

VALLEY SOUTHWOODS FRESHMAN HIGH SCHOOL

Student/Family Handbook

2009 - 2010

Mr. Kent Abrahamson
Principal

Ms. Barbara Goetschel

Mr. Shane Scott

Mr. Bryan Stearns

Associate Principals/Team Leaders

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Foreword

This handbook has been prepared to serve as a resource for school and district policies and procedures. It is expected that each student will share the contents of this handbook with his or her parents.

Please note that the information on school rules and regulations are interpretations of School Board policies. Any inconsistencies shall be governed by the actual Board policy on file in the Board of Education Office. Copies of policies are available for review in each school building. You may also access School Board policies on the district website (www.wdmcs.org).

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, age, marital status, sexual orientation, gender identity, physical or mental disability or socioeconomic status in educational programs and activities.

West Des Moines Community Schools District Goals 2009-10

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.**
- 2. Improve student achievement through effective instructional and assessment practices.**

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August, 2009

Dear Valley Southwoods Student:

Welcome to your first year of High School at Valley Southwoods Freshman High School! The teachers, support staff, and administrators here at Valley Southwoods look forward to getting to know you, encouraging you and challenging you both personally and academically in the upcoming school year. We are looking forward to learning together and hopefully having a lot of fun along our journey together during your 9th grade year.

We want you to know that we have high expectations for you at Valley Southwoods as we expect you to come to school each day ready to learn, ready to challenge yourself academically and ready to treat all students and staff with respect. The upcoming school year at Valley Southwoods is an opportunity for you to have a “fresh start” and come to school prepared to make positive choices that will allow you to have the very best school year of your academic career.

We look forward to meeting you very soon and look forward to a successful and fun year together at Valley Southwoods!

Sincerely:

Ms. Goetschel
Team Leader

Mr. Scott
Team Leader

Mr. Stearns
Team Leader

Mr. Abrahamson
Principal

**An Important Message From Your Principal & School Nurse
Peanut/Nut Allergy Alert, Dental Screenings**

Dear Parents and Students,

We will have students attending Valley Southwoods in the fall that have a severe life-threatening allergy to **peanut/nut products**. For these students, an accidental contact with peanut/nut products, even tiny amounts, can cause a severe allergic reaction and even death. Nut allergies are very serious issues.

We at Valley Southwoods have an obligation to establish a safe environment for all students. Therefore, we ask that you respect and abide by the following requests:

- **No lunches or snacks containing peanut/nut products should be brought to school or on field trips.** Students with severe peanut/nut allergies must not come into contact with anything that has even minute traces of peanuts/nuts. Simply sitting at a desk or table where peanut/nut products have been eaten, or being touched by someone who has handled peanut/nut products, can cause them to have a severe allergic reaction. Peanuts/nuts may be concealed in processed or baked foods. Please check ingredient labels on foods being brought for lunch or snacks. There will be a special table in the cafeteria that will be a peanut/nut free table. Absolutely no products containing peanuts/nuts should be eaten at this table! All students are encouraged to wash their hands after eating, but particularly if they eat any products containing peanuts/nuts before coming to school, or anytime while at school.

Dental Screenings

Beginning the 2008-09 school year, Iowa law requires that any student who is entering 9th grade must provide the school with proof of a dental screening. Screenings that have been performed within one year prior to registration are acceptable. Screening results must be on a "Certificate of Dental Screening" provided by Polk County Health Department. No other forms will be accepted. A copy of this form will be provided in the 9th grade registration packets or can be obtained from the school nurse.

Thank you, in advance, for your kind help with this and please do not hesitate to contact us if you have any questions.

Sincerely,

Mr. Kent Abrahamson, Principal

Luann Holeman, R.N. School Nurse

VALLEY SOUTHWOODS STAFF 2009-10

Blue Down Team

General Science
Geographic Cultural Studies
Language and Literature
Mathematics
Collaborative Support
Functional Life Skills

Team Leader

Mr. Jesse Wilcox
Mrs. Luanne Baker
Mrs. Christie Wicks
Mr. Seth Hagarty
Mrs. Stacey Geiger
Mrs. Shannon Goudelock, Mr. Chris Novak,
Mr. Bob Reynolds, Mr. Andrew Mitchell
Mr. Bryan Stearns

Blue Up Team

General Science
Geographic Cultural Studies
Language and Literature
Mathematics
Collaborative Teacher
Team Leader

Mr. Tom Beckman
Mrs. Taylor McClure
Ms. Jessica Graves
Mrs. Christi Donald
Mrs. Cynthia Niebuhr
Mr. Bryan Stearns

Green Down Team

General Science
Geographic Cultural Studies
Language and Literature
Mathematics
Team Leader

Mr. John Upah
Miss Shani Blair
Mr. Wade Petersen
Mrs. Erin O'Connell
Ms. Barbara Goetschel

Green Up Team

General Science
Geographic Cultural Studies
Language and Literature
Mathematics
Collaborative Teacher
Team Leader

Mr. Chris Larson
Mr. Zach Sinram
Mrs. Julie Carroll
Mrs. Vickie Pospisil
Mrs. Jill George
Ms. Barbara Goetschel

Red Down Team

General Science
Geographic Cultural Studies
Language and Literature
Mathematics
Collaborative Support
Team Leader

Miss Dana Frits
Mrs. Ann Mack
Mrs. Kelly Hingl
Mr. Rhys Pate
Mrs. Bernice Couch, Mrs. Ann Miles
Mr. Shane Scott

Elective Team

Art	Mrs. Emily Johnson, Miss Stephanie Nelson
Band	Mr. Chris Strohmaier
Consumer Technology	Mrs. Susan Schill
Debate	Mr. Dave McGinnis
Keyboarding	Mr. Doug Frazell & Ms. Sara Bird
Orchestra	Ms. Michele Senger
Speech	Mrs. Sara Earp, Miss Katie Dorrell
	Mrs. Judy Olson
Technology Education	Mr. Doug Garringer
Theatrics	Mrs. Sara Earp
Vocal Music	Miss Jacqueline Scanes
World Languages	Mrs. Betty Baum-Ferree, Mrs. Chris Gilbertson, Mr. Wade Petersen, Mrs. Sonja Kepford, Mrs. Lisa Sobotka, Mrs. Amanda Woodruff, Ms. Na Pan (Panna)
	Mrs. Cathie Beals, Mr. Doug Frazell, Mr. Matt Vaske,
Physical Education	

Special Program Electives

English as a Second Language	Mr. Doug Garringer, Ms. Na Pan
Extended Learning Program	Mrs. Judy Olson
Reading Resource	Mrs. Kathy Wunder
Learning Lab 9 (ATR)	Mrs. Emily Johnson, Mrs. Leyria Walters

Student Services

Behavioral Interventionist	Mr. Corey Adkins
Collaborative Support Assts.	Ms. Becky Bell, Ms. Denise Blobaum, Mrs. Sarah Brumfield, Ms. Cynthia Campbell, Mrs. Nicole Campbell, Mr. Trent Condon, Mr. Stephen Davis, Mrs. Kim Dilky, Ms. Becky Ducheneau, Mrs. Jeanne Eller, Mrs. Kim Fitzgerald, Mrs. JoAnn Homan, Mr. Shawn Kadar, Ms. Alex Morales, Ms. Ashley O'Day, Mr. Bill Pond, Mr. Nate Smith, Mr. Eric Spencer, Mrs. Loretta VanWagenen, Ms. Genny Wolfe, Ms. Amada Zamora
Community Service Learning	Mrs. Becky Bennett
ESL Assistant	TBD
Head Custodians	Mr. Keith Eakins, Mr. John Fry
Media Assistant	Mrs. Carmen Wade
Media Resource Teacher	Mr. Craig Bittick
Nurse	Mrs. Luann Holeman, RN
Nutrition	Mrs. Cindy Carr
Office Staff	Mrs. Patti Bond, Mrs. Kim Rehm, Mrs. Shirley Wise
Principal	Mr. Kent Abrahamson
School Resource Officer	Detective Jeff Lyon
Study Hall Supervisors	Mrs. Talta Kerns & Mr. Tom Armstrong

SHARED RESPONSIBILITY FOR STUDENT LEARNING

Student Responsibilities:

- Attend school regularly.
- Work to the best of your ability, every day.
- Record assignments in your planner.
- Complete assignments on time.
- Ask questions when you don't understand.
- Attend resource sessions and before/after school help sessions as needed.
- Avoid cheating (ask your teacher if you are unsure what this means).

Teacher Responsibilities:

- Provide high quality instruction that is relevant to your future.
- Provide a welcoming, safe, engaging, encouraging learning environment.
- Check for your understanding.
- Provide assistance.
- Provide grade updates on Infinite Campus for student and parent viewing.
- Problem-solve with others in support of student learning.

Parent Responsibilities:

- Ensure your regular attendance (unless you are ill).
- Ensure appropriate sleep, nutrition, and safety.
- Expect and encourage regular study time at home.
- Encourage you to ask teachers questions when you don't understand.
- Read district and school communications.

Support Staff Responsibilities:

- Provide a welcoming, safe, encouraging, supportive learning environment.
- Provide assistance.

Administrator Responsibilities:

- Provide a welcoming, safe, encouraging, supportive learning environment.
- Provide assistance.
- Hire staff members who care about and expect the best of students.
- Hire outstanding teachers who provide high quality instruction.

ATTENDANCE

ATTENDANCE/TARDIES

We value your children and their education. We know that student attendance is an important factor in student success. We will carefully and consistently monitor the attendance of all of our students.

Tardies, early release and absences disrupt student learning. Research tells us that if a student misses a class three times in a trimester, it has a 5 percent impact on student learning and missing 9 times has a 15 percent impact.

Appropriate steps will be taken to improve student attendance. We encourage your student to attend school regularly and to be on time, so missed instruction does not interfere with learning.

If a student needs to miss a day of school, the parent/legal guardian is asked to call the office by 8:30 a.m. on the day of the absence indicating the student name, ID number, and reason for absence. Each absence will be recorded. A written excuse within two (2) days following the last absence from the parent/guardian is required for the absence to be excused. Students are responsible for asking teachers for make-up work and writing the tasks in their planners.

Students Arriving Early or Late:

Unless a student needs to arrive early for a school-sponsored event, s/he should not be on the school grounds prior to 7:45 a.m. Students are expected to gather in the Forum until dismissed (unless special arrangements have been made with a teacher).

If a student needs to arrive late to school, please call the office and bring a note from home stating the reason for the late arrival. Upon arrival, please bring the note to the office and obtain a pass to class.

Procedure for Planned Activity Absence (e.g., athletics, music, special class event):

- 1) At least three days prior to the event, the activity sponsor provides staff members with the date/time of the planned activity and a list of students involved.
- 2) If there are concerns about the absence, affected teachers will inform sponsor immediately.
- 3) Sponsor will communicate to students the expectation that they will be responsible for asking their teachers for homework assignments in advance. Teacher expectations on due dates may vary.

Procedure for Planned Absences:

- 1) Parent writes a note to inform the office staff of the planned absence prior to leaving (dates, reason for absence).
- 2) Office staff provides student with two-ply form.
- 3) Student asks each teacher for homework assignments and completion dates; teacher initials form.
- 4) Student provides office staff with two copies of form and keeps the original. (One copy will be filed in the office, attached to the parent note.)

Procedure for Leaving School During the School Day (dental/medical appointments):

- 1) A student who needs to leave school for an appointment should bring a note to the office from his/her parent/legal guardian prior to leaving.

- 2) The student will be issued a building pass signed by the office staff.
- 3) The student is to report to the office and sign out prior to leaving for the appointment and upon returning to school.
- 4) The office staff member will sign a pass for the student to return to class.
- 5) The student is responsible for asking the teachers for make-up work and writing the tasks in his/her planner.

Note: Valley Southwoods is a closed campus except during finals. Students who plan to leave the building at any time during the school day *must first report to the office* to sign out. Any student who fails to notify the office before leaving the building will be considered truant.

Procedure for Excessive Absences:

When a student is absent from school five days within a semester, a notice shall be mailed to the parent / legal guardian and a copy of the notice will be provided to the student's Team Leader.

If a student is absent ten days within a semester, a conference will be requested with the parent/legal guardian, student, and Team Leader. Procedures will be established to improve attendance, including but not limited to the following:

- Requiring a doctor's excuse regarding all illness
- Parental confirmation by phone or note regarding all absences
- Referral to a counselor
- Referral to the VSW Student Services Committee for further interventions
- Referral to outside agencies
- Referral to a truant officer or Polk County Mediator

Procedure for Truancy:

Students who are deemed to be truant will move one step on the Progressive Discipline Plan for each incident. Students may not receive full credit for the work they have chosen to miss.

Procedure for Tardies:

Teachers expect students to be in their seats, prepared for class by the time the bell rings. Students who arrive to school late should report to the office for a pass to the first period class. Individual teachers will assign a consequence for tardiness as identified in classroom plans. Two or more tardies will result in an office referral to the Team Leader. (Note: A tardy becomes an absence after 20 minutes of class time.)

ACADEMIC PROGRAM

ACADEMIC PROGRAM

All Valley Southwoods students must register for four core area full-credit courses, physical education, and at least one elective course each semester.

Required Core Area Courses at Valley Southwoods

Students will be assigned to an interdisciplinary team area in which their core courses will be located:

- General Science*
- Geographic Cultural Studies*
- Language and Literature*
- Mathematics (Basic Math 9, Algebra A, Algebra B, or Geometry)

- Eligible students may take advanced courses in one or more core areas to meet the course requirements. See the Accelerated Pathways section on the next page.

Required Physical Education Course Each Semester

Physical Education class meets alternating days (1/2 credit per semester). Students will be placed in a study hall or another class on days opposite P.E.

Required Elective Course Each Semester

Students need to enroll in at least one elective course each semester, and may choose to take up to three electives each semester. Students will be placed in a study hall for each period not assigned to a class.

One-semester elective course options:

- Art: Photographic Foundations
- Art: Three Dimensional Foundations
- Art: Two Dimensional Foundations
- Consumer Technology
- Keyboarding I
- Theatrics

Full-year elective course options:

- Band
- Chorus: Bass Clef, Treble Clef
- Debate I/Public Speaking
- Orchestra
- Speech Communication
- Technology Education
- World Languages (French I and II, German I, Japanese I, Latin I, Spanish I and II, Spanish for Heritage Learners)

Full-year elective course earned through audition (generally in the spring):

- Southwoods Singers (meets alternating days for ½ credit per semester)

Special Programs/Electives

Special programs/electives are offered to help meet individual needs of students.

- ELL Work Study (English Language Learners)
- English as a Second Language
- Extended Learning Program (Gifted and Talented)
- Healthy Dimensions P.E.
- Learning Lab 9 (At Risk Program)
- Peer Partner P.E.
- Reading Resource
- Spanish for Heritage Learners

Course and program descriptions are printed in the Curriculum Handbook. The deadline for making a request for a schedule change was the last day of the 8th Grade school year. Changes after the original registration may be made only if space is available in the class. Written requests need to be sent to Mr. Stearns, Associate Principal/Team Leader.

Students will be allowed to change their course requests during the first three (3) days of the semester. Adding a course after the first 3 days will not be allowed. Students will have the first ten (10) days of the semester to drop a course with no penalty. Dropping a course between days 11 and 20 will result in the transcript showing a withdrawal. If a student chooses to drop a class after the first 20 days of the semester the student will receive a failing grade. Exceptions may be approved by the administrator.

A level change in a mathematics course may take place during the first week of school, mid-term of the first quarter, end of first quarter (fall parent-teacher conferences), or at the end of the first semester. No mathematics level changes will be allowed after the start of second semester. A parental request for a level change should be initiated through communication with the mathematics teacher.

Accelerated Pathways

Four advanced core courses are offered for eligible students at Valley Southwoods Freshman High School (eligibility requirements are printed in the Curriculum Handbook). These courses provide pathways for students to take AP classes earlier at Valley High School.

- Biology
- Geometry
- Accelerated Geographic Cultural Studies, Ancient Western Civilization
- Accelerated Language and Literature/Fundamentals of Writing

Eligibility for the Honors Program* at Valley High School

The Honors Program at Valley High School provides an enriched course of study that includes AP courses in the core areas with a supportive cohort of students. Students who maintain a 3.5 GPA and successfully complete the following courses at Valley Southwoods are eligible for participation in the Honors Program* at Valley High School:

- Biology
- Accelerated Geographic Cultural Studies/Ancient Western Civilization
- Accelerated Language and Literature
- Geometry

The Valley Honors Program closely resembles the International Baccalaureate Degree Program, an honors program offered in high schools throughout the world. The Valley Honors Program will provide recognition and support for the students taking the most rigorous core courses at Valley. See the Curriculum Handbook for the Honors Program Course of Studies.

- The formal title of the program is subject to change.

ENGLISH AS A SECOND LANGUAGE WELCOME CENTER

All new families, for which English is a second language, must register their children for school at the district's Welcome Center. The Welcome Center is located at Valley High School. An appointment is necessary and may be scheduled by calling 633-4001.

GRADE REPORTS

Grades represent student progress and ability as determined by each teacher:

- A: Superior work
- B: Above average work
- C: Average work
- D: Below average work
- F: Failing work

A high school cumulative grade point average will begin with the first semester freshman grades. Grade points are figured on a 4-point scale. No courses offered at Valley Southwoods receive a weighted grade.

Parents/Guardians may access student academic progress through the parent portal (see “Infinite Campus” section). Quarterly grade reports will be mailed to each student’s home.

Academic Awards

To earn an academic letter, a student must earn a 3.4 grade point average for two consecutive semesters. Freshmen students attaining an academic letter will receive this award in the fall of their sophomore year at the Academic Awards Night held at Valley High School.

Honor Roll

To be placed on the Honor Roll, a student must earn a 3.4 grade point average for one semester and the student must have taken five academic classes for a letter grade (not a “pass/no pass”).

Pass/No Pass

If a student desires to request that a class be taken as “pass/no pass” instead of for a grade, the decision must be made by the end of the first six weeks each semester. Only one non-required course may be taken pass/no pass each semester. The student must have the signature of his/her parent, instructor, and Team Leader on the request form before permission will be granted to take a course pass/no pass. The student will be required to attend all classes and complete assignments made by the instructor. Credit earned as a pass/no pass course will be counted toward graduation, but will not be used in computing a student’s grade point average except when returned to a grade status through an option approved on the request form. Students will be given a pass or no pass grade for the course based upon performance. In order to earn a pass grade, a student must earn a passing grade (D- minimum) based on the same criteria used to assign grades to all student in the classroom.

