension and possible recommendation for expulsion.</p>	
ALCOHOL	<p>The distribution, dispensing, manufacture, possession, use, or being under the influence of beer, wine, alcohol, or "look alike" substances that appear to be beer, wine, or alcohol by students is prohibited.</p> <p>"Possession" includes being in the presence of a prohibited substance if the student has either direct or shared control of the substance, or has knowledge of the presence of it and fails to promptly act to remove himself or herself from the offending premises.</p>
DESTRUCTION OF PROPERTY	DMCS students are expected to be good stewards with school property and the items of its community members. Damaging the property of the school or other individuals is unacceptable. This includes writing, making marks or drawing on walls, furniture, fixtures, etc. The school may require the student to make restitution for damaged property.
DRUGS	<p>The distribution, dispensing, manufacture, possession, use, or being under the influence of over the counter or prescription drugs when used for improper purposes, other controlled substances, or "look alike" substances that appear to be controlled substances by students is prohibited.</p> <p>"Possession" includes being in the presence of a prohibited substance if the student has either direct or shared control of the substance, or has knowledge of the presence of it and fails to promptly act to remove himself or herself from the offending premises.</p>
FIGHTING	Fighting and assault with student and / school employees are prohibited.
THEFT	Theft is defined as taking the school's property or someone else's property without permission and is prohibited.
TOBACCO	<p>DMCS facilities and grounds, including school vehicles and personal vehicles while on DMCS grounds, are off limits for tobacco use. This requirement extends to students, employees and visitors. This policy applies at all times, including school-sponsored and non-school-sponsored events.</p> <p>For purposes of this policy, "tobacco" is defined as any product that is made from or derived from tobacco, or that</p>

Please note that DMCS reserves the right to amend this handbook from time to time and revise policy in accordance with local, state, and federal law. Updates will be communicated to students / parents & the most up-to-date copy posted on the website.



DES MOINES CHRISTIAN SCHOOL

Equipping minds and nurturing hearts to impact the world for Christ.

	<p>contains nicotine, that is intended for human consumption or is likely to be consumed, whether smoked, heated, chewed, absorbed, dissolved, inhaled or ingested by any other means, including, but not limited to, a cigarette, a cigar, pipe tobacco, chewing tobacco, snuff, or snus. 'Tobacco' also means electronic smoking devices and any component or accessory used in the consumption of a tobacco product, such as filters, rolling papers, pipes, and substances used in electronic smoking devices, whether or not they contain nicotine. "Electronic Smoking Devices" means any device that can be used to deliver an aerosolized solution that may or may not contain nicotine to the person inhaling from the device, including, but not limited to, an e-cigarette, e-cigar, e-pipe, vape pen, e-hookah or other simulated smoking device.</p> <p>The distribution, dispensing, manufacture, possession, use, or being under the influence of tobacco, nicotine products, e-cigarettes, or "look alike" substances that appear to be tobacco by students is prohibited.</p> <p>"Possession" includes being in the presence of a prohibited substance if the student has either direct or shared control of the substance, or has knowledge of the presence of it and fails to promptly act to remove himself or herself from the offending premises.</p>
WEAPONS	<p>Students will not be permitted, under any circumstances, to bring objects, which can be used as dangerous weapons onto school property. These include, but are not limited to: firearms, air guns (BB, pellet, or other projectile), slingshot, chains, knives, etc.</p>
<p>DISHONESTY Honesty or integrity is defined as the firm adherence to a moral code - the person with integrity is incorruptible. As the Enemy seeks to tempt Christ-followers to compromise integrity for self-gain or self-interest, our Christ-centered community seeks to instill a godly moral code solely based on Truth in Scripture. Administration reserves the right to determine appropriate discipline dependent upon the student's reaction or willingness to modify behavior.</p>	
CHEATING / PLAGIARISM	<p>Academic integrity is valued at DMCS and the loss of credit or points for an assignment will be used in the case of cheating and/or plagiarism. The following are examples of cheating and/or plagiarism: turning in someone else's work as your own, copying words or ideas from someone else without giving credit, failing to put a quotation in quotation marks, giving incorrect information about the source or quotation, changing words but copying the sentence structure of a source without giving credit, or copying the majority of your work from another source, whether you give credit or not.</p> <p>1st offense = 0 on the assignment; 2nd offense = 0 on the assignment + detention; 3rd offense = 0 on the assignment + one day in school suspension + Behavior Probation.</p>
LYING	<p>Trust is essential to Christian community and being honest with the teacher or principal when being questioned is expected. Students who lie may receive a warning or be subject to further discipline at the discretion of the teacher or principal.</p>
<p>DISOBEDIENCE / INSUBORDINATION The following are expectations for student behavior and attendance. Obedience is defined as the submission to guidelines and expectations regardless of personal opinion or personal conviction. Students who do not follow the guidelines, whether willful disobedience or lack of awareness from not reading the handbook are still subject to natural consequences for the choices they make. Administration reserves the right to determine appropriate discipline dependent upon the student's reaction or willingness to modify behavior.</p>	
ATTENDANCE	<p>Independent Accreditation assurances through the State of Iowa require attendance of all regularly enrolled students for the entire time when school is in session during the regular school year. Students are expected to attend classes regularly and be on time in order for them to receive maximum benefits of the educational program, develop habits of punctuality, self-discipline, and responsibility, and to assist in minimizing disruptions to the educational environment.</p> <p>REPORTING AN ABSENCE - When a student must be absent from school, a parent or guardian must:</p> <ol style="list-style-type: none"> 1. Phone the office before 9:00 am of the day the student is absent. Messages may be left on voicemail

