

2018-19 Junior High Handbook



Resources for all
WDMCS junior high families.



WEST DES MOINES
COMMUNITY SCHOOLS

West Des Moines Community Schools

Mission

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

Shared Vision

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

Portrait of a Graduate

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

Junior High Schools—West Des Moines Community Schools

Indian Hills Junior High

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

Stilwell Junior High

1601 Vine St.
West Des Moines, IA 50265
515-633-6000
Principal: Eric Boyle
Assistant Principal: Alex Dreier

About the Student and Family Handbook

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

Educational Non-Discrimination Statement

The West Des Moines Community School District does not discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status, sexual orientation, gender identity, genetic information, and socioeconomic status in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy, please contact the district's Equity Coordinator Carol Seid, Associate Superintendent of Human Resources, 3550 Mills Civic Parkway, West Des Moines, IA 50265; Phone: 515-633-5037; E-mail seidc@wdmcs.org (Adherence to bona fide occupational/ educational qualifications will not be interpreted as discriminatory.)

If provisions of this handbook conflict with those of board policy, the terms of the board policy shall govern.

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Principals' Welcome to Parents and Students

Dear Parents/Guardians:

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

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

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

Sincerely,
Junior High Administration

Dear Student:

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

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

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

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

Sincerely,
Junior High Administration

General Information

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

Academic Calendar

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

Athletic Calendar: www.cimlcentral.org

- View athletic schedules
- View directions to athletic events

Daily Schedule

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

Students must eat at school unless they have received permission from the principal's office to leave the building with a parent/guardian (closed noon hour). Students eating the first and third lunch shifts are asked to leave their books in their lockers before reporting to the cafeteria.

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

Fees and Waiver of Student Fees

Each student pays a book fee. Students may elect to purchase an activity ticket for regular season athletic events within the Central Iowa Metropolitan League, a yearbook, and upgraded project materials within certain courses. A combination lock is provided for the physical education locker. If the lock is lost, the student will be responsible for a replacement cost.

[View Current Fee List](#)

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

Lost and Found

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

Media Center

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

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

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

Nutrition Services

The breakfast program is available in the cafeteria every morning between 6:55-7:25 a.m. The lunch program has the following options available daily:

- the published menu.
- additional entree(s).
- a salad bar line.
- a la carte items.

A computerized accounting system is used for the breakfast, lunch, and a la carte lines. This system allows students to deposit money into a meal account and/or a cash account, or pay cash in the line. Money deposited in the meal account may be used only to purchase school lunches; money deposited in the cash account may be used for lunches and/or a la carte items. Money for school lunches and a la carte items may be deposited in student accounts, or tickets, and may be purchased between 6:55-7:30 a.m. in the cafeteria. For help with a negative balance, please contact the Nutrition Services Department at 515-633-5085.

Charging will NOT be allowed. All students, including students eligible for free or reduced price lunches, will access their account with a bar code card. A card will be issued the first time money is deposited into an account or at the time a student is approved for free meals. If a card is lost, a new card will be issued, and the lost card will be inactivated. Students may be asked to pay a fee for a new card.

The lunch period is supervised by lunch supervisors and other school personnel. No students are allowed to leave the school grounds during lunch unless accompanied by a parent or guardian. Students who wish to eat at home should bring a note from their parent or guardian to the office and secure a noon hour pass.

All meals are to be eaten in the cafeteria/student center only. Students are not to be in the halls during the noon hour unless they have permission.

Students are not to order food from local businesses to be delivered to school. Students can either bring lunch or eat Nutrition Services lunches.

Free or Reduced-Priced Meals

Applications for free or reduced priced meals can be:

- requested at back-to-school registration.
- obtained in the school's Student Services Office.
- obtained at the Learning Resource Center located at 3550 Mills Civic Parkway, West Des Moines
- found online at www.wdmcs.org or at any WDMCS school main office.

An application must be completed every year. Only one application is needed per household as long as all children are listed. All individuals will be notified by Nutrition Services of their eligibility status within 10 days.

Students receiving a free or reduced lunch price follow the same procedure as all other students. Our computer program tracks all meal purchases and adjusts the transaction amount based on the student's eligibility status. The computer program allows the eligible students one "complete" breakfast and one "complete" lunch per day. Second meals and a la carte items may be purchased using cash or by accessing the cash funds available in the student's account. All students, including students eligible for free or reduced price lunches, will access their account using a pin pad and their student identification number.

NutriSlice

More information about each food, including a photo, nutrition facts, and a description are available for our menus at www.wdmcs.nutrislice.com. You can also access this information by downloading the School Lunch by NutriSlice App available for iPhones and Androids. Pictures and descriptions of all items may not be available yet but are coming soon. NutriSlice also contains a Meal Planner tool that allows you to select all the foods you have eaten or plan to eat and will generate a custom nutrition label based on your meal.

School Hours

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

Upon arrival, students are expected to remain on school grounds. Students arriving before 7:25 a.m., or remaining at school later than 2:50 p.m., must be in the cafeteria unless under the supervision of a staff member.

Supplies

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

Communication and Family Involvement

Assessment

[Board Policy 505.04](#): The Board Education believes that assessment is a planned and integral part of instruction which guides and documents student growth in light of the district's Educational Program Goals. It is an ongoing process involving students, teachers, and parents in observation, interaction, and analysis. It consists of both formal and informal measures of individual and group progress.

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

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

Change of Address/Telephone

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

How to Sign Up for Our Group Email to Parents/Guardians

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

Parent/Family-Teacher Organizations

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

Promotion and Retention System for Junior High

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

Social Media

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

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

Visitors

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

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

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

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

[Learn more about the Raptor Visitor Check-In System](#).

