

DES MOINES CHRISTIAN SCHOOL  
POLICIES AND PROCEDURES

STUDENTS

Series 500

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DES MOINES CHRISTIAN SCHOOL  
POLICIES AND PROCEDURES

STATEMENT OF GUIDING PRINCIPLES FOR STUDENTS

Code No. 500  
First Reading 7-14/14

Each student will have the opportunity to use DMCS as a means for academic and spiritual growth. In so doing, the student is expected to engage in conduct which assures other students of the same opportunities.

Equally important is the right of school authorities to guide student conduct in the school consistent with biblical safeguards.

Each Principal, working with staff and with students, will attempt to achieve these objectives and follow the procedures set forth by Board policies and administrative regulations.

Date of Adoption: October 15, 1991

Revised: August 15, 1995

Revised: October 1, 2007

Revised: September 20, 2010

Revised: \_\_\_\_\_

DES MOINES CHRISTIAN SCHOOL  
POLICIES AND PROCEDURES

STUDENT ATTENDANCE

Code No. 501  
First Reading 7-14-14

DMCS requires regular attendance on the part of each student, as the Board believes that sound basic education is essential to a student's success and growth.

The staff should use all resources available to meet the goal of achieving regular attendance for all students.

Students who are absent from school without a reasonable excuse will be subject to disciplinary measures.

The Student Handbook will include regulations approved by the Board of Directors for excused and unexcused absences.

Date of Adoption: October 15, 1991

Revised: August 15, 1995

Revised: October 1, 2007

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DES MOINES CHRISTIAN SCHOOL  
POLICIES AND PROCEDURES

ENTRANCE REQUIREMENTS

Code No. 501.2  
First Reading 7-14-14

A student will be 3 by September 15<sup>th</sup> of the current year before being admitted to pre-school. A student will be five (5) by September 15 of the current year before being admitted to kindergarten. A student will be six (6) by September 15 of the current year before being admitted to the first grade. Any deviation requires consultation with a qualified professional evaluator or kindergarten teacher. A birth certificate or other satisfactory evidence of age is required of each student entering school. Health and immunization certificates are also required, as provided by law and Board policy.

All admissions to the student body will be subject to the approval of the administration.

All EE-12 students must come from a home where at least one parent or guardian is a Christian, signs the Statement of Faith, and agrees with the purpose and policies of the school.

All students must have legal documentation to live and attend school in the United States in the form of U.S. Citizenship, Permanent Residence, or a temporary student visa.

The registration fees must be paid prior to admission.

A family interview will be held for new and readmitted Early Education students. The interview must be done by appointment with both parents present, if possible. The Director, or designee, will conduct the interview.

A family interview will be held for new and readmitted K-12 students. The interview must be done by appointment with both parents present, if possible. The Principal will conduct the interview. At least two other DMCS employees selected by the Principal will read the application and testimony and serve as an admissions committee along with the Principal. In the event any of the committee members have concerns with information on the application and testimony or from the interview, a second interview will be held with at least two of the committee members present. This committee will decide if admission is granted. Students in Grades 7-12 must exhibit a desire to attend DMCS. The "Basis and Purpose Statement" and the "Parent and Student Agreement" must be reviewed and signed by parents. Secondary students must also sign the Student Agreement.

Parents must sign a release of records form so that DMCS can request school records from the previous school. Report cards or transcripts of grades must be brought to the interview. Kindergartners must submit an immunization record, birth certificate or other satisfactory evidence of age, and a current health physical. Final admissions acceptance will be subject to approval of records and evaluations. All new students (including kindergartners) will be evaluated by review of previously taken standardized test or by a new standardized test administered by DMCS.

High school students may enter DMCS on probation, with administration approval, for the period of no more than six (6) weeks. At anytime during the probationary period, the Principal will make a decision about placement. The student will be taken off probation at the discretion of the Principal. If the student is not finding success at DMCS, the student's parents may be asked to withdraw the student from school.

DMCS is operated as an educational institution for the benefit of Christian families in our community. Students are admitted without regard to race, color, gender, or national or ethnic origins, and DMCS does not discriminate with regard to these areas in its policies or procedures.

Currently-enrolled students of the school and their immediate families have first priority for enrollment. New applicants to the school who meet admission standards will be accepted on a first-come, first-serve basis, according to classroom capacity.

DES MOINES CHRISTIAN SCHOOL  
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Code No. 501.2 (cont.)

ULTIMATE ACCOUNTABILITY LIES IN THE HOME

The philosophy upon which DMCS has been established, and upon which it operates, teaches that God has placed the full responsibility for the education and training of a child upon the parents. The parents may choose to delegate some of their responsibility to the school or church, to supplement the training and instruction given by the parents in the home.

This philosophy demands that there be close communication and unity between the home and the school. If DMCS is to be an extension of the home, there must be unity between the two as to educational objectives, methods of achieving the objectives, obligations of each party, and the need for unity and harmony between home and school.

DMCS is responsible for answering any and all questions regarding these issues to the satisfaction of families seeking admission to the school. No parent, grandparent, or guardian should seek admission to DMCS for a student until they are satisfied with the answers to all questions.

Therefore, when parents and student seek admission to DMCS, it will be assumed that they are in complete accord with the objectives, methods, and obligations which accompany such admission. Admission decisions of the Principal and/or Superintendent are final.

PARENTAL INVOLVEMENT IS THE KEY

In order to support the education process and be an encouragement to the student, parents are asked to take an active part in the DMCS program. As in any activity children undertake, interest and involvement of parents has a tremendous positive influence on student performance. Parents are expected to attend Association Meetings. Opportunity also exists for parents to involve themselves in the varied Parent-Teacher Fellowship activities.

SOME CONSTRAINTS TO CONSIDER

Attendance at DMCS is a privilege and not a right; that privilege may be forfeited by any student or family who does not conform to the standards and regulations of the school. DMCS may at any time request the immediate withdrawal of a student or family who, in the opinion of DMCS, is not in harmony with the spirit of the school, regardless of whether or not the student or family conforms to the specific rules and regulations of DMCS.

Initial admittance to DMCS does not imply automatic readmission in the future. DMCS reserves the right to refuse admission or readmission to any prospective or returning student.

Applicants who withhold pertinent information, or who falsify information, may be required to withdraw from DMCS.

Date of Adoption: October 15, 1991  
Revised: August 15, 1995  
Revised: July 6, 2000  
Revised: June 3, 2003  
Revised: September 4, 2007  
Revised: December 20, 2010  
Revised: June 17, 2013  
Revised: \_\_\_\_\_

DES MOINES CHRISTIAN SCHOOL  
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ELIGIBILITY FOR ENROLLMENT

Code No. 501.25  
First Reading 7-14-14

Except as may be specifically approved by the DMCS School Board, a student (Early Education through grade 12) may not be enrolled at Des Moines Christian School if any of the following is applicable:

1. The student professes or practices a faith other than Christianity, or the student actively opposes the Christian faith.
2. Any parent or legal guardian of the student is a member of, adherent to, is in agreement with, or attends meetings of any of the following non-Trinitarian organizations unless at least one such parent or legal guardian signs, agrees with, and adheres to the Des Moines Christian School Statement of Faith and regularly attends a Trinitarian church), or
3. The student is of the age to be enrolled in high school or junior high school and the student is a member of, adherent to, is in agreement with, or attends meetings of any of the following non-Trinitarian organizations.

Non-Trinitarian organizations include, but are not limited to, the following:

- Christian Science
- Gospel Assembly of Des Moines
- Jehovah Witness
- Church of Jesus Christ of Latter Day Saints (Mormons) and Reorganized Church of Jesus Christ of Latter Day Saints
- Unitarian
- United Pentecostal Church (also known as "Apostolic Churches")
- Unity School of Christianity

Date of Adoption: October 3, 2000

Revised: September 4, 2007

Revised: October 6, 2008

Revised: September 7, 2010

Revised: June 17, 2013

Revised: \_\_\_\_\_

DES MOINES CHRISTIAN SCHOOL  
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FAMILY LIFESTYLE POLICY

Code No. 501.26  
First Reading 7-14-14

In light of the many social changes in our nation, the DMCS Board of Directors must clarify and take a stand on the definition of marriage and family: DMCS believes that the biblical definition of marriage is strictly limited to the covenant relationship between one man and one woman. (Genesis 2:18-25).

Given this definition, the DMCS Board of Directors requires that each family enrolling children in DMCS must sign and declare the following statement on an annual basis during enrollment:

We certify that the foundation of our family is one of the following:

- 1) A Biblical marriage, as defined by this policy
- 2) A single parent or single guardian in Biblical relationships only

At least one parent or guardian must engage in a consistent Christian lifestyle.

