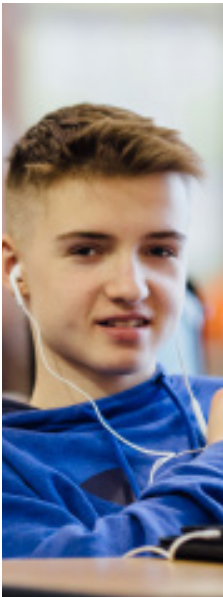




WEST DES MOINES COMMUNITY SCHOOLS

Innovative Spirit. Inspiring Success.

2022-23



HIGH SCHOOL HANDBOOK

RESOURCES FOR VALLEY HIGH SCHOOL AND VALLEY
SOUTHWOODS FRESHMAN 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.

High Schools—West Des Moines Community Schools

Valley High School

3650 Woodland Ave.
West Des Moines, IA 50266
515-633-4000

Principal

David Maxwell

Associate Principals

Shannon Campbell
Jeff Grassmeyer, Ph.D.
Josh Griffith
Megan Thomsen

Activities and Athletics Director

Brad Rose

Valley Southwoods Freshman High School

625 South 35th St.
West Des Moines, IA 50265
515-633-4500

Principal

TBD as of the posting of this handbook

Associate Principal

Haley Hockensmith

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About the Student and Family Handbook

This handbook has been prepared to serve as a guide to obtain the maximum benefits from your high school years. It is felt by the faculty, administrators, and Board of Education that you will be a better student if you are properly informed of your responsibilities to yourself and your school. Sharing the contents of this handbook with your parent/guardian(s) will be your responsibility.

Educational Non-Discrimination Statement

West Des Moines Community Schools does not discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status, sexual orientation, gender identity, genetic information, and socioeconomic status in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy, please contact the district's Equity Coordinator 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.

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 hard copy upon request.

Academic Calendar

View and download the current [Calendar at a Glance](#). Please visit the [Valley Southwoods](#) or [Valley High School](#) website for current daily and orange/black PE schedules.

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

- View athletic schedules
- View directions to athletic events

Birthdays/Special Days

Birthday treats may be shared with classmates, if desired. Birthdays are important for students, and we would like to give them the opportunity to commemorate the day, using a minimum amount of class time for this purpose.

The West Des Moines Community Schools is making student health and wellness a top priority. To help guide the district in this effort, the West Des Moines Community Schools Board of Education 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.

Cars and Parking

Valley Southwoods Parking Regulations

Students that have a valid school permit are allowed to park in the student zones at Valley Southwoods, but must comply with all state laws around the restrictions of the permit. Students will provide the school with the following information:

- a valid driver's license or school permit
- a current and valid vehicle registration for the primary vehicle which will be parked at Valley Southwoods
- plate number of any vehicle the student may drive

Students may park in the lot not marked for staff. Signage in the lots must be followed.

Valley Southwoods Student Parking

Places where students CAN park:

- between two white lines

Places where students CANNOT park (restricted areas):

- Visitor parking
- Handicapped parking
- Staff parking (designated by green lines and numbered)
- Fire lanes
- Self-created parking spots

Students who are parked in restricted areas or are found in violation of school permit requirements may lose their permit and ability to park on school grounds.

Valley High School Parking Regulations

Seniors and juniors who are able to provide the following are eligible for a parking hangtag to park in one of Valley's five parking lots. *Parking hang tags are given on a first come, first served basis until lot is at capacity.*

- a valid driver's license
- a current and valid vehicle registration for all the vehicles which may be parked at Valley.

These parking lots are located on the:

1. west side of the building off 39th Street,
2. north side of the building by the North Gym,
3. east side of the building adjacent to the Staplin Performing Arts Center,
4. first south lot next to the softball field, and
5. second south lot next to the baseball field.

Sophomores will also be able to drive to school. Similar to juniors and seniors, they must provide:

- a valid driver's license or a school permit
- a current and valid vehicle registration for the primary vehicle which will be driven to school

Sophomores must park in the Church of Jesus Christ of Latter Day Saints parking lot off Sylvania Drive.

Valley High School Student Parking

Places where students CAN park:

- Between two yellow lines

Places where students CANNOT park (restricted areas):

- Visitor parking
- Handicapped parking
- Staff parking (designated by white lines and numbered)
- Health Office parking (unless with a parking pass issued from VHS Health Office)
- Fire lanes
- Self-created parking spots

Students who are parked in restricted areas or whose vehicle does not contain a valid parking tag may be subject to a parking ticket issued by the parking office. *Repeat violations can be subject to being towed.*

Cars which display offensive stickers, flags or other devices expressing opinions offensive or objectionable may be asked to remove the offensive artifacts or to be parked off school grounds.