Websites

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

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

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

Student Conduct Expectations and Safety

Student Conduct Expectations

Absences

There are two types of absences:

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

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

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

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

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

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

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

Absence (Make-up work)

Work missed during an absence from school needs to be made up. Students should report to each teacher on the day of return to school and make arrangements to complete the make-up work. If it is known in advance that a student will be absent for a definite and approved reason, the student should obtain assignments in advance. Prolonged periods of absence from school are discouraged whenever illness is not a factor. Absences cause a disruption in the continuity of a student's educational program and present problems for adequate make up of missed class work. Generally, students will be allowed two complete school days for each day of unplanned absences to a maximum of 10 days for make-up work. Teachers are available to students before and after school and on a scheduled basis.

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

Excessive Absences

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

[Board Policy 506.01](#) (Compulsory Attendance) spells out requirements for student attendance. Attendance is required for a minimum of one hundred forty-eight (148) days, to be met by attendance for at least thirty-seven (37) days each school quarter. Exceptions to compulsory attendance are listed in the policy.

Adviser/Homeroom Groups

Students are assigned to an adviser group or homeroom called Tiger Time for the school year. These groups of students will be scheduled together periodically for a specific purpose.

Attendance

We value your children and their education. We know that student attendance is an important factor in student success. We will carefully and consistently monitor the attendance of all of our students. Tardies, early release, and absences disrupt student learning. Research tells us that if a student misses a class three times in a trimester, it has a five percent impact on student learning and missing 9 times has a 15 percent impact.

Appropriate steps will be taken to improve student attendance. We encourage your student to attend school regularly and to be on time so missed instruction does not interfere with learning.

Students should be kept home when they have:

- diarrhea (free for 24 hours before returning to school).
- fever within the last 24 hours.
- an illness that caused vomiting two or more times during the previous 24 hours, unless the vomiting is known to be caused by a condition that's not contagious.
- impetigo (a skin infection with sores) until 24 hours after treatment has been started.
- conditions that suggest the possible presence of a more serious illness, including a fever, sluggishness, persistent crying, irritability, or difficulty breathing.

You can help prevent the spread of infectious diseases by keeping your student home from school until the illness is no longer infectious.

Beverages and Gum

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

Bullying and Harassment

[Board Policy 502.02](#) (Equal Educational Opportunities: Prohibition of Discrimination, Harassment, Bullying, and Sexual Misconduct Toward Students) states West Des Moines Community Schools is committed to providing all students a safe and civil educational environment in which all are treated with dignity and respect. The District is also committed to promoting understanding and appreciation of the cultural diversity of our society. The District will educate students about our cultural diversity and will promote tolerance of individual differences. The full board policy on bullying and harassment is available in the District Handbook section.

Cheating and Plagiarism

Students are expected to produce work to the best of their ability. Work submitted for credit or recognition is to be done by each individual student and must be their own work. Cheating, plagiarism (presenting another's work as your own), or other forms of dishonesty may result in loss of credit for the assignment in which the violation occurred.

Detention Policy

Students may be assigned to the detention hall for infractions that occur outside the classroom, for severe or chronic disruptive or disrespectful behavior in the classroom, or for refusal to serve detentions for a classroom teacher. Transportation arrangements will be made in advance to support family schedules. If a student is unable to stay on the assigned day, he or she needs a valid excuse and is to notify the detention hall supervisor before the start of the school day. Students are expected to read or work on assignments while serving detention. Please reference [Board Policy 503.01](#) (Discipline) for more information.

Dress Code

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

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

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

Hats are not to be worn in the school building. Students are also not allowed to wear the "hooded" portion of a shirt/sweatshirt in the school building. Failure by a student to remove a hat or hood at the request of a staff member may be referred to administration.

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

Dropping a Course

Students typically have only the first 10 days of a semester to drop a course without academic consequences. Please view [specific guidelines online](#). School counselors work with students during registration to find the best course schedule to meet student needs.

Electronic Communication Devices

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

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

Lockers

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

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

The locker should receive good care so it will protect books and other personal belongings. Periodic locker checks and clean-outs will be conducted during the year.

Students are to remain in the locker to which they have been assigned or face disciplinary consequences or loss of locker privileges.

Permanent Markers

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

Public Displays of Affection

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

Tardiness

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

Student Safety

Bicycles/Skateboards/Rollerblades/Scooters/Rollershoes

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

The bike-riding privilege may be revoked if a student does not abide by the school guidelines and/or causes safety concerns. Skateboards, scooters, rollershoes, and rollerblades are not allowed on school property.

Safety Drills

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

Severe Weather Warnings

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

Security

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

Student Services

Guidance and Counseling

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

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

Health Services

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

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

Homework and Study Hints

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

Physical Education (P.E.)

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

Students are responsible for keeping the P.E. clothing in good condition. Teachers will give instructions to help care for it. Every article of physical education clothing, including socks and shoes, should be plainly marked with the student's first and last names.

Student Assistance Program (SAP)

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

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

Activities and Athletics

Activities

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

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

Athletic Program

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

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

Educational Study Trips

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

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

Extracurricular Activities

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

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

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

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

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

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

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

Attendance Guidelines

1. Any student not in attendance at school on the day of the activity will not dress or participate in the activity. All exceptions must be approved by a school administrator. In order for a student to participate in a public performance or interscholastic activity on any day school is in session, they must attend at least half of the scheduled classes which are a part of the schedule for that day. Any exceptions for this guideline must be approved by a school administrator.
2. Any student who participates in a public performance or activity is expected to be in school on time following the activity. Excuses must be approved by a school administrator. "Sleeping-in" is not an excusable absence.
3. Any student serving an out of school suspension and/or expulsion may not participate and/or attend any school-sponsored activity until the student has been re-admitted by a school administrator.

Student Activity Conduct Code

Statement of Philosophy

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

The Board of Education of WDMCS affirms its support of the student responsibility and discipline policies, affirms its intent to support staff who enforce these policies and affirms its intent to hold staff accountable for implementing these policies.

A Student Activity Conduct Code outlines further expectations for those who participate in activities. Participation in an activity program is a privilege granted to students displaying the interest and talent the activity requires. These students serve as representatives of our district to their peers, to the public within our district, and to other school districts.

