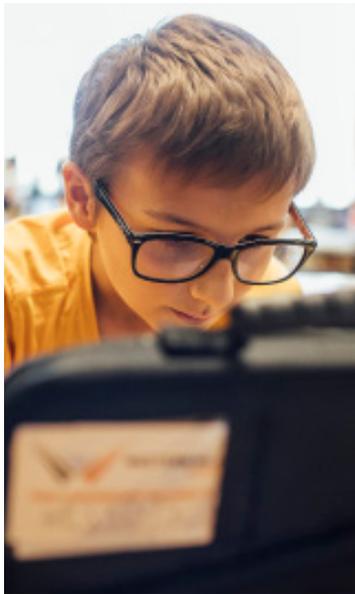




# **WEST DES MOINES** **COMMUNITY SCHOOLS**

Innovative Spirit. Inspiring Success.

**2022-23**



## **ELEMENTARY HANDBOOK**

RESOURCES FOR ALL WDMCS ELEMENTARY FAMILIES



# **West Des Moines Community Schools**

## **Mission**

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

## **Shared Vision**

WDMCS will be a caring community of learners that knows and lifts every child. We will inspire joy in learning. Our schools will excel at preparing each student for their life journey.

## **Portrait of a Graduate**

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

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## Elementary Schools—West Des Moines Community Schools

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### **Clive Learning Academy** (grades PK-6)

1600 73rd St.  
Windsor Heights, IA 50324  
515-633-5800  
Director: Shelly Pospeshil

### **Crestview School of Inquiry** (grades PK-6)

8355 Franklin Ave.  
Clive, IA 50325  
515-633-5700  
Director: Tamara Tjeerdsma

### **Crossroads Park Elementary** (grades PK\*-6)

1050 50th St.  
West Des Moines, IA 50265  
515-633-5600  
Principal: Tricia Kurtt  
\*PK held at the Learning Resource Center

### **Fairmeadows Elementary** (grades PK-6)

807 23rd St.  
West Des Moines, IA 50265  
515-633-6500  
Principal: Brandon Pierce

### **Hillside Elementary** (grades PK-6)

713 Eighth St.  
West Des Moines, IA 50265  
515-633-6200  
Principal: Graham Jones, Ed.D.

### **Jordan Creek Elementary** (grades PK-6)

4105 Fuller Rd.  
West Des Moines, IA 50265  
515-633-5200  
Principal: Annie Orisini  
Assistant Principal: Jeannette Barnes

### **Western Hills Elementary** (grades PK-6)

600 39th St.  
West Des Moines, IA 50265  
515-633-5900  
Principal: George Panosh

### **Westridge Elementary** (grades PK-6)

5500 E.P. True Pkwy.  
West Des Moines, IA 50266  
515-633-5400  
Principal: Beth Brewer  
Assistant Principal: Jeannette Barnes

## Principals' Welcome

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Dear Families:

Welcome to the West Des Moines Community Schools! We are very excited about the educational programs we are able to provide for your child in our elementary school buildings. We have developed this family handbook in order to share important information that is consistent for all elementary students and families.

We employ the highest quality professionals so that your child may experience the joy of learning in an engaging and caring learning environment. Our highly qualified educators provide learning experiences and activities for each student that are designed to develop responsible, creative, lifelong learners.

Each building principal in our district believes that a positive connection between school and home is essential for students to grow to their potential. Please do not hesitate to contact your school with your ideas, questions, concerns, and information. Together, we are sure to make this school year a successful experience for your child and your family. Thank you for allowing us to participate in your child's education and journey in the West Des Moines Community Schools. We appreciate and honor this opportunity to share with your family.

Respectfully,

Elementary School Principals  
West Des Moines Community Schools

### **Educational Non-Discrimination Statement**

The West Des Moines Community School District 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 Dr. Anthony Ferguson, Executive Director of Equity, Inclusion, and Diversity, 3550 Mills Civic Parkway, West Des Moines, IA 50265; Phone: 515-633-5037; E-mail [fergusona@wdmcs.org](mailto:fergusona@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.

