

2020-21 Walnut Creek Campus Handbook



Resources for all WDMCS
Walnut Creek Campus families.



WEST DES MOINES
COMMUNITY SCHOOLS

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 his or her 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.

Walnut Creek Campus Mission Statement



Walnut Creek Campus—West Des Moines Community Schools

1020 8th St., West Des Moines, IA 50265
515-633-6400

Principal: Dr. Kim Davis

About the Student and Family Handbook

This handbook has been prepared to serve as a guide 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 parent/guardian(s) will be your responsibility.

Educational Non-Discrimination Statement

West Des Moines Community Schools does not discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status, sexual orientation, gender identity, genetic information, and socioeconomic status 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 Carol Seid, Associate Superintendent of Human Resources, 3550 Mills Civic Parkway, West Des Moines, IA 50265; Phone: 515-633-5037; E-mail seidc@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.

IMPORTANT HANDBOOK NOTICE REGARDING COVID-19

The 2020-21 school year's instructional format may change to ensure student and staff safety, which could include transitioning to online learning and/or a hybrid of on-site and online instruction. Some information included in this handbook may be specific to student attendance onsite within the school building. Administrators may adjust processes outlined in the handbook based on their building's learning environment at any given point throughout the school year.

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Dear students and families of Walnut Creek Campus,

It is my pleasure to welcome you to Walnut Creek Campus. We are proud to have you as part of our learning community. Our mission is to surround students who demonstrate need for a smaller, more flexible, individualized learning environment with high quality instruction. This is a place where all members of the school community are known and nurtured. We develop informed, contributing citizens who are empowered to advocate and problem-solve throughout their lives.

The staff at Walnut Creek Campus strives to support students academically and personally so they can be as successful as possible. This relates to our district vision, which is: "The West Des Moines 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." We look forward to realizing this vision by working collaboratively with your family.

We are a school who practices restorative justice, which is a collaborative process that helps students learn positive communication skills and helps them to take ownership for their behavior. The process allows students to make commitments that will help them become more successful. We strive to work collaboratively with one another to ensure that all of our students maximize their potential. Many students that come to us have not felt successful in school for some time or have personal issues that they are battling. Some simply needed a smaller/different environment so they could thrive.

At Walnut Creek Campus we are also constantly addressing how we can make the curriculum more rigorous, relevant and engaging. We all know that students learn best when they are appropriately challenged and when they see a clear purpose for their learning. The academic component is designed to accommodate students who have not met with success in the comprehensive high school or who have special learning needs. In addition, class sizes are small and everything we do is designed to meet the needs of our students. We also know that we must give our students the tools that they will need in order to be successful in a global world.

At Walnut Creek Campus we focus on building relationships with one another. I firmly believe that without relationships, very little can be accomplished. One of my favorite quotes is, "People will forget what you said. People will forget what you did. But, people will never forget the way you made them feel." At Walnut Creek, our hope is that every student, parent/guardian, and staff member feels cared for and lifted. We will work diligently to make the learning process joyful for every student and we invite you parents/guardians to come into the school and work collaboratively with us to ensure that students meet with success.

Sincerely,



Dr. Kim Davis,
Walnut Creek Campus Principal

Dear Parents & Students of WCC,

People say that the best 2 days of school are the first and the last day. But here at Walnut Creek Campus every day is the best day of high school. Walnut Creek is an amazing school that welcomes every student as soon as they walk in. Every staff member makes students feel successful in a non- judgemental and comfortable environment. This school is an alternative school which means there are fewer students in classrooms. That's a huge benefit because students don't have to feel pressured by anyone and everyone gets to know each other.

Walnut Creek has a wide variety of amazing programs and opportunities for fun learning. We work with advisors and counselors to determine career options after high school. We get to spend more time developing our social emotional skills along with our reading, writing and math skills, too. There are also many fun activities at this school like going to volunteer at different organizations, performing at the coffee house, or making arcade games with your advisory. In the beginning of the year students created arcade games in advisories for an elementary school that came to play them. There were also other events like the students vs staff basketball game, poetry slams, writing competitions, and my favorite one that deals with food are the salsa and chili competitions.. No matter what you want to do here you will always feel safe, welcomed and cared for, regardless of the task.

We are a family here at Walnut Creek, helping each other every day. The teachers and staff want to build a relationship with every student, so that they can get to know what's best for each student. Classes here are still challenging, but seem easier because the work is mostly done at our own pace and we get to work more one on one with teachers if we have any questions. The teachers also give us credit for the work that we have accomplished in the past for that class-you never fail a class at Walnut Creek. You keep working on the class until you have it all done. Regardless of the past experiences students may have had, this will be the best second family that they could ask for.

Sincerely,

Manny Pelayo
Class of 2020

General Information

A hard copy of the handbook is available upon request. In addition, any information linked to content on the WDMCS website can be made available in a hard copy upon request.

Academic Calendar

View and download the current [Calendar at a Glance](#).

- [View Schedules](#)

Athletic Calendar: <https://valleytigersathletics.com/events>

- View athletic schedules
- View directions to athletic events

Admissions Process for New Students

1. **Referral** - Students are most often referred by their home high school. If transferring from another district/school, the student must meet with an administrator from this district's comprehensive school first. Students must complete an application and checkout procedure at their home high school before being enrolled at Walnut Creek Campus. All prior fees need to be paid before transferring.
2. **Interview** - Students and parents must complete an intake interview. Walnut Creek Staff will ask questions to determine why a student wants to attend WCC and to discover what the student's needs are. The WCC system and expectations are also explained to the students and parents during the interview.
3. **Contract** - At the end of the interview, parents and students must sign a contract agreeing to meet the WCC expectations and to take advantage of the program.
4. **Orientation** - The orientation allows students to understand the WCC system in order to be successful. There is a new student orientation each time a new group of students transfers to Walnut Creek Campus.

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.

The West Des Moines Community Schools is making student health and wellness a top priority. To help guide the district in this effort, the West Des Moines Community Schools Board of Education recently approved revisions to the district's wellness policy ([Policy 608.01](#)). Homemade treats are not allowed. If you select from one of the items listed on the store-bought snack list, you can bring a classroom treat that was purchased from a store. To find both the WDMCS snack list or snack list for items purchased in a store, go to www.wdmcs.org/departments/nutrition/classroom-snacks

Cellphone Usage

Cellphones will not be used during class time. Cellphones may only be used at the discretion of the classroom teacher for educational purposes. If the cellphone is disrupting the learning, the student will be asked to put it out of sight. If the student is insubordinate, the intervention process will be followed. If there is a habitual concern, the principal will involve the parent/guardian and the cell phone will either

remain at home/car or it will be checked into the main office each day. Students may use their cell phones before and after school, during passing time and during the lunch period. If a student needs to use the cell phone for confidential matters, he/she needs to come to the main office so a private location can be found.

Daily Schedule

The school day is from 9:00 a.m. to 3:10 p.m. except for Wednesdays when school is dismissed at 2:25 p.m.

[View Schedules](#) (period schedules and lunch schedules for both regular and collaboration days.)

Fees

Each student pays a book fee. Students may elect to purchase an activity ticket for regular season athletic events within the Central Iowa Metropolitan League, a yearbook, and upgraded project materials within certain courses. [View Current Fee List](#)

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. Parent/guardian(s) 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. You may also contact your principal for a form. This waiver does not carry over from year to year and must be completed annually.

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 of 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.

Nutrition Services

The West Des Moines Nutrition Department participates in the United States Department of Agriculture (USDA) Child Nutrition Programs. Our meals and snacks must meet the standards set forth by the USDA.

To apply for free or reduced meals apply online at <https://family.titank12.com/> or request an application from Nutrition Services at 515-633-5085 or pick up in the school building office.

To make a payment or view account balance visit <https://iawestdesmoines.intouchrecepting.com/>

Breakfast

Offered daily 30 minutes prior to the bell.

To qualify for the breakfast meal price, the meal must contain at least a ½ cup of fruit or vegetable and at least two other food items. Some menu offerings may count as more than one food item. For example, a

breakfast sandwich counts as two items because it contains grains and meat. If the selections do not meet these requirements, all choices will be charged at the ala carte pricing.

Secondary: \$2.10

Free/Reduced: 30 cents for reduced students and FREE if the student qualifies

What's for breakfast?

- Minimum of three entrée choices are available to choose from:
 - alternating main entrée choice;
 - cold breakfast consisting of cereal and toast;
 - yogurt and toast option.
- Assorted flavors of 8 oz. milk.
- Fruit and or vegetable choices including 100% juice.
- Breads/grains in the form of cereal, toast, pancakes, etc. and/or meat or meat alternate.

Lunch

Lunch has specific requirements for the selections to qualify for lunch pricing. If the selections do not meet these requirements, all choices will be charged at the ala carte pricing. A qualifying lunch consists of three components, one of which must be a ½ cup of fruit or vegetable or a combination of fruits and vegetables to equal this amount.

Secondary: \$3.00

Free/Reduced: 40 cents for reduced students and FREE if the student qualifies.

What's for Lunch?

Every day there are a minimum three entrée choices students can select from for lunch at elementary and additional entrée choices are available at secondary buildings. A hot entrée, a cold option, and a yogurt lunch are always available to choose from as well as a hot vegetable. Additional fruits and vegetables are also available and students may select as many items as they would like from the fruit and vegetable category

Menus and nutrition information <https://wdmcs.nutrislice.com/>

Lunch offerings consist of five components:

- assorted flavors of milk;
- meat/meat alternate including choices such a yogurt or cheese
- breads/grains that may include pizza crust, breading on a chicken product, brown rice or a more traditional bread;
- fruit;
- vegetables.

A La Carte Items

School cafeterias also offer a la carte items for purchase at breakfast and lunch. These a la carte items are not part of a lunch and may only be purchased if there is funds in the student's account for them. The items will not count toward making "complete lunch".

If you would like to restrict your child from being able to purchase these items, please create a restriction on your student's account in the family portal at <https://family.titank12.com/> or call the Nutrition Department at 633-5085 to get assistance with adding a restriction.

