



WEST DES MOINES COMMUNITY SCHOOLS

Innovative Spirit. Inspiring Success.

2022-23



JUNIOR HIGH HANDBOOK

RESOURCES FOR ALL WDMCS
JUNIOR HIGH SCHOOL 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.

Junior High Schools—West Des Moines Community Schools

Indian Hills Junior High

9401 Indian Hills Drive
Clive, IA 50325
515-633-4700
Principal: Dr. Shane Christensen
Assistant Principal: Zac Sinram

Stilwell Junior High

1601 Vine St.
West Des Moines, IA 50265
515-633-6000
Principal: Mitch Kuhnert
Assistant Principal: David Perrigo

About the Student and Family Handbook

This handbook has been prepared to serve as a guide to obtain the maximum benefits from your junior 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

The 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 Dr. Anthony Ferguson, Executive Director of Equity, Inclusion, and Diversity, 3550 Mills Civic Parkway, West Des Moines, IA 50265; Phone: 515-633-5040; E-mail 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.

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Principals' Welcome to Parents and Students

Dear Parents/Guardians:

We would like to welcome you and your child to the West Des Moines Community junior high schools. We are looking forward to working with you to provide the best possible learning environment we can for your student. We are excited about being involved with and guiding your student through this important phase of their educational program.

You will have numerous opportunities to become involved in the West Des Moines Community Schools (WDMCS) junior highs. That involvement is a great way to indicate to your child how important their education is to you. Our parent/family groups provide an opportunity for involvement as well as being a way to stay in tuned with what is happening at our school. If you would like to help out in any way, please contact our school.

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

Sincerely,
Junior High Administration

Dear Student:

On behalf of the exceptional staff at both junior high schools, we welcome you to a new school year. We are happy that you are here to learn and grow with us!

This is an exciting time in your life. We hope to provide you with opportunities that will foster a passion for lifelong learning and fond memories of your time spent with us. Junior high is time for you to become as self-directed and focused as possible as you learn the skills that will prepare you for a successful future. You will discover that you will be more successful as you develop the character traits of being responsible, respectful, and ready in everything you do while doing your best, doing what is right, and treating people as you would like to be treated. Everyone is here to help you succeed.

We encourage you to become involved in your school community through participation in the many activities available in junior high. Our goal is for every student to be involved in at least one activity, but also for every student to explore as many activities as they wish for a well-rounded experience.

This is going to be a great year! Go Tigers!

Sincerely,
Junior High Administration

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](#).

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

- View athletic schedules
- View directions to athletic events

Daily Schedule

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.

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

Students must eat at school unless they have received permission from the principal's office to leave the building with a parent/guardian (closed noon hour). Period schedules and lunch schedules for both regular and collaboration days can be found online.

Fees and Waiver of Student 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, and a yearbook. A combination lock is provided for the physical education locker. If the lock is lost, the student will be responsible for a replacement cost.

[View Current Fee List](#)

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.

Lost and Found

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

Media Center

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

Books may be checked out for a period of two weeks unless they have been placed on "reserve" by a teacher for a special purpose. Reserved books may be checked out for one period of study or for overnight use. All other material, such as records, cassettes, etc., may be checked out for shorter periods of time. All material must be checked out at the desk.

Students are responsible for the proper care of all materials loaned or checked out. Fines and charges will be made for damaged or lost material. Damaged materials are to be given to the teacher librarian for repair. Lost books are to be paid for by the borrower according to the teacher librarian's price list.

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://ia-westdesmoines.intouchreceipting.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. <https://discover.wdmcs.org/diet-modification-form>

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.

School Hours

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

Upon arrival, students are expected to remain on school grounds. Students arriving before 7:25 a.m., or remaining at school later than 2:50 p.m., must be with a teacher or off school grounds by 3:00 p.m.

Supplies

Buildings will provide a list of supplies which students will need for school. Pencils and paper are used in most classrooms. Students who need assistance with obtaining school supplies can contact their school counselor.

