

**DMCS**

DES MOINES CHRISTIAN SCHOOL

# **Elementary Student Handbook**

2017-2018 School Year

# DMCS

DES MOINES CHRISTIAN SCHOOL

Updated 9/7/17

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Please note that DMCS reserves the right to amend this handbook from time to time and revise policy in accordance with local, state, and federal law. The most up-to-date copy will be posted on the website.



*A letter from the Elementary Principal, Karla Lowe*

Dear Students and Families,

Welcome back to the 2017-18 school year at DMCS! While you have been away, the school has been morphing into a new design as we have updated spaces from one end of the building to the other. I believe you will be as excited as me when you return to school. We have worked hard and are prepared for a year of engaging, innovative instruction which provides all students with opportunities to collaborate, be creative, think critically, and learn skills to be effective communicators. Our Mission at DMCS is to *equip minds and nurture hearts to impact the world for Christ*. With God's help, students will have the opportunity to grow not only physically but academically, socially, emotionally, and spiritually this year.

Along with physical changes, there have been updates to our handbook too. The policies and procedures outlined in this handbook are intended to provide boundaries for a safe and engaging learning environment. I would encourage you to take time to review the handbook before school begins. It is beneficial to refresh our minds regarding the principles that guide our practices at school. We appreciate your support as we partner with you in your child's education.

Additionally, I wanted to express to you that another great resource is the parent portal on the website at [www.dmcs.org](http://www.dmcs.org). I often find myself referring to the parent portal when I need information for my family. I am sure it will be helpful for you too.

You will find that the handbook has been reorganized and divided into several categories in order to help it be user friendly. Please pay special attention to the Dress Code Section as there have been changes for the upcoming year.

As always, I welcome your feedback. If you have questions or concerns about the handbook please feel free to contact me. I look forward to spending the year partnering with you as we equip students to grow in their understanding of who God has created them to be! Thank you for your commitment and support.

Blessings,

Mrs. Karla Lowe



## **GENERAL INFORMATION** - *In alphabetical order*

**ACCREDITATION AND AFFILIATION** - Des Moines Christian School is inter-denominational with a student body representing over one hundred churches in the greater Des Moines area. DMCS is independently accredited by the Association of Christian Schools International (ACSI).

**ADMISSIONS POLICY** - Our admission criteria is built on the assumption that Des Moines Christian School is in a partnership with Christian families. The following criteria are used to determine admissions:

- At least one parent or guardian has a credible personal testimony of a relationship with Jesus Christ. There is a membership in, or regular attendance at, a church in which the Bible is sincerely believed to be the inspired word of God and is therefore the basis for all life and learning.

- There is an understanding of and agreement with the mission of Des Moines Christian School to provide children with a Christ-centered education in which Jesus Christ is acknowledged in every area of life.
- There is a commitment on the part of the parents to support the work of Des Moines Christian through prayer, volunteer labor, and faithfully meeting all financial obligations.

**AGE OF STUDENTS** - Kindergarten students must be 5 years of age by September 15 of the school year to begin to attend school.

**BENEVOLENCE** - Benevolence support to solicit meals, volunteer services, or gift cards for a specific family must be approved by the Department Principal on a case-by-case basis. Communication to the Association about the need may be limited to classes, grades, or departments who have a relationship with the family. In accordance with IRS regulations, the school does not fundraise cash for specific families.

**BICYCLES** - Bicycles are to be kept in the rack until the end of the day. Bicycles should be padlocked. DMCS is not responsible for stolen bicycles. Students should not ride bicycles in the loading zones.

**BIRTHDAY CELEBRATIONS** - Birthdays may be celebrated at school. Should a student elect to bring an item to school there should be one for each student. Students with summer birthdays are welcome to choose a school day to celebrate as well. Please do not send birthday party invitations or thank you notes to school for distribution unless you have included the entire class.

**CANCELLATION OF SCHOOL** - The closing of DMCS due to inclement winter weather or other unexpected cancellations will be announced on the school website ([www.dmcs.org](http://www.dmcs.org)), WHO 1040 AM Radio, WHO TV 13, KCCI TV8, the Des Moines Register website. If there is to be an early dismissal due to a change in the weather, the above media outlets will carry the announcement. Parents are asked to follow one or more of these information sources should the weather deteriorate during the day.

**DAILY SCHEDULE/DROP OFF AND PICK UP** - Elementary students begin school at 8:25 a.m. and are dismissed at 3:20 p.m. Students who arrive prior to the start of school must wait in the Multi-Purpose Room (MPR) until they are dismissed to be in the hallways. The MPR is supervised by adult supervision. An afterschool program called [After The Bell](#) is available until 6:00 pm for those who need additional care. If you need after school care on a routine basis, you will need to contact the Early Education Department at 252-2482.

Elementary students **MUST BE** picked up by 3:45 p.m. as teachers and staff have other responsibilities after that time. Students not picked up by 3:45 p.m. will be brought to the office and a fee of \$10 will be assessed.

**ELEMENTARY SCHOOL PROGRAM DESCRIPTION** - Des Moines Christian School's Elementary Program serves students from Kindergarten through Fifth Grade. It is our objective to meet many of the needs of these students in the academic, social, physical and spiritual areas. DMCS hires only Bible-believing Christians as faculty who are State of Iowa certified and agree to work toward certification with the Association of Christian Schools International to exemplify the highest academic and spiritual standards.

The purpose of our program is to provide a means by which each child will be inspired and prepared to live the Christian life in a non-Christian world.

**FEDERAL SECTION 504** - Section 504 of the Rehabilitation Act of 1973 prohibits discrimination against persons with



a disability in any program receiving federal financial assistance. DMCS does not receive federal funding; however, we believe it is in the best interest of students to provide necessary educational accommodations.

**FERPA** - Information regarding a particular student (grades, social/emotional health, etc) shall not be shared with anyone other than the student's parent.

**MISSION STATEMENT** - *"Equipping minds and nurturing hearts to impact the world for Christ."*

Des Moines Christian School exists as a coeducational, college preparatory day school that encompasses preschool through grade 12. It is operated as a non-profit, inter-denominational, education organization incorporated as an Association under the laws of the State of Iowa and governed by a member-elected Board of Directors.

Des Moines Christian School acknowledges that trust placed in the school by its parents, and recognizes the authority of the home and church to teach those distinctive doctrines held in esteem by a family's own local church and denomination. Des Moines Christian School does not assume such authority in the school setting but endeavors to teach those fundamentals of the Christian faith which are held common to all in Christ's Church as defined in our [Statement of Faith](#). However, the role of the school in the total development of the student is to urge each student to a voluntary life commitment to Christ; to develop each student's God-given spiritual, physical, mental, social and artistic gifts to their fullest potential; and to lead each student to the spiritual maturity needed to develop a Christian world and life view, thus enabling each student to participate in the expansion of Christ's Kingdom, exercise godly dominion over the creation, and thereby glorify God and enjoy Him forever.