Some colleges require a letter grade and will not accept high school courses that are taken pass/no pass and designated with a “P” on the transcript. This is particularly true for World Language courses.

GRADUATION REQUIREMENTS

To graduate from Valley High School, you must have a minimum of forty-eight (48) credits, starting with the graduating class of 2011 including four credits from physical education. The specific requirements are as follows:

English and Language Arts (Total required credits: Eight for students graduating with the class of 2011 or subsequent years)

Language and Literature or Accelerated Language and Literature/Fundamentals of Writing	Grade 9	2 credits
Speech Communication	Grades 9 or 10	1 credit
Fundamentals of Writing	Grades 10, 11, or 12	1 credit
Language Arts elective	Grades 9, 10, 11, or 12	2 credits
Literature elective	Grades 10, 11, or 12	2 credits

- Accelerated Language & Literature/Fundamentals of Writing (2 credits) fulfills the ninth Language & Literature requirement and the tenth grade Fundamentals of Writing; students must meet entrance criteria. This course does not fulfill the speech requirement.

- Debate I/Public Speaking (2 credit course) fulfills the Speech Communication graduation requirement and the Language Arts elective.
- Speech Composition (2 credits) fulfills the Speech requirement and the Fundamentals of Writing requirement.

Fine Arts (Total required credits: One)

Fine Arts elective	Grades, 9, 10, 11, or 12	1 credit
Areas: Art, Drama, Music		

Mathematics (Total required credits: Six, including two credits in Algebra, beginning with the class of 2010. Algebra may be exempted through the IEP process.)

Algebra (or Developmental Algebra in Grades 10, 11, or 12)	Grades 8, 9, 10, 11, or 12	2 credits
Mathematics electives	Grades 9, 10, 11, or 12	4 credits

8th grade algebra can be counted toward mathematics high school credits and toward graduation requirements.

The change of moving from 4 credits to 6 credits for the mathematics graduation requirements goes into effect for the incoming freshman class of 2006-2007.

Physical Education (Total required credits: Four)

(1/2 credit per semester)

- All students will be required to obtain credit in P.E. during each semester of attendance as a requirement for graduation.
- Successful completion of the four required units is mandatory during the sophomore year. Requirements can be completed by choosing from electives during the junior and senior years.

Science (Total required credits: Six for those graduating with the class of 2011 or in subsequent years.)

General Science or Biology	Grade 9	2 credits
Science electives	Grade 10, 11, or 12	4 credits

- Biology in 9th grade fulfills the General Science requirement; students must meet entrance criteria.

Social Studies (Total required credits: Six)

Social Studies electives	Grades 9, 10, 11, or 12	2 credits
U.S. History	Grade 11	2 credits
Economics	Grade 11 or 12	1 credit
Government	Grade 12	1 credit

MAKE-UP WORK

Work missed during an absence from school needs to be made up as required by the teachers. It is the student's responsibility to report to each teacher on the day of return to school to make

arrangements for making up the work missed. If a student knows in advance of an absence, s/he should obtain assignments and arrange completion dates with teachers prior to leaving (see procedures in **Attendance** section). Teachers are generally available to help students before school (except Wednesdays) and during their resource periods.

Parents/legal guardians may request class assignments through the office. Allow the teachers one day to collect the assignments.

Upon the return to school, students are expected to complete make-up work as quickly as is reasonably possible. Teachers will work with students to guide learning to ensure make-up work is completed. Additional deadlines for assignments will be set by the teacher. Loss of credit may result if make-up work is not completed within the allotted time period. Students who are truant may not receive full credit for the work they chose to miss.

We expect students to be prepared for class participation following an absence.

MEDIA CENTER

The mission of the media center is to ensure that all students and staff are effective users of information and ideas. To that end, a wide range of materials is available to support the school curriculum and to provide reading, listening, and viewing materials that meet the needs and interests of our students. The media center staff is glad to assist students in any way we can with such things as research, selecting books, and using the computers and other equipment. Please do not hesitate to ask for help.

Because the media center is a classroom, appropriate classroom behavior is expected at all times. We are all responsible for taking care of the facility and materials, as well as for maintaining a productive learning environment.

Students and staff are encouraged to offer recommendations of books, periodicals, and non-print materials for purchase consideration. All recommendations are given careful consideration.

Check-out Procedures and Loan Periods:

- 1) Students will receive instruction on specific check-out procedures during the first full week of school.
- 2) Reference books, which include dictionaries, encyclopedias, atlases, almanacs, handbooks, indexes, etc. and non-print materials may be checked out for overnight use during the last period of the day or after school, and they are due before school the following morning. The fine for overdue reference books and non-print materials is twenty-five cents per day.
- 3) The current issues of periodicals are kept in binders on the periodical rack and are for use in the media center rather than for checkout so that they are available to everyone while they are still current. Back issues, however, may be checked out for 21 school days. When requesting back issues of magazines, simply present media center personnel with a call slip or computer printout showing the title and date information. The fine for overdue magazines is ten cents per day.
- 4) All other books may be checked out for 21 school days. At the end of the 21 school days, if a student still needs a book, s/he may use it for another 21 school days by bringing it to the media center circulation desk for renewal. The fine for overdue books in this category is ten cents per day.
- 5) Certain items, such as camcorders, may be checked out by students for his or her use for assignments. Students will need to fill out a "Student Equipment Request Form" at least one day in advance of needing the equipment. The Teacher Librarian will provide instruction on care and use of the equipment.

- 6) We trust that patrons will use all items with care, but should an accident occur, patrons are responsible to pay for any materials or equipment which are lost, and for the cost of repair for damaged items.

If there is any way that the media center staff can assist you, please let us know. Enjoy your studies and your reading!

PHYSICAL EDUCATION

All students need to earn (4) credits in physical education as a requirement for graduation. Please note the following:

- Students will receive ½ of a credit for passing a semester of physical education.
- Physical education grades are figured into the overall grade point average (G.P.A.).
- For students who are absent, the make-up work is at the discretion of the physical education teacher. Teachers will allow make-up work within one week of the last absence. Students are encouraged to make-up work in advance of absences if possible.
- Students are required to wear plain white T-shirts that have their last name clearly marked on the front and their last name clearly marked on the back of the shirt. Students must also wear athletic shorts of their choice (no zippers, cargo shorts, etc.) that are not distracting to the other students in class (appropriate fit, no underwear showing). The uniform is completed with non-marking athletic shoes and socks.
- Each student will be issued a lock and locker to use for the school year. Students will be charged a replacement fee for any lost locks.
- Students should make sure all of their belongings are locked up when they leave the locker room. Valley Southwoods is not responsible for lost or stolen articles.
- The locker room areas will be cleaned out prior to the last day of school. Any items left after the last day of school will be donated to a charitable organization.
- Medical Excuse Guidelines:
 - A student may have a medical excuse for one class period from his/her parent or guardian. Depending upon the reason for the excuse, the physical education instructors may design a modified activity for the student.
 - Should it become necessary to excuse a student from physical education activity for more than one class period, the student must have an extended medical excuse from a physician stating diagnosis and activity limitations.
 - Extended medical notes are to be processed by the school nurse and assignments will be made in cooperation with the physical education teacher.
 - Even with a medical release, students report to class and work with the P.E. teacher for class credit.

Physical Education teachers understand that each situation is unique and will be responsive to the health needs of individuals.

SEMESTER EXAMS

Semester exams will take place near the end of each semester. The weighted percentage for each semester exam in determining the final semester grade will be decided by each department and communicated to students prior to the exam.

Students are responsible to arrive on time for each of their testing periods. All students will remain in the testing room for the full testing period. When students complete testing for the day, they may leave the building at the end of the testing period, if they have no incomplete or missing

assignments. Students who stay in the building need to be under the supervision of a teacher or in a quiet structured study hall in the Forum.

Except for emergency situations, students are expected to be present for all of their semester exams. Students need administrative approval for any deviation from the exam schedule. Failure to be present for an exam without an excused absence will result in zero points for that test. Students who attend Valley High School for any classes should contact their Team Leader to help coordinate their testing schedule.

“Prep Days”

The two school days prior to the first exam are designated “Prep Days.” The intent of the two days is to provide opportunities to review in preparation for the final exams and to protect evening time for the purpose of study for finals rather than work on class assignments. All homework assignments and projects for the semester will be due before Prep Days. No quizzes or unit tests will be given on these two days unless they are a final exam/demonstration/speech. Special program teachers may choose to utilize these days to begin final exams.

Length of exam periods

Exam periods will be 85 minutes; breaks between exams will be 25 minutes.

Location of exams

Exams will be held in the classrooms where instruction was delivered. (Exception: Special program teachers may give tests in their classrooms.)

Students with three examinations in one day

If a student has three examinations scheduled on the same day and wishes to change to another day, the student should contact the teachers prior to the first day of exams. The teachers will work with the each other and the student to develop an alternative plan for one of the tests.

Open campus option

Students need to be present at school for each period they have class (excluding P.E. and Study Hall). Students may stay at school during the periods in which they do not have an exam for study in the Forum (supervised by the study halls supervisor). Students with incomplete or missing assignments will not have open campus privileges during semester exams..

Open lunch

Lunch will be available in the Forum with supervision provided. Students may leave the building during the lunch times. Doors to the team hallways will be closed during the lunch periods and accessed only by students with pre-signed passes.

Final Exams Schedule 09-10

- No P.E. finals will be given, but students may “make-up” P.E. work during their open periods.
- If school is delayed or cancelled due to weather conditions, please check the district website (www.wdmcs.org) for an announcement regarding changes in the testing and/or transportation schedule.

Day 1 (shortened schedule)

8:20-8:45 a.m. 1st pd.
8:49-9:14 a.m. 2nd pd.
9:18-9:43 a.m. 3rd pd.
9:47-10:12 a.m. 4th pd.
10:16-10:41 a.m. 6th pd.
10:45-11:10 a.m. 7th pd.
11:14-12:30 p.m. 5th pd.
1st Lunch: 11:10-11:40 a.m.
2nd Lunch: 11:35-12:05 p.m.
3rd Lunch: 12:00-12:30 p.m.
12:34-1:00 p.m. 8th pd.
1:10-2:35 p.m. 7th Period Final
Busses leave at 3:20 p.m.

Day 2

8:20-9:45 a.m. 2nd Period Final
10:10-11:35 a.m. 4th Period Final
11:35-12:25 p.m. Open Lunch*
12:25-1:50 p.m. 6th Period Final
Busses leave at 3:20 p.m.

Day 3

8:20-9:45 a.m. 3rd Period Final
10:10-11:35 a.m. 5th Period Final
11:55-12:05 p.m. Open Lunch*
Busses leave at 12:22 p.m.

Day 4

8:20-9:45 a.m. 1st Period Final
10:10-11:35 a.m. 8th Period Final
11:55-12:05 p.m. Open Lunch*
Busses leave at 12:22 p.m.

ACTIVITIES/ATHLETICS

ACTIVITIES PROGRAM (See also Legal section)

Students are encouraged to participate in activities outside the regular school day. Students will have the opportunity to extend and refine skills taught in the academic program, and strengthen social connections with peers. During Registration and the first week of school, students may sign up for activities of interest. Further information on activity expectations may be found in the *School Procedures* section of this handbook. Specific questions on the activity program may be addressed to Mr. Scott.

Activity Events

Notification of many activities and changes in schedule are available via the daily announcements, accessible through the Valley Southwoods link on wdmcs.org. Examples of activity options include:

Athletics (fall):

- Cross Country (Girls, Boys)
- Football (Boys)
- Golf (Boys)
- Swimming (Girls)
- Volleyball (Girls)

Athletics (winter):

- Basketball (Girls, Boys)
- Swimming (Boys)
- Wrestling (Boys)

Athletics (spring):

- Golf (Girls)
- Soccer (Girls, Boys)
- Tennis (Girls, Boys)
- Track (Girls, Boys)

Athletics (summer):

- Baseball (Boys)
- Softball (Girls)

Activities/Clubs:

- Book Club
- Cheerleading
- Community Service Learning
- Debate
- Drama
- Fitness Club
- German Club
- I-Care
- Interact
- Intramurals
- Yearbook
- Mimes (VHS)
- Mock Trial
- Music
- Swing Choir
- Vocal Jazz Ensemble
- Mixed Vocal Ensemble
- Jazz Band, Jazz Combo
- Small Instrumental Groups
- Band
- Strings
- String Quartets, Trios
- All State Auditions
- SADD Student Leadership Opportunities
- Activity Planning Committees
- Community Service Learning
- Conflict Managers
- Student Council
- Synchronized Swimming (VHS)
- Technology Opportunities
- Unity (Diversity Club)

Intramural and Club Program

An intramural program is offered for students not competing on the high school teams. In the fall, a bowling league and a golf tournament are available; in the winter, a basketball league takes place; and in the spring, another golf tournament is scheduled. Other intramural and club activities will be communicated to students during the school year by Gabe Carlson, Staff Wellness and Student Intramural/Club Sports/ Activity Specialist for West Des Moines Schools.

Community Service and the Silver Cord Award

The Silver Cord Award is a distinguished service award available to Valley High School students who earn at least 50 hours of community service/volunteering during each year of high school for a total of at least 200 hours by May 1st of the graduating year. Students must earn 50 hours each year, not an average of 50 hours per year. (Special consideration will be given to students who move to the district after their freshman year).

Students who earn the service award will receive a silver cord at their Senior Honors Night to wear on their robes at graduation in recognition of their achievement.

Documentation

Students must document all service activities on the Silver Cord Award Form, one form for each site or project, signed by a supervisor at the site. (A note confirming the students' service signed by the supervisor at the project is also acceptable, attached to the Silver Cord form). Forms are available in the office and may be returned to the office when completed. Students who complete a form during the summer may turn it in to the Valley High School Counseling Office in the fall.

Summer Service

Freshman service hours begin once the freshman school year begins. Community service conducted during the summer prior to the freshman year is encouraged, but will not count toward the Silver Cord Award. Service hours earned during the summer after the freshman year may be applied toward either the freshman or sophomore year.

It is recommended that all summer projects be pre-approved in writing by the Community Service Learning Coordinator to make sure they are acceptable. Pre-approval forms are available in the office and should be submitted two weeks before final exams. Summer service that complies with Silver Cord criteria will be accepted even if students were not able to submit pre-approval forms. Students should pick up blank Silver Cord Award forms before the end of school to use for documenting summer service.

Acceptable Service Activities

Silver Cord hours must be for providing a service or meeting a clear need for a non-profit agency, church, school, park, charity program, fundraiser or community event. The service should be "above and beyond" one's usual scope of involvements and should not be part of required service for a program such as Scouts or religious education. If there is any question about whether a specific volunteer experience meets the criteria of "providing a service" or "meeting a need," students should request prior approval from the Service-Learning Coordinator by submitting a Pre-approval Form. The Silver Cord Review Committee makes final determinations regarding service. Examples of activities that would not be acceptable include: VSW athletic team managing, training or event timing or administration; school music program events; concession stand or fundraising events in which proceeds benefit a school program; serving as a camp counselor while receiving free room and board (some exceptions made for camps for children with disabilities); performing in

musical, dance or theater groups unless related to a social cause or charity benefit; participation on committees in which the focus is on one's own leadership development and does not include outreach to larger community.

In summary, Silver Cord Hours will not be accepted for the following purposes: 1) to satisfy a class or requirement by any agency, program or organization, 2) for a relative, or 3) for pay or compensation of any kind.

Dances/Mixers/Social Events

Social events are scheduled for the freshman class and also with Valley High School. Additional events may be planned after the school year begins based on student suggestions. Only high school students are permitted to attend dances, mixers and social events. Students attending another high school must be invited by a currently attending student and have administrative approval. Junior high students are not permitted to attend.

Immediately following school-sponsored social events, parents/legal guardians are responsible for ensuring transportation for their students. It is important to be considerate of the adults who sponsor these activities so that they may enjoy leisure time as well.

Students who are in the process of serving an out-of-school suspension and/or expulsion at the time of an activity will not be able to attend practices or school events.

ACTIVITIES/ATHLETICS

Athletic Code of Iowa

Nonschool Team Participation Iowa Boys High School Athletic Association ruling on Participation and Eligibility (page 26 Section 36.15(7) states:

A student who is participating in a sport sponsored by a governing organization may not participate in that particular sport as an individual or a member of a team in an outside school event during the same season without written permission of the student's school superintendent or designated representative. At the conclusion of that sport season, a student may then participate on an outside school team without jeopardizing eligibility and without written permission from the student's school superintendent. A student who participates in a sport sponsored by an organization other than the governing organization without obtaining permission while also participating in that sport sponsored by the governing organization shall be ineligible for twelve calendar months.

2009-10 I.G.H.S.A.U. Sports Seasons (Girls)

Sport	Head Coach (VHS)	1st Practice
Bowling	Mr. Eckhoff	November 9
Cross Country	Mr. Hardin	August 10
Volleyball	Mr. Frazell	August 10
Swimming	Mr. Corley	August 10
Basketball	Mr. Boyle	November 9
Track	Mr. Borness	February 15
Tennis	Mr. Trygstad	March 15
Spring Golf	Mr. Johnson	March 15
Soccer	Mr. Chapman	March 22
Softball	Mr. Bakey	May 10

2009-10 I.H.S.A.A. Sports Seasons (Boys)

Sport	Head Coach (VHS)	1st Practice
Football	Mr. Swenson	August 10
Cross Country	Mr. Trygstad	August 10
Fall Golf	Mr. Johnson	August 10
Basketball	Mr. Thornton	November 16
Swimming	Mr. DeBoef	November 9
Wrestling	Mr. Young	November 16
Track	Mr. Rhoades	February 15
Soccer	Mr. Haffar	March 15
Tennis	Mr. Trow	March 22
Baseball	Mr. Cooley	May 3

If a student is unable to attend when practice begins, s/he should contact the coach. Coaches who teach at Valley Southwoods may be reached by calling our school office; to contact coaches who teach at Valley High School, call 633-4000.

Physical examination forms and eligibility cards are available in the office. All completed forms must be turned into the office before an athlete is allowed to compete in the sport.

Athletic Program Philosophy

A comprehensive and balanced athletic program is an essential complement to the basic program of instruction. The athletic program should provide opportunities for youth to further develop interests and talents. Participation in athletics, while a privilege and not a right, should provide many students with a lifetime basis for personal values, for work and leisure activities.

