

DES MOINES CHRISTIAN SCHOOL  
POLICIES AND PROCEDURES

STAFF PERSONNEL

Series 400

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STATEMENT OF GUIDING PRINCIPLES FOR EMPLOYEES      Code No. 400

In order to provide the best possible Christian education program, it is the goal of the Board of Directors to recruit and retain the highest caliber of staff available. The Board will approve all contracts and letters of appointment for all employees at its discretion, following the recommendation of the Superintendent.

All employment positions will be created with the approval of the Board. Before a new position is created, the Superintendent will present a job description—including qualifications, responsibilities, supervision, and evaluation—to the Board.

A position may remain unfilled or vacant, but only the Board has the authority to abolish a position.

It is and will be the policy and practice of DMCS, in the hiring of employees, not to discriminate on the basis of race, color, gender, age, nationality, ethnic origin, or disability.

Date of Adoption:      October 15, 1991

Revised:                April 6, 2004

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Revised:                November 4, 2013

DES MOINES CHRISTIAN SCHOOL

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EMPLOYEE BENEFITS PHILOSOPHY

Code No. 400.1

Des Moines Christian School, as a part of its recruitment and retention strategy, seeks to be the employer of choice by offering a comprehensive and competitive benefits program to meet the needs of its employees.

The benefits program should provide flexibility and choice, assist employees against catastrophic financial loss and hardship, promote continuous learning for employees and, through an employee tuition benefit, encourage Christ-centered education for the employees' dependent children.

Date of Adoption: May 5, 2008

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DES MOINES CHRISTIAN SCHOOL  
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LICENSED EMPLOYEES

Code No. 401.1

The Superintendent, Principals, Director of Curriculum and Assessment, guidance counselors, K-12 teachers (with the exception of the secondary Bible teachers), coaches, and school nurses must possess valid Iowa endorsements, certificates, or licenses to hold their positions. The license will be verified by administration prior to Board approval.

Date of Adoption: October 15, 1991

Revised: April 6, 2004

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DES MOINES CHRISTIAN SCHOOL  
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RECRUITMENT, QUALIFICATIONS, AND SELECTION OF EMPLOYEES Code No. 401.2

The Board of Directors expects that all employees at DMCS must possess spiritual and academic preparation for their position and exhibit a Christian lifestyle. Therefore, all job applicants will be considered on the basis of the following criteria:

A. Spiritual Preparation

All employees at DMCS will

1. Be born-again Christians;
2. Be in agreement with the DMCS Statement of Faith and lifestyle statement and willingly sign copies prior to employment;
3. Be active members or regular attenders of a Bible-believing church; and
4. Have a spiritual discipline of Bible study and will continue to follow spiritual disciplines of prayer, Bible study, and spiritual education.

Applicants will secure and complete an Application for Employment and forward copies of all required application materials.

B. Academic Preparation

All employees at DMCS must show written evidence of

1. An appropriate state license when required for the position;
2. The degree earned for the position;
3. Demonstrated competence;
4. Commitment to professional growth; and
5. ACSI certification, when required.

C. Christian Lifestyle

All employees agree to the following lifestyle guidelines:

1. All sexual relationships must be within the bonds of Holy Matrimony between one man and one woman.
2. Employees will conduct themselves as children of God at all times, protecting their bodies as God's temple (I Corinthians 3:16-17).
3. Employees do not use, practice, or participate in occult activities.
4. Employees exhibit the qualities of a biblical leader as stated in I Timothy 3:1-7, Titus 1:6-9, and I Peter 5:1-3.

It will be the responsibility of the Superintendent to develop procedures for the hiring of employees. The Superintendent may delegate the recruitment and selection of employees. Preliminary screening of applicants will be conducted by the employee who will be directly supervising and overseeing the person being hired.

The Board of Directors approves all employees after receiving a recommendation from the Superintendent. However, the Superintendent may employ an employee on a temporary basis until a formal recommendation can be made and formal action can be taken by the Board of Directors on the position, provided the applicant knows the final decision rests with the Board.

The Board may request a personal appearance and interview with any applicant prior to approval.

Date of Adoption: October 15, 1991

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DES MOINES CHRISTIAN SCHOOL  
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CRIMINAL/SEX OFFENDER BACKGROUND CHECKS

Code No. 401.3

The Des Moines Christian School Board requires State of Iowa and nationwide criminal background checks and nationwide sex offender searches to be performed on all applicants for employment and for unpaid volunteer positions that involve working on a regular basis with students, as determined by the administrators. The Des Moines Christian School Board empowers the administration to contract with an agency and/or obtain membership to a trusted source to perform the security background checks.

