

DES MOINES CHRISTIAN SCHOOL
POLICIES AND PROCEDURES

SCHOOL-COMMUNITY RELATIONS

Series 1000

1000	9/6/11	STATEMENT OF GUIDING PRINCIPLES FOR COMMUNITY RELATIONS
1001		PUBLIC COMMUNICATIONS
1001.3	9/6/11	School Promotion of Community Groups
1001.5	9/6/11	Board Proceedings
1001.6	9/6/11	Public Records
1001.7	10/3/11	School Property Use
1001.8	10/3/11	Privacy Policy
1001.8A	9/6/11	Third Party Communication Opt-Out Form
1002		CITIZENS' ADVISORY COMMITTEE
1002.1	9/6/11	Citizens' Advisory Committees
1003		RELATIONS BETWEEN SCHOOL PERSONNEL AND THE PUBLIC
1003.1	9/6/11	Participation in Community Life
1004		USE OF SCHOOL FACILITIES
1004.4	9/6/11	Rental Policy for DMCS Property
1005		COMMUNITY ACTIVITIES INVOLVING STUDENTS
1005.3	10/17/11	Sales Promotion Prohibited
1005.4	10/1/12	Fundraising
1005.6	9/6/11	Transporting Students in Private Vehicles
1006		VISITORS TO THE SCHOOL
1010		FIREARMS
1010	10/17/11	Firearms Policy

DES MOINES CHRISTIAN SCHOOL
POLICIES AND PROCEDURES

STATEMENT OF GUIDING PRINCIPLES FOR COMMUNITY RELATIONS Code No. 1000

The Board of Directors will keep the community informed of the objectives, achievements, needs, and conditions of school. The Superintendent will be responsible for initiating and administering a continuous program of communication within the community. The Superintendent will make use of appropriate school personnel and all available media in discharging this responsibility.

Community support for the program can best be established through the Christian community that understands and is active in school matters. Therefore, it is the expressed policy of the Board of Directors to cooperate with community agencies and organizations that are concerned with the welfare of young people if they are in accordance with the DMCS Statement of Faith and Mission Statement. All efforts of this school should be directed toward maintaining open communications among the school, the Christian community, and public education agencies.

Date of Adoption: October 15, 1991

Revised: November 16, 1993

Revised: May 19, 2008

Revised: September 6, 2011

DES MOINES CHRISTIAN SCHOOL
POLICIES AND PROCEDURES

SCHOOL PROMOTION OF COMMUNITY GROUPS

Code No. 1001.3

The Board supports the concept of DMCS promoting school and community groups for the benefit of Association members and their families. Therefore, DMCS will consider promoting groups or organizations when the following conditions are met:

- a. Due diligence has been followed by DMCS officials to fully research the background of the group's practices and mission and that the mission of the group is consistent with the school's mission and Statement of Faith.
- b. The group adheres to all state laws and conforms to school regulations.
- c. Close scrutiny will be given to the promotion of for-profit groups and organizations.

Promotion of Community Groups:

We will maintain the following practices:

1. Material to be distributed must be approved by the Superintendent or designee.
2. Approval or denial will be mailed, phoned, faxed, or e-mailed to the applicant. When approved, the groups should deliver flyers to the administration in the proper number, preferably counted in exact number per class.
3. If materials are in question, the Spiritual Advisory Committee or the Board will provide counsel for the final decision.

Date of Adoption: March 6, 2001

Revised: March 6, 2006

Revised: January 18, 2010

Revised: September 6, 2011

DES MOINES CHRISTIAN SCHOOL
POLICIES AND PROCEDURES

BOARD PROCEEDINGS

Code No. 1001.5

Tentative agendas for official Board meetings will be in accordance with Board Policy Code No. 204.10, Agenda for Board Meeting.

The minutes of regularly-scheduled meetings of the Board will be made a matter of public record and will be open for inspection on demand of the Association during regular office hours. Minutes of Closed Sessions will be furnished only to members of the Board of Directors.