**NON-DISCRIMINATORY POLICY** - DMCS admits students of any race, color, national and ethnic origin with all the rights, privileges, programs and activities generally accorded or made available to the students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, athletic or other school administered programs.

**RECONCILIATION PROCESS** - DMCS is committed to sustaining a positive environment in which home and school work constructively together. A process has been established as a foundation for providing a school community that:

- Provides opportunities for reconciliation to occur quickly, fairly, and without retaliation.
- Improves communication and understanding between / among parties involved.
- Supports a positive school community by allocating teachers and principals responsibility for preventing and resolving conflicts and complaints.
- Ensures confidence in teacher or principal decisions by providing a mechanism whereby conduct can be objectively reviewed.

Students who experience a school related problem with another student or teacher should first attempt to discuss the matter with their parents. If discussing the matter with the parent is difficult or inappropriate, the student may request a meeting with the Principal or Guidance Counselor to discuss the matter with them.

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

If the parents or student believe the Principal's conduct was inappropriate, they may proceed by documenting the school related conflict, their concerns with the plan of action, and subsequently request a meeting with the Superintendent. The Superintendent will review the conduct of the Principal. The decision and recommendation made by the Superintendent will be final.

**SCHOOL CALENDAR** - The 2017-2018 school calendar can be found on the DMCS website. For your convenience, we also have this [one page calendar](#) summary of important events relevant to elementary.

**STUDENT PLACEMENT** - It shall be the administrative practice in the elementary program of DMCS that each classroom teacher shall recommend to the principal, at the end of the school year, an appropriate classroom placement for each student in their class. This recommendation is made prayerfully and after due consideration and



consultation with other persons with knowledge to contribute in making a prudent decision. These other knowledgeable individuals may include parents, specialized teachers (Art, Music, PE), counselors, and previous teachers. The elementary principal will make the final decision.

**STUDENT RECORDS** - DMCS maintains records on each student in order to facilitate the instruction, guidance and educational progress of the student. The records contain information about the student and his/her education and may include but are not limited to the following types of information: identification, attendance, record of achievement, family background, aptitude tests, discipline, objective counselor or teacher ratings and observations, and external agency reports. Student records shall remain confidential, except according to the 1974 Privacy Act. The records of each student are located in a fireproof file at the school in which the child is attending.

The following information may be released to the public: name, address, telephone, date and place of birth, participation in officially recognized activities and sports, dates of attendance, awards received, the previous school attended by the student, and other similar information. Any student, parent or guardian not wanting this information released to the public must make objections in writing to the respective principal, and this objection must be renewed at the beginning of each school year.

**TEXTBOOKS** - Academic fees help to provide one copy of such items as textbook rental, workbooks, scholastic newspapers and special paper required in the elementary grades. If a student loses a work page, the teacher may make (1) one copy. Students must provide classroom supplies as listed on the grade level supply list found on the website ([www.dmcs.org](http://www.dmcs.org), under the Elementary tab). Any book damaged or lost must be paid for by the student.

Students will be charged full replacement cost for lost or seriously damaged books. A missing page destroys the value of the book and the book will need to be replaced at full replacement value. The elementary office will notify parents of the need for book replacement and assess the appropriate fee.

**TOYS** - Toys that are brought to school will need to be placed in the child's backpack during the day. Trading cards are to be left at home. Toys that are being used without permission during the day may be confiscated by school officials.

## DRESS CODE GUIDELINES

**DRESS CODE** - Students are expected to practice good hygiene and wear neat and appropriate attire at all times. The dress and physical appearance of our elementary students is expected to be age appropriate. Clothing should not draw undue attention and should provide adequate coverage of the person so as not to be disruptive or distracting. No undergarments should be visible. Pants with holes in the knees are acceptable - holes above the knee must have patches underneath. As a general rule, all tank tops should have straps that are three-fingers or two inches wide. Students who are dressed inappropriately will be asked to change or be given something appropriate to wear for the day. For safety purposes, appropriate shoes for play must be worn at all times. Administration reserves the right to waive any of the following policies for special occasions and circumstances.

The following clothing and apparel are examples of items that are not appropriate for school:

- Clothing which displays non-Christian values, or other messages interpreted as being inappropriate or offensive.
- Leggings as pants; they may be worn under dresses/tunics/skirts..
- Masks, caps, hoods, and sunglasses *during the school day*.
- Short skirts/shorts that are shorter than mid-thigh.

*Hygiene:* Hair must be clean, well groomed, and kept out of the face for both male and female students.

*Boys:* *Hair length must not go past the top of the shoulder.*

**CHAPEL** - Every Thursday is chapel day for K-5 students and staff. DMCS has a uniform policy for chapel days to enhance unity. Chapel attire is worn for the entire school day (including part-time students and staff) and cannot be covered by jackets, coats, or sweatshirts.

- **BOYS** – Khaki pants or shorts with an official DMCS navy blue logo shirt (polo or fleece).





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- GIRLS - Khaki pants, capris, shorts/skorts which are fingertip or longer are to be worn with an official DMCS navy blue logo shirt (polo or fleece).

Student violation of the dress code standards may result in the following:

- The first violation will be a warning; parents will be contacted either by email or phone. The student will need to change into appropriate clothing. Students can either secure appropriate clothing or wear items provided by DMCS for the remainder of the day.
- Subsequent violations will result in parental contact and additional consequences as determined by the principal.

### **EMERGENCY PROCEDURES** - *In alphabetical order*

**A.L.I.C.E.** - DMCS has become an A.L.I.C.E. trained school. Communication with parents about a lockdown and/or implementation of A.L.I.C.E. procedures will be made using the most efficient mode possible. It is imperative that students need follow directions from teachers to assist in barricading a door, evacuating the building, or countering an intruder.

Law enforcement has learned a great deal over the years on how to protect school communities during active shooter or evacuation situations. DMCS has taken active steps to increase security and safety on campus. In addition to locking down the campus during the school day, DMCS has become an A.L.I.C.E. trained school.

The acronym stands for:

**Alert** ... Announce that there is an intruder or active shooter in the building.

**Lockdown** ... Lock the classroom door, barricade the door with desks or other heavy items and prevent an intruder from entering.

**Inform** ... Notify the Police Department, use the PA system to announce where in the building the intruder is located to make classroom decisions based on real time information.

**Counter** ... If unable to exit the building, grab objects that could be used as a detractor against the active shooter should they make entrance and use force if that is the best option for safety.

- **Evacuate** ... Leave the building and/or premises and meet in a designated safe zone.

In the event of an actual lockdown procedure, DMCS will communicate with parents in the most efficient means possible.

**FIRE/EVACUATION** - Teachers will assist students in identifying exits from each classroom, the cafeteria, gym, and chapel. It is the responsibility of students to know ALL emergency procedures for each room in which s/he has class.

