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**TO THE PARENTS AND STUDENTS OF
STILWELL JUNIOR HIGH SCHOOL**

Dear Parents,

We would like to welcome you and your child to Stilwell Junior High School. We are looking forward to working with you to provide the best possible learning environment we can for your student. We are excited about being involved with and guiding your son/daughter through this important phase of their educational program.

This handbook has been developed for you and your children. Every effort has been made to outline school procedures and services so you can assist your child in having a tremendous experience here at Stilwell. If you have any questions please let us know.

You will have numerous opportunities to become involved at Stilwell. That involvement is a great way to indicate to your child how important their education is to you. Our Parent Advisory Council provides an opportunity for that involvement as well as being a way to stay in tuned with what is happening at our school. If you would like to help out in any other way here at Stilwell please contact our main office.

We, as staff members, realize the high standards the community holds for our schools for its young people. We are proud of our school, we appreciate the trust you have placed in us, and we welcome your help and involvement as we maintain the highest academic and social standards possible.

Mr. Tim Miller, Stilwell Principal
Mr. Mitch Kuhnert, Stilwell Assistant Principal

Dear Students,

On behalf of the staff at Stilwell Junior High we would like to welcome you to a new school year. We look forward to knowing you well and helping you to maximize your talents.

Learning will be an exciting journey for all of us this year. We will do our best to facilitate meaningful experiences for you. We will count on you to expect the best of yourself and us, treat others with respect, pay attention in class, ask questions when you don't understand, complete your assignments on time, persist through challenges, and meet as many new classmates as you can.

We look forward to the opportunity to work and learn with you this year. We encourage you to work hard and build on your unique strengths and abilities.

Mr. Tim Miller, Stilwell Principal
Mr. Mitch Kuhnert, Stilwell Assistant Principal



Stilwell Junior High
 1601 Vine Street
 West Des Moines, Iowa 50265

Telephone 633-6000

FAX 633-6099

Stilwell Web Site:

<http://www.wdm.k12.ia.us/stilwell/>

- Requires either Netscape Navigator 4.x or Internet Explorer 4.0 or higher to access
 - Open up the browser and enter the URL address
 - Click on the Guest button
 - Check on daily announcements
 - Check on directions to athletic events
- Use the Events Calendar to look up specific details about st calendar entries
 - Click on Hypertext to find out more detail

How to Sign Up for our Group E-mail to Parents

Please visit <http://www.wdmcs.org/district/listserv>. The intent of this service is to communicate one way to parents about various activities, newsletters, and events that are happening. Approximately 80% of our parents signed up last year and were pleased with the service. You need to sign up each fall.

Mr. Tim Miller
 Mr. Mitch Kuhnert
 Mrs. Kathryn Zaun
 Mrs. Kristin Reed

Principal
 Assistant Principal
 Counselor
 Counselor / At-Risk

HISTORY OF STILWELL JUNIOR HIGH

The original junior high in West Des Moines was called Valley Junior High and was located at 7th and Hillside, just east of the old Valley High which is now the site of Hillside Elementary School. In the late 1950's the school district made plans to build a larger junior high.

Stilwell Junior High opened its doors in the fall of 1960. Stilwell was named after Mr. Elbert I. Stilwell, President of the West Des Moines Board of Education. Mrs. Harriette Knapp, the first principal, was followed by Dr. Dick Snell, Dr. Jim Stone, Mr. Tom Drake, and Mr. Les Aasheim. Mr. Tim Miller is the current principal.

The original Stilwell building consisted of the west two-story wing and the middle wing which contained a multipurpose room that is now an art room and a drama room. The old multipurpose room was used for P.E., music, band and lunch. There was no hot lunch program.

In 1962, the second stage of construction, the gym, stage, locker room, art and technology education rooms were added. At that time, an open patio area was located where the present lunchroom and library now exist.

In 1987 - 88 construction enlarged the library, added a multipurpose room, and remodeled the family consumer science facilities. Additionally, the office area was enlarged and remodeled.

Construction of the newest addition to Stilwell started during the summer of 1991 and continued through the summer and into the fall of 1992. The 1992-93 school year was the first year of usage for the new two-story classroom wing on the north side of the building.

Also, the gymnasium, multipurpose room, and music facility were used for the first time 1992-93. This addition is on the east side of the building and ties into the initial structure. The food service area has undergone both addition and renovation.

The entire north side of the original building has been remodeled. The media center has expanded into the old multipurpose room and an adjacent classroom. The old gym is now an auditorium.

The second story of the original two-story classroom area has been carpeted and new windows installed. The first floor has been redone so the main entry is on the west side of the building. The office has been expanded to include the area from the previous office to the new entryway.

In 2003 a remodeling project was completed which provided air conditioning to areas of the building that had been without it. A new mechanical room was added to the northeast corner of the building. The two science rooms on the west side of the building were expanded and updated.

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 schedules (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.

General Information

Academic Program***Seventh Grade*****Required Courses:**

English

Mathematics - (Pre-Algebra, Math or Basic Math)

Social Studies (or Foundations)

Science

Physical Education - (every other day)

Exploratory Program (9 weeks)

Art

Family Consumer Science: Life Skills

Technology Education

Consumer Economics / Career Education

*Music - (select one music option below)

*Requirement is waived if student is enrolled in reading, special education, ELL, or ELP.

Optional Courses:

Band (every other day)

Orchestra (every other day)

Chorus (every other day)

Extended Learning (every other day)

ELL- English Language Learner (every day) Spanish (every other day)

Eighth Grade**Required Courses:**

English or Advanced English

Mathematics - (Algebra, Pre-Algebra, or Basic Math)

Social Studies or Advanced Social Studies

Science or Advanced Science

Physical Education - (every other day)

Electives:

Art (1 Semester)

Communications Media (1 Semester)

Drama (1 Semester)

Foreign Languages:

French (1 Year) Spanish (1 Year)

Family Consumer Science: Life Skills:

Family Living and Foods (1 Semester)

Home Furnishings (1 Semester)

Technology Education:

Exploring Technology (1 Semester)

Graphics/Energy & Power (1 Semester)

Band (every other day)

Chorus (every other day)

Orchestra (every other day)

Extended Learning (every other day)

ELL (English Language Learner) Every day

School Hours

The school day is from 7:35 a.m. to 2:35 p.m. Teachers and other staff personnel will be available to help students before and after school.

Upon arrival, students are expected to remain on school grounds. Students arriving before 7:25 a.m., or remaining at school later than 2:50 p.m., must be in the cafeteria unless under the supervision of a staff member.

Daily Schedule

Classes are 45 minutes in length with a 5 minute passing period between classes. Occasionally, the schedule will be adjusted to allow for early dismissals, student assemblies, advisory / homeroom schedules, and other activities.

Tiger Time	7:35-8:00
Period 1	8:05-8:50
Period 2	8:55-9:40
Period 3	9:45-10:30
Period 4	10:30- 12:00
Period 5	12:05-12:50
Period 6	12:55-1:40
Period 7	1:45-2:35

Lunch Schedules

1st Lunch	2nd Lunch	3rd Lunch
Lunch 10:30-11:00	Class 10:30- 11:00	Class 10:30-11:30
Class 11:05-12:00	Lunch 11:00-11:30	Lunch 11:30-12:00
	Class 11:35-12:00	

Students must eat at school unless they have received permission from the principal's office to leave the building with a parent. (Closed Noon Hour).

Students eating the 1st and 3rd lunch shifts are asked to leave their books in their lockers before reporting to the Cafeteria.

