



WEST DES MOINES
COMMUNITY SCHOOLS

JUNIOR HIGH HANDBOOK

RESOURCES FOR ALL WDMCS
JUNIOR HIGH SCHOOL FAMILIES

2026-27

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 Multilingual Program Director, at 515-633-5173 or frenchn@wdmcs.org .
Arabic	يتضمن الكتيب معلومات مهمة حول مدرسة الطالب. يمكنك طلب ترجمة شفوية أو كتابية. اتصل ب ناتالي فرينج المسؤولة عن برامج متحدثي اللغة الانكليزية كلغة ثانية، على 5156335173 او frenchn@wdmcs.org
Dari	در این کتاب رهنما معلومات مهم در مورد مکتب شاگرد شما موجود است. شما می توانید برای ترجمه شفاهی این معلومات درخواست کنید. با ناتالی فرینج مسؤول پروگرام چند زبانه برای مکاتب ویست دیماین از طریق شماره ویا ایمیل آدرس 5173-633-515 frenchn@wdmcs.org در تماس شوید.
Dinka	Athör ë thöñjë kãñ anɔñj thön/wël thiekiic në biäkke 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 këñë. Yuöpë/cɔl 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 Multilingual Program Director, at 515-633-5173 or frenchn@wdmcs.org ah request tuah khoh a si.
Pashto	په دي لارښوود کتاب کی ستاسو د زده کوونکي د ښوونځي په اړه مهم معلومات شامل دي. تاسو کولی شئ د دی معلوماتو شفاهی ترجمی لپاره غوښتنه وکړئ. له ناتالی فرینج د ویست دیماین د ښوونځیو د څو ژبني پروگرام له مشري سره د تېلفون د 5173-633-515 شمېرې یا دي برېښنالیک frenchn@wdmcs.org له لارې اړیکه ونیسئ.
Somali	Buug-gacmeedkan waxaa ku jira macluumaad muhiim ah oo ku saabsan dugsiiga ardaygaaga. Waxaad codsan kartaa turjumaan afka ah ama turjumaada macluumaadkan. Kala xiriir Natalie French, Agaasimaha WDMCS Multilingual Program, 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 Multilingual Program, 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 Multilingual Program, katika 515-633-5173 au frenchn@wdmcs.org .
Tigrinya	እቲ ናይ መምርሒ መጽሓፍ ብዛዕባ ቤት ትምህርቲ ተምህራይ/ሪትኩም ኣገደስቲ ሓበሬታ ዘማለእ እዩ። ናይዚ ሓበሬታ ናይ ቃል ትርጉም ወይ መስተርጓሚ ክትሓቱ ትክእሉ እኹም። ን ናታሊ ፍረንቺ (Natalie French)፣ ዳይሬክተር WDMCS Multilingual Program፣ ብ 515-633-5173 ወይ frenchn@wdmcs.org ርኹብዎ።
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 Multilingual Program WDMCS, theo số 515-633-5173 hoặc frenchn@wdmcs.org

Eddy Cisneros Spanish Family Engagement P: 515-633-4660 E: cisnerose@wdmcs.org	Ana Hayes Spanish Family Engagement P: 515-633-5906 E: hayesa@wdmcs.org	Klever Miranda Spanish Family Engagement P: 515-633-5783 E: mirandak@wdmcs.org	Angelica Moreno-Rangel Spanish Family Engagement P: 515-633-4793 E: morenoa@wdmcs.org	Dinia Sloan Spanish Family Engagement P: 515-633-4070 E: sloand@wdmcs.org
Biak Thang Hakha/Burmese Family Engagement P: 515-633-5729 E: thangb@wdmcs.org	Wafi Alkozi Dari/Pashto/Farsi Family Engagement P: 515-633-4077 E: alkoziw@wdmcs.org	Mengis Tsehaye Tigrinya/Amharic Family Engagement P: 515-633-6273 E: tsehayem@wdmcs.org	Samara Quntar Arabic Family Engagement P: 515-633-5156 E: quntars@wdmcs.org	Natalie French Multilingual Program Director P: 515-633-5173 E: frenchn@wdmcs.org

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Special Section — West Des Moines Community Schools Districtwide Handbook

West Des Moines Community Schools (WDMCS) Overview

Mission

Educate, empower, and inspire lifelong learners.

Vision

WDMCS cultivates belonging, engagement, and mutual respect for our diverse cultures, lived experiences, and values. We strive to ensure:

- Inclusive and safe learning and work environments.
- Academic excellence.
- Robust growth opportunities and pathways for students and staff.
- Fiscal responsibility and sustainability.

Core Values

Equitable Access: We celebrate and culturally affirm the human differences of our community. We strive to have transformative policies, practices, and procedures that meet the needs of each student, family, and staff.

Evidence-Based and Personalized Instruction: We adapt to meet each student's needs. We have high expectations, culturally relevant instruction, and a strengths-based approach.

Meaningful Collaborative Relationships: We foster authentic relationships, collaborations, and partnerships with students, families, staff, and community. We hold all relationships in high regard, including adult to adult; adult to student; and student to student.

Systemic Implementation and Accountability: We continuously measure, assess, and improve our effectiveness and the quality of our programs and services.