*Drills or Evacuation from class:*

- Walk single file out of the assigned exit in an orderly manner. Do not stop for belongings.
- Students should be quiet during drills or evacuations and listen to the teacher's directions.
- Once outside, all classes are to stay in single file facing the building.
- Attendance will be taken outside as soon as the students are lined up.
- The signal to return to the building will be given when all is clear.
- All classes will enter quietly and in single file.

DMCS is required to have four fire/evacuation drills a year. Teachers will assist students in identifying exits from each classroom, the MPR, gym, and chapel. It is the responsibility of each student to know ALL emergency procedures for each room in which the student has class.

*The procedures for evacuation during class changes are as follows:*

- Once outside, all students will report to the nearest classroom teacher for line-up and roll call.



*The procedures for fire evacuation during dismissal from the building are as follows:*

- All students will exit the building at the nearest point.
- Once outside, all students will report to a teacher for roll call.
- Students will return to class and be dismissed.

*The procedures for fire evacuation during lunch time are as follows:*

- Students will exit the building and report to staff on duty.
- Exit will be through the exits nearest the MPR.

**TORNADO/DISASTER** - There will be two (2) drills in the fall and two (2) drills in the spring. All teachers should have their students in a sitting position against the walls with rows of students running parallel with walls and a cleared path in the middle of the hallway. Students should not be in front of doors. Students must remain quiet.

- A series of short blasts will indicate the beginning of a tornado drill.
- Students must be in a formed shelter area.
- When everything is secure, the teachers will hand signal to the administrator.
- An administrator or a designee will blow a whistle to signal all is clear.

## **STUDENT HEALTH & SAFETY PROCEDURES** - *In alphabetical order*

**ACCESS TO BUILDING** - Safety and security of students is a priority of DMCS. Security experts have recommended limiting access to students during school hours as an important strategy in protecting students. For that reason, DMCS will lock all exterior doors during school hours and buzz visitors in the building through a secure point of access via use of a video phone doorbell system. Guests will be buzzed into the building after they have identified themselves and explained the purpose for the visit. Once buzzed into the building, guests are required to sign in at the elementary office and pick up a visitor tag. Guests are asked to sign out as they leave the school.

**CAR LINE DROP OFF/PICK UP** - Parents driving their children to school need to work out a specific plan for drop off and pick up locations and follow common sense safety guidelines. The safety of our children is of primary importance. The east parking lot is used for picking up elementary students. The children will not be released to walk between cars and will be asked to utilize crosswalks. Please wait in line to pick up your children in the designated car line or you may choose to park your car and walk up to the door to pick up your children. Please be patient the first few weeks of school when picking up your children. Routines need reinforcement. Please exercise caution during the inclement weather as well. Student safety is far more important than adult convenience.

Official DMCS carline tags must be visible during pick up. **Please hang them from the passenger side visor. For safety reasons, we ask that drivers abstain from cell phone use while in car line.**

If your child walks to school, plan the route you expect him/her to follow. Have contingent plans prepared when the unexpected happens. Children are not allowed in the classrooms until 8:15 a.m.. If they need to be in the building before that time, the building will open for students at 7:00 a.m. and they must report to the MPR immediately. Please follow these times carefully, as adult supervision will not be available prior to 7:00 a.m. Students in the halls without supervisory staff permission prior to 8:15 a.m. may be given a detention.

**CHECK IN/OUT PROCEDURES** - Parents must sign the student "out" through the Elementary Office when picking their child up prior to regular dismissal time. The office personnel will summon your child for you. Please do not go directly to the classroom. Also, if a child is brought to school after 8:25 a.m., a parent must come to the office with the student and sign the student "in". The office personnel will issue a pass admitting them to class.

**ILLNESS OR INJURY** - Parents must not send children to school who are ill. Students who become ill at school should notify their teacher and report to the school nurse/health office. Only emergency first aid can be administered.

Sick students should not remain at school because of danger of infecting other students and the lack of medical attention we can render. Every effort will be made to make a sick student comfortable until the parents come. DMCS has an obligation to notify parents when a child becomes ill. Students feeling ill must report to the school nurse for assistance.



The following procedure governs the use of the nurse's office for an illness:

- The health office is a temporary place for ill students until a parent or designated contact can pick them up. Every effort will be made to make the student comfortable.
- The school nurse or qualified designated personnel may not diagnose injuries or illnesses. First aid will be provided.
- Parents/Guardian or adult designated by parent must sign their student out in the elementary office when they pick up their student.
- Medication that comes to school in any container except 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 (OTC) medications must come to school in the original manufacturer's container and with an authorization from the parent and licensed health professional.
- Please use the authorization forms at the end of the handbook for all medications to be given at school.

**24 Hour Rule:** To maintain a safe and healthy environment for your child and those around him/her, the following guidelines will be followed: When your child has one of the following symptoms, you will be contacted to take your child home:

- **Fever:** Children will be sent home when their temperature is 101°F or higher. Children must be fever free for 24 hours without fever reducing medication (such as Tylenol/Motrin) before returning to the classroom.
- **Vomiting:** Children will be sent home and may return after 24 hours without vomiting.
- **Diarrhea:** Children will be sent home after 2 loose stools. Children must be diarrhea free for 24 hours without medication before returning to school.

**PETS AT SCHOOL** - With the exception of curriculum related presentations or permission from the principal, pets should not be brought to school. If given permission to bring a pet, proof of rabies vaccination will be required. There may be student health issues that prohibit pets at school. **Note: Please refrain from taking pets out of vehicles during morning drop off and afternoon pick up times as these are peak times of congestion.**

**SEARCH OF STUDENT LOCKERS, DESKS, BACKPACKS** - Students shall use the lockers and desks assigned to them for storing their school materials and personal items necessary for attendance at school. It is the responsibility of each student to keep their locker and desk clean and undamaged. Expenses to repair unnecessary damage will be charged to the student. School officials may inspect lockers, desks and other spaces to make sure they are properly maintained. Any contraband discovered during an inspection or search will be confiscated by school officials and may be turned over to law enforcement officials. School officials may at any time conduct such searches as are essential to the security, discipline, and sound administration of the school. Students, student desks, student backpacks, and their lockers may be searched when there is probable cause to believe that the student possesses an item, the possession of which constitutes a criminal offense, under State Law. Such searches will be conducted in the presence of another adult witness when feasible.

**VISITORS AT SCHOOL** - All visitors must check in to the office when first entering the building and wear a Visitor badge for the duration of their time in the building. To keep classroom disruptions to a minimum, please call the school in advance of a visit.

## PROCEDURES FOR HALLWAYS, PLAYGROUND, PHYSICAL EDUCATION, RESTROOMS

### HALLWAY GUIDELINES

- All students are to stay to the right of the hallways and staircases.
- Low or no talking.
- Students are expected to walk.