Appeal Procedure

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

An appeal on a parking ticket must be submitted to the student's administrator in writing within two calendar days from the date of issuance. Only one appeal per citation will be accepted.

Fees

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

Waiver of Student Fees

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

Fee for Transcript

All transcript requests must be made online using our automated student record/information request system. Please use the following link to access our online request system:
<https://wdmcsia.scriborder.com>

Students who may need assistance regarding the fee can contact their school counselor.

Identification Cards

Students are issued identification cards at the beginning of each year. Students are required to wear their ID in a visible manner at all times. Students will show their identification card when entering the building and use it to check out materials in the media center or purchase items in the cafeteria.

Students may be charged a fee for replacement ID cards.

Lockers

At Valley High School, students who wish to be assigned a locker can complete an online form. <https://discover.wdmcs.org/VHSLockers>. Valley Southwoods' students can request a locker through their counselor. Lockers are provided to place belongings such as textbooks and outerwear. Lockers are school property and subject to reasonable searches. Students should keep their lockers securely locked at all times and should not share lock combinations with friends. All lockers are furnished by the school, and periodic locker checks are made throughout the year. Please do not keep valuable items in the lockers. WDMCS is not responsible for articles lost or stolen from any locker.

Students need to take all academic materials, including Chromebooks, home every night.

Lost and Found

All found items should be brought to the Student Services office. If the office can determine the identity of the owner, the student will be notified. If the owner cannot be identified, the office will hold the item for 30 days. A student seeking a lost textbook should obtain the book's number from the teacher and report the number to the office or the instructor.

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/>

Allergy/Diet Modifications

Forms for special diets can be found on our website. This form requires the signature of a licensed medical professional with the ability to write prescriptions. Please see form for more details. Fluid Milk substitution requests can be made by parent or guardian signature. <https://discover.wdmcs.org/diet-modification-form>

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 a yogurt or cheese
- breads/grains that may include pizza crust, breading on a chicken product, brown rice or a more traditional bread;
- fruit;
- vegetables.

A La Carte Items

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

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

Tiger Perk Coffee Shop (Valley High School only)

The Tiger Perk Coffee Shop located in Valley High School offers a variety of drinks, popcorn, and "grab n' go" snack items. The coffee shop is open Monday-Friday 15 minutes before the first period until the end of the last scheduled lunch period.

Office Hours

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

School will close at 4 p.m. Unless students are under the direct supervision of a teacher, students are to be out of the building.

Pets/Service Animals

Student safety and the cleanliness of the building are put at risk when animals accompany their owners for a drop-in visit at school. Other than a few exceptions, pets are not allowed in WDMCS buildings.

In keeping with state and federal law, WDMCS recognizes there may be a need for employees or students to use or have access to qualified service animals.

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

Communication and Parent Involvement

Address

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

Parent-Teacher Organization (PTO)

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

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

This PTO is not a fundraising body. Our only source of funds is the dues we collect. If you would like to join PTO, and help support our activities, you can join by completing a form and paying \$20.00. You may turn both into the Student Services Office. Dues are used to help fund staff appreciation, staff conference dinners, WDMCS Foundation Scholarship Fund, staff recognition event, teacher cookie boxes, as well as other programs that support our students and teachers.

Parents/guardians are invited and encouraged to become involved with PTO by submitting the volunteer form that is also located in the Registration Handbook and also by attending the PTO meetings.

If you have any questions or would like to become more actively involved, visit the [WDMCS website](#) for more information.

Visitors

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

All visitors to the school must 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 security vestibule ~~front office~~. Students are not permitted to bring visitors to school.

Academics

Advisory Program

The mission of the advisory program is to provide every student with an adult who will help personalize their educational experience. During the advisory time, students will receive materials and instruction on schoolwide initiatives such as social emotional learning, behavior expectations, bullying prevention, climate and culture, surveys, student elections and college planning.

Changing Schedules

Students are able to change schedules for one of the following reasons:

1. Poor performance in a prerequisite
2. College entrance requirement
3. Graduation requirement

Students are able to drop courses only after speaking with their parent/guardian and counselor, and completing an online drop/add form which is located on the counseling website. Students may only submit ONE schedule change request each semester. The scheduling team will determine if the request meets the previously listed

reasons to change a schedule. . **Placement in a course requires both space availability and must not exceed the class cap as determined for each course.**

Adding a course to a student schedule must be completed in the first three days of each semester.

