



WEST DES MOINES
COMMUNITY SCHOOLS

Innovative Spirit. Inspiring Success.

ACTIVITIES/ATHLETICS

HANDBOOK

CODE OF CONDUCT AND RESOURCES FOR
STUDENT ATHLETES AND FAMILIES

2024-25

Handbook Language Statement

English	The handbook includes important information about your student's school. You can request oral translation or interpretation of this information. Contact Natalie French, WDMCS ESOL Director, at 515-633-5173 or frenchn@wdmcs.org .
Arabic	يتضمن الكتيب معلومات مهمة حول مدرسة الطالب. يمكنك طلب ترجمة شفوية او كتابية. اتصل ب نتالي فرينج المسؤولة عن برامج متحدثي اللغة الانكليزية كلغة ثانية، على 5156335173 او frenchn@wdmcs.org
Dinka	Athör ë thöŋjë käj anŋic thön/wël thiekiic në biäkde thukul ë menhdun-thukul. Yin lëu ba thiëc në wërë yic ë wël cïke göt cï geriic ka/wälë wël ë thok cï luel cïke wariic e thön kënë. Yuöpë/cöl Natalie French, Bëny ë WDMCS ESOL, në 515-633-5173 ic ka/wälë frenchn@wdmcs.org
French	Le manuel comprend des informations importantes sur l'école de votre élève. Vous pouvez solliciter une traduction orale ou une interprétation de ces informations. Contactez Natalie French, Directrice de WDMCS ESOL, au 515-633-5173 ou frenchn@wdmcs.org .
Hakha Chin	Hi handbook ahhin abiapi mi na fa sianginn kong a tial. Tamdeuh theih na duh holhlet na herh ahcun; Natalie French, WDMCS ESOL Director, at 515-633-5173 or frenchn@wdmcs.org ah request tuah khoh a si.
Somali	Buug-gacmeedkan waxaa ku jira macluumaad muhiim ah oo ku saabsan dugsiga ardaygaaga. Waxaad codsan kartaa turjumaan afka ah ama turjumaada macluumaadkan. Kala xiriir Natalie French, Agaasimaha WDMCS ESOL, lambarka 515-633-5173 ama frenchn@wdmcs.org
Spanish	El manual incluye información importante sobre la escuela de su estudiante. Puede solicitar traducción o interpretación oral de esta información. Comuníquese con Natalie French, Directora de WDMCS ESOL, al 515-633-5173 o frenchn@wdmcs.org .
Swahili	Kitabu cha mwongozo kinajumuisha maelezo muhimu kuhusu shule ya mwanafunzi wako. Unaweza kuomba tafsiri ya usemi au ukalimani wa maelezo haya. Wasiliana na Natalie French, Mkurugenzi wa WDMCS ESOL, katika 515-633-5173 au frenchn@wdmcs.org .
Tigrinya	እቲ ናይ መምርሒ መጽሓፍ ብዛዕባ ቤት ትምህርቲ ተምሃራይ/ሪትኩም ኣገደስቲ ሓበሬታ ዘማለኣ እዩ። ናይዚ ሓበሬታ ናይ ቃል ትርጉም ወይ መስተርጓሚ ክትሓቱ ትኽእሉ ኢኹም። ን ናታሊ ፍረንች (Natalie French)፣ ዳይሬክተር WDMCS ESOL፣ ብ 515-633-5173 ወይ frenchn@wdmcs.org ርኹብ።
Vietnamese	Cẩm nang bao gồm những thông tin quan trọng về trường học của con em bạn. Bạn có thể yêu cầu dịch thuật qua miệng hoặc bằng văn bản thông tin này. Liên hệ với Natalie French, Giám đốc ESOL WDMCS, theo số 515-633-5173 hoặc frenchn@wdmcs.org



Eddy Cisneros
Spanish Family
Engagement
P: 515-633-4660

E: cisnerose@wdmcs.org



Angelica Moreno-Rangel
Spanish Family
Engagement
P: 515-633-4793

E: morenoa@wdmcs.org



Abdiel Quiroga
Spanish Family
Engagement
P: 515-633-5906

E: quirogaa@wdmcs.org



Elizabeth Zúñiga
Spanish Family
Engagement
P: 515-633-4070

E: zunigae@wdmcs.org



Biak Thang
Hakha/Burmese Family
Engagement
P: 515-633-5729

E: thangb@wdmcs.org

Table of Contents

West Des Moines Community Schools (WDMCS) Overview

Mission
Vision
Portrait of a Graduate

About Our Activities and Athletics Department

Welcome
Athletic Program Philosophy
Contact Information
Educational Non-Discrimination Statement

