West Des Moines Community Schools

Mission Statement
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.

Guiding Principles
Continuous Improvement
Personalized Learning
Optimum Use of Resources
Integration
Diversity

Shared Vision
The West Des Moines Community School District will be a caring community of learners that knows and lifts every child. We will inspire joy in learning. Our schools will excel at preparing each student for his or her life journey.

District Goals
Using the Mission Statement as our foundation and the Guiding Principles to inform our actions, the district will work towards the realization of the Shared Vision by accomplishing the following goals set forth by the Board of Education:

1. Close the gap between present practices and the Shared Vision.
   (Modified July 14)

2. Improve student achievement through effective instructional and assessment practices.
   (Modified July 14)
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504

To mark a student that has a 504, go to the student's 504 tab:

Enter information:
   a. Year Originally Written box – This is where you enter the year the 504 was originally written.
   b. Disability box
   c. Author box – This is where you enter the name of the staff member responsible for the 504.
   d. Last reviewed box – Each time the 504 is updated or reviewed, the date should be entered here.
   e. Date 504 Ended box – Only enter a date if the 504 has been ended.

Scripts will be run nightly.

<table>
<thead>
<tr>
<th>Acronyms</th>
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</thead>
<tbody>
<tr>
<td>ADD</td>
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<tr>
<td>ADHD</td>
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<td>AE</td>
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<td>AEA</td>
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<td>ALT</td>
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<td>BD</td>
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<td>BEDS</td>
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<td>BLC</td>
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<td>BLT</td>
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<td>CAFR</td>
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<tr>
<td>CAR</td>
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<td>Abbreviation</td>
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<tr>
<td>CAT</td>
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<td>CE</td>
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<tr>
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<tr>
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<td>NCA</td>
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<td>NCTM</td>
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<td>NEA</td>
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<td>NSTA</td>
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<td>NTN</td>
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<td>OPS</td>
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<td>PAA</td>
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<td>PD/CF</td>
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<td>PD/LST</td>
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<td>PE</td>
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<td>WH</td>
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<tr>
<td>WR</td>
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<tr>
<td>YJI</td>
</tr>
</tbody>
</table>
Activity Roster

To add students to an activity roster in Infinite Campus, click on “Search” and choose “Course/Section” from the drop-down box. Fill in part of the activity name, and click “Go.” A list will then populate all activities similar to what you entered. Choose the activity you want to enter students in the roster for.*

When the next screen pops up, click “Sections” and then “Edit” next to the teacher who is assigned to that activity.

When the next screen appears, click on “Roster Setup.” On the right side of the page is a list of all the students in the school. Click on the names of the students you want to put in the roster, and those names will automatically move over to the left side column. When you have selected all the students for the roster, click on “Save Student List” and/or “Copy Section.” If you fail to do this, the names will not be saved, and you will have to reselect them all.

Note: If a student is starting the class or activity in the middle of the term, after you have hit “Save,” go to the next tab called “Roster Batch Edit,” and find the student you just entered. Put in a start date for when that student started this activity/course and click on “Save.”

*If the activity is not listed in the populated list, you will need to call Susan Tiemens at 515-633-5063 to have that set up.
Make sure the section is properly set up with the primary teachers and quarters the activity takes place in, and that the “Transcript” and “Attendance” boxes are checked.

AESOP

To enter a teacher absence into AESOP, log in to AESOP. Click on “Absences,” then “Create Absence.”
Search last name of teacher needing a substitute and click on teacher’s name. Click on “Fill out Details.”

Click on date absence is for, time chose full day, half day AM, half day PM or custom. Choose absence reason from the drop-down menu. Select accounting code from drop-down menu. Indicate if a substitute is needed or not. Put a comment in “Notes to Administrator” box. Click on “Review and Confirm.” If this leave has not been prearranged with a sub, click on “Create Absence.” If this leave has been prearranged, click on “Create Absence and Assign Sub.” If prearranged, enter last name in the “Search for Substitute” box. If their name does not show up, uncheck the box. Only show qualified and available substitutes. When substitute teacher’s name shows up, click on “Assign.” Then a box will come up and ask you to “Confirm Assignment.” Click “Assign” again.

To reconcile at the end of a pay period, click on “Absences, Reconcile.”
Put in dates you want to reconcile and click “Search.” Click on “Reconcile.”

If information is correct, click on “Reconcile.” If not correct, go back to Dashboard and correct the error (e.g. half day versus full day).

When reconciling, MAKE SURE all absences that are in AESOP are also in AppliTrack. Make sure account codes used for absences are correct.

To look up a substitute’s phone number, click on “Reports,” and then “Substitute Availability.” Change the date to a date in the future (cannot be the current or past date), click on “Substitute” drop-down menu, and type in substitute last name. When their name comes up, click on the box by their name, and click “Search.” If their name does not come up, chose a different date farther out in the future.

To create a vacancy (for a teacher coming to proctor a test, etc.), click on “Absence,” create vacancy, then check whichever box the vacancy is for. Follow directions as above like you would for any other absence. Make sure to enter in “Notes to Administrator” such as “proctoring exams,” etc. Click on “Review and Confirm.” Click on “Create Vacancy.”

AESOP FAQ:

Q. I don’t need a sub; do I still need to enter it on Aesop?
A. Yes, all teacher leaves are tracked through Aesop. If you forget to enter the absence, let the secretary know, and they can enter it.

Q. Are there specific times I need to enter when I’m gone?
A. Yes, if you are a full-time teacher, enter your leave in either four- or eight-hour increments.

<table>
<thead>
<tr>
<th>Schools</th>
<th>Morning</th>
<th>Afternoon</th>
<th>Full Day</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elementary School</td>
<td>8:15 a.m. to 12:15 p.m.</td>
<td>12:15-4:15 p.m.</td>
<td>8:15 a.m. to 4:15 p.m.</td>
</tr>
<tr>
<td>Crestview School of Inquiry</td>
<td>7:50-11:50 a.m.</td>
<td>11:50 a.m. to 3:50 p.m.</td>
<td>7:50 a.m. to 3:50 p.m.</td>
</tr>
<tr>
<td>Early Out</td>
<td>7:30-11:30 a.m.</td>
<td>11:30 a.m. to 3:30 p.m.</td>
<td>7:30 a.m. to 3:30 p.m.</td>
</tr>
<tr>
<td>Junior High</td>
<td>7:15-11:15 a.m.</td>
<td>11:15 a.m. to 3:15 p.m.</td>
<td>7:15 a.m. to 3:15 p.m.</td>
</tr>
<tr>
<td>Valley/Valley Southwoods</td>
<td>7:45-11:45 a.m.</td>
<td>11:45 a.m. to 3:45 p.m.</td>
<td>7:45 a.m. to 3:45 p.m.</td>
</tr>
<tr>
<td>Valley Early Bird</td>
<td>7:15-11:15 a.m.</td>
<td>11:15 a.m. to 3:15 p.m.</td>
<td>7:15 a.m. to 3:15 p.m.</td>
</tr>
<tr>
<td>Walnut Creek Campus (some Valley schedules)</td>
<td>7:30-11:30 a.m.</td>
<td>11:30 a.m. to 3:30 p.m.</td>
<td>7:30 a.m. to 3:30 p.m.</td>
</tr>
</tbody>
</table>

If you are less than full-time, enter the times you are not going to be at school. Try to put the times for the sub in either a four- or eight-hour increment.

Q. I’ve talked with the substitute, and they are going to work for me. How do I enter it?
A. You must enter it in Aesop as “Prearranged sub.”

Q. Teacher has a professional meeting, and you can’t find the account number in the drop-down box. What do you do?
A. Request the account number from the department that is sending the teacher to the professional meeting (e.g., Department of Teaching and Learning Services, etc.).

Q. I’ve tried to enter a half-day absence, and it keeps saying the sub I prearranged is unavailable.
A. Look at the times and make sure the a.m. and p.m. are correct. Sometimes the beginning time ends up as 12:15 a.m. Aesop will not take that.

Q. We had a snow day, and a teacher had previously put that day in for a personal day. How do we fix it?
A. The next day, Jackie Armstrong in the Department of Human Resources will cancel all leaves that were in Aesop for that day. If it still does not look right, email Jackie at armstronga@wdmcs.org.
# Allowable Fees

<table>
<thead>
<tr>
<th>ITEM</th>
<th>FEE ALLOWED?</th>
<th>RATIONALE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Textbooks, including electronic textbooks, and supplementary</td>
<td>Yes</td>
<td>Authorized by Iowa Code section 301.1 as textbooks</td>
</tr>
<tr>
<td>instructional materials which convey information to the student or</td>
<td></td>
<td></td>
</tr>
<tr>
<td>otherwise contribute to the learning process</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Software used for instruction</td>
<td>Yes</td>
<td>Authorized by Iowa Code section 301.1 as textbooks</td>
</tr>
<tr>
<td>Worksheets</td>
<td>Yes</td>
<td>Authorized by Iowa Code section 301.1 as textbooks</td>
</tr>
<tr>
<td>Student Planners</td>
<td>Yes</td>
<td>Authorized by Iowa Code section 301.1 as school supply</td>
</tr>
<tr>
<td>Towel Fee</td>
<td>Yes</td>
<td>Authorized by Iowa Code section 301.1 as school supply</td>
</tr>
<tr>
<td>Fee for costs of cleaning and general wear-and-tear of marching band</td>
<td>Yes</td>
<td>Authorized by Iowa Code section 301.1 as school supply</td>
</tr>
<tr>
<td>or choir performance robe</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rental of musical instrument</td>
<td>Yes</td>
<td>Authorized by Iowa Code section 301.1 as textbooks</td>
</tr>
<tr>
<td>Chemicals, apparatus used by every student in chemistry class,</td>
<td>No</td>
<td>Prohibited by Iowa Code section 282.6 and OAG #79-12-22 as “tuition”</td>
</tr>
<tr>
<td>wood in wood shop, foods in foods class, cloth, sewing supplies in</td>
<td></td>
<td></td>
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<tr>
<td>sewing class</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Difference between the basic raw material (see row directly above)</td>
<td>Yes</td>
<td>Authorized by Iowa Code section 301.1 as school supply</td>
</tr>
<tr>
<td>and a student’s voluntarily chosen upgrade (e.g., pine wood</td>
<td></td>
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<tr>
<td>upgraded to walnut or basic cotton cloth upgraded to finer grade of</td>
<td></td>
<td></td>
</tr>
<tr>
<td>cloth)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Eye protective device</td>
<td>Yes</td>
<td>Authorized by Iowa Code section 280.10</td>
</tr>
<tr>
<td>Ear protective device</td>
<td>Yes</td>
<td>Authorized by Iowa Code section 280.11</td>
</tr>
<tr>
<td>Driver education course</td>
<td>Yes</td>
<td>Authorized by Iowa Code section 282.6</td>
</tr>
<tr>
<td>Summer school courses</td>
<td>Yes</td>
<td>Authorized by Iowa Code section 282.6</td>
</tr>
<tr>
<td>Discretionary transportation of pupils to and from school (less than</td>
<td>Yes</td>
<td>Authorized by Iowa Code section 285.1 (1)</td>
</tr>
<tr>
<td>2 miles from elementary or middle school, or less than 3 miles from</td>
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<tr>
<td>high school)</td>
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<td></td>
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<tr>
<td>Transportation for extracurricular events</td>
<td>No</td>
<td>Prohibited by Iowa Code section 285.10 (9)</td>
</tr>
<tr>
<td>Any cost associated with field trips (e.g., admission, transportation)</td>
<td>No</td>
<td>Prohibited by Iowa Code section 282.6 as “tuition” assuming the field</td>
</tr>
<tr>
<td></td>
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<td>trip is during a day that is counted by the district as a day of</td>
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<tr>
<td></td>
<td></td>
<td>instruction</td>
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<tr>
<td>Line fees for bowling as part of Physical Education cost</td>
<td>No</td>
<td>Prohibited by Iowa Code section 282.6 as “tuition”</td>
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<tr>
<td>ITEMS FOR SALE AS VOLUNATRY PURCHASES TO STUDENTS</td>
<td>CHARGE ALLOWED FOR NO MORE THAN ACTUAL COST?</td>
<td>RATIONALE</td>
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<tr>
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<tr>
<td>Parking Permit</td>
<td>Yes</td>
<td>Authorized by Iowa Code section 279.9</td>
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<tr>
<td>Yearbook, Memory Book, School Newspaper</td>
<td>Yes</td>
<td>As long as the purchase is voluntary, this is not regulated by state law</td>
</tr>
<tr>
<td>Class ring</td>
<td>Yes</td>
<td>As long as the purchase is voluntary, this is not regulated by state law</td>
</tr>
<tr>
<td>Dance tickets</td>
<td>Yes</td>
<td>As long as the purchase is voluntary, this is not regulated by state law</td>
</tr>
<tr>
<td>Activity tickets</td>
<td>Yes</td>
<td>As long as the purchase is voluntary, this is not regulated by state law</td>
</tr>
<tr>
<td>Graduation cap, gown, tassel</td>
<td>Yes</td>
<td>As long as the purchase is voluntary, this is not regulated by state law</td>
</tr>
<tr>
<td>Diploma</td>
<td>No</td>
<td>If earned, the district must provide a diploma and there is no authorization by which to charge a fee for doing so</td>
</tr>
<tr>
<td>Diploma cover (not the diploma itself)</td>
<td>Yes</td>
<td>As long as the purchase is voluntary, this is not regulated by state law</td>
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</table>

<table>
<thead>
<tr>
<th>MISCELLANEOUS ITEMS FOR WHICH A CHARGE IS ALLOWED</th>
<th>CHARGE ALLOWED FOR NO MORE THAN ACTUAL COST?</th>
<th>RATIONALE</th>
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<tbody>
<tr>
<td>NSF check charges</td>
<td>Yes</td>
<td>This is not regulated by education law</td>
</tr>
<tr>
<td>Duplicate student IDs</td>
<td>Yes</td>
<td>This is not regulated by education law</td>
</tr>
<tr>
<td>Fines for overdue school books or lost, damaged, destroyed items</td>
<td>Yes</td>
<td>Permitted by 281-IAC 18.4</td>
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<tr>
<td>Monetary penalty for violation of parking regulation</td>
<td>Yes</td>
<td>Authorized by Iowa Code section 279.8A, if amount is reasonable</td>
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</tbody>
</table>
Attendance

- If a parent calls a student in absent, enter in the reason for the absence. The list of codes is found below.
- If a student is gone for a school activity such as field trip, band trip, etc. enter those absences as “student activity” and the time they are gone (through batch). Place the activity in the “Comments” field.
- If a student is absent and you have not been contacted by a parent or guardian, make a phone call to the student’s guardian inquiring where the student is.
- Save all notes from parents in regards to leaving early, coming late to school, and absences. File in weekly envelopes with the date range written on the outside.

