

2018-19 Elementary Handbook



Resources for all
WDMCS elementary 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.

Table of Contents

Elementary Schools—West Des Moines Community Schools Principals' Welcome

General School Information (pages 6-9)

Activities

- Birthdays/Special Days
- Field Trips

Nutrition Services

- Free or Reduced-Priced Meals
- NutriSlice

Miscellaneous Information

- Lost and Found
- Non-Activity Night
- Recess
- School Pictures

Schedules

- Before/After-School Child Care
- Elementary Schedules
- Students Arriving Early
- Students Arriving Late
- Students Leaving Early
- Students Staying Late

Communication and Parent Involvement (page 9-10)

After School Activities

- Parent/Family-Teacher Organizations
- Pupil Progress Reporting/Conferences
- School Communication
- Social Media
- Visitors
- Volunteer Program

Student Conduct Expectations and Safety (pages 10-12)

Student Conduct Expectations

- Attendance
- Classroom and Office Procedures
- Homework
- Student Dress and Appearance
- Student Supplies
- Telephone/Cellphone Usage
- Valley Stadium Expectations for Students

Student Safety

- Bicycles/Skateboards/Rollerblades/Scooters/Rollershoes
- Safety Drills
- Student Safety Tips

Student Services (pages 13-14)

Code 411 Substance Abuse Education Program

Health Services

Absences

Head Lice

Health Records

Physical Education

Student Assistance Program

West Des Moines Community Schools Districtwide Handbook (pages D1-D27)

Elementary Schools—West Des Moines Community Schools

Clive Learning Academy (grades PK-6)

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

Crestview School of Inquiry (grades PK-6)

8355 Franklin Ave.
Clive, IA 50325
515-633-5700
Director: John Villotti

Crossroads Park Elementary (grades K-6)

1050 50th St.
West Des Moines, IA 50265
515-633-5600
Principal: Robert Davis, Ph.D.

Fairmeadows Elementary (grades PK-6)

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

Hillside Elementary (grades K-6)

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

Jordan Creek Elementary (grades PK-6)

4105 Fuller Rd.
West Des Moines, IA 50265
515-633-5200
Principal: Paul Wenger
Assistant Principal: Tamara Tjeerdsma

Western Hills Elementary (grades PK-6)

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

Westridge Elementary (grades PK-6)

5500 E.P. True Pkwy.
West Des Moines, IA 50266
515-633-5400
Principal: Nathan Ballagh
Assistant Principal: Tamara Tjeerdsma

Principals' Welcome

Dear Families:

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

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

Each building principal in our district believes that a positive connection between school and home is essential for students to grow to their potential. Please do not hesitate to contact your school with your ideas, questions, concerns, and information. Together, we are sure to make this school year a successful experience for your child and your family.

Thank you for allowing us to participate in your child's education and journey in the West Des Moines Community Schools. We appreciate and honor this opportunity to share with your family.

Respectfully,

Elementary School Principals
West Des Moines Community Schools

Educational Non-Discrimination Statement

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

General School Information

Activities

Birthdays/Special Days

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

Due to an increase in student allergies and the desire to provide a healthier environment for students, we will provide families, employees, and students with a list of approved snacks and classroom party treats as well as catering options from the Nutrition Services Department that are peanut and tree nut-free and designate if they contain any of the other top eight allergens. Suggestions and ideas for non-food choices to be given as rewards, incentives and used for celebrations/parties will be provided and listed on the district website.

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

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

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

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

Field Trips

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

Nutrition Services

The breakfast program is available in the cafeteria every morning 30 minutes before the bell. For lunch, there are a minimum three entrée choices students can select from. A hot entrée, a cold option, and a yogurt lunch are always available to choose from, as well as a hot vegetable. Fruit and veggie bars are also available, and students may self-select as many items as they would like from the fruit and veggie bars.

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 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.

Miscellaneous Information

Lost and Found

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

Non-Activity Night

As per [Board Policy 508.2](#), Wednesday evening is designated as non-activity night in the West Des Moines Community Schools. Schools schedule K-12 student programs or meetings to conclude before 7 p.m. on Wednesday.

