



WEST DES MOINES
COMMUNITY SCHOOLS

Innovative Spirit. Inspiring Success.



HOME SCHOOL ASSISTANCE PROGRAM (HSAP) HANDBOOK

RESOURCES FOR ALL WDMCS HSAP FAMILIES

2022-23

West Des Moines Community Schools

Mission

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.

Shared Vision

WDMCS 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 their life journey.

Portrait of a Graduate

A West Des Moines Community Schools graduate will possess the essential skills and integrity to communicate, collaborate, and solve problems as a confident citizen, embracing our diverse and changing world.

Student Assistance Program (SAP)

The West Des Moines Community Schools provides a confidential resource to help students and immediate family members with guidance and support regarding a number of topics: School-life balance, emotional issues, substance abuse, and more. SAP counseling professionals will work with students to understand concerns and connect students with appropriate resources. The first three sessions are free and SAP services are available 24 hours a day, seven days a week, at 800-327-4692.

Non-Discrimination

West Des Moines Community Schools (WDMCS) does not discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity, genetic information, and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy, please contact the district's Equity Coordinator Dr. Dau Jok, Executive Director of Diversity, Equity and Inclusion, 3550 Mills Civic Parkway, West Des Moines, IA 50265; Phone: 515-633-5040; E-mail jokd@wdmcs.org (Adherence to bona fide occupational/ educational qualifications will not be interpreted as discriminatory.)

If provisions of this handbook conflict with those of board policy, the terms of the board policy shall govern.

Dear Students and Families of the West Des Moines HSAP Program,

It is our pleasure to welcome you to the WDM Home Assistance Program! We look forward to working with you to provide the best learning environment we can for your child. We are excited about being involved with and guiding your child through this important phase of their educational program.

Each of our staff members seeks to provide an environment where your child experiences the joy of learning in an engaging and caring environment. We will provide learning experiences and opportunities for each student that are designed to develop responsible, creative, lifelong learners. It is our goal that students will have a great day of learning when they come to Rex!

Please do not hesitate to contact Tami Prescott (the program coordinator) with your ideas, questions, and concerns. Together, we are sure to make this school year a successful experience for your child and your family. Thank you for allowing us to participate in your child's educational journey. We appreciate and honor this opportunity to collaborate with your family.

Sincerely,
The HSAP Staff

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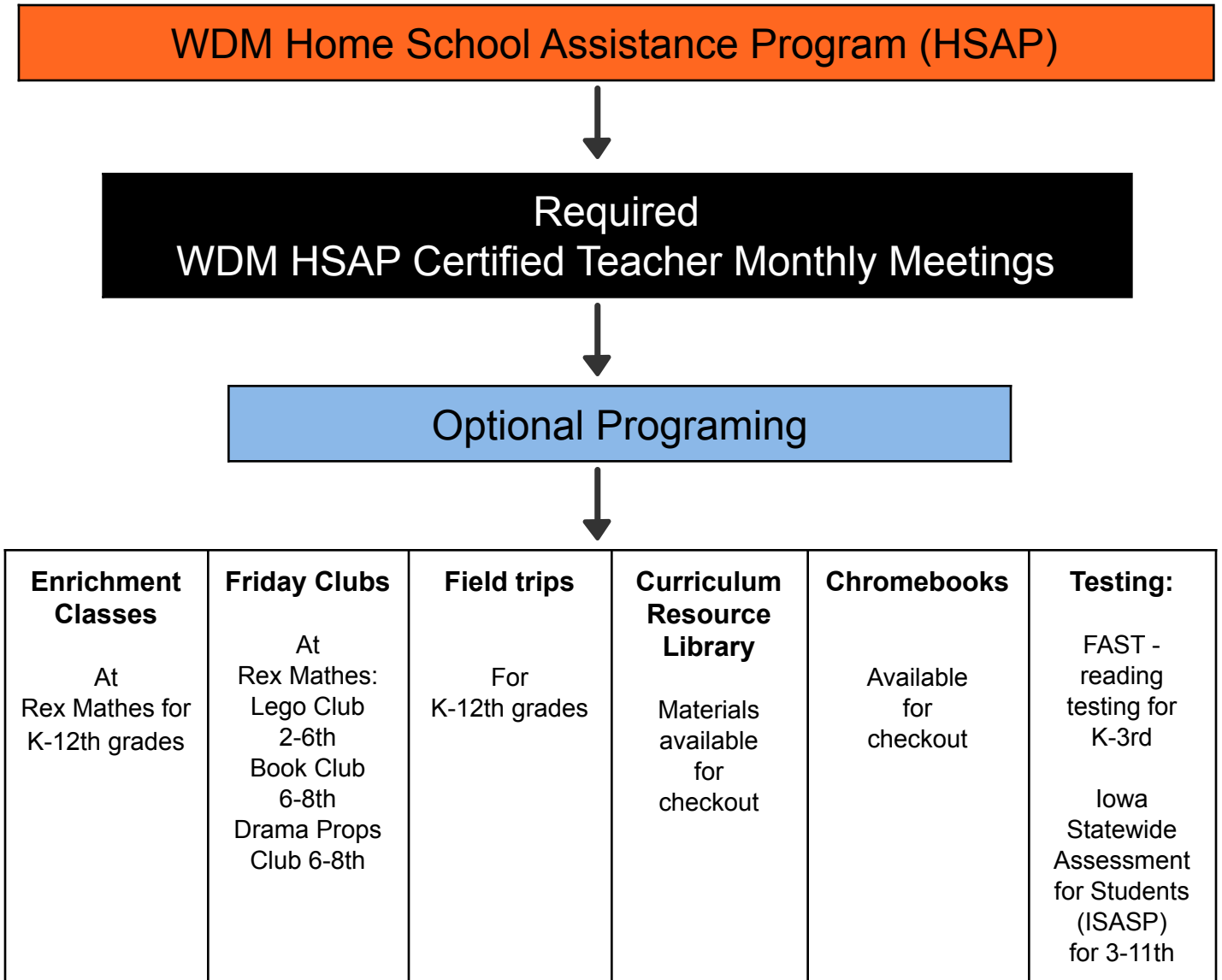
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Note: Some portions of the District handbook section may not apply to HSAP students. Please contact HSAP Coordinator Tami Prescott with any questions.