## General School Information

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### Activities

#### Birthdays/Special Days

Birthdays are important for children, and we would like to give them the opportunity to commemorate the day, using a minimum amount of class time for this purpose. Birthday treats may be shared with classmates, if desired. All treats must be store-bought and meet the USDA guidelines for snacks. [Learn more about classroom snack options.](#)

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 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.

Snacks provided to students during the school day without charge (e.g., class parties) will meet standards set by the district in accordance with law. Snack items must meet the USDA Smart Snack guidelines. Celebrations and parties that serve food in place of a meal, such as a pizza party, must include a fruit and/or vegetable with the food being offered to students. The district will provide parents and schools a list of foods and beverages that meet nutrition standards for classroom snacks and celebrations.

If a balloon or flower bouquet is delivered to the school, it will be kept in the office until the end of the day.

Please do not allow home party invitations to be distributed at school unless a whole class is being invited. This will help to avoid hurt feelings of students not receiving invitations.

Each school celebrates three special days a year with a class party: fall, winter, and Valentine's Day. These are districtwide special days. We have parent/guardian volunteers who help coordinate the parties for the classroom teachers.

#### Field Trips

There may be times when your child's teacher chooses to enhance the curriculum by taking a field trip. A permission slip must be signed by the parent or guardian before each field trip. These forms provide authority for your child to travel away from school premises. If written permission is not received, students may be required to remain in the building. Parents/guardians are often invited to assist with supervision on field trips.

### 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.](#)

## 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.

Please visit <https://discover.wdmcs.org/mealprices> for current breakfast and lunch prices and fee waiver information.

### 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.

Please visit <https://discover.wdmcs.org/mealprices> for current breakfast and lunch prices and fee waiver information.

### 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://family.titank12.com/>

### Lunch offerings consist of five components:

- assorted flavors of milk;
- meat/meat alternate including choices such as 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 the form for more details. Fluid Milk substitution requests can be made by parent or guardian signature.

## **Miscellaneous Information**

### **Lost and Found**

Each elementary school has lost and found boxes located throughout the building. Families and students are encouraged to check these boxes as needed. Items that are not claimed are donated to area charitable institutions periodically and at the end of the year.

### **Non-Activity Night**

As per [Board Policy 508.02](#), Wednesday evening is designated as non-activity night in the West Des Moines Community Schools. Schools schedule K-12 student programs or meetings to conclude before 7 p.m. on Wednesday.

### **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.

### **Recess: [District Policy 608.01](#)**

Recess provides children opportunities for physical exercise, release of energies, relaxation with friends, and social skill development. Outdoor recess is held except during inclement weather. During cold weather, the current outdoor temperature is monitored. Wind-chill factor information is used as a guide for a recommended, safe level of temperature. During inclement or extreme cold weather (Real Feel of below 0 degrees) weather, a supervised, indoor recess occurs. Safe and responsible behavior is expected and enforced.

A written request from a parent/guardian is needed for a child to be excused from recess. This note should state the reason that prevents the child from participating in recess. If a child needs to be excused from recess for more than three days, a conversation with building administration or a physician's note is required. Employees will not withhold physical activity or use opportunities for physical activity as punishment. Alternative opportunities for physical activity will be at the principal's discretion.

*Students are asked to dress appropriately for the weather. Weather changes occur quickly, so children need to be dressed in a manner to reflect any seasonal change in weather.*

### **School Pictures**

School pictures for all children are each year.. Information will be sent home with students prior to the day pictures are taken.

## Schedules

### Before-/After-School Child Care

Our before- and after-school child care program, Kids West, is coordinated through WDMCS Community Education. Before- and after-school care are offered on a daily basis to those students enrolled. If you are interested in enrolling your child for daily or collaboration day care, please contact Kids West at 515-633-5018 for details. There is limited space available.

When school is dismissed early for weather-related emergencies, Kids West will open immediately. Parents are asked to pick up their children as soon as possible. Kids West will remain open until the last child is picked up.