Early Dismissal And Collaboration Schedule

All 1:50 Dismissals

Period 1	7:35-8:20
Period 2	8:25-9:10
Period 3	9:15-10:00
Period 5	10:05-10:50
Period 4*	10:50-12:20 Lunch
Period 6	12:25-1:05
Period 7	1:10- 1:50

Early Dismissal Lunch Schedule

1st Lunch	2nd Lunch	3rd Lunch
Lunch 10:50-11:20	Class 10:50-11:20	Class 10:50-11:50
Class 11:25-12:20	Lunch 11:20-11:50	Lunch 11:50-12:20
	Class 11:55-12:20	

Fees

Textbook fees - Grades 7-8	\$50.00 per year.
Instrumental rental	\$50.00 per year (\$25.00 for 1 semester)
Bus tickets	Annual one-way \$194.50 (non-refundable)
	Annual Round Trip \$389.00 (non-refundable)
	Quarterly one-way \$54.00
	Quarterly Round Trip \$108.00

If any items that are expected to last several years are carelessly damaged or lost by a student, the student will be asked to pay the replacement cost.

Please be sure to obtain and keep a receipt for fees paid. This could save inconvenience later.

A combination lock is provided for the physical education locker. If the lock is lost, the student will be responsible for a replacement cost of \$5.00.

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: Almuerzo reducido o gratis, Programa de Inversión Familiar (FIP), Ingreso de Seguridad Suplementaria (SSI), Asistencia para la transportación bajo inscripción abierta, o aquellos que están cuidado por un tutor, son elegibles para recibir una reducción o eliminación de los honorarios estudiantiles. Los padres o los estudiantes que piensan que son elegibles para este servicio deben comunicarse con el director de la escuela y solicitar un formulario. Este formulario no cubre todos los años escolares, por lo tanto, Ud. debe llenar un formulario todos los años al comienzo de las clases en agosto.

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 or physical or mental disability or socioeconomic status in educational programs and activities

SCHOOL PROCEDURES

Absences

There are three types of absences:

Excused absence - Excused absences are illness of the pupil, illness in the family, extremely bad weather, religious observances, medical and dental appointments, etc.

Unexcused absence - Any absence is considered unexcused until a valid reason for the absence is known and approved by the school.

Truancy - A student who is absent without valid reason is considered truant. Any absence without consent of the parent and school authorities, except illness or emergency, will be considered a truancy. Truancy may result in detention or suspension from school.

Parents are asked to call the representative school by 9:00 a.m. on any day their child is absent. Please provide the student's name, student ID number, and the reason for the absence.

Stilwell office 633-6000

Any planned extended absences (vacations, trips, etc.) must be cleared with the office in advance of such absence.

If a student must miss school, it is necessary that he/she bring a written excuse upon returning. This excuse should indicate:

1. Date of absence
2. Student's full name
3. Explanation of specific cause of absence
4. Signature of parent or guardian

The scheduling of medical and dental appointments during school time should be avoided. Written excuses for such appointments must be brought to the office before school on the morning of the appointment date for a "building pass" excuse. Students are to report to the office upon leaving or returning after the appointment.

Students who plan to leave the building at any time during the **school day must first report to the office**. Any student who fails to notify the office before leaving the building will be considered truant.

Absence (Make up work)

Work missed during an absence from school needs to be made up. Students should report to each teacher on the day of return to school and make arrangements to complete the make-up work. If it is known in advance that a student will be absent from class or classes for a definite and approved reason, the student should obtain assignments in advance. Prolonged periods of absence from school are discouraged whenever illness is not a factor. Absences cause a disruption in the continuity of a

student's educational program and present problems for adequate make up of missed class work. Generally, students will be allowed two complete school days for each day of unplanned absences to a maximum of 10 days for make up work. If a student does not complete the make up work in the time established by the teacher, no credit will be given for that portion of the work not completed. Teachers are available to students before and after school and on a scheduled basis.

In case a pupil is to be absent for longer than three days, the parent may request class assignments in the office. Parents should allow one day for the school to collect the assignments and should make plans to have the assignments picked up at the office

Excessive Absences

When a student is absent from school five days within a quarter, a notice shall be mailed to the parent / legal guardian and a referral to a counselor will be made. If a student is absent ten days within a quarter, a conference will be requested with the parent / legal guardian, counselor and administrator. Procedures will be established to improve attendance .

Procedures may include:

- *Requiring a doctor's excuse regarding all illness
- *Parental confirmation by phone or note regarding all absences
- *Referral to a counselor
- *Referral to outside agencies
- *Referral to a truant officer or Polk County Mediator
- *Assigning detention
- *Suspension

Accelerated Pathways

Three new accelerated core classes (Biology, Accelerated Language and Literature/Fundamentals of Writing, and Accelerated Geographic Cultural Studies/Ancient Western Civilization) will be offered for eligible students at Valley Southwoods starting in the 2006-2007 school year. These three courses, plus geometry, provide pathways for students to take AP classes earlier at Valley. Eligible eighth graders may sign up for these courses when they register for ninth grade classes in January. Successful completion of all four accelerated classes, plus a GPA of 3.5, qualifies a student to participate in the honors program at Valley. Brochures are available in the office.

Advisor / Homeroom Groups

Students are assigned to an advisor group or homeroom called Tiger Time for the school year. These groups of students will be scheduled together periodically for a specific purpose.

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.

Allergy Alert- Peanut Allergy

Stilwell Junior High School will have a student who is extremely allergic to any form of contact with peanuts and peanut by-products. In an effort to keep this student from a life threatening situation we are asking everyone to refrain from bringing peanuts and peanut by-products into our building. The cooperation and understanding of everyone is greatly appreciated. Thank you!

Attendance (Board Policy 501.6)

Students are expected to attend school regularly in order to receive maximum benefit from the school program. Students who have good attendance are most likely to achieve higher grades and enjoy school to a greater degree. Absences cause disruption in the student's educational program and some loss to the student.

Compulsory Attendance (Board Policy 501.6) It shall be the policy of the West Des Moines Community School District to require that all children who have reached the age of six and under sixteen years old by September 15 be enrolled in:

1. A public School, or
2. an accredited nonpublic school or
3. have a competent private instruction in accordance with the provisions of 299B.

Program attendance is required for a minimum of one hundred forty-eight (148) days, to be met by attendance for at least thirty-seven (37) days each school quarter.

Exceptions to this policy are limited to a child:

1. Who has completed the requirements for graduation in an accredited school or has obtained a high school equivalency diploma under chapter 259A.
2. Who is excused for sufficient reason by any court of record or judge.
3. While attending religious services or receiving religious instruction.
4. Who is attending private college preparatory school accredited or probationally accredited under section 256.11, subsection 13.
5. Who has been excused under section 299.22.
6. Who is exempt under section 299.24

The district will verify that all persons are in attendance in appropriate educational programs. Appropriate procedures for handling school truancy cases will be developed by the school administration.

Bicycles (Includes Mopeds), Skateboards, Rollerblades

Bicycles are to be parked in the racks. If the racks are full, park the bike near the rack. All students are cautioned to observe correct traffic and safety rules for riding bikes at all times. No one is permitted to ride a bike during school hours without permission from the office. The administration suggests the bike be chain-locked to the rack. Students are asked to stay away from the bike rack during school time.

Skateboards, Heeleys, Scooters, and Rollerblades are prohibited on school grounds at all times.