HSAP Program Overview

HSAP Program Overview Chart



Rex Mathes Address

1401 Vine Street
West Des Moines, IA 50265
515-633-6785

Rex Mathes Staff**HSAP Administrator**

Dr. Kim Davis, davisk@wdmcs.org
515-633-6480

HSAP Coordinator and Supervising Teacher

Tami Prescott, prescottt@wdmcs.org
515-633-5095

**Supervising Teacher, Enrollment, Chromebook,
and Testing Coordinator**

Carol Kramer, kramerc@wdmcs.org
515-633-5038

Physical Education Teacher

Mike Blake, blakem@wdmcs.org

**Writing Teacher, Spanish Teacher,
and Supervising Teacher**

Kimberly Chapman, chapmank@wdmcs.org

Art Teacher

Darci Craven, cravend@wdmcs.org

Spanish Teacher and Supervising Teacher

Allyson Day, daya@wdmcs.org

Writing Teacher and Supervising Teacher

Lisa Drost, drostl@wdmcs.org

Physical Education Teacher

Steve Mohr, mohrs@wdmcs.org

Writing Teacher and Drama Teacher

Sara Nichols, nicholss@wdmcs.org

Drama Teacher

CeCe Talley, talleyc@wdmcs.org

Science Teacher and Supervising Teacher

Sarah Trosper, trosperc@wdmcs.org

Writing Teacher and Supervising Teacher

Sara Weis, weiss@wdmcs.org

General School Information

HSAP Website

www.wdmcs-hsap.org

Check this site for information and updates!

Schedule

Students may enter the building between 8:50-9 a.m. We encourage all students to be in their seats ready to learn by 9 a.m. as we will begin class instruction at that time.

Classes at Rex Mathes

Students must be enrolled in the enrichment classes to be able to attend the classes and they may participate in all six enrichment classes at Rex Mathes. If there is a class(es) a student will not be taking, parents must pick up the student. If the student is not picked up within 5 minutes of the class starting, the student will need to attend the class until supervision arrives.

Attendance

Regular school attendance maximizes student learning and achievement. We appreciate parental reinforcement of school attendance and promptness. Thank you for doing your part to ensure your student is able to take full advantage of

his/her/their educational opportunities at Rex Mathes. Please report an Enrichment Class absence, late arrival, early pick-up or a change in pick-up at the link on the homepage of our website: [Enrichment Class Attendance](#).

Students Arriving Early

Students should not arrive on the school grounds prior to the designated time for entrance into the building. Due to other responsibilities, staff members are not available for supervision of students until the designated entrance time into the building.

Students Arriving Late

If your student arrives late to Rex Mathes, they will need to ring the doorbell. All late-arriving students are required to stop at the front desk at Rex Mathes and sign-in.

Students Leaving Early

Students leaving the school before dismissal time must check out at the front desk. No student will be allowed to leave early unless we have received notification at the attendance link on our website from the student's parent/guardian granting permission to leave the school early. If someone other than a parent or guardian will be picking the student up, notify us through the attendance link on our website: [Enrichment Class Attendance](#).

Student Pick-up

Please place your last name card in the passenger window. **Due to safety standards, students must get in the vehicle on the passenger side, no exceptions.** Make sure to pick up your student on time. Students who are not picked up will go to the building to wait for the parent or guardian to arrive. Parents or guardians will need to enter Rex Mathes at the front door to pick up their student.

School Closings/Late starts

In cases of inclement weather, please check your email for updates. If West Des Moines Community Schools (WDMCS) closes school, we will not have classes at Rex Mathes. If the district has a late start, we will start at our regular time as it is later than the schools start. If there is an early dismissal, please check your email for how we will proceed at Rex Mathes.

Other General Guidelines

- Please label all water bottles, lunch boxes, and backpacks. Water bottles may be carried from class to class but only WATER will be allowed during class time. Students may bring a special drink (milk, juice, etc) for lunch but it must be finished or disposed of before leaving the lunch classroom.
- No gum, fidget spinners, wheelie shoes, rubik's cubes, nor toys are allowed at Rex.
- No weapons of any kind may be brought to Rex. This includes pocket knives, play guns, etc.

Dress Code

According to [Board Policy 502](#) (Student Appearance), inappropriate student appearance causes material and substantial disruption to the school environment or presents a threat to the health and safety of students, employees and visitors.

Students are expected to adhere to standards of cleanliness and dress that are compatible with the requirements of a good learning environment. The standards will be those generally acceptable to the community as appropriate in a school setting.

- In accordance with [Board Policy 502](#), hats are not allowed in the classroom, except when discussed with the classroom teacher or program coordinator prior to wearing.

Lunch

Students should bring lunch and a drink to Rex Mathes. We will have bins for kindergarten and first grade students to place their items at the beginning of the day. All other students will keep their lunch with their backpack. Due to increased allergens, no peanut or nut products may be brought to school. No electronics will be used during lunch. Please reference the Nutrition portion of the district website for [classroom snacks](#) information.

Lost and Found

We have a lost and found box in the main office at Rex Mathes. Families and students are encouraged to check this box as needed. Items that are not claimed are donated to area charitable institutions periodically and at the end of the year.

School Pictures

School pictures for all students will be taken in November at Rex Mathes. Watch your email for more information.

Telephone Usage/Cell Phones

Students are discouraged from bringing cellphones to school. If they are brought to school, they must be kept in student backpacks and silenced during the day. Telephones are available in all classrooms, and staff members will assist students in making all necessary calls. The school district is not responsible for lost, damaged, or stolen cell phones. Cell phones will not be allowed during lunch time. Instead, we encourage students to use this time to interact with others.

Technology

District-provided technology resources exist solely for the advancement and promotion of learning and teaching. The use of these resources shall be consistent with the district's educational mission and policy, as well as state and federal laws and regulations.