Strategic Directions

1. Improve our practices in teaching, learning, assessment, and cultural responsiveness to increase student learning outcomes.
2. Provide equitable structures, processes, and supports that meet each student's needs.
3. Foster a workplace that nurtures a healthy and accountable culture.
4. Create authentic family-community partnerships with sustained systems of communication and engagement.
5. Empower staff to leverage data to improve operations, decision-making, and organizational effectiveness.

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
- Starting 2026-2027, WDMCS Alternative Education Program is supported at multiple sites.

For information about junior high school boundaries or a map of the district, please visit <https://discover.wdmcs.org/boundaries>.

About Our Junior High Schools*

Indian Hills Junior High

9401 Indian Hills Drive
Clive, IA 50325
515-633-4700

Principal: Cameron Wendt,
wendtc@wdmcs.org

Associate Principal: Jamie Ehlert,
ehlertj@wdmcs.org

Stilwell Junior High

1601 Vine St.
West Des Moines, IA 50265
515-633-6000

Interim Principal: Jon Mendoza,
mendozaj@wdmcs.org

Associate Principal: David Perrigo,
perrigod@wdmcs.org

* Junior high school principals are supervised by:
Steve Schappaugh, Executive Director of Secondary Education
schappaughs@wdmcs.org
515-633-5056

Principals' Welcome

Dear Families,

We welcome you and your student to West Des Moines Community Schools (WDMCS) junior highs. We look forward to working together to co-create a supportive learning environment during your student(s)' seventh and eighth grade years.

We challenge our students and staff to model respect, collaboration, and community. We expect students to grow academically, socially, and emotionally while in our schools. Our goals are to provide opportunities that change trajectories, to offer rigor and support, and to form partnerships and relationships that prepare students for postsecondary success.

You will have numerous opportunities to become involved in the WDMCS junior highs. That involvement is a great way to model the importance of your student's education. Our parent/guardian-teacher groups provide opportunities for involvement and a way to stay in tune with what is happening at our school. If you would like to help out in any way, please contact our school.

We are proud of our school and appreciate your trust. We welcome your partnership as we uphold the highest academic and social-emotional standards. We are here to support you!

Sincerely,
Junior High Administration

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.)

General School Information

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

Schedules

Academic Calendar

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 and Activity Calendars:

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

School Hours

- **Regular Schedule** — Monday, Tuesday, Thursday, and Friday 7:35 a.m. to 2:35 p.m.
 - Teachers and other staff can be available to help students before and after school.
 - Students arriving before 7:25 a.m. or remaining at school later than 2:50 p.m. must be with a teacher or off school grounds by 3 p.m.
- **Collaboration Schedule** — Wednesday 7:35 a.m. to 1:50 p.m.

Daily Schedule

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

Students must eat at school unless they have received permission from the principal's office to leave the building with a parent/guardian (closed noon hour). Period schedules and lunch schedules for both regular and collaboration days can be found online.

Attendance

We prepare students for postsecondary learning, careers, and successful lives when everyone is present and engaged. We are committed to ensuring that each student feels connected and belongs in WDMCS.

Why Attendance is Important

- Consistent attendance helps children reach early academic and developmental milestones and also provides a foundation for future success.
- Students who attend regularly are more likely to develop positive relationships with peers and staff, stay academically engaged, and connect their families to community resources.
- Regular attendance also supports increased graduation rates.

Chronic Absenteeism and Truancy

A student is considered chronically absent if they miss 10% percent of school days in a grading period, which is 18 or more days in a year. This equals only two days a month, nine days per semester or six days per trimester. A student is considered truant if they miss 20% of school days in a grading period, which is 17 days in a semester and 12 days in a trimester.

Compulsory Attendance

Children over age six and under age 16 by Sept. 15, in proper physical and mental condition to attend school are subject to compulsory attendance at WDMCS ([Board Policy 501.03: Compulsory Attendance](#)). Those students must also comply with Iowa Senate File 2435, which outlines intervention measures school districts must take in response to chronic absenteeism. This includes:

- Notifying the county attorney and sending a notice to parents when a student misses 10% of school days in a grading period
- Potential initiation of a school engagement meeting between the student, parent/guardian and school official when a student misses 15% of school days in a grading period. The purpose of the meeting is to create a prevention plan. The school will monitor compliance with the plan and contact the parent/guardian once per week.
- Referral to the county attorney could occur if the plan is violated or the student's absences surpass 20% of school days in a grading period.

Truancy determinations and required actions are not applied to a student who meets one of the following exemptions:

- Completed requirement for graduation or obtained a high school equivalency diploma
- Excused for sufficient reason by a court of record or judge
- Attending religious services or receiving religious instructions
- Unable to attend school due to legitimate medical reasons(s)
- Individualized Education Program (IEP) that affects attendance
- Section 504 plan under the Federal Rehabilitation Act that affects attendance

Notifying Your School

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 you know of a planned absence, you can report that information through Infinite Campus. View instructions at <https://discover.wdmcs.org/report-absence-online>. If a child is reported absent by the homeroom teacher and the school has not been notified, the secretary or school nurse will contact the home to ensure the child's safety. In the case of excessive absences, a physician's note, school nurse, or building administrator's documentation may be required to excuse the absence. If there is anything our school can do to help your child attend school regularly and on time, please contact your student's school. Find more attendance resources online at <https://discover.wdmcs.org/HERE>

Students who plan to leave the building at any time during the school day must first report to the office. The office must have written or verbal permission from a parent/guardian for the student to leave.