Communication and Family Involvement

Assessment

[Board Policy 505.04](#): The Board of Education of the West Des Moines Community School District believes that assessment is a planned and integral part of instruction which guides and documents student growth in light of the District's Student Learning Goals, Standards, Benchmarks and Essential Questions. Assessment is an ongoing process involving students, teachers and parents or guardians in observation, interaction and analysis. It consists of both formal and informal measures of individual and group progress.

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

A comprehensive testing program is maintained to evaluate the education program of the District and to assist in providing guidance or counseling services to students and their families. The results of tests and evaluations are not used to discriminate against any student on the basis of race, creed, color, sex, national origin, sexual orientation, gender identity, religion or disability.

Change of Address/Telephone

If there is a change of address or telephone number during the school year, parent/guardian(s) or students can make updates through Infinite Campus. This is a helpful online tool WDMCS families can use to access their students' grades, attendance, update contact information, and more.

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 Sign Up for Our Group Email to Parents/Guardians

If you wish to receive email communication, please make sure that we have a current email address in Infinite Campus. You may provide this information during registration or at any time during the school year.

Parent/Family-Teacher Organizations

Both junior high schools have an active, dedicated parent organization. Your membership and active participation is encouraged. These organizations provide opportunities and services for our students. Each Junior High school organization holds regular meetings throughout the school year. Please check your school website for meeting dates and other information.

Promotion and Retention System for Junior High

According to [Board Policy 505.02](#) (Promotion and Retention), promotion practices in the West Des Moines Community Schools will have as their objective the placing of the student in an environment where maximum development will take place.

Social Media

Indian Hills: <http://www.facebook.com/wdmindianhills>

Stilwell: <https://www.facebook.com/wdmstilwell/>

Visitors

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

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

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.

Websites

Indian Hills: <https://www.wdmcs.org/indian-hills>

Stilwell: <https://www.wdmcs.org/stilwell>

- View the newsletter.
- View daily announcements.
- View the Handbook.

Student Conduct Expectations

Student Conduct Expectations

Absences

There are two types of absences:

1. **Excused absence** - Excused absences are illness of the pupil, illness in the family, extremely bad weather, religious observances, medical and dental appointments, etc.
2. **Unexcused absence** - Any absence is considered unexcused until the absence is known and approved by the school.

Parents/guardians are asked to call the school by 9 a.m. on any day their child is absent. Please provide parent name, phone number, student name, and reason for absence.

Any planned extended absences (vacations, trips, etc.) should be cleared with the office in advance. Students should make individual arrangements with each teacher regarding assignments and tests.

If a student must miss school, it is necessary to provide a written excuse upon returning. This excuse should indicate:

- Date of absence
- Student's full name
- Explanation of specific cause of absence
- Signature of parent or guardian

Written excuses for appointments must be brought to the office before school on the morning of the appointment date for a "building pass" excuse. Students are to report to the office upon leaving or returning after the appointment.

Students who plan to leave the building at any time during the school day must first report to the office.

Absence (Make-up work)

Work missed during an absence from school needs to be made up. Students should report to each teacher on the day of return to school and make arrangements to complete the make-up work. If it is known in advance that a student will be absent for a definite and approved reason, the student should obtain assignments in advance. Prolonged periods of absence from school are discouraged whenever illness is not a factor. Absences cause a disruption in the continuity of a student's educational program and present problems for adequate make up of missed class work. Teachers are available to students before and after school and on a scheduled basis.

In case a student is to be absent for longer than three days, the parent/guardian may request class assignments in the office. Parent/guardian(s) should allow one day for the school to collect the assignments and should make plans to have the assignments picked up at the office.

Excessive Absences

When a student is absent from school five days within a quarter, a notice shall be mailed to the parent/legal guardian and a referral to a counselor will be made. If a student is absent 10 days within a quarter, a conference will be requested with the parent/legal guardian, counselor and administrator. Procedures will be established to improve attendance.

[Board Policy 506.01](#) (Compulsory Attendance) spells out requirements for student attendance. 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 compulsory attendance are listed in the policy.