Date of Adoption: May 5, 2008

Revised: November 4, 2013



DES MOINES CHRISTIAN SCHOOL  
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APPLICATION PROCEDURE

Code No. 401.4

Applications for employment may be obtained and returned to the Superintendent's office. When a possible employee has been identified, a recommendation to that effect is made to the appropriate administrator and subsequently presented to the Board for approval. Falsifying information will create grounds for non-hiring or dismissal of the applicant.

Licensed employees will be appointed by the Board upon recommendation of the Superintendent. They will be contracted for one year and compensated according to the salary schedule approved during the annual budgeting process. At-will employees are hired by the Board upon recommendation of the Superintendent. At-will employees are paid according to the wage schedules approved by the Board during the annual budgeting process.

The Board may ask the prospective employee to meet with them prior to approval. The applicant must declare unconditional acceptance of the DMCS Statement of Faith.

Date of Adoption: October 15, 1991

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Revised: October 5, 2009

Revised: February 17, 2014

DES MOINES CHRISTIAN SCHOOL  
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COMPENSATION AGREEMENTS

Code No. 402.1

All employees of Des Moines Christian School must have a written contract or letter of appointment. Contracts must state the length of time the agreement is in force, the total compensation for the agreement period, and the schedule of payments. All such contracts must be approved by the Des Moines Christian School Board at an official meeting.

1. All contracts will be processed by the administration. The President of the DMCS Board will sign the contracts as a legally binding document.
2. Signed contracts are filed in the Business office.

All contracts will be for a one year term except when otherwise approved by the Board.

Contracted employees will be notified by March 15<sup>th</sup> if their services will not be required for the following school year. Since rehiring is based on registration of students, Des Moines Christian School reserves the right to delay notification as necessary.

Contracts not signed and returned within the time period stipulated in the contract may be considered as rejected.

The administration, with Board approval, retains the right to withdraw an offer anytime prior to its acceptance.

Letters of appointment with full-time or regular part-time at-will employees will be in writing, and will state the length of time the agreement is in force, the total compensation or rate of pay for the agreement period, and all eligible benefits.

These wages and benefits in these letters will be approved by the Board of Directors during the annual budget process and filed with the Business Office.

All employees will agree to uphold the philosophy, purposes, and objectives of the Des Moines Christian School as stated in the Handbook, the Contract of Employment, the DMCS Statement of Faith, the Student Handbook, and Board policy.

If at any time during an agreement period an employee is no longer in harmony with the stated philosophy, purposes, and objectives, as stated in the documents listed above, it is a Christian duty to notify the Superintendent and resign.

Should contracted employees at any time feel that they can no longer abide by these policies, they should make this known to the Board through the Superintendent, and request an abandonment of their contract by mutual consent.

Date of Adoption: October 15, 1991

Revised: April 6, 2004

Revised: November 16, 2009

Revised: November 4, 2013

DES MOINES CHRISTIAN SCHOOL  
POLICIES AND PROCEDURE

SALARY SCHEDULES

Code No. 402.2

A salary schedule based on education and experience establishes the salary of contracted licensed employees. Des Moines Christian School recognizes full-time teaching experience received at other public, Christian, and private schools as part of the determination of the new teacher's step on the approved salary schedule.

For non-teaching positions, Des Moines Christian School recognizes full-time experience that is directly related to the position being applied for. Each non-exempt employee compensated on an hourly basis, whether full-or part-time, permanent or temporary, will be paid no less than the Federal Minimum Wage.

The following salary and wage rate schedules are approved by the Board during the annual budgeting process:

1. Licensed, contracted, full-time employees
2. Early Education teaching staff
3. Coaches
4. Hourly support staff: food service, assistants, bus drivers, custodians, assistant teachers, staff Accountants

Date of Adoption: October 15, 1991

Revised: April 20, 2004

Revised: November 2, 2009

Revised: December 5, 2011

Revised: November 4, 2013

DES MOINES CHRISTIAN SCHOOL  
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COMMUNICABLE DISEASES

Code No. 402.3

DMCS Board of Directors believes any employee of the school with a communicable disease should be allowed to attend to their customary employment duties as long as they are physically able to perform the tasks assigned to them and as long as their employment does not create a substantial risk of transmission of the illness to other students or employees in the school. The Board will make every effort, in light of the circumstances surrounding the employee's individual situation, to reasonably accommodate the continued employment of the employee.