Make-Up Work

Students should contact their instructor about assignments missed. They will have two days to make up the work for each day of an excused absence, for up to six school days for multiple, consecutive, excused absences. The time allowed for make-up work may be extended at the discretion of the teacher. Students should see teachers in advance of planned absences.

Tardies

Prompt arrival to school and between classes is expected and necessary. Arriving 10-15 minutes before the start time of 7:35 a.m. will make it possible to arrive in class on time. When arriving late to school, it is necessary to report to the main office for a pass.

If students are late to a class after the beginning of the school day, they are to report to that class after reporting to the main office for a pass, and appropriate arrangements will be made with the classroom teacher. Excessive tardiness may result in school administration working with the parent/guardian and student to address any concerns and co-create a positive solution.

Nutrition Services

The School Nutrition Program is established to provide nutritious meals to students and school personnel, ensuring compliance with federal and state regulations. The program supports student well-being and academic success through access to healthy food options.

[Board Policy 710.01: School Nutrition Program](#)

Student Meal Accounts

Each student has an individual meal account used to access meals, purchase à la carte items, and support the management of special dietary needs. The meal account system provides confidential access to free and reduced-price meals for students who qualify. Families may view income eligibility guidelines and complete an online application by visiting:

www.wdmcs.org/our-district/departments/nutrition/free-and-reduced-meals.

Pricing and Payments

Meal prices for the 2026-27 school year have not been set as of March 1, 2026. For updated pricing and payment information for breakfast, lunch and Ala Carte items, and to add money to your student's account, visit

www.wdmcs.org/our-district/departments/nutrition/prices-and-payments.

Menus

Menus and detailed nutritional information for breakfast and lunch can be found at wdmcs.nutrislice.com.

Free/Reduced Meal Information

WDMCS offers all families a chance to apply for meals at no cost or a reduced price. To view federal income guidelines, learn more, and apply for free and reduced meals, visit

www.wdmcs.org/our-district/departments/nutrition/free-and-reduced-meals.

If you qualify for free and reduced-price meals, you may also be eligible to have student fees waived or partially waived. When you complete online enrollment, select "YES" when asked about fee waivers.

Breakfast and Lunch

Several meal entree options are available at both breakfast and lunch including self-serve fruit and vegetable bars to allow students to select from a variety of offerings. Nutritional information and menus can be found at wdmcs.nutrislice.com. Breakfast will be offered daily starting 30 minutes prior to the bell.

A La Carte Items

School cafeterias also offer a la carte items for purchase at breakfast and lunch. Students must have a positive meal account balance in order to purchase individual items. This includes cartons of milk not served as part of a meal.

If you would like to restrict your student from being able to purchase these items, please create a restriction on your student's account in the family portal at

www.schoolcafe.com/WESTDESMOINESCOMMUNITYSD or call the Nutrition Department at 515-633-5085 for assistance.

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. Fluid milk substitutions can be requested by parent signature. Available options are listed on the diet modification request form. Water is also available free of charge in all cafeterias.

If your student needs diet modifications, a physician needs to complete the form:

<https://discover.wdmcs.org/nutrition-services>.

When completed, return the form to the Nutrition Services Department. Please check with your school nurse for specific information on restrictions and procedures.

Food Deliveries

Families can drop off a lunch or school materials when needed at the school office. Please do not deliver food for anyone other than your student, and students are not allowed to order food delivery (UberEats, GrubHub, etc.)

Miscellaneous Information

Advisory/Homeroom Groups

Students are assigned to an adviser group or homeroom called Tiger Time for the school year. These groups of students will be scheduled together periodically to teach the State of Iowa's five Social Emotional Learning (SEL) competencies: self-awareness, self-management, social awareness, relationship skills, and responsible decision-making. Other topics will include digital citizenship, decision-making, executive functioning, and goal-setting. Students will also experience Encore which is the junior high system for MTSS (Multi-Tiered Systems of Supports) to support academics, behavior, and SEL through interventions and extensions.

Student Fees

Each student pays a book fee. Students may elect to purchase an activity ticket for regular season athletic events within the Central Iowa Metropolitan League and a yearbook. A combination lock is provided for the physical education locker. If the lock is lost, the student will be responsible for a replacement cost. Families can contact the building principal if financial assistance is needed.

View current fee list online at <https://discover.wdmcs.org/school-fees>.

Lost and Found

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

Media Center

The media center is open for everyone. The teacher librarian will hold special classes. During these times, students will be shown how to use the media center.

Books may be checked out for two weeks. However, if a teacher has placed them on “reserve” for a special purpose, reserved books may only be checked out for one study period or overnight. All other material may be checked out for shorter periods. All material must be checked out at the circulation desk.

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

Pets/Service Animals

Student safety and the cleanliness of the building are put at risk when animals accompany their owners for a drop-in visit to school. Pets are not allowed in WDMCS facilities without prior written consent by a building administrator. In keeping with state and federal law, WDMCS recognizes that employees or students may need to use or have access to qualified service animals. Students or staff 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 to consult with their building administrator.

School Supplies

The school supply list is available on the district website at discover.wdmcs.org/supply-lists. Pencils and paper are used in most classrooms. Students who need assistance with obtaining school supplies can contact their school counselor. Families can contact the building principal if financial assistance is needed.