Advisory/Homeroom Groups

Students are assigned to an adviser group or homeroom called Tiger Time for the school year. These groups of students will be scheduled together periodically to teach the State of Iowa's five Social Emotional Learning (SEL) competencies: self-awareness, self-management, social awareness, relationship skills, and responsible decision-making. Other topics will include digital citizenship, executive functioning, and goal setting. Students will also experience Encore which is the junior high system for MTSS (Multi-Tiered Systems of Supports) to support academics and SEL through interventions and extensions."

Learn more online: <https://educateiowa.gov/pk-12/learner-supports/social-emotional-learning>

Attendance

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.

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.

Beverages

The only beverage students should consume in the hallways and classrooms is water. If students choose to carry a water bottle, it must be a water bottle that will not spill if it is tipped over in a classroom. The office has water bottles available if students are interested in carrying water to their classrooms. Beverages other than water are only permitted in the cafeteria before school starts and during lunch.

Bullying and Harassment

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

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 their 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.

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.

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/guardians, 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.

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.

Dropping a Course

Students typically have only the first 10 days of a semester to drop a course without academic consequences. School counselors work with students during registration to find the best course schedule to meet student needs.

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.

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.

Lockers

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

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

The locker should receive good care so it will protect books and other personal belongings. Periodic locker checks and clean-outs will be conducted during the year. Students are to remain in the locker to which they have been assigned or face disciplinary consequences or loss of locker privileges.

Permanent Markers

Permanent markers are not required for any class. These items may be confiscated by staff members. Please do not bring them to school.

Public Displays of Affection

Students are not to demonstrate overt displays of affection at school or school activities. This includes prolonged embraces, kissing, fondling, or other inappropriate physical contact. Inappropriate displays of affection will not be accepted and may result in the student being referred to a counselor or the principal.

Tardiness

Prompt arrival to school and between classes is expected and necessary. Arriving 5-10 minutes before the start time of 7:35 a.m. will make it possible to arrive in class on time. When arriving late to school, it is necessary to report to the main office for a pass. Excessive tardiness may result in disciplinary action. If students are late to a class after the beginning of the school day, they are to report to that class, and appropriate arrangements will be made with the classroom teacher.

Student Safety

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.

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.

Parking Regulations

Students who are able to provide the following are eligible to park in the school parking lot or a nearby street:

- a valid driver's permit
- a current and valid vehicle registration for all vehicles (including mopeds) which may be parked on school property.

Students who wish to drive to school can complete a form online. Parking spaces are based on availability. If the parking lot is full, students will need to find nearby street parking. Learn more on the [Indian Hills website](#) and [Stilwell website](#).

Safety Drills

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

Severe Weather Warnings

In the event of a severe weather warning, students will be retained in the building and moved to places of greatest safety until the danger is passed. It is important that all school telephone lines be kept open at this time.

Security

Electronic locks have been installed on all school exit doors. The purpose of the security system is to allow controlled access to the building. Visitors and late-arriving students will need to come to the front doors and use the intercom system to gain entrance. Under no circumstances should anyone allow an unknown person to enter through any other door.

Student Services

Counseling

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

The counselors will try to help students individually with school or personal concerns and will assist in every way possible.

Health Services

The services of the school nurse are available to students at all times. If a student becomes ill during the day, the student is to ask the teacher for a pass from class and go immediately to the nurse's office. If it is necessary for the student to go home, the parents/guardians will be contacted and arrangements will be made to take or send the student home. Under no circumstances are students to go home or leave the school grounds without

contacting the office or the nurse. If a student is seriously injured or becomes ill, every effort will be made to contact the parents/guardians immediately.

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

Homework and Study Hints

Homework is an integral part of each student's daily agenda. It is expected that the student will spend time beyond the classroom working toward scholastic gains, and will develop a work ethic which values academic achievement. Teachers work with students to provide study and homework guides. In addition, After the Bell is an after-school study program available Monday-Thursday. [Learn more about After the Bell.](#)

Physical Education (P.E.)

Every student takes P.E. classes in both seventh and eighth-grade unless a request, signed by a doctor and/or approved by administration, excuses the student. This request must state a specific reason and be presented to the school nurse before the excuse will be granted.

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 by calling 800-327-4692.