Please note that DMCS reserves the right to amend this handbook from time to time and revise policy in accordance with local, state, and federal law. Updates will be communicated to students / parents & the most up-to-date copy posted on the website.

DMCS

DES MOINES CHRISTIAN SCHOOL

Equipping minds and nurturing hearts to impact the world for Christ.

	<p>OR submitted online.</p> <p>2. The parent or guardian should give the following information when calling: their name, student name & grade, hours of absence, and reason for absence.</p> <p>COLLEGE VISIT (CV) - Seniors are allotted FOUR days for college visits per year; Juniors are allotted TWO.</p> <p>EXCUSED ABSENCE (EA) - Students may be excused from attendance for illness, death or illness in the student's family, medical appointments which cannot be scheduled outside school hours, or other reasons which can be justified from an educational standpoint and for which approval is given by the student's parents and administration, including family vacations. Parents shall verify consent to the absence in writing or by telephone.</p> <p>SCHOOL ACTIVITY (SA) - Assigned when students are absent for school athletics or activities such as Basketball, Show Choir, Victory, etc.</p> <p>UNEXCUSED ABSENCE (UA) - Any absence from school or a class without Administrator approval shall be considered an unexcused absence and subject to discipline: 1st offense = 60-minute detention; 2nd offense = one day ISS; 3rd offense = three days ISS + Behavior Probation.</p> <p>MAKE UP WORK - All work missed due to absences, excused or unexcused, may be completed for credit. A reasonable date for make-up work will be determined by the teacher. If the work is not completed in a timely manner, the student shall receive a "0" for the work.</p> <p>EXCESSIVE ABSENCES: When a student has reached an excessive number of absences (10 days in one class period), Administration will examine the reason(s) for the absences and identify interventions to support better attendance. If it is determined further support is needed, Administration will notify parents that documentation is necessary to excuse future absences. Documentation includes notes from medical professionals verifying an illness or appointment. If documentation is not provided, future absences will be considered unexcused.</p>
DANCES	<p>DMCS hosts both a homecoming dance and prom to facilitate Christian community. If a DMCS student wishes to bring a non-DMCS student as their date, an OUTSIDE GUEST APPROVAL FORM must be completed two-weeks prior to the event for administrative approval. Administration may deny any outside date request for behaviors which contradict the DMCS Student Code of Conduct. Students will receive a wristband at the door. If they are behaving inappropriately, the wristband will be cut off as a warning. Should they repeat the behavior, they will be asked to leave. Tickets will not be refunded.</p> <p>HOMEcomings – The Homecoming dance is held during the fall for Grades 9-12, Homecoming has become a highlight of the year. The senior class selects the Homecoming court and presents to the student body for a vote. The king and queen are crowned at the Homecoming football game. Student Council has the responsibility for planning Homecoming events.</p> <p>PROM – This is the last major social activity of the school year and is held in honor of the departing senior class. The junior class plans and conducts Prom and After Prom. The dance is for JRs and SRs only; Sophomores may attend if asked by a JR or SR.</p> <p>DRESS CODE FOR DANCES - We recognize fashion trends change from year-to-year; however, we do expect students to put forth exceptional effort in making dresses appropriate for school functions. The following guidelines apply (students should also refer to the <i>General Expectations</i> section in the dress code below): Dresses must cover cleavage, stomach, lower back, and upper thigh. Dresses with sheer sections or cut outs in the chest, stomach, or lower back must have colored fabric panels (no nude panels) sewn in or attached in such a way that they stay during the dance. Strapless dresses are acceptable for dances.</p>
DRESS CODE	<p>GENERAL EXPECTATIONS - Students are expected to dress and groom themselves in a way that is gender appropriate, not offensive, not distracting to the learning environment, and not be such that draws undue attention to himself / herself detracting from the oneness of community.</p>

Please note that DMCS reserves the right to amend this handbook from time to time and revise policy in accordance with local, state, and federal law. Updates will be communicated to students / parents & the most up-to-date copy posted on the website.



DES MOINES CHRISTIAN SCHOOL

Equipping minds and nurturing hearts to impact the world for Christ.