Allergy/Diet Modifications

Forms for special diets can be found on our website. This form requires the signature of a licensed medical professional with the ability to write prescriptions. Please see form for more details. Fluid Milk

substitution requests can be made by parent or guardian signature.
<https://www.wdmcs.org/departments/nutrition/food-allergy-form/>

Communication and Parent/Guardian Involvement

Address

- A. All students are required to keep their residence address and phone numbers 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:
 - a. A statement to the Administration, signed by the student and one parent, that they are not living with a parent or guardian, and is residing in the West Des Moines Community School District.
 - b. A statement of address and telephone number of the 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.
- D. When a student turns 18, he/she may request that the school no longer contact the parent/guardian. The parent/guardian should contact the principal to make this request. The student must be living on their own and not claimed on their parents' taxes.
- E. Attendance letters – School staff will be communicating with families on a frequent basis if there are attendance concerns.

Parent/Family Involvement

We invite you to be part of the educational process at WCC. There is a strong correlation between parent/family involvement and student success at school. Please help your student succeed by doing one or all of the following:

- Call your student's teacher(s) to ask how your student is doing in class.
- E-mail your student's teacher(s) to ask questions about what students are learning in classes and ask how you can support the learning process.
- Use the parent portal Canvas to view information about your student.
- Come to WCC to visit with your student's teacher(s) about your student's progress.
- Come to WCC during the school day and visit your student's classes.
- Volunteer to be a part of the educational process at WCC.
- Join the parent organization and attend the meetings listed below.
- Call WCC to find out how to be involved in district meetings.

Parent Teacher Organization

The [Parent/Teacher Organization \(PTO\)](#) meets throughout the year to provide input regarding the programming at Walnut Creek Campus, to receive information about activities at Walnut Creek Campus, and to provide support to parents/families. Meetings will be held at 5:30pm on the following dates: September 21, November 9, February 1, and April 5.

School Closing Announcements

Up-to-the-minute information about cancellations, dismissals and closings is available on the district website (www.wdmcs.org), Facebook page (www.facebook.com/wdmcs) and Twitter account (@WDMCS). In addition, information is provided at the district weather hotline at 633-5555.

The district's emergency notification system will be used to notify families of unplanned 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 television and radio stations. This information is provided as a service for students, families, staff and community members when school must be cancelled or dismissed early due to weather conditions or other emergencies.

WCC Staff Email Addresses

To access any WCC staff member by email, use the following address:

Last name, first initial@wdmcs.org (no comma between last name and first initial)

Visitors

The School District 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. [Learn more about the Raptor Visitor Check-In System](#). 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. [Learn more about the Raptor Visitor Check-In System](#). Students are not permitted to bring visitors to school.

Academics

Academic Program

Students at Walnut Creek Campus may elect to earn a 40 credit (Traditional) Walnut Creek Campus diploma, or a 36 credit (Core) Walnut Creek Campus diploma or a 48 credit Valley High School (VHS) diploma.

Advisory

Each student is assigned an advisor at WCC.

The advisory program has several goals: to provide student/adult relationships throughout the school year, to foster a connection with a small group of WCC students, to allow personalized design of the high school program, to provide improved communication among all who are involved with a student and to provide personal advocates for each student. This is an essential component of a quality education and supported by much research.

Advisory time will consist of a variety of programming. Some of the components will be orientation to WCC, getting acquainted, facilitating assessments, developing school success skills and appropriate social skills, performing service, engaging in leisure activities, reflecting upon and discussing personal experience, determining academic schedules, developing a plan and monitoring progress toward graduation, and exploring post-secondary opportunities.

Parents are encouraged to communicate often with advisors and to conference with them during parent/teacher conference time or as needed.

Changing Advisory

Students may petition to change advisors but only after the completion of a trimester with their originally assigned advisor. The following is the procedure students need to follow if they wish to change advisories:

1. The student shall submit, in writing, to their caseworker the desire to change advisories and the reason for it.
2. The student will meet with their caseworker to discuss what they have written.
3. The student will meet with their caseworker and current advisor to discuss the desire for change. If all parties agree, the process moves forward.*
4. If the student has a specific request for a new advisor, the student meets with that person to see if the move can be made. If the new advisor agrees, the student informs the caseworker who verifies.
5. The caseworker informs the principal of all the above and seeks final approval.*
6. When final approval is obtained, the caseworker informs the school counselor who makes the schedule change. The caseworker also informs the person in charge of points.

* If either of these steps is not completed, the request for advisory change is not approved. If the student has no specific request for the new advisory, the school counselor makes that decision.

Credit Recognition [Code 505.10](#)

Credit from various institutions may be recognized on Valley High School, Valley Southwoods or Walnut Creek Campus transcripts. Please see Board Policy [Code 505.10](#) for full details.

Effective Grading Practices

We are committed to and are making strides toward improving our grading practices to ensure all students' grades are a true picture of what they know and are able to do in each course. A task force representing parents, teachers, central office administration, building administration, and school board members engaged in a yearlong process during the 2016-17 school year to study various assessment and grading methodologies. By consensus, the task force recommended a districtwide grading purpose statement that reads:

*The purpose of grading is to communicate achievement relative
to course standards to students and parents.*

The task force came to the consensus that WDMCS had the capacity to implement five grading practices focused on assessment for learning.

- Grades reflect the standards in the Iowa Core (or equivalent standards).
- Use criterion-referenced grades. Students can demonstrate understanding at a specified level of proficiency.
- Achievement and behavior will be reported separately.
- Use quality assessments.
- Involve students in the assessment process—allow for reassessment opportunities.

[Read more about Effective Grading Practices.](#)

How To Earn Credit

Students have the opportunity to earn one credit per block class each trimester at WCC. Since students work at an individual pace, students may finish a class during the trimester. When a student has completed an IP (In Progress) from a prior term the grade form will be mailed to you. If a student does not complete a class, the student will be considered in-progress and may continue in that class for a

maximum of three trimesters. At the end of each trimester, a transcript will be mailed home summarizing credits earned for the trimester.

IP (In Progress)

A student will receive an IP (In Progress) grade if at the end of the trimester he/she does not show a minimum of 70% needed to show proficiency in the course. The student will be able to take the course for a total of three consecutive (3) trimesters. If the student does not complete the course in three trimesters, the student will have to begin the course again unless special permission has been granted from the principal.

Student Classification

To earn a Valley High School diploma requires forty-eight (48) credits. Walnut Creek Campus requires forty (40) credits for a traditional diploma and thirty-six (36) credits for a core diploma. To ensure progress toward this goal, a student will be classified for placement in grades nine (9) and above, according to the following guidelines:

Grade 9-Freshman	The 9th grade year begins upon the attendance of the student on the beginning day of classes for the current school year. Until then, the student is not considered to be enrolled in ninth grade.
Grade 10-Sophomore	A WCC student becomes a sophomore upon earning a total of six (6) credits or more. A Valley High student becomes a sophomore upon completion of two or more semesters of high school enrollment and a minimum of 6 credits in the core area.
Grade 11-Junior	A WCC student becomes a junior upon the completion of seventeen (17) credits or more. A junior approved for graduation at the end of the year will be advanced to senior status for the spring semester. A Valley High student becomes a junior upon completion of four or more semesters of high school enrollment and a minimum of 22 credits (including PE).
Grade 12 -Senior	To be classified as a WCC senior, a student must have accumulated a total of twenty-nine (29) or more credits. To be classified as a Valley High senior, a student must complete six or more semesters of high school enrollment and a minimum of 34 credits (including PE).

***Classification is determined at the beginning of the school year.**

Graduation Requirements [Board Policy 505.05](#) / [Board Policy 505.06](#)

Walnut Creek Campus issues two types of diplomas. The Traditional Program diploma requires the completion of forty (40) credits, including four (4) credits of physical education, for graduation.

The Core Program diploma requires thirty-six (36) credits, including four (4) credits of physical education for graduation. For full requirements to earn a Traditional Program diploma and Core Program diploma, please

See [Board Policy 505.06](#).

Student Conduct Expectation

Academic Honesty

* Reprinted with permission Thomas R. Valentin, Glenbrook High School (Illinois)

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:

- Obtaining a copy of a test or scoring device
- Accepting a copy of a test or scoring device
- Copying another student's answers during an examination
- Providing another student answers to or copies of examination questions
- Having another student impersonate the student to assist the student academically
- Impersonating another student to assist the student academically
- Representing as one's own work the product of someone else's creativity
- Using notes or other unauthorized materials during a "closed book" examination
- Duplicating another student's project for submission as one's own work
- Having someone other than the student prepare the student's homework, paper, project, laboratory report or take-home examination for which credit is given
- Permitting another student to copy the student's homework, paper, project, computer program, laboratory report or take-home examination other than for a teacher-approved collaborative effort
- Any other action intended to obtain credit for work not one's own
- Altering grades

Attendance Procedures

In light of COVID-19, additional measures will be taken to support student and staff safety. WDMCS will continually update families on Centers for Disease Control (CDC) guidance throughout the 2020-21 school year.

Walnut Creek Campus believes that daily attendance and being on time are keys to success. Our main doors lock ten minutes after each period begins and unlock 10 minutes before the next period begins. There is a buzzer to the right of the main interior door that alerts the office that a person needs to enter at all other times. Students must get permission and sign out in the main office in order to leave the building. Students may be sent home for the day and may not go back to class if they do not follow this procedure. Students may have no more than 12 absences total each trimester or their schedule will be modified.

Expectations

In accordance with [Board Policy 501.06](#), Compulsory Attendance, program attendance is required for a minimum of 148 days, to be met by attendance for at least 37 days each quarter.

1. Parents are expected to notify the school regarding a student's absence on the day of the absence by calling Walnut Creek Campus at 633-6400.
2. Valid reasons for a student's absence from school:
 1. court appointments with documentation/verification
 2. death in family
 3. illness of student
 4. medical and/or dental appointment with **verification from doctor's office**
 5. religious observance
 6. prearranged family trips and college visitation

7. student in-school or out-of-school suspension
8. Walnut Creek Campus activity

Parents will be contacted each time the student acquires an unexcused absence-
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
- leaving class early without permission of the 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
- truancy/leaving campus without permission
- car problems (see administrator)

Tardy

A tardy will be given if a student is less than ten minutes late to a class.