Activity on the computers must be relevant to the classes being taken. Any student violation may result in a disciplinary consequence. 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

Birthdays/Special Days

Birthday treats may be shared with classmates, if desired. Birthdays are important for students, and we would like to give them the opportunity to commemorate the day, using a minimum amount of class time for this purpose. **All birthday treats brought to school must be peanut/tree nut restricted. Guidelines are enforced throughout the district. Items brought to school must meet the USDA Smart Snack Guidelines (See Appendix). Please refer to the list to view which treats may be brought from home or purchased through the district. If you would like to purchase treats through the district, the form and monies must be turned in one week in advance.**

Birthday treats will be eaten during lunch. Please give them to the teacher at the front desk and they will deliver them to the room where your student eats lunch.

Please do not allow home party invitations to be distributed at school unless a whole class is being invited. We want to be inclusive of all students and this will help to avoid students being left out.

Homework

Homework may be assigned by the teacher for enrichment, reinforcement, and extension of the school experience that is consistent with student ability and developmental level. The amount of time necessary to complete homework will vary according to the assignment and the student's ability.

THE TEACHER WILL:

- Relate assignments to the classroom objectives.
- Give precise, clear directions.
- Maintain contact between home and school regarding homework.
- Modify or enhance homework assignments according to individual student ability and need.

THE STUDENTS SHOULD:

- Ask for clarification, if needed.
- Have necessary materials before leaving school.
- Plan ahead by estimating the amount of time it will take to complete assignments.
- Complete and return assignments as directed.

FAMILIES CAN HELP BY:

- Providing a quiet, comfortable environment and adequate time to complete homework.
- Providing motivation, guidance and resources, but insisting upon the child doing his/her own homework.
- Conferring with the teacher if there are any questions about the purpose or procedures of the homework.

Pets/Service Animals

Student safety and the cleanliness of the building are put at risk when animals accompany their owners for a drop-in visit at school. Other than a few exceptions, pets are not allowed in WDMCS buildings. In keeping with state and federal law, WDMCS recognizes there may be a need for employees or students to use or have access to qualified service animals.

Students who have a need for a service animal, which is defined by law as “animals that are individually trained to do work or perform tasks for persons with disabilities,” are welcome to consult with their building administrator.

Visitors

WDMCS welcomes visitors to its school buildings. However, since school is a place of work and learning, there are certain expectations that must be met. Parents who wish to visit their child’s classroom must arrange such visits in advance with the classroom teacher. Parents may not disrupt or interfere with the class in progress, or discuss individual concerns when students are present.

All visitors to the school shall enter the building through the front door and check in at the office to pick up a visitor badge. All visitors are subject to a screening process (Raptor System), please bring your personal identification with you. Examples of personal identification include a state-issued ID, passport, military license, Mexico Consular ID card, and Permanent Resident card. All visitors must have approval to be in a designated area.

Parents can drop off a cold lunch or school materials in the front office. Students are not permitted to bring visitors to school.

Educational Programs

Dual Enrollment

Students in the West Des Moines HSAP program may dual enroll at one of the WDMCS schools to participate in a class or activity. Students who are WDM residents may participate at their local school if there is room available. Parents should contact the home school coordinator for building placement to make sure there is available space. The HSAP coordinator will then contact the school registrar for correct placement. Students who are open enrolled should contact the HSAP coordinator for school placement. Once again, the HSAP coordinator will contact the registrar for correct building placement.

- All elementary band students will be placed at Clive or Crossroads.
- All junior high orchestra students will be placed at Stilwell.

Band

Students may begin band in fifth grade. This includes lessons and large group rehearsal. Instruments are purchased or rented through a music store. A few larger instruments are available to rent from the school. Other expenses may include: lesson book, reeds, and supplies for instrument maintenance. Accommodations can be made for students who need financial support.

In order to develop the necessary skills, the instrumentalist is asked to practice 20-30 minutes daily on his or her instrument. Parental interest and encouragement are very important to student success. Please contact Tami, the program coordinator, if your child is interested in participating.

Orchestra

Students may begin band in fourth grade. This includes lessons and large group rehearsal. During the school year, elementary students have several opportunities to perform as part of a large ensemble during the Orchestra Concerts. In addition, solo and chamber ensemble opportunities are available through the Solo and Ensemble Festival held once a year as well as the Chamber Concert held each spring.

Instruments need to be purchased or rented through a music store or the Valley Orchestra Guild. There are a few larger instruments, cello and bass, available through the school. Other expenses include lesson books, rosin, shoulder rest (violin and viola only) and rock stop (cello and bass only.) Accommodations can be made for students who need financial support.

In order to develop the necessary skills and reach their potential, students are asked to practice 20-30 minutes daily. Parental interest and encouragement are very important for student success. Please contact Tami, the program coordinator, if your child is interested in participating.

Student Safety and Supports

Active Shooter — ELF (Evacuate, Lockdown, Fight)

In the case of an active shooter, staff and students will be made aware of ELF procedures.

Civil Defense

The WDMCS Board of Education 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.

Jeopardizing Student Safety and Breach of Security

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

Lockdown

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

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. For Nutrition Services to make the necessary accommodations, a note from the student's physician must be on file in the nutrition services office.

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 nurse for specific information on restrictions and procedures related to allergies.

Communicating Student Safety Concerns

Student safety is a top priority. A parent, student, staff, or community member who becomes aware of a student safety issue within a school day should contact the school and ask to speak with an administrator or counselor. If the concern is urgent, call 911. Non-urgent concerns should be communicated to the school.

Crisis Management

West Des Moines Community Schools 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. 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.

The plans include a process to communicate relevant information to appropriate audiences. As part of the crisis management process, appropriate administrators determine whether communication is required. In the event of a school, local or national-level emergency, the district will communicate through Infinite Campus and local media regarding safety measures and family-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 and 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. For more information, visit the district website at wdmcs.org.

Fire Drills

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.

Health/Medication

Health Records

The school district asks all parents to complete a health update every year for each of their children. By keeping an annual health history on each student, we are better able to evaluate, understand, and be responsive to your child's individual needs. Please contact us regarding anything (hospitalizations, medications, allergies, injuries, surgeries and other medical conditions) which would be pertinent to your child's performance and attendance. The information you share will remain CONFIDENTIAL and is only shared on a need-to-know basis with any other staff members.

Illness/Reporting Absence

We value your children and their education. We know that student attendance is an important factor in student success.