Every effort will be made to support the athletic program with the best facilities, equipment and most qualified staff available. As much as possible, knowledge and skills gained in classes should be applied and developed further through participation in the athletic program. Coaches will also teach the specific skills necessary for improvement in athletics and provide guidance in the development of self-realization, good sportsmanship, cooperation, leadership, ethical behavior, artistic sensitivity and an appreciation for the importance of practice.

The ultimate goals of the athletic program will be: 1) to realize the value of participation without overemphasizing the importance of winning or excelling, and 2) to develop and improve positive citizenship traits among the program's participants.

Some ninth grade athletes are more talented skill wise and more aware of the cognitive aspects of interscholastic athletic competition. Therefore, while an effort is made to allow as many students as possible to compete, the more advanced athletes will receive the majority of participation time. Other team members may be offered the opportunity to participate in a schedule that demands lesser skill development.

The Junior Varsity/Sophomore programs will help develop athletes and utilize those who show the greatest ability in a variety of skills. Role specialization of athletes may become more evident at this level. Those who are more able will be the primary participants.

The Varsity team is for those who have learned the basic skills well and perform them both in practice and in interscholastic competition. Role specialization is often necessary at this level and athletes may be used in specific roles for the benefit of the entire team.

Athletes who display leadership and/or enthusiasm, in combination with basic skill development, may enhance their opportunity to participate.

Student Activity Conduct Code

Statement of Philosophy

The West Des Moines Community School District strives to develop each student's potential and to foster positive interpersonal relationships. Essential to the achievement of these goals is reasonable and necessary order, which will result only through good discipline. To that end, the district has codes of conduct governing the actions of all of its students. These codes outline the expectations for acceptable conduct in the areas of academics, attendance and discipline.

The Board of Education of the West Des Moines Community School District affirms its support of the student responsibility and discipline policies, affirms its intent to support staff who enforce these policies and affirms its intent to hold staff accountable for implementing these policies.

A Student Activity Conduct Code outlines further expectations for those who participate in activities. Participation in an activity program is a privilege granted to students displaying the interest and talent the activity requires. These students serve as representatives of our district to their peers, to the public within our district, and to other school districts. Because of the responsibility inherent in representing the West Des Moines Community School District, a higher level of conduct is demanded of those students than is expected of the general student population.

It should be clearly understood that students who participate in activities may not use alcohol, tobacco, or controlled substances at any time in any location to remain eligible.

Statement of Purpose

This Student Activity Conduct Code supplements policies and rules of the West Des Moines Community School District including, without limitation, policies and rules relating to attendance, orderly conduct, vandalism, disrespect, commission of a misdemeanor or felony (except minor traffic violations), tobacco, alcoholic beverages and controlled substances and theft.

Any student moving into the West Des Moines Community School District who has been declared ineligible under another district's Student Activity Conduct Code or equivalent policy will not be eligible for the interscholastic competition until the full period of ineligibility, as identified by the other district, has been completed.

This conduct code shall apply to all students involved in an extra curricular or co-curricular activity anytime during the year (in-season and off-season and during the academic year as well as summer months; 24 hours a day, 7 days a week and 12 months a year) and on or off school property. Please note: this also applies to conduct violations unrelated to school events. It is to be understood that this code specifies minimal penalties which may be increased in severity by the Principal or by the Athletic Administrator.

Specific penalties are outlined for the categories listed below. It should be noted that: IF 10% OF ANY ACTIVITY SCHEDULE IS LESS THAN ONE FULL CONTEST OR PRODUCTION, ETC., THE PARTICIPANT WILL MISS ONE COMPLETE CONTEST, OR PRODUCTION, ETC.

Activities Covered

This Student Activity Conduct Code applies to all athletic activities, to all other extracurricular activities, and to all co-curricular activities, but it only applies to student clubs and student offices to the extent that such clubs or offices involve a public performance or a public appearance in which the student serves as a representative of the club, office, or School District. Students in violation of this Student Activity Conduct Code will not be eligible for the Valley High School semester test waiver privilege during the semester of the infraction.

Academic Eligibility

ATHLETICS

A student must be passing all courses and receive credit in at least 4 subjects at all times. These must be full credit courses.

If not passing all courses at the end of a grading period (end of first semester/end of second semester), the student is ineligible for the first period of 30 calendar days in the interscholastic athletic event in which the student is a bona fide contestant. If not passing all courses at the end of the final grading period of the school year and the student is a contestant in baseball or softball, the student is ineligible for the next 30 calendar days of that sport but has eligibility in the fall.

In accordance with the state guidelines for activities and athletic eligibility an “NP” will be considered an “F”.

See www.ihsma.org for more detailed explanation of IHSMA scholarship rule for activities.

ACTIVITIES

A student must be passing all courses and receive credit in at least 4 subjects at all times. These must be full credit courses.

If not passing all courses at the end of a grading period, the student is ineligible for the first period of 30 calendar days in the interscholastic activity event in which the student is a bona fide contestant.

It is recommended that students avail themselves of these activities, but not engage in more than their schedule will permit. Teachers will provide opportunities for students to make up an event missed due to conflicting extra-curricular and/or co-curricular activities.

School Attendance

1. Students are required to contact their teachers prior to leaving school for any athletic event or activity. Work completion is expected by the next class period.
2. Any student not in attendance at school on the day of the activity will not dress or participate in the activity. All exceptions must be approved by a school administrator.
3. In order for a student to participate in a public performance or interscholastic activity on any day school is in session, he/she must attend at least three academic assignments which are a part of his/her schedule for that day. Any exceptions for this guideline must be approved by a school administrator.
4. Any student who participates in a public performance or activity is expected to be in school on time following the activity. Excuses must be approved by a school administrator. “Sleeping-in” is not an excusable absence.
5. Any student serving an out of school suspension and/or expulsion may not participate and/or attend any school sponsored activity until the student has been readmitted by a school administrator.

Determination of a Violation

A violation of the Student Activity Conduct Code will be established by any one of the following: (1) a self-report of a violation by a student, (2) receipt by the District of a law enforcement report identifying a specific student and describing conduct which constitutes a violation of the Student Activity Conduct Code, (3) a report to the Administration by a staff member or an activity sponsor that a student has violated the Student Activity Conduct Code, or (4)

receipt by the District of information sufficient to establish a violation of Board Policy 502.7 or 502.8.

Commission of a Misdemeanor and/or Felony

Participants: (1) who are charged with or who are convicted of a misdemeanor or a felony, (2) who self-report a violation of the criminal code of Iowa or the United States, (3) who are the subject of a report received by the District from law enforcement identifying a specific student and describing conduct which is a violation of the criminal code of Iowa or the United States, or (4) who are the subject of a report received by the District from a staff member or an activity sponsor identifying a specific student and describing conduct which is a violation of the criminal code of Iowa or the United States will be suspended from activities indefinitely, unless the administration reinstates the student's eligibility.

Suspension

Participants who are suspended from school, either on an in-school or out-of-school basis, will be ineligible to participate in any activity during the suspension.

Quantifiable and Non-Quantifiable Activities

Quantifiable Activities are ones which are subject to a pre-determined schedule. Non-Quantifiable Activities are ones which are not subject to a pre-determined schedule such as foreign language club, class officer, etc.

Alcoholic Beverages and Controlled Substances – Possessing, Using, or Being Under the Influence of:

Possession or use of any alcoholic beverage, or any beverage represented to be alcohol, is a violation of this Conduct Code. Any student who is under the influence of alcohol is in violation of this Conduct Code. This policy applies in all countries and locations throughout the world (including international waters), regardless of whether the possession or use of alcohol by a student is legal or not prohibited by law in the location where it is possessed or used.

Possession of any controlled substance for which distribution is controlled by Iowa law or federal law is a violation of this Conduct Code. Included are controlled substances, their look-alikes or substitutes, or any substances represented to be a controlled substance (other than medication prescribed by the individual student's physician). This policy applies in all countries and locations throughout the world (including international waters), regardless of whether the possession or use of a controlled substance by a student is legal or not prohibited by law in the location where it is possessed or used.

First Offense

Quantifiable Activities (as defined above)

- Will miss 10 percent of the activity scheduled.
- Furnish evidence of contact with or participation in a chemical abuse evaluation, counseling or treatment program.
- Not participate in the activity during the school suspension.

Non-Quantifiable Activities (as defined above)

- Will be assigned 20 hours of community service, not to be accomplished later than 10 p.m.

- Not participate or practice in the activity during the school suspension and until the satisfactory completion of the service.
- Provide evidence of participation in a chemical abuse evaluation.

Second Offense

If a student commits a second offense within twelve months of the date on which the student committed a first offense, the student will be ineligible to perform/compete in any activity for a full calendar year starting from the date of the second violation. The student may continue practicing during practices held in the district but may not participate in any scheduled performances/competitions. These students are not eligible to attend practices or participate in a student trip as part of a student group away from the district.

Alcoholic Beverages and Controlled Substances – Selling or Distributing

The penalties outlined in this section deal with the sale and/or distribution of any substance for which distribution is controlled by law based on age or health factors. Included are alcoholic beverages, controlled substances, look alike or substitutes, or any substance represented to be an alcoholic beverage or a controlled substance. This policy applies in all countries and locations throughout the world (including international waters), regardless of whether the sale and/or distribution of alcoholic beverages or controlled substances by a student is legal or not prohibited by law in the location where the sale or distribution takes place.

The Board-approved penalty for the sale and/or distribution of a controlled substance and/or alcoholic beverages is expulsion. Thus a student is automatically ineligible during expulsion. When the student returns to school, he/she is scholastically ineligible for a semester as a result of the expulsion. The student may resume participation during the second semester of enrollment following an expulsion if he/she meets the requirement for scholastic eligibility as outlined under the section of the Student Activity Code entitled ACADEMIC PERFORMANCE.

The Use and/or Possession of Tobacco or Tobacco Products

This policy applies in all countries and locations throughout the world (including international waters), regardless of whether the possession or use of tobacco by a student is legal or not prohibited by law in the location where it is possessed or used.

First Offense

- The student will be disciplined by the activity director, coach, or the sponsor and the administration.
- The in-school suspension the student receives as a result of the possession or use of tobacco and/or tobacco products does not prohibit him/her from participation.

Second Offense

Quantifiable Activities

The student will not participate or practice in any activity during the school suspension he/she receives as a result of the second offense for possession or use of tobacco and/or tobacco products. This period will include one weekend either during or at the end of the suspension.

- Miss 10 percent of the activity schedule.
- Furnish evidence of contact with or participation in a chemical abuse evaluation, counseling or treatment program.
- Not participate or practice in the activity during the school suspension.

Non-Quantifiable Activities

- Will be assigned 20 hours of community service, not to be accomplished later than 10 p.m.
- Not participate in the activity until the satisfactory completion of the service.
- Provide evidence of participation in a chemical abuse evaluation.

Third Offense

The student will not participate or practice during any of the remaining activity schedule.

Application of the Penalty

In order to remain in the activity and to regain eligibility for the activity or in order to be eligible for a future activity, a student who receives a penalty under the Student Activity Conduct Code:

1. Must practice with the team or in the activity unless under an out-of-school suspension. The student will remain ineligible until re-admitted by a school administrator.
2. Cannot suit up or publicly perform at home or away activities.
3. May not travel with the team or student group.

These requirements apply for the duration of the penalty which is imposed.

After these requirements have been met for the duration of the penalty which is imposed, the student:

1. Can practice with the team or in the activity.
2. Can suit up and play or perform at the discretion of the coach or activity director.

If a penalty is imposed on a student under the Student Activity Conduct Code, the penalty will not be considered to have been served unless the student completes the season or the activity. If the student completes the season or activity before the penalty is fully served, the penalty will apply to the next season or activity in which the student participates.

Procedure for Appeal

Any student who believes his/her privilege to participate in student activities has been restricted without good cause has the right to immediately appeal the decision as follows:

1. A written request stating the justification for the appeal is to be presented to the Principal within two school days of the decision.
2. The Principal will review the matter and issue a decision within three school days.
3. The decision of the Principal may be appealed, within two school days, to the Student-Faculty Appeal Panel.
4. The Student-Faculty Appeal Panel will convene, review the case and uphold or dismiss the action within five school days.

Student-Faculty Appeal Panel

The Student-Faculty Appeal Panel shall consist of nine members. Two Cabinet members, from both the junior and senior classes, two teachers, an activity director, athletic director and the administrator charged with the responsibility of supervising the activity program as the chair. The teachers and the activity director shall be appointed by the Superintendent or the Superintendent's designee at the time of receipt of an appeal.

The Chair of the Appeal Panel shall be a nonvoting member. All other members of the Panel shall have equal voting rights. Whenever the votes of the Panel members are evenly distributed on an issue, the prior decision shall stand. Students or faculty members involved in an appeal shall be barred from participation as a Panel member.

Reasons for Decisions

At each level of the appeal process, the decision shall be presented in writing and shall state the facts, the evidence taken into consideration and the reasons for such decision. The Chair of the Student-Faculty Appeal Panel shall be responsible for preparing the written decision for the body.

Representation at Appeal

When appealing the decision, the student and Principal or Principal's designee shall have the right to appear before any person or panel hearing the Appeal and to present a written statement, ask questions and be questioned.

Frequently Asked Questions

Q: Who should I contact with a question about the WDMCS Student Conduct Code?

A: You may contact your Principal or Team Leader/Associate Principal.

Q: May I practice during my activity code violation period?

A: Yes, if you are not on an out-of-school suspension.

Q: May I dress at home events during the activity code?

A: No.

Q: May I travel with the team/group during my activity code violation?

A: No.

Q: When would I be eligible after my second activity code violation?

A: You would be eligible 12 months from the date of the second infraction.

Q: May I try out for a position on a team/group during or after an infraction?

A: Yes.

Q: If a student drinks wine when taking communion at church (or for any like religious sanctioned event), are they in violation of the activity code?

A: No.

Q: If a student consumes alcohol for non-school related activities or special occasions at home or anywhere with parental consent (birthday, anniversary, etc.), is he/she in violation of activity code?

A: Yes.

Q: Is the activity code of conduct applicable to foreign countries, on cruise ships, or any location whereby it is legal for students to consume or be in possession of alcohol and/or other drugs?

A: Yes...the code of conduct applies 365 days, 24 hours a day, and anywhere in the world. Students are expected not to possess or consume alcohol, tobacco or drugs at anytime and anywhere even with parental permission, or if the activity is legal where and when it occurs

Q: If a student handles alcoholic beverages during the regular course of their employment at a grocery store or restaurant, is he/she in violation of the activity code?

A: No.

STUDENT BEHAVIOR

It is our goal to provide a safe learning environment for all as members of our learning community. We expect appropriate behavior on the way to and from school, at school, on buses and at all school-sponsored activities. During the first week of school, teachers will clarify behavioral expectations and consequences.

Alcoholic Beverages – Possessing, Using or Being Under the Influence of (502.7A)

Possessing, using or being under the influence of any alcoholic beverage, are strictly prohibited while a student is on any school property or under school supervision. This includes attendance in school or at a school-sponsored function.

For purposes of this policy, the term “prohibited substance” means an alcoholic beverage, a look-a-like alcoholic beverage, or any substance represented to be an alcoholic beverage.

As used in this policy, the term “possessing” means:

- (a) that the student has actual physical control of the prohibited substance because it is on or in the student’s body, in a locker individually assigned to the student, or in an item of personal property belonging to the student (including, but not limited to, a bookbag, backpack, or purse), or
- (b) that the student knows that a prohibited substance is located within a vehicle or a place (such as a house or an apartment) where the student is present and that the student can exercise physical control over the prohibited substance. If a student has left school property during his/her normally scheduled time to be in school or while under school supervision, the student will be considered in school and will be subject to the ~~above~~ disciplinary procedures listed below.

If a student is found in possession of a quantity of a prohibited substance which is greater than a quantity used by an individual for personal consumption at one time, the offense will be considered a second offense. For example, this means that a student who is found in possession of more than two (2) twelve ounce cans of beer, more than ten (10) ounces of wine, or more than three (3) ounces of liquor will be considered to have a quantity which is greater than a quantity used for personal consumption at one time.

Any student violating the provisions of this policy during his/her enrollment in grades kindergarten through eighth or ninth through twelfth in the West Des Moines Community School District will be subject to the following disciplinary procedures:

First Offense

1. Parents or guardians are notified by mail and phone.
2. The violation is referred to law enforcement authorities.
3. The student is placed on a five-day out-of-school suspension.
4. Before readmittance, a parent/guardian conference is required at which evidence must be furnished of participation in a chemical abuse evaluation, counseling or treatment program.

5. Within 30 days of the incident, the family must meet with appropriate school officials to review the rehabilitation plan developed as a result of the chemical abuse evaluation.
6. Failure to comply with provisions of this policy will result in a recommendation for expulsion to the Board of Education, unless the student is protected by provisions of the Individuals with Disabilities Act (I.D.E.A), in which case, the Superintendent will determine if an expulsion hearing before the Board is appropriate.

Second and Subsequent Offenses:

1. Parents or guardians are notified by mail and phone.
2. The violation is referred to law enforcement authorities.
3. The student is placed on an out-of-school suspension.
4. The student will be recommended for expulsion to the Board of Education, unless protected by provisions of the Individuals with Disabilities Act (I.D.E.A.), in which case, the Superintendent will determine if an expulsion hearing before the Board is appropriate.

Information received from students and/or parents who voluntarily seek help from school authorities concerning the student's use of alcoholic beverages before being found to be in violation of the provisions of this policy, will be maintained in confidence and will not serve as a basis for disciplinary actions. However, this does not provide immunity for disciplinary action should students continue to use or possess alcoholic beverages as provided here.

Controlled Substances – Possessing, Using or Being Under the Influence of (502.7B)

Possessing, using or being under the influence of any, controlled substance, look-alike, substitute, or any substance represented to be a controlled substance (other than medication prescribed by the individual student's physician) and manufacturing, possessing, or selling drug paraphernalia (pipes, roach clips, scales and other items as defined by Iowa Code Section 124.414) are strictly prohibited while a student is on any school property or under school supervision. This includes attendance in school or at a school-sponsored function.

For purposes of this policy, the term “prohibited substance” means controlled substance, look-alike controlled substance, substitute controlled substance, any substance represented to be a controlled substance, or drug paraphernalia (pipes, roach clips, scales and other items as defined by Iowa Code Section 124.414).