	<p>Clothing must serve the purpose of protection and privacy at school and school sponsored events such as dances, games, concerts, etc. It must not call attention to anatomical details - Examples include, but are not limited to: shirts that are form fitting (too tight), bare midriffs, strapless / off the shoulder shirts or dresses, backless tops, open mesh / sheer clothing without proper clothing underneath, short shorts, mini-skirts shorter than fingertips, sagging pants. Clothing must cover genitals, upper thigh, full back, chest, stomach, and bottom for both male and female students. Jeans with holes in the knees are acceptable - holes above the knee must have patches underneath. Tanks tops are acceptable with straps that are 3-4 fingers wide (cold shoulder shirts are acceptable if the top strap aligns with the tank top expectation). No undergarments (bras, underwear) or tattoos should be visible. For safety purposes, shoes must be worn at all times.</p> <p>Hair must be clean, well groomed, and kept out of the face for both male and female students. <i>MALE STUDENTS: Boys may wear their hair longer than previously allowed; however, it may not go past the top of the shoulders. "Man buns" are acceptable to keep hair out of the face. If boys have facial hair, it must be neatly trimmed.</i></p> <p>The following clothing and apparel MAY NOT be worn:</p> <ul style="list-style-type: none"> ● Clothing which promotes illegal use of drugs, alcohol, tobacco, or look alike substances. ● Clothing which displays obscene material, profanity, vulgar statements, satanic symbols, gang symbols, hate messages, sexual innuendoes, suicide, violent messages, non-Christian values, or other messages interpreted as being inappropriate or offensive. ● Leggings; they may only be worn under dresses / skirts that are mid-thigh or longer. ● Masks, hoods, hats, and sunglasses <i>during the school day.</i> ● Gauges, earrings for boys, or facial piercings. <p>CHAPEL - Chapel attire is worn for the entire school day (including part-time students) and cannot be covered by outerwear. Shirts / sweatshirts may be worn <i>under</i> a chapel shirt if students are cold.</p> <ul style="list-style-type: none"> ● BOYS – Khaki pants or shorts with an official DMCS navy blue logo shirt (polo or fleece). ● GIRLS - Khaki pants, capris, or Bermuda shorts with an official DMCS navy blue logo shirt (polo or fleece). <p>PHYSICAL EDUCATION, REHEARSALS, & PRACTICES - Clothing may be activity-specific and activity-appropriate. All guidelines from the GENERAL EXPECTATIONS will be followed. Spandex may not be worn as the sole garment but may be worn under shorts; girls may not wear shirts that show sports bras; boys may not wear ripped shirts that show midriffs, sides, etc.</p> <p>1st offense = warning + rule clarification + students will be required to change clothes; 2nd offense = warning + rule clarification + parent notified + students will be required to change clothes. 3rd offense is considered insubordination and subject to further discipline.</p>
<p>DRIVING / PARKING</p>	<p>As a campus with 2-year olds to 18-year olds, courtesy and careful driving are necessities in our school parking lot. Reckless driving will not be tolerated. Students may not park in designated visitor spots during school hours from 7:00 am - 4:00 pm. During the school day, students should only park in the yellow, numbered spot assigned to them. To receive a parking tag, students must have a valid driver's license or school permit and register their vehicle with the Office. Students must get permission from the Office prior to going to their car during the school day.</p> <p>Reckless driving, speeding, leaving school without proper authorization, or failure to follow any of our driving policies may result in termination of the permission to drive to school and / or a parking fine.</p>
<p>LOCKERS</p>	<p>Students must assume personal responsibility for the safe-keeping of all personal articles brought from home as well as those assigned to them by the school. We offer the following guide-lines:</p> <ul style="list-style-type: none"> ● Don't bring money except for school purposes. ● Lock your lockers. Only school-issued locks can be used. They can be requested and checked out

Please note that DMCS reserves the right to amend this handbook from time to time and revise policy in accordance with local, state, and federal law. Updates will be communicated to students / parents & the most up-to-date copy posted on the website.



DES MOINES CHRISTIAN SCHOOL

Equipping minds and nurturing hearts to impact the world for Christ.