Cell Phone Expectations

Cell phones may not be in use by students at Stilwell between the hours of 7:35 A.M. and the end of the school day. The phones should be turned off or silenced once the 7:35 bell rings in the morning. We recommend that the phone be stored in their locker. If a cell phone is visible or found to be on during the school hours it will be taken from the student by a staff member and parents will be contacted to pick it up in the office. Repeat offenders maybe given consequences as determined by administration. The school will not be responsible for lost or stolen cell phones.

Change of Address /Telephone

If there is a change of address or telephone number during the school year, students are asked to please notify the office immediately.

Cheating and Plagiarism

Students are expected to produce work to the best of their ability. Work submitted for credit or recognition is to be done by each individual student and must be his/her own work. Cheating, plagiarism (presenting another's work as your own), or other forms of dishonesty will result in loss of credit for the assignment in which the violation occurred.

Some possible acts of dishonesty are listed below, but not limited to the items listed:

- Obtaining a copy of a test or scoring device
- Accepting a copy of a test or scoring device
- Copying another student's answers during an examination
- Providing another student answers to or copies of examination questions
- Having another student impersonate the student to assist the student academically
- Impersonating another student to assist the student academically
- Representing as one's own work the product of someone else's creativity
- Using notes or other unpermitted materials during a "closed book" examination
- Duplication another student's project for submissions as one's own work
- Having someone other than the student prepare the student's homework, paper, project, laboratory report or take-home examination for which credit is given

- Permitting another student to copy the student's homework, paper, project, computer program, laboratory report or take-home examination other than for a teacher-approved collaborative effort.
- Any other action intended to obtain credit for work not one's own altering grades.

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 Superintendent. 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.

Conduct

Students are expected to observe school regulations, behave as responsible young adults, and show consideration and respect for others at all times.

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.

Detention Policy

Students may be assigned to the detention hall for infractions that occur outside the classroom. The student will be given twenty-four hour notice so transportation arrangements can be made or the student can choose to waive the twenty-four hour notice to serve earlier. If a student is unable to stay on the assigned day, he or she needs a valid excuse and is to notify the school secretary before the start of the school day. Detention hall may be assigned for such things as running in the halls, pushing and shoving, throwing snowballs, tardiness, failure to take care of library responsibilities, excessive noise, discourtesy, truancy (if brief and not repetitive), fighting, profanity, chewing gum, spitting, shooting rubber bands or other objects, fake pass, no pass, cutting in line, leaving food on tables, etc.

Students are expected to read or work on assignments while serving detention.

Displays of Affection

It will be a violation of conduct for students to demonstrate overt displays of affection at school or school activities, at home or away.

Diversity, A Guiding Principle

“We value differences in others and find ways to share and appreciate those differences.”

As one of the five guiding principles of the West Des Moines Community School District, understanding and appreciating diversity is a key component in building a community of learners. Students, staff and community members have a right to expect and receive respect for differences -- in abilities, ethnic background, religion, age, gender, culture or sexual orientation.

Our responsibilities, as members of the learning community, are to provide a safe learning environment, to report acts of discrimination and harassment whenever they occur and to treat all learners with respect.

Dress Code

At Stilwell Junior High, some basic guidelines are applied to determine whether or not a student’s dress is appropriate.

1. Students and parents are required to use common sense to determine if student clothing is appropriate for a school setting.
2. The following student attire is deemed inappropriate for school:
 - Excessively tight, suggestive, incomplete or attention getting clothing.
 - Exposed undergarments
 - Backless, strapless, spaghetti strap, one shoulder, off-the-shoulder or halter tops (unless covered by another shirt)
 - Suggestive clothing that exposes midriff or cleavage

- Skirts, shorts, or skorts that are too short (**While standing with arms down at their sides, shorts must be longer than the first knuckle on the hand and skirts must be longer than the finger tips.**)
 - Any clothing that calls undue attention and may disrupt the educational climate.
3. Shoes are required at all times for the student's protection and to avoid the spreading of contagious skin diseases.
 4. Jackets and coats are generally not permitted to be worn inside the building during the school day.
 5. Clothing and accessories that display alcoholic beverages, tobacco, any controlled substance, profanity, obscene pictures, vulgarity, lewd sayings, or that depict illegal activities cannot be worn. Any working or images that are obscene or profane in interpretation are prohibited.
 6. Clothing or material containing any print or image that is derogatory to any race, gender, or ethnic group is prohibited.
 7. Chains, dog collars, spiked jewelry, very long earrings, or similar items will not be permitted in school.
 8. Hats/Headgear are not to be worn in the school building. Failure by a student to remove a hat/headgear at the request of a staff member will be referred to administration.

Note: If clothing is deemed inappropriate for school, the student will be asked to change his/her clothes and will be given a warning not to wear inappropriate clothing again. If a second violation occurs consequences may occur and parents may be notified. If he/she chooses to continue to wear inappropriate clothing, additional consequences may be assigned such as detention.

Dropping A Course

Students will have only the first 10 days of a semester to drop a course without academic consequences. After 10 days, a course may be dropped with a failing grade.

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 school work they will miss while participating in such a trip prior to their absence. The maximum number of school days a student may be absent from school for the reason of participating in an educational field trip, without penalty, is five days. Absence beyond that will result in unexcused absence status and work missed must be made up but no credit for the work is given.

Electronic Devices

Students will not bring, have in their possession, or use electronic devices at school unless approved by the administration. This would include, but not be limited to, such items as beepers, music players, cell phones, gaming systems, and laser pens. Students found to be in possession of electronic devices during the school day will have it taken

and parents will need to pick up from the office. One exception would be a school approved P.D.A. for educational purposes-Example "Palm Pilot". The school is not responsible for lost or stolen electronic items.

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.

Food Service Program

The breakfast program is available in the cafeteria every morning between 6:55 and 7:25 a.m.

The lunch program has the following options available daily:

1. the published menu
2. additional entree(s)
3. a salad bar line
4. ala 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, 2 servings of fruit and/or vegetables, bread alternate, and milk. The published menus are planned to meet the 1990 Dietary Guidelines for Americans.

A computerized accounting system is used for the breakfast, lunch and ala 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 lunches and/or ala carte items. Money for school lunches and ala carte items may be deposited in student accounts, or tickets, and may be purchased between 6:55 and 7:30 a.m. in the cafeteria.

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 is lost, a new bar code card will be issued for a \$5.00 fee, and the lost card will be inactivated.

Students who use a lunch card other than their own will face disciplinary consequences and will be required to reimburse the cost of items purchased.

To apply for free or reduced price meals, pick up an application at any West Des Moines school or at the Nutrition Service Department, Learning Resource Center, West Des Moines. Only one application per household is required. Complete the application and return to the school or Nutrition Service Department. All individuals will be notified by the Nutrition Service Department of their eligibility status within 10 days.

Once a student is approved for free or reduced price meals, the computer, not the cashier, will know and allow the student to eat (1) breakfast and (1) lunch per day at no charge or \$.30 cents for breakfast or \$.40 for lunch respectively.

School Lunch Prices (Subject to change)

Breakfast	\$ 1.50 each
Lunches	\$ 2.40 each

No refunds will be given.

The lunch period is supervised by lunch supervisors and other school personnel. No students are allowed to leave the school grounds during lunch unless accompanied by a parent or guardian. Students who wish to eat at home should bring a note from their parent or guardian to the office and secure a noon hour pass.

All meals are to be eaten in the cafeteria/student center only. Students are not to be in the halls during the noon hour unless they have permission.