General Information

Schedules

Athletic Calendars
Ticketing
Athletic Affiliation
2024-25 Iowa Girls' High School Athletic Union (IGHSAU) Sports
2024-25 Iowa High School Athletic Association (IHSAA) Sports
Central Iowa Metropolitan League (CIML)
Registering for Activities and Athletics
Attendance

Eligibility

Academic Eligibility for Activities and Athletics
Fees
Dual Participation
NCAA Eligibility Center

Miscellaneous Information

Lost and Found
Pets/Service Animals
Restrooms/Locker Rooms

Communication and Family Involvement

Complaints Regarding School Personnel
Social Media
Staff Directory
Booster Club

Student Conduct

Student Activity Conduct Code Statement of Philosophy

Student Activity Conduct Code Statement of Purpose

Activities Covered

Determination of a Violation

Quantifiable and Non-Quantifiable Activities

Academic Dishonesty

Suspension

Commission of a Misdemeanor

Commission of a Felony

Prohibited Substances and Alcoholic Beverages — Possessing, Using, or Under the Influence

Alcoholic Beverages and Controlled Substances — Selling or Distributing

Application of the Penalty

Student Activity Conduct Code — Procedure for Appeal

Student-Faculty Appeal Panel

Safety and Health

Health

Trainers/Sports Medical Team

Concussion Management

Concussion Return to Participation Protocol

Safety

Severe Weather Warnings

Security

West Des Moines Community Schools (WDMCS) Overview

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.

Vision

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

Portrait of a Graduate

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

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 grade 9
- Valley High School: serves grades 10-12
- Walnut Creek Campus: alternative high school, serves grades 9-12

For information about elementary school boundaries or a map of the district, please visit the district website related to boundary information online at <https://discover.wdmcs.org/boundaries>.

About Our Activities and Athletics Department

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

Activities and Athletics Director
Brad Rose, CAA
roseb@wdmcs.org

Activities and Athletics Coordinator
Mike Egbert, CAA
egbertm@wdmcs.org

Activities and Athletics Secretary
Lorena Cuevas
cuevasl@wdmcs.org

Co-Curricular Activities Administrators*
Brad Rose
Activities and Athletics Director

Associate Principal, VHS
Shannon Campbell
campbells@wdmcs.org

*This includes music, debate, student council, and Unified PE.

Indian Hills Jr. High
9401 Indian Hills Dr.
Clive, IA 50325
515-633-4700 phone
515-633-4799 fax
Asst. Principal/AD
Zac Sinram, CAA
sinramz@wdmcs.org

Stillwell Jr. High
1601 Vine Street
West Des Moines, IA 50265
515-633-6000 phone
515-633-6099 fax
Assistant Principal/AD
David Perrigo
perrigod@wdmcs.org

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 Equal Opportunity Coordinator, Dr. Dau Jok, Executive Director of Culture and Access, [3550 Mills Civic Parkway, West Des Moines, IA 50265](mailto:jokd@wdmcs.org); Phone: 515-633-5040; Email jokd@wdmcs.org. (Adherence to bona fide occupational/educational qualifications will not be interpreted as discriminatory.)

Director's Welcome

Dear Students, families and WDMCS community,

My name is Brad Rose and I have the privilege to serve you as the Activities and Athletics Director. In my role, I strive for excellence in opportunities, participation, and competition. We encourage all students to participate in clubs, fine arts, sports, and other activities. We hope you have fun, grow, and build lasting relationships with peers, coaches, and adults. We are here to support you.

Valley has a long tradition of excellence in Activities and Athletics competing at the highest levels. We offer various intramural opportunities for students to enjoy. In all, we feel we have something for everyone to experience.

In the following pages we hope to provide you with a guide to those activities and details about participation. Please reach out if you have any questions and/or concerns. Again, welcome to our schools, we feel fortunate to serve you.

Sincerely,

Brad Rose, CAA
Activities and Athletics Director

Athletic Program Philosophy

WDMCS Activities and Athletics Program strives to create a culture of excellence, teamwork, and commitment. We model enthusiasm, integrity, and collaboration in our coaching, play, and support of each other. Our community is committed to maintaining the highest standards of sportsmanship while supporting the development of our students into mature, responsible leaders who transform their communities. We represent our district, schools, families, and ourselves with pride!

A comprehensive and balanced Activities and Athletics program is an essential complement to instruction. The activities and athletics program will provide opportunities for youth to further develop interests and talents. Participation in activities and athletics, while a privilege, should provide students with a foundation for personal and professional growth.

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

WDMCS values student experiences and growth, and we will not compromise this objective in pursuit of excellence—which includes winning. Our programs start in junior high schools. Coaches focus on developing skills, competitiveness, discipline, teamwork, and love for activities and athletics.

Valley High School has some of the best activities and athletics teams in the state, and students who have shown great promise, consistency, and passion for their sport or activity are supported during and post high school careers. We strive to connect our students with alumni who can provide mentorship.