1. Parents are expected to notify the school regarding a student's tardiness on the day of the tardy by calling Walnut Creek Campus at 633-6400.
2. Students arriving late to school for a valid reason will be excused (refer to valid reasons for a student's absence).
3. Students arriving late must obtain a pass from the office before going to their registered class.

*Attendance may impact day school placement.

Bicycles/Skateboards/Rollerblades/Scooters/Rollershoes

To enhance student safety to and from school, we recommend wearing bicycle helmets. Bicycles should be walked on school property and parked in the bike racks. The school district is not responsible for students riding bicycles to and from school and assumes no responsibility for bicycles on the school grounds. Bicycle locks are encouraged. Damage or theft of bicycles should be reported to the local police department.

The bike-riding privilege may be revoked if a student does not abide by the school guidelines and/or causes safety concerns. Skateboards, scooters, rollershoes, and rollerblades are not allowed on school property and students will be expected to keep them in the main office until the end of their school day..

Cheating and Plagiarism

Students are expected to produce work to the best of their ability. Work submitted for credit or recognition is to be done by each individual student and must be his/her own work. Cheating and plagiarism will not be accepted. Students violating academic honesty will lead to parent communication, disciplinary consequences, and re-teaching of expected behaviors and use of resources. Students will be required to redo assessment evidence under supervision to gain an accurate evaluation of learning related to content standards. 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.

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.

The district staff expects students to be clean and well-groomed and to wear clothes in good repair and appropriate for the time, place, and occasion. Clothing or other apparel promoting products illegal for use by minors and clothing displaying obscene material, profanity, or reference to prohibited conduct are disallowed. While the primary responsibility for appearance lies with the students and their parents, appearance disruptive to the education program will not be tolerated. When, in the judgment of a principal, a student's appearance or mode of dress disrupts the educational process or constitutes a threat to health or safety, the student may be required to make modifications.

Hats are not to be worn in the school building. Students are also not allowed to wear the "hooded" portion of a shirt/sweatshirt in the school building. Failure by a student to remove a hat or hood at the request of a staff member may be referred to administration. (This is specific to Valley Southwoods and Valley High School only.)

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

Electronic Communication Devices

Electronic communication devices such as cellphones or any similar electronic communication device shall not be disruptive of the education process. Handheld electronic devices and earbuds are not to be used in the classroom unless it is permitted by the teacher. Cellphones and other electronic communication devices are allowed before and after school, during passing period, and any unstructured time for a student.

Handheld electronic device violations are cumulative throughout the entire year. Electronic device use that is a disruption to the learning environment violating board policies [503.01](#) (Discipline), [502.02](#) (Equal Educational Opportunities) or any other district policy may be subject to disciplinary action.

Gangs and Gang-Related Activities

WDMCS does 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 [503.01](#).

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 their 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.*

Telecommunications, Electronic, and Networked Information Resources

The district supports the appropriate use of technology-based resources by students. These resources include district-provided networks, hardware such as scanners and printers, appropriate software, and access to the Internet and its resources.

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.

Discipline and Restitution

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:
 - o School and district grounds
 - o School-related activities
 - o 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 ([District 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.

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.

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](#), the 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 18 may be reported to local law enforcement authorities.

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.

Restorative Practices

School-Wide Behavior Management Plan

All staff at WCC are expected to use the Four Levels of Redirection in the classroom and in common areas when a student does not comply with the school expectations. A student removed from the area goes to a caseworker or the student services coordinator, counselor, or principal for an intervention. The goal is to be able to return the student to the classroom. The intervention includes development of a plan to be successful. It may include a sequence of behavior review, in which the student is guided through a process to identify what went wrong, and how the situation could have unfolded differently in order for the student to be successful.

Four Levels of Redirection

1. Friendly Nonverbal Reminder
2. Friendly Verbal Reminder
3. Concerned Reminder

4. Student Removed From The Area

Restorative Justice

Walnut Creek Campus is a supporter of restorative justice. Restorative justice is a systemic response to wrongdoing that emphasizes healing the wounds of victims, offenders, and communities.

What do restorative schools do?

- Focuses primarily on relationships and secondarily on rules. They acknowledge that relationships are central to building community and build systems that address misbehavior and harm in a way that strengthens relationships.
- Gives a voice to the person harmed.
- Gives a voice to the person who caused harm.
- Seeks to recognize the motivation driving the misbehavior.
- Enhances a sense of responsibility to the community by engaging in collaborative problem solving.
- Empowers, changes and grows.
- Encourages responsibility by planning for restoration.

Restorative approaches:

- Helps to teach self-discipline.
- Promotes effective conflict resolution skills.
- Provides a sense of community.
- Helps misbehaving students deal with the harm they caused to individuals and the school community. Instead of doing something “to” people, this process works “with” people.

Guiding questions for a restorative approach:

- Who has been hurt?
- What are their needs?
- What are the causes?
- Who has a “stake” in this situation?
- What is the appropriate process to involve stakeholders in an effort to put things right?

We have been working to create an environment that works through conflict and misbehavior in a restorative manner. We utilize conflict mediations, restitution and circle work in our school setting.

Conflict Mediations

Most discipline issues in the school setting deal with relationships. Relationships are at the heart of most conflicts. At Walnut Creek Campus we have a structured process that is outlined below to work through student/student, student/staff, and staff/staff conflicts.

- 1) **Invitation/Safety.** “Is everyone willing to search for a constructive, fair and just agreement? Can we agree to use option #4 or #3?” (If no, should we use option #2 or #1?)
- 2) **Ground Rules.** (Ask for agreement to each)
 - “Follow the process.”
 - “If process seems unfair, say so.”
 - “No interrupting.”
 - “Be willing to summarize.”
- 3) **Describe, Summarize and Recognize.**
 - *Person A.* “Describe how you experienced the problem, conflict, or injustice.”
Person B. “Summarize.”
 - *Person B:* “Describe how you experienced the problem, conflict, or injustice.”
Person A: “Summarize.”Have experiences been recognized? If not, repeat 3.

- 4) **Search for Agreements that will:**
Restore Equity. “How can you make things as right as possible now?” and
Clarify Future Intentions. “How can you prevent this from happening again?”
 - 5) **Summarize Agreement and Congratulate.**
Write Agreement (when possible). Set follow-up meeting. Congratulate for being cooperative. (If no agreement, Return to 1 above).
 - 6) **Follow-up. Are all agreements being kept? If yes, celebrate.** If problems are reported, repeat process.
- @2000 Ron Claassen, Fresno Pacific University**

Circles

Circles are also used to work through conflicts and to support the youth and adults in our school community. A circle is a way to bring students, staff members and families together to connect with one another, understand one another, support one another, strengthen bonds and to solve problems. Circles are used frequently in advisory class as a way to share experiences (connecting) and ideas/attitudes with one another regarding the developmental assets being studied. Circles have also been used to resolve problems relating to conflict mediation, student relationships, behaviors, etc.

Restitution

With administrative discretion, students may be allowed to do restitution. Restitution is defined as, “To create conditions for the person to fix their mistake to return to the group strengthened.” Students, parents, and the principal will work together to assign consequences that will help the student learn from his/her mistakes whenever possible.

Healthy Lifestyles / Four Oaks Chemical Dependency Programming

Students who violate [Board Policy 502.07](#) have an opportunity to take part in a chemical dependency program.

Out-Of-School Suspension (ISS/OSS)

1. All work, for any classes missed, will be expected to be completed.
2. A conference with an administrator will occur prior to returning to school in person.

Long Term Suspension/Expulsion Proceedings

Should it become necessary to recommend the long term suspension/expulsion of a student to the Board of Education, the following procedure will be followed.

1. The student will be informed that long term suspension/expulsion proceedings will be recommended.
2. The student will be on suspension until the culmination of long term suspension/expulsion proceedings.
3. The student is entitled to a hearing before the Board of Education and will be notified in writing of the date, time, and place of the hearing.
4. The student 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.

Student Safety

Active Shooter — ELF (Evacuate, Lockdown, Fight)

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

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.

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.

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.

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.

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.

Student Services

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.

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 www.wdmcs.org/district/our-schools/crisis-plan/.

Health Office Information

The philosophy of the health services of the West Des Moines School District is to assist the student and his/her family to obtain his/her optimum level of wellness. A healthy child is able to receive the most from his/her educational experience. Each child at Walnut Creek has a unique and individual health status that is recognized. Walnut Creek has a registered nurse at school from 9:15 am to 3:15 pm on Monday, Tuesday, Thursday; from 9:15 am to 2:30 pm on Wednesday; and Friday from 7:30 am to 3:15 pm.

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 call the school nurse at 633-6404 regarding any developments or changes concerning your child's health (hospitalizations, medications, allergies, injuries, surgeries and other medical conditions) which would be pertinent to your child's performance and attendance. Also, please keep the school nurse notified of any changes with home, work, and cell phone numbers. 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. We will carefully and consistently monitor the attendance of all of our students. Tardies, early release, and absences disrupt student learning. Research tells us that if a student misses a class three times in a trimester, it has a five percent impact on student learning and missing 9 times has a 15 percent impact. Appropriate steps will be taken to improve student attendance. We encourage your student to attend school regularly and to be on time so missed instruction does not interfere with learning.

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 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 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 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.
- 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.

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, 2020 - last date for open enrollment requests for entering kindergarten students and those students falling under the "good cause" definition for the 2020-21 school year.

March 1, 2021 - last date for regular open enrollment requests for the 2021-22 school year.

How Do I Apply For My Child To Open Enroll?

Step 1: You may obtain an application in person at the Learning Resource Center, 3550 Mills Civic Parkway, West Des Moines, IA 50265 or download an application at <http://bit.ly/WDMCSOpenEnroll>.

Step 2: Complete application(s).

Step 3: Return application(s) by the deadline to both districts (the district in which you currently live and to the district in which you wish to enroll). To send an application to the WDMCS, please address it to: WDMCS/Administrative Services, Attention: Peggy Epstein, 3550 Mills Civic Parkway, West Des Moines, IA 50265

Step 4: In addition, please be aware of the Parent /Guardian Responsibilities, Timelines, and Causes for Denial available at <http://bit.ly/WDMCSOpenEnroll>.

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.