Student Activity Conduct Code Statement of Purpose

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

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

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

Specific penalties are outlined for the categories listed below. It should be noted that: If 10 percent of any activity schedule is less than one full contest or production, etc., the participant will miss one complete contest, or production, etc.

Activities Covered

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

Determination of a Violation

A violation of the Student Activity Conduct Code will be established by any one of the following: (1) a self-report of a violation by a student, (2) receipt by the District of a law enforcement report identifying a specific student and describing conduct which constitutes a violation of the Student Activity Conduct Code, (3) a report to the Administration by a staff member or an activity sponsor that a student has violated the Student Activity Conduct Code, or (4) receipt by the District of information sufficient to establish a violation of [Board Policy 502.07A](#) (Alcoholic Beverages), [502.07B](#) (Prohibited Substances), [502.08](#) (Alcoholic Beverages and Controlled Substances - Selling or Distributing), [503.01](#) (Discipline).

Commission of a Misdemeanor and/or Felony

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

Suspension

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

Quantifiable and Non-Quantifiable Activities

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

Alcoholic Beverages and Controlled Substances — Possessing, Using, or Being under the Influence Of

Possession or use of any alcoholic beverage, or any beverage represented to be alcohol, is a violation of this Conduct Code. Any student who is under the influence of alcohol is in violation of this Conduct Code. This procedure applies in all countries and locations throughout the world (including international waters), regardless of whether the possession or use of alcohol by a student is legal or not prohibited by law in the location where it is possessed or used.

Possession of any controlled substance for which distribution is controlled by Iowa law or federal law is a violation of this Conduct Code. Included are controlled substances, their look-a-likes or substitutes, or any substances represented to be a controlled substance (other than medication prescribed by the individual student's physician). This procedure applies in all countries and locations throughout the world (including international waters), regardless of whether the possession or use of a controlled substance by a student is legal or not prohibited by law in the location where it is possessed or used.

FIRST OFFENSE

QUANTIFIABLE ACTIVITIES

- Will miss 10 percent of the activity scheduled.

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

NON-QUANTIFIABLE ACTIVITIES (one which is not subject to a predetermined schedule: foreign language club, class officer, etc.)

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

SECOND OFFENSE

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

Alcoholic Beverages and Controlled Substances — Selling or Distributing

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

The Board-approved penalty for the sale and/or distribution of a controlled substance and/or alcoholic beverages is expulsion. Thus a student is automatically ineligible during expulsion. When the student returns to school, he/she is scholastically ineligible for a semester as a result of the expulsion. The student may resume participation during the second semester of enrollment following an expulsion if he/she meets the requirement for scholastic eligibility as outlined under the section of the Student Activity Code entitled ACADEMIC PERFORMANCE.

The Use and/or Possession of Tobacco or Tobacco Products

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

FIRST OFFENSE

The student will be disciplined by the activity director, coach, or the sponsor and the administration.

The in-school suspension the student receives as a result of the possession or use of tobacco and/or tobacco products does not prohibit him/her from participation.

SECOND OFFENSE

Quantifiable Activities

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

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

Non-Quantifiable Activities

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

THIRD OFFENSE

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

Application of the Penalty

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

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

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

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

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

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

Student Activity Conduct Code — Procedure for Appeal

Any student who believes his/her privilege to participate in student activities has been restricted without good cause has the right to immediately appeal the decision as follows:

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

Student-Faculty Appeal Panel

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

Reasons for Decisions

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

Representation at Appeal

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

Special Section — West Des Moines Community Schools Districtwide Handbook

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

West Des Moines Community Schools Board of Education

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

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

West Des Moines Community Schools Learning Resource Center

3550 Mills Civic Parkway

West Des Moines, Iowa 50265-5556

Phone: 515-633-5000

Superintendent Lisa Remy, Ed.D.

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

Associate Superintendent of Teaching and Learning Services Michelle Lettington

Chief Financial Officer Paul Bobek

General Information

1:1 Chromebooks

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

Student Responsibilities

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

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

Parent/Family Responsibilities

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

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

Computer Use Agreement (Google Chromebook)

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

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

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

The student will not deface or destroy the equipment in any way. Iowa statute allows the district to obtain reimbursement from, or on behalf of, students for any damage to, loss of, or failure to return school property. Replacement cost of the equipment will not exceed \$209.

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

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

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

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

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

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

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

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

Damage or Loss

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

Costs

There is no fee being assessed up front for your student's use of the Chromebook. However, if parts are damaged or come back missing, you may be charged for the following:

Charger: \$23.00

Case: \$18.00

Chromebook: \$160.00

Responsibility to Bring to School

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

Allergies

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

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

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

Area Education Agency (AEA) Services

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

Boundaries

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

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

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

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

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

Counseling Services Available to Students and Families

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

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

Crisis Management

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

The district has a comprehensive emergency management plan focused on planning, preparedness, response, and recovery. For more information, visit wdmcs.org/district/schools/crisis-plan/.

Fees

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

Fee Waiver

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

Health Services

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

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

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

Immunizations and Health Screenings

Iowa law requires a parent to verify proper immunization against diphtheria, tetanus, pertussis, polio, measles, mumps, rubella, hepatitis B, and varicella to enroll in school. At least one dose of each immunization must be given before starting school. If your child has not received all of the following immunizations, you will need to work with the school nurse and their health care provider to set up a “catch-up” schedule.

[Learn more about immunizations online.](#)

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

Services of the School Nurse

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

Student Injuries

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

Kindergarten Registration

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

Preschool Programs

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

Tiger Cubs Preschool is coordinated through the WDMCS. Programs are located at Clive Learning Academy, Crestview School of Inquiry, Fairmeadows, Jordan Creek, Western Hills, and Westridge elementary schools. Tiger Cubs Preschool will provide an opportunity for your child to develop readiness skills for kindergarten through age-appropriate activities and experiences.