**PLAYGROUND GUIDELINES** - All school rules will apply to the playground.

- The adults on duty will make decisions regarding 'safe play' and their authority is to be respected.
- Physical contact activities are not allowed (tackle football, wrestling, games with shoving, etc)
- Fighting or bullying behavior is not acceptable.
- Respect the property and space of others.



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- Use playground equipment for its intended purposes.
- Utilize balls and items provided by the school on the playground. (Items should not be brought from home.)
- Tag should be played in open spaces.
- The following activities will not be allowed on the playground, throwing snow or snowballs, tag around play equipment, bats or other equipment.

Students must come appropriately dressed for outside recess during all types of weather. Winter will necessitate boots, hats, mittens or gloves and coats. Children without boots during wet winter days may be asked to stay on the blacktop. Students will be required to go out to recess all year. Children with a note from their doctor stating a need to stay inside due to illness may stay inside for short periods of time.

- If the wind chill or regular temperature is below 10°, there will be indoor recess. Students are expected to wear a jacket or sweater outside until the temperature is comfortable without a coat.
- Line up quickly, quietly and orderly prior to entering the building.
- Failure to follow these safety rules may result in the loss of playground privileges.
- Only shoes with back straps will be allowed on the play equipment. Clogs & slip-ons are unsafe on the equipment.

Consistently following the guidelines will add to an enjoyable recess time.

**PHYSICAL EDUCATION AND GYM GUIDELINES** - Elementary students are required to take physical education unless exempted by a medical doctor or the administration. The following rules and regulations apply:

- Tennis shoes are required and must be laced and tied during P.E. Socks must be worn.
- All items left during P.E. will be retained for 30 days, after which they will be donated to an outside organization.
- Food or drink is not permitted in the gym.

**RESTROOM GUIDELINES**

- During schools hours, the restroom will be used only with the permission of the teacher.
- Respect school property.
- Students will give respect to their fellow students and their property.

**HOMEWORK, GRADING, & ASSESSMENTS** - *In alphabetical order*

**ACADEMIC CODE** - Report cards are issued to K-5 students at the end of each nine week period (four times during the year). Report cards indicate the grade earned, social development, attitudes, work habits and the student's attendance record. - Report cards are posted to Net Classroom for viewing at the end of each quarter. Grades will not be changed, except for clerical errors. An end of the year report card will be mailed to families in June.

Some of the important goals of education are: self-regulation, personal-responsibility and development toward the objectives of the curriculum with emphasis on individual initiative. Grades naturally reflect the extent to which students are meeting the goals of a Christ-centered education.

Letter grades used for report card purposes of grades 3 through 5 are as follows:

A+	98-100%	B	83-87%	C-	70-72%
A	93-97%	B-	80-82%	D+	68-69%



A-	90-92%	C+	78-79%	D	63-67%
B+	88-89%	C	73-77%	D-	60-62%
				F	below 59% (failing)

Grades used for report card purposes of Kindergarten through grade 2, and for Behavior and Study Skills categories for grades 3 through 5 will be as follows:

E	Excellent Progress
S	Satisfactory
D	Developing
N	Needs Improvement
U	Unsatisfactory

**ACADEMIC PROBATION** - Students who appear on two successive midterm reports for poor grades (D or F) in one or more classes will be placed on academic probation. A meeting will be held with the teacher, parents, counselor and principal to determine the steps necessary to return to good academic standing.

**HOMEWORK** - In order to assure quality homework, it is assigned for the following reasons: to increase self-reliance and self-discipline; to reinforce and extend classroom learning; to provide practice in skills and problem solving; to provide opportunities for special projects, such as book reports, compositions, and special research projects.

To promote good partnership between home and school and to develop personal responsibility and organization skills, students in grades 2-5 are expected to record all short and long-term assignments in their student planners each day. Teachers will instruct students in the procedure for doing this and will also notify parents regarding expectations for regular checking and signing of planners.

Homework that is missed due to excused absences will be allowed to be made up. Students are responsible to go to their teachers to find out what work should be made up. One day will be allowed for make up work for each day absent. Teachers will attempt to assign homework in a judicious manner in keeping with the following general guidelines:

- K – 3rd Approximately 30 min. 3-4 times per week
- 4th – 5th Approximately 40-50 min. 3-4 times per week

Reading and access to literature are a critical component to educational development. DMC recommends each child spend a minimum of 15 minutes at home reading or interacting with literature each night.

Teachers will not make homework assignments on Wednesday night that are due on Thursday, unless class time is allowed to complete the work. This is in recognition of the fact that Wednesday night is traditionally “church night.”

**HOMEWORK LAB** - If a student in grades 4-5 is struggling academically, the child may be referred by the Building Assistance Team (BAT) or principal to attend Homework Lab. The Homework Lab is staffed by National Honor Society Students and a classroom teacher. It meets twice a week on Tuesdays and Thursdays until 4:00 pm.

**REPORTING SYSTEM/PARENT CONFERENCES** - The purpose of our reporting system is to give parents and children an indication of the progress which is being made. Each child's ability, attitudes, application and achievement are taken into account in the grading.

In order for the parents to know first hand their child's progress, there will be two conference periods each year in addition to the written reports. Parents are urged to ask for conferences at any time they believe them necessary. The teachers and principal welcome such opportunities.

Parents will be notified via newsletters or email when report cards are posted to NetClassroom at the end of each

quarter/semester.

## STUDENT BEHAVIOR-PHILOSOPHY AND PROCEDURES

**BEHAVIOR (STUDENT)** - All students in the elementary school, as part of their growth and education, must develop self-direction appropriate for their age and grade. This, of course, increases with the child's age. The primary responsibility for each elementary student's behavior rests with the parent or legal guardian. DMCS pledges to work closely with our parents by staying in close communication regarding student behavior and discipline.

DMCS, in obedience to state law, does not employ corporal punishment in any disciplinary process or procedure.

- In the school building and on or near the school grounds
- On the school buses
- At school-sponsored activities

The following model will be used for most routine discipline situations:

- Student-teacher communication,
- Student-teacher-parent/guardian communication,
- Student-teacher, parent/guardian, Principal communication,
- Student-teacher, parent/guardian, Principal, Superintendent communication

**DISCIPLINE OUTLINE** - Boundaries are in place for the benefit of all students. The following steps will be followed in disciplining elementary students. Interaction = warning.

- Three (3) interactions in one day = 1 detention. Detention note sent home for parent signature. Detention served next day during lunch/lunch recess.
- Five (5) interactions in one week = 1 detention. Detention note sent home for parent signature. Detention served next day during lunch/lunch recess.
- Three (3) detentions = student/parent/teacher conference.
- Five (5) detentions = 1 day in-school suspension. After in-school suspension is served, a student/parent/teacher/principal conference to set up a behavior plan.
- Eight (8) detentions = 2 days out of school suspension. Discipline committee meets with parents. BEHAVIOR PROBATION status.