Food, Candy, Gum, and Beverages

Beverages, candy, or other food items are allowed only in the lunch area. Please, no glass containers will be allowed in the building. Gum is not allowed at any time in the building. No food deliveries will be allowed.

Fund Raising

Properly cleared fund raising campaigns such as Magazine Sales, March of Dimes, United Way Campaign, Red Cross, Hunger Hike, and others are allowed by the administration.

Gangs and Gang-related Activities

In the West Des Moines Community School District we do not tolerate gang activity. The presence of or 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 action that include, 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 as *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.

Grade and Progress Report to Parents

Students will receive report cards at the end of each quarter or nine-week period. These will show the student and the parents the grades earned for the period. Grades indicate student progress and ability.

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

A "Special Report to Parents" may be mailed, emailed, or given at any time during the nine-week or quarter period.

This should be signed by a parent and returned to the teacher immediately. The causes of the difficulty, areas of improvement, and teacher comments are included on the reports. Parents are urged to consult with teachers and counselors concerning student work and progress at any time.

If a student loses his/her report card, a duplicate may be obtained from the office.

Homework and Study Hints

Homework is an integral part of each student's daily agenda. It is expected that the student will spend time beyond the classroom working toward scholastic gains, and will develop a work ethic which values academic achievement. The following techniques should be of value to all students.

1. Planners are provided for each student to record assignments. Ask questions if the assignment is not understood.
2. Have a quiet place to study. It's hard to concentrate when things are going on that tend to distract from the business at hand.
3. Have a regular study time. Unless a regular study time is scheduled, there is a tendency to "put off" work that needs to be done.
4. Use study aids provided in the textbooks. Look at chapter section headings as they will offer an indication of the main idea of that section. Skim over reading material before settling down and reading it more carefully. Stop frequently to think about the material just read. If there is uncertainty about the material, perhaps it should be read again.

5. When finished with an assignment, take time to look it over to correct any apparent errors. So often the material is known, but careless mistakes occur because time was not taken to check the work.
6. Plan time for long assignments. Don't wait until the last minute to do an assignment which was assigned six weeks ago. This often results in poorly done work.
7. After completing an assignment, ask the questions which will help in preparation for test time.
8. Study notes when reviewing for a test. Good notes will prevent having to re-read or re-do previously learned material.
9. Attend the Stilwell After the Bell program from 2:35 PM to 4:00 PM on Monday, Tuesday, Thursday, and 1:50 PM to 4:00 PM on Wednesday. Transportation is provided at 4:00 PM but student must sign up in the office before lunch that day.

There are certainly other methods which could be included in this list. However, these techniques will not be of great help unless the student somehow develops the desire to learn. The best methods or techniques of study will be of little value without this desire to achieve.

Guidance and Counseling

The general purpose of the counseling program is to help students to gain a better understanding of their abilities, interests, and personal relationships, and how these can be used to their best advantage in school and in the community.

The counselors will try to help students individually with school or personal concerns and will assist in every way possible. They cannot give complete answers to all questions, but they are ready to help students think through all problems or talk with parents about them. The counselors can be helpful in looking for the answers to such questions as:

1. Just what quality of school work should a student expect of him/herself?
2. How can a student continue to develop the skills already learned?
3. How can skills in getting along with others be improved?
4. What does the work now being done have to do with the future?

Health Services

The services of the school nurse are available to students at all times. If a student becomes ill during the day, the student is to ask the teacher for a pass from class and go immediately to the nurse's office. If it is necessary for the student to go home, the parents will be contacted and arrangements made to take or send the student home.

Under no circumstances are students to go home or leave the school grounds without contacting the office or the nurse. If a student is seriously injured or becomes ill, every effort will be made to contact the parents immediately. Should the school be unable to do this, the student will be cared for by the school nurse or sent to the family physician.

If it is necessary to take medication at school, the Authorization for Medication Administration form must be completed. Any prescription medication to be given at school should be sent in the original container with the student's name, name of medication, details of administration and doctor's name.

Insurance

At the beginning of the school year, an accident insurance policy is made available at a very reasonable cost. The school is in no way an agent for the insurance company. Any claims against it must be made directly to the company by the parents. The informational packet should be taken home and discussed with the parents

Lockers

Students will be assigned a locker for storing books, supplies, and coats and are responsible for keeping the locker neat and clean. Property should never be put in another student's locker. The locker is equipped for locking by a combination lock. Please help remove the temptation of theft. *Do not let others know the combination.* Keep the locker locked at all times.

Do not bring large sums of money or very valuable articles to school. Students should always keep anything of value in their personal possession (purses, calculators, etc.)

Students are responsible to their locker mate as well as to themselves for the things in the locker. If there is a difficulty it should be reported immediately to the office.

The locker should receive good care so it will protect books and other personal belongings. Periodic locker checks and clean-outs will be conducted during the year.

Students are to remain in the locker to which they have been assigned or face disciplinary consequences or loss of locker privileges.

Lost and Found

Found articles are to be taken to the office or given to the custodian who will place them where they may be reclaimed. All belongings should be marked with the student's full name. This helps to identify lost articles and increases the chances of their being returned. All articles not claimed within a reasonable time will be given to charitable organizations. We recommend not bringing valuable articles or large sums of money to school.

Non-prescription medicine, including aspirin, should be sent in an appropriate container, labeled with the student's name and name of medicine. All medication must be kept in the nurse's office. No medication of any kind should be kept in a student locker or on a student.

Media Center

The media center is for everyone's use. The teacher librarian will have special classes during which time students will be shown how to use the media center.

Books may be checked out for a period of two weeks unless they have been placed on the "reserve" by a teacher for a special purpose. All other material may be checked out

for shorter periods of time, such as audiobooks and reference books. All material must be checked out at the desk. The media center is open from 7:25 to 3:15 (Closes at 2:15 on Wednesdays)

. Fines for overdue materials will be assessed at the rate of \$.10 per school day.

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.

Physical Education

Everyone takes physical education unless a request, signed by a doctor, excuses the student. This request must state a specific reason and be presented to the school nurse before the excuse will be granted. Notes from parents will be honored excusing a student for one class period only. Absences for more than one class at a time will require a doctor's excuse.

Students are responsible for keeping the P.E. clothing in good condition. Teachers will give instructions to help care for it. Every article of P.E. clothing, including socks and shoes, should be plainly marked with the student's first and last name.

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.

Procedure for Testing out of Ninth Grade Language and Literature and Ninth Grade General Science.

Students wishing to take the examination to test out of the ninth grade required Language and Literature course and/or the required ninth grade general science course must notify the school counselor by signing up on the specific form located in the counseling office. These tests are typically administered during the month of March or April at Valley Southwoods.

Promotion and Retention System for Junior High

Successful completion of seventh and eighth grade courses has been found to be necessary for the student to achieve success in the following year’s curriculum. Consequently, the district has established the following criteria for promotion and retention for students in grades 7 and 8.

Points are earned when a student passes a course. The point system is used as a guide by the principal in recommending the promotion or retention of a student. Other factors are considered, such as age, physical development, educational background, and unusual circumstances.

The point system is based on the number of days a course meets. Points are awarded when a student passes a course with the letter grade "D-" or better.

Seventh Grade Point System

57 or more points: Students will be recommended for promotion to the next grade level.

50 - 56 points: Students may be recommended for promotion to the next grade level with successful completion of summer school.

49 or fewer points: Students will be retained in the current grade level.