Applications may be denied by the Board of Education if: a regular open enrollment request is filed after March 1 and does not qualify under the good cause provisions; a request for an entering kindergarten student is filed after September 1; a good cause request is filed after September 1; or a request for continuation is filed after September 1. All appeals must be made in writing to an Iowa District Court in the county in which the primary business office of the district is located, unless the application for open enrollment claims harassment or if the child has a serious health condition that the resident district cannot adequately address. If the application is denied by the resident district for either of these reasons, the parent/guardian may appeal to the State Board of Education. All appeals must be postmarked within 30 days of the Board decision.

For further information, contact your principal or Peggy Epstein, superintendent secretary, at 515-633-5025

School Counseling Program

The comprehensive school counseling program at Walnut Creek Campus is aligned with the Iowa Framework for School Counseling Programs and the American School Counseling Association (ASCA) National Model, which is recognized as best practice in the field of school counseling. The program at Walnut Creek is managed by one full-time, licensed professional school counselor. The school counselor is an advocate for all students and ensures the school counseling program is designed to promote the career, academic, and personal-social development of all students. The program is delivered through classroom guidance, individual student planning, responsive services, and system support.



Classroom Guidance

Classroom guidance activities are designed to build nationally recognized, developmentally-appropriate competencies in students, primarily in the career and personal-social content areas. The school counselor is available for collaboration with classroom teachers for additional guidance activities, as needed. Through advisory, the counselor also supports advisors in sharing academic planning information with students. Curriculum materials are always available for review in the counseling office.

Individual Student Planning

The school counselor helps all students plan for earning their high school diploma while also preparing for post-secondary opportunities of interest to each student. The school counselor helps students with goal-setting and action planning. Specifically, the counselor conferences with students to help them plan for course completion in order to graduate from high school. Conferences are held individually or in small groups as appropriate. Information is also available on a variety of post-secondary options, including but not limited to, further education (including financial aid), the military, and entering the workforce. The school counselor helps students learn to research and access these options for their future.

Responsive Services

The school counselor is available upon request to meet with students for individual counseling. This is typically done on a short-term basis, with the goal of helping the student resolve a crisis or other issues at hand so that they may continue on with their day. Referrals to therapists or other mental health providers are made as needed for longer-term issues. Student confidentiality is of utmost concern in these situations, but limitations exist when a danger to the student or others exists. In these cases, confidentiality must be breached only to notify the appropriate parties to ensure safety for all. Other responsive services may include small group facilitation for particular issues that arise with multiple students. These groups are created on an as-needed basis, and at times may involve bringing in trained professionals from outside agencies to facilitate the group. The counselor also facilitates conflict mediations and Circles to support students, aligning with the Restorative Justice philosophy of Walnut Creek Campus.

System Support

The school counseling program exists to help all students be successful in school and life through building competencies in the area of career, academic, and personal-social development. The school counselor is also an educator and collaborates with building staff to promote the success of all students. The counselor is an active participant of the school leadership team and student services team in order to promote the effectiveness of the overall system at Walnut Creek Campus.

The counselor also uses data to help make decisions related to course offerings, scheduling, and other needed services for students. Analyzing data and collaborating with other school stakeholders is also part of the role of the school counselor, in supporting the educational system for all students at Walnut Creek Campus.

Service Learning

Service learning extends the classroom into the community through service opportunities.

Service Cord Award

Walnut Creek Campus will award a distinguished volunteer service award to any graduating senior who has performed forty (40) hours of community service in any one school year, or eighty (80) hours of community service during all school years. Students will collaborate with the service learning staff member throughout this process. The award is presented at the graduation ceremony.

Family Centered Service Component

Walnut Creek Campus collaborates with PACE to provide a family centered service component. The family centered service component at Walnut Creek Campus is staffed with three caseworkers. Two of

the full time PACE caseworkers are assigned year round to Walnut Creek Campus. The goal of the program is to provide support to students and families that will enhance the opportunity for success of each student at Walnut Creek Campus. One case worker addresses attendance/truancy issues and helps students engage in the educational process during the school year. Families wishing more extensive assistance are able to receive additional assistance through the PACE program, outside the school setting.

Sexual Assault Support

Our goal to have a safe, educational learning environment means empowering students to speak up and inform school personnel if they are the victim of sexual harassment, abuse and/or assault on or off school grounds. All students have the right to attend school and not have to experience an environment of fear, shame or guilt. Students are encouraged to contact one of the following resources: a counselor, school administrator, or WDMCSD Title IX Coordinator, Josie Lewis, Director of Human Resources.

For more specific information, please reference [Board Policy 502.02](#) (Equal Educational Opportunities: Prohibition of Discrimination, Harassment, Bullying, and Sexual Misconduct Toward Students).

Additional Resources

If that is not a viable option, please contact: Polk County Crisis & Advocacy Services 2309 Euclid, Polk County River Place, Des Moines, IA 50310 515-286-3600 (main) or 515-286-2027 (direct) In speaking with a crisis counselor, it does not mean having to talk or report to the police; any discussion you have with the counselor will remain confidential and parents will not be notified unless given permission. These services and counselors are available 24 hours a day to help guide you in understanding the proper steps for you.

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

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 non-school 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.

[Board Policy 504.07](#) (Non-School Team Participation) states a student participating in a sport sponsored by one of the governing organizations for interscholastic athletics may participate in an event outside of the school, during the given season of the sport, as an individual or a member of a non-school team with written permission from the Superintendent or designee. You may reach the coaches at 515-633-4259 if you have any questions.

Physical examination forms, eligibility cards and emergency cards are available in the Athletic and Activities Office at Valley and [online](#). The calendar of athletic events is also available at <https://valleytigersathletics.com/events>. All completed forms must be turned into the Athletic and Activities Office before an athlete is allowed to compete or practice.

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.

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 West Des Moines Community Schools 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.

Student Activity Conduct Code Statement of Purpose

This Student Activity Conduct Code supplements policies and rules of West Des Moines Community Schools 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 West Des Moines Community Schools 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 percent 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 school year of the infraction.

Academic Eligibility Athletics ([Board Policy 504.06](#))

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 efforts to help students be academically successful, Valley administration reserves the right to determine eligibility for athletes who are failing classes before the end of the grading period.

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 a more detailed explanation of IHSSA scholarship rule.

Academic Eligibility Activities ([Board Policy 504.06](#))

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.ihmsa.org for a more detailed explanation of IHSMA scholarship rule for activities.

A student's 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 502.07](#) (Prohibited Substances and Alcoholic Beverages), [502.08](#) (Alcoholic Beverages and Controlled Substances - Selling or Distributing), [503.01](#) (Discipline).

Quantifiable and Non-Quantifiable Activities

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

Academic Dishonesty

Any student found cheating or demonstrating academic dishonesty will be subject to disciplinary action with regard to participation in athletic competition or activity participation.

Suspension

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

Commission of a Misdemeanor

Participants: (1) who are charged with or who are convicted of a misdemeanor, (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 will face the following consequences:

FIRST OFFENSE

Quantifiable Activities

- Will miss 10 percent of the full scheduled activities if self-reported.
- Will miss 20 percent of the full scheduled activities upon the District receiving a report.

Non-Quantifiable Activities — (one which is not subject to a predetermined 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 until the satisfactory completion of the community service.

SECOND OFFENSE

If a student commits a second offense within 12 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 and subsequent offenses. 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.

Commission of a Felony

Participants: (1) who are charged with or who are convicted of 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 will face the following consequences:

FIRST OFFENSE

Quantifiable Activities

- Will miss 25 percent of the full scheduled activity if self-reported.
- Will miss 50 percent of the full scheduled activity upon the District receiving a report.

Non-Quantifiable Activities — (one which is not subject to a predetermined schedule: foreign language club, class officer, etc.)

- Removed from the activity.

SECOND OFFENSE

Ineligibility for the student's remaining time at Valley High School.

Prohibited Substances and Alcoholic Beverages — Possessing, Using, or Under the Influence **([Board Policy 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.

As used in this policy, the term "possessing" means:

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

Any student violating the provisions of this policy during his/her enrollment in grades kindergarten through eighth or ninth through twelfth in West Des Moines Community Schools (WDMCS) will be subject to the following disciplinary procedures and will be provided information and the option to take part in the WDMCS substance abuse/healthy lifestyles program above and beyond the violation expectations:

First Offense:

1. Parents or guardians are notified by mail and phone.
2. The violation is referred to law enforcement authorities.
3. The student is placed on a five-day out-of-school suspension.

4. Before readmittance, a parent/guardian conference is required at which evidence of a substance abuse program or healthy lifestyles program evaluation approved by WDMCS must be furnished.
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, counseling or treatment program.
6. Failure to comply with the steps listed may result in a recommendation for additional disciplinary consequences to the Board of Education, unless the student is protected by provisions of the Individuals with Disabilities Education Act (IDEA).

Second 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 eight-day out-of-school suspension.
4. Before readmittance, a parent/guardian conference is required at which evidence of an evaluation and 3 meetings with a substance abuse program or healthy lifestyles program approved by WDMCS must be furnished.
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 substance abuse evaluation, counseling or treatment program.
6. Failure to comply with the steps listed may result in a recommendation for additional disciplinary consequences to the Board of Education, unless the student is protected by provisions of the IDEA.

Third 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 will be recommended to the Board of Education for removal from school and placement in an alternate setting (i.e. DMACC and/or an approved online program) for 20 school days, unless the student is protected by provisions of IDEA, in which case the Superintendency will determine if such a suspension is appropriate.
4. In lieu of the 20-day suspension described above, the student, parents or guardians, and the Superintendency may enter into an agreement that the student be placed on a 10-day out-of-school suspension provided that the student enrolls and successfully participates in a substance abuse program or healthy lifestyles program approved by WDMCS. If the student violates the terms of the agreement, then the recommendation for 20-day suspension will be reinstated, less any suspension days already served.
5. After 20 day long term suspension and before readmittance, a parent/guardian conference is required at which evidence must be furnished of a scheduled substance abuse evaluation, counseling or treatment program.
6. 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 substance evaluation, counseling or treatment program.
7. Failure to comply with the steps listed may result in a recommendation for additional disciplinary consequences to the Board of Education, unless the student is protected by provisions of the IDEA.