Students should be kept home when they have:

- diarrhea (free for 24 hours before returning to school).
- fever within the last 24 hours.
- an illness that caused vomiting two or more times during the previous 24 hours, unless the vomiting is known to be caused by a condition that's not contagious.
- impetigo (a skin infection with sores) until 24 hours after treatment has been started.
- conditions that suggest the possible presence of a more serious illness, including a fever, sluggishness, persistent crying, irritability, or difficulty breathing.

You can help prevent the spread of infectious diseases by keeping your student home from school until the illness is no longer infectious.

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 the doctor or health official.

- **Diphtheria/Tetanus/Pertussis 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 the 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.
- **Meningitis**
- **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 the 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 Ave., Des Moines, Iowa 50314

Call 515-286-3798 for an appointment.

Student Medication

According to Board Policy [507.02](#) (Administration of Medication to Students), Medication shall be administered when the student's parent or guardian provides a signed and dated written statement requesting medication administration and the **medication** is in the original, labeled container, either as dispensed or in the manufacturer's container.

Medication Guidelines

- The Health Office must have written authorization from the parent/guardian. Please include the student's name, name of medication, amount to be given, time of medication is to be given, the 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 times. The only exception to this policy is if a student has authorization to self-administer asthma medications.
- All medication (prescribed and OTC) must be brought to the health office immediately upon arrival at school. If it is before school and the Health office is closed, all medication must be brought to the main office and procedures will be followed for the nurse to receive this medication as soon as she arrives.
- Failure to follow the medication policy could result in disciplinary action for a substance violation.

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.
- West Des Moines Community Schools 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.

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. WDMCS is 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. 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. **TRAFFIC CAUTION:** The immediate school areas become a bottleneck when many families 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.

Counseling Services Available to Students and Families

The West Des Moines Community Schools contracts the services of Employee and Family Resources for our Student Assistance Program. If you need assistance with family or school issues, call 515-244-6090 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.

School-based therapy services are available in each school building. Students have access to a licensed therapist in the building for appointments while minimizing travel time off campus. Families enroll students for services and are responsible for the cost. Contact the HSAP coordinator for information about school-based therapy.

Student Assistance Program

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.

Discipline

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.

Prohibited Substances and Alcoholic Beverages - Possessing, Using, or Being Under the Influence of [502.07](#)

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

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

"Prohibited substance" does not include medication prescribed by the individual student's licensed health care provider and which is taken in accordance with the licensed health care provider directions. Tobacco, nicotine and look-alikes are subject to Policy 503.01, Discipline.

Disruption to the Educational Environment

In order to ensure the best educational environment for all, disruptive behavior, defined in Board Policy [503.01](#), shall be prohibited and may be subject to disciplinary action.

The educational environment including:

- School and district grounds
- School-related activities
- Immediate and close proximity to the school including bus stops

Please reference Board Policy [503.01](#) for conduct that may subject a student to discipline.

Falsification of School Forms and Parental Notes

Falsification of school forms and parental notes (including telephone calls) will result in one day out-of-school suspension being issued and all classes missed as a result of action will be counted as unexcused.

Harassment/Sexual Assault/Sexual Harassment/Bullying (Policy [502.02](#))

Discriminatory harassment of students in violation of federal or state nondiscrimination laws is prohibited, including that behavior which has the purpose or effect of creating an intimidating, hostile, or offensive education environment; unreasonably interferes with a student's academic performance; or affects a student's educational opportunities.

Discriminatory harassment based on sex includes sexual and gender-based harassment, as well as sexual assault/abuse and sexual exploitation (otherwise known as "sexual misconduct"). Claims of discriminatory harassment will be subject to the complaint procedures and disciplinary actions outlined below. Claims of sexual harassment or sexual discrimination will be handled pursuant to Policy 502.03. Complaints of physical or sexual abuse of students by school employees will be investigated in compliance with Iowa Administrative Code Chapter 281-102, to the extent it conflicts with this Policy or Policy 503.02.

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 regardless of location. This includes harassment or bullying based on any student's actual or perceived traits or characteristics, including, but not limited to, 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, socioeconomic status or familial status.

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. 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 may face disciplinary action.
2. Any student who behaves so as to promote or bring about a mass disturbance(s) and conflict among students may face disciplinary actions and may be turned over to police.

Physical Abuse of School Staff

Physical abuse of school staff is a very serious type of misconduct and may face disciplinary and legal action.

Profanity, Vulgarity, or Indecent Gestures

Indecent gestures, profanity, and vulgar language are not to be used in school, on school grounds, or at school-related activities. A student who directs such behavior toward teachers, administrators, or other school employees may face disciplinary action.

Sexual Misconduct

When a recommendation of expulsion involves alleged acts of Sexual Misconduct as defined by Board Policy 502.2, both the complainant and respondent shall be afforded co-equal participation in the disciplinary/expulsion hearing before the Board. Specifically, both the student subject to expulsion and the complainant shall:

- A. Receive written notice of the date, time, and place of hearing, including a written summary of the charges and enunciation of the rights at hearing
- B. Be afforded the right at hearing to make opening and closing statements, be represented, present evidence and examine or cross-examine witnesses (however, alternative methods shall be used to preclude the respondent and the complainant from cross-examining each other)
- C. Be provided with written findings or conclusions as to the charges and the penalty consistent with applicable laws; and
- D. Be afforded the same appeal rights to the extent permissible by law

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 may face disciplinary action.
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 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.

Trespassing

According to Board Policy [502.11](#), a person who is found in or on school property after having been notified or requested by a school official to refrain from entering or remaining on school property will be considered trespassing.

Use and/or Possession of Tobacco and Tobacco Products

According to Board Policy [502.06](#), use, sale and/or possession, by a student, of any tobacco or tobacco products, including vapor/electronic tobacco products and look-alike tobacco products, will 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 will be subject to disciplinary action, including suspension or expulsion by the Board of Education. Students under the age of 21 shall be reported to local law enforcement authorities (Senate File 2268).

All vapes will be given to the school SRO for testing purposes. They will not be returned to the student.