Class Rank

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

Dropping a Course

All students must be enrolled in six credited courses each semester in order to remain on track for graduation. Seniors in good standing may take a reduction in required credits with administrative approval. Seniors must be enrolled in no fewer than four credits.

Students typically have only the first 10 days of a semester to drop a course without academic consequences. If a student drops a class on or before the last day of first-quarter or third-quarter, a "W" for withdrawal will appear on the student's permanent transcript. Please view specific guidelines [online](#). School counselors work with students during registration to find the best course schedule to meet student needs.

If withdrawing from a DMACC concurrent enrollment course, students must withdraw from the Valley or Valley Southwoods course as well, and will incur the same consequences as dropping from a non-concurrent enrollment course.

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.](#)

Students who have incomplete work due to extended, excused absences will have at least two (2) weeks from the last day of the grading period to complete all missing work.-Failure to make up the work within this time will result in a failing grade. Extenuating circumstances may be worked out with teachers and administration.

Exams

- **Make-Up Final Exams**

All final exams will be administered as scheduled. Should unusual circumstances arise, a formal request for an alternative assessment date shall be in writing to building administration pending written approval at an agreed upon time.

Grade Classification

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

Junior Status (11th grade) — Four or more semesters of high school attendance and a minimum of 24 credits (includes physical education).

Senior Status (12th grade) — Six or more semesters of high school attendance and a minimum of 36 credits (includes physical education).

Graduation Requirements

Valley students shall complete the required 48 high school credits in order to be eligible to participate in graduation activities and be granted diplomas. A student desiring to be excused from graduation activities shall submit the reasons in writing to the principal. See board policies below for more information.

- [Board Policy 505.05](#) (Student Graduation Requirements)
- [Board Policy 505.06](#) (Graduation Requirements for Valley High School and Walnut Creek Campus)

NCAA Eligibility Center

If a student wishes to participate in Division I or Division II athletics in college, they must register and be certified by the NCAA Initial-Eligibility Clearinghouse. Registration can be done at <https://web3.ncaa.org/ecwr3/> Students will need to send a transcript at the time of registration and another following graduation. The NCAA reserves all rights in determining student eligibility. A copy of the guidelines is available in the Counseling Office.

Pass/No Pass (P/NP)

Students will have the opportunity of choosing one Pass/No Pass per semester providing it is not a required course or offered for DMACC credit. No course that can meet a graduation requirement can be taken Pass/No Pass until that graduation requirement is completed. Credit may be earned on a Pass/No Pass basis. Students will be expected to obtain a parent's signature for approval plus the signatures of their counselor and instructor to indicate their awareness of the student's intentions. View full details [online](#).

Resource Opportunities

Valley Southwoods

1. Teachers available by appointment 7:30-8:20 a.m. daily.
2. Math resource throughout the school day.
3. Reading resource throughout the school day.
4. After School Math Help, 3:30-4:30 p.m., Mondays and Thursdays

Valley High School

1. Morning resource, 7-7:45 a.m. daily.
2. SMART resource, 8 a.m. to noon, Saturday mornings.

Silver Cord Award

The purpose of the Silver Cord program is to encourage volunteerism and allow students to experience the joy of giving back to the community. Volunteering can provide a constructive use of time, foster the exploration of career interests, support youth seeking employment and college admission, and give new graduates the confidence to serve in leadership roles after high school. All West Des Moines Community Schools (WDMCS) high school students are encouraged to participate regardless of their GPA, rigor of course study, artistic, or athletic ability.

Students can review guidelines and complete the online application to acquire their Silver Cord account. This can be found on the [WDMCS Community Education website](#).

Student Conduct Expectations and Safety

Academic Honesty

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

When teachers assign papers and projects to assess student learning, they assume that the work they evaluate was produced by the student whose name appears on that assignment. Instances of academic dishonesty are taken very seriously by the faculty and administration because it is our responsibility to maintain the fairness of the system as far as possible. These guidelines are intended to clarify what student behaviors are considered academically dishonest:

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

Attendance Procedures

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

Your attendance in school becomes part of your record. Parents and guardians must supply reasons for absences and tardiness within one week of absence. If an absence has not been resolved in one week, it will be marked as an unexcused absence and will not be able to be changed at a later date. A student will be considered absent if more than 15 minutes of class is missed.