	<p>from the office by students. A fine will be charged at the end of the year if the lock is not returned.</p> <ul style="list-style-type: none"> • Report lost or stolen articles to the classroom teacher immediately. • Clearly mark all personal possessions for easy identification. • Don't bring athletic equipment from home unless requested to do so by a teacher or coach.
LUNCH	<p>Students in Grades 9-12 may eat in certain classrooms during lunch at the request of the teacher; specific grades and classrooms will be communicated to students in Daily Announcements the first week of school and may change from time-to-time. When classrooms are not available, students should be in the Multi-Purpose Room (MPR) with the exception of Seniors who have Open Campus privileges and may leave for lunch and / or eat in collaborative spaces throughout the middle school and high school building.</p>
OPEN CAMPUS	<p>Open campus is a privilege given to Seniors. It may also be extended to students in Grades 9-11 on a case-by-case basis. The privilege may be revoked by Administration or parents at any time. Reasons to revoke privilege include but are not limited to:</p> <ul style="list-style-type: none"> • Repeated Student Code of Conduct violations • Academic Probation • Behavior Probation <p>Parents / students must sign and return the OPEN CAMPUS PERMISSION FORM. Students are expected to follow check in / check out procedures outlined in the student handbook. IF Seniors stay at school during a period in which they are not scheduled to be in class, they must sit in one of the collaborative spaces in either middle school or high school and are not to disrupt the learning environment for other students.</p>
PRANKS	<p>Pranks can have the opportunity to create positive memories (i.e. Senior prank). Any school prank must be pre-approved by Administration to ensure illegal or criminal behavior does not occur. Pranks that cause destruction of school property or personal property will not be allowed. Students organizing and/or participating in pranks will be subject to discipline.</p>
TARDIES	<p>Students are expected to be in classes and activities on time, including Early Bird. Students may be assigned a TWP when they are arriving from an appointment, they are kept late by another teacher, the community is having widespread weather / traffic issues or other reasons as determined by Administration.</p> <p>UNEXCUSED TARDY (UT) - Any tardy not approved by the classroom teacher or administration shall be treated as an unexcused tardy and subject to discipline.</p> <p>Teachers will warn students upon entering an unexcused tardy in attendance. The office will run weekly reports to monitor tardies and follow these guidelines: 6th offense = parent notification + explanation of future discipline; 7th offense = 30-minute detention; 8th offense = 30-minute detention; 9th offense = 30-minute detention; 10th offense = parent / student / school conference to discuss attendance concerns and further disciplinary action.</p>
TECHNOLOGY	<p>Students are responsible for positive, honorable, and mature use of technology (personal and school owned devices). Computers, software, and other resources are used to support learning and impact the world for Christ through the responsible use of online resources and communication platforms. Students are expected to provide appropriate credit for materials gathered online, seek permission to record or photograph other students / activities, respect and encourage each other through online words and media, protect equipment from damage or theft, use DMCS wireless networks while at school, etc.</p> <p>Cell phones may not be used during class without permission from the classroom teacher. They may be used in hallways during passing period or at lunch.</p> <p>At no time are students or visitors authorized to video capture, photograph, or audio record others in the school building, on school property, or at school activities (unless recording a public performance such as a game, play, concert, assembly, etc) without the consent of a teacher, coach, or administrator. Video, pictures, or audio of the locker room or restroom is strictly prohibited.</p> <p>1st offense = technology held by teacher for student pickup at end of class; 2nd offense = technology held in office for end of day pickup by student; 3rd offense = technology held in office for parent pickup + detention. Students who repeatedly misuse technology and / or fail to abide by expectations will be subject to further</p>

Please note that DMCS reserves the right to amend this handbook from time to time and revise policy in accordance with local, state, and federal law. Updates will be communicated to students / parents & the most up-to-date copy posted on the website.



DES MOINES CHRISTIAN SCHOOL

Equipping minds and nurturing hearts to impact the world for Christ.

	discipline. See the APPENDIX for more information about student / parent responsibility for BYOD or school lease as well as troubleshooting tips.
DISORDERLY CONDUCT	
LOUD, BOISTEROUS CONDUCT; PROFANITY	Loud or boisterous conduct which disturbs the learning environment or threatens Christian community is not acceptable. This includes temper tantrums, disturbing classes or meetings, running in hallways or stairways, verbal or physical behavior which results in inappropriately exuberant, disorderly, or rowdy actions or reactions. This includes behavior within the building at DMCS as well as the way we treat others at away games, etc. An attempt will be made by school personnel to coach a student's behavior. Repeated coaching may result in further disciplinary action, including removal from the school-sponsored activity.
DISRESPECT	
DISRESPECTFUL BEHAVIOR	Racial, ethnic, sexual, or cultural slurs, derogatory or disrespectful statements are damaging to Christian community and is not acceptable. This includes behavior within the building at DMCS as well as the way we treat others at away games, etc. An attempt will be made by school personnel to coach a student's behavior. Repeated coaching may result in further disciplinary action, including removal from the school-sponsored activity.
INTERFERING WITH SCHOOL PURPOSES	Malicious activities that interfere with school purposes will be subject to discipline. Examples of said malicious behavior include, but are not limited to: making a false fire alarm, conveying bomb threats, setting fire to items within or around the school, etc.

EXTRACURRICULAR ACTIVITIES - In alphabetical order

DMCS seeks to promote the development of the whole person through a variety of programs and activities. Participation in the life of DMCS outside the classroom gives our students a chance to explore the many talents God has given them. Our membership in the West Central Activities Conference (WCAC) allows the students to compete in sports, fine arts and academic competitions. [Click here for more information about the athletics and activities offered at DMCS.](#)

90-DAY RULE - The IHSAA and the Iowa Girls High School Athletic Union (IGHSAU) require a 90-day sit out period for transferring high school students desiring to participate in varsity level athletics. The purpose of this rule is to discourage recruiting of students. A high school student has eight semesters of eligibility in high school athletics. The 90 days are school days and begin on the first day of official enrollment at DMCS. If the student has not participated in high school level sports prior to transfer, they may participate immediately. If a student changes their living address, they are allowed to participate immediately.