### Elementary Schedules (excluding Crestview)

*Schedules 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.*

#### Regular Schedule — Every Monday, Tuesday, Thursday, and Friday

8:35 a.m.	Breakfast starts 30 minutes prior to the bell and all students who wish to have breakfast may enter the building before 8:50 a.m.
8:50 a.m.	Students not participating in breakfast or other activities scheduled before school may enter the building at this time.
9:05 a.m.	Classes begin
3:55 p.m.	Students dismissed

#### Collaboration Schedule (excluding Crestview) — Every Wednesday

8:35 a.m.	Breakfast starts 30 minutes prior to the bell and all students who wish to have breakfast may enter the building before 8:50 a.m.
8:50 a.m.	Students not participating in breakfast or other activities scheduled before school may enter the building at this time.
9:05 a.m.	Classes begin
3:10 p.m.	Students dismissed

#### Crestview Schedule — Every Monday, Tuesday, Thursday, and Friday

7:45 a.m.	Students may enter the building
8:20 a.m.	Classes begin
3:10 p.m.	Students dismissed

#### Crestview Collaboration Schedule — Every Wednesday

7:45 a.m.	Students may enter the building
8:20 a.m.	Classes begin
2:25 p.m.	Students dismissed

### Students Arriving Early

Unless students need to arrive early for a school-sponsored event or breakfast, students should not arrive on the school grounds prior to the designated time for entrance into the building. Due to other responsibilities, staff members are not available for supervision of students until that designated entrance time into the building. Kids West before-school child care is available for students who arrive prior to the designated entrance time into the building. Please contact Kids West at 515-633-5018 for details.

### Students Arriving Late

If a student will be arriving late to school, a phone call notifying the school should be made, or a note from home should accompany your child stating the reason for the late arrival. All late-arriving students are required to stop at the office and obtain a pass that will allow them to enter the classroom.

### **Students Leaving Early**

Students leaving the school before dismissal time must check out through the office. No student will be allowed to leave early unless we have received a note or phone call from the student's parent/guardian granting permission to leave the school early. If someone other than a parent or guardian will be picking the student up, the note or phone call should tell us who that person will be. Proper identification is required. All students will be required to wait for parent/guardian(s) in the office by the main entrance to the building. Parents/guardians arriving early to pick up a child must sign out at the office before leaving with their child.

### **Students Staying Late**

Teachers will inform parents by phone or by note ahead of time when students are required to stay after school for more than 10 minutes.

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## **Communication and Parent Involvement**

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### **After-School Activities**

Elementary schools in the West Des Moines Community Schools sponsor a variety of after-school activities involving students and their families. Please check your school information and calendar for further information.

### **Parent/Family-Teacher Organizations**

Each elementary school in the district has an active, dedicated parent/family organization. Your membership and active participation is encouraged. These organizations provide opportunities and services for our students. Each elementary school organization holds regular meetings throughout the school year. Please check your school newsletter for meeting dates and other information.

### **Pupil Progress Reporting/Conferences**

Scheduled conferences are held at the end of the first and second trimesters, and progress reports are sent home with students at the end of each trimester. Progress reports can also be found online in Infinite Campus. Purposes of the conferences are for teachers and families to share information about the child and for the teacher to report the student's school progress. Additional conferences may be arranged by either the teacher or families.

### **School Communication**

Elementary schools regularly communicate with families through email, social media, e-newsletters, the WDMCS website, and more. Each will contain informational items pertaining to activities at your school.

### **Social Media**

WDMCS is actively involved in social media. The district, WDMCS Community Education, and each school building have Facebook pages. In addition, WDMCS has Twitter and Instagram. See below for each web address.

- **Facebook:** <http://www.facebook.com/wdmcs> (links to each of the building pages on the "Welcome" tab.)
- **Instagram:** [https://www.instagram.com/wdmcs\\_district/](https://www.instagram.com/wdmcs_district/)
- **Twitter:** <https://twitter.com/WDMCS>

### **Visitors**

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

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

Parents can drop off a cold lunch or school materials in the front office.

Failure of a visitor to follow these expectations, or other regulations established by the building principal, may result in removal of the visitor from school grounds and/or contact with law enforcement, as appropriate.

Students are not permitted to bring visitors to school.