The Board recognizes there may be greater risks for the transmission of a communicable disease for some persons with certain conditions than for other persons infected with the same disease. These special conditions will be considered in assessing the risk of transmission of the disease, the effect upon the educational program, and the effect upon the employee's continued employment.

It will be the responsibility of the Superintendent to notify the proper authorities, in accordance with Iowa law, when it is found that a communicable disease exists in the school setting. The Department of Health may be requested to convene an Advisory Committee to review that case and to provide recommendations regarding the permissibility of continued performance of the employee's customary employment duties. It will be the responsibility of the Superintendent to develop procedures for excluding employees with a communicable disease from attending to their customary employment duties. These procedures will be based on recommendations from public health agencies and the U.S. Public Health Center for Disease Control.

The Board realizes the importance to others of knowing which employees in the school have a communicable disease. However, this knowledge must be weighed against the privacy and confidentiality rights of the employee. Public concern regarding communicable diseases is neither an excuse nor a defense for the violation of the privacy rights of employees who have or are rumored to have a communicable disease. Health data is regarded as private data, and it is not to be disseminated to the public, to the students, or to other employees in the school without strict observance of data privacy rights. It will be the responsibility of the Superintendent or designee to develop procedures that will respect the employee's privacy rights.

Knowledge that an employee has a communicable disease will be limited to the Board, the Superintendent, the school nurse, and to whomever else the Advisory Committee recommends.

The Board believes that a well-informed public of citizens, employees, and students—utilizing good hygiene practices—will minimize the risk of transmission of disease while protecting the rights of any infected staff. It will be the responsibility of the Superintendent or designee-in conjunction with the school nurse-to keep the public, staff, and students informed about all communicable disease and related issues.

Date of Adoption: October 15, 1991

Revised: April 16, 2007

Revised: November 4, 2013

DES MOINES CHRISTIAN SCHOOL  
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SABBATICAL LEAVE

Code No. 403

Sabbatical leave provides opportunity for personal renewal and refreshment so as to sustain the quality, multiply the impact, and ensure the longevity of the tenures of the Superintendent and Principals.

The Superintendent and Principals qualify for Sabbatical Leave after five years of service and every five succeeding years. Eligible employees may apply when finishing their fifth year of employment.

The period of Sabbatical Leave will be 3 weeks for the Superintendent and 2 weeks for Principals. Exceptions may be granted at the discretion of the Board.

Sabbaticals may be scheduled any time during the year, but as much as possible, should be scheduled to minimize the detrimental impact on DMCS. No more than 1 person may take a sabbatical per calendar year.

Salary and benefits will continue for the duration of the sabbatical.

Each applicant will identify the non-compensation (conferences, courses, travel, accommodations, research, equipment, materials) of the project; these expenses may be paid for by DMCS.

Applications for Sabbatical Leave will be submitted to the DMCS Board during the annual budget planning in advance of the sabbatical. The advance notice could be waived depending on the circumstances. Applications should include a detailed plan for the sabbatical, i.e. plan for personal renewal; focus of study project that will contribute to the ministry of the individual and DMCS, including a brief outline of the approach to the sabbatical; and or budget impact for travel, conferences, courses, etc. The DMCS Board will approve Sabbatical Leave to ensure adequate coverage of supervision and responsibilities.

A report will be submitted to the Board within 60 days following the Sabbatical Leave, detailing how the Sabbatical Leave supported the work of DMCS.

Date of Adoption: December 6, 2004

Revised: December 7, 2009

Revised: November 4, 2013

DES MOINES CHRISTIAN SCHOOL  
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ACCESS TO BUILDINGS

Code No. 404.1

The building, including field and gym use, is not open on Sunday. All exceptions must be approved by the Superintendent.

Date of Adoption: October 15, 1991

Revised: December 18, 2006

Revised: November 4, 2013

DES MOINES CHRISTIAN SCHOOL  
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CONFLICT RESOLUTION BETWEEN EMPLOYEES

Code No. 404.2

This policy details protocol for the resolution of employee conflict. At the foundation of this policy is the biblical truth that God is sovereign, and all authority is from God.

The goals of the grievance procedure are to resolve conflicts, restore fellowship, exhibit love, and exhibit proper response to authority.

