

DMCS

DES MOINES CHRISTIAN SCHOOL

High School Student Handbook

18-19 School Year



Equipping minds and nurturing hearts to impact the world for Christ.

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Dear Students and Families,

In his 2004 book entitled *Margin: Restoring Emotional, Physical, Financial, and Time Reserves to Overloaded Lives*, Dr. Richard Swenson describes a pattern he observed in patients suffering with physical or mental health pain - marginless living. Throughout the 20th century, the United States saw great advancements in technology, wealth, healthcare, and education. This progress had a significant impact on our cognitive and physical environments. The inventions that were supposed to make life easier gave us access to more - more facts, more activities, more work, more travel, more communication, more food, and more technology. But as we gained more access to these things, we also increased fatigue, anxiety, stress, and overload; essentially creating marginless living that neglected the social (family, friends, church), emotional (feelings, attitudes), and spiritual (our relationship with God) environments of our lives that must remain in balance for our overall health and wellbeing.

What can one do to combat marginless living? According to Dr. Swenson, margin begins with contentment, simplicity, balance, and rest. As we prepare for what has can be a crazy back-to-school season with little margin, I am praying for “margin-ful” lives for our community so we are healthy and ready to return for another school year in which we have the tremendous opportunity to love God, love people, and live His design for our lives. It’s going to be a great year and I look forward to linking arms with you once again in the mission of equipping minds and nurturing hearts.

Welcome back for the 2018-2019 school year - May “the Lord bless you and keep you; the Lord make his face shine on you and be gracious to you; the Lord turn his face toward you and give you peace” (Numbers 6:24-26).

Jahna Duda, High School Principal

Please note the following sections were updated from previous versions for the 2018-2019 school year:

- COMMUNICATION FLOW CHART
- FEDERAL SECTION 504
- DAILY SECURITY / VISITORS AT SCHOOL
- FLEX SCHEDULE
- OUTSIDE CREDITS
- SCHOOL COUNSELORS
- PSAT
- SENIORS
- SPIRITUAL FORMATION
- STUDENT CODE OF CONDUCT
- DRESS CODE
- CONCUSSION PROTOCOL



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FACULTY / STAFF / POINTS OF CONTACT

DMCS LEADERSHIP TEAM

CENTRAL OFFICE (515) 252-2480

- | | |
|----------------------|------------------------------------|
| • Monique Chittenden | Early Education Director |
| • Jahna Duda | High School Principal |
| • Cade Lambert | Superintendent |
| • Karla Lowe | Elementary Principal |
| • Becky Parks | Middle School Principal |
| • Anne Soppe | Director of Finance and Operations |
| • Julia Veenstra | Director of Advancement |

HIGH SCHOOL FACULTY / STAFF

HS OFFICE (515) 252-2490

- | | |
|-----------------------|---|
| • Kathy Bopp | American Literature, AP Literature |
| • Don Caves | Bible 11, Bible 12 |
| • Dean Delzell | Physics, Chemistry, AP Chemistry |
| • Kaitlyn Dewild | US History, English 9 |
| • Michelle Everitt * | School Counselor |
| • Annie Gallaher | Algebra I, Geometry |
| • Meredith Hunt | US History, World History |
| • Jeff Johannsen | Vocal Music |
| • Lauren Klapatch | Spanish II / IV |
| • Rob Lane | Instrumental Music |
| • Manda Miller | Administrative Assistant to the HS Principal |
| • Jon Muller * | MS / HS Assistant Principal |
| • Scott Nilius | Biology, Anatomy/Physiology |
| • Ashley Oakes | Spanish I / III |
| • Holli Paver | Algebra I, Algebra II |
| • Annie Pettit | Statistics, Pre-Calculus, AP Calculus A/B |
| • Nicole Prewitt * | School Counselor |
| • Julia Shields | English 10, Speech |
| • Chris Silver | Bible 9, Bible 10 |
| • Tim Stout | Psychology/Sociology, Government/Economics, AP US History |
| • Kari Strief | Physical Science, Health |
| • Matt Thompson | Fitness, Wellness Center Coordinator |
| • Jesse Van Der Molen | Composition I, Composition II, Contemporary Literature, Creative Writing |
| • Greg Van Soelen * | Athletic Director |
| • Shari VerSteeg | School Nurse |
| • Chelsea Vetter | Personal Finance, Intro to Business, Accounting, Computer Apps for Business |
| • Zane Vredenburg | Art Foundations, Computer Graphics, Digital Photography, Drawing / Painting |
| • Mike Wilson | Technology Coach |

* Indicates members of the High School Leadership Team

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. Updates will be communicated to students / parents & the most up-to-date copy posted on the website.



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GENERAL SCHOOL INFORMATION *(In alphabetical order)*

ADDRESS CHANGES - Report any change in address, telephone number, emergency contact, work numbers, etc. to Jill Frey at 515-252-2480 or jfrey@dmcs.org.

ADMISSIONS POLICY - Admission criteria is based on a partnership between Des Moines Christian School and 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 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.
- Each student gives evidence of a commitment to the learning process based on past records and entrance interviews.
- Each student gives evidence of or potential for emotional stability, a satisfactory behavior record, and adequate social adjustment.

BENEVOLENCE / CHARITABLE ACTS - Organizing meals, volunteer services, or gift cards for a specific family must be approved by the principal. Communication to students / families may be limited to classes, grades, or departments who have a relationship with the family. In accordance with IRS regulations, DMCS does not fundraise cash for specific families.

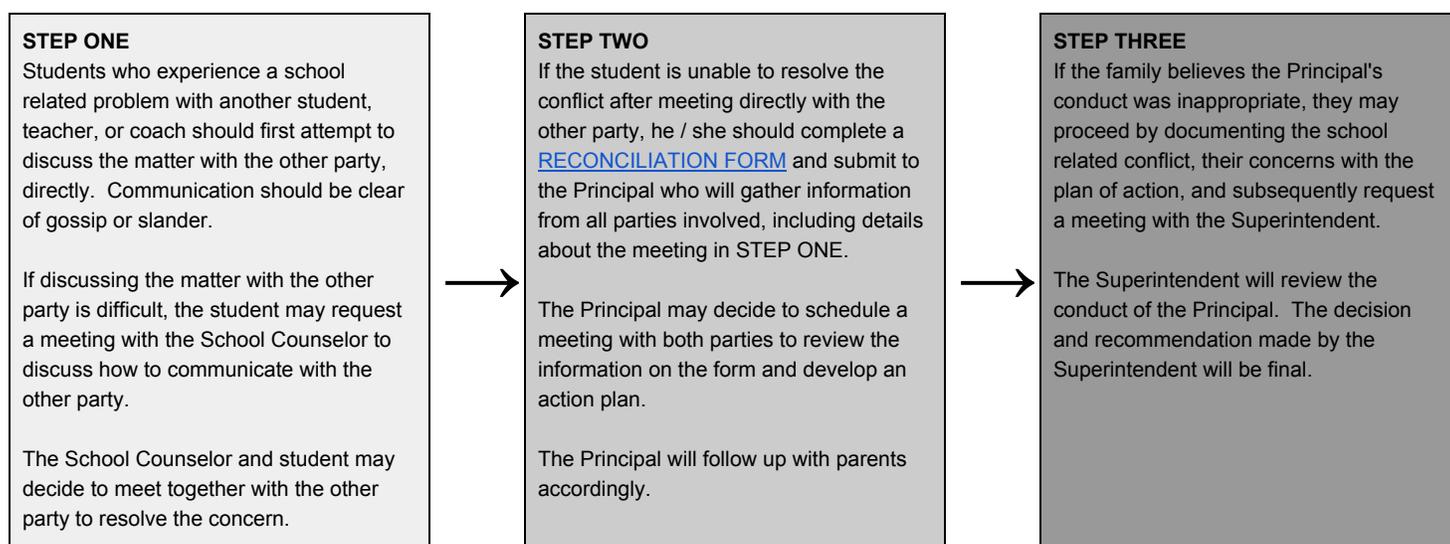
CAR LINE PROCEDURES - Please refer to the [car line map](#) for more information. High school dismisses at 3:00 pm. Students may be picked up at the sidewalk in front of the high school. All drivers will enter through the main entrance from Douglas, located at the 4-way stop sign and exit at the west driveway by the baseball / football fields.



