



Junior High & High School Student Handbook

2015 - 2016

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

TABLE OF CONTENTS

GENERAL INFORMATION

DMCS EMPLOYEES	3-4
Junior High & High School Staff, Administration, Points of Contact, Board Members, School Mission & Core Values	
SCHOOL INFORMATION	5-7
School Calendar, Daily Schedule, Accreditation, Conflict Resolution, Home & School Cooperation, Non-Discrimination Policy, Parental Involvement, Parent-Teacher Conferences, Policy Changes & Concerns	

SECONDARY INFORMATION & POLICIES

ADMISSIONS & WITHDRAWAL GUIDELINES	7-8
Admissions Policy, Withdrawal, Enrollment Requirements, Minimum Residency for Seniors	
SPIRITUAL LIFE	8
Philosophy, Spiritual Life Director, Spiritual Life Activities, Ministry Opportunities, Spiritual Assessment	
EMERGENCY PROCEDURES	9-10
Security, Bus Evacuation, Fire Drill, A.L.I.C.E./Lockdown, Tornado, Cancellation of School	
ATTENDANCE POLICY	10-11
Absences, Tardies, Check/In Out Procedures, Open Campus, Make Up Work	
HOMEWORK, GRADING, & ASSESSMENTS	11-14
DMCS Curriculum, Class Homework & Assessments, Semester Finals, Grading Scale, Pass / Fail, Extra Credit, Report Cards, Net Classroom / Moodle, Calculating GPA, Honors for Academics, Valedictorian / Salutatorian, National Honor Society, Additional Assessments	
ACADEMIC ADVISOR, SCHEDULE CHANGES, & PLANNING FOR GRADUATION	14-16
Academic Advisor, Schedule Changes, Adding / Dropping Classes, Graduation Requirements, Graduation, Early Graduation, Outside Credits	
DISCIPLINE CONCERNS	16-21
Philosophy, Expected Behavior, Types of Action Requiring Discipline, Specific Rules (Bus, Dress Code, Driving / Parking, Gym, Hallway, Lunchroom, Physical Affection, Pranks, Restroom, Study Hall, Technology), Steps in Discipline, Types of Disciplinary Action	
EXTRACURRICULAR ACTIVITIES	22-24
Philosophy, Student Activities, Student Athletics, Academic Eligibility, Attendance to Participate, Athletic Discipline, Required Documents, Athletic Fees, 90-Day Rule, NCAA, Transportation	
MISCELLANEOUS MATTER	24-26
Address Changes, Benevolence, Field Trips, Illness / Injury, Lost & Found, Lunch, Messages & Deliveries, Personal Property at School, Pets, Yearbook Pictures, Senior Class Trip, School Sponsored Dances, Student Records, Visitors	

GENERAL INFORMATION

JUNIOR HIGH & HIGH SCHOOL FACULTY/STAFF

- [Mrs. Joy Augustine](#) Vocal Music (Choir, Victory, Music Exploratory)
- [Mrs. Stacey Bailey](#) Teacher Associate
- [Ms. Meredith Baker](#) HS History (US History, World History)
- [Mrs. Kathy Bopp](#) HS English (American Lit, British Lit, Speech, AP Lit)
- [Mr. Don Caves](#) HS Bible (Bible 11, Bible 12)
- [Mr. Dean Delzell](#) HS Science (Physics, Chemistry, AP Chemistry)
- [Mrs. Jahna Duda](#) JH/HS Principal
- [Mr. Matt Fynaardt](#) JH/HS Physical Education & Health
- [Mrs. Jill Frey](#) Administrative Assistant
- [Mr. Dennis Gonnerman](#) HS Social Studies (Psych/Soc, Govt/Econ, AP US History)
- [Mr. Nathan Hiatt](#) Spiritual Life Director
- [Mr. Rob Lane](#) Instrumental Music (Jazz Band, Marching Band, Music Theory)
- [Mrs. Amy Long](#) Administrative Assistant – Attendance
- [Mr. Clint Luscombe](#) HS Math (Alg II, Pre-CalC/Trig, AP Calculus*) & EB/HS P.E.
- [Mr. Scott Nilius](#) HS Science (Physical Science, Biology)
- [Mrs. Carolyn Oakes](#) JH Bible (Bible 7, Bible 8)
- [Mrs. Paula Osborn](#) Academic Advisor
- [Mrs. Becky Parks](#) JH Social Studies (Geography, Civics)
- [Ms. Annie Pettit](#) HS Math (Algebra I, Geometry, Algebra II)
- [Mrs. Nicole Prewitt](#) Resource, Student Council Sponsor
- [Mr. Mike Reeder](#) JH Science (Life Science, Earth Science)
- [Mrs. Julia Shields](#) HS English (English 9, English 10), SR Class Sponsor
- [Mr. Chris Silver](#) HS Bible (Bible 9, Bible 10)
- [Mrs. Ashley Skinner](#) JH Language Arts (LA 7, LA 8)
- [Mr. Jesse Van Der Molen](#) HS English (Composition I/II*, Creative Writing), JH/HS TAG
- [Mrs. Angela Veenstra](#) JH Math (Math 7, Pre-Algebra, Algebra I)
- [Mr. Zane Vredenburg](#) Art (Art Exploratory, Art I-IV, Photography, Computer Graphics)
- [Mr. Mike Wilson](#) Technology Coach
- [Mrs. Esther Wright](#) Business (Personal Finance/Intro to Business, Accounting),
Technology (Comp Apps I/II, Tech Exploratory)

*Offered as dual credit through DMACC

DMCS ADMINISTRATORS

- [Mr. Glenn Vos](#) Superintendent
- Mrs. Jahna Duda Junior High & High School Principal
- Mrs. Karla Lowe Elementary Principal
- Mrs. Monique Chittendon Early Education Director
- Mrs. Becky Miedema Early Education Business Manager
- Mrs. Julia Veenstra Director of Finance and Human Resources
- Mr. Cliff Anderson Grounds and Property Manager
- [Mr. Greg Van Soelen](#) Athletic Director and Transportation Coordinator

POINTS OF CONTACT

- Mr. Jeremy Mead IT Manager
- [Mrs. Diane Grotenhuis](#) Student Accounts
- Mrs. Koty Vande Griend Accounts Payable, POs
- [Mrs. Karen Pippett](#) Lunch Accounts
- Mrs. Robin Fynaardt School Nurse
- Mrs. Sharon Zonnefeld Curriculum Coordinator

BOARD MEMBERS - The schedule of the regular monthly meetings of the DMCS Board is published on 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.

- Mr. Tim Hall President
- Mr. John Leusink Vice President
- Mr. Jim Plagge Treasurer, Child Abuse/Sexual Harassment/Anti-Bullying Investigator, Finance Committee Chair
- Mrs. Sarah Spilman Secretary, Conflict Resolution Agent, EPC Chair
- Mr. Dave Bruxvoort Director, Activities Committee Chair
- Mr. Brad Krehlik Director, Development Committee Chair
- Mr. Steve Mathson Director, Conflict Resolution Agent, Transition Committee Member
- Mr. Casey Miller Director, Capital Campaign/Fundraising Committee Member
- Mr. JR Phillips Director

MISSION STATEMENT AND CORE VALUES

Mission of Des Moines Christian School

Equipping minds and nurturing hearts to impact the world for Christ

Core Values of Des Moines Christian School

Modeling Christ-like behavior

Integrating Biblical truths in all learning

Partnering with Christian parents

Striving for excellence

Serving others

LEARN – GROW - GO MAKE A DIFFERENCE!

SCHOOL CALENDAR - Updates to the school calendar can be found on the DMCS [website](#).

DES MOINES CHRISTIAN SCHOOL
CALENDAR FOR 2015-2016 175 instructional days
August 25, 2015 Start Date

AUGUST						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

SEPTEMBER						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

OCTOBER						
S	M	T	W	T	F	S
				1	2	3
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

NOVEMBER						
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29	30					

DECEMBER						
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20	21	22	23	24	25	26
27	28	29	30	31		

JANUARY 2016						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Important Dates

Aug 13	New Parent Orientation
Aug 14	New Teacher Orientation
Aug 20-21	Teacher Orientation/Inservice
Aug 21	"Meet the Teacher" noon-1p
Aug 23	Convocation
Aug 25	First Day of School PS-12
Sep 4	15 th Annual Golf Tournament
Sep 7	Labor Day
Sep 23	"See You At The Pole"
Sep 28	No school: Teacher Inservice
Oct 5-10	Homecoming Week
Oct 23	End of Quarter 1
Nov 3-5	Early Dismissal-K-12
Nov 6	K-12 P-T Conferences
Nov 6	No School: Teacher Inservice
Nov 25-27	Thanksgiving Vacation
Dec 4	Grandparents Day
Dec 22	Early Dismissal-K-12
Dec 23-31	Christmas Vacation K-12
Dec 24-25	Early Ed Closed
Jan 1	All DMCS Closed
Jan 4	Classes resume PS-12
Jan 15	End of Quarter 2
Jan 18	End of Semester 1
Jan 18	No school: Teacher Inservice
Feb 4	Kindergarten Round-up
Feb 23-25	K-12 P-T Conferences
Feb 26	Early Dismissal-K-12
Feb 26	No School
Mar 11	No school: Teacher Inservice
Mar 14-18	Spring Break
Mar 24	End Quarter 3
Mar 25	Good Friday-No School
Apr 8	Annual Benefit & Auction
Apr 22	No School: Teacher Inservice
Apr 22	Prom
May 21	Graduation – 7:00 p.m.
May 27	Final Day of School
May 27	Early Dismissal-K-12
May 30	Memorial Day
May 31-Jun 3	Teacher Inservice/Checkout

Gray shaded days are no school

Notes: Starting and ending times

Elementary 8:25 a.m. – 3:20 p.m.

Secondary 8:15 a.m. – 3:10 p.m.

Secondary Exam Schedule: TBD

Dec. 18, 21, 22 or Jan. 13, 14, 15

FEBRUARY						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29					

MARCH						
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27	28	29	30	31		

APRIL						
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24	25	26	27	28	29	30

MAY						
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

JUNE						
S	M	T	W	T	F	S
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

GENERAL INFORMATION CONTINUED...

DAILY SCHEDULE - Junior high and high school begin at 8:15 a.m. and dismisses at 3:10 p.m. Students who arrive prior to 8:05 am must wait in the Multi Purpose Room (MPR) until they are dismissed to be in the hallways. DMCS JH/HS does not offer an after-school program or supervision of students past 3:45 pm.

Monday, Tuesday, Friday		Wednesday, Thursday	
7:25-8:05	Early Bird	7:25-8:05	Early Bird
8:15-9:05	1 st	8:15-9:35	1 st (W) 3 rd (Th)
9:09-9:59	2 nd		
10:03-10:47	3 rd	9:43-11:03	2 nd (W) 4 th (Th)
10:51-11:35	4 th		
11:39-12:22	5 th	Small Groups (W); Chapel (Th) 11:11-11:51	
JH Lunch 12:26-12:46	HS 6 th 12:26-1:10	JH & HS Lunch 11:55-12:18	
JH 6 th 12:50-1:34	HS Lunch 1:14-1:34	12:22-1:42	5 th (W) 7 th (Th)
1:38-2:22	7 th	1:50-3:10	6 th (W) 8 th (Th)
2:26-3:10	8 th		

*Chapel uniforms are only required on Thursdays.

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

DMCS seeks to help each student develop into a mature Christian and a contributing member of society. DMCS realizes an effective Christian school program must be based on the truth of God's Word. Since all people are created in the image of God, DMCS believes our educational program should seek to develop students' unique abilities, subsequently preparing them to fulfill God's plan for their lives.

CONFLICT RESOLUTION - The DMCS Board 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 that personnel directly in an attempt to identify, clarify and resolve the differences.

If resolution is not reached, the chain of authority is: 1) the employee's immediate supervisor(s), 2) appropriate Principal, 3) Superintendent, and 4) the Board. The Board will hear appeals only if the complaint has been moved through the proper chain of authority.

The goal is to resolve conflicts, restore fellowship, exhibit love, and exercise proper response to authority. This can be accomplished Biblically through several means:

- Pray about the situation and ask for God's leading.
- 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?
- Discuss your idea with the school personnel responsible for that area of the school program (first your child's teacher, then your child's principal, then the school's superintendent).
- Give your suggestion time for consideration. God is capable of changing the mind of the person in authority.

- Put your thoughts in writing. Direct this communication to the person on the next level of authority in the chain of command.
- If the concern was not resolved after reaching the Superintendent's Office, the DMCS Board's Conflict Resolution Agent (CRA) would become involved. A finding will be made by the CRA and reported to the school board. The Board may act upon recommendation of the CRA or choose to hold hearings.
- The Board will hear appeals if the chain of authority has been followed. Complaints may be placed on the Board agenda by contacting the Superintendent, the President, or Secretary of the Board in writing. (Code No. 204.12)

HOME & SCHOOL COOPERATION - The school cannot operate without the support of the parents. Tuition and fees do not cover the total cost of education for the students. DMCS raises about 3% of its expenditures through gifts of parents, friends and churches.

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.

PARENTAL INVOLVEMENT - In order to support the education process and be an encouragement to the student, parents are asked to take an active part in the DMCS program. Our interest and involvement as parents has a tremendous positive influence on student performance. Parents are asked to attend Association Meetings. It is beneficial for each family to be represented at these informative and important gatherings. Opportunities also exist for involvement through Parent Teacher Fellowship (PTF), Fine Arts Boosters (FAB), Athletic Boosters (ABC), and other parent volunteer groups. Please visit the DMCS website for more information.

PARENT-TEACHER CONFERENCES – DMCS has fall & winter parent-teacher conferences. Please reference the school calendar on the website as dates change from year-to-year. To accommodate as many parents as possible, the conferences are limited to 10 minutes. Parents are encouraged to ask for an additional conference if they believe they need more time to discuss student grades and/or progress with a teacher.

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.

ADMISSIONS & WITHDRAWAL GUIDELINES

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

- At least one parent or guardian has a credible personal testimony of a relationship with Jesus Christ.
- There is 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.

Students in Grades 7-12 must exhibit a desire to attend Des Moines Christian School and agree to the Student Code of Conduct, which states students will be committed to:

- Living a drug-free, alcohol-free, tobacco/nicotine-free lifestyle.
- Maintaining a pure lifestyle, sexually and in speech.
- Showing respect for God, teachers, and other students.
- Accepting limits on freedom of self-expression to meet the school's expectations.

- Working hard to get the best academic grades possible.
- Growing spiritually.

WITHDRAWAL - A parent who plans to withdraw a child from DMCS must take the following steps:

- Send a signed note to school, addressed to the Principal, stating the date and reason for withdrawal.
- Obtain a withdrawal form from the office for signature of each assigned teacher before 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.

ENROLLMENT REQUIREMENTS - Full time students in Grades 7-11 are required to maintain enrollment in 5 academic courses per semester; a student is considered part-time if they are enrolled in 4 or fewer classes. Annual tuition rate is billed based on the semester with the most classes; so part-time students are encouraged to enroll in the same number each semester.

MINIMUM RESIDENCY FOR SENIORS – Des Moines Christian School believes senior leadership is key to enhancing the spiritual climate of the junior high and high school; therefore, a minimum residency requirement must be met in order to graduate from DMCS. Beginning in the fall of 2015, seniors must have a minimum of 2 classes on the DMCS campus. In the fall of 2016 and beyond, seniors must have a minimum of 4 classes on the DMCS campus.

SPIRITUAL LIFE

PHILOSOPHY - Spiritual life at DMCS is of fundamental importance. The center of spiritual life is the weekly chapel service where worship, prayer, testimonies, films, teachers and pastors are included. It is important for students to seriously participate in the chapel hour and help make it meaningful and worshipful. Through these activities and others, a Christ-centered environment is created and maintained. We try to manifest the spiritual life at DMCS in the classrooms, locker rooms, and hallways.

SPIRITUAL LIFE DIRECTOR – Des Moines Christian School employs a full-time Spiritual Life Director to monitor and facilitate spiritual growth and development of the Secondary department. The Spiritual Life Director serves as a combination of a school counselor and youth pastor, meeting with students and organizing chapel, small group, and other spiritual life activities.

SPIRITUAL LIFE ACTIVITIES – Students have the opportunity to participate in one or more of the following activities:

Spiritual Emphasis Retreat	Worldview Week
Small Groups	Homeroom Devotions
Prayer Partners	Prayer Team
Worship Team	Student Chaplains
Student-led Bible Studies	National Day of Prayer
Mission Trip	Ministry Hours

MINISTRY OPPORTUNITIES – One of the core values at DMCS is to serve others; therefore, we desire to give students an opportunity to practice their faith and participate in ministry projects or ministry hours to provide a variety of experiences working with others. Ideas and guidelines are shared in the Bible classroom or can be found on the school website.

GUIDELINES FOR SMALL GROUP & CHAPEL FOR SENIORS – Senior leadership is key to our community. In an effort to utilize that leadership and promote continued spiritual growth for all students, seniors who have 2nd period classes are required to stay for small group on Wednesdays. Seniors with 4th period classes are required to stay for chapel on Thursdays.

SPIRITUAL ASSESSMENT - As a Christian school, we have the added responsibility of discipling young people to a deeper walk with God. In the same way we report academic growth to parents, we need to also report on their observable spiritual growth. A teacher at DMCS can work with approximately 100 students a day. A student will spend 6-7 hours a day, five days a week in the presence of their teachers. This affords a unique opportunity to observe a student's spiritual maturing process. Teachers can learn to detect students who appear to be living out their faith and students who struggle in that area.

Parents are ultimately responsible for the spiritual life of their children. Our goal in providing this feedback is to support parents. The Bible is clear that no man can know the heart of another man. This process is not intended as a judgment about whether a student is a Christian or not. However, the Bible is also clear that we can know a Christian by the fruits of their life. This process is intended to provide feedback on the fruits of a student's life.

Teachers may give feedback in these areas: love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self-control. This feedback may occur formally during parent/teacher conferences or informally during less structured conversation. Parents may contact teachers and request information of a spiritual nature whenever they desire.

EMERGENCY PROCEDURES

SECURITY - All DMCS entrances will be locked during the school day. Visitors need to press a small buzzer outside the entrance and wait for admittance into the building by the office staff. Visitors must sign in at the office and wear a Visitor's badge while in the building.

BUS EVACUATION PROCEDURES - The DMCS Transportation Department will schedule school bus safety and evacuation drills. All students and faculty are required to attend. Entering and exiting on and off the school bus in an emergency situation, student safety, and correct crossing procedures will be addressed.

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

Drills or Evacuation from class:

- Walk single file out of the assigned exit in an orderly manner. Do not stop for belongings.
- Students should be quiet during drills or evacuations and listen to the teacher's directions.
- Once outside, all classes are to stay in single file facing the building.
- Attendance will be taken outside as soon as the students are lined up.
- Missing students will be reported to the assigned staff members for that area.
- A student monitor should be selected to help handicapped or injured students.
- The signal to return to the building will be given when all is clear.

Drills or Evacuation before 1st period:

- All students will exit the building at the nearest point.
- Once outside, all students will report to their first period teacher for line-up and roll call.

Drills or Evacuation during passing time/between classes:

- All students will exit the building at the nearest point.
- Once outside, all students will report to their last period teacher for line-up and roll call.

Drills or Evacuation during dismissal time/after last class:

- All students will exit the building at the nearest point.
- Once outside, all students will report to their last period teacher for line-up and roll call.
- Students will then return to class and be dismissed.

Drills or Evacuation during lunch:

- All students in the cafeteria should exit through the nearest exit and report to the front of the building.
- Once outside, all students will report to their last period teacher for line-up and roll call.

LOCK DOWN & A.L.I.C.E. PROCEDURES - 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. The acronym stands for:

ALERT - Announce that there is an intruder or active shooter in the building.

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

INFORM - Notify the Police department; use the PA system to announce where in the building the intruder is located to make classroom decisions based on real time information.

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

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

TORNADO DRILL PROCEDURES - There will be two drills in the fall and two in the spring. Please note the following:

- 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.

CANCELLATION OF SCHOOL - 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 (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.

ATTENDANCE POLICY

ABSENCES – Des Moines Christian School is responsible for providing our students with the best education possible; however, it is difficult to educate students if they are frequently tardy or absent from class and miss portions of instruction or assessment crucial to learning. The faculty and school board strongly encourage parents to avoid scheduling medical appointments, vacations, or other circumstances that keep students out of school for an extended period of time. In extreme cases, parents may petition administration for an exception. Absences are calculated per semester.

Please see the **MAKE UP WORK** section for more information about homework responsibilities for each absence listed below.

An **EXCUSED ABSENCE (EA)** is assigned when the student is not present in class and the office has received notification from a parent or guardian within 24 hours that the student had permission to be absent. These may be planned (vacation or appointments) or unplanned (illness, emergency) absences. Students may only have 10 excused absences per class period each semester. If a student exceeds 10 excused absences in one class, they may lose graduation credit for the course.

UNEXCUSED ABSENCE (UA) is when a student is absent without permission from a parent, teacher, or school official. In addition, a UA will be assigned when the school does not receive a parent phone call/email or doctor's note indicating why the student was absent. Unexcused absences are recorded on permanent school records and the student will be subject to disciplinary consequences such as detention (1st offense), in-school suspension (2nd offense), or potential expulsion (3rd offense).

COLLEGE VISIT (CV): Recognizing college planning is important, the school will allow juniors **one** college visit day per semester and seniors **two** college visit days per semester. These are not included in the EA count. The school must receive a parent phone call/email indicating the date/location of the college visit prior to the absence.

SCHOOL SPONSORED ACTIVITY (SA) is assigned when students are absent for school athletics or student activities such as basketball, Show Choir, Victory, etc. These are not included in the EA count.

TARDIES - Students are expected to be in class and in their assigned places on time at the beginning of each class when teachers take attendance. If a student is more than 50% late for a class, he/she is no longer tardy, but considered absent. DMCS employs a tardy count (calculated per semester) for each student to monitor student behavior.

EXCUSED (ET) – Students may have 6 tardies excused by a parent per semester. Once parents excuse 6 tardies, students begin accumulating unexcused tardies.

UNEXCUSED (UT) – An unexcused tardy may be assigned to students for oversleeping, losing keys, traffic, or other reasons determined by the Principal regardless if parents call the office to notify the school. Consequences for unexcused tardies are as follows:

3 UT = 1st after school detention

6 UT = 2nd after school detention

9 UT = 3rd after school detention + student/parent/principal conference with potential Behavior Probation.

TARDY WITH PERMISSION (TWP) - Students may be assigned a tardy with permission indicating they have a pass from a school faculty/staff member. TWP may be assigned when the schedule has changed, students are kept late by a teacher, weather, or traffic as determined by the Principal. These do not count in the total UT count.

CHECK IN/OUT PROCEDURES – If a student needs to leave school early, the office must receive a parent phone call/email indicating the time and reason for the departure. The office will give the student a pass indicating the time they are to be released to the office. The student needs to record their time of departure and destination on the check in/out sheet in the office. If applicable, they record their return time on the same line of the check in/out sheet. All part-time students are required to follow this same check in/out procedure in the office.

OPEN CAMPUS - Seniors are granted Open Campus privileges **IF** parents have signed the **OPEN CAMPUS PERMISSION FORM**, which can be found in the office. Seniors must follow the check in/out procedures.

MAKE UP WORK

- From an Excused Absence (EA) – Class work (tests, quizzes, homework) missed due to an excused absence may be made up. Students should check lesson plans on Net Classroom or Moodle and/or contact teachers to gather assignments missed while they were absent.
UNPLANNED ABSENCES (illness, emergency): Students have 1 day per absence to submit homework for full credit for unplanned absences. After that, make up work would be subject to the teacher's late work policy. Pre-scheduled tests/quizzes will be made up when the student returns unless alternate arrangements are made with the teacher.
PLANNED ABSENCES (vacations, appointments): Students are responsible for gathering homework from the teacher prior to the absence. All work is due the first day the student returns to school unless other arrangements are coordinated with the teacher.
- From an Unexcused Absence (UA) – Students are not allowed to make up classwork from an unexcused absence.
- From a School Sponsored Absence (SA) & College Visits (CV) - When students miss a class because of a school sponsored activity (field trip, athletics, concert, etc.) or college visit, the student is responsible for turning in all work assigned during the missed period(s) on the next day the class is in session. Assignments can be obtained from Moodle or the classroom teacher.

HOMEWORK, GRADING, & ASSESSMENTS

DMCS CURRICULUM - As a college preparation school, one of DMCS's primary goals is to develop in each student the academic skills necessary to successfully continue his or her education after graduation. The four-year curriculum is tailored to achieve this result while simultaneously instilling intellectual curiosity and a worldview in keeping with Christian principles.

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

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*

DUAL CREDIT - 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 Des Moines Area Community College (DMACC) to provide college credit. Students can gain 3 hours of college credit for approximately \$100. 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, & AP Calculus*

**Offered as both AP and dual credit.*

TALENTED & GIFTED (TAG) – In order to meet the needs of advanced learners who may be ready for additional academic challenges beyond what occurs in the regular classroom, DMCS offers a TAG program for qualifying students in Grades 7-12.

- Junior High – The TAG class is offered each day during the Exploratory period (7th or 8th period). Students will be offered a menu of options for further study such as foreign language, technology, fine arts, or additional opportunities aligned with specific areas of interest.
- High School - The TAG teacher functions as an advocate for gifted students at the high school level. Students may take advanced courses during the TAG class period to apply toward graduation requirements.

CLASS 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. Teachers will attempt to assign homework in a judicious manner in keeping with the following general rules: junior high students should have no more than one to two hours of work per night; high school students should have no more than two or three hours of work per night.

MAKE UP WORK - See the Attendance section for more information.

LATE WORK - Teachers may choose not to accept late work or accept it at reduced credit. Students are encouraged to become familiar with each teacher's grading policy.

WEDNESDAY NIGHT HOMEWORK - Teachers will not assign homework on Wednesday night that is due on Thursday, unless class time is allowed to complete the work or scheduled in advance. This is in recognition of the fact that Wednesday night is traditionally "church night". Major tests will not be scheduled on Thursdays unless pre-approved by the administrator.

SEMESTER FINALS – Des Moines Christian School gives semester finals in Grades 7-12 designed to review and reinforce learning from the entire semester. Final assessments may be projects, presentations, papers, or traditional pencil/paper tests.

TESTING DATES – Semester finals typically occur the 3 days prior to the end of the semester and follow a modified daily schedule with an early dismissal. Dates are subject to change; check the school calendar for more information.

MISSING FINAL EXAMS – Final exams comprise 16% of the student's semester grade; therefore, attendance is mandatory. Alternate testing dates are typically only provided for students who are absent due to illness. Families may request an exception from this policy by completing the **FINALS**

EXEMPTION FORM, which is submitted to the Principal for approval. DMCS administration considers the following when determining if the request to reschedule will be approved:

- **INTEGRITY:** A student taking their exam before the scheduled test date can easily communicate testing material to classmates, thereby compromising the integrity of the material. If two sets of exams have to be created, an additional workload is created for the teacher.
- **EQUITY:** A student taking their exam after the schedule test date receives an unfair advantage of several extra days of preparation.
- **LOGISTICS:** Finals are designed to take 60-90 minutes each to complete. Coordinating a time and place for students to take these tests outside the allotted time and classroom becomes an issue.

GRADING SCALE – DMCS uses the traditional grading scale below; however some courses have a weighted grading scale. 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.

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-below	0.00	0.00

PASS/FAIL - Once the fine arts credit requirement for graduation has been met, DMCS students may enroll in up

to 2 fine arts courses per semester on the pass/fail option. The written approval of parents and the written notification to the instructor are necessary before this option is granted. The decision to take a course pass/fail should be made within the first 10 days of the class. All internships will be graded on a pass/fail basis.

EXTRA CREDIT - Various teachers utilize extra credit opportunities in their classes. Extra credit at DMCS is designed to be an enrichment opportunity for students. It will not count for more than 5% of their overall grade and must be available to all students equally in a given class. It is not designed as a safety net to boost a student's grade if they have not done the required work throughout a grading period. There are occasions when a student needs an alternative assignment or assessment based on their unique needs. These arrangements are worked out with the teacher, but do not constitute extra credit.

REPORT CARDS - Report cards are posted to Net Classroom for viewing at the end of each semester. Semester grades on transcripts will not be changed, except for clerical errors.

NET CLASSROOM & MOODLE – Students and parents may monitor student progress and daily assignments through a secure website called Net Classroom, which can be accessed from the website or netclassroom.dmcs.org. Families may obtain their logon ID and password from the office. Teachers will update these records weekly. In addition, DMCS utilizes an online learning platform, known as Moodle, to post lesson plans, syllabus, and other classroom related activities/assessments. Students can get usernames/passwords for Moodle from any classroom teacher.

CALCULATING 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. In high school, students are ranked at the end of each semester by the cumulative GPA; for example, the student with the highest cumulative GPA will be ranked #1 in the class and so forth. GPA's with a difference of less than .001 are assigned the same rank. We officially identify the rank in class (RIC) at the end of the first semester. This allows students to begin reporting their RIC to colleges. Students entering DMCS in their senior year will be exempt from the official class ranking.

HONORS FOR ACADEMICS - 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."

VALEDICTORIAN & SALUTATORIAN – DMCS identifies the top students academically based on their cumulative GPA. The top student is identified as the valedictorian and the second ranked student becomes the salutatorian. These students will be identified at the end of the first semester of their senior year.

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 regarding service, character, and leadership. Students who are approved become members of NHS. A formal induction ceremony is held in the fall.

ADDITIONAL ASSESSMENTS – Information about additional assessments both at DMCS and area locations can be found in the Academic Advisors Office.

- ACT – Please visit www.actstudent.org for testing dates/locations.
- PSAT
- Iowa Assessments for Grades 7-11 – Please check the school calendar for testing dates. These are required for accountability measures through the school's accrediting agencies.

ACADEMIC ADVISOR, SCHEDULES, & PLANNING FOR GRADUATION

ACADEMIC ADVISOR – The Academic Advisor serves as an academic counselor, handling all things related to schedules and course work for students at DMCS. He/she will assist students with four-year planning, graduation credits, student schedules, college entrance, and ACT testing.

SCHEDULE CHANGES - Once courses are selected and scheduled, adjustments will be made on a limited basis. The Academic Advisor and Principal may adjust schedules for reasons deemed appropriate such as unbalanced sections, incomplete schedules, teacher recommendation, computer/clerical error, etc. Schedules will not be changed for the following:

- To accommodate students who want to be with friends.
- To accommodate students who prefer another teacher of the same course.
- If the change would overload a class or section.

ADDING OR DROPPING CLASSES - At the beginning of each semester, students will have a grace period of 5 school days to add courses and a grace period of 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. However, 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 Academic Advisor.
- Have all teachers involved in the schedule change sign the form.
- Changes must have parent signature.
- Return the form to the Academic Advisor before 3:10 pm within the first 5 days of each semester to ADD courses or within the first 10 days to DROP courses.

GRADUATION REQUIREMENTS – Students are required to successfully complete 57 credits. One credit represents one semester of study. The educational standards and minimum requirements set by the Board will be strictly observed as stated in the Board Policy, Code No. 605.4. The breakdown of credits is as follows for the classes of 2002 and beyond:

Bible Required each semester at DMCS.	8 credits
English	8 credits
Science	6 credits
Mathematics	6 credits
Social Studies	4 credits
American Government	1 credit
Economics	1 credit
Technology	2 credits
Health	2 credits
Physical Education The P.E. requirement may be waived if the student enrolls in two of three Art, Music, or Band courses per semester for ALL four years of high school.	2 credits
Fine Arts	1 credit
Speech	1 credit
Electives Any courses in Math, English, Social Studies, or Science taken beyond the requirement are counted as electives.	15 credits

GRADUATION - Seniors who have not passed all of their required classes at the end of their senior year may not be allowed to walk across the platform at graduation. A diploma may be issued to them once they've completed the required number of credits.

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 Academic Advisor.

GENERAL GUIDELINES:

- 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 DMCSs conduct code 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.

OUTSIDE CREDITS APPLIED TOWARD DMCS 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, homeschool, etc. DMCS does, however, limit the number of outside credits in order to protect the integrity of our diploma. Students and parents are reminded the content of outside courses may or may not include biblical integration.

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.
- DMCS classes take precedence. Off campus classes must not conflict with the DMCS schedule.
- DMCS reserves the right to accept or deny any credits being applied to the DMCS transcript. Students are encouraged to seek prior approval before 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 – DMCS allows students to homeschool courses and apply them 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 Academic Advisor 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.
- **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.
- **P.E. SPECIFIC** – Homeschool PE courses must meet the following time requirements. To earn 0.5 credits per semester, the student must log 40.5 hours of activity (Equivalent to Early Bird PE). To earn 1.0 credit per semester, the student must log 67.5 hours of activity (Equivalent to daily HS PE classes).

DISCIPLINE CONCERNS

DISCIPLINE PHILOSOPHY - In partnership with families, DMCS requires its participants to leave a measure of their self-expression at the door in order to meet the expectations and goals of the school. With close to 300 families in our secondary school, it would be impossible to survive without a set of rules by which we all abide. The following points exemplify the Biblical model for discipline that DMCS adheres to:

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 are partnering with school personnel during the school day to help discipline. The ultimate 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 those placed in authority over them.

PROPER ATTITUDE IN DISCIPLINE - Discipline is ultimately training and instructing exercise (Ephesians 6:4). Matthew 18:15 tells us not to make a public spectacle of the one who has sinned but to go to him in private. Hasty and unfounded punishment is to be avoided (Proverbs 13:13). We need to be private, honoring and sensitive when administering discipline.

SOURCE OF AUTHORITY - All authority originates with God. In Romans 13:1, "For there is no authority except that which God has established." God has given parents authority over their children as stated clearly in the Ten Commandments, "Honor your father and mother" and other passages such as Colossians 3:20, "Children, obey your parents in everything, for this pleases the Lord."

AREAS OF CONTROL - Christianity is a lifestyle, so biblical standards of behavior are expected of students at school and away from school (Colossians 3:17). Teachers or supervisory personnel have authority to discipline students on campus or during school sanctioned activities.

EXPECTED BEHAVIOR - Students in Grades 7-12 are expected to comply with the Student Code of Conduct agreed upon at the time of admission. While enrolled at DMCS (behavior on and off campus), students are expected to:

- Live a drug-free, alcohol-free, and tobacco/nicotine-free lifestyle.
- Maintain a pure lifestyle, sexually and in their speech.
- Show respect for God, teachers, and other students.
- Accept limits on their freedom of self-expression to meet the school's expectations.
- Work hard to get the best academic grades possible.
- Grow spiritually

TYPES OF ACTION REQUIRING DISCIPLINE - Actions that will result in school discipline include, but are not limited to, the following:

Disobeying classroom rules
 Profanity
 Truancy, cutting class, tardiness
 Use of alcohol, tobacco or illegal drugs
 Satanic or occult practices
 Cheating, plagiarism
 Violation of dress code
 Disrespect to teachers or other students

Fighting
 Theft
 Destruction of property, defacing property
 Promiscuity
 A mocking attitude regarding spiritual issues
 Use of pornographic materials
 *Harassment, bullying, and other acts of disrespect

**Board Policy Code No. 502.11*

SPECIFIC EXPECTATIONS / RULES

BUS - Students are expected to obey the School Bus Rules to insure that their bus ride is safe and enjoyable. Students that disobey the bus rules will face disciplinary action including parent communication.

- Students are to obey the bus driver.
- Students are to remain properly seated on the bus.
- Students are to be quiet on the bus.
- Nothing is to go outside of the bus windows.
- Students must be courteous and respectful.
- Students are to do nothing that would endanger others or the safety of the school bus.

DRESS CODE - The purpose of specified dress standards is to provide guidelines within which students and staff have the freedom to express individual tastes, while not being disruptive to the educational process or detrimental to one's Christian testimony. A wholesome appearance that reflects a pure heart is of primary importance when choosing clothes for school or school related functions (Board Policy 402.13 and 502.8). While certain clothing will not by itself create a responsible, humble follower, 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 and staff to exemplify biblical standards in their dress, as well as their attitudes and lifestyles, and to encourage others to do likewise. Personal appearance that is considered questionable is left to the discretion of the Des Moines Christian administration. Administration also reserves the right to waive any of the following policies for special occasions and circumstances.

General Appearance Standards

- Clothing needs to be in good condition with no holes, whether accidental or on purpose.
- 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.
- Tattoos must not be visible.
- Earrings for female students and staff are the only acceptable body piercing. No gauging is allowed.

Tops

- One's midriff, either front or back, may not be exposed.
- Cleavage must not be visible at any time.
- Shirts with an open back are not allowed.
- Tank tops, camis, strapless tops, or halter-tops may not be worn as a single garment.
- Sheer shirts must have a tank top under them and cannot be worn with a cami, strapless top, or halter-top.

Bottoms

- Pants, jeans, or any other type of bottoms must not fit too tight or too loose. Some examples of inappropriate fit would include the following:
- Leggings, jeggings, yoga pants, etc.
- Pants so loose they can be pulled down over the hips.
- Writing across the seat is NOT permitted.
- Skirts, shorts, and dresses must be a modest length (mid-thigh or longer).
- Even if leggings are worn underneath, the skirt/shorts/dress must still follow length guidelines.
- Pajama and flannel pants may not be worn.
- Underwear is not to be visible (including bras and bra straps).

Shoes - must be worn at all times.

Hats & Hair

- Caps, hats, and headwear are not allowed during the school day.

- Male students and staff must keep hair clean and groomed. Hair length must be shorter than the collar in the back (as measured by the chapel shirt), may not extend beyond the eyebrows in the front, and must ensure ear lobes are visible. Facial hair must be neatly trimmed.

Swimwear - Swimsuits for school related activities must be one piece or an appropriate tankini for female students and staff members. Male students and staff must wear appropriate trunks. Speedo-type suits are not allowed.

Chapel Attire - Every Thursday is chapel day for K-12 students and staff. DMCS has a uniform policy for chapel days to enhance unity. Chapel attire is worn for the entire school day (including part-time students and staff) and cannot be covered by jackets, coats, or sweatshirts.

- BOYS – Khaki pants and an official DMCS navy blue logo shirt (polo or fleece) that is tucked in. Khaki shorts may be worn in August, September, and May.
- GIRLS - Khaki pants or capris that extend beyond the knee and an official DMCS navy blue logo shirt (polo or fleece).

Dances - In general, the **General Appearance Standards** apply for dances.

- Due to the unique formal wear available for girls, the following guidelines apply:
- Slits in the dress will be no higher than the skirt or dress length standards of the dress code.
- No midriffs will be exposed on either the front or the back. The top half of the back may be exposed but not the bottom half.
- The dress top will be modest so as to not show cleavage when standing or sitting.
- Photos of dresses may be brought to the Secondary Office for approval if there is a concern about compliance.
- Non-DMCS dates must abide by this same dress code. DMCS students need to be very clear in communicating these standards to avoid embarrassment of their non-DMCS date.

Physical Education Classes - Guidelines outlined in the **General Appearance Standards** must be followed during P.E. classes.

Extra-Curricular Practices - Clothing for students and coaches in extracurricular activities may need to be activity-specific and activity-appropriate. All guidelines from the **General Appearance Standards** will be followed *unless* specifically altered by the Activities Director. Coaches/Directors will communicate dress code exceptions or alterations to athletes and parents.

PRACTICE REMINDERS: Spandex may not be worn as the sole garment (example: running shorts); girls may not wear shirts that show sports bras, boys may not wear ripped shirts that show midriffs, etc. Students may be held accountable for practice attire and be subject to discipline as they would be during the school day.

Staff Enforcement of Dress Code - All DMCS staff is responsible for monitoring student dress code; therefore, teachers will conduct purposeful dress code check throughout the day. Students in violation of the dress code will be sent to the office.

Student Consequences for Dress Code Violation - Student violation of the dress code standards shall result in the following:

- The first violation will be a warning in the student's record; parents may be contacted either by email or phone. The student will need to change into appropriate clothing. Students can either secure appropriate clothing or wear items provided by DMCS for the remainder of the day. Missed classes while changing clothes will be considered unexcused absences.
- Subsequent violations will result in parental contact and detentions. Repeat offenders are subject to further disciplinary action as determined by the appropriate administrator.

DRIVING & PARKING - Students must have a valid driver's license and, if applicable, a school permit to drive and park their car at DMCS. The following apply:

- Students must get permission from the office prior to going to their car during the school day.
- All vehicles must be registered with the Secondary office.
- Students must have completed permission forms on file in the office to drive to school.
- Each student will be assigned a parking space.
- Student drivers must use extreme caution on the school's parking lot and driveway. The established speed limit is 15 mph. Pedestrians always have the right of way. 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. Students will incur a \$20 fine for parking in areas other than their assigned parking space.

GYM - God has truly blessed us with outstanding facilities. In order to maintain these facilities and to ensure that the playing surfaces remain safe for participants, the following rules must be observed:

- Gym shoes are required for all activities. Your gym shoes should not be worn outside prior to the gym period due to the dirt and rocks they will pick up and then "flake" off on the floor.
- No black-soled shoes are permitted.

HALLWAY

- Loud talking, yelling, or disruptive behavior will not be tolerated.
- No running in the hallways or stairways and no pushing or disruptive behavior.
- Individual students in the halls during regular class times must have a pass from their teacher.

LUNCH ROOM - Students are required to be in the lunchroom during the lunch period. Seniors may leave the building for lunch only with parent permission (Open Campus Permission Form) and with approval from an administrator. Students who leave without permission may receive an automatic in school suspension.

- Students may invite guests for lunch, i.e. parents, alumni and youth pastors with administrator's approval.
- Ordering food from an outside source may be allowed on a limited basis for special occasions, i.e. birthdays, going away party, etc. However, students may not use class time for ordering food or collecting money. Students should gain office permission in advance of ordering outside food.
- Lunchroom supervisors set rules for lunch periods. These rules should be observed at all times.
- Six microwaves are available for student use. Please be considerate of other's time restraints and only bring items that use a minimum amount of microwave time. Clean up any spills and splatters after using. The use of microwaves is a privilege not a right. Keep it clean or lose them.

PHYSICAL AFFECTION - Handholding, kissing, and embracing are not proper in a school environment. All school personnel are authorized to "call-out" any students in violation of this policy and discipline, if necessary, may follow from the office.

PRANKS - Students organizing and/or participating will face consequences unless pre-approved by the Principal.

RESTROOM

- During class time, the restroom will be used only with the permission from 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 restrooms during class time.
- No destruction of school property in the restroom.
- Students will give respect to their fellow students and their property.
- No loud voices are to be used in the restroom.

STUDY HALL

- Study halls are to be quiet places of study and reading.
- Permission for playing games, eating/drinking or talking is given at the discretion of the Study Hall teacher.
- Work must be brought to study hall.
- Only two to three students at a time may be checked out of a study hall.
- Music students may use a study hall for extra practice.
- Students may use computers during study hall with teacher permission and supervision.

TECHNOLOGY - DMCS recognizes that technology plays an integral part of the educational experience. To gain access to the Internet and other DMCS network tools, all students are required to acknowledge the Acceptable Use Policy (AUP) at the time of enrollment or re-enrollment. A link to the DMCS AUP can be found on the school website. To afford students the opportunity to use technology in a safe environment and prepare them to be technologically literate, DMCS will utilize school electronic devices and may permit student owned electronic devices (including cell phones) in Secondary classrooms for educational purposes only. Students are not required to have personal electronic devices but may use them to conduct research and complete coursework as assigned by faculty. Students may only use personal electronic devices during class for purposes of curriculum-focused content. Cell phones should be silenced and only used during passing period and lunch. If it is believed a student's hand held electronic device has been used for any unlawful or immoral activity on campus or at a school sanctioned event the device is subject to search by school personnel and may be turned over to law enforcement. The student is then subject to further discipline.

STEPS IN DISCIPLINE - The following communication model will be used for most routine discipline situations:

1. Student-teacher communication
2. Student- teacher-parent/guardian communication
3. Student-teacher-parent/guardian-Principal communication
4. Student-teacher-parent/guardian-Principal-Superintendent communication
5. If necessary, School Board appeals

TYPES OF DISCIPLINARY ACTION - Students will be disciplined when rules are not followed. Rules will be enforced by appropriate school personnel. It is important to understand attendance at DMCS is a privilege and not a right; that privilege may be forfeited by any student (or family) who does not conform to the standards and regulations of the institution. DMCS may at any time request the withdrawal of a student who, in the discernment of DMCS, is not in harmony with the spirit of the institution, regardless of whether or not s/he conforms to the specific rules and regulations of DMCS.

The following are potential disciplinary actions. When possible, the school will contact parents prior to enforcing:

- **APOLOGY** - A student may be asked to apologize for their actions. If a student is rendering an apology, it must be done in a manner in which the dignity of the apologizing student is preserved.
- **LOSS OF CREDIT / POINTS FOR AN ASSIGNMENT** – Losing credit or points for an assignment may be used in the case of cheating and/or plagiarism. The following are examples of cheating and/or plagiarism: turning in someone else's work 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. Consequences for plagiarism are as follows:
 - 1st Offense – Zero for the assignment
 - 2nd Offense – Zero for the assignment and suspension
 - 3rd Offense – Recommendation for expulsion
- **CONFISCATION OF PROPERTY** - Student property, such as technology devices and cell phones, may be confiscated when students are not following the guidelines previously outlined in the handbook. Consequences include:

- 1st offense - Device confiscated and held in the office for student to retrieve at the end of the day.
- 2nd offense - Device confiscated and held in the office for a parent to retrieve. Student will receive detention.
- 3rd offense - Device confiscated to office for a parent to retrieve. Student will receive suspension.

- **FINES** - Monetary fines are assessed for parking violations or damage to school property (including textbooks, lockers, and technology). Parking fines are \$20 per offense for parking in any spot other than the student's yellow numbered space assigned at the beginning of the year during school hours from 8:10 am – 3:10 pm. Textbooks that are 1-3 years old will be assessed \$10. Textbooks that are 4+ years old will be charged ½ price. Technology fines vary depending on cost of repair/replacement.
- **SEARCH OF SCHOOL 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.
- **DETENTION** - Detentions are served Thursdays after school. Work duties may be assigned during detention. Parents will be contacted and will need to sign the detention slip. After the 3rd detention in a year a letter will be sent notifying the parents of future consequences, as follows:
 - 4th detention: In School Suspension (ISS) and parent contact by Principal
 - 5th detention: Behavioral probation for the remainder of the year
 - 6th detention: Out of school suspension (OSS); meeting with Principal required for re-admittance
 - 7th detention: OSS and withdrawal from DMCS
- **IN-SCHOOL SUSPENSION (ISS)*** - Students separated from others and required to do their daily assignments. *Three suspensions during a student's tenure at DMCS may be grounds for permanent withdrawal.
- **OUT-OF-SCHOOL SUSPENSION (OSS)*** - The length of time is determined by the Principal. Any work missed during OSS may be made up for full credit, if the student meets teachers' timelines for completion of the work. *Three suspensions during a student's tenure at DMCS may be grounds for permanent withdrawal.
- **BEHAVIOR PROBATION** - This form is used for the purpose of guiding and controlling future behavior. It is preventative in nature and is designed to remind students of their responsibility to act appropriately. Terms will be set by the Principal and may include any or all of the following: 1) Loss of student leadership roles, such as student council, team captain, etc., 2) Loss of designated extracurricular activities or suspension from the activity, or 3) Other follow-up counseling or assignments as set by the Principal.
- **ACADEMIC PROBATION** - Students who appear on two successive midterm reports for poor grades (D or F) in one or more class will be placed on academic probation. The probation will last up to two semesters. Parents will be notified. Academic probation can limit a student's participation in extracurricular activities. Students who earn two failing semester grades during their secondary career may be asked to withdraw.
- **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
- **EXPULSION** - Decided by the school board upon recommendation from the Principal and Superintendent.

EXTRACURRICULAR ACTIVITIES

PHILOSOPHY - 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. Extracurricular programs are designed to help students develop Christian friendships, social interaction skills, leadership abilities, and to glorify God. If a scheduling conflict arises between academics and an extracurricular activity, the academic event takes priority.

STUDENT ACTIVITIES – DMCS currently offers the following student activities for junior high and high school.

JUNIOR HIGH

Conference Art Fair	Knowledge Bowl	Conference Honor Band
Math Olympics/Math Counts	ACSI Fine Arts Festival	JH Show Choir
Homecoming	Yearbook	Jazz Band

HIGH SCHOOL

National Honor Society	Conference Art Fair	Prom & Homecoming
Conference Honor Band	All State Band	All State Chorus
Spring Musical/Play	Senior Class Trip	Knowledge Bowl
Show Choir	Art & Music Festival	Student Council
Yearbook	HyperStream	Jazz Band

STUDENTS ATHLETICS - DMCS currently offers the following sports for athletes for junior high and high school.