Courses earning 6 points per semester

English	Math	ELL
Social Studies	Science	Study Skills

Courses earning 3 points per semester

General Music	Band	Reading
Chorus	Orchestra	Study Skills
ELP	Physical Education	
Spanish	Learning Lab	Math Resource

Block Courses earning 3 points per quarter

Art
 Technology Education
 Family Consumer Science: Life Skills
 Consumer Economics / Career Education

Eighth Grade Point System

54 or more points: Students will be recommended for promotion to the next grade level.

47 - 53 points: Students may be recommended for promotion to the next grade level with successful completion of summer school.

46 or fewer points: Students will be retained in the current grade level.

Courses earning 6 points per semester

English	Drama
Math	Foreign Language
Social Studies	Family Consumer Science- Foods
Science	Family Consumer Science- Clothing

Art	Exploring Technology	
Music	Graphics/Energy & Power	
ELL	Communications Media	
Study Skills		
<u>Courses earning a total of 3 points per semester</u>		
Band	Chorus	Reading
Orchestra	Physical Education	ELP
Learning Lab	Study Skills	Math Resource

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

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

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 Wellness (Policy 608.1)

The district, in partnership with the community, is concerned about nutrition and education awareness, responsible eating habits, physical activity and childhood obesity. The entire school environment, not just the classroom, will positively influence a student's understanding, beliefs and habits as they relate to good nutrition and regular physical activity. In trying to address the issues that underlie the soaring rates of childhood obesity, the following recommendations, guidelines and goals are intended to provide:

- healthy food and beverage options to our students through the district's nutrition services program,
- nutrition education that enables students to make healthy decisions about their eating habits,
- physical activity that embraces a healthy life style, and
- access to healthy nutritional food and beverage options throughout the school day.

Although teachers and other school personnel can educate, support and reinforce healthy eating and regular physical activity, schools alone cannot solve the wellness issues of our children. It will take the combined efforts of families, schools, communities, government agencies, health providers, the food industry and the media to make significant progress. Schools, however, do have an especially critical role to play.

I. Nutrition Education Goals

The West Des Moines Community Schools' nutrition education curriculum:

- A. Is offered at grade levels (K-2, 3-5, 6-8, 9-12) as part of a sequential, comprehensive, standards-based program designed to provide students with the knowledge and skills necessary to promote and protect their health.
- B. Is part of health education classes and classroom instruction in subjects such as physical education, mathematics, science, language arts, social sciences and electives.
- C. Includes enjoyable, developmentally appropriate and culturally relevant participatory activities
- D. Promotes fruits, vegetables, whole-grain products and low-fat or fat-free dairy products
- E. Emphasizes caloric balance between food intake and energy expenditure (physical activity/exercise)
- F. Links with school meal programs, other school foods and nutrition-related community services
- G. Teaches media literacy with an emphasis on food marketing
- H. Includes training for teachers and other staff
- I. Promotes wellness, healthy lifestyles and safety in every school.

II. Physical Activity Goals

- A. The district will provide physical education classes and teach physical activity skills to students that will encourage lifelong fitness.
- B. Elementary schools will provide recess opportunities that include vigorous physical activity.
- C. Employees will be discouraged from using physical activity (e.g., running laps, pushups) or withholding opportunities for physical activity (e.g., recess, physical education) as punishment.
- D. Physical activity may be encouraged as a reward in place of food or candy.

III. Other School-Based Activities Goals

The district will:

- A. Discourage sedentary activities when they are not instructionally appropriate, e.g. watching popular movies and/or playing computer games.
- B. Encourage opportunities for physical activities to be incorporated into lessons across subject areas.
- C. Encourage classroom teachers to provide short physical activity breaks between lessons or classes, as appropriate.
- D. Offer healthy eating guidelines to parents, send home nutrition information, post nutrition tips on school web sites and/or provide nutrient analyses of school menus.
- E. Encourage parents to pack healthy lunches and snacks.
- F. Provide parents, employees and students with suggestions of healthy food ideas and non-food incentives for celebrations/parties, rewards and fundraising activities. It is understood that the serving of treats and snacks as an incentive or as part of an occasional classroom celebration or special event is a popular tradition that, used in moderation, provides motivation and a needed break. Parents, employees and students are encouraged to consider these guidelines and goals in selecting treats and snacks to be served to a group or classroom during the regular school day.
- G. Promote healthy foods, including fruits, vegetables, whole grains, and low-fat dairy products.

IV. Nutrition Guidelines

- A. The district encourages balance, variety and moderation in making food choices.
- B. Meals and beverages served through the Nutrition Services Program will meet the requirements of the Child Nutrition Act (42 U.S. C. 1779).
- C. Ala carte items served through Nutrition Services and food and beverages served in district vending machines will encourage healthy choices for students.
- D. The district will pursue meal time schedules that:
 1. strive to provide students with at least 10 minutes to eat after sitting down for breakfast and 15 minutes after sitting down for lunch
 2. are not superseded by tutoring, club or organizational meetings or activities, unless students may eat during such activities
 3. strive to hold lunch periods to follow morning/noon recess periods (in elementary schools)
- E. Teachers will minimize the use of foods and beverages as rewards for academic performance or good behavior. When foods and beverages are used as rewards, they should be used sparingly and in moderation. The use of nonfood rewards and incentives to encourage academic performance and good behavior is to be

- maximized. Teachers should not withhold food or beverages (including food served through meals) as a punishment.
- F. Foods and beverages offered or sold as concessions at school-sponsored events will include healthy choices.
 - G. All schools will receive a list of fundraising activities that promote physical activity and ideas for non-food related fundraising options.
- V. The implementation of this wellness policy will be measured as follows:
- A. The Director of Nutrition Services will be responsible for ensuring that the district's nutrition services meet this policy.
 - B. Teaching & Learning Services will ensure nutrition education goals, physical activity goals and guidelines, and other school-based activities are included in the K-12 curriculum, as various curricular areas come up for review, update and revision.
 - C. Building administrators will help to monitor the implementation of the policy at the building level.
 - D. The Student Wellness Policy Advisory Committee will annually identify indicators of successful implementation of this policy.
 - E. The Staff Wellness Coordinator will develop and distribute lists of healthy snack options and non-food related fundraising activities.

Rules and regulations may be developed to provide more specific guidance and interpretation concerning the implementation of this policy.

Supplies

Students are expected to have pencils, paper and any special supplies necessary for a class. The best work can not be done without the necessary tools. Students can not depend upon friends or the teacher to furnish supplies. The basic supplies will be sold at school.

Tardiness

Prompt arrival to school and between classes is expected and necessary. When arriving late to school, it is necessary to report to the main office for a pass. **Excessive tardiness may result in disciplinary action including a suspension.** If a student is late to a class, he/she is to report to that class and appropriate arrangements will be made with the classroom teacher.

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 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-Proper Use of Hardware/ Software

Students are encouraged to use technology to enhance their learning. When working with technology, students are to be responsible users. Proper behavior and ethics must be adhered to in the use of all technology. Personally owned computer disks are not to be brought to school without proper permission. Improper or unauthorized access in files, programs, and/or directories will not be tolerated. No unauthorized programs or graphics may be downloaded from the Internet nor can adult sites be accessed. Any form of improper behavior or technology use will result in consequences for violation of the regulations, rules, and policies of the West Des Moines Community School District including being banned from access to school computers and networks for up to one year and/or suspended from school. When in doubt, ask for permission before it is too late!!

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

Telephone

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 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.