Date of Adoption: October 15, 1991

Revised: November 16, 1993

Revised: May 19, 2008

Revised: September 6, 2011

DES MOINES CHRISTIAN SCHOOL
POLICIES AND PROCEDURES

PUBLIC RECORDS

Code No. 1001.6

Association members will have the right to examine and make copies of all public records of the school. The records are maintained in the Superintendent's office and are available for examination during office hours. All examination and copying of records will be done under the supervision of the Board's authorized deputy of the records or designee.

The school may charge a reasonable service fee for making duplicate copies of original documents upon request.

Certain public records are defined by law or by DMCS policy as being confidential and are not available for examination.

Date of Adoption: October 15, 1991

Revised: November 16, 1993

Revised: May 19, 2008

Revised: September 6, 2011

DES MOINES CHRISTIAN SCHOOL
POLICIES AND PROCEDURES

USE OF SCHOOL FACILITIES

Code No. 1001.7

It is the belief of the Des Moines Christian School Board of Directors that school facilities should be made available for the educational, recreational, business, civic and social interests of residents in the immediate community.

School sponsored or related organizational activities shall be the first priority in the use of the facilities. Educational and other community activities will be allowed as space and time are available. Such activities must not be in direct opposition of school statement of faith.

The operation and maintenance of school facilities represents a cost to the school. Free use shall be confined to activities with all DMCS students. Other activities will be considered as a rental and will be charged a rental fee. Rental fees will be established by DMCS Board of Education.

Groups using the facilities will conduct activities that are: (1) orderly and lawful, (2) not of a nature to incite others to disorder, and (3) respectful of facilities with adult supervision.

General Policies

- A. Procedures for requesting use of facilities.
 - 1. All applications for the use of school facilities shall be submitted to the Building Manager. Application for school use forms can be secured from the Building Manager or from the DMCS website. A completed application form shall bear the name of the organization or individual requesting the use of the facility and be signed by a member or official of such organization who shall be in complete charge of the event.
 - 2. An application for the use of any school facility must be submitted to the Building Manager for his signature. The Building Manager shall verify that the facility requested is available on the date and at the time requested.
 - 3. Completed application must be received by the Building Manager at least 14 days prior to the event.
 - 4. The application will be rejected or approved by the Building Manager and appropriate fees will be assessed. In the event that rental fees are required, the Business Manager will issue a rental contract to the person/organization requesting the use of the facility.

- B. Terms of Agreement
 - 1. The use of intoxicants, controlled substances or tobacco products is banned in school buildings and on school property at all times. This ban applies to students, staff and the general public.
 - 2. The organization or individual applying for use of school facilities accepts full responsibility for the repair or replacement of school equipment which is lost or damaged through their use of the facilities.
 - 3. The sponsoring group for any activity will assume full responsibility for liability in case of accident and hold harmless the Board of Education and its employees from any obligation or liability.
 - 4. Organizations or individuals using the facility shall show evidence of appropriate liability coverage. Certificate of insurance is normally required.
 - 5. Activities will be conducted only in the area identified in the application by the organization or individual.
 - 6. Locker rooms are considered separate from the gym and must be requested if needed.

DES MOINES CHRISTIAN SCHOOL
POLICIES AND PROCEDURES

Code No. 1001.7 (cont.)

7. Adequate adult supervision will be provided at all times by the organization or individual using the facility.
8. Furniture or fixtures may be moved only with the permission of the Building Manager.
9. The organization or individual is held responsible for the preservation of order during the event.
10. All electrical equipment and arrangements shall be in the charge and control of the Building Manager or his designee.
11. It will be the responsibility of the organization who is now the renter to notify the school by 3:30 PM if the activity has been canceled and the facility is not needed. If no notification is given and the organization fails to appear on the scheduled time, the group will be charged the same as if the event occurred.
12. A custodian or site supervisor must be on duty whenever the facility is in use.
13. The DMCS Board of Directors reserves the right to deny further rental request to organizations or individuals if the application agreement is violated.

C. Other General Use Rules

1. School facilities including gymnasium, locker rooms, weight room, band room, choir room, kitchen or classrooms are not to be used by a school employee for their personal use at any time.
2. School facilities may be used for private music lessons at a reasonable rental fee so long as these lessons do not interfere with school activities.