### **Volunteer Program**

The volunteer programs in our elementary schools enrich the educational experiences of students and create a better understanding of our schools in the community. There are many choices for volunteers, including classroom assistance, participation in building and activity support groups, and service on districtwide or building committees. Community members are encouraged to join the volunteer program. Adults working with students in our schools are subject to a screening process. You may obtain more information about sharing your time and skills by calling your school office.

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## **Student Conduct Expectations**

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### **Attendance**

Regular school attendance maximizes student learning and achievement. We appreciate family reinforcement of a positive attitude toward school attendance and promptness. If your child needs to stay home or be late for school, please call the school office before the start of the school day and report your child's name, homeroom teacher, and reason for the absence or tardiness. (If a child is reported absent by the homeroom teacher and the school has not been notified, the secretary, school nurse, or health assistant will contact the home to ensure the child's safety.) Please note the following attendance procedures:

- One hour or more of absence (a.m. or p.m.) is considered absent for the session.
- Less than one hour of absence (a.m. or p.m.) is considered tardy for that session.
- Communication with the school office is required for each absence and/or tardy. Until the reason for absence is documented, absences/tardies are not excused. In the case of excessive absences, a physician's note, school nurse, or building administrator's documentation may be required to excuse the absence.

Teachers, guidance counselors, and administrators work very closely to carefully monitor every student's attendance pattern. Every effort will be made to communicate and work with the families of our students who demonstrate a pattern of poor attendance. It is important to understand that if attendance disruptions remain excessive despite the school's efforts to assist the family, the matter may be turned over to the County Attorney's office as a truancy referral.

Thank you for doing your part to ensure your child is able to take full advantage of the educational opportunities in school!

### **Classroom and Office Procedures**

A safe and orderly climate is essential to any school. A vital part of the total educational program is to set and maintain high standards of behavior for its students. Students are expected to conduct themselves on the way to and from school, at school, on buses, and at all school-sponsored activities in a considerate and responsible manner.

Each elementary school develops common sets of expectations. Classroom rules are established in each room and enforced by the teacher in charge. Teachers will inform parents of their classroom discipline plans and procedures.

During most discipline interactions, an adult is attempting to teach students another way to behave. Sometimes the student is not demonstrating a level of instructional control to enable learning. At this point the student may be sent to the office. When students are sent to the office for discipline reasons, they are given the opportunity to learn the skill that gave them the problem.

Severe behaviors in the classroom or on the playground, such as fighting, swearing/inappropriate language directed toward an adult, insensitive language directed toward others, or property damage will result in an immediate visit to the principal/assistant principal's office. Other referrals may result from an accumulation of inappropriate actions or decisions.

## Homework

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

### THE TEACHER WILL:

- relate assignments to the classroom objectives.
- coordinate assignments with other teachers, if it is necessary.
- give precise, clear directions.
- maintain contact between home and school regarding homework.
- modify or enhance homework assignments according to individual student ability and need.
- provide all materials necessary to do homework beyond everyday resources.

### THE STUDENTS SHOULD:

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

### FAMILIES CAN HELP BY:

- providing a quiet, comfortable environment and adequate time to complete homework.
- providing motivation, guidance, and resources, but insisting upon the child independently doing homework.
- conferring with the teacher if there are any questions about the purpose or procedures of the homework.

## Student Dress and Appearance

In accordance with [Board Policy 502](#), 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 or displaying obscene material, profanity, or reference to prohibited conduct are disallowed.

*Students who are dressed inappropriately will be asked to change or be given something appropriate to wear for the day.* Shoes must be worn at all times for health and safety reasons. Hats are not allowed in the classroom, except when discussed with the classroom teacher or building administration prior to wearing.

## Student Supplies

It is very important that children bring school supplies to begin the year. Teachers at each grade level have prepared a list of supplies which students will need. Each elementary school supply list is posted on our district website. Please contact the school office if you did not receive a supply list or need assistance with obtaining school supplies. Supply lists are often available each summer at local office supply and general merchandise stores.

## Telephone Usage/Cellphones

We encourage children to limit their phone use to necessary calls. Students will only be called from class in emergency situations. Students are discouraged from bringing cellphones to schools. Cellphones should not be used in the classroom without the permission from the classroom teacher or building administrator. Telephones are available in all classrooms, and staff members will assist students in making all necessary calls.

