

Des Moines Christian School

Elementary Student Handbook

2009-2010

ELEMENTARY STUDENT HANDBOOK
2009-2010
TABLE OF CONTENTS

MISSION STATEMENT	1
PHILOSOPHY OF DES MOINES CHRISTIAN SCHOOL	1
STATEMENT OF FAITH	1
BIBLICAL WORLDVIEW	2
HOME AND SCHOOL COOPERATION	3
PARENTAL INVOLVEMENT IS KEY	2
PROTOCOL FOR THE RESOLUTION OF PARENT COMPLAINTS	2
BASIC INFORMATION OF DES MOINES CHRISTIAN SCHOOL	4
ACCREDITATION AND AFFILIATION	4
BOARD MEETINGS	4
FUND RAISING POLICY	5
NOTICE OF NON-DISCRIMINATORY POLICY	4
POLICY CHANGES AND CONCERNS	4
INFORMATION AND POLICIES OF THE ELEMENTARY DEPARTMENT	5
ELEMENTARY SCHOOL PROGRAM DESCRIPTION	5
POLICIES	5
Admissions	6
Student Placement	6
Academic Code	6
Homework	7
Absence/Tardy	8
Student Records	7
Search of Student Lockers, School Facilities	7
Textbooks	9
Visitors to School	10
Withdrawal	10
PROCEDURES	10
Safety Issues	10
Fire/Tornado Drills	11
School Hours/Drop Off and Pick Up	12
Illness or Injury	12
DISCIPLINE	12
RULES	15
Respect	15
Rules/Regulations	16
Dress Standards	17
Personal Property at School	19
Staff Workroom	19
Pets at School	19
Bicycles	19

COMMUNICATION	19
School-Home-School (S-H-S) Envelopes	19
Emergency Calling List	20
Messages and Deliveries.....	20
Phone Calls	20
Address Changes	20
Cancellation of School.....	20
SPECIAL PROGRAMS/ACTIVITIES	21
Guidance.....	21
Library Media Center.....	21
Physical Education and Gym Rules.....	22
Music Program.....	22
Lunch Information	22
Parent-Teacher Fellowship (PTF)	23
Field Trips	24
Pictures/Yearbook	24
APPENDIX	25
Medical Authorization and Plan Form	

MISSION STATEMENT

“Equipping the next generation to think, discern, and act through biblically-directed, Christ-centered education.”

In order to accomplish this for the qualified children of the greater Des Moines area and surrounding communities without distinction to race, gender, national origin or socioeconomic status, our objective is to provide an education:

- a. that is in accord with the sixty-six books of the Old and New Testaments, which we call the Holy Bible and believe to be the verbally inspired, infallible and inherent Word of God, the only rule of faith and practice;
- b. that possesses academic excellence, teaches biblical truths, and fosters Christian living;
- c. that trains students in the knowledge of and obedience to the Holy Bible, promotes loyalty to our sovereign God, and encourages lifelong Christian service; and
- d. that prepares students for godly participation in our society and the world.

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, educational 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 the Lordship of 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.

PHILOSOPHY OF DES MOINES CHRISTIAN SCHOOL

God has ordained the family as the foundation for mankind. Parents have been entrusted with the nurture, instruction and discipline of their children.

The purpose of Des Moines Christian School is to assist the family in establishing quality education centered in the Bible, the inspired Word of God, for the development and growth of the complete person spiritually, academically, emotionally, socially and physically.

God's Word, as revealed in the Bible, is the foundation for the truths we teach (II Timothy 3:15-17 and 2:15). Wherever truth is discovered or revealed, God is its source and creator. Jesus Christ is the sustainer of truth, and the Spirit is the revealer of truth (John 16:13-14 and 17:17).

A personal commitment to Jesus Christ and God's Word, the Bible, is essential for all those involved in the educational process, i.e., family, faculty, staff, administration, and board.

Our ultimate goal is to teach the child to know God, love Him, enjoy Him and witness of Him in a life of service to God and man.

STATEMENT OF FAITH

1. Belief in the authority and reliability of the Bible as the inspired and infallible Word of God. The Bible is the complete and final revelation of God concerning all matters of faith, truth and practice. All truth is God's truth (II Timothy 3:16; II Peter 1:20-21).
2. Belief in the omnipotent, omniscient and omnipresent God who is sovereign over all (Revelation 4:2; Psalm 45:6, 139:8; Isaiah 66:1). His sovereignty is seen in acts of creation (Genesis 1:1, 31), salvation (John 6:44) and continual care (Matthew 10:29-31; Hebrews 7:25).
3. Belief in the Trinity of the one true God (Matthew 28:19), the deity of Jesus Christ (I Timothy 3:16; John 1:1, 10:30), His virgin birth (Luke 1:30-35), sinless life (Romans 8:3; Hebrews 4:15), miracles (Mark 1:27; John 2:11), atonement for our sins by His blood sacrifice (Matthew 26:28), His bodily resurrection (John 20:1-9), ascension, His personal return in power and glory (Mark 13:26, 16:19).