Textbooks

Students are responsible for covering all textbooks and returning them in good condition. Lost books must be replaced. When textbooks are issued, students should list on a sheet of paper any marked or torn pages or any excessive wear and give it to the teacher. When issued, the student's name should be written in the bookplate in ink.

Textbook Fines

Good care of textbooks is the student's responsibility. Fines will be assessed for the following:

1. Ink on a page, torn pages, pencil marks not erased.
2. Dirty and/or marked edges or covers.
3. Any cause for rebinding the book.
4. Missing page or pages requiring a new book.
5. Lost or destroyed book.
6. Unnecessary damage.

Traffic in Halls

No traffic is permitted in the halls before 7:25 a.m. unless the student has a definite appointment with a teacher for which a pass has been issued. Students may enter the hallways at 7:25 a.m. for the purpose of going to lockers and to classes.

Students will have five minutes between classes for passing from one classroom to another. Students are to ***keep to the right and not congregate in the halls. Do not run and keep your hands and feet to yourself to avoid tripping, shoving, and book drops.***

Students must have a pass to be in the halls during classes or lunch time. After school, students who do not have school business are asked to leave as soon as possible.

Transportation

Students who live more than two miles from school will be provided with free transportation to and from school. All students are required to show a bus pass every day before boarding.

Students who live less than two miles from school may purchase quarterly bus passes any morning between 7:05 and 7:35 a.m. in the office. ***Failure to observe proper conduct while riding on the buses will result in disciplinary action and, if necessary, loss of the privilege to ride the bus.***

Students who lose their bus pass will be given one duplicate. Any additional duplicates will cost \$5.00.

Please refer to Transportation Guidelines provided by our district's Transportation Department for further information.

Visitors

Students who wish to bring a visitor to school must have permission from the administrator in advance of the visit. If approved, the visitor will be allowed to visit up to a maximum of one full day. No visitors are allowed the last week of school.

Board Policies

Cooperation With Law Enforcement Officials Respecting The Rights Of Our Students (Board Policy 502.10)

It shall be the policy (502.10) of the West Des Moines Community School District to maintain a cooperative relationship with law enforcement agencies. In most instances, administrators have the responsibility and the authority to determine when the assistance of law enforcement officers is necessary. Law enforcement officials may be present and/or summoned to the school or to a school-sponsored activity to maintain a safe educational environment. The school district administrators and law enforcement officials shall at all times act in a manner that respects the rights of students.

The School Resource Officer is considered to be both a member of the school(s) leadership team and a law enforcement official and is expected to function appropriately with the dual role in mind.

If in the course of interviewing a student, a School Resource Official determines the student has become the focus of an investigation with the possibility of charges being filed against that student, the building administration will attempt to contact the parents, guardian or designated person before continuing with the interview.

No student may be taken from school without an attempt to contact parents, guardian or designated person unless the removal is a matter of law over which the school has no control. In any event, the building principal or his/her designee shall be contacted by the School Resource Officer before a student is removed from the building. The building principal or designee will continue attempts to notify parents, guardian or designated person until contact has been established.

Subpoenas may not be served on students while they are in a class of instruction, on school premises, while on school owned and/or operated school or chartered buses or while attending or engaged in school activities.

Tobacco (Board Policy 502.6)

The Use And/Or Possession Of Tobacco And Tobacco Products

The use, sale and/or possession, by a student, of any tobacco or tobacco products 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.

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

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 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 Superintendency will determine if an expulsion hearing before the Board is appropriate.

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

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:

- (c) 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
- (d) 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 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 Substances- Selling or Distributing (Policy 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 (Board Policy 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.

Before readmittance, a parent/guardian conference is required at which evidence must be furnished of participation in counseling through the Student Assistance Program (SAP).

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.

17. Students will use the technology equipment and resources under the supervision of district staff.
18. 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.
19. Use of these resources is a privilege that requires a high level of personal responsibility to act in a considerate and responsible manner.
20. Students will not violate copyright laws or otherwise use the intellectual property of another individual or organization without permission.

21. 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.
22. Students will not use district technology resources to harass, insult, attack or threaten harm or embarrassment to others.
23. 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.
24. 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.
25. 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.
26. Students will not intentionally waste limited resources, including unauthorized uploading or downloading of material from the internet.
27. 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.
28. Student users should protect themselves by not revealing personal information such as full name, phone numbers and home addresses to internet sites.
29. District resources will not be used for personal or commercial purposes without prior approval of the building administrator.
30. Personal 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.
31. Users will not seek to gain unauthorized access to information resources or other computing devices or entities.
32. 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.

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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.

EXTRACURRICULAR ACTIVITIES

Activities

Students are encouraged to participate in extracurricular activities such as spirit club, band, chorus, orchestra, mimes, drama, student council, library aides, office helpers, various clubs, "I Care," intramurals, athletics, etc. Activities and achievement go hand in hand. Become involved in your junior high programs.

When school is cancelled, all after-school activities and performances are also cancelled.

Athletic Program

The eighth grade program offers interscholastic competition in football, cross country, wrestling, boys' and girls' basketball and track, and girl's softball and volleyball. There are intramural programs for both seventh and eighth graders including such sports as touch football, basketball, line soccer, volleyball and many others.

To participate in the interscholastic sports, a student must have a physical exam form signed by the student's physician and a completed parental permission form. (Both forms are available in the office.)

Extracurricular Activities Policy

Students must exhibit acceptable behavior while at school or involved in a school activity (including riding the school bus). Unacceptable behavior such as that described under "Discipline," can result in suspension or exclusion from any activity.

Seventh and eighth grade students are encouraged to attend events. Tickets may be purchased at the event. There is no junior high activity ticket. All students are expected to practice good sportsmanship and maintain proper behavior at all times.

Student Activities

Athletic (8th only)

- Basketball (Boys and Girls)
- Football (Boys)
- Track (Boys and Girls)
- Volleyball (Girls)
- Wrestling (Boys)
- Cross Country (Boys and Girls)
- Softball (Girls)

Intramural (7th and 8th Boys and Girls)

Music

- Band and Jazz Band (7th and 8th Boys and Girls)
- Chorus and Show Choir (7th and 8th Boys and Girls)
- Orchestra and Chamber Orchestra (7th and 8th Boys and Girls)

Drama

- Mimes (7th and 8th Boys and Girls)

School Play (7th and 8th Boys and Girls)

Other Activities

Tiger Club / Spirit Club (7th and 8th Boys and Girls)
 Mock Trial (7th and 8th Boys and Girls)-Participation limited to 40 students
 Science Club and Olympiad (7th and 8th Boys and Girls)
 Math Counts (7th and 8th Boys and Girls)
 Spelling Bee (7th and 8th Boys and Girls)
 Geography Bee (7th and 8th Boys and Girls)
 American History Essay Contest (8th Boys and Girls)
 Student Council (7th and 8th Boys and Girls)
 I-Care (7th and 8th Boys and Girls)
 Gym Leaders (7th and 8th Boys and Girls)
 Media Center Aides (7th and 8th Boys and Girls)
 School Newspaper (7th and 8th Boys and Girls)
 Office Helper (7th and 8th Boys and Girls)
 Future Problem Solving (7th and 8th Boys and Girls)
 Lighting Crew (7th and 8th Boys and Girls)
 Clubs per interest (7th and 8th Boys and Girls)
 Ambassadors (7th and 8th Boys and Girls)
 Conflict Managers / Peer Mediators (7th and 8th Boys and Girls)
 Destination Imagination (7th and 8th Boys and Girls)

Stilwell Student Eligibility Guidelines

Stilwell Junior High has a strong tradition of excellence with its extra-curricular activities. We invite and encourage our students to participate in numerous activities which will enhance their junior high experience.