We welcome all those interested in activities and athletics in our schools. Activities and Athletics are a conduit for the development of our students and WDMCS Activities and Athletics Department seeks to make this a reality for all participants. We welcome your feedback about ways we can improve your experience in Activities and Athletics.

General Information

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

Schedules

The official school district activity calendar (<https://www.wdmcs.org/our-district/calendar>) is your complete reference for district activities and events. The Calendar at a Glance (<https://discover.wdmcs.org/calendar-at-a-glance>) is also available to view or print online. Our website will translate the calendar into Spanish, Arabic, Burmese, Swahili, and Tigrinya.

Athletic Calendars:

- <https://valleytigersathletics.com>
 - o View directions to athletic events
- <https://www.gobound.com/ia/schools/wdmvalley>
 - o Schedules, stats, rosters, registration
- <https://www.cimltickets.com/>
 - o Ticketing for Valley and CIML events

Activities Calendar

Specific activities calendars are listed later in this handbook and for any more information needed or questions about an activity please contact the office at 515-633-4259.

Athletic Affiliations

Iowa High School Athletic Association (IHSAA) Iowa Girls' High School Athletic Union (IGHSAU)

Valley High School is a member of both the IHSAA and IGHSAU. The purpose of these organizations is to promote, develop, direct, protect and regulate amateur interscholastic athletic relationships between member schools and to stimulate fair play, friendly rivalry and good sportsmanship among contestants, schools, and communities throughout the state.

- www.ighsau.org and www.iahsaa.com

Central Iowa Metropolitan League (CIML)

The purpose of the Central Iowa Metropolitan League is to enable each member school to operate more effectively and more efficiently in its complete athletic program. This is accomplished by permitting each member school to develop more complete schedules, to limit travel, and to compete with other high schools of similar enrollment. Schools in the CIML are as follows; Ankeny High School, Ankeny Centennial High School, Dowling Catholic High School, Johnston High School, Urbandale High School, Southeast Polk High School, Waukee High School, Waukee Northwest High School and Valley High School.

Sport Starting Dates for the 2024-25 School Year:

No Contact Week (Dead Week) is from July 28-Aug. 4, 2024.

2024-25 Iowa Girls' High School Athletic Union (IGHSAU) Sports

Sport	Coach	First Practice	Season	Email
Cross Country	Mr. Trygstad	Aug. 12	Fall	trygstadt@wdmcs.org
Volleyball	Mr. Mikesell	Aug. 12	Fall	mikesellj@wdmcs.org
Swimming	Mr. Schulte	Aug. 12	Fall	schultea@wdmcs.org
Basketball	Mr. Uthoff	Aug. 11	Winter	uthoffm@wdmcs.org
Bowling	Mr. Eckhoff	Aug. 11	Winter	eckhoffj@wdmcs.org
Wrestling	Mr. Rasmussen	Nov. 4	Winter	rasmussenc@wdmcs.org
Track	Mr. Borness	Feb. 24	Spring	borennessk@wdmcs.org
Tennis	Mr. Conlon	March 17	Spring	conlonm@wdmcs.org
Golf	Ms. Moore	March 17	Spring	moorek@wdmcs.org
Soccer	Mr. Chapman	March 17	Spring	chapmanr@wdmcs.org
Softball	Mr. Bakey	May 5	Summer	bakeyt@wdmcs.org

2024-25 Iowa High School Athletic Association (IHSAA) Sports

Sport	Coach	First Practice	Season	Email
Football	Mr. Swenson	Aug. 12	Fall	swensong@wdmcs.org
Cross Country	Mr. Trygstad	Aug. 12	Fall	trygstadt@wdmcs.org
Fall Golf	Mr. Conover	Aug. 12	Fall	conoverp@wdmcs.org
Basketball	Mr. Windhorst	Nov. 18	Winter	wnidhorstb@wdmcs.org
Swimming	Mr. DeBoef	Nov. 11	Winter	deboefs@wdmcs.org
Bowling	TBD	Nov. 11	Winter	
Wrestling	Mr. Wheelan	Nov. 18	Winter	wheelanb@wdmcs.org
Tennis	Mr. Cox	March 17	Spring	coxt@wdmcs.org
Track	Mr. Trygstad	Feb. 24	Spring	trygstadt@wdmcs.org
Soccer	Mr. Haffar	March 17	Spring	haffara@wdmcs.org

Baseball	Mr. Hawkins	May 5	Summer	hawkinsg@wdmcs.org
----------	-------------	-------	--------	--

Activities Affiliations

Students are encouraged and welcomed to participate in the many different activities offered at WDMCS. Below you will find the various state affiliations governing state competitions as well as links to the various clubs and activities offered at WDMCS.