Vandalism

According to Board Policy [807](#), any person found willfully damaging or defacing property belonging to the district will be held responsible for the replacement or repair of such property, and all costs will be the obligation of the offender.

Note: Some portions of the District handbook section may not apply to HSAP students. Please contact HSAP Coordinator Tami Prescott with any questions.

Special Section — West Des Moines Community Schools Districtwide Handbook

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West Des Moines Community Schools Board of Education & Learning Resource Center

West Des Moines Community Schools Board of Education

The West Des Moines Community Schools Board of Education usually holds regular meetings at 7 p.m. on the second and fourth Mondays of each month. Most meetings are conducted in the Community Room at the Learning Resource Center, 3550 Mills Civic Parkway, West Des Moines. All meetings are open to the public unless the Board calls for a closed session. For an item to be considered for placement on the agenda, interested citizens must submit the item in writing to the Superintendent's Office by noon on the Wednesday preceding the regular meeting. During each meeting, an open forum time is conducted when citizens may speak to the Board.

Seven elected members serve four-year terms without pay on the School Board. Elections are held in odd-numbered years. A new president and vice president are elected every September. [View current Board of Education information online.](#)

West Des Moines Community Schools Learning Resource Center

3550 Mills Civic Parkway

West Des Moines, Iowa 50265-5556

Phone: 515-633-5000

Superintendent Lisa Remy, Ed.D. (through June 30, 2022)

Chief Officer of Human Resources Josie Lewis

Associate Superintendent of Teaching and Learning Services Michelle Lettington

Chief Financial Officer Paul Bobek

Director of School/Community Relations Laine Mendenhall-Buck

General Information

1:1 Chromebooks

The Chromebook 1:1 program in WDMCS issues each enrolled student in grades 3-12 a Chromebook for use with their academic studies. Chromebooks have become incredibly popular in schools across the country, largely because of their low cost and ability to meet the needs of students at all grade levels.

Student Responsibilities

Students who check out a Chromebook provided by WDMCS must agree to the following:

- I will follow the policies of WDMCS and abide by all local, state, and federal laws when using the device at school, at home, or at any other location.
- I will honor my family's values and follow school expectations when using the device.
- I will keep the device in my possession at all times or secure it in a safe place when not in use.
- I will keep my device in its protective case.
- I will treat the device with care at all times by carrying it appropriately, keeping food and drink at a distance, and avoiding extreme temperatures.
- I will report damage to or loss of the device immediately to my classroom teacher.
- I will not attempt to repair the device on my own nor pay someone else to repair the device for me.
- I will use the device for the sole purpose of advancing and promoting learning.
- I will NOT share my accounts and passwords with any other students or other unauthorized persons.
- I will not release personal information to strangers when using the device.
- I will charge the battery on my device every night.
- I will bring the device to school every day. If I do not have my device, I may be required to make up work outside of the school day.
- I will return the device when requested or when I am no longer enrolled in WDMCS.

Parent/Family Responsibilities

Parents and families play a critical role in the success in their child's education. Before the student is issued a device, a parent or guardian must agree to the following:

- I/We understand that a device is being provided to the student for the sole purpose of advancing and promoting learning. I/We will not use the device to conduct personal business.
- I/We will discuss our family's values regarding the internet, including acceptable online behavior.
- I/We will supervise the student's use of the device at home and set clear expectations for the use of technology outside of school.
- I/We will encourage the student to keep the device secured in its protective case at all times.
- I/We understand that fines may be applied to our family if the device is damaged or lost and possibly up to the full replacement cost may be charged.
- I/We will encourage my child to report any damage to or loss of the device to their classroom teacher right away.
- I/We will not attempt to repair the device nor pay someone else to repair the device on our behalf.
- I/We will discuss the importance of protecting our online identity by not sharing passwords or other personal information with friends and strangers.
- I/We will provide a space in the home to charge the device battery every night.
- I/We will ensure the device is brought to school each day. I/We understand that failing to do so may place the student at an educational disadvantage, and that I/we may be called to bring the device to school if the problem persists.
- I/We agree to return the device when requested or when my/our child is no longer enrolled in West Des Moines Community Schools.

Computer Use Agreement (Google Chromebook)

One Google Chromebook, one AC adapter, and one protective case are being made available to the student in good working order. It is the student's responsibility to care for the equipment and ensure that it is kept in a safe environment at all times.

This equipment is, and at all times remains, the property of WDMCS and is being made available to the student for the advancement and promotion of learning and teaching. The equipment may be accessed and reviewed at any time by the district with or without prior notice. Students and their parents/guardians shall have no expectation of privacy in regards to the device or any content or materials on the device.

Identification and inventory labels/tags have been placed on the Google Chromebook. These labels/tags are not to be removed or modified. If they become damaged or lost, contact the building administrator for replacements. Additional stickers, labels, tags, or markings are not to be added to the Chromebook or the protective case.

The student will not deface or destroy the equipment in any way. Iowa statute allows the district to obtain reimbursement from, or on behalf of, students for any damage to, loss of, or failure to return school property. Replacement cost of the equipment will be \$346 or the actual cost of replacement at the time of the damage.

The student is required to use reasonable care to ensure that the device and accessories are not damaged or lost. The student and parent/guardian(s) will be responsible for any or all damages to or loss of the device and/or accessories. Fines for needed repairs (not exceeding the cost of replacement) or fines for replacement may be charged to the student and parent(s)/guardian(s).

Any damage to or loss of equipment should be reported to the district immediately. Failure to do so may result in delayed repairs or increased fines. Under no circumstances should a student attempt to repair a damaged device or pay for the device to be repaired by an agency other than the WDMCS.

Inappropriate use of the Chromebook may result in the student losing the ability to use the device. Inappropriate use is defined as any action that violates district policy, the student handbook, the student code of conduct, or any local, state, or federal statute.

The equipment will be returned when requested by the district. The student may install apps and extensions that are approved by the district for use.

The student has been assigned a WDMCS Google account with specific privileges and capabilities to be used on the Chromebook. The account is intended for the exclusive use of the student to which it has been assigned. The student may not attempt to change or allow others to change the privileges and capabilities of this account. The student may not attempt to add, delete, access, or modify other user accounts on their Chromebooks.