Communication and Family Involvement

Technology and 1:1 Chromebooks (Board Policy 605.08: Technology Use By Students)

WDMCS strives to create a technology-rich environment for its entire learning community.

Students in grades K-12 receive a Chromebook for educational purposes. District-provided technology resources exist 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 policy, as well as state and federal laws and regulations. Chromebooks are the property of WDMCS. Students should have no expectation of privacy related to content created, websites searched, or documents saved.

Chromebooks provide integration with Google tools such as Docs, Sheets, and Slides, as well as

the Canvas Learning Management System. WDMCS uses Google services including Gmail, YouTube, Google Earth, and Google Maps. Access is also granted to Google Gemini. If you would like to restrict your student's internet access to not include services like YouTube, please email your building principal to make the request.

Learn more about WDMCS technology services, including frequently asked questions, student and family Chromebook responsibilities, and details on the district's partnership with web-filtering and online safety vendor, Securly, at discover.wdmcs.org/technology-department.

Assessments ([Board Policy 505.04: Student Assessment, Testing Program and Nondiscriminatory Evaluation](#))

The WDMCS Board of Education believes that assessment is a planned and integral part of instruction which guides and documents student growth. Assessment is an ongoing process involving students, teachers, and parents/guardians in observation, interaction, and analysis. It consists of both formal and informal measures of individual and group progress.

Assessments By Semester

- September: Fall Screening aMath and aReading
- September: Social-Emotional Learning (SEL) Fall Screening Window
- September-November: Iowa Youth Survey, eighth grade only
- January: Winter Screening aMath and aReading
- March-April: SEL Spring Screening Window
- Spring: English Language Learners: ELPA21 (English Language Proficiency Assessment for the 21st Century)*
- Spring: Conditions for Learning Survey
- April: ISASP (Iowa Statewide Assessment of Student Progress)*
- May: Spring Screening aMath and aReading

WDMCS junior high buildings may also be selected to participate in the NAEP (National Assessment of Educational Progress). Students may also participate in the AMC 8 from the Mathematical Association of American and the PSAT/National Merit Scholarship Qualifying Test.

*state-required assessments

Surveys

To provide the best possible service to our students and families, we need reliable data and feedback. Surveys are one way our district gathers this valuable information. WDMCS distributes various student surveys throughout the year. Parents and guardians will be informed of any state-mandated surveys. They may also be notified in advance of other student surveys and can let the school know if they do not want their student to participate. WDMCS follows the guidelines outlined in the [State of Iowa Senate File 496](#).

Canvas Learning Management System (LMS) – Viewing Academic Work and Grades

Canvas is West Des Moines Community Schools' official learning management system. A learning

management system (LMS) is a software that helps provide, track, and report on classes and assignments. Canvas provides parents and students with greater access to their curriculum and learning by housing important student curricular expectations and information. This could include their online textbook, links to resources, homework, videos, assessments, online discussions, and so much more. Learn more about Canvas online at <https://discover.wdmcs.org/canvas>.

Change of Address or Telephone Number

To update a home address or phone number during the school year, parent/guardian(s) or students should contact the school office.

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.

Effective Grading Practices

WDMCS is committed to and is making strides toward improving grading practices to ensure each student's grades are a true picture of what they know and are able to do in each course. The purpose of grading is to communicate achievement relative to course standards to students and parents/guardians.

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

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

Infinite Campus — <https://discover.wdmcs.org/infinite-campus>

WDMCS 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.

Parents/guardians can view information about all of their students, including schedules, grades, attendance, health, etc. If you had an Infinite Campus account from a different school district, you will need to create a new one. The information does not transfer from other districts.

Updating Information in Infinite Campus

- To update an email address, use the "Change Contact Info" tab.
- To update a home address or phone number, contact the school office.

Xello Career Information System

WDMCS uses a career information system called Xello for students in grades 8-12. This online program provides students with tools to learn about careers, assess their interests and skills, and develop future plans. A companion Xello Family portal allows parents/guardians to view their child's activities and progress within the platform.

Parent/Guardian-Teacher Organizations

Parent/guardian-teacher organizations are independent groups that help support the district. WDMCS has no oversight or control over their funds. They work with school administrators to support building goals.

Each school in the district has an active, dedicated parent/guardian-teacher organization. Your membership and active participation are encouraged. There are many ways parents/guardians can get involved and connected to the district in addition to joining their school's parent/guardian-teacher organization. Reach out to your school's principal to learn about other opportunities.

We warmly invite each parent/guardian-teacher organization to have a representative join our School Community Network (SCN). This friendly group meets several times a year to collaborate and connect. We also welcome district representatives to some meetings to share valuable information for you to bring back to your organization.

We are happy to welcome parents and guardians into our building. Please use the front door and follow the protocol outlined in the Visitors and Volunteers section of this handbook.

Promotion and Retention System

According to [Board Policy 505.02: Promotion and Retention](#), promotion practices in WDMCS will have as their objective the placing of the student in an environment where maximum development will take place.

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/
- **X:** <https://x.com/WDMCS>

Both junior high schools also have Facebook pages:

- Indian Hills: <http://www.facebook.com/wdmindianhills>
- Stilwell: <https://www.facebook.com/wdmstilwell/>

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 online at <https://discover.wdmcs.org/directory>.