ACADEMIC ELIGIBILITY TO PARTICIPATE IN ACTIVITIES - The eligibility standard for participation in athletics & activities is to maintain a minimum GPA of 1.67 (C-) and have no "F's" on a weekly basis. An "F" is a cumulative grade in the class and not an individual test or assignment grade. The eligibility report will be generated Wednesday mornings.

ATHLETIC PROBATION: If a student does not meet the eligibility standards outlined above when the report is generated, they will be placed on probation for the following week. The probation period will begin on Wednesday and end on the following Wednesday. Students may participate in practices and games while on probation.

INELIGIBLE: If a student continues to not meet the eligibility standard outlined above when the report is generated, they will be considered ineligible, but only if the failing grade is in the same subject area as the week before. Ineligible is defined as no participation in performances/games until the conditions for eligibility are met (no F's or a GPA greater than 1.67). This policy covers all non-graded school activities such as sports, student council, worship team, drama, etc.

Please note that DMCS reserves the right to amend this handbook from time to time and revise policy in accordance with local, state, and federal law. Updates will be communicated to students / parents & the most up-to-date copy posted on the website.



DES MOINES CHRISTIAN SCHOOL

Equipping minds and nurturing hearts to impact the world for Christ.

SUMMER ATHLETICS & ACTIVITIES: The eligibility for summer sports is slightly different. If a student fails 2nd semester of a class, they are ineligible for 30 days according to rules from the IHSAA and IGSAU.

ATTENDANCE POLICY TO PARTICIPATE IN EXTRACURRICULAR ACTIVITIES - Students are required to be in attendance for 50% of their scheduled classes to participate in extracurricular activities. A written request is required from the parent with evidence of mitigating circumstances to be considered by for an administrative exemption to this rule. Coaches and Directors are responsible for verifying attendance of their players/participants on the day of an event.

ATHLETIC / ACTIVITY FEES - An athletic / activity fee is collected annually for each sport in which the student competes and show choir. This fee is set by the DMCS Board of Directors and supplements the overall cost of athletics and student activities. Fees are billed to the student's account and are only refunded if an athlete quits before participating in a competition. An athletic fee will also be assessed on the accounts of students participating in our Cooperative Sharing Agreement with Urbandale/Johnston to offset the fee those schools charge DMCS.

ATHLETIC DOCUMENTS - The Iowa High School Athletic Association (IHSAA) mandates all student athletes to have the following three documents on file with their school in order to participate (including practice) in any school athletic programs:

1. **Athletic Preparticipation Physical Exam:** Valid for 12 months + 30 days from date of exam.
2. **Head Concussion Information Form:** Signed by both parent and student.
3. **Student Accident Insurance Waiver**

GOOD CONDUCT RULE

To retain eligibility for participation in Des Moines Christian extracurricular activities, students must conduct themselves as good citizens both in and out of school at all times. Students who represent the school in an activity are expected to serve as good role models to other students and to members of the community.

Claims of Good Conduct Rule violations will be investigated. Students will have the opportunity to hear the allegation and provided the opportunity to share their side of the story. If claims are substantiated, student(s) will be deemed ineligible for a period of time, as described below. A student may lose eligibility under the Good Conduct Rule for any of the following behaviors:

- Possession, use, or purchase of tobacco products (or look alike products), regardless of the student's age
- Possession, use, or purchase of alcoholic beverages (having odor of alcohol on one's breath is evidence of "use")
- Being in attendance at a function or party where the student knows or has reason to know that alcohol or other drugs are being consumed illegally by minors and failing to leave despite having a reasonable opportunity to do so
- Possession, use, purchase, or attempted sale/purchase of illegal drugs, or unauthorized possession, use, purchase, or attempted sale/purchase of otherwise lawful drugs
- Engaging in any act that would be grounds for arrest or citation in criminal or juvenile court system (excluding minor offenses such as traffic or hunting/fishing violations), regardless of whether the student was cited, arrested, convicted, or adjudicated for the act(s)
- Exceedingly inappropriate or offensive conduct such as assaulting staff / students, gross insubordination (talking back or refusing to cooperate with authorities), hazing or harassment of others. Such harassment does not have to rise to the level of violating the school's anti-bullying / harassment policy, but rather may include inappropriate and/or disparaging comments to or about others, whether made verbally, in writing, or by electronic means (e.g. text messages, email, or posting on social media). Examples of such harassment includes, but is not limited to: threats, inappropriate comments about the traits of an individual or group; creating parodies to make fun of others; posting or otherwise sharing potentially embarrassing photos, drawings, videos, or depictions of others without permission. NOTE: This could include group conduct. This rule is not intended to prevent a student from expressing his / her religious or political beliefs.