Attendance Codes:

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
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<tbody>
<tr>
<td>AB</td>
<td>Absent</td>
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<tr>
<td>AP</td>
<td>Alternative Placement</td>
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<td>CM</td>
<td>Contact Made (non-guardian)</td>
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<td>DP</td>
<td>Detained by Parent</td>
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<tr>
<td>EF</td>
<td>Excused Family</td>
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<tr>
<td>EH</td>
<td>Excused Hospital/Long Term Illness</td>
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<tr>
<td>ER</td>
<td>Early Release</td>
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<td>Excused Tardy</td>
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<tr>
<td>FF</td>
<td>Family Funeral</td>
</tr>
<tr>
<td>FT</td>
<td>Field Trip</td>
</tr>
<tr>
<td>IL</td>
<td>Illness</td>
</tr>
<tr>
<td>IT</td>
<td>In-Transition</td>
</tr>
<tr>
<td>MD</td>
<td>Medical Excuse or Appointment</td>
</tr>
<tr>
<td>NC</td>
<td>No Parent Contact or Note</td>
</tr>
<tr>
<td>NU</td>
<td>Excused by Nurse</td>
</tr>
<tr>
<td>PR</td>
<td>Principal/Office/Counselor</td>
</tr>
</tbody>
</table>

This is an unknown, and we need to call parents/guardians and/or teachers to find out where the student was/is.

This is used if a student is still enrolled here but taking classes elsewhere such as short term stay at Lutheran Hospital (psych). This code is exempt and will not count against students’ attendance. This can only be used for a maximum of 30 days, then enrollment must be ended.

If a sibling or someone that is a minor calls in for a student.

Parent/guardian keeps student home for various reasons.

Student is out of town or nothing on this list is applicable for their absence.

Used if in hospital or has a long recovery such as surgery.

Parent takes student home early for reasons other than medical or ill.

Student had a parent note to be tardy to school and/or pass from teacher being tardy to class.

Out of school for a funeral or traveling to a funeral

Used for students out of the building on a field trip.

Parent/guardian calls in stating student is ill.

If a student is transferring to another school and is no longer attending but we have not yet received a request for records, code that student’s attendance as In Transition. This can be used for a maximum of two weeks, then enrollment must be ended back to the last day of student attendance.

Student is out for a medical appointment.

If a student is absent and parents have been called but there was no answer. Always leave a message if possible on voice mail and mark that in comments.

If a student has missed a class period due to being in nurses office.

If a student has missed a class period due to being in the principal’s office or counselor’s office.
<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>RE</td>
<td>Religious Excuse</td>
</tr>
<tr>
<td>SA</td>
<td>School Activity</td>
</tr>
<tr>
<td>SC</td>
<td>Student Contact</td>
</tr>
<tr>
<td>SI</td>
<td>In School Suspension</td>
</tr>
<tr>
<td>SO</td>
<td>Out of School Suspension</td>
</tr>
<tr>
<td>TR</td>
<td>Truant</td>
</tr>
<tr>
<td>UT</td>
<td>Unexcused Tardy</td>
</tr>
<tr>
<td>UX</td>
<td>Unexcused Absence</td>
</tr>
<tr>
<td>XP</td>
<td>Expelled</td>
</tr>
</tbody>
</table>

Student missing school due to religious holiday or observance.
Student missing class periods due to music tours, school sports, etc.
Student contacted school in regards to absence – no parental contact.
Student in office for in-school suspension.
Students out of school for suspension.
Used when parent cannot get student to come to school or student skips school.
Student came to school late without phone call or note and/or came to class late without pass.
Student skips class.
Student has been expelled from school. Eventually students’ enrollment will be ended.

You want to get rid of all the yellow codes if possible. These stand for “unknowns,” and we want to always know where the students are. Make your inquiries by contacting either teachers or parents.

**Bankruptcy**
If a family with outstanding fees files bankruptcy and papers are sent to the school, forward the bankruptcy notice to Chief Financial Officer Paul Bobek, and he will determine whether it can apply to outstanding fees by examining the documents. Do not delete or exempt fees without the advice of the CFO.
**Behavior**

When entering in behavior for a student, click on the “Behavior Tab” and click on “Behavior Management.” The following screen should appear:

Click on “New” and the following screen should appear:

Enter in your title and your name from the drop-down list

Enter the date and time of incident.

When finished, click on “Add Event/Participant.”
The following screen should appear:

From the drop-down menu, pick which event best fits the behavior.

Enter the name of the student and click “Search.”

Click on the name of the student when the list appears.

Click on “Save.”

Once you have saved, click on “Add Resolution,” and the following screen will appear:

NOTE: If several students got into a fight together, you would enter all students on this screen under “Participant Details.” This would be ONE incident involving multiple students. Do not enter each student as a separate incident. You would enter each student in before hitting “Save.”

NOTE: If this was an incident involving more than one student, and each student had separate consequences (ex.: one has an out-of-school suspension [OSS] and one has an in-school suspension [ISS]), choose resolution type “ISS,” and click only on the box of the student that has ISS. Then choose “OSS” as the resolution type, and click only on the box of the student that has OSS.

When you are done entering in all the information and you return to the main behavior screen, change the status from “In Progress” to “Completed.” Click on “Save.”
Course Approval Form
This is no longer done on a form. Teachers request this through AppliTrack System.

Cumulative Folder
When filling out the cumulative folder for a new student, fill in full name of student (two places), date of birth (two places), and gender. This is the only information needed to be filled out on the folder.

Digital StoreFront
Digital StoreFront is an online shop where you can order and purchase print products.

With Digital StoreFront, you can:
• Browse through the product offerings
• Upload the documents you want printed
• Customize products with a variety of printing and finishing options AND proof the products before adding them to the shopping cart
• Check out and place your order using familiar checkout techniques
• Reorder products

Setting Up/Changing Your User Profile
You can set up and change information related to your user account (for example, your district phone number or building address).
1. Open Google Chrome or Firefox, and go to this link: http://wdm.myprintdesk.net/DSF/.
2. In the upper right-hand corner, click on the “Login” button.
3. When the login window pops up, click on the “Single Sign-on” button. This will open the West Des Moines Community Schools FS page.
4. Type your district email address and password in the appropriate fields.
5. Click on the blue “Sign In” button.
6. Once the system has confirmed your ID, you will be returned to the home page. You will now see your name in the upper right-hand corner. Once you returned to the homepage, you must wait 24 hours to have your account verified. You will know it has been verified when you are able to follow through with step 7.
7. Click the down arrow next to your name to open the menu, then click on “My Profile.” The “My Profile” page opens.
8. Click on the “Edit Profile” button. The “Edit My Profile” page opens.
9. Make your changes as shown on the image to the right. Some fields are blank and others are already populated with your information.
10. Click “Save.”
Completing Your Registration on Digital Storefront
If you have not completed your registration by setting up your profile, you must do this prior to submitting your first order.

Logging In
1. Open Google Chrome or Firefox, and go to this link: http://wdm.myprintdesk.net/DSF/
2. In the upper right-hand corner, click on the LOGIN button.
3. When the login window pops up, click on the Single Sign-On button. This will open the West Des Moines Schools FS page.
4. Type your district email address as your ID and district password in the appropriate fields.
5. Click on the blue Sign In button.
6. Once the system has confirmed your ID, you'll be returned to the home page. You'll now see your name in the upper right-hand corner.

To Place an Order
Scroll down to the “Featured Categories” section. There, you will see the various products that you can order. Click on the graphic associated with the product you want.

B&W/Color Copies
This is the most popular product and for most users, this will be the only product they will use. Once selected as a product, each order can be customized. The following steps and screenshots will guide you through the ordering process.

1. Click on the “Buy Now” button for the paper size you desire. This will take you to the job details page that will allow you to customize your order.
2. On the job details page, you can choose the various options you want. Each option is described below.

**Helpful Hint:**
You’ll see a paper size labeled **EXPRESS LANE 8.5x11**... that is exactly as it reads – a preset customization of the following features: black & white, double-sided, white paper with the corner stapled. If you want, you can change paper color, but that’s the only change you can make. This is the fastest way to submit an order.

- Upload your file, create the job name and indicate how many copies.
- Click on the arrows to expand and view the job specifications options.
- Your total cost for the print job.

Your preview will appear in this area. What you see is what you get!

Use these arrow buttons to scroll through...
Files

a. Click the “Add Files” button to add the content for the print job. You may add files by uploading from your computer, downloading from Google Drive, accessing files you have saved in DSF, or submitting hard copies.

(Supported file formats: ai, bmp, cpy, doc, docx, eps, epub, gif, jpeg, mobi, odp, ods, odt, pdf, png, ppt, pptx, pub, tif, tiff, els, xlsx, zip)

b. Click the “Upload” button to upload your file.

c. Click on the “Done” button when you are finished uploading your documents.

d. Once you submit the file, a preview is automatically displayed on the right of your main screen.

* Required Information

Helpful Hint
If you added more than one PDF file, the files are combined into one file in the order they are listed. This is also the order in which they will be printed. To change the order of the files, click the down arrow next to a file and select “Move file up in print order” or “Move file down in print order.”

a. In the “Job Name” field, enter a descriptive name for your customized product so you can identify it easily. (A job is just your customized product. When an order includes several jobs, each is an item in the order.)

b. In the “Quantity” field, specify the amount you are ordering. The quantity affects the price. (You will be warned if the quantity you enter is invalid.)

The “Pages” field shows the number of pages you are providing (the system will calculate this automatically when you add files). This number affects the price.
Select Print Options
In the left-hand pane, click an option to expand the choices for that particular option and make the necessary changes. For most options, when you add one, the preview to the right will show you what it will look like (preview). Options are described below.

<table>
<thead>
<tr>
<th>Scanning</th>
<th>Print in Color/Sides</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Print in B&amp;W (single or double-sided) or color (single or double-sided)</td>
</tr>
<tr>
<td>Media</td>
<td>Here’s where you change the color and/or weight of your paper if you don’t want white 20#</td>
</tr>
<tr>
<td>Orientation</td>
<td>Portrait or Landscape. The preview screen will show.</td>
</tr>
<tr>
<td>Collate</td>
<td>This option organizes your job in sets (1, 2, 3, …) or prints each page separately in the quantity you selected.</td>
</tr>
<tr>
<td>Staple</td>
<td>Your choice of upper left corner, 2 staples on left side or 2 staples on top edge.</td>
</tr>
<tr>
<td>Drill</td>
<td>3 holes on the left side, right side, or across the top</td>
</tr>
<tr>
<td>Proof</td>
<td>Allows you to see the results before your job is printed.</td>
</tr>
<tr>
<td>Special Pages</td>
<td></td>
</tr>
<tr>
<td>Special Instructions</td>
<td>If you need to send a note to the print shop personnel, this is where you add that note. Be aware – they will not see the note until AFTER your job has printed.</td>
</tr>
</tbody>
</table>

3. To see more pricing details, hover your mouse over the “Unit Price/Total Price” area at the bottom of the window. This will show you how your cost was calculated.

4. To see a summary of the job, click on the “Review My Job” button at the top of the page. The “Job Summary” window opens and lists information about the job, e.g., files, number of pages, quantity, and selected print options. When you are satisfied with your selections, click the “Add to Cart” button in the bottom right-hand corner.