- Iowa HS Speech Association: <https://www.ihssa.org>
- Iowa HS Music Association: <https://ihsma.org>

Valley High School Clubs and Activities: <https://valley.wdmcs.org/activities/activitiesclubs>

[\(Updated Activities list/site update needed\)](#)

- Join us at this year's Club and Activity Fair on September 13th during lunch, to explore the offerings you can be apart at Valley High School!
- We have many different clubs with sponsors who are teachers in the school. If you have interest in starting a new club please stop by the Activities and Athletics Office to discuss with Mr. Rose and see the form below for more detail.
- **Interested in starting a club?** Complete an online form at <https://discover.wdmcs.org/start-a-club>.

Follow the links for more information on the following Activities:

- **Valley Vocal Music:** valleyvocalmusic.org
- **Valley Bands:** valleybands.org
- **Valley Drama:** valleydrama.com
- **Valley Debate:** <https://www.facebook.com/WDMValleydebate/>
- **Valley Orchestra:** <https://www.wdmvalleyorchestra.org/>

Here is a complete list of current clubs, activities, and directors or sponsors:

[Activities and Clubs at Valley](#)

Registering for Activities and Athletics

All registrations are handled on-line at <https://www.gobound.com/ia/schools/wdmvalley>

Note: It is the goal of the department to have all clubs, fine arts, and sports registrations all at one location at <https://www.gobound.com/ia/schools/wdmvalley>

For those activities that require physical examination forms, and emergency cards, those are available on Bound or a hard copy in the Activities and Athletic Office at Valley High School. The calendar of athletic events is also available at www.cimlcentral.org. All completed forms must be turned into the Activities and Athletic Office before an athlete is allowed to compete or practice. All other activities are listed on the district calendar. If you have any questions please contact the Activities and Athletics Office at 515-633-4259.

Families can contact the Activities and Athletics office if assistance is needed for a student's physical. Several local health organizations offer free student physicals.

- [Physical Form](#)
- [Transportation Consent for students to drive themselves](#)
- [Concussion Form](#)
- [Health Clinics](#)

Attendance

We collaborate with the schools to prepare WDMCS students for postsecondary learning and careers. Here are some guidelines on attendance specific to Activities and Athletics.

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

Students must attend classes at least one-half of a student's day to be eligible for practice, game, or performance.

- This is defined as:
 - Monday, Tuesday, Wednesday, and Thursday (Block Schedule):** must be in school for at least two periods. **Some seniors could have less than 6 classes scheduled and this could result in only needing to attend one.**
 - Friday (Eight-Period Day):** must be in school for half the scheduled classes.
- Middle School students are required to be in school 3 ½ hours of the school day to participate.
- The Activities and Athletics Directors or junior high assistant principals will handle exceptions on an individual basis. Examples of common exceptions include scheduled medical appointments, college visits, and funerals.

Eligibility

WDMCS believes in providing access to activities and athletics that enhance the student's high school experiences. We encourage all students to participate in activities and athletics by subscribing to a no-cut policy, when possible. There are circumstances that prevent the activities and athletics department from accommodating all students who may try out for a sport or activity. WDMCS offers robust intramural opportunities to expand student participation.

Eligibility for Participating in Student Activities ([Board Policy 504.06](#))

WDMCS Board Policy 504.06 outlines eligibility for participation in student activities or public events including **interscholastic** athletics. Specific organizations (IAHAA, IAGHSA, IHSME, IAHSSA, IATA, IHSFL, IAHSPA, etc.) may have additional eligibility rules for participating in student activities which also applies.

To be eligible to participate in any student activity or public event, a student in grades 9 – 12 must be in good standing and be either (1) regularly enrolled in the school or (2) home schooled and dual enrolled in the district. Students participating in extracurricular interscholastic competition must be under 20 years of age.

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

If not passing all courses at the end of a grading period (end of first semester/end of second semester), the student is ineligible for the first period of 20 consecutive calendar days in the current sport or activity in which the student is a contestant. If not currently in a sport or activity the student will serve the 20 consecutive calendar days in the next sport or event they participate in. In accordance with the state guidelines for activities and athletic eligibility, if the student participates in a sport or activity, an “NP” will be considered an “F”. A student with a disability who has an IEP shall not be denied eligibility on the basis of scholarship if the student is making adequate progress towards the goals and objectives on the student’s IEP.

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

See www.ihsma.org for a more detailed explanation of Iowa High School Music Association scholarship rule for activities.

Fees

There are no fees associated with participating in athletics. Activities programs may ask for families to cover specific costs associated with the activity (i.e, trips, costumes, etc.), and the booster clubs help provide financial assistance to ensure access for each student. If there are costs associated

with a particular program or trip, students/families may be asked to cover specific costs. There may be instances where a trip is non-refundable if the vendor or third party requires prepayment and the student is ineligible to participate. Families can contact the building principal if financial assistance is needed.