The school district is not responsible for lost, damaged, or stolen cellphones. Cellphone use during the school day may result in confiscation of the phone.

### **Valley Stadium Expectations for Students**

- Students should not be roaming throughout the stadium. Students who visit a concession stand or restroom should quickly return to their seats.
- Students should not bring any balls. Throwing of objects will not be tolerated.
- No drop-offs for elementary students. Students must be with an adult to enter the stadium.
- Students should not be roaming in the upper section.
- Keep walkways, aisles, ramps, and landings open and traffic moving.
- Have fun and demonstrate positive attitudes.
- Stand on the floor only—not on seats. Do not block aisles, walkways, ramps, or landings.
- Treat others with the same respect you desire.

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## **Student Safety**

### **Bicycles/Skateboards/Rollerblades/Scooters/Rollershoes**

To enhance student safety to and from school, we recommend that only students in grades 4-6 ride their bicycles to school. Wearing bicycle helmets is encouraged. 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.

### **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.

### **Safety Drills**

WDMCS conducts emergency drills throughout the school year so that students and staff are aware of emergency protocols and procedures. Each school in our district performs tornado, lockdown, evacuation, ELF (Evacuate, Lockdown, Fight) and fire drills. Special assistance will be provided for students needing specific supports.

### **Student Safety Tips**

Elementary staff in each building stress to our students that they have responsibilities as pedestrians in the same way that drivers have responsibilities. Please go over the safest route to school with your children and stress to them that they are to use that route. Please review with your child how important it is to be aware of the surroundings and to reject a ride from a stranger. Notify law enforcement officials and school officials immediately if your child has been enticed by a stranger. Early notification can help law enforcement investigate any concerns.

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## **Student Services**

### **Health Services**

#### **Immunizations and Health Screenings**

Heartland AEA 11 will conduct its annual Hearing Conservation Program during the school year. Students in the following grades will receive a hearing screening: Preschool-2nd grade and then again in 5th grade. Students who do not pass this screening may receive individual hearing tests by the Heartland AEA 11 Audiologist. Parents will be notified about the results of the hearing test only if their child does not pass the test. This is a screening process only and does not identify all hearing or ear problems. If your child has had hearing or ear problems recently, please send this information to the school nurse for the Audiologist to review. If you do not want your child to participate in this screening program and follow-up assessments by the Heartland AEA 11 Audiologist, please notify the school. If there are any questions about the hearing testing program in our school, please contact the school nurse.

## **Absences**

Regular attendance is a very important part of your child's education. **If your child is ill, please call the school office before the start of the school day.**

Children 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 child home from school or child care until the illness is no longer infectious.

## **Head Lice**

The incidence of head lice (pediculosis) has been increasing over the last few years. The resistance of lice to many of the current over-the-counter medications has added to this problem.

Individual class notification of head lice is no longer necessary because families should assume there is head lice at school at all times. Weekly checking for head lice as part of your child's routine hygiene care must become the parent's/guardian's responsibility. Due to the large ratio of students per school nurse, families are able to do a much more thorough and effective job of examining their child's head. The school nurse or assistant will be happy to assist you with any questions you may have regarding identification and treatment of head lice. While head lice are an extreme nuisance, it is very important for families to understand that head lice do not pose any health hazards.

## **Health Records**

In keeping adequate health histories, we are better able to evaluate, understand, and be responsive to your child's individual needs. Please send a note or call the school nurse regarding any developments concerning your child's health. This would include hospitalizations, all medications (type, amount, and time given), fractures, all recent diagnoses of medical conditions, and any other medical information that would be pertinent to the student's performance and attendance.

## **Physical Education (P.E.)**

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

## **Student Assistance Program (SAP)**

The West Des Moines Community Schools provides a confidential resource to help students and immediate family members with guidance and support regarding a number of topics: School-life balance, emotional issues, substance abuse, and more. SAP counseling professionals will work with students to understand concerns and connect students with appropriate resources.

The first three sessions are free and SAP services are available 24 hours a day, seven days a week, at 800-327-4692.