5. When prompted, click on the job approver statement.

6. When you are ready to finalize your print job, click on the shopping cart icon to open your cart to review it.
   a. On the Cart screen, in the “Requested Delivery Date” field, confirm the date and time. If you would like your printing to be delivered at a later date and/or time, click on the calendar icon to change the date/time. (Please note: The Print Shop requires a minimum of three days for turn-around.)
   b. Under Products, review the list of the files you want printed, and make any necessary adjustments:
      • To see the job details for a product, just click on its name. From there, you can make any necessary changes. (Not all products can be edited.)
      • If necessary, change the quantity for an item.
      • To see a pricing summary, hover the mouse over the price next to a product. This will display costs.
      • If you are not ready to check out (finalize and print) right now, click on Save for later. (Saved items are listed in the cart under “Saved for Later Items.” When you are ready to purchase a saved item, click “Move to Cart.”)
• To remove a product from the cart, click on “Remove.”

7. Click on the “Proceed to Checkout” button to continue.

8. Under the Shipment 1 section, if you want your print to be delivered, then choose “Warehouse Delivery.” If you are going to pick it up at the Print Shop, then change it to “Customer Pick-Up.”

9. Since you have previously set up your profile, your name and building address should already be pre-populated. If you have any special instructions for delivery, you may add a note in the “Delivery Instructions” field.

10. Click the “Save” button.

11. Click the “Proceed to Payment” button. The next page that appears is where you’ll need to indicate which account to use for payment. For most teachers, there will only be one account code, but for others, there may be more than one. Click the down arrow to select the appropriate code. If in doubt, be sure to ask your building secretary or Laurie Heald at the Print Shop for clarification.

12. Click the “Place My Order” button to finalize your order.

**DW Roster**

Please do not make any changes/additions to the rosters. The special education teacher will email Cindy Hinkle at the LRC for any changes/additions made to the rosters, and she will make the changes. This is very important to follow for billing and reporting purposes.

**End Status Codes**

The district registrar should be notified when a student is leaving. They will enter in the end status code. Make sure you let the registrar know where the student is going (name of new school or city/state).

**Energy Conservation**

Energy conservation is one way each of us can contribute to reducing expenditure from the general fund for utilities and create a greater percentage of financial support for educational programs. We all need to work together to realize that cost savings.

Suggested Energy Conservation Methods:

1. **Replacing and purchasing equipment:** Remember that equipment purchases have two price tags: what is paid to purchase and the cost to use. Select products that the Environmental Protection Agency (EPA) has labeled as an Energy Star qualified product.
Also consider what electrical requirements are needed for the equipment. If building modifications are needed, this drastically increases the overall cost of the purchase and use.

2. **Turn off lights in unoccupied areas:** Lights not only consume electricity, but also give off heat, which places an additional load on the air conditioning equipment.

3. **Office equipment:** Copy machines, laminating equipment, computers, and other office machines should be turned off at the end of each day.

4. **Appliances:** Refrigerators, coffee makers, toasters, space heaters, and microwave ovens – often found in our classrooms and offices – significantly increase energy consumption and may compromise safety. If these items are essential to the classroom and student learning, they should be Energy Star qualified. If the items are non-essential, please consider removing them. Your administrator will work with you and your colleagues to identify additional appliances that are not permitted or would be limited. The Environmental Protection Agency does not currently label space heaters as an Energy Star-qualified product and has no plans to label them in the near future. **All personal space heaters must be removed.** Note: The district is not responsible for disposing of non-working appliances that have been brought into the schools by an individual. Staff having personal appliances in their classrooms, that are not used for educational purposes, will be charged a fee, annually. Please make sure staff have registered those appliances with the office, so you can collect the annual fee. Coffee makers, hotplates, microwaves, toasters, etc., are $10 annually. Small refrigerators are $25 annually.

5. **Reporting:** If you find any areas in the school building that have unnecessary lighting, such as parking lot lights that are on during the day or excessive temperatures with cooling or heating, please notify your building administrator.

**Enrollment**

**Ending Enrollment** – during the school year (does **not** finish out the current school year)

When student leaves building:

1) Put an end date in Lockers (this will free up the locker for use by incoming students)
2) Contact district registrar to end the student’s enrollment. Let them know which school the student is transferring to.
3) Collect health folder from nurse to mail to new school or print off immunizations and place in cumulative file and keep health folder.
4) Print off Behavior (Print Calendar) and place in cumulative file.
5) Print off current grades and place in cumulative file.
6) Print off Transcripts (Portal Transcript) and place in cumulative file.
7) If a student has an IEP or 504, be sure to and get copies from appropriate teacher and place in cumulative file.
8) Mail cumulative and Iowa Assessment folders to the new school.

**Ending Enrollment** – at the end of the school year (**does** finish out the current school year)

Once student has left the building:

1) Contact district registrar to end the student’s enrollment. Let them know which school the student is transferring to.
2) Collect health folder from nurse to mail to new school or print off immunizations and place in cumulative file and keep health folder.
3) Print off Behavior (Print Calendar) and place in cumulative file.
4) Print off current grades and place in cumulative file.
5) Print off Transcripts (Portal Transcript) and place in cumulative file.
6) If a student has an IEP or 504, be sure to and get copies from appropriate teacher and place in cumulative file.
7) Mail cumulative and Iowa Assessment folders to the new school.
Ending Enrollment – No Show
If a student has not entered your building once the school year begins, contact the district registrar.

Enrollment — Part-Time
When a student is taking one or two classes at your school (part time), but attends another school full time AND their current grade is different than what your school enrolls, (like a sixth-grader at Jordan Creek taking geometry at Stilwell), contact the district registrar and they will code the enrollment as needed.

Ethnicity Data
Go to the “Census” tabs for a student and click “Edit” next to the “Race/Ethnicity” heading. This will open up a box where you will need to:
1. Enter “Yes” or “No” in the “Hispanic/Latino” field. If Hispanic and no race is marked, mark white as at least one race must be marked, along with the Hispanic yes/no.
2. Check the box or boxes for their race.
3. Fill in the “Race/Ethnicity Determination” box.
4. Click “Save.”

This information is required before you can save. Leaving it Null is not an option.
### Fees

#### 2017-18 STUDENT FEES

<table>
<thead>
<tr>
<th>ITEM</th>
<th>REGULAR FEE</th>
<th>REDUCED FEE</th>
<th>ADJUSTED AMT</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>TEXTBOOKS</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kindergarten (half-day)</td>
<td>$25</td>
<td>$17</td>
<td>$8</td>
</tr>
<tr>
<td>Grades Full-day Kdg-6</td>
<td>$55</td>
<td>$39</td>
<td>$15</td>
</tr>
<tr>
<td>Grades 7-8</td>
<td>$65</td>
<td>$46</td>
<td>$18</td>
</tr>
<tr>
<td>Grade 9</td>
<td>$85</td>
<td>$60</td>
<td>$24</td>
</tr>
<tr>
<td>Grades 10-12</td>
<td>$85</td>
<td>$60</td>
<td>$24</td>
</tr>
<tr>
<td><strong>DISTRICT-OWNED</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Annual percussion</td>
<td>$50</td>
<td>$35</td>
<td>$15</td>
</tr>
<tr>
<td>Semester percussion</td>
<td>$25</td>
<td>$17</td>
<td>$8</td>
</tr>
<tr>
<td>Annual other strings &amp; band instruments</td>
<td>$65</td>
<td>$45</td>
<td>$20</td>
</tr>
<tr>
<td>Semester other strings &amp; band instruments</td>
<td>$33</td>
<td>$23</td>
<td>$10</td>
</tr>
<tr>
<td><strong>DRIVER EDUCATION</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Driver Education</td>
<td>$345</td>
<td>$241</td>
<td>$104</td>
</tr>
<tr>
<td>*if paying by Credit Card</td>
<td>$355</td>
<td>$248</td>
<td>$107</td>
</tr>
<tr>
<td><strong>BUS PASS</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Quarterly one-way</td>
<td>$64</td>
<td>$45</td>
<td>$19</td>
</tr>
<tr>
<td>Quarterly two-way</td>
<td>$123</td>
<td>$86</td>
<td>$35</td>
</tr>
<tr>
<td>Annual one-way (4 qtrs.)</td>
<td>$255</td>
<td>$178</td>
<td>$74</td>
</tr>
<tr>
<td>Annual two-way (4 qtrs.)</td>
<td>$490</td>
<td>$343</td>
<td>$141</td>
</tr>
<tr>
<td><strong>VALLEY PARKING FINES</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Falsification</td>
<td>$20</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Failure to register</td>
<td>$20</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Unauthorized area</td>
<td>$20</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Illegal parking</td>
<td>$20</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Illegal in handicap</td>
<td>$100</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Replacement Parking Sticker</td>
<td>$10</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>NON-REFUNDABLE</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student Activity Ticket (9-12)</td>
<td>$55</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student Activity Ticket (7-8)</td>
<td>$35</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>INSUFFICIENT CHECK</strong></td>
<td>$30</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>SUMMER-SCHOOL CLASSES AT WALNUT CREEK AND VALLEY</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>In-District Student</td>
<td>$225</td>
<td>$157</td>
<td>$68</td>
</tr>
<tr>
<td>Out of District Student</td>
<td>$275</td>
<td>$192</td>
<td>$83</td>
</tr>
</tbody>
</table>

- Percussion fees have been charged by some buildings and not by others. This fee will be charged by all buildings.
- The district’s agreement with Street Smarts (driver education provider) could result in higher fees if fuel prices reach a specified level or if the state requires expanded curriculum and/or drive-times. The Board would first have to approve of the higher fees, however.

Fee Collection Timeline:

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 1, 2017</td>
<td>Students are “rolled forward” in Infinite Campus</td>
</tr>
<tr>
<td>July 15, 2017</td>
<td>Nutrition Department received direct certification information and notifies those parents who qualify for free meals. A fee waiver form is included in the mailing to parents. Fee Waiver applications are processed by the Nutrition Department and 24 hours later, InTouch Receipting is updated upon approval.</td>
</tr>
<tr>
<td>August 1, 2017</td>
<td>2017-18 transportation and student fees are assessed in InTouch Receipting. Fees may be collected starting today.</td>
</tr>
<tr>
<td>August and September</td>
<td>Free and Reduced applications, along with Fee Waiver, are processed for approval by the Nutrition Department</td>
</tr>
<tr>
<td>October 1, 2017</td>
<td>Grace period for Free and Reduced Lunch only for the 2016-17 school year expires.</td>
</tr>
<tr>
<td>October 1, 2017</td>
<td>Parents who have not paid their 2017-18 student fees are sent an invoice for payment.</td>
</tr>
<tr>
<td>November 6, 2017</td>
<td>Parents are sent second notice of unpaid fees. This notice includes a statement that any unpaid student fees will be turned over to a Collection Agency.</td>
</tr>
<tr>
<td>December</td>
<td>Unpaid student fee information is turned over to Collection Agency.</td>
</tr>
</tbody>
</table>

Field Trip Checklist
This form should be filled out, items completed in the time frame on the form, and placed on the secretary’s desk 48 hours prior to the field trip.
<table>
<thead>
<tr>
<th>Form/Materials</th>
<th>Department</th>
<th>Contact</th>
<th>Extension</th>
</tr>
</thead>
<tbody>
<tr>
<td>10-Year Facility Plan</td>
<td>School/Community Relations</td>
<td>Christine Maduro</td>
<td>5114</td>
</tr>
<tr>
<td>Access to Student Records Statement</td>
<td>Handbook</td>
<td>Alexandra Wade</td>
<td>5022</td>
</tr>
<tr>
<td>Approval for Courses</td>
<td>Human Resources</td>
<td>Sandy Donielson</td>
<td>5117</td>
</tr>
<tr>
<td>Back-to-School Flyer</td>
<td>School/Community Relations</td>
<td>Alexandra Wade</td>
<td>5022</td>
</tr>
<tr>
<td>Board Recognition Form</td>
<td>Intranet</td>
<td>Alexandra Wade</td>
<td>5022</td>
</tr>
<tr>
<td>Boundary Maps</td>
<td>WDMCS Website</td>
<td>Website</td>
<td>-</td>
</tr>
<tr>
<td>Business Cards</td>
<td>Intranet</td>
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<td>Calendar-At-A-Glance (current school year)</td>
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<td>Free and Reduced Applications</td>
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<td>Request for Credit, Tuition Reimbursement</td>
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<td>State and Federal Tax Forms</td>
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<td>Student Health Folder</td>
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<td>Time Sheets (substitute support)</td>
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<td>Tuition Reimbursement</td>
<td>Human Resources</td>
<td>Sandy Donielson</td>
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</tr>
</tbody>
</table>
Foster Children
Inform the district registrar, so they can code as needed. NOTE: For certified enrollment purposes only.

Gambling Permit
A gambling permit is needed any time someone pays for a chance to win something (i.e. raffle, 50/50, bingo, etc.). Each building must purchase its own permit. Applications may be completed online (www.state.ia.us/government/dia), or if needed quickly, they may be sent to the Inspections & Appeals office at the Lucas State Office Building, 321 E. 12th St., Des Moines, IA 50319. The permit must be shown at each event. Costs for the permit are:

- 180 days = $75
- 90 days = $40
- 14 days = $15

Contacts at Inspections & Appeals are:
- Dan Horner  515-281-6840
- Nathan     515-281-6848

For questions or additional information, please contact the Department of Inspections & Appeals at the numbers above or scg@dia.iowa.gov. For a copy of the current rules and regulations for gambling, visit www.dia.iowa.gov.