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

1. **Call the School** — On each day of student absence, parents are asked to notify the school by phone (515-633-4000) as early as possible, preferably by 10 a.m., when a pupil is being kept home for any reason. **Leaving During the School Day** — A student leaving school is required to check out with the office. The student needs to give a name, student ID number, time of leaving, and present a written and dated note for the absence.

2. **Illness at School** — A student who becomes ill during the school day should report to the school nurse, who will determine the extent of illness. Parents will be called if a student needs further attention or is to be excused from school. A resting area is provided in the nurse's office. Any absence from class coded as "NU" is considered excused illness by the nurse.
3. **Make-Up** — For any absence, the student is expected to contact the instructor about assignments missed. The allowable time for make-up is two days for each day of an excused absence up to six school days for multiple, consecutive, excused absences. The time allowed for make-up work may be extended at the discretion of the teacher. Students should see teachers in advance of planned absences. Every student should be prepared for class discussion after an absence to the best of their ability. Assignments for a Saturday School or out-of-school suspension are due upon return. Regarding unexcused absences, please see section 10 — *Unexcused Absences*.
4. **Incompletes** — All work from an incomplete semester or quarter must be made up within two (2) weeks from the last day of the grading period. Failure to make up the work within this time will result in a failing grade. Extenuating circumstances may be worked out with teachers and administration.
5. **Tardiness** — All students arriving 15 minutes after their scheduled class period begins will be considered absent. Reasons found unacceptable will be considered unexcused. Tardiness could result in disciplinary consequences including Saturday School. Students arriving at this time must go to the front office for a pass to class.
6. **Detention** — Teacher detentions can be assigned at the discretion of the teacher. The teacher will give at least a 24-hour notice for all detentions. Failure to serve a teacher detention may result in other school consequences.
7. **Excused Absence** is one which falls into one of the following classifications and entitles the student to make up work missed and receive full credit:
 - illness of student
 - medical and dental appointment with verification from doctor's office
 - religious observance
 - prearranged family trips and college visitation
 - student in-school or out-of-school suspension
 - Valley or Valley Southwoods activity
8. **Unexcused Absences** — Any absences for reasons unacceptable will be considered unexcused. Any distinction between approved/excused or unapproved/unexcused absences will not affect a student's grade, the potential for credit, or the right to make up missed assignments. Additional work could be assigned to compensate for the class time lost due to absences.
 - a. Parent/guardian will be notified for all unexcused absences by automated telephone call system.
 - b. Parent/guardian will be notified by phone on the third unexcused absence by the attendance office.
 - c. Unexcused absences could result in disciplinary consequences including Saturday School.

Dismissal for Tournaments — Excused absences will be allowed if Valley or Valley Southwoods is participating during the regular school day for state tournaments. Parents/Guardians must notify the school if their student wishes to be excused to attend a tournament.

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.

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. Teachers may use appropriate resources such as www.turnitin.com to verify the authenticity of student work. Refusal to submit work for analysis will be considered plagiarism.

Closed Campus (Valley High School)

Valley High School has a modified closed campus policy. Students must be in attendance for their first scheduled class of the day and may leave after their last scheduled class. Seniors have open lunch privilege, and may leave during their scheduled *30-minute lunch period*. All students must show a school identification card upon entering the building.

Dress Code

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

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

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

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

Electronic Communication Devices

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

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

Gangs and Gang-Related Activities

WDMCS does not tolerate gang activity. The presence of or student involvement in gangs or gang-related activities on school grounds, while school is in session, or at school-related events, including the wearing, possessing, using, distributing, displaying, or selling of any clothing, jewelry, emblem, badge, symbol, sign, colors, or any other thing which is evidence of membership in or affiliation with any gang, is strictly prohibited.

Any student who violates this policy shall be subject to disciplinary actions that includes, but is not limited to, suspension or expulsion in accordance with the district's student discipline policy 503.01.

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

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

Media Center, Cafeteria, and Commons (Valley High School)

1. The Media Center is open from 7:15 a.m. - 4 p.m. for a quiet studying environment.
2. The Cafeteria Commons is located in the lobby area outside the cafeteria. It is open before and after school and during the school day. During lunch, the students may be in the cafeteria or the Cafeteria Commons.
3. Students must wear their IDs so that they are visible to staff members. This rule also applies to all areas of the building and grounds.
4. Once a student is in the Media Center/Cafeteria Commons/Cafeteria and the tardy bell has rung, the student is expected to remain in that area.
5. Games of chance (e.g. cards) will not be permitted in the Media Center/Cafeteria Commons /Cafeteria. The violation will be reported and students are subject to disciplinary action.
6. Utensils, dishes, and trays must remain in the cafeteria. Food and beverages of any kind are not to be taken to the Cafeteria Commons.