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COMMUNICATION FLOW CHART - Healthy and God-glorifying relationships are the focus of our community. We will be honest with each other while always being kind. When a relationship becomes broken, we will strive to restore it through repentance and forgiveness. 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.



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 and therefore, is not legally bound to follow or comply with Federal 504 legislation. However, we do believe in providing (to the best of our ability) the necessary educational supports for students who need minor accommodations and will document said needs through a DMCS Accommodation Plan.

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

FIELD TRIPS - Classes may take trips to interesting and educational places. Parents will be notified and must sign a permission slip for the student to attend. Students are responsible to the classroom teacher and/or other adult chaperone while on the buses and at the site. DMCS asks that siblings not accompany parent chaperones on field trips.

LUNCH INFORMATION - DMCS has a serving kitchen only. Our hot lunches are prepared by Hy-Vee. Milk is included with each hot lunch and is also available for cold lunch students to purchase. Monthly menus are available on the website. Hot lunch and milk are available daily. Lunch accounts are created for each DMCS family and a family ID # is assigned. This account operates like a checking account where funds are deposited to be available for purchases. Students will be assigned individual lunch ID numbers to purchase their meals, milk and a la carte items. Visit our website home page and link to "School Lunch" for more detailed information on how to maintain your lunch account and how to order hot lunches.

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MUSIC AT EVENTS AND PRACTICES - Students have the opportunity to use music at school events and ballgames. All music that is played should promote our mission or not distract from our mission. Music selections are not limited to Christian artists or to instrumental only music. Playlists used for student activities such as practices, events, dances, and ballgames must be approved in advance by administration.

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.

PORTRAIT OF A GRADUATE - The Portrait of a Graduate reflects Des Moines Christian School's desire for each student to be impacted by the educational experience. God is never done working in us, and graduation is not an end but another beginning. By the grace of God, and in partnership with our parents, our goal is to see our children grow during their experience at Des Moines Christian School and throughout their adult lives.

We desire to see students who are:

- Servant Hearted Leaders
- Critical Thinkers and Effective Communicators
- Accomplished Learners
- Passionate Apprentices of Christ

Each programming decision we make for curriculum, instruction, assessment, athletics, fine arts, or student experiences is made in light of these outcomes and aligned with the mission of DMCS to equip minds nurture hearts to impact the world for Christ.

SCHOOL CALENDAR - The [DMCS Tandem Calendar](#) is a valuable tool for families to stay informed of school events, game schedules, etc; both can be found on the DMCS website.

STAY INFORMED - There are several ways for parents to stay informed about the day-to-day activities in high school.

DAILY ANNOUNCEMENTS – Posted to the DMCS website each morning. This is where we share student birthdays, game results, and other daily happenings. These are read during 1st period homeroom.

PRINCIPAL'S NEWSLETTER - Emailed monthly on Saturday mornings (beginning in September) to communicate upcoming events and news specific to high school. You can view [archived newsletters](#) on our website.

NET CLASSROOM– An online portal for students and parents to access important school information such as assignments, grades, attendance, schedule, announcements, billing statements, transcripts, report cards, and much more. Parents have a separate username/password from students in order to monitor all children or view confidential billing information. [Click here for a tutorial on NetClassroom.](#)

GOOGLE CLASSROOM - A blended learning platform for schools that aims to simplify creating, distributing and grading assignments in a paperless way. [Click here for a tutorial on Google Classroom.](#)

STUDENT RECORDS - DMCS maintains records on each student in order to facilitate the instruction, school 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, educational and vocational plans, honors and activities, 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

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fireproof file at the school, which he / she 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.

TRANSPORTATION TO SCHOOL-SPONSORED EVENTS AND ACTIVITIES - DMCS provides transportation to athletic events and other school activities for all student participants. All student participants are expected to ride the bus to and from the events unless otherwise communicated by administration. If a student misses the bus a parent may drive them to the event. Student conduct rules will apply on all buses.

If DMCS transportation is provided but a student NEEDS to drive himself or herself, the following should be noted:

Parental permission must be granted in writing ahead of time explaining the situation, i.e. doctor appointments, work schedules, student living near the event site, etc. Being given permission to drive themselves does NOT give a student permission to drive other participants. Parents cannot give authorization for students other than their own unless they have written permission from the other parents.

If DMCS transportation is NOT provided the following should be noted:

Participants and parents will be notified if transportation will not be provided to a school event. DMCS will be relieved in such cases of legal responsibility for the actions of student or parent drivers.

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.

FIRE / EVACUATION - Teachers will assist students in identifying exits from each classroom. It is the responsibility of students to know ALL emergency procedures for each room in which he / she has 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 directions.
- Once outside, students will report to their assigned location as an Advisory group and line up single file facing the building.
- Attendance will be taken promptly and reported to the Admin Assistant or designated school official.
- The signal to return to the building will be given when all is clear.

TORNADO

- A series of short blasts will indicate the beginning of a tornado drill.
- Students from class will be directed to the safe zone by their teacher.
- Students must remain quiet and follow further directions from their teacher.
- Lunchroom students will go to the gym locker rooms and storage areas.
- Students should not be in front of doors.
- Students must be in a formed shelter area within 2 minutes.
- A signal will be given when all is clear.

WEATHER RELATED EMERGENCIES - The closing (or early dismissal) of DMCS due to inclement winter weather or other unexpected events will be announced through various sources including DMCS social media (Facebook/Twitter), the school website

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(www.dmcs.org), WHO 1040 AM Radio, WHO TV 13, KCCI TV 8, and the Des Moines Register website. Parents are asked to follow one or more of these information sources should the weather deteriorate during the day.

STUDENT HEALTH / SAFETY PROCEDURES - In alphabetical order

CHECK IN / OUT PROCEDURES – To ensure DMCS can account for the whereabouts of students in their care at all times, students must sign in / out in the office AND parents must notify the office that the student has permission to leave prior to them leaving campus (phone call, note, or email). All part-time students are required to follow the same check in / out procedures.

DAILY SECURITY / VISITORS @ SCHOOL - All DMCS entrances will be locked during the school day. Students / families / visitors need to press a small buzzer outside the entrance and wait for admittance into the building by the office staff. All visitors must sign in at the office and wear a Visitor's badge while in the building. Visitors will wait in the office until teachers / students are available to meet them in the office to visit. Students from other schools and/or alumni may not come to "hang out" during the school day.

ILLNESS OR INJURY - Parents must not send children to school who are ill. Students who become ill at school should report to the school nurse. The school nurse may administer up to 5 doses of ibuprofen or acetaminophen without a doctor's order, with parental permission. All other medication must come to school in the bottle obtained from the pharmacy with the correct prescription label. Over the counter medications must come to school in the original manufacturer's container and with an authorization from the parent and licensed health professional. A parent, adult guardian or authorized emergency contact must give permission for the high school students to sign themselves out; however, the school nurse will have the final say as to whether an ill student is fit to drive home.

PETS AT SCHOOL - Pets brought from home must have proof of rabies vaccination with them AND have prior permission to be on campus from the principal. Students / families must be mindful that some students may have severe pet allergies and cannot have the academic environment contaminated with pet dander, etc. Pets should remain in your vehicle during car line.

PHYSICAL FORCE - Physical force (although not corporal punishment) may be used by school officials in the following situations: To prevent harm or injury to school personnel; To prevent harm or injury to the student; To prevent harm or injury to other students; To prevent vandalism or destruction of school property.

SEARCH OF SCHOOL LOCKERS / SCHOOL FACILITIES - In the interest of maintaining the health, safety, and good order of the school environment, students shall not have prohibited items in their possession or control on school grounds, on school vehicles, or while attending / participating in school activities or events. Prohibited items are such things as tobacco products, beer, wine, alcoholic beverages or controlled substances, controlled substances which have not been validly prescribed, "look alike" tobacco / alcoholic beverages / controlled substances, apparatus used for the administration of controlled substances, weapons, explosives, toy weapons or explosives, poisons, stolen property, or other devices or materials which are intended to interfere with school order. School officials may at any time conduct searches that are essential to the security, discipline, and sound administration of the school and may, without warrant, search a student, student's belongings, student lockers, automobiles on school property, desks, facilities, or work areas under the circumstances outlined below: a) eye witness observation by school personnel; b) information received from a reliable source; c) suspicious behavior by the student; d) the student's past history; e) articulable circumstantial evidence.