D. Violations

1. The school reserves the right to remove from the school facilities any individual or group who fails to comply with the terms and conditions of this policy and established procedures.
2. In the event an individual or group violates this policy or the terms under which permission was granted to use school facilities, that individual or group forfeits the right to submit future written requests to use school property, unless otherwise decided by the Board.

Date of Adoption: March 6, 2006

Revised: October 3, 2011

DES MOINES CHRISTIAN SCHOOL
POLICIES AND PROCEDURES

PRIVACY POLICY

Code No. 1001.8

Des Moines Christian School does not sell Association member information to third parties, nor does it share Association member information with outside parties who may wish to market products or services to the Association.

Des Moines Christian School may, from time to time, enter into partnerships or contractual agreements with third parties who may wish to communicate with the Association. The agreement shall be in the form of a written contract and shall include:

- The terms of the agreement
- The starting and ending dates for the agreement
- What school and/or Association information is to be shared with the third party
- How the information will be securely handled and stored by the third party
- Required disposal of Association information by the third party upon termination of the contract
- What third party information will be shared with the Association
- The frequency and delivery method of the dissemination of information

The following actions shall be stated as strictly forbidden in any such contract:

- The sharing or selling of Association information by the third party to any other party
- The solicitation of donations by the third party from the Association

The agreement will be signed by the Superintendent or his/her designee, and a representative of the third party. The agreement is then required to have Board approval before execution of any action stated in the contract.

Communication to the Association must occur before the third party communicates with the Association, stating the agreement with the third party is in force, and how they may select to opt-out of receiving information from the third party.

Association members may opt-out of receiving such communication by completing the Outside Communication Opt-Out form (Board policy 1001.8A) and returning it to the school.

Date of Adoption: March 3, 2008

Revised: October 3, 2011

DES MOINES CHRISTIAN SCHOOL
POLICIES AND PROCEDURES

CITIZENS' ADVISORY COMMITTEES

Code No. 1002.1

Organization and Dissolution

The Board of Directors may appoint citizens' advisory committees to study matters pertaining to the educational issues of the school. Such committees will deal with specific issues identified and recognized by school officials (in accordance with Section 200, Goals and Purposes).

Such issues may be recommended for study by staff members or groups, interested lay people, or community organizations generally related to the school.

The functions of citizens' advisory committees will be clearly defined at the outset, and will be considered fulfilled when the committee has made its final report.

Membership and Appointment

Final selections for membership on citizens' advisory committees will be made by the Board of Directors as a whole. Membership should be limited to individuals who are willing to devote time and attention to the matters under consideration. As a matter of basic policy, such committees will be representative of the Association as a whole and should, whenever possible, have members who live in and represent the various areas of the school.

The chair of the committee will be appointed by the Board of Directors.

Communications and Recommendations

The chair of any citizens' advisory committee will convene meetings of the membership and proceed with the work to be done. The chairman will maintain liaison with the Superintendent, and will be responsible for the preparation of the final report (to be presented to the Board of Directors).

The committee, working under the direction of the chairman, will have at its disposal such reasonable information and resources as are necessary to the committee's work.

The final reports to the Board of Directors should contain the findings of the committee and, where appropriate, outline specific suggestions or recommendations for Board consideration.

Date of Adoption: October 15, 1991

Revised: November 16, 1993

Revised: June 2, 2008

Revised: September 6, 2011

DES MOINES CHRISTIAN SCHOOL
POLICIES AND PROCEDURES

PARTICIPATION IN COMMUNITY LIFE

Code No. 1003.1

The Board of Directors encourages personnel of the school to participate in community activities. Not only should active membership in local organizations be encouraged, but also staff members' active roles in community issues and political parties.

The Board of Directors specifically prohibits exertion of pressure on staff members to affiliate with organizations or to participate in activities that are unacceptable to the staff member as an individual. Freedom of choice will be protected, but the Board does assume that participation in any activity will be in keeping with the school's Statement of Faith, Mission Statement, and overall goals and objectives of the educational program.