Information received from students and/or parents who voluntarily seek help from school authorities concerning the student's use of alcohol and/or controlled substances before being found to be in violation of the provisions of this policy, will be maintained in confidence to the maximum extent possible 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 or be under the influence of alcohol and/or controlled substances provided here. The Superintendent in consultation with the Board President has the discretion to alter the disciplinary consequences specified in this policy for students in preschool through third grade.

Alcoholic Beverages and Controlled Substances — Selling or Distributing

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

The Board-approved penalty for the sale and/or distribution of a controlled substance and/or alcoholic beverages is expulsion. Thus a student is automatically ineligible during expulsion. WHEN THE STUDENT RETURNS TO SCHOOL, HE/SHE IS SCHOLASTICALLY INELIGIBLE FOR A SEMESTER AS A RESULT OF THE EXPULSION. The student may resume participation during the second semester of enrollment following an expulsion if he/she meets the requirement for scholastic eligibility as outlined under the section of the Student Activity Code entitled ACADEMIC PERFORMANCE.

The Use and/or Possession of Tobacco, Tobacco Products, E-Cigarettes or Vapor Pens

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

FIRST OFFENSE

Quantifiable Activities

- Will miss 10 percent of the full scheduled activity if self-reported.
- Will miss 20 percent of the full scheduled activity upon the District receiving a report.

Non-Quantifiable Activities — (one which is not subject to a predetermined schedule: foreign language club, class officer, etc.)

- Will be assigned 20 hours of community service, not to be accomplished later than 10 p.m. if self-reported.
- Will be assigned 40 hours of community service, not to be accomplished later than 10 p.m. if not self-reported.
- Not participate or practice in the activity during the school suspension and until the satisfactory completion of the service.
- Provide evidence of participation in a chemical abuse evaluation.

SECOND OFFENSE

If a student commits a second offense within twelve months of the date on which the student committed a first offense, the student will be ineligible to perform/compete in any activity for a full calendar year starting from the date of the second violation and subsequent offenses. 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.

School Attendance

The guidelines listed below are consistent with the philosophy expressed in the Walnut Creek Campus and 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. 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 half of the scheduled classes which are a part of his/her schedule for that day. Any exceptions for this guideline must be approved by a school administrator.
2. 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.
3. 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.

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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.

Associate Superintendent of Human Resources Carol Seid, Ed.D.

Associate Superintendent of Teaching and Learning Services Michelle Lettington

Chief Financial Officer Paul Bobek

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 not exceed \$209.

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 is 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. However, if parts are damaged or come back missing, you may be charged for the following:

Charger: \$23.00

Case: \$18.00

Chromebook: \$160.00

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/district/schools/crisis-plan/.

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, 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 of the following immunizations, you will need to work with the school nurse and their health care provider to set up a “catch-up” schedule.

[Learn more about immunizations online.](#)

[Learn more online about 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.

Kindergarten Registration

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.](#)

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, Jordan Creek, Western Hills, and Westridge elementary schools. 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.](#)

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 student portal allows students in grades 6-12 to see only their information, including schedules, grades, attendance, health, assessment, transportation (fees), and a “to-do list” as entered by teachers and other district staff. It also allows a student to see final grades, as well as assignment grades within a quarter or trimester. Every student has an account; however, the student portal is primarily used by students in grades 6-12 only. If students are unsure of their account information, they may check with their school office for assistance.

The parent portal allows parents/guardians to see the same information as their students regarding schedules, grades, attendance, health, assessment, and a “to-do list” for student assignments. 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 under the “Parents” or “Family” tab of 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.

Information about creating an account for parents/guardians will be available at registration (grades 7-12) or from the school office at the building attended by your child(ren). For students in sixth grade, this information is distributed by the classroom teacher early in the school year. Each individual parent/guardian may have a separate account. After creating your account, contact the office of the school your child attends if you forget your password or user name, 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 (for grades 6-12)

The district recognizes that parents/guardians 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 more time to grade and post into the Infinite Campus grade book. When 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 or guardian, have questions about a given assignment or score, please visit with your child first. They can provide information as to what was expected and what preparation was necessary to complete the assignment or exam.

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.

Virtual Backpack (Community Flyers)

The district uses a “green” and environmentally friendly approach for flyers from the district and its nonprofit community partners to which approval is granted. [Learn more about Virtual Backpack online](#).

WDMCS Online Calendar

The official [school district activity calendar](#) is your complete reference for district activities and events. The online calendar allows you to customize the events and activities listed by using the filter feature. You can filter the events/activities by category, school, or date range. 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. Business Services oversees a \$154 million budget and more than 1.5 million square feet of building space. 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 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 K-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 1,600 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.

The term "homeless children and youth" means individual who lack 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.
- 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.](#)

Board Policies/Legal Notifications

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 (3) school days and a decision confirming or denying the appeal presented within two (2) 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 Schools complies 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. Parents

and eligible students will have a right to access the student's record upon request within a reasonable period of time. For further information, see [Board Policy 506.03](#).

Prohibited Substances and Alcoholic Beverages - Possessing, Using, or Being Under the Influence Of ([Board Policy 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.

As used in this policy, the term "possessing" means:

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

Any student violating the provisions of this policy during his/her enrollment in grades kindergarten through eighth or ninth through twelfth in West Des Moines Community Schools (WDMCS) will be subject to the following disciplinary procedures and will be provided information and the option to take part in the WDMCS substance abuse/healthy lifestyles program above and beyond the violation expectations:

First Offense:

1. Parents or guardians are notified by mail and phone.
2. The violation is referred to law enforcement authorities.
3. The student is placed on a five-day out-of-school suspension.
4. Before readmittance, a parent/guardian conference is required at which evidence of a substance abuse program or healthy lifestyles program evaluation approved by WDMCS must be furnished.
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, counseling or treatment program.
6. Failure to comply with the steps listed may result in a recommendation for additional disciplinary consequences to the Board of Education, unless the student is protected by provisions of the Individuals with Disabilities Education Act (IDEA).

Second 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 eight-day out-of-school suspension.
4. Before readmittance, a parent/guardian conference is required at which evidence of an evaluation and 3 meetings with a substance abuse program or healthy lifestyles program approved by WDMCS must be furnished.
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 substance abuse evaluation, counseling or treatment program.
6. Failure to comply with the steps listed may result in a recommendation for additional disciplinary consequences to the Board of Education, unless the student is protected by provisions of the IDEA.

Third 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 will be recommended to the Board of Education for removal from school and placement in an alternate setting (i.e. DMACC and/or an approved online program) for 20 school days, unless the student is protected by provisions of IDEA, in which case the Superintendency will determine if such a suspension is appropriate.
4. In lieu of the 20-day suspension described above, the student, parents or guardians, and the Superintendency may enter into an agreement that the student be placed on a 10-day out-of-school suspension provided that the student enrolls and successfully participates in a substance abuse program or healthy lifestyles program approved by WDMCS. If the student violates the terms of the agreement, then the recommendation for 20-day suspension will be reinstated, less any suspension days already served.
5. After 20 day long term suspension and before readmittance, a parent/guardian conference is required at which evidence must be furnished of a scheduled substance abuse evaluation, counseling or treatment program.
6. 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 substance evaluation, counseling or treatment program.
7. Failure to comply with the steps listed may result in a recommendation for additional disciplinary consequences to the Board of Education, unless the student is protected by provisions of the IDEA.

Information received from students and/or parents who voluntarily seek help from school authorities concerning the student's use of alcohol and/or controlled substances before being found to be in violation of the provisions of this policy, will be maintained in confidence to the maximum extent possible 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 or be under the influence of alcohol and/or controlled substances provided here. The Superintendent in consultation with the Board President has the discretion to alter the disciplinary consequences specified in this policy for students in preschool through third grade.

Allegations of Abuse ([Board Policy 503.02](#))

In compliance with state regulations, the West Des Moines Community Schools has appointed Associate Superintendent of Human Resources Carol Seid as the investigator of allegations of abuse of students by school employees. She can be reached at 515-633-5037. Alternate investigators are the Director of Human Resources (515-633-5036), and an additional alternate who can be reached by contacting the Director of Human Resources.

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

It will be the policy of the West Des Moines Community School District to require that all children who have reached the age of six and are under sixteen years of age by September 15, and who are in proper physical and mental condition to attend school, be enrolled in one of the following during the school year:

1. A public school, or
2. An accredited nonpublic school or
3. Competent private instruction in accordance with the provisions of Iowa Code Chapter 299A.

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

Exceptions to the compulsory attendance policy are limited to a child:

1. Who has completed the requirements for graduation in an accredited school or has obtained a high school

- equivalency diploma under chapter 259A.
- 2. Who is excused for sufficient reason by any court of record or judge.
- 3. While attending religious services or receiving religious instructions.
- 4. Who is attending a private college preparatory school accredited or probationally accredited under section 256.11, subsection 13.
- 5. Who has been excused under section 299.22 (deaf and blind children).
- 6. Who is exempt under section 299.24 (religious groups).

The district will verify that all children within its jurisdiction are in attendance in appropriate educational programs. Appropriate procedures for handling school truancy cases will be developed and implemented by the school administration.

Cooperation with Law Enforcement Officials Respecting the Rights of Our Students ([Board Policy 502.10](#))

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

No student may be taken from school by law enforcement officials without the notification of the building administrator or designee and without proper warrant. The building administrator or designee will promptly make attempts to notify the parents, guardian or designated person of the removal.

Cooperation with Law Enforcement - Immigration and Customs Enforcement ([Board Policy 502.10B](#))

The Board of Directors of the West Des Moines Community School District is committed to a safe and supportive school environment for all students, regardless of citizen status and immigration status.

Discipline ([Board Policy 503.01](#))

District students are expected to be respectful of the rights of others and comply with school and district rules and policy regarding behavior. We believe each student deserves the right to a fair and appropriate education in which her or his race, ethnicity, culture, religion, and abilities will be valued, celebrated, and used as a vehicle during academic instruction. We are dedicated to being proactive and restorative in our efforts to implement -practices that aim to keep our students in class, receiving access to instruction, and being provided the support to succeed. Practices that are restorative in nature (repairing the harm to the victim and the school community caused by a student's misconduct) will be given first consideration to remediate offenses. Likewise, we will identify and correct practices that threaten to perpetuate gaps between discipline, achievement, and access to educational opportunities that benefit students.