Media Center (Valley Southwoods)

VSW would need the following changes:

1. The Media Center is open from 8:05 a.m. - 3:45 p.m. and can be used during study hall or before or after school.
2. The Forum is located close to the main entry of the building and is open from 7 a.m. - 4 p.m. daily.
3. During lunch the students must stay in the Forum and use the restrooms in that area.
4. Students must be able to show their ID's if asked by a staff member. This policy also applies to all areas of the building and grounds.
5. Utensils, dishes, and trays must remain in the cafeteria. Food and beverages of any kind are not to be taken out of the Forum.
6. Intentionally damaging any furniture in any of the areas could result in restitution for replacement costs.

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 principal.

School Dances

Dances are considered a grades 9-12 activity. If individuals leave the area, they will not be allowed to re-enter. Specific guidelines will be shared with families for each school dance.

Prom

WDMCS juniors and seniors are able to bring a date who is under the age of 21 to Prom. Prom allows a WDMCS junior or senior to invite and bring a guest that is graduated from a 9-12 school/program. To bring this guest, the parent/guardian of the WDMCS student needs to come in and verify the character of the person being brought by their student to Student Services, and this guest must bring their license to the dance to verify identity and age. No guests 21 or older are allowed into dances. If the guest shows up with no identification, they will not be allowed into the dance under any circumstances.

Study Hall

Study hall will be a designated time for academic work. Students are expected to use study hall to study, do homework, and prepare for classes. Students must have a pre-signed pass from a teacher, counselor, or administrator to be excused from study hall.

Social Media

Social media is a tool to be used for positive messaging and to support Valley High School and its activities. Students found to be using social media to intimidate, find humor at the expense of, bully, and/or harass others will face disciplinary action.

Telecommunications, Electronic, and Networked Information Resources

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

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

Activity on the computers must be relevant to the classes being taken. Any student violation may result in a disciplinary consequence. Fees, fines, and other charges may also be imposed as a result of misuse of these technology resources.

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

Discipline and Restitution

Discipline

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

Disruption to the Educational Environment

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

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

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

Discriminatory harassment of students in violation of federal or state nondiscrimination laws is prohibited, including that behavior which has the purpose or effect of creating an intimidating, hostile, or offensive education environment; unreasonably interferes with a student's academic performance; or affects a student's educational opportunities. Discriminatory harassment based on sex includes sexual and gender-based harassment, as well as sexual assault/abuse and sexual exploitation (otherwise known as "sexual misconduct"). Claims of discriminatory harassment will be subject to the complaint procedures and disciplinary actions outlined below.

Harassment and bullying of students is against the policy of the State of Iowa as well as of the District. The District will promote procedures and practices to reduce and eliminate harassment and bullying. The District prohibits harassment and bullying of students by other students, by employees, and by volunteers while in school, on school property, and at any school function or school-sponsored activity regardless of location. This includes harassment or bullying based on any student's actual or perceived traits or characteristics, including, but not limited to, the student's actual or perceived age, race, color, creed, national origin, sex, physical or mental ability or disability, religion, sexual orientation, gender identity, marital status, physical attributes, ancestry, political party preference, political belief, socioeconomic status or familial status.

Hazing

The practice of hazing is prohibited. Hazing is defined as any action taken or situation created, whether on or off school grounds, to intentionally produce mental or physical discomfort, embarrassment, harassment or ridicule. The administration reserves the right to use discretion in determining the consequences for any student and/or group participating in hazing.

Inciting a Riot or Disturbance

1. Inciting or encouraging a fight with other individuals is a serious type of misconduct and offenders may face disciplinary action.
2. Any student who behaves so as to promote or bring about a mass disturbance(s) and conflict among students may face disciplinary actions and may be turned over to police.

Physical Abuse of School Staff

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

Profanity, Vulgarity, or Indecent Gestures

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

Theft — Stealing and/or Possession of Stolen Property

1. Any student who takes school property or any object of any value from another student, school employee, teacher, or visitor to the school or is in possession of said property or object may face disciplinary action.
2. Violations may be reported to the police.