Date of Adoption: October 15, 1991

Revised: May 19, 2008

Revised: September 6, 2011

DES MOINES CHRISTIAN SCHOOL
POLICIES AND PROCEDURES

RENTAL POLICY FOR DMCS PROPERTY

Code No. 1004.4

All arrangements for rental of the property or any part of the property must be cleared through the Superintendent or designee. The facility will only be rented provided there no conflicting school events scheduled. All rentals are charged according to the approved rental schedule. No rental agreements should extend past 10:00 p.m. on weekdays and 11:00 p.m. on weekends, lock-ins would be an exception to this rule.

1. Rental of Facilities

- A. A rental fee schedule will be approved by the Board and will be followed by administration. All concessions sold will be sold by DMCS groups.
- B. No equipment or furniture will be moved or removed from the building without permission.
- C. The Business Office will initiate a rental contract to be signed by the renter and the Superintendent or designee. Rental fees will be collected prior to the date of the rental.
- D. Individual school personnel will not accept gratuities from organizations that use the facilities.
- E. If used in the building as part of the rental agreement, the tables, chairs, and bleachers may be used without charge.
- F. The additional fees for equipment rented from DMCS will be included on the rental contract.
- G. Damage done to the building or any of the facilities other than that caused by ordinary wear will be paid for by those renting the building.
- H. There will be no use of any tobacco products or consumption of alcoholic beverages by anyone at any time on DMCS property.
- I. The renter will pick up all debris and return other equipment to storage areas. The renter will also remove all equipment brought into the facility by the renter.

2. Renter General Responsibilities of the Renter

- A. The group representative will be the first inside the facility and the last to leave, making sure the facility is left in the same condition as it was before entering.
- B. The group using the facilities must have at least one (1) adult present during the times the facility is being used.
- D. The facility must be used only for the purpose that it was originally intended as set forth with DMCS at the time of the contract signing.
- E. The group representative assumes financial responsibility individually and on behalf of the organization being represented for any part of the school or contents made available therein that may be damaged or stolen during the hours the facility was in use by the organization.
- F. The group representative will be liable for any and all loss, damage, or injury sustained by any person whoever by reason of negligence of the renter.
- G. The group representative is responsible for proper management of parking, building, and crowd control with special regard for safety and capacity limits.
- H. The group representative will indemnify and hold harmless DMCS from any and all loss, damage, and injury. A group certificate of liability insurance may be required.

Date of Adoption: March 6, 2001

Revised: December 18, 2006

Revised: September 6, 2011

DES MOINES CHRISTIAN SCHOOL
POLICIES AND PROCEDURES

SALES PROMOTION PROHIBITED

Code No. 1005.3

Educational facilities, teachers, and students will not be used in any manner for the promotion or sale of services or products offered by agencies or organizations that operate for profit unless authorized by the Superintendent, the Board's designee, for said decision-making. The Board of Directors specifically forbids the following practices:

- (1) Distribution by students of pamphlets urging students, parents, and other to purchase services or products sold for profit.
- (2) Sale by students or teachers of products or services, except in relation to production by students as part of the program.
- (3) Similar activities that would involve teachers' and/or students time and interfere with the normal schedules and activities of the school.

Date of Adoption: October 15, 1991

Revised: May 19, 2008

Revised: October 17, 2011

DES MOINES CHRISTIAN SCHOOL
POLICIES AND PROCEDURES

FUNDRAISING

Code No. 1005.4

- I. Foundation of Fundraising
 - A. The goal of fundraising is to support and enhance the mission and vision of Des Moines Christian School.
 - B. The emphasis of all fundraising activity should be on service to the Lord, to DMCS, and to the community.
 - C. All fundraising should be God-honoring. DMCS will not accept funds from any organization whose guiding principles or mission adversely influence or alter DMCS mission, DMCS values, or DMCS policies.

- II. General Principles of Fundraising
 - A. Fundraising activities will be directed toward potential ministry partners, including school families and staff.
 - B. All fundraising activities at DMCS must be approved in advance by the Superintendent or the Superintendent's designee.
 - C. The Superintendent will make recommendations to the Board for approval of fundraising activities for new programs and capital projects which have a long-term impact on the school's overall budget.
 - D. Solicitation of individuals and businesses must be approved by the Superintendent or the Superintendent's designee in order to avoid duplication.
 - E. Responsible debt reduction is a priority for the school.