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 communications department at 515-633-5023.

Visitors and Volunteers

WDMCS welcomes visitors and volunteers to its school buildings. Visitors are individuals who come to watch an assembly, eat lunch with their student, or visit their student's classroom. Visitors usually arrange their visits 24 hours in advance with the classroom teacher and keep them brief. Visitors should not disrupt class or discuss individual concerns when students are present. Young children or visiting students must be accompanied by an adult at all times.

Volunteers are individuals who offer their time to assist with school projects, support classroom activities, or serve on committees. Unlike visitors, volunteers are typically engaged by the school to help with specific tasks or programs. These opportunities include classroom assistance, participation in building and activity support groups, and serving on districtwide or building committees. To learn more about volunteering, contact your school office. Volunteers may be required to complete additional screening. For more on volunteer background check requirements, visit <https://www.wdmcs.org/engage/volunteer>.

Both visitors and volunteers must use the front door, check in at the office, and pick up a visitor badge with each visit. Please bring personal identification, such as a state-issued ID, passport, military license, Consular ID card, or Permanent Resident card. Your ID will be screened through Raptor, and you'll state your location in the building to assist staff during emergencies. Those who do not pass the Raptor screening will not be admitted.

Because WDMCS adheres to state and federal laws, all visitors and volunteers 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. Each school has multi-stall, gender-specific, and individual restrooms available.

Websites

Indian Hills: <https://indianhills.wdmcs.org/>

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

Student Conduct

Beverages

The only beverage students should consume in the hallways and classrooms is water. If students choose to carry a water bottle, it must be a water bottle that will not spill if it is tipped over in a classroom. Beverages other than water (Coffee, Energy Drinks, juice, Gatorade, etc.) are only permitted in the cafeteria before school starts and during lunch. Exceptions for nutritional needs outside of this policy are available through administrative approval.

Cell Phones and Communication ([Board Policy 503.09: Student Use of Personal Electronic Devices](#))

The use of personal electronic devices, including cell phones and air pods, is only allowed during lunch/recess, before school, and after school. Students are responsible for ensuring their personal electronic devices are securely stored at all times. A consequence continuum will be implemented if personal electronic devices become an issue during instructional time. WDMCS is not responsible for lost, damaged, or stolen personal electronic devices.

If there is a family emergency, please contact the school office, and they will reach your student. If there is an emergency at school, we will call the parent/guardian.

- Personal electronic devices, including cell phones and air pods, are allowed before or after school or during lunch/recess unless permitted by the teacher.
- To learn more about cell phone privacy, please read [Board Policy 502.08: Search and Seizure](#).

Cheating and Plagiarism

Students are expected to produce work to the best of their ability. Work submitted for credit or recognition must be completed by each individual student and must be their own work. Cheating and plagiarism will not be accepted. Students violating academic honesty will lead to parent/guardian communication, disciplinary consequences, and re-teaching of expected behaviors and use of resources. Students will be required to redo the assessment evidence under supervision to gain an accurate evaluation of learning related to content standards.

Student Dress and Appearance ([Board Policy 502.01: Student Appearance](#))

Students and their parents/guardians hold the primary responsibility for what a student chooses to wear to school each day. When a student is comfortable in what they wear, including expressing their individuality and/or personal and family culture, they can better focus on learning. WDMCS expectations for student dress and appearance are based on safety and showing respect for others.

- Students are asked to dress appropriately for the weather, including coats, hats, gloves, and boots. Any family who needs support in obtaining clothing or shoes should contact the school office.
- Shoes must be worn at all times for student safety.
- Clothing or other apparel promoting products illegal for use by minors or displaying obscene material, profanity, or reference to prohibited conduct are not allowed. If worn, a student

will be asked to change or be given something different to wear for the day.

School administration will work with the parent/guardian and student to address any concerns and create a positive solution. Board Policy 502 gives the administration final discretion regarding student dress and appearance.

Dropping or Adding a Course

Students typically have only the first 10 days of a semester to drop or add a course without academic consequences. School counselors work with students during registration to find the best course schedule to meet student needs.

Homework

Homework is an integral part of each student's daily agenda. It is expected that the student will spend time beyond the classroom working toward scholastic gains and will develop habits which value academic achievement. Teachers work with students to provide study and homework guides. In addition, After the Bell is an after-school study program available Monday-Thursday. Learn more about After the Bell on either junior high website under the Activities menu. ([Board Policy 606.02: Homework](#))

Identification Cards

Students receive an ID with their photo at the beginning of the school year. They will be required to present their school ID upon request. Students will also need IDs when attending any WDMCS athletic or activity events. Replacement IDs will be made available, if necessary, at no cost.

If a student does not have their ID they may be asked to obtain a temporary ID through the school office..

In compliance with [Iowa House File 602](#), a crisis support phone number, text number, and website URL will be included on the back of every student ID.

Lockers

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

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

The locker should receive good care so it will protect books and other personal belongings. Periodic locker checks and clean-outs will be conducted during the year. Students are to use the locker they have been assigned or face disciplinary consequences or loss of locker privileges.

Parking Regulations

Students who are able to provide the following are eligible to park in the school parking lot or a nearby street:

- a valid driver's permit
- a current and valid vehicle registration for all vehicles (including mopeds) which may be parked on school property.