4. Belief in the Holy Spirit as teacher of God's Truth (*John 14:17*) and as giver of new life in Christ and who unites all believers in Christ (*Titus 3:5*).
5. Belief that man is the crown of God's creation. God endowed man with His image and gave him the responsibility to rule the earth (*Genesis 1:26-27*).
6. Belief that sin has severely broken the relationships between God and man (*Romans 3:23*), man and himself, man and other men (*James 4:1*), and man and nature (*Romans 8:20-22*).
7. Belief that Jesus Christ, the eternal Son of God, came to earth to offer cleansing for man's sin, and to heal these broken relationships through His cross (*Romans 5:1-2*).
8. Belief that man cleansed through Christ must seek to live out his life in total commitment to Jesus Christ as Lord of life, which involves reestablishing all the original relationships God intended for him (*Ephesians 4:1*).
9. Belief in a need for clearly defined goals and objectives centered in the Word of God for the development and growth of the whole person (spiritual, mental, emotional, social and physical) and for the establishing of proper priority in an individual's life (*Proverbs 1:7; I Corinthians 10:31*).
10. Belief that God established the family as the basic unit of society. Parents are ultimately responsible for the instruction and discipline of their children. The Christian school is simply an extension of the educational process of the family and the church providing a supportive basis of encouragement to the family and the church (*Ephesians 5:22-23; Proverbs 22:6*).
11. Belief that a personal commitment to Jesus Christ and God's Word is necessary for those who are involved in the educational process (faculty, staff, administration and board) (*II Timothy 3:16*).
12. Belief that a true Christian is one who has received Jesus Christ as Savior and Lord by faith. We believe good works to be the inevitable result of true faith (*Romans 10:9; Ephesians 2:8; James 2:17-18; I John 2:3-40*).

BIBLICAL WORLDVIEW

Biblical Worldview is a belief system about the world and our appropriate response to it based upon scriptural truth. It addresses the basic question of:

Origin – Where did everything come from?

Meaning, purpose – Why are we here?

Morality, ethics – How should we live?

Destiny – What happens when we die?

HOME AND SCHOOL COOPERATION

The school cannot operate without the support of the parents. DMCS is a faith operation. Tuition and fees do not cover the total cost of education for the students. The school needs to raise a portion of its expenditures through gifts of parents, friends, and churches. The faculty comes to teach our children at great sacrifice in this most vital area of education. Therefore, families, churches and friends are asked to make donations of what they can give during the year to make Christian education possible for their children.

PARENTAL INVOLVEMENT IS KEY

In order to support the education process and be an encouragement to the student, parents are asked to take an active part in the 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 twice yearly. It is necessary for each family to be represented at these informative and important gatherings. Opportunity also exists for parents to involve themselves in the varied Parent-Teacher Fellowship activities. Parent volunteers are readily accepted and encouraged in all areas of our educational program.

PROTOCOL FOR THE RESOLUTION OF PARENT COMPLAINTS

School Board's Position

There are times when a parent may think an administrator or faculty member is not discharging their duties correctly. The Des Moines Christian School Board has set a policy for parents to follow when that situation arises.

The Board strongly believes that problems and complaints about personnel should be resolved at the lowest possible level within the DMCS structure. Anyone with a specific problem or complaint about personnel should first

contact the person who is the cause of the concern in an attempt to identify, clarify and resolve the differences which are giving rise to the concern or complaint. Complaints that remain unresolved may be moved through the chain of authority by contacting the employee's immediate supervisor(s), then the appropriate principal, then the Superintendent, and finally to the Board by contacting the Board's Conflict Resolution Agent. Appeals will be heard by the Board only if the complaint has been moved through the chain of authority. (Code No. 204.12)

The goal is to resolve conflicts, restore fellowship, exhibit love, and exhibit proper response to authority. The given is that God is sovereign, all authority is from God, and we are all under authority:

Parents to God
School Board to the Parents
Administration to the School Board
Faculty and Staff to the Administration
Students to the Faculty and Staff

Conflict Resolution

The steps to follow when conflict arises are:

1. Pray about the situation and ask for God's leading.
2. Check your motives. Are you substituting your judgment for that of the person God has placed in the position of authority? Are you angry about some other decision?