- III. Role of the Development Office and Committee in Fundraising Activities
 - A. The Development Office and Committee will assist the Superintendent in setting fundraising goals for the Annual Fund, capital campaign funds, tuition assistance, and other approved funds, including the organization of event fundraising.
 - B. The Annual Fund is the amount of revenue needed above tuition and fees to fund the operational costs of the school.
 - C. Capital campaign funds are generated to build, remodel, or enhance school facilities and to create new programs or enhance existing programs.
 - D. The Development Office and Committee will develop an annual school fundraising calendar prior to the start of a new school year.
 - E. The Development Office will follow all pertinent state and federal tax laws regarding tax-deductible contributions.

DES MOINES CHRISTIAN SCHOOL
POLICIES AND PROCEDURES

Code No. 1005.4 (cont.)

IV. Fundraising Activities Among Clubs and Student Groups

A. Guidelines for Club Fundraising:

1. The intent of DMCS fundraising policy regarding athletics and fine arts is to affirm the responsibility of coaches and fine arts teachers to help students become excellent athletes, musicians and artists.
2. It is the responsibility of the appropriate Booster Clubs (Athletic Booster Club, Fine Arts Boosters, and Parent-Teacher Fellowship) to support teachers and coaches with fundraising for those activities. The Development Committee will not approve fundraisers from individual teachers or coaches.
3. Athletic and fine arts fundraisers must be proposed, organized and overseen by the booster club parents, even if the proposed fundraisers are managed by parents of a specific sport or fine arts group.
4. Funds raised will be collected and held by the appropriate booster club. The booster club has the discretion to hold reserved funds for the specific team or group that held the fundraiser.

B. Clubs

1. Clubs that participate in fundraising activities include the ABC, PTF, FAB, and other groups which seek to enhance specific school programs.
2. Club funds provide for items not included in the general DMCS budget.
3. All club fundraising must receive advance approval of the Superintendent or the Superintendent's designee (Development Committee).
4. The Superintendent or designee will limit fundraising activities of clubs to minimize duplication of solicitation of Association members.
5. Club funds are maintained by the Business Office and kept separate from the General Fund. Club funds are to be used for the specific club's purpose, as intended in their fundraising effort. No club will have separate bank accounts.
6. Club fundraising will benefit teams and student groups, not the individual students.
7. Individual team or music group fundraisers must be approved by the appropriate club (sports under ABC and band or choir under FAB).
8. The ABC is given first right of refusal on the sale of all spirit items and concessions at DMC athletic events.
9. All concession inventory/equipment purchases will be managed by the ABC. Any group that wishes to sell concessions or spirit items must have prior written permission from the ABC President or designee. Any other group that sells concessions will work as a "sub contractor" of ABC. ABC will provide a written agreement that includes the following: percentage of profit split, dates/events approved, items approved, items approved for sale, the signature of the ABC person responsible for concessions, and the adult responsible for the sub-lease group.

DES MOINES CHRISTIAN SCHOOL
POLICIES AND PROCEDURES

Code No. 1005.4 (cont.)

C. Student Groups

1. Student group fundraising will only be allowed in Grades 7-12.
2. The goal of student group fundraising is to provide funds for the ministry assigned to that class or school approved mission projects.
3. Student group fundraising activities will be approved in advance by the Superintendent or the Superintendent's designee (Development Committee).
4. The Superintendent or designee will limit fundraising activities of Student Groups to minimize duplication of solicitation of Association members.
5. Student group fundraising will be conducted to benefit the group not an individual student.
6. Student Group funds are maintained by the Business Office and kept in a Clearing Account separate from the General Fund. Student Group funds are to be used for the purpose intended in their fundraising effort. No Student Group will have separate bank accounts.
7. Following graduation of a class, any positive balance of funds held for that class will revert to the General Fund of the school, unless the class designates the balance of the account toward a class gift.