In case of serious infractions, the student's parents will be contacted. The 1st serious infraction will result in 1 detention. 2nd infraction – 2 detentions. 3rd infraction –2 detentions and a conference with parents to set up a behavior plan. (Serious infractions include fighting, swearing, etc.) The student may move to step 4 if the infraction calls for an in-school suspension.

**TYPES OF DISCIPLINE USED** - For discipline to be effective, the consequence or incentive must be uniquely meaningful to each student. The following list of proposed consequences is not all-inclusive. Whenever possible, school personnel will consult parents before imposing the following forms of discipline:

- **Apology** – Any DMCS staff member may ask but cannot require a student to apologize to peers for a conduct violation, but such apologies should be done in a manner by which to preserve the dignity of the apologizing student.
- **Interaction** – The Interaction system may be used by teachers and other staff members as a warning system to help students monitor their choices.
- **Detention**-Detention may be used as punishment for misbehavior or for repeated failure to complete assignments. Work duties may be assigned during detention. Parents will be contacted and will need to sign the detention slip.
- **Suspension In-School** - Students may be separated from other students and required to do their daily assignments. Any work missed as a result of the suspension may be made up for full credit, as long as the student meets teachers' timelines for completion of the work.
- **Suspension Out-of-School** - The length of time will be determined by the Principal. It 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. Any work missed as a result of the suspension may be made up for full credit, as long as the student meets

teachers' timelines for completion of the work.

- **Behavioral Probation** - This form of discipline will be used by the administration for the purpose of guiding and controlling future behavior of students. It is preventative in nature and is designed to remind students of their responsibility to act appropriately in the future. Terms of the probation will be set by the Principal and may include any or all of the following:
  1. Loss of student leadership roles
  2. Loss of designated extra-curricular activities or suspension from the activity, or
  3. Other follow-up counseling or assignments
- **Expulsion** – The decision will be made by the Principal and Superintendent.
- **Re-admittance Policy** – In the event that a student is expelled, s/he may reapply for admittance after one full semester has passed. A probationary period may be used as a condition of re-admittance. The conditions of re-admittance may include some or all of the following:
  1. Periodic administrative review
  2. Counseling
  3. Restrictions
  4. Or other conditions recommended by the Principal

**EXPECTED BEHAVIOR** - The following actions will result in disciplinary action by the school:

- Disobeying classroom rules (including failure to complete homework),
- Fighting
- Profanity
- Theft
- Destruction of property, defacing property
- Harassment, and other acts of disobedience and/or disrespect
- Cheating
- Satanic/occult activity
- Inappropriate use of technology

This list is not all-inclusive. The administration will handle other types of discipline problems as they arise.

**BULLYING** - It is important that we exercise caution in what we say, write, or do. Students who write or talk about injuring another student or students who act upon these threats must expect such statements to be taken seriously. When school officials hear about such threats, they will be investigated. If the threats are substantiated, the student(s) involved will be disciplined.

Statement of Policy

- 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.
- School employees, volunteers, and student 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.
- School employees, volunteers, parents/guardians, and students are expected to act in a timely and responsible manner to prevent, report, and facilitate investigation of suspected harassment and bullying.

Definitions

- Harassment and bullying are defined as any electronic, written, verbal, or physical act or conduct toward a student which meets the following criteria:
- Based on any actual or perceived trait or characteristic of the student,
- Creates an objectively hostile school environment that meets one or more of the following conditions:
  - Places the student in reasonable fear of harm to the student's person or property.
  - Has a substantially detrimental effect on the student's physical or mental health.
  - 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.

The following activities, absent substantial aggravating factors, occurring inside or outside the classroom, do not constitute Harassment or Bullying:



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- Instruction and participation in lessons and worship services
- Discussions and debate concerning issues important to Christian faith
- Electronic, written, verbal, and physical interpretation of Biblical Scripture, and religious texts, music, and opinion
- Witnessing and faith-sharing

**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.

**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.

**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.

### **ATTENDANCE OVERVIEW** - *In alphabetical order*

**ATTENDANCE POLICY** – Des Moines Christian School must ensure students / families are complying with state compulsory attendance laws. It is difficult to educate students if they are frequently tardy or absent from class and miss portions of instruction crucial to learning. Families are strongly encouraged to avoid scheduling medical appointments, vacations, or other circumstances that keep students out of school for an extended period of time. In extreme cases, parents may petition administration for an exception. Absences are calculated per semester.

**ABSENCE POLICY** - **It is important for parents to call in by 8:45 a.m. each day to report the absence of a student.** The student's absence will be considered unexcused until the school is notified by the parent. Students may only have **12 absences per semester**. If a student exceeds 12 absences, he may be placed on Behavior Probation. Both excused and unexcused absences will count toward the 12. It may also be necessary to report non-compliance with the compulsory attendance laws to the appropriate county officials.

**EXCESSIVE ABSENCES** - A student with **more than twelve absences** from school each semester may be at risk for being promoted to the next grade level.

- Parents will be called for a conference to discuss excessive absences when a student has missed **6 days** in a semester.

**EXCUSED/PLANNED ABSENCES** - Excused absences are those that occur for illness, doctor/dentist appointments, or emergencies. When the student returns, they **must bring a note from a parent or doctor to the office** or teacher OR make contact with the office by phone or email. These absences will be counted as excused when contact is made with parents verifying the reason for the absence. An absence is considered unexcused until such contact is made.

**FAMILY VACATIONS** - It is recommended that you plan your family trips around the school calendar. It is the responsibility of the students and/or parent to check with the teacher about all make-up quizzes, tests, and assignments. Teachers will be available, upon request, for a reasonable period of time after school to assist students, but cannot be expected to re-teach material missed during the trip.

Prior notification to the administration/teacher is required to arrange for assignments to be given in advance. The teacher may be requested to give up to five (5) school days of assignments in advance. These assignments may or may not be available before the last day of attendance dependent on the individual teacher's advanced planning schedule. If the trip is longer than five (5) school days, only general assignments can be made. The teacher cannot be responsible for planning more than one week in advance. It is important to keep in mind that the assignments given cannot include the benefit of the teacher's lectures and special activities used to enhance the understanding of the lessons.

Unless other arrangements are made with teachers ahead of time, the work assigned prior to a trip is due the day the





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student returns. The student should be ready to make up any tests or quizzes on pre-assigned work on the day of return unless other prior arrangements have been made.

**TARDY POLICY** - Students are expected to be in class and in their assigned places on time at the beginning of the school day (8:25 for elementary). Teachers will take attendance each day and record absences and tardiness of students. Students will be allowed to be tardy to school **three times each quarter**. Each tardy thereafter will result in a lunch recess detention until the end of the quarter.

### **COMMUNICATION** - *In alphabetical order*

**CELL PHONES** - Phone calls can be made with staff permission in the classroom. Calls should be for emergencies only. Students should not use personal phones during the day without permission from the teacher or office and should be kept in the student's backpack or locker. This includes text messaging and taking photos of one another (due to social media concerns). Parents should contact the school office if there are changes in your plans or if a message needs to be relayed to students. The principal will address repeated misuse of cell phones or electronic devices.