PROTOCOL FOR THE RESOLUTION OF STUDENT COMPLAINTS (cont.)

Conflict Resolution (cont.)

3. Discuss your idea with the school employee (administrator or teacher) responsible for that area of the DMCS program (first your child's teacher, then your child's principal, then the school's superintendent).
4. Continue praying and give your suggestion time to work out. God is capable of changing the mind of the person in authority.
5. Put your thoughts in writing.
6. Direct this communication to the person on the next level of authority in the chain of command.
7. If the concern is not resolved after reaching the Superintendent's Office, the next person in the process is the DMCS Board's Conflict Resolution Agent. The Board's Conflict Resolution Agent will review the communication and meet with you and the DMCS employee.
8. A finding will be made by the Conflict Resolution Agent and reported to the school board.
9. In its discretion, the Board may act upon the recommendation of the Conflict Resolution Agent or may hold hearings into the matter. Appeals will be heard by the Board only if the complaint has been moved through the chain of authority. Complaints taken to the Board may be placed on the agenda by contacting the Superintendent, the President, or Secretary of the Board in writing. (Code No. 204.12)

BASIC INFORMATION OF DES MOINES CHRISTIAN SCHOOL

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 accredited by the Iowa Department of Education (K-6), and ACSI. DMCS is a member of the Association of Christian Schools International.

BOARD MEETINGS

The schedule of the regular monthly meetings of the DMCS Board is published in the school calendar. Persons who wish to place items on the agenda may do so by contacting either the superintendent or the President of the Board. All requests should be submitted in writing. To be included on the regular meeting agenda, requests must be received at least 7 days prior to the meeting. (Code 204.10)

FUND RAISING POLICY

- To apply for fund raiser approval, advance notice in written form of the intended fund raiser will be given to the Development Office two weeks prior to the next Development Committee meeting date. This notice should include the following information: its nature or product involved, its intended purpose, benefit or objectives, the intended target group for solicitation, amount of funds to be raised, profit margin received, and its proposed time table. The profit margin of any fund raiser should be 40-50%. An application form is available in the Development Office.
- Following the application process, the Development Committee will meet and consider the fund raising project. An opportunity for someone representing the project to speak briefly will be provided. Following their presentation, the committee will approve or disapprove the fund raising project. The committee may approve a fund raising project with the addition of some specific guidelines for the group conducting the fund raiser to follow.

NOTICE OF NON-DISCRIMINATORY POLICY

Des Moines Christian School admits students of any race, color, national and ethnic origin to 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, and athletic and other school-administered programs.

POLICY CHANGES AND CONCERNS

Persons wishing to propose policy changes or to express overall policy concerns may do so by contacting any member of the Board. All policy proposals should be submitted in writing. (Code 203.1)

INFORMATION AND POLICIES OF THE ELEMENTARY DEPARTMENT

ELEMENTARY SCHOOL PROGRAM DESCRIPTION

Des Moines Christian School's Elementary Program serves students from Kindergarten through sixth 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.

POLICIES

ADMISSIONS

When parents and student seek admission to DMCS, it will be assumed that they are in complete accord with the objectives, methods, and obligations which accompany such an admission. Because of the importance of harmony and open communication between the home and the school, parents are expected to bring problems or areas of confusion or misunderstanding to the attention of DMCS personnel immediately and privately (Matthew 18:15-20). If areas of disagreement occur, they should be dealt with quickly and maturely, so that children are not asked to serve two masters (Matthew 6:24). Should parents lose confidence in DMCS's ability to serve the best interest of their child, they will be expected to withdraw the student immediately. In the event that this is not done voluntarily, DMCS will request such a withdrawal.

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.

ACADEMIC CODE

Marking System - Report Cards

Report cards are issued to K-6 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.

POLICIES (cont.)

ACADEMIC CODE (cont.)

Marking System – Report Cards (cont.)

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 three through sixth are as follows:

A (92 - 100)	Excellent
B (84 - 91)	Good or Above Average
C (72 - 83)	Average
D (65 - 71)	Poor or Below Average
F (64 & below)	Failing

Reporting/Parent-Teacher 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, but the students are marked on actual achievement, not primarily on effort put forth.

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.

HOMEWORK

Homework assigned by teachers at DMCS must be completed by due dates. Teachers will keep students accountable for homework and require that it be completed.

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 – 2 nd	15 min., 3 times per week
3 rd	25 min., 3-4 times per week
4 th – 6 th	no more than 40-60 min. per day

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." Major tests will not be scheduled on Thursday unless approved by the elementary principal. (Code No. 603.3)

POLICIES (cont.)