As used in this policy, the term “possessing” means:

- (a) that the student has actual physical control of the prohibited substance because it is on or in the student’s body, in a locker individually assigned to the student, or in an item of personal property belonging to the student (including, but not limited to, a bookbag, backpack, or purse), or
- (b) that the student knows that a prohibited substance is located within a vehicle or a place (such as a house or an apartment) where the student is present and that the student can exercise physical control over the prohibited substance. If a student has left school property during his/her normally scheduled time to be in school or while under school supervision, the

student will be considered in school and will be subject to the ~~above~~ disciplinary procedures listed below.

Any student violating the provisions of this policy during his/her enrollment in grades kindergarten through eighth or ninth through twelfth in the West Des Moines Community School District will be subject to the following disciplinary procedures:

First Offense

1. Parents or guardians are notified by mail and phone.
2. The violation is referred to law enforcement authorities.
3. The student is placed on out-of-school suspension.
4. The student will be recommended for expulsion to the Board of Education, unless protected by provisions of the Individuals with Disabilities Act (I.D.E.A.), in which case, the Superintendent will determine if an expulsion hearing before the Board is appropriate.

Alcoholic Beverages and Controlled Substance – Selling or Distributing (502.8)

The sale or distribution, attempted sale or distribution and/or purchase or acquisition with the intent to sell or distribute by a student of any prohibited substance (alcoholic beverage, controlled substances, drug look-alike or any substitute represented to be an alcoholic beverage or a controlled substance) will be strictly prohibited while the student is on any school property or under school supervision. This includes attendance in school or at a school-sponsored function.

A student will be considered to have an intent to sell or distribute a prohibited substance if evidence or testimony is obtained by the school administration that supports the finding that a student intended to sell or distribute a prohibited substance.

Any student violating the provisions of this policy during his/her enrollment in the West Des Moines Community School District will be subject to the following disciplinary procedures:

1. The parents or guardians are notified by mail and phone.
2. The violation is referred to law enforcement authorities.
3. The student is placed on an out-of-school suspension and will be recommended for expulsion to the Board of Education, unless the student is protected by provisions of the Individuals with Disabilities Act (I.D.E.A.), in which case, the Superintendent will determine if an expulsion hearing before the Board is appropriate.

If a student has left school property during his/her normally scheduled time to be in school or while under school supervision, the student will be considered in school and will be subject to the above procedures.

Being in the Presence of a Prohibited Substance (502.81)

If an investigation regarding policies 502.7 and/or 502.8 results in the identification of a student(s) being in the presence of a prohibited substance, the following policy will be administered.

The following policy applies when a student is on any school property or under school supervision. This includes attendance at school-sponsored events. If a student has left school

property during his/her normally scheduled time to be in school or while under school supervision, the student will be considered to be in school and will be subject to this policy.

Students who know, or who should know, that a prohibited substance is located within a vehicle or a place (such as a house or an apartment) where the student is present and who fail to take action to remove themselves from the vehicle or place as soon as possible after the student knows, or should know, of the presence of the prohibited substance are in violation of Board policy.

First Offense:

1. Student receives a warning concerning the violation.
2. Parents or guardians are notified by mail and phone that they are required to participate in a meeting with the Principal or designee.
3. If the parents or guardians fail or refuse to meet with school administration, the Principal may place the student on an out-of-school suspension for a period of 1-5 days.

Second and Subsequent Offenses:

1. Parents or guardians are notified by mail and phone.
2. The Principal or designee(s) will place the student on an out-of-school suspension for a period of 1-10 days, based upon professional judgment and the facts and circumstances of each situation.
3. Before re-admittance, a parent/guardian conference is required at which evidence must be furnished of participation in counseling through the Student Assistance Program (SAP).

Bullying, Harassment and/or Intimidation (see Legal section)

Cheating and Plagiarism

Students are expected to produce their own quality work to the best of their ability. Each teacher will clarify at the beginning of the school year what constitutes cheating in his or her class. Students who cheat or plagiarize will lose credit for the assignment and the teacher will contact their parent/legal guardian.

Detention

Students may be issued a detention for inappropriate behavior that conflicts with the shared beliefs of our school. Detention areas and times will be communicated to the student at the time of the infraction. Students are expected to bring homework with them. Failure to serve the detention may result in an additional consequence.

Disrespect or Insubordination Toward School Staff

We will not tolerate disrespectful behaviors or acts of insubordination toward any staff member or agent of the school acting within the scope of his/her employment or duties. Examples may include derogatory comments, refusal to cooperate with reasonable staff directions and intimidation. Students who behave in a disrespectful or insubordinate manner may receive detentions, suspensions, or alternative consequences as determined by the administrator.

Electronic Devices

Students may not use electronic devices at school or on school grounds between 8:05 a.m. and the end of the school day. This includes, but is not limited to items such as cell phones, I-Pods, headsets, laser pens, video recorders, and remote control wristwatches. Student use of a PDA/Palm

Pilot is acceptable for educational use only. Violation will result in confiscation and possible detention or suspension.

Expulsion Proceedings

Should it become necessary to recommend the expulsion of a student to the Board of Education, the following procedure will be followed:

- 1) The student and parent/guardian will be notified of the specific charges and informed that expulsion proceedings will be recommended.
- 2) The student will be suspended until the culmination of expulsion proceedings.
- 3) The student is entitled to a hearing before the Board of Education and will be notified in writing of the date, time, and place of the hearing.
- 4) The student shall have the right to be represented by legal counsel.
- 5) An expelled student may be readmitted by the Board only.

Extortion

Extortion, obtaining money, goods or services from another person under threat of force, will not be tolerated. Students who choose this behavior will receive a consequence of one to three days of suspension. Parents/legal guardians will be contacted. Police will be notified.

Falsification of School Forms and Parental Notes

Falsification of school forms and parental notes (including telephone calls) will result in a detention or suspension and may not receive full credit for the work missed in class.

Fighting

Fighting in school, on school grounds, or at school activities will not be tolerated. Students who fight are subject to the following consequences:

First Offense: one to five day out-of-school suspension; parents/guardians notified by mail and when possible by phone by Team Leader; law enforcement authorities notified.

Second Offense: five to ten day out-of-school suspension; parents/guardians notified by mail and when possible by phone by Team Leader; law enforcement authorities notified.

Third Offense: Out-of-school suspension; the student will be asked to withdraw from school for the remainder of the semester or a recommendation for expulsion will be made to the Board of Education; law enforcement authorities notified.

Firearms and Other Dangerous Weapons (see Legal section)

Food, Beverages, Gum

Food and beverages are allowed only in the Forum unless specially arranged by a staff member. Chewing gum is allowed throughout the school unless posted in a classroom.

Gambling

Gambling in any form is forbidden in the school building, on school grounds, in buses or on school-sponsored trips. All cards, dice, coins and other items used in gambling will be taken away,

and referral will be made to a Team Leader or the Principal. Violation will result in parental contact and a possible suspension of 1-3 days.

Gangs and Gang-related Activities

In the West Des Moines Community School District we do not tolerate gang activity. The presence of or student involvement in gangs or gang-related activities on school grounds, while school is in session, or at school-related events, including the wearing, possessing, using, distributing, displaying, or selling of any clothing, jewelry, emblem, badge, symbol, sign, colors, or any other thing which is evidence of membership in or affiliation with any gang, is strictly prohibited. Any student who violates this policy shall be subject to disciplinary actions that includes, but is not limited to suspension or expulsion in accordance with the district's student discipline policy 503.1.

As used herein, the phrase "gang-related activity" shall mean any conduct engaged in by a student (1) on behalf of any gang, (2) to perpetuate the existence of any gang, or (3) to effect the common purpose and design of any gang, including without limitation, recruiting students for membership in any gang, threatening or intimidating other students or employees to commit acts or omissions against his will in furtherance of the common purpose and design of any gang.

As used herein, the term "gang" is defined by Iowa Code 732A means any ongoing organization, association, or group of three or more persons, whether formal or informal, having as its primary activities, the commission of one or more criminal acts, which has an identifiable name or identifying sign or symbol, and whose members individually or collectively engage in or have engaged in a pattern of criminal gang activity. The "pattern of gang activity" means the commission, attempting to commit, or solicitation of two or more criminal acts, provided the criminal acts were committed on separate dates or by two or more persons who are members of, or belong to, the same criminal street gang.

Hats

Except for walking to and from lockers at the beginning and ending of the school day, hats, caps, bandanas, or head coverings of any type may not be worn in the building without prior administrative approval.

Illegal Possession of School Materials

Keys, library books, or equipment not checked out, passes of any kind, attendance cards, discipline cards, etc., possessed illegally by a student will be considered a serious violation. Violation will result in suspension.

Inciting a Disturbance or Riot

Any student who behaves so as to promote or bring about a mass disturbance(s) and conflict among students will be suspended and police will be notified.

Personal Appearance

Students are expected to dress neatly and appropriately in a manner which is conducive to education and not disruptive of the education process. The attire should be such that no undergarments show at any time. Shorts, skirts, and skorts must be of appropriate length (when arms at the side – fabric must be below the knuckles of the student).

Student apparel that contains, vulgarity, a sexual message, pertains to sexual harassment, gang symbols, or advertises or encourages use of substances such as alcohol, tobacco, or drugs is

contrary to the district's educational mission. This apparel will be considered inappropriate and a violation of the dress code.

Requests for deviation from normally accepted school dress should be submitted in detail by school-recognized groups or clubs to the administration for approval. The administration will retain the right to make a final decision as to what constitutes appropriate attire, and whether the requested deviation will be allowed.

A student with any type of wearing apparel not deemed appropriate by any staff member will be asked to change the clothing or cover the clothing.

Physical Abuse of School Staff

Physical abuse of school staff (any school personnel or agents of the school) will not be tolerated, including behaviors such as pushing, striking, or pulling hair. Offenders will be suspended and/or expelled. Law enforcement authorities will be notified.

Profanity, Vulgarity or Indecent Gestures

Indecent gestures, profanity and vulgar language are not appropriate at any time in school, on school grounds, or at school-related activities. Offenders will receive a detention or suspension.

Public Display of Affection (PDA)

Students are expected to demonstrate appropriate behaviors when showing "affection" to friends at school and on school grounds. Hugging, holding hands and the like are acceptable behaviors/gestures. "Excessive" behaviors are inappropriate and sometimes offensive, particularly in a public Forum such as school. The Valley Southwoods staff respects caring relationships among students and expects the behaviors/gestures to be in good taste.

TECHNOLOGY USE BY STUDENTS (Policy 605.8)

The district encourages the appropriate use of technology-based tools and information resources by students. These resources include district-provided computers, productivity software tools, instructional software, networks, electronic media and telecommunications tools, such as access to internet resources. These district-provided resources and tools are provided solely for the advancement and promotion of learning and teaching. The use of these resources will be consistent with the district's educational mission and policies, as well as state and federal laws and regulations.

Access to district networks and electronic information resources is a privilege and not a right and will be provided for the student as is appropriate to the school building and grade level. Students are to use district technology and communications resources at times and locations where they are supervised by district staff.

Students may be given access to internet resources external to the district without specific parent/guardian permission. Access to telecommunications resources external to the district enables students to explore libraries, databases and references throughout the world. Access to the instructional software and productivity tools allows students to integrate the use of technology into their learning processes. These internet research activities provide the capability to access publicly available file repositories throughout the world, which opens classrooms to electronic information resources that have not necessarily been screened by educators for use by students of various ages. Parents and guardians have an important role in setting and conveying the standards that their children should follow when using media and information resources and are ultimately responsible for the student's activities or behaviors. Questions from parents or guardians concerning technology use by students should be directed to the building administrator.

The following guidelines will be followed when students use district telecommunication tools, networks, software, computers and other technology resources.

1. Students will use the technology equipment and resources under the supervision of district staff.
2. The use of these resources will be consistent with the district's educational mission and policies, as well as state and federal laws and regulations.
3. Use of these resources is a privilege that requires a high level of personal responsibility to act in a considerate and responsible manner.
4. Students will not violate copyright laws or otherwise use the intellectual property of another individual or organization without permission.
5. Students will not access, upload, download, transmit or distribute obscene, profane, abusive, threatening or sexually explicit material, or material encouraging the toleration or promotion of discrimination towards individuals or groups of individuals based upon age, race, creed, color, gender, sexual orientation, national origin, religion or disability.
6. Students will not use district technology resources to harass, insult, attack or threaten harm or embarrassment to others.
7. Students will respect the property and privacy of others, including their electronic storage areas. Students will not access or attempt to access another individual's materials, information or files without permission.
8. Students will keep their network account access privileges private and secured with appropriate passwords as appropriate for the student's age and school guidelines. Students will not engage in the unauthorized use of another's individual password. Any violation or attempted violation of security systems will be treated as a serious disciplinary offense.
9. Students will make every effort to protect district equipment from physical and electronic damage. Users will not vandalize technology equipment. Vandalizing, in this context, is any unauthorized access and/or malicious attempt to damage computer hardware/software or networks or destroying the data of another user, including creating, uploading or intentionally introducing or transmitting viruses and other destructive programs.
10. Students will not intentionally waste limited resources, including unauthorized uploading or downloading of material from the internet.
11. Student users may be given access to a district-provided e-mail account under the supervision of a teacher or designated staff member/supervisor. Appropriate and respectful language will be used in electronic mail and other electronic communications.
12. Student users should protect themselves by not revealing personal information such as full name, phone numbers and home addresses to internet sites.
13. District resources will not be used for personal or commercial purposes without prior approval of the building administrator.
14. Personal network devices may, in some situations, be allowed to connect to the district network and devices. All requests for connecting personally owned devices of any nature to district equipment and networks need the prior approval of the building administrator and the directors of curriculum and technology. The contents of these personal devices may be inspected by district personnel on request and in accordance with this policy.
15. Users will not seek to gain unauthorized access to information resources or other computing devices or entities.
16. Users will not use the system to communicate, submit, publish or display inaccurate information, rumors, disparaging portrayals or any other information that is known to be false or misleading.

The district makes no warranties of any kind, whether expressed or implied, for the access it is providing. The district is not responsible for any damages suffered by students or by third parties. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by the district or user errors or omissions. Use of any information obtained via the internet is at the user's risk. The district can not be responsible for the accuracy or quality of information obtained through the internet.

Students and their parents or guardians will hold the district harmless from student violations of copyright laws, software licensing requirements, student access of inappropriate materials, violations by the student of others' rights to confidentiality, free speech and privacy, and damage to systems accessed by the student.

If a student accesses, whether accidentally or intentionally, any fee-based telecommunications service or if a student incurs other types of costs, the student will be responsible for paying those costs. The individual in whose name a system account is issued is responsible at all times for its proper use and payment of all charges incurred for use of telecommunications and internet reference services that impose fees or other charges for their use. Transmission of material, information, or software in violation of any law, board policy, or regulations is prohibited. The district reserves the right, as further outlined below, to inspect all files on district owned computers, media and servers and on personal devices that the user has asked to attach to district owned equipment or networks.

Any statement of personal belief found on the computer network or internet or other telecommunications system is implicitly understood to be representative of the author's individual point of view, and not that of the West Des Moines Community School District, its administrators, teachers or staff.

System Monitoring

The district unconditionally reserves the right to monitor and examine all files and activity on district computer and network systems. The district technology directors or their designee may monitor or examine all system activities as deemed appropriate to ensure proper use of the system. In addition, the directors or their designee may inspect the contents of electronic mail sent by a student to an identified address and may disclose the contents to others when required to do so by law or policies of the district, or to investigate complaints regarding electronic mail that is alleged to contain defamatory, abusive, obscene, profane, sexually oriented, threatening, offensive or illegal material. The building administrator will determine what is inappropriate use according to the guidelines listed and age and grade of the student. The determination may be appealed to the Superintendent or his/her designee. The directors or their designee may close an account at any time as required to protect district systems or as a proportional consequence of inappropriate activity. The administration, faculty and staff of the West Des Moines Community School District may ask the Board of Education to deny, revoke or suspend specific user accounts.

Sanctions

Communication over networks should not be considered to be private or secure. Messages may be diverted accidentally to another or unintentional destination. In the event of student misuse of district equipment or resources, whether accidentally or intentionally, the district may suspend or revoke a system user's privilege of access to the district's computers and network. Failure to abide by district policy and applicable laws governing use of these resources may result in the suspension and/or revocation of access to these resources. A student is expected to provide full cooperation to district administration and staff, or other agencies, associated with any investigation concerning or relating to misuse of the district's technology resources.

The district reserves the right to charge a student for physical damages or for electronic damages incurred from purposeful introduction of viruses or other programs that have the intent of

damaging or altering computer programs or files. Fees, fines or other charges may also be imposed as a result of misuse or damage to these technology resources by the student.

Prior to disciplinary action or as soon as practical, the building administrator or his/her designee will inform the student of the suspected violation and give the student an opportunity to present an explanation. The school may take disciplinary action up to and including expulsion and/or appropriate legal action upon any violation of district policy, administrative regulation and/or state or federal law. When applicable, law enforcement or other agencies may be involved. The district will cooperate with any investigation conducted by any official or agency concerning or related to misuse of the district's technology resources.

The district Director of Technology, with the assistance of district administrators, is responsible for disseminating and interpreting district policy and administrative regulations governing the use of the district's systems, establishing storage allocations and restrictions and file retention policies.

Technology Misuse

Technology use is for educational purposes only. Students may use computers only under the direct supervision of a staff member. Any staff member will report a student for inappropriate use of technology.

Consequences for technology misuse, as determined by an administrator, could range from a warning to a long-term technology suspension. Consequences will vary with severity and repeat offenses. Any technology consequences remaining at the end of the year at Valley Southwoods will be continued at Valley High School.

Theft - Stealing and/or Possession of Stolen Property

Any student who takes school property or any object of any value from another student, school employee, teacher, or visitor to the school or is in possession of said property or object would be suspended. Violations will be reported to the police.

Threats (see Legal section)

Tobacco and Tobacco Products: Use/Sale and/or Possession

The use, sale and/or possession, by a student, of any tobacco or tobacco product shall be strictly prohibited while said student is on any school property or under school supervision. This includes attendance in school or at a school-sponsored function. Any student violating this rule shall be subject to suspension or expulsion by the Board of Education. Any student violating the provisions of this policy during any one school year shall be subject to the following disciplinary procedures:

First Offense: two days in-school suspension; parents/guardians notified

Second Offense: three days out-of-school suspension; parents/guardians notified

Third Offense: five days out-of-school suspension; parents/guardians notified; may be recommended for expulsion to the Board of Education.