Date of Adoption: June 2, 2008

Revised: September 7, 2010

Revised: \_\_\_\_\_



DES MOINES CHRISTIAN SCHOOL  
POLICIES AND PROCEDURES

ATTENDANCE RECORDS

Code No. 501.4  
First Reading 7-14-14

Attendance records at Des Moines Christian School should be accurate and up-to-date. The parent or guardian should desire effective documentation to monitor the progress of students. The school should expect that students and parents collaborate to insure that students have knowledge of all assignments and deadlines for anticipated and unanticipated absences. The school has the authority to determine excused and unexcused absences and any subsequent consequences for unexcused absences.

Date of Adoption: October 15, 1991

Revised: August 15, 1995

Revised: December 5, 2005

Revised: December 18, 2006

Revised: September 20, 2010

Revised: \_\_\_\_\_

DES MOINES CHRISTIAN SCHOOL  
POLICIES AND PROCEDURES

INTERNATIONAL STUDENTS

Code No. 501.7  
First Reading 7-14-14

An international student is a legally-documented temporary student residing in the United States under a legally-documented temporary student visa. This status provides the student with the ability to enter the United States for a defined period of time for the sole purpose of attending school in the United States.

The Board understands that international students and their families can enrich the educational experiences of all Des Moines Christian School students and their families.

The Board supports administrators admitting international students at DMCS under the following parameters:

- International students must sign the same documents for admission as other DMCS students, in addition to signing the Statement of Faith, and providing a written testimony of their Christian faith.
- International students must present documentation for legal entry to the United States during the period of the DMCS experience.
- At least one biological parent/guardian and host parent must understand and sign the DMCS Statement of Faith.
- The student must meet legal Iowa age requirements for K-12 students.
- The student must meet minimum English language requirements, as determined by the Superintendent or the Superintendent's designee.

All policies governing tuition and business arrangements will apply to any international student.

Any exceptions to these parameters require the approval of the Board of Directors.

Date of Adoption: October 15, 1991

Revised: August 6, 2007

Revised: September 7, 2010

Revised: \_\_\_\_\_

DES MOINES CHRISTIAN SCHOOL  
POLICIES AND PROCEDURES

PART-TIME ATTENDANCE AND TUITION OPTION

Code No. 501.8  
First Reading 7-14-14

Des Moines Christian School is willing to collaborate with families who desire part-time attendance at DMCS. The Board entrusts the Finance Committee to define the financial parameters of part-time status during the budgeting process.

The part-time student registration fee is the same as for all other students. Tuition for part-time attendance is to be determined in the annual budgeting process.

The child with the highest dollar amount of tuition will be considered as "first child" for tuition discount.

Date of Adoption: October 15, 1991

Revised: August 15, 1995

Revised: October 17, 1995

Revised: April 6, 2004

Revised: October 15, 2007

Revised: September 20, 2010

Revised: \_\_\_\_\_

DES MOINES CHRISTIAN SCHOOL  
POLICIES AND PROCEDURES

PREGNANT STUDENTS

Code No. 501.9  
First Reading 7-14-14

Des Moines Christian School believes children are best conceived through the traditional model of marriage; however, DMCS strongly believes in the sanctity of human life, including that of the unborn. Consistent with this belief, DMCS wants to celebrate the life of the unborn baby in any pregnancy. We would also strive to be a part of the body of Christ coming alongside a pregnant student and the biological father in a God-honoring manner during the pregnancy.

The Board of Directors reserves the right to request the withdrawal of a student who becomes pregnant. This also applies to any male students who are found to be responsible for a pregnancy.

The Board may require a pregnant student to be home schooled during a pregnancy and continue as a non-resident student. Any participation in extra-curricular activities may be denied to a non-resident student. Future enrollment status will be determined by a committee of administration, faculty, and Conflict Resolution Agents of the Board of Directors.

Date of Adoption: October 15, 1991

Revised: August 15, 1995

Revised: October 1, 2007

Revised: September 7, 2010

Revised: \_\_\_\_\_

DES MOINES CHRISTIAN SCHOOL  
POLICIES AND PROCEDURES

STUDENT BEHAVIOR AND DISCIPLINE

Code No. 502  
First Reading 7-14-14

Students are expected to conduct themselves appropriately at all times-in keeping with their respective levels of maturity. Respect for authority vested in school employees, regard for public property, and consideration for the rights and welfare of the other students should govern student behavior.

Discipline in this policy is interpreted as maintaining an environment in Des Moines Christian School that is conducive to positive student learning. Accomplishing this level of discipline requires a total school and community effort where Board members, administrators, teachers, parents, and students work effectively together. Having a safe and orderly school is an important goal.

Good discipline begins in the home. Parents teach and set examples for their children related to acceptable behavior patterns and positive attitudes associated with school. The school is responsible for reinforcing positive individual behavior patterns and attitudes within academic settings.

There is no simple nor single solution for providing an effective discipline program in Des Moines Christian School. The best direction for establishing success is found where there is a strong level of support, understanding, and respect between the school and the home. The ultimate goal of the school's discipline policy is to guide students toward self-control by having them recognize their responsibilities and rights in their relationships with God and with other people.

All employees of the school share the responsibility for seeing that student behavior meets standards of conduct that are conducive to learning. The aims of all school disciplinary rules and supervision are (1) to encourage all students to take responsibility for their own actions and (2) to gradually increase each student's self-control.

Date of Adoption: October 15, 1991

Revised: August 15, 1995

Revised: October 1, 2007

Revised: September 7, 2010

Revised: \_\_\_\_\_

DES MOINES CHRISTIAN SCHOOL  
POLICIES AND PROCEDURES

MAINTENANCE OF ORDERLY CONDUCT

Code No. 502.1  
First Reading 7-14-14

God expects parents to discipline their children so that they may be able to share in God's nature (Hebrews 12:11). Parents have delegated this responsibility to school personnel during the school day.

The ultimate goal of proper discipline is to teach students to whom they are responsible during school activities: first to parents, then to teachers, and ultimately to God the Father. Obedience to earthly authorities will precede obedience to God (Hebrews 12:10).

Fathers are not to exasperate their children but, rather, to bring them up in the training and instruction of the Lord (Ephesians 6:4). Matthew 18:5 tells us not to make a public spectacle of the one who has sinned but to go to him in private. We are to avoid hasty and unfounded punishment (Proverbs 13:13).

All authority originates with God. Romans 13:1 states, "...for there is no authority except that which God has established." God has given parents authority over their children. This is stated clearly in one of the Ten Commandments: "Honor your father and mother." This truth is repeated in New Testament passages such as Colossians 3:20: "Children, obey your parents in everything, for this pleases the Lord." Parents choose to delegate part of this task to the teachers, who then receive this God-given authority from parents.

The discipline policy establishes the rules governing the conduct of students in order to maintain a disciplined scholarly atmosphere, to achieve maximum educational benefit for all students, and to permit the orderly and efficient operation of the school. The discipline policy will apply to students while

- (a) On school premises,
- (b) On school-owned and operated school buses or on chartered buses,
- (c) Engaged in school-sponsored activities, and
- (d) Away from school grounds, if such conduct would directly affect the good order, efficiency, management, and welfare of the school.

Since Christianity is a relationship with God, resulting in a distinct lifestyle, biblical standards of behavior are expected of students at school and away from school (Colossians 3:17). All students are expected to respect staff members at all times. Teachers or supervisory personnel will speak to and discipline students in the following areas:

- a. In the school building and on or near the school grounds,
- b. In the school buses, and
- c. At school-sponsored activities.

Breach of discipline is any conduct of a student which interferes with the maintenance of school discipline. Behavior which conflicts with the educational program, or which is antagonistic to the rights of other students to attain their education, will not be permitted. Breach of discipline may include, but not be limited to, the following:

- a. Disobeying classroom rules (including failure to complete homework)
- b. Fighting
- c. Profanity
- d. Theft
- e. Truancy
- f. Destruction of property and defacing property

DES MOINES CHRISTIAN SCHOOL  
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Code No. 502.1 (cont.)

- g. Use of alcohol, tobacco, or illegal drugs
- h. Promiscuity
- i. Satanic or occult practices
- j. Possession of weapons
- k. Criminal or illegal behavior
- l. Sexual harassment and bullying
- m. Any other acts of disobedience and/or disrespect

In order to follow a biblical progression of communication, the following model will be used for most routine discipline situations:

- a. Student-teacher communication
- b. Student-teacher-parent communication
- c. Student-teacher-parent-Principal communication
- d. Student-teacher-parent-Principal-Superintendent communication, or
- e. If necessary, School Board action

Students who violate the regulations or rules established by the Board of Directors of the school including breach of discipline as defined by this policy or who have documented cases of conduct detrimental to the best interest of the school may be suspended or expelled from school or otherwise disciplined as provided by this policy. The consequences to breaches of discipline are set forth in Code No. 502.2.