# Special Section — West Des Moines Community Schools Districtwide Handbook

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

### **West Des Moines Community Schools Board of Education**

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

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

### **West Des Moines Community Schools Learning Resource Center**

3550 Mills Civic Parkway

West Des Moines, Iowa 50265-5556

Phone: 515-633-5000

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

Chief Officer of Human Resources Josie Lewis

Associate Superintendent of Teaching and Learning Services Michelle Lettington

Chief Financial Officer Paul Bobek

Director of School/Community Relations Laine Mendenhall-Buck

## General Information

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### 1:1 Chromebooks

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

#### Student Responsibilities

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

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

#### Parent/Family Responsibilities

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

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

#### Computer Use Agreement (Google Chromebook)

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

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

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

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

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

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

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

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

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

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

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

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

### **Damage or Loss**

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

### **Costs**

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

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

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

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

### **Responsibility to Bring to School**

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

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## Allergies

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

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

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

## Area Education Agency (AEA) Services

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

## Boundaries

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

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

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

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

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

## Counseling Services Available to Students and Families

The West Des Moines Community Schools contracts the services of Employee and Family Resources for our Student Assistance Program. If you need assistance with family or school issues, call 515-244-6090 to speak to a counselor or schedule an appointment. The phone line is open 24 hours a day, seven days a week. Counselor sessions to assess problems are provided at no cost to you. When additional services are needed, the student assistance counselor will refer you to an appropriate, beneficial and affordable resource.

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

## Crisis Management

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

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

## Fees

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

### Fee Waiver

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

## Health Services

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

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

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

### Immunizations and Health Screenings

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

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

### Services of the School Nurse

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

### Student Injuries

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

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### Preschool Programs

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

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

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

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

### **Kindergarten Enrollment**

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

### **West Des Moines Community Schools Foundation**

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

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

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## **Communication and Parent Involvement**

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### **Complaints Regarding School Personnel**

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

### **Infinite Campus**

#### **Internet Portal — [Infinite Campus Login](#)**

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

The parent portal allows parents/guardians to see schedules, grades, attendance, health, etc. With one account, parents/guardians can view information about all of their students, even if the students attend different buildings. The parent/guardian can edit an email address and indicate preferences on methods of contact for absences and emergencies (under "Change Contact Info"). If there are incorrect phone numbers, addresses, or other information, parents/guardians may contact one of the offices at the school their student(s) attend to have the information updated. Parents/guardians may also reference instructions on the district website ([www.wdmcs.org](http://www.wdmcs.org)). When these important changes are made by one building office, they are reflected for every student in the family with information in the Infinite Campus system. You will have the same account for as long as your students are in the district.

#### **Viewing Academic Work and Grades — Canvas Learning Management System**

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

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### **Staff Directory**

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

## Translation and Interpretation Services

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

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

## WDMCS Online Calendar

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

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# Departments

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## Administrative Services

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

### Business Services

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

### Nutrition Services

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

### Operations

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

### Transportation

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

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

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

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

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

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

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### **Communications**

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

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

### **Community Education**

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

### **Human Resources**

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

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

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

## **Teaching and Learning Services**

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

### **Curriculum**

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

### **English for Speakers of Other Languages (ESOL)**

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

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

### **Gifted/Talented (GT) Program**

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

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

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

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

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

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

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

### **Home Schooling**

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

### **Project-Based Learning Network (PBLN)**

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

### **Special Education**

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

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

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

## **Technology**

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

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

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

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## **Annual Notices and Common Board Policies**

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### **Annual Notices**

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

### **Common Board Policies**

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

Discipline ([Board Policy 503.01](#))

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

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

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

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







**3550 Mills Civic Parkway | West Des Moines, IA 50265**  
**515-633-5000 | [www.wdmcs.org](http://www.wdmcs.org)**

*The West Des Moines Community School District 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 Dr. Anthony Ferguson, Executive Director of Equity, Inclusion, and Diversity, 3550 Mills Civic Parkway, West Des Moines, IA 50265; Phone: 515-633-5037; E-mail [fergusona@wdmcs.org](mailto:fergusona@wdmcs.org) (Adherence to bona fide occupational/ educational qualifications will not be interpreted as discriminatory.)*