V. Types of Giving and Fundraising

A. Events

1. Events will have both fundraising and community-building goals.
2. Events will have an expense budget and timelines.
3. Events will incorporate volunteer involvement, if needed.
4. Events will be Christ-honoring and consistent with biblical principles, mission and values of DMCS.
5. The purpose/s of the event will be stated in advance of the event.
6. Funds raised at events can be directed to any area of funding in the school — including the Annual Fund, capital campaigns, scholarships, or other approved projects.
7. Events will be coordinated by the Superintendent and the Development Committee/Department.

B. Personal Solicitations

Representatives who approach individuals, companies, and foundations for financial and in-kind contributions to DMCS will be approved in advance by the Superintendent or Superintendent's designee.

DES MOINES CHRISTIAN SCHOOL
POLICIES AND PROCEDURES

Code No. 1005.4 (cont.)

C. Unsolicited Giving

Donations received which are not from a specific event or solicitation must be used according to the wishes of the donor.

D. Foundation

Foundation fundraising must be coordinated through the Superintendent or Superintendent's designee.

Date of Adoption: October 15, 1991

Revised: February 13, 2003

Revised: May 19, 2008

Revised: October 1, 2012

DES MOINES CHRISTIAN SCHOOL
DES MOINES CHRISTIAN SCHOOL
POLICIES AND PROCEDURES

TRANSPORTING STUDENTS IN PRIVATE VEHICLES

Code No. 1005.6

School-owned vehicles will be used to transport students who participate in school-sponsored activities, unless the administration considers it best to use (a) private vehicle(s).

If a private vehicle is used to transport students to school-sponsored activities, the vehicle must be driven by a school employee or responsible designee, and approved in advance by the Superintendent or Department Head designee. If a private vehicle is used, the owner is due the approved rate of reimbursement. The person whose vehicle is being used must be able to show proof that accident and liability insurance carried on the vehicle and complete a driver application, including a MVR.

DMCS is not responsible for student safety in any instances when students ride in private vehicles driven by anyone but an authorized school employee or designee.

Date of Adoption: October 15, 1991

Revised: June 2, 2008

Revised: September 6, 2011

DES MOINES CHRISTIAN SCHOOL
POLICIES AND PROCEDURES

FIREARMS POLICY

Code No. 1010

The purpose of this policy is to ensure a safe work environment, free of intimidation and threat of physical harm. This policy prohibits everyone except law enforcement officers, military, and security personnel from carrying a firearm while on campus at Des Moines Christian School.

No person shall knowingly possess, have under the person's control, convey or attempt to convey a deadly weapon or firearm onto Des Moines Christian School property except for those persons and circumstances specified in Section II B., below. This policy applies to students, faculty, employees, Association members, visitors, independent contractors, vendors and any other person on Des Moines Christian School property, including individuals with valid permits to carry firearms.

I. DEFINITIONS

- A. Firearm
"Firearm" means any deadly weapon capable of expelling or propelling one or more projectiles by the action of an explosive or combustible propellant. Firearm includes an unloaded firearm and any firearm that is inoperable but that can readily be rendered operable. Firearm includes, but is not limited to, handguns, pistols, rifles, shotguns, automatic and semi-automatic weapons, and zip-guns.
- B. Deadly Weapon
"Deadly weapon" means any instrument, device, or object capable of inflicting death, and designed or specially adapted for use as a weapon, or possessed, carried or used as a weapon.
- C. Non-Lethal Weapon and Look-alikes
"Non-Lethal weapon and Look-alikes" means any instrument, device, or object that that similar physical features to a firearm, but is non-lethal. Included weapons in this category include paint-ball guns, airsoft guns, rubberband guns, b-b guns, pellet guns, tasers, and taser-like weapons.