Recess: [District Policy 608.01](#)

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

A written request from a parent/guardian is needed for a child to be excused from recess. This note should state the reason that prevents the child from participating in recess. If a child needs to be excused from recess for more than three

days, a conversation with building administration or a physician’s note is required. Employees will not withhold physical activity or use opportunities for physical activity as punishment. Alternative opportunities for physical activity will be at the principal’s discretion.

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

School Pictures

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

Schedules

Before-/After-School Child Care

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

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

Elementary Schedules (excluding Crestview)

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

- 8:55 a.m. Students may enter the building.
- 9:05 a.m. Classes begin
- 3:55 p.m. Students dismissed

Collaboration Schedule (excluding Crestview) — Every Wednesday

- 8:55 a.m. Students may enter the building.
- 9:05 a.m. Classes begin
- 3:10 p.m. Students dismissed

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

- 8:05 a.m. Students may enter the building
- 8:20 a.m. Classes begin
- 3:10 p.m. Students dismissed

Crestview Collaboration Schedule — Every Wednesday

- 8:05 a.m. Students may enter the building
- 8:20 a.m. Classes begin
- 2:25 p.m. Students dismissed

Students Arriving Early

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

Students Arriving Late

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

Students Leaving Early

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

Students Staying Late

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

Communication and Parent Involvement

After-School Activities

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

Parent/Family-Teacher Organizations

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

Pupil Progress Reporting/Conferences

Scheduled conferences are held at the end of the first and second trimesters, and progress reports are sent home with students at the end of each trimester. Purposes of the conferences are for teachers and families to share information about the child and for the teacher to report the student's school progress. Letter grades are given only in sixth grade. Additional conferences may be arranged by either the teacher or families.

School Communication

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

Social Media

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

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

Visitors

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

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

Students are not permitted to bring visitors to school.

Volunteer Program

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

Student Conduct Expectations and Student Safety

Student Conduct Expectations

Attendance

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

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

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

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

Classroom and Office Procedures

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

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

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

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

Homework

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

THE TEACHER WILL:

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

THE STUDENTS SHOULD:

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

FAMILIES CAN HELP BY:

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

Student Dress and Appearance

In accordance with [Board Policy 502](#), inappropriate student appearance causes material and substantial disruption to the school environment or presents a threat to the health and safety of students, employees, and visitors. Students are expected to adhere to standards of cleanliness and dress that are compatible with the requirements of a good learning environment. The standards will be those generally acceptable to the community as appropriate in a school setting.

The district staff expects students to be clean and well-groomed and to wear clothes in good repair and appropriate for the time, place, and occasion. Clothing or other apparel promoting products illegal for use by minors or displaying obscene material, profanity, or reference to prohibited conduct are disallowed.

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

Student Supplies

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

Telephone Usage/Cell Phones

We encourage children to limit their phone use to necessary calls. Students will only be called from class in emergency situations. Students are discouraged from bringing cellphones to schools. Telephones are available in all classrooms, and staff members will assist students in making all necessary calls.

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

Valley Stadium Expectations for Students

- Keep walkways, aisles, ramps, and landings open and traffic moving.
- Have fun and demonstrate positive attitudes.
- Stand on floor only—not on seats. Do not block aisles, walkways, ramps, or landings.
- Student seating in lower west stands only. No student seating in upper west stands unless sitting with a parent or guardian.
- Throwing of objects will not be tolerated.
- No loitering behind west or east bleachers.
- Treat others with the same respect you desire.

Student Safety

Bicycles/Skateboards/Rollerblades/Scooters/Rollershoes

To enhance student safety to and from school, we recommend that only students in grades 4-6 ride their bicycles to school. Wearing bicycle helmets is encouraged. Bicycles 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 in our district performs tornado, lockdown, evacuation, ELF (Evacuate, Lockdown, Fight) and fire drills. Special assistance will be provided for students needing specific supports.

