

Board Approved 8/11/08

West Des Moines Community Schools

Certified Staff Handbook

2008-2010



WEST DES MOINES
C O M M U N I T Y
S C H O O L S

3550 Mills Civic Parkway
West Des Moines, Iowa 50265-5556
www.wdmcs.org

**West Des Moines Community Schools
District Goals 2008-09**

Mission Statement

Working in partnership with each family and the community, it is the mission of the district to educate responsible, lifelong learners so that each student possesses the skills, knowledge, creativity, sense of self-worth and values necessary to thrive in and contribute to a diverse and changing world.

Guiding Principles

Continuous Improvement
Personalized Learning
Optimum Use of Resources
Integration
Diversity

Shared Vision

The West Des Moines Community School District will be a caring community of learners that knows and lifts every child. We will inspire joy in learning. Our schools will excel at preparing each student for his or her life journey.

District Goals

Using the Mission Statement as our foundation and the Guiding Principles to inform our actions, the district will work towards the realization of the Shared Vision by accomplishing the following goals set forth by the Board of Education:

- 1. Close the gap between present practices and the Shared Vision.** *(Originally approved by the Board of Education February 2002; reviewed and modified March 2003; reviewed February 2004, March 2005, March 2006, March 2007, and March 2008.)*
- 2. Improve student achievement through effective instructional and assessment practices.** *(Originally approved by the Board of Education January 1999; reviewed and affirmed April 2001; reviewed and modified February 2002 and March 2003; reviewed February 2004 & March 2005; reviewed and modified March 2006; reviewed March 2007 and March 2008.)*

Updated April, 2008

Educational non-discrimination statement: The West Des Moines Community School District does not discriminate on the basis of race, creed, color, religion, national origin, sex, marital status, sexual orientation, gender identity or physical or mental disability in educational programs and activities.

Employment non-discrimination statement: To provide equity for all employees and applicants for employment, it is the policy of the West Des Moines Community School District not to discriminate on the basis of age, race, color, creed, national origin, sex, physical or mental disability, religion, sexual orientation or gender identity in its practices or employment policies.

Foreword

What are the district policies and procedures on assessment? How often will we have a fire drill or tornado drill? How do I respond when I see student bullying or harassment?

These questions – and more – are answered in this 2008-10 Certified Staff Handbook. Please take a few minutes to familiarize yourself with the contents of this publication. We don't expect you to memorize it, but we do expect you to use it as a resource throughout the next two school years. In the meantime, if significant changes in policy or procedure occur, we'll provide updates as appropriate.

You'll find additional helpful information on the district web site (www.wdmcs.org) where all Board Policies are posted. The Agreement Between the West Des Moines Community School District and the West Des Moines Education Association is another important document to know about and understand.

Feel free to ask your principal for an explanation of any of the procedures, practices or policies of the district. Here's to your success as a certified staff member in the West Des Moines Community School District!

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Section I- General School Information and Building Procedures

Attendance Accounting

Student attendance is recorded in Infinite Campus, on the cumulative folder, on the permanent record card, and reported to parents via the pupil progress report forms.

- A. Each principal is responsible for developing building procedures for monitoring student attendance and for communicating with the parent/guardian when appropriate.
- B. ABSENT: Any elementary student missing one hour (1) or more during the a.m. or p.m. session will be considered as absent for that session.
- C. TARDY: Any elementary student entering late but before one hour of the a.m. or p.m. session has expired will be considered tardy for that session.
- D. EARLY LEAVE: When any elementary student leaves either the a.m. or p.m. session with less than one hour (1) remaining, it will be documented as early leave.

Coffee - Refreshments

Coffee or other refreshments should not be taken to the classroom when students are in the room.

Custodians and Maintenance Personnel

The custodial service program enables adequate school operation. The cooperation of teachers and students is a vital factor in any custodial program. It must be a cooperative endeavor or it can achieve only a limited degree of success. The custodial program operates through the district's custodial supervisor with frequent inspections, directions, staff development and regular input from teachers and administrators.

Detaining Students

The teacher shall be responsible for the notification of parents if a child is to be detained after school (grades K-6). At the secondary level (grades 7-12) students are allowed 24 hours to make arrangements with their parents.

Faculty Meetings

A minimum of one whole group faculty meeting per month will be scheduled at the elementary level. Secondary level faculty meetings will be scheduled at the discretion of the building principal. Teachers are reminded to make their plans in such a way that they are available for these meetings. Other meetings will be scheduled by the principal according to need.

Field Trips (K-8)

A. Arrangements

It is absolutely essential the principal be notified in writing at least two weeks prior to the date on which your field trip is planned. All trips must be curriculum related.

B. Supervision

Parents may be asked to assist in the supervision of those students participating in the field trip. A ratio of one parent to no more than ten students is required for overnight trips.

C. Field Trips Permission Forms

A permission form must be filled out completely by the parent or legal guardian, signed, and returned before a student will be permitted to participate. If the form is misplaced by the student on the day of the trip, the teacher must verify permission with a parent or legal guardian. Field Trip Permission Forms may be obtained from the building secretary.

D. Transportation

Arrangements for bus transportation must be made by submitted a completed Universal Trip Request Form to the Transportation Supervisor at least two weeks prior to the intended date of your field trip. These arrangements are to be made through your principal.

(K-12)

E. Board Policy 606.3

This policy outlines the procedures which must be followed for field trips or excursions where students will be staying overnight or which are not sanctioned unified high school activities. All overnight trips or out-of-state trips require prior Board approval. The Associate Superintendent of Teaching and Learning Services will assist in presenting the request to the Board of Education.

Finance

Money Collection for Lunch, Milk, Book Fees, Transportation Tickets, and Summer School Students -

All money collected for the above mentioned items will be handled by clerical personnel. Specific instructions for money management are provided through Administrative Services.

Purchase Orders - The purchase order process is designed to obtain goods and services in a timely and proper manner. There are auditing procedures outlined by school law and internal steps designed to protect teachers, while at the same time ensure prudent use of taxpayer's money.

The time required from the initiation of a purchase order to the delivery of the order to the vendor is governed by mail delivery and the complexity of the order. Purchase orders usually take less than one week to process and can be expedited by FAX or hand delivery. The following outlines the steps in the purchase order process.

- A. Preliminary Order Form - hand draft the information and give to the building office for processing. State quantity, description, unit price, shipping, and total cost and account number to be charged to.(Appendix 3.)
- B. All purchase orders will be entered into the computer at the building requesting approval to purchase. **DO NOT ORDER ANYTHING WITHOUT A PURCHASE ORDER.**
- C. Upon approval of appropriate administrator, the purchase order will be printed in the accounting office and a copy will be sent to the building. The building secretary is responsible for sending the purchase order to the requestor or the vendor.
- D. When the merchandise is received, notify the building administrator or building office and turn in the packing slip with the purchase order noted, along with missing or damaged items noted. The building office should send the packing slips to the accounting office after receiving the purchase order in the computer system. Any MSDS paperwork must remain in the school office and/or classroom.
- E. For furniture, fixtures or equipment, or for public improvements costing less than the statutory amount requiring competitive quotes, school personnel will make a good faith effort to obtain 2 (two) quotes, if the materials exceed \$5,000. (See Appendix 4 for Use of Bid and/or Quotation Forms.)

If items are back-ordered, make a photocopy of the purchase order, check off the item(s) received, mark item(s) back-ordered (BO) and send the photocopy to accounting. Keep a copy of the purchase order until all merchandise is received.

Book Club Participation - Book club orders are processed through the teachers.

Guidelines for Using District E-mail

E-mail is a part of our daily lives – a great communication tool, time saver and time stealer. How can we all be more effective and efficient in our use of e-mail? Keep e-mail messages brief and to the point. Research tells us that our computer screen reading pace is 40 percent slower than our reading of a printed page. Fewer words in a message = improved chances of the message being read from start to finish. Use the subject line to summarize the topic or request action. This helps people organize and prioritize their e-mail.

Identify who should receive your message. Make sure the content is relevant to all before you hit “send.” Limit the “district all staff” e-mail messages to district business that impacts all who receive the message.

- OK to send to all staff: *Inside View* staff newsletter, information on wellness classes, warehouse-sponsored sales of district equipment, emergency messages, fundraisers for staff members/families in need, announcements of upcoming concerts and plays (and information on e-mail guidelines).

- Not OK to send: items for sale by an individual or for-profit business, solicitations for donations for organizations outside the school district, the latest joke or story from the internet.

Please ask your supervisor to approve a “district all staff” e-mail message before you send it.

Use “reply to all” with great care. Make sure that “all” who will receive your reply truly need the information!

E-mail is not private. It can be monitored, as necessary. Messages sent through the school district e-mail system are considered a public record and must be released if requested (by the media, legal counsel, parent or community member, etc.) Don’t e-mail it if you wouldn’t say it in public.

For more information – Board Policy 605.9 (Technology Use By Staff)

Gifts

Students are not to exchange gifts among themselves. Individual gifts given to teachers by students are discouraged. If an individual gift is given to a teacher by a student, it should not be opened in the presence of the class. Staff members are to refrain from giving gifts to their students.

Instructional Materials Center (IMC) at the Learning Resource Center (LRC)

The Instructional Materials Center is a do-it-yourself teaching resource studio and production center for educators and nonprofit community. Visitors to the center may use the laminators; color poster printers; computer and graphics; button makers; video editing equipment; DVD burner; binding equipment; along with a wide variety of supplies. More complete information is on the district website, or you can call the IMC at 633-5050. The Westridge Professional Library is also located in the IMC.

Interschool Mail and Deliveries

There is a daily mail delivery service between all buildings and the Learning Resource Center. Teachers may use this service to send printing requests and interschool mail. Personal mail should not be sent with the interschool mail. Material of reasonable size and weight should be clearly addressed to the individual and building. For larger packages please submit a work order to have the package(s) transferred. Work requests also need to be submitted for deliveries from school to school and for transfers of equipment.

All package deliveries come to the central warehouse where they are checked in and then delivered to the buildings, along with the supplies that have been requisitioned by the buildings. Food is also delivered from the warehouse to the schools daily.

Inventory

An accurate, up-to-date inventory must be maintained. Please check with the principal’s office before moving material from room to room or to a storeroom.

Lunch Program

A lunch program is provided for all students who wish to purchase school lunch. Free and reduced price lunches are available for income-qualifying students. Teachers are able to order school lunch at the same time they turn in their student lunch order at the elementary level. Secondary teachers need to go to the cafeteria to set up a lunch account or pay cash for their purchases.

Printing

District printing services are located at the Operations Center. Staff are encouraged to submit printing requests electronically. You must receive approval from your building principal on all print requests. As a guideline, a minimum of fifteen (15) copies per original should be ordered. The copyright laws of the United States govern the making of photocopies or other reproductions of copyrighted material. Photocopies or other reproductions can be furnished only under certain conditions, if they will be used solely for private study, scholarship or research. Copying an original document may make the user liable for copyright infringement. The West Des Moines Community School District reserves the right to refuse a copy order, if, in the printer's judgment, fulfillment of the order would violate copyright law.

Production Request – Area Education Agency 11

Production requests or printing orders from the AEA require the use of a Production Request Form available from the office or the building media specialist. The completed form, along with the materials related to the request, should be taken to the principal's office for approval and processing. Any personal production request and payment for same must be made by the individual.

Requests for Released Time - Reimbursements

- A. All leaves must be approved in advance of the activity by the individual's immediate supervisor. Submit a "Request for Released Time/Professional Leave Form" to your immediate supervisor. A completed registration form and documentation of the program of events must be submitted with the form. You must also fill in the estimated costs.
- B. When the activity is completed, if you have expenses for which you can be reimbursed, fill out the pink copy of your approved leave request in the column titled "Actual Costs". You must attach all receipts and proofs of payment (copy of check, copy of credit card statement, etc.) and a copy of the agenda/program; then have the building administrator sign/date and send to accounting. Payment generally is made within approximately two (2) weeks.

NOTE: The lack of receipts, or not having a building administrator sign and date, delays reimbursement. (See Appendix 5 for sample "Request For Released Time/Professional Leave Form" and guidelines.)

Sales Representatives and Examination Copies

Salespersons shall not be permitted to contact staff members while they are on the job. Staff members should inform sales representatives of this. Any deviation from this procedure must have the approval of the building principal. Examination copies must be arranged through a Teaching and Learning Services administrator.

Secretarial Services

The school secretaries have the responsibility of keeping many school records, financial reports, and handling general office procedures.

Smoke-free Environment – Board Policy 908

The West Des Moines Community School District is a smoke-free environment. No smoking or use of tobacco products is permitted in any school-owned facility, on school grounds, or school-owned vehicle at any time.

Staff Development/Graduate Credits

Prior approval from the Principal and Director of Human Resources is necessary for staff development credit or graduate credit for advancement on the salary schedule to be recognized. Tuition reimbursement and recognition may be denied if prior approval is not granted. (See Appendix 6 for a sample "Request for College Course Credit" [prior approval] form and Appendix 7 for a sample "Request for Recognition of Credit, Change of Classification and/or Tuition Reimbursement" form.)

Staff Dress Statement

“The leadership of the WDMEA and WDMESP, in partnership with the Administrative Leadership Team, value the role we each play as models for our students. We each need to dress professionally, selecting clothing that is appropriate for specific audiences and job responsibilities.”

Student Parties - Elementary

A maximum of three (3) student parties are permitted each year (fall, winter, spring). Homeroom parents will furnish treats. They will help supervise the party if requested. There will be no gift exchange among students. Birthday parties are a matter of building rule or regulation.

Student Teachers

Student teachers may be assigned to qualified staff members if teachers agree and the principal recommends the assignment. The teacher will maintain full responsibility for the class. Student teachers may be assigned only to non-probationary staff members. No teacher should be assigned more than one student teacher in any school year, except in extenuating circumstances.

Substitute Teacher Folder

The regular teacher of each class is responsible for leaving adequate plans and directions for the substitute teacher. The following information should be included when appropriate.

Up-to-date seating chart and/or student name tags	Building emergency code/crisis information
Daily lesson plans	Current homeroom list of students
Instructional groups of students	Special subject schedules
Playground supervision schedule	Lunch serving schedule
Special classes (reading, speech, etc.)	Students needing special help
Student health needs	People who will help (principal, classroom teacher, students, secretary, etc.)
Technology expectations	Behavioral expectations (and applicable management strategies)

Supervisory Duties

Principals may find it necessary to assign staff members to supervise the hallway, playground and/or the lunchroom. All teachers are responsible for hallway and restroom supervision before school, during recess, passing periods, lunch periods, and after school. Supervision of students in unassigned areas is the responsibility of all building staff members. Be stationed in the hall at your classroom door when children are entering or leaving in mass or when most of the class is at the locker area. Whenever teachers supervise students, they are legally responsible for the safety of the children under their supervision. Teachers should avoid placing themselves in any position where a court of law could prove neglect of duty in case of an accident.

Teacher Absences

Each teacher is assigned a Personal Identification Number (PIN) in order to access the Sub Finder system. Teachers are to notify the Sub Finder system no later than one hour before their start time if they are unable to report for work. In unusual circumstances when an illness/emergency occurs after that, the teacher must notify the Substitute caller at 633-5120 and contact the building principal.

It is the responsibility of the teacher to notify the Sub Finder system and the building principal/secretary as to his/her status for the day following the absence. This should be done by 2:00 p.m. on the day of the absence so the substitute may be advised before he/she leaves the building if there is a need to return the next day.

Teacher Mail and Notices

Each teacher has been assigned a mailbox where mail and school notices are placed. It is the responsibility of the teacher to check this mailbox before school, at lunch, and before leaving the building in the evening. Do not

send a student to check the mailbox. There may be student records or personal items for the staff member or other confidential information.

Telephones

Staff: Each teacher has his/her own seven-digit phone number that outside callers may dial directly. For most classroom phones, calls from within the district will ring directly into a room at all times. Calls from outside the district to classroom phones will forward directly to the teacher's voicemail during daily instructional time. Most classroom phones will ring before and after school hours. In the event of an emergency during instructional hours, the building secretary has the ability to page directly into a classroom phone. When you have a voicemail message, you will be notified by a blinking message indicator light on your phone. If you travel from room to room or building to building, you may be notified by email. Once you receive a message from parents or community members, the expectation is that you will respond within 24 hours.

If it is necessary to make a long distance call for school business on your school phone, check with your building principal or secretary regarding the process. The phone system now requires the caller to use a PIN (Personal Identification Number) to make long distance calls.

West Des Moines Community Schools promotes strong communication with parents and the community. You are urged to become familiar with the district's phone system and use it to the best advantage.

Students: The school telephones are for school business. Students are to use the telephone in the office for approved calls. Student-use phones are available in the secondary buildings.

Transfers

When the student transfers within the district, this information should be penciled on the cumulative folder and the permanent record card prior to the transfer to the new building. When a student is leaving the school, the office should be notified so the appropriate dismissal forms may be completed.

Videotapes and Other Media/Materials

Videotapes may be borrowed or rented to help with your teaching. Catalogs are available in the building. Videotapes are not to be used unless they are closely associated with the work being studied. Arrangements for rental shall be made through the building principal. All Area Education Agency videotapes will be arranged for through the building media center and should be placed in the AEA 11 pick-up container no later than the evening before the regular pick-up is made. This is the responsibility of the teacher who borrows the materials. Teachers are reminded that AEA materials must be returned on time

Section 2 – Educational Programy

Activity Directors/Sponsors

The West Des Moines Community School District recognizes and supports the participation of students and staff in school sanctioned activities. The Board of Education has endorsed a Student Activity Conduct Code (A502.1) as a standard for student participation in these activities. The Board of Education also recognizes that instructors who serve as activity directors/sponsors act as role models for students. It should be understood such activities are an extension of the school and the standard of conduct by salaried personnel during school sanctioned activities shall be the same as that which is applicable to the classroom.

Assessment – Board Policy 505.4

The Board of Directors of the West Des Moines Community School District believes that assessment is a planned and integral part of instruction which guides and documents student growth in light of the district's Educational Program Goals. It is an ongoing process involving students, teachers and parents in observation, interaction and analysis. It consists of both formal and informal measures of individual and group progress.

Assessment of student performance is accomplished with multiple instruments that measure the quality of the learning process and outcomes. Included as appropriate assessment practices are such measures as portfolios of student work, teacher observations, anecdotal records, long-term projects, student interviews, writing samples, teacher-made tests, standardized norm-referenced tests and criterion-referenced tests.

All West Des Moines staff are encouraged to refer to the West Des Moines Community School District Assessment Handbook. This document discusses assessment and provides many guidelines and examples of quality assessment strategies and assessment tools
(see chart on next page)

**Assessment Schedule
Standardized Assessments per Grade Level**

Standardized National Norms														
Grade →	K	1	2	3	4	5	6	7	8	9	10	11	12	
Iowa Youth Survey									X			X		Fall Every 3 years
Iowa Writing Assessment							X		X	X		S		Spring
I.T.B.S.			S				X	X						Fall
I.T.E.D.											X			Fall
CAT							X							Fall
ACT/PACT								S		S	S	S	S	F – W - S
SAT/PSAT								S	S	S	S	S	S	F – W - S
Plan														Fall
AP Testing												S	S	Spring
Standardized District Norms														
Grade →	K	1	2	3	4	5	6	7	8	9	10	11	12	
DIBELS (2 items)	X													F – W - S
Reading/Running Records *		X		X	X									Throughout year Report in Spring
Marie Clay Observational Survey *	X													Fall – Spring
Word Test *	X	X	X											Throughout year Report in Spring
Fluency Rate * (Allington/Cunningham)	X	X	X	X	X	X	X							Throughout year Report in Spring
Comprehension * Diagnosis		X	X	X	X	X	X							Throughout year Report in Spring
Diagnostic Spelling * Assessment			X	X	X	X	X							Throughout year Report in Spring
Miscue Analysis * (Strieglitz)			X	X	X	X	X							Throughout year Report in Spring
Reading Grade Level Assessment	X	X	X	X	X	X	X							F – W - S
Portfolio of Reading and Writing		X	X	X	X	X	X	X	X					F – W - S
FLES Reading							X	S						Spring
FLES Writing							X	S						Fall - Spring
Reading Benchmarks	X	X	X	X	X	X	X	X	X	X	X			Fall - Spring
Mathematics Benchmarks			X	X	X	X	X	X	X			X		Spring
Science Benchmarks									X			X		Spring

* K-6 Reading Diagnostic Assessment
 X = all learners will be measured at this grade level
 S = sample of learners, as needed, measured at this grade level

Chairpersons

Building level subject area or department chairpersons are selected at each site. Other staff members serve as committee members or department members. (Appendix 1)

Chaperones and Volunteers

The West Des Moines Community School District recognizes and appreciates the involvement of non-paid adults who serve as chaperones and/or volunteers for school sanctioned activities. The Board of Education has endorsed a Student Activity Conduct Code (A502.1) for student participation and has established appropriate behavior which is expected of school employees who serve as directors/sponsors for these activities. Although school employees will always be responsible, chaperones and/or volunteers are also expected to demonstrate appropriate behaviors while involved in such activities.

Checking and Marking Work

Students need to participate in reflection and evaluation of their work as a part of the classroom climate. Standards and benchmarks for the lesson and indicators of quality for student work need to be discussed. Work-in-progress and “best work” can be kept in portfolios or notebooks to provide information for the student, teacher and parent on student progress and growth. You are encouraged to provide personal comments in a timely way regarding the quality of students’ work, for improvement and for discussion during future lessons.

Class Lists

Class lists are not to be shared with outside groups or organizations without the approval of the Superintendent or his/her designee.

Cumulative Records

Information in cumulative records should be treated in a confidential manner. Cumulative records should be kept current and must remain at school. Two sets of records are kept. One is a manila folder and is referred to as the cumulative folder. The second, one page printed on heavy white paper, is called the permanent record card. The teacher has the responsibility for maintaining cumulative records (K-8). At the high school level (9-12), cumulative records are maintained by the office. Parents may view their child’s cumulative folder by making proper arrangements with the building principal. (Appendix 2)

Curriculum

Curriculum guides for subject areas are available to teachers through Teaching and Learning Services. Any deviation from the approved curriculum must be discussed with the building principal or Teaching and Learning administrator. Teachers may be asked to serve on curriculum committees.

Staff members are reminded of their responsibility to keep the building principal informed of discussions regarding potential curricular changes, textbook adoptions or other matters affecting the existing Program of Studies.

Exceptional Students

Educational programs for exceptional students are provided on either a local basis or through cooperation with other agencies or neighboring school districts. Consultant services are available through Heartland Area Education Agency 11.

A program for gifted and talented students (Extended Learning Program) is operated on a K-12 basis.

Homework

Homework should be purposeful and relevant to learning goals. Good judgment in assigning homework should be exercised. Teachers are reminded that Wednesday night has been designated non-activity night. (Board Policy 508.2)

Lesson Plans

All teachers are required to prepare lesson plans *not less than three days in advance*. Lesson plans should be detailed sufficiently to provide definite direction for a substitute teacher. This includes titles of texts, page numbers, objectives and assessments, etc. Plans should be left in an accessible location each evening before leaving. Principals may review classroom lesson plans at their discretion.

Make-Up Work

Make-up work is a responsibility involving the teacher, the student and the parent. Students have the responsibility for completing work missed during absences.

Manuals/Classroom Libraries

Manuals are furnished for each adopted basic text series. All course guides, manuals and materials are district property and are not to be kept by the staff member when leaving the district. If a teacher transfers within the district the guides, manuals and classroom libraries are to remain in the exited classroom.

Parent-Teacher Conferences

Time for parent-teacher conferences is scheduled at each school a minimum of twice per year. If a parent is unable to attend, or unable to meet with a specific teacher during the scheduled time, it is the responsibility of the teacher to communicate with the parent or arrange another conference time. Principals can assist teachers with this if requested.

Teachers are expected to keep parents informed of student progress as well as significant behavior problems which may exist. A record should be kept of conversations with parents about their child's progress.

A systematic record of each students' progress must be maintained. Use of work folders, portfolios, student self-evaluation checklists, and anecdotal records provide the student, teacher and parent with an ongoing record of accomplishments.

Planning

Teachers have a responsibility to use their planning time, including before and after the scheduled student contact time, in a professional manner.

Preparing for the First Days of School

The first days of school are of great importance in "setting the stage" for the year. The suggestions listed below are designed to help you make preparations to meet the students who will look to you for guidance the rest of the year.

- A. Become familiar with the curriculum guides and available instructional materials.
- B. Secure the supplies, equipment and instructional materials needed.
- C. Study each student's records.

Promotion and Retention

Teachers should communicate with parents and the principal about students who are having difficulty and for whom retention may be advisable. Such reports should be included in parent-teacher conferences and supplementary communications to parents. Preliminary communication should begin at the time the teacher suspects the need. The teacher is responsible for communicating with the parents and principal about the situation.

Reading Resource Instruction

A reading resource program staffed by a trained reading specialist is provided in each elementary, junior high and high school. Most students referred for this program will be those who have experienced difficulty in the development of fundamental reading skills and strategies. Referrals will be made by classroom teachers. However, parents may request their child be considered for placement in the program if they feel such placement would best meet the needs of the child.

Reading resource teachers are available to consult with teachers concerning balanced literacy strategies and assessment of students' progress in reading investigation and comprehension in all curricular areas. Additional reading teachers are also working in elementary schools to provide supportive diagnostic instruction at the K-3 level and to collaborate with classroom teachers.

Recess, Student Participation (K-6)

- A. Student Participation - Recess is part of the elementary school day in the primary grades and as such the students are expected to participate.
- B. Detaining Student by the Teacher - A resourceful teacher can generally find a better way of handling a situation other than to deprive a student of recess as punishment or to complete assignments.
- C. Parent Request - A written request from parents asking that a student be excused from recess should state the nature of the illness which keeps the child from going out to recess. The teacher should honor reasonable requests from parents regarding the health of their students. This would include requests that children remain indoors before school or during recess periods.

Religious Beliefs

The school must honor requests that students not take part in a school activity which may be contrary to religious conviction. It is the duty of the school to protect a segregated pupil in this situation from possible taunts and criticism from classmates.

Schedule - Daily Classroom Routine

Establish individual schedules as quickly as it is practical. Have a copy filed in your lesson plan book at all times.

Each elementary teacher is to submit two copies of established classroom schedules to the principal. One copy will be kept in the principal's office. The other copy will be submitted to Teaching and Learning Services. Any major changes in your classroom schedule should be communicated to both the principal's office and Teaching and Learning Services. Schedules for secondary teachers are submitted to Teaching and Learning Services by the building principal as part of the school's master schedule.

Scheduling and Time Allotment – Elementary

Since substantial variation is often evident in the amount of time teachers devote to individual subject matter areas, the suggested time allotments shown in the following chart are included. It is intended to prevent the over-emphasis of certain areas of the curriculum at the expense of others. This is not to be interpreted that each area to be taught is distinct – indeed, as much integration as possible is encouraged.

(see chart on next page)

Average Weekly Curriculum Guidelines (minutes per week)
 2005 minutes per full week, 740 minutes per 1/2 day kindergarten

Subject/Grade	K 1/2	K Full	1st	2nd	3rd	4th	5th	6th
Reading/Lit	300	600	600	600	460	355	300	300
English Language Arts	85	285	230	230	270	380	335	335
Writing/grammar/syntax	55	225	125	75	115	250	250	250
Handwriting	30	30	75	75	75	50	-	-
Spelling				50	50	50	55	55
Library*		30	30	30	30	30	30	30
FLES (foreign language in elementary school)	0	0	60	60	60	60	60	60
Science/Health	30	150	150	150	200	250	300	300
Mathematics	120	300	300	300	300	300	300	300
Social Studies	0	60	150	150	200	250	300	300
Art	in class	30	60	60	60	60	60	60
Music	30	60	90	90	90	90	90	90
Physical Education	-	30	60	60	60	90	90	90
Counseling**	30	30	30	30	30	45	45	45
Centers/Calendar	70	185						
Recess	75	150	150	150	150	0	0	0
Lunch	-	125	125	125	125	125	125	125
Total Minutes Per Week	740	2005	2005	2005	2005	2005	2005	2005

*Varies by number of sections in the school site. Each site has 50% teacher-librarian.

**Varies by number of sections in the school site

*** 1/2 day kindergarten library included in English Language Arts.

An integrated curriculum allows teachers to address multiple disciplines, connecting reading, social studies, writing, science, and mathematics in flexible combinations. The designated weekly allocations can be modified to reflect this unit planning framework. This chart provides guidelines on a weekly basis. Use of Buildings
 The West Des Moines Community School District understands and supports the philosophy that our district facilities belong to the community. Community members utilize the facilities, including classroom spaces, for a variety of activities/events when school is not in session. All staff members are asked to review Board Policy 907.1 for additional information.

School Supplies (K-6)

Principals must approve all classroom supply lists before distribution to students and families. Paper and other supplies are available in each school for use by teachers. These supplies may be secured from the secretary or as outlined by the principal.

Staff and Student Access to District Provided Telecommunications, Electronic and Networked Information Resources

Board Policies 605.8 and 605.9 detail the requirements staff members and/or students must meet in order to have access to district telecommunication resources. Included are permission slips signed by the parents of students and a use agreement form signed by staff members. Staff members are advised to review these Board Policies.

Technology Use in the West Des Moines Community School District

The West Des Moines Community School District's philosophy of computer and technology use is driven by the desire to integrate the computer into the student's educational experiences. The district will provide an educational climate that encourages the appropriate use of computers and other technologies by students and staff in all instructional areas.

- Teachers will use technology as an integral part of their instruction.
- Students will make use of technology to access, manipulate and communicate information.
- Staff development will be provided so teachers can successfully use and integrate technology into instruction.
- Access to technology will be equitable throughout the district.

Building and district administrators are charged with the responsibility to ascertain the level, frequency and quality of technology integration into the classrooms of the district.

Use of Workbooks and Worksheets

If a workbook is used, it must be used when suggested in the teacher's manual as it provides a check on retention of skills. The lesson should be carefully presented and checked with the students to correct any misconceptions. For additional practice on certain skills, worksheets may be prepared. They should be designed to give practice in the skills needed by the group or individual. Commercial worksheets should be evaluated carefully. Through unfamiliar vocabulary and unrelated skills, they often create problems rather than solve them.

A) Suggestion for Using Workbooks

The teacher needs to plan profitable work for students during relatively long periods of unsupervised activity. Workbooks, if carefully selected and wisely used, can provide good independent work. The lessons in the workbook must be taught as carefully as the basic text if they are to be effective. Each lesson should be introduced by explanation and discussion and carefully checked on an individual basis. The amount of guidance needed will be in direct proportion to the thoroughness of the teaching of the skills being practiced or tested.

B) Limitations in the Use of Workbooks

1. While there are advantages in using workbooks, there are also disadvantages. The students who grasp concepts easily, see relationships quickly and need little repetition to fix vocabulary or acquire skills often require more challenging independent work. Their interests and abilities can be extended through wide reading (literature, related stories, own interests); through creative activities (writing, fine arts, etc.); or through teacher-made enrichment materials. It is during the independent work period they can be stimulated to perform at their optimum capacity. Consequently, the teacher should feel free to challenge the students in terms of their individual abilities.
2. Teachers using workbooks should bear in mind:
 - a. Every student does not need a workbook
 - b. Every student need not cover the same pages or every page, only those where there is the need for further experiences with the skill or vocabulary.
 - c. High standards of accuracy and neatness are important.
 - d. Any part used should be carefully presented.
 - e. Any part worth doing is worth careful evaluation.

Section 3 – Communications and Parent/Community Involvement

Bulletin Boards and Displays

Bulletin boards and displays should be planned to correlate with units being studied. Teachers should be sensitive to the diverse religious backgrounds of our students when creating bulletin board displays during times of religious holidays. Students' work should be included in some displays

Community Resources

Community resources may be used to supplement and enrich the curriculum.

Open House

Open House may be held at any time during the school year.

Parent Teacher Organizations

Parent support is vital to the program for the students and the operation of the school. Teachers are encouraged to join parent-teacher organizations and participate in their activities. The number of meetings and the time for meetings will vary from building to building.

Public Relations

The "Public Relations" of any school district or organization is the composite of the public relations of each employee or member of the organization. For this reason, each employee of the district has definite responsibilities in this area. Some ways each teacher can assume his/her share of the responsibility are to:

- A. Handle each contact with parents as honestly and tactfully as possible. Make every effort to respond to messages within 24 hours.
- B. Give careful thought to what you discuss concerning school matters with members of the community. Rumors and criticism are sometimes promoted by outside gossip. Many rumors and unnecessary criticism can be avoided by referring critical community members to the school principal or other staff members. Much care and judgment must be exercised in the handling of confidential information.
- C. Inform parents of students' positive accomplishments whenever appropriate. Building positive relationships with parents/guardians proves helpful should you have to share negative news about their student, also.

School Publicity

Teachers should inform the building principal when furnishing school and local papers with stories regarding the school. The Director of School/Community Relations serves as a resource and contact person with local media for the classroom teacher.

Visits by Adults

Classroom visits by parents and adults are to be arranged through the principal.

Visits By Children Not Enrolled

Students not enrolled at your school who want to visit must make arrangements with the principal and teacher. Children under school age must be accompanied by an adult.

Section 4 - Safety

Discipline, Bullying, and Harassment

It is the responsibility of each staff member to maintain proper discipline within his/her classroom/program. Principals should be made aware of discipline problems before they reach serious proportions. The most successful teachers are those who cause students to improve their attitudes as well as their academic achievement.

The following policies of the West Des Moines Community School District are called to the attention of the teaching staff.

<u>Maintenance of Orderly Conduct</u>	Code No. <u>502.1</u>
<u>Equal Educational Opportunities: Prohibition of Discrimination,</u>	
<u>Harassment and Bullying Toward Students</u>	Code No. <u>502.2</u>
<u>The Use and/or Possession of Tobacco and Tobacco Products</u>	Code No. <u>502.6</u>
<u>Alcoholic Beverages and Controlled Substances -</u>	Code No. <u>502.7</u>
<u>Possessing, Using or Being Under the Influence Of</u>	
<u>Alcoholic Beverage and Controlled Substances -</u>	Code No. <u>502.8</u>
<u>Selling or Distributing</u>	
<u>Being in the Presence of a Prohibited Substance</u>	Code No. <u>502.81</u>
<u>Search and Seizure</u>	Code No. <u>502.9</u>
<u>Discipline</u>	Code No. <u>503.1</u>
<u>Physical Contact with a Student and Use of Reasonable Force</u>	Code No. <u>503.2</u>
<u>Vandalism</u>	Code No. <u>807</u>

Policies are subject to ongoing review and revision. Check the district website at www.wdmcs.org for the most current policies.

The West Des Moines Community School District prohibits harassment and bullying of students by other students, by employees, and by volunteers while in school, on school property, and at any school function or school-sponsored activity. See Board Policy 502.2 -- Equal Educational Opportunities: Prohibition Of Discrimination, Harassment And Bullying Toward Students

Harassment and bullying may include any electronic, written or verbal communication and/or any physical act or conduct toward a students that is based on an actual or perceived trait or characteristic that creates or could reasonably be expected to create an objectively hostile school environment.

- An objectively hostile school environment is created by an act that:
 - Places the student in reasonable fear of harm to the student's person or property; or
 - Has a substantially detrimental effect on the student's physical or mental health; or...
 - Has the effect of substantially interfering with the student's academic performance; or
 - Has the effect of substantially interfering with the student's ability to participate in or benefit from a school's services, activities or privileges

"Electronic bullying" includes but is not limited to communication via electronic mail, Internet, pagers, cell phones and text messaging.

- This is often referred to as "Cyber-bullying"

Bullying may be based upon a trait or characteristic of the student including, but not limited to age, race, color, creed, national origin, sex, physical or mental ability or disability, religion, sexual orientation, gender identity, marital status, physical attributes, ancestry, political party preference, political belief, socio-economic status or familial status.

Any person who is aware of harassment or bullying may file a written complaint or report the conduct to a building teacher, counselor or administrator.

IMMUNITY: School employees, volunteers, students, and students' parents or guardians are protected from civil or criminal liability if they reported in good faith.

School employees, volunteers, and students shall not engage in reprisal, retaliation, or false accusation against a victim, witness or individual with reliable information about an act of harassment or bullying.

Formal written complaints will be investigated by the school administration.

Fire Drills & Tornado Drills

Unannounced fire drills will be held in September, November, February and April. It is the responsibility of each teacher to read instructions carefully and instruct students regarding where to go and what to do in case of fire or a fire drill. Class rosters must be carried and attendance taken.

Tornado drills will be conducted in October, December, March and May. It is the responsibility of each teacher to read instructions carefully and instruct students regarding where to go and what to do in case of a tornado or tornado drill. Class rosters must be carried and attendance taken.

Safety Committees

The Chief Financial Officer is the District Safety Officer, responsible to the Superintendent of Schools in all matters of student, employee and patron safety. The Superintendent of Schools shall establish a District Safety Committee, advisory to the Chief Financial Officer, to implement and monitor the District Safety Program.. It is a matter of policy of the State of Iowa, Chapter 88.4:

“Each employer shall furnish to each of the employer’s employees employment and a place of employment which is free from recognized hazards that are causing or likely to cause death or serious physical harm to the employer’s employees and comply with occupational safety and health standards promulgated under this chapter. Each employee shall comply with occupational safety and health standards and all rules and orders issued pursuant to this chapter which are applicable to the employee’s own actions and conduct.”

Purpose: The purpose of the District Safety Committee is to assist and advise the Chief Financial Officer in carrying out the duties of coordination of district safety, administration of the safety program, development of safety training programs, encouragement of safe work attitudes among employees, and to review and propose changes in district policies and manuals.

Composition: Committee members shall be appointed by the Superintendent and shall include:

- Chief Financial Officer

- Director of Nutrition Services

- Transportation Supervisor

- Building Administrators

- Nurses

- Teachers

- Secondary and Elementary Parent representation (drawn from site safety committees)

Site Safety Committee_Purpose: The purposes of the Site Safety Committee are: (1) to provide a safe environment for students, employees and members of the public and (2) to determine and remove or control hazards which may result in accidents. Hazards include unsafe actions of workers, unsafe methods and processes, unsafe facilities used in conducting operations and unsafe conditions attendant to the operations.

Organization: Each building principal and the Chief Financial Officer shall establish a Site Safety Committee for their respective building and sites. The Site Safety Representative acts as chairperson of the committee:

The Site Safety Committee shall consist of the following:

- Site Safety Representative

- Alternate Representative

 - Should be fully informed on all safety activities that concern the location, such as records, safety meetings, citations, abatements, etc.

- One or more parent representatives

 - Appointed by principal in consultation with president of the school’s parent organization - with consideration given to the BUS US Safety Committee

- Additional persons as determined by the building administrator depending upon the size and complexity of the building

- A Building Administrator (Appoints representatives and committee members)

Workers' Compensation Information - Employees

If you sustain an injury arising out of your employment, follow these procedures:

- Get first aid promptly or call 911, if necessary.
- Report the injury to your immediate supervisor or principal/designee on the day of the incident.
- Work with your supervisor or principal/designee to schedule an appointment with the designated health care provider.
- Prior to returning to work and/or following each treatment, you must provide to your immediate supervisor or principal/designee the patient status report that you received from the care provider.
- If you select medical services from a care provider other than the one designated by the district, you may be liable for any and all charges.

Designated Health Care Provider:

Company Medicine PC
 N. John Prevo D.O. M.P.H.
 5901 Westown Parkway, Suite 225
 West Des Moines, Iowa 50266
 515-222-4419
 Monday- Friday 7:00 AM - 4:00 PM

Designated Pharmacies:

Hy-Vee and Hy-Vee Drug Store
 Mercy West Pharmacy – Mercy Walk-in Clinic
 Mercy Outpatient Pharmacy – Mercy Hospital

After Hours Care:

Mercy Walk In Clinic
 1601 NW 114th
 Clive, IA 50325
 515-222-7000
 Monday- Friday 7:00 AM - 9:00 PM
 Saturday & Sunday 9:00 AM - 4:00 PM

For 911 calls or to obtain medical treatment for a Worker's Compensation injury when the above sites are closed, use the designated hospital: Mercy Medical Center – Emergency Department

1111 6th Avenue
 Des Moines, Iowa 50314
 515-247-3211

For additional information or for district questions about Workers' Compensation, contact Brenda Moorehead at 633-4929.

Students

Injury to a student shall be promptly reported by the building administrator or designee to Administrative Services on the West Des Moines Community School District Student Incident Report.

Section 5 – Staff and Student Services

Equal Ops Program

The West Des Moines Community Schools Foundation sponsors a program called EqualOps to “banish barriers for kids.” Economically disadvantaged students in grades K-12, who wish to participate in extracurricular or co-curricular activities such as band, orchestra, chorus, debate, language clubs and sports, may receive financial assistance. This may include some assistance with payment of fees, transportation (such as a Metro bus pass) and related expenses (such as shoes or uniforms). Requests for financial assistance should be made verbally or in writing to the building administrator.

Health Services

Services of the School Nurse - A school nurse is scheduled to serve in each building several days per week, and will be on call whenever he/she is needed. Teachers should be responsible for minor injuries and ailments when the nurse is not in the building. A student should never be sent home without first contacting the parents. Medicine is not to be given without a written request from the parents. Health office assistants supplement the services provided by the school nurse.

Medication - Teachers should be aware of the nurse’s and health office assistant’s schedules. Aspirin shall not be administered by any school employee without written parent consent. Medications prescribed by physicians will be administered at school only upon receipt of a written statement from the physician or parents. The nurse, health office assistant, principal and teacher shall be advised of such need. Any staff member in a position to administer medication to students at some time during year, i.e., on a field trip, must receive medication training by a school nurse or district medical professional. This can be on an “as needed” basis.

Accidents and Student Injuries -

Students: Students who suffer injuries should be brought to the nurse’s office. The school nurse maintains a record of all accidents resulting in injuries to students. Any change in the student’s condition occurring throughout the day should also be made known to the nurse.

Staff: If you sustain an injury arising out of your employment, follow these procedures

- Get first aid promptly or call 911, if necessary.
- Report the injury to your immediate supervisor or principal/designee on the day of the incident.

(See previous page for more information about Workers’ Compensation)

Section 6 – General District Information

Policies

The following policies are key to your success in understanding district procedures and guidelines relevant to your responsibilities as a certified staff member.

<u>Drug Testing</u>	Code No. <u>403.4(1)</u>
<u>Instruction for Private Profit</u>	Code No. <u>408.2</u>
<u>Harassment of Employees</u>	Code No. <u>402.6</u>
<u>Foreign and Domestic Travel and Study Program Promotion</u>	Code No. <u>408.3</u>
<u>Maintenance of Orderly Conduct</u>	Code No. <u>502.1</u>
<u>Student Wellness</u>	Code No. <u>608.1</u>
<u>Energy Conservation Commitment</u>	Code No. <u>802.6</u>
<u>Gifts to Employees</u>	Code No. <u>905</u>
<u>Public Conduct on School Premises</u>	Code No. <u>909</u>

Policies are subject to ongoing review and revision. Check the district website at www.wdmcs.org for the most current policies.

NON-DISCRIMINATION AND EQUITY INFORMATION

Equity Coordinators

The following personnel have been appointed to serve in equity coordinator capacities in the West Des Moines Community School District. Concerns regarding compliance with any of the equity policies outlined below shall be directed to the appropriate coordinator.