Trespassing

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

Use and/or Possession of Tobacco and Tobacco Products

According to [Board Policy 502.06](#), the use, sale and/or possession, by a student, of any tobacco or tobacco products, including vapor/electronic tobacco products and look-alike tobacco products, will be strictly prohibited while said student is on any school property or under school supervision. This includes

attendance in school or at a school-sponsored function. Any student violating this rule will be subject to disciplinary action, including suspension or expulsion by the Board of Education. Students under the age of 21 shall be reported to local law enforcement authorities (Senate File 2268).

Vandalism

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

Restitution

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

Detention

Students may be issued detentions for various violations. Detentions are held at the time and discretion of the assigning staff member. In the event a detention is assigned, parents/guardians will be notified.

Saturday School Detention

Students assigned to Saturday School detention will be expected to fulfill this consequence the Saturday following the discipline infraction, or assignment for tutoring purposes. Saturday School operates from 8 a.m. - 12 p.m. For students who fail to attend or are removed for not following the rules, they will serve an in school suspension the following Monday or be reassigned to Saturday School detention.

In-School / Out-Of-School Suspension (ISS/OSS)

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

Healthy Lifestyles / Four Oaks Chemical Dependency Programming

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

Long Term Suspension/Expulsion Proceedings

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

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

Student Safety

Active Shooter — ELF (Evacuate, Lockdown, Fight)

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

Civil Defense

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

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.

Fire Drills

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

Jeopardizing Student Safety and Breach of Security

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

Lockdown

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

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

Storm Warning

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

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

Student Services

Ambassadors (Valley High School only)

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

Counselors

The counseling program is structured to help all students develop their educational, social, career, and personal strengths and to become responsible and productive citizens. There is a commitment to individual uniqueness

and the maximum development of human potential. These areas are addressed through individual meetings, large-group presentations, and small-group offerings. Counselors are also consultants for parents as well as members of the school staff and act as a liaison between school and community agencies. Students will also explore career interests and options and discuss high school and post-secondary requirements leading to the creation of a four-year plan.

Students may visit with any of the counselors. The counselors' offices are located across the hall from student services. Teachers are encouraged to refer students to their counselor and parents/guardians may request special conferences. Students are encouraged to schedule a conference with their counselor.

Health Services

Health Office Hours: 7:30 a.m. to 3:30 p.m. A full-time registered nurse is on site to provide assistance to students who are ill or injured. The nurse is also available to confer with students regarding health matters. Please notify the school nurse of any health concerns for your child. This would include hospitalizations, medications, fractures, surgeries and permanent medical conditions.

Each year, students are asked to provide emergency information to the school designating persons to contact in the event an emergency occurs. No child will be sent home without the permission of the parent/guardian(s) or by the person authorized. Parents/guardians are expected to come for ill or injured students or give permission for their child to drive home, depending on the severity of the medical problem. They are responsible for updating this information as necessary.

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

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

Student Medication

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

Medication Guidelines

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

Authorization for Self-Administration of Asthma Medications

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

- Parent/guardian(s) must provide signed, dated authorization for student medication self-administration.

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

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

Immunization School Entry Requirement

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

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

Immunizations are available at: Polk County Health Department, 1907 Carpenter Ave., Des Moines, Iowa 50314. Call 515-286-3798 for an appointment.

Sexual Assault Support

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

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

If that is not a viable option, please contact: Polk County Crisis & Advocacy Services 2309 Euclid, Polk County River Place, Des Moines, IA 50310 515-286-3600 (main) or 515-286-2027 (direct) In speaking with a crisis counselor, it does not mean having to talk or report to the police; any discussion you have with the counselor will

remain confidential and parents will not be notified unless given permission. These services and counselors are available 24 hours a day to help guide you in understanding the proper steps for you.

Student Assistance Program (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

Athletic Code of Iowa

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

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

[Board Policy 504.07](#) (Non-School Team Participation) states a student participating in a sport sponsored by one of the governing organizations for interscholastic athletics may participate in an event outside of the school, during the given season of the sport, as an individual or a member of a non-school team with written permission from the Superintendent or designee. You may reach the coaches at 515-633-4259 if you have any questions. Physical examination forms, eligibility cards and emergency cards are available in the Athletic and Activities Office at Valley and [online](#). The calendar of athletic events is also available at www.cimlcentral.org. All completed forms must be turned into the Athletic and Activities Office before an athlete is allowed to compete or practice.

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

Athletic Program Philosophy

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

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

Student Activity Conduct Code Statement of Philosophy

West Des Moines Community Schools strives to develop each student's potential and to foster positive interpersonal relationships. Essential to the achievement of these goals is reasonable and necessary order, which will result only through good discipline. To that end, the district has codes of conduct governing the actions of all of its students. These codes outline the expectations for acceptable conduct in the areas of academics, attendance and discipline.