Please reach out to the building principal and activities and athletics director if you have any questions.

Non-School Team Participation [Board Policy 504.07](#)

A student participating in a sport sponsored by one of the governing organizations for interscholastic athletics may participate in an event outside of the school, during the given season of the sport, as an individual or a member of a non-school team with written permission from the Superintendent or designee. If you have questions about this rule please call the Activities and Athletics office at 515-633-4259.

NCAA Eligibility Center

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

Miscellaneous Information

Pets/Service Animals

No pets are permitted at events sanctioned or sponsored by the IHSAA/IGHSAU. Any person found with a pet will be asked to remove the pet from the premises immediately. Failure to comply will result in the person being asked to leave the premises. Individuals who need service animals, which are defined by law as “animals that are individually trained to do work or perform tasks for persons with disabilities,” are welcome.

Restrooms/Locker Rooms

Because WDMCS adheres to state and federal laws, all visitors on school grounds must comply with the [State of Iowa’s Senate File 482](#), which states individuals must use the restroom of their assigned gender at birth. All schools have multi-stall, gender-specific, and individual restrooms available.

It's an expectation behavior in the locker room will mirror expectations on the playing field, classrooms, and at practices. Use of phones is allowed but technology for recording or photography are not allowed to be used while in the locker rooms areas.

In order to foster student safety, only coaches and directors of the same gender are allowed to be in the locker room when students are present.

Communication and Family Involvement

Complaints Regarding School Personnel

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

Social Media

WDMCS Activities and Athletics actively uses social media to celebrate students, communicate with families and community, and provide updates.

Valley Tigers: <https://twitter.com/vhstigers>

[Athletics Website](#) (including Valley Tiger Booster Club information)

[WDMCS Facebook](#)

Student Conduct

Student Activity Code of Conduct

WDMCS strives to develop each student's potential and to foster positive relationships. Essential to the achievement of these goals is self-discipline and collective discipline that maximizes students' development and growth. To that end, the district has codes of conduct governing the actions of all of its students participating in activities and athletics. These codes outline the expectations for acceptable conduct in the areas of academics, attendance and discipline.

Participation in activities/athletics is a privilege granted to students displaying the interest and talent the activity requires. These students serve as representatives of our district, their peers, school, and families.

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

Any student moving into the WDMCS who has been declared ineligible under another district's Student Activity Code of Conduct or equivalent policy will not be eligible for the interscholastic competition until the full period of ineligibility, as identified by the other district, has been completed. Students may appeal through the Activities and Athletics Director Brad Rose or the designee.

This code of conduct shall apply to all students involved in an extra-curricular or co-curricular

activity anytime during the year (in-season and off-season and during the academic year as well as summer months; 24 hours a day, 7 days a week and 12 months a year) and on or off school property. *Please note: this also applies to conduct violations unrelated to school events.*

Student Discipline

All students participating in activities and athletics are expected to model leadership, self-discipline, and collaboration. Each student is expected to adhere to all applicable board policies and building procedures set by the school administration. Students and families are encouraged to familiarize themselves with the 500 series of Board Policies.

Students who are suspended on an out-of-school basis will be ineligible to participate in any sport or activity during the suspension. The Activities and Athletics Department will collaborate with school administration, students, and their families to problem-solve if a student faces other disciplinary actions.

Dismissal from Team or Activity

WDMCS seeks to leverage the positive impact of activities and athletics to proactively cultivate life skills. Students can lose the privilege to participate in activities or play sports when they violate board policies and student code of conduct. When there is a substantiated violation of board policy, the coaches/directors will collaborate with the school administration, director of activities and athletics, and/or co-curricular administrator, student, and their family to find a solution, which may include dismissal from the team or activity.

The coaches and directors of respective sports or activities have the final decision-making authority on playing time or participation. Students who have unexcused absences from practices or activities may be subject to sport or activity specific requirements for full participation.

Procedure for Appeal

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

Step 1: A written request stating the justification for the appeal is to be presented to the Director of Activities and Athletics and the Co-curricular Administrator.

Step 2: The school Principal will review the matter and issue a decision in consultation with the relevant parties.

Step 3: The decision of the school Principal may be appealed to the Associate Superintendent.

Step 4: The decision of the Associate Superintendent may be appealed to the Superintendent.

Safety and Health

Safety

Severe Weather Warnings

If WDMCS is closed for the day or dismissed early due to inclement weather, all games, events and practices are canceled unless special permission is granted by the Superintendent. During athletic and Fine Arts events the WDMCS will follow the guidelines from the Iowa Girls Athletic Union, The Iowa High School Athletic Association and the Iowa Speech Association as well as communicate with local agencies on best practices.