If a student has left school property during his/her normal scheduled time to be in school or while under school supervision, the student will be considered in school and will be subject to the above procedures.

Trespassing

A person who is found in or on school property, at any time, day or night, other than the place to which he/she has permission to be, will be considered trespassing. A student who has been suspended or expelled will be considered a trespasser unless he/she is asked to come to school by school authorities. Any offender will be subject to suspension. Law enforcement will be notified.

Vandalism

Any person found willfully damaging or defacing property belonging to the school district will be held responsible for the replacement or repair of such property, and all cost will be the obligation of the offender. Any person, other than a school district employee, providing information leading to the identity of any person damaging or defacing property will be rewarded in an amount equal to one-third of the cost of repair of the item, not to exceed \$100. The amount of such reward shall be assessed as a fine against the person or persons responsible for the damage. Students will be subject to suspension. Police will be notified.

STUDENT SERVICES

AEA SERVICES

The Heartland Area Education Agency 11 (AEA), located in Johnston, Iowa, serves our school district. Many educational services are provided, such as special education consulting, student evaluations, hearing screening, speech and language therapy, and media services. Staff at the AEA may be reached at 270-9030.

Call for Help: Youth and Adults

Any Kind of Problem

First Call for Help (referral service) 246-6555

Any Emotional Problem, Suicide, Drugs, Alcohol, Sexual Abuse, Etc.

Broadlawns Emergency Crisis Service/Assessment-----282-5752

Community Telephone Counseling-----244-1010

Drug, Youth, and Crisis Line -----244-1000

YESS Youth Emergency Services & Shelter-----282-9377

Youth and Family Problems

Agape Pregnancy Center -----255-0243

Cancer Information Line-----1-800-422-6237

Catholic Social Service -----244-3761

Child Abuse (reporting)-----283-9222

Child Guidance Center (screening/treatment emotional problems) 244-2267

Eating Abuse - AAA Helpline -----1-800-888-4680

Family Counseling-----288-1981

Hospice (death & grieving assistance)-----274-3400

Iowa Children Family Services (counseling/crisis intervention) --- 288-1981

Iowa Homeless Youth Center -----265-1222

Legal Aid Society-----243-1193

Lutheran Social Service-----274-4946

Overeaters Anonymous -----255-0444

Planned Parenthood West -----276-8005

SOS: Share Our Situation (separation/divorce—evening only)---- 244-4573

Teenline -----	1-800-443-8336
Toughlove Group -----	244-1883
Young Women’s Resource Center (counseling) -----	244-4901
Youth Law Center -----	244-1172
Sexual Abuse, Family Violence	
Family Violence Center (physical abuse) -----	243-6147
Victim Services (child/adult) (sexual/physical assault) -----	286-3600
Alcohol, Drug, Narcotic Use Problems	
ACA: Adult Children of Alcoholics -----	280-6462
Al-Anon & Alateen (family, children of alcoholics) -----	277-5059
Alcoholics Anonymous -----	282-8550
Broadlawns Drug and Alcohol Detoxification Services -----	282-5610
Cocaine Hotline -----	1-800-477-6571
Cornerstone (alcohol & drug-adolescent) -----	289-2272
Gambling Anonymous -----	1-800-238-7633
Mercy First Step (assessment) -----	271-6075
Mercy Alcohol & Drug Treatment -----	247-4441
Narcotics Anonymous -----	244-2277 or 284-0403
Powell Alcoholism Treatment -----	283-6431
Student/Employee Assistance Program -----	244-6090
Women’s Recovery - Des Moines General (alcohol-drugs) -----	263-4662
Emergency Medical Services (24 Hour/Day, 7 Days/Week)	
Broadlawns -----	282-2253
Des Moines General -----	263-4410
Westside -----	271-6333
Iowa Lutheran -----	263-5120
Iowa Methodist -----	283-6423
Mercy -----	247-3211
Veterans -----	271-5800
Fire-Ambulance-Police -----	911

GUIDANCE AND COUNSELING

Team Leaders will facilitate student growth as each young person gains a better understanding of one’s unique abilities and interests and how these can be practiced in the school and community. Team Leaders will assist each student with school or personal concerns. Students will have opportunities to participate in small groups and explore career interests.

HEALTH SERVICES

Valley Southwoods has nursing staff available during school hours to provide assistance to students who are ill or injured. The nurse is available to confer with students regarding health matters. The student’s health is important to his/her ability to progress satisfactorily in school. Please notify the school nurse of any health concerns. This would include recent hospitalizations, medications, fractures, surgeries and medical conditions. Each year, students are asked to provide emergency information to the school designating persons to contact in the event of illness or an emergency event occurs. If a student needs to go home during the school day due to an illness, the Health Office (not the student) will contact the parent/guardian. No child will be sent home without the permission of the parents or person authorized by the parents. Parents are expected to come for ill or injured students or give permission for their child to drive home, depending on the severity of

the medical problem. No child will be allowed to leave the Health Office at Valley Southwoods with another student. Parents are responsible for updating emergency information as necessary.

If parents plan to be out of town and someone other than the person listed on the emergency information sheet has been delegated responsibility for the child, the school should be notified of this in writing prior to the parent's departure. If we do not have this information, the student will not be allowed to leave school if an illness occurs.

If an accident occurs, an attempt will be made to notify parents and/or the family physician. If the above cannot be reached, the local fire and rescue ambulance will be contacted. Only first-aid treatment will be given without parental consent.

Head Lice

The incidence of head lice is a persistent problem within our community. While head lice are an extreme nuisance, the worst pain inflicted by the louse may be psychological. Due to the community-based problem of head lice, the WDMCS nurses ask for family cooperation in checking young persons. The Iowa Department of Public Health recommends parents of school-aged children check their child's head once a week during the school year. Studies have found that parents are the first line of defense in controlling the spread of head lice. Though school screenings are well intended, they are generally ineffective. Individual class notification of head lice is no longer necessary because parents should assume there is head lice at school at all times. Please remember to make checking for lice a part of a child's routine hygiene. Feel free to call the school nurse with questions or assistance in the identification and treatment of head lice.

Health Records

By keeping an adequate health history, the school nurse is able to understand, evaluate, and be more responsive to a student's individual needs. Parents/legal guardians may contact the school nurse regarding any developments concerning their child's health (recent hospitalizations, medications, allergies, injuries, surgeries, medical and/or psycho/social conditions, and other information pertinent to the student's academic performance and attendance). New students need to complete and submit to the Health Office a health history, and current immunizations.

Illness/Reporting Absences

Regular attendance is a very important part of education. Students should attend school unless any of the following is observed:

- 1) Nausea/vomiting, or frequent stools in the last 8 hours.
- 2) A temperature of over 100 degrees. Temperature should be normal for 24 hours without medication before attending school.
- 3) Skin is dry and hot, profuse sweating, a skin rash that is spreading.
- 4) A sore throat, runny nose, constant cough that may disturb class.
- 5) Pain in chest, abdomen, ears or joints.
- 6) A stiff back or neck.
- 7) Convulsions.
- 8) Any communicable disease for which a family has not received written authorization from the doctor or school nurse for return to school. Please notify the Health Office of the possible exposure, symptoms and treatment.

Contact a health care provider if your child has a temperature of 100 degrees with frequent loose stools, earache, sore throat, and/or coughing for more than three days. Please report absences to Valley Southwoods (633-4500).

Iowa Immunization Law

By law, all children must meet the following minimum standards for immunizations prior to enrolling at Valley Southwoods:

- 1) DPT (Diphtheria, Tetanus, Pertussis) - at least 3 doses, with one of those given after the age of 4 years.
- 2) OPV (Polio) - at least 3 doses, with one of those given after the age of 4 years.
- 3) MMR (Measles, Mumps, Rubella) - 2 doses for children born on or after July 1, 1991; the first dose must be given on or after the age of 12 months, and the second dose given at least 30 days after.
- 4) Hepatitis B - 3 doses for children born on or after July 1, 1994.
- 5) Chickenpox - At least one dose of vaccine is required for children born on or after September 15, 1997, unless the child has a history of natural disease as stated by the parent or guardian. This dose of vaccine should be received on or after 12 months of age.

All students must have a certificate of immunization on file in the Health Office prior to the first day of school containing the following information:

- 1) Complete date of immunizations (month, day, year).
- 2) Name of doctor or clinic and/or city where immunizations were given.
- 3) Signature of doctor or health official.

Additional information is available in the Health Office for new students. Information and immunizations are also offered at Polk County Health Department (286-3798).

Medication Guidelines

Health care of the school-age child is the responsibility of the parent. Parents are advised to give medication and perform health care procedure at home and on a schedule other than during school hours. Parents should explore with their physician the advisability of a schedule that can be carried out before and after school hours.

If it is necessary for your child to take medication at school, please observe the following medication guideline:

- 1) **No** medication (including aspirin, eye drops, inhalers, cough drops, etc.) can be given at school without written authorization from parent or guardian. Authorization should include name of student, name of medication, time to be given, number of doses to be given, reason for medication and signature of parent. Authorization forms are available in the Health Office.
- 2) By law, any prescription medication **must** be in the bottle as it comes from the pharmacy, labeled with the student's name, name and dose of medicine, etc. The pharmacy will provide a bottle for "school use" at no extra cost to you and may be kept in the Health Office, or the bottle may be sent to and from school each day.
- 3) All over-the-counter medications must be in their original containers. No medication may be in plastic bags, envelopes, etc.
- 4) All controlled prescription medication must be brought to the Health Office immediately upon arriving at school. This is to ensure the safety and welfare of all students at Valley Southwoods. The Health Office staff would also like to be informed of students who take prescription medications only at home. This will help the nurse to anticipate any side effects that the student may experience at school and consequently interfere with the learning process.

Please contact the school nurse with any questions or concerns.

Out of District Travel and the Administration of Medications

Parents are advised to give medications and perform health care at home and on a schedule other than during school hours. When this is not possible every effort is made to ensure the safe delivery of health care to the student. Out of district travel poses another challenge to this delivery system.

The administration for medications on field trips and out of classroom participation is consistent with the WDMCSD medication guidelines in effect during school hours on school grounds. If the nurse is unavailable for the trip, all medications - over-the-counter and prescribed medication - must be presented at the beginning of the event to the person responsible for the activity. Parents of students who keep medications at school may request the school nurse, before each out of district event, to provide the appropriate personnel with student's medication from the school supply. Medications will be locked and stored for the entire participation event. Distribution of the medication will be the responsibility of the trained staff member in charge of the participation unless otherwise delegated.

By providing safe administration of medications on out of district travel, all students who require medication are allowed to participate fully and safely in all facets of the educational experience.

Questions? Please contact the Valley Southwoods Health Office at 633-4521.

NUTRITION SERVICES

Lunch

Each student will be assigned to one of three lunch periods. Students may remain in the Forum, paved portion of the main entryway, or the north patio area until the lunch period is over. Food is not allowed beyond these areas. Students are expected to remain in school during the lunch period unless they have received permission from the Principal's office to leave the building with a parent or guardian.

The school lunch program includes the following options:

- the published menu
- additional entree(s)
- a choice of fruits and vegetables
- a salad bar line
- a la carte items

In accordance with USDA regulations for the National School Lunch Program, a student lunch consists of a 2 oz serving of meat/meat alternate, 3 or 4 servings of fruits and/or vegetables totaling 1 cup, at least 2 servings of bread alternate, and milk. When making wise choices, students are able to select a meal that will meet the Dietary Guideline for Americans. The implementation of Offer-Versus-Serve at Valley Southwoods means that a student must select three (3) of the food items for the meal to be served as a lunch.

Breakfast

The Valley Southwoods breakfast program includes the following options:

- a breakfast meal consisting of 4 ounces of 100% juice, 8 ounces milk, 2 breads or 2 ounces meat or 1 ounce meat/1 bread
- a la carte items

The Nutrition Services Department utilizes a computerized accounting system in all breakfast, lunch and a la carte lines. This system allows students to deposit money into a meal account and/or a cash account, or pay cash in the line. Money deposited in the meal account may be used only to purchase school lunches; money deposited in the cash account may be used for breakfast, lunches

and/or a la carte items. Money may be deposited in student accounts before school in the Forum or during lunch service at any cashier. Charging will not be allowed.

All students, including students eligible for free or reduced price lunches, will access their account with a bar code card. A card will be issued the first time money is deposited into an account, or at the time a student is approved for free meals. If a bar code card is lost, a new bar code card will be issued for a fee of \$5 and the lost card will be inactivated when the Nutrition Services Department is notified. If a student does not have a lunch card, s/he will be required to pay cash for the items. There will be no Alpha-searching of names allowed to access a student account.

To apply for free or reduced price meals, pick up an application at any West Des Moines school or at the Nutrition Services Department, Learning Resource Center, 3550 George M. Mills Civic Parkway, West Des Moines. Only one application per household is required. Complete the application and return to the school or Nutrition Services Department. All individuals will be notified by the Nutrition Services Department of their eligibility status within 10 days. Once a student is approved for free or reduced meals, the computer, not the cashier, will know and allow the student to eat one (1) breakfast and one (1) lunch per day at no charge or a reduced amount.

PARENT-TEACHER ORGANIZATION

All Valley and Valley Southwoods parents are invited to join the Valley/Valley Southwoods Parent Teacher Organization (PTO). Meetings begin at 7:00 p.m. on the following dates: September 18 (in the Valley Southwoods Forum), February 21 (in the Valley High School Media Center), and April 17 (in the Valley High School Media Center).

This organization was founded with the following goals:

- To develop a partnership among parents, the school, and the community.
- To encourage communication and involvement among parents, teachers, administrators and students.
- To provide resources and support for teacher and student activities.
- To facilitate and support other parent organizations.

This PTO is not a fundraising body. The only source of funding is the dues collected (\$10 per family) to defray administrative costs and help fund special activities. Parents are invited and encouraged to become involved by serving on one of the many committees or support groups.

SCHOOL RESOURCE OFFICER

In cooperation with the West Des Moines Police Department, a school resource officer will be based at Valley Southwoods and will be available to serve students and staff at all West Des Moines schools. The focus of the program is to promote positive relationships and to assist in maintaining a safe and orderly school environment.

STUDENT ASSISTANCE PROGRAM

Valley Southwoods, through district involvement, offers a student assistance program to all students and their families to address areas of concern in a counseling setting. A Team Leader or the Principal may be contacted for information.

COMMUNICATIONS

ANNOUNCEMENTS

Announcements must be submitted to the media specialist by 3:00 p.m. the day before the message would be read. The request needs to include the initials of a teacher or activity sponsor in

charge of the content of the announcement. The announcement will be read orally on the first day and will be placed on the television screen on subsequent days.

Announcements are posted on the school link of the district website (www.wdmcs.org).

General District Information

General district information can be found at the district website (www.wdmcs.org).

INFINITE CAMPUS

Parent/Student Internet Portal

<http://portal.wdmcs.org>

The West Des Moines Community School District uses a student information management system called **Infinite Campus**. This program increases access to student information for our teachers and administrators. Infinite Campus also allows students and parents/guardians to view some of this information through a secure internet connection. This internet view for parents and students is called a *portal*.

The **student portal** allows students in grades 6-12 to see their schedules, (grades are also in this section) attendance, health, assessment, transportation (fees) and a “to do list” as entered by teachers and other district staff. It also allows the student to see final grades, as well as calculated grades within a quarter. Each student can only see his or her own information. An account must be set up for each student. The student account information will be provided by the office staff. Students with an account from the previous year can use the account in the current school year. Students should check to see that their e-mail addresses are correct.

The **parent portal** allows a parent/guardian to see the same information as their student regarding schedule (grades are also in this section), attendance, health, assessment, transportation (fees) and a “to do list” for student assignments. With one account, the parent/guardian can view information about all of their students, even if the students attend different buildings. The parent/guardian can edit an e-mail address and indicate preferences on methods of contact for absences and emergencies ([under Change Contact Info](#)). If there are incorrect phone numbers, addresses or other information, parents/guardians may contact one of the offices at the school their student(s) attend to have the information updated. These changes can only be made by the school office staff. When these important changes are made by one building office, they are reflected for every student in the family with information in the Infinite Campus system. Adults with an account from the previous year can use the account in the current school year.

Information on creating an account for a parent will be available at registration or from the school office at the building attended by your child(ren). Each individual parent/guardian may have a separate account. After creating your account, if you forget your password or user name, you can contact the office of the secondary school your child attends and they will assist you by creating a new password. If you have difficulty creating your account, please contact the office at your school.

Viewing Academic Work and Grades (6th – 12th grade)

The district recognizes that parents and students will access Infinite Campus to monitor academic work and grades. Teachers have been asked to post the scores from most assignments to the Infinite Campus grade book within two weeks of the assignment due date. Some assignments may take less than two weeks to post, while others, such as major tests or projects, may take a little more time to grade and post into the grade book. When these scores are posted for a given quarter, the grade is an estimate based on the current assignments and work completed for that quarter. If

you, as a parent, have questions about a given assignment or score, you are asked to first visit with your son or daughter. They can provide the best insight as to what was expected and what preparation was necessary to complete the assignment or exam.

NEWSLETTER (Valley Southpaws)

The newsletter will be prepared quarterly and will be available online via the school link on wdmcs.org. Each home-based teacher is asked to prepare at least one short article during the school year. Topics can include: curriculum updates, upcoming projects, student/staff recognition, building goal progress, parent involvement opportunities, and/or adolescent issues. The newsletter is typically posted mid-September, mid-November, first part of February and May. An email will be sent out via Infinite Campus when the latest newsletter is available.

OPEN HOUSE

Students and their family members are invited to meet the Valley Southwoods teachers, learn about the freshman curriculum and program, and see classrooms “under construction” at the Valley Southwoods Open House on **Monday, August 17th, 4-6 p.m.** Students and family members may wander around the school at their own pace as well as sign up for activities and volunteer opportunities.

PARENT-TEACHER CONFERENCES

Parent-Teacher Conferences will be held at Valley Southwoods at the following times:

- Wednesday, October 7 (3:00 - 7:00 p.m.)
- Thursday, October 8 (3:45 - 7:45 p.m.)
- Wednesday, February 17 (3:00 - 7:00 p.m.)
- Thursday, February 18 (3:45- 7:45 p.m.)

The purpose of the conference is to enhance personalized learning for students through sharing relevant information, providing support, and problem-solving. Additional conferences may be arranged by either the teacher or parent/guardian as needed.