Authorized personnel may ask a student to open and / or empty his / her pockets, handbag, briefcase, backpack, or other personal belongings when there is reasonable suspicion that the student has prohibited items in his / her possession. If the student fails to comply, an administrative staff member or his / her designee may search the student or the student's belonging in the presence of another adult. Searches, which involve the removal of clothing such as jackets or socks, shall be conducted by a person of the same sex. Except in cases of emergency (it is believed the student may harm himself / herself or others), other staff members shall not conduct a search. If a prohibited item is found in a personal search, appropriate disciplinary action may be taken. Items, which may be illegal to possess, may be turned over to the proper authorities.

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Periodic inspections of lockers, desks, or other facilities and spaces remain at all times property of DMCS, even though they may be temporarily assigned as a courtesy to students. These facilities are subject to unannounced inspections and students have no legitimate expectations of privacy in these facilities even though they may be locked. Written notice shall be given annually in the form of this handbook to each student and his / her parent or guardian that DMCS may conduct periodic inspections without prior notice of all or a randomly selected number of lockers, desks, or other spaces owned by DMCS. The inspection shall occur in the presence of the student or at least one other person. If prohibited items are found in a periodic search, the student may be subject to appropriate disciplinary action, and items which may be illegal will be turned over to the proper authorities.

ACADEMIC PROGRAM INFORMATION - In alphabetical order

ACADEMICS HONORS - An "Honor Roll" is published at the end of each semester. Students with a semester grade point average of 3.0 to 3.49 qualify for "Honors." Students with a grade point average of 3.5 or above qualify for "High Honors."

NATIONAL HONOR SOCIETY (NHS) - DMCS is a member in good standing with the National Honor Society (NHS). This organization values service, scholarship, character, and leadership. Students with a 3.5 cum GPA are eligible for consideration. A faculty committee reviews the eligible students and reviews standards of service, character, and leadership. Students who are approved are invited to be inducted into NHS at a formal ceremony in the fall.

ADDING OR DROPPING CLASSES - Students have 5 school days to ADD a course; and 10 school days to DROP a course without penalty. Courses dropped after 10 days will result in a grade of "F". The student will be assigned a study hall in place of dropped courses. Full-time students must maintain a minimum course load of five academic courses. If an instructor and the administrator recommend a student withdraw from an academic course later than the tenth day of the semester, the student may withdraw from the course without a grade. In addition, if for medical reasons, a student must drop a course, it may be dropped without a grade.

TO ADD OR DROP A COURSE

- Obtain a drop / add form from the School Counselor
- Have all teachers involved in the schedule change sign the form
- Changes must have parent signature
- Return the form to the school Counselor within the timeline outlined above

Once courses are selected and scheduled, adjustments will be made on a limited basis. The Principal or School Counselor may adjust schedules for reasons deemed appropriate such as unbalanced sections, incomplete schedules, teacher recommendation, computer/clerk error, etc. Schedules will not be changed for the following: a) to accommodate students who want to be with friends or have a more convenient schedule (i.e. seniors who want to avoid an 8:05 am class, etc; b) to accommodate students who prefer another teacher of the same course; c) if the change would overload a class or section.

ADVANCED PLACEMENT - DMCS offers Advanced Placement (AP) and dual credit courses. Advanced Placement courses *may* earn a student college credit if they obtain an established score on the AP test outlined by the college/university in which they are interested in attending. For example, one college/university may require an AP Calculus score of 4 in order for the course to count as college credit. Even if the student does not earn college credit for AP courses, colleges/universities like to see that a student has taken advanced courses while in high school, which may help during admission or the determination of scholarships. At the conclusion of the course, students may elect to take the AP exam (typically early May). The cost of the AP exam is approximately \$87. AP Courses at DMCS: AP Literature, AP Chemistry, AP US History, & AP Calculus*

CONCURRENT ENROLLMENT (i.e. DUAL CREDIT) - Concurrent enrollment or dual credit (high school & college credit) courses are guaranteed to count as college credit as long as the student maintains a passing grade. Des Moines Christian School partners with

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Des Moines Area Community College (DMACC) to provide college credit. Students can gain 3 hours of college credit for approximately \$120. A representative from DMACC will meet with students during the second semester to explain this option and register them for the college credit. DMACC has an established relationship with the Regents Schools of Iowa and therefore, DMACC credits will transfer in the State of Iowa. When considering schools out-of-state, please be advised these classes may transfer as electives rather than core courses. Dual Credit Courses at DMCS: Composition I, Composition II, Creative Writing, Contemporary Literature, AP Calculus*, Pre-Calculus, Statistics, Drawing, Painting, and Graphic Design. (*Offered as both AP and dual credit.

COURSE CATALOG – A course catalog is available on the DMCS website and contains information on course descriptions, activities, and assessments to assist students in planning for high school, college, or career.

EARLY GRADUATION - Students who have satisfied graduation requirements may request early graduation by completing the **EARLY GRADUATION REQUEST FORM**, obtaining parental approval, and meeting with the Principal. Forms may be obtained from the school Office.

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

FLEX SCHEDULE - During the 2018-2019 school year, DMCS High School will implement a new daily schedule to benefit student learning and better prepare students for college and career. Flexible schedule is an alternative schedule option that is making a comeback from its inception in the 1960's and it's changing the way high schools are making the most of one of their most valuable resources today - **TIME**.

One source explains it well with the following -

"In practice, this means flexible class times and varied student groupings. The schedule is made of modules ("mods") of time – 15, 20, or 30 minutes, perhaps. Classes can meet any number of days per week and for different numbers of mods each time. With a Flex Mod schedule, teachers and students can enjoy a variety of class types – large and small group sessions, labs, and personal or individual learning time." (Flex Mod Scheduling Makes a Comeback, Jacob Baumann, 2018)

HOW DOES IT BENEFIT STUDENT LEARNING?

We often hear students and teachers say, "My schedule doesn't have room for anything else" or "There's not enough time for collaboration or real-world activities" or "I don't have time to reteach the concept". A flexible schedule provides opportunities for improved student performance and classroom instruction because it is custom built to meet the needs of students and better fit the course. A systemic move to flexible schedule calls for a mindset shift for teachers, parents, and students BUT it can bring big benefits to student learning some of which include:

Built-in Time: The flexible schedule allows teachers to build in time for intervention, enrichment, Advisory, etc. Students can have additional 1:1 access to teachers for academic development and spiritual growth in addition to time for internships and work study. In addition, students have time to take online classes through colleges and universities to pursue interests and begin their post-secondary education plans.

Future Readiness: The flexible schedule is very similar to college and work schedules students will experience after high school better preparing them to develop time management skills and handle any type of work down the road.

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Teacher Collaboration: The ability to combine large group classes, labs, or small group sessions means teacher collaboration is essential because curriculum, instruction, and assessments must be consistent. Collaboration helps teachers refine their practice, learn from one another, and engage in conversations about student progress.

FLEX DAILY SCHEDULE - Des Moines Christian High School will have modules in 15 minute increments on a five day rotation. The week will still include Advisory and chapel, but the day-to-day will vary. For example, Suzy may have large group chemistry on Monday but be in labs or small study groups the rest of the week at various times. Students will have access to schedules from phones or laptops so they can check their calendar each day and manage their time accordingly.

INDEPENDENT LEARNING TIME / STRUCTURED LEARNING TIME - Students will have time built into their schedule for Independent Learning Time or ILT. This time is an extension of the classroom and teachers will assign work specific for ILT. This gives students the chance to explore material on their own, and if their teacher also has ILT, the student will be able to get one-on-one help from their teacher or a teacher in the same subject. Students also learn valuable time management skills as they manage their time over the course of the flex cycle. Students may choose not to do their work during ILT, but if their grade drops below a 75% in any academic area, they will be assigned Structured Learning Time or SLT.