The Principal or designee in each area will have the authority, after proper investigation of the facts, to suspend students temporarily. Expulsion will occur only by majority vote of the Board of Directors upon recommendation of the administration. The expulsion procedure is further explained in Board Policy Code No. 502.3.

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Revised: November 19, 2007

Revised: October 6, 2008

Revised: January 10, 2011

Revised: \_\_\_\_\_

DES MOINES CHRISTIAN SCHOOL  
POLICIES AND PROCEDURES

STUDENT SUSPENSION, PROBATION, DETENTION

Code No. 502.2  
First Reading 7-14-14

In-School Suspension

Students may be separated from other students and required to do their daily assignments. Full credit will be given for work completed in full.

Out-of-School Suspension

This type of suspension will be used when other efforts have failed or the offense is of such a nature that the student should not be with other students. Full credit will be given for work completed in full.

Behavioral Probation

This form of discipline will be used for the purpose of guiding and directing future behavior of students. Probation is preventive in nature and is designed to remind students of their responsibility to act appropriately in the future. Probation terms may include the following:

- Loss of student leadership roles, such as student council, class officer, team captain, etc.
- Loss of designated extra-curricular activities or suspension from the activity
- Other follow-up counseling or assignments, as set by the administration

Reasonable physical force may be used to prevent harm or injury to the student or others.

Physical force in the form of corporal punishment will not be used by school officials in accordance with state law.

Detention before or after school or Saturday may be used as consequence for misbehavior or for repeated failure to complete assignments. Appropriate work duties may be assigned during detention. School officials will attempt to contact parents for support in such situations.

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Revised: August 15, 1995

Revised: November 5, 2007

Revised: September 7, 2010

Revised: \_\_\_\_\_



DES MOINES CHRISTIAN SCHOOL  
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STUDENT EXPULSION

Code No. 502.3  
First Reading 7-14-14

Students who violate the regulations or rules established by the Board of Directors of the school-including breach of discipline, as defined by this policy or who have documented cases of conduct detrimental to the best interest of the school-may be suspended or expelled from school or otherwise disciplined as provided by this policy.

The Principal or designee in each area will have the authority, after proper investigation of the facts, to suspend students temporarily for up to a total of 10 days in each case. Expulsion occurs only by majority vote of the Board of Directors upon recommendation of the administration.

Expulsion Procedure

The Principal or designee in each area will have the authority, after proper investigation of the facts, to suspend students temporarily, pending expulsion. Expulsion will occur only by a majority vote of the Board of Directors upon the recommendation of the administration. When a student is suspended, pending a recommendation for expulsion, the Principal will inform the Superintendent, Board President, and the Board Secretary of the suspension and pending expulsion. The Principal will attempt to hold a conference within one school day with the parent(s) or guardian(s) and the student to discuss the reasons for the suspension and proposed expulsion.

Administrative Review

If a Principal recommends that a student be considered for expulsion, the Superintendent will authorize an investigation to gather information about the case. The procedure follows:

Within three (3) days after the date of a suspension, pending expulsion, the Superintendent will convene an independent review panel to investigate and review the alleged misconduct. Members of this panel will include the non-involved Principal and Superintendent. Additional panel members may be included, when appropriate. The panel will investigate and determine whether a recommendation for expulsion should be made to the Board of Directors, informing the Board Secretary of that decision. If the investigation indicates that expulsion should be recommended to the Board, the Board will conduct an expulsion hearing, as further explained under this policy. The hearing will be scheduled within ten (10) school days after the student's suspension, pending expulsion from school. Alternate educational plans will be made during the period of suspension.

Notice of Hearing

If the independent review panel determines that expulsion should be recommended to the Board of Directors, the Superintendent should arrange for preparation of appropriate written notice of hearing. The Superintendent or designee will first consult with the President and Secretary of the Board, or designee, to arrange a time for the hearing. The notice will state the time and place of the hearing. The notice will state the reasons for the recommendation for expulsion and will include a description of the alleged incidents that have precipitated the recommendation for expulsion, and a complete copy of any documents prepared for, or submitted, to the independent review panel. There will be a direct citation to the sections of the disciplinary policy, Board policy, or other statute violated.

The student and parent(s) or guardian(s) will receive the notice of the time and place of the hearing and attachments as described above. They will also receive a copy of any other information prepared for the Board of Directors. Notice will be served upon the parent(s) or guardian(s) by the guidance counselor, who shall contact the parent(s) or guardian(s) and deliver the notice personally. If such personal service

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Code No. 502.3 (cont.)

cannot be obtained, notice will be sent by ordinary mail to the last known address. If the student has attained the age 18, the notice will be given to the student, as well as to the student's parent(s) or guardian(s).

At the same time the notice and supporting documents are delivered to the student and parent(s) or guardian(s), copies will be forwarded to the President and Secretary of the Board, and to the members of the Board of Directors.

Hearing Date

After proper notice, an expulsion hearing will be held before the Board of Directors. In its discretion, the entire Board of Directors need not be present, but may be represented by a hearing panel made up of at least three Board members. Ordinarily, the hearing will be held on a date not later than ten (10) school days subsequent to the date of suspension, pending expulsion, when possible. If it is not possible to review the case and establish a time for hearing within the ten (10) days, in-home school services will be provided after the tenth day, if the delay is great enough to make these services a real benefit. At no time should the delay exceed twenty (20) school days, even when supplemental services have been provided.

Representation and Assistance of Others

At the hearing before the Board, the student may be accompanied by parent(s) or guardian(s), legal counsel, and/or any other advisor. The school guidance counselor will serve as liaison between the school and the school family to explain the situation and procedure. The school may also be advised by legal counsel and/or other advisor/s.

Introduction of Evidence

Each party to the hearing, directly or through legal counsel or other advisor, may testify, introduce evidence, witness testimony, or statements in writing. To the extent that either party may rely on written statements as evidence, the source of evidence will be clearly indicated.

At the hearing, the student may respond to the complaint orally or in writing. The response may admit or deny the allegations of the notice in whole or in part. The student may also offer any relevant explanation or comment.

Each party will have an opportunity to question any witness, either directly or through legal counsel or other advisor. Proceedings will be administrative and will not be conducted as an advisory proceeding.

The hearing will be held in Closed Session so that confidential student records will not be disclosed, unless an Open Session is requested by the student or by the parent(s) or guardian(s) of the student. All records and papers will be kept confidential.

Findings of Fact and Conclusions

At the conclusion of the evidential hearing, the Board will consider (in Closed Session) all relevant evidence introduced at the hearing and make its findings of fact and recommended conclusions. Concerning the expulsion or other disciplinary action as determined by the Board, the Board will promptly notify the student, parent(s) or guardian(s), as well as the Superintendent and Principal, concerning the Board's determination. The Board may also recommend conditions, if any, to be met by the expelled

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Code No. 502.3 (cont.)

student and/or parent(s) or guardian(s) prior to consideration for readmission. If specific action and conditions for readmission have been established by the Board, these conditions will be communicated to the student and/or parent(s) or guardian(s) in writing.

Request for Reconsideration and Appeal

Within three (3) calendar days after receipt of notice or expulsion or other disciplinary action, the student may request, in writing, reconsideration by the Board, stating reasons. The Board may, in its discretion, deny such request or may grant the request and, after reconsideration, reverse, amend, or confirm its determination. Ordinarily, the Board would take such action only if new and conclusive evidence was discovered.

Withdrawal

A student may be given the option of withdrawing from school rather than facing expulsion proceedings.

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Revised: August 15, 1995

Revised: October 15, 2007

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Revised: \_\_\_\_\_

DES MOINES CHRISTIAN SCHOOL  
POLICIES AND PROCEDURES

SMOKING, DRINKING, AND DRUG USAGE

Code No. 502.4  
First Reading 7-14-14

The use and possession of alcohol or any controlled substance (other than those prescribed by the individual student's physician), including tobacco, will be strictly prohibited while students are enrolled at Des Moines Christian School. Any student violating this rule will be subject to disciplinary action.

Date of Adoption: October 15, 1991

Revised: August 15, 1995

Revised: October 15, 2007

Revised: September 7, 2010

Revised: \_\_\_\_\_

DES MOINES CHRISTIAN SCHOOL  
POLICIES AND PROCEDURES

SEARCH AND SEIZURE

Code No. 502.5  
First Reading 7-14-14

School officials may at any time conduct such searches as are essential to the security, discipline, and sound administration of the school.

Students and their lockers may be searched when there is reasonable suspicion to believe that the student possession constitutes a criminal offense under Iowa law.