Students who wish to drive to school can complete a WDMCS form online. Parking spaces are based on availability. If the parking lot is full, students will need to find nearby street parking. Learn more:

- Indian Hills website: <https://indianhills.wdmcs.org/resources/minor-school-license-form>
- Stilwell website: <https://stilwell.wdmcs.org/resources/minor-school-license-form>

WDMCS seeks to cultivate a culture of belonging and inclusion. All students parking on school property are expected to adhere to [Board Policy 502.03: Student Expression and Student Publication Code](#).

Permanent Markers

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

Student Discipline ([Policy 503: Discipline Of Students Who Make Threats Of Violence Or Cause Incidents Of Violence; Board Policy 503.01: Discipline](#))

District students are expected to be respectful of the rights of others and comply with school and district rules and policy regarding behavior. We believe each student deserves the right to a fair and appropriate education in which race, ethnicity, culture, religion, and abilities will be valued, celebrated, and used as a vehicle during academic instruction.

We are dedicated to being proactive and restorative in our efforts to implement practices that aim to keep our students in class, receiving access to instruction, and being provided the support to succeed. Practices that are restorative in nature (repairing the harm to the victim and the school community caused by a student's misconduct) will be given first consideration to remediate offenses.

Likewise, we will identify and correct practices that threaten to perpetuate gaps between discipline, achievement, and access to educational opportunities that benefit students. Students may be disciplined for conduct, acts, or behaviors which disrupts the orderly and efficient operation of the school or school activity and the rights of other students to learn and participate in school activities. Students are subject to this policy while on school premises, while using school-provided transportation, while attending or engaging in school-sponsored activities, and while away from school grounds.

Students are also expected to conduct themselves respectfully and responsibly regarding public displays of affection. Prolonged embraces, kissing, fondling, or other inappropriate physical contact

is not allowed. Overt public displays of affection may result in school administration working with the parent/guardian and student to address any concerns and co-create a positive solution.

Each junior high school utilizes Positive Behavioral Interventions and Supports (PBIS) to set and maintain high standards of behavior for its students. PBIS includes instruction, common expectations, and reinforcement for demonstrating appropriate behaviors. Teachers also work with students to help them identify emotions so they can work on managing stress, impulse control, and learn to develop and maintain positive relationships. We believe as students develop strong social and emotional skills, we will see growth in their positive behavior and connections with others.

Safety and Health

Bicycles/Rollerblades/Roller Shoes/Scooters/Skateboards

- We recommend wearing bicycle helmets.
- Bicycles should be walked on school property and parked in the bike racks.
- Bicycle locks are encouraged.
- The school district is not responsible for students riding bicycles to and from school and assumes no responsibility for bicycles, e-bikes, or electric scooters? on the school grounds.

For safety reasons, rollerblades, roller shoes, scooters, and skateboards are not allowed on school property.

Communicating Student Safety Concerns

WDMCS is committed to fostering an equitable and affirming learning environment in which each student and staff is treated with dignity, respect, and fairness. Because we prioritize creating a healthy learning environment for each student, we want to know if a student is or perceives bullying or harassment. Please reach out to your student's teacher, counselor or school administrator to express your concerns. If you do not believe these steps resolved the situation, a helpful next step is to submit a complaint form. This form can be found in [Board Policy 502.02: Anti-Bullying/Harassment](#).

If other safety concerns arise, please contact the school and ask to speak with an administrator or counselor. If the concern is urgent, call 911.

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 severe weather, active threat, evacuation, ELF (Evacuate, Lockdown, Fight), and fire drills. Special assistance will be provided for students needing specific supports.

Severe Weather Warnings

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

Security

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

Health

Absences (Reasons)

Regular attendance is a very important part of your student's education. Children should be fever free for 24 hours WITHOUT the use of fever-reducing medicines such as Tylenol or ibuprofen. **If your child is ill, please call the school secretary/nurse before the start of the school day.**

Students should stay home if they have:

- Diarrhea (must be diarrhea free in the 24 hours prior to returning to school)
- Fever (over 100.4) 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 until 24 hours after treatment has been started. Impetigo is a skin infection with erupting sores usually under the nose or in the lip area. This drainage is generally described as "a golden crust".
- Conditions that suggest the possible presence of a more serious illness, including a fever, rash, sluggishness, persistent crying, irritability, or difficulty breathing

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

Services of the School Nurse

If a student becomes ill during the school day, permission or a pass from class will be requested, and evaluation will occur from the school nurse. The nurse will use professional judgment and follow the WDMCS Illness Guidelines online at <https://discover.wdmcs.org/health-resources> to determine if it is necessary for the student to go home. To ensure student safety, under no circumstances are students allowed to go home or leave student grounds without contacting the school nurse or the office. In cases when parents/guardians cannot be contacted, the school will contact the listed emergency contact. In the event of an emergency and no one can be reached, emergency services will be called and the student will be transported to the nearest hospital if necessary.

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.

Health Fact Sheets

The district website has a variety of health-related resources, including fact sheets on:

- COVID-19
- Bed Bugs
- Chickenpox
- Fifth Disease
- Head Lice
- Influenza
- Measles
- Meningitis
- Mono
- MRSA
- Pink Eye
- Ringworm
- Strep Throat

To learn more, visit <https://discover.wdmcs.org/health-resources>

Health Records

By 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.