ABSENCE/TARDY

Research shows that dependability and reliability are two of the most important aspects of successful school or job performance. It is imperative to establish good attendance practices while in school because employers know that there is a high correlation between reliability in school and on the job. Our goal is to prepare our students for the job market today as well as beyond.

Excused /Planned Absences

Excused absences are those that occur for illness, doctor/dentist appointments, or emergencies. 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.

A planned absence is an absence such as a family vacation or school activity where it is known in advance the student will not be in school on a particular day or days. If a student is planning to be absent from school for a legitimate reason, a written notice must be brought to the office at least three days in advance of the anticipated absence. Failure to follow these procedures will result in the absence being registered as unexcused and subject to the normal penalty for such absences.

It is important for parents to call in by 9:00 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.

Absence Policy

School work missed due to absence must be completed to the satisfaction of the teacher. Arrangements should be made at least five days prior to an expected absence.

- When unanticipated absences occur, students will be given the same number of days to make up work as they were absent. All work from the absence must be completed and returned.
- Students will receive full credit for work made up because of absences.

- Failure to make up work may result in an incomplete, or a zero for work missed and not turned in.

Absence Regulations

- Parents need to call the school to report a student's absence by 9:00 a.m.
- When the student returns, they must bring a note from a parent or doctor to the office or teacher.
- Excused absences are for illness, emergency, doctor/dentist appointment, or planned absences.
- All other absences will be counted as unexcused.
- Students are allowed 12 absences per semester. 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 not be promoted to the next grade level.
- Parents will be called for a conference to discuss excessive absences.

POLICIES (cont.)

ABSENCE/TARDY (cont.)

Signing Students In And Out

Parents must sign 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 8:30 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.

Tardy Policy

Students are expected to be in class and in their assigned places on time at the beginning of school. 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 noon recess detention.

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 records: identification data, attendance data, record of achievement, family background data, aptitude tests, educational and vocational plans, honors and activities, discipline data, 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 which s/he is attending.

The following information may be released to the public in regard to any individual student of the school: name, address, telephone listing, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, awards received, the last 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 principal, and *this objection must be renewed at the beginning of each school year.*

SEARCH OF STUDENT LOCKERS, SCHOOL FACILITIES

School officials may at any time conduct such searches as are essential to the security, discipline, and sound administration of the school. Students and their lockers may be searched when there is probable cause to believe that the student possesses an item, the possession of which constitutes a criminal offense, under State Law.

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 for .10. Students should furnish their own Bibles, notebooks, theme paper, pens, pencils, crayons, scissors, and paints. They are required to keep a book cover on each textbook checked out to them. Any book damaged or lost

must be paid for by the student.

The following fees are charged for lost or damaged texts:

All new and 2nd year books will be charged full replacement cost for lost or seriously damaged books. The charges for each succeeding year are a 20% discount per year of replacement cost for lost or seriously damaged books. Minimal damages will be charged \$.25 per damaged page, \$1.50 for cover

POLICIES (cont.)

TEXTBOOKS (cont.)

damage, and \$2.00 for binding damage. The teacher and student should examine the condition of the book when it is issued. When the book is returned, the teacher and the student will assess a fee for damages such as torn pages, cover damage and miscellaneous writing. A missing page destroys the value of the book and the book will need to be replaced. *Workbooks will not be handed out at the end of the school year.*

VISITORS TO SCHOOL

DMCS faculty and staff welcome parents, family and friends to visit the school at any time. Please stop at the elementary office to sign in and receive a visitor's badge. Call or email a teacher ahead of time if you would like to conference about your child or visit. Please gain permission from the classroom teacher and/or elementary principal prior to your visit.

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.

PROCEDURES

SAFETY ISSUES

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. 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 are not established yet. Please exercise caution during the inclement weather as well. Student safety is far more important than adult convenience.

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 8:20 AM. If they need to be in the building before that time, the building will open for students at 7:30 AM and they must report to the cafeteria immediately. Please follow these times carefully, as adult supervision will not be available prior to 7:30 AM. Students in the halls (unless walking to cafeteria) prior to 8:20 AM will be given a detention.

PROCEDURES (cont.)