Students may be disciplined for conduct, acts or behaviors which disrupts, the orderly and efficient operation of the school or school activity, and the rights of other students to learn and participate in school activities.

Students are subject to this policy while on school premises; while using school-provided transportation; while attending or engaging in school-sponsored activities; and while away from school grounds if misconduct will directly affect the good order, efficiency, management and welfare of the school.

STUDENTS MAY BE DISCIPLINED FOR THE FOLLOWING CONDUCT. THIS LIST IS NOT EXHAUSTIVE OF CONDUCT THAT MAY LEAD TO DISCIPLINARY ACTION:

- 1. Defiance/Insubordination/Non-Compliance - Student engages in refusal to follow directions or talks back to an adult.
- 2. Disrespect - Student delivers socially rude or dismissive messages to adults or students (including profanity).
- 3. Disruption - Student engages in behavior causing an interruption in a class or activity. Disruption includes sustained loud talk, yelling, or screaming; noise with material; horseplay or roughhousing; and/or sustained out-of-seat behavior.
- 4. Dress Code Violation – Student wears clothing that does not fit within the dress code guidelines practiced by the school/district. (Bd Policy 502)
- 5. Physical Aggression (not fighting) – Student engages in actions involving physical contact where injury may occur.
- 6. Fighting – Student is involved in mutual participation in an incident involving physical violence.
- 7. Inappropriate Display of Affection – Student engages in inappropriate, consensual, verbal and/or physical gestures/contact, of a sexual nature to another student/adult. This would include inappropriate touching.

8. Property Damage/Vandalism – Student participates in an activity that results in destruction or disfigurement of property.
9. Technology Misuse – Student engages in inappropriate (as defined by school) use of technology.
10. Inappropriate Location/Out of Bounds Area – Student is in an area that is outside of school boundaries (as defined by school).
11. Use/Possession of Alcohol - Student is in possession of, or under the influence of alcohol. (Bd Policy 502.07)
12. Arson – Student plans and/or participates in malicious burning of property.
13. Bullying – The delivery of disrespectful messages in any format that involve intimidation, teasing, taunting, threats, or name calling. (Bd policy 502.02)
14. Harassment – The delivery of disrespectful messages in any format related to gender, ethnicity, sex, race, religion, disability, physical features, or other protected class. Harassment is based on any actual or perceived trait or characteristic that creates an objectively hostile school environment. (Bd Policy 502.02)
15. Bomb Threat/ False Alarm – Student delivers a message of possible explosive materials being on-campus, near campus, and/or pending explosion.
16. Use/Possession of Combustibles – Student is/was in possession of substances/objects readily capable of causing bodily harm and/or property damage (matches, lighters, firecrackers, gasoline, lighter fluid).
17. Use/Possession of Drugs – Student is in possession of or under the influence of prohibited substances or look alike. (Bd policy 502.07)
18. Gang Affiliation Display – Student possesses or acts in a manner associated with a gang affiliation (gang graffiti, other identifying symbols, language, signs, clothing, colors, etc.)
19. Lying/Cheating /Plagiarism – Student delivers message that is untrue and/or deliberately violates rules.
20. Theft – Student is involved by being in possession of, having passed on, or being responsible for removing someone else’s property.
21. Use/Possession of Tobacco – Student is in possession of, or using tobacco.
22. Threats – Student makes threats of violence or other actions toward others.
23. Use/Possession of Weapons – Student is in possession of knives and/or guns (real or look alike), or other objects readily capable of causing bodily harm.

CONSEQUENCES FOR VIOLATING THE REGULATIONS, RULES AND POLICIES OF THE WEST DES MOINES COMMUNITY SCHOOL (WDMCS)

West Des Moines Community Schools is working to keep students in school with continuous access to instruction and reduce the practice of removing students from their classrooms for disciplinary reasons. Student who violate policies, rules or regulations of the District may be suspended, expelled, or otherwise disciplined. Suspensions and expulsions are reserved for serious behavior incidents that pose a credible threat to the safety of our students and staff.

The student's school principal or his or her designee(s) may impose a range of penalties based upon professional judgment and the facts and circumstances of each situation. Possible disciplinary actions include warning, counseling, reprimand, detention, in-school suspension, loss of privileges, suspension from school, suspension from participation in activities, or recommendation for expulsion. West Des Moines Community Schools believes in the use of graduated discipline to ensure severe punishments, such as exclusion from the learning environment, are reserved for credible threats to the safety of others. The goal of all discipline responses is to ensure students understand the school’s behavior expectations, repair the harm caused by their choice of behavior, and identify how to prevent the problem in the future.

The principal or designee(s) will have the authority to suspend students temporarily. Such suspension will not exceed ten (10) school days except in extreme circumstances. A suspended student will be given the opportunity to make up work and receive credit on the same basis as other absentees. A day of suspension will be counted as an excused absence. The student must initiate action to make up work missed during a suspension.

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 in consultation with the Board President has the

discretion to alter the disciplinary consequences specified in this policy for students in preschool through third grade.

Consistent with terms prescribed by the Board, the Superintendent may assist a student who is expelled to maintain their educational progress or participate in an alternative form of educational programming.

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.

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 knowingly brings a firearm to school, or knowingly possesses a firearm at school will 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. Students participating in activities requiring potentially dangerous equipment must demonstrate appropriate behavior with the equipment and have approval from the staff sponsor or administration for possession of potentially dangerous weapons, or students will be subject to the provisions of this policy.

All school officials will 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 is defined as:

Any instrument or device designed to cause pain, injury or death to a human being or animal, and which is capable of inflicting death upon a human being. Additionally, any instrument or device used or possessed with intent to cause pain, injury, or death, and which is capable of inflicting death upon a human being, is a dangerous weapon. Dangerous weapons include, but are not limited to, pistols, revolvers, or other firearms, daggers, razors, stilettos, switchblade knives, or knives having a blade exceeding five inches in length, and any portable device or weapon directing an electric current, impulse, wave, or beam that produces a high-voltage pulse designed to immobilize a person.

For purposes of this policy a firearm will be defined as:

(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 as defined by law, including any explosive, incendiary, or poison gas.

STUDENTS WITH DISABILITIES

Any suspension or expulsion of a special education student shall be handled in accordance with the provisions of applicable law.

If a student has been identified as a student requiring special education under the Individuals with Disabilities Education Act, the Board shall not suspend or expel the student in a manner that would constitute a "change in placement" without complying with requirements of law relating to special education. In such cases, the student's IEP team shall meet to

determine if the behavior leading to the disciplinary action is a manifestation of the student's disability and to determine if the IEP is appropriate.

A student eligible for special education shall not be expelled or have a long-term suspension imposed if the behavior is a manifestation of the disability. WDMCS reserves the right to remove the student to an interim alternative educational setting for up to 45 days if the student possesses a weapon, if the student knowingly possesses, uses, sells, or solicits the sale of a controlled substance, or inflicts serious bodily injury on another person while at school, on school premises, or at a school function.

If the student's behavior is not a manifestation of the disability, the student shall be subject to WDMCS generally-applicable disciplinary policies in the same manner and to the same extent as those policies would be applied to a student without disabilities. The Board shall be provided appropriate special education records when considering the suspension or expulsion recommendation. If the Board suspends or expels a student eligible for special education, the student's IEP team shall determine an appropriate alternative program to allow the student to make progress toward IEP goals and in the general curriculum for the duration of the student's removal.

READMISSION

Readmission after suspension may be made by the principal when the conditions of the suspension have been met, but readmission after expulsion will be made by the Board of Education or in the manner prescribed by the Board of Education of WDMCS . A student will be eligible for readmission after expulsion at the beginning of the following 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 will be available online and at attendance centers; will be made available to staff, students and parents/guardians; and will 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 WDMCS will provide an accurate record of any suspension or expulsion actions taken, and the basis for those actions taken, against the student in accordance with applicable law.

Equal Access by Student Groups ([Board Policy 504.21](#))

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 this policy, the school district does not forego its authority to maintain an orderly and disciplined school environment and to protect the well-being of students and staff.

Equal Educational Opportunities: Prohibition of Discrimination, Harassment, Bullying, and Sexual Misconduct Towards Students ([Board Policy 502.02](#)) and Equity Statement ([Board Policy 101.02](#))

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 or activities on the basis of 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 in accordance with applicable law. The policy of the District will be to provide equal educational programs, activities, and opportunities for students as needed on the basis of individual needs, interests, abilities, and potential.

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.

HARASSMENT AND BULLYING PROHIBITED:

The West Des Moines Community School 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 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.

Employees, volunteers or students will not engage in reprisal, retaliation, or false accusation against a victim, witness or individual who has reliable information about an act of harassment or bullying. If, in response to the filing of a harassment or bullying complaint, an individual who is the subject of such complaint then files a harassment or bullying complaint, the individual will not be considered to have engaged in an act of retaliation unless the complaint is based on a false accusation.

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

SEXUAL HARASSMENT and/or SEXUAL MISCONDUCT PROHIBITED

It is the policy of the District to maintain a learning environment that is free from discrimination or harassment of any kind based on a person's sex. Discrimination in the form of sexual harassment, sexual assault/abuse, and sexual exploitation (collectively "Sexual Misconduct") is prohibited by the District. All employees, visitors, and students must avoid any action or conduct which could reasonably be perceived as Sexual Misconduct. 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, or otherwise engage in Sexual Misconduct directed at a student. This policy applies regardless of sexual orientation or gender identity of the parties involved.

HARASSMENT and/or BULLYING - DEFINITIONS

Harassment and/or bullying may include but not be limited to any electronic (such as emails, instant messages, cell phone calls or text messages), written, verbal or physical act or conduct toward a student that is based on any actual or perceived trait or characteristic of the student that creates an objectively hostile school environment that:

- places the student in reasonable fear of harm to the student's person or property; or
- has a substantially detrimental effect on the student's physical or mental health; or
- has the effect of substantially interfering with the student's academic performance; or

- has the effect of substantially interfering with the student’s ability to participate in or benefit from District services, activities, or privileges.

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

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

SEXUAL HARASSMENT and/or SEXUAL MISCONDUCT – DEFINITIONS

Sexual or Gender-Based Harassment (including Harassment Based on Sex, Sexual Orientation or Gender Identity) is unwelcome conduct of a sexual nature or aimed at another because of sex 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 or creating an intimidating, hostile, or offensive educational environment.