Lisa Remy

Equity Coordinator

Associate Superintendent of Human Resources
Learning Resource Center
3550 Mills Civic Parkway
West Des Moines, IA 50265-5556
Phone (515) 633-5037

Janelle Duncan

Affirmative Action/EEO Coordinator

Assistant Director of Human Resources
Learning Resource Center
3550 Mills Civic Parkway
West Des Moines, IA 50265-5556
Phone (515) 633-5038

Dr. Nancy Moorhead

Coordinator for Section 504 of the Vocational Rehabilitation Act of 1973 (Special Education)

Principal, Jordan Creek Elementary School
4105 Fuller Road
West Des Moines, IA 50265-5318
Phone (515) 633-5200

Equity Statement

To provide equity for all students, it is the policy of the West Des Moines Community School District that no otherwise qualified person will be excluded from educational activities or be subjected to discrimination on the basis of race, color, creed, national origin, sex, physical or mental disability, religion, sexual orientation, gender identity or marital status.

To provide equity for all employees and applicants for employment, it is the policy of the West Des Moines Community School District not to discriminate on the basis of age, race, color, creed, national origin, sex, physical or mental disability, religion, sexual orientation or gender identity in its practices or employment policies.

Further, the Board affirms the right of all persons to be treated with respect and to be protected from intimidation, discrimination, physical harm and harassment, thereby meeting the requirements of Title VI and VII of the 1964 Civil Rights Act, Title IX of the 1972 Education Amendments and the Federal Rehabilitation Act of 1973 and the Code of Iowa.

The curriculum content and instructional materials reflect the cultural and racial diversity present in the United States, and the variety of careers, roles and lifestyles open to women as well as men in our society. One of the objectives of the total curriculum and teaching strategies is to reduce stereotyping and to eliminate bias on the basis of sex, race, ethnicity, religion and physical disability.

The curriculum should foster respect and appreciation for the cultural diversity found in our country and an awareness of the rights, duties and responsibilities of each individual as a member of a pluralistic society.

Any concerns regarding compliance with the district’s Equity Statement may be directed to Lisa Remy (address above); to the Director of the Iowa Civil Rights Commission, Des Moines, Iowa; or to the Director of the Chicago Office for Civil Rights, U.S. Department of Education, Chicago, Illinois.

Affirmative Action - Equal Employment Opportunity (Policy 401.1)

The goal of the Board of Education of the West Des Moines Community School District is to provide fair and equal opportunity for employment, promotion, wages, benefits and all other privileges, terms and conditions of employment. The district will affirmatively recruit women and men, members of diverse racial/ethnic groups and persons with disabilities for job categories where the representative groups are underrepresented.

Further, it shall be the policy not to discriminate against nor to uphold preferential treatment toward any employee or applicant on the basis of age, race, color, creed, national origin, sex, religion, sexual orientation, gender identity, or physical or mental disability. (Adherence to bona fide occupational/ educational qualifications will not be interpreted as discriminatory.)

Prior to a final approval of employment for any regular position whether part or full-time, the school district will perform a criminal background check.

Employees, students and parents will be reminded annually of the district's written statement in appropriate publications such as calendar, handbooks, newsletters, newspapers or educational brochures.

Inquiries or grievances related to this policy may be directed to: Equity Coordinator, Lisa Remy Associate Superintendent of Human Resources or Affirmative Action/EEO Coordinator, Janelle Duncan, Assistant Director of Human Resources, 3550 Mills Civic Parkway, West Des Moines, IA 50265, (515) 633-5000. Inquiries may also be directed in writing to the Director of the Region VII Office of Civil Rights, U.S. Department of Education, 111 N. Canal St., Suite 1053, Chicago, Illinois 60606-7204 (319-886-8434) or the Iowa Civil Rights Commission, 211 E. Maple, Des Moines, Iowa, 50309, (515)-281-4121). This inquiry or complaint to the federal office may be done instead of, or in addition to, an inquiry or complaint at the local level.

Further information and copies of the procedures for filing a complaint are available in the school district's Office of Human Resources.

Equity Grievance Procedure

Employees and applicants for employment in the district will have the right to file a formal complaint alleging discrimination under federal or state regulations requiring non-discrimination in programs and employment.

- LEVEL 1:
(INFORMAL) The employee or patron will first discuss the complaint with the person(s) involved with the objective of resolving the matter informally.
- LEVEL 2:
(FORMAL) If the complaint is not resolved at Level 1, the grievant may pursue the grievance by filing a written complaint. The grievance form may be obtained from the immediate supervisor or building principal. The written complaint must be filed with the immediate supervisor or building principal within fifteen (15) working days from the date of the event giving rise to the grievance or from the date the grievant could reasonably become aware of the occurrence. An investigation of the complaint will be completed and a written response from the immediate supervisor or building principal will be sent to the grievant within fifteen (15) working days after receipt of the complaint. A copy of the complaint and supervisor’s response will be filed with Human Resources.
- LEVEL 3:
(FORMAL) If the complaint is not resolved at Level 2, the grievant may present a copy of the form and a written appeal to the Assistant Director of Human Resources within ten (10) working days after receiving the response from the immediate supervisor or building principal.
- An investigation of the complaint will be completed by the Assistant Director of Human Resources and an attempt will be made to resolve it. A written report will be sent to the grievant within fifteen (15) working days after receipt of the appeal.
- If the complaint is not resolved at Level 3, the grievant has the right to file a formal complaint with one of the following:
- U.S. Equal Employment Opportunities Commission (EEOC)
 1801 L St., NW
 Washington, DC 20507
- or- Iowa Civil Rights Commission by calling (515) 281-4121 or toll free (800) 457-4416
- or- EEOC Field Office by calling toll free (800) 669-4000. For individuals with hearing impairments, EEOC’s toll free TDD number is (800) 669-6820
- The complaint must be filed within 180 calendar days from the date of the event giving rise to the grievance or from the date the grievant could reasonably become aware of the occurrence.

General Information:

Automobile Insurance Coverage

If an employee, student or volunteer is acting within the scope of his/her duties for the school district and has written authorization by a designated representative of the school district, the school district's automobile insurance policy will provide coverage for negligence for bodily injury and property damage to others. Under no circumstances will the school district's automobile insurance policy provide coverage for the physical damage to the vehicle owned and/or operated by the employee, student or volunteer.

Complaints Regarding School Personnel

Board Policy 906.1 provides a process for citizens of the school district – students, parents and community members – to file complaints regarding any WDMCSD staff member. Concerns should first be expressed directly with the staff member. If the issue is not resolved, the concern should be discussed with the employee's immediate supervisor.

A formal, written complaint must be filed with the immediate supervisor if the concern is not resolved and a more formal investigation is requested. If the complaint is not resolved, the appeal process may be implemented by contacting - in order - the next supervisor in the line of responsibility, then the appropriate member of the Superintendentcy. The issue may be resolved at any step in the appeal process. The Board of Education is the final appeal body. If specific information is shared with an individual Board member, he or she may be recused from participating in an appeal hearing.

No appeal will be heard by the Board of Education and no concerns regarding staff members will be investigated or acted upon unless the concern is submitted in written form, signed by the person lodging the complaint and submitted to the Board through the Superintendent. Due process rights dictate that information should not be shared with the Board until it formally convenes as a hearing or appeal body.

Personal Products and Appliances

2 Pages of Inserts from School/Community Relations

Personal Products and Appliances

2 Pages of Inserts from School/Community Relations

Pets/Animals

We welcome members of our school family to visit our schools during the day. Our buildings are also open to the community for many activities such as youth organization meetings, youth sports contests, after school classes and adult classes.

However, we cannot welcome pets into our schools. Student safety and the cleanliness of the building are put at risk when animals accompany their owners for a drop-in visit at school. There are exceptions, of course. If your student is bringing a pet for show and tell or for a class project, please contact the principal for permission before the animal comes to school.

Animals which are kept at school for instructional purposes will be in good health with no evidence of disease, be of such disposition as to not pose a safety threat to children, and be maintained in a clean and sanitary manner. Documentation of current vaccinations will be available for all cats and dogs. Pets/animals and/or their cages will not be allowed in kitchen, sinks or food preparation areas due to health and sanitation guidelines.

School Closing Announcements

Up-to-the-minute recordings about cancellations, dismissals and closings are available at **633-5555**. The WDMCS hotline is provided as a service for students, parents, staff and community members to call if school must be cancelled or dismissed early due to weather conditions or other emergencies.

ParentLink, the district's emergency notification system, will be used to notify families of cancellations, early dismissals or other emergencies. Calls are made to home phone numbers, cell phone numbers and/or work numbers as provided to the school and entered into the Infinite Campus data system.