Student Safety Tips

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

Student Services

Code 411 Substance Abuse Education Program

The substance abuse education program Code 411 is a joint project of the West Des Moines and Clive police departments. Code 411 is taught in sixth grade by a uniformed police officer for one-hour sessions over 10 weeks. It is also taught in second grade by a police officer for 30-minute sessions over four weeks.

Long-term goals of the Code 411 program include:

- a reduction in the supply of controlled substances as a result of reduced demand.
- improved decision-making in all life situations.
- more positive identification with police officers.
- an overall reduction in criminal behaviors.

Health Services

Absences

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

Children should be kept home when they have:

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

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

Head Lice

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

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

Health Records

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

Physical Education (P.E.)

Everyone takes physical education unless a request signed by a doctor excuses the student. This request must state a specific reason and be presented to the school nurse before the excuse will be granted. Notes from parents/guardians will

be honored excusing a student for one class period only. Absences for more than one class at a time will require a doctor's excuse or communication with building administration.

Student Assistance Program (SAP)

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

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

Special Section — West Des Moines Community Schools Districtwide Handbook

Table of Contents

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

General Information (pages D4-D8)

- 1:1 Chromebooks
 - Student Responsibilities
 - Parent/Family Responsibilities
 - Computer Use Agreement (Google Chromebook)
 - Damage or Loss
 - Costs
 - Responsibility to Bring to School
- Allergies
- Area Education Agency (AEA) Services
- Boundaries
- Counseling Services Available to Students and Families
- Crisis Management
- Fees
- Fee Waiver
- Health Services
 - Administration of Medication to Students
 - Immunizations and Health Screenings
 - Services of the School Nurse
 - Student Injuries
- Kindergarten Registration
- Preschool Programs
- West Des Moines Community School Foundation

Communication and Parent Involvement (D8-D9)

- Complaints Regarding School Personnel
- Infinite Campus
 - Internet Portal
 - Viewing Academic Work and Grades (for grades 6-12)
- Staff Directory
- Translation and Interpretation Services
- Virtual Backpack
- WDMCS Online Calendar

Departments (D9-D12)

- Administrative Services
 - Business Services
 - Nutrition
 - Operations
 - Transportation
- Communications
- Community Education
- Human Resources
- Teaching and Learning Services
 - Curriculum
 - English for Speakers of Other Languages (ESOL)
 - Extended Learning Program (ELP)
 - Homeless Youth
 - Home Schooling

Board Policies/Legal Notifications (pages D12-D27)

Academic Suspension Appeal
Access to Student Records
Alcoholic Beverages - Possessing, Using, or Being Under the Influence Of ([Board Policy 502.07A](#))
Allegations of Abuse ([Board Policy 503.02](#))
Compulsory Attendance ([Board Policy 501.06](#))
Cooperation with Law Enforcement Officials Respecting the Rights of Our Students ([Board Policy 502.10A](#))
Cooperation with Law Enforcement - Immigration and Customs Enforcement ([Board Policy 502.10B](#))
Discipline ([Board Policy 503.01](#))
Equal Access by Student Groups ([Board Policy 504.21](#))
Equal Educational Opportunities: Prohibition of Discrimination, Harassment, Bullying, and Sexual Misconduct Towards Students ([Board Policy 502.02](#)) and Equity Statement ([Board Policy 101.02](#))
Freedom of Expression ([Board Policy 502.05](#))
General Complaints by Citizens ([Board Policy 213.05](#))
Open Enrollment
Protection of Pupil Rights Amendment (PPRA)
Release of Information and Photographs
Public Conduct On School Premises ([Board Policy 909](#))
Prohibited Substances - Possessing, Using, or Being Under the Influence Of ([Board Policy 502.07B](#))
Search and Seizure ([Board Policy 502.09](#))
Student Wellness ([Board Policy 608.01](#))
Technology Use By Students ([Board Policy 605.08](#))
The Use, Sale, and Possession of Tobacco and Tobacco Products ([Board Policy 502.06](#))
Tobacco/Nicotine Free District
Transportation Discipline ([Board Policy 710.04](#))

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.



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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.