All school property is held in trust by the Board of Directors. School authorities may, without a search warrant, search a student, student lockers, desks, work areas or student automobiles under the circumstances as outlined in the following regulations—to maintain order and discipline in the school, promote the educational environment, and protect the safety and welfare of students and school personnel. School authorities may seize any illegal, unauthorized, or contraband materials discovered in the search.

Illegal, unauthorized, or contraband materials generally cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees, and visitors on the school premises. Items of contraband may include, but are not limited to, non-prescription controlled substances such as marijuana, cocaine, amphetamines, barbiturates, apparatus used for the administration of controlled substances, alcoholic beverages, tobacco, weapons, explosives, poisons, and stolen property. Such items are not to be possessed by a student anywhere on the school property or other locations of school-sponsored activities.

All non-maintenance searches must be based on a reasonable, rationalized suspicion and be reasonable in scope.

Search of Student or Protected Student Area by School Official

1. A school may conduct a search of a student or a protected student area only if all of the following apply:
  - a. A school official has a reasonable and articulable suspicion that a criminal offense or a school rule or school rule and regulation bearing on school order has been violated.
  - b. The school official has a reasonable and articulable belief that the search will produce evidence of such violation.
  - c. If the search is of an individual student, the suspicion and belief required by paragraphs “a” and “b” is particular to the student to be searched.
  - d. If the search is of more than one student or of a protected student area, the search must be based upon and pursuant to a valid and reasonable student search rule.
2. Under no circumstances may a search be made which is unreasonable in light of the following:
  - a. The age of the student
  - b. The seriousness of the violation
  - c. The sex of the student
  - d. The nature of the suspected violation
3. A school official will not conduct a search which involves any of the following:
  - a. A strip search
  - b. A body cavity search

DES MOINES CHRISTIAN SCHOOL  
POLICIES AND PROCEDURES

Code No. 502.5 (cont.)

- c. The use of a drug sniffing animal to search a student's body
- d. The search of a student by a school official not of the same sex as the student

86 Acts, Ch 1129, §2 – Iowa Code 808 A.2

Date of Adoption: October 15, 1991

Revised: August 15, 1995

Revised: October 1, 2007

Revised: September 7, 2010

Revised: \_\_\_\_\_

DES MOINES CHRISTIAN SCHOOL  
POLICIES AND PROCEDURES

STUDENT RE-ADMITTANCE POLICY

Code No. 502.6  
First Reading 7-14-14

In the event that a student is expelled, the student may reapply for admittance after one-full semester has passed. Re-admittance will be dependent upon the approval of the administration and Board. A probationary period may be used as a condition of re-admittance. Conditions of re-admittance may include one or more of the following:

- Periodic administrative review
- Counseling
- Restrictions
- Other recommended conditions

Any student who has been expelled or requested to withdraw will not be eligible to hold any school leadership position for a period of time from the date of the expulsion or request to withdraw, depending on the severity of the infraction. A leadership position will be defined as holding any office in the organization or class, captain of an athletic team, or holding any office in any extracurricular activity.

The procedures for reconsideration will be forwarded to the student in the letter of expulsion.

Date of Adoption: August 15, 1995

Revised: October 1, 2007

Revised: October 6, 2008

Revised: September 7, 2010

Revised: \_\_\_\_\_

DES MOINES CHRISTIAN SCHOOL  
POLICIES AND PROCEDURES

PROHIBITION OF POSSESSION OF WEAPONS

Code No. 502.7  
First Reading 7-14-14

Des Moines Christian School students will not be permitted, under any circumstances, to bring objects which can be used as dangerous weapons onto school property, including school buses, nor to any school sponsored activities.

A “weapon” includes, but is not limited to the following:

- A firearm, which is a weapon or device from which a projectile may be fired by an explosive
- An air gun, which includes any air pistol or air rifle, designed to propel a BB, pellet, or other projectile by discharge of compressed air, carbon dioxide or other gas, or any items which appear to be realistic firearms or air guns
- A slungshot, which is a piece of metal, or a stone fastened to a short strap, chain or thong, used as a weapon
- A sling shot, which is a forked piece of wood, metal, plastic or similar substance having an elastic band fastened to the prongs for shooting small stones and pebbles
- A sand club, chains, or metal knuckles
- A device commonly known as “throwing stars”, multi-pointed metal objects designed to embed upon impact
- Any knife which is a cutting or stabbing instrument with a sharp blade set in a handle
- A dirk, which is a type of dagger
- Any device commonly known as “nun-chu-ka sticks”, consisting of two or more lengths of wood, metal, plastic or similar substance connected with wire, rope or other means
- A stun gun
- Any explosive device, including fireworks

A violation of this policy will result in discipline, up to and including expulsion. Refer also to Section 502.3. Discretion will be used on a case-by-case basis by the administration. DMCS will not enroll a student from another school with a record of a weapons violation.

Date of Adoption: August 15, 1995  
Revised: January 20, 1997  
Revised: October 1, 2007  
Revised: September 7, 2010  
Revised: \_\_\_\_\_



DES MOINES CHRISTIAN SCHOOL  
POLICIES AND PROCEDURES

DRESS STANDARDS FOR STUDENTS

Code No. 502.8  
First Reading 7-14-14

The purpose of specified dress standards is to provide guidelines within which students may have freedom to express individual tastes, while not being disruptive to the educational process nor detrimental to one's Christian testimony. A wholesome appearance that reflects a pure heart is of primary importance when choosing clothes for school functions.

Activity sponsors and administrators have the authority to establish additional guidelines for students participating in school activities. Adherence to these additional guidelines is necessary for participation in the activity.

The administration has the authority to review any school functions or occasion and to waive the dress standard<sub>s</sub> when appropriate.

Continual violation will result in progressive disciplinary actions, as indicated in the student handbooks.

Date of Adoption: August 15, 1995  
Revised: August 18, 1998  
Revised: August 8, 2000  
Revised: January 17, 2005  
Revised: March 3, 2008  
Revised: September 7, 2010  
Revised: \_\_\_\_\_

DES MOINES CHRISTIAN SCHOOL  
POLICIES AND PROCEDURES

ELEMENTARY DISCIPLINE

Code No. 502.9  
First Reading 7-14-14

Due to the reason that there must be closure to the number of detentions a student receives, the following steps will be followed in disciplining Elementary students.

- Step 1 (3) Interactions one day = 1 detention
- Step 2 (5) Interactions in one week = 1 detention  
Detention note sent home.  
Detention served next day after school  
Parent is responsible for picking student up.
- Step 3 (3) Detentions = student/parent/teacher conference
- Step 4 (4) Detentions = 1 day in-school suspension  
Student/parent/teacher/principal conference  
(after in-school suspension is served)
- Step 5 (5) Detention = 2 days of in-school suspension  
Behavior Plan implemented
- Step 6 (6) Detentions = 1 day out-of-school suspension  
Student/parent/teacher/principal conference  
(after out-of-school suspension is served)
- Step 7 (7) Detentions = 2 days out-of-school suspension  
BEHAVIOR PROBATION status
- Step 8 (8) Detention = 3 days out-of-school suspension  
Administration meets with parents and considers withdrawal or expulsion

\*\* In case of serious infractions, the student will automatically go to Steps 4/5, i.e. fighting, swearing, etc.

Date of Adoption: September 17, 1996

Revised: October 1, 2007

Revised: September 7, 2010

Revised: \_\_\_\_\_

DES MOINES CHRISTIAN SCHOOL  
POLICIES AND PROCEDURES

STUDENT HARASSMENT

Code No. 502.10

God's Word should govern all student behavior and relationships. Therefore, student harassment will not be tolerated. Harassment is the lack of respect for others, as shown by teasing or pestering to the extreme.

The following list includes, but is not limited, to behaviors that would be considered harassment:

- Excessive teasing
- Pestering
- Name-calling
- Threats of violence
- Bullying

The Des Moines Christian School Board of Directors states that harassment based on age, race, color, gender, religion, or disability will not be tolerated. (Sexual harassment is covered under Code 405.8/411.4.) All DMCS employees and students are protected from harassment, according to Board policy. Consequences for harassment will follow the regular discipline procedures and may include the following:

- Verbal warning/appropriate consequence
- Written warning/appropriate consequence
- Student and parent consequence
- Suspension/expulsion

Date of Adoption: January 20, 1997

Revised: October 1, 2007

Revised: September 20, 2010

DES MOINES CHRISTIAN SCHOOL  
POLICIES AND PROCEDURES

ANTI-BULLYING/HARASSMENT POLICY

Code No. 502.11  
First Reading 7-14-14

I. Statement of Policy

- A. School employees, volunteers, and students in school, on school property, or at any school function or school-sponsored activity will not engage in harassing and bullying behavior.
- B. School employees, volunteers, and students will not engage in reprisal, retaliation, or false accusation against a victim, witness, or an individual who has reliable information about such an act of harassment or bullying.
- C. School employees, volunteers, parents, or guardians, and students are expected to act in a timely and responsible manner to prevent, report, and facilitate investigation of suspected harassment and bullying.