Activities and Athletics

Activities

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

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

Athletic Program

The eighth-grade program offers interscholastic competition in football, cross country, wrestling, basketball and track, and softball and volleyball. To participate in the interscholastic sports, a student must have on file in the office: a physical exam form signed by the student's parent and physician, an emergency card, a completed permission form, a code of conduct form, and a concussion form (all forms are available in the office.)

There are intramural programs for both seventh- and eighth-graders including such sports as flag football, basketball, Wiffle ball, volleyball, ping pong, weight-lifting, and many others.

Educational Study Trips

The school district does not sponsor, nor sanction, any privately sponsored educational study trips, either foreign or domestic.

Students, having parent/guardian permission, are not denied their right to participate in any such trips. However, students are required to complete school work they will miss while participating in such a trip prior to their absence.

Extracurricular Activities

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

Seventh- and eighth-grade students are encouraged to attend events. Students may elect to purchase an activity ticket for regular season athletic events within the Central Iowa Metropolitan League (CIML). This ticket will be issued to each paying student and is non-transferable. All students are expected to practice good sportsmanship and maintain proper behavior at all times. [View current fee list.](#)

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

WDMCS’ philosophy on interscholastic athletics is based on the belief that each interscholastic activity is an extension of the classroom as are other extracurricular activities. As such, we strongly encourage all students to become involved and to participate in extracurricular activities as a way of broadening their junior high experience. All school-sponsored extracurricular activities are viewed as exploratory experiences where students have the opportunity to learn basic skills and fundamentals. In addition, the students will be able to practice these skills throughout the course of the activity and demonstrate them in scheduled competitions/performances.

Each sponsor of an interscholastic activity will work to teach the core values of character, cooperation, and discipline. Interscholastic activities will be used as an avenue to teach, support, and demonstrate sportsmanship, teamwork, and positive representation of self, school, and community.

With the above philosophy in mind, all students will be eligible to participate in interscholastic athletics at the beginning of the activity. Each coach will stress the fact that academics come first. Thus, weekly grade checks will be completed and actions will be taken to correct any unsatisfactory grade(s). These steps could include missing contests, or competitions to work on improving grades.

Cooperation among coaches, parents, teachers, and the athletic director concerning academic eligibility in extracurricular activities will help benefit all students in their junior high experiences.

Attendance Guidelines

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, they must attend at least half of the scheduled classes which are a part of the 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 re-admitted by a school administrator.

Student Activity Conduct Code

Statement of Philosophy

WDMCS 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 WDMCS 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.

Student Activity Conduct Code Statement of Purpose

This Student Activity Conduct Code supplements policies and rules of WDMCS 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, controlled substances, and theft.

Any student moving into the WDMCS attendance area 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 extracurricular or co-curricular activity anytime during the year (in-season, off-season and during the academic year as well as summer months; 24 hours a day, seven 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.

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).

Commission of a Misdemeanor and/or Felony

Participants: (1) who are charged with or who are convicted of a misdemeanor or a felony, (2) who self-report a violation of the criminal code of Iowa or the United States, (3) who are the subject of a report received by the District from law enforcement identifying a specific student and describing conduct which is a violation of the criminal code of Iowa or the United States, or (4) who are the subject of a report received by the District from a staff member or an activity sponsor identifying a specific student and describing conduct which is a violation of the criminal code of Iowa or the United States will be suspended from activities indefinitely, unless the administration reinstates the student's eligibility.

Suspension

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

Quantifiable and Non-Quantifiable Activities

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

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.

FIRST OFFENSE

QUANTIFIABLE ACTIVITIES

- Will miss 10 percent of the activity scheduled.
- Furnish evidence of contact with or participation in a chemical abuse evaluation, counseling or treatment program.
- Not participate in the activity during the school suspension.

NON-QUANTIFIABLE ACTIVITIES (one which is not subject to a 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 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. The student may continue practicing during practices held in the district but may not participate in any scheduled performances/competitions. These students are not eligible to attend practices or participate in a student trip as part of a student group away from the district.

Alcoholic Beverages and Controlled Substances — Selling or Distributing (502.08)

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 procedure 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, they are 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 they meet the requirement for scholastic eligibility as outlined under the section of the Student Activity Code entitled ACADEMIC PERFORMANCE.