The Board of Education of the West Des Moines Community School District affirms its support of the student responsibility and discipline policies, affirms its intent to support staff who enforce these policies and affirms its intent to hold staff accountable for implementing these policies.

A Student Activity Conduct Code outlines further expectations for those who participate in activities. Participation in an activity program is a privilege granted to students displaying the interest and talent the activity requires. These students serve as representatives of our district to their peers, to the public within our district, and to other school districts. Because of the responsibility inherent in representing the West Des Moines Community School District, a higher level of conduct is demanded of those students than is expected of the general student population.

It should be clearly understood that students who participate in activities may not use alcohol, tobacco, or controlled substances at any time in any location to remain eligible. This policy applies in all countries and locations throughout the world (including international waters), regardless of whether the possession or use of alcohol by a student is legal or not prohibited by law in the location where it is possessed or used.

Student Activity Conduct Code Statement of Purpose

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

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

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

Specific penalties are outlined for the categories listed below. It should be noted that:

If 10 percent of any activity schedule is less than one full contest or production, etc., the participant will miss one complete contest, or production, etc.

Activities Covered

This Student Activity Conduct Code applies to all athletic activities, to all other extracurricular activities, and to all co-curricular activities, but it only applies to student clubs and student offices to the extent that such clubs or offices involve a public performance or a public appearance in which the student serves as a representative of the club, office, or school district.

Students in violation of this Student Activity Conduct Code will not be eligible for the Valley High School semester test waiver privilege during the school year of the infraction.

Academic Eligibility Athletics and/or Activities ([Board Policy 504.06](#))

Scholarship Rule 36.15 (2)

A student must be passing all courses at both of the semester grading periods (S1, S2). All students must be enrolled in six credited courses each semester in order to remain on track for graduation. Seniors in good standing may take a reduction in required credits with administrative approval. Seniors must be enrolled in no fewer than four credits, in alignment with State guidelines for eligibility.

If not passing all courses at the end of a grading period (end of first semester/end of second semester), the student is ineligible for the first period of 30 consecutive calendar days in the current sport or activity in which the student is a contestant. If not currently in a sport or activity the student will serve the 30 consecutive calendar days in the next sport or event they participate in. The student must finish the full season efforts of that sport or activity for their 30 days to count towards their ineligibility. If they do not finish that sport or activity, their 30 days of ineligibility will follow them to their next sport or activity. In accordance with the state guidelines for activities and athletic eligibility, if the student participates in a sport or activity, an "NP" will be considered an "F". A student with a disability who has an IEP shall not be denied eligibility on the basis of scholarship if the student is making adequate progress towards the goals and objectives on the student's IEP.

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

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

Determination of a Violation

A violation of the Student Activity Conduct Code will be established by any one of the following: (1) a self-report of a violation by a student, (2) receipt by the District of a law enforcement report identifying a specific student and describing conduct which constitutes a violation of the Student Activity Conduct Code, (3) a report to the Administration by a staff member or an activity sponsor that a student has violated the Student Activity Conduct Code, or (4) receipt by the District of information sufficient to establish a violation of [Board Policy 502.07](#) (Prohibited Substances and Alcoholic Beverages), [503.01](#) (Discipline).

Students found to be in violation of the Student Activity Conduct Code will be subject to First and Second Offense quantifiable consequences, even if they are not officially charged with a misdemeanor by local law enforcement.

Quantifiable and Non-Quantifiable Activities

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

Academic Dishonesty

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

Suspension

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

Commission of a Misdemeanor

Participants: (1) who are charged with or who are convicted of a misdemeanor, (2) who self-report a violation of the criminal code of Iowa or the United States, (3) who are the subject of a report received by the District from law enforcement identifying a specific student and describing conduct which is a violation of the criminal code of Iowa or the United States will face the following consequences:

FIRST OFFENSE

Quantifiable Activities

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

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

- Will be assigned 20 hours of community service, not to be accomplished later than 10 p.m.
- Not participate or practice in the activity until the satisfactory completion of the community service.

SECOND OFFENSE

If a student commits a second offense within 12 months of the date on which the student committed a first offense, the student will be ineligible to perform/compete in any activity for a full calendar year starting from the date of the second violation and subsequent offenses. The student may continue practicing during practices held in the district but may not participate in any scheduled performances/competitions. These students are not eligible to attend practices or participate in a student trip as part of a student group away from the district.