Conduct is considered “unwelcome” if an individual did not request or invite it and considered the conduct to be undesirable or offensive. A hostile environment exists when the harassment is sufficiently severe or pervasive so that it alters the conditions of education, from both a subjective (the alleged victim’s) and an objective (reasonable person’s) viewpoint. The determination of whether an environment is “hostile” must be based on the circumstances.

“Aimed at another because of sex” includes both actual and perceived sex, including conduct based on sexual orientation, gender identity, gender expression, and nonconformity with gender stereotypes. This may also be called “Gender-Based Harassment.” This harassment based on these actual or perceived traits is prohibited by the District.

Sex or gender-based actions which are offensive or inappropriate, but do not rise to the level of creating a hostile environment, can still be reported and, where appropriate, the District will take remedial steps intended to end or prevent such actions in the future.

Examples of sexual or gender-based 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.

Sexual Assault/Abuse: are the offenses as defined by Iowa Code chapter 709, and specifically:

- Sexual contact or attempted sexual contact by force or against the will of the other. If consent or acquiescence is obtained through threats of violence or while the other is under the influence of a drug or otherwise unconscious/incapacitated, the act is against that person’s will.
- Sexual contact or attempted sexual contact against a person suffering from a mental defect or incapacity which precludes giving consent, or lacks the mental capacity to know the right and wrong of conduct in sexual matters.
- Any romantic relationship between a school employee and a student, regardless of the student’s age.

Sexual Exploitation: "Sexual Exploitation" is defined under Iowa Code § 728.12(1), and occurs when a person causes or attempts to cause a minor to engage in or simulate a prohibited sexual act when the act may be photographed, filmed, or otherwise preserved.

COMPLAINT PROCEDURES: INVESTIGATION AND RESOLUTION OF COMPLAINTS

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/Harassment or Sexual Misconduct Complaint Form (included in this policy). For complaints of Sexual Misconduct against school employees, a complaint may be made to a building administrator, District Administrator, or District compliance officer/Level One Investigator.

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. However, any member of the District community, including students, teachers, staff, and third-parties, who become aware of bullying, harassment, or Sexual Misconduct which violates this policy should promptly notify an administrator or compliance officer of such violations.

Upon receipt of a complaint, an investigator will be assigned to promptly and equitably investigate and determine if the complaint states a possible violation of this policy. Investigators designated by the Superintendent, or Level One Investigators for Sexual Misconduct complaints against school employees, shall be responsible for conducting the investigation. If the investigator is the respondent, a witness, or otherwise has a conflict of interest in a particular case, an alternate investigator will investigate. District employees, students and volunteers are expected to fully and fairly cooperate in the investigation.

COMPLAINT AND INVESTIGATION STEPS:

Step I (Informal Complaint): In an attempt to resolve an alleged complaint a student, teacher, parent, staff, and/or community member may first discuss the incident with a school administrator to determine if the case can be resolved informally. In cases of Sexual Misconduct, informal resolution will only be pursued when both parties voluntarily agree to informal resolution, and the parties are informed in writing of their right to request the complaint be handled under the formal complaint process at any time. In no event will informal resolution be used in cases of Sexual Assault/Abuse.

Step II (Formal Complaint): If the matter is unable to be resolved informally or it is a Sexual Misconduct case in which (1) the parties request formal resolution and/or (2) the case is inappropriate for informal resolution, the student, teacher, administrator, parent, staff, or community member will complete a Complaint Form. If the case involves reports or allegations of Sexual Misconduct, an investigation shall proceed even in the absence of a signed written complaint. With other cases, it shall be in the discretion of the building principal to initiate an investigation in the absence of a written complaint, and/or whether the complainant needs assistance in filling out the complaint form.

Notice of the complaint will be given to (i) the parties (or parties' parents/guardians if minors), (ii) the respondent's supervisor if the respondent is a school employee, (iii) the complainant if different than one of the parties involved in the alleged conduct, and (iv) the building administrator.

Step III (Safety Plan): A school administrator will hold a meeting to discuss the need to draft a Pre-Investigation Safety Plan to provide protective measures/accommodations during the investigation. The plan will be drafted with an administrator, appropriate staff members, parent/guardian, and/or student if age appropriate.

Step IV (Investigation Process): The investigator will begin by interviewing the parties and any witnesses. To the extent it is reasonably possible and safe to do so, the parties will be allowed to submit evidence and identify witnesses. Investigators shall have access to any educational records of student parties and access to the students for purposes of interviewing and investigating the allegations. Student parties' parents/guardians or other representatives for the parties will be involved in such interviews as appropriate.

Throughout the investigative process, school administrators will keep parents/guardians of students involved and informed regarding the progress of the investigation. Within 15 school/work days* of starting the investigation, the school administrator will contact the parent/guardian of students involved to share investigation findings unless circumstances require additional time to complete the report. After considering the totality of the circumstances, the investigator will determine whether

conduct occurred that violates this policy on a preponderance of the evidence standard; or whether it is more likely than not to have occurred.

Step V (Written Report): At the conclusion of the investigation, a written report (Disposition of Complaint Form) stating the findings, including a determination that the complaint is founded or unfounded, will be shared with (i) the parties (or parties' parents/guardians if minors), (ii) the respondent's supervisor if the respondent is a school employee, (iii) the complainant if different than one of the parties involved in the alleged conduct, and (iv) the building administrator.

Step VI (Follow Up): If a Post-Investigation Safety Plan is needed to provide protective measures/accommodations following the investigation, it will be created/revised and monitored to ensure the safety of complainant.

*The district will make every effort to adhere to the timeline outlined within the complaint process steps.

Extenuating circumstances may alter the timeline.

If the complaint alleges Sexual Misconduct by a school employee towards a student, the investigation and complaint resolution process will be conducted consistent with Iowa Code chapter 102 requirements, instead of the procedures outlined above, to the extent they are different.

DISCIPLINE:

If, after an investigation and any relevant appeal, a student is found to be in violation of this policy, the student shall be disciplined by appropriate measures. The Superintendent or Superintendent's designee will review the investigator's written report and any appeal decision, and determine the appropriate disciplinary sanction. The recommended discipline will be imposed under District Policy 503.01.

If after an investigation and any relevant appeal a school employee is found to be in violation of this policy, the employee shall be disciplined by appropriate measures, which may include termination. If after an investigation a school volunteer is found to be in violation of this policy, the volunteer shall be subject to appropriate measures, which may include exclusion from school grounds.

CORRECTIVE ACTIONS: In addition to discipline, the District will take any other reasonable corrective action to address any discrimination, harassment, bullying, or Sexual Misconduct. Corrective actions designed to remedy violations of this policy including access to counseling services for a victim, training, or outreach efforts. The principal will maintain a log of information necessary to comply with Iowa Department of Education reporting procedures.

CONFIDENTIALITY: The District is committed to creating an environment that encourages those who have experienced any conduct violating this policy to come forward. Confidentiality, both of the complainant and of the respondent, will be respected to the extent possible consistent with the District's legal obligations, and with the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred.

Different people, depending on their positions, have different obligations with regard to confidentiality. Under Iowa law, communications with some individuals are confidential. Students who want to maintain confidentiality should always confirm whether confidentiality applies to the communication before they make the communication. Generally, confidentiality applies only when seeking services from the following persons:

- Licensed guidance counselors or health care providers (unless mandatory reporting or other professional/ethical legal obligations apply);
- Personal attorney representing the complainant; or
- Religious/spiritual counselors.

Any other District employees cannot guarantee confidentiality.

NO RETALIATION: No person will retaliate against a student or other person because the student or other person has filed a complaint under this policy, 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 or expulsion from school, or termination of employment, or exclusion of a volunteer, as applicable.

LAW ENFORCEMENT: In instances where the complained of conduct implicates Iowa's mandatory reporting laws for cases of child abuse under Iowa Code chapters 232 or abuse of a student by a school employee, information from complaints will be shared with the appropriate authorities. The District encourages those who experience misconduct which is also a crime to report to local law enforcement. However, the decision to do so is that of the student complainants and/or their parent/guardian(s).

GRIEVANCE PROCEDURES- STUDENTS WITH DISABILITIES: The District has established a policy addressing complaints of discrimination and bullying and harassment for students with disabilities, *Grievance Procedure – Students with Disabilities* (604.9). This policy also addresses procedures for handling concerns regarding accommodations for students with disabilities.

BULLYING AND HARASSMENT COMPLIANCE OFFICER: The District's Associate Superintendent of Human Resources is Carol Seid, 3550 Mills Civic Parkway, West Des Moines, Iowa 50265, (515-633-5037), 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, a witness, or otherwise has a conflict of interest in a particular case, the Superintendent will be the alternate compliance officer.

TITLE IX COORDINATOR: The District's Title IX Coordinator is Josie Lewis, Director of Human Resources, 3550 Mills Civic Parkway, West Des Moines, Iowa 50265, (515-633-5036), or her designee. The Title IX Coordinator coordinates the District's response to reports of Sexual Misconduct under this policy. The Title IX Coordinator does not serve as an advocate for either the complainant or the respondent. The Title IX Coordinator will explain to both parties the informal and formal processes and the provisions of confidentiality. Where appropriate, the Title IX Coordinator will provide to both parties information on options for obtaining advocacy, medical and counseling services, and making criminal reports, and will assist with providing information on other resources. The Title IX Coordinator will coordinate with other District officials to implement any Safety Plans. The Title IX Coordinator is trained and knowledgeable about enforcement, compliance, communication, and implementation of the District's anti-harassment and anti-discrimination policies.

LEVEL ONE INVESTIGATORS: The District's Level One investigators for purposes of complaints of physical or sexual abuse of a student are: Carol Seid, Associate Superintendent of Human Resources at (515-633-5037), and Josie Lewis, Director of Human Resources, at (515-633-5036).

PUBLICATION OF POLICY: The board will annually publish this policy. The policy may be publicized by the following means:

- Inclusion in the student handbook;
- Inclusion in the employee handbook;
- Inclusion in the registration materials; and
- Inclusion on the school or school district's website.