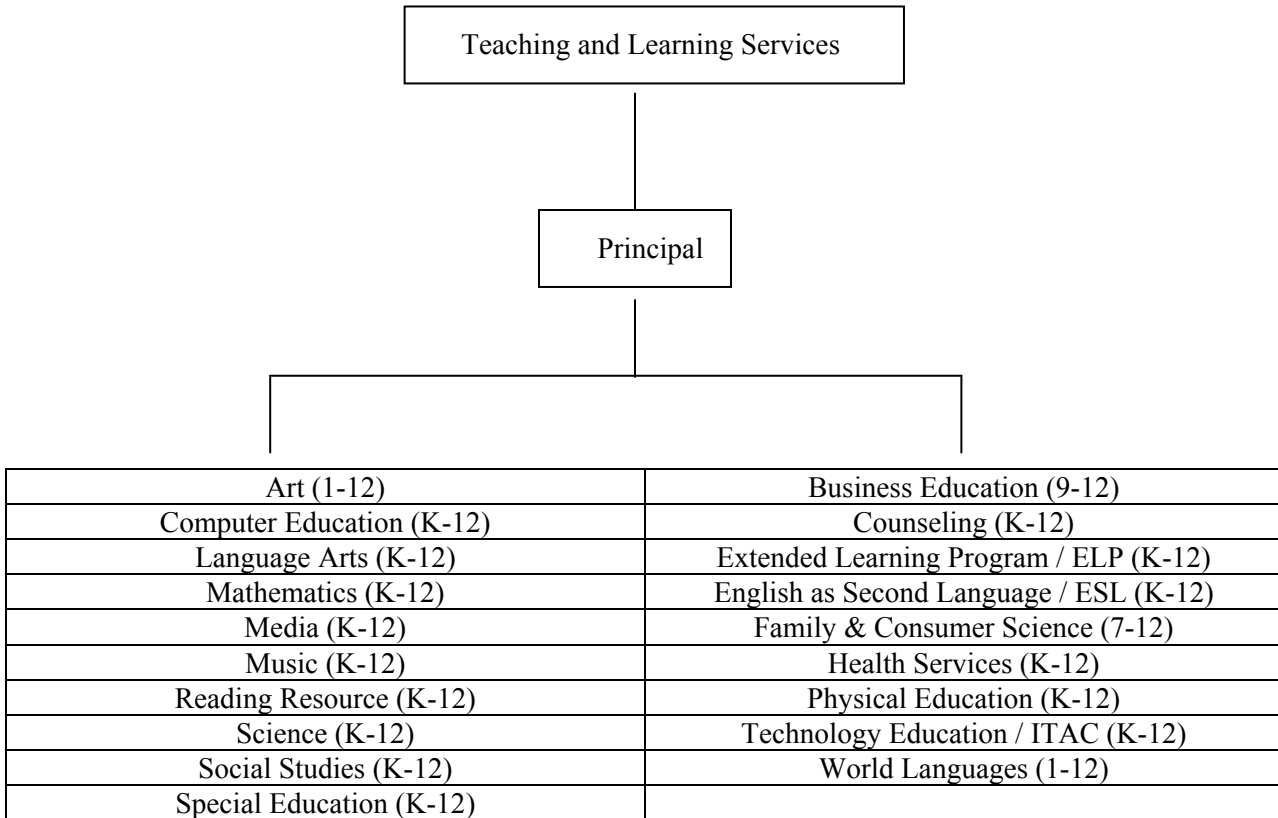
This information is also shared with the local media on the following **television stations**: KCCI (Channel 8), WHO (Channel 13) and WOI (Channel 5); **FM radio stations**: KJJY (92.5), KIOA (93.3), KGGO (94.9), KHKI (97.3), KWQW (98.3), KZZQ (99.5), KSTZ (102.5), KAZR (103.3), KLTJ (104.1), KPTL (106.3) and KISS (107.5); and **AM radio stations**: KPSZ (940), WHO (1040), KWKY (1150), KRNT (1350), KXNO (1460) and KBGG (1700 – Spanish Language).

Student days missed due to school closing will be made up beginning Wednesday, June 3, 2009.

Appendix 1

Chairperson Structure

Table of Organization



Appendix 2

**West Des Moines Community School District
Instructions for Updating and Maintaining Student Cumulative Records**

	Cumulative Folder/Manila	Permanent Record Card/White
OPENING OF SCHOOL	<ol style="list-style-type: none"> 1. Current address (pencil). 2. Current family status (pencil). <ol style="list-style-type: none"> a. Separated, divorced, deceased, etc. b. Number of brothers, sisters 3. File reports of summer school. 4. Elementary School – complete section 4 - enter school and grade. 	<ol style="list-style-type: none"> 1. Update current address (pencil). 2. Complete the following: <ol style="list-style-type: none"> a. Name of school b. Grade level c. School year
AS THE SCHOOL YEAR ADVANCES	<ol style="list-style-type: none"> 1. Record test scores - both group and individual. <ol style="list-style-type: none"> a. ITBS b. ITED c. Others (These test scores go in sections 9 through 17) 2. File copies of the Parent Teacher Conference Report from both conferences. 3. File copies of correspondence between home and school. 4. File a copy of the semester report. 5. Complete the profile of the ITBS on the Pupil Profile chart located in the folder. 	<ol style="list-style-type: none"> 1. Record test data.
AT THE CLOSE OF SCHOOL	<ol style="list-style-type: none"> 1. Section 3 - Elementary School Record. <ol style="list-style-type: none"> a. Indicate appropriate year and grade. b. Write in “See conference forms” in section set aside for grades. 2. Insure that all tests scores are recorded. 3. Insure that Parent-Teacher Reports and Semester Reports are included. 4. Eliminate outdated and unnecessary notes. 5. Discard unnecessary test booklets. (If the score is recorded, the test booklet is unnecessary.) 6. Include appropriate notes for the child’s next teacher. 7. Insert 504 information, if appropriate (this includes the Accommodation Plan as well as termination information). 	<ol style="list-style-type: none"> 1. Complete the following: <ol style="list-style-type: none"> a. Days present b. Days absent c. Indicate promoted or retained

Appendix 2 (continued)

	Cumulative Folder/Manila	Permanent Record Card/White
IF A CHILD TRANSFERS	<ol style="list-style-type: none"> 1. Update test scores and conference information. 2. In the section for listing grades (Section 3), write "See conference forms." 3. Take out all outdated and unnecessary notes. 4. Include a note to the new teacher, as appropriate. 5. List attendance in pencil in Section 3 or 4 as appropriate. 6. Secretary will complete Section 2 and provide you with attendance information to update folder. 7. Be sure office received information you may have on new address, new school, etc. 8. Pupil's Physical and Health record should be included in this folder. 	<ol style="list-style-type: none"> 1. Complete the following in pencil. <ol style="list-style-type: none"> a. Date dropped b. Reason c. New address (if known)

Appendix 3

PRELIMINARY ORDER FORM

USE FOR ROUGH DRAFT PURPOSES ONLY

Deliver Prepaid To →		Date _____
Vendor →		Type of item _____
		Requested by _____
		Vendor number _____
		Authorization by _____

Account Number _____ Requisition Number _____

NOTICE: Material Safety Data Sheets (MSDS) REQUIRED YES _____ NO _____

We must comply with the Hazardous Chemicals – Right to Know Act. Please be advised that we will inspect the shipment upon its arrival for proper labeling. **The MSDS must accompany the invoice.** If either condition is not met, we will refuse delivery and/or payment.

QUANTITY REQUIRED	ORDER NUMBER	DESCRIPTION	UNIT PRICE	TOTAL PRICE
TOTAL			\$	

This is not a valid order. The school district will not be responsible for the payment of items ordered on this form.

Appendix 4

Code No.704.2

BIDS and QUOTES

Public, competitive sealed bids are required for construction projects with a cost exceeding the statutory minimum (\$100,000 as of January 1, 2007). These projects include construction, renovation or repair of a school facility. The competitive bid requirement is waived in the case of emergency repairs to any school facility. The Area Education Agency administrator must first certify in writing the emergency repairs are necessary. Competitive bids also must be obtained for school bus purchases.

If the estimated total cost of a construction project falls within statutory limits requiring competitive quotes (\$57,001 to \$100,000 as of January 1, 2007), the school district will make a good faith effort to obtain quotes from at least two (2) contractors regularly engaged in such work.

The cost thresholds identified above are inclusive of labor, materials, equipment and supplies, but exclude professional services, including architectural or engineering design fees.

The Board Treasurer will recommend to the Board which bid or quote to accept. Contracts will be awarded to the lowest, responsive, responsible bidder.

For furniture, fixtures or equipment, or for public improvements costing less than the statutory amount requiring competitive quotes, school personnel will make a good faith effort to obtain two (2) quotes, if the materials exceed five thousand dollars (\$5,000). For materials costing less than the statutory quote minimum (\$57,001 to \$100,000 as of January 1, 2007), a member of the Superintendency can authorize purchases of materials without competitive quotes if it is determined to be in the best interest of the school district to do so.