If a student transfers from another Iowa school or school district and the student has not yet completed a period of ineligibility for a violation of a Good Conduct Rule in the previous school, the student shall be ineligible if administration determines there is general knowledge in our school district of the fact that the student was in violation in a previous district.

PENALTIES - A student who, after an interview with administration, is found to have violated the Good Conduct Rule will be subject to the following:

- **FIRST OFFENSE WITHIN STUDENT'S HIGH SCHOOL CAREER** = Suspended up to 30% of the current season (including any post season competition).

Please note that DMCS reserves the right to amend this handbook from time to time and revise policy in accordance with local, state, and federal law. Updates will be communicated to students / parents & the most up-to-date copy posted on the website.



DES MOINES CHRISTIAN SCHOOL

Equipping minds and nurturing hearts to impact the world for Christ.

- **SECOND OFFENSE WITHIN STUDENT'S HIGH SCHOOL CAREER** = Suspended up to 60% of the current season (including any post season competition).
- **THIRD OFFENSE WITHIN STUDENT'S HIGH SCHOOL CAREER** = The student will be suspended for the remainder of his / her high school career.

Ineligibility must be served before an athlete participates in any other sport. If the athlete is suspended at the end of one season or school year, then the ineligibility will carry over to the next sport or school year. An ineligible student may attend all practices or rehearsals but may not "suit up" nor perform / participate in the sport or activity, including travel to away games or performances. Students who are ineligible at the end of a sport or activity shall not receive a letter or award for that activity.

ADMISSION PRIOR TO DETERMINATION (SELF-REPORTING): If a student comes forward to a coach, administrator, or athletic director to admit (self-report) a violation of the Good Conduct Rule prior to a finding of guilt by the administration, the student's penalty may be reduced up to 15% for first offense and 30% for second offense.

ADDITIONAL EXPECTATIONS FOR STUDENT BEHAVIOR - The following is a list of violations that are detrimental to the witness and testimony of DMCS.

INAPPROPRIATE LANGUAGE (PROFANITY), POOR ATTITUDE, POOR SPORTSMANSHIP, RETALIATION, TAUNTING, and TECHNICAL FOUL*

- **FIRST OFFENSE** = Coach and/or Director will meet with the student to discuss the behavior and review the student expectations.
- **SECOND OFFENSE** = Coach and/or Director will meet with the student / parents to discuss disciplinary steps which may include 1-2 game suspensions.
- **THIRD OFFENSE** = Coach and/or Director will meet with the student / parents to discuss disciplinary steps which may include a 3-5 game suspension.

**Technical fouls will be reviewed by the Athletic Director who will determine the severity of the foul.*

NATIONAL COLLEGIATE ATHLETIC ASSOCIATION (NCAA) ELIGIBILITY - Any student athlete desiring to compete for an NCAA institution must register with the NCAA Clearinghouse. Specific guidelines must be met to be eligible for recruitment by any NCAA college or university. See your Academic Advisor or contact the NCAA's Web site at www.ncaa.org.

MISCELLANEOUS - *In alphabetical order*

ADDRESS CHANGES - Please report any change in address, telephone number, emergency contact, work numbers, etc. to the office. The school's number is 252-2490.

BENEVOLENCE / CHARITABLE ACTS - Organizing meals, volunteer services, or gift cards for a specific family must be approved by the principal. Communication to students / families may be limited to classes, grades, or departments who have a relationship with the family. In accordance with IRS regulations, DMCS does not fundraise cash for specific families.

FIELD TRIPS - Classes may take trips to interesting and educational places. Parents will be notified and must sign a permission slip for the student to attend. Students are responsible to the classroom teacher and/or other adult chaperone while on the buses and at the site. DMCS asks that siblings not accompany parent chaperones on field trips.

LOST AND FOUND - Custodians go through the building each evening. All items found in hallways, on top of lockers, in locker rooms or the gym, etc will be placed in the Lost and Found located outside the Secondary Office. Unclaimed items will be donated 1-2 times per month.



DES MOINES CHRISTIAN SCHOOL

Equipping minds and nurturing hearts to impact the world for Christ.

LUNCH INFORMATION - DMCS has a serving kitchen only. Our hot lunches are prepared by Hy-Vee. Milk is included with each hot lunch and is also available for cold lunch students to purchase. Monthly menus are available on the website. Hot lunch and milk are available daily. Lunch accounts are created for each DMCS family and a family ID # is assigned. This account operates like a checking account where funds are deposited to be available for purchases. Students will be assigned individual lunch ID numbers to purchase their meals, milk and a la carte items. Visit our website home page and link to "School Lunch" for more detailed information on how to maintain your lunch account and how to order hot lunches.