ILT is a time for students to work independently or in groups outside the classroom. Areas students may be during this time are as follows: 2nd floor in high school, the foyer outside the middle school office, the staircase area near the Wellness Center, and the Trophy Case area. Furniture in the hallways upstairs will be designated as the QUIET ZONE.

SLT is not a punishment; rather it is for students who need a more structured environment to complete work. Students who are in SLT will be assigned to a classroom and must stay in that classroom (unless arrangements are made with a teacher for tutoring) during their SLT. Once a student has a grade above 75% for a week will be released from SLT back into ILT. To avoid confusion, grades will be checked weekly at the same time grades are checked for athletic eligibility.

RECONCILIATION DAYS - Each semester, students will have the opportunity to reconcile schedule conflicts when two mods overlap by collaborating with teachers to find a solution which may include watching recorded videos of class presentations, completing labs at another time, or leaving one class a little early. Solutions are unique to students and courses and will be documented for future reference by students, parents, and school faculty / staff.

GPA & CLASS RANK - At the end of each semester, cumulative grade point averages (GPA) are calculated for each student. These are computed by assigning the corresponding weight to each grade and dividing by the number of grades reported. Effective in the fall of 2017, DMCS will no longer calculate class rank except for the purpose of identifying Valedictorian and Salutatorian for the commencement ceremony.

GRADING SCALE – DMCS uses the traditional grading scale below; however some courses are weighted. Advanced Placement (AP) courses or college-level courses (dual credit) are given an additional weight of one point. For example, an “A” on the standard scale is worth 4 points; an “A” in a weighted course is worth 5 points.



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Grade	Range	Standard GPA	Weighted GPA
A+	98-100	4.33	5.33
A	93-97	4.00	5.00
A-	90-92	3.67	4.67
B+	88-89	3.33	4.33
B	83-87	3.00	4.00
B-	80-82	2.67	3.67
C+	78-79	2.33	3.33
C	73-77	2.00	3.00
C-	70-72	1.67	2.67
D+	68-69	1.33	2.33
D	63-67	1.00	2.00
D-	60-62	0.67	1.67
F	59 or ↓	0.00	0.00

GRADUATION REQUIREMENTS - The school Counselor meets with students prior to course registration each year to review four-year plans and graduation requirements. Parents are encouraged to attend these planning sessions with their student. Look for more information beginning in November or December for Juniors and all other high school students in January or February. Des Moines Christian High School requires a total of 56 credits to graduate; specific classes / requirements can be found on the [DMCS website](#) > SCHOOLS > HIGH SCHOOL > ACADEMICS > GRADUATION REQUIREMENTS.

HOMEWORK & ASSESSMENTS – The DMCS framework for assessing a student’s progress stems from our desire to satisfy the multiple learning styles of each of our students. We employ various types of assessment tools to accomplish this, such as: homework, projects, research papers, collaborative activities, and written tests.

LATE WORK - DMCS employs a gradual release of responsibility from Middle School to High School in the acceptance of late work not related to an absence. In middle school (for example), teachers may allow late work up to the day of the chapter test for either full or partial credit. In high school, teachers may not accept late work. Students are encouraged to read each teacher’s syllabus and become familiar with expectations in each class. For late work related to an absence, see the ATTENDANCE section.

OUTSIDE CREDITS USED TO MEET GRADUATION REQUIREMENTS – Des Moines Christian School recognizes students may be interested in taking courses not offered on the school campus; therefore, students are allowed to take advantage of opportunities through off-campus institutions such as Central Academy, Des Moines Area Community College, Iowa Learning Online, homeschool, etc. DMCS does, however, limit the number of outside credits a student may use to meet DMCS graduation requirements. Outside credits earned under the supervision of a parent or from a non-accredited institution will be added as Pass / Fail, having no bearing on GPA.

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GENERAL GUIDELINES:

- Only 6 non-DMCS credits (those earned off campus and/or through homeschool) may be applied to the DMCS transcript during the high school career (Grades 9-12). Exceptions may be made by Administration with documented PEP, IEP, or accommodations plan. Beginning in the fall of 2019, students will be allowed 4 non-DMCS credits. This change is due to the number of dual credit courses now being offered on-site and intentional investment in program enhancements with the Strategic Academic Plan.
- DMCS minimum residency standards still apply and DMCS classes take precedence. Off campus classes must not put a student below residency requirements or conflict with the DMCS schedule.
- DMCS reserves the right to accept or deny any credits being applied to the DMCS transcript. Students must seek approval prior to taking a class.
- DMCS reserves the right to test the student's mastery of material. Students seeking to graduate from DMCS may be asked to repeat a course or complete additional coursework to satisfy competency in a subject area.

HOMESCHOOL GUIDELINES – Students who wish to homeschool a course must complete the [HOMESCHOOL REQUEST FORM](#) and turn into the Office within the drop / add deadline each semester. DMCS allows students to homeschool courses with the exception of Bible and Fitness. These homeschool courses may apply toward high school graduation requirements as deemed appropriate by the Administration. The school reserves the right to test the student's mastery of material prior to awarding credit. Students who wish to graduate from DMCS may be asked to repeat a course or complete additional coursework to satisfy competency in a subject area. All homeschool courses taken to fulfill DMCS graduation requirements must meet the curriculum standards set by the school. The following information for each homeschool course must be submitted to the school Office and approved by Administration BEFORE the course will be added to the transcript:

- **TOTAL HOURS** – The total number of instructional hours and homework hours per week.
- **EVIDENCE OF LEARNING** – Provide evidence of student learning such as homework, tests, or journals and a log to document the time spent on the course each week.
- **PASS / FAIL ONLY** – Homeschool courses taken under the supervision of a parent will only be counted on a Pass/Fail basis, which does not impact high school GPA.

PSAT - The PSAT is offered as part of the SAT Suite of Assessments and is accepted by colleges and universities. DMCS will use it as an assessment tool for students in grades 9-11 on October 10, 2018. The assessment provides feedback to help students stay on course, provide information to teacher about how to adjust instruction for students, and assist counselors in identifying students likely to succeed in certain AP courses. The National Merit Scholarship Program uses the PSAT / NMSQT scores to identify candidates who may be eligible to receive scholarships offered by College Board partners. For more information, families can visit <https://collegereadiness.collegeboard.org/>.

RESOURCE - DMCS offers limited resource support for students who need assistance with time management, study skills, and accommodation plans. Families who are interested in learning more should contact the school counselor for placement.

SCHOOL COUNSELORS - School counselors support students in acquiring foundational skills during high school and provide other supports to help students on the way to a postsecondary institution. DMCS provides two full time high school counselors focused on academic planning for college and career readiness as well as the social / emotional / spiritual development of students. Postsecondary exploration and planning activities are delivered through individual planning sessions and school wide programming such as internships, college visits, classes offered through community colleges, and advisory curriculum.

SCHOOL DAY - The high school day is 8:05 am - 3:00 pm with the exception of Early Bird classes that begin at 7:15 am. Students who arrive prior to 8:05 am or leave after 3:00 pm may sit in collaborative spaces in the middle school and high school. The HS office is open from 7:30 am - 4:00 pm, Monday through Friday. There are a few occasions where offices may be closed for holidays, etc.

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SEMESTER FINALS – Des Moines Christian School gives semester finals designed to review and reinforce learning from the entire semester. The modified schedule will be communicated through Principal newsletters as well as the [DMCS Tandem Calendar](#).

TESTING DATES - Semester 1 finals are December 19-21; Semester 2 finals are May 20-22.

MISSING SEMESTER FINALS – Semester finals comprise 16% of the student's semester grade; therefore, attendance is mandatory. Families may request an alternate finals schedule for their student by completing the [REQUEST TO RESCHEDULE FORM](#), which must be submitted to the Principal for approval **30 school days prior to the first day of finals** (November 2, 2018 & April 4, 2019) to finals with supporting evidence such as airline tickets, camps counselor schedule, etc showing the need to reschedule. Requests may be denied by administration.

TRANSCRIPTS - Transcripts are posted to Net Classroom for viewing at the end of each semester. Semester grades will not be changed, except for clerical errors.