**COMMUNICATION** - Using our voice mail system or email is the best way to communicate with teachers. Contact the Elementary Office at 252-2485 to reach a teacher by voice mail. All DMC staff emails are first name initial with last name @dmcs.org (Example: John Doe = [jd@dmcs.org](mailto:jd@dmcs.org)).

**MESSAGES/DELIVERIES/HOMEWORK PICK-UP** - All messages and deliveries from home must be relayed through the office. Requests for the homework of an absent student must be made in the morning if it is to be picked up the same afternoon.

Due to the teacher's schedule, a request for homework received in the afternoon will be completed the next school day. All missed work will be left in the elementary office for parents/siblings to pick up at any time after school has released for the day.

**SCHOOL-HOME-SCHOOL (S-H-S) ENVELOPES** - The S-H-S envelope system is designed to maintain a regular flow of communication and information both ways between home and school. All teacher notes and/or other materials needing to be sent home are given to the students to put in their envelope each Friday in homeroom. It is the student's responsibility to bring the S-H-S envelope home. Parents are asked to read the materials, date and sign the envelope in the spaces provided, and return to the school with the student on Monday. In the event the S-H-S envelope is lost, a \$2.00 charge will be made for a new envelope. **Please look at [www.dmcs.org](http://www.dmcs.org) for pertinent information.**

### **GENERAL GUIDELINES** - *In alphabetical order*

**AFTER THE BELL** - Childcare is available after school each day until 6:00 pm. Please look at [AFTER THE BELL](#) for additional information.

**ADDRESS CHANGES** - Please report any change in address, telephone numbers, etc. to the office. This will help eliminate unforeseen problems. This pertains to changes in business telephone numbers, school district, emergency telephone numbers, emails, etc.

**FIELD TRIPS** - Periodically, classes take trips to interesting and educational places. Students are expected to attend the field trip. While on field trips, students are considered to be ambassadors for DMCS. Parents will be notified of upcoming trips and must sign a permission slip for the student to go. Students are responsible to the classroom teacher and chaperones while on the buses and at the site. Each teacher will determine the number of chaperones needed for their classroom field trips. As a reminder, siblings or other guests are not permitted to attend with chaperones.

**FUNDRAISING POLICY** - To apply for fund raiser approval, contact the development office in written form of the



intended fund raiser will be given to the Development Office. The profit margin of any fund raiser should be 40-50%. An application form is available in the Development Office.

**LOST AND FOUND** - Custodians go through the building each evening. All items found in hallways on the playground etc.. will be placed in the Lost and Found located outside the Elementary Office. Unclaimed items will be donated on a monthly basis.

**LUNCH PROGRAM** - Hot lunch is available, through cooperation with the the Urbandale Hy-Vee. Milk is included with each hot lunch and available for students bringing sack lunches. Announcement of the menu will be posted in the classrooms, and available on the website ([www.dmcs.org](http://www.dmcs.org)). Visit the website under the "Lunch" tab for information on ordering hot lunches.

**Hot Lunch Payment**-Hot lunch is available daily and milk can be purchased by students bringing sack lunches. Each student is issued a ticket with his/her name and a personal bar code. This ticket is used to purchase a meal, milk, or ala carte items. Similar to a checking account, money put in the family account is deducted when a lunch or milk is purchased. When the family account is out of money, the student is notified. If the family account is overdrawn, students are not able to purchase meals.

Statements are emailed to parents and available on-line through the DMCS website. Families may send one check to fund the lunch account for all of their students. Please help us maintain accurate records by writing "lunch account" on the memo portion of your check and do not include lunch payments with other payments being made to the school. If you send cash for your lunch account, please place the money in an envelope with "Lunch Account", the student and family names listed, and the amount enclosed. Lunch payments can be dropped off in the wall box located in the MPR (next to the Elementary bulletin board).

DMC families may make payments to the hot lunch program using *e-Funds for Schools*. You will find this information on the DMC website ([www.dmcs.org](http://www.dmcs.org)). If you need assistance, please contact Sadie Geary at 252-2480 during regular school hours.

**Free and Reduced Lunch Program** - DMCS offers a Free and Reduced Lunch Program and applications are available on our website under "School Lunch" or <http://www.dmcs.org/free-and-reduced.cfm>.

The Free and Reduced Lunch Program does not cover the purchase of milk with sack lunches. If your student is eligible for a free or reduced meal but brings a sack lunch, the student will be charged full price for milk or ala carte items.

**Noon Hour Expectations** - It is important for students to be able to practice self-control at all times. Each student is to observe the Low-Talk, No Touch guideline while in the hall and lunchroom. Communicating at conversational levels is the goal to be attained. No-touch refers to allowing each person their space while in lines or sitting at the tables, and refraining from touching another person or their property. Expectations for student behavior in the school lunchroom are consistent with those in most public eating establishments.

Visitors may join students for lunch. Guests will sit with their student at the visitor tables provided. Students may not ask friends to join them at the Visitor Table.

Please refrain from sending children to school with pop in cold lunches.

The school lunchroom can provide students an excellent opportunity to practice and refine their manners. Those expectations include socially acceptable eating habits, courteous actions, and conversational levels of talking. Persistent failure to comply may result in the loss of lunchroom privileges. For obvious health reasons, exchanging or sharing food with another is not allowed.

**PARENTAL INVOLVEMENT** - In order to support the education process and be an encouragement to the student, parents are asked to take an active part in the programs of DMCS. As in any activity our children undertake, our interest and involvement as parents has a tremendous positive influence on their performance. Parents are asked to attend Association Meetings. Opportunity also exists for parents to involve themselves in the varied Parent-Teacher Fellowship activities. Parent volunteers are accepted and encouraged in many areas of our educational program.



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**PERSONAL PROPERTY AT SCHOOL** - The school cannot stress enough the importance of students assuming personal responsibility for the safekeeping of all personal articles as well as those assigned to them by the school. DMCS offers these guidelines:

- Students are responsible for their valuables. They should not bring money except for school purposes.
- Articles lost or stolen should be reported to the classroom teacher immediately.
- It is recommended that each student have personal possessions clearly marked for easy identification.
- Students will be assigned a locker or coat hook for their belongings.
- Students should not bring personal playground equipment to school unless requested to do so by the teacher or the physical education teacher.
- Students are encouraged not to bring cell phones, electronic items, toys, or cameras to school. If these items are brought to school, they should remain in the student's backpack unless they have special permission from the teacher. DMCS is not responsible for loss or damage of such items. Items used without permission will be confiscated and given to the elementary principal. Parents will be called.

**PICTURES/YEARBOOK** - Student pictures will be taken in the fall and may be purchased by the students. All students will be photographed for school records, regardless if pictures are purchased. A yearbook may be ordered at a later time and will be distributed in the spring of the school year at a cost to the student.