MUSIC AT EVENTS AND PRACTICES - Students have the opportunity to use music at school events and ballgames. All music that is played should promote our mission or not distract from our mission. Music selections are not limited to Christian artists or to instrumental only music. Playlists used for student activities such as practices, events, dances, and ballgames must be approved in advance by the principal.

TRANSPORTATION TO SCHOOL-SPONSORED EVENTS AND ACTIVITIES - DMCS provides transportation to athletic events and other school activities for all student participants. All student participants are expected to ride the bus to and from the events unless otherwise communicated by administration. If a student misses the bus a parent may drive them to the event. Student conduct rules will apply on all buses.

If DMCS transportation is provided but a student NEEDS to drive himself or herself, the following should be noted:

Parental permission must be granted in writing ahead of time explaining the situation, i.e. doctor appointments, work schedules, student living near the event site, etc. Administration's permission must also be obtained. Being given permission to drive themselves does NOT give a student permission to drive other participants. Parents cannot give authorization for students other than their own unless they have written permission from the other parents.

If DMCS transportation is NOT provided the following should be noted:

Participants and parents will be notified if transportation will not be provided to a school event. DMCS will be relieved in such cases of legal responsibility for the actions of student or parent drivers.

SENIORS - In alphabetical order

Des Moines Christian School is structured for Seniors to have flexible schedules. With this framework, it is vital to have Senior involvement in mentoring / leading younger students on campus. The following guidelines are in place to ensure Seniors stay connected in the community, have the opportunity to lead, and have a great conclusion to their high school education.

ADVISORY & CHAPEL GUIDELINES – Seniors who have a 2nd period class on Wednesday are required to attend Advisory. Seniors who have a 4th period class on Thursdays are required to attend Chapel. Attendance will be taken and absences will be treated as unexcused absences. See the attendance section for more information regarding discipline procedures.

MINIMUM RESIDENCY – A minimum residency requirement of 4 academic classes must be maintained during each semester of the Senior year. Study hall (or study skills) is not considered an academic class for the purpose of this requirement.

SENIOR CLASS TRIP – DMCS sponsors and chaperones a class trip for the Senior class to celebrate and reflect upon the Portrait of a Graduate and Lord's faithfulness in the lives of the students. General expectations include: a) Students / families are responsible for all costs associated with the trip; b) Students are expected to follow DMCS Student Code of Conduct guidelines while on the trip; c) Students / families are responsible for any costs associated with sending a student home early for failure to follow the Student Code of Conduct; d) Students who are on Behavior Probation, Academic Probation, or whose family is not in good standing financially may not attend. Any payments made prior to Administration's decision that a student may not attend would be forfeit.

APPENDIX - In alphabetical order

Please note that DMCS reserves the right to amend this handbook from time to time and revise policy in accordance with local, state, and federal law. Updates will be communicated to students / parents & the most up-to-date copy posted on the website.



DES MOINES CHRISTIAN SCHOOL

Equipping minds and nurturing hearts to impact the world for Christ.

BYOD (BRING YOUR OWN DEVICE) - The student is fully responsible, at all times, for the personally owned device brought to school. DMCS is not liable for any loss/damage/theft of a personally owned device. The student is responsible for proper care of his/her personal device, including costs of repair, replacement, or modifications needed to use the device at school. Any images or video recorded at school or during school functions must be for educational purposes and must have express permission of the teacher or staff member to transmit or post. During school hours the student should only use their device to access classroom related activities. If reasonable belief exists that the student has violated the terms of this agreement, or other school policy, the student's device may be confiscated and/or inspected. Subsequent or additional disciplinary action involving misuse of technology may extend to loss of technology privileges or further action as determined by the principal. Students must register their personal device with IT personnel at DMCS in order to gain access to the wireless network.

SCHOOL LEASED DEVICES - Students who lease from DMCS will receive an 11" MacBook Air with MagSafe charger and extension cord. The laptop will be preloaded with software such as GarageBand, iMovie, iPhoto, Numbers, Pages, Keynote. Other applications are available to Download from Kiosk- Chrome, Firefox, etc.

WHAT SHOULD YOU DO WHEN YOU NEED HELP AT HOME?

1. Search resources such as Google, YouTube, or the Help menu for the application.
2. Restart the computer. This solves most laptop problems.
3. Reference the *Troubleshooting Guide* found on the DMCS website under "Technology/Troubleshooting Guide".
4. Parents or students may call Apple Support (1-800-800-2775, Option 3, Option 1) directly between 8am and 7pm

WHAT SHOULD YOU DO WHEN YOU NEED HELP AT SCHOOL?

1. Check the application's help system.
2. Support and Application Tutorials via Atomic Learning: www.atomiclearning.com. Login with the Heartland AEA access available in the Media Center.
3. Restart the computer. This solves most laptop problems.
4. Reference the *Troubleshooting Guide* found on the DMCS website under "Technology/Troubleshooting Guide".
5. Go to the DMCS Help Desk located in the Makerspace to submit a repair ticket. A loaner laptop may be provided to you while repairs are made if you lease a school issued device.