POSTERS AND FLIERS

Persons who wish to post a poster or flier in the school building or on school grounds must get prior approval from an administrator.

STAFF MESSAGES

The priority each school day is to serve students. Staff members will do their best to respond to phone and e-mail messages from parents within two school days. If the message is of an urgent matter, please alert the office staff. If an e-mail message requests information that is confidential in nature, the staff member may request identification or personal contact.

WDMCS CALENDAR

The district calendar, distributed at Registration, serves as a reference for school and district activities and events. Calendar additions, deletions and reminders will be posted in the school newsletter, *Informaline*, and/or the *Des Moines Register*. Calendar information is also available on the district website, www.wdmcs.org.

GENERAL INFORMATION FOR STUDENTS AND PARENTS

ALLERGIES

A significant number of students in our district have allergies, ranging from a mild sensitivity to severe and life-threatening. Allergies to latex and peanuts/peanut products tend to be the most severe. Exposure to even a minute amount of the substance could cause a severe reaction and, without immediate medical assistance, can lead to loss of consciousness and even death.

Families are asked to alert the school nurse and the district's Nutrition Services Department if a student has an allergy and specific accommodations are required.

Schools can adapt lunchroom and classroom procedures to address the needs of all students. Schools may restrict the presence of peanuts and peanut products, restrict the delivery of balloon bouquets and take other precautions.

Please check your school handbook for specific information on restrictions and procedures related to allergies.

BACKPACKS

Students are to place their backpacks in lockers during the school day unless they have received administrative permission.

BICYCLES, MOPEDS, SKATEBOARDS, AND ROLLERBLADES

Please exercise appropriate traffic and safety procedures at all times. The school district is not responsible for students riding bicycles to and from school, and assumes no responsibility for bicycles on the school grounds. Bicycles and mopeds should be parked in or near the racks. No one is permitted to ride a bicycle or moped during school hours without permission from the office. Skateboards, rollerblades, and roller shoes (with wheels) are prohibited on school grounds before, during, and after school hours.

CARS

Students who wish to drive a car to school should notify the office to register the car. Expectations for parking will be shared with students at that time. Illegal parking is defined as any car not parked in a painted stall.

Student drivers must park their cars immediately upon arrival at school and are not allowed to go to the parking lot without permission from the office. Students may lose parking privileges as a consequence for inappropriate behavior related to the automobile. Valley Southwoods is not responsible for damage to or theft of autos or items left in cars while parked in our lots.

The school retains the authority to conduct routine patrols of school parking lots and inspections of exteriors of automobiles on school property. The interiors of vehicles on school property may be inspected whenever an authorized school official has reasonable suspicion to believe that illegal or unauthorized materials are contained inside. Such patrols and inspections may be conducted without notice, without consent, and without a search warrant.

CELL PHONE/ELECTRONIC USE

Students may not use cell phones/ electronic device on school grounds during school hours and are asked to silence their cell phones during the school day. Students who violate this expectation will be subject to the following progressive discipline procedures:

1st Offense – Cell phone/electronic device will be confiscated. Student may pick up the cell phone/electronic device in the office at the end of the school day.

2nd Offense – Cell phone/ electronic device will be confiscated. Parent/Guardian will be asked to come to school to retrieve the cell phone/ electronic device and visit with an administrator. All cell phone/electronic privileges will be revoked for the remainder of the school year.

3rd and Additional Offenses - Cell phone/ electronic device will be confiscated. Parent/Guardian will be asked to come to school to retrieve the cell phone/ electronic device and visit with an administrator. In-school and/or out-of-school suspensions can be administered for each cell phone/ electronic device violation beyond the 2nd Offense.

CHANGE OF ADDRESS/TELEPHONE/EMAIL

If family addresses, phone numbers, and/or email addresses change during the school year, please notify the office immediately.

CIVIL DEFENSE

The Board of Education of the West Des Moines Community School District has approved a plan whereby upon notification of impending disaster, students will stay at school and follow a plan set up by the State Civil Defense Department. Each student and parent should be aware of the plan in order to know what steps of safety are being taken during a disaster.

COMMUNITY EDUCATION

The West Des Moines Community School District has a commitment to lifelong learning, and Community Education provides a vehicle for matching community needs and community resources. There are programs for people of all ages, from infants to the elderly. Every fall, winter and spring, Community Education offers an extensive list of courses such as cooking, writing, music, math, mechanics, drawing, exercise, and finances. In addition, Community Education provides programs and classes for preschoolers and for school age children before and after school and during the summer.

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.

CRISIS MANAGEMENT

The West Des Moines Community School District has plans in place to manage emergency and crisis situations that occur during school hours, involving students, staff or facilities. The emergency plan provides the procedures to follow at the time an emergency situation takes place. This may include responding to threats of violence, fire, tornado, bomb or terrorist acts. A crisis management plan provides the procedures to follow in the aftermath of a traumatic incident that effects the population at an individual site or across the district. This may include emergency situations as well as tragedies impacting an employee or student. For more information, log on to wdmcs.org/district/about/emergency-plan.

The plans include a process to communicate relevant information to appropriate audiences. Members of the administrative team, at the school and district level, are responsible for assessment of an incident or situation to determine if a crisis exists.

As part of the crisis management process, appropriate administrators determine whether communication is required. In the event of a school level, local or national emergency, the district will communicate via local media regarding safety measures and parent-student contact. In the event of a crisis, the district will communicate with those who are most affected by the crisis or at some risk a) when required by law, b) when there is a validated current or future risk or threat to the health or safety of students, staff or community members. If the judgment is made that no current or future threat exists, formal communication is not required.

EDUCATIONAL STUDY TRIPS

The school district does not sponsor, nor sanction, any privately sponsored educational study trips, either foreign or domestic. Students, having parent permission, are not denied their right to participate in any such trips. However, students are required to complete schoolwork they will miss while participating in such a trip prior to their absence.

ENGLISH AS A SECOND LANGUAGE WELCOME CENTER

All new families, for which English is a second language, must register their children for school at the district's Welcome Center. The Welcome Center is located at Valley High School. An appointment is necessary and may be scheduled by calling 633-4001.

FEES 2009-2010

Textbooks	Grade 9	\$78.00
District Owned Instruments	Annual Instrument	\$50.00
	Semester Instrument	\$25.00
Driver Education	July 1, 2009 – June 30, 2010	\$345.00
Bus Pass (.75 mile – 3 miles)	Quarterly One-Way	\$60.00
	Quarterly Two-Way	\$120.00
	Annual One-Way (4 qtrs.)	\$240.00
	Annual Two-Way (4 qtrs.)	\$460.00
Bus Pass over 3 Miles	For 9 th Graders	Free
Insufficient Check Charge		\$27.00
Non-Refundable – SAT	Student Activity Ticket	\$45.00
Summer School Classes (at Walnut Creek Campus)	In-District Student	\$220.00
	Out of District Student	\$270.00

WAIVER OF STUDENT FEES

Students whose families meet the income guidelines for free and reduced price lunch, the Family Investment Program (FIP), Supplemental Security Income (SSI), transportation assistance under open enrollment, or who are in foster care are eligible to have their student fees waived or partially waived. Parents or students who believe they may qualify for a waiver should contact the principal for a waiver form. This waiver does not carry over from year to year and must be completed annually.

REDUCIR O ELIMINAR EL COSTO DE LOS ALIMENTOS A LOS ESTUDIANTES

Las familias de los estudiantes que se benefician de los siguientes programas como: Programa de Inversión Familiar (FIP), Ingreso de Seguridad Suplementario (SSI), Asistencia para la transportación bajo inscripción abierta, o aquellos que están bajo cuidado tutelar son elegibles para almuerzo reducido o gratis. Las familias tienen que cumplir con las pautas de ingreso requeridas para poder aplicar para almuerzo a precio reducido o gratis. Los padres de estudiantes que entiendan que son elegibles para este servicio deben comunicarse con el director de la escuela y solicitar un formulario. Este formulario no cubre todo el año escolar, por lo tanto, debe llenar un formulario todos los años al comienzo de las clases en agosto.

FIELD TRIPS

Field trips may be planned during the year to extend the school curriculum to real life applications. A parent or guardian must sign the school's permission slip before each field trip for the student to participate. There may be expectations set by the teacher or team in order to participate in a field trip.

FIRE AND TORNADO DRILLS

Fire Drill

The purpose of a fire drill is to establish a routine for the efficient and safe removal of students and teachers from a school building in the event of a fire or other emergency and to develop a behavior pattern for meeting emergencies in adult life. A fire drill will be conducted twice a semester with complete removal of all personnel to a place of safety on the grounds outside. A classroom map is displayed in each room to identify the appropriate exit route. Appropriate behavior throughout the drill is expected.

Fire Exit Instructions

- 1) Signal: one constant alarm and flashing lights.
- 2) Students should walk single file to assigned exits (no running).
- 3) The first student out each door should hold the door open while the rest of the group leaves the room and then close the door.
- 4) All books and other materials should be left in the room, as each group will return to the same class after fire drills.
- 5) All persons should get completely away from the building in order to permit firefighters to get their trucks and other equipment to any part of the building.
- 6) In case the corridor assigned to room is blocked, leave the building by the next closest exit. If there are any rooms or situations not covered, leave by the closest route.
- 7) Everyone should leave the building either on a drill or an actual fire.
- 8) Return to the building after the all clear signal is given.

Tornado Drills

A tornado drill will be conducted twice a semester to prepare for an actual tornado. In the event of a severe storm warning which might develop during the school day, students will stay in the school and move to a location of greatest safety as indicated on the classroom maps until the danger has passed. Appropriate behavior throughout the drill or actual warning is expected. The West Des Moines Community Schools are also cooperating with the State Department of Education and Polk County Civil Defense Agency in providing arrangements in the event of a tornado watch or warning.

Parents are requested to not phone the school during the peak of a storm, as it is imperative that telephone lines be kept free. Parents are urged not to come near the schools in their cars during a severe storm because the students will be kept within the school buildings.

Tornado Warning Instructions

- 1) Signal: intercom announcement and a worble siren.
- 2) Students are to walk quietly and orderly to an area of safety as indicated on the classroom diagram.
- 3) Students are to sit on the floor, lean heads down, and cover their necks and heads with any protection available.
- 4) Return to classrooms after the all clear signal is given.

FOREIGN EXCHANGE STUDENTS (Board Policy 501.10)

The West Des Moines Community School District and its community of learners recognize the valuable benefits derived from experiences for our students that reflect the “global village” concept. We encourage exposure to a variety of backgrounds and cultures, and a rich exchange of ideas with those visiting our country from around the world. To this end, the board endorses the practice of hosting foreign exchange students in our secondary schools, with similar opportunities to be afforded for our students seeking education abroad.

Qualified foreign exchange students may be enrolled and attend school tuition-free if they are recommended by the American Field Service, Youth for Understanding or the Rotary International Youth Exchange Program, reside within the boundaries of this district, and are approved by the administration after proper application. The district will approve a maximum of three (3) students recommended by each above organization each school year.

Students who qualify under this policy will be given a Certificate of Attendance. If any of the above organizations do not send their allotted number of students during a given year, the administration may accept one foreign exchange student not affiliated with any of those organizations.

FUNDRAISING AND GIFTS

Possibilities for fundraising campaigns need to be approved by the Principal prior to implementation. Such properly cleared fundraising campaigns as the March of Dimes, Red Cross and United Way Campaign may be carried on with the approval of the administration. The Board of Education and the administration request that collections not be taken for the purpose of buying a gift for an individual. Teachers are also not permitted to give gifts to any students and may not ask students to contribute to a collection for the purchase of a gift to any individual. Fundraising campaigns may not violate the food, candy, and beverage consumption policy as described above.

INTERVIEWS

Any person other than a member of the teaching staff or an assigned student may not interview the student, unless the interview is arranged with the consent of the parent/legal guardian. The one exception to this would be possible child abuse. In such cases a representative of the Polk County Child Protection Agency will visit with the student in accordance with state laws of Iowa.

LOCKERS

Each student will be assigned an individual locker to place belongings such as coats, backpacks and textbooks. The locker is a part of the school building and remains the property of the school (and under the control of the school) while assigned to the student. Lockers are to be kept neat and orderly at all times. Food items should not remain in the locker overnight. Damage to the lockers will result in disciplinary action.

Students should keep their lockers securely locked at all times and not share the lock combination with others. The school is not responsible for articles lost or stolen from a locker.

Locker Inspection

School authorities may conduct school wide or randomly selected locker inspections without notice. School authorities may also inspect a student, student lockers, desks, work areas, or student automobiles based on a reasonable suspicion under the circumstances and in a manner reasonable in scope to maintain order and discipline in the schools, promote the educational environment, and protect the safety and welfare of students and school personnel. School authorities may also seize any illegal, unauthorized or contraband materials discovered in the inspection. Items of contraband may include, but are not limited to non prescription controlled substances and apparatus used for the administration of controlled substances, alcohol beverages, tobacco, weapons, explosives, poisons and stolen property. Possession of such items will be grounds for disciplinary action and may be grounds for reporting to local law enforcement authorities.

LOST AND FOUND

A lost and found box is located in the office. Please bring found items to this box and check the contents as appropriate. Items that are not claimed by the end of each semester are donated to area charitable organizations. We recommend that students avoid bringing valuable articles or large sums of money to school.

MESSAGES/DELIVERIES

To minimize interruptions to the educational environment, parents should only call to leave a message for their child during the school day if it is essential that the information be received before leaving school. Students will be called to receive the message during passing time. It is the responsibility of the student to listen to the intercom and come to the office. We discourage deliveries (e.g., flowers, balloons, food) to students at school. Items received for students will be held in the office until the end of the day and may be picked up at that time. **No latex balloons of any kind should be brought into the building at any time.** The school will not be held responsible for items left in the office. No deliveries will be accepted for students that involve an exchange of money.

NO PETS, PLEASE!

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.

PURCHASING PROCEDURES

All purchases for the West Des Moines Community School District should be made by employees of the district, unless otherwise authorized by an administrator. Controls and procedures as well as documentation are built into the district's purchase order system process. Parents, students and/or school volunteers may not make purchases nor receive reimbursement for purchases made on behalf of the district, unless prior approval has been given by an administrator.

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), KPLL(106.3) and KISS (107.5); and AM radio stations: KPSZ (940), WHO (1040), KWKY (1150), KRNT (1350), KXNO (1460).

Student days missed due to school closing will be made up beginning Thursday, June 3, 2010.

SCHOOL DATES

Open House – 4-6 p.m.	August 17
First Day of School (Orange Day, Regular Schedule)	August 20
No School - Labor Day Holiday	September 7
Parent-Teacher (3:00-7:00 p.m.)	October 7
Parent-Teacher Conferences (3:45 – 7:45 p.m.)	October 8
ITED Tests	October 27 and 28
End of First Quarter	October 23
No School for Students and Staff	November 25
No School - Thanksgiving Holiday	November 26& 27
Vacation/Winter Break	Dec. 21- Jan. 1
School Resumes	January 4
End of First Semester	January 13
No School for Students-Staff Workday	January 18
Parent-Teacher Conferences (3:00 - 7:00 p.m.)	February 17

Parent-Teacher Conferences (3:45 – 7:45 p.m.)	February 18
No School – Staff Development Day	February 19
Vacation/Spring Break	March 15-19
End of Third Quarter	March 29
No School for Students-Staff Collaboration/Bldg. Goals	April 23
No School - Memorial Day Holiday	May 31
Last Day for Students and Staff	June 2

- Any student or staff contract work days missed during the 2009-2010 school year will be made up after June 1, 2010.
- Staff members will be aware of and will refrain from testing during Jewish Holy Days and Good Friday.
- Staff members will be responsive to the religious observances of individual students if brought to their attention by students and parents.

SCHOOL HOURS

Office hours are 8:00 a.m. to 3:45 p.m. For immediate assistance after hours, please call the Learning Resource Center at 633-5000.

The school day is from 8:20 a.m. to 3:20 p.m. except for Wednesdays when school is dismissed at 2:35 p.m. Students may enter the building at 7:45 a.m. and remain in the Forum until dismissed unless special arrangements have been made with a teacher. Students are expected to be in their first period classes, ready to learn, by 8:20 a.m.

Students are expected to leave the school grounds following dismissal unless they participate in a supervised school activity or are meeting with a teacher for assistance.

SCHOOL PICTURES

School pictures for Valley Southwoods will be taken during Fall Registration. Make-up pictures will be on **Thursday, September 10th from 7:45 am – 3:30 pm** in the media center.

SCHOOL SCHEDULE

Classes are 45 minutes in length (except for first period which is 46 minutes to allow for announcements) with a 4-minute passing period between classes. On Wednesdays, due to the early dismissal for Collaboration, the length of our classes will be adjusted to 39 minutes. Occasionally the schedule will be adjusted for student assemblies or other special activities.

Period	M, T, Th, F	W
First Bell Rings	8:15 a.m.	8:15 a.m.
1	8:20-9:06 a.m.	8:20-8:59 a.m.
2	9:10-9:55 a.m.	9:03-9:42 a.m.
3	9:59-10:44 a.m.	9:46-10:25 a.m.
4	10:48-11:33 a.m.	10:29-11:08 a.m.
5	11:37 a.m.-12:53* p.m. (lunch)	11:12 a.m. -12:28* p.m. (lunch)
6	12:57-1:42 p.m.	12:32-1:11 p.m.
7	1:46-2:31 p.m.	1:15-1:54 p.m.
8	2:35-3:20 p.m.	1:58 – 2:35 p.m.

- Students are assigned to one of three lunch periods. Assignments will be rotated quarterly. All students are expected to remain in school during the lunch period unless they have received permission from the Principal's office to leave the building with a parent or guardian.

Lunch Shifts (M, T, Th, F)

1st: 11:33 a.m. - 12:03 p.m. (dismiss from lunchroom at 11:59 a.m., class begins at 12:03 p.m.)

2nd: 11:58 a.m. - 12:28 p.m. (class begins at 11:37 a.m., dismiss for lunch at 11:58 a.m., dismiss from lunchroom at 12:24 p.m., class resumes at 12:28 p.m.)

3rd: 12:23 p.m. – 12:53 p.m. (class begins at 11:37 a.m., dismiss for lunch at 12:23 p.m., dismiss from lunchroom at 12:53 p.m.)

Lunch Shifts (Wednesday)

1st: 11:08 a.m. - 11:38 a.m. (dismiss from lunchroom at 11:34 a.m., class begins at 11:38 a.m.)