SENIORS - In alphabetical order

Des Moines Christian School is structured for Seniors to have flexible schedules. With this framework, it is vital to have Senior involvement in mentoring / leading younger students on campus. The following guidelines are in place to ensure Seniors stay connected in the community, have the opportunity to lead, and have a great conclusion to their high school education.

ADVISORY & CHAPEL GUIDELINES – Seniors are expected to attend Advisory and Chapel. Attendance will be taken and absences will be treated as unexcused absences. See the attendance section for more information regarding discipline procedures.

MINIMUM RESIDENCY – A minimum residency requirement of 4 academic classes must be maintained during each semester of the Senior year. Study hall (or study skills) is not considered an academic class for the purpose of this requirement.

SENIOR CLASS TRIP – DMCS provides the opportunity for the Senior class to celebrate and reflect upon the Portrait of a Graduate and Lord's faithfulness in the lives of the students through an annual class trip. General expectations include:

- The trip is optional.
- Students / families are responsible for all costs associated with the trip
- Students are expected to follow DMCS Student Code of Conduct guidelines while on the trip
- Students / families are responsible for any costs associated with sending a student home early for failure to follow the Student Code of Conduct
- Students who are on Behavior Probation, Academic Probation, or whose family is not in good standing financially may not attend. Any payments made prior to Administration's decision that a student may not attend would be forfeit.

SPIRITUAL FORMATION - In alphabetical order

ADVISORY - Students will gather in gender and age specific small groups once every five days in the flex schedule. Faculty and staff advisors use curriculum focused on college and career readiness skills that will equip students with skills such as perseverance, hope, gratitude, passion, social intelligence, and self-control. As students learn these skills through a biblical worldview, the focus is that they have been created on purpose for a purpose. As graduates they will demonstrate confidence and security in their identity as a child of God. They will seek, discern, and obey promptings of the Holy Spirit and His calling upon their lives.

SPIRITUAL EMPHASIS - Spiritual Emphasis is intentionally planned each fall to focus nurturing hearts and impacting the world for Christ. For two days, high school students take a break from the regular routine to serve in the metro community and participate in



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spiritual retreat of sorts with a main session speaker and general breakout sessions. The event provides great opportunity to build unity and community amongst the student body to enhance the student experience and fulfill the mission of the school.

WORLDVIEW - Worldview occurs each spring and similar to Spiritual Emphasis, students are provided a break from the normal routine to listen to a worldview speaker discuss a challenging topic of our culture. Recent worldview speakers include Brett Kunkle from Stand to Reason and Mark Vance from Cornerstone Church.

STUDENT BEHAVIOR - POLICIES & PROCEDURES

DMCS STUDENT CODE OF CONDUCT - Upon enrollment, families choose to enter into a partnership with Des Moines Christian School as stewards of the mission. Since students may be at different phases in their spiritual formation, behavior expectations and policies are focused on growing and promoting followers of Christ who become passionate about a positive school culture & climate. As Christ followers, we are committed to:

- **DEMONSTRATING PROPER RESPECT** for God, for others, for school policies / procedures, and for school property.
- **BEING HONEST** in all situations, including the completion of classroom assignments, taking of tests / assessments, and in relationships that are part of our school community.
- **ACTING WITH INTEGRITY** by using language and displaying character that demonstrates we are followers of Christ.
- **COOPERATING** with faculty and staff in achieving the goals of DMCS regarding conduct, performance, and attitude.
- **PUTTING FORTH EFFORT** and using the gifts God has given us to the best of our ability in accordance with God's will for our lives.

Aligning to these commitments is a choice. Families who are unwilling to partner with Des Moines Christian and / or students who demonstrate a pattern of behavior or attitude that reflects an unwillingness to comply with the Student Code of Conduct will be asked to withdraw or be faced with expulsion. In the event that a student chooses to withdraw prior to a recommended expulsion or is expelled, he / she may reapply for admittance after one full semester has passed. A probationary period may be used as a condition of readmittance.

DISCIPLINE PROCEDURES - Student conduct at DMCS is divided into two categories - Tier I and Tier II. Tier I behaviors are serious but can often be corrected through discipline and counseling from advisors, parents, and mentors. Tier II behaviors are considered serious because they threaten the safety and security of others within the school community and expose our culture to mockers and scorners of the Christian faith. Students who violate standards in either category will be subject to discipline as deemed appropriate by the administration.

- **WARNING:** Many student behaviors can be addressed through conversations between teachers and students in which warning are issued, expectations are clarified, and students are coached on appropriate behaviors as Christ followers. These are mentoring in nature and may include the Advisor, school Counselor, or Principal. Warnings are recorded in the student database to track patterns of behavior. If the behavior continues after several warnings, a detention will be issued and a parents will be notified.
- **DETENTION:** Detentions are scheduled for 30 to 60 minutes and served on Tuesdays and Thursday after school, regardless of the student activity. Students will be responsible for contacting coaches to notify them they will be missing practice or a bus departure for a detention. Should they miss a bus departure for a game, they would be responsible for arranging alternate transportation.
- **PROBATION:**

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- BEHAVIOR PROBATION - Students who repeatedly violate the Student Code of Conduct will be placed on Behavior Probation for one semester. Specific terms of probation are determined by Administration and will include loss of privileges such as open campus, leadership / captain roles, positions on Student Council or Worship Team, denial for mission trip or senior trip travel, etc. Students who do not meet the terms of probation will not be invited to return for the following semester.
- ACADEMIC PROBATION - Students who have poor grades (D or F) in more than one class at the end of a term will be placed on Academic Probation for one semester. Specific terms of probation are determined by Administration. Students who do not meet the terms of probation will not be invited to return for the following semester.
- **SUSPENSION:**
 - IN-SCHOOL SUSPENSION (ISS) - Students separated from others and required to complete all schoolwork they miss while suspended. The homework is due the day the student returns to class after the suspension.
 - OUT-OF-SCHOOL SUSPENSION (OSS) - Students are removed from school property while conversations take place about whether or not they may return. Any work missed during OSS may be made up for full credit and is due the day the student returns to class after the suspension.
- **EXPULSION** - Administration may, at any time, determine a student (or family) is not in unity with Des Moines Christian School and recommend expulsion to the Superintendent. The Superintendent's decision is final.

TIER I BEHAVIORS - Listed in alphabetical order

In general, the following would result in warnings from faculty or staff before progressing to detentions and further disciplinary action; however, administration reserves the right to assign consequences they deem appropriate based on student or family responses to warnings.

ATTENDANCE

Independent Accreditation assurances through the State of Iowa require attendance of all regularly enrolled students for the entire time when school is in session during the regular school year. Students are expected to attend classes regularly and be on time in order for them to receive maximum benefits of the educational program, develop habits of punctuality, self-discipline, and responsibility, and to assist in minimizing disruptions to the educational environment. When a student must be absent from school, a parent or guardian must:

1. Phone the office before 9:00 am of the day the student is absent. Messages may be left on voicemail OR [submitted online](#).
2. The parent or guardian should give the following information when calling: their name, student name & grade, hours of absence, and one of the following reasons for the absence.

COLLEGE VISIT - Seniors are allotted FOUR days for college visits per year; Juniors are allotted TWO.

EXCESSIVE ABSENCES - When a student has reached an excessive number of absences (10 days in one class period) per semester, Administration will examine the reason(s) for the absences and identify interventions to support better attendance. If it is determined further support is needed, Administration will notify parents that documentation is necessary to excuse absences. Documentation includes notes from medical professionals verifying an illness or appointment. Excessive absences could result in Behavior Probation.

EXCUSED ABSENCE - Students may be excused from attendance for illness, family emergency, medical appointments which cannot be scheduled outside school hours, or other reasons which can be justified from an educational standpoint and for which approval is given by the student's parents and administration, including family vacations. Parents shall verify consent to the absence via email or by telephone.

MAKE UP WORK FROM ABSENCES - All work missed due to absences, excused or unexcused, may be completed for credit. A reasonable deadline of 1-2 days will be expected for work to be turned in (including vacation). Teachers may choose to extend the deadline for prolonged illnesses. If the work is not completed in a timely manner, the student shall receive a "0" for the work.