STUDENT AND PARENT RESPONSIBILITIES - The student is fully responsible, at all times, for the use of the school issued device. The student is responsible for proper care of the school issued device, including costs of repair, replacement, or modifications needed to use the device at school. Any images or video recorded at school or during school functions must be for educational purposes and must have express permission of the teacher or staff member to transmit or post. During school hours the student should only use their device to access classroom related activities. If reasonable belief exists that the student has violated the terms of this agreement, or other school policy, the student's device may be confiscated and/or inspected. Subsequent or additional disciplinary action involving misuse of technology may extend to loss of technology privileges or further action as determined by the principal.

Handling and Care of Laptop

1. Keep the laptop in its protective bag and utilize the silicon keyboard covers required from the school supply list.
2. Use the laptop on a flat, stable surface
3. Do not set books on top of the laptop.
4. Avoid carrying the laptop with the screen open.
5. Be careful not to leave pencils, pens or papers on the keyboard when closing the screen.
6. Do not pick up the laptop by the screen.
7. No food or drink around the laptop.
8. Wipe screen surfaces with a clean, dry, soft cloth.
9. Avoid touching the screen with fingers, pens, or pencils.
10. If hands are dirty, wash them before using laptop.
11. Do not use the laptop in dusty or dirty environments.
12. If the laptop has been in a cold car, allow several minutes for it to warm to room temperature before use.



DES MOINES CHRISTIAN SCHOOL

Equipping minds and nurturing hearts to impact the world for Christ.

13. Do not leave the laptop exposed to direct sunlight or near any heat or moisture sources for extended periods of time.

Power Management

1. It is the student's responsibility to recharge the laptop's battery so it is fully charged by the start of each school day.
2. Close the screen to put the computer to sleep to extend battery life when not in use.
3. Dimming the screen brightness also extends the battery life.
4. All students are asked to carry their charger to school in case a recharge is necessary throughout the day.

Transport

1. The laptop should be transported in its protective case in shutdown (turned off) or sleep mode (screen closed).
2. Do not leave laptop in a vehicle for extended periods of time or overnight. Do not leave in a vehicle during winter temperatures.
3. Do not leave laptop in visible sight when left in vehicle.

Ethical and Appropriate Use

1. Students are expected to adhere to the DMC Technology Honor Code outlined above.

Filtering

1. Pornography and Adult Content are blocked 24/7 both at school and away from school.
2. Games, social media, and Internet video/audio sites (except YouTube) are blocked 24/7 at school and away from school.

Lost, Stolen, or Damaged Laptops

1. Unattended laptops should be kept in a secure location, such as a LOCKED student locker.
2. If a laptop is lost, stolen, or damaged, please notify the school immediately on the next school day.
3. Students/parents are responsible for replacement or repairs as indicated in section G.

Student/Parent Financial Responsibility

1. If the repair is a result of hardware failure NOT caused by neglect or abuse the repair is no cost.
2. If the repair is a result of negligence or abuse the first repair can cost up to \$75.
3. The second repair as a result of negligence or abuse can cost up to \$150.
4. The third and ongoing repairs as a result of negligence or abuse will be the full cost of repairs.
5. **Liquid damage** is a significant enough problem that it is treated in its own fashion. Liquid damage is a minimum \$450 charge.
6. The repair costs will reset every school year.

Monitoring and Supervision

1. The laptop should be used in a location where use can be monitored and supervised by a parent. Unsupervised use is strongly discouraged, e.g use in a child's bedroom.
2. The student assigned the laptop is responsible for all use of his or her laptop.
3. Students should not allow other students to borrow their laptop.
4. Special software has been installed on the computer which allows the school to monitor use, time spent on applications, and websites visited.

Internet Access & Filtering

1. Students are allowed to access the Internet away from school using any wireless connection.
2. The laptop's browsers are configured to use Internet filtering whether accessing the Internet from home or from the classroom. Internet filtering not only restricts access to unacceptable sites, but also restricts access to social networking, games, and video. While Internet filters provide an important level of protection, no filter program provides 100% protection. **Monitoring and supervision are still very important.** Student usage reports are available upon request.
3. Use caution when accessing unsecure wireless networks.

Please note that DMCS reserves the right to amend this handbook from time to time and revise policy in accordance with local, state, and federal law. Updates will be communicated to students / parents & the most up-to-date copy posted on the website.



DES MOINES CHRISTIAN SCHOOL

Equipping minds and nurturing hearts to impact the world for Christ.

Printing at Home

1. Students are allowed to print to a home printer. For most USB or wireless printers, printer software already exists on the laptop and only requires setting up the printer.
2. If additional printer drivers are required, please ask at the Tech Help Desk.

Personalization

1. Because the laptop is DMC property, personalization of any kind, including vinyl skins and stickers are not allowed.