FIRE/TORNADO DRILLS

Fire Drill Evacuation Procedures

DMCS is required to have four fire drills a year. Teachers will assist students in identifying exits from each classroom, the cafeteria, 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 fire drills during class are as follows:

- All students will walk single file out of their assigned exits in an orderly manner. Do not stop for belongings.
- No one is permitted to talk during the drill. All must listen to the teacher's directions.
- All classes are to stay in single file facing the building.
- Attendance will be taken outside as soon as the students are lined up.
- Missing students will be reported to the assigned staff members for that area.
- Rest rooms will be checked immediately.
- A student monitor should be selected to help handicapped or injured students.
- The signal to return to the building will be given by the administration verbally or by the buzzer.
- All classes will enter quietly and in single file.
- The procedures for evacuation during class changes are as follows:
 - All students will exit the building at the nearest point.
 - 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 the last period teacher for line-up and roll call.
 - Students will return to class and be dismissed.
- The procedures for fire evacuation during lunch time are as follows:
 - All students assigned to the cafeteria will report to the front of the building. The faculty members and principals will keep order.
 - Exit will be through the exits nearest the cafeteria.

Tornado Drill Procedures

South Hallway - Elementary

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 in the south hallway 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.

PROCEDURES (cont.)

SCHOOL HOURS/DROP OFF AND PICK UP

Morning Kindergarten: 8:30 a.m. to 11:25 a.m. daily

Morning Kindergarten will have 11:30 p.m. dismissal on days the entire school dismisses at 12:00 p.m.

All-Day Kindergarten: 8:30 a.m. to 3:20 p.m. daily

Grades 1 - 6: 8:30 a.m. to 3:20 p.m. daily

Any student arriving at school prior to 8:20 a.m. must report to the Multi-Purpose Room.

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. (It is recommended that your child is temperature free for 24 hours before returning to school.) 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.

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 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 illness. First aid will be provided.
- Parents/Guardian or adult designated by parent must sign their student out in the academic area Principal's office when they pick up their student. High school students may sign out, with a pass from the school nurse indicating that their parent has given approval for the student to go home. The school nurse or qualified designated personnel will have final say as to whether an ill student may drive home.
- 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. (DMCS Code No. 504.3) Please use the authorization forms at the end of the handbook for all medications to be given at school.

DISCIPLINE

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.

DISCIPLINE (cont.)

Students must conduct themselves in a manner which respects the person and rights of other students and faculty at all times. Failure to comply will result in disciplinary action by DMCS. Parents are requested to notify the school when problems arise. At no time should parents advise their own children to "strike back" while at school. Adult supervision is always available to intercede when conflicts occur.

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

God's Command to Discipline

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

The Purpose of Discipline

An important goal of proper discipline is to teach children to whom they are responsible: First and ultimately to God the Father, then to parents, and then to teachers. Obedience to earthly authorities will help teach obedience to God (Hebrews 12:10).

Proper Attitude in Discipline

Fathers are not to exasperate their children but rather to bring them up in the training and instruction of the Lord (Ephesians 6:4). Matthew 18:15 tells us not to make a public spectacle of the one whom has sinned but to go to him in private. Hasty and unfounded punishment is to be avoided (Proverbs 13:13).

The Source of Authority

All authority originates with God. In Romans 13:1, Paul states, "For there is no authority except that which God has established." God has given parents authority over their children. This is stated clearly in one of the Ten Commandments, "Honor your father and mother." This is repeated in the New Testament passages, such as Colossians 3:20 – "Children, obey your parents in everything, for this pleases the Lord." Parents, because they are unable to give all the training necessary to their children while students are in school and at school activities, delegate part of this task to the teachers in the school, who then receive this God-given authority from the parents.

Areas of Control

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

school grounds, b. on the school buses, and c. at school-sponsored activities.

Types of Action Requiring Discipline

The following actions will result in disciplinary action by the school:

- disobeying classroom rules (including failure to complete homework),
- fighting,
- profanity,
- theft,

DISCIPLINE (cont.)

Types of Action Requiring Discipline (cont.)

- truancy, cutting class,
- destruction of property, defacing property,
- use of alcohol, tobacco or illegal drugs,
- promiscuity,
- satanic or occult practices,
- harassment, and other acts of disobedience and/or disrespect,
- cheating,
- use of pornographic materials

This list is not all-inclusive. The administration will handle other types of discipline problems as they arise. Students who have three detentions per quarter will receive an in-school suspension (ISS). The third in-school suspension during their tenure at Des Moines Christian School may result in the student being asked to withdraw from the school.

Steps in Discipline

In order to follow a biblical progression of communication, 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, or
- if necessary, School Board appeal.

Types of Discipline to be 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, including coaches, 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.
- Detention - Detention before or after school 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

DISCIPLINE (cont.)

Types of Discipline to be Used (cont.)

probation will be set by the Principal or specially assembled discipline committee and may include any or all of the following:

- loss of student leadership roles, such as student council, class officer, team captain, etc.
- loss of designated extra-curricular activities or suspension from the activity, or
- other follow-up counseling or assignments as set by the discipline committee.
- Expulsion – The decision will be made by the School Board upon recommendation from 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. Re-admittance will be dependent upon the administration and School Board approval. 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:
 - periodic administrative review,
 - counseling,
 - restrictions,
 - or other conditions recommended by a discipline committee.