II. Definitions

- A. Harassment and Bullying are defined as any electronic, written, verbal, or physical act or conduct toward a student which meets the following criteria:
  - (1) Based on any actual or perceived trait or characteristic of the student, and
  - (2) Creates an objectively hostile school environment that meets one or more of the following conditions:
    - a. Places the student in reasonable fear of harm to the student's person or property
    - b. Has a substantially detrimental effect on the student's physical or mental health
    - c. Has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school
- B. The following activities, absent substantial aggravating factors, occurring inside or outside the classroom, do not constitute Harassment or Bullying:
  - (1) Instruction and participation in lessons and worship services
  - (2) Discussions and debate concerning issues important to Christian faith
  - (3) Electronic, written, verbal, and physical interpretation of Biblical Scripture, and religious texts, music, and opinion
  - (4) Witnessing and faith-sharing

III. Reporting

Suspected incidents of Harassment and Bullying should be reported to the Elementary Principal within 24 hours. The Elementary Principal or designee is responsible for receiving reports and ensuring the Anti-Harassment/Anti-Bullying Policy is implemented.

DES MOINES CHRISTIAN SCHOOL  
POLICIES AND PROCEDURES

Code No. 502.11 (cont.)

IV. Investigation

Suspected incidents of Bullying and Harassment will be promptly and thoroughly investigated by the Elementary Principal or designee. Investigators will consider the totality of the circumstances presented in determining whether conduct objectively constitutes Harassment or Bullying under this policy.

V. Consequences for Violators

Individuals responsible for conduct in violation of this policy will be subject to consequences and remedial action. The sanctioning guidelines of the Code of Student Conduct apply to violations of this policy.

VI. Publication

This policy will be published in the student-parent/guardian handbook, the employee handbook, and the volunteer handbook.

Drafted by Jeff Krausman, DMC Legal Counsel Des Moines Christian School  
Anti-Harassment/Anti-Bullying Policy Pursuant to Iowa Code Section 280.28

Date of Adoption: August 20, 2007

Revised: September 7, 2010

Revised: \_\_\_\_\_

DES MOINES CHRISTIAN SCHOOL  
POLICIES AND PROCEDURES

STUDENT THREATS OR PHYSICAL ATTACK

Code No. 502.12

Whenever any officer, person, or employee acting as an agent of the school is threatened with bodily harm by a student or students, the victim should notify the Principal immediately, who will take appropriate action.

Whenever any officer, person, or employee acting as an agent of the school has suffered physical attack by student or students, or has suffered bodily harm as the result thereof, the following steps should be taken:

- The victim should notify the Principal or designee immediately.
- The police may be notified if the person who is attacked, the Principal or designee, or the Superintendent, deems it necessary.
- The student or students will be suspended and considered for recommendation for expulsion.
- It will be the responsibility of the person who suffers the physical attack or injury to file any charges for prosecution, if charges are not filed by the police or county attorney.

Date of Adoption: March 24, 2008

Revised: February 7, 2011

DES MOINES CHRISTIAN SCHOOL  
POLICIES AND PROCEDURES

STUDENT SELF-INJURY

Code No. 502.13

Self-harm is when someone deliberately hurts or injures himself or herself. The Superintendent and Principals will develop administrative procedures and train staff to be aware of the possibility of student self-harm and to how to recognize, manage, and prevent it.

All school employees are expected to act to prevent student self-injury occurring at all DMCS activities, and support any other interventions undertaken to reduce the risk of such behaviors occurring outside the School.

Employees who are aware that a student is engaging in, or is at risk of engaging in, self-injury should consult with and report their concerns to the Principal.

Possible actions that may be taken include the following:

- Contacting parent(s)/guardian(s)
- Arranging professional assistance
- Contacting the police, when appropriate

Date of Adoption: March 24, 2008

Revised: September 7, 2010

DES MOINES CHRISTIAN SCHOOL  
POLICIES AND PROCEDURES

SPIRITUAL LIFE

Code No. 503.1  
First Reading 7-14-14

Spiritual Life at DMCS is of fundamental importance. The center of spiritual life is the weekly chapel service. Worship, prayer, testimonies, audio visual presentation, teachers, and pastors make up the roster of chapel activities. Student involvement is paramount, and they are able to participate at all levels of the chapel program. Student chaplains are used for all high school grades and should assist with the chapel program.

Spiritual Emphasis Days occur during the year to provide special focus on the Christian life and commitment. Many activities are planned for variety and a fresh challenge to live the Christian life.

Other days are also included throughout the year for special programs and seminars. Music and drama groups, videos, and movies are examples of the many types of programs provided.

Informal student prayer and fellowship groups form throughout the school year to provide the opportunity for students to be intercessors. These groups generally meet on a regular basis with faculty sponsorship.

The spiritual life of DMCS is manifested in the classrooms, locker rooms, and hallways as we attempt to provide a fully "Christ-centered" environment and education.

Date of Adoption: October 15, 1991

Revised: October 1, 2007

Revised: September 7, 2010

Revised: \_\_\_\_\_



DES MOINES CHRISTIAN SCHOOL  
POLICIES AND PROCEDURES

STUDENT GOVERNMENT

Code No. 503.2  
First Reading 7-14-14

Student council is a student representative body which acts as a liaison with faculty, administration, and students. It is difficult, if not impossible, for the student council to occupy a position of importance in the school unless it is constantly working to improve the school by fostering the adoption of Christian ideals and values.

The responsibilities of the student council may include, but are not limited to, the following: promoting the Christian atmosphere of the school, school activities, and promoting communication.

The junior high student council helps plan activities for the seventh through eighth grades during the school year.

The senior high student council is a governing body which is designed to represent the interests of the student body. Each grade is represented. This group is elected by the student body. They help in some of the decision-making which affects the student body.

The function of student government will be to provide a channel of communication between students and the professional staff of the school. The Principal or Principal designee will establish guidelines for the operation of the student government; these guidelines will be in accordance with Board policy, and will be formulated on the basis of students' and staff members' ideas and suggestions.

Date of Adoption: October 15, 1991

Revised: August 15, 1995

Revised: April 9, 2007

Revised: September 7, 2010

Revised: \_\_\_\_\_

DES MOINES CHRISTIAN SCHOOL  
POLICIES AND PROCEDURES

STUDENT ORGANIZATIONS

Code No. 503.3  
First Reading 7-14-14

Junior high and high school student-initiated, non-curriculum-related groups must request the use of school facilities with the Principal. Approval or denial will be made by the Principal or designee.

Approved groups may meet only during non-instructional times. Attendance is limited to students, and participation will be strictly voluntary and student-initiated. Meetings will not interfere with the orderly conduct of education activity. Non-instructional time will mean any time before the first period in the day when the students attend class or after the last period in the day that students attend class.

Student-initiated, non-curriculum related groups will not use the school name, school mascot name, or any name that might imply school sponsorship unless approved by the administration. The use of school equipment will be subject to Board policy.

Either licensed personnel or support staff will be assigned to monitor authorized meetings. An employee may be assigned to monitor more than one such meeting held concurrently if the Principal determines that adequate order and discipline can be maintained to ensure that attendance of students at the meetings is voluntary. Employees will not participate in any way in the meeting or assistance in planning, criticizing, or encouraging attendance. Non-school persons cannot direct, conduct, control, or regularly attend activities of student groups without administration approval.

In determining whether a group is curriculum-related, the Principal or designee should be able to answer these two questions affirmatively:

1. Does the school usually sponsor an activity dealing with this subject matter?
2. Does the school require or directly encourage student participation in such a group in connection with curriculum coursework?

As a means of determining whether a student's attendance at an approved meeting is voluntary, the Principal or designee may require parental consent for attendance at meetings of non-curriculum-related groups.

Date of Adoption: October 15, 1991

Revised: October 15, 2007

Revised: September 7, 2010

Revised: \_\_\_\_\_

DES MOINES CHRISTIAN SCHOOL  
POLICIES AND PROCEDURES

STUDENT PUBLICATIONS

Code No. 503.4  
First Reading 7-14-14

The staff will supervise all written publications.

The high school newspaper and yearbook are offered as a part of an elective class. All facets of publication are emphasized—from writing, typing layout, and advertising—with students responsible for each step of the process.

Students engaged in production of print publications are responsible for layout, copy, the advertising sales and book sales, and distribution of the publication. An editor is appointed by the teacher. Other staff members are used on a voluntary basis.

School-sponsored publications train students to be responsible leaders in journalism. All publications will bring honor and glory to God, will be scripturally accurate, and will encourage and edify the body of believers. All publications will maintain the highest standards of ethics and quality. All publications will adhere to appropriate state and federal regulations.