Thunder and Lightning

If thunder and /or lightning can be heard and/or seen, the activity will stop and all participants and fans will seek protective shelter immediately. Thirty minutes should pass after the last sound of thunder and/or lightning prior to resuming play. Teams have specific locations for protective shelter. These guidelines will be enforced by the site administration and event officials.

Heat

The following are some heat index guidelines the WDMCS will follow. When the Heat Index Reading (a combination of the air temperature and relative humidity) is 105 degrees or above, regular practice will be discontinued. A very short restricted practice is permitted and it is recommended that practices be held indoors.

If the Heat Index Reading is between 95 and 104 degrees, practices will be modified to include frequent water breaks. Games and events may continue with mandatory official timeouts midway through quarters. Water stops will be provided midway in cross country meets.

Mandatory 10-minute rest periods will be provided for every 45 minutes of activity when the Heat Index Reading is between 84-94 degrees.

Security

Some events due to their size and scope require extra supervision and security to insure safety for all participants and the fans. WDMCS wants all participants to have a safe environment to enjoy games and activities hosted by WDMCS. For that reason, the activities office often hires extra officers from the West Des Moines Police and contracts with Contemporary Services Corporation (CSC) to provide event management as well as local WDM EMT services to provide extra support for safety. Before each season, guidelines will be sent explaining expectations and regulations to be followed at the many various locations used to host events.

Health

Safety for all students will always be the priority in activities and athletics. All decisions for participation will be made with safety first in mind.

Trainers/Sports Medical Team

WDMCS is happy to partner with Iowa Ortho and Select Medical for training services for our students/athletes. Along with training services, student/athletes will have access to Physical Therapists and Iowa Ortho Physicians.

Here is a link for students to set up an appointment with the trainers

- [Appointment Scheduler](#)

Concussion Management/Return to Participation

Iowa Code Section 280.13C states, in part:

1b. “Annually, each school district and nonpublic school shall provide to the parent or guardian of each student a concussion and brain information sheet, as provided by the Iowa High School Athletic Association and Iowa Girls High School Athletic Union. The student and student’s parent or guardian shall sign and return the concussion and brain injury [information sheet](#) to the student’s school prior to the student’s participation in any interscholastic activity for grades seven through twelve.

2. If a student’s coach, contest official, licensed health care provider, or an emergency medical care provider observes signs, symptoms, or behaviors consistent with a concussion or brain injury in an extracurricular interscholastic activity, the student shall be immediately removed from participation.

3a. A student who has been removed from participation shall not recommence such participation until the student has been evaluated by a licensed health care provider trained in the evaluation and management of concussions and other brain injuries and the student has received written clearance to return to participation from the health care provider.

3b. For the purposes of this section, a licensed health care provider means a physician, physician’s assistant, chiropractor, advanced registered nurse practitioner, nurse, physical therapist, or licensed athletic trainer licensed by a board designated under section 147.13.

3c. For the purposes of this section, an extracurricular interscholastic activity means any extracurricular interscholastic activity, contest, or practice, including sports, dance, and cheerleading.”

IHSAA/IGHSAU Recommended Protocol When a Student Has Sustained a Concussion or other Brain Injury, as Defined in Iowa Code Section 280.13C

1. No student should return to play/competition or practice (RTP) on the same day s/he sustained a concussion or brain injury, but a licensed health care provider as defined in Iowa Code Section 280.13C makes the final decision regarding (RTP).

2. A licensed health care provider as defined in Iowa Code Section 280.13C should evaluate a student suspected of having a concussion or brain injury on the same day the injury occurs.

3. After receiving medical clearance by a licensed healthcare provider as defined in Iowa Code Section 280.13C, RTP should follow a step-wise protocol with provisions for delayed RTP based upon the return of any signs or symptoms.

4. Education of contest officials, school coaches, and other appropriate school personnel, contestants, parents, and licensed health care providers.

- The Iowa High School Athletic Association and Iowa Girls High School Athletic Union will provide educational materials related to concussions and brain injuries developed by the CDC and other organizations knowledgeable about concussions.

5. Removing students who exhibit signs, symptoms, & behaviors of a concussion or brain injury from participation, and their return to participation.

- Coach Removal - If the student's coach observes signs, symptoms, or behaviors consistent with a concussion or brain injury, during any kind of participation, i.e. practices, scrimmages, contests, etc., the student shall be immediately removed from participation and shall not return until the school's designated representative receives written clearance to return from a licensed healthcare provider as defined in Iowa Code 280.13C.
- Contest Official, Licensed Health Care Provider, Emergency Medical Care Provider Removal - If a contest official, licensed health care provider, or emergency medical care provider observes signs, symptoms, or behaviors consistent with a concussion or brain injury, during scrimmages, contests, etc., the student shall be immediately removed from participation and a designated contest official at the contest/event must receive the written clearance to return from a licensed health care provider as defined in Iowa Code 280.13C before the student can return to participation in that contest/event, including an event that takes place over multiple days.
- Before allowing a student who has been exhibiting signs, symptoms, & behaviors of a concussion to return to participation (practice and/or competition), licensed health care providers as defined in Iowa Code 280.13C should follow the return to participation protocol from "Suggested Guidelines for Management of Concussion in Sports," NFHS Sports Medicine Advisory Committee 2013 and "Consensus Statement on Concussion in Sport 4th International Conference in Sport Held in Zurich, November 2012," British Journal of Sports Medicine, 2013; 47:250-258.