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

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

West Des Moines Community Schools Foundation

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

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

Communication and Parent Involvement

Complaints Regarding School Personnel

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

Infinite Campus

Internet Portal — <http://portal.wdmcs.org>

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

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

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

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

Viewing Academic Work and Grades (for grades 6-12)

The district recognizes that parents/guardians and students will access Infinite Campus to monitor academic work and grades. Teachers have been asked to post the scores from most assignments to the Infinite Campus grade book within two weeks of the assignment due date. Some assignments may take less than two weeks to post, while others, such as major tests or projects, may take more time to grade and post into the Infinite Campus grade book. When scores are posted for a given quarter, the grade is an estimate based on the current assignments and work completed for that quarter. If you, as a parent or guardian, have questions about a given assignment or score, please visit with your child first. They can provide information as to what was expected and what preparation was necessary to complete the assignment or exam.

Staff Directory

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

Translation and Interpretation Services

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

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

Virtual Backpack (Community Flyers)

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

WDMCS Online Calendar

The official [school district activity calendar](#) is your complete reference for district activities and events. The online calendar allows you to customize the events and activities listed by using the filter feature. You can filter the events/activities by category, school, or date range. The [Calendar at a Glance](#) is also available online.

Departments

Administrative Services

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

Business Services

The learning that occurs in our classrooms is supported by quality facilities and sound financial management. Business Services oversees a \$154 million budget and more than 1.5 million square feet of building space. The department works with representatives in the community and staff to ensure our buildings and funding support student learning. [Learn more about WDMCS budgets online](#).

Nutrition Services

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

Operations

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

Transportation

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

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

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

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

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

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

Communications

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

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

Community Education

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

Human Resources

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

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

The associate superintendent of Human Resources leads a talented group of individuals who support more than 1,600 employees, substitutes, and a retiree recognition program. [Learn more about the Human Resources Department and available career opportunities online.](#)

Teaching and Learning Services

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

Curriculum

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

English for Speakers of Other Languages (ESOL)

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

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

Extended Learning Program (ELP) (Gifted and Talented)

WDMCS provides programming for gifted and talented learners through the Extended Learning department. Extended Learning provides gifted and talented learners with ideas and resources for differentiated experiences. In addition to differentiated classroom experiences, students meet in small groups in their own buildings with specially trained teachers to work on group and individual projects according to their needs, abilities, and interests. [Learn more about ELP online.](#)

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

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

The term "homeless children and youth" means individual who lack a fixed, regular, and adequate nighttime residence. The term includes:

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

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

Home Schooling

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

Project-Based Learning Network (PBLN)

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

Special Education

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

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

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

Technology

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

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

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

Board Policies/Legal Notifications

Academic Suspension Appeal

The violation of certain school rules can result in the suspension of the student from participating in academic activities. Such an academic suspension will result in the removal of the student from the classroom setting for a defined period of time. Educational services due the student will be continued through provisions as designated by the principal and/or designee.

In the event the student believes suspension is unfair, an appeal may be made to:

1. Other supervisory administrative staff in the line of authority.
2. The superintendent of schools.

Such appeals must be filed within three (3) school days and a decision confirming or denying the appeal presented within two (2) school days. Suspensions will be served while the appeal is being heard unless there is an allegation that due process (i.e., notice and opportunity to be heard) was not provided.

No appeal will be heard, investigated, or acted upon unless it is reduced to writing and signed by the party bringing the appeal.

Access to Student Records

The West Des Moines Community Schools complies with the Family Education Rights and Privacy Act (FERPA), which affords parents and students over 18 years of age certain rights with respect to the student’s education records. Parents and eligible students will have a right to access the student’s record upon request within a reasonable period of time. For further information, see [Board Policy 506.03.](#)

Alcoholic Beverages - Possessing, Using, or Being Under the Influence Of ([Board Policy 502.07A](#))

Possessing, using or being under the influence of any alcoholic beverage, is strictly prohibited while a student is on any school property or under school supervision. This includes attendance in school or at a school-sponsored function.

For purposes of this policy, the term “prohibited substance” means an alcoholic beverage, a look-alike alcoholic beverage, or any substance represented to be an alcoholic beverage.

As used in this policy, the term “possessing” means:

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

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

First Offense

1. Parents or guardians are notified by mail and phone.
2. The violation is referred to law enforcement authorities.
3. The student is placed on a five-day out-of-school suspension.
4. Before readmittance, a parent/guardian conference is required at which evidence of a scheduled substance abuse evaluation, counseling or treatment program must be furnished.
5. Within 30 days of the incident, the family must meet with appropriate school officials to review the rehabilitation plan developed as a result of the chemical abuse evaluation, counseling or treatment program.
6. Failure to comply with the steps listed will result in a recommendation for expulsion to the Board of Education, unless the student is protected by provisions of the Individuals with Disabilities Education Act (IDEA), in which case, the Superintendency will determine if an expulsion hearing before the Board is appropriate.

Second Offenses:

1. Parents or guardians are notified by mail and phone.
2. The violation is referred to law enforcement authorities.
3. The student will be recommended to the Board of Education for removal from school and placement in an alternate setting (i.e. DMACC, E20/20, approved online programs) unless the student is protected by provisions of IDEA, in which case the Superintendency will determine if such a suspension is appropriate. Students placed in the alternate setting must successfully participate in that program for 45 school days.
4. Before readmittance, a parent/guardian conference is required at which evidence must be furnished of a scheduled substance abuse evaluation, counseling or treatment program.
5. Within 30 days of the incident, the family must meet with appropriate school officials to review the rehabilitation plan developed as a result of the substance abuse evaluation, counseling or treatment program.
6. Failure to comply with the steps listed will result in a recommendation for expulsion to the Board of Education, unless the student is protected by provisions of the IDEA, in which case, the Superintendency will determine if an expulsion hearing before the Board is appropriate.

Third and Subsequent Offenses:

1. Parents or guardians are notified by mail and phone.
2. The violation is referred to law enforcement authorities.
3. The student is placed on an out-of-school suspension.
4. The student will be recommended for expulsion to the Board of Education unless protected by provisions of the IDEA, in which case the Superintendency will determine if an expulsion hearing before the Board is appropriate.

Information received from students and/or parents who voluntarily seek help from school authorities concerning the student's use of alcoholic beverages before being found to be in violation of the provisions of this policy, will be maintained in confidence to the maximum extent possible and will not serve as a basis for disciplinary actions. However, this does not provide immunity for disciplinary action should students continue to use or possess or be under the influence of alcoholic beverages as provided here. The Superintendent in consultation with the Board President has the discretion to alter the disciplinary consequences specified in this policy for students in preschool through third grade.

Allegations of Abuse (Board Policy 503.02)

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

Compulsory Attendance (Board Policy 501.06)

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

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

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

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

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

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

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

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

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

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

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

Discipline ([Board Policy 503.01](#))

The students served in the West Des Moines Community School District are highly motivated and respectful of the rights of others. They recognize the importance of education and display this through their compliance with necessary rules and policies relative to their behavior while in school.

However, in any school setting, it is realistic to acknowledge that situations will arise which are in conflict with established rules and policies. In that event, students may be disciplined for conduct, acts or behaviors which disrupt the orderly and efficient operation of the school or school activity, conduct which disrupts the rights of other students to obtain their education or participate, or conduct which interrupts the maintenance of a scholarly, disciplined atmosphere.

This discipline policy will govern students while on school premises; while on school owned and/or operated school or chartered buses; while attending or engaged in school sponsored activities; while away from school grounds if misconduct will directly affect the good order, efficiency, management and welfare of the school.

CONDUCT SUBJECTING A STUDENT TO DISCIPLINE MAY INCLUDE, WITHOUT LIMITATIONS:

1. Refusal to conform to school policies, rules or regulations.
2. Conduct which disturbs the orderly, efficient and disciplined atmosphere and operation of the school or school-related activity.
3. Refusal to comply with directions from teachers, administrators or other school personnel.
4. Physical attack or threats of physical attack to students, teachers, administrators or other school personnel.
5. Unauthorized possession of weapons, firearms, contraband, dangerous objects, (including, without limitation, knives that do not fall within the definition of dangerous weapon under this policy because they have blades five inches or less in length) or look alikes not associated with approved school activities.
6. Extortion.
7. Criminal or illegal behavior.
8. Theft or robbery.
9. Damaging, altering, injuring, defacing or destruction of any building, fixture or tangible property.
10. Causing a fire or explosion, or placing any burning or combustible material, or any incendiary or explosive device or material, in or near any school property, whether or not any such property is actually damaged or destroyed.
11. Threatening to place or attempting to place any incendiary or explosive device or material, or any destructive substance or device in or about the school premises or premises where a school-sponsored activity will be held.
12. Fighting or engaging in disruptive or violent behavior at school or at school events.
13. Making noise in the vicinity of the school or school-sponsored activities, which disrupts the orderly, efficient and disciplined atmosphere of the school or the school-sponsored activity.
14. Abusive epithets, threatening gestures, or other uncivil behaviors to other students, teachers, administrators or other school personnel.
15. By words or action initiating or circulating a report or warning of fire, epidemic or other catastrophe knowing such report to be false or such warning to be baseless.
16. Obstructing school premises or access to school premises or premises where a school activity is being held.
17. Possessing, consuming, being under the influence of, selling, or distributing alcoholic liquors or beer on school property or while attending a school activity.
18. Possessing, using, being under the influence of, selling, or distributing a prohibited or controlled substance or prohibited or controlled substance look-alike or associated paraphernalia
19. Use, sale, or possession of tobacco or any tobacco product or look-alike.
20. Gambling.
21. Documented conduct detrimental to the best interest of the school district.
22. Harassment, Bullying, or Sexual Harassment or Sexual Misconduct as described in Policy Code No. 502.2.

CONSEQUENCES FOR VIOLATING THE REGULATIONS, RULES AND POLICIES OF THE SCHOOL DISTRICT

Students who violate policies, rules or regulations of the District, or who have documented cases of conduct detrimental to the best interest of the District, may be suspended or expelled from school or otherwise disciplined as provided by this policy.

The principal or designee(s) may impose a range of penalties based upon professional judgment and the facts and circumstances of each situation. Consequences may range from warning, counseling, reprimand, detention, in-school suspension, loss of privileges, suspension from school, suspension from participation in activities, or recommendation for expulsion.

The principal or designee(s) will have the authority to suspend students temporarily. Such suspension may be for a period not to exceed ten (10) school days. A suspended student will be given opportunity to make up work and receive credit on the same basis as other absentees. A day of suspension will be counted as an absence. The initiative to make up work must be made by the student.

The Board of Education, upon the recommendation of the Superintendent, may expel a student from school for violation of the policies, rules or regulations of the school district or for documented cases of misconduct detrimental to the best interest of the school district. The Board may also expel any child whose presence in school may be injurious to the health and/or safety of others or to the welfare of the school. The Superintendent in consultation with the Board President has the discretion to alter the disciplinary consequences specified in this policy for students in preschool through third grade.

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

SEXUAL MISCONDUCT

When a recommendation of expulsion involves alleged acts of Sexual Misconduct as defined by Board Policy 502.2, both the complainant and respondent shall be afforded co-equal participation in the disciplinary/expulsion hearing before the Board. Specifically, both the student subject to expulsion and the complainant shall:

- A. Be sent written notice of the date, time, and place of hearing, including a written summary of the charges and enunciation of the rights at hearing;
- B. Be afforded the right at hearing to make opening and closing statements, be represented, present evidence and examine or cross-examine witnesses (however, alternative methods shall be used to preclude the respondent and the complainant from cross-examining each other);
- C. Be provided with written findings or conclusions as to the charges and the penalty consistent with applicable privacy laws; and
- D. Afforded the same appeal rights to the extent permissible by law.

FIREARMS AND OTHER DANGEROUS WEAPONS

Any student who possesses a dangerous weapon while on school property will be suspended and may be recommended for expulsion to the Board of Education. Any student who knowingly brings a firearm to school, or knowingly possesses a firearm at school will be automatically expelled from school by the Board of Education for a period of not less than one year. The Superintendent may, at his/her discretion, recommend to the Board of Education to modify the one-year mandatory expulsion requirement on a case-by-case basis. Students participating in activities requiring potentially dangerous equipment must demonstrate appropriate behavior with the equipment and have approval from the staff sponsor or administration for possession of potentially dangerous weapons, or students will be subject to the provisions of this policy.

All school officials will be responsible for promptly reporting to the local law enforcement agency any dangerous weapon or firearm found or possessed on school property.

For purposes of this policy a dangerous weapon will be defined as follows:

Dangerous Weapon: Any instrument or device designed primarily for use in inflicting death or injury upon a human being or animal, and which is capable of inflicting death upon a human being when used in the manner for which it was designed. Additionally, any instrument or device of any sort whatsoever which is actually used in such a manner as to indicate that the student intends to inflict death or serious injury upon another, and which, when so used, is capable of inflicting death upon a human being, is a dangerous weapon. Dangerous weapons include, but are not limited to, any offensive weapon, pistol, revolver, or other firearm, dagger, razor, stiletto, switchblade knife, or knife having a blade exceeding five inches in length, or any portable device or weapon directing an electric current, impulse, wave, or beam that produces a high-voltage pulse designed to immobilize a person.

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

Firearm: A firearm means (a) any weapon (including a starter gun) which will or is designed to or can readily be converted to

expel a projectile by the action of an explosive; (b) the frame or receiver of any such weapon; (c) any firearm muffler or firearm silencer; or (d) any destructive device as defined by law, including any explosive, incendiary, or poison gas.

STUDENTS WITH DISABILITIES

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

If a student has been identified as a student requiring special education under the Individuals with Disabilities Education Act, the Board shall not suspend or expel the student in a manner that would constitute a “change in placement” without complying with requirements of law relating to special education. In such cases, the student’s IEP team shall meet to determine if the behavior leading to the disciplinary action is a manifestation of the student’s disability and to determine if the IEP is appropriate.

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

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

READMISSION

Readmission after suspension may be made by the principal when the conditions of the suspension have been met, but readmission after expulsion will be made by the Board of Education or in the manner prescribed by the Board of Education of the District. A student will be eligible for readmission after expulsion at the beginning of the following school year or at any such other time as is determined by the Board.

POSTING AND PUBLICATION

The discipline policy and administrative rules and procedures will be available online and at attendance centers; will be made available to staff, students and parents/guardians; and will be posted in at least one location in each attendance center which is accessible to staff, parents/guardians and students at the beginning of the school year.

REQUEST FOR AN ACCURATE RECORD

Upon the request of school officials of a school to which a student seeks to transfer or has transferred, school officials of the West Des Moines Community School District will provide an accurate record of any suspension or expulsion actions taken, and the basis for those actions taken, against the student in accordance with applicable law.

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

The West Des Moines Community School District believes that it is important for students to learn the meaning and practice of freedom of speech while in school, in order that as future citizens they will appreciate the proper exercise of this vital liberty. In adopting this policy, the school district does not forego its authority to maintain an orderly and disciplined school environment and to protect the well-being of students and staff.

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

NONDISCRIMINATION:

No student in the West Des Moines Community School District will be excluded from participation in, be denied the benefits of, or be subjected to discrimination in District programs or activities on the basis of student's actual or perceived age, race, color, creed, national origin, sex, physical or mental ability or disability, religion, sexual orientation, gender identity, marital status, physical attributes, ancestry, political party preference, political belief, socioeconomic status or familial status in accordance with applicable law. The policy of the District will be to provide equal educational programs, activities, and opportunities for students as needed on the basis of individual needs, interests, abilities, and potential.

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

HARASSMENT AND BULLYING PROHIBITED:

The West Des Moines Community School District is committed to providing all students a safe and civil educational environment in which all are treated with dignity and respect. The District is also committed to promoting understanding and appreciation of the cultural diversity of our society. The District will educate students about our cultural diversity and will promote tolerance of individual differences.

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

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

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

SEXUAL HARASSMENT and/or SEXUAL MISCONDUCT PROHIBITED

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

HARASSMENT and/or BULLYING - DEFINITIONS

Harassment and/or bullying may include but not be limited to any electronic (such as emails, instant messages, cell phone

calls or text messages), written, verbal or physical act or conduct toward a student that is based on any actual or perceived trait or characteristic of the student that creates an objectively hostile school environment that:

- places the student in reasonable fear of harm to the student's person or property; or
- has a substantially detrimental effect on the student's physical or mental health; or
- has the effect of substantially interfering with the student's academic performance; or
- has the effect of substantially interfering with the student's ability to participate in or benefit from District services, activities, or privileges.

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

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

SEXUAL HARASSMENT and/or SEXUAL MISCONDUCT – DEFINITIONS

Sexual or Gender-Based Harassment (including Harassment Based on Sex, Sexual Orientation or Gender Identity) is unwelcome conduct of a sexual nature or aimed at another because of sex when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of the student's educational opportunities or benefits; or
- Submission to or rejection of such conduct by a student is used as the basis for educational decisions affecting that student; or
- Such conduct has the purpose or effect of substantially interfering with a student's education or creating an intimidating, hostile, or offensive educational environment.

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

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

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

Examples of sexual or gender-based harassment may include, but is not limited to the following:

- requests or pressure for sexual activity;
- unwelcome touching;
- other verbal or physical conduct of a sexual nature, such as inappropriate jokes, symbols, signs or posters of a sexual nature;
- repeated remarks to or about a person with sexual or demeaning implications.

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

- Sexual contact or attempted sexual contact by force or against the will of the other. If consent or acquiescence is obtained through threats of violence or while the other is under the influence of a drug or otherwise unconscious/incapacitated, the act is against that person's will.

- Sexual contact or attempted sexual contact against a person suffering from a mental defect or incapacity which precludes giving consent, or lacks the mental capacity to know the right and wrong of conduct in sexual matters.
- Any romantic relationship between a school employee and a student, regardless of the student's age.

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

COMPLAINT PROCEDURES: INVESTIGATION AND RESOLUTION OF COMPLAINTS

Any person alleging a violation of this policy may file a complaint with an administrator in the student's school or by the using the Bullying/Harassment or Sexual Misconduct Complaint Form (included in this policy). For complaints of Sexual Misconduct against school employees, a complaint may be made to a building administrator, District Administrator, or District compliance officer/Level One Investigator.

Employees who are aware of harassment or bullying will file a written complaint or will report the conduct to a building administrator or to the compliance officer. However, any member of the District community, including students, teachers, staff, and third-parties, who become aware of bullying, harassment, or Sexual Misconduct which violates this policy should promptly notify an administrator or compliance officer of such violations.

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

COMPLAINT AND INVESTIGATION STEPS:

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

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

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

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

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

Throughout the investigative process, school administrators will keep parents/guardians of students involved and informed regarding the progress of the investigation. Within 15 school/work days* of starting the investigation, the school administrator will contact the parent/guardian of students involved to share investigation findings unless circumstances require additional time to complete the report. After considering the totality of the circumstances, the investigator will determine whether conduct occurred that violates this policy on a preponderance of the evidence standard; or whether it is more likely than not to have occurred.

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

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

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

Extenuating circumstances may alter the timeline.

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

DISCIPLINE:

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

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

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

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

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

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

Any other District employees cannot guarantee confidentiality.

NO RETALIATION: No person will retaliate against a student or other person because the student or other person has filed a complaint under this policy, assisted or participated in an investigation, or has opposed language or conduct that violates this policy, as long as the participation or action was done in good faith. Persons who engage in retaliation or who knowingly file false complaints or give false statements in an investigation will be subject to discipline up to and including suspension or expulsion from school, or termination of employment, or exclusion of a volunteer, as applicable.

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

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

BULLYING AND HARASSMENT COMPLIANCE OFFICER: The District's Associate Superintendent of Human Resources is Carol Seid, 3550 Mills Civic Parkway, West Des Moines, Iowa 50265, (515-633-5037), will be designated as the District's compliance officer to ensure that all cases of alleged discrimination, harassment and bullying are treated in accordance with District policy. In the event the compliance officer is the alleged perpetrator, a witness, or otherwise has a conflict of interest in a particular case, the Superintendent will be the alternate compliance officer.

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

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

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

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

TRAINING:

The District will educate staff, parents, volunteers, and students about discrimination, harassment, bullying, and Sexual Misconduct as appropriate. Training and education will include effective methods of prevention, and what to do in the event of such actions. The District will assess the effectiveness of this policy and its education programs and will make reports to the Iowa Department of Education as required.

OTHER AGENCIES: Inquiries or complaints may also be filed with the Iowa Civil Rights Commission, Grimes State Office Building, 400 E. 14th St. Des Moines, IA 50319 (515-281-4121) the Iowa Department of Education, Grimes State Office

Building, 400 East 14th Street, Des Moines, IA 50319, (515) 281-5294; and/or the U.S. Dept. of Education Office for Civil Rights, Chicago Office, Citigroup Center, 500 W. Madison St., Ste. 1475, Chicago, IL 60661 (312-730-1560). Inquiry or complaint to the federal or state office may be done instead of, or in addition to, an inquiry or complaint at the local level.

Further information and copies of the procedures for filing a complaint are available in the school district's central administrative office and the administrative office in each attendance center.

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

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

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

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

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

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

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

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

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

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

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

Open Enrollment

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

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

[Learn more about open enrollment online.](#)

Protection of Pupil Rights Amendment (PPRA)

PPRA affords /guardian(s) and students who are 18 or emancipated minors ("eligible students") certain rights regarding the district's conduct of surveys, collection and use of information for marketing purposes, and certain physical exams.

These include the right to:

- Consent before students are required to submit to a survey that concerns one or more of the following protected areas if the survey is funded in whole or in part by a program of the U.S. Department of Education:
 - Political affiliations or beliefs of the student or student's family
 - Mental or psychological problems of the student or student's family
 - Sex behavior or attitudes
 - Illegal, anti-social, self-incriminating, or demeaning behavior
 - Critical appraisals of others with whom respondents have close family relationships
 - Legally recognized privileged relationships, such as with lawyers, doctors, or ministers
 - Religious practices, affiliations or beliefs of the student or family
 - Income, other than as required by law to determine program eligibility
- Receive notice and an opportunity to opt a student out of:
 - Any other protected information survey, regardless of funding
 - Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings or any physical exam or screening permitted under state law.
- Inspect, upon request and before administration or use:
 - Protected information surveys of students
 - Instruments used to collect personal information from students for any of the above marketing, sales or other distribution purpose
 - Instructional materials used as part of the educational curriculum

West Des Moines Community Schools will develop and adopt policies, in consultation with parent/guardian(s), regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure or use of personal information for marketing, sales or other distribution purposes. The district will directly notify parents and eligible students of these policies at least annually at the start of each school year and after any substantive changes. The district will also directly notify parent/guardian(s) and eligible students, such as through U.S. mail or email, at least annually at the start of each school year of the specific or approximate dates of the following activities and provide an opportunity to opt a student out of participating in:

- Collection, disclosure, or use of personal information for marketing, sales, or other distribution
- Administration of any protected information survey not funded in whole or in part by the U.S. Department of Education
- Any non-emergency, invasive physical examination or screening as described above

Parents and/or eligible students who believe their rights have been violated may file a complaint with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, DC 20202-4605.

Release of Information and Photographs

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

The Family Educational Right and Privacy Act requires the district designate certain personally identifiable information taken

from students' educational records as "directory information." Any information not designated by the district as directory information will be considered an educational record under FERPA and may not be released to the public without parental or eligible student consent.

Directory information may include:

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

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

In addition, two federal laws require school districts receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings – unless parent/guardian(s) have advised the school district that they do not want their student's information disclosed without their prior written consent.

Objections to release of information or photographs may be submitted on forms available at the time of registration at all district schools. Alternately, objections may be sent within two weeks of the student's enrollment in school to your school principal. Appropriate district staff will be informed of the objection to release of information or photographs.

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

Public Conduct On School Premises ([Board Policy 909](#))

The Board of Education expects that students, employees, and visitors will treat each other with respect, engage in responsible behavior, exercise self-discipline, and model fairness, equity, and respect. Individuals violating this policy will be subject to discipline. Students will be disciplined consistent with the student conduct policies. Employees will be disciplined consistent with employee discipline policies and laws. Others will be subject to discipline according to this policy.

Prohibited Substances - Possessing, Using, or Being Under the Influence Of ([Board Policy 502.07B](#))

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

For purposes of this policy, the term "prohibited substance" means controlled substance, look-alike controlled substance, substitute controlled substance, any substance represented to be a controlled substance, or drug paraphernalia (pipes, roach clips, scales and other items as defined by Iowa Code Section 124.414). "Prohibited substance" does not include medication prescribed by the individual student's licensed health care provider and which is taken in accordance with the licensed health care provider directions. Tobacco, nicotine and look-alikes are subject to Policy 503.1, Discipline.

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

- a. that the student has actual physical control of the prohibited substance because it is on or in the student's body, in a locker individually assigned to the student, or in an item of personal property belonging to the student (including, but

not limited to, a bookbag, backpack, or purse), or

- b. that the student knows that a prohibited substance is located within a vehicle or a place (such as a house or an apartment) where the student is present and that the student can exercise physical control over the prohibited substance. If a student has left school property during his/her normally scheduled time to be in school or while under school supervision, the student will be considered in school and will be subject to disciplinary procedures listed below.

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

First Offense

1. Parents or guardians are notified by mail and phone.
2. The violation is referred to law enforcement authorities.
3. The student will be recommended to the Board of Education for removal from school and placement in an alternate setting (i.e. DMACC, E20/20, approved online programs) unless protected by provisions of the Individuals with Disabilities Education Act (IDEA), in which case the Superintendency will determine if such suspension is appropriate. Students placed in the alternate setting must successfully participate in that program for 45 school days.
4. Before readmittance, a parent/guardian conference is required at which evidence of a scheduled substance abuse evaluation, counseling or treatment program must be furnished.
5. Within 30 days of the incident, the family must meet with appropriate school officials to review the rehabilitation plan developed as a result of the substance abuse evaluation, counseling or treatment program.
6. Failure to comply with the steps listed will result in a recommendation for expulsion to the Board of Education, unless the student is protected by provisions of the IDEA, in which case, the Superintendency will determine if an expulsion hearing before the Board is appropriate.

Second and Subsequent Offenses:

1. Parents or guardians are notified by mail and phone.
2. The violation is referred to law enforcement authorities.
3. The student is placed on an out-of-school suspension.
4. The student will be recommended for expulsion to the Board of Education unless protected by provisions of the IDEA, in which case the Superintendency will determine if an expulsion hearing before the Board is appropriate.

Information received from students and/or parents who voluntarily seek help from school authorities concerning the student's use of controlled substances before being found to be in violation of the provisions of this policy, will be maintained in confidence to the maximum extent possible and will not serve as a basis for disciplinary actions. However, this does not provide immunity for disciplinary action should students continue to use or possess or be under the influence of controlled substances provided here. The Superintendent in consultation with the Board President has the discretion to alter the disciplinary consequences specified in this policy for students in preschool through third grade.

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

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

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

The district, in partnership with the community, is concerned about nutrition and education awareness, responsible eating habits, physical activity and childhood obesity. The entire school environment, not just the classroom, will positively influence a student's understanding, beliefs and habits as they relate to good nutrition and regular physical activity. In trying to address the issues that underlie the soaring rates of childhood obesity, the following recommendations, guidelines and goals are intended to provide:

- healthy food and beverage options to our students through the district's nutrition services program,
- nutrition education that enables students to make healthy decisions about their eating habits,
- physical activity that embraces a healthy lifestyle, and
- access to healthy nutritional food and beverage options throughout the school day.

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

The district encourages the appropriate use of technology-based tools and information resources by students. These resources include district-provided computers, productivity software tools, instructional software, networks, electronic media and telecommunications tools, such as access to Internet resources. These district-provided resources and tools are provided solely for the advancement and promotion of learning and teaching. The use of these resources will be consistent with the district's educational mission and policies, as well as state and federal laws and regulations.

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

The use, sale and/or possession, by a student, of any tobacco or tobacco products, including vapor/electronic tobacco products and look-alike tobacco products, will be strictly prohibited while said student is on any school property or under school supervision. This includes attendance in school or at a school-sponsored function. Any student violating this rule will be subject to disciplinary action, including suspension or expulsion by the Board of Education. Students under the age of 18 may be reported to local law enforcement authorities.

If a student has left school property during his/her normally scheduled time to be in school or while under school supervision, the student will be considered in school and will be subject to the above procedures.

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

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

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

Tobacco/Nicotine Free District

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

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

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

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



3550 Mills Civic Parkway | West Des Moines, IA 50265
515-633-5000 | www.wdmcs.org

The West Des Moines Community School District does not discriminate on the basis of race, color, national origin, gender, disability, religion, creed, age (for employment), marital status, sexual orientation, gender identity, genetic information, and socioeconomic status in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy, please contact the district's Equity Coordinator Carol Seid, Associate Superintendent of Human Resources, 3550 Mills Civic Parkway, West Des Moines, IA 50265; Phone: 515-633-5037; Email: seidc@wdmcs.org.