Home Language Survey
There should be a home language survey form in every cumulative folder as mandated by the Iowa Department of Education. New students enrolling will have this form in their file from the district registrar. It is the building’s responsibility to make sure this form is in the cumulative folder of existing students.

Homeless Students
If a family has been identified as homeless, please fill out the Homeless form and return to Walnut Creek Principal and At-Risk Coordinator Kim Davis, Ed.D. Transportation, book fees, and lunches will be provided at no cost.
Homeschool Students
When a student is homeschooled and comes to your building for class(es), let the district registrar know so they can code accordingly.

Individualized Education Plan (IEP) — Entering Information
Cindy Hinkle will enter the IEP information in Infinite Campus. She should be emailed when there are new students with IEPs or changes to current IEP students.

Infinite Campus Phone Messages — Guidelines/Expectations/Requirements
The phone messenger feature of Infinite Campus is a valuable tool as each school reaches out to students and their families.

- Infinite Campus phone messages may only be sent out after school hours.
- The phone messages may only be sent to the primary phone number as listed in Infinite Campus.
- Messages must be voice-recorded and no more than 30 seconds long.
- Only administration should use this feature, and rarely.

The district’s emergency messaging system will continue to be managed by School/Community Relations and used for school dismissals and safety emergencies.

Questions? Contact Elaine Watkins-Miller at 515-633-5023 or watkins-millere@wdmcs.org.

These guidelines do not apply to attendance calls.
**Iowa Assessment Folder**

Please place sticker results in the existing Iowa Assessments folder. If there is no existing Iowa Assessments folder, please place the stickers in order in a manila file folder to be used as the Iowa Assessment Folder. Please do not place these sticker results on cumulative file, permanent record card, or anywhere else. They are only to be placed in designated folder. File the student’s performance profile in this same folder. Make sure student’s name is on the folder tab. The profile narrative, reading, and math performance summaries should be given to the parents/guardians. You do not have to do anything with the parent labels.

**Iowa Sales Tax Permit**

Each building and each group within the building (PTA, Orchestra Guild, etc.) must obtain their own sales tax permit if they are going to be selling something that requires sales tax to be paid. A Federal ID number will be required to obtain the permit. There is no charge for the permit.

The current sales tax rate is 6 percent. Some examples of what requires sales tax to be paid are: sales of items that will be resold and sales of items that will be incorporated into another item for resale (see info sheet). You will not have to pay Local Option Tax.

The permit does not ever expire. Instructions are on the Department of Revenue website [www.iowa.gov/tax](http://www.iowa.gov/tax). You can apply online for the permit and will receive it within four-six weeks. If you apply online for the permit, you will be given a choice of how often you will be reporting and paying the sales tax. A temporary permit is available. It could be obtained if the event is a one-time only event. For questions, please call the Iowa Department of Revenue at 515-281-3114.
Labels
To create mailing labels in Infinite Campus:
- Click on “Census,” then “Reports,” then “Mailing Labels.” The following screen should appear:
- Choose all the factors needed for the labels you want to create. If you want to make labels for all students enrolled in Sewing, you would select “Course/Grade” then the following screen would appear:

There are times when you cannot just print labels directly from Campus. You will have to create an ad hoc filter first, then instead of selecting “Grade,” you would select “Ad Hoc Filter” and chose the correct filter before generating your report.

NOTE: It is a good idea to make sure the “Include Guardian’s Name” box is checked. When a student’s last name is different than the guardian’s last name, the post office may return the mail to sender because they think it is going to the wrong address. This is one way of making sure the mail is delivered in a timely manner.

Labor Postings (Required)
The following posters should be hanging somewhere in your building:
1. 9-in-1 poster which includes:
   - Unemployment Insurance
   - Safety and Health Protection on the Job
   - Your Rights Under Iowa’s Minimum Wage
   - Employment Opportunity Is the Law
   - Employee Polygraph Protection Act
   - Family and Medical Leave Act
   - Notice to Employees – Federal Minimum Wage
   - The Uniformed Services Employment and Reemployment Act (USERRA)
   - Employee Rights Under the National Labor Relations Act
2. Iowa Smokefree Air Act
3. EEOC Supplemental Posting

The OSHA 300 log only needs to be completed and posted when the specific location is notified they must record. Notification is sent to a specific location in January.

NOTE: We obtain the required postings through Iowa Workforce Development at no cost. Brenda Moorehead, operations human resources supervisor, updates the required postings when a change occurs, so the buildings should always have the most current postings and be in compliance (assuming the posters have not been taken down). Schools do not have to purchase these on their own – they will be provided by Brenda Moorehead.
**Locker Assignments**

Pull up student you are assigning a locker to in Infinite Campus. Click on the “Lockers” tab and the following screen should appear: Click on “New.”

![Locker Assignments](image1)

The following screen should appear:

![Locker Assignments](image2)

Choose the locker type and locker location. Manually enter in the locker number you are assigning, or choose “All unassigned lockers,” click “Find,” and choose a locker number from that list.

Once you have chosen a locker number, the following screen should appear:

![Locker Assignments](image3)

Choose which combination you are assigning to that locker, put in an end date (recommendation is five days out from the last day of school), then click “Save.”

![ Locker Assignments](image4)
Mailings
Refer to the Business Procedures Manual for this topic.

Messenger
The Campus Messenger allows districts to send email and/or phone messages to students and Messenger contacts based upon an ad hoc filter, as well as to school staff members. Messenger functionality is also used for the attendance, behavior, and teacher Messenger functionality.

Creating a Student/Parent Message
The text of the message created in Campus may be personalized for each recipient using data elements from the application. The personalized message will be delivered via email or will be “read” by a text-to-speech (TTS) engine for phone calls. (THE TTS IS ONLY TO BE USED BY ADMINISTRATION IN EMERGENCIES).

1. Expand the Messenger folder.
2. Select “Message Builder.”
3. Select who you want the messenger to go to. (most of these are ad hoc creations)
4. Click on “Student Messenger Contacts,” “One Message Limit,” and “Students.”
5. Make sure there is a check mark in “Message Only Active Students.”
6. Click on “Delivery preference (email).”
7. Enter in a message subject and type the message in the message body.
8. If you wish to save the message as a template, click on “Save.” Otherwise, click on Preview/Send.

NOTE: You must type the message manually. Do NOT copy and paste.
Creating a Staff Message

The Staff Messenger tool may be used to send messages to all staff in your building. To create a new message to send to staff:
1. Select “All Staff” or “School.”
2. Select the school to which the message is to be sent.
3. Check “Email.”
4. Enter in a message subject and type the message in the message body.

Reviewing Reports and Status
To review the status and delivery results of messages, select “Sent Messages.” From the window that opens, select the message and click “Print Sent Message Report.” A PDF will open showing delivery status for each recipient and totals for the Messenger job.

Cancelling Messages
Email messages are sent nearly instantaneously and cannot be canceled once sent. Phone messages may be cancelled. To cancel phone messages:
1. Expand “Messenger Reports” and select “Dialer Activity.”
2. Enter the date of the messages and click “Generate Report.”
3. To cancel a particular job, click “Cancel Selected Jobs.”
4. To cancel all jobs, click “Cancel All.”
Motorola Radio System

<table>
<thead>
<tr>
<th>Channel</th>
<th>Description</th>
<th>Usage</th>
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<tbody>
<tr>
<td>1a</td>
<td>Transportation</td>
<td>Bus drivers and transportation</td>
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<td>1b</td>
<td>Maintenance</td>
<td>Operations Maintenance</td>
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<td>1c</td>
<td>Warehouse</td>
<td>Warehouse/Food Service</td>
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<tr>
<td>1d</td>
<td>Operations</td>
<td>Operations Supervisors</td>
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<tr>
<td>2a</td>
<td>Schools/Custodial</td>
<td>School Admin &amp; Custodians</td>
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<tr>
<td>2b</td>
<td>SLC</td>
<td>Superintendent’s Leadership Cadre</td>
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<tr>
<td>3a</td>
<td>T &amp; L – Admin</td>
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<td>3b</td>
<td>T &amp; L – Techs</td>
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<td>4a</td>
<td>Special Use</td>
<td>Special Events</td>
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<td>5a</td>
<td>Police Dispatch</td>
<td>EMERGENCY USE ONLY</td>
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<tr>
<td>5b</td>
<td>City Wide</td>
<td>EMERGENCY USE ONLY</td>
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<tr>
<td>01</td>
<td>Talk around</td>
<td>Radio to radio within distance (out-of-town field trips bus to bus comm.)</td>
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</tbody>
</table>

In the event telephone communications are lost or emergency circumstances demand it, the district radio system will be utilized to maintain a constant and reliable communication link. A district level administrator will contact the building on Channel 2A to initiate this “radio link.”

Channel 2A is normally used to maintain communications with the building custodians so it is considered to be a constant and available channel to initiate the “radio link” with each building. It should provide reliable contact in most, if not all, situations that might arise. Upon contact, the custodian will be requested to report to the building principal and inform them the “radio link” has been initiated.

Building principals, and other district staff, should then set their radio to channel 2A. A district administrator will conduct a roll call of schools to confirm you are participating in the “radio link.” Information related to the emergency will either be requested or conveyed by you, depending on the situation. (Depending on the circumstances, you may be advised to use a different channel for communications).

You are reminded to use appropriate radio etiquette and protocol when communicating. Hold the button on the side of your radio for one second before beginning to speak. Keep your comments short and to the point. Be aware that all conversations are being recorded and may be being monitored by media sources.
**Radio On/Off**
1. On – On/Off/Volume knob clockwise
2. Off – On/Off/Volume knob counterclockwise.

**Zones/Channels**
1. Zone – Move Zone switch to desired zone.
2. Channel – Turn Channel Selector knob to desired channel.

**Receive/Transmit**
1. Radio on and select zone/channel.
2. Listen for a transmission
4. Adjust volume, if necessary
5. Press and hold PTT to transmit; release to listen.

**Send an Emergency Alarm**
1. Radio on and press Emergency button. You see red LED; you hear a short, medium-pitched tone.
2. Display shows
3. When acknowledgment is received, you hear four tones; alarm ends; radio exits emergency.

**Send an Emergency Call**
2. Press and hold PTT. Announce your emergency into the microphone.
3. Release PTT to end call.
4. Press and hold Emergency button for one second to exit.

**Material Safety Data Sheets (MSDS)**
The West Des Moines Community Schools' custodial service area has standardized cleaning and disinfecting products, maintains required documentation, and meets standards set by the Occupational Safety and Health Administration (OSHA) and Environmental Protection Agency (EPA). Buildings and classrooms may only have district-selected cleansers, disinfectants, and chemicals that are issued, approved, and managed under the guidelines of the Hazard Communication and Indoor Air Quality programs.

Listed are products we have found in classrooms that do not meet regulatory requirements and should be removed from the school:

- 409
- Ammonia
- Bleach
- Bleach/Water Solution
- Candles
- Clorox or Lysol Wipes
- Glade Plug-in
- Hair Spray
- Lacquer Thinner
- Lysol Disinfectant
- Nail Polish
- Nail Polish Remover
- Oust Room Freshener
- Paint/Spray Paint/
- Finger Paint/Fabric Paint
- Peroxide
- Pledge
- Rubbing Alcohol
- Solid Air Fresheners
- Super Glue
- WD-40
- Windex

West Des Moines Community Schools Secretary Handbook
The EPA’s Indoor Air Quality program indicates that personal items brought into the school environment can compromise air quality and may trigger asthma, aggravate allergies, or promote respiratory illnesses.

Approval by the building principal or designee is required for products similar to those listed above brought into the classroom that are needed for instructional purposes. Every product in the classroom must have a current Material Safety Data Sheet (MSDS). All guidelines for training, storage, use, and disposal will be strictly followed.

Manufacturers must supply an MSDS with products; the data sheet should be included in the shipment when delivered. MSDS can also be obtained through the vendor website or 800 number provided on the product label.

The district is required to comply with regulations and guidelines set forth by OSHA and EPA. OSHA has a Code of Federal Regulations (CFR) 1910.1200 for Hazard Communication. The standard is intended to address comprehensively the issue of evaluating the potential hazards of chemicals and has multiple compliance guidelines. Requirements include, but are not limited to, the following:

1. Inventory of all chemicals in the workplace
2. Material safety data sheets (MSDS) on every chemical in the workplace
3. Required training for chemical use, storage, and personal protective equipment

Questions? Need additional information? Please contact the Operations Service Area at 515-633-4901.

Name Changes
Only the district registrar can change a student’s name in Infinite Campus. If a student has a legal name change (adoption, etc.), there must be legal documentation of the name change in the cumulative file. Inform the district registrar, who will make the change in Infinite Campus.