Student's medical information is collected within a Health section of their record in Infinite Campus. Confidentiality of this information is a priority. This tab is only visible to nursing staff and a very small number of other district employees who help support nurses.

- [Family Educational Rights and Privacy Act \(FERPA\)](#)
- [Board Policy 506.01: Student Records](#)

Immunizations and Health Screenings

Iowa Law requires all students, grades PK-12, to have evidence of a valid Iowa Immunization Certificate, Provisional Certificate of Immunization, or Iowa Certificate of Immunization Exemption on file to be enrolled in the WDMCS. This certificate may be obtained from your provider's office or from the school nurse. Students with immunizations partially completed will

be issued a Provisional Certificate allowing for a maximum of 60 days to complete the remaining immunizations. Communication will be provided to parents/guardians regarding immunization requirements and timelines, and further assistance will be provided from the school nurse. If the student hasn't met the requirements at the end of the provisional period, it is necessary by law to exclude the student from school. Students transferring from another school system within the United States may be granted a Provisional Certificate until documentation of current immunizations are obtained and validated.

To support healthy students, Iowa's health screening programs are regulated by the state and are implemented by the schools. These screenings include: immunizations, dental, vision, and lead. Hearing screenings are also conducted by audiologists from the Heartland Area Education Agency (AEA) annually for students in grades pre-K, 1 and 5.. Please notify your school nurse prior to the communicated screening dates if you would not like your student to participate. Further information regarding school screenings can be found on our website and will be provided by your school nurse.

- [Learn more online from Iowa Department of Education: Student Health Requirements.](#)
- Learn more online about immunizations, health screenings, including dental, hearing, and vision screenings online at <https://discover.wdmcs.org/health-resources>.

Medication Guidelines

- The Health Office must have written authorization from the parent/guardian. Please include the student's name, name of medication, amount to be given, time of medication is to be given, reason for the medication, and parent/guardian signature.
- The medication must be in the original current container (**NO** plastic bags or envelopes with loose pills).
- The directions on the medication container must match the parent/guardian authorization.
- **ALL** medications (prescription and over-the-counter) must be kept in the Health Office at all times. The only exception to this policy is if a student has provided a completed Self-Administration Consent form that is signed by a healthcare provider. This provides a student authorization to self-administer asthma/other airway constricting disease medication or Epinephrine auto-injector medications.

Non-Prescription Medications

The WDMCS health offices stock non-prescription medications including Tylenol, ibuprofen, and Tums.

- All elementary school students (grades PK-6) will be provided a maximum of four doses of stock non-prescription medications during the school year.
- All junior high and high school students (grades 7-12) will be provided a maximum of eight doses of stock non-prescription medications.
- Cough drops may be supplied by the parent/guardian but will not be provided as a stock medication.

- If further doses are necessary after the maximum number has been reached, the parent/guardian will be responsible for providing the medication to the health office and a doctor's note may be requested by the school nurse.

Emergency Response in Opioid Overdose

WDMCS maintains a stock opioid antagonist (Naloxone) available at all times during emergency responses. There has been a substantial increase in the number of opioid overdoses nationwide and across Iowa and this change will allow us to provide a safe environment for our students, staff, and visitors. In order to provide an emergency response to those that are at risk of a potentially life-threatening opioid overdose, all buildings (with students present) will have the medication available, and it will be stored/maintained by the school nurse. School nurses and trained personnel are authorized to administer the opioid antagonist to a student or individual if the school nurse and/or authorized personnel reasonably and in good faith believe the student or individual is having signs and symptoms of an acute opioid overdose. More information is available through [Board Policy 507.06: Stock Prescription Medication Supply - Naloxone](#).

Counseling

The general purpose of the counseling program is to help students gain a better understanding of their abilities, interests, and personal relationships, and how these can be used to their best advantage in school and in the community. The counselors will try to help students individually with school or personal concerns and will assist in every way possible.

Student Assistance Program (SAP)

WDMCS partners with Employee and Family Resources for the Student Assistance Program. If you would like support with family or school issues, make an appointment by calling please call 515-244-6090 at any time or visit efr.org/how-we-help/student-assistance-program. A counselor can listen and help you schedule an appointment. Problem assessment sessions are free, and if you need further services, your counselor will refer you to an appropriate, affordable resource.

School-based therapy services *are* available at each school, so *students* can see a licensed therapist *in person or virtually without leaving campus*. Families enroll students in these services and are responsible for costs, except for Hazel Health, which is a free telehealth resource. For more information about school-based therapy, contact the school counselor or principal.

Physical Education (P.E.)

Everyone takes physical education unless a request, signed by a doctor and/or approved by administration excuses the student. This request must state a specific reason and be presented to the school nurse before the excuse will be granted.

Special Section — West Des Moines Community Schools Districtwide Handbook

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

Board of Education
Superintendent's Cabinet

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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 may 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 November. 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

Superintendent's Cabinet

Dr. Matt Adams, Superintendent
Kurt Subra, Chief Financial Officer
Brian Abeling, Executive Director of Information and Technology
Bryan Geelan, Executive Director of Communications
Dr. Dau Jok, Executive Director of Culture and Access
Michelle Lettington, Executive Director of Elementary Education
Steven Schappaugh, Executive Director of Secondary Education

TBA, Chief Human Resources Officer

General Information

Area Education Agency (AEA) Services

Heartland Area Education Agency (AEA) 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. It strives to encourage student participation, creative teaching, and community-school partnerships by making funds available to all schools in the district. Learn more about the WDMCS Foundation online at www.wdmcsfoundation.org.