6. At events where the Iowa High School Athletic Association or Iowa Girls High School Athletic Union have provided licensed health care providers as defined in Iowa Code 280.13C, those licensed health care providers have final authority regarding RTP when a student has exhibited signs, symptoms, and behaviors consistent with a concussion.

RETURN TO PARTICIPATION PROTOCOL FOLLOWING A CONCUSSION (GUIDELINES FOR LICENSED HEALTH CARE PROVIDERS)

Return to participation following a concussion is a medical decision made on an individual basis by licensed healthcare providers. Medical experts in concussion believe a concussed student should meet ALL of the following criteria in order to progress to return to participation. These criteria are required by Iowa Code Section 280.13C when licensed health care providers determine a student's return to participation.

- Asymptomatic at rest, and with exertion (including mental exertion in school), AND have written clearance from a physician, physician's assistant, chiropractor, advanced registered nurse practitioner, nurse, physical therapist, or licensed athletic trainer. *Written clearance to return by one of these licensed health care providers is REQUIRED by Iowa Code Section 280.13C!
- Once the criteria above are met, the student should progress back to full activity following the stepwise process detailed below. A licensed health care provider as defined in Iowa Code Section 280.13C, or their designee, should closely supervise this progression.
- Progression to return is individualized and should be determined on a case-by-case basis. Factors that may affect the rate of progression include: the previous history of concussion, duration and type of symptoms, age of the student, and sport/activity in which the student participates. A student with a history of concussion, one who has had an extended duration of symptoms, or one who is participating in a collision or contact sport may progress more slowly as determined by a licensed health care provider as defined in Iowa Code Section 280.13C, or their designee.

Step 1. Complete physical and cognitive rest. No exertional activity until asymptomatic. This may include staying home from school or limiting school hours (and studying) for several days. Activities requiring concentration and attention may worsen symptoms and delay recovery.

Step 2. Return to school full-time /normal cognitive daily activities or normal cognitive functions.

Step 3. Low impact, light aerobic exercise. This step should not begin until the student is no longer having concussion symptoms and is cleared by the treating licensed health care provider. At this point, the student may begin brisk walking, light jogging, swimming, or riding an exercise bike at less than 70% maximum performance heart rate. No weight or

resistance training.

Step 4. Basic exercise, such as running in the gym or on the field. No helmet or other equipment.

Step 5. Non-contact, sport-specific training drills (dribbling, ball handling, batting, fielding, running drills, etc.) in full equipment. Weight training can begin.

Step 6. Following medical clearance*, full-contact practice or training.

Step 7. Normal competition in a contest.

NOTE: Generally, **each step should take a minimum of 24 hours**. If post-concussion symptoms occur at ANY step, the student must stop the activity and their licensed health care provider as defined in Iowa Code Section 280.13C should be contacted. If any post-concussion symptoms occur during this process, the student should drop back to the previous asymptomatic level and begin the progression again after an additional 24-hour period of rest has taken place.

References: "Suggested Guidelines for Management of Concussion in Sports," NFHS Sports Medicine Advisory Committee 2009; "Consensus Statement on Concussion in Sport 4th International Conference in Sport Held in Zurich, November 2012," British Journal of Sports Medicine, 2013; 47:250-258

Table of Contents

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

General Information

Area Education Agency (AEA) Services
West Des Moines Community Schools Foundation

Departments

Administrative Services
 Business Services
 Nutrition Services
 Operations
 Transportation
Communications
Community Education
Human Resources
Teaching and Learning Services
 Curriculum
 English for Speakers of Other Languages (ESOL)
 Gifted/Talented (GT) Program
 Youth Who Are Experiencing Homelessness
 Home Schooling
 Special Education
 Technology

Annual Notices and Board Policies

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 holds regular meetings usually 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. Most meetings are streamed on the district's YouTube channel – <https://www.youtube.com/@wdmcs>.

During each meeting, an open forum time is conducted when citizens may speak to the Board. Individuals have up to five minutes to speak.

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. In addition, up to three high school students are elected each spring to serve their senior year as non-voting members. View current Board of Education information online at <https://discover.wdmcs.org/board>.

West Des Moines Community Schools Learning Resource Center

3550 Mills Civic Parkway
West Des Moines, Iowa 50265-5556
Phone: 515-633-5000

Superintendency

Superintendent Dr. Matt Adams
Chief Human Resources Officer Nora Ryan
Associate Superintendent of Teaching and Learning Services Michelle Lettington
Chief Financial Officer Kurt Subra

General Information

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 at <http://www.heartlandaea.org> for more information.

West Des Moines Community Schools Foundation

The West Des Moines Community Schools Foundation benefits the students, teachers, and school district by offering quality fundraising 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 at <http://www.wdmcsfoundation.org>.

Departments

Administrative Services

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

Business Services

The learning that occurs in our classrooms is supported by quality facilities and sound financial management. The department works with representatives in the community and staff to ensure our buildings and funding support student learning. The department oversees the District's budget, manages accounting, and generates financial reporting to provide transparency to its stakeholders. Learn more about WDMCS budgets online at <https://discover.wdmcs.org/business-office>.

Nutrition Services

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

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 Operations online at <https://discover.wdmcs.org/operations>.

Transportation

Transportation strives to serve the needs of our students by providing 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 2024-25 WDMCS District Handbook | wdmcs.org

transportation section of the WDMCS website at <https://discover.wdmcs.org/transportation>.

Communications

The Communications Department supports WDMCS districtwide and school-specific communication. From weather alerts and crisis notifications to event reminders and sharing student success stories, the Communications Department provides timely, relevant information to district staff, students, families, and the broader community. This department also manages the academic and activities brand.

When school must be canceled, delayed, or dismissed early because of weather conditions or other emergencies, the Communications Department works to inform district families and staff in a timely manner. Learn more about the Communications Department online at <https://discover.wdmcs.org/communications>.

Community Education

Community Education supports and serves students, families, and community through classes, before and after school care, intercultural outreach, service opportunities, and facility rentals. Learn more about the opportunities available through Community Education online at <https://communityed.wdmcs.org>.

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:

- recruit quality and diverse staff members
- support professional development and training
- foster an engaging and caring work environment

Human Resources leads a talented group of individuals who support more than 1,900 employees, district substitutes, and a retiree recognition program. Learn more about the Human Resources Department online at <https://discover.wdmcs.org/human-resources>. View career opportunities online at <https://discover.wdmcs.org/careers>.

Teaching and Learning Services

WDMCS offers 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

WDMCS curriculum is based on proven, research-based ideas.

Teachers endeavor to implement the ideas and skills that reflect the ever-changing technology and cultural changes of our society and needs of our learners.

English for Speakers of Other Languages (ESOL)

The WDMCS English for Speakers of Other Languages (ESOL) program supports multilingual learners K-12 and authentic school-family partnerships. The staff works collaboratively to prioritize English Learners' cultural wisdom and provide comprehensive opportunities to support their academic, social-emotional, and post-secondary success.

All students are required to fill out a Home Language Survey when enrolling in school in the state of Iowa. If a student's primary, most-used, or first-learned language is something other than English, the student will be screened for possible language services. Learn more about ESOL services online at <https://discover.wdmcs.org/ESOL>.

Gifted/Talented (GT) Program

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

Youth Who Are Experiencing Homelessness (Board Policy 501.16)

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

“Youth who are experiencing homelessness” means an individual who lacks a fixed, regular, and adequate nighttime residence. The term includes:

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

Learn more about enrollment procedures and support services available online at <https://discover.wdmcs.org/homelessness-resources>.

Home Schooling

The WDMCS Home School Assistance Program (HSAP) 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 like writing, science, physical education, Spanish, drama, and art are provided to supplement parents’ home schooling efforts. Additionally, a wide array of field trips are provided throughout the year. Learn more about home schooling opportunities online at <https://discover.wdmcs.org/HSAP>. Visit the [HSAP website](#).

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 at <https://discover.wdmcs.org/special-education>.

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.

Learn more about WDMCS technology services online at <https://discover.wdmcs.org/technology-department>.

Annual Notices and Board Policies

Annual Notices

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

Board Policies — <https://discover.wdmcs.org/board-policies>

- [502.02 Anti-Bullying/Harassment](#)
- [503.01 Discipline](#)



3550 Mills Civic Parkway | West Des Moines, IA 50265

515-633-5000 | www.wdmcs.org

The West Des Moines Community School District does not discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status, sexual orientation, gender identity, genetic information, and socioeconomic status in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy, please contact the district's Equal Opportunity Coordinator, Dr. Dau Jok, Executive Director of Culture and Access, 3550 Mills Civic Parkway, West Des Moines, IA 50265; Phone: 515-633-5040; Email jokd@wdmcs.org. (Adherence to bona fide occupational/educational qualifications will not be interpreted as discriminatory.)