

DES MOINES CHRISTIAN SCHOOL  
POLICIES AND PROCEDURES

AUXILIARY SERVICES

Series 700

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DES MOINES CHRISTIAN SCHOOL  
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PURPOSE AND SCOPE OF FOOD SERVICE PROGRAM

Code No. 701.1

Food Service applies to all sales of food and applies to both the DMCS hot lunch program and the sale of concessions.

The purpose of the school lunch program will be to provide nutritious, balanced meals to the students of the school.

The food service program at Des Moines Christian School will serve food that has been prepared in a licensed food preparation kitchen. The food service program will meet all requirements pertaining to health, sanitation, and service of foods.

The school lunch program is operated on a self-supporting non-profit basis. The Board of Directors will periodically review the prices for school lunches and milk. Concessions or fundraising lunches sold at Des Moines Christian School are sold for profit by clubs and classes. Pricing will be determined by the club or class providing this service.

Date of Adoption: October 15, 1991

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DES MOINES CHRISTIAN SCHOOL  
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ELIGIBILITY FOR FREE OR REDUCED-COST MEALS

Code No. 701.3

Eligibility for free or reduced price meals will be determined by the provider in accordance with guidelines set by the National School Lunch program, and application forms will be made available to all school families.

Students who participate in free or reduced price meal programs will not be distinguished in any way from students who pay the regular price; great care will be taken to protect the anonymity of these students. Their names will not be made known to any person, except such staff member or members as needed to make the special arrangements for them.

In accordance with State and Federal requirements, the DMCS administration will communicate an annual policy statement as recommended by the Iowa Department of Education, Child Nutrition Programs Division of the State of Iowa.

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TRANSPORTATION

Code No. 702

The objective of the DMCS transportation program is to transport students to and from school activities as safely as possible. The job should be done with economy and efficiency and with the expectation that the experiences be enjoyable for everyone involved, complying with the Iowa Department of Education regulations, all federal and state Department of Transportation regulations, and regulations established by the Board of Directors.

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DES MOINES CHRISTIAN SCHOOL  
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DRIVER AND EMPLOYEE POLICIES

Code No. 702.1

Bus drivers will have a Commercial Driver's License and a School Bus Permit, as required by State law.

Bus drivers are to take part in such in-service training each year, as deemed necessary by the Transportation Coordinator. Drivers must also complete the state 18 hour STOP program, as required by State law within the first six months of driving. Drivers will also complete the annual 3 hour STOP program as required by State law.

The Transportation Coordinator will maintain a file for each driver (containing a record of training received, evaluations given, and any other appropriate information).

Drivers will be evaluated annually by the Transportation Coordinator.

Drivers must enforce the discipline policy.

Drivers will complete the pre-trip inspection form prior to all trips, as required by State law, and turn forms in following each trip.

Drivers are required by State law to sign a contract for employment with the school.

Drivers are required to keep their buses clean, and to secure and lock them while not in use. Buses are to be parked at the school unless other arrangements are made with the Transportation Coordinator.

Drivers must keep the aisles and emergency exits on the bus clear.

Transportation employees are subject to the same disciplinary procedures as other school employees.

When students are on the bus, drivers may not leave the bus unattended.

Drivers will attend driver meetings as scheduled by the Transportation Coordinator.

A salary and benefit schedule for all transportation department employees will be kept current and on file in the Transportation Office and the Des Moines Christian School Administrative Office.

Bus drivers are required by State law to make a written report of any violations of school bus stop laws by motorists.

Job descriptions for the following are available upon request: Transportation Coordinator and drivers.

The bus driver will follow all proper procedures as outlined by State law with loading and unloading students.

It is the responsibility of each driver to notify the Transportation Coordinator in writing of any deficiencies in a bus.

A list of emergency phone numbers will be carried on each bus, as well as an accident information packet.

A list of bus riders, their addresses, and phone numbers will be carried on all buses at all times.

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DRIVER AND EMPLOYEE POLICIES

Code No. 702.1 (cont.)

In case of an accident, the primary concern will be the safety of the students. The authorities will be notified (school officials, ambulance, or doctor, if required, and highway patrol or police). A report of the accident will be made, including the following: names and addresses of owners of vehicles or property involved, drivers involved, witnesses of owner of vehicles or property involved, and their injuries. In addition, license numbers and identifying information will be noted. A diagram of the accident will be made along with a written statement of the incident. The name and address of the bus driver will also be given.

A report of each accident must be sent to the Iowa Department of Education.

Date of Adoption: October 15, 1991

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ELIGIBILITY FOR SCHOOL TRANSPORTATION REIMBURSEMENT

Code No. 702.2

School districts of residence are required by Iowa State law to provide transportation reimbursement to families of students who fall within these distances from DMCS. The State of Iowa allocates funds for this purpose, and DMCS distributes eligibility lists.

All students (Grades K-8) are eligible for bus transportation reimbursement if the legal residence is two miles or farther from the school.

Any high school student must live three miles or more from school to qualify for transportation reimbursement.

