

DMCS

DES MOINES CHRISTIAN SCHOOL

**Middle School
Student Handbook**

2017-2018 School Year



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Middle School Student Handbook 2017-2018

Dear Students and Families,

Welcome to the 2017-2018 school year at DMC Middle School. There will be a lot “firsts” this year for many of our students and our school. This will be the inaugural year of our Middle School division that will provide 6th, 7th, and 8th graders with individualized and developmentally appropriate educational opportunities. DMCS hired its first Middle School principal and guidance counselor. The construction of the Performance Hall and Wellness Center is nearly complete where the Middle School will have its first MS specific chapel. While there are new faces and new spaces, the mission of DMCS is still the same: Educating minds and nurturing hearts to impact the world for Christ. The facilities, teachers, students, and community have been lifted up in prayer as we ready ourselves for Monday, August 28.

Many of the policies and procedures outlined in this handbook are intended to provide boundaries for a safe learning environment for the 1,000+ students who enter our doors. There are several topics included - some are required by law, some are must haves to guide student behavior, and some are good to know items with contact information and teacher assignments. Many of these topics can also be found on our school website - dmcs.org under Parent Info.

The revision process includes input from students, teachers, and community members as DMCS demonstrates the practice of continual reflection - Who are we and what are we doing here? If you have questions or concerns about policies and/or procedures outlined below, please direct them to Principal, [Mark Clinton](#).

The following sections were updated from previous handbook editions:

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

We look forward to partnering with you in this very important journey and have been in prayer for your student, your family, and the school. As we inch closer to the beginning of the school year, I wanted to share some important information to ensure we have a great start. We have several new students/families joining us this year and look forward to creating an enriching and vibrant Middle School.

Grace,

Mr. Mark Clinton, Middle School Principal



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 |

MIDDLE SCHOOL FACULTY / STAFF

- | | |
|------------------------------|---|
| • Stacey Bailey | Study Hall Associate |
| • Renita Darrah | Algebra 1, Geometry |
| • Matt Fynaardt | Physical Education |
| • Elaine Hagenberg | Vocal Music |
| • Carroll Hardy | Band |
| • Erin Haven | Social Studies |
| • Rob Lane | 7/8 Band |
| • Cory Nikkel | Bible, Life Science |
| • Annie Gallaher | Administrative Assistant to the MS Principal |
| • Kate Kremer | Language Arts, Geography |
| • Renee McGill | STEAM Coordinator |
| • Carolyn Oaks | MS Guidance Counselor |
| • Becky Parks | Director of Innovative Learning, Extended Learning Program Coordinator |
| • Mike Reeder | Life Science, Earth Science |
| • Brittany Smith | Math, Social Studies |
| • Greg Van Soelen | Athletic Director |
| • Stephanie Veurink | Bible |
| • Shari VerSteeg | School Nurse |
| • Chelsea Vetter | Technology |
| • Zane Vredenburg | Art Foundations, Computer Graphics, Dig Photography, Drawing / Painting |
| • Kathy Wagner | Language Arts |
| • Mike Wilson | Technology Coach |
| • Roxanne Wilson | Bible, Science |
| • TLP (The Language Project) | Spanish |



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. During the meeting, a summary will be prepared explaining the issue that is impacting the learning environment and steps will be reviewed that the student or parents have taken to resolve the issue. After the meeting, the Principal will analyze the information and within two (2) school days meet with the student to inform him / her of the plan of action.



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.

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.
- 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.

ENCORE - Encore classes complement the learning experience for middle school students in Grades 7-8 in a flexible learning environment that foreshadows course offerings in the high school.

*NOTE: This replaces the previous Exploratory class schedule.

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.

HOMESCHOOL GUIDELINES – 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.
- **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).

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.



HOMEWORK, GRADING, & ASSESSMENTS *(In alphabetical order)*

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."

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.

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.

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. Grace can be given when there is an admission of behavior and repentance (180 degree turn around).

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 as this behavior is harmful to the unity of believers. 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 / Harassment	(digital/physical/verbal/sexual intimidation)
Criminal or Illegal Behavior	(destruction of property, fighting, illegal substances, theft, weapons)
Dishonesty	(cheating, lying)
Disobedience / Insubordination	(to school, teacher, or coach policies)
Disorderly Conduct	(loud or boisterous conduct, profanity)
Disrespect	(school faculty or staff, students, parents)

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.

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 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.

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	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.
	"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.
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	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.
	"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.

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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 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	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.
DISHONESTY	
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	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.
DISOBEDIENCE / INSUBORDINATION	
The following are expectations for student behavior in a variety of activities. Administration reserves the right to determine appropriate discipline dependent upon the student's reaction or willingness to modify behavior.	
ATTENDANCE	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



	<p>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. 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>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 = one day ISS; 2nd offense = three days OSS + Behavior Probation; 3rd offense = five days of OSS + Recommendation for Expulsion.</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>
<p>DANCES</p>	<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> HOMECOMING – 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> <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>
DRIVING / PARKING	<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</p>

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	<p>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>
LOCKERS	<p>Students must assume personal responsibility for the safekeeping of all personal articles brought from home as well as those assigned to them by the school. We offer the following guidelines:</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 from the office by students. A fine will be charged at the end of the year if the lock is not returned. ● 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><i>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.</i></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>

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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 discipline.</p> <p>See the APPENDIX for more information about student / parent responsibility for BYOD or school lease as well as troubleshooting tips.</p>
DISORDERLY CONDUCT	
LOUD, BOISTEROUS CONDUCT; PROFANITY	<p>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.</p>
DISRESPECT	
DISRESPECTFUL BEHAVIOR	<p>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.</p>
INTERFERING WITH SCHOOL PURPOSES	<p>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.</p>

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. For more information about the activities and athletics offered at DMCS, click [here](#).

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.

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 the athletic program. 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.

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).
- **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.

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 Department Principal on a case-by-case basis. Communication to the Association about the need may be limited to classes, grades, or departments who have a relationship with the family. In accordance with IRS regulations, the School does not fund-raise 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 go. 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.

LUNCH AND MILK 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 - 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.



APPENDIX - In alphabetical order

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.
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.

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 covers, is not allowed.