JUNIOR HIGH

Basketball (boys & girls)	Softball (girls)	Volleyball (girls)
Track (boys & girls)	Baseball (boys)	Football (boys)
Cheerleading (girls)		

HIGH SCHOOL*

Basketball (boys & girls)	Softball (girls)	Volleyball (girls)
Track (boys & girls)	Baseball (boys)	Football (boys)
Cheerleading (girls)	Cross-country (boys & girls)	Golf (boys)
Soccer (boys & girls)		

*Students have the option of participating under our Cooperative Sharing Agreement with Urbandale or Johnston in swimming/diving (boys & girls), tennis (boys & girls), and wrestling (boys).

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/assignment grade. The eligibility report will be printed on Wednesday mornings.

PROBATION: If a student does not meet the eligibility standard 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 DISCIPLINE FOR BEHAVIORAL VIOLATIONS - The following is a list of violations that is detrimental to the witness and testimony of DMCS. The school principal, athletic director, and coach will be responsible for carrying out the following penalties. 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.

LEVEL I: Drugs, alcohol, and tobacco (including smokeless), stealing and vandalism are prohibited.

1st Offense: Voluntarily admitted = off the team for 1/3 of the season. Not voluntarily admitted = off the team for one-half of the season.

2nd Offense: Permanently removed from the team for the season.

LEVEL II: Inappropriate language (swearing).

1st Offense: Voluntarily admitted = off the team for one game; Not voluntarily admitted = off the team for two games.

2nd Offense: Voluntarily admitted = off the team for two games; Not voluntarily admitted = off the team for four games.

3rd Offense: May result in missing up to 1/3 of the season

LEVEL III: *Technical foul, taunting, retaliation, poor sportsmanship, and poor attitudes.

**All technical fouls will be reviewed by the A.D. to determine the severity and nature.*

1st Offense: Coach meets with athlete & parent(s). Athlete sits out for a portion of the next game.

2nd Offense: Off the team for one game

3rd Offense: Off the team for two games

4th Offense: May result in missing up to 1/3 of the season or dismissal from the team.

REQUIRED 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 Pre-Participation 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**

ATHLETIC FEES - An athletic fee is collected annually for each sport in which the student competes. This fee is set by the DMCS Board of Directors and supplements the overall cost of the athletic program. 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.

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.

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.

TRANSPORTATION TO ATHLETIC 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. If a student misses the bus a parent may drive them to the event. Students may NOT drive themselves. 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.

Coach or Directors permission must also be obtained.

Being given permission to drive themselves does NOT give a student permission to drive other participants.

If students wish to ride home from an event with their parents the parent must sign the Parent Release kept by the bus driver. 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.

MISCELLANEOUS MATTERS

ADDRESS CHANGES - Please report any change in address, telephone number, emergency contact, work numbers, etc. to the office. The school's number is 252-2490.

BENEVOLENCE / CHARITABLE ACTS - Organizing meals, volunteer services, or gift cards for a specific family must be approved by the Department Principal on a case-by-case basis. Communication to the Association about the need may be limited to classes, grades, or departments who have a relationship with the family. In accordance with IRS regulations, the School does not fund-raise cash for specific families.

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 go. 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.

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. The health office is a temporary holding place. The school nurse does not diagnose injuries or illness, but simply provides first aid, as necessary.

A parent, adult guardian or authorized emergency contact must sign the student out in the Secondary Office prior to leaving for the day. High school students may sign themselves out if the school nurse has received authorization from a parent. The school nurse will have final say as to whether an ill student is fit to drive home.

The school nurse may administer up to 5 doses of ibuprofen or acetaminophen without a doctors 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.

LOST AND FOUND - Custodians 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 located outside the Secondary Office. Unclaimed items will be donated 1-2 times per month.

LUNCH AND MILK 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 - 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.

FREE & REDUCED LUNCH - DMCS offers a Free and Reduced Lunch Program. Applications are available on our website under "Hot Lunch". The Free and Reduced Lunch Program does not cover the purchase of milk with sack lunches. If your student is eligible for a free or reduced meal but brings a sack lunch, the student will be charged full price for milk or a la carte items.

MESSAGES AND DELIVERIES - Only emergency messages and deliveries from home are relayed through the office.

PERSONAL PROPERTY AT SCHOOL - 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. We offer the following guidelines:

- 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 by students. A \$5.00 fine will be charged at the end of the year if the lock is not returned.
- Report lost or stolen articles to the classroom teacher immediately.
- Clearly mark all personal possessions for easy identification.
- Don't bring athletic equipment from home unless requested to do so by a teacher or coach.

PETS AT SCHOOL - Pets brought from home must have proof of rabies vaccination with them AND prior permission of the teacher.

PICTURES FOR THE YEARBOOK - Student pictures for the school yearbook will be taken in the fall and may be purchased by the students. A yearbook may be ordered in the spring and will be distributed in the fall of the following year. Senior pictures for the yearbook must be a digital headshot, measuring 2 ¼" x 3 ¼" billfold size submitted by December 1.

SENIOR CLASS TRIP – Each spring the senior class takes a class trip to celebrate the upcoming graduation. Students/families are responsible for all costs associated with the trip. Only seniors in good standing – academically, behaviorally, & financially – may attend. Any payments made prior to the trip would be forfeit if the student was unable to attend for academic or behavioral reasons. The trip is sponsored by DMCS faculty and staff; students are subject to expectations outlined in this handbook.

SCHOOL SPONSORED DANCES - DMCS hosts both a homecoming dance and prom. Our goal is to provide a positive environment for our students in which to socialize; creating an atmosphere where students see the value in fellowshiping in groups of either mixed or single gender. Boy/Girl dates are allowed for these events, however DMCS students should not feel obligated to "date" in order to attend these events. If a DMCS student wishes to bring a non-DMCS student as their date a permission form must be obtained from the Secondary Office and completed prior to the event for administrative approval. DMCS dances are well chaperoned, well lit and play positive music. Students dancing inappropriately will be warned and may be asked to leave.

HOMEcoming – The Homecoming dance is held during the fall for Grades 9-12, Homecoming has become a highlight of the year. The student body selects a Homecoming court and votes for king/queen.

The king and queen are crowned at the Homecoming football game. Student Council has the responsibility for planning the Homecoming events.

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 the Prom. The dance is for JRs and SRs only; Sophomores may attend if asked by a JR or SR. The unique dress code for prom is addressed under the dress code section.

STUDENT RECORDS - DMCS maintains records on each student in order to facilitate the instruction, guidance and educational progress of the student. The records contain information about the student and his/her education and may include but are not limited to the following types of information: identification, attendance, record of achievement, family background, aptitude tests, 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 fireproof file at the school, which s/he 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.

VISITORS TO SCHOOL - DMCS is pleased to welcome visitors to school for visits. All visitors must check in to the appropriate office when first entering the building and wear a Visitor badge for the duration of their time in the building. To keep classroom disruptions to a minimum, only prospective students will be allowed to visit during the school day.