The Use and/or Possession of Tobacco or Tobacco Products

This procedure 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

The student will be disciplined by the activity director, coach, or the sponsor and the administration. The in-school suspension the student receives as a result of the possession or use of tobacco and/or tobacco products does not prohibit them from participation.

SECOND OFFENSE

Quantifiable Activities

The student will not participate or practice in any activity during the school suspension they receive as a result of the second offense for possession or use of tobacco and/or tobacco products. This period will include one weekend either during or at the end of the suspension.

- Miss 10 percent of the activity schedule.
- Furnish evidence of contact with or participation in a chemical abuse evaluation, counseling or treatment program.
- Not participate or practice in the activity during the school suspension.

Non-Quantifiable Activities

- Will be assigned 20 hours of community service, not to be accomplished later than 10 p.m.
- Not participate in the activity until the satisfactory completion of the service.
- Provide evidence of participation in a chemical abuse evaluation.

THIRD OFFENSE

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

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 their privilege to participate in student activities has been restricted without good cause has the right to immediately appeal the decision as follows:

1. A written request stating the justification for the appeal is to be presented to the Principal within two school days of the decision.
2. The Principal will review the matter and issue a decision within three school days.
3. The decision of the Principal may be appealed, within two school days, to the Student-Faculty Appeal Panel.
4. The Student-Faculty Appeal Panel will convene, review the case and uphold or dismiss the action within five school days.

Student-Faculty Appeal Panel

The Student-Faculty Appeal Panel shall consist of seven members including one student council member from each of the three eighth-grade teams, three teachers (one of whom must be a coach or activity sponsor), and the AD.

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.

Special Section — West Des Moines Community Schools Districtwide Handbook

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

West Des Moines Community Schools Board of Education

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

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

West Des Moines Community Schools Learning Resource Center

3550 Mills Civic Parkway

West Des Moines, Iowa 50265-5556

Phone: 515-633-5000

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

Chief Officer of Human Resources Josie Lewis

Associate Superintendent of Teaching and Learning Services Michelle Lettington

Chief Financial Officer Paul Bobek

Director of School/Community Relations Laine Mendenhall-Buck

General Information

1:1 Chromebooks

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

Student Responsibilities

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

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

Parent/Family Responsibilities

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

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

Computer Use Agreement (Google Chromebook)

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

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

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

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

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

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

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

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

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

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

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

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

Damage or Loss

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

Costs

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

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

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

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

Responsibility to Bring to School

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

Allergies

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

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

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

Area Education Agency (AEA) Services

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

Boundaries

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

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

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

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

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

Counseling Services Available to Students and Families

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

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

Crisis Management

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

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

Fees

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

Fee Waiver

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

Health Services

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

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

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

Immunizations and Health Screenings

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

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

Services of the School Nurse

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

Student Injuries

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

Preschool Programs

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

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

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

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

Kindergarten Enrollment

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

West Des Moines Community Schools Foundation

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

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

Communication and Parent Involvement

Complaints Regarding School Personnel

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

Infinite Campus

Internet Portal — [Infinite Campus Login](#)

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

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

Viewing Academic Work and Grades — Canvas Learning Management System

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

Staff Directory

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

Translation and Interpretation Services

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

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

WDMCS Online Calendar

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

Departments

Administrative Services

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

Business Services

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

Nutrition Services

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

Operations

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

Transportation

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

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

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

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

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

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

Communications

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

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

Community Education

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

Human Resources

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

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

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

Teaching and Learning Services

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

Curriculum

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

English for Speakers of Other Languages (ESOL)

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

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

Gifted/Talented (GT) Program

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

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

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

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

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

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

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

Home Schooling

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

Project-Based Learning Network (PBLN)

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

Special Education

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

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

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

Technology

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

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

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

Annual Notices and Common Board Policies

Annual Notices

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

Common Board Policies

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

Discipline ([Board Policy 503.01](#))

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

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

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

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



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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 (Adherence to bona fide occupational/ educational qualifications will not be interpreted as discriminatory.)