New Enrollment FAQ
Q. I’ve heard the district will still offer new family registration in August. Is this correct? Aren’t they required to visit the district registrar?
A. Yes, this August each school will continue to offer new family registration at their school site as they have done before in prior years. The paperwork and verifications are required to go through the district registrar, but the family does not have to physically visit the district registrar. In fact, during this past school year, most new families registered without having to physically visit the registrar’s office.

Q. What happens if a new family visits the school on the new family registration day in August – and they haven’t completed anything yet with the district registrar? Does the school then send them to the Office of the Registrar?
A. No. New families can fill out the necessary paperwork at the school building. (In fact, schools can let the district registrar know how many new family packets you would like, and receive them in the school office so they are available). The families are welcome to fill out the paperwork at the school, and then the paper work can then be directed to the District Registrar for processing.

Q. If the family has everything needed (including address verification), can they register at the school that same day?
A. Yes, we are bringing in extra help during the summer months and through new family registration in August to help process new families as quickly as we can.

Q. If the family visits the district registrar over the summer and completes everything the district needs, will they still be directed to visit the school on the new family registration?
A. Some schools have additional information they want from families, so families should attend their school’s new family registration unless directed otherwise.

Q. Can the district registrar come to our school during new family registration to help families?
A. No. Since all new family registrations are on the same date, the district registrar is not able to be at all schools at one time. Instead, they will be at the Office of the Registrar at the Learning Resource Center, ready to field questions and handle new family registrations.

Things required for new registration (to be sent to district registrar):
- District Registration form
- Home Language Survey
- Health History
- Objection to Release Information (please see below)
- Proof of residency (copy of lease agreement, utility bill in parent/guardian name, county assessors website printout, bank statement, property tax bill, mortgage statement, warranty deed, or paystub with current address on it)
- Birth certificate
- Immunization Records
- Transportation form (if applicable)

Objection to Release
To register, families must review the Do Not Release flyer. If they do not want their child’s image and information to be released, they must request, fill out, and return the Do Not Release Student Information form. Please verify all forms with parents before entering this information into Infinite Campus to make sure it was not filled out in error.

If families want to include their child on the Do Not Release list, enter the information into Infinite Campus on the “Do Not Release” tab. You no longer need to send a photocopy of this form to the Learning Resource Center as long as it has been entered into Infinite Campus. If a student has a court order paper, enter on the “Do Not Release” tab by stating “Yes,” and typing the order in one sentence. Place the court order in the student’s cumulative file. A script will run at night to flag this.

Open Enrollment
When a student is open enrolled, the executive assistant to the superintendent will enter that in the enrollment tab. When you receive a copy of the letter stating the student is approved, file that in the student’s cumulative folder.
If a student moves outside/inside the district during the school year, inform the district registrar of the address change, and they will let the executive assistant to the superintendent know.

**Opening Day Enrollment**
On the first day of school, fill out the form sent by the district and return to Carol Rushing by 3 p.m.

**Pets/Animals**
We welcome members of our school family to visit our schools during the day. Our buildings are also open to the community for many activities such as youth organization meetings, youth sports contests, after-school classes, and adult classes.

However, we cannot welcome pets into our schools. Student safety and the cleanliness of the building are put at risk when animals accompany their owners for a drop-in visit at school. There are exceptions, of course. If your student is bringing a pet for show-and-tell or for a class project, please contact the principal for permission before the animal comes to school.

Animals which are kept at school for instructional purposes will be in good health with no evidence of disease, be of such disposition as to not pose a safety threat to children, and be maintained in a clean and sanitary manner. Documentation of current vaccinations will be available for all cats and dogs. Pets/animals and/or their cages will not be allowed in kitchen, sink, or food preparation areas due to health and sanitation guidelines.

**Recording Sounds**
You can use Sound Recorder to record a sound and save it as an audio file on your computer. You can record sound from different audio devices, such as a microphone that’s plugged into the sound card on your computer.

To record audio with Sound Recorder
1. Make sure you have an audio input device, such as a microphone, connected to your computer.
2. To open Sound Recorder, click the “Start” button.
3. In the search box right above the “Start” button, type “Sound Recorder.” In the list of results that show above, click “Sound Recorder.”
4. Click “Start Recording.”
5. To stop recording audio, click “Stop Recording.”

(Optional) If you want to continue recording audio, click “Cancel” in the “Save As” dialog box, and then click “Resume Recording.” Continue to record sound, and then click “Stop Recording.”

6. Click the “File name” box, type a file name for the recorded sound, and then click “Save” to save the recorded sound as an audio file.
To insert audio into Word and Excel
1. Open up the document and click where you want the audio file to be placed.
2. Click on the “Insert” tab, then click the down arrow next to “Object.”
3. From the drop-down menu, click on “Object.”
4. When the Object window opens, click on the “Create from File” tab.
5. Navigate to the location of the file, then select the name of the file.
6. Click the “OK” button.
7. A little speaker icon will now appear on your document.
8. To play the audio file, double-click it.

To record audio in PowerPoint
1. Open up the presentation and click where you want the audio file to be placed.
2. Click on the “Insert” tab, then click the down arrow underneath “Audio.”
3. Click to highlight “Record Audio…”
4. A small dialog will appear. Click the “Record” button to start recording audio. Once done, click “Stop” button followed by “OK” to insert the recorded clip into the slide.

To insert pre-recorded audio into PowerPoint
1. Open up the presentation and click where you want the audio file to be placed.
2. Click on the “Insert” tab, then click the down arrow underneath “Audio.”
3. Click to highlight “Audio from File…”
4. Navigate to where you have the file saved, then click to highlight the file.
5. Click the “Insert” button. The file is now inserted as a speaker icon.
6. In the old days, you used to have to play the slide show in order to hear the audio. In PowerPoint 2010, when you click on the speaker, a volume control box appears that allows you to hear the file.

**Release Time – Statement of District Practice**

*Revised May 20, 2013*

With the goal of teachers being present in the classroom as much as possible, the district intends to provide flexibility to certified staff members, when possible, for unique occasions such as when they need to go to a local medical appointment, a local funeral service/luncheon, or their child’s conference at a nearby school - - and they only need to be gone for a short time. Release Time data will be maintained by each school principal and submitted to Human Resources as requested.
For those times when the certified staff members need to be absent for up to one hour of the student day, the teacher may request approval from the principal for “release time” in lieu of taking a half-day of leave. The release time can involve before/after school time, duty-free lunch time, and up to one hour of the student day.

The following components are required for release time to be approved:

- Certified staff members need to find their own coverage for teaching and duties by another certified staff member who is not already scheduled to be with students (no extra compensation for coverage);
- Certified staff members need to write the request on the school’s release time approval form (including date, time, reason, and name of teacher who agrees to cover); and
- Certified staff members need to obtain prior approval from the building administrator.

If the teacher does not find coverage, or if the principal denies the release time, then the teacher may request the appropriate half-day of leave.

Listed below are some scenarios intended to help clarify what this might look like:

**Elementary**

Q. An elementary teacher’s work day at a particular school begins at 8:15 a.m. Students enter the school at 8:50 a.m. and the teacher is expected to supervise students until class begins at 9:05 a.m. The teacher has an upcoming dental appointment at 8 a.m. and would like to request release time instead of taking a half-day of sick leave. Would this be possible?

A. It depends on the distance to the dentist’s office and length of the appointment. The teacher could request release time from 8:15-10:05 a.m.

Q. An elementary art teacher’s work day begins at 8:15 a.m. Students enter the school at 8:50 a.m. and the student school day begins at 9:05 a.m. The art teacher is not assigned to teach students until 9:30 a.m. She has a dental appointment at 9 a.m. and would like to request release time instead of taking a half-day of sick leave. Would this be possible?

A. It depends on the distance to the dentist’s office and length of the appointment. The teacher could request release time from 8:15-10:05 a.m.

**Junior High**

Q. A junior high teacher has an upcoming medical appointment at 2 p.m. and would like to request release time instead of taking a half-day of sick leave. Students are dismissed at 2:35 p.m., and the teacher work day ends at 3:15 p.m. Would release time be a possibility for him?

A. It depends on the time that the teacher needs to leave for the appointment. The teacher could request release time from 1:35-3:15 p.m.

Q. A junior high teacher has an upcoming medical appointment at 10:30 a.m. and would like to request release time instead of taking a day of sick leave. Would this be possible?

A. It depends on the amount of time he would need to be away from work. The teacher could request release time for one hour prior to his duty-free lunch for a total of 90 minutes.

**High School**

Q. A high school teacher would like to attend an upcoming funeral service at 10 a.m. and would like to request release time instead of taking a half-day of bereavement leave. Would this be possible?
A. It depends on the amount of time that she would need to be gone, and if the one hour of the student day could connect to her duty-free lunch for a total of 90 minutes.

Q. The student school day at the high school ends at 3:20 p.m., and the teacher's workday ends at 3:45 p.m. The teacher would like to attend a special event at his child's school at 2:45 p.m. and would like to request release time instead of taking a half-day of personal leave. Would this be possible?

A. It depends on what time the teacher would need to leave the school. The teacher could request release time from 2:20-3:45 p.m.

Request for Credit, Tuition Reimbursement, Change of Classification
Send entire form and attachments to the Department of Human Resources.
Resetting Passwords

Infinite Campus:
1. Be sure to select the proper school and calendar from the top menu area.

2. Click on “Search” and select “User” from the pull down menu.
3. Type in part or all of the user’s last name, then click “Go.”
4. In this example, I typed “Abel.” Near the bottom of the list is the student I’m helping – Melissa Abel. Beneath her name is her student ID number – which also happens to be the user id for all student accounts. Why is it colored RED? Because this account has been disabled, which means that someone has been trying to log in and they could not remember the password. If it is colored gray, it means the account is still active. It could be that the user does not know their password, and they have not even attempted to log in.
5. Click on their user id, which is the text listed directly under their full name.
6. The right side of the screen will now display information about that users account. Click on the “User Account” tab.

7. If the box labeled “Disabled” is checked, then uncheck the box and click on the “Save” icon.
8. If the account is NOT disabled, but the user would like their password reset, click on “Reset Password,” enter in happy123! in both the “New Password” and “Verify Password” field, then click on “Reset Password” and check the “Force Password Change” box. Click “Save.”

District Network Login/Google Accounts:
All certified staff now have the ability to reset student passwords. Resetting a student password changes both their district network login and their Google account.

1. On your desktop computer, open the K: drive.
2. Open the folder labeled Password-Reset.
3. Double-click on the icon labeled BCXChangePassword.
4. In the **Username** field, type in the student's username (e.g., wa26462)

5. For the **New Password** and **Confirm Password** fields, we recommend typing in the student’s username again, so it’s easy for the student to remember and provide procedural consistency across the district.

6. Be sure to check ☑ the **User must change password at next logon** box . . . this will make the recently changed password temporary and force a student to change their password once they successfully log in.

7. Click on the **Change Password** button.

**Helpful Hint:**
As indicated in Step 5 and 6, to provide consistency, we encourage you to change their password to match their username AND mark the box to force them to change password at the next login.

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**School Closing Announcements**

Up-to-the-minute information about cancellations, dismissals, and closings is available on the district website (www.wdmcs.org), Facebook page (www.facebook.com/wdmcs), and Twitter account (@WDMCS). In addition, information is provided at the district weather hotline at 515-633-5555.

The district’s emergency notification system also will be used to notify families of unplanned cancellations, early dismissals, or other emergencies. Calls are made to home phone numbers, cell phone numbers, and/or work numbers as provided to the school and entered into the Infinite Campus data system. This information is also shared with local television and radio stations. This information is provided as a service for students, families, staff, and community members when school must be cancelled or dismissed early due to weather conditions or other emergencies.
School Dude Work Orders
This program is used to submit work orders for maintenance work such as repairs in building and grounds, telephone services, and warehouse.

Log into the district website, click on the “Staff” tab and enter in your email address and password. The following screen should appear:
Fill out the required information and hit “Submit.”

Secondary Households
If a family becomes divorced, inform the district registrar of the secondary address.

P.O. Boxes for Mailing:
We must have the physical address in Campus in addition to the P.O. Box for mailing. This is for state reporting purposes and for transportation purposes. NEVER just have a P.O. Box entered in without a physical street address as well. Inform the district registrar if a change needs to be made.

Social Security Benefits for Students
Taken from http://www.socialsecurity.gov/schoolofficials/faqs_school.htm

FAQ – School Officials:
Q. Why does SSA ask school officials to certify a student’s school attendance?
A. Schools certify full-time attendance in order to establish the student’s eligibility for student benefits.

Q. What exactly does SSA ask school officials to do?
A. School officials:
   • Review the school attendance information the student provided on page 2 of form SSA-1372-BK
   • Answer the questions on page 3 of the form
   • Sign and date page 3, and also provide the school official’s phone number and title
   • Annotate page 4 with the student’s expected graduation date
   • Keep pages 4 and 5
   • Return the rest of the form to the student

Q. What if the student does not leave a reporting form with a school official?
A. If a student does not leave the Notice of Cessation of Full-Time School Attendance form with a school official, the form is available online. The school official should download the form, retain it in the student’s file, and then return it to any Social Security office if the student discontinues full-time school attendance for a reason other than graduation or summer break.