In order to participate in these extra-curricular activities, students must maintain a C minus or better in their classes. An Academic Activity Progress Alert (AAP) will be utilized by the teacher(s) with students who are working below teacher expectation. The AAP Alert is to be used as an intervention to notify coaches, parents, advisors, and teachers of possible problems so as to keep the student/athlete off the active ineligibility list. Teachers may issue several AAP Alerts, but are only required to give one before placing the student on the ineligibility list.

If a student falls below a C minus in two or more classes for two consecutive weeks, the student will be ineligible to participate until the student is academically eligible. Student/athletes who are on the ineligibility list may practice, but cannot participate in a competitive event or performance. (The minimum period of ineligibility is one full calendar week.) Competitive events and performances include, but are not limited to, eighth grade sports, show choir, seventh and eighth grade jazz band, seventh and eighth grade chamber orchestra, school plays, mimes, student council, and mock trial.

School Attendance-Eligibility to Participate

The guidelines listed below are consistent with the philosophy expressed in the Parent-Student Handbooks.

1. **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.

2. 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.
3. 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.
4. Three absences (excused or unexcused) and the student will not participate in the next competitive event. Absent count will start over after the first event of the season.
5. Any student absent the day before the event may have participation in the event limited. The amount of participation will be left up to the discretion of the coaches.
6. If a student is in school and does not come to practice without notifying the coach the student will not participate in the next event.
7. Athletes will not be counted absent if a teacher detains them for 45 minutes or less for academic reasons as long as the student/athlete produces a note from the teacher the day of the practice. If this becomes a recurring problem the amount of participation will be left up to the discretion of the coaches.

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.

Student Activity Conduct Code

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 Building 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.

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-a-likes 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.

1. First Offense

Quantifiable Activities

- 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- (one which is not subject to a pre-determined schedule: foreign language club, class officer, etc.)

- 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.
2. 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.

1. 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.

2. 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.

3. Third Offense

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

School Attendance

The guidelines listed below are consistent with the philosophy expressed in the Valley High School Parent-Student Handbook

1. 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.
2. 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.
3. 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.
4. 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.

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.

Student Activity Conduct Code – 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 seven members. Three students, one from each team, three teachers, one who must be involved in athletic or an activity. The Athletic Director will select the members of the team and will serve as chairperson. 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:

1. Who should I contact with a question about the WDMCS Student Conduct Code?
Principal, Associate Principal, or Athletic Director.
2. Can I practice during my activity code violation period?
Yes, if you are not on an out-of-school suspension.
3. Can I dress at home events during the activity code?
No.
4. Can I travel with the team/group during my activity code violation?
No.
5. When would I be eligible after my second activity code violation?
12 months from the date of the second infraction.
6. Can I try out for a position on a team/group during or after an infraction?
Yes.
7. 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.
No.
8. If a student consumes alcohol for special occasions at home (birthday, anniversary, etc.) is he/she is in violation of activity code?
Yes.
9. Is the activity code of conduct applicable to foreign countries or any location whereby it is legal for students to consume or be in possession of alcohol and/or other drugs?
Yes...the code of conduct applies 365 days, 24 hours a day, and anywhere in the world. Students are expected not to consume, use or be in possession of alcohol, tobacco or drugs at anytime and anywhere.
10. 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?
No

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 access with respect to such meetings will include access to school publications and bulletin boards, in accordance with Board policies.

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 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

Resources

Equity Coordinator

Associate Superintendent of Human

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
Rehabilitation**

School

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

Principal, Jordan Creek Elementary

4105 Fuller Road
West Des Moines, IA 50265-5318
Phone (515) 633-5200

Dr. Donna Wilkin

Learning Services

Multi-Culture Gender Fair Coordinator

Associate Superintendent of Teaching and

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 2009-2010 school year.

March 1, 2010 - last date for regular open enrollment requests for the 2010-2011 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.

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.

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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 schoolwide 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.

SAFETY

Fire and Tornado Drills

During a fire or tornado drill, students are to follow directions and remain quiet. Fire and tornado drills will be held at regular intervals. The signal for a fire drill is a solid buzzer. Tornado drills are announced over the intercom.

Severe Weather Warnings

In the event of a severe weather warning, students will be retained in the building and moved to places of greatest safety until the danger is passed.

It is important that all school telephone lines be kept open at this time.

Call For Help: Youth and Adult Agencies and Numbers

Any Kind of Problem - FIRST CALL FOR HELP (referral service) 246-6555
Any Emotional Problem, Suicide, Drugs, Alcohol, Sexual Abuse, Etc.
 Community Telephone Counseling 244-1010
 Drug, Youth, and Crisis Line 244-1000
 Broadlawns Emergency Crisis Service 24-Hour/Day Counseling Assessment 272-5752

YESS Youth Emergency Services & Shelter 282-9377

Youth and Family Problems

Cancer Information Line1-800-525-3777
 Catholic Social Service 244-3761
 Child Abuse (reporting) 283-9222
 Child Guidance Center (screening/treatment emotional problems) 244-2267
 Eating Abuse - AAA Help line1-800-888-4680
 Family Counseling 288-9020
 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
 Teen line 1-800-443-8336
 Planned Parenthood (West) 276-8005
 SOS (Save Our Situation) - separation/divorce (evening only) 244-4573
 Young Women’s Resource Center (counseling) 244-4901
 Youth Law Center 244-1172

Sexual Abuse, Family Violence

Victim Services (child/adult) (sexual/physical assault) 286-3838
 Family Violence Center (physical abuse) 243-6147

Alcohol, Drug, Narcotic Use Problems

Valley High School Intervention Team (counseling department) 226-2615
 Alcoholics Anonymous 282-8550
 Al-Anon & Alateen (family, children of alcoholics) 277-5059
 Cocaine Hotline1-800-262-1463
 Narcotics Anonymous 244-2277 or 284-0403
 Drug and Alcohol Detoxification Services
 (Broadlawns - assessment-commitments) 282-5610
 Student/Employee Assistance program 244-6090
 Mercy – First Step Recovery (chemical assessment and treatment)..... 271-6075
 Our Primary Purpose (alcohol & drug-adolescent) (call Cornerstone)..... 289-2272
 Powell Alcoholism Treatment263-2424
 Women’s Recovery (alcohol-drugs - Des Moines General) 263-4670
 Gambling Anonymous 1-800-BETS OFF
 ACA Adult Children of Alcoholics 280-6462

Emergency Medical Services (24 Hour/Day, 7 Days/Week)

(A) Broadlawns 282-2253
 (B) Westside 271-6333
 (C) Des Moines General 263-4410

(D) Iowa Lutheran	263-5120
(E) Iowa Methodist	241-6423
(F) Mercy	247-3211
(G) Veterans	699-5800
Fire-Ambulance-Police	911

Assessment

1- Board policy 505.4

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

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

2- All West Des Moines staff are encouraged to refer to the WDMCSD Assessment Handbook. This document discusses assessment and provides many guidelines and examples of quality assessment strategies and assessment tools.

3- Assessment vs. Evaluation

Assessment and Evaluation are two terms educators sometimes use interchangeably. But a closer look reveals that they are significantly different, and understanding their differences is important in facilitating the process of learning.

Assessment from the French word *assire*, meaning aside, to set beside and guide. It is the process of identifying what’s right, what’s wrong, and how to fix it.

Purpose: to depict and “coach” the growth of an individual—where they were when they began, to where they are able to develop or advance.

Evaluation from the French word *evaluer*, meaning to value. It is the process of sorting, selecting, and labeling as in grading, ranking, etc.

Purpose: to depict and report the progress of the individual against external standards, norms, and/or the performance of age mates.

Belief Statements

- Quality assessment is a vital component to quality teaching and learning.
- Individual student assessment is the beginning of the curriculum, program, and district assessment process.
- Assessment asks students to understand concepts, explain ideas, and apply skills, not merely to recite facts and perform isolated intellectual tasks.
- Self-assessment is central to learning.
- Assessment asks students to use knowledge in solving real-world problems and interpreting solutions.
- Assessment is an on-going, integral part of the teaching and learning process.
- Assessment is designed to discover what students know and can do, not what they do not know and cannot do.
- Assessment helps both students and teachers to recognize their strengths and weaknesses and provides direction for future teaching and learning.
- Teachers use multiple forms of assessment to best assist learners.

Assessment Handbook, page 5

West Des Moines Community Schools

Formal Assessment Grid—WDMCSD (See Attachment: Assess-57.doc)

Assessment Grid

Formal Assessments per Grade Level

West Des Moines Community Schools

Assessment	K	Gr. 1	Gr. 2	Gr. 3	Gr. 4	Gr. 5	Gr. 6	Gr. 7	Gr. 8	Gr. 9	Gr. 10	Gr. 11	Gr. 12
Standardized National Norms													
Iowa Youth Survey							X		X		X		
Iowa Writing Assessment					X		X		X				
I.T.B.S.				X	X	X	X	X	X				
I.T.E.D.										X		X	

Assessment	K	Gr. 1	Gr. 2	Gr. 3	Gr. 4	Gr. 5	Gr. 6	Gr. 7	Gr. 8	Gr. 9	Gr. 10	Gr. 11	Gr. 12
Student Oral Proficiency Assessment		S	S	S	S	S	S						
Cognitive Abilities				X			X						
ACT/PACT									S	S	S	S	S
SAT/PSA									S	S	S	S	S
Plan											X		
Advanced Placement Testing											S	S	S
Standardized District Norms													
Reading/Running Records	X	X	X	X	X	X	X						
Marie Clay Observational Survey	X												
Reading Benchmarks	X	X	X	X	X	X	X	X	X	X	X	X	X
Mathematics Benchmarks		X	X	X	X	X	X	X	X			X	
New Standards Tasks					S				S		S		
Social Studies Benchmarks												X	
9 th Grade Portfolio										X			
Science Benchmarks							X		X			X	

(**X** = all learners will be measured at this grade level)
(**S** = sample of learners measured at this grade level)

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

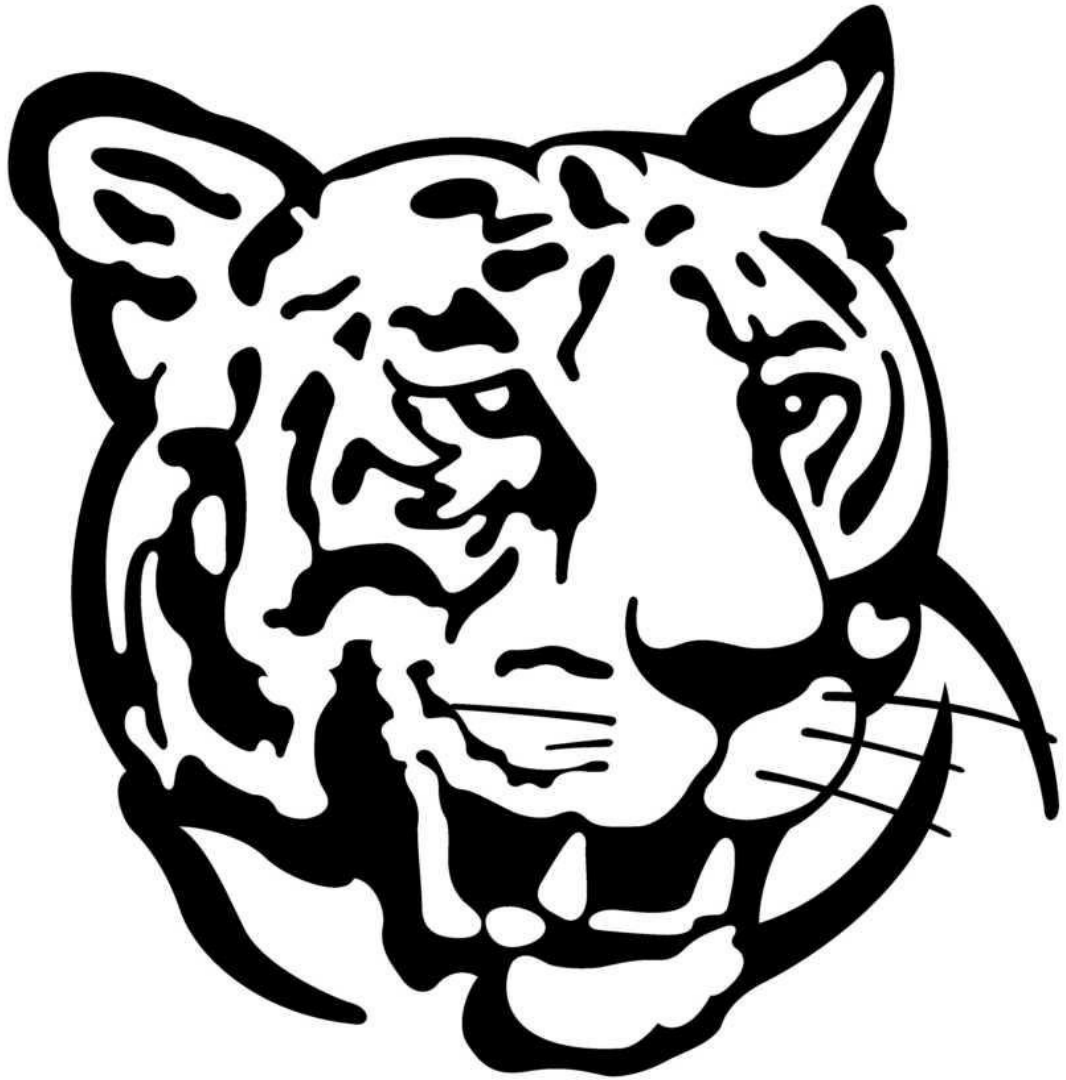
The West Des Moines Community School District will be a caring community of learners that knows and lifts every child. We will inspire joy in learning. Our schools will excel at preparing each student for his or her life journey.

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.**

**West Des Moines Community School
District**



Parent/Student Handbook
Stilwell Junior High
2009-2010

The Successful Student at Stilwell is:

A. Responsible

The responsible student:

- comes to class on time
- brings materials to class
- is prepared
- attends school regularly
- works to the best of their ability
- completes make-up work after an absence
- is honest

B. Organized

The organized student :

- Plans ahead
- keeps their planner up to date
- keeps their locker neat
- completes homework in advance

C. Respectful

The respectful student:

- follows school rules
- dresses appropriately
- uses appropriate language
- takes turns
- keeps their hands and feet to themselves
- respects the property of others
- respects all authority figures

D. Involved

The involved student:

- participates in school activities
- participates in class activities
- takes pride in his or her school
- is a team member