**STAFF WORKROOM** - The staff workroom is not for student use unless accompanied by an adult.

**VENDING MACHINES** - Elementary students are only allowed to use the vending machines in the MPR **before** 8:15 a.m. and **after** 3:30 p.m. each school day.

**WITHDRAWAL** - A parent who plans to withdraw a child from school must:

- Obtain a withdrawal form from the elementary office before the date of withdrawal.
- Return completed form to the office before date of withdrawal.
- Return all textbooks to school office before date of withdrawal.
- Tuition contract will need to be assessed for current/delinquent charges.
- The school your child will be attending will request school records.

### **SPECIAL PROGRAMS/ACTIVITIES** - *In alphabetical order*

**GUIDANCE** - The Elementary Guidance and Counseling Program is based on the principles that each student is a unique individual created in the image of God and that Scripture provides the best basis for knowing oneself and for dealing with others. There are three main emphases for the students in the elementary guidance program at DMCS. The classroom guidance activities, small groups and individual counseling focus on the goals in these areas:

- Understanding Self
- Understanding Others
- Success in School and Life

The counselor may be of service to you as a parent/guardian in the following ways:

- Conference with individual parents/ guardians regarding their child's social adjustments and emotional well-being.
- Connect parents/guardians to outside community resources and agencies.

Contact the school if you need assistance from our counselor.

**MEDIA CENTER/MAKERSPACE** - The mission of the library media program is to ensure that students and staff are effective users of ideas and information by access to information, instructions in use of information, and cooperation between educators to meet the individual needs of the students. The school library media program is integrated into the school curriculum by the collaborative efforts of all those responsible for student learning. The library media program gives students and staff access to a multitude of resources and services. It is also home to the Digital Lab and MakerSpace Activities.

First through fifth grade students may check out two books at a time. Exceptions will be made for students requiring books for research and class assignments. Kindergarten students may check out one book each week the first



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semester; this will increase as the year progresses. Overdue notices are given to homeroom teachers and sent home in the School-Home-School envelopes. Any lost/damaged materials will be charged to the borrower.

**SIX DAY CYCLE** - In order to keep students on an accurate rotating cycle for physical education, music, and art, administration numbers school days on a 6 day cycle. Students will be attending the same special area course every third day. Spanish also runs on a 6 day cycle.

**SPANISH PROGRAM** - All students in grades K-5 will be learning to speak Spanish at DMCS. The Spanish Instructor will teach the students to speak Spanish the way parents teach children to speak English. The instructor will be speaking to the children in Spanish throughout the designated class period. The acquisition of a foreign language expands the mind and provides students with the opportunity to break down language barriers with those who only speak Spanish.

**VOCAL/INSTRUMENTAL MUSIC PROGRAM** - Instrumental music instruction is available starting with the fifth grade. Arrangements must be made through the instrumental music teacher and the classroom teacher. Piano lessons are available from private instructors for a fee. Contact the elementary office for more details. Please note that students are required to attend vocal and instrumental programs as class time has been used to prepare for these culminating activities.

## TECHNOLOGY

**1:1 PROGRAM GOALS** - Des Moines Christian School rolled out a 1:1 student:laptop program in the 2017-2018 school year after several years of professional development and infrastructure upgrades in order to enhance the academic program in Grades EE-12.

The following goals have been outlined for this initiative:

- Equip students to use technology to serve in God's world.
- Train discernment and ethical use of technology.
- Prepare for 21st century learning and work.
- Respond to learning needs of students at all skill levels by opening up a world full of math, language, history, science, and reading resources.
- Capitalize on current digital learning tools and professional development opportunities.
- Facilitate "anytime, anywhere learning."
- Create and deliver custom content that encourages the independent thinking and synthesis skills needed for lifelong learning.
- Increase student engagement by capitalizing on most students' natural affinity for using and benefiting from technology.
- Create more opportunities for students to communicate, create, collaborate, and think critically.

**HONOR CODE FOR TECHNOLOGY** – This Honor Code lays the foundation for the positive, honorable, and responsible use of technology. Examples of the types of technology related activities that affirm our Honor code are listed below. Any question about the application of the Honor Code to technology should be directed to the Principal or IT Manager. Using technology honorably and responsibly includes:

- Using computers, software, and other information resources to support learning, complete school assignments, and gain a better understanding of information technology and its applications.
- Using the Internet to perform research related to academic and extracurricular school functions, and to communicate with scholars, students, and specialists outside of campus to improve knowledge and advance academic work.
- Providing appropriate credit for any materials gathered using information technology, and using all resources according to Federal copyright laws.
- Using technology to collaborate with students and faculty for academic and extracurricular school functions.



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- Seeking permission to record or photograph classroom presentations and activities.
- Respecting and encouraging each other online through words and media.
- Using God honoring language in online communications.
- Representing your own views, and not those of others, in any form of electronic communication.
- Owning your mistakes when confronted about technology misuse.
- Respecting the privacy of other computer accounts.
- Respecting your personal contact information and that of others.
- Following the registration policies of age-restricted online services (e.g. Twitter, Instagram)
- Speaking with an adult you trust if you receive a message that is inappropriate or makes you feel uncomfortable.
- Using the school's file servers to store school-related files only.
- Protecting equipment (school-owned and loaned) from damage or theft.
- Respecting the network bandwidth, server disk space, and printer paper and toner are shared and limited resources.

**INTERNET** - The student will use DMCS wireless network while at school. Personal internet connective devices such as but not limited to cell network adapters or hotspots are not permitted to be used to access outside internet sources at any time. Access to the internet is designed for educational purposes and DMCS has taken available precautions to restrict and/or control student access to material on the internet that is obscene, objectionable, inappropriate and/or harmful for minors. However, it is impossible to restrict access to all objectionable materials that may be found on the internet. DMCS will not be held responsible for materials students acquire while on the internet via the school's network.

**SCHOOL ISSUED DEVICES** - Students in **grade 5** will receive an 11" MacBook Air with MagSafe charger and extension cord. The laptop will be preloaded with software such as GarageBand, iMovie, iPhoto, Numbers, Pages, Keynote. Other applications are available to Download from Kiosk– Chrome, Firefox, etc. Students in **grades 3-4** will receive a school issued Chromebook to be used for daily school purposes. Students in grades K-2 will have access to school iPads.

**STUDENT AND PARENT RESPONSIBILITIES** - The student is fully responsible, at all times, for the use of the school issued device. The student is responsible for proper care of the school issued device, including costs of repair, replacement, or modifications needed to use the device at school. Any images or video recorded at school or during school functions must be for educational purposes and must have express permission of the teacher or staff member to transmit or post. During school hours the student should only use their device to access classroom related activities. If reasonable belief exists that the student has violated the terms of this agreement, or other school policy, the student's device may be confiscated and/or inspected. Subsequent or additional disciplinary action involving misuse of technology may extend to loss of technology privileges or further action as determined by the principal.