2nd: 11:33 a.m. - 12:03 p.m. (class begins at 11:12, dismiss for lunch at 11:33 a.m., dismiss from lunchroom at 11:59 a.m., class resumes at 12:03 p.m.)

3rd: 11:58 a.m. – 12:28 p.m. (class begins at 11:12 a.m., dismiss for lunch at 11:58 a.m., dismiss from lunchroom at 12:28 p.m.)

SCHOOL-OWNED PROPERTY AND EQUIPMENT USE

The physical facilities belonging to the school district may not be used outside of school hours without permission from a Team Leader or the Principal and scheduled through Community Education. An authorized adult must supervise such use.

SPECIAL SERVICES TO OUR PATRONS

A sign language interpreter, translator and printed material in Braille can be made available at most district events. Contact your school at least 48 hours in advance of the event to request these services.

No qualified individual with a disability will be excluded on the basis of a disability from participating in a public meeting in the West Des Moines Community School District. To receive more information or request an accommodation to participate, contact Kay Rosene in the Office of School Community Relations at 633-5023.

STUDENT ASSISTANCE

The West Des Moines Community School District contracts the services of Employee and Family Resources for our Student Assistance Program. If you need assistance with family or school issues, call 244-6090 to speak to a counselor or schedule an appointment. The phone line is open 24 hours a day, seven days a week. Counselor sessions to assess problems are provided at no cost to you. When additional services are needed, the Student Assistance counselor will refer you to an appropriate, beneficial and affordable resource.

STUDENT IDENTIFICATION CARDS

Students will be issued an I.D. card which they are expected to carry at all times. Students will need their I.D. card to check out materials in the media center and to show at school-sponsored activities. If student behavior at a school-sponsored activity is deemed to be inappropriate, the card may be taken until the issue is resolved.

SUMMER SCHOOL

Announcements concerning Summer School offerings, including Summer Driver Education, will be shared with students following spring vacation. Parents may access the announcements via the school link on the district website (www.wdmcs.org).

TELEPHONE RECORDING DEVICE

Most school offices and principals' telephones are now equipped to record phone calls. Phones at the Learning Resource Center and Operations may also be able to record calls.

The capability to record a phone call is intended to improve customer service and enhance the safety of our staff, students and families.

TELEPHONE USE

Students may use the school phones in the entrance to the building, in classrooms, and in the office with a staff member's permission. Students will not be interrupted from class to make or receive calls, unless an emergency situation exists.

TEXTBOOKS AND FINES

Students will receive textbooks from the classroom teachers. Textbooks which are purchased and owned by the school district are issued to the student at the annual book rental fee. Students are

expected to keep their books in good condition and are responsible for any damaged, lost or stolen textbooks. Students must sign their names in ink on the bookplate in the front of each book.

Teachers will number each textbook and will keep a record of issue. Textbooks should be cared for adequately by students. Undue wear and tear and damage will result in a fine. When textbooks are issued, students are urged to examine them thoroughly and list any marked or torn pages or any excessive wear. This list should be given to the teacher issuing textbooks within the first week of school. It is suggested that all books be covered.

Students are responsible for returning all textbooks in good condition. Lost books must be replaced. Textbooks damaged by students may result in fines assessed by the instructor, based on the following:

- ink on a page, torn pages, pencil marks not erased (\$.10 per page)
- dirty and/or marked edges or covers (\$.25)
- any cause for rebinding the book (up to rebinding cost)
- missing page or pages (up to replacement cost)
- damage to the book (up to replacement cost)
- destroyed paperback book (up to replacement cost)
- lost book (up to replacement cost)
- lost P.E. or band locker padlock (replacement cost)

Any student found to be willfully destroying any property belonging to the school district will be required to pay the full damages.

TRANSPORTATION

Students who are dropped off at school should enter the main doors near the office. Students who ride the bus will enter the school at the South 35th Street entrance. Appropriate behavior is expected of students while riding the bus, whether it is to and from school, during an activity trip, or on a field trip.

Transportation Registration Process

The Transportation Department implements a mail-in registration process which provides an opportunity for district employees to receive, process, and assign eligible riders to school bus routes prior to school registration in August. The goal is to serve our students with safe, timely, and efficient school transportation beginning the first day of school. Families are eligible to register for transportation if:

- the student will be attending a WDMCS school or will be registered to attend Sacred Heart School.
- the student lives more than two miles from the elementary or junior high school (grades K-8) or more than three miles from the high school (grades 9-12).
- the student lives outside of the walk zone. Families who have already pre-registered for bus transportation will receive a letter stating free zone or pay zone. Families who have not pre-registered and would like bus service should contact the Transportation Department at 633-4902.
- the student will be enrolled in a “special needs” program in the Des Moines Independent School District (those presently served by WDMCS).

Route assignments, schedules, and bus passes will be printed for registered students and will be handed out at school registration in August. Payment for passes should be made at that time or through the school mail-in registration process. Transportation representatives will be available to answer questions. Route schedules will remain in effect throughout the school year and may be

changed as required by district policy. We strive to maintain safe, timely, and efficient transportation services and will not be able to negotiate pick-up times, drop-off times or changes in bus stops.

Families eligible for free transportation or wish to purchase transportation services during the next school year should submit registration information.

Questions? Call 633-4902.

Activity Bus

Activity buses will be available for students who participate in athletics or activities at Valley High School. An activity bus pass is required to ride the bus. Students who play a sport that practices at Valley High School will register for the bus pass when they fill out the necessary forms to play in that sport (sports eligibility card, completed physical, health information card, and activity bus form). Students who need to go to Valley for another school activity may obtain the bus pass by registering in the office.

VISITORS

To maximize school safety, all parents and other adult visitors are required to sign in at our office and wear a visitor badge. Persons other than parents who wish to visit for lunch will need prior approval from an administrator. If a parent wishes to meet with a staff member, please call in advance to schedule an appointment. Student visitors will not be allowed unless accompanied by parents for a tour of the school. School tours need to be scheduled in advance.

LEGAL NOTIFICATION

ACADEMIC SUSPENSION APPEAL

The violation of certain school rules can result in the suspension of the student from participating in academic activities. Such an academic suspension will result in the removal of the student from the classroom setting for a defined period of time. Educational services due the student will be continued through provisions as designated by the principal and/or designee.

In the event the student believes suspension is unfair, an appeal may be made to:

1. Other supervisory administrative staff in the line of authority.
2. The Superintendent of Schools.

Such appeals must be filed within three school days and a decision confirming or denying the appeal presented within two school days. Suspensions will be served while the appeal is being heard unless there is an allegation that due process (i.e., notice and opportunity to be heard) was not provided.

No appeal will be heard, investigated or acted upon unless it is reduced to writing and signed by the party bringing the appeal.

ACCESS TO STUDENT RECORDS

The West Des Moines Community School District intends to comply with the Family Education Rights and Privacy Act (FERPA) which affords parents and students over 18 years of age certain rights with respect to the student's education records:

- The right to inspect and review the student's education records within 45 days of the day the school receives a request for access.

- The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate.
- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the West Des Moines Community School District to comply with the requirements of FERPA. (Contact: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, DC 20202-4605)

In addition, parents or guardians shall be informed if keeping information in the files becomes unnecessary, and they shall have the right subsequently to request that it be destroyed. For further information, see Board Policy 506.3. Copies are available at the Learning Resource Center, 3550 Mills Civic Parkway, West Des Moines, IA 50265-5556. All Board policies are posted on the West Des Moines Community School District web site – www.wdmcs.org.

ALLEGATIONS OF ABUSE

In compliance with state regulations, the West Des Moines Community School District has appointed Lisa Remy, Associate Superintendent of Human Resources, as the investigator of allegations of abuse of students by school employees. She can be reached at 633-5037. Alternate investigators are Dr. Lori Diebel, Director of Human Resources (633-5038) and an additional alternate who can be reached by contacting Dr. Diebel.

ASBESTOS

Pursuant to the requirement of the Asbestos Hazard Emergency Response Act (AHERA), a copy of the Asbestos Management Plan for each building in the West Des Moines Community School District is available for review by all parents, teachers, employees, etc. in each respective facility. A complete set of all plans is also available at the Operations facility, 2102 Delavan Drive, West Des Moines.

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.

EQUAL ACCESS

The West Des Moines Community School District believes that it is important for students to learn the meaning and practice of freedom of speech while in school, in order that as future citizens they will appreciate the proper exercise of this vital liberty. In adopting an equal access policy, the school district does not forego its authority to maintain an orderly and disciplined school environment.

The schools in this district will have a limited public forum for student groups wishing to meet to engage in speech, subject to restrictions outlined in Board Policy 504.21.

EQUAL EDUCATIONAL OPPORTUNITIES: PROHIBITION OF DISCRIMINATION, HARASSMENT AND BULLYING TOWARD STUDENTS (Policy 502.2)

Nondiscrimination

No student in the West Des Moines Community School District will be excluded from participation in, be denied the benefits of, or be subjected to discrimination in District programs on the basis of race, color, creed, national origin, sex, physical or mental disability, religion, sexual orientation, gender identity or marital status. The policy of the District will be to provide educational programs and opportunities for students as needed on the basis of individual needs, interests, abilities and potential.

Harassment and Bullying Prohibited

The District is committed to providing all students a safe and civil educational environment in which all are treated with dignity and respect. The District is also committed to promoting understanding and appreciation of the cultural diversity of our society. The District will educate students about our cultural diversity and will promote tolerance of individual differences. Harassment and bullying of students is against the policy of the State of Iowa as well as of the District. The District will promote procedures and practices to reduce and eliminate harassment and bullying. The 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. This includes harassment or bullying based on any student's actual or perceived traits or characteristics, including the student's actual or perceived 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. Employees, volunteers or students will not engage in reprisal, retaliation, or false accusation against a victim, witness or individual who has reliable information about an act of harassment or bullying. If, in response to the filing of a bullying complaint, an individual who is the subject of a bullying complaint then files a bullying complaint, the individual will not be considered to have engaged in an act of retaliation unless the complaint is based on a false accusation.

Acts of harassment or bullying may be treated as grounds for discipline. Discipline may include suspension or expulsion of a student, suspension or termination of an employee's employment, and/or exclusion of a volunteer from District activities or premises.

Definitions

Harassment and bullying may include any electronic (such as emails or instant messages), written, or verbal communication and/or any physical act or conduct toward a student 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 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 District services, activities, or privileges.

Examples of prohibited behavior may include, but are not limited to, the following:

- unwelcome touching;
- inappropriate or demeaning remarks, jokes, stories, activities, symbols, signs or posters;

- implied or explicit threats concerning grades, awards, property or opportunities;
- requiring, explicitly or implicitly, that a student submit to harassment or bullying as a term or condition of the student's participation in any educational program or activity.

Sexual Harassment

It is the policy of the District to maintain a learning environment that is free from sexual harassment. All employees, visitors and students must avoid any action or conduct which could reasonably be perceived as sexual harassment. It will be a violation of this policy for any person to harass a student through conduct or communications of a sexual nature as defined in this policy.

Definition: Sexual harassment will consist of unwelcome sexual advances, requests for sexual acts or favors, and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of the student's educational opportunities or benefits; or
- Submission to or rejection of such conduct by a student is used as the basis for educational decisions affecting that student; or
- Such conduct has the purpose or effect of substantially interfering with a student's education by creating an intimidating, hostile, or offensive educational environment.

Sexual harassment may include, but is not limited to the following:

- requests or pressure for sexual activity;
- unwelcome touching;
- other verbal or physical conduct of a sexual nature, such as inappropriate jokes, symbols, signs or posters of a sexual nature;
- repeated remarks to or about a person with sexual or demeaning implications.

Complaint Procedures

Any person alleging a violation of this policy may file a complaint with an administrator in the student's school or by the using the *Bullying and Harassment Complaint Form* (at the end of this policy). Employees who are aware of harassment or bullying will file a written complaint or will report the conduct to a building administrator or to the compliance officer. The complainant may bypass any step of the complaint procedure where the person to whom the complaint is to be lodged is believed to be involved in the alleged misconduct. The complainant may then file the initial complaint with the Associate Superintendent of Human Resources, Lisa Remy, whose decision may be appealed to the Superintendent.

The complainant may be required to complete a written complaint form and to provide any evidence of harassment or bullying including, but not limited to, letters, emails, tapes, signs, and pictures. If a written complaint is filed, an investigator will promptly review the allegations to determine if the complaint states a possible violation of this policy. If so, the investigator will commence an investigation and proceed to completion. Both the complainant and the alleged perpetrator will be given an opportunity to give a statement as a part of the investigation. District employees, students and volunteers are expected to fully and fairly cooperate in the investigation.

A written investigative report will be completed following a formal investigation, and a summary of the report, including a determination that the complaint was founded, unfounded, or inconclusive will be forwarded to the complainant, to the parent or guardian, and to the alleged perpetrator. The investigator will consider the totality of the circumstances presented in determining whether the conduct objectively constitutes discrimination, bullying or harassment.

Grievance Procedures- Students With Disabilities

The District has established a policy addressing complaints of discrimination (including bullying and harassment) for students with disabilities, *604.9 Grievance Procedure – Students with Disabilities (Section 504)*. This policy also addresses procedures for handling concerns regarding accommodations for students with disabilities.

Compliance Officer

The District's Associate Superintendent of Human Resources will be designated as the District's compliance officer to ensure that all cases of alleged discrimination, harassment and bullying are treated in accordance with District policy. In the event the compliance officer is the alleged perpetrator, the Superintendent will be the alternate compliance officer.

Confidentiality

Confidentiality, both of the complainant and of the accused, will be respected to the extent possible consistent with the District's legal obligations, and with the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred.

No Retaliation

No person will retaliate against a student or other person because the student or other person has filed a complaint of discrimination or harassment, assisted or participated in an investigation, or has opposed language or conduct that violates this policy, as long as the participation or action was done in good faith. Persons who engage in retaliation or who knowingly file false complaints or give false statements in an investigation will be subject to discipline up to and including suspension, expulsion, termination of employment or exclusion of a volunteer, as applicable.

Corrective Actions

The District will take reasonable corrective action to address any improper discrimination, harassment or bullying. Corrective actions designed to remedy violations of this policy may include disciplinary measures such as warning, reprimand, suspension, expulsion, discharge or exclusion of a perpetrator.

Appeal

An appeal of an investigator's decision may be made to the Associate Superintendent of Human Resources.

Notification

Notice of this policy will be communicated to staff, students, and parents of the District and to the District community. Notification will be included in employee and student handbooks and will be published in such other manner as the compliance officer will determine.

Training

The District may educate staff, parents and students about discrimination, harassment and bullying, effective methods of prevention, and what to do in the event of such actions. The District will assess the effectiveness of this policy and its education programs and will make reports to the Iowa Department of Education as required.

Other Agencies

Students and their parents may also contact the Iowa Civil Rights Commission, 211 E. Maple, Des Moines Iowa, 50309 (515 281-4121) and/or the Office of Civil Rights of the United States

Department of Education, 111 N Canal St., Suite 1053, Chicago, Illinois 60606-7204 (319 886-8434) for assistance. The inquiry or complaint to the federal office may be done instead of, or in addition to, an inquiry or complaint at the local level.

Bullying and Harassment Investigation Procedures

Individuals who feel that they have been harassed or bullied should:

- Communicate to the harasser/bully that the individual expects the behavior to stop, if the individual is comfortable doing so. If the individual wants assistance communicating with the harasser, the individual should ask a teacher, counselor or principal to help.
- If the harassment or bullying does not stop, or the individual does not feel comfortable confronting the harasser, the individual should:
 - ◇ tell a teacher, counselor or principal; and
 - ◇ write down exactly what happened, keep a copy and give another copy to the teacher, counselor or principal including:
 - what, when and where it happened;
 - who was involved;
 - exactly what was said or what the harasser did;
 - witnesses to the harassment;
 - what the student said or did, either at the time or later;
 - how the student felt; and
 - how the harasser responded.

Complaint Procedure

An individual who believes that the individual has been harassed or bullied will notify the building investigator. An alternate investigator(s) will also be designated at each building. The investigator may request that the individual complete the Harassment/Bullying Complaint form and turn over evidence of the harassment, including but not limited to, letters, tapes or pictures. The complainant will be given a copy of the completed complaint form. Information received during the investigation is kept confidential to the extent possible.

The investigator, with the approval of the principal, or the principal has the authority to initiate an investigation in the absence of a written complaint.

Investigation Procedure

The investigator will receive and review all complaints. The investigator will reasonably and promptly commence an investigation upon receipt of a complaint alleging a violation of this policy. The investigator will interview the complainant and the alleged harasser. The alleged harasser may file a written statement in response to the complaint. The investigator may also interview witnesses as deemed appropriate.

Upon completion of an investigation, the investigator will make written findings and conclusions as to each allegation of harassment and report the findings and conclusions to the principal. The investigator will provide a copy of the findings of the investigation to the principal.

Resolution of the Complaint

Following receipt of the investigator's report, the principal may investigate further, if deemed necessary, and make a determination of any appropriate additional steps which may include discipline.

Prior to the determination of the appropriate remedial action, the principal may, at the principal's discretion, interview the complainant and the alleged harasser. The principal will file a

written report closing the case and documenting any disciplinary action taken or any other action taken in response to the complaint. The complainant, the alleged harasser and the investigator will receive notice as to the conclusion of the investigation. The principal will maintain a log of information necessary to comply with Iowa Department of Education reporting procedures.

Points to Remember in the Investigation

- Evidence uncovered in the investigation will be handled with discretion; however, there is no guarantee of confidentiality.
- All complaints must be taken seriously and those stating claims will be investigated.
- No retaliation will be tolerated against individuals involved in the investigation process.
- Retaliators will be disciplined up to and including suspension and expulsion.

Conflicts

If the investigator is a witness to the incident, the alternate investigator will investigate.

For copies of the complaint form, witness disclosure form and investigation findings form, please see Board Policy 502.2

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

Dr. Lori Diebel

Affirmative Action/EEO Coordinator

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

Dr. Donna Wilkin

Multi-Culture Gender Fair Coordinator

Associate Superintendent of Teaching and Learning
Services

3550 Mills Civic Parkway

West Des Moines, IA 50265-5556

Phone (515) 633-5057

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, marital status or socioeconomic 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 Board requires all persons, agencies, vendors, contractors and other persons and organizations doing business with or performing services for the school district to subscribe to all applicable federal and state laws, executive orders, rules and regulations pertaining to contract compliance and equal opportunity.