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	<p>SCHOOL ACTIVITY - When students are absent for school athletics / activities such as Basketball, Show Choir, Victory, etc.</p> <p>UNEXCUSED ABSENCE - See TRUANCY section in Tier I.</p>
CAMPUS STEWARDSHIP	<p>Students are expected to be good stewards with DMCS property and spaces provided for their student experience. DMCS staff go through the building each evening. All items found in hallways, on top of lockers, in locker rooms or the gym, etc will be placed in the Lost and Found. Unclaimed items will be thrown away at the end of each week.</p>
DANCES	<p>If a DMCS student wishes to bring a non-DMCS student as their date, an OUTSIDE GUEST APPROVAL FORM must be completed two-weeks prior to the event for administrative approval. Administration may deny any outside date request for behaviors which contradict the DMCS Student Code of Conduct. Students will receive a wristband at the door. If they are behaving inappropriately, the wristband will be cut off as a warning. Should they repeat the behavior, they will be asked to leave. Tickets will not be refunded.</p> <p>HOMECOMING – The Homecoming dance is held during the fall for Grades 9-12, Homecoming has become a highlight of the year. The senior class selects the Homecoming court and presents to the student body for a vote. The king and queen are crowned at the Homecoming football game. Student Council has the responsibility for planning Homecoming events.</p> <p>PROM – This is the last major social activity of the school year and is held in honor of the departing senior class. The junior class plans and conducts Prom and After Prom. The dance is for JRs and SRs only; Sophomores may attend if asked by a JR or SR.</p> <p>DRESS CODE FOR DANCES - We recognize fashion trends change from year-to-year; however, we do expect students to put forth exceptional effort in making dresses appropriate for school functions. Dresses must cover cleavage, stomach, lower back, and upper thigh. Dresses with sheer sections or cut outs in the chest, stomach, or lower back must have colored fabric panels (not nude panels) sewn in or attached in such a way that they stay during the dance. Strapless dresses are acceptable.</p>
DRESS CODE	<p>GENERAL EXPECTATIONS - Students are expected to dress and groom themselves in a way that is gender appropriate, not offensive, not distracting to the learning environment, and not in a way that draws undue attention to himself / herself detracting from the oneness of community. Clothing must serve the purpose of protection and privacy at school and school sponsored events such as dances, games, concerts, etc. For safety purposes, shoes must be worn at all times.</p> <p>CHAPEL - Chapel attire is worn for the entire school day (including part-time students) and cannot be covered by outerwear.</p> <ul style="list-style-type: none"> • BOYS – Khaki pants or shorts with an official DMCS Land's End or Kindy's item. • GIRLS - Khaki pants, capris, or shorts (minimum 4" inseam) with an official DMCS Land's End or Kindy's item. <p>CLOTHING THAT MAY <u>NOT</u> BE WORN - Examples are provided but are not all inclusive.</p> <ul style="list-style-type: none"> • Clothing which promotes illegal use of drugs, alcohol, tobacco, or look alike substances. • Clothing which displays obscene material, profanity, vulgar statements, satanic symbols, gang symbols, hate messages, sexual innuendos, suicide, violent messages, non-Christian values, or other messages interpreted as being inappropriate or offensive. • Clothing that calls attention to anatomical details such as bodysuits, tight t-shirts, tank tops with straps less than 3 fingers wide, leggings (unless worn under dresses or skirts with a minimum 4 inch inseam), or knit joggers. • Clothing that exposes underwear such as bras, bralettes, or boxers. • Shirts that expose the midriff or are backless, strapless, halter top, open mesh or sheer (unless worn with proper tank - see above). • Bottoms that are shorter than a 4 inch inseam including track shorts, athletic shorts, and mini skirts or jeans with holes above the knees (unless they have patches underneath). • Masks, hoods, hats, and sunglasses <i>during the school day</i>. • Gauges, earrings for boys, or facial piercings. Tattoos must be covered.

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	<p>HAIR - Hair must be clean, well groomed, and kept out of the face for both male and female students. Boys may wear their hair longer; however, it may not go past the top of their shoulders. “Man buns” are acceptable to keep hair out of the face. If boys have facial hair, it must be neatly trimmed.</p> <p>FITNESS, REHEARSALS, & PRACTICES - Clothing may be activity-specific and activity-appropriate. Spandex may not be worn as the sole garment but may be worn under shorts; girls may not wear shirts that show sports bras or leggings; boys may not wear ripped shirts that show midriffs, sides, etc.</p>
DRIVING / PARKING	<p>As a campus with 2-year olds to 18-year olds, courtesy and careful driving are necessities in our school parking lot. Students may not park in designated visitor spots during school hours from 7:00 am - 4:00 pm. During the school day, students should only park in the yellow, numbered spot assigned to them. To receive a parking tag, students must have a valid driver’s license or school permit and register their vehicle with the Office. Students must get permission from the Office prior to going to their car during the school day. Reckless driving, speeding, leaving school without proper authorization, or failure to follow any of our driving policies may result in termination of the permission to drive to school and / or a parking fine.</p>
LOCKERS	<p>Students must assume personal responsibility for the safekeeping of all personal articles brought from home as well as those assigned to them by the school.</p> <ul style="list-style-type: none"> • Tops of lockers will be cleared at the end of each school day. Items left at the end of the week will be thrown away. • Don’t bring money except for school purposes. • Lock your lockers. Only school-issued locks can be used. They can be requested and checked out from the office. A fine will be charged at the end of the year if the lock is not returned. • Report lost or stolen articles immediately. • Clearly mark all personal possessions for easy identification.
LOUD, BOISTEROUS CONDUCT / PROFANITY	<p>Loud or boisterous conduct disturbs the learning environment and threatens Christian community. This includes temper tantrums, disturbing classes or meetings, running in hallways or stairways, verbal or physical behavior which results in inappropriately exuberant, disorderly, or rowdy actions or reactions, profanity, or vulgar language within the building at DMCS as well as away games, etc.</p>
LUNCH	<p>Students in Grades 9-12 will eat in one of the collaborative spaces in middle school or high school during lunch. Classrooms are only open at lunch if permission is granted by the teacher and he / she is supervising the room. Students are expected to be good stewards of the facility and clean up after themselves.</p>
OPEN CAMPUS	<p>Open campus is a privilege given to Seniors. It may also be extended to students in Grades 9-11 on a case-by-case basis. The privilege may be revoked by Administration or parents at any time. Reasons to revoke privilege include but are not limited to:</p> <ul style="list-style-type: none"> • Repeated Student Code of Conduct violations • Grades (D’s and F’s) • Academic Probation • Behavior Probation <p>Parents / students must sign and return the OPEN CAMPUS PERMISSION FORM. Students are expected to follow check in / check out procedures outlined in the student handbook. IF Seniors stay at school during a period in which they are not scheduled to be in class, they must sit in one of the collaborative spaces in either middle school or high school and are not to disrupt the learning environment for other students.</p>
TARDIES	<p>Students are expected to be in classes on time, including Early Bird. A tardy is defined as being up to 15 minutes late to class. Students may be assigned a TWP when they are arriving from an appointment, they are kept late by another teacher, the community is having widespread weather / traffic issues or other reasons as determined by Administration. After 15 minutes, the tardy would become an absence (see attendance category above). Any tardy not approved by the classroom teacher or administration shall be treated as an unexcused tardy and subject to discipline.</p>



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	<p>EXCESSIVE TARDIES - When a student has reached an excessive number of tardies (10 in one class period) per semester, Administration will examine the reason(s) for the tardies and identify interventions to support better attendance. If it is determined further support is needed, Administration will notify parents that documentation is necessary to excuse tardiness. Documentation includes notes from medical professionals verifying an illness or appointment. Excessive tardies could result in Behavior Probation.</p>
TECHNOLOGY	<p>Students are responsible for positive, honorable, and mature use of technology (personal and school owned devices). At no time are students or visitors authorized to video capture, photograph, or audio record others in the school building, on school property, or at school activities (unless recording a public performance such as a game, play, concert, assembly, etc) without the consent of a teacher, coach, or administrator. Video, pictures, or audio of the locker room or restroom is strictly prohibited.</p> <p>CELL PHONES / SMART WATCHES - Cell phones may not be used during class (this includes listening to music). Smartwatches are considered a cell phone when used for texting or calling. Phones confiscated during class will be sent to the office.</p> <p>BYOD (BRING YOUR OWN DEVICE) - The student is fully responsible, at all times, for the personally owned device brought to school. DMCS is not liable for any loss/damage/theft of a personally owned device. The student is responsible for proper care of his / her personal device, including costs of repair, replacement, or modifications needed to use the device at school.</p> <p>SCHOOL LEASED DEVICES - The student is fully responsible, at all times, for the use of the school leased device (including charger & extension cord). The student is responsible for proper care of the school issued device, including costs of repair, replacement, or modifications needed. Since this is school property, laptops may not be personalized with stickers, etc. Students may purchase covers to decorate.</p>

TIER II BEHAVIORS - Listed in alphabetical order

The following may result in suspension and/or expulsion.