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SPECIAL EDUCATION BUS SERVICE

Code No. 702.3

Des Moines Christian School does not provide special education classes and, therefore, does not transport special education students. School districts of residence are required by state law to provide bus transportation to qualified DMCS students at no cost to DMCS.

Date of Adoption: October 15, 1991

Revised: January 8, 2007

Revised: March 23, 2010

Revised: November 4, 2013



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BUS SERVICE FOR EXTRA CURRICULAR ACTIVITIES      Code No. 702.4

Requests for bus service must be submitted in a timely manner in order to reserve a bus for an activity trip.

Activity trip buses will be driven only by DMCS transportation department drivers.

The bus driver will carry documentation on each trip, listing students' names, addresses, and phone numbers in case of emergency. The driver will also carry the State of Iowa TEAM Emergency Manual, listing help available in case of a breakdown for all out-of-town trips.

Teachers or chaperones are responsible for student behavior on the bus. If a student chooses to create an unsafe atmosphere on the bus, the student may be barred from the next trip, as determined by the bus driver, chaperone in charge, or the Department Head.

Activity trips will be funded from the general school budget, not through the transportation budget.

DMCS will provide transportation to athletic events designated by the Athletic Director. Students may drive to games, matches, or meets only when transportation is not provided by the school. In such cases, the school is no longer liable for the actions of the driver; and the student and family takes full responsibility for the actions of the driver. Parents will be notified when transportation will not be provided by the school.

Each coach will notify the Athletic Director if he is arranging transportation other than a school bus. The final decision for all athletic transportation matters will be made by the Athletic Director and the Transportation Coordinator.

When DMCS does provide school bus transportation to an athletic event, following policies apply:

1. All team members and cheerleaders are to ride the bus to the game.
2. If a team member or cheerleader misses the bus, a car or borrowed car may not be driven to the athletic event. However, a parent or guardian may drive the student in this case.
3. To promote team unity, each team should sit together and not intermingle with another team that may be riding the bus. Each coach will supervise the behavior of his own team members or cheerleaders on the bus.
4. A student may drive only with parental permission and the appropriate coach's consent under the following circumstances: doctor appointment, work schedule, or student living near the game site. The permission slip signifies that DMCS is no longer legally responsible for that student in case of an accident. Team conduct rules still apply.
5. A student who has permission to drive to an athletic event, cannot provide transportation for a friend or another team member.

When DMCS does not provide school bus transportation to an athletic event, these policies apply:

1. The coach will inform team members, cheerleaders, and parents that each student must find transportation to the event. By thus informing parents and students that the team will meet at the game site, DMCS may be relieved of any legal responsibility for the actions of each student driver.

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Code No. 702.4 (cont.)

2. Team conduct rules apply at all times when students are driving themselves, and students are subject to discipline when necessary.

Date of Adoption: October 15, 1991

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Revised: March 23, 2010

Revised: November 4, 2013

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SUMMER PROGRAM BUS SERVICE

Code No. 702.5

School buses may be used during the summer in connection with school-sponsored summer educational or athletic programs, or at the discretion of the Transportation Coordinator.

Date of Adoption: October 15, 1991

Revised: November 20, 2006

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Revised: November 4, 2013

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REGULATIONS FOR STUDENTS RIDING BUSES

Code No. 702.7

The Transportation Coordinator will establish common bus rules and consequences for rules infractions.

In cases of flagrant, repeated, or gross disobedience or misconduct on the school bus, the student will be subject to suspension, not only from riding the bus, but also from DMCS.

Date of Adoption: October 15, 1991

Revised: November 20, 2006

Revised: March 23, 2010

Revised: November 4, 2013

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CONTRACTED BUS USAGE

Code No. 702.8

The Transportation Department may give special service for outside social activities. Mileage (as determined by the Transportation Coordinator) must be paid, as well as the driver's salary by the outside group.

Date of Adoption: October 15, 1991

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Revised: May 3, 2010

Revised: November 4, 2013

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SPECIAL CONVENIENCE BUS STOPS

Code No. 702.9

No bus will leave the public highway to receive or discharge students, unless their safety is ensured or the private road is maintained in the same manner as the public highway.

A bus will not stop to load or unload students unless the driver has an unobstructed view of at least 300 feet in each direction, except to the extent that visibility is reduced by fog, snow, or other weather conditions. In such circumstances, the driver is expected to use best judgment to ensure the safety of the students and the bus.

Date of Adoption: October 15, 1991

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Revised: March 23, 2010

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TRANSPORTATION-RELATED DRUG AND ALCOHOL TESTING    Code No. 702.10

Employees who operate school vehicles are subject to drug and alcohol testing. For purposes of the drug and alcohol testing program, the term, "employees," includes applicants who have been offered a position to operate a school vehicle.