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, Dr. Lori Diebel, 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 (Policy 402.10)

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 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 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.

OPEN ENROLLMENT

Parents or guardians considering the use of the open enrollment option to enroll their children in another public school district in the state of Iowa should be aware of the following deadlines.

September 1, 2009 - last date for open enrollment requests for entering kindergarten students and those students falling under the "good cause" definition for the 2008-2009 school year.

March 1, 2010 - last date for regular open enrollment requests for the 2009-2010 school year. Applications must be filed with the district of residence **and** the receiving district. Parents or guardians of open enrolled students who meet the federal income guidelines are eligible for transportation assistance. This may be in the form of actual transportation or in the form of a cash stipend. Parents and students should be aware that open enrollment may result in the loss of athletic eligibility for participation in varsity sports. For further information, contact your principal or Kurt Subra, Chief Financial Officer, at 633-5075.

PHYSICAL RESTRAINT, PHYSICAL CONFINEMENT AND DETENTION OF STUDENTS (Policy 503.2)

In compliance with Iowa Administrative Code, Chapter 103, the district has a comprehensive policy (503.2) related to employee physical contact with a student and employee use of reasonable force with a student. Board policies are posted on line at www.wdmcs.org

PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

PPRA affords parents and students who are 18 or emancipated minors ("eligible students") certain rights regarding the district's conduct of surveys, collection and use of information for marketing purposes and certain physical exams. These include the right to:

- *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas if the survey is funded in whole or in part by a program of the U.S. Department of Education:
 1. Political affiliations or beliefs of the student or student's parent;
 2. Mental or psychological problems of the student or student's family;
 3. Sex behavior or attitudes;
 4. Illegal, anti-social, self-incriminating or demeaning behavior;
 5. Critical appraisals of others with whom respondents have close family relationships;
 6. Legally recognized privileged relationships, such as with lawyers, doctors or ministers;
 7. Religious practices, affiliations or beliefs of the student or parent;
 8. Income, other than as required by law to determine program eligibility.
- Receive notice and an opportunity to opt a student out of:
 1. Any other protected information survey, regardless of funding;

2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision or scoliosis screenings, or any physical exam or screening permitted under state law.
- *Inspect*, upon request and before administration or use:
 1. Protected information surveys of students;
 2. Instruments used to collect personal information from students for any of the above marketing, sales or other distribution purposes;
 3. Instructional materials used as part of the educational curriculum.

The West Des Moines Community School district will develop and adopt policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales or other distribution purposes. The district will directly notify parents and eligible students of these policies at least annually at the start of each school year and after any substantive changes. The district will also directly notify parents and eligible students, such as through U.S. mail or email, at least annually at the start of each school year of the specific or approximate dates of the following activities and provide an opportunity to opt a student out of participating in

- Collection, disclosure or use of personal information for marketing, sales or other distribution;
- Administration of any protected information survey not funded in whole or in part by the U.S. Department of Education;
- Any non-emergency, invasive physical examination or screening as described above.

Parents and/or eligible students who believe their rights have been violated may file a complaint with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, DC 20202-4605.

PUBLIC CONDUCT ON SCHOOL PREMISES (POLICY 909)

The Board of Education expects that students, employees and visitors will treat each other with respect, engage in responsible behavior, exercise self-discipline and model fairness, equity and respect. Individuals violating this policy will be subject to discipline. Students will be disciplined consistent with the student conduct policies. Employees will be disciplined consistent with employee discipline policies and laws. Others will be subject to discipline according to this policy.

Individuals are permitted to attend school sponsored or approved activities or visit school premises only as guests of the school district, and, as a condition, they must comply with the school district's rules and policies. Individuals will not be allowed to interfere with or disrupt the education program or activity. Visitors, like the participants, are expected to display mature, responsible behavior. The failure of individuals to do so is not only disruptive but embarrassing to the students, the school district and the entire community.

To protect the rights of students to participate in the education program or activities without fear of interference or disruption and to permit the school officials, employees and activity sponsors and officials to perform their duties without interference or disruption, the following provisions are in effect:

- Abusive, verbal or physical conduct of individuals directed at students, school officials, employees, officials and activity sponsors of sponsored or approved activities or at other individuals will not be tolerated.

- Verbal or physical conduct of individuals that interferes with the performance of students, school officials, employees, officials and activity sponsors of sponsored or approved activities will not be tolerated.
- The use of vulgar, obscene or demeaning expression directed at students, school officials, employees, officials and activity sponsors of sponsored or approved activities participating in a sponsored or approved activity or at other individuals will not be tolerated.

If an individual becomes physically or verbally abusive, uses vulgar, obscene or demeaning expression, or in any way interrupts an activity, the individual may be removed from the event by the individual in charge of the event. Law enforcement may be contacted for assistance.

Individuals removed from school premises have the ability to follow the Board's chain of command and complaint policies should they choose to do so. The exclusion is in effect should the individual choose to appeal the decision of the superintendent. The term "individual" as used in this policy also includes students and employees.

If an individual has been notified of exclusion and thereafter tries to enter a school building or attends a sponsored or approved activity, the individual will be advised that his/her attendance will be referred for prosecution. The school district may obtain a court order for permanent exclusion from the school building or from future school sponsored or approved activities.

RELEASE OF INFORMATION AND PHOTOGRAPHS

In the West Des Moines Community School District, information and photographs or likenesses may be released without written consent unless qualified objectors comply with the procedure in the final paragraph below. This information may include student name, address, telephone number, e-mail address, date and place of birth, photographs, grade level, major field of study, officially recognized activities and sports, height and weight of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student. Some of this information may be compiled in an annual directory, published and distributed by parent groups at some schools.

Limited student information may be posted on the World Wide Web pages, under guidelines developed by the West Des Moines Community School District. That information may include a student's name (for purposes of recognition, posting artwork or written work, etc.) or a photo of a group of students (without individual student identification).

In addition, two federal laws require school districts receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings – unless parents have advised the school district that they do not want their student's information disclosed without their prior written consent.

Objections to release of information or photographs may be submitted on forms available at the time of registration at all WDMCS schools. Or, objections may be sent within two weeks of the student's enrollment in school to Kay Rosene, Director of School/Community Relations, West Des Moines Community School District, 3550 Mills Civic Parkway, West Des Moines, Iowa 50265-5556. Appropriate district staff will be informed of the objection to release of information or photographs.

SEARCH AND SEIZURE

School authorities may, without a search warrant, search a student, student lockers, desks, work areas or student automobiles under the circumstances permitted by the law. During periodic inspections, students may be required to place their backpacks (or any other container used by a

student for holding or carrying personal belongings of any kind) in their locker or in the hallway outside of their locker. Such inspections will occur in the presence of the student or in the presence of at least one other person. Any illegal, unauthorized or contraband materials discovered in the search may be seized.

Items of contraband may include but are not limited to nonprescription controlled substances such as marijuana, cocaine, amphetamines, barbiturates; apparatus used for administration of controlled substances; drug look alike; alcoholic beverages; tobacco; weapons; explosives; poisons; or other dangerous objects or stolen property. Such items are not to be possessed by a student anywhere on the school premises or at school sponsored activities.

Searches of individual persons and/or individual locker, desk or work area searches will be conducted immediately and without prior notification whenever there exists "reasonable suspicion." Maintenance inspections of lockers, desks, or work areas may be conducted at any time and without prior notice.

Periodic inspections of school lockers, desks or other facilities or spaces owned by the school and provided as a courtesy to a student may be conducted -- without prior notice -- using a drug-sniffing animal. A drug-sniffing animal may not be used to search the body of a student.

Students are permitted to park on school premises as a matter of privilege, not a right. The interior of a student's automobile on the school premises may be searched without a search warrant, if there is reasonable suspicion to believe that illegal, unauthorized or contraband items are contained inside.

STUDENT ACTIVITY CONDUCT CODE STATEMENT OF PHILOSOPHY

The West Des Moines Community School District strives to develop each student's potential and to foster positive interpersonal relationships. Essential to the achievement of these goals is reasonable and necessary order, which will result only through good discipline.

To that end, the district has codes of conduct governing the actions of all of its students. These codes outline the expectations for acceptable conduct in the areas of academics, attendance and discipline.

The Board of Education of the West Des Moines Community School District affirms its support of the student responsibility and discipline policies, affirms its intent to support staff who enforce these policies and affirms its intent to hold staff accountable for implementing these policies.

A Student Activity Conduct Code outlines further expectations for those who participate in activities. Participation in an activity program is a privilege granted to students (K-12) displaying the interest and talent the activity requires. These students serve as representatives of our district to their peers, to the public within our district, and to other school districts. Because of the responsibility inherent in representing the West Des Moines Community School District, a higher level of conduct is demanded of those students than is expected of the general student population.

It should be clearly understood that students who participate in activities may not use alcohol, tobacco, or controlled substances at any time in any location to remain eligible.

STUDENT DISCIPLINE - BOARD POLICY 503.1

The students served in the West Des Moines Community School District are highly motivated and respectful of the rights of others. They recognize the importance of education and display this through their compliance with necessary rules and policies relative to their behavior while in school.

However, in any school setting, it is realistic to acknowledge that situations will arise which are in conflict with established rules and policies. In that event, students may be disciplined for conduct, acts or behavior which disrupt the orderly and efficient operation of the school or school activity, conduct which disrupts the rights of other students to obtain their education or participate, or conduct which interrupts the maintenance of a scholarly, disciplined atmosphere.

Breach of Discipline May Include, Without Limitations:

1. Refusal to conform to school policies, rules or regulations.
2. Conduct which disturbs the orderly, efficient and disciplined atmosphere and operation of the school or school-related activity.
3. Refusal to comply with directions from teachers, administrators or other school personnel.
4. Physical attack or threats of physical attack to students, teachers, administrators or other school personnel.
5. Possession of weapons, firearms, contraband, dangerous objects or look-alikes.
6. Extortion.
7. Criminal or illegal behavior.
8. Theft or robbery.
9. Damaging, altering, injuring, defacing or destruction of any building, fixture or tangible property.
10. Causing a fire or explosion, or placing any burning or combustible material, or any incendiary or explosive device or material, in or near any school property, whether or not any such property is actually damaged or destroyed.
11. Threatening to place or attempting to place any incendiary or explosive device or material, or any destructive substance or device in or about the school premises or premises where a school-sponsored activity will be held.
12. Fighting or engaging in disruptive or violent behavior at school or at school events.
13. Making noise in the vicinity of the school or school-sponsored activities, which disrupts the orderly, efficient and disciplined atmosphere of the school or the school-sponsored activity.
14. Abusive epithets, threatening gestures, or other uncivil behaviors to other students, teachers, administrators or other school personnel.
15. By words or action initiating or circulating a report or warning of fire, epidemic or other catastrophe knowing such report to be false or such warning to be baseless.
16. Obstructing school premises or access to school premises or premises where a school activity is being held.
17. Possessing or consuming alcoholic liquors or beer on school property or while attending a school activity.
18. Possession of a controlled substance or controlled substance look-alike.
19. Use of tobacco or any controlled substance.
20. Gambling.
21. Documented conduct detrimental to the best interest of the school district.
22. Harassment or bullying as described in Policy Code 502.2

This discipline policy shall govern students while on school premises; while on school owned and/or operated school or chartered buses; while attending or engaged in school activities; while away from school grounds if misconduct will directly affect the good order, efficiency, management and welfare of the school.

Consequences for Violating the Regulations, Rules and Policies of the School District

Students who violate policies, rules or regulations of the school district, or who have documented cases of conduct detrimental to the best interest of the school district, may be suspended or expelled from school or otherwise punished as provided by this policy.

The principal or designee(s) shall have the authority to suspend students temporarily. Such suspension may be for a period not to exceed ten (10) school days. A suspended student shall be given opportunity to make up work and receive credit on the same basis as other absentees. A day of suspension shall be counted as an absence. The initiative to make up work must be made by the student.

The principal or designee(s) may impose a range of penalties based upon professional judgment and the facts and circumstances of each situation. Consequences may range from warning, counseling, reprimand, detention, in-school suspension, loss of privileges, suspension from school, suspension from participation in activities, or recommendation for expulsion.

The Board of Education, upon the recommendation of the Superintendent, may expel a student from school for violation of the policies, rules or regulations of the school district or for documented cases of misconduct detrimental to the best interest of the school district. The Board may also expel any child whose presence in school may be injurious to the health and/or safety of others or to the welfare of the school.

The Superintendent may assist a student who is expelled to maintain their educational progress or participate in an alternative form of educational programming.

Firearms and Other Dangerous Weapons

Any student who possesses a dangerous weapon while on school property will be suspended and may be recommended for expulsion to the Board of Education. Any student who brings a firearm to school, or knowingly possesses a firearm at school shall be automatically expelled from school by the Board of Education for a period of not less than one year. The superintendent may, at his/her discretion, recommend to the Board of Education to modify the one-year mandatory expulsion requirement on a case-by-case basis.

All school officials shall be responsible for promptly reporting to the local law enforcement agency any dangerous weapon or firearm found or possessed on school property.

For purposes of this policy a dangerous weapon shall be defined as follows:

Dangerous Weapon: Any instrument or device designed primarily for use in inflicting death or injury upon a human being or animal, and which is capable of inflicting death upon a human being when used in the manner for which it was designed. Additionally, any instrument or device of any sort whatsoever which is actually used in such a manner as to indicate that the student intends to inflict death or serious injury upon another, and which, when so used, is capable of inflicting death upon a human being, is a dangerous weapon. Dangerous weapons include, but are not limited to, any offensive weapon, pistol, revolver, or other firearm, dagger, razor, stiletto, switchblade knife, or knife having a blade exceeding five inches in length.

For purposes of this policy a firearm shall be defined as follows:

Firearm: A firearm means (a) any weapon (including a starter gun) which will or is designed to or can readily be converted to expel a projectile by the action of an explosive; (b) the frame or receiver of any such weapon; (c) any firearm muffler or firearm silencer; or (d) any destructive device. Such term does not include an antique firearm.

Students with Disabilities

Following the suspension of a special education student, an informal evaluation of the student's placement will take place. The Individualized Education Program (IEP) will be evaluated to determine whether it needs to be changed or modified in response to the behavior that led to the suspension.

If a special education student's suspensions, either in or out of school, equal ten days on a cumulative basis, a staffing team will meet to determine whether the IEP is appropriate.

Students who have not been identified as special education students may be referred for evaluation after the student's suspension to determine whether the student has a disability and is in need of special education.

If the student has been identified as a child requiring special education, the Board will not suspend or expel the student without complying with requirements of law relating to special education. In such cases, the IEP team will determine if the behavior is a manifestation of the student's disability. A student eligible for special education will not be expelled or have a long-term suspension imposed if the behavior is a manifestation of the disability. If the behavior is not a manifestation of the disability, a long-term suspension or expulsion may be imposed, but an appropriate alternative program will be provided. The Board will be provided pertinent special education records when considering the suspension or expulsion recommendation.

Readmission

Readmission after suspension may be made by the principal when the conditions of the suspension have been met, but readmission after expulsion will be in the manner prescribed by the Board of Education of the school district. A student will be eligible for readmission after expulsion at the beginning of the school year or at any such other time as is determined by the Board.

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Posting and Publication

The discipline policy and administrative rules and procedures shall be printed and distributed to attendance centers; shall be made available to staff, students and parents/guardians; and shall be posted in at least one location in each attendance center which is accessible to staff, parents/guardians and students at the beginning of the school year.

Request for an Accurate Record

Upon the request of school officials of a school to which a student seeks to transfer or has transferred, school officials of the West Des Moines Community School District shall provide an

accurate record of any suspension or expulsion actions taken, and the basis for those actions taken, against the student under sections 279.9 (alcohol, tobacco, and controlled substances), 280. 19A (alternative school students/drop outs), 282.3 (exclusion of students “whose presence in school has been found to be injurious to the health of other pupils”), 282.4 (suspension and expulsion statute), and 282.5 (generic suspension/expulsion/readmission section) of the School Code of Iowa.

If you have any questions or concerns regarding this discipline information, please contact your principal.

NOTE: The discipline policy takes a strong stand against possession of weapons, dangerous objects or “look-alikes” on school grounds or at school sponsored activities. A student found to be in possession of “look-alikes” or ANY type of weapon is subject to out-of-school suspension for up to ten days and for possible recommendation for expulsion. Federal and state law require school districts to expel, for not less than one year, a student who is in possession of a firearm on school grounds. (See exception noted under “Firearms and Other Dangerous Weapons” section of the discipline policy.)

If you have any questions or concerns regarding this discipline information, please contact your principal.

THREATS

Everyone needs to be aware that students who write or talk about injuring or killing another student, staff member, or any other person or about using weapons must expect such statements to be taken very seriously. Because of recent events in schools across the United States, staff and administrators will consider such talking or writing about hurting or killing someone or using weapons as a serious threat. When we hear about such threats or statements, the situation will be investigated. If the information is substantiated, if someone did in fact make such threats or statements, the student(s) involved will be disciplined per district and/or building policy. It is important that students think about what they say, especially when they are upset or angry. Remember that teachers, counselors and administrators are here to help all students. Students affected will be referred to the appropriate personnel.

TEACHER QUALIFICATIONS

Parents/guardians in the West Des Moines Community School District have the right to learn about the following qualifications of their child’s teacher: state licensure requirements for the grade level and content areas taught, current licensing status of the teacher and baccalaureate/graduate certification/degree. You may also request the qualifications of an instructional paraprofessional who serves your student in a Title I program or if your school operates a school wide Title I program.

Parents/guardians may request this information from the Office of Human Resources by calling 633-5034 or sending a letter of request to the Office of Human Resources, 3550 Mills Civic Parkway, West Des Moines, Iowa 50265.

VIDEO/AUDIO MONITORING SYSTEMS AND STOP ARM CAMERAS ON SCHOOL BUSES

The West Des Moines Community School District Board of Education has authorized the use of video/audio systems on school district buses. These systems will be used to monitor student behavior to maintain order on the school buses and to promote and maintain a safe environment.

Students and parents are hereby notified that the content of the videotapes may be used in a student disciplinary proceeding. The contents of the videotapes are confidential student records and may be retained with other student records. Videotapes will only be retained if necessary for use in a student disciplinary proceeding or other matter as determined necessary by the administration.

All district-owned school buses are equipped with a video/audio monitoring system. The above notice is also posted in all buses.

In addition, all buses are equipped with stop arm cameras. These cameras are used to identify drivers who pass a school bus when the stop arm is extended.