There are times when an employee may think an administrator or co-worker is not conducting the school correctly. The employee who is dissatisfied with an employment situation should follow these steps:

1. Pray to ask for God's leading.
2. Based on Matthew 18, go to the person with whom you have a conflict or problem.
3. If the problem is not solved or the conflict not resolved, document the issue in writing, and provide written documentation to the person on the next level of authority on the organizational chart; if not resolved at the Superintendent's level, the documentation should be directed to the DMCS Board Conflict Resolution Agents.
4. Within 10 business days, the Board Conflict Resolution Agents will review the written documentation and meet with those in dispute. Documentation may be requested from the employee in question.
5. A finding will be made by the Conflict Resolution Agents and reported to the School Board in Closed Session.
6. In its discretion, the Board may act upon the recommendation of the Conflict Resolution Agents or may hold hearings into the matter. Appeals will be heard by the Board only if the complaint has moved through the chain of authority.
7. The Board President will provide written communication to the employees stating the final decision of the Board. No decision will be made if the employee has not followed the steps documented in this policy.

The decision of the Board will be final and written communication will be provided within five days of the Closed Session meeting.

Date of Adoption: October 15, 1991

Revised: July 19, 1994

Revised: August 6, 2007

Revised: November 4, 2013

DES MOINES CHRISTIAN SCHOOL  
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SEXUAL HARASSMENT

Code No. 404.3

All members of the Des Moines Christian School community—including, but not necessarily limited to, the Board, the administration, faculty, staff, and students—are expected to conduct themselves at all times so as to provide an atmosphere free from sexual harassment. Any person who engages in sexual harassment while acting as a member of the school community will be in violation of this policy and subject to the procedures outlined below.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature where the following is the case:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment or educational development; or
2. Submission to or rejection of such conduct by an individual is used as the basis for employment or education decisions affecting such individual; or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile, or offensive working or educational environment.

The Board will annually appoint a Sexual Harassment Grievance Officer and Alternate Sexual Harassment Officer who will be vested with the authority and responsibility of processing all sexual harassment complaints in accordance with the procedure set out below. The Alternate Sexual Harassment Officer will be the appropriate Conflict Resolution Agent of the Board. In the event that the Grievance Officer becomes a party to a sexual harassment complaint, the Alternate Grievance Officer will assume this responsibility.

Procedure Follows:

1. Any member of the school community who believes that he or she has been subjected to sexual harassment will report the incident(s) to the Board-appointed Grievance Officer.
2. The Grievance Officer receiving complaints will attempt to resolve the complaint in an informal manner through the following interviewing process:
  - a. The Grievance Officer will confer with the charging party in order to obtain a clear understanding of that party's statement of the facts.
  - b. The Grievance Officer will then attempt to meet with the charged party in order to obtain his or her response to the complaint.
  - c. The Grievance Officer may hold as many meetings with the parties as is necessary to gather the facts.
  - d. On the basis of the Grievance Officer's perception of the situation, the Officer may:
    - (1) Attempt to resolve the matter informally through conciliation.
    - (2) Report the incident and transfer the record to the Superintendent or his/her designee, and so notify the parties by certified mail.
3. After reviewing the record made before the Grievance Officer, the Superintendent or designee may attempt to gather any more evidence necessary to decide the case, and thereafter impose any sanctions deemed appropriate, including a recommendation to the Board of Directors for termination or expulsion.

All matters involving sexual harassment complaints will remain confidential to the extent possible.

Date of Adoption: October 15, 1991



Revised: August 6, 2007

Revised: November 4, 2013

DES MOINES CHRISTIAN SCHOOL  
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COMPUTER NETWORK SECURITY

Code No. 404.4

Procedures to control access to information assets include processes that address authorizing, modifying and revoking access, and periodic review of information system privileges. The Technology Manager is responsible for making students and staff users aware of their responsibilities for maintaining effective access controls, particularly regarding the use of passwords and the security of Des Moines Christian School user equipment.

This policy provides guidance in determining the access roles, rights, and conditions to DMCS information assets.

- Passwords must be chosen carefully and protected from misuse and must follow established DMCS guidelines for passwords.
- User access must be provided based on "business need to know."
- Remote access must be secured by strong, two-factor authentication.
- All users must have a unique identifier (user ID) for their personal and sole use so that activities subsequently can be traced to the responsible individual.
- Procedures must be established for the development and management of audit logs to detect deviation from access control policy and record monitorable events to provide evidence in case of security incidents.
- Mobile computing and teleworking activities must be controlled by a set of policies, procedures, and standards – and authorized by the Technology Manager, Department Head, and Superintendent.