The district network is provided for the academic use of all students and staff. The student agrees to take no action that would interfere with the efficient, academic use of the network.

The Chromebook utilizes a service which directs any online activity through our district web filter in accordance with federal eRate guidelines. The filtering process collects web URLs for all traffic generated by the Chromebooks, regardless of the physical location of the device. WDMCS does not actively monitor this traffic unless a direct request is made by the building administrator.

The student acknowledges and agrees that use of district equipment is a privilege. By agreeing to the terms above, the student acknowledges personal responsibility to protect and safeguard the Chromebook, adapter, and case at all times and to return the equipment in good condition and repair upon request by WDMCS.

Damage or Loss

Under no circumstances should a repair be attempted by a student, parent or other third party source. The District has technicians who will repair the Chromebook as necessary. Depending on the severity of the repair and circumstances leading up to the damage, families may be charged according to the costs in the next section. Your school has extra "loaner" devices, so students are never "stuck" without a device if damage should occur. If the Chromebook is not returned upon request, the family will be charged according to the costs in the next section. Please report damage or loss to your school immediately!

Costs

There is no fee being assessed up front for your student's use of the Chromebook. Replacement costs are listed below:

Charger \$22 or the actual cost of replacement at the time of the damage or if lost.

Case: \$22 or the actual cost of replacement at the time of damage or if lost.

Chromebook: \$346 or the actual cost of replacement at the time of damage or if lost.

Responsibility to Bring to School

Much like a textbook or a pencil, the Chromebook is an integral part of everyday learning. Families agree that the device will be brought to school each day, and that the device will be charged. If the student does not have the device, work may have to be made up outside of the school day.

Allergies

WDMCS promotes a safe and inclusive allergy aware environment for all students. Students with allergies may be entitled to services under Section 504 of the Rehabilitation Act and the Individuals with Disabilities Act. Accommodations and/or modifications will be considered and addressed on a case by case basis.

If your student needs diet modifications, a physician needs to complete the [Diet Modification Request form](#). When completed, return the form to the Nutrition Services department.

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

Area Education Agency (AEA) Services

Heartland Area Education Agency (AEA) 11 supports educators, families, and the community to improve student learning. Heartland is one of nine area education agencies in Iowa created to ensure educational opportunities for children from birth to age 21. Support to local schools is provided in three areas: educational services, media services, and special education services (assessment, consultation, speech-language, hearing screenings, and others). Visit the [Heartland AEA website](#) for more information.

Boundaries

Covering 36.6 square miles, our district boundaries are rather irregular but generally lie:

- north of Warren and Madison County lines,
- south of Urbandale Avenue,
- east of the Dallas County line, and
- west of 63rd Street.

The following is a list of schools in our district that provide—or feed—our secondary schools with students as they progress in their education. These are called “feeder schools.”

- Indian Hills Junior High: Clive, Crestview, Crossroads Park, and Westridge
- Stilwell Junior High: Fairmeadows, Hillside, Jordan Creek, and Western Hills
- Valley Southwoods Freshman High School: serves all freshman
- Valley High School: serves grades 10-12
- Walnut Creek Campus: alternative high school

For information about elementary school boundaries or a map of the district, please [visit the district website related to boundary information](#).

Counseling Services Available to Students and Families

The West Des Moines Community Schools contracts the services of Employee and Family Resources for our Student Assistance Program. If you need assistance with family or school issues, call 515-244-6090 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.

School-based therapy services are available in each school building. Students have access to a licensed therapist in the building for appointments while minimizing travel time off campus. Families enroll students for services and are responsible for the cost. Contact the school counselor or principal for information about school-based therapy.

Crisis Management

The safety and well-being of your children is our priority at the West Des Moines Community Schools. We are committed to supporting safe and welcoming learning environments where your child can connect, explore, and learn.

The district has a comprehensive emergency management plan focused on planning, preparedness, response, and recovery. For more information, visit [wdmcs.org/](#).

Fees

Each student pays a book fee. Additional fees may occur based on transportation needs. [View current fees online](#). WDMCS offers one convenient webpage to access our online payment systems to pay all school-related fees, register for a Community Education class, and more — 24 hours a day, seven days a week. Please visit wdmcs.org/online-payments/ to learn more. There is NO convenience fee for this service.

Fee Waiver

Students whose families meet the income guidelines for free and reduced price lunch, the Family Investment Program (FIP), Supplemental Security Income (SSI), or transportation assistance under open enrollment and students 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 complete the fee waiver form on the back side of the Free and Reduced Price Meal application, or you may contact your principal for a form. This waiver does not carry over from year to year and must be completed annually.

Health Services

Administration of Medication to Students ([Board Policy 507.02](#))

The board is committed to the inclusion of all students in the education program and recognizes that some students may need prescription and nonprescription medication to participate in their educational program.

According to Board policy, medication shall be administered when the student's parent/guardian provides a signed and dated written statement requesting medication administration and the medication is in the original, labeled container, either as dispensed or in the manufacturer's container. If it is necessary to take medication at school, the Authorization for Medication Administration form must be completed.

Immunizations and Health Screenings

Iowa law requires a parent to verify proper immunization against diphtheria, tetanus, pertussis, polio, measles, meningitis, mumps, rubella, hepatitis B, and varicella to enroll in school. At least one dose of each immunization must be given before starting school. If your child has not received all the following Immunizations, your school nurse will provide a written provisional immunization certificate. They will assist you to connect with a healthcare provider to plan for your child's vaccination catch-up schedule.

[Learn more online about immunizations, health screenings, including dental, hearing, and vision screenings.](#)

Services of the School Nurse

If a student becomes ill during the day, the student is to ask the teacher for a pass from class and go immediately to the nurse's office. If it is necessary for the student to go home, the parent/guardian(s) will be contacted and arrangements made to take or send the student home. Under no circumstances are students to go home or leave the school grounds without contacting the office or the nurse. If a student is seriously injured or becomes ill, every effort will be made to contact the parent/guardian(s) immediately.

Student Injuries

Students who suffer injuries should be brought to the nurse's office. The school nurse maintains a record of all accidents resulting in injuries to students. Any change in the student's condition occurring throughout the day should also be made known to the nurse. Injury to a student shall be promptly reported by the building administrator or designee to Administrative Services on the WDMCS Student Incident Report.