II. EXCEPTIONS

- A. Law Enforcement Officers
Law enforcement officers are exempt from this policy.
- B. Security Officers
Security officers and security personnel who are authorized to carry a firearm as a requirement of their duties, and who are acting within the scope of their duties at the time of that possession or control, are exempt from this policy.
- C. Military Personnel
Military personnel, who are authorized to carry a firearm as a requirement of their duties, and who are acting within the scope of their duties at the time of that possession or control, are exempt from this policy.
- D. Parking Areas
This policy does not prohibit the lawful possession or carrying of firearms in private vehicles in a Des Moines Christian School parking area or parking facility, provided the owner has obtained the appropriate permit(s) required under the law, and the firearm is securely locked, out of sight, and unloaded.
- E. Other Authorized Uses
- Lawful discharge or possession of a firearm for show or memorial purposes where no projectile is discharged
 - Transport of an unloaded firearm directly between a parking area or parking facility and the location authorized for its use, or transport of an unloaded firearm directly between a parking area or parking facility and a storage facility provided by the school

DES MOINES CHRISTIAN SCHOOL
POLICIES AND PROCEDURES

Code No. 1010 (cont.)

F. Other Authorized Persons

Individuals who have obtained written permission from the Superintendent to carry or use firearms or deadly weapons on Des Moines Christian School property to perform specific tasks for Des Moines Christian School are exempt from this policy during the performance of those tasks.

III. FIREARMS STORAGE

Firearms are not permitted in any Des Moines Christian School vehicle. For purposes of this policy, Des Moines Christian School vehicles include any vehicle owned, leased or otherwise under the control of the Des Moines Christian School. Des Moines Christian School vehicles will not be used to store or carry a firearm, except as authorized for purposes under Section II. B above.

Nothing in this policy requires Des Moines Christian School to provide storage facilities for employees' firearms.

Des Moines Christian School reserves the right to search all people and property in accordance with local, state, and federal law.

IV. VIOLATIONS BY EMPLOYEES

A. Use of Firearms

Violation of this policy by an employee while on duty or in the course of Des Moines Christian School business is grounds for immediate *removal from Des Moines Christian School property and termination of employment*. An employee who uses a firearm while on duty or in the course of Des Moines Christian School business will not be defended or indemnified by the Des Moines Christian School. Furthermore, Des Moines Christian School may refer suspected violations to appropriate law enforcement authorities, as permitted by law.

B. Display of Firearms or Holsters

Display of a firearm while on Des Moines Christian School property is considered a threat, and will subject the employee to disciplinary action up to and including termination of employment. An employee who displays an empty firearm holster while on campus, creates a physically intimidating and hostile work environment and will be subject to disciplinary action up to and including termination of employment.

V. REPORTING RESPONSIBILITY

If an employee believes that another person (student, Association member, visitor, independent contractor, vendor or another employee) is in possession of or carrying a firearm in violation of this policy, the employee must report the suspected act immediately to the Superintendent or Principal, or a Des Moines Christian School security officer, unless reporting at that time would subject the employee or others to physical harm. The threat of physical harm may delay, but does not excuse this reporting requirement.

Des Moines Christian School will not tolerate retaliation toward or harassment of any employee who, acting in good faith, reports violations of this policy.

A. Failure to Report

Failure to report knowledge of the presence of any firearm on Des Moines Christian School property in violation of this policy shall subject the employee to discipline up to and including termination of employment.

B. False Report

If an employee knowingly makes a false report of a suspected violation of this policy, the employee will be subject to disciplinary action, up to and including termination of employment.

DES MOINES CHRISTIAN SCHOOL
POLICIES AND PROCEDURES

Code No. 1010 (cont.)

VI. SAFETY & ENFORCEMENT

Employees should be aware that the enforcement of this policy may deal with confronting individuals carrying potentially loaded firearms. Under no circumstances should an employee take unnecessary risks or compromise his or her safety in order to enforce this policy. The Police Department or a Des Moines Christian School security officer should be contacted immediately if there is a possibility of imminent threat to the personal safety of an employee or others.

VII. EMPLOYEE RESPONSIBILITY

Employees are responsible for making sure, in advance, that any potentially covered item in their possession is not prohibited by this policy. Questions regarding items covered in this policy should be directed to the Superintendent.

VIII. LIMITATIONS

In the event any other local, state, or federal law or regulation is found to be in conflict with this policy, the terms of this policy will govern. To the extent any federal, state or local law, rule or regulation limits or prohibits the application of any provision of this policy, then to the minimum extent necessary, this policy is deemed to be amended to be in compliance, pursuant to such law, rule, or regulation.

Date of Adoption: March 24, 2008

Revised: October 17, 2011