Q. Why is the school’s operating basis important?
A. The school’s operating basis determines, in certain situations, how long we may pay benefits to a student.

Q. How do I answer the question about the school’s operating basis?
A. Most secondary schools operate on a yearly basis, either with or without requiring reenrollment, and you should so indicate if that applies to your school. If your school operates on a semester or quarterly basis and does not require reenrollment, or if the school operates on a semester or quarterly basis and it requires the student to enroll each semester or quarter, you should check the appropriate block. Note: Neither a change in a schedule of classes nor a short period of nonattendance between terms establishes that a school operates on a semester or quarterly basis that requires reenrollment. The determining factor is whether the school requires the student to enroll.

Q. Why do I need to annotate the student’s expected graduation date on page 4?
A. If the student stops attending school full-time or graduates earlier than the date when he or she expected to graduate, it will be helpful to have a record of that date so you can determine whether you need to report that the student discontinued full-time school attendance.

Q. What does SSA consider full-time attendance?
A. Social Security generally considers a student to be in full-time attendance if he/she:
   - Attends an elementary or secondary-level school, as determined by the law of the State or other jurisdiction in which the school is located
   - Is enrolled in a day or evening non-correspondence course at least 13 weeks in duration
   - Is scheduled to attend at the rate of at least 20 hours per week
   - Carries a subject load considered full-time for day students under the school’s standards and practices

Q. What does SSA mean by secondary education?
A. We consider courses at grade 12 or below to be secondary education.

Q. Must I report when the student graduates?
A. You should only report a student’s graduation if it is earlier than the expected graduation date entered in item 1.e of page 2 on form SSA-1372-BK. The date should also be annotated on page 4, which you should retain.

Suspension Letters
All suspension letters mailed to parents (both in-school and out-of-school) need to have a copy scanned and emailed to the following three people: Superintendent, Associate Superintendent of Human Resources, and the current School Board president. Please scan and email; do not send physical copies of letter.

Suspicious Packages or Substances
Individuals who discover suspicious packages, powders, or liquids should take the following steps:
- Do not shake or empty the contents of a suspicious package or envelope.
- Do not carry a package or envelope.
- Do not show a suspicious substance or package to others, or allow others to examine them.
- Do not sniff, touch, taste, or look closely at the package or suspicious substance.
- Put the package or envelope on a stable surface.
- Call 911 and describe the situation.
- Wash hands with soap and water to prevent spreading potentially infectious material to face or skin.
- Alert others in the area about the suspicious package or envelope. Stay in the area of discovery, close any doors, and take actions to prevent others from entering the area.
- Isolate, in a safe area, individuals who may have been exposed until they are cleared to leave by law enforcement, public health, or emergency response personnel.
- Create a list of persons who may have been exposed to the substance.

Technology Hub
Any technology issues you might have, (e.g., computer not working, printer not working, etc.) fill out a help ticket at https://sites.google.com/a/wdmcs.org/wdmcsstechhub/home and someone from technology will get back with you on fixing the issue.

Telephone Basics

Section 1 – Feature Keys
Not all phones have each of these feature keys, however, here’s what they mean…

1.1 Line appearance:
This button gives you the ability to answer someone else’s phone line. Typically, the key is labeled with the other person’s name and the letters “LA”. Line appearances come in three types:

- No ring = When the other persons phone rings you will only receive a visual indication (the key will flash). This is a good type to select when the other person’s phone is close by and you can already hear their phone ringing.
- Delayed ring = In this scenario, the other person’s phone rings first. If they are not able to answer the call, it then rings on both your phone and their phone.
- Ring = In this scenario, both the other person’s phone and yours will ring at the same time.

1.2 DSS/BLF:
Stands for Direct Station Select / Busy Lamp Field. This is the most common key type among users. It’s basically a forward button that lights up when the other person is on their phone. If you need to forward a call to another user for which you have a DSS key, all you need to do is hit their DSS key.

In addition, if the key flashes continuously for longer than 30 seconds, it indicates that the other person has turned on their “Do Not Disturb” feature. If the key flashes for a short time period (less than 30 seconds), this indicates that there is a call coming through on that person’s line. DSS keys also give the ability to pick up incoming calls on the other person’s line; however, you need to pick up your hand set and then hit their DSS button.
1.3 Direct page key:
Enables you to dial directly to any phone within your building and speak directly over that phone’s speaker. The end user will not have to pick up the handset, as they will be able to hear you through their speakerphone. If the end user has their “microphone” button selected, they can also talk back through the speakerphone without having to pick up the handset.

Direct Page can also be used to perform group paging features through the phone system. This is done by pressing “Direct Page”, then a designated code for a specific group. At this time, the only buildings that have requested group paging are VSW, LRC, and WR. If you do not have Direct Page button, you can also dial *44 and then a phone’s four digit number to page them.

NOTE: You can only direct page a telephone. If a person has a telephone number but does not have a telephone or is multi-line on someone else’s phone, they cannot be paged.

1.4 2nd line:
An extra line out that can be used to make another call when you have someone on hold.

1.5 DND (Do Not Disturb):
This key disables the telephone from ringing and receiving pages. The DND feature is turned on by selecting the DND key which will then light to signify that it is on. When this is enabled, all incoming calls will go directly to voice mail. To disable the feature, simply hit the DND key again and the light on the key will disappear.

1.6 HS (Head Set):
This key is needed to turn on a head set. If the headset key is on, the headset must be used for calls. The handset is disabled when the headset light is on.

Section 2 – Customizing your phone

2.1 Adjust ringer volume (Handset is on cradle)
   1. Press the blue SUPERKEY
   2. Look at the display, press the key that corresponds with NO until “Ringer Adjust?” appears, then click YES
   3. When “Adjust Pitch” appears, click NO
   4. When “Adjust Volume” appears, click YES
   5. Press the black up or down arrows to adjust the volume while the set is ringing.
   6. To select the desired volume, press NEXT
   7. Press SUPERKEY

2.2 Adjust ringer pitch (Handset is on cradle)
Use these directions if you would like to the sound of your phone ring so that it doesn’t sound like someone else who is nearby.
   1. Press SUPERKEY
   2. Look at the display and press the key that corresponds with NO until “Ringer Adjust” appears, then press the key that corresponds with YES
   3. When “Adjust Pitch?” is displayed, press the key that corresponds with YES
   4. Press the black up or down arrows until you find a pitch that you like
   5. To select the desired pitch, press NEXT
   7. Press SUPERKEY

2.3 Adjust volume of handset receiver:
Use this option to make the volume coming out of the handset louder or softer. NOTE: This
does not control your volume going out to the other user. To make your voice louder, you must
speak louder into the handset.
1. While using the handset, press the black up or down arrows to adjust the volume

2.4 Speaker volume control:
Use this option to control the volume of your speakerphone.
1. While using the speakerphone, press the black up or down arrows to adjust the
speakerphone volume

2.5 Adjust display contrast
While the handset is down, press the black up and down arrows to control the display contrast.

2.6 How can I tell which personal keys are currently used? (Handset is on cradle)
1. Press the SUPERKEY
2. Then press any personal key, the display will now show what is programmed in for that
specific key. To view the programming of another key, just select that key. To exit, press
SUPERKEY again.

2.7 Programming speed dial keys (Handset is on cradle)
1. Press the blue SUPERKEY
2. Press “No” until “Personal Keys” appears
3. Press “Yes”
4. Press an available personal key
5. Press “Change”
6. Press “Yes”
7. Dial “9” plus the telephone number
8. Press “SAVE”
9. Press SUPERKEY

2.8 Using speed dial keys
1. Lift Handset and press the desired speed dial key - OR -
2. Just press the speed dial key and the speakerphone will be activated

2.9 Programming personal speed numbers
If you would prefer to have a two digit number that corresponds with a telephone number, you
can program these into your phone instead of speed dial keys.
1. Lift Handset
2. Dial *35 (Store)
3. Enter a two digit number between 00 and 99 that you would like to correspond with a
given telephone number
4. Dial “9” plus the telephone number
5. Hang up

Dialing personal speed numbers
1. Lift handset
2. Dial 35 plus the other two digits that correspond with the speed number that you’ve
already established

Section 3 – Phonebook: How to Look Up District Telephone Numbers.
While the handset is down, look at the display and press the button underneath the word Phonebook
1. Dial 1st letters of the last name. You can also continue to enter as many letters as you’d like (use the arrow key in the display if the same key is needed sequentially)
2. Press Lookup (If more than one listing, press NEXT, scroll to desired name)
3. When you find the desired person, press the button corresponding with CALL

Section 4 – Making and Answering Calls

4.1 Make an internal call
1. Lift the Handset
2. Dial the internal 4 digit telephone number (or press a speed dial or DSS key designated for that person)

4.2 Make an external call
1. Lift the Handset
2. Dial 9, then the telephone number

4.3 Make a long distance call
1. Lift the Handset
2. Dial 9, 1 and the telephone number.
3. At the tone, enter your personal PIN number provided by the accounting department

4.4 Answer a call
1. Lift Handset or
2. Press the Line Appearance Key and lift the handset

4.5 Hands free (speakerphone) operation
1. Do not pick up the handset, just dial the telephone number (Or press a DSS or other speed dial)
2. Communicate via speaker and microphone

4.6 To answer hands free
1. When the phone rings, press the key that is flashing and the speakerphone will automatically turn on. Be sure to make sure the MICROPHONE button is on or the caller will not be able to hear you.
   - When using the speaker phone – press the SPEAKER or CANCEL key to hang-up
   - To mute the conversation so the other side cannot hear you, press the MICROPHONE key so that its indicator light is turned off

4.7 Make a 911 call
1. Dial 9-911 from any district phone

4.8 Make a call to the office of your building
1. Dial “0” from any phone in the building

Section 5 – Call Handling

5.1 Place calls on hold
1. Press the Red Hold key

5.2 Retrieve calls from hold
   1. Lift Handset
   2. Press key that is flashing (the flashing is an indicator that someone is on hold on this line)

5.3 Retrieve calls from hold at another telephone
   1. Dial *10 and the four digit extension where the call is held. For example, if you pick up a call in room A, you can place the caller on hold, walk to the room next door and then continue the call by dialing *10 and the four digit number of the location where you just put them on hold.

Section 6 – Transferring Calls

6.1 Transfer an active call
   1. Press assigned DSS key
   2. Hang up to complete the transfer
   – OR –
   1. Press TRANS/CONF key
   2. Dial the person’s four digit extension (or 9 plus the full seven digits)
   3. Hang up to complete the transfer or you may announce the call before hanging up
   * If you announce the call and it is refused, press CANCEL to return to the caller.

6.2 Transfer a caller directly to a voicemail box
   1. Press TRANS/CONF Key
   2. Dial 5152
   3. When it asks for the desired mailbox, type in the four digit number of the person’s voicemail that you’d like to transfer to
   4. Hang up.

6.3 Conference calls
   1. Call your first participant
   2. Ask caller to wait
   3. Press TRANS/CONF key
   4. Dial number of next party (Dial “9” if an outside call)
   5. Wait for an answer
   6. Press TRANS/CONF key
   7. To LEAVE the conference, simply hang up.
   Note: This leaves the other parties connected.

6.4 To split conference calls (speak privately with original party)
   1. Press SPLIT key
   2. Press TRADE key (To alternate between parties)
   3. To reconnect Conference Call, press TRANS/CONF key

6.5 Transferring calls to the office
   1. Press TRANS/CONF key
   2. Press “0”

Section 7 – Transferring Emergency Calls to the Classroom
NOTE: Calls from within the district (from one district telephone to another) will always ring through regardless of whether the system is in day mode or night mode.

When the office receives an outside call for a teacher during the day:
1. Put the call on hold by pressing the red HOLD button.
2. Either Direct Page the classroom through the phone system or through the Raulands paging system.
3. Announce to the room, “You have a call waiting on line 1101 (which corresponds with LINE 1). Please dial *10 1101 to pick up the call.”

7.1 For the teacher to pick up a call during the day:
1. Lift the Handset
2. Dial *10
3. Dial the line number the secretary said to pickup

7.2 Line Numbers:
Each building has 3 to 5 lines for their building’s main number. Each line has a corresponding extension number.
- Line 1 = 1101
- Line 2 = 1102
- Line 3 = 1103
- Line 4 = 1104 (Not all schools have a Line 4)
- Line 5 = 1105 (Not all schools have a Line 5)

If you receive a call stating that you have a call holding for you on line 1101, you can dial *10 1101 to pick up that call.

*Note: You May Put *10 Under A Speed Dial Key For One Touch Access*

Section 8 – Day versus Night Mode
Each school building has three modes: Day, Night 1, and Night 2. The following descriptions represent how the modes affect telephones at each site. Each school's office has the ability to change the mode.

8.1 DAY MODE: (Use during the school day)
Classroom phones WILL NOT ring when their number is dialed from a caller who is outside the school district. If someone dials a classroom directly, they will be sent directly to voice mail. However, the user can press “0” to connect to the office. The school's main number rings the office phone(s) and if it is not answered it will go to the automated message.