Elementary Discipline Plan (This plan starts over after a semester.)

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

1. Three (3) interactions in one day = 1 detention. Detention note sent home for parent signature. Detention served next day before lunch.
2. Five (5) interactions in one week = 1 detention. Detention note sent home for parent signature. Detention served next day before lunch.
3. Three (3) detentions = student/parent/teacher conference.
4. 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.
5. Eight (8) detentions = 2 days out of school suspension. Discipline committee meet 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.

RULES

RESPECT

- Students will show respect and obey all faculty and staff of DMCS.
- Students will show respect to each other.
- Student harassment and bullying will not be tolerated.

RULES (cont.)

RULES/REGULATIONS

Romans 13:1 (NIV) says everyone must submit themselves to the governing authorities, for there is no authority except that which God has established. The authorities that exist have been established by God.

Hallway Rules

All students are to stay to the right of the hallways and staircases.

- Low or no talking.

- Students are expected to walk.

Playground Rules and Guidelines

All school rules will apply to the playground.

- The adults on duty will make decisions regarding “safe play” and their authority to do so is to be respected.
- Physical contact activities are not allowed....(wrestling, tackle football, etc.)
- Fighting or bullying behavior will not be tolerated.
- Respect the property and space of others.
- Use playground equipment for its intended purpose. The school will provide the equipment needed.
- Play only in the approved areas; balls are not to be thrown over the fence.
- Respond quickly to the directions of the adults on duty.
- The following activities will not be allowed on the playground; climbing trees or snow piles, “King of the Mountain”, throwing snow or snowballs, sledding, tag around play equipment, inappropriate use of the slide, 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 or parent 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.
- 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 backstraps will be allowed on the play equipment. Clogs and slip-ons are unsafe on the equipment.

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

Restroom Rules

- During schools hours, the restroom will be used only with the permission of the teacher. Pupils are requested not to ask to be excused during class time except in an emergency.
- There will be no loitering in the rest rooms during class time.
- Respect school property.
- Students will give respect to their fellow students and their property.
- Low or no talk.

RULES/REGULATIONS (cont.)

DRESS STANDARDS

Student and Employee Dress Standards

One of our primary goals at DMC is to provide a positive atmosphere where students are able to develop their God-given talents to their highest potential, without interference from what is worldly, distracting and otherwise inappropriate for them.

The purpose of specified dress standards is to provide guidelines within which students may have a measure of freedom to express individual tastes, while not being disruptive to the educational process or detrimental to one’s Christian testimony. Christian students should remember the central truth that we need to conduct ourselves in a way that pleases God and which glorifies the name of the Lord Jesus Christ (2 Thes.1:11-12).

A biblical approach to the dress policy is one which will neither be burdensome or legalistic. A reasonable dress code should not frustrate the students who must abide by it or the faculty and administrators who must enforce it. It is ultimately a matter of the heart.

In addressing spiritual matters, we find numerous disciplines within the Christian life which, in and of themselves, do not create a mature believer, but which do provide a framework for growth to occur. While certain clothing will not by itself create a responsible, humble student, a dress code can present opportunities for personal growth and development of Christian character, especially when applied in an atmosphere which seeks to integrate all aspects of life from a biblical perspective.

We expect our students to exemplify biblical standards in their dress as well as their attitudes and lifestyles and to encourage other students to do likewise. We encourage parental direction and support since the burden of supervision rests with parents.

This dress code applies to any and all DMC activities.

1. Shoes must be worn at all times.
2. Clothing with any writing on it must not be sexually suggestive and must not promote tobacco, drugs, alcohol, gangs, or music groups that have demonstrated non-Christian values.
3. Clothing needs to be in good repair with no holes whether accidental or purposeful.
4. One's midriff, either front or back may not be exposed.
5. Underwear is not to be visible. This includes bras, bra straps and guys underwear.
6. Pants/slacks which can be pulled down over the hips when fastened are too loose and not to be worn.
7. Cleavage must not be visible when standing or sitting.
8. Caps/hats/headwear is not allowed during the normal school day. Administration may waive this for religious convictions or special activities.
9. Skirts, dresses, shorts, skorts must be fingertip length plus two inches when standing to be appropriate.
10. Girls may not wear tank tops/camis as an outer garment. They can be worn under a sleeveless shirt as part of a layered look. They can also be worn over a full t-shirt.
11. Spandex may not be worn as a single garment.
12. No body piercings are allowed while a student at DMC. Girls' ears are the exception. No gauging is allowed for girls.