Preschool Programs

The WDMCS receives funding from the Iowa Department of Education for approximately 400 4-year-old children to attend preschool. This program is for children who will be age four on or before Sept. 15 of the school year for which they are enrolling. Programs are located at six district buildings and five community preschool sites.

Tiger Cubs Preschool is coordinated through the WDMCS. Programs are located at Clive Learning Academy, Crestview School of Inquiry, Fairmeadows, Hillside, Jordan Creek, Western Hills, and Westridge elementary schools. In addition, the Learning Resource Center is home to preschoolers as an overflow because Crossroads Park Elementary does not yet have space for a PK class. Tiger Cubs Preschool will provide an opportunity for your child to develop readiness skills for kindergarten through age-appropriate activities and experiences.

Project Shine provides resources and tuition assistance for children, ages three to five, from lower income households. The program is funded by Polk County Early Childhood Iowa. The Preschool Programs Coordinator works closely with the child and the area preschools that meet certain quality standards.

[Learn more about preschool opportunities online.](#)

Kindergarten Enrollment

In Iowa, a child must be age five on or before Sept. 15 in order to begin school. Parent/guardian(s) may register their child any time after Sept. 1 of the preceding school year at the Registrar’s Office. [Learn more about registration requirements online.](#)

West Des Moines Community Schools Foundation

The West Des Moines Community Schools Foundation benefits the students, teachers, and school district by offering quality fundraising and accounting resources for WDMCS.

The Foundation began in 1988 as an independent, nonprofit organization that works closely with the school administration, staff, and community to provide resources for students. They strive to encourage student participation, creative teaching, and community-school partnerships by making funds available to all 13 schools in the district. [Learn more about the WDMCS Foundation online.](#)

Communication and Parent Involvement

Complaints Regarding School Personnel

[Board Policy 906.01](#) provides a process for students, parent/guardian(s), and community members to file complaints regarding any district staff member.

Infinite Campus

Internet Portal — [Infinite Campus Login](#)

The West Des Moines Community Schools 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 parent/guardian(s) and students is called a portal.

The parent portal allows parents/guardians to see schedules, grades, attendance, health, etc. With one account, parents/guardians can view information about all of their students, even if the students attend different buildings. The parent/guardian can edit an email 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. Parents/guardians may also reference instructions on the district website (www.wdmcs.org). 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. You will have the same account for as long as your students are in the district.

Viewing Academic Work and Grades — Canvas Learning Management System

Canvas is West Des Moines Community Schools’ official learning management system. A learning management system is a software that helps provide, track, and report on classes and assignments. Canvas provides parents and students with greater access to their curriculum and learning by housing important student curricular expectations and information. This could include their online textbook, links to resources, homework, videos, assessments, online discussions, and so much more. [Learn more about Canvas.](#)

Staff Directory

The district continues to provide ways to assist with communication between school, families, and the community through the Internet. Our district website provides a “one-stop shop” staff directory page. This page contains a [searchable listing of contact information for our staff, including buildings and email addresses.](#)

Translation and Interpretation Services

An interpreter, translator, or sign language interpreter can be made available at most district events. In addition, WDMCS will work with families who have vision, auditory, or language needs to effectively communicate important district and student information. Please contact your school at least 48 hours in advance of the event to request these services.

No qualified individual will be excluded on the basis of a disability from participating in a public meeting in the West Des Moines Community Schools. To receive more information or request an accommodation to participate, please contact the School/Community Relations Department at 515-633-5023.

WDMCS Online Calendar

The official [school district activity calendar](#) is your complete reference for district activities and events. The [Calendar at a Glance](#) is also available online.

Departments

Administrative Services

Administrative Services oversees the Business Services, Nutrition Services, Operations, and Transportation departments. The WDMCS Chief Financial Officer (CFO) leads a talented group of individuals who support Business Services, Nutrition Services, Operations, and Transportation.

Business Services

The learning that occurs in our classrooms is supported by quality facilities and sound financial management. The department works with representatives in the community and staff to ensure our buildings and funding support student learning. [Learn more about WDMCS budgets online.](#)

Nutrition Services

Nutrition Services participates in the United States Department of Agriculture (USDA) Child Nutrition Programs. Meals and snacks must meet the standards set forth by the USDA. The department oversees breakfasts and lunches throughout the school year and helps provide a summer food service program to ensure children continue to receive nutritious meals. [Learn more about nutrition services, free and reduced meal qualifications, and meal pricing online](#)

Operations

Operations provides maintenance and custodial services for more than 1.5 million square feet of space, including more than 500 classrooms. It also provides services that support the delivery of education to our students. [Learn more about current projects online.](#)

Transportation

Transportation strives to serve the needs of our students and to provide safe, efficient transportation to school and school-related activities. Free transportation is provided to the following groups meeting the listed criteria (Iowa Code Section 285.1):

- Grades PK-8 students living more than two miles from their assigned schools as determined by their primary residence.
- Grades 9-12 students living more than three miles away from their assigned schools as determined by their primary residence.
- Involuntary Transfers, who are students transferred by the district to a school other than their designated attendance center.

Students who do not qualify for free transportation and live outside the walk zone for their assigned school are eligible for paid transportation. Transportation is not available for families who live inside the walk zone.

Any student who lives in the paid transportation area and qualifies for the free and reduced-priced meal program may also apply for free and reduced-priced bus pass fees. Please contact your school's office to apply.

A voluntary transfer is a student who attends a school other than the assigned school within the district due to a family request granted by the district. Voluntary transfer students may ride a district school bus if they meet the established criteria.

For more detailed information on transportation, including registration and payments, [visit the transportation section of the WDMCS website](#).

Communications

[School/Community Relations](#) supports WDMCS districtwide and school-specific communication. From weather alerts and crisis notifications to event reminders and sharing student success stories, School/Community Relations provides timely, relevant information to district staff, students, families and the broader community.

When school must be canceled, delayed, or dismissed early because of weather conditions or other emergencies, the School/Community Relations department works to inform district families and staff in a timely manner. [Learn more about specific cancellation and closings procedures online](#).

