



**WEST DES MOINES**  
COMMUNITY SCHOOLS

# **ACTIVITIES & ATHLETICS**

## **HANDBOOK**

CODE OF CONDUCT AND RESOURCES FOR  
STUDENTS AND FAMILIES

**2026-27**

## Handbook Language Statement

<b>English</b>	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 <a href="mailto:frenchn@wdmcs.org">frenchn@wdmcs.org</a> .
<b>Arabic</b>	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 <a href="mailto:frenchn@wdmcs.org">frenchn@wdmcs.org</a>
<b>Dari</b>	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.
<b>Dinka</b>	Athör ë thöñjë käñ anöñj 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/cöl Natalie French, Bëny ë WDMCS ESOL, në 515-633-5173 ic ka/wälë frenchn@wdmcs.org
<b>French</b>	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 <a href="mailto:frenchn@wdmcs.org">frenchn@wdmcs.org</a> .
<b>Hakha Chin</b>	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 <a href="mailto:frenchn@wdmcs.org">frenchn@wdmcs.org</a> ah request tuah khoh a si.
<b>Pashto</b>	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 <a href="mailto:frenchn@wdmcs.org">frenchn@wdmcs.org</a> له لارې اړیکه ونیسئ.
<b>Somali</b>	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 <a href="mailto:frenchn@wdmcs.org">frenchn@wdmcs.org</a>
<b>Spanish</b>	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 <a href="mailto:frenchn@wdmcs.org">frenchn@wdmcs.org</a> .
<b>Swahili</b>	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 <a href="mailto:frenchn@wdmcs.org">frenchn@wdmcs.org</a> .
<b>Tigrinya</b>	እቲ ናይ መምርሒ መጽሓፍ ብዘሰጠሉ ትምህርቲ ተምሃራይ/ሪትኩም ኣገደስቲ ሓበሬታ ዘማለእ እዩ። ናይዚ ሓበሬታ ናይ ቃል ትርጉም ወይ መስተርጓሚ ክትሓቱ ትክእሉ እኹም። ን ናታሊ ፍረንቻ (Natalie French)፣ ኣይሪክተር WDMCS Multilingual Program፣ ብ 515-633-5173 ወይ <a href="mailto:frenchn@wdmcs.org">frenchn@wdmcs.org</a> ርኹብዎ።
<b>Vietnamese</b>	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 <a href="mailto:frenchn@wdmcs.org">frenchn@wdmcs.org</a>

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|---|---|---|--|--|
| <p><b>Eddy Cisneros</b><br/>Spanish Family Engagement<br/>P: 515-633-4660<br/>E: <a href="mailto:cisnerose@wdmcs.org">cisnerose@wdmcs.org</a></p> | <p><b>Ana Hayes</b><br/>Spanish Family Engagement<br/>P: 515-633-5906<br/>E: <a href="mailto:hayesa@wdmcs.org">hayesa@wdmcs.org</a></p>               | <p><b>Klever Miranda</b><br/>Spanish Family Engagement<br/>P: 515-633-5783<br/>E: <a href="mailto:mirandak@wdmcs.org">mirandak@wdmcs.org</a></p>          | <p><b>Angelica Moreno-Rangel</b><br/>Spanish Family Engagement<br/>P: 515-633-4793<br/>E: <a href="mailto:morenoa@wdmcs.org">morenoa@wdmcs.org</a></p> | <p><b>Dinia Sloan</b><br/>Spanish Family Engagement<br/>P: 515-633-4070<br/>E: <a href="mailto:sloand@wdmcs.org">sloand@wdmcs.org</a></p>          |
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## 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 2026-27, the WDMCS Alternative Education Program is supported at multiple sites.

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

## About Our Activities and Athletics Department

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### **Valley High School**

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

Activities and Athletics Director

Zac Sinram, CAA  
[sinramz@wdmcs.org](mailto:sinramz@wdmcs.org)

Activities and Athletics Coordinator

Mike Egbert, CAA  
[egbertm@wdmcs.org](mailto:egbertm@wdmcs.org)

Activities and Athletics Secretary

Lorena Cuevas  
[cuevasl@wdmcs.org](mailto:cuevasl@wdmcs.org)

515-633-4259

8-9 Activities Coordinator

TBD

Co-Curricular Activities Administrators\*

Zac Sinram  
Activities and Athletics Director

Associate Principal, VHS

Shannon Campbell  
[campbells@wdmcs.org](mailto: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

Assistant Principal/AD

Jamie Ehlert  
[ehlertj@wdmcs.org](mailto:ehlertj@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](mailto:perrigod@wdmcs.org)

## Director's Welcome

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Dear Tiger Family,

Thank you for being part of the WDMCS Tiger Family. As your Activities and Athletics Director, my priority is to help every student thrive through participation in robust academics, arts, activities, and athletics. I am a career educator, passionate about using these opportunities as pathways for leadership, success beyond high school, and holistic growth. Teamwork, play, and resilience are at the heart of our activities and athletics program.

My commitment is to ensure every student has access to high-quality opportunities. We encourage everyone to join clubs, fine arts, sports, and other activities, believing that involvement leads to growth, fun, and lasting connections.

Our program has a long tradition of excellence in activities and athletics. We compete at the highest levels and we will strive to continue this tradition. We offer intramural opportunities, competitive sports, fine arts, music, theater, and academic clubs for students to enjoy. In all, we feel we have something for everyone.

We are here to support you on your educational journey. This handbook is a great starting point to understand our program, and I encourage you to reach out to our department with any questions or guidance on getting involved. Please contact us if you need assistance choosing activities, want to learn more about our offerings, or have suggestions to improve our programs. We appreciate your leadership, collaboration, and support.

Go Tigers! Let's make this year remarkable, together.

Sincerely,

Zac Sinram, CAA  
Activities and Athletics Director

### **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](mailto:jokd@wdmcs.org). (Adherence to bona fide occupational/educational qualifications will not be interpreted as discriminatory.)

## **Activities and Athletics Program Philosophy**

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The 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 our students' development 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 students 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. To the extent possible, knowledge and skills gained in classes should be applied and developed further through participation in the program. 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 above winning. We will not compromise this objective in pursuit of excellence. Our programs start in junior high schools. Coaches focus on developing skills, competitiveness, discipline, teamwork, and love for activities and athletics.

Our High Schools boast some of the best programs in the state, and students who have shown great promise, consistency, and passion for their sport or activity are supported during and after their high school careers. We strive to connect our students with alumni who can provide mentorship.

Activities and Athletics are a conduit for the development of our students. The 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

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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. Please contact the Activities and Athletic Department if you have questions, concerns, feedback, or wish to collaborate.

### 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. Our website will translate the calendar into Spanish, Arabic, Burmese, Swahili, and Tigrinya.

### Activities and Athletics Calