



Des Moines Adventist School Handbook
2317 Watrous Ave.
Des Moines, IA 50321
515-285-7729

School hours are 8:00-4:00
Monday through Thursday

Revised 8/2021

Philosophy

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As a Christian school serving Grades K-8, our purpose is to provide a broad educational opportunity in a spiritual environment consistent with our Adventist Christian perspective. We believe that besides a sound academic preparation for life, there should be a nurturing of the whole student by harmoniously developing the mental, physical, social, and spiritual aspect of life.

Mission Statement

The Des Moines Adventist School provides Christ-centered education where students can develop a closer relationship with Jesus. Biblical teaching, academic excellence, civic duty, and service are all emphasized in a safe environment where students can learn.

Objective

Each teacher will strive to create a climate for learning which is loving yet firm, accepting yet challenging. Students will be taught personal responsibility and respect for the rights and privileges of others. The teacher will strive to help each student develop a high degree of academic achievement as well as a personal relationship with God, preparing them for a life of service in this world and the next.

Copyright

The Des Moines Adventist School owns the copyright to all works created in the course of studies at the school, including the exclusive right to publish, reproduce, distribute, or display.

Photographs

The school reserves the right to use photographs in its displays, publications, and promotional materials unless otherwise stated in writing by the parent.

Medical/Dental/Physical

Dental Screening

All children are to have a dental screening before attending school. Forms are available at the school.

Immunizations

Immunizations are required of all students in the state of Iowa. An exempt card must be on file if parents choose not to immunize their children.

Medications

Any student requiring medication will be required to have written directions accompanying the medicine, designating the amount, the time, and manner in which the medicine is to be given. All medications will be given to the student's teacher and administered by the teacher according to the written directions of the parent.

Physical Examinations

All new or transferring students must have a complete physical examination within 30 days after student begins school.

All 4th graders and all 7th graders must have a complete physical examination.

Forms are available at the school

Student Accident Insurance

The school provides limited accident insurance for each student.

Dress Code

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- Clothing must reflect a Christian mindset and be clean, neat, and positive.
- Shirts should cover the shoulders
- Midriff may not be exposed.
- Shorts/skirts should be longer than arm's length when standing.
- Ripped or torn clothing is not permitted.
- Shoes must be worn. Sandals with ankle straps are acceptable. (No flip flops or slippers)
- Jewelry is not permitted. (Exception: Medical alert)
- Make-up, nail polish, and hair color should be natural colors and not overly bright.
- Hair should be brushed and kept neat.
- Non complying student will be asked not to wear the item again. The parent will be asked to bring in clothing and/or the school will provide appropriate clothing for the day.

Right to Search

School authorities have the right to search a student's locker, desk, or work area if there is reasonable suspicion of forbidden items, or other item that threaten the safety or educational environment of persons in the school.

Unauthorized materials will be confiscated.

Sexual/Racial/Religious Harassment

The School recognizes that sexual, racial and religious harassment are subject to the General Conference of Seventh-day Adventist policies and applicable state and federal laws. Any action toward or by a student of this school to harass through conduct or communication of sexual, racial, and religious nature shall be a violation of this policy.

Student Responsibility

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Students are expected to observe the following:

- Not chew gum on school grounds.
- Be honest. Abstain from cheating, stealing, gambling, or betting.
- Promote safety. Firearms, explosives, knives, dangerous animals, or other unsafe things are not allowed.
- Live wholesome lives.
- Keep their minds pure.
- Live healthfully
- Display Christian courtesy.
- Help maintain a desirable learning atmosphere in school by not bringing electronic games, iPods, or similar devices unless permission is obtained in advance from the teacher.
- Protect and care for the property of the school, themselves, and others. Damages will be charged accordingly.
- Students are expected to maintain a “hands-off” policy toward any student. This may include, but it not limited to holding hands, kissing, and hugging.

Curriculum

The curriculum shall include art, Bible, keyboarding, health, physical education, mathematics, music, science, social studies, and language arts (English, handwriting, reading, spelling, and phonics).

Discipline

The classroom teacher is the authority in the classroom. The principal has the authority to suspend students who choose not to follow the rules of the classroom/school. If a student has continual behavioral issues, they may be referred to the discipline committee. The school board will expel any student who continually refuses to follow the rules.

Grade Acceleration/Retention

Accelerated placement begins with a letter of application by the teacher and the principal. This letter must include the written consent of the parents. The application must then be approved by the Iowa-Missouri Conference Office of Education.

Retention involves discussion with the parents and a course of action cooperatively reached. The decision must be approved by the Iowa-Missouri Conference Office of Education.

Admissions

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By registering at Des Moines Adventist School the student, parent, and/or guardian agrees to abide by the rules of the school guidelines. Registration includes an obligation to timely meet the financial responsibilities that accrue from tuition, fees, and other applicable charges approved by the school.

Entrance Age

Kindergarten students must be 5 years of age on or before September of the current year. Transitional Kindergarten must be 4 by September 15th. We suggest that parents give careful consideration to any student who is close to the minimum age requirement. Waiting an additional year may be beneficial.

Non-Discrimination Policy

Des Moines Adventist School admits students of any race, color, sex, national, or ethnic origin to all the rights, privileges, programs, and activities made available to the students at the school.

How to Apply/Transfers

Applications are available at the school. Once the forms are completed, they will be presented to the School Board for consideration. Acceptance will be communicated by the school. All new students will be evaluated and placed in the appropriate level of instruction.

Tuition Rates (per month)

Grades TK-8 \$280

Tuition is discounted by \$30 per month per student for multiple students (up to 3) from the same family.

Registration Fee

The registration fee is \$210 per student. The registration fee is due at the time of registration. Pre-registration is \$170. The registration fee is non-refundable.

Method of Payment

The Des Moines Adventist School uses the SmartTuition program for the billing and collecting of tuition. All families are required to set up an account with SmartTuition. Forms are available at the school. Late fees are assessed by SmartTuition and will appear on your billing.

Discounts

A discount of 5% is available when a full year's tuition is paid by September 1.

Assistance

Limited financial assistance for tuition is available for families who are members of the Des Moines Adventist Church showing financial need.

Attendance/ Emergencies

Attendance Policy

For an excused absence, a written or verbal notification is required by the parent. A student with excessive absences will be promoted to the next grade only by approval of the local school board after careful review of the attendance record, academic progress, and accomplishments of the student.

Accreditation

The Des Moines Adventist School is accredited by the Accrediting Association of Seventh-day Adventist Schools, Colleges, and Universities, which is a member of the National Council for Private Schools.

Emergencies

The school will attempt to contact the student's parent or guardian in the case of serious emergency. The principal/teacher will call 911 or take the student to receive medical aid if necessary.

Emergency Drills

The School will conduct emergency drills monthly, which can include fire, tornado, and lockdowns.

Lunches

Microwaves are available to warm lunches. Students are encouraged to bring healthful, nutritious meals to eat for lunch. Unclean meats are discouraged as defined by Leviticus 11.

School Closings

The school will contact parents by a text/email when weather conditions call for a school closing.

School Safety

To ensure the safety of the children, the doors will be locked during school hours. To gain entry, please ring the bell.

Telephone

Student cell phones are not allowed in the classroom. They must be turned into the classroom teacher in accordance with classroom policy. The school is not responsible for the loss or damages to electronic equipment.

Visitors

All visitors must check in with the office. Parents are welcome to visit the classroom.

Weapon Policy

The School will not tolerate the possession or use of weapons on or off school property during school or at school related activities. This includes all vehicles used for school related transportation.

Students who violate this policy may be subject to expulsion and/or other disciplinary action. The weapon will be confiscated immediately. When appropriate, violation of this policy will be reported to law enforcement agencies for investigation.

Conciliation/School Board

Parent/Teacher Conciliation Procedure

Here are the steps to be taken:

1. Parents should first talk with the teacher involved in an attempt to resolve the problem on an informal basis.
2. If this does not resolve the problem, the parent should ask the principal for help to solve the problem.
3. If this does not resolve the problem, the parent should contact the school board chairperson who will attempt to resolve the problem. The pastor may be invited to attend.
4. The school board chairperson will convene a formal meeting of the school board. The conference superintendent of schools will be informed of the situation. At this step, concern is to be submitted in writing.
5. If the school board cannot resolve the issue, the parent may request a meeting with the conference superintendent of schools. This is in written form.
6. If the parent is not satisfied with the results from the previous steps, the matter shall be referred to the conference administrative body or its duly appointed committee that deals with such matters. Their decision shall be considered final.

School Board

The school board is elected by the members of the Des Moines Seventh-day Adventist Church. The board is advised by the Superintendent of Education of the Iowa-Missouri Conference in planning and operating the school program.

The school board meets monthly. These meetings are normally open meetings, to parents, church members, or other friends of the school.

Occasionally, when sensitive items or items regarding personnel are discussed, the attendance may be restricted to board members only. A person who desires that the school board discuss a certain topic should contact the school board chairperson or principal to have the item put on the agenda.

The school board consists of

Chairperson

Helen Grattan

Treasurer

Marvin Roberts

Principal

Karli Kuehmicel

Home and School Leader

Laura San Elias

Members

Pastor Taariq Patel

Bruce Christensen

Wayne Brundidge

Kathy Tyler

Karma Roberts