RULES/REGULATIONS (cont.)

DRESS STANDARDS (cont.)

13. Guy's hair must be clean and well groomed. It must be shorter than the collar (as measured by the chapel shirt) in back and may not extend beyond the eyebrows in front. Ear lobes must be visible on the side. Beards and moustaches must be trimmed.
14. Swimsuits for all school related activities will be either one piece or appropriate tankini.

Activity sponsors and administrators have the authority to establish additional guidelines for attire for students participating in school activities. Adherence to these additional guidelines is necessary for participation in the activity. Administration has the right to evaluate clothing trends and fads and to determine appropriateness for school functions. The administration has the authority to review any school functions or occasion and to waive the dress standard when appropriate.

Chapel Dress

Chapel attire for all students will consist of khaki slacks/pants and an official DMC navy blue logo shirt. Shirts need to be tucked in. Capris, shorts or khaki colored jeans are not permitted. Girls may wear a khaki skirt of appropriate length (finger tip plus two inches). Chapel clothing will be worn the entire day. This includes students who may be part-time and attending at other campuses for a portion of their day. No jackets or overcoats may be worn over the chapel shirt other than the official DMC fleece.

Prom

Prom is a formal occasion for juniors and seniors. Because of the unique formal wear available for girls, the following guidelines are set:

1. Slits in the dress will be no higher than the fingertip rule for normal wear.
2. No bare midriffs in the front. The top half of the back may be exposed, but not the bottom half.
3. The dress top must be modest to show no cleavage when standing or sitting.

Consequences

Students who do not abide by the dress code will be asked to change clothes. There are a couple of options to accomplish this task:

1. Parents can bring appropriate clothes
2. Students can wear clothing provided by DMC for the remainder of the day.

Students who refuse to change clothes will be held in the office on an unexcused basis. Students who miss classes while waiting for clothes or changing clothes will be considered unexcused.

RULES (cont.)

PERSONAL PROPERTY AT SCHOOL

The school cannot stress enough the importance of students assuming personal responsibility for the safe-keeping 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 are not to 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 radios, cell phones, electronic games, televisions, 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. DMC is not responsible for loss or damage of such items.
- Trading cards are not allowed at school.

STAFF WORK ROOM

The staff work room is off limits to students unless accompanied by an adult.

PETS AT SCHOOL

Students bringing pets from home should have a rabies certificate with them and permission of the classroom teacher.

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 near buses or the loading zones.

COMMUNICATION

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

COMMUNICATION (cont.)

SCHOOL-HOME-SCHOOL (S-H-S) ENVELOPES (cont.)

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 for pertinent information and current Pulse newsletter.

EMERGENCY CALLING LIST

The Emergency Calling List is compiled at the beginning of the school year and new students are added when they are accepted for admission. The list has each parent's name, work number and the home phone number. If the decision is made to close school early, the PTF chairman for emergency calling notifies those volunteers to begin calling. Every effort is made to notify each family. The Emergency Calling List is activated ONLY if the school day has begun and the decision is made to dismiss early. Please be sure to advise the school of any change in work numbers!

MESSAGES AND DELIVERIES

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 placed on the student's desk (during the week) for parents/siblings to pick up at any time after school has released for the day.

PHONE CALLS

Phone calls can be made with staff permission in the classroom. Calls should be for emergencies only.

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, etc.

CANCELLATION OF SCHOOL

Winter Weather

The closing of DMCS due to inclement winter weather will be announced on the following radio stations:

KRNT - 1350 AM WHO - 1040 AM KWKY - 1150 AM KCCI.com

Should the decision be made to have early dismissal due to a change in the weather, the above stations will carry the announcement and the Emergency Calling List will be activated. Every effort will be made to contact parents, but parents are asked to tune in to one of the above stations should the weather deteriorate during the day.

SPECIAL PROGRAMS/ACTIVITIES

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 (*1Pet. 2:9, 10; Prov. 23:7, 1Pet. 4:5*)
 - To assist students in developing a realistic and Biblical concept of self, including feelings, behaviors and beliefs
 - To assist students in developing a sense of responsibility for their own behavior
- Understanding Others (*Rom. 12:14-21*)
 - To assist students in developing effective and Godly communication skills
 - To assist students in developing social skills and interpersonal relationship skills
 - To assist students in understanding the values, attitudes and beliefs of others
- Success in School and Life (*Rom. 13:5; James 3:13-18; Prov. 19:20-21*)
 - To assist students in adjusting effectively to the school environment
 - To assist students in developing life skills (problem solving, conflict resolution and goals setting) fundamental to careers
 - To assist students in developing skills for coping with life changes and crises

Our elementary guidance counselor is in the building on Wednesday and Thursday. If you need assistance from the elementary guidance counselor, please call the elementary office at 252-2485

LIBRARY MEDIA CENTER

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 gives students and staff access to a multitude of resources and services.