Date of Adoption: November 6, 2006

Revised: November 4, 2013

DES MOINES CHRISTIAN SCHOOL  
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DISCIPLINE OF STUDENT EMPLOYEES

Code No. 405

Qualified Des Moines Christian School students are given permission to work as school employees at DMCS, per state and federal guidelines.

When in school or school-related activities such a student is disciplined for violation of school policy or the law, the DMCS administration is authorized by the Board to issue disciplinary consequences which impact the student's school program and employment status, including termination of employment, if deemed appropriate.

As with any other employee of Des Moines Christian School, the disciplined student employee has the due process right to seek resolution of the matter through the process detailed in Board Policy Code No. 409.3.

Date of Adoption: July 13, 2009

Revised: November 4, 2013

DES MOINES CHRISTIAN SCHOOL  
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DISCHARGE OF AT-WILL EMPLOYEES

Code No. 406.1

The Board of Directors may, by majority vote, discharge any at-will employee with or without cause.

The Superintendent or designee has the authority to suspend the services with or without pay of at-will employees. At the next meeting of the Board, the Board may act on the reinstatement or dismissal of the employee.

Employees who have been dismissed may appeal the action by requesting a meeting with the Board approved Conflict Resolution Agents and presenting written communication detailing the reason for the appeal. This request must be made within 10 business days of the discharge.

The Conflict Resolution Agents will present the appeal to the Board during Closed Session within 30 days of receiving the request. The Board will review the appeal, and provide the final decision to the employee in writing within 5 business days of the Closed Session meeting.

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DES MOINES CHRISTIAN SCHOOL  
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REDUCTION IN FORCE OF AT-WILL EMPLOYEES

Code No. 406.2

The number of employees may be reduced due to a change in program, staff realignment, a change in the size or nature of the student population, and/or due to budgetary considerations, or other reasons as determined by the Board. Such reduction of employees will be accomplished through normal attrition, unless the best interest of the school dictates otherwise. When reductions beyond normal attrition are to be made, written notices of termination will be given to the staff.

DMCS will consider performance in the following areas when determining staff reduction:

1. Relative skills, ability and demonstrating performance through evaluation procedures.
2. On-going training in the area of assignment.
3. Demonstrates consistent spiritual leadership.
4. When the foregoing factors are all relatively equal, the employee with the least total years of service to the school will be terminated. A year of service for a part-time employee will be prorated based upon the percentage of full-time status.

Date of Adoption: October 19, 1991

Revised: August 21, 2006

Revised: November 4, 2013

DES MOINES CHRISTIAN SCHOOL  
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ALCOHOL AND DRUG TESTING

Code No. 407

Alcohol and drug testing of employees and applicants will be conducted in accordance with state and federal law.

Employees who test positive for alcohol or illegal drug use in violation of DMCS Board policies and procedures will, on the first offense, be subject to discipline up to and including termination. A second offense will result in immediate termination. Refusal by an employee to submit to alcohol or drug tests will result in immediate suspension and will be grounds for termination.

Testing positively for use of alcohol or illegal drugs will disqualify an applicant for employment at DMCS.

It is the responsibility of the Superintendent to develop administrative procedures to implement this policy and to publish and disseminate information regarding the program. The Superintendent will designate a person responsible for addressing employee questions regarding the drug and alcohol testing program.

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Revised: November 4, 2013

DES MOINES CHRISTIAN SCHOOL  
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VOLUNTEER APPLICATION

Code No. 408

Des Moines Christian School both allows and encourages association members to volunteer with classroom, extra-curricular, and co-curricular activities. Association members also serve in various leadership roles, including DMCS Board of Directors member, committee member, and club officer. A volunteer application may be required for anyone who regularly volunteers to work with students. This application is available in all DMCS offices. As part of the application process, a nation-wide background check may be processed. If any criminal check results are found, administration reserves the right to deny said individual from volunteering at Des Moines Christian School.

The following volunteer positions require a nationwide background check:

- School Board Members
- Committee Members
- Club Officers for the Athletic Booster Club, Fine Arts Boosters and Parent Teacher Fellowship
- Chaperones for overnight, board approved trips
- Volunteer Coaches
- Homeroom and grade level parents

The following volunteer positions may require a nationwide background check:

- Classroom volunteers
- Office assistants
- Field trip chaperones

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Revised: November 4, 2013