8.2 NIGHT 1: (Use before and after school)
Classroom phones WILL ring for both inside and outside calls. The main school number rings the office phone(s) and if it is not answered it will go to the automated message.

8.3 NIGHT 2: (Use when the school office is closed)
Classroom phones WILL ring for both inside and outside calls. The main school number is answered directly by automated message.

8.4 To see what mode your building is in…
1. Press * 98
2. The LCD will display what mode your building is currently using

Section 9 – Getting H(4)E(3)L(5)P(7) with your telephone

To report problems and/or requests related to individual telephones:
- E-mail your request to: phonehelp@home.wdm.k12.ia.us
- OR –
  Call in your request to HELP (4357) from a district telephone

To report a building wide telephone issue during the school day, please use the following:
- 1) Use a backup phone or cell phone to contact 633-4357 (633-HELP), if no answer, then try…
- 2) Bob Young: 633-4916
- 3) Brian Abeling: 633-5058
- 4) Or use a district radio to contact Operations

To report a building wide telephone issue during off hours:
Contact the Operations On-Call Pager at 515-280-0280

Section 10 – Voice Mail

The most important number to remember for voice mail is 5151 (or 633-5151 if you are calling from outside the district)

Setting up your mailbox for the first time

*Note: If you have just moved into a new room, you will have a new phone/voice mail extension. Your voice mail box will need to be reset for you before you can access or customize it for your use. Please contact your building secretary to request that your voice mail be reset.

Your new mailbox will have a tutorial to guide you through setting up the following items (You must complete ALL tutorial items in order to be able to access your messages).

10.1 If you have a telephone specifically designated for you (to verify that it’s your phone, press the blue SUPERKEY button, then press the bottom right speed dial key. If your name appears on the display, then this phone is assigned to you.)
- 1. Dial 5151
- 2. You will automatically enter the tutorial which will walk you through setting your new voice mail account. (Assuming your voice mail has been reset for you by Operations.)

10.2 If you do not have a specifically designated telephone, then…
- 1. Dial 9-633-5151
- 2. At the greeting, press #
- 3. Enter your four digit extension
- 4. You will then enter the tutorial which will walk you through setting up your new voice mail account. (Assuming your voice mail has been reset for you by Operations.)

10.3 Recording your greetings:
You will be asked by the tutorial to record two greetings and your name.
- Primary Personal Greeting – This is the greeting a caller hears when there is no answer at your extension. You will be prompted to record a message that may be changed on a daily basis. An example of this greeting could be: “You have reached Jane Doe, Social Studies teacher at Valley High School. I am unable to take your call at this time, but
please leave me a message and I will return your call as soon as I can. If you require immediate assistance, press 0 and you will be connected with the main office.” (All extensions in a building “zero out” to the main office of that building.)

- Busy Greeting – The caller hears this greeting when you are on the phone (or when “Do Not Disturb” is set).
- Name – You will be asked to record just your first and last name. This greeting is used when you transfer a call. Your name is announced to the person you have transferred to.

You have completed your tutorial and your voicemail is now initialized.

Accessing your voicemail

10.3.1 From your telephone:

These directions only work if the telephone is specifically designated for you. (To verify that it’s your phone, press the blue SUPERKEY button, then press the bottom right speed dial key. If your name appears on the display, then this phone is assigned to you.)

1. Pick up the handset
2. Dial 5151 (if the large message indicator is flashing, you may also press the MESSAGE button)
3. Enter your password

10.3.2 From another district telephone

1. Dial 5151
2. When prompted to enter your password – DO NOT, remember this isn’t your phone. Instead press “0”, then “#”
3. Enter your four digit extension
4. Enter your password

10.3.3 What if I have an indicator light for my voice mail on this phone, and I share the phone with someone?

1. Pick up the receiver.
2. Press your Message Waiting Indicator (usually labeled with your name and MWI).
3. Enter your password

10.3.4 From outside the school district

1. Dial 633-5151
2. Press #
3. Dial your four digit extension
4. Enter your password

10.4 Listening to messages (Unread and read messages)

When the large red message indicator light is flashing and your display reads “MESSAGES” you have new unread messages. In most cases, you will dial 5151 to retrieve your messages, however, if you are not using your own phone please refer to sections 10.3.1 through 10.3.4.

Once you have entered your voice mail box and have entered your password, you have the following options:

- “7” (P) To Play Messages
- “1” Unread messages
- “2” Read messages
10.5 Options while listening to messages, you may press:
   “1” Pause  “6” Faster
   “2” Louder “8” Normal
   “3” Delete  “*” Rewind
   “4” Slower “#” Fast Forward
   “5” Skip and Save

10.6 Options after listening to the complete message press:
    “1” - Hear Time & Date Stamp  “6” - (M) Make new message
    “2” - (A) Answer  “7” - (P) Play message again
    “3” - (D) Discard (Moved)  “9” - (X) Exit to main menu
    “4” - (G) Give to another user
    “5” - (K) Keep

10.7 To make a voice mail message
In addition to the standard method for leaving voice mail (to call a person, let it ring, then leave a message), you can also go into the voice mail system and leave a message without even having the phone ring.
   1. Dial 5152
   2. Enter the four digit extension of the person for whom you wish to leave a voice message
   3. When you hear the tone – record your message
   4. After recording, Press the # Key to have the following options:

Optional Prompts:
   “2” (A) Append to recorded message
   “3” (D) Discard and re-record message
   “7” (R) Review message
   “6” (M) Message Options
   “9” (X) Send and Exit

NOTE: To bypass mailbox greeting and go directly to the beep press the # Key during the greeting.

10.8 Creating distribution lists (List may include any mailboxes in the system)
   1. Access your mailbox (usually by dialing 5151, but if you are not using your phone, please refer to sections 10.3.1 through 10.3.4)
   2. Press “8” for User Options Menu
   3. Press “5” for Distribution List
   4. Enter 01 – 10, this will establish a number that corresponds to this specific list.

Other options:
   “2” (A) to Add
   “3” (D) to Delete
   “6” (N) to Record List Name
   “7” (R) Review Distribution List
   “9” (X) Return to Main Menu
10.9 Changing your mailbox setup

1. Access your mailbox (usually by dialing 5151, however if you are not using your own phone, please refer to sections 10.3.1 through 10.3.4)
2. After entering your password, press “8” to access user options menu:
   - “4” (G) Greeting Changes
   - “5” (L) Distribution List
   - “6” (N) Name Changes
   - “7” (P) Passcode
   - “9” (X) Exit User Options

10.9.1 Changing your primary (main) greeting

1. Access your mailbox (usually by dialing 5151, however if you are not using your own phone, please refer to sections 10.3.1 through 10.3.4)
2. After entering your password, press “8” to access user options menu.
3. Press “4” for greetings
4. Press “7” to change your primary greeting

10.9.2 Changing your optional greeting

Access your voice mail box. Then...
- 8 (mailbox options)
- 4 (record greetings)
- 6 (customized greetings)
- 1 (to record custom greeting)
- Enter 01 (two digit greeting number)
- Press 2 to record a new customized greeting (you may first touch 1 if you’d like to listen to the previous recording of the customized greeting you selected)
- Record your message and press # when done
- Press 1 to accept or 2 to rerecord
- Disconnect when finished

Now activate your greeting:
Access your voice mail box. Then...
- 8 (mailbox options)
- 4 (record greetings)
- 6 (customized greetings)
- 2 (to set your activate greeting)
- Enter the same two digit greeting number
- Hang up

At the END OF YOUR VACATION, deactivate the customized greeting by:
Access your voice mail box. Then...
- 8 (mailbox options)
- 4 (record greetings)
- 6 (customized greetings)
- 2 (to set your active greeting)
- 0 (to deactivate customized greeting You will hear, “Default greetings are now active”
- Hang up
10.9.3 Retrieving deleted voice mails
   1. Access your mailbox
   2. Press “3” to read deleted messages

Section 11 – Information About Private Lines

1. How do I obtain an administrator’s private telephone number?
   The only way to obtain someone’s external private number is to request it from the
   owner. This “external private number” is seven digits that will allow you to ring their desk
directly from outside the school district.

2. If I’m in the school district can I access their phone without the “external private
   number”?
   Yes. Use the built-in phonebook and you can obtain a four digit telephone number for
   these individuals. Caution: Do not try to use this number from outside the district. If you
   prepend 633 to a 4 digit extension beginning with 7, you will not be connected with a
district phone.

3. I noticed that the principals have a number on their phone that starts with a "7". When I
dial 633 and then this “7” number, it doesn’t work. Is something wrong?
   No. The “7” number is an internal number only. In order to find out their full seven digit
   external number, you must request it from them.

4. How do I transfer calls to an administrator’s desk if I don’t know their private number?
   Transfer the call to their 7000 series internal number.

5. What caller id information is given out when a person with a private line calls to another
   staff members who is using a district telephone?
   They will see their 7000 series internal number, along with their first initial and last name.

6. What caller id information is given to other users when a person with a private line calls
   a parent, etc., outside our school district?
   They will receive 633-6999, which will identify that the call came from the West Des
   Moines School District, but from an individual who has a private telephone number.

Note – Messages stay in the “deleted” folder for 2 days, then they are permanently deleted.
Messages stay in the “read” and “unread” folders for 120 days before they are permanently
deleted.
Section 12 – Diagrams of the Mitel Superset 4025

Adjusting the viewing angle (if your phone is on a desk):
1. Press the tilt-release paddle on the telephone base.
2. Tilt your telephone to the desired angle.
Timeclock Plus – Basic Tasks

To log in, [http://timeclock.wdmcs.org/app/manager/#/ManagerLogOut](http://timeclock.wdmcs.org/app/manager/#/ManagerLogOut) and the following screen will appear:

**Editing Hours**

Click on Hours, then Individual Hours. All of the employees in your building will then be listed. Click on an employee that you want to edit. Change the dates to the time period you are working in and click Update.

**To Add Hours:**

1. Click on Add.

The following screen will appear:
Enter the date and time of the record. Enter the number of hours. Add comments such as “employee forgot to clock in” or whatever the reason may be that has generated a manual edit. For Job Code, enter in the appropriate code (sick time if they left early for an appointment, etc.). Click Save.

If an Employee doesn’t take a lunch (such as field trip):

Click Add Hours. Enter comments in Note field then click on Extra. The following screen will appear:
Click on Disable automatic deduction for this segment. Click Save. The lunch hour time will be added back in for that day.

To edit an existing record for an employee
Pull up employee, click on Hours, and click on Individual Hours. Change the dates and click on Update. Find the appropriate date you are wanting to edit. Double-click on that day.

The following screen will appear:

Edit Segment

- Individual is clocked in
- Time sheet entry
- Edit actual time
- Missed in punch
- Missed out punch

Time in: 6/19/2017 07:00 AM
Time out: << Clocked In >>
Break type: << NONE >>
Job Code: 127403 - VSW PRINCIPAL SECRETARY
Substitute for: << NONE >>
Note:

Click on the time and change it. Always add a comment in the note field as to why you are manually changing the time. Click on Save.
To split a record:
Records may be split into different segments for situations that involve a break, a job code change, or a rate change.

Double-Click to open the record you want to split. Edit dates and times and job code to the appropriate data. Put a check mark in Time Sheet Entry. Click Save.

To delete a record:

Right click on entry you wish to delete. Click Delete.

Approval Manager
The Approval Manager provides a process for you to review and approve your employees’ time. It also allows you to place notes on a shift as part of the approval process.

To approve shifts
Click on Group Hours. Adjust beginning and ending date and click Update.
Check all employees to make sure no one is missing punches, etc. Once you determine all is correct, click on Resolve Period.
The following screen should appear:

Click the approved dot on the Manager Approval Line. Click on Apply at the bottom.

To Approve a Time Off request:
Click on Tools, click on Request Manager. The following screen will appear:

Right click on the employee and click Approve.

**TouchBase**
More details about this will be found in the Administrative Services handbook. The information below is a tool secretaries can use to help parents.
Creating Your Account
In order to use TouchBase, you will need to have an Infinite Campus user account. The username you use for Infinite Campus is the same username you will use for TouchBase. If you know you don’t have a user account in Infinite Campus or are unsure what your username is, please contact your student’s school office for help. You will also need to activate your TouchBase account. Please follow the steps below to activate your account.

1. Open a web browser and go to: https://ia-westdesmoines.intouchreceipting.com/accountrecover.aspx to start the process of connecting to your account.
2. On the Identify Your Account page, enter your Infinite Campus username. This is the username you use to access the Parent Portal for Infinite Campus.
3. Click on the Search button. If TouchBase finds a match, the following pop-up will appear on your screen an email with a password reset link will be sent to the email address you have on record in Infinite Campus.

4. Open your email program to locate the email and follow the steps. Once you set your password in TouchBase, you’ll be ready to use it!

Helpful Hint No. 1
If office personnel had to create an account for your or you are new to the district, it may take up to 24 hours for your Infinite Campus username to sync to TouchBase.

Helpful Hint No. 2
Your Infinite Campus password does not sync to TouchBase. You will need to create a new password for TouchBase. You can choose to use the same password, but you must create it in TouchBase.