TRAINING:

The District will educate staff, parents, volunteers, and students about discrimination, harassment, bullying, and Sexual Misconduct as appropriate. Training and education will include 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: Inquiries or complaints may also be filed with the Iowa Civil Rights Commission, Grimes State Office Building, 400 E. 14th St. Des Moines, IA 50319 (515-281-4121) the Iowa Department of Education, Grimes State Office Building, 400 East 14th Street, Des Moines, IA 50319, (515) 281-5294; and/or the U.S. Dept. of Education Office for Civil Rights, Chicago Office, Citigroup Center, 500 W. Madison St., Ste. 1475, Chicago, IL 60661 (312-730-1560). Inquiry or complaint to the federal or state 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 central administrative office and the administrative office in each attendance center.

Freedom of Expression ([Board Policy 502.05](#))

Students of the West Des Moines Community School District are protected in their exercise of freedom of expression by the First Amendment to the Constitution of the United States and the Constitution of the State of Iowa, and by Iowa Code Section 280.22. Understanding the meaning of the First Amendment's protection of free speech is an important part of the learning process, and school is an appropriate place for inquiry and learning through the expression and exchange of ideas. Student expression in official school publications is specifically defined and protected under Iowa law.

Students will be allowed to express their viewpoints and opinions as long as the expression is responsible and appropriate for the school setting. Student expression must be appropriate to assure that the students learn and meet the goals of the school activity and that the potential audience is not exposed to material that may be harmful or inappropriate for their level of maturity. Student expression may not, in the judgment of the administration, encourage the breaking of laws or lawful school regulations, be libelous or slanderous under Iowa Code Chapter 659, be obscene or indecent, or encourage or cause a material and substantial disruption to the orderly operation of the school. Further, the expression must be done in a reasonable time, place, and manner that is not disruptive to the orderly and efficient operation of the school district, as determined by the administration.

Students who violate this policy may be subject to disciplinary measures. Employees will be responsible for enforcement of this policy.

It is the policy of the West Des Moines Community School District that all official school publications will be free from prior restraint by school officials except as provided by law. An editorial board consisting of participating students under the supervision of publication advisors will be responsible for the content of official student publications. The editorial board will be guided by the Code of Iowa and by ethical standards adopted by professional associations or societies of journalism. All publications will provide students a full opportunity for the exchange of ideas and robust debate about topics of student interest, including those that may be controversial.

Student expression, including but not limited to student expression in official school publications, is not an expression of school policy. The West Des Moines Community School District and school employees or officials are not liable in any civil or criminal action for any student expression made or published by students, unless the school employees or officials have interfered with or altered the content of the student's speech or expression, and then only to the extent of the interference or alteration of that speech or expression.

Schools possess a substantial educational interest in teaching student writers journalistic skills. Journalism advisors will supervise student writers to maintain professional standards of English and journalism and to comply with Iowa law regarding the restrictions against certain categories of speech.

It is the policy of the West Des Moines Community School District to encourage the resolution of complaints arising from the application of this policy through an appeal process.

The administration is directed to develop reasonable rules including time, place, and manner restrictions regarding official student publications in accordance with the Constitution and laws of the United States and the State of Iowa. This policy and its accompanying rules will be made available to all students.

General Complaints by Citizens ([Board Policy 213.05](#))

The Board recognizes that concerns regarding the operation of the school district will arise. The Board further believes that constructive criticism can assist in improving the quality of the education program and in meeting individual student needs more effectively. The Board also places trust in its employees and desires to support their actions in a manner which frees them from unnecessary or unwarranted criticism and complaints.

Open Enrollment

The Open Enrollment law permits a wide range of educational choices for students enrolled in schools in Iowa. A parent/guardian may request open enrollment to a district other than the district of residence if application deadlines are met and/or a good cause (as defined by law) exists. Additional information is available at the [Iowa Department of Education](#).

The application is made to a school district, not a specific school in that district. However, the parent or guardian may request a school. Open enrollment to a specific school in the WDMCS will be based on available space in elementary classrooms and reviewed following registration each year. The maximum class size allowed is 26 in grades K-3 and 28 in grades 4-6. [Learn more about open enrollment online.](#)

Protection of Pupil Rights Amendment (PPRA)

PPRA affords /guardian(s) 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:
 - Political affiliations or beliefs of the student or student’s family
 - Mental or psychological problems of the student or student’s family
 - Sex behavior or attitudes
 - Illegal, anti-social, self-incriminating, or demeaning behavior
 - Critical appraisals of others with whom respondents have close family relationships
 - Legally recognized privileged relationships, such as with lawyers, doctors, or ministers
 - Religious practices, affiliations or beliefs of the student or family
 - Income, other than as required by law to determine program eligibility
- Receive notice and an opportunity to opt a student out of:
 - Any other protected information survey, regardless of funding
 - 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:
 - Protected information surveys of students
 - Instruments used to collect personal information from students for any of the above marketing, sales or other distribution purpose
 - Instructional materials used as part of the educational curriculum

West Des Moines Community Schools will develop and adopt policies, in consultation with parent/guardian(s), 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 parent/guardian(s) 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.

Release of Information and Photographs

In the West Des Moines Community Schools, information and photographs or likenesses may be released without written consent unless qualified objectors comply with the procedure in the final paragraph below.

The Family Educational Right and Privacy Act requires the district designate certain personally identifiable information taken from students’ educational records as “directory information.” Any information not designated by the district as directory information will be considered an educational record under FERPA and may not be released to the public without parental or eligible student consent.

Directory information may include:

- student's name, address, telephone number and email address
- parent/guardian's name, address, and telephone number
- date and place of student's birth
- photographs, audio, and video of the student
- grade level of student
- major field of study
- officially recognized activities and sports the student participates in
- height and weight of members of athletic teams
- dates of attendance
- degrees and awards received
- the most recent previous educational agency or institution attended by the student

Limited student information may be posted on the district's websites, including social media, under guidelines developed by the district. That information may include photos, video and/or a student's name. Some of the directory information may be compiled in an annual directory, published and distributed by parent groups at some schools.

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 parent/guardian(s) 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 district schools. Alternately, objections may be sent within two weeks of the student's enrollment in school to your school principal. Appropriate district staff will be informed of the objection to release of information or photographs.

This objection to the release of directory information must be renewed annually.

Public Conduct On School Premises ([Board 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.

Prohibited Substances - Possessing, Using, or Being Under the Influence Of ([Board Policy 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 (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" 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 503.1, Discipline.

As used in this policy, the term "possessing" means:

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

school supervision, the student will be considered in school and will be subject to disciplinary procedures listed below.

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

First Offense

1. Parents or guardians are notified by mail and phone.
2. The violation is referred to law enforcement authorities.
3. The student will be recommended to the Board of Education for removal from school and placement in an alternate setting (i.e. DMACC, E20/20, approved online programs) unless protected by provisions of the Individuals with Disabilities Education Act (IDEA), in which case the Superintendent will determine if such suspension is appropriate. Students placed in the alternate setting must successfully participate in that program for 45 school days.
4. Before readmittance, a parent/guardian conference is required at which evidence of a scheduled substance abuse evaluation, counseling or treatment program must be furnished.
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 substance abuse evaluation, counseling or treatment program.
6. Failure to comply with the steps listed will result in a recommendation for expulsion to the Board of Education, unless the student is protected by provisions of the IDEA, 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 IDEA, in which case the Superintendent will determine if an expulsion hearing before the Board is appropriate.

Information received from students and/or parents who voluntarily seek help from school authorities concerning the student's use of controlled substances before being found to be in violation of the provisions of this policy, will be maintained in confidence to the maximum extent possible 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 or be under the influence of controlled substances provided here. The Superintendent in consultation with the Board President has the discretion to alter the disciplinary consequences specified in this policy for students in preschool through third grade.

Search and Seizure ([Board Policy 502.09](#))

School officials may, without a search warrant, search a student, student lockers, student desks, student backpacks (or any other container used by a student for holding or carrying personal belongings of any kind), student work areas, student electronic devices, or student automobiles to maintain order and discipline in the schools, promote the educational environment and protect the safety and welfare of students, school personnel and others on school premises or at school-sponsored activities. School authorities may seize any illegal, unauthorized or contraband materials discovered in the search. The district will make a reasonable effort to notify parents/guardians prior to searching a student's electronic device.

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

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 lifestyle, and
- access to healthy nutritional food and beverage options throughout the school day.

Technology Use By Students ([Board Policy 605.08](#))

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.

The Use, Sale, and Possession of Tobacco and Tobacco Products ([Board Policy 502.06](#))

The 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 18 may be reported to local law enforcement authorities.

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.

For purposes of this policy, the term "prohibited substance" means any tobacco or tobacco product, including a vapor/electronic tobacco product or look-a-like tobacco product, or any substance represented to be a tobacco product. As used in this policy, the term "possessing" means:

- a. that the student has actual physical control of the prohibited substance because it is on or in the student's body, in a locker individually assigned to the student, or in an item of personal property belonging to the student (including, but not limited to, a bookbag, backpack, or purse), or
- b. that the student knows that a prohibited substance is located within a vehicle or a place (such as a house or an apartment) where the student is present and that the student can exercise physical control over the prohibited substance.

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

Tobacco/Nicotine Free District

[Board Policy 908](#) states that WDMCS is tobacco free within and upon all district property.

Transportation Discipline ([Board Policy 710.04](#))

It is the intention of the West Des Moines Community School District to provide safe student transportation for the district students eligible for bus service. It is essential that the discipline on a school bus be such that the driver can give his/her attention to driving. Students are expected to know and follow the rules for bus riders. Those who do not follow the rules will be subject to disciplinary action. Student behavior which may endanger him/herself or others may exclude the student from transportation services.

Video systems may be used to monitor student and employee conduct behavior on school buses used for transportation to and from school, field trips and curricular or extracurricular events. The video may be used as evidence in a student or employee disciplinary proceeding. The videotapes shall be treated as confidential records when and to the extent provided by applicable law.



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The West Des Moines Community School District does not discriminate on the basis of race, color, national origin, gender, disability, religion, creed, age (for employment), marital status, sexual orientation, gender identity, genetic information, and socioeconomic status 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 Carol Seid, Associate Superintendent of Human Resources, 3550 Mills Civic Parkway, West Des Moines, IA 50265; Phone: 515-633-5037; Email: seidc@wdmcs.org.