Commission of a Felony

Participants: (1) who are charged with or who are convicted of a felony, (2) who self-report a violation of the criminal code of Iowa or the United States, (3) who are the subject of a report received by the District from law

enforcement identifying a specific student and describing conduct which is a violation of the criminal code of Iowa or the United States will face the following consequences:

FIRST OFFENSE

Quantifiable Activities

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

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

- Removed from the activity.

SECOND OFFENSE

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

Prohibited Substances and Alcoholic Beverages — Possessing, Using, or Under the Influence ([Board Policy 502.07](#))

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

For purposes of this policy, the term "prohibited substance" means controlled substance, look-alike controlled substance, substitute controlled substance, any substance represented to be a controlled substance, or drug paraphernalia (pipes, roach clips, scales and other items as defined by Iowa Code Section 124.414). "Prohibited substance" also includes an alcoholic beverage, a look-alike alcoholic beverage, or any substance represented to be an alcoholic beverage. "Prohibited substance" does not include medication prescribed by the individual student's licensed health care provider and which is taken in accordance with the licensed health care provider directions. Tobacco, nicotine and look-alikes are subject to Policy 503.01, Discipline.

FIRST OFFENSE

Quantifiable Activities

- Will miss 10 percent of the full scheduled activity if self-reported.
- Will miss 20 percent of the full scheduled activity upon the District receiving a report.
- Furnish evidence of contact with or participation in a chemical abuse evaluation, counseling or treatment program.

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

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

SECOND OFFENSE

If a student commits a second offense within twelve months of the date on which the student committed a first offense, the student will be ineligible to perform/compete in any activity for a full calendar year starting from the date of the second violation and subsequent offenses. The student may continue practicing during practices held in the district but may not participate in any scheduled performances/competitions. These students are not eligible to attend practices or participate in a student trip as part of a student group away from the district.

Alcoholic Beverages and Controlled Substances — Selling or Distributing ([Board Policy 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 policy applies in all countries and locations throughout the world (including international waters), regardless of whether the sale and/or distribution of alcoholic beverages or controlled substances by a student is legal or not prohibited by law in the location where the sale or distribution takes place.

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

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

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

FIRST OFFENSE

Quantifiable Activities

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

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

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

SECOND OFFENSE

If a student commits a second offense within twelve months of the date on which the student committed a first offense, the student will be ineligible to perform/compete in any activity for a full calendar year starting from the date of the second violation and subsequent offenses. The student may continue practicing during practices held in the district but may not participate in any scheduled performances/competitions. These students are not eligible to attend practices or participate in a student trip as part of a student group away from the district.

School Attendance

The guidelines listed below are consistent with the philosophy expressed in the Valley High School Parent-Student Handbook

1. Any student not in attendance at school on the day of the activity will not dress or participate in the activity. All exceptions must be approved by a school administrator. In order for a student to participate in a public performance or interscholastic activity on any day school is in session, he/she must attend at least half of the scheduled classes which are a part of their schedule for that day. Any exceptions for this guideline must be approved by a school administrator.
2. Any student who participates in a public performance or activity is expected to be in school on time following the activity. Excuses must be approved by a school administrator. "Sleeping-in" is not an excusable absence.

3. Any student serving an out of school suspension and/or expulsion may not participate and/or attend any school-sponsored activity until the student has been readmitted by a school administrator.

Application of the Penalty

In order to remain in the activity and to regain eligibility for the activity or in order to be eligible for a future activity, a student who receives a penalty under the Student Activity Conduct Code:

1. Must practice with the team or in the activity unless under an out-of-school suspension. The student will remain ineligible until re-admitted by a school administrator.
2. Cannot suit up or publicly perform at home or away activities.
3. May not travel with the team or student group.

These requirements apply for the duration of the penalty which is imposed.

After these requirements have been met for the duration of the penalty which is imposed, the student:

1. Can practice with the team or in the activity.
2. Can suit up and play or perform at the discretion of the coach or activity director.

If a penalty is imposed on a student under the Student Activity Conduct Code, the penalty will not be considered to have been served unless the student completes the season or the activity. If the student completes the season or activity before the penalty is fully served, the penalty will apply to the next season or activity in which the student participates.

Student Activity Conduct Code — Procedure for Appeal

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

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

Reasons for Decisions

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

Representation at Appeal

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

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](#))



3550 Mills Civic Parkway | West Des Moines, IA 50265
515-633-5000 | 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 (Adherence to bona fide occupational/ educational qualifications will not be interpreted as discriminatory.)