Departments

Business Services

Strong financial management and high-quality facilities play a key role in supporting learning in our classrooms. The department works with community representatives 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 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 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 discover.wdmcs.org/operations.

Transportation

Transportation strives to serve the needs of our students who live within district boundaries 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):

- Students in grades K-8 living more than two (2) miles from their assigned schools as determined by their primary residence. The area inside two (2) miles is the walk zone.
- Students in grades 9-12 living more than three (3) miles away from their assigned schools as determined by their primary residence. The area inside three (3) miles is the walk zone.

- Capped out students, who are students transferred by the district to a school other than their designated attendance center. This may occur due to extenuating circumstances (e.g., part of a safety plan).
- Students experiencing homelessness, even if they move outside district boundaries.

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.

An internal 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. Internal transfer students may ride a district school bus if they meet the established criteria.

Students are expected to remain seated, obey the driver, and maintain a safe, quiet environment at all times. Violations result in a Bus Conduct Report and corrective action, escalating from parent notification to loss of riding privileges. Serious misconduct (such as fighting, vandalism, or endangering safety) may result in administrative intervention or suspension of transportation services.

For more detailed information on transportation, including registration, payments, and bus conduct, visit discover.wdmcs.org/transportation.

Communications

Communications supports WDMCS district-wide 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 brands.

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 at discover.wdmcs.org/communications.

Community Education

Community Education supports and serves students, families, and the community through classes, the Kids West before- and after-school childcare program, intercultural outreach, service opportunities, and facility rentals. Learn more about the opportunities available through Community Education at communityed.wdmcs.org.

Culture and Access

The WDMCS Culture and Access department builds communities of care and ensures all in our system can access resources and opportunities. The department champions a supportive work environment, authentic school-family-community collaboration, and equitable experiences for each human we serve. Learn more about the department and contacts at discover.wdmcs.org/culture-and-access.

Human Resources

Human resources oversees one of the district’s greatest resources — its employees. The department strives to provide students and families with a talented, knowledgeable, and dedicated workforce by:

- recruiting quality and diverse staff members
- supporting professional development and training
- fostering 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 discover.wdmcs.org/human-resources. View career opportunities online at discover.wdmcs.org/careers.

Teaching and Learning Services

WDMCS offers a comprehensive education with variety, depth, and rigor in the following areas:

Curriculum

WDMCS curricula are based on proven, research-based strategies. Teachers endeavor to implement these strategies and skills that reflect the ever-changing technology and cultural shifts in our society, as well as the needs of our learners. The Director of K-12 Curriculum and their team provide critical leadership, expertise, and curricula guidance in WDMCS.

Multilingual Program

The WDMCS Multilingual Program supports K-12 multilingual learners and authentic school-family partnerships. Staff collaborates to prioritize the cultural wisdom of English Learners. They provide comprehensive opportunities to support students’ 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 discover.wdmcs.org/ESOL.

Gifted/Talented (GT) Program

The WDMCS 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, and who 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 at discover.wdmcs.org/gifted-talented.

Youth Who Are Experiencing Homelessness ([Board Policy 501.16](#))

WDMCS ensures children and youth experiencing homelessness have equitable access to the same free, appropriate public education. “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, or camping grounds due to lack of alternative accommodations;
 - Living in emergency or transitional shelters; or

- Abandoned in hospitals.
- Children and youth who have a primary nighttime residence that is a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings;
- Children and youth who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
- Migratory children who qualify if they are living in circumstances described above.
 - Includes youth who have run away or youth being forced to leave home.

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

Home Schooling

The WDMCS Home School Assistance Program (HSAP) has offered support to families who wish to educate their children at home since the early 1990s. Today, approximately 500 home-schooled students are enrolled in grades K-12. Teacher-assisted 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 discover.wdmcs.org/HSAP or visit www.wdmcs-hsap.org.

Special Education

The goals for the WDMCS 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/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 district and enroll 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 discover.wdmcs.org/special-education.

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

WDMCS strives to create a technology-rich environment for its entire learning community.

Students in grades K-12 receive a Chromebook for educational purposes. District-provided technology resources exist 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 policy, as well as state and federal laws and regulations. Chromebooks are the property of WDMCS. Students should have no expectation of privacy related to content created, websites searched, or documents saved.

Chromebooks provide integration with Google tools such as Docs, Sheets, and Slides, as well as the Canvas Learning Management System. WDMCS uses Google services including Gmail, YouTube, Google Earth, and Google Maps. Access is also granted to Google Gemini. If you would like to restrict your student's internet access to not include services like YouTube, please email your building principal to make the request.

Learn more about WDMCS technology services, including frequently asked questions, student and family Chromebook responsibilities, and details on the district's partnership with web-filtering and online safety vendor, Securly, at 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: Discipline Of Students Who Make Threats Of Violence Or Cause Incidents Of Violence](#)
- [503.01 Discipline](#)
- [503.09: Student Use of Personal Electronic Devices](#)



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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.)