Community Education

Community Education is the outreach department of WDMCS. It provides opportunities for learning, service, and fun to people of all ages and serves the needs of the community by connecting people, ideas, and resources. [Learn more about the opportunities available through Community Education online](#).

Human Resources

Human Resources oversees one of our district's greatest resources – its employees. The department strives to provide students and parents with a talented, knowledgeable, and dedicated workforce by:

- reaching out locally and nationally to recruit quality and diverse staff members.
- supporting professional development and training.
- fostering an engaging and caring work environment.

The associate superintendent of Human Resources leads a talented group of individuals who support more than 1,700 employees, substitutes, and a retiree recognition program. [Learn more about the Human Resources Department and available career opportunities online](#).

Teaching and Learning Services

WDMCS has long been known for offering a comprehensive education with variety, depth, and rigor. The associate superintendent of Teaching and Learning Services leads a talent group of individuals who oversee the following areas: curriculum, English for Speakers of Other Languages (ESOL), Extended Learning Program (ELP), homeless youth, home schooling, Project-Based Learning Network (PBLN) reading resource, special education, and Title I.

Curriculum

WDMCS curriculum is embedded in sound, successful, and researched-based perspectives of the past, yet continues to be a fluid, dynamic instrument of the present. Teachers endeavor to implement ideas and skills that reflect the ever-changing technology and cultural changes of our society and needs of our learners. [Learn more about WDMCS curriculum online](#).

English for Speakers of Other Languages (ESOL)

At WDMCS, English for Speakers of Other Languages (ESOL) is designed instruction that supports English Learners (ELs) in developing and enhancing their English language skills in order to acquire academic content and language. ESOL instruction is primarily in English.

All new students to WDMCS are required to fill out a Home Language Survey which is completed through the online enrollment process. If it is evident the student has a native language other than English, the child and family are referred to the child's designated school for registration and assessment for possible language services. [Learn more about ESOL services online](#).

Gifted/Talented (GT) Program

The West Des Moines Gifted/Talented Program is a comprehensive K-12 program designed to identify and serve students who possess outstanding abilities, talents, and potential for high performance when compared with same-aged peers such that they require special provisions to meet their educational programming needs. In addition to differentiated classroom experiences, students meet in small groups in their own buildings with specially trained teachers to work on group and individual projects according to their needs, abilities, and interests. [Learn more about GT online](#).

Homeless Youth ([Board Policy 501.16](#))

West Des Moines Community Schools believes all students should have access to a free, appropriate public education. The district will ensure that homeless children and youth have equal access to the same free, appropriate public education as other children and youth.

West Des Moines Community Schools (WDMCS) believes all students should have access to a free, appropriate public education. WDMCS will ensure that homeless children and youth have equal/equitable access to the same free, appropriate public education as other children and youth.

The term “homeless children and youth” means an individual who lacks a fixed, regular, and adequate nighttime residence. The term includes:

- Children and youth who are:
 - Sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason (sometimes referred to as “doubled up);
 - Living in motels, hotels, trailer parks, or camping grounds due to lack of alternative adequate accommodations;
 - Living in emergency or transitional shelters; or
 - Abandoned in hospitals.
- Children and youth who have a primary nighttime residence that is a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings;
- Children and youth who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
- Migratory children who qualify as homeless because they are living in circumstances described above.

[Learn more about enrollment procedures and support services available for homeless youth online.](#)

Home Schooling

The WDMCS Home School Assistance Program has been offering support to families who wish to educate their children at home since the early 1990s. Today, more than 125 home-schooled students are enrolled in grades K-12. Teacher assistance and enrichment classes are provided to supplement parents’ home schooling efforts. Students can now take writing, science, physical education, Spanish, drama, and art enrichment classes. Additionally, a wide array of field trips are provided throughout the year. [Learn more about home schooling support online.](#) Visit the [HSAP website](#).

Project-Based Learning Network (PBLN)

The Project-Based Learning Network is a pathway engaging students in tasks designed to provide the best context for learning. It ignites a zest for learning and allows students to “fail forward,” which provides a safe environment to make mistakes in order to learn and grow. [Learn more about PBLN online.](#)

Special Education

The goals for our Special Education program are aligned with state law and the federal Individuals with Disability Education Act (IDEA) law, which:

- Assures all children with disabilities are provided a free, appropriate, public education designed to meet their unique needs.
- Protects children’s rights and the rights of their parents or guardians.
- Assists state and local districts in providing education that assesses students’ strengths and weaknesses and assures the effectiveness of the educational efforts.

Families who move to the West Des Moines Community Schools and have a child with an Individual Education Plan (IEP) will find similar student-focused programming and services at each of our schools. [Learn more about Special Education support services online.](#)

Technology

West Des Moines Community Schools strives to create a technology-rich environment for its entire learning community. It has been a state and national leader in making a wide range of technologies available to students, staff and other learners.

In order to provide cost effective and reliable services, the district utilizes a fiber optic wide area network that connects all district facilities. The creation of this network was created through WestNET, a cooperative partnership between the West Des Moines Community Schools, City of West Des Moines, City of Clive, City of Urbandale, and the Iowa Communications Network.

Through the use of Infinite Campus, the district provides students and families with live access to grades, attendance, and other student information. In addition, Infinite Campus also has a phone notification system, which places automated phone calls to parent/guardian(s) for weather related notifications. [Learn more about WDMCS technology services online.](#)

Annual Notices and Common Board Policies

Annual Notices

State and Federal regulations, as well as some district policies, require the district to annually post certain notifications to the public. Please reference the list of annual notices on the WDMCS website - <https://discover.wdmcs.org/annual-notices>

Common Board Policies

Attendance Procedures ([Board Policy 501.06](#))

Discipline ([Board Policy 503.01](#))

Dress Code ([Board Policy 502](#) Student Appearance)

Prohibited Substances And Alcoholic Beverages - Possessing, Using, Or Being Under The Influence Of ([Board Policy 502.07](#))

Use and/or Possession of Tobacco and Tobacco Products ([Board Policy 502.06](#))

Student Wellness ([Board Policy 608.01](#))



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