Collections

The library contains fiction and nonfiction books, plus reference books appropriate to the grade levels and curriculum. Current and some back issues of periodicals (newspapers and magazines) are available in the library and made accessible.

Services

The Discipline Policy outlined in this handbook will be followed in the library. Regular books are checked out for two weeks. The daily paper is not to be removed from the media center. Periodical back issues may be checked out for two weeks by third through twelfth grade students. Second grade students will check out back issues of periodicals during library skills lessons on periodicals and other specified times.

First through sixth grade students may check out two books at a time. Exceptions will be made for students requiring books for research and class assignments.

SPECIAL PROGRAMS/ACTIVITIES (cont.)

LIBRARY MEDIA CENTER (cont.)

Services (cont.)

Kindergarten students may check out one book each week and if it is returned midweek, they may check out another book.

Students not assigned to the library must have a pass from the sending teacher.

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.

PHYSICAL EDUCATION AND GYM RULES

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. Your gym shoes should not be worn outside prior to the gym period due to the dirt and rocks they will pick up and the "flake" off on the floor. Socks must be worn.
- All items left during P.E. will be retained for 30 days, after which they will be disposed of in an appropriate manner.
- Black soled shoes are not permitted.
- Food or drink is not permitted in the gym.
- Everyone must wipe their feet off on the mats before entering the gym.

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.

LUNCH INFORMATION

Hot lunch is available at Des Moines Christian School. Currently Des Moines Public Schools is our provider for the hot lunch program.

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. 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.

SPECIAL PROGRAMS/ACTIVITIES (cont.)

LUNCH INFORMATION (cont.)

Lunch Room Policies

1. DMCS has a closed campus policy. Students may leave the building for lunch only when accompanied by a parent (for special occasions) and with the approval of an administrator.
2. Students may not invite guests for lunch. Only parents, grandparents, alumni and student youth pastors may visit during the lunch period with an administrator's approval.
3. Vending machines are available to Elementary students before and after school.
4. Parents are encouraged not to send pop in cold lunches.

Ordering Hot Lunch

Students order a hot lunch at the beginning of the school day. If your student will be late to school and will need hot lunch, a parent must call the school by 9:00 a.m. or no lunch will be ordered for your student.

Tickets and Payments

Family lunch accounts are computerized. Each student is issued a ticket with the student's name and a personal bar code for the school year. The bar code number relates to the family account code. This ticket may be used to purchase hot lunch and/or milk.

Similar to a checking account, money put in the family account is deducted when a lunch and/or milk is purchased. When the family account is out of money, the student is notified. There is a \$10.00 credit limit. When the account is overdrawn by \$10.00, no more credit is given and no more lunches and/or milks are available for the student to purchase until enough money is placed in the account To pay the outstanding amount and provide a draw for lunch charges.

Statements are sent home with students monthly and list the account's activity since the last statement. All students' lunches in a family may be paid by one check. Lunch checks must be separate checks. Please do not include lunch payments with other payments being made to the school. Please help us maintain accurate records by writing "lunch account" on the memo portion of your check and the student's last name if different from yours. When sending cash, please place it in an envelope with "lunch account", the student and family names listed, and the amount enclosed.

PARENT-TEACHER FELLOWSHIP (PTF)

The purpose of the PTF is to serve and support the parents, administration, teachers, staff, and students at DMCS. All parents are automatically members of the PTF.

- The PTF by-laws and Policy Manual are available in the office.
- All students have the opportunity to participate in all PTF fund raisers.
- Stewardship sign-up sheets are available in the administration office. All parents, teachers and faculty are encouraged to participate. There are a wide variety of activities and projects available—a place for everyone! Some require lots of time—others just a minimum.

SPECIAL PROGRAMS/ACTIVITIES (cont.)

FIELD TRIPS

Periodically, classes take trips to interesting and educational places. Parents will be notified 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. If you plan to chaperone, DMCS asks that siblings NOT accompany the parent on field trips.

PICTURES FOR THE YEARBOOK

Student pictures will be taken in the fall and may be purchased by the students. A yearbook may be ordered at a later time and will be distributed in the spring of the school year.

A P P E N D I X

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 _____

.....

HEALTH PROVIDER SECTION:

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

Medication	Dose	Route	Time	Diagnosis/Condition:
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_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

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:

- 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 container labeled just for the school time dose).

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.

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 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: _____

