

DES MOINES CHRISTIAN SCHOOL  
POLICIES AND PROCEDURES

EDUCATIONAL PROGRAM

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DES MOINES CHRISTIAN SCHOOL  
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EVALUATION AND LONG RANGE NEEDS ASSESSMENT OF THE EDUCATIONAL PROGRAM

Code No. 600.1

The Board will assess, review, and determine on an ongoing basis whether the education programs of DMCS are being conducted in an economical, efficient, and effective manner (Code No. 201.3 and Code No. 203.4). The administration will submit evaluation reports to the Board concerning the educational program and curriculum services (Code No. 605.2). An Annual Progress Report will be submitted annually to the Board and will contain:

1. a summary of and trend analysis of all standardized assessment tests
2. a summary of and trend analysis of all college entrance examinations
3. a summary of and trend analysis of all advanced placement tests

Additional or more detailed reports will be provided to the Board at its request.

The administration will periodically conduct a long-range needs assessment of the educational program by surveying the Association, compiling the resulting data, and identifying priorities for the educational program. The Board may use identified priorities in creating budgets and periodic strategic plans. Long-range needs assessment enables DMCS get feedback from the Association regarding their desires and expectations of the educational program.

In conjunction with the needs assessment of DMCS, the Board will authorize the appointment of the Educational Program Committee to make recommendations and assist the Board in determining the priorities of DMCS. Students and committee members may be appointed to assist EPC in performing this task. The DMCS Educational Program Committee will serve as a Board clearinghouse for educational planning issues.

It will be the responsibility of the Superintendent to ensure that the Association is informed of students' academic progress through publication of the Annual Progress Report. This information will be made available to the DMCS community and the general public through publication on the website. Opportunities for community feedback will be provided on the website.

As a result of the Board and committee's work, the Board will:

1. Determine major education needs and re-rank them in priority order;
2. Develop long-range goals and plans to meet the needs;
3. Establish and implement short-range and intermediate-range plans to meet the goals and to attain the desired levels of student performance;
4. Evaluate progress toward meeting the goals;
5. Maintain a record of progress under the plan that includes reports of student performances and results of school improvement projects;
6. Report annually the student's progress made under the plan to the DMCS community and Iowa Department of Education (when accredited by the DE).

Date of Adoption: May 14, 1991  
Date of Adoption: January 19, 1995  
Revised: October 2, 2001  
Revised: April 28, 2003  
Revised: November 15, 2010

DES MOINES CHRISTIAN SCHOOL  
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WELLNESS POLICY

Code No. 600.2

The Board recognizes the importance of a healthy school environment and students by supporting wellness through good nutrition and regular physical activity as part of the school's curriculum. The school promotes a healthy environment by teaching students positive dietary and lifestyle practices. The Board and school recognize improved health optimizes student performance potential. The school provides a comprehensive learning environment for developing and practicing lifelong wellness behaviors. The entire school environment, not just the classroom, shall be aligned with the school's healthy goals to positively influence a student's understanding, beliefs, and habits as they relate to good nutrition and regular physical activity.

The school supports and promotes proper dietary habits by ensuring the meals available on school premises during the instructional day meet or exceed the school's nutritional standards.

The school consults with EPC who serves as the wellness committee on wellness issues as needed.

**Nutrition Education:**

The school will provide and promote nutritional education that:

- Is offered as part of a comprehensive and standards-based program designed to provide students with the knowledge and skills necessary to promote and protect their health
- Promotes fruits, vegetables, whole-grain products, and low/fat-free dairy products as part of a healthy diet
- Emphasizes caloric balance between food intake and physical activity

**Physical Activity:**

The school will provide opportunity for physical education and physical activity that:

- Is available for all students in grades K-12
- Is taught by a certified physical education teacher

**Optional Issues:**

**Staff Wellness**

- The school values the health and well-being of every staff member and will support personal efforts by staff to maintain a healthy lifestyle

**Foods Sold Outside the Meal:**

- Limit food and beverage marketing to the promotion of foods and beverages that meet the nutrition standards for foods and beverages sold individually

**School Meals:**

- Meals provided by contracted vendors will follow federal guidelines for nutrition
- Meals will be served in clean, pleasant settings

**Free and Reduced-Priced Meals**

The school district will make every effort to eliminate any social stigma attached to, and prevent the overt identification of, students who are eligible for free and reduced-price meals. Toward this end, the school district may:

- Utilize electronic identification and payment systems
- Promote the availability of meals to all students

**Plan for Measuring Implementation:**

The Superintendent or designee will ensure compliance with the established School-wide Nutrition and Physical Activity Wellness Policies.

Food service staff will ensure compliance with Nutrition Policies and will report to the Superintendent.

Date of Adoption: November 2, 2009

Revised: June 7, 2010

DES MOINES CHRISTIAN SCHOOL  
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TYPES OF SCHOOL ORGANIZATION

Code No. 601.1

The school will be organized into the following levels of instruction:

1. Early Education (pre-school, child care, and pre-kindergarten)
2. Elementary School (Kindergarten and Grades 1-6)
3. Junior High School (Grades 7-8)
4. High School (Grades 9-12)

Date of Adoption: January 14, 1992

Revised: April 11, 2000

Revised: April 6, 2009

Revised: February 21, 2011

DES MOINES CHRISTIAN SCHOOL  
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SCHOOL CALENDAR

Code No. 601.2

The school calendar will reflect Christian values. The adopted official school calendar will comply with the legal requirements pertaining to the starting date, length of the school year, in-service training for personnel, and any other areas designated by Iowa law. The Superintendent will have the responsibility to develop the school calendar for recommendation, approval, and adoption by the Board.

The Board may amend the official school calendar, if the Board considers the change to be in the best interest of DMCS.

Date of Adoption: January 14, 1992

Revised: January 19, 1995

Revised: April 28, 2003

Revised: November 2, 2009

Revised: February 21, 2011

DES MOINES CHRISTIAN SCHOOL  
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SCHOOL DAY

Code No. 601.3

The Superintendent will determine the length of the school day based on Iowa Law for all age groups and the hours that all school buildings will be open on an annual basis. The information will be published and made available to the DMCS Association prior to the start of a new academic year.

Date of Adoption: January 14, 1992

Revised: April 28, 2003

Revised: July 13, 2009

Revised: September 7, 2010

DES MOINES CHRISTIAN SCHOOL  
POLICIES AND PROCEDURES

MULTI-CULTURAL AND NON-SEXIST EQUITY EDUCATION OPPORTUNITY PLAN

Code No. 602.1

Plans will be in place to accomplish all of the following:

- Ensure that the curriculum review and development process includes procedures and activities which ensure adherence to the Des Moines Christian School multi-cultural, non-sexist policy.
- Include equity criteria related to race, national origin, gender, disability, and age in the policy and process for selecting textbooks and instructional materials.
- Help students understand the dynamics of discrimination, bias, prejudice, and stereotyping.

Help students demonstrate the skills for effective interaction with all groups.

Materials selected for study will include references to both male and female-as well as those of diverse racial/cultural groups-and not compromise the educational and religious philosophy of Des Moines Christian School.

Students will learn that everything exists which was created by an omnipotent, omniscient, omnipresent God and, therefore, has worth.

Missionaries and Christians from other countries may be used as speakers to teach students about different cultures and ethnic groups from around the world.

Students will learn about contributions of both males and females, individuals from different racial/ethnic groups, and those with and without disabilities.

Students will learn about the historical and cultural background of other countries.

Students, regardless of their gender or racial/ethnic make-up, will be encouraged to take advanced courses if they show the proper aptitude for such courses.

Scheduling and grouping practices will promote integration and collaboration on the basis of gender, race, national origin, and disability.

Students will learn about people from different countries and racial/ethnic groups.

Students will be able to distinguish between different points of view regarding cultural, ethnic, racial, age, and disability issues.

Career counseling services, activities, and materials will use occupational titles which are gender-neutral, when appropriate, and will have content that transcends traditional bias and stereotyping on the basis of race, gender, national origin, and disability.

Date of Adoption: January 20, 1997

Revised: May 20, 2003

Revised: November 2, 2009

Revised: October 4, 2010



DES MOINES CHRISTIAN SCHOOL  
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ELEMENTARY CURRICULUM

Code No. 602.2

The program of instruction in the Elementary school will be consistent with the educational philosophy of DMCS.

Curriculum includes all of the following:

1. Bible
2. Language Arts (including reading, writing, spelling, listening, and oral and written expression)
3. History and Geography
4. Mathematics
5. Science
6. Physical Education
7. Health
8. Music
9. Art
10. Technology
11. Foreign language

Study and work habits, media usage, safety, conservation, health and hygiene, Christian citizenship, and the development of Christ-like character and Biblical morality will be incorporated throughout the curriculum. Biblical ideals will be taught regarding individual spiritual gifts as they fit into the body of Christ.

Curriculum guides will be prepared for the Elementary curriculum. These guides will be designed to provide a consistent Christian worldview approach to instructional problems and to furnish information about supplementary materials and related activities.

Date of Adoption: January 14, 1992

Revised: January 19, 1995

Revised: July 1, 2003

Revised: November 2, 2009

Revised: October 4, 2010

DES MOINES CHRISTIAN SCHOOL  
POLICIES AND PROCEDURES

SECONDARY SCHOOL CURRICULUM

Code No. 602.3

The program of instruction in the junior high and high school will be consistent with the educational philosophy of DMCS.

Curriculum includes all of the following:

1. Bible
2. English (including reading, writing, spelling, listening, and oral and written expression)
3. History, Geography, Civics, Economics, and American Government
4. Mathematics
5. Sciences
6. Business and Technology
7. Fine Arts
8. Physical Education
9. Health
10. Foreign Languages

Study and work habits, media usage, safety, conservation, Christian citizenship, and the development of Christ-like character and Biblical morality will be incorporated throughout the curriculum. Biblical ideals will be taught regarding individual spiritual gifts as they fit into the body of Christ.

Curriculum guides will be prepared for the secondary curriculum. These guides will be designed to provide a consistent Christian worldview approach to instructional problems and to furnish information about supplementary materials and related activities.

Date of Adoption: January 14, 1992

Revised: January 19, 1995

Revised: July 1, 2003

Revised: November 2, 2009

Revised: October 4, 2010

DES MOINES CHRISTIAN SCHOOL  
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Student Outcomes

Code No. 602.4

The following Student Outcomes are expected of students upon High School graduation (developed in consideration of the school's Mission Statement):

1. Articulate the Biblical themes of creation, fall, and redemption/restoration and how these biblical themes inform one's understanding of the history, fine arts, and literature of humankind.
2. Recognize that mathematical and scientific concepts are human abstractions of a universe that glorifies the God of order and design and accordingly demonstrate competence and wise stewardship.
3. Identify and describe key historical events and recognize that God providentially directs human history.
4. Demonstrate Biblical discernment in researching, reading, evaluating, and communicating information.
5. Develop the skills and desires necessary for life-long learning and the pursuit of higher education in any institution appropriate for academic abilities and a sense of God's direction and calling.
6. Recognize the complexities of other cultures in order to attain a global vision of the Church.
7. Identify and steward God-given individual talents, abilities, health, possessions, environment, and spiritual gifts.
8. Serve in church, community, and civic activities.

The following Student Outcomes are desired upon High School graduation (developed in consideration of the school's Vision Statement):

1. Display critical and distinctly Christian thinking through careful thought and exchange of ideas; analyze and articulate every aspect of life from a Christian worldview and understand opposing worldviews, resulting in a solid defense of the faith.
2. Demonstrate a growing Christ-like attitude and relationship with the Lord Jesus Christ, empowered by the Holy Spirit, governed by God's Word, and actively engaged in the personal disciplines of prayer, Bible study, corporate worship, service to others, and evangelism.
3. Recognize how human diversity (e.g. , socioeconomic, cultural, ethnic, denominational, and gender differences) provides a multifaceted representation of the image of God in mankind and enriches human experience.

Date of Adoption: September 7, 2010

DES MOINES CHRISTIAN SCHOOL  
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SUMMER SCHOOL INSTRUCTION

Code No. 602.5

Summer school may be conducted at DMCS on such grade levels and for such lengths of time as the administration, may determine.

The summer school program will be designed to meet the following purposes or objectives:

1. Enrichment and extension of the program provided during the regular academic year
2. Remedial work for those pupils who need and can benefit from further study in the basic subjects
3. Alternative coursework not offered during the regular school year

Fees for summer school will be in addition to regular tuition payments.

Date of Adoption: January 14, 1992

Revised: July 1, 2003

Revised: July 13, 2009

Revised: February 21, 2011

DES MOINES CHRISTIAN SCHOOL  
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SPECIAL EDUCATION

Code No. 602.6

The Board recognizes children have different educational needs and that DMCS cannot meet the special education needs of all students.

When a child is identified as having special needs (such as a learning disability or physical disability), the parents may be referred to qualified evaluators or agencies that are able to provide diagnostic services. At the discretion of the administration, these services may be required to maintain a student's enrollment at DMCS.

Upon receiving the results of the evaluations, the DMCS administration will have the responsibility to determine the appropriateness of DMCS's ability to adequately meet the student's need. Costs of assessment and/or for special education placement are the financial responsibility of the parents or guardians.

In the event of disagreement about the school's ability to meet the needs of the student after evaluation, the parents may appeal the administrative decision to the DMCS Board.

Date of Adoption: January 14, 1992

Revised: May 20, 2003

Revised: December 7, 2009

Revised: September 7, 2010

DES MOINES CHRISTIAN SCHOOL  
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T.A.G. (TALENTED AND GIFTED) ACADEMIC PROGRAM    Code No. 602.7

Special instructional programs and supportive services, unique materials, learning settings, and other educational services which differentiate, supplement, and support the Christian education program in meeting the talents and gifts of students is advocated. Students' abilities in the following five areas will be recognized and encouraged:

1. Creative and/or productive thinking
2. General intellectual functioning
3. Leadership effectiveness
4. Proficiency in the physical and performing arts
5. Specific academic aptitude

Date of Adoption:        January 14, 1992

Revised:                    January 19, 1995

Revised:                    April 6, 2004

Revised:                    January 4, 2010

Revised:                    October 4, 2010

DES MOINES CHRISTIAN SCHOOL  
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CAREER EDUCATION

Code No. 602.8

DMCS will provide a school program that is related to relevant career goals of students, so they are motivated to choose, from among many alternatives, the educational direction they will take after high school. The Board of Directors, through its educational philosophy and the adoption of instructional goals, provides educational opportunities that will enable every student to develop to their full, God-given potential.

1. Ensuring relevant instruction
2. Providing students with opportunities to explore (with wisdom) a wide variety of career fields
3. Providing guidance services adequate to ensure that every student gains wisdom in assessing the student's God-given personal interests, aptitudes, talents, and abilities; in making career choices; and in planning an appropriate educational program
4. Providing a pre-kindergarten through 12<sup>th</sup> grade program that incorporates the concept of career education and will allow students to prepare for and pray about the occupational fields of their choice by acquiring knowledge, wisdom, and skills which will help them to (a) obtain entry-level employment, (b) continue education and training in post-secondary institutions or in business and industry or in vocational ministry, and (c) basic discipling for raising a Godly family
5. Providing knowledge and practical application of seeking God's will for life

Date of Adoption: January 14, 1992

Revised: January 19, 1995

Revised: July 1, 2003

Revised: November 2, 2009

Revised: October 4, 2010

DES MOINES CHRISTIAN SCHOOL  
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ALTERNATIVE PROGRAMS

Code No. 602.9

Requests to the Board to develop and implement alternative educational programs should include the following information:

1. Need. A narrative statement should give the reasons for the request.
2. Goals and Objectives. Immediate and long-range goals and objectives should be defined, according to the purposes of the request and the course content.
3. Budget Implications. A detailed budget for the alternative school program will be presented, and the request and the budget ramifications will be reviewed by the Educational Program Committee and DMCS Board Finance Committee before any alternative school program will be implemented. The budget will include costs of the program, as well as proposed fees.
4. Personnel Involved in Planning. A listing should include members of the professional staff and the community.
5. Implementation Procedures. Steps for implementing the program should be listed, including plans for developing and sustaining the program once it is started.
6. Plans for Evaluation. Based on the stated objectives and goals, program evaluation plans should be provided, including a listing and type(s) of possible assessment instruments. The continuation of any program beyond its stated trial period could occur only after a positive evaluation which considers all aspects of the program.

The Board will carefully consider plans for alternative programs, and will weigh the counsel provided by the professional staff, the Superintendent, and appropriate Board committees.

Date of Adoption: January 14, 1992

Revised: July 1, 2003

Revised: July 13, 2009

Revised: February 21, 2011



DES MOINES CHRISTIAN SCHOOL  
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COMMUNITY EDUCATION

Code No. 602.10

The Board of Directors of DMCS supports the concept of Christian community education, because the Board recognizes that learning is a life-long activity.

As time, personnel, and resources allow, DMCS will promote Christian community education programs.

Date of Adoption: January 14, 1992

Revised: July 1, 2003

Revised: July 13, 2009

Revised: September 7, 2010

DES MOINES CHRISTIAN SCHOOL  
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ALTERNATIVE GRADING POLICY

Code No. 602.11

The Board recognizes the need for alternative grading in various circumstances. Those recognized circumstances include the following:

Weighted Grades: DMCS will allow the weighting of grades for high school courses that meet the following criteria: 1) Advanced Placement courses, 2) DMCS courses with "advanced" in the title, and 3) college courses in which the students also receive high school credit. Grades earned in these courses will be given an additional weight of one point on the four-point scale used for the regular curriculum.

Weighted Grades

A = 5 points  
B = 4 points  
C = 3 points  
D = 2 points  
F = 0 points

Un-weighted Grades

A = 4 points  
B = 3 points  
C = 2 points  
D = 1 points  
F = 0 points

Pass/Fail Option: DMCS high school students may enroll in up to two fine arts courses per semester on a pass/fail basis. The written approval of parents and the written notification to the instructor are necessary before a pass/fail status is granted. Once the course has begun, students may not change their enrollment status. All teacher aide and office aide positions will be graded on a pass/fail basis.

Re-taking a Class: A student may re-take a class to improve a grade of C- or lower. The new grade will be recorded on the student's transcript and used in GPA calculation. The old grade will remain on the transcript, but will not be used to calculate the student's GPA. Students will receive credit only if a class is re-taken to improve the grade.

Date of Adoption: January 20, 1997

Revised: February 17, 1998

Revised: June 6, 2000

Revised: July 1, 2003

Revised: November 2, 2009

Revised: September 7, 2010

DES MOINES CHRISTIAN SCHOOL  
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FOREIGN STUDY

Code No. 602.12

The Board recognizes that study programs outside the country may sometimes be desirable and justifiable. Plans for such study programs must be approved in advance by the administration and the Board.

Date of Adoption: January 14, 1992

Revised: March 16, 2004

Revised: July 13, 2009

Revised: September 7, 2010

DES MOINES CHRISTIAN SCHOOL  
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HOME SCHOOL PARTNERSHIP

Code No. 602.14

The Board recognizes a need to assist Christian parents who wish to educate their own children at home.

This assistance will take such form and be done in such manner as will be deemed appropriate by the administration of DMCS (with the approval of the Board).

Date of Adoption: January 14, 1992

Revised: January 19, 1995

Revised: December 17, 2007

Revised: July 13, 2009

Revised: September 7, 2010

DES MOINES CHRISTIAN SCHOOL  
POLICIES AND PROCEDURES

GUIDELINES FOR THE TRANSFERRING OF HOME SCHOOL COURSEWORK  
TO DES MOINES CHRISTIAN SCHOOL Code No. 602.141

In order to assist and to develop an educational program that will meet the needs of each home school student who is applying for admission into the Elementary program or Secondary program at Des Moines Christian School, the following information is required prior to the selection of classes and is necessary for the determination of grade level. From past experience, found that several Christian home school organizations have an excellent curriculum which, if followed, closely meets the requirements that a student must obtain in order to meet standards for credit. However, it is important for DMCS to have the necessary documentation on file for courses taken so that the student will qualify for the credit needed. For that reason, the following standards have been established:

1. Each course taken for high school credit should have been taken after the successful completion of a seventh and eighth grade curriculum.
2. If the home school experience has been with a home school organization that has kept an educational cumulative file, a copy of that file or a transcript must be provided. A transcript provides the following:
  - a. Course titles
  - b. Dates (year that the course was taken)
  - c. Grade in the course (preferably in letter grade)
  - d. Amount of credit, i.e.  $\frac{1}{4}$ ,  $\frac{1}{2}$ , 1
  - e. Any test labels from national standardized tests
  - f. The school's grading scale

Important: In addition to the actual transcript, the home school organization's brochure or catalog course descriptions should be provided, including a paragraph describing the course content and, in the case of most correspondence schools, number of lessons and exams submitted.

Important: In all instances DMCS must be supplied with a figure of how many hours each particular course met per week, the total amount of time of instruction for the course, and the total number of hours spent on homework for the course.

3. If the home school organization does not provide the information as stated in #2 above, DMCS may not include this coursework toward meeting Des Moines Christian and state requirements. In situations where records, transcript, and course descriptions are not adequate, it is vitally important that the actual written homework papers and test for a particular course be submitted to DMCS for evaluation. In all cases, DMCS reserves the right to test the student to determine mastery of material. It should be understood that a student seeking to graduate from Des Moines Christian School may be asked to repeat a particular course or take additional coursework in a subject area if it is the school's determination that the student is not competent in that subject.
4. Home school credits that are accepted toward meeting Des Moines Christian's graduation requirements will not be used in the student's final grade point average or have a bearing in determining class rank. In order for a home school student to be a ranked member of the DMCS Senior Class, the student must have completed the entire junior and senior years at Des Moines Christian. This "two-year residency" requirement also meets most colleges' guidelines concerning grade point average.
5. All records, course descriptions, and materials should be submitted to the Guidance Department as early as possible, prior to a student's desired enrollment. While initial "placement" based on the information supplied DMCS is made, it is important to remember that no final placement will occur until the Des Moines Christian School Office receives the needed documentation for placement.

DES MOINES CHRISTIAN SCHOOL  
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Code No 602.141 (cont.)

6. DMCS realizes that there are many innovative, enriching Christian educational programs available in our country. DMCS desires that Christians be creative, and the school will work hard to make our partnership in Christian education successful. It is our philosophy to fulfill requirements that exceed the "minimum" standards, thus adding depth and quality to our Christian approach to education and giving honor to our Lord.
7. Student-athletes transferring to DMCS must also meet all eligibility requirements outlined by DMCS Board Policy, the Iowa High School Athletic Association, and the Iowa Girls High School Athletic Union.

Date of Adoption: December 5, 2000

Revised: September 21, 2009

Revised: November 2, 2009

Revised: September 7, 2010

DES MOINES CHRISTIAN SCHOOL  
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CURRICULUM DEVELOPMENT

Code No. 602.15

The Board will approve the curriculum which is designed to accomplish the goals of the school, as stated in the Educational Philosophy of the school. Written curriculum guides, based on the DMCS philosophy and Christian worldview, will be developed and updated for all course offerings in accordance with the curriculum review cycle, or more often, when appropriate. Curriculum guides will include course descriptions, standards, benchmarks, grade level objectives, and methods of assessment.

The Superintendent or designee will be responsible for curriculum development and for determining the most effective method of conducting research and design activities. A curriculum framework will describe the processes and procedures that will be followed in researching, designing, and articulating each curriculum area.

A systematic approach to curriculum development (careful research, design, and articulation of the curriculum) includes all of the following:

- Biblical integration, Christ-centeredness, and spiritual growth
- Content standards ensuring the identified learnings are rigorous, challenging, and represent the most important learnings for our students
- Improvement of classroom instruction
- Research of the latest local and national trends and best practice based on scientific research
- Study of the current status of the content/discipline (what and how well students are currently learning)
- Identification and alignment of content standards, benchmarks, and grade level objectives for the content/discipline from Early Education through Secondary
- Involvement of administration, teachers, parents, and Board members in curriculum development decisions
- Verification of integration of local, state, and/or federal mandates when required and if appropriate

The Superintendent or designee is responsible for keeping the Board apprised of necessary curriculum revisions and progress of each content area related to curriculum development activities.

Date of Adoption: January 14, 1992

Revised: January 19, 1995

Revised: July 5, 2005

Revised: July 13, 2009

Revised: October 4, 2010

DES MOINES CHRISTIAN SCHOOL  
POLICIES AND PROCEDURES

CURRICULUM REVIEW AND ADOPTION PROCESS

Code No. 602.16

The DMCS Board will require and approve a planned, sequential, annual review of the K-12 curriculum in accordance with the curriculum review cycle—or more often, when appropriate. This review will be conducted by the administration, teachers, parents, and Board members. The Superintendent or designee will appoint members of the review committees. The committees will be chaired by the respective Principal and/or Director of Curriculum and Assessment. Changes, revisions, and adoptions will be reviewed by the Educational Program Committee and approved by the full Board.

The curriculum review adoption process will include all of the following steps:

1. Needs Identification
2. Content Area Evaluation
3. Review of Alternative Programs/Texts and Selection
4. Report of Recommendations to Educational Program Committee
5. Detailed budget that supports the recommendations including both one-time and on-going expenses.
6. Approval and Recommendation to School Board
7. Approval and Implementation Plan
8. Monitoring/Maintaining the Plan

Date of Adoption: November 19, 1996

Revised/Reviewed: July 5, 2005

Revised: July 13, 2009

Revised: February 21, 2011



DES MOINES CHRISTIAN SCHOOL  
POLICIES AND PROCEDURES

CURRICULUM IMPLEMENTATION Code No. 602.18

Curriculum implementation includes the provision of organized assistance to staff in order to ensure that the newly-developed curriculum is delivered at the classroom level.

Each Principal or a designee will be responsible for curriculum implementation and for determining the most effective way of providing organized assistance and monitoring the level of implementation. A curriculum framework will describe the processes and procedures to be followed for assisting all staff in developing the knowledge and skills necessary to successfully implement the developed curriculum in each content area. This framework will, at a minimum, describe the processes and procedures for the following curriculum implementation activities:

- Center on biblical principles, and integrate the truth of the Word of God throughout the curriculum
- Study and identify the best instructional practices and materials to deliver the content
- Purchase instructional materials and resources (pursuant to Board Policy 803.5)
- Organize staff into collaborative study teams to support their learning and implementation efforts;
- Provide ongoing professional development related to instructional strategies and materials that focuses on theory, demonstration, practice, and feedback
- Regularly monitor and assess the level of implementation
- Involve administration, teachers, parents, and Board members in curriculum implementation decisions

The Superintendent or designee is responsible for keeping the Board apprised of curriculum implementation activities and progress of each content area related to curriculum implementation activities.

Date of Adoption: December 5, 2000

Revised: July 18, 2005

Revised: November 2, 2009

Revised: September 7, 2010

DES MOINES CHRISTIAN SCHOOL  
POLICIES AND PROCEDURES

CURRICULUM MONITORING

Code No. 602.19

Regular monitoring of the total curriculum is necessary to ensure that students are learning the written and approved curriculum.

Curriculum monitoring refers to an ongoing process of collecting, analyzing, synthesizing, and interpreting information to aid in understanding student knowledge and competencies. Curriculum monitoring refers to all the information gathered to evaluate student learning and program effectiveness in each content area.

A curriculum monitoring framework will describe the procedures followed to establish an evaluation process that can efficiently and effectively evaluate the total curriculum. This framework will, at minimum, describe the procedures for the following curriculum monitoring activities:

- Identify specific purposes for each assessment
- Develop a comprehensive assessment plan
- Select/develop assessment tools and scoring procedures that are valid and reliable
- Identify procedures for collecting assessment data
- Identify procedures for analyzing and interpreting information and drawing conclusions based on the data (including analysis of the performance of various sub-groups of students)
- Identify procedures for establishing at least three levels of performance (specific to the content standard and the assessment tool when appropriate) to assist in determining whether students have achieved at a satisfactory level (at least two levels describe performance that is proficient or advanced and at least one level describes students who are not yet performing at the proficient level);
- Identify procedures for using assessment information to determine long-range and annual improvement goals
- Identify procedures for using assessment information in making decisions focused on improving teaching and learning (data based decision making)
- Provide support to staff in using data to make instructional decisions including curriculum updating and/or realignment
- Define procedures for regular and clear communication about assessment results to the various internal and external publics (mandatory for communication about students receiving special education services)
- Verify that assessment tools are fair for all students and are consistent with all state and federal mandates
- Verify that assessment tools measure the curriculum that is written and delivered and update assessments as necessary
- Identify procedures for deciding when multiple assessment measures are necessary for making good decisions and drawing appropriate conclusions about student learning
- Involve administration, teachers, parents, and board members in curriculum evaluation
- Ensure participation of eligible students receiving special education services in district-wide assessments

The Superintendent or designee is responsible for keeping the Board apprised of curriculum monitoring activities and the effectiveness of the curriculum implementation.

Date of Adoption: December 5, 2000

Revised: July 18, 2005

Revised: November 2, 2009

Revised: September 7, 2010

DES MOINES CHRISTIAN SCHOOL  
POLICIES AND PROCEDURES

ANIMALS IN SCHOOL

Code No. 602.20

The Des Moines Christian School Board recognizes that the presence of animals at school can provide a valuable learning experience, but animals cannot be allowed to endanger student safety or disrupt learning. There should be a clear instructional or therapeutic purpose for keeping an animal in a school classroom. In addition, the Des Moines Christian School board recognizes that instruction related to the care and treatment of animals teaches students a sense of responsibility and promotes the humane treatment of living creatures. It is the policy of the school to notify parents of students in a classroom when an animal is being introduced. It is the policy of Des Moines Christian School to support the inclusion of service animals as part of its compliance with Federal and State law, as well as its belief that our school community values those with different needs and seeks to support them to be fully included in a manner that fosters greater independence.

**Animals Brought to School for Short-Term/Day Visits**

During school hours, no animal will be brought to school without prior authorization. Students must obtain permission from their teacher; staff will obtain authorization from the Principal. Arrangements for animal visits should be made 24 hours in advance. Animals brought to school at pick-up and drop-off times will be leashed.

Proof (from a veterinarian) of compliance with immunizations for any disease that can be transmitted to humans should be filed with the office in advance. All mammals will be properly vaccinated. Rabies vaccination is required for any mammal.

Any animal brought to school must remain under control of the responsible adult at all times. The animal will be contained on a leash or in suitable carrier. This expectation applies whenever the animal is on school property. Transportation to and from school will be the responsibility of the parent/guardian or other adult. Animals are not to be transported on school buses.

No wild animals or protected animals will be purposely brought to the building or on school grounds by anyone other than an authorized or licensed animal handler. There will be no physical contact between the animal and students unless it is an integral part of the objectives for the program with prior approval received from the Principal.

**Animals Considered As Resident Class Pets**

The teacher will communicate with the nurse before seeking permission from the Principal. Permission of the Principal is required prior to establishing resident animals in the classroom. All teachers will fill out an "animal in the classroom housing" form prior to the introduction of an animal in the classroom. The form must be signed by the Nurse and Principal. Classroom pets that are of an unknown origin/history are not permitted in school. Teachers assume primary responsibility for the humane and proper treatment of any animal in their classroom, as well as the cleanliness of the container or cage where the animal is kept. The sanitary level of the classroom should be unaffected by the keeping of resident class pets. The Nurse and Principal will monitor the classroom to ensure the classroom is sanitary.

No exotic animals will be allowed to be kept in the classroom at Des Moines Christian School without prior administration approval.

When the school is not in session for more than three days, the teacher must make arrangements for any resident animal's care and safety.

Should any student or adult be bitten by an animal at school, a health care provider and the local health officer will be immediately notified. In addition, in the case of a child, parents will be called. A copy of the incident report (signed by the principal) will be sent to the involved family with personally identifiable information involving other children redacted as needed.

DES MOINES CHRISTIAN SCHOOL  
POLICIES AND PROCEDURES

Code No. 602.20 (cont.)

### Service Animals

The use of service animals is not subject to the restrictions of this policy. Restricting the presence of service animals on campus is subject only to the provisions of the Americans with Disabilities Act, its regulations, and corresponding provisions of State law. The ADA defines a service animal as any guide dog, signal dog, or other animal individually trained to provide assistance to an individual with a disability. It is not necessary for a service dog to be licensed or certified by a state or local governmental agency as a service dog to be considered one by the ADA.

Service dogs are permitted to accompany the individual with a disability to all areas of the facility where children normally go.

The school reserves the right to restrict a service animal from its premises when it is determined that the dog's behavior poses a direct threat to the health or safety of others. When a service animal is introduced to the classroom, a team, including the teacher, administrator, and family, will be formed to develop a comprehensive plan. This plan will include a detailed description of implementation strategies, as well as a communication plan. Determination of threat is the responsibility of the Principal. Determination of threat will be made in consultation with the school's child protection team (including the school nurse, counselor, and Principal).

### Students with Medical Concerns

Student health issues will be considered when assessing the appropriateness of animals in the classroom. Prior to the consideration of the introduction of an animal to the classroom, the teacher will confer with the school nurse and review the student health records to assure that there is no conflict. Conflicts or concerns with animals and children with medical reactions to those animals will be referred to the school nurse. It is the policy of the school to consider the safety, health and well-being of each and every student when making decisions regarding the introduction of animals to the classroom.

### Law Enforcement

Animals under the control of a law enforcement officer are excluded from the provisions of this policy.

When there is a conflict in this area, the Principal is responsible for resolving the matter in consultation with the involved parties, the nurse, and others as the administration deems appropriate.

### Liability

The owner or handler of any animal, including a service animal, is responsible for the animal's behavior and will be liable for all damages suffered by persons who may be bitten or injured, and all damages to public or private property, regardless of the former viciousness of the animal or the owner's knowledge of such viciousness.

### Humane Treatment of Animals

Animals within the school will be handled, treated, and housed in a humane manner. Enclosures will be appropriate to the species. Animals will be kept in an environment appropriate to the species. Habitats will be maintained and cleaned regularly by staff and supervised students.

Date of Adoption: March 24, 2008  
Revised: February 21, 2011

DES MOINES CHRISTIAN SCHOOL  
POLICY AND PROCEDURES

CLASS SIZE

Code. 603.1

The size of each class will depend upon the type of instruction needed to assist each student to develop academic and occupational capacities to the utmost. Effective use of staff shall also be considered in organizing and scheduling classroom instruction. The administrators will determine class size for each grade, using this policy as a guide to establish class size. Staffing for pre-school through Grade 12 will be determined based on enrollment as of August 1.

The Superintendent and administrative staff are instructed to investigate new approaches and techniques for organizing and scheduling classroom instruction.

Class sizes will be within the guidelines established by the Department of Human Services and the Iowa Department of Education. The following guide should be used in determining class size each year:

Grade	Minimum Size 1 certified teacher	Maximum Size 1 certified teacher	DMCS Recommended Size 1 certified teacher & w/aide or assistant
Child Care 2's	1:6 or 2:12	1:6	2:12
Child Care 3's	1:8 or 2:16	1:8	2:16
Child Care 4's	1:12 or 2:24	1:12	2:24
Child Care School Age	1:15 or 2:30	1:15	2:30
Pre-school 3's	1:8 or 2:16	1:8	2:16
Pre-school 4's	1:12 or 2:24	1:12	2:24
Pre-Kindergarten	1:12 or 2:24	1:12	2:24
K	13	18	24
1	14	20	26
2	14	20	26
3	16	25	30
4	16	25	30
5	16	25	30
6	16	25	30
7-12	6	25 (academic only)	N/A

Date of Adoption: January 14, 1992

Revised: February 1, 2000

Revised: January 16, 2006

Revised: July 13, 2009

Revised: October 4, 2010

DES MOINES CHRISTIAN SCHOOL  
POLICIES AND PROCEDURES

FIELD TRIPS, TRAVEL/TOUR, AND SENIOR TRIP POLICY      Code No. 603.2

I. Field Trips

Field trips are defined as educational excursions that are completed within a 24-hour time span and do not require overnight lodging. Field trips that are properly planned and supervised provide an invaluable adjunct to the curriculum of any DMCS classroom. Field trips that provide significant educational value are encouraged and should be incorporated into individual classroom educational objectives.

Field trips must receive pre-approval by DMC administration prior to trip planning. A written communiqué will be given to each student's parent or guardian, providing necessary field trip details. Written consent must be obtained for student participation. Students must be academically and behaviorally eligible to participate on the field trip.

II. Travel/Tour

Travel/Tour excursions are defined as trips that are longer than a 24-hour time span and require overnight lodging. DMCS-sponsored travel/tour provides Secondary students with special learning opportunities. The purpose of any DMCS travel/tour will include spiritual ministry and opportunities for academic learning. Travel/tour must receive approval by DMCS Administration and EPC prior to trip planning and fundraising, with final approval by DMCS School Board.

Travel/Tour Objectives:

1. Provide experiences that would serve to deepen the spiritual life of participating students.
2. Incorporate activities that serve as an educational adjunct to participating students.

Chaperones

DMCS faculty will solicit parents or guardians of students to serve as chaperones for the field trip. Student-to-chaperone ratio will be determined by DMCS faculty and DMCS administration. Chaperones will be responsible for any individual field trip costs. Chaperone responsibilities will be determined and outlined by DMCS faculty.

III. Senior Trips

The Des Moines Christian School Board supports senior trips as both a reward and a privilege to graduating seniors from Des Moines Christian School. The Board has developed general guidelines for the senior trip to simplify planning and participation.

1. As with any travel/tour excursion, the Board must approve plans for the trip, including a detailed itinerary, prior to the trip commencing.
2. The administration, particularly the Secondary Principal or designee(s), is responsible for planning and leading the senior trip. The Principal may choose to involve students in planning the trip.
3. To maintain an appropriate position for the senior trip to the rest of the student's academic career, the Board has set these expectations:
  - a. Provide experiences that would serve to deepen the spiritual life of the participating students.
  - b. The destination will be no farther away than a state adjacent to Iowa.
  - c. The cost of the trip should be approximately \$400 per student, in 2009 dollars, adjusted for inflation for subsequent years.
  - d. Families will be advised at the start of the secondary career to begin planning and saving for student travel opportunities, including the senior trip.
  - e. Fundraising by classes for the senior trip will be phased out. The classes of 2011 and 2012 may continue to have class fundraisers for a senior trip.

Date of Adoption:      April 20, 1999  
Revised:                September 8, 2009  
Revised:                September 7, 2010

DES MOINES CHRISTIAN SCHOOL  
POLICIES AND PROCEDURES

WEDNESDAY NIGHT GUIDELINES

Code No. 603.3

In recognition of the fact that our students' spiritual development is of primary importance, extra-curricular activities and homework will not be scheduled on Wednesday night. Exceptions may be approved by administration.

Date of Adoption: January 14, 1992

Revised: January 19, 1998

Revised: April 28, 2003

Revised: July 13, 2009

Revised: November 15, 2010

DES MOINES CHRISTIAN SCHOOL  
POLICIES AND PROCEDURES

SELECTION OF INSTRUCTIONAL MATERIALS

Code No. 603.4

DMCS will provide a wide range of instructional materials which will facilitate the achievement of academic, spiritual, and physical goals. There will be periodic reviews of instructional materials by faculty, Board, administration, and Association members.

Date of Adoption: January 14, 1992

Revised: February 21, 2005

Revised: July 13, 2009

Reviewed: September 7, 2010



DES MOINES CHRISTIAN SCHOOL  
POLICIES AND PROCEDURES

SELECTION OF INSTRUCTIONAL MATERIALS

Code No. 603.4-R

The responsibility for the selection of instructional materials is delegated to the Educational Program Committee of the Board. Selection of materials may involve several stakeholders. The responsibility for the coordination, selection, and recommendation for purchase ultimately rests with the administration.

Selected instructional materials will, whenever possible, represent the doctrinal statements of the DMCS Statement of Faith, DMCS Mission Statement, DMCS Vision Statement, DMCS Student Outcomes, Board Policies and Procedures Manual, and the Student and Faculty Handbooks and will meet the following guidelines:

1. Racism – Material will present a man as created by God and worthy of respect and dignity from his fellow man.
2. Sexism – Material will reflect the Biblical perspective reflecting God's overall plan for His creation.
3. Age – Material will recognize the diverse contributions of various age groups.
4. Biblical Worldview – Material will present basic primary and factual information on selected ideologies or philosophies which are relevant to our educational goals and spiritual purposes.
5. Profanity and Sex – Material will be selected which represents values and morals consistent with Scripture.

The administration will make recommendations for Board approval.

Material purchased for the library will be recommended for purchase by the professional personnel of the library in consultation with administrative staff and instructional staff.

All material recommended for purchase will be approved by the appropriate Principal.

All materials selected will support objectives of DMCS, which will include but not be limited to the following:

1. Acquiring materials and providing service consistent with the demands of the curriculum
2. Developing the students' skills and resourcefulness in the use of libraries and learning resources
3. Effectively guiding and counseling students in the selection and use of materials and libraries
4. Fostering in students a wide range of significant interests
5. Providing opportunities for aesthetic experiences and development of appreciation of the fine arts
6. Providing materials to allow students to examine their own motives and actions and to comprehend their own duties and responsibilities as citizens of God's kingdom
7. Encouraging life-long education through the use of constructive reading
8. Working cooperatively and constructively with the instructional and administrative staff in the school

All material selected will be consistent with stated criteria for selection. These criteria follow:

1. Select material within DMCS standards
2. Consider the educational characteristics of the school community in the selection of materials within a given category
3. Present our pluralistic society in the light of Biblical teaching
4. Intelligently, quickly, effectively anticipate and meet needs through awareness of subjects of local, national, and international interest and significance

All materials selection will meet stated specific selection criteria.

DES MOINES CHRISTIAN SCHOOL  
POLICIES AND PROCEDURES

Code No. 603.4-R cont.

Gifts of library or instructional materials may be accepted only if the gift meets existing criteria for library and instructional materials. The acceptance and placement of such gift will be the prerogative of appropriate personnel.

In order to always provide a current, highly usable collection of materials in every library, a librarian will provide for constant and continuing renewal of the collection, not only by the addition of up-to-date materials, but by the judicious elimination of materials which no longer meet needs or find use. This process will be done according to established and accepted standards for determining the relevance and value of materials in a given context.

A textbook is one of the many educational resources available to teachers at Des Moines Christian School. The textbook in and of itself is not the curriculum. The textbook is, however, an important element of the curriculum, and, as such, the selection process is as follows:

1. The Director of Curriculum and Assessment will form a representative group of K-12 teachers, administrators, Board members, and parents to study each curricular area on a recurring schedule.
2. During each study, the curriculum committee will conduct an internal audit of the current curriculum to determine strengths and weaknesses.
3. The committee will also conduct an external audit of exemplary programs in that subject matter.
4. The committee will recommend standards and benchmarks.
5. The committee will recommend desired educational outcomes for all grade levels.
6. The committee will recommend enhancements to the course offerings.
7. The committee will do a thorough review of available instructional materials, including textbooks, to serve as resources in the teaching of the curriculum.
8. Recommendations of instructional materials, including textbooks, should be made in the best educational and spiritual interests of the students.
9. Whenever possible, Christian textbooks should be chosen as educational resources for the curriculum.
10. The recommendation will also be accompanied by a plan for effective biblical integration and a plan for communicating to parents about this effective integration.
11. The curriculum committee makes all recommendations to the Educational Program Committee. The EPC will review all recommendations and forward recommendations to the Board for final approval.

Date of Adoption: January 14, 1992

Revised: January 19, 1995

Revised: February 21, 2005

Revised: July 13, 2009

Revised: October 4, 2010

DES MOINES CHRISTIAN SCHOOL  
POLICIES AND PROCEDURES

RECONSIDERATION OF INSTRUCTIONAL MATERIAL

Code No. 603.5

Persons

Any parent, guardian or staff member may raise an objection to or ask for reconsideration of instructional materials or the manner in which they are being utilized by using the following procedures:

Procedures

- a. The person will first meet with the licensed staff member who is using the instructional material in an attempt to resolve the matter informally. The licensed staff member will notify the Principal that a request for reconsideration has been made. The licensed staff member may attempt to resolve the matter by offering alternative instructional materials to a student if the student or student's parent or guardian request on Form 603.5A (provided by the Principal).
- b. In the event the matter is not satisfactorily resolved, the person requesting reconsideration must submit to the Principal a formal written request for reconsideration on a form provided by the principal (Form 603.5A). The Principal may attempt to resolve the matter by offering alternative instructional materials to a student if the student and student's parent or guardian files the request on form 603.5A (provided by the Principal).
- c. Within sixty (60) days of the filing of the written request for reconsideration, the EPC will meet in Open Session with the petitioner and the licensed staff member who held the informal meeting and any other person EPC requests to attend. Prior to said meeting, the EPC will review the instructional material.
- d. Following the meeting with the petitioner and the licensed staff member, the EPC will deliberate and will prepare a recommendation, informing all affected parties in writing within 15 days of deliberation. The recommendation will be in writing and will be delivered by personal delivery or mail.
- e. The EPC will recommend one of the following actions:
  - 1) The instructional material will be retained and used as planned;
  - 2) All or part of the instructional material will be withdrawn;
  - 3) All or part of the instructional material will be limited in its use; or
  - 4) A different method of presentation of the instructional material will be utilized.
- f. The Board will receive and vote on the EPC recommendation.

Withdrawal

Instructional materials may be removed or withdrawn from use during the pendency of the review process at the discretion of the Principal. Compelling reasons must be stated in writing for such action. A particular student or group of students will be provided alternative instructional materials during the pendency of the review.

DES MOINES CHRISTIAN SCHOOL  
POLICIES AND PROCEDURES

Code No. 603.5

Criterion

The criterion for decisions will be (1) the appropriateness of the material for its intended educational use and (2) consistency with a Christian worldview.

Elimination and Replacement of Instructional Materials

At the direction of the Superintendent, DMCS will provide for the regular reviewing and elimination of instructional materials (both classroom and media center materials). The librarian and/or Director of Curriculum and Assessment may remove materials which are no longer needed for meeting DMCS goals and curriculum objectives or are contrary to spiritual truth. The counsel of instructional personnel, students, parents, and community members may be sought. Infrequently-used materials should be retained if they contribute to the excellence of the collection as a whole. Classroom instructional materials may be removed from inventory when they are no longer important to the instructional program, following general selection and replacement guidelines.

Date of Adoption: January 14, 1992

Revised: February 13, 2003

Revised: July 13, 2009

Revised: September 7, 2010





DES MOINES CHRISTIAN SCHOOL  
POLICIES AND PROCEDURES

RECONSIDERATION OF INSTRUCTIONAL MATERIAL    Code No. 603.5A

4. Did you review the entire item? If not, what sections did you review?

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5. Should the opinion of any additional experts in the field be considered?     Yes     No  
If yes, please list any suggestions:

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6. In the place of this item would you care to recommend other material which you consider to be of equal or superior quality for the purpose intended?

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7. Remedy Requested (removal, different instructional approach, limited access, etc.):

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Signature

Date

DES MOINES CHRISTIAN SCHOOL  
POLICIES AND PROCEDURES

INTERNET ACCESS FOR STUDENTS

Code No. 603.81

Telecommunications, electronic information sources, and networked services significantly alter the information landscape by opening classrooms to a broader array of resources, enabling students to explore thousands of libraries, databases, and bulletin boards while exchanging messages with people throughout the world. The Board of Directors recognizes that – as other new technologies shift the ways that information may be accessed, communicated, and transferred by members of society--those changes will also alter instruction and student learning.

While instructional and library media materials can usually be screened based on selection criteria prior to use, it is not always possible to screen electronic sources of information. Because the global network leads to any publicly available fileserver in the world, electronic information resources may become available which have not been screened by educators for use by students of various ages. Further, students may find ways to access materials as well. The Board of Directors believes, however, that the benefits to students and staff from access to information resources and opportunities for collaboration exceed the possible disadvantages. The Board of Directors supports access by students and staff members to a variety of information resources.

Des Moines Christian School offers access to the school computer network for educational use of the Internet. To gain access to the Internet, all students must obtain parental/guardian permission and must sign and return a permission form to the office. The permission form will need to be completed once during the student's Elementary (Grades K-6) years and once during the student's Secondary (Grades 7-12) years.

The instructional staff will use a variety of information resources throughout the curriculum and provide guidance and instruction in order for the students to analyze and evaluate such resources. The staff should honor, as much as possible, guidelines for instructional material selection while working with students in the new technologies.

Des Moines Christian School supports and respects each family's right to decide whether or not to apply for student access. Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. Families should be warned that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. The Bible is the standard for judging the appropriateness of Internet sites.

Des Moines Christian Internet Rules

Students are responsible for appropriate behavior on school computer networks just as they are in a classroom or a school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply. Access is a privilege, not a right. Access entails responsibility.

Individual users of the DMCS computer network are responsible for their behavior and communications over the networks. Users will comply with school standards and will honor the agreements they have signed. Beyond the clarification of such standards, the school is responsible for attempting to restrict, monitor, and control the communications of individuals utilizing the network.

Network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and to ensure that users are using our system responsibly.



DES MOINES CHRISTIAN SCHOOL  
POLICIES AND PROCEDURES

Code No. 603.81 (cont.)

Users should not expect that files stored on the school servers will be private, nor will DMCS be responsible for the loss of data stored on the school's computers or servers.

Parents have the responsibility to communicate acceptable standards to their students. Students have the responsibility to use the Internet appropriately.

The following are not permitted and are considered violations of the network:

- Sending or displaying offensive messages or pictures
- Using obscene language
- Harassing, insulting, or attacking others
- Damaging computers, computer systems, or computer networks
- Violating copyright laws
- Using another person's password
- Trespassing in another person's folders, work, or files
- Intentionally wasting resources
- Employing the network for commercial purposes
- Using the Internet without the permission of a teacher
- Use of social networking sites
- Inappropriate use of e-mail
- Downloading and installing files from the Internet
- Other activities deemed inappropriate
- Online reservations, ordering, and purchasing of items

Violations will result in a loss of independent Internet access, as well as other disciplinary or legal action, according to school policy.

Date of Adoption: February 26, 2001

Revised: December 18, 2006

Revised: July 13, 2009

Revised: September 7, 2010

DES MOINES CHRISTIAN SCHOOL  
POLICIES AND PROCEDURES

EXTRACURRICULAR AND CO-CURRICULAR ELIGIBILITY POLICY Code No. 603.9

This eligibility policy applies to all extracurricular and co-curricular activities.

If the tuition account is 2 or more payments past due, the student will be withheld from extracurricular and co-curricular activities.

The eligibility standard for participation in these activities is to maintain a minimum grade point average of 1.67 (C-) and have no failing grades in a single class. Ineligibility is figured weekly and includes a probationary period. The specifics of this policy are set administratively and are detailed in the student handbook.

Date of Adoption: February 17, 1998

Revised: June 6, 2000

Revised: August 14, 2003

Revised: October 6, 2008

Revised: July 13, 2009

Revised: March 21, 2011

DES MOINES CHRISTIAN SCHOOL  
POLICIES AND PROCEDURES

RIGHT TO INSPECT INSTRUCTIONAL MATERIALS     Code No. 603.10

The parents or guardians of a child enrolled at DMCS will be entitled to inspect all instructional materials used with the educational program of their student(s).

Date of Adoption:     January 14, 1992

Revised:                April 6, 2004

Revised:                July 13, 2009

Revised:                September 7, 2010

DES MOINES CHRISTIAN SCHOOL  
POLICIES AND PROCEDURES

SECONDARY FINALS

Code No. 603.11

DMCS requires comprehensive culminating activities and/or tests in the academic areas for junior high and high school students-at the end of each semester. These tests are designed to review and reinforce learning from the entire semester. Attendance at these test sessions is a major priority for the student. Exemptions to attendance at semester final examinations require written parental request and written administrative approval in advance of the testing rounds. Final exam details are set administratively and are outlined in the student handbook.

Date of Adoption: February 17, 1998

Revised: August 4, 2003

Revised: December 5, 2005

Revised: July 13, 2009

Revised: September 7, 2010

DES MOINES CHRISTIAN SCHOOL  
POLICIES AND PROCEDURES

GUIDANCE AND COUNSELING

Code No. 604.1

The number of Christian guidance personnel will conform to the generally accepted educational practice standards. The guidance department will function within the framework of written statements of the objectives, and such objectives will be approved by the Board.

Date of Adoption: January 14, 1992

Revised: December 17, 2007

Revised: July 13, 2009

Revised: September 7, 2010

DES MOINES CHRISTIAN SCHOOL  
POLICIES AND PROCEDURES

STUDENT HEALTH SERVICES

Code No. 604.2

Health services assist all students to increase learning, achievement, and performance. Health services coordinate and support existing programs to assist each student in achievement of an optimal state of physical, mental, and social well-being. Student health services ensure continuity between school, home, and community service providers.

The Superintendent, in conjunction with the school nurse and Board's Medical Director, will develop administrative regulations implementing this policy. DMCS will follow state law regarding immunizations, sports physicals, and dental screening.

Date of Adoption: January 14, 1992

Revised: August 31, 1999

Revised: April 20, 2004

Revised: November 2, 2009

Revised: February 21, 2011

DES MOINES CHRISTIAN SCHOOL  
POLICIES AND PROCEDURES

ADMINISTRATION OF MEDICATION TO STUDENTS

Code No. 604.3

The Board recognizes some students may be required to take medication during the school day. Medication will be administered only by qualified school personnel.

No medication will be administered without written authorization from the parent or guardian and the licensed health professional (per Iowa law). All medication must come in a proper container with the correct prescription label for the student. A written record of the administrative procedure must be kept for each student receiving medication.

All medication on school premises for which an authorization form is required will be kept in a locked container in a limited access storage space. Medication not usable in its original container will have a prescription on file with the school nurse. Only qualified school personnel will have access to the locked container.

The Superintendent will be responsible, in conjunction with the school nurse, to develop rules and regulations governing the administration of medication, prescription, and non-prescription, to students. Parents and students will be provided with the policies regarding the administration of medication by the school.

Date of Adoption: January 14, 1992

Revised: July 1, 2003

Revised: July 13, 2009

Revised: February 21, 2011

DES MOINES CHRISTIAN SCHOOL  
POLICIES AND PROCEDURES

MEDICATION AUTHORIZATION AND PLAN

Code No. 604.3-E1

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

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PARENT SECTION:

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

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

\_\_\_\_\_  
Home Address                      Work Phone                      Home Phone

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HEALTH PROVIDER SECTION:

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

Medication	Dose	Route	Time	Diagnosis/condition
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

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

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

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

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

\_\_\_\_\_  
Printed name of provider                      MD/DO/DDS/DPM/NP/PA                      Telephone #

\_\_\_\_\_  
Signature of the provider                      Iowa License #                      Date

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

The procedure covering prescription and non-prescription medication listed on this form will be executed under the following conditions: \_\_\_\_\_ (over)



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

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

4. All medication will be kept in a secure place. Any special instructions for storage or security measures must be written by the health care provider and given to school personnel.
5. Students carrying and administering their own medications must have the provider circle consent on the front of this form. The student will comply with the order as written and maintain the safety of the medication at all times. Students who need medication while at school may carry medication (such as asthma inhalers, insulin, severe allergic reaction injections – Epi-Pen and migraine medicines) and self-administer such medication under the supervision of school personnel, provided the following conditions are met: (1) the student is physically, mentally, and behaviorally capable, in the written opinion of the parent, physician, and the credentialed school nurse, to assume that responsibility and has been adequately instructed at home; (2) the medication is necessary to the student's health and must be taken during school hours; (3) the student has successfully demonstrated self-administration of the medication to the school nurse; and (4) supervision is provided by the credentialed school nurse, when available, or by designated school personnel.
6. Parent or responsible student (generally 6<sup>th</sup> grade or above) shall deliver the medication and the completed form to the school health office for review by the school nurse. Faxed copies of this form are permitted until the original signed copy can be forwarded to the health office (within 5 days).  
DMCS Fax: 515-251-6911
7. A new Medication Authorization form must be completed for any change in dose, time, or method of administration. It will be valid for the current school year or until discontinued.
8. Medications must be picked up by the patient or guardian within one day of the end of the school year or they will be discarded.
9. Additional copies of this form are available at each school office.
10. Direct questions concerning medications to your school nurse: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DES MOINES CHRISTIAN SCHOOL  
POLICIES AND PROCEDURES

SUPERVISION OF AFTER SCHOOL EVENTS

Code No. 604.4

To supervise the school facility, there will be a school employee or a person designated by the school available while students wait at the school after a school activity.

It will be the responsibility of the supervising school employee to ensure that the students and other individuals in the school building have valid and clear purpose for being in the facility at that time. If there is no valid and clear purpose for the student or other individual to be at the school, the supervising school employee may require them to leave the school or contact parents or guardians, as needed.

The Superintendent will develop rules and regulations to implement and enforce this policy.

Date of Adoption: January 14, 1992

Revised: March 24, 2008

Revised: July 13, 2009

Revised: September 7, 2010

DES MOINES CHRISTIAN SCHOOL  
POLICIES AND PROCEDURES

SCHOOL-SPONSORED ACTIVITIES

Code No. 604.5

When students in Grades 6-12 are going to miss a class because of a school-sponsored activity (field trip, on-site college recruiter, athletics, concert, etc.), the student will be responsible to turn in all work assigned during that class period(s) on the next day class is in session.

Date of Adoption: January 19, 1998

Revised: December 17, 2007

Revised: July 13, 2009

Revised: September 7, 2010

DES MOINES CHRISTIAN SCHOOL  
POLICIES AND PROCEDURES

MEDICAL DIRECTOR

Code No. 604.6

The DMCS School Board will solicit nominees for the position of Medical Director. The Medical Director will be appointed for a period of 2-3 years. The Medical Director must be a licensed physician in the State of Iowa. The Medical Director is a volunteer position and must sign the Statement of Faith.

The Medical Director will consult with the school nurse and the Board in formulating and implementing employee and student health policies and procedures.

The Medical Director will be responsible to review and sign all standing orders on a yearly basis. Standing orders may include, but are not limited to, Hepatitis A & B vaccinations, emergency protocol for allergic reactions, administration of ibuprofen or acetaminophen to students after verbal authorization from parent, use of over-the-counter topical medication for minor wound care, and review of general procedures for handling accidents and illness at school.

Date of Adoption: August 31, 1999

Revised: March 24, 2008

Revised: November 2, 2009

Revised: September 7, 2010

DES MOINES CHRISTIAN SCHOOL  
POLICIES AND PROCEDURES

PROGRESS REPORTS TO STUDENTS

Code No. 605.1

The Board supports the following objectives of student progress reporting:

1. To inform parents of the progress made by their children
2. To give parents a better understanding of the work of the school
3. To record for students their growth and achievement
4. To help students evaluate their own growth and achievement
5. To help students, parents, and the school work together

The Superintendent of DMCS, with assistance from the administrative and teaching staffs, will develop procedures for evaluating and reporting student progress to parents.

Parent-teacher conferences will be scheduled at least twice each academic year. Such conferences will supplement the student progress reports. Report cards will be issued at the close of each quarter.

Annually, reporting procedures will be reviewed by the professional staff. The Board will have the responsibility of granting final approval to the procedures and their revisions as recommended.

Date of Adoption: January 14, 1992

Revised: December 17, 2007

Revised: July 13, 2009

Revised: September 7, 2010

DES MOINES CHRISTIAN SCHOOL  
POLICIES AND PROCEDURES

STUDENT TESTING PROGRAM

Code No. 605.2

A comprehensive testing program will be established and maintained to evaluate the total program of the school and to provide better guidance or counseling services to students and their families. The Board is responsible for granting approval of the evaluation and testing program.

Prior consent to any such psychiatric and psychological examination, testing, or treatment means the prior written consent of the student's parents or guardian or, if the student is emancipated, of the student.

As used herein, the terms psychiatric or psychological examination, testing, or treatment are intended to have their ordinary and customary meaning, which refers to a recognized medical or therapeutic discipline practiced by licensed professionals. These terms do not include ordinary classroom activities or teaching techniques.

The Superintendent, with the assistance of professional staff, will develop standards and procedures to evaluate the educational program and student progress within each area of instruction.

Date of Adoption: January 14, 1992

Revised: December 17, 2007

Revised: July 13, 2009

Revised: September 7, 2010

DES MOINES CHRISTIAN SCHOOL  
POLICIES AND PROCEDURES

PROMOTION/RETENTION OF STUDENTS

Code No. 605.3

The objective of promotion practices in DMCS is that the student be placed in that particular learning environment where maximum development will take place.

When in the judgment of the professional staff a student is to be retained in the same grade or class for another year, parents will be informed as early in the year as possible, so that alternatives can be discussed. Retentions should not come as a surprise to parents or students.

Date of Adoption: January 14, 1992

Revised: March 24, 2008

Revised: July 13, 2009

Revised: September 7, 2010

DES MOINES CHRISTIAN SCHOOL  
POLICIES AND PROCEDURES

GRADUATION REQUIREMENTS

Code No. 605.4

Under State Law and regulations, the Board has the responsibility to adopt a policy establishing the requirements, consistent with Iowa Code and the standards set by the Iowa Department of Education, that students must meet to be eligible for high school graduation.

The educational standards and minimum requirements set by the Board will be strictly observed.

In order to receive a high school diploma from DMCS a student must earn a total of 57 units of credit in Grades 9-12. A unit is equal to a semester.

Graduation requirements approved by the Board are as follows:

English . . . . .	8 units
Social Studies/History/Civics . . . . .	.6 units
(American Government and Economics are required.)	
Science . . . . .	.6 units
Mathematics . . . . .	6 units
Physical Education . . . . .	2 units
Health . . . . .	2 units
Speech . . . . .	1 unit
Fine Arts . . . . .	1 unit
Technology . . . . .	.2 units
Bible . . . . .	8 units
(one course for each semester in attendance at DMCS)	
Electives . . . . .	.15 units

The Physical Education requirement may be waived if a student enrolls in both Band and Choir, or if the student has a full academic schedule, as determined by administration.

Courses in the areas of math, English, social studies, history/civics, and science taken beyond the requirement are counted as part of the elective credits.

Any required course in which the student earns a grade of "F" must be repeated until a passing grade of "D" or better is received.

A "full-time" student consists of five academic classes plus physical education. Students may enroll for part-time status. Part-time students are generally enrolled for fewer than five academic classes, plus physical education.

Transfer Students

If students transfer from another school that does not require as many credits as DMCS, and if those students would thereby be in danger of not graduating at the regular time, individual consideration will be given by prorating the number of units needed for graduation according to the amount of time the student spent in the other school.

Junior High School Course Work

High school level coursework taken in junior high school will be counted for high school graduation credit.

All high school level academic coursework taken in junior high school as part of an accelerated learning program will be included in the GPA and high school transcript and counted for high school graduation credit.

- Date of Adoption: January 14, 1992
- Revised: March 11, 1997
- Revised: May 14, 1998
- Revised: July 6, 2000
- Revised: February 21, 2005
- Revised: December 7, 2009
- Revised: November 15, 2010



DES MOINES CHRISTIAN SCHOOL  
POLICIES AND PROCEDURES

PERMANENT RECORDS OF STUDENTS

Code No. 605.5

The Superintendent of DMCS, assisted by the professional staff, will develop a system of maintaining and preserving educational records of the students of DMCS.

Date of Adoption: January 14, 1992

Revised: April 4, 2005

Revised: July 13, 2009

Revised: September 7, 2010

DES MOINES CHRISTIAN SCHOOL  
POLICIES AND PROCEDURES

PRIVATE/PUBLIC SCHOOL RELATIONS

Code No. 606.1

The Board recognizes the responsibilities and contributions of the public schools in meeting the educational mission of the state. Notwithstanding the unique purpose and mission of DMCS, it is the policy of the Board that the school's administrative staff initiate and develop positive working relationships with public schools. This relationship includes but will not be limited to the sharing of certain information, as required by law.

Date of Adoption: January 14, 1992

Revised: July 13, 2009

Revised: September 7, 2010