Approved 4-10-89 Reviewed _____ Revised 04-09-07

Appendix 5 – To be revised with new reimbursement guidelines Fall 2008

West Des Moines Community School District
3550 Mills Civic Parkway □ West Des Moines, IA 50265-5556

REQUEST FOR RELEASED TIME / PROFESSIONAL LEAVE FORM

NOTE: This form must be received in Administrator’s office at least seven (7) days prior to the requested leave date when applicable.
When not applicable, this form must be received immediately upon your return to work.

Name _____ Date(s) requested _____
□ AM □ PM □ FULL

Information Supportive of Request _____

Employee’s Signature _____ Bldg. _____ Sub Needed? □ Yes □ No
Date _____

	REASON	PAY CODE
<input type="checkbox"/> Personal Illness	<input type="checkbox"/> Professional/Out of District (Attach Supportive Information)	A. <input type="checkbox"/> Paid Date(s) _____
<input type="checkbox"/> Personal Day	<input type="checkbox"/> Professional/In-District	B. <input type="checkbox"/> Paid - Cost of Substitute Deducted Date _____
<input type="checkbox"/> Death/Immediate Family	<input type="checkbox"/> Jury Duty or Legal	C. <input type="checkbox"/> Without Pay* Date(s) _____
<input type="checkbox"/> Emergency-Serious Illness/Immediate Family	<input type="checkbox"/> Association Leave*	
<input type="checkbox"/> Death-Funeral/Non-Immediate Family	_____	
	WDMEA/WDMESP Pres. Signature - Date _____	
<input type="checkbox"/> Approved	Superintendent/Designee Signature - Date _____	
<input type="checkbox"/> Not Approved	<i>*Absences Require Approval of Site Administrator/Director AND Superintendent or Designee</i>	
_____	_____	
Site Administrator/Director	Date	

Professional Leaves

Estimated Expenses <i>To be completed before submitting to Site Administrator/Director for approval</i>	Actual Expenses	Expenses To Be Reimbursed
Mileage _____ x \$ _____/mile \$ _____	\$ _____	Mileage _____ x \$ _____/mile outside Polk County \$ _____
Public Transportation \$ _____ (NO travel expenses paid within Polk County EXCEPT parking)	\$ _____	Public Transportation \$ _____ Requires copy of airline ticket and copy of check, charge slip or credit card statement
Lodging (# of days _____) \$ _____	\$ _____	Lodging \$ _____ Requires itemized hotel bill and copy of check, charge slip or credit card statement
Meals \$ _____ (\$40 x # of days for overnight – with receipts ; OR \$30 x # of days for overnight without receipts)	\$ _____	Meals – Maximum \$40 x # of days for overnight – receipts required, or \$30 x # of days for overnight – without receipts \$ _____
Sub Cost (\$ _____/day) \$ _____	\$ _____	Registration (if not prepaid) - requires copy of check, charge slip or credit card statement \$ _____
Registration (check one:) \$ _____ District Prepay <input type="checkbox"/> Yes* <input type="checkbox"/> No *Completed registration form must be attached	\$ _____	Other _____ (receipts required) \$ _____
Other _____ \$ _____	\$ _____	
TOTAL \$ _____	\$ _____	TOTAL \$ _____
		_____ Administrator Approval of Actual Expenses Date _____
Account Number(s) _____		
NOTE: All reimbursement requests must include a COPY of an agenda or program received AT the conference/workshop. (This excludes any materials received prior to the conference.)		

See other side for additional information

White - building/site copy expenses

Yellow - staff copy

Pink - staff copy for reimbursement of

REIMBURSEMENT GUIDELINES

- When conference registration rates vary based on member/non-member status, district funds can be used to pay up to the membership registration rate. The employee must pay the difference between the membership rate and the non-membership rate.
- When personnel of the district attend overnight meetings, **they may select one of two options for food expense:**
 - 1. Receipted food reimbursement shall not exceed the total of \$40.00 times the number of leave days for attendance at the conference.**
 - OR**
 - 2. Meal allowance of \$30.00 times the number of leave days for attendance at the conference, with no receipts required.**

Non-reimbursable expenses include, but are not limited to: 1) dependent care services, 2) spouse travel expenses, 3) premiums for personal travel/accident insurance, 4) theft, losses or damage to personal property, 5) personal entertainment, 6) alcoholic beverages, and 7) personal telephone calls.

- Prepay registrations will be done at the building level. Check requests received in Thursday's interschool mail will be processed the following Monday and mailed on Wednesday.

ADMINISTRATOR NOTES:

Administrators approve all leave forms. Keep white copy on file at site & return all other copies to staff member. Staff members will use pink copy to request reimbursement, when applicable.

Administrators assign account number(s) when approving leaves with expenses. When reimbursement requests are turned in to the administrator, it will be the administrator's responsibility to see that all required paperwork is included. Reimbursement requests will then be sent directly to Administrative Services. Incomplete paperwork will be returned to the administrator approving actual expenses, for follow-up/correction.

Appendix 6

WEST DES MOINES COMMUNITY SCHOOL DISTRICT
Request for
Recognition of College Course Credit

Please complete the following information and submit to Human Resources:

COURSE TITLE	COURSE NUMBER	EDUCATIONAL INSTITUTION	BEGINNING DATE OF COURSE	COMPLETION DATE OF COURSE

*Application of additional credit:

Graduate credit for advancement on salary schedule

Staff development/license renewal credit

Change of classification:

I do plan to change my classification from _____ to _____

I do not plan to change my classification

Please print your name and school here

Date _____

Your signature

Approval - Building Principal or Supervisor

Date _____

Approval – Director of Human Resources

Date _____

* Prior approval by the Director of Human Resources is necessary for license renewal or graduate credit for advancement on the salary schedule to be recognized. Lack of prior approval would may prohibit tuition reimbursement and/or recognition of credit.

Please leave all sheets attached. A copy of your request, approved or disapproved, will be returned to you.

Completion of this form does not register you for WDMCS class(es).
You must still register for class(es) as instructed in the staff development catalog.

White: Human Resources
K:/Forms/request course credit.doc

Yellow: Principal

Pink: Employee
6/19/2007

Appendix 7

WEST DES MOINES COMMUNITY SCHOOL DISTRICT
Request for
Recognition of Credit, Change of Classification
and/or Tuition Reimbursement

Name: _____ Building: _____

Grade or subjects taught: _____

School Attended: _____ Tuition Paid: \$ _____
(attach receipts)

Course Title and Number	Semester Hours of Credit
_____	_____
_____	_____
_____	_____
_____	_____

(please attach an official transcript or Grade report)

I request payment of \$ _____ for _____ semester hours work completed.

I am changing classification from my present _____ to _____.

Teacher's Signature _____

APPROVED:

Signature of Building Principal

Date

Signature of Superintendent of Schools or Designee

Date

School Day/Collaboration Schedule

Regular School Hours

Junior High Schools	7:35 a.m.–2:35 p.m.
Valley/Valley Southwoods	8:20 a.m.–3:20 p.m.
Walnut Creek Campus	9:35 a.m.–3:10 p.m.
Crestview Elementary	8:20 a.m.–3:10 p.m.
Elementary Schools	9:05 a.m.–3:55 p.m.
A.M. Kindergarten	9:05 a.m.–11:40 a.m.

Collaboration Schedules

All schools will dismiss 45 minutes early every Wednesday to allow for collaboration time. Arranging all schools' collaboration sessions on the same day weekly makes the schedule more predictable for parents, students and staff.

The elementary schools, with the exception of Crestview, will generally hold their collaboration meetings before school. At Valley Southwoods, collaboration time will be split between before and after school sessions. Other district schools will hold collaboration sessions after students are dismissed.

KIDS WEST, the district's before and after school childcare program, operates in conjunction with the collaboration schedule. Transportation pick-up and drop-off times are modified according to collaboration schedules.

- **Valley Southwoods Collaboration:**
School will begin at 8:20 a.m. with the day divided into eight 45-minute class periods. That schedule will be followed on Monday, Tuesday, Thursday and Friday. On Wednesday, classes will be dismissed at 2:35 p.m. with eight 39-minute periods during the school day.
- **Valley High School Collaboration:**
School will begin at 8:20 a.m. with the day divided into eight 44-minute periods. That schedule will be followed on Monday, Thursday and Friday. On Tuesday, periods one, three, five and seven will meet for 79 minutes. Staff will be available to provide resource assistance to all students between 2:55 and 3:20 p.m. School will dismiss at 3:20 p.m. each Tuesday. On Wednesday, periods two, four, six and eight will meet for 79 minutes. Classes will be dismissed at 2:35 p.m. for staff collaboration. Advisory groups will meet each week on Tuesday between periods one and three and on Wednesday between periods two and four.