**Handling and Care of Laptop-Students are expected to adhere to the DMC Technology Honor Code outlined below:**

1. Use the laptop on a flat, stable surface
2. Do not set books on top of the laptop.
3. Avoid carrying the laptop with the screen open.
4. Be careful not to leave pencils, pens or papers on the keyboard when closing the screen.
5. Do not pick up the laptop by the screen.
6. No food or drink around the laptop.
7. Wipe screen surfaces with a clean, dry, soft cloth.
8. Avoid touching the screen with fingers, pens, or pencils. If hands are dirty, wash them before using laptop.
9. Do not use the laptop in dusty or dirty environments.
10. Do not leave the laptop exposed to direct sunlight or near any heat or moisture for extended periods of time.

#### **Filtering**

1. Adult Content and inappropriate material are blocked 24/7 both at school and away from school.
2. Games, social media, and Internet video/audio sites (except YouTube) are blocked 24/7 at school and away from school.

#### **Lost, Stolen, or Damaged Laptops**

1. Unattended laptops should be kept in a secure location, such as a LOCKED student locker.



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2. If a laptop is lost, stolen, or damaged, please notify the school immediately on the next school day.
3. Students/parents are responsible for replacement or repairs as indicated in section G.

#### **Student/Parent Financial Responsibility**

1. If the repair is a result of hardware failure NOT caused by neglect or abuses the repair is no cost.
2. If the repair is a result of negligence or abuse the first repair can cost up to \$75.
3. The second repair as a result of negligence or abuse can cost up to \$150.
4. The third and ongoing repairs as a result of negligence or abuse will be the full cost of repairs.
5. Liquid damage is a significant enough problem that it is treated in its own fashion. Liquid damage is a minimum \$450 charge.
6. The repair costs will reset every school year.

#### **Monitoring and Supervision**

1. The laptop should be used in a location where use can be monitored and supervised.
2. The student assigned the laptop is responsible for all use of his or her laptop.
3. Students should not allow other students to borrow their laptop.
4. Special software has been installed on the computer, which allows the school to monitor use, time spent on applications, and websites visited.

**Internet Access & Filtering** - If the student is given permission to take a device home, the child will be able to access the Internet away from school using any wireless connection. The laptop's browsers are configured to use Internet filtering whether accessing the Internet from home or from the classroom. Internet filtering not only restricts access to unacceptable sites, but also restricts access to social networking, games, and video. While Internet filters provide an important level of protection, no filter program provides 100% protection. Monitoring and supervision are still very important. Student usage reports are available upon request. **Personalization**-Because the laptop is DMC property, personalization of any kind, including vinyl skins and covers, is not allowed.



**APPENDIX**

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**MEDICATION AUTHORIZATION AND PLAN**

*All students receiving medication at school require a Medication Authorization and Plan. Prescription and non-prescription medications are permitted at school only when a completed Medication Authorization and Plan is on file. If any of the conditions of this Authorization change, a new form must be completed and signed by the parent and health provider. A faxed copy may be accepted until the original can be mailed or brought to the health office. **This form is valid for school year 20\_\_ to 20\_\_.***

**PARENT SECTION:**

I, the undersigned as legal parent/guardian of \_\_\_\_\_ (student's name) \_\_\_\_\_ (birth date), attending \_\_\_\_\_ School, Grade \_\_\_\_\_, request a designated member of the school staff make available the following listed medication(s) to my child as prescribed on this Authorization. I also authorize, as needed, the sharing of information related to my child's health between the school nurse (or designee) and the health care provider listed below. I will comply with the procedure listed on the back of this form related to dispensing medication at school.

Date	Parent/Guardian Signature	Student Signature (self-medication)

Home Address	Work Phone	Home Phone

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**HEALTH PROVIDER SECTION:**

I hereby instruct a designated school staff member to assist the above student in taking:

Medication	Dose	Route	Time	Diagnosis/Condition:

Side effects that may be experienced even if given as prescribed:

Other medications taken by this student: \_\_\_\_\_

EMERGENCY PLAN: \_\_\_\_\_

I have instructed this student in the proper use of the above listed medication(s). In my professional opinion,  
 \_\_\_\_\_ MAY/MAY NOT carry and use this medication with him/herself. (Circle one)

\_\_\_\_\_ MD/DO/DDS/DPM/NP/PA \_\_\_\_\_

Printed name of provider	Telephone #
_____	_____

Signature of provider	Iowa License #	Date
_____	_____	_____

Approved by: \_\_\_\_\_ (school nurse)      Date \_\_\_\_\_

***The procedure covering prescription and non-prescription medication listed on this form will be executed under the following conditions:***

1. Only medication prescribed by the student's health provider as being necessary to be taken by the student in the manner listed on this form may be brought to school. Written parent permission is also required
2. Such medication shall be taken directly by the student in accordance with instructions from the provider as listed on this Authorization.
3. Medication brought to school will be given to the student according to the provisions listed on this form. The prescription or manufacturer's container must be clearly labeled with:
4. All medication will be kept in a secure place. Any special instructions for storage or security measures must be written by the health care provider and given to school personnel.
  - The name of the student;
  - The name of the prescribing provider;
  - The pharmacy who dispensed the medication or the manufacturer;
  - The strength of the medication and the amount to be given (dose);
  - The method of administration (oral, inhaled, topical, etc.);
  - The specific time and or specific situations the medication is given.

(Parents may want to ask the pharmacist for "school packaging" – a separate contained labeled just for the school time dose).

5. Students carrying and administering their own medication must have the provider circle consent on the front of this form. The student will comply with the order as written and maintain the safety of the medication at all times. Students who need medication while at school may carry medication (such as asthma, inhalers, insulin, severe allergic reaction injections – Epi-Pen and migraine medicines) and self-administer such medication under the supervision of school personnel, provided the following conditions are met: (1) the student is physically, mentally, and behaviorally capable, in the written opinion of the parent, physician, and the credentialed school nurse, to assume that responsibility and has been





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- adequately instructed at home; (2) the medication is necessary to the student's health and must be taken during school hours; (3) the student has successfully demonstrated self-administration of the medication to the school nurse; (4) supervision is provided by the credentialed school nurse, when available, or by designated school personnel.
6. Parent or responsible student (generally 6th grade or above) shall deliver the medication and the completed form to the school health office for review by the school nurse. Faxed copies of this form are permitted until the original signed copy can be forwarded to the health office (within 5 days). DMCS Fax – 251-6911.
  7. A new Medication Authorization form must be completed for any change in dose, time or method of administration. It will be valid for the current school year or until discontinued.
  8. Medications must be picked up by the parent or guardian within one day of the end of the school year or they will be discarded.
  9. Additional copies of this form are available at each school's office.
  10. Direct questions concerning medications at school to your school nurse.