New Product for Online Payments
TouchBase is an online payment portal of our receipting system, InTouch. It offers a convenient way for parents to view student fees and/or fines and make school-related purchases with a credit or debit card - 24/7! To access TouchBase, you will need an Infinite Campus Parent Portal account. If you don’t have one or are unsure of what it is, please call your student’s school office.
How Does It Work?
It's like shopping online . . . you select items you want to “buy” and then click on the shopping cart to check out and pay. Parents are able to pay all basic student fees and fines at all grade levels, add money to lunch accounts, and pay for bus transportation. For our secondary students, even more options are available, such as purchasing PE clothing, yearbooks, supplies, etc. As we grow this product, so will our options. And the best part? You can make payments and purchase items for all your students in one transaction!

Take a look at the screenshot below to see what else you can do in TouchBase:

![Screenshot of TouchBase interface]

As a parent/customer, you'll be able to:
1. View products available for purchase online
2. Pay for fines and/or fees online
3. View open fines/fees
4. Print open fines/fees
5. Pay fines, fees, or purchase items for all your students in one transaction
6. View, print and/or save your student or customer history
7. View, print and/or save your receipts
8. Make donations

And much more!

Who do I call if I have questions?
If you need assistance with your account, we are happy to help you.
- If you need to set up an Infinite Campus account, please contact the main office of your child’s school. The phone numbers for our schools is available here: http://www.wdmcs.org/district/our-schools/
- If you have questions about balances, payments, transaction fees, or other account-related questions, please call 633-5000 and ask for the Business Services Department regarding WDMCS Online Payments.
**Making a Transaction**

Our online payments portal is more than a place to make payments — we know that you'll find it essential when managing your account or your student’s account.

TouchBase has been configured to use the following login credentials:

Username: your Infinite Campus username  
Password: the password you chose when you activated your account

For parents with multiple students in the district, after you are logged in, you'll be able to see all of the students who are associated with you. To select a student, just click on the button with their name.

Once you've selected your student, everything will be specific to that student. This particular screen is called the dashboard. The most common tools you should become familiar with are listed below:

A. Fines and/or Fees may be present on your student’s account. If your student has a fine/fee on their account, you will see a RED notification button – this is your indicator to look at, and pay, any fines or fees assessed to your student’s account. There are many reasons why a fine or fee may be present on your account, and clicking on the View button will display the detail specific to your student.

**Helpful Hint**

If you have questions regarding a fine/fee assessed to your student account, please contact your student’s building.
B. Items at Students School is where you'll go to browse items available to your student for purchase. This should look familiar to you if you're familiar with online shopping. Once you've selected items in the webstore, you can view/edit your cart, or proceed to checkout.

C. Purchase History is an on-demand tool for you to use to track your purchase history. This allows you to confirm prior purchases or confirm payment was delivered by your student (or yourself) to the building.

D. Reprint Receipts is a tool that allows you to print a single receipt rather than your full payment ledger (Purchase History).

**Purchasing Items**

1. To start, click on the Items at Student’s School button. This will take you to a new page with categories (below is an example list of categories). Click on the category to view the options available.

2. To purchase an item, simply click on the buy button next to the option. This will add the item to your shopping cart. Adding money to your student’s lunch account is similar . . . “buy” a preset amount for the Nutrition Deposit or scroll down to the bottom of the page and indicate your own amount.

   **Helpful Hint**
   To switch to a different category, use the navigation menu at the top of the option list and click on the button with your student’s school name.

3. Fines and fees are cannot be purchased as an item; rather they are assessed by the district and will appear at the top of your student’s dashboard via the View button. Click on that button to view the fines and fees. To pay a fine or fee, click on the checkbox in the Select column, then click on Pay Selected Fines/Fees.
Below are examples of screenshots of what you may see when making purchases.

<table>
<thead>
<tr>
<th>Buy</th>
<th>An item that’s available for purchase in the webstore will display a blue “Add” button – this means it’s available for purchase:</th>
</tr>
</thead>
</table>
|     | ![Screenshot of Add Card Fee Item](image1.png)  
ASB CARD FEES  
REQUIRED FOR STUDENT ATHLETES TO PARTICIPATE IN SPORTS |
| Sold Out | This notification will display if the quantity has been depleted on an item, or if the item is currently unavailable.  
Tip: check the item description – there may be additional instructions for you regarding the item. |
|     | ![Screenshot of Sold Out Item](image2.png)  
AP US GOVERNMENT & POLITICS TRIP  
SPACE IS LIMITED, FIRST COME, FIRST SERVED |
| Pay Fines | This is displayed when an item is marked to restrict purchases for students with outstanding fines on their account. If you click the “Pay Fines” button, this will take you to the fine window where you can add all applicable fines to your cart. Once you’ve added the fines to your cart, you’ll be able to add the restricted item to the cart as well: |
|     | ![Screenshot of Pay Fines Item](image3.png)  
THE PLANETS  
Support our hard working Symphony students! Attend their production of Holst’s “The Planets.” |
| Grade Restriction | Items that are restricted to a specific grade, are only available to students enrolled in the listed grades. If you find your student is listed in the wrong grade, or the item you wish to purchase should be available to your student – please contact the school for more information. |
|     | ![Screenshot of Grade Restriction Item](image4.png)  
CULINARY TRIP  
Only available to grades 12 |
| Combination Items | If you find an item has multiple options available, this is a ‘Multipart item’ and you have the option to select what items you wish to add to the cart. If any of the checkboxes are greyed out/unavailable to edit, this means they are required. |
|     | ![Screenshot of Multipart Item](image5.png)  
REGISTRATION COMBO  
SAVE MONEY AND PURCHASE THE MOST COMMON ITEMS ALL AT ONCE  
AP HISTORY  
ATHLETICS POUCH  
YEARBOOK SALES |
4. When finished shopping, click Checkout at the top of the page. You will be redirected to the payment page.

5. If you are satisfied with your cart, click on Check Out. You may also click on Continue Shopping to add more items or Remove to delete items out of your cart.

6. Enter your credit card information as requested on the payment screen. Any fields in red are required information. Once filled in, click Pay Now

7. These transactions are immediately available to both the parent as well as the school district.

FAQs

Q. Is my credit card data stored when I use the online payments application?
A. No – the online payments application does not store your card data under any circumstance. WDMCSD does not store your credit card data under any circumstance either. The online payments portal uses PCI compliant processes and security protocols to ensure your data is protected while being processed. All payments are secure and protected.

Q. What card types are currently accepted online?
A: Visa, MasterCard, and Discover.

Q. I have a fine on my student’s account. Why would my student have a fine?
A. There are several reasons why your student may have a fine. The online payments application is integrated with other systems. The most common reasons for why a fine is on a student’s account are:

- A student lost or damaged a library/textbook
- A class fee wasn’t paid
- A quarterly transportation fee wasn’t paid
- A student didn’t pay a fee on time.

If there is a fine on your account, certain items may be restricted for purchase until the fine/fines are paid.
Q. I’ve tried to log in to TouchBase, but I haven’t been able, what should I do?
A. If you are having issues signing into TouchBase, it’s most likely because you haven’t activated your account or have forgotten your password. You can first try the recover password utility on the login page (https://ia-westdesmoines.intouchreceipting.com), but if that doesn’t work, please contact your student’s school for further instructions.

**Helpful Hint**
There is a convenience fee of $0.40 for using the online payment system and a two percent transaction fee (minimum $1.00, maximum $5.00) for using a credit card. These fees are added to your total and be identified on your receipt. You can avoid paying these fees if you make payments at your student’s school. Cash, check, or credit cards are accepted at all school buildings and the Learning Resource Center.

Q: There is an item my student wants to purchase, but I don’t see it available in the store
A: TouchBase offers many items to parents and students, but there are certain items that may require handling in the school office. As a result, the item may not be available in TouchBase. In addition, some items may only be available during certain times of the year. Be sure to check in often!

**Transcribing Grades**
To transcribe grades in Infinite Campus at the end of each semester, go to “Index,” “System Administration,” “Student Portfolio,” “Transcribe Post,” and the following screen should appear:

Select “calendar,” “credit groups,” “grades,” and the correct term (Term 2 for first semester, Term 4 for second semester). Unclick “Post Score Comments to Transcript.” Click “Run.” When it is finished posting, “Done” will pop up at the bottom of the screen. Click on a few students to make sure grades made it to the transcript.
Transcripts for New Student

After the incoming student has been created in the system and the transcript has been evaluated, search for the student and click on the transcript tab. Click on the “New” button. This brings up the “Transcript Course Editor” box.

1. Enter the school year, grade level, and school name. If this is an in-district class, enter the district number (6957) and school number (VHS-109, VSW-127, WCC-118, ST-236, IH-218). The school year and school will default to the information from the top scroll bar.

2. Enter a course number. If this is from out-of-district, the first part will be the subject (ENG=English, MTH=math, MIS=Miscellaneous, etc.) and the last part is 999.

3. Enter the course name.

4. Enter the date the score was received. If this is a student who is transferring into the district, the date will be when the student began in the district.

5. Enter the start and end terms. Start term is the term the course began. End term is the term the course finished.

6. Enter the actual term. Actual term is the term where the grade will be marked. If this is a first semester (two quarter/terms long) class, the actual term would be 2.

7. Enter terms long. How many terms did the class last?

8. Enter the score from the drop-down list. The drop-down list will reference all scores from ALL of the district’s score groups. Make sure to choose the correct score with the right GPA values listed. Once a score is chosen, the GPA value and GPA weight should automatically populate. If the information is missing, make sure to hand enter it.

9. In the transcript credit area, enter the “Earned Credit” amount and the “Attempted Credit” amount, and select the credit name to attach to the entry from the drop-down list.

10. Click on “Save” if this is a single entry or the last entry for this student. If you need to enter more classes/grades for this student, click on “Save” and add another.

Trip Procedures

1. Due to morning bus routes, trip buses should not be expected to arrive prior to 9:15 a.m. If you desire an earlier start, please contact the Department of Transportation for availability/approval.

2. In order to have buses available by 2 p.m. for afternoon routes, buses must depart from Des Moines area destinations no later than 1:30 p.m. and no later than 12:30 p.m. from destinations outside the Des Moines area – unless prior approval and arrangements have been secured with the Department of Transportation. On early out days, trip buses need to be back at the schools no later than 1:15 p.m. Next available buses for trips will be after 5 p.m.

3. Trip request forms will be returned to the requester if they are incomplete. A billing account number and signature of administrator approving the trip MUST be present.

4. Trip request forms must be submitted to the Department of Transportation at least two weeks prior to requested trip date. Requesters seeking to secure a bus under the two-week minimum need to contact the Department of Transportation for bus availability prior to submitting the request.

5. Incomplete trip requests returned to the requester will be scheduled when the completed/corrected form is received by the Department of Transportation.

6. Submission of a request form does not guarantee the scheduling of a trip. Days when heavy demands are placed on driver and bus resources may result in the denial of a request or, in the case of athletics, the trip’s assignment to an out-of-district entity such as Midwest Coaches. You can contact Central Iowa Transit at 515-223-0286.

7. Buses are booked on a first come, first served basis.

8. All trips that require rescheduling must be re-scheduled with two-day advance notice to ensure that both bus and driver will be available for their trip.
9. Trips will not be considered for scheduling if the Department of Transportation is notified on the same day that services are sought.
10. Out of courtesy to scheduled drivers, and to avoid unnecessary charges, the Department of Transportation requests that you notify us ASAP should you need to cancel a trip.
11. Prior to trip departure, drivers must inform passengers of emergency door and safety hatch locations and briefly instruct them in their proper use.
12. Food and drinks will not be allowed on the buses at any time for trips in and around the Des Moines area.
13. Food and drinks will be allowed on out-of-town trips with the following elements of understanding:
   a. Bus driver and coach/sponsor will do a pre-trip inspection before allowing students on the bus.
   b. Bus driver and coach/sponsor will make a post-trip inspection of bus to determine the bus’s condition.
   c. Buses not in a reasonably acceptable condition following the trip will be charged for clean-up costs.

   Should a trip ever be taken using volunteer drivers (non-employees), a Volunteer Drivers and Liability form must be completed as well as a photocopy of the driver’s license and insurance card.

Voluntary Transfer, Voluntary Transfer Resident, Capped, and Grandfathering
Inform the district registrar of these students, and the district registrar will make necessary changes in Infinite Campus.

Work Permits
Effective June 1, 2015, school administrators will no longer be issuing Iowa Child Labor Work Permits. Youth, parents, and employers complete a simplified form. The form and instructions are available on the Division of Labor website at www.iowaworkforce.org/labor/childlabor.htm. Please make the form available to students and parents that visit your offices. Direct inquiries to the website address above for updated information and the Division of Labor email address is iachildlabor@iwd.iowa.gov.
The West Des Moines Community School District does not discriminate on the basis of race, color, national origin, gender, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity, genetic information, and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact the district’s Equity Coordinator Carol Seid, Associate Superintendent of Human Resources, 3550 Mills Civic Parkway, West Des Moines, IA 50265; phone: 515-633-5037; email: seidc@wdmcs.org.