ALCOHOL	<p>The distribution, dispensing, manufacture, possession, use, or being under the influence of beer, wine, alcohol, or "look alike" substances that appear to be beer, wine, or alcohol by students is prohibited. "Possession" includes being in the presence of a prohibited substance if the student has either direct or shared control of the substance, or has knowledge of the presence of it and fails to promptly act to remove himself or herself from the offending premises.</p>
BULLYING / HARASSMENT	<p>Bullying and harassment are defined as any systemic or chronic conduct that physically, emotionally, or mentally harms a student or creates an intimidating or hostile environment that interferes with the student's educational opportunities. It involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Bullying includes making threats, spreading rumors, and excluding someone from a group on purpose. Harassment includes digital / physical / verbal / sexual attacks, unwanted sexual advances, writing about such attacks, or talking about injuring another student.</p> <p>Suspected bullying or harassment should be formally reported to school officials in a letter identifying the student(s), the behavior, the effect on the victim, dates of occurrence, and any evidence demonstrating said behavior. Suspected incidents will be promptly and thoroughly investigated. Investigators will consider the totality of the circumstances presented in determining whether conduct objectively constitutes bullying under this policy.</p>
CHEATING / PLAGIARISM	<p>Academic integrity is taken seriously at DMCS and includes cheating and plagiarism. Cheating is defined as acting dishonestly or unfairly in order to gain an advantage. Plagiarism is defined as the practice of taking someone else's work or ideas and passing them off as one's own. The following are examples of cheating and/or plagiarism: copying someone else's assignment and turning it in as your own, copying words or ideas from someone else without giving credit, failing to put a quotation in quotation marks, giving incorrect information about the source or quotation, changing words but copying the sentence structure of a source without giving credit, or copying the majority of your work from another source, whether you give credit or not.</p>



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DESTRUCTION OF PROPERTY	DMCS students are expected to be good stewards with school property and the items of its community members. Damaging the property of the school or other individuals is unacceptable. This includes writing, making marks or drawing on walls, furniture, fixtures, lockers, etc. The school may require the student to make restitution for damaged property.
DISRESPECTFUL BEHAVIOR	Racial, ethnic, sexual, or cultural slurs, derogatory or disrespectful statements are damaging to Christian community and is not acceptable. This includes behavior within the building at DMCS as well as the way we treat others at away games, etc.
DRUGS	The distribution, dispensing, manufacture, possession, use, or being under the influence of over the counter or prescription drugs when used for improper purposes, other controlled substances, or "look alike" substances that appear to be controlled substances by students is prohibited. "Possession" includes being in the presence of a prohibited substance if the student has either direct or shared control of the substance, or has knowledge of the presence of it and fails to promptly act to remove himself or herself from the offending premises.
EXCESSIVE DISCIPLINE	Excessive behavior problems is defined as repeated detentions, in-school suspensions, or other school related discipline related to Student Code of Conduct.
FIGHTING	Fighting is defined as the act of fighting or displaying aggression with another student and / or school employee.
INTERFERING WITH SCHOOL PURPOSES	Malicious activities that interfere with school purposes will be subject to discipline. Examples of said malicious behavior include, but are not limited to: making a false fire alarm or pulling the fire alarm, conveying bomb threats, setting fire to items within or around the school..
LYING	Trust is essential to Christian community and being honest with the teacher or principal when being questioned is expected.
PRANKS	Pranks can have the opportunity to create positive memories (i.e. Senior prank). Any prank against the school must be pre-approved by Administration to ensure illegal or criminal behavior does not occur such as destruction to school or personal property.
THEFT	Theft is defined as taking the school's property or someone else's property without permission.
TOBACCO	DMCS facilities and grounds, including school vehicles and personal vehicles while on DMCS grounds, are off limits for tobacco use. This requirement extends to students, employees and visitors. This policy applies at all times, including school-sponsored and non-school-sponsored events. For purposes of this policy, "tobacco" is defined as any product that is made from or derived from tobacco, or that contains nicotine, that is intended for human consumption or is likely to be consumed, whether smoked, heated, chewed, absorbed, dissolved, inhaled or ingested by any other means, including, but not limited to, a cigarette, a cigar, pipe tobacco, chewing tobacco, snuff, or snus. 'Tobacco' also means electronic smoking devices and any component or accessory used in the consumption of a tobacco product, such as filters, rolling papers, pipes, and substances used in electronic smoking devices, whether or not they contain nicotine. "Electronic Smoking Devices" means any device that can be used to deliver an aerosolized solution that may or may not contain nicotine to the person inhaling from the device, including, but not limited to, an e-cigarette, e-cigar, e-pipe, vape pen, e-hookah or other simulated smoking device. The distribution, dispensing, manufacture, possession, use, or being under the influence of tobacco, nicotine products, e-cigarettes, or "look alike" substances that appear to be tobacco by students is prohibited. "Possession" includes being in the presence of a prohibited substance if the student has either direct or shared control of the substance, or has knowledge of the presence of it and fails to promptly act to remove himself or herself from the offending premises.
TRUANCY	Truancy is any intentional, unjustified, unauthorized, or illegal absence from school and usually does not have a legitimate reason for the absence (illness, appointment, vacation, or emergency). Any absence from school or a class without Administrator approval shall be considered unexcused / truant.
WEAPONS	Students will not be permitted, under any circumstances, to bring objects, which can be used as dangerous weapons onto school property. These include, but are not limited to: firearms, fireworks, air guns (BB, pellet, or other projectile), slingshot, chains, knives, etc.

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. Updates will be communicated to students / parents & the most up-to-date copy posted on the website.



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STUDENT EXPERIENCE - ATHLETICS & ACTIVITIES - In alphabetical order

ABOUT - DMCS seeks to promote the development of the whole person through a variety of programs and activities. Participation in the life of DMCS outside the classroom gives our students a chance to explore the many talents God has given them. Our membership in the West Central Activities Conference (WCAC) allows the students to compete in sports, fine arts and academic competitions. [Click here for more information about the athletics and activities offered at DMCS.](#)

ACADEMIC ELIGIBILITY TO PARTICIPATE IN ACTIVITIES - The eligibility standard for participation in athletics & activities is to maintain a minimum GPA of 1.67 (C-) and have no "F's" on a weekly basis. An "F" is a cumulative grade in the class and not an individual test or assignment grade. The eligibility report will be generated Wednesday mornings.

ATHLETIC PROBATION: If a student does not meet the eligibility standards outlined above when the report is generated, they will be placed on probation for the following week. The probation period will begin on Wednesday and end on the following Wednesday. Students may participate in practices and games while on probation.

INELIGIBLE: If a student continues to not meet the eligibility standard outlined above when the report is generated, they will be considered ineligible, but only if the failing grade is in the same subject area as the week before. Ineligible is defined as no participation in performances/games until the conditions for eligibility are met (no F's or a GPA greater than 1.67). This policy covers all non-graded school activities such as sports, student council, worship team, drama, etc.

SUMMER ATHLETICS & ACTIVITIES: The eligibility for summer sports is slightly different. If a student fails 2nd semester of a class, they are ineligible for 30 days according to rules from the IHSAA and IGSAU.