The employees operating a school vehicle, as described above, are subject to pre-employment drug testing and random, reasonable suspicion, post-accident, return-to-duty, and follow-up drug and alcohol testing. Employees operating school vehicles will not perform a safety-sensitive function within six hours of using alcohol; will not possess alcohol while driving, including over-the-counter medication containing alcohol unless the package is unopened; and will not use alcohol while performing a safety-sensitive function. Employees governed by this policy will be subject to the drug and alcohol testing program beginning the first day they operate or are offered a position to operate school vehicles and continue to be subject to the drug and alcohol testing program as long as they may be required to perform a safety-sensitive function, defined in the administrative regulations. Employees with questions about the drug and alcohol testing program may contact the Transportation Coordinator.

Employees who violate the terms of this policy may be subject to discipline (up to and including termination). Employees who violate this policy may be required to successfully participate in a substance abuse evaluation and, if recommended, a substance abuse treatment program. Employees required to participate in, and who fail to or refuse to successfully participate in a substance evaluation or a recommended substance abuse treatment program, may be subject to discipline (up to and including termination).

Notwithstanding the foregoing, the use of drugs and alcohol while the driver is on duty or being under the influence of drugs or alcohol during work hours will be strictly prohibited. If it can be established without a drug or alcohol test that a driver is under the influence of drugs or alcohol in the work place, or is using alcohol or drugs during work hours, the driver may be disciplined (up to and including immediate termination) without providing an evaluation by a substance abuse professional or treatment. A violation of the provisions of this paragraph will result in termination.

It is the responsibility of the Superintendent or Transportation\_Coordinator to develop administrative regulations to implement this policy. Under Iowa law, the Superintendent or Transportation Coordinator will also inform applicants of the requirement for drug and alcohol testing in notices or advertisements for employment, in the application form, and personally at the first interview with the applicant.

The Superintendent or Transportation Coordinator will also be responsible for publication and dissemination of this policy and its supporting administrative regulations to employees operating school vehicles. The Superintendent or Transportation Coordinator will also oversee a substance-free awareness program to educate employees about the dangers of substance abuse and notify them of available substance abuse treatment resources and programs.

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Revised:                 November 4, 2013

DES MOINES CHRISTIAN SCHOOL  
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EARLY EDUCATION PROGRAM

Code No. 703

The Des Moines Christian School Early Education program operates under the authority of the Des Moines Christian School Board of Directors.

The Des Moines Christian School Early Education program is licensed by the State of Iowa and accredited by the Association of Christian Schools International.

The Des Moines Christian School Board authorizes a Pre-School, Child Care, and before-and-after school-aged program.

The Full-Day Pre-school and Child Care programs are focused on the whole child's development that is Christ-centered in order to prepare children for kindergarten placement.

The Half-Day Pre-school program is a compressed version of the Full-Day program that focuses on the whole child's development that is Christ-centered in order to prepare children for kindergarten placement.

Date of Adoption: October 15, 1991

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Revised: March 23, 2010

Revised: November 4, 2013



DES MOINES CHRISTIAN SCHOOL  
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EARLY EDUCATION ELIGIBILITY

Code No. 703.1

Child care and Pre-School are services of the DMCS Early Education program. Children will be admitted at the age of two for child care. To be eligible for pre-school classes, children must be the appropriate age by September 15<sup>th</sup>.

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.

Children who are enrolled in Kindergarten through 6<sup>th</sup> grade are eligible for admission to child care during the school year and may participate in summer enrichment classes. DMCS Early Education reserves the right to refuse admission or readmission to any student whose family does not support the philosophy and policies of Des Moines Christian School.

Des Moines Christian School Early Education does not discriminate on the basis of race, color, gender, nationality, or ethnic origin.

Should the parents or guardians desire to withdraw a child for any reason, the bill must be paid in full to the end of the week in which the child last attended with at least two weeks notice given to the Director. If notice is not given in advance of withdrawal, the parent must pay for the next two weeks. A child will be withdrawn if absent without notice for two weeks.

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DES MOINES CHRISTIAN SCHOOL  
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PARENT ORGANIZATIONS

Code No. 704

All parent organizations will function under the administration and Board of Directors of Des Moines Christian School; will establish and operate within their own By-laws, policies, and procedures consistent with those of DMCS; and will believe in and abide by the Statement of Faith of Des Moines Christian School. The members of parent organizations will be Association members. All Executive Committee members of parent organizations must know Christ as personal Savior. An annual report of each group is required by the Board by September 1<sup>st</sup> each year. The annual reports will be reviewed by the Activities Director and the Board as a whole.

Athletic Booster Club

The missions of the Athletic Booster Club are to promote full community involvement in support of all athletics, financially enhance the athletic budget, encourage and pray for coaches and their programs, and to be ambassadors for communicating the value of athletics in the spiritual, academic, physical, social, and emotional development of student-athletes.

Fine Arts Boosters

The purposes of the Fine Arts Boosters are to encourage, support, educate, assist, communicate to and participate with the DMCS student body, faculty, families, and friends in furthering DMCS fine arts programs to the glory of God. Membership consists of parents of students who participate in DMCS art, band, and choral programs.

Parent-Teacher Fellowship

The objectives of PTF are to bring into closer fellowship the home and school; to unite in Christian fellowship all members of the school family; to promote the spiritual, social, and financial welfare of the school; to assist the Board and administration; and to assist educational projects when called upon.

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