Administrators will review student publications and enforce the outlined standards. In order to protect students' rights, administrative review of materials will be done within a specific length of time, and students will be informed of the appeal procedure in case they disagree with an administrative judgment.

Non-school-related publications are subject to the same standards listed. The administration may prohibit the distribution of such publications.

The Principal may designate the time, place, and manner of distribution for all student publications, school-sponsored or otherwise.

Date of Adoption: October 15, 1991

Revised: August 15, 1995

Revised: February 17, 1998

Revised: October 1, 2007

Revised: September 7, 2010

Revised: \_\_\_\_\_

DES MOINES CHRISTIAN SCHOOL  
POLICIES AND PROCEDURE

STUDENT SOCIAL EVENTS

Code No. 503.5  
First Reading 7-14-14

All school-sponsored events will be under the control and supervision of school personnel. Approval for an event will be secured from the Principal involved, and the event will be placed on the school calendar before any public announcement is made. Hours, behavior, and activities related to school-sponsored events will be reasonable, proper, and Christ-honoring.

Date of Adoption: October 15, 1991

Revised: October 1, 2007

Revised: September 7, 2010

Revised: \_\_\_\_\_

DES MOINES CHRISTIAN SCHOOL  
POLICIES AND PROCEDURES

EXTRACURRICULAR AND CO-CURRICULAR PARTICIPATION Code No. 503.7

First Reading 6-2-14

Second Reading 6-16-14

Extra-curricular activities are a privilege for students. Only students in good standing will be allowed to participate in junior high and high school activities.

However, No student will be denied the opportunity to participate in any school activity, except for disciplinary reasons enrollment status, academic ineligibility of the school or appropriate state association,, or past due accounts. Participation in certain activities may involve a try-out.

Students must be enrolled as full-time Des Moines Christian School students to participate in extra-curricular and co-curricular activities. The only enrollment exceptions are seniors with part-time DMC schedules and other part-time education schedules or those extraordinary circumstances deemed valid by the Board of Directors.

It will be the responsibility of the Superintendent or designee to develop rules and regulations for each activity. Students wanting to participate in school activities must meet the requirements set out by the school for participation in the activity.

Date of Adoption        October 15, 1991

Revised:                August 15, 1995

Revised:                July 15, 1997

Revised:                October 15, 2007

Revised:                February 21, 2011

Revised:                \_\_\_\_\_

DES MOINES CHRISTIAN SCHOOL  
POLICIES AND PROCEDURES

STUDENT ATTENDANCE AT EVENTS OUTSIDE OF SCHOOL Code No. 503.8  
First Reading 7-14-14

Students are expected to ride the bus to and from off-site school events. If the parents are going to provide transportation, a signed form must be given to the authorized chaperone. These signed forms should be kept on file.

If a student is going to ride with another student's parents, a note must be signed by the student's parents and given to the authorized personnel before the required deviation from bus transportation.

Students who are riders must sign up before the day of the event and then must follow the above procedures, if not riding back to DMCS on the bus. All students are responsible to the authorized personnel while riding the bus. A permit will need to be signed by parents for each activity of the student.

Events in which students participate during school hours or as representatives of the school at places outside of the school must be sponsored and supervised by school personnel. Rules of behavior will be the same as for any in-school activity or event.

Date of Adoption: October 15 1991

Revised: August 15, 1995

Revised: February 18, 2008

Revised: September 7, 2010

Revised: \_\_\_\_\_

DES MOINES CHRISTIAN SCHOOL  
POLICIES AND PROCEDURE

STUDENT HONORS AND AWARDS

Code No. 503.9  
First Reading 7-14-14

Any regularly enrolled student may be considered for honors or awards granted by the school. Qualifications for such awards will be established by school personnel who have been given that responsibility by the Superintendent or the Principal.

Date of Adoption: October 15, 1991

Revised: October 1, 2007

Revised: September 7, 2010

Revised: \_\_\_\_\_

DES MOINES CHRISTIAN SCHOOL  
POLICIES AND PROCEDURES

STUDENT GOOD CONDUCT RULE

Code No. 503.10  
First Reading 7-14-14

It is a privilege and an honor to be able to participate in extra-curricular activities and represent DMCS. The student and the school are judged by the participant's character and conduct at all time. Students serve as a model to many people, and their attitude has an important impact on others. Any student whose habit and conduct in and out of school, during both the school year and during the summer, are not consistent with the ideals, principles, and the standards of the school, may be declared ineligible for a period of time, including but not limited to permanent removal from the program.

Date of Adoption: October 15, 1991

Revised: August 15, 1995

Revised: October 1, 2007

Revised: September 20, 2010

Revised: \_\_\_\_\_



DES MOINES CHRISTIAN SCHOOL  
POLICIES AND PROCEDURES

STUDENT ATHLETIC PARTICIPATION IN NON-SCHOOL ATHLETICS      Code No. 503.12  
First Reading 7-14-14

In accordance with policies of the Iowa High School Athletic Association and the Iowa High School Girls Athletic Union, the Des Moines Christian School Board of Directors hereby grants permission to student-athletes to participate on competitive teams outside of school-sponsored teams during the season that sport is offered.

In advance of the season, the student-athlete should meet with the Athletic Director and coach to communicate interest in an outside sport.

Date of Adoption:      March 16, 1998

Revised:                March 3, 2008

Revised:                December 20, 2010

Revised:                \_\_\_\_\_

DES MOINES CHRISTIAN SCHOOL  
POLICIES AND PROCEDURES

STUDENT HEALTH AND IMMUNIZATION CERTIFICATES

Code No. 504.1  
First Reading 7-14-14

The Board of Directors believes that the health and safety of all the children attending DMCS is paramount. To ensure healthy children at DMCS, the Board requires the children to be immunized and receive physical examinations in accordance with the law and all such regulations will be strictly adhered to by the teaching staff and the parents or guardians.

Any student enrolling for the first time at the school, or desiring to participate in athletic extracurricular activities, will have a physical examination by a licensed physician. A certificate of health stating the results of the physical examination, and signed by the physician, will be on file. Each student will submit an up-to-date certificate of health upon the request of the Superintendent, or designee. Failure to provide this information may be grounds for expulsion.

A student enrolling for the first time in the school will also submit a certificate of immunizations required under the law. The student will be admitted conditionally to the school, if the student has not yet completed the immunization process but is in the process of doing so. Failure to meet the immunization requirements will be grounds for expulsion.

It will be the responsibility of the Superintendent to develop regulations to ensure compliance with this policy.

Date of Adoption: October 15, 1991

Revised: August 15, 1995

Revised: December 17, 2007

Revised: December 20, 2010

Revised: \_\_\_\_\_

DES MOINES CHRISTIAN SCHOOL  
POLICIES AND PROCEDURES

COMMUNICABLE DISEASES

Code No. 504.2  
First Reading 7-14-14

The Board of Directors believes any student of the school with a communicable disease should be allowed to attend to their regularly-assigned classes as long as they are physically able to perform the tasks assigned to them and as long as their attendance 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 student's individual circumstances, to provide the least restrictive environment for the student's continued attendance at school.

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 student's continued attendance in the least restrictive environment at the school.

It will be the responsibility of the Superintendent to notify the proper authorities, such as the Iowa State Department of Health, in accordance with Iowa law, when it is found that a communicable disease exists in the school setting. The Department may be requested to convene an Advisory Committee to review the case and to provide recommendations regarding the permissibility of continued attendance of the student in the regular classroom. It will be the responsibility of the Superintendent to develop procedures for excluding students with communicable disease from attending school. These procedures will be based on recommendations from public health agencies and the U.S. Public Health Center for Disease Control. If the student is to be excluded from school, the Superintendent is responsible for making arrangements in conjunction with the parent or guardian for the student's educational program.

The Board realizes the importance to others of knowing which students have a communicable disease. However, this communication must be weighed against the privacy and confidentiality rights of the student. Public concern regarding communicable disease is neither an excuse or defense for the violation of the privacy rights of students 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 the employees of the school without strict observance of data privacy rights. The Superintendent is responsible for developing procedures that will respect the student's privacy rights.

Date of Adoption: October 15, 1991

Revised: December 17, 2007

Revised: September 7, 2010

Revised: \_\_\_\_\_



DES MOINES CHRISTIAN SCHOOL  
POLICIES AND PROCEDURES

INJURY OR ILLNESS AT SCHOOL

Code No. 504.3  
First Reading 7-14-14

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/health office.

1. The health office is a temporary place for ill students until a parent can pick them up. Every effort will be made to make the student comfortable.
2. The school nurse or qualified designated personnel may not officially diagnose injuries or illness. First aid will be provided.
3. A parent, guardian, or adult designated by a parent must sign a student out of the Principal's office when picking up the child. High school students may sign out, with a pass from the school nurse, indicating that a parent has given approval for the student to go home. The school nurse or qualified designated personnel will have final say as to whether an ill high school student may drive home.
4. Medication that comes to school in any container, other than the bottle from the pharmacy with the correct prescription label, and an authorization from the parent and licensed health professional (per Iowa law) cannot be given at school. 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.

Date of Adoption: October 15, 1991

Revised: August 15, 1995

Revised: August 31, 1999

Revised: July 1, 2003

Revised: March 24, 2008

Revised: September 7, 2010

Revised: \_\_\_\_\_

DES MOINES CHRISTIAN SCHOOL  
POLICIES AND PROCEDURES

STUDENT USE OF BICYCLES

Code No. 504.4  
First Reading 7-14-14

The use of bicycles by students is a privilege, and DMCS will allow such use in accordance with the guidelines set by the administration in the student handbook.

Date of Adoption: October 15, 1991

Revised: March 3, 2008

Revised: September 7, 2010

Revised: \_\_\_\_\_

DES MOINES CHRISTIAN SCHOOL  
POLICIES AND PROCEDURES

STUDENT USE OF MOTOR VEHICLES

Code No. 504.5  
First Reading 7-14-14

Cars will not be driven to DMCS unless students have a valid driver's license or a valid school permit. All cars will be registered in the Secondary Office. The student parking area is off limits during the school day, unless permission is granted by the Principal. The above is the same for those who drive mopeds and motorcycles.

1. A student driver must have registered a vehicle with the Principal's office and filled out permission forms to drive to school. These forms may be obtained from the Secondary Office.
2. A student driving to school may not leave in the car until normal dismissal time, or by written permission from a parent. If leaving school early, students follow normal check-out procedures.
3. Student drivers must use extreme caution on the school's parking lot and driveway. The established speed limit is 5 m.p.h. Pedestrians have the right of way.
4. Reckless driving, speeding, leaving school without proper authorization, or failure to follow these established policies will result in the denial of further permission to drive to school and use of the school parking facilities.

The Board recognizes the convenience to families and students of having students drive to and park at school. However, the Board believes that driving is a privilege rather than a right, and that right could be revoked in cases of reckless driving.

Date of Adoption: October 15, 1991

Revised: August 15, 1995

Revised: December 17, 2007

Revised: September 7, 2010

Revised: \_\_\_\_\_

DES MOINES CHRISTIAN SCHOOL  
POLICIES AND PROCEDURES

STUDENT WORK PERMITS

Code No. 504.6  
First Reading 7-14-14

The Superintendent or designee will, when requested, issue age and work permits to students in accordance with provisions of the state and federal child labor laws.

Date of Adoption: October 15, 1991

Revised: December 17, 2007

Revised: September 7, 2010

Revised: \_\_\_\_\_



DES MOINES CHRISTIAN SCHOOL  
POLICIES AND PROCEDURES

EMERGENCY SCHOOL CLOSINGS

Code No. 504.7  
First Reading 7-14-14

The Superintendent has the authority to close school, dismiss early, or keep school open beyond the regular school day in case of extreme weather or other emergency conditions. As soon as possible after the decision has been made, the Superintendent will arrange to announce the closing, late-start, or early-out via the appropriate news media.

Make-up days will be scheduled so that students will attend school for the minimum number of days per year prescribed by statute, Iowa Department of Education rules, and Board policy.

Buses will not operate when weather conditions (fog, rain, snow, ice storm) make it unsafe to do so.

The final decision in declaring conditions “unsafe” will be made by the Superintendent or designee.

Date of Adoption: October 15, 1991

Revised: March 24, 2008

Revised: September 7, 2010

Revised: \_\_\_\_\_

DES MOINES CHRISTIAN SCHOOL  
POLICIES AND PROCEDURES

STUDENT INSURANCE, GENERAL

Code No. 504.8  
First Reading 7-14-14

A voluntary group insurance program is offered each year for student protection. The group program generally covers treatment for accidents which occur on the school grounds or while traveling on school buses, or at school-sponsored events.

Date of Adoption: October 15, 1991

Revised: March 24, 2008

Revised: December 20, 2010

Revised: \_\_\_\_\_

DES MOINES CHRISTIAN SCHOOL  
POLICIES AND PROCEDURES

STUDENT INSURANCE ATHLETIC

Code No. 504.9  
First Reading 7-14-14

It is the policy of the Board of Directors that all students participating in school athletic programs be covered by insurance (health and accident insurance). Parents may purchase insurance from the program selected by the school or provide proof that the student is adequately covered by another policy.

Date of Adoption: October 15, 1991

Revised: December 17, 2007

Revised: September 7, 2010

Revised: \_\_\_\_\_

DES MOINES CHRISTIAN SCHOOL  
POLICIES AND PROCEDURES

FIRE/TORNADO/DISASTER DRILLS

Code No. 504.10  
First Reading 7-14-14

State law requires K-12 students to complete four fire drills and four disaster drills a year with no more than 30 school days between each drill. Early Education must conduct one (1) fire drill and one (1) tornado drill each month. Teachers will assist students in identifying exits from all locations of the school and campus. Each student is responsible to know ALL emergency procedures for each room in the schedule.

Date of Adoption: October 15, 1991

Revised: March 24, 2008

Revised: February 7, 2011

Revised: \_\_\_\_\_

DES MOINES CHRISTIAN SCHOOL  
POLICIES AND PROCEDURES

RELATIONSHIPS BETWEEN DES MOINES CHRISTIAN SCHOOL EMPLOYEES AND VOLUNTEERS AND STUDENTS

Code No. 504.11  
First Reading 7-14-14

No Des Moines Christian School employee or volunteer may engage in a romantic relationship with a Des Moines Christian School student.

Date of Adoption: August 15, 1995

Revised: March 24, 2008

Revised: February 21, 2011

Revised: \_\_\_\_\_

DES MOINES CHRISTIAN SCHOOL  
POLICIES AND PROCEDURES

MEDICATION-RELATED OR SEVERE ALLERGIC REACTIONS TO FOOD OR INSECT STINGS

Code No. 504.12  
First Reading 7-14-14

DMCS promotes a proactive policy for response to severe allergic reactions. An extreme sensitivity may cause a reaction. A reaction is rare but potentially fatal. Reactions may start rapidly, requiring immediate attention.

All school employees will receive annual training on the emergency protocol for students with severe allergic reactions. The school nurse will be responsible to provide this training.

Students known to have an extreme sensitivity to food or insect stings will have an individual emergency plan. The school nurse will be responsible to write the plan in collaboration with the student's parent(s) and physician.

Students in fifth grade and above may carry one Epi-pen, if approved by the school nurse, parent(s), and physician. The school nurse will have Epi-pens available. The parent is responsible for replacing or reimbursing the school when medical equipment is used.

Date of Adoption: February 16, 1999

Revised: December 17, 2007

Revised: September 7, 2010

Revised: \_\_\_\_\_

DES MOINES CHRISTIAN SCHOOL  
POLICIES AND PROCEDURES

TERRORISM DRILLS

Code No. 504.13  
First Reading 7-14-14

DMCS will to conduct at least two terrorism drills a year. One drill shall be a lockdown drill, and the other will be an evacuation drill. These drills will be coordinated with local law enforcement, as needed, to ensure DMCS is following the correct and expected procedures.

I. Definitions:

A. Lockdown Drill

A lockdown drill is to be utilized when there is a known or perceived external threat to DMCS and to keep potential threats and/or perpetrators from entering the DMCS campus.

B. Evacuation Drill

An evacuation drill is to be utilized when a threat is realized and/or perpetrators have entered the DMCS campus.

The administration will work with the Facilities Management Committee to define the emergency procedures and logistics of these types of drills.

Date of Adoption: May 19, 2008

Revised: September 7, 2010

Revised: \_\_\_\_\_

DES MOINES CHRISTIAN SCHOOL  
POLICIES AND PROCEDURES

STUDENT RECORDS DEFINED

Code No. 505.1  
First Reading 7-14-14

A. Student Records defined.

DMCS maintains student records to facilitate the instruction, guidance, and educational progress of the student. The term, "student records", includes information maintained by DMCS as documents, electronic files, or other medium, and which relates directly to a student. Student records include, but are not limited to, identifying data, academic work completed, records of achievement (including grades or other permanent record of performance), standardized test scores or ratings, educational and vocational plans, honors, records of activities, attendance records, discipline records, objective counselor, or teacher ratings or observations, and external agency reports. Student records do not include the temporary records of instructional supervisory or administrative or ancillary staff which are intended for their sole use and not intended to be revealed to others except substitutes.

B. Directory Information.

The following information may be released to the public in regard to any individual student of the school: name, address, telephone listing, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, awards received, and the last previous school attended by the student.

Any student, parent, or guardian not wanting this information released to the public must make objections in writing to the academic area principal, and this objection must be renewed at the beginning of each school year.

C. Confidential Nature of Records.

Except as provided in Policy 505.1-R, student records are confidential. Counseling records not included in the definition of student records must be kept separate from other student records in accordance with state and federal regulation. Counseling information will be released only with the written permission of a parent, guardian or the adult student. Student records may be released for the reasons set out in the Family Educational Rights and Privacy Act.

Date of Adoption: October 15, 1991

Revised: August 15, 1995

Revised: April 4, 2005

Revised: December 20, 2010

Revised: \_\_\_\_\_



DES MOINES CHRISTIAN SCHOOL  
POLICIES AND PROCEDURES

USE OF STUDENT RECORDS

Code No. 505.1-R  
First Reading 7-14-14

The intent of this policy is to establish procedures for granting request of parents for access to their child's records, use of those data, and procedures for their transmittal within 45 days or sooner, if practical.

A. Access to Records

1. The parent or legal guardian of a student will have access to student records upon written request to the office. The parent or legal guardian will, upon written request to the office, have the opportunity to receive an interpretation of the records, have the right to question the data and, if a difference of opinion is noted, will be permitted to file a letter in the cumulative folder stating the dissenting person's position. If further challenge is made to the record, the normal appeal procedures established by school policy will be followed.
2. School personnel having access to student data are defined as "any person or persons under contract to the school and directly involved in working toward the affective or cognitive goals of the student."

If the student is 18 years or older, only the student has the right to determine who, outside DMCS, has access to those records.

B. Release of Information Outside the School

1. To release student records to other school(s) in which the student intends to enroll, the parents, legal guardian, or the student (if 18 or older), must be notified of the transfer and the kinds of information being released.
2. Student data may be released to official education and other government agencies only if the names, student numbers, birth dates, and all identifying markings are removed to prevent identification of individuals.
3. To release student records to other persons or agencies, written consent will be given by the parent, legal guardian, or by the student (if 18 or older). This consent form will state which records will be released, to whom they shall be released, and the reason for the release. A copy of specific records being sent will be made available to the person signing the release forms if so desired.
4. Student records will be furnished in compliance with judicial orders or pursuant to any lawfully issued subpoena if the parents, legal guardian, or student (if 18 years old or older) are notified in advance.
5. All authorizations for release of information will be filed in the student's cumulative folder.
6. Directory information may be disbursed by the administration following (1) proper notification of students and guardians and (2) an opportunity for the student or guardian to request that the information not be disbursed. Any request restricting distribution will be honored.

Date of Adoption: October 15, 1991  
Revised: August 15, 1995  
Revised: April 4, 2005  
Revised: January 10, 2011  
Revised: \_\_\_\_\_

DES MOINES CHRISTIAN SCHOOL  
POLICIES AND PROCEDURES

STUDENT ACTIVITY ACCOUNTS

Code No. 505.2  
First Reading 7-14-14

Student activity accounts will be maintained by the Business Office for classes, cheerleading, school-sponsored trips, and student council. All school funds collected by employees for these activities must be turned in to the Business Office on the day received. The funds should be counted in accordance with Business Office protocols.

Employees are responsible for funds until they are turned in to the Business Office and should be very cautious as to where funds are left during the school day.

Date of Adoption: October 15, 1991

Revised: August 15, 1995

Revised: December 17, 2007

Revised: February 21, 2011

Revised: \_\_\_\_\_

DES MOINES CHRISTIAN SCHOOL  
POLICIES AND PROCEDURES

CLASS OR GROUP GIFTS TO SCHOOL

Code No. 505.3  
First Reading 7-14-14

Student groups may make gifts to the school after obtaining their Principal's recommendation and the approval of the Superintendent. Gifts may be accepted and acknowledged by the Superintendent or designated representative acting for the Board.

Date of Adoption: October 15, 1991

Revised: December 17, 2007

Revised: September 7, 2010

Revised: \_\_\_\_\_

DES MOINES CHRISTIAN SCHOOL  
POLICIES AND PROCEDURES

COMMENCEMENT

Code No. 505.4  
First Reading 7-14-14

Students who have successfully completed all high school graduation requirements will be granted diplomas. Attendance at commencement exercises is an optional privilege. The Board of Directors may exclude students from participation for violation of rules established for the orderly governance of the school.

Date of Adoption: October 15, 1991

Revised: December 17, 2007

Revised: September 7, 2010

Revised: \_\_\_\_\_

DES MOINES CHRISTIAN SCHOOL  
POLICIES AND PROCEDURES

EARLY GRADUATION

Code No. 505.5  
First Reading 7-14-14

Des Moines Christian School will allow students to graduate early upon successful completion of all graduation requirements in the handbook and upon approval from the administration.

Early graduation may be requested in one of two ways:

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

DMCS will not allow early graduation without parental approval.

Date of Adoption: May 14, 1991  
Revised: August 15, 1995  
Revised: February 21, 2005  
Revised: December 20, 2010  
Revised: \_\_\_\_\_

DES MOINES CHRISTIAN SCHOOL  
POLICIES AND PROCEDURES

INTERVIEWS OF STUDENTS BY OUTSIDE AGENCIES

Code No. 505.6  
First Reading 7-14-14

**School Interviews.** Des Moines Christian School personnel will have the authority to conduct investigations and to question students pertaining to infractions of school rules and school matters whether or not the alleged conduct is a violation of the criminal law. The student's parents or guardians need not be contacted prior to the interview, except if a student in grades pre-kindergarten through sixth is to be interviewed in connection with an alleged incident of sexual abuse of a student by an employee, the parents or guardians of the student to be interviewed will be notified and will have an opportunity to observe and hear the interview or to send a representative in their place.

**Community Resource Personnel.** Area Education Agency, community mental health and other community organization personnel will schedule interviews with students through the principal. Permission must be given by the student's parent or guardian for such outside agencies, other than child abuse investigators, to interview students at school.

**Child Abuse Investigations.** The DMCS will cooperate with the Department of Human Services in matters relating to alleged cases of child abuse or neglect. As required by law, the principal will allow Department of Human Services personnel to have confidential access to a child named in a child abuse report and to other children alleged to have relevant information. The principal need not report the investigation or interview to the child's parent or guardian.

In cases involving allegations of abuse by school personnel, the investigations must be conducted in accordance with Policy 405.7-Child Abuse Reporting by Licensed Personnel and Policy 405.8-Sexual Harassment-Licensed Personnel. If a student in grades prekindergarten through sixth is to be interviewed in connection with an alleged incident of sexual abuse of a student by an employee, the parents or guardians of the student to be interviewed will be notified and will have an opportunity to observe and hear the interview or to send a representative in their place.

**Law Enforcement Personnel.** The administration will determine when the necessity exists for law enforcement officials to be contacted to conduct an investigation of matters which may jeopardize the safety of school personnel or students, which may endanger school property, or which may interfere with the operation of the schools. An administrator or designee will be present during the questioning, except in Level Two Investigations under Policy 405.7-Child Abuse Reporting by Licensed Personnel and Policy 405.8-Sexual Harassment-Licensed Personnel. The student's parent or guardian need not be contacted prior to the interview unless the student is first taken into custody by law enforcement officials.

It should not normally be necessary for law enforcement officials to conduct any investigation on school premises pertaining to criminal activities unrelated to the operation of the schools. Only when a demonstrated necessity exists, as determined by the administration, will law enforcement officials be allowed to conduct such an investigation. A professional school employee, parent, or guardian will be present during the questioning.

Students will not be released into the custody of law enforcement personnel unless the student has been placed under arrest, or is being removed for disorderly conduct at school, or unless the student's parent or guardian agrees to the release, if the student is a minor or the student agrees to release if not a minor.

Legal References: 232.11, 232.19, 232.71(6), 279.8, 280.17, 280.17A, 280.24, Code of Iowa; 281 I.A.C. 12.3(6), Chapter 102

Date of Adoption: October 15, 1991  
Revised: August 15, 1995  
Revised: February 21, 2005  
Revised: February 21, 2011  
Revised: \_\_\_\_\_

DES MOINES CHRISTIAN SCHOOL  
POLICIES AND PROCEDURES

~~TUITION FOR DMC OFFERED COLLEGE COURSES Code No. 505.7~~

~~DMCS will pay half the tuition per full time student for up to two classes per semester for a Des Moines Area Community College (DMACC) course taught at DMCS, with DMACC paying for the faculty cost. The student will pay the other half of the tuition. This is a pilot program for second semester SY97/98 for full time, senior students at DMCS.~~

Date of Adoption: October 21, 1997

Deleted: December 17, 2007