ATTENDANCE POLICY TO PARTICIPATE IN EXTRACURRICULAR ACTIVITIES - Students are required to be in attendance for 50% of their scheduled classes to participate in extracurricular activities. A written request is required from the parent with evidence of mitigating circumstances to be considered by for an administrative exemption to this rule. Coaches and Directors are responsible for verifying attendance of their players/participants on the day of an event.

ATHLETIC / ACTIVITY FEES - An athletic / activity fee is collected annually for each sport in which the student competes and show choir. This fee is set by the DMCS Board of Directors and supplements the overall cost of athletics and student activities. Fees are billed to the student's account and are only refunded if an athlete quits before participating in a competition. An athletic fee will also be assessed on the accounts of students participating in our Cooperative Sharing Agreement with Urbandale/Johnston to offset the fee those schools charge DMCS.

ATHLETIC DOCUMENTS - The Iowa High School Athletic Association (IHSAA) mandates all student athletes to have the following three documents on file with their school in order to participate (including practice) in any school athletic programs:

1. **Athletic Preparticipation Physical Exam:** Valid for 12 months + 30 days from date of exam.
2. **Head Concussion Information Form:** Signed by both parent and student.
3. **Student Accident Insurance Waiver**

CONCUSSION PROTOCOL - DMCS will implement the following return to participation / school protocol following a concussion made on an individual basis by licensed health care providers. Medical experts in concussion believe a concussed student should meet all of the following criteria in order to return to activity / school.

- Asymptomatic at rest and with exertion (including mental exertion in school) AND have written clearance from a physician, physician's assistant, or licensed athletic trainer. Written clearance to return by one of these licensed health care providers is required by Iowa Code 280.13C.



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- Once criteria above are met, the student should return to full activity following the steps detailed below. A licensed health care provider should closely supervise this progression.
- Licensed health care providers' clinical judgement may affect the return to participation protocol.

RETURN TO SCHOOL / LEARNING: Student must complete physical and cognitive rest. There should be no exertional activity (activities requiring concentration, attention, worsens symptoms, or delays healing) until the student is asymptomatic.

STEP ONE - Students are symptom free for 24 hours with no medication and must have physical / cognitive rest. This means a strict adherence to no activity policy.

STEP TWO - Students may return to school with no symptoms and no medication.

RETURN TO ACTIVITY: Students will follow a return to activity protocol outlined by a healthcare professional that includes progression from low impact aerobic exercise to a full return to normal competition.

STEP ONE = Low impact, light aerobic exercise (Goal: Increase Heart Rate). Athlete will complete a 5-20 minutes on a stationary bike, walking, jogging, or swimming. No weight room, no jumping, no high intense running or resistance.

STEP TWO - Basic, moderate exercise (Goal: Add Movement). Sport specific drills and no contact drills open (no equipment). Light weight training may begin.

STEP THREE - Return to practice (Goal: Coordination and Cognitive Load). Non contact practice drills, no scrimmages. Athlete is released to use equipment and condition with the team until they begin contact sports, then athlete switches to individual workout.

STEP FOUR - Return to practice with medical clearance (Goal: Build Confidence and Assess Function). Controlled return to full practice with full contact drills and full weight training.

STEP FIVE - Normal competition in a contest.

GOOD CONDUCT RULE

To retain eligibility for participation in Des Moines Christian extracurricular activities, students must conduct themselves as good citizens both in and out of school at all times. Students who represent the school in an activity are expected to serve as good role models to other students and to members of the community.

Claims of Good Conduct Rule violations will be investigated. Students will have the opportunity to hear the allegation and provided the opportunity to share their side of the story. If claims are substantiated, student(s) will be deemed ineligible for a period of time, as described below. A student may lose eligibility under the Good Conduct Rule for any of the following behaviors:

- Possession, use, or purchase of tobacco products (or look alike products), regardless of the student's age
- Possession, use, or purchase of alcoholic beverages (having odor of alcohol on one's breath is evidence of "use")
- Being in attendance at a function or party where the student knows or has reason to know that alcohol or other drugs are being consumed illegally by minors and failing to leave despite having a reasonable opportunity to do so
- Possession, use, purchase, or attempted sale/purchase of illegal drugs, or unauthorized possession, use, purchase, or attempted sale/purchase of otherwise lawful drugs
- Engaging in any act that would be grounds for arrest or citation in criminal or juvenile court system (excluding minor offenses such as traffic or hunting/fishing violations), regardless of whether the student was cited, arrested, convicted, or adjudicated for the act(s)
- Exceedingly inappropriate or offensive conduct such as assaulting staff / students, gross insubordination (talking back or refusing to cooperate with authorities), hazing or harassment of others. Such harassment does not have to rise to the level of violating the school's anti-bullying / harassment policy, but rather may include inappropriate and/or disparaging comments to or about others, whether made verbally, in writing, or by electronic means (e.g. text messages, email, or posting on social media). Examples of such harassment includes, but is not limited to: threats, inappropriate comments about the traits of an individual or group; creating parodies to make fun of others; posting or otherwise sharing potentially embarrassing photos,



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drawings, videos, or depictions of others without permission. NOTE: This could include group conduct. This rule is not intended to prevent a student from expressing his / her religious or political beliefs.

If a student transfers from another Iowa school or school district and the student has not yet completed a period of ineligibility for a violation of a Good Conduct Rule in the previous school, the student shall be ineligible if administration determines there is general knowledge in our school district of the fact that the student was in violation in a previous district.

PENALTIES - A student who, after an interview with administration, is found to have violated the Good Conduct Rule will be subject to the following:

- **FIRST OFFENSE WITHIN STUDENT'S HIGH SCHOOL CAREER** = Suspended up to 30% of the current season (including any post season competition).
- **SECOND OFFENSE WITHIN STUDENT'S HIGH SCHOOL CAREER** = Suspended up to 60% of the current season (including any post season competition).
- **THIRD OFFENSE WITHIN STUDENT'S HIGH SCHOOL CAREER** = The student will be suspended for the remainder of his / her high school career.

Ineligibility must be served before an athlete participates in any other sport. If the athlete is suspended at the end of one season or school year, then the ineligibility will carry over to the next sport or school year. An ineligible student may attend all practices or rehearsals but may not "suit up" nor perform / participate in the sport or activity, including travel to away games or performances. Students who are ineligible at the end of a sport or activity shall not receive a letter or award for that activity.

ADMISSION PRIOR TO DETERMINATION (SELF-REPORTING): If a student comes forward to a coach, administrator, or athletic director to admit (self-report) a violation of the Good Conduct Rule prior to a finding of guilt by the administration, the student's penalty may be reduced up to 15% for first offense and 30% for second offense.

ADDITIONAL EXPECTATIONS FOR STUDENT BEHAVIOR - The following is a list of violations that are detrimental to the witness and testimony of DMCS.

INAPPROPRIATE LANGUAGE (PROFANITY), POOR ATTITUDE, POOR SPORTSMANSHIP, RETALIATION, TAUNTING, and TECHNICAL FOUL*

- **FIRST OFFENSE** = Coach and/or Director will meet with the student to discuss the behavior and review the student expectations.
- **SECOND OFFENSE** = Coach and/or Director will meet with the student / parents to discuss disciplinary steps which may include 1-2 game suspensions.
- **THIRD OFFENSE** = Coach and/or Director will meet with the student / parents to discuss disciplinary steps which may include a 3-5 game suspension.

**Technical fouls will be reviewed by the Athletic Director who will determine the severity of the foul.*

NATIONAL COLLEGIATE ATHLETIC ASSOCIATION (NCAA) ELIGIBILITY - Any student athlete desiring to compete for an NCAA institution must register with the NCAA Clearinghouse. Specific guidelines must be met to be eligible for recruitment by any NCAA college or university. See your Academic Advisor or contact the NCAA's Web site at www.ncaa.org.



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TRANSFER 90-DAY RULE - The IHSAA and the Iowa Girls High School Athletic Union (IGHSAU) require a 90-day sit out period for transferring high school students desiring to participate in varsity level athletics. The purpose of this rule is to discourage recruiting of students. A high school student has eight semesters of eligibility in high school athletics. The 90 days are school days and begin on the first day of official enrollment at DMCS. If the student has not participated in high school level sports prior to transfer, they may participate immediately. If a student changes their living address, they are allowed to participate immediately.