



2008-2009
Family - Student
Handbook

VALLEY HIGH SCHOOL

633-4000

Dear Students and Parents,

Valley High School staff and administration look forward with anticipation to the 2008-2009 school year. Valley has a long tradition of excellence in the **4 A's – academics, activities, arts and athletics**. This comes from a strong work ethic of students with the support and encouragement of their families. We are most proud that Valley is a place where 1900 students come to find others of similar interests. One of our goals is that every student be involved in one club, activity, or sport. Truly there is something for everyone.

Our building goal is **Learners will demonstrate an improved ability to read and comprehend through multiple literacies to prepare them to be innovative, adaptive, lifelong learners**. With a focus upon **Rigor, Relevance, and Relationships**, our outstanding faculty will facilitate your **preparation for your life's journey**.

Each student is assigned to an Advisory, designed to build relationships and to foster a **caring community**. It is our intent to **know and lift every student**. You will work with your advisor to explore career opportunities and to monitor your progress toward graduation and your future career goals. Advisories form the foundation of our student government to ensure direct communication and representation.

Partnership and communication with our families is most important. Valley High School maintains a web site (www.wdmcs.org/Valley). Daily announcements, the **Valley Vibes**, will be sent via Infinite Campus. Please ensure that your email address is accurate. Updated athletic events may be found at www.cimlsports.org. Your student's grades and attendance can be accessed through Infinite Campus with your assigned password. **Tiger Tracks**, our Valley newsletter, is published quarterly.

This Handbook contains guidelines to ensure a productive and successful experience at Valley High School. Please familiarize yourself with its contents. We look forward to the next and best phase of your educational journey.

Sincerely,

Dr. Vicky P. Poole
Principal

West Des Moines Community Schools District Goals 2008-09

Mission Statement

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

Guiding Principles

Continuous Improvement
Personalized Learning
Optimum Use of Resources
Integration
Diversity

Shared Vision

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

District Goals

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

- 1. Close the gap between present practices and the Shared Vision.**
- 2. Improve student achievement through effective instructional and assessment practices.**

GREETINGS FROM STUDENT GOVERNMENT

Dear Students, Faculty, and Friends:

Welcome back everyone! As usual, this past summer flew by and the 2008-2009 school year is about to begin. As your student council cabinet, we are looking forward to a great year. With all of the extraordinary activities and events here at Valley, this year promises to be one to remember.

Student Government is dedicated to improving school spirit and making this year the best that it can be. We are extremely excited to have this opportunity and we want to be sure we represent the student body. So, students, please feel free to give any Student Government member your suggestions, concerns, or comments. These comments will help us meet the needs of the student body.

As your Executive Cabinet, we will work to ensure the greatest benefit for the greatest number of students. We will strive to represent the student body to the best of our abilities. So, as the 2008-2009 school year approaches, let us get ready for the best year Valley High School has seen. Thanks!

EXECUTIVE CABINET 2008-2009

Kelly Rapp, President
Ajeet Singh, Secretary of Academics
Natalie Pearson, Secretary of Athletics
Brenna Bush, Secretary of Philanthropy

Maria McNurlen, Vice President
Grace Sullivan, Secretary of Arts
Hana Sayeed, Secretary of Activities
Jeff Innis, Secretary of Finance

GOVERNORS 2008-2009

SLC1 – Brad Bleeker

SLC2 – Shelby Jacobs

SLC3 – Becky Suckow

SENATORS 2008-2009

Senior Class

SLC1 – Elizabeth Burnett
Sunny Kothari

SLC2 –Kelsie Sue Effrein
Kelsey Klemme

SLC3 –Robert Burnett
Eric Mistry

Junior Class

SLC1 –

SLC2 –Natalie Leeper

SLC3 –Megan Wittern

Sophomore Class

SLC1 – Haley Flander
Maddy Fajen

SLC2 –Drew Hansen
Cheltzie Miller-Bailey

SLC3- Alessa Strelecki
Kelsey Thompson

House of Representatives 2008-2009

Senior Class

SLC1 –Moses Bommett
Tia Empty

SLC2 –Brittany Hoagland
Rhonda Naseredin

SLC3 –Sean Buchsbaum
Audrey Williams

Junior Class

SLC1 –Anna Caseley

SLC2 –Chad Minard

SLC3 –

Sophomore Class

SLC1 – Jordan Burmeister
Tamara Empty

SLC2 –Jacob Menken
Laura Merino

SLC3- Scott Oman

VALLEY/VALLEY SOUTHWOODS PARENT TEACHER ORGANIZATION

All Valley and Valley Southwoods' parents are invited to join the Valley/Valley Southwoods Parent Teacher Organization. This organization was founded with the following goals:

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

This PTO is not a fundraising body. Our only source of funds is the dues we collect which is \$ 10.00 per family. If you would like to join PTO, and help support our activities, please fill out the Membership Form that is located in the Registration Handbook along with your dues of \$ 10.00. You may turn it into the Office. Dues are used to help fund Staff Appreciation, Staff Conference Dinners, Dollars for Scholars, Staff Recognition Event, as well as other programs that support our students and teachers.

Parents are invited and encouraged to become involved with PTO by submitting the Volunteer Form that is located in the Registration Handbook and also by attending the PTO meetings.

2008 – 2009 PTO OFFICERS

Co-Presidents:	Karen Floss and Cathy Guendel
Co-Vice Presidents:	Jesse Moreno and Tina Neustrom
Secretary:	Sherry Thompkins
Treasurer:	Joe Burvee
Volunteer Coordinators:	Janet Thompson, Patti Splavec, Julie Bebensee, Nan Hahn

2008 – 2009 PTO GENERAL MEETING DATES

Tuesday September 16, 2008 at Valley Southwoods
Tuesday, February 24, 2009 at Valley High School Forum
Thursday, April 16, 2009 at Valley High School Forum

If you have any questions or would like to become more actively involved at Valley High School, please call or email: Karen Floss at 267-8668 or Floss5@msn.com or Cathy Guendel at 226-8959 or mbkidz3@yahoo.com

FOREWORD

This handbook has been prepared to serve as a guide to enable you to plan your courses and activities in order to obtain the maximum benefits from your high school years. It is felt by the faculty, administrators and Board of Education that you will be a better student if you are properly informed of your responsibilities to yourself and your school. Sharing the contents of this handbook with your parents will be your responsibility.

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 or physical or mental disability in educational programs and activities.

Approved by the Board of Education

STUDENTS AND PARENTS ARE ADVISED THAT THE AREAS CONCERNING SCHOOL RULES AND REGULATIONS ARE INTERPRETATIONS OF SCHOOL BOARD POLICIES. ANY INCONSISTENCIES SHALL BE GOVERNED BY THE ACTUAL BOARD POLICY ON FILE IN THE BOARD OF EDUCATION OFFICE. COPIES OF POLICIES ARE PLACED IN EACH SCHOOL BUILDING.

Valley High School Office Hours (633-4000)

Student Services	7:15 a.m. – 4:00 p.m.
Media Center	7:15 a.m. – 4:00 p.m.
Health Office Hours	7:30 a.m. - 3:30 p.m.

2008-2009 SCHOOL CALENDAR

Aug. 20	School Opens K-12	Jan. 14	End of 2nd Quarter
Aug. 21	Open House 6-8 p.m.	Jan. 19	NO SCHOOL FOR STUDENTS
	Latino Resource Fair 5 p.m.		MLK Jr. Day
Sept. 1	HOLIDAY - Labor Day	Jan. 28	10th Grade Future Planning
			Conferences 2:45-7 p.m.
			11th Grade Scheduling
			Conference with advisors
			12th grade Open Conferences
		Jan. 29	9th Grade Parents Night 6:30
		Feb. 26	Parent-Teacher Conferences
			3:45-8 p.m.
Oct. 1	Parent-Teacher Conferences	Mar. 13	No school for students or staff
	3:30-7:00 PM		
Oct. 7	Parent-Teacher Conferences		
	3:30-8:00 PM		
Oct. 13	No School Prof. Dev. Day		
Oct. 23	End of 1st Qtr.	Mar 16-20	SPRING BREAK
Nov. 26	NO SCHOOL	Mar. 30	End of 3rd Quarter
Nov. 27	HOLIDAY - NO SCHOOL	Apr. 24	NO SCHOOL - Bldg. Collabor.
		May 25	No School-Memorial Day
		May 27	National Honor Society
			Induction 6:30; Honors Evening
			7 pm Auditorium
		May 31	Valley Commencement 1 p.m.
			Knapp Center Drake
		Jun. 2	Last Day for Students and Staff
Nov. 28	VACATION		End of 4th Quarter

VALLEY HIGH SCHOOL HANDBOOK
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2008-2009 TIME SCHEDULE

Monday	Tuesday	Wednesday	Thursday	Friday
Early Bird 7:30-8:14	Early Bird 7:30-8:14	Early Bird 7:30-8:14	Early Bird 7:30-8:14	Early Bird 7:30-8:14
Period 1 8:20-9:04	Period 1 8:20-9:39	Period 2 8:20-9:39	Period 1 8:20-9:04	Period 1 8:20-9:04
Period 2 9:09-9:53			Period 2 9:09-9:53	Period 2 9:09-9:53
	Advisory 9:44-9:59	Advisory 9:44-9:54		
Period 3 9:58-10:42	Period 3 10:04-11:23	Period 4 9:59-11:18	Period 3 9:58-10:42	Period 3 9:58-10:42
Period 4 10:47-11:31			Period 4 10:47-11:31	Period 4 10:47-11:31
	Period 5 11:28-1:17	Period 6 11:23-1:12		
Period 5 A-C 12:09-12:53 D-E 11:36-12:53			Period 5 A-C 12:09-12:53 D-E 11:36-12:53	Period 5 A-C 12:09-12:53 D-E 11:36-12:53
Period 6 12:58-1:42	Period 7 1:22-2:56		Period 6 12:58-1:42	Period 6 12:58-1:42
Period 8 2:36-3:20	<i>(1st 15 min 1:22-1:37 SSR)</i>	Period 8 1:17-2:35	Period 8 2:36-3:20	Period 8 2:36-3:20
		Collaboration 2:35-3:20		
	*Resource 2:56-3:20			

*Students are expected to remain at school until 3:20 p.m.

ACADEMICS

ACADEMIC HONESTY: Student Guidelines

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When teachers assign papers and projects to assess student learning, they assume that the work they evaluate was produced by the student whose name appears on that assignment. Sadly, each year, some students will violate the rules of academic honesty and will cheat in an attempt to improve their grade. These instances of academic dishonesty are taken very seriously by the faculty and administration because it is our responsibility to maintain the fairness of the system as far as possible. These guidelines are intended to clarify what student behaviors are considered academically dishonest:

- A. Obtaining a copy of a test or scoring device
- B. Accepting a copy of a test or scoring device
- C. Copying another student's answers during an examination
- D. Providing another student answers to or copies of examination questions
- E. Having another student impersonate the student to assist the student academically
- F. Impersonating another student to assist the student academically
- G. Representing as one's own work the product of someone else's creativity
- H. Using notes or other unauthorized materials during a "closed book" examination
- I. Duplicating another student's project for submission as one's own work
- J. Having someone other than the student prepare the student's homework, paper, project, laboratory report or take-home examination for which credit is given
- K. 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
- L. Any other action intended to obtain credit for work not one's own
- M. Altering grades

CHEATING AND PLAGIARISM

Students at Valley High School 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, etc., will result in loss of credit for the assignment which could result in the loss of credit for the course. An additional offense will result in loss of credit for the entire course. Teachers may use appropriate resources such as www.turnitin.com to verify the authenticity of student work. Refusal to submit work for analysis will be considered plagiarism.

EXTRA-CREDIT COURSE WORK:

Total extra-credit available for each course, each semester will not exceed 3% of the final grade.

ADVISORY

Each student is assigned to an Advisory which will meet each Tuesday and Wednesday with the focus of building relationships. Attendance is required. If a student is absent, it is his/her responsibility to contact his/her advisor for communication materials. **Unexcused absences will result in 5 suspension points.** A student who has accumulated fifteen points will lose the semester test waiver privilege. The next fifteen points will result in a one day in-school suspension. Suspension points will accumulate throughout the school year.

CLASS RANK

Class rank is not reported on the student transcript. Rather benchmarks of 3%, 10%, 15% and 20% will be provided for scholarship purposes. In a highly competitive school it is possible to have a 3.00 GPA and not be ranked in the top of the class. This causes postsecondary institutions to examine the student's course work and test scores individualizing the admissions process.

COLLEGE APPLICATIONS/LETTERS OF RECOMMENDATION

Using guidelines established by the majority of postsecondary institutions, each postsecondary application will need to be accompanied by a copy of the high school transcript.

Two weeks prior to the application deadline, submit the following materials to your counselor:

- ❖ Application
- ❖ Application fee
- ❖ Essays
- ❖ Recommendations (when applicable)
- ❖ Supporting documentation

Valley High School will mail this packet, including your transcript, to your college. Note: In order for a transcript to be considered "official," it must be mailed from Valley High School.

Fees for Transcripts:

Current students first two are free. After that- \$5.00 for every transcript. Former students \$5.00 per transcript.

To request a letter of recommendation from a teacher, counselor, or administrator, please obtain a "Request for Recommendation" form from the counseling office. Provide the completed form to the person writing the recommendation. Allow a minimum of 10 days for the writer to complete the recommendation.

WITHDRAWING FROM A COURSE

All students must register for a minimum of five full credits plus Physical Education each semester. DMACC correspondent courses and Walnut Creek Campus night courses do not count toward the five full credits. Students will be allowed to change first semester course requests during registration and second semester course requests during first semester finals. Adding a course after the first 3 days will not be allowed. Students will have the first 10 days of the semester to withdraw from a course with no penalty. If a student chooses to withdraw from a course between days 11–20, the transcript will show a "W." If a student chooses to withdraw from a class after the first 20 days of the semester, the transcript will show an "F," and the student will be assigned to a study hall or resource.

GRADE CLASSIFICATION

All students entering Valley High School must have earned a minimum of 6 credits and will automatically be classified as sophomores until they have earned the following number of credits for reclassification*:

Junior Status (11th grade) – Four or more semesters of high school attendance and a minimum of 17 credits (includes physical education).

Senior Status (12th grade) – Six or more semesters of high school attendance and a minimum of 29 credits (includes physical education).

Junior Classification privileges will include prom, a parking application and the ability to leave campus following their last class of the day.

Senior Classification privileges will include prom, a parking application, an open lunch application, and the ability to leave campus following their last class of the day.

ACADEMICS

GRADUATION REQUIREMENTS

Valley students shall complete the required 44 high school credits in order to be eligible to participate in graduation activities and be granted diplomas. Beginning with the class of 2011, 48 credits will be required for graduation. A student desiring to be excused from graduation activities shall submit the reasons in writing to the principal.

NCAA CLEARINGHOUSE

If a student wishes to participate in Division I or Division II athletics in college, they must register and be certified by the NCAA Initial-Eligibility Clearinghouse. Registration can be done at www.ncaaclearinghouse.net. Students will need to send a transcript at the time of registration and another following graduation. The NCAA reserves all rights in determining student eligibility. A copy of the guidelines is available in the Counseling Office.

PASS/NO PASS

1. The decision to take a course pass/no pass must be made by the end of the first nine weeks each semester. Only one non-required course may be taken pass/no pass each semester. A letter grade will appear on the report card at the end of the quarter. P/NP will appear on the report card and transcript/permanent record at the end of the semester.
2. The student must have the signature of his/her parent, instructor, and counselor before permission will be granted to take a course pass/no pass.
3. The student will be required to attend all classes and complete assignments made by the instructor. Students must take the final exam unless they meet eligibility requirements to opt out of the test.
4. Credit earned as a pass/no pass course will be counted toward graduation, but will not be used in computing a student's grade point average except when returned to a grade status through an option selected below. In accordance with the state guidelines for activities and athletic eligibility an "NP" will be considered an "F".
5. Students will be given a pass (P) or no pass (NP) grade for the course based upon performance. In order to earn a pass grade, a student must earn a passing grade (D-minimum) based on the same criteria used to assign grades to all students in the classroom. A letter grade will appear on the report card at the end of the quarter. P/NP will appear on the report card and transcript/permanent record at the end of the semester.
6. STUDENTS MUST CARRY FIVE ACADEMIC CLASSES FOR LETTER GRADES AND MAINTAIN A 3.4 GPA FOR TWO CONSECUTIVE SEMESTERS TO QUALIFY FOR AN ACADEMIC LETTER.
7. Be advised that some colleges will not accept high school courses which are taken pass/no pass and designated with a "P" on the transcript. They require a letter grade. This is particularly true in the World Language area.

RESOURCE CENTERS

Resource Centers are designed for students needing to do make-up work or to acquire special help. They are located in various rooms throughout the building and schedules are posted in the classrooms. Each Tuesday a resource period for all students is available from 2:56 to 3:20 P.M.

THE FIFTH A (ATTENDANCE INCENTIVE)

Our semester test waiver is being used as a positive reinforcement to all students who have outstanding attendance. A student who misses 6 or fewer days during a semester may have the option of not taking two of their finals providing that the student adheres to the following provisions:

1. A student who has 6 or fewer excused absences may waive two (2) semester tests in classes in which he/she has met the attendance requirements. Absences excused as Valley activities are not included as part of the six.
2. A student with an unexcused absence in one period will not be able to waive an exam in that period. An unexcused absence for the entire day will result in loss of ability to waive any exam.
3. All Sophomores will be assigned to study hall [when not in an academic course](#). Accumulating three unexcused absences from any one study hall will result in the loss of semester test waiver privileges.
4. A student who has accumulated 15 or more suspension points or has been suspended in or out-of-school, or has had an activity code violation will not be allowed to waive any exams.
5. **Three (3)** unexcused tardiness will eliminate a student from waiving an exam in that period. A tardy is unexcused if a student enters class with no pass or receives an unexcused pass from the Student Services office.
6. A student on homebound will not be eligible to waive semester exams.
7. A student who qualifies for the waiver option may decide to take the semester test, but it will be counted only if it *improves* the final grade.
8. Forms requesting permission to waive final exams are due in the STUDENT SERVICES OFFICE on designated dates in December for first semester and in May for second semester. Permission forms will be distributed in Advisory.
9. A student can not select the same course to opt out both semesters.
10. A student will lose the semester test waiver privilege if they have three cell phone violations.

NOTICE: Students taking a class for DMACC credit and/or Honors and Scholars track courses are not eligible to waive the exam for that class. This includes second semester seniors.

SENIOR EXAMS

Second semester seniors with a grade of B or better may waive the final exam if:

- zero unexcused absences
- zero suspensions
- accumulation of 15 or more suspension points
- zero activity code violations during second semester

MAKE-UP FINAL EXAMS:

All final exams will be administered as scheduled. Should unusual circumstances arise, a formal request for an alternative assessment date shall be in writing to Dr. Vicky Poole, Valley Principal. Pending written approval below are the scheduled make-up dates.

First Semester	January 19, 2009 or January 24, 2009.
Second Semester	June 3, 2009

SILVER CORD AWARD

The Silver Cord Award, developed by the Principal's Advisory Council, is a distinguished volunteer service award available to Valley High School students who earn a minimum 50 hours of community service/volunteering during every year of high school for a total of at least 200 hours beginning with the class of 2012. The original 40 hour requirement increases to a 50 hour requirement beginning in the fall of 2008. In order to earn a Silver Cord, the class of 2009 will have completed 170 hours of service; the class of 2010 will have completed 180 hours of service; the class of 2011 will have completed 190 hours of service, and the class of 2012 will have completed 200 hours of service. Students cannot do 30 hours one year and 70 hours the next -- 50 hours EACH year. (Special consideration will be given to students who move in late in their high school career.) At Valley's Honors Evening in mid May, recipients will receive a Silver Cord to wear on their robes at graduation in recognition of their achievement.

Important details regarding the Silver Cord Award:

- **Pre-Approval:** A pre-approval form is **required prior to the service activity**. This prevents any misunderstanding of qualifying hours.
- **Documentation:** Students **MUST** document all service activities on the Silver Cord Award Form provided by the Counseling Office - one form for each site or project, signed by a supervisor at the site. Time for breaks, lunch, or travel time are not included. Forms should be submitted to the Community Service-Learning Coordinator in the Counseling Office at Valley, or the main office at Southwoods on the first day of each month for on-going activities and within 30 days of the completion of other activities. Seniors must submit all Silver Cord forms by May 1 of the senior year.
- **Summer Service:** Service hours earned during the summer after the academic year may be applied toward EITHER the prior or following school year – student's choice. (For example, the summer after freshman year can apply toward either the freshman or sophomore 50 hour requirement). Summer BEFORE Freshman year cannot be used. **Pre Approval Forms** are available in the Counseling Office and should be submitted the week before final exams. Students should pick up blank Silver Cord Award forms before the end of school to photocopy and use for documenting summer service or download a form from the web site: <http://www.wdmcs.org/district/commed/icare/index.php>. Students should keep completed forms until they return to Valley in the fall. Summer hours are due September 1. The Service-Learning Coordinator in the Counseling Office will be responsible for keeping students' Silver Cord files and will submit them to the appropriate counselor for final award review by May 1 of the student's senior year.
- **Acceptable service activities:** Silver Cord hours must be for providing a SERVICE or meeting a clear NEED for an agency, church, school, park, charity program or fundraiser or community event. The service should be "above and beyond" one's usual scope of involvement and should not be part of a **required** service for any program or as a part of your commitment to an organization as a member of that organization. Examples of activities that would **not** be acceptable: Sports team managing or training / rehearsing, and service work for a group as part of your membership obligation. Camp counselors may receive 8 hours per day for service.
- Silver Cord Hours CANNOT BE:
 - ~ To satisfy a class or **requirement / obligation** for any agency, program or organization of which you are a member
 - ~ For a relative
 - ~ For pay or compensation of any kind

ACTIVITIES AND ATHLETICS

ATHLETIC CODE OF IOWA

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

The local school board shall by policy determine whether or not participation in nonschool athletic events during the same season is permitted and provide penalties for students who may be in violation of the board's policy. The rule is intended to implement Iowa Code sections 256.46, 280.13 and 282.18.

Our policy is that the student/athlete seek permission from his/her Head coach prior to participating on an outside team during the competitive season of that sport.

2008 - 2009 I.G.H.S.A.U. SPORTS SEASONS

SPORT	COACH	1ST PRACTICE	1ST CONTEST	LAST CONTEST
Cross Country	Mr. Hardin	Aug. 18	Sept. 1	Nov. 1
Volleyball	Mr. Frazell	Aug. 18	Sept. 1	Nov. 15
Swimming	TBA	Aug. 18	Sept. 1	Nov. 8
Basketball	Mr. Boyle	Nov. 10	Nov. 21	Mar. 7
Bowling	Mr. Eckhoff	Nov. 10	Nov. 24	Feb. 28
Track	Mr. Borness	Feb. 16	Feb. 16	May 23
Tennis	Mr. Trygstad	Mar. 16	Mar. 25	June 6
Golf	Mr. Johnson	Mar. 16	Mar. 25	June 2
Soccer	Mr. Chapman	Mar. 23	Apr. 6	June 13
Softball	Mr. Bakey	May 11	May 25	July 25

2008 - 2009 I.H.S.A.A. SPORTS SEASONS

Football	Mr. Swenson	Aug. 11	Aug. 28	Nov. 22
Cross Country	Mr. Trygstad	Aug. 18	Sept. 2	Nov. 1
Fall Golf	Mr. Johnson	Aug. 11	Aug. 14	Oct. 11
Basketball	Mr. Thornton	Nov. 17	Dec. 1	Mar. 14
Swimming	Mr. DeBoef	Nov. 10	Dec. 1	Feb. 14
Wrestling	Mr. Young	Nov. 17	Dec. 1	Feb. 28
Tennis	Mr. Trow	Mar. 23	Apr. 1	June 9
Track	Mr. Rhoads	Feb. 16	Feb. 16	May 23
Soccer	Mr. Haffar	Mar. 16	Apr. 2	June 6
Baseball	Mr. Cooley	May 4	May 25	Aug. 1

You may reach the coaches at 633-4259 if you have any questions.

Physical examination forms, eligibility cards and emergency cards are available in the athletic office at Valley and on-line at www.wdmcs.org. Athletic calendar of events are also available at www.cimlsports.org. All completed forms must be turned into the athletic office before an athlete is allowed to compete or practice in his/her sport.

If you are unable to attend when practice begins please contact your coach and arrangements can be made for you to still participate in this activity.

ATHLETIC PROGRAM PHILOSOPHY

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

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

- The ultimate goals of the athletic program will be: 1.) to realize the value of participation without overemphasizing the importance of winning or excelling, and 2.) to develop and improve positive citizenship traits among the program's participants.
- The eighth grade program trains the athletes in the skills of the sport. Interscholastic competition begins at this level and will afford as many students as possible the opportunity to participate within the schedule so that they may achieve their fullest learning and performance levels.
- Some ninth grade athletes are more talented skill wise and more aware of the cognitive aspects of interscholastic athletic competition. Therefore, while an effort is made to allow as many students as possible to compete, the more advanced athletes will receive the majority of participation time. Other team members may be offered the opportunity to participate in a schedule which demands lesser skill development.
- The Junior Varsity/Sophomore programs will help develop athletes and utilize those who show the greatest ability in a variety of skills. Role specialization of athletes may become more evident at this level. Those who are more able will be the primary participants.
- The Varsity team is for those who have learned the basic skills well and perform them both in practice and in interscholastic competition. Role specialization is often necessary at this level and athletes may be used in specific roles for the benefit of the entire team.
- Athletes who display leadership and/or enthusiasm, in combination with basic skill development, may enhance their opportunity to participate.

Valley Clubs and Activities

ACTIVITY	SPONSOR	RM
ACADEMIC DECATHALON	SCHEBEL	324
ANIMEE	TOM MURPHY	2333
ART CLUB	RON DINSDALE	2339
ASIAN CULTURES CLUB	PHIL PETERS	404
BAND	TONY GARMOE	508
❖ MARCHING ❖ JAZZ ❖ CONCERT BAND	ROXIANNE CLASSEN DAVID KOBBERDAHL TONY GARMOE	
BEST BUDDIES	JIM WANDRO & ERIKA WEIH	222A 214
BOWLING	JASON ECKHOFF	ATHL OFFC
CHEERLEADING	BETH AANONSON	225
CHEMISTRY CLUB	SARAH KNOKE	301
CHESS CLUB	BEN MUNSON	COMM
CLOSED CAPTION	ROCKY GRAZIANO	1317
COMMON THREADS	MARY BLYTH	319
CREATIVE WRITING CLUB	KAREN DOWNING	1321
CYBER DEFENSE IT	DAVE COCHRAN	2312
DANCE TEAM	LINDSAY FELTY	OFFC
DEBATE	DAVID MCGINNIS	223
DRAMA	STACY HANSEN	406
DUMBLEDORE'S ARMY	ERIN PERRY	1313
ENVIROMENTAL PROTECTION	BRADY JOHNSON	330
FCA	SUE BOYLE KRIS MILBURN (VHS) JASON BAUER (VSW)	1351
FILM CLUB	CAROL ENGELMAN	334
FRENCH CLUB	VICKI GALLAGHER	1333
FRIENDS OF RACHEL F.O.R. CLUB	AIDDY PHOMVISAY	OFF
GAY/STRAIGHT ALLIANCE (GSA)	TBA	
GERMAN CLUB	MELISSA ROTH	1351
GIRLS WRESTLING	GABE CARLSON, COACH TUTOR	OFFC
HABITAT FOR HUMANITY	DAVID KELLEY	405
HEART SPADE DIAMOND	JOHN	137

CLUB	BRINDLEY	
HEBREW LANGUAGE	BRURIA KAUFMAN	OFFC
H.O.P.E FOR AFRICA	JIM MARTIN	326
I-CARE/SILVER CORD	DENISE ROURKE	COUN
INTERNATIONAL ELL	BENSKIN/PAGAN	1113B
INTRAMURALS	GABE CARLSON	OFFC
JAPANESE CLUB	YURIKA KANA-I-MOLLOY	1351
JUNIOR CLASS	JESSICA SORRENTINO	2345
JUNIOR STATESMAN OF AMERICA	AIDDY PHOMVISAY	OFF
KNITTING CLUB	PAM THOMASON	1316
KNOWLEDGE BOWL	N. SPEICHINGER	331
KWDM RADIO	JANELL MIKELS	121
LATIN CLUB	AMANDA WOODRUFF	1353
LATINO UNIDOS	MARGARITA SAVALA	1349
LUMBER JACKS	BRANT REIF	1329
MIMES	TED VANDEVENTER	OFFC
MOCK TRIAL	SONJA HANSEN	2349
MODEL UN	GREG HUDSON	2353
NEWSPAPER (SPOTLIGHT)	MARY LAUGHLIN/JOHN BRINDLEY	137
NATIONAL HONOR SOC.	THAD LOEB	2325
NINJA CLUB	DAVID KELLEY	405
NORTH SOUTH FOUNDATION	KEVIN NEAL	1101
OCTAGON CLUB	LORI HINTON	2311
OPTIMISTS CLUB	LORI HINTON	2311
ORCHESTRA—CHAMBER	PHIL PETERS	404
ORCHESTRA—SYMPHONY	PHIL PETERS	404
OUTDOOR CLUB (SURFER TUESDAY)	CAMERON GALE, BRANT REIF	1329
PEOPLE PE	LISA CIBULA	GYM
PING PONG CLUB	CAMERON GALE	325
POOL CLUB	DAVID KELLEY	405
PRIVATE EYE CLUB	PAM THOMASSON	1316
S.A.D.D./J.E.L.	KRIS MILBURN KERRY WISE-	1315

ACTIVITIES AND ATHLETICS

	IA LUNG ASSOCIATION	
SCIENCE BOWL TEAM	NATHAN SPEICHINGER	331
BIGS IN SCHOOL: SCHOOL BASED MENTORS	ASHLEY LEVANG, AIDY PHOMVISAY	OFFC
SENIOR CLASS	SAM KRANOVICH	OFF
SHAKESPEARE	ROB SCHEBEL	324
SKATE KREW	SUE BOYLE	1335
SOPHOMORE CLASS	TBA	
SPANISH CLUB	CATHY COLLINS	1339
SPEECH		
• IHSSA INDIVIDUAL EVENTS	SONJA HANSEN	2349
• IHSSA LARGE GROUP	STACY HANSEN	406
STOPLIGHT (SATIRICAL PAPER)	ERIN PERRY	1313
STUDENT COUNCIL	ALLISON JOHNSON	407A
SYNCHRONIZED SWIMMING	SUSAN VANDEVENTER	POOL
THESPIANS	STACY HANSEN	406
TIGER PAINTBALL	BRIAN RHODES	GYM
ULTIMATE FRISBEE	CLINT	221

	GENTRY	
VALLEY AMBASSADORS	TONY WIELAND	COUN
VALLEY ABSTINENCE MOVEMENT	CAROL ENGELMANN	334
VALLEY DISC GOLF	GREG HUDSON	2351
VALLEY PRAYER	MARC PEDERSEN	303
VALLEY BIBLE STUDY	HEATHER HOPE	2313
VALLEY BOOK CLUB	KELLI MOORE	2318
VALLEY CYCLING CLUB	ALAN MUENZENMAY	123
VOCAL MUSIC		413
◆ VOCALESE JAZZ	LINDA VANDERPOOL	
◆ VOCAL POINT JAZZ	LINDA VANDERPOOL	
◆ CHORALATION	DINA ELSE	
WORLD CULTURES CLUB	ERIN PERRY	1313
YEARBOOK (TIGER TALES)	JOHN BRINDLEY	137
YOUNG DEMOCRATS	JANELL MIKELS	121
YOUNG REPUBLICANS	DIANE VAN WYK	2319
BUSINESS PROFESSIONALS OF AMERICAN	MICHELLE FRANK	1318

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. 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.

STATEMENT OF PURPOSE

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

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

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

ACADEMIC ELIGIBILITY

ATHLETICS

Scholarship Rule 36.15 (2)

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

If not passing all courses at the end of a grading period (end of first semester/end of second semester), the student is ineligible for the first period of 30 consecutive calendar days in the interscholastic athletic event in which the student is a contestant.

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

If not passing all courses at the end of the final grading period of the school year and the student is a contestant in baseball or softball, the student is ineligible for the next four weeks of that sport but has eligibility in the fall.

See www.iahsaa.org for more detailed explanation of IHSSA scholarship rule.

ACTIVITIES AND ATHLETICS

ACADEMIC ELIGIBILITY

ACTIVITIES

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

If not passing all courses at the end of a grading period (end of first semester/end of second semester) , the student is ineligible for the first period of 30 consecutive calendar days. The period of ineligibility will begin with the first school day following the day grades are issued by the school district.

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

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

A student pre-paid fees or registration fees for activities and athletic programs and trips are non-refundable if a student is deemed academically ineligible or has had an activity code violation.

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 on an 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:

Possessing, using or being under the influence of any alcoholic beverage, controlled substance, look-alike or substitute or any substance represented to be an alcoholic beverage or 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. (Board Policy 502.7)

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**.

ACTIVITIES AND ATHLETICS

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

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

REASONS FOR DECISIONS

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

REPRESENTATION AT APPEAL

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

FREQUENTLY ASKED QUESTIONS:

1. **Who should I contact with a question about the WDMCSD 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 violation?**
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 non-school related activities or special occasions at home or anywhere with parental consent (birthday, anniversary, etc.) is he/she in violation of activity code?**
Yes.
9. **Is the activity code applicable to foreign countries, on cruise ships or any location where 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 anyway in the world. Students are expected not to consume, use or be in possession of alcohol, tobacco or drugs at anytime and anywhere even with parental permission, or if the activity is legal where and when it occurs.
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

ATTENDANCE

ADDRESS

- A. All students are required to keep their residence address up to date.
- B. Students not living with their parents or guardian, and living in a residence within the West Des Moines Community School District must submit the following in writing:
 1. A statement to the Administration, signed by the student and one parent, that they are not living with a parent or guardian, and are residing in the West Des Moines Community School District.
 2. A statement of address and telephone number of student and one parent where they can be reached.
- C. Students cannot withdraw from school unless proof of parent knowledge is supplied to the school.

ATTENDANCE PROCEDURES

In accordance with board policy 501.6, Compulsory Attendance, program attendance is required for a minimum of 148 days, to be met by attendance for at least 37 days each quarter.

Your attendance in school becomes part of your record. Students must supply reasons for absences and tardiness to school by 4:00 p.m. **on the day of return**. A student will be considered absent if more than 15 minutes of class is missed.

The following description of the rules of attendance is to inform you of proper procedures when you are absent from school.

1. **Call the School** - On each day of student absence, parents are asked to notify the school by phone (633-4000) as early as possible, preferably by 10:00 a.m., when a pupil is being kept home for any reason. Please give your student's school I.D. number when calling.
2. **Admit** - If a student's absence has not been resolved **on the day of return** by a phone call or a note prior to returning to school, he/she must acquire an admit from the office before entering class.
3. **Leaving During the School Day** - A student leaving school is required to check out with the office. The student needs to give name, student I.D. number, time of leaving and present a written, dated note for the absence.
4. **Illness at School** - A student who becomes ill during the school day should report to the school nurse, who will determine the extent of illness. Parents will be called if a student needs further attention or is to be excused from school. A resting area is provided in the nurse's office. Any absence from class coded as "NU" is considered excused illness by the nurse.
5. **Make-Up** - For any absence, the student is expected to contact the instructor about assignments missed. The allowable time for make-up is two days for each day of an excused absence up to 6 school days for multiple, consecutive, excused absences. The time allowed for make-up work may be extended at the discretion of the teacher. Assignments, projects, speeches, tests, etc. that are due on a day of an excused absence are due the day the student returns. Loss of credit may result if make-up work is not completed within the allotted time period. Students should see teachers in advance of planned absences. Every student should be prepared for class discussion after an absence to the best of his/her ability. Assignments for an in-school or out-of-school suspension are due upon return.
6. **Incompletes** - All work from an incomplete semester or quarter must be made up within two (2) weeks from the last day of the grading period. Failure to make up the work within this time will result in a failing grade. Extenuating circumstances may be worked out with teacher and administration.
7. **Tardiness** - All students arriving fifteen minutes after their scheduled class period begins will be considered absent. Reasons found unacceptable by Valley High School will be considered unexcused. Five or more unexcused tardiness in the same period will result in an in-school suspension and loss of semester test waiver. Students arriving at this time must go to the front office for an admit to class. Throughout the day, a student will be considered tardy if not through the door when class is scheduled to begin.

ATTENDANCE

8. **Detention** – Teacher detentions can be assigned at the discretion of the teacher. The teacher will give at least a 24-hour notice for all detentions. Failure to serve a teacher detention will result in a loss of credit for the assigned work. The administration may assign detentions based on excessive tardiness (5) to class. Each additional tardy will result in detentions. Failure to serve an administrative detention will result in an In-School Suspension.
9. **Excused Absence** is one, which falls into one of the following classifications and entitles the student to make up work missed and receive full credit:
 - illness of student.
 - medical and dental appointment with verification from doctor's office.
 - religious observance.
 - prearranged family trips and college visitation.
 - student in-school or out-of-school suspension.
 - Valley activity
10. **Unexcused Absences - Any absences for reasons unacceptable by Valley High School will be considered unexcused.** If an absence is unexcused (truant) the student will not be allowed to make up missed school work. Missed work will be recorded as "zero". If the unexcused (truant) student missed any single assignment that is 10% or more of the semester grade, that assignment will be allowed to be made up on the next day of attendance with a 25% grade reduction. The following is a listing of but is not limited to attendance behaviors that result in an unexcused absence:
 - oversleeping.
 - late arrival from leaving campus during lunch break.
 - absence from a class to do work or study for another class.
 - failure to clear up an absence within one day.
 - leaving class early without permission of classroom teacher.
 - family conveniences.
 - students who are in the building (i.e., media center) and fail to report to class will be given an unexcused absence.
 - car problems (see administrator).
 - truancy/leaving campus without permission.

Any absence not cleared up within one (1) school day following the last absence will be considered unexcused. It is the responsibility of the student to follow-up on all absences to ensure their clarification.

 - A. Parent will be notified on the first unexcused referral by the attendance secretary either by phone, email, letter or automated telephone call system.
 - B. Parent will be notified on the second unexcused referral by the associate principal and who will then assign detention.
 - C. The parent will be notified on the third referral by an associate principal who will assign an in-school suspension.
 - D. The fourth unexcused absence may result in the student auditing the class for no credit and/or being dropped from the course with an "F".
11. **Dismissal for Tournaments** - Excused absences will be allowed if Valley is participating during the regular school day for state tournaments. Should a student wish to be excused, he/she is to present a note to the office for approval before they are dismissed to the tournament.
12. **Students enrolling after the first sixteen days of the semester will audit courses unless they are transferring from an accredited school.** Students with sixteen consecutive unexcused absences will be dropped from Valley High School. In situations involving special education students, the staffing team will make the decisions about dropping the student or any other placement considerations.

CLOSED CAMPUS

Valley High School has a modified closed campus policy. Seniors and juniors must be in attendance for their first scheduled class of the day and may leave after their last scheduled class. Seniors with open lunch privilege may leave during their scheduled **30 minute lunch period**. All students must show a school identification card upon entering the building. Five suspension points are assigned for not having a school identification card.

Sophomores must be in attendance at the start of the school day (8:20 a.m.) and must remain on campus until the day is completed (Monday, Tuesday, Thursday, Friday at 3:20 p.m.), (Wednesday at 2:35 p.m. for collaboration days).

Sophomores that have an 8th period study hall at the end of the day may be excused with a signed note from their parent or guardian which will be kept in a file in student services for the semester requested. A second note is required for second semester. Students are to leave the building. Students that choose to remain in the building will be reassigned to study hall.

Students in violation of the above rules will be subject to in-school suspension.

STUDY HALL

Study hall will be a designated time for academic work.

All Sophomores will be assigned to study hall when not in an academic course. Students will be assigned five suspension points for unexcused absences for study hall.

Juniors and Seniors must observe the designated passing periods and not loiter in the halls during their free periods.

Students who do not observe regulations may be assigned to restricted study hall.

Students who are placed in restricted study hall due to having been dropped from a course will remain in restricted study hall for the remainder of the semester.

DISCIPLINE

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.

DISTRICT INFORMATION

Students with Disabilities

If it becomes necessary to suspend a child with a disability from either an existing special education program or regular class offering, after procedural safeguards and due process procedures are properly observed, the school district remains responsible to offer an appropriate instructional program to the child by establishing the necessary program or contracting such services from another district or agency, or as otherwise provided in Chapters 273, 281, and 442 of the Code.

A child with a disability in this district is entitled to an appropriate instructional program through 21 years of age or graduation after the satisfactory completion of the appropriate course of study.

Readmission

Readmission shall be in the manner prescribed by the Board of Education of the school district. A student shall be eligible for readmission at the beginning of the school year or at any such other time as is determined by the Board.

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 (generic expulsion statute), and 282.5 (generic suspension/expulsion 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.

ADMINISTRATIVE DISCRETION

The administration reserves the right to use discretion in determining the severity of any student violation of a policy, rule, or directive of the district and/or any inappropriate act or behavior on the part of the student.

SUSPENSION POINTS

Certain school violations can result in suspension points [which are cumulative over the entire school year](#). A student who has accumulated fifteen points will lose the semester test waiver privilege. The next fifteen points will result in a one day in-school suspension. A third offense may result in a two day in-school suspension. Fourth and subsequent suspensions for points may result in a three day out-of-school suspension and a conference will be held with the parent.

Minor infractions will incur 5 suspension points and will be assigned at the discretion of the Administration.

DETENTION

Students may be issued detentions for various violations. Detentions are held immediately after school [Monday, Tuesday, Thursday and Friday from 3:25-3:55 p.m.](#) or 7:45-8:15 Monday-Friday and on Wednesday 2:45-3:15 in the designated detention room. Students must check in with the supervisor upon arriving- reporting five minutes or later after the assigned time results in a missed detention. Failure to attend detention is an automatic in school suspension. No food or drink is allowed [except during lunch](#). Time is to be spent doing homework or reading. No sleeping, [no electronic devices](#), cards, or games are allowed.

RESTITUTION

At administrative discretion students may be allowed to do restitution for poor choices that they make. Restitution is defined as, “(To) create conditions for the person to fix their mistake to return to the group strengthened.”

IN SCHOOL SUSPENSION - DEFINITION

In-School Suspension: The purpose of "In-School Suspension" is to provide for the students, parents/guardians, and school administrators an alternative to out-of-school suspension. This alternative involves suspensions of one (1) to five (5) days in which the students are allowed to remain in the school setting and receive credit for academic work and attendance. The student will not attend regular classes but will be permitted to attend or participate in any extra-curricular or activities that meet outside the school day. [No food or drink allowed except during lunch. Students must bring a non-perishable sack lunch or order a lunch from the school cafeteria in advance.](#)

OUT-OF-SCHOOL SUSPENSION (OSS)

1. All work must be made up and full credit will be given.
2. Should work not be completed for the day(s) of out-of-school suspension, a zero (0) will be given for each assignment not completed.
3. The parent [must conference with an administrator prior to returning to school](#)

SUSPENSIONS IN A SEMESTER

Should a student acquire three suspensions of any type in one semester, the student may be asked to withdraw from school for the remainder of the semester. Should the student not withdraw from school, the administration will recommend the student to the Board of Education for expulsion. The student may re-enter the next semester following a meeting with his/her parent-guardian, counselor, an administrator and that student, if the student has withdrawn.

EXPULSION PROCEEDINGS

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

1. The student will be informed that expulsion proceedings will be recommended.
2. The student will be on suspension until the culmination of expulsion proceedings.
3. The student is entitled to a hearing before the Board of Directors and will be notified in writing of the date, time, and place of the hearing.
4. The student will be notified of the specific charges.
5. The student shall have the right to be represented by counsel.
6. An expelled student may be readmitted by the Board only.

SPECIFIC CHOICES (Violations) & THEIR CONSEQUENCES (In alphabetical order)

**ALCOHOLIC BEVERAGES AND CONTROLLED SUBSTANCES -
POSSESSING, USING, OR BEING UNDER THE INFLUENCE OF A CONTROLLED
SUBSTANCE Board Policy 502.7**

Possessing, using or being under the influence of any alcoholic beverage, controlled substance, look-alike or substitute or any substance represented to be an alcoholic beverage or 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.

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 book bag, 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.

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 shall 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 re-admittance, a parent/guardian conference is required at which evidence must be furnished of participation in a chemical abuse evaluation, counseling or treatment program.
5. Within 30 days of the incident, the family must meet with appropriate school officials to review the rehabilitation plan developed as a result of the chemical abuse evaluation.
6. Failure to comply with provisions of this policy will result in a recommendation for expulsion to the Board of Education, unless the student is protected by provisions of the Individuals with Disabilities Act (I.D.E.A.), in which case, the Superintendent will determine if an expulsion hearing before the Board is appropriate.

Second and Subsequent Offenses:

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

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.

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

**ALCOHOLIC BEVERAGES AND CONTROLLED SUBSTANCES -
SELLING OR DISTRIBUTING A CONTROLLED SUBSTANCE Board 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:

- (a.) Evidence or testimony is obtained by the school administration that supports the finding that a student intended to sell or distribute a prohibited substance.

or

- (b.) The 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 or in a single dose. (For example, this means that a student who is found in possession of more than two (2) twelve ounce cans of beer, more than one gram of marijuana, or more than two-tenths of one gram of methamphetamine will be considered to have an intent to sell or distribute a prohibited substance.)

As used in this policy, the term “possession” 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 book bag, 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.

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.

**ALCOHOLIC BEVERAGES AND CONTROLLED SUBSTANCES -
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.

DISTRICT INFORMATION

First Offense:

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

Second and Subsequent Offenses:

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

CLASSROOM DISRUPTION

In order to ensure the best possible educational environment for all students, unacceptable behavior in a classroom shall be prohibited and subject to the following disciplinary action:

- The first time a student is removed from a class for disruptive behavior, suspension points may be assigned and parents may be notified.
 - Second occurrence - class suspension and parent conference with teacher.
 - Third occurrence - may result in permanent removal from class for the semester with a failing grade and placement in a study hall.
- Any removal for serious disruption, which may include violence, obscenity, vulgarity or those actions which cause or encourage bodily injury may warrant immediate suspension from school.

DISRESPECT OR INSUBORDINATION TOWARD SCHOOL STAFF

1. Insubordination or [disrespect](#) is a refusal to comply with the request or directions of officers, employees, or agents of the school acting within the scope of their employment or duties.
2. Students who are insubordinate or disrespectful may be placed in in-school suspension or suspended out of school, depending on the severity of the behavior and [must have parent conference with an administrator prior to returning to class](#).
3. Examples of above:
 - a. Derogatory comments about person.
 - b. Refusing to cooperate with reasonable staff directions.
 - c. Intimidation of staff.

EXTORTION

1. Extortion involves obtaining money, goods or service from another person under threat of force.
2. Extortion is a serious type of misconduct and will result in suspension of 1-3 days and police involvement.

FALSIFICATION OF SCHOOL FORMS AND PARENTAL NOTES

1. Falsification of school forms and parental notes (including telephone calls) will result in one day in-school suspension being issued and all classes missed as a result of action will be counted as unexcused. [A second offense will result in a two \(2\) day in school suspension. A third offense may result in a three \(3\) day out-of-school suspension. Fourth and subsequent suspensions for points may result in a five \(5\) day out-of-school suspension and a conference will be held with the parent.](#)
2. False publications in yearbook - the student will pay \$10.00 for each individual occurrence and \$15.00 for each group occurrence to cover expenses incurred by the yearbook and picture company for falsifying a picture in the yearbook.

FIGHTING

Fighting in school, on school grounds, or at school activities is not acceptable. Students that participate in a fight are subject to the following consequences:

FIRST OFFENSE: Students will be placed on a five (5) day out-of-school suspension. Law enforcement authorities may be notified. Parents or guardians are notified by mail and when possible by phone. Before being re-admitted to class, a parent/guardian conference is required.

SECOND OFFENSE: Students will be placed on a ten (10) day out-of-school suspension. Law enforcement authorities may be notified. Parents or guardians are notified by mail and when possible by phone. Before being re-admitted to class, a parent/guardian conference is required.

THIRD OFFENSE: The student will be placed on out-of-school suspension. The student will be asked to withdraw from school for the remainder of the semester. Should the student not withdraw from school, the administration will recommend the student to the Board of Education for expulsion.

GAMBLING

1. Gambling in any form is forbidden in the school building, on school grounds, in buses or on school-sponsored trips.
2. All cards, dice, coins and other items used in gambling will be taken away, and referral will be made to the appropriate authority.
3. Violation will result in parental contacts and a possible suspension of 1-3 days.

HARASSMENT

A comprehensive policy on harassment clearly states “harassment of employees and students will not be tolerated in the West Des Moines Community School District.” According to the policy, harassment includes conduct directed at an individual or group because of his, her or their race, creed, color, religion, national origin, sex, age, sexual orientation, physical or mental disability. It may take the form of -- but is not limited to -- jokes, stories, pictures, comments or other actions that are annoying, abusive or otherwise demeaning in nature, provided the conduct is sufficiently severe, persistent or pervasive to create a hostile educational or employment environment. Individuals found to be in violation of this behavior are subject to an investigative procedure and appropriate sanction.

1. Verbal Warning; or Immediate suspension
2. 5 day OSS(out of school suspension); referral to S.A.P.
3. OSS with recommendation for expulsion.

<u>THIS IS SEXUAL HARASSMENT</u>
Unwanted One-sided Demeaning
<u>THIS IS FLIRTING</u>
Wanted Two-sided Flattering
<u>THIS IS ILLEGAL</u>
Frequent remarks that lead to a hostile environment
<u>THIS IS NOT ILLEGAL</u>
One comment, one time--depending on the seriousness!

DISTRICT INFORMATION

HAZING

The practice of hazing is prohibited. Hazing is defined as any action taken or situation created, whether on or off school grounds, to intentionally produce mental or physical discomfort, embarrassment, harassment or ridicule. Such activities and situations include paddling in any form; creation of excessive fatigue; physical and psychological shocks; quests, treasure hunts, and scavenger hunts; wearing apparel which is conspicuous and not normally in good taste; engaging in public stunts and buffoonery; degrading or humiliating games and activities; late work sessions which interfere with scholastic activities; kidnapping or capture; line ups designed for the degradation of the person; and any other activities which are determined by the administration to be inconsistent with the law or regulations and practices of Valley High School. The administration reserves the right to use discretion in determining the consequences for any student and/or group participating in hazing.

INCITING A RIOT OR DISTURBANCE

1. Inciting or encouraging a fight with other individuals is a serious type of misconduct and offenders will be suspended 3-5 days.
2. Any student who behaves so as to promote or bring about a mass disturbance(s) and conflict among students will be suspended 1-5 days and violators may be turned over to police.

PHYSICAL ABUSE OF SCHOOL STAFF

1. Physical abuse of school staff is a very serious type of misconduct. Such behavior would consist of: pushing, striking, pulling hair, etc.
2. Offenders will be suspended 1-10 days and/or expelled.
3. Staff shall be defined as any school personnel or agents of the school.

PROFANITY, VULGARITY OR INDECENT GESTURES

1. Indecent gestures, profanity and vulgar language are not to be used in school, on school grounds, or at school-related activities.
2. Students who participate in such behavior may be placed in in-school suspension for 1-3 days.
3. A student who directs such behavior toward teachers, administrators, or other school employees will be suspended out of school 1-5 days.

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. 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 a-likes; 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 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.

SUPERVISED SCHOOL ACTIVITIES

1. All students are encouraged to demonstrate good sportsmanship and [conduct](#) during all school activities.
2. Following school sponsored social events such as banquets, dances, parties, etc., it will be the parent's responsibility to know whereabouts of the student after school supervision has ended. School authorities do not sponsor all night parties or events.
2. Students that are suspended out of school and/or are expelled may not participate and/or may not attend any school sponsored activity until the student has been re-admitted by a school administrator.

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.

DISTRICT INFORMATION

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, miss-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.

INFINITE CAMPUS
Parent/Student Internet Portal
<http://portal.wdms.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, attendance, academic work and grades as entered by the teachers. It also allows the student to see final grades, as well as calculated grades within a quarter. Each student can only see his or her own information. An account must be set up for each student. The student account information will be provided by the office staff. Students with an account from the previous year can use the account in the current school year. Students should check to see that their e-mail addresses are correct.

The **parent portal** allows a parent/guardian to see the same information as their student regarding schedule, attendance, academic work and grades. 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.

DISTRICT INFORMATION

TELECOMMUNICATIONS, ELECTRONIC AND NETWORKED INFORMATION RESOURCES

The expectation at Valley is that if you choose to use the building's technology then you have committed yourself to follow district and building procedures. Your activity on the computers at Valley must be relevant to the classes you are taking. The district does not provide computers for you to play games on, surf the Internet, etc. Failure to abide by district and building procedures and applicable laws governing use of these resources may result in the suspension and/or revocation of access to these resources. Any student violation may result in discipline up to and including expulsion. Fees, fines, and other charges may also be imposed as a result of misuse of these technology resources.

Software is in place to follow a student's activity on building computers. Student directories are scanned on a regular basis for content not consistent with district and building procedures. In general, consequences are:

First Offense: Student network access will be interrupted without warning. Access may be denied for a minimum of 6 weeks.

Second Offense: Access may be denied for the remainder of the school year.

*Depending upon the severity of the violation students may also be subject to 1-3 days ISS or 1-3 days OSS and/or recommended for expulsion.

THEFT - STEALING AND/OR POSSESSION OF STOLEN PROPERTY

1. Any student who takes school property or any object of any value from another student, school employee, teacher, or visitor to the school or is in possession of said property or object will be suspended 3 to 5 days.
2. Violations may be reported to the police.

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.

USE AND/OR POSSESSION OF TOBACCO AND TOBACCO PRODUCTS:

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

Any student violating the provisions of this policy during any one school year shall be subject to the following disciplinary procedures:

FIRST OFFENSE:	1 day in-school suspension. Parents/guardians are notified by mail and when possible by phone.
SECOND OFFENSE:	2 day in-school suspension. Parents/guardians are notified by mail and when possible by phone.
THIRD OFFENSE:	The student is placed on out-of-school suspension for five (5) days. Parents or guardians are notified by mail and phone. The student may be recommended for expulsion to the Board of Education.

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

TRESPASSING

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

VANDALISM

Any person found willfully damaging or defacing property belonging to the school district shall be held responsible for the replacement or repair of such property, and all cost shall be the obligation of the offender. Any person, other than a school district employee, providing information leading to the identity of any person damaging or defacing property will be rewarded in an amount equal to one-third of the cost of repair of the item, not to exceed \$100.00. The amount of such reward shall be assessed as a fine against the person or persons responsible for the damage. Students will be subject to suspension for 1 to 5 days.

NO SKATEBOARDING ON SCHOOL PROPERTY

To prevent damage to school property, ramps and sidewalks at VHS, please no skateboarding. Students may be subject to disciplinary action and/or restitution for damages.

DISTRICT INFORMATION

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.

DISTRICT INFORMATION

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 Ken Sand (967-5783).

ASBESTOS

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

AUTOMOBILE INSURANCE COVERAGE

If an employee, student or volunteer is acting within the scope of his/her duties for the school district and has written authorization by a designated representative of the school district, the school district's automobile insurance policy will provide coverage for negligence for bodily injury and property damage to others.

Under no circumstances will the school district's automobile insurance policy provide coverage for the physical damage to the vehicle owned and/or operated by the employee, student or volunteer.

EQUAL ACCESS

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

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

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

Nondiscrimination

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

Harassment and Bullying Prohibited

The District is committed to providing all students a safe and civil educational environment in which all are treated with dignity and respect. The District is also committed to promoting understanding and appreciation of the cultural diversity of our society. The District will educate students about our cultural diversity and will promote tolerance of individual differences.

Harassment and bullying of students is against the policy of the State of Iowa as well as of the District. The District will promote procedures and practices to reduce and eliminate harassment and bullying. The District prohibits harassment and bullying of students by other students, by employees, and by volunteers while in school, on school property, and at any school function or school-sponsored activity. This includes harassment or bullying based on any student's actual or perceived traits or characteristics, including the student's actual or perceived age, race, color, creed, national origin, sex, physical or mental ability or disability, religion, sexual orientation, gender identity, marital status, physical attributes, ancestry, political party preference, political belief, socio-economic status or familial status.

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.

An objectively hostile school environment is created if the communication, act or conduct

- places the student in reasonable fear of harm to the student's person or property; or
- has a substantially detrimental effect on the student's physical or mental health; or
- has the effect of substantially interfering with the student's academic performance; or
- has the effect of substantially interfering with the student's ability to participate in or benefit from District services, activities, or privileges.

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

- unwelcome touching;
- inappropriate or demeaning remarks, jokes, stories, activities, symbols, signs or posters;
- implied or explicit threats concerning grades, awards, property or opportunities;
- requiring, explicitly or implicitly, that a student submit to harassment or bullying as a term or condition of the student's participation in any educational program or activity.

Sexual Harassment

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

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

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

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

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

Complaint Procedures

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

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

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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 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 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 or termination of employment.

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.

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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.

DISTRICT INFORMATION

NON-DISCRIMINATION AND EQUITY INFORMATION

Equity Coordinators

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

Lisa Remy

Equity Coordinator

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

Dr. Lori Diebel

Affirmative Action/EEO Coordinator

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

Dr. Nancy Moorhead

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

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

Equity Statement

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

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

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

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

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

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

Affirmative Action - Equal Employment Opportunity (Policy 401.1)

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

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

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

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

Inquiries or grievances related to this policy may be directed to: Equity Coordinator, Lisa Remy Associate Superintendent of Human Resources or Affirmative Action/EEO Coordinator, 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: The employee or patron will first discuss the complaint with the person(s) (INFORMAL) involved with the objective of resolving the matter informally.

LEVEL 2: If the complaint is not resolved at Level 1, the grievant may pursue the grievance (FORMAL) 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: If the complaint is not resolved at Level 2, the grievant may present a copy of the (FORMAL) 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.

DISTRICT INFORMATION

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

March 1, 2009 - last date for regular open enrollment requests for the 2009-2010 school year.

Applications must be filed with the district of residence **and** the receiving district. Parents or guardians of open enrolled students who meet the federal income guidelines are eligible for transportation assistance. This may be in the form of actual transportation or in the form of a cash stipend.

Parents and students should be aware that open enrollment may result in the loss of athletic eligibility for participation in varsity sports.

For further information, contact your principal or Kurt Subra, Chief Financial Officer, at 633-5075

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.

DISTRICT INFORMATION

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. 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.

THREATS

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

TEACHER QUALIFICATIONS

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

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

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

The West Des Moines Community School District Board of Education has authorized the use of video/audio systems on school district buses. These systems will be used to monitor student behavior to maintain order on the school buses and to promote and maintain a safe environment. Students and parents are hereby notified that the content of the videotapes may be used in a student disciplinary proceeding. The contents of the videotapes are confidential student records and may be retained with other student records. Videotapes will only be retained if necessary for use in a student disciplinary proceeding or other matter as determined necessary by the administration.

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

In addition, all new buses purchased since 2001 are equipped with stop arm cameras. These cameras are used to identify drivers who pass a school bus when the stop arm is extended. Eventually, all district buses will be equipped with both video/audio monitoring systems and stop arm cameras.

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.

Following is the Spanish version of the fee waiver statement. Include it if you feel it is appropriate for your school community.

REDUCIR O ELIMINAR EL COSTO DE LOS ALIMENTOS A LOS ESTUDIANTES

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

ADDITIONAL INFORMATION FOR STUDENTS AND PARENTS ALLERGIES

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

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

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

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

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's office. 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.

DISTRICT INFORMATION

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 affects 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.

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.

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.

NO PETS, PLEASE!

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

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

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

PURCHASING PROCEDURES

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

SCHOOL CLOSING ANNOUNCEMENTS

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

Parent Link, 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), KLTI (104.1), KPTL (106.3) and KISS (107.5); and **AM radio stations**: KPSZ (940), WHO (1040), KWKY (1150), KRNT (1350), KXNO (1460) and KBGG (1700 – Spanish Language).

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

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.

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.

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.

GENERAL STUDENT INFORMATION:

CARS/PARKING REGULATIONS AT VALLEY

The parking situation at Valley High School is a problem that has increased in severity the past few years. There is not adequate parking to meet the needs of all Valley students. Currently there are spots available on the Valley lot and one lot that is off sight. The speed limit within the parking lots is 10 miles per hour. Valley High School is not responsible for cars or items left in cars while parked at Valley or off sight. The school retains the authority to conduct routine patrols of school parking lots and inspections of exteriors of automobiles on school property. The interiors of vehicles on school property may be inspected whenever an authorized school official has reasonable suspicion to believe illegal or unauthorized materials are contained inside. Such patrols and inspections may be conducted without notice, without consent, and without a search warrant.

Who receives a parking sticker?

Only senior students (fourth year) with a minimum of 29 credits (including physical education) have parking privileges at Valley High School and any remaining parking stalls will be issued to Juniors (third year) with a minimum of 17 credits (including physical education) by selected criteria. Students must also have student accounts paid to date.

All motorized vehicles parked by students on campus must be registered. Only one car may be registered and only one permit will be issued per family. Parking permits may be obtained from the student services office between 7:15 A.M. and 3:15 P.M., Monday through Friday. Upon registration of the vehicle, a parking permit will be issued which is to be clearly displayed as directed by the district. Parking permits may not be transferred from student to student. The registered holder of a parking permit, regardless of who drives or parks the vehicle, is at all times responsible for that motor vehicle. The administration reserves the right to issue and revoke all permits.

What do I do if I wreck or sell my car? What if I have to drive a different family car?

If your car is sold or in a wreck, you must remove the parking sticker and bring it to student services in order to receive a new permit. If you are unable to produce the original, you will not be issued a new one. If you need to drive another family vehicle, you must report the license plate, make and model of the vehicle to Student Services on the same day you drive the vehicle. A ticket will be issued if the vehicle is not reported the same day. Phone calls are not accepted. Upon reporting it, you will receive a receipt. It is your responsibility to keep this receipt as proof that you reported it. Our records will be the final proof should a question arise later about the reporting of said car.

Where do I park?

Students are permitted to park on school premises as a matter of privilege, not as a right. Students driving cars or other licensed vehicles to school must park in student parking areas. Student parking spots are designated between 2 yellow lines. Parking spots designated with white lines are faculty spots. The Valley student parking areas are the southeast, northwest, and west parking lots. There is not a guarantee of a parking spot.

Do not park in visitor parking, fire lanes, walkways, sidewalks, medians, on the grass, on snow piles (in winter), or try to create a parking spot that does not exist at the end of a row. All areas that are marked in yellow or red on the curb are no parking zones. A ticket will be issued and the vehicle may be towed. All violations herein described are repeatable each time a vehicle moves on or returns to campus.

A Park and Ride shuttle between Valley Southwoods and Valley High School will be available at regularly scheduled intervals. Please obtain a schedule from Student Services.

What happens if I break the parking rules?

Suspension points may be issued, in-school suspension assigned, a parking citation written, the car towed away at the owner's expense, or the student may lose parking privileges if illegally parked or violating parking rules. Upon receipt of a ticket for parking or traffic violation, the violator shall pay the designated assessment or file a written notice of appeal. All assessments are to be paid in the Student Services Office.

*The district reserves the right to order the removal of a parked vehicle when it is improperly or illegally parked and poses a traffic hazard or an obstruction to the normal movement of traffic or is in violation of said regulations without prior notification at subject's expense.

Violation of any regulations shall be subject to assessments according to the following schedule.

Falsification or misrepresentation of registration information and one day in-school suspension	\$15.00
Failure to register or properly display a current permit on a vehicle driven on campus	\$15.00
Driving and/or parking in unauthorized area	\$15.00
Illegal parking	\$15.00
Illegal parking in a handicapped parking space	\$100.00

How do I lose my parking privileges?

Vehicle operators that have four or more violations in one school year will lose parking privileges for 90 school days and the vehicle may be removed from the campus at the vehicle operator's expense. After the fourth violation a letter will be mailed with notification of loss of parking privileges and future removal of the vehicle at the operator's expense. Removal of the vehicle may occur every time the vehicle is driven or parked on campus thereafter. **Inappropriate or reckless use of a vehicle on school property will result in immediate loss of all parking privileges.

Students with \$100.00 or more outstanding fees at the end of each quarter will lose their parking privilege.

Students dropped from two or more classes for unexcused attendance will also lose their parking privileges for 90 school days. Other limitations may be established by the administration.

Using and/or creating a falsified permit or using another student's parking permit will result in the lost parking privileges for 90 school days.

VISITOR PARKING: Students are not to park in the visitor area at any time. These are for visitors to Valley to use. The visitor spots are monitored and plates registered/recorded throughout the day. If a car is identified at a later date as belonging to a student, you will receive a ticket for EACH day your plate is registered on this list. This process can, at times, take several weeks.

PARENTS: If you use a visitor spot, please sign the visitor register in the office to verify at a future date that you were the one parking in visitor. Also, when dropping off a car for your student, do not park it in a visitor spot. Use an empty student spot. We will be happy to inform your student where you parked it if you let us know.

HANDICAP PARKING: If you will be using a handicap parking tag, please notify the nurse's office the dates you will be using it.

APPEAL PROCEDURES

The Valley Administrative Team is empowered to waive and adjust citations for parking or moving violations except where police authority applies, and may deny future driving and/or parking privileges on District property. The Valley Administrative Team also has authority to deny future use of Valley High School parking facilities to habitual traffic regulation violators and issue the necessary notice to the proper official for immediate vehicle impoundment.

An appeal on a parking ticket must be submitted to the administrator that oversees parking in writing within two (2) calendar days from date of issuance. Only one appeal per citation will be accepted.

DISTRICT INFORMATION

DRESS CODE

Students shall dress neatly and appropriately in a manner which is conducive to education and not disruptive of the education process. The attire should be such that no undergarments show at any time. The midsection must be covered. Hats and other head coverings may not be worn in the building prior to 3:20 p.m. Tube tops and halter tops are examples of inappropriate apparel. Headbands or sweatbands are permissible in P.E. classes only.

Student apparel that contains vulgarity, a sexual message, pertains to sexual harassment, gang symbols, or advertises or encourages use of substances such as alcohol, tobacco, or drugs is contrary to the district's educational mission. This apparel will be considered inappropriate and a violation of the dress code.

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

A student wearing any type of apparel not deemed appropriate by the administration will be asked to change the clothing, cover the clothing, or return home and change clothing. The time taken to do this will be unexcused. Tube tops and halter tops are examples of inappropriate apparel.

GANGS AND GANG-RELATED ACTIVITIES

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

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

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

ELECTRONIC COMMUNICATION DEVICES: Use and/or Possession

Electronic communication devices such as pagers, cellular phones or any similar electronic communication device (I-pods with cellular communication or photographic capabilities) shall not be disruptive of the education process. Cell phones and other electronic communication devices are to be turned off and are not to be used in the building 7:30-3:20. Cell phone use is strictly prohibited in the locker room 24 hours a day.

- First violation --- phone or communication device will be confiscated
- Second violation --- phone or communication device will be confiscated and parent will pick it up.
- Third violation --- phone or communication device will be confiscated, student will lose the semester test waiver privilege, and the parent will pick it up.
- Fourth violation --- phone or communication device will be confiscated, student will be assigned ISS, and the parent will pick it up.

Cell phone violations are cumulative throughout the entire school year.

FEES

Each student pays a book fee of \$78.00 per year. Students taking industrial arts, applied arts, fine arts and home economics must pay for materials needed for special projects.

Students may purchase an activity ticket for \$45.00. This ticket serves as admission for all school sponsored activities, with the exception of school dances. This ticket will be issued to each paying student and is non-transferable. Conservative estimate of the value of this ticket is \$200.00. It will serve as admission to approximately forty school functions.

A student pre-paid fees or registration fees for activities and athletic programs and trips are non-refundable if a student is deemed academically ineligible or has had an activity code violation.

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.

IDENTIFICATION CARDS

At the beginning of the school year, all students are issued I.D. cards, which they are requested to carry with them at all times. Because there are often people who enter the building and do not belong at Valley, students could be asked at any time by a staff member to show their I.D.'s. They will be asked by security upon entrance. Failure to show Valley I.D. student will be issued 5 suspension points. A student who has accumulated fifteen points will lose the semester test waiver privilege. The next fifteen points will result in a one day in-school suspension. The I.D. card will be used to check out material at the Media Center and used in the cafeteria. Students will be charged a \$5.00 fee for replacement card.

LOCKERS

Lockers are provided as a convenience for students to place belongings such as textbooks and outerwear. Lockers are **not** considered a secure environment. Students should keep their lockers securely locked at all times and should not share lock combinations with friends. All lockers are furnished by the school, and periodic locker checks are made throughout the year. **Please do not keep valuable items in the lockers.**

Valley High School is not responsible for articles lost or stolen from a locker.

LOST AND FOUND

All lost items should be brought to the student services office. If the office can determine the identity of the owner, the student will be paged telling him/her to claim the property. If the owner cannot be identified, the office will hold the item for thirty (30) days. A student seeking a lost textbook should obtain the book's number from the teacher and report the number to the office or to the student's instructor.

DISTRICT INFORMATION

NUTRITION SERVICES PROGRAM (subject to change)

The Valley High School Breakfast program has the following options available:

1. a breakfast meal consisting of
 - a) 4 ounces of 100% juice
 - b) 8 ounces milk
 - c) 2 breads or 2 ounces meat or 1 ounce meat & 1 bread
2. ala carte items

The Valley High School Lunch program has the following options available:

1. the published menu
2. additional entree(s)
3. a choice of fruits and vegetables
4. a salad bar line
5. 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, 3 or 4 servings of fruits and/or vegetables totaling 1 cup, at least 2 servings of bread alternate, and milk. When making wise choices, a student is able to select a meal which will meet the Dietary Guideline for Americans.

The Nutrition Services Department utilizes a computerized accounting system in all 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 breakfast, lunches and/or ala carte items. Money may be deposited in student accounts between 7:15 a.m. and 8:15 a.m. at *Tiger Perk* or during breakfast or lunch service at any cashier. Please call 633-4308 to obtain the balance in your student’s lunch account. Charging will **NOT** be allowed.

All students, including students eligible for free or reduced price lunches, will access their account with a bar code card. A card will be issued the first time money is deposited into an account, or at the time a student is approved for free meals. If a bar code card is lost, a new bar code card will be issued for a fee, and the lost card will be inactivated when the Nutrition Services Department is notified.

To apply for free or reduced price meals, pick up an application at any West Des Moines school or at the Nutrition Services Department, Learning Resource Center, 3550 Mills Civic Parkway, West Des Moines. Only one application per household is required. Complete the application and return to the school or Nutrition Services Department. All individuals will be notified by the Nutrition Services Department of their eligibility status within 10 days. Once a student is approved for free meals, the computer, not the cashier, will know and allow the student to eat one (1) breakfast and one (1) lunch per day at no charge; if approved for reduced price meals the charge will be \$.30 for breakfast and \$.40 for lunch. A second breakfast will be \$.90 and a second lunch will be \$1.75 for all students.

MEAL PRICES (Subject to change)

	08-09 Prices
Breakfast	<u>\$1.50</u>
Reduced priced breakfast	\$.30
Adult Breakfast	<u>\$1.75</u>
Lunch purchased from cash account or cash in line	<u>\$2.40</u>
Reduced price lunch	\$.40
Adult lunch	<u>\$3.00</u>

At the end of the school year, any money remaining in sophomore or junior accounts will roll over into the next school year’s account. Seniors need to use up their money or issue a statement requesting reimbursement to Nutrition Services. A check will then be issued for any money remaining.

Tiger Perk HOURS

Open fifteen minutes before first period and closes at the end of last scheduled lunch period.

DINING AT VALLEY HIGH SCHOOL**Each Student Has Three Accounts**

Each student has three different types of accounts available to use to make purchases; Breakfast Account, Lunch Account or Cash Account. Breakfast Accounts may only be used to purchase a full breakfast. Lunch Accounts may only be used for purchasing a full lunch. Cash Accounts may be used for breakfast, lunch and ala carte purchases. A student may pay for purchases at Tiger Perk, the coffee shop in the student center, using the cash account. There is no limit on the amount of money deposited into an account. If Lunch Account is not written on a check, then the money will be deposited in the Cash Account.

Each purchase, whether a breakfast, lunch or a la carte item, is automatically recorded and deducted from the balance on the students account using a student lunch card. Students will receive a barcode card to access the account (there is a \$5 replacement charge for lost or damaged cards).

Once the accounts are \$0, the student will have to pay cash to receive items. There is NO charging. Students will be able to deposit into their account during registration or any time throughout the school year. Money may be added to an account using PaySchool, the on-line system accessed through the WDMCS home page (www.wdmcs.org), at Tiger Perk during the school day or at the cafeteria before school or during lunch.

A student may not use another student's lunch card. Students who forget their student ID, must present to the cashier some other form of photo ID showing their name before the cashier will search them on the computer.

Free & Reduced-Price Meals

Applications for free and reduced price lunches, which must be completed annually, are available in the Student Services Office, at the Learning Resource Center, or at any WDMCS school office. Only one application is needed per family as long as all children are listed.

Students receiving free or reduced-price lunches follow the same procedure above. The computer tracks all purchases – not even the cashier knows the student's eligibility status. It allows eligible students one breakfast and one lunch per day. Second meals and ala carte items may be purchased using cash or by accessing the cash portion of the students account provided the student has deposited into that account.

Questions about an account

If you have a question about a student's account contact the Valley High School Kitchen, 633-4308, or the Nutrition Services office at the LRC, 633-5085. Questions regarding a payment made through PaySchool, call 633-5085.

Dining Room and food offerings

Four serving lines are available, each offering a variety of entrees, fruits, vegetables, and milk. All food is self service. Utensils used for each food item denote the portion size allowed per serving. Food is not to be eaten while standing in line. Weekly menus can be found on the district web site under Valley or on the Valley web page. All snacks and assorted beverages are only sold in the Northeast corner of the Cafeteria seating area.

Students are expected to leave the tables, chairs, floor and surrounding area clean of any trays and food when finished eating. Trays are expected to be put on the conveyor belt and plastic bottles deposited into the recycling containers.

No book bags are allowed in the serving area

Due to space restrictions in the serving area, all book bags are to be left in lockers or the dining area.

DISTRICT INFORMATION

SCHOOL DANCES

Arrangements for school dances are made with the Activities Director. Once an individual pays to enter a dance, he/she will remain. **If the individual leaves the area, he/she will not be allowed to re-enter. Students must have prior approval for dates who are not enrolled at Valley High School. Students must complete the appropriate Valley dance permission forms prior to the event. The minimum grade level for all guests is ninth grade, and all guests must be under the age of 21. Only one guest will be allowed per VHS student.**

STUDENT CENTER, STUDENT COMMONS, MEDIA CENTER, AND CAFETERIA

1. The Media Center is open from 7:15 a.m.-3:45 p.m. for a quiet studying environment.
2. The Student Center is located in the lobby area outside the auditorium. It is open before and after school. The Cafeteria is open during study hall for juniors and seniors. The Student Commons is open during the school day.
3. During lunch, the students may be in the cafeteria or the Student Center.
4. Students must be able to show their I.D.'s if asked by a staff member. This policy also applies to all areas of the building and grounds.
5. The restrooms in the south wing (400s) are to be used by students in the Student Center or cafeteria.
6. Once a student is in the Media Center / Student Center /Student Commons/ Cafeteria and the tardy bell has rung, he/she is expected to remain in that area.
7. Games of chance (example, cards) will not be permitted in the Media Center / Student Center/Student Commons / Cafeteria. The violation will be reported and students are subject to disciplinary action.
8. Food purchased in the Cafeteria must remain in the Cafeteria. Food and beverages of any kind are not to be taken from the Student Center/Student Commons.
9. Sitting on the backs of chairs or on the tables is not permitted.
10. No standing or placing of feet up on furniture allowed.

VISITORS

Students are not permitted to bring visitors to school.

Please do not ask to bring visitors to school for the day. It will be embarrassing to the visitor, you and the administration, to enforce this policy in front of a visitor; therefore please make other arrangements for visitors.

SAFETY

CIVIL DEFENSE

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

FIRE DRILLS

Purpose: The purpose of a fire drill is to establish a routine for the efficient and safe removal of students and teachers from a school building in the event of a fire or other emergency and to develop a behavior pattern for meeting emergencies in adult life.

Time: A fire drill will be conducted twice a semester with complete removal of all personnel to a place of safety on the grounds outside.

FIRE EXIT INSTRUCTION - GENERAL REGULATIONS

1. The signal for fire drill or for pupils to exit in case of fire will be one continuous ring.
2. Students should walk single file to assigned exits. There should be no running in the halls or on the stairs.
3. The first student out each door should hold the door open while the rest of the group leaves the room and then close the door.
4. All books and other materials should be left in the room, as each group will return to the same class after fire drills.
5. All persons should get completely away from the building in order to permit firefighters to get their trucks and other equipment to any part of the building.
6. In case the corridor assigned to your room is blocked, leave the building by the next closest exit. If there are any rooms or situations not covered, you will leave by the closest route.
7. Everyone should leave the building either on a drill or an actual fire.
8. Return to the building after hearing one long sound from regular bells.

LOCKDOWN:

Purpose: Lockdown requires all students to be in a confined space (out-of-sight from doorway and windows) under the direct supervision of a teacher..

Time: Lockdown is used when there is concern for student and staff safety. If possible, you will be alerted to lockdown through the intercom. During total power failure, assume lockdown.

JEOPARDIZING STUDENT SAFETY AND BREACH OF SECURITY

1. A student who deliberately props open exterior doors, breaches unauthorized entrance areas, and/or tampers with locks, doors, and security devices are subject to disciplinary action that may include but not be limited to in-school or out-of-school suspension.

INSURANCE

Details of the insurance program and all insurance reports are handled through the principal's office. Students injured while under school supervision must immediately report the injury to the Administration office if they have taken out student insurance.

STORM WARNING

In the event of a severe storm warning (not snowstorms) which might develop during the school day, students will be retained in their respective schools and move to places of greatest safety there until the danger has passed. The West Des Moines Community Schools are also cooperating with the State Department of Education and Polk County Civil Defense Agency in providing arrangements in the event of a tornado watch or warning.

- 1 DO NOT phone the school during the peak of a storm, as it is imperative that telephone lines be kept free. Failure to abide by this has created a problem in the past.
- 2 **TRAFFIC CAUTION:** The immediate school areas become a bottleneck when many parents converge on the grounds to pick up their students. Parents are urged not to come near the schools in their cars during a severe storm because the students, according to the above policy, will be kept within the school buildings.

SUPPORT SERVICES

TIGER ASSISTANCE PROGRAM

Adolescence is a time of change. It is also a period marked by strong emotions. For some young people the transition from childhood to adulthood is fairly smooth. For others, the turmoil and problems accompanying their passage to adulthood demand our attention. The ramifications of these problems may include inappropriate behaviors, lack of academic progress, erratic student attendance, substance abuse, etc. It is evident that students troubled by personal problems cannot perform well in school. The TAP team -- a select group of Valley staff -- is designed to help students work through their problems in constructive ways so that they can begin to experience academic success. All team members receive special training in communication, intervention, and problem-solving techniques.

The Tiger Assistance Program facilitates the identification of students who demonstrate problems which interfere with success and promotes the skills for healthy life choices through prevention, intervention, and referral. Parents may refer their son/daughter by contacting the student's counselor.

COMMUNITY RESOURCES

- ❖ DMACC Counselor (Tuesday and Thursday) Angie Schwartz
- ❖ **Intervention Specialist** (Wednesday, and Friday) Uriah McGee
- ❖ School Resource Officer (Monday – Friday) Officer Brian Grubbe
- ❖ Silver Cord Coordinator , Denise Rourke, Counseling Center

COUNSELORS

The counseling program at Valley High School is structured to help all students develop their educational, social, career, and personal strengths and to become responsible and productive citizens. There is a commitment to individual uniqueness and the maximum development of human potential. These areas are addressed through individual meetings, large group presentations, and small group offerings. Counselors are also consultants for parents as well as members of the school staff and act as a liaison between school and community agencies.

The counseling department offers orientation to all sophomores through sophomore groups. Each counselor will schedule his or her students into a group during a common study hall time. The groups allow for each counselor and student to get to know each other and talk about important dates and processes at Valley High School. Students will also explore career interests and options and discuss high school and post-secondary requirements leading to the creation of a four-year plan.

Students in grades 10-12 are assigned to a counselor and administrator on an alphabetical basis as follows:

A - Cla	Mrs. Newkirk	633-4127
Clb - Gn	Mr. Traynor	633-4346
Go - Kn	Mrs. Hardy	633-4128
Ko - N	Mr. Wieland	633-4126
O - Sh	Mrs. Gibb	633-4123
Si - Z	Mr. Mandernach	633-4125

Valley also has an "open counseling" program in which a student may visit with any of the counselors. The counselors' offices are located across the hall from student services. Teachers are encouraged to refer students to their counselor and parents may request special conferences. Students are encouraged to schedule a conference with their counselor. Passes to visit the counselors may be obtained in the counselors' office.

SUCCESS CENTER

Ms. Frank, Mrs. Wilcox, and Mrs. Clayton – Success Center Advisors

The Success Center advisors at Valley High School guide participating students in defining and reaching their educational goals. Student program options include: Learning Lab, Young Adult Literature, Work Experience, DMACC Correspondence, and Credit Recovery. Program referrals originate in the counseling office.

VALLEY AMBASSADORS

The Valley Ambassadors are a group of students selected to be mentors for new students. The Ambassadors assist at various Valley High School activities. Contact Tony Wieland in the counseling office for more information.

NURSING SERVICES

Health Office Hours 7:30 - 3:30

Valley High School has a full time registered nurse to provide assistance to students who are ill or injured. The nurse is also available to confer with students regarding health matters. Please notify the school nurse of any health concerns for your child. This would include hospitalizations, medications, fractures, surgeries and permanent medical conditions.

Each year, students are asked to provide emergency information to the school designating persons to contact in the event an emergency occurs. No child will be sent home without the permission of the parents or by the person authorized by the parents. Parents are expected to come for ill or injured students or give permission for their child to drive home, depending on the severity of the medical problem. No child will be allowed to leave the Health Office at Valley High School with another student. Parents are responsible for updating this information as necessary.

If parents plan to be out of town and someone other than the person listed on the emergency information sheet has been delegated responsibility for the child, the school should be notified of this in writing, prior to the parents' departure; otherwise the school cannot allow the child to leave school if illness occurs.

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

Student Medication

If it is necessary to take medication (prescription or over-the counter) at school, please observe the medication policy in effect at all West Des Moines Community Schools. The Valley Health Office must have written authorization from the parent/guardian. Please include the student's name, name of medication, amount to be given, time medication is to be given, reason for medication, and parent/guardian signature. The medication must be in the original container-- no plastic bags or envelopes with loose pills will be accepted. Medication forms are available from the School Nurse Practitioner. Parents/guardian may give the School Nurse Practitioner permission to administer over-the-counter medications – ibuprofen (Advil) or acetaminophen (Tylenol) from stock supplies kept in the Valley Health Office. All medication (prescribed and OTC) must be brought to the Health Office immediately upon arriving at school. The only exception to this policy is if a student has authorization to self-administer asthma medications. Failure to follow the medication policy could result in disciplinary action for a substance violation.

Medication Policy

If it is necessary for your child to take medication at school, please observe the medication policy in effect for all West Des Moines Community Schools.

- The Health Office must have written authorization form from the parent/guardian. Please include the student's name, name of medication, amount to be given, time of medication is to be given, reason for the medication, and parent/guardian signature.
- The medication must be in the original current container (**NO** plastic bags or envelopes with loose pills).
- The directions on the medication container must match the parent authorization.
- ALL medications (prescription and over-the-counter) must be kept in the Health Office at all time. The only exception to this policy is if a student has authorization to self-administer asthma medications.

Immunization School Entry Requirement

By law, all children must submit the following minimum standards for immunization prior to the beginning of the school year or upon entry to any of the West Des Moines Community schools. Proof of at least one of each required immunization must be submitted prior to enrollment. All new students arriving from outside the United States must show proof of immunization before admittance to the West Des Moines Schools. The immunization record must contain the date of immunization (month, day, year) and signature of doctor or health official.

- DPT/DT Booster – 3 doses with at least one dose after applicant's 4th birthday if born on or before September 15, 2000. Or 4 doses with at least one dose after applicant's 4th birthday if born after September 15, 2000.
- Polio Booster – at least 3 doses with one dose given on or after the age of 4 years.
- MMR (Measles, Mumps, Rubella) – One dose given after 12 months of age, the 2nd dose received no less than 28 days after the first dose.
- Hepatitis B – Three doses if applicant was born on or after July 1, 1994.
- Varicella – One dose given on or after 12 months of age if born after September 15, 1997 or applicant has a reliable history of the disease.
- Although a TB test is not required, it is recommended for students who have lived outside of the United States.

Immunizations are available at:
Polk County Health Department
1907 Carpenter
Des Moines, Iowa.
Call #286-3798 for an appointment.

Authorization for Self-Administration of Asthma Medications

Iowa Code (280.16) allows students to possess and self-administer asthma and/or other airway constricting medications in schools. In order to do this in the West Des Moines Community School District, the School Nurse must have on file a written consent from parent(s)/guardian.

- Parent(s)/Guardian must provide signed, dated authorization for student medication self-administration.
- Physician (person licensed under chapter 148, 150, or 150A or section 147.107) provides written authorization containing: (1) name and purpose of the medication; (2) prescribed dosage; (3) times or special circumstances under which the medication is to be administered.
- The medication must be in the original, labeled container as dispensed or the manufacturer's label containing the student's name, name of medication, directions for use, and date.
- Authorization must be renewed annually. If any changes occur in the medication, dosage, or time of administration, the parent/guardian is to notify school officials immediately.
- If the student abuses the self-administration policy, the ability to self-administer may be withdrawn by the school or discipline may be imposed.
- The West Des Moines Community School District and its employees acting reasonably and in good faith will not be liable for any improper use of medication or for supervising, monitoring, or interfering with a student's self-administration of the medication(s).

Provided the above requirements are fulfilled a student with asthma or other airway constricting disease may possess and use the student's medication while at school, at school-sponsored activities, under the supervision of school personnel, and before or after normal school activities, such as in before-school or after-school care on school-operated property.

SUPPORT SERVICES

CALL FOR HELP: YOUTH AND ADULTS

Any Kind of Problem - FIRST CALL FOR HELP UNITED WAY 211

(referral service)----- 211
Any Emotional Problem, Suicide, Drugs, Alcohol, Sexual Abuse, Etc.
United Way Telephone Counseling-----244-1010
Peer Counseling, Drug, Youth, and Crisis Line-----244-1000
Broadlawns Emergency Crisis Service 24-Hour/Day Counseling
Assessment-----282-5752
YESS Youth Emergency Services & Shelter-----282-9377

Youth and Family Problems

Cancer Information Line-----1-800-525-3777
Catholic Social Service-----244-3761
Child Abuse (reporting)-----283-9222
Child Guidance Center (screening/treatment emotional problems)-----244-2267
Central IA Shelter and Services-----284-5719
Student Assistance Program (SAP) Emergency Family Resources-----288-9020
Hamilton's Academy of Grief & Loss-----243-5221
Human Services-----222-3660
Hospice (death & grieving assistance)-----274-3400
Iowa Children Family Services (Counseling/Crisis Intervention)-----288-1981
Iowa Homeless Youth Center-----265-1222
Iowa Legal Aid-----243-1193
Lutheran Service in Iowa-----274-4946
Overeaters Anonymous-----255-0444
Teenline-----1-800-443-8336
Planned Parenthood of Greater Iowa-----276-8005
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)-----633-4130
Alcoholics Anonymous-----282-8550
Al-Anon & Alateen (family, children of alcoholics)-----277-5059
Narcotics Anonymous-----244-2277
Addiction Treatment Services
(Broadlawns - assessment-commitments)-----282-6610
Student/Employee Assistance Program-----244-6090 or 800-327-4692
Mercy Alcohol & Drug Treatment and Assessment-----247-4441 or 271-6111
Cornerstone(alcohol & drug-adolescent)-----289-2272
Powell Alcoholism Treatment-----283-6431

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

Birthright (free pregnancy testing-no family planning)-----633-2133
Broadlawns-----282-2253
Eating Disorders Treatment Center-----241-8686
Iowa Lutheran-----263-5120
Iowa Methodist-----241-6423
Mercy-----247-3211
Veterans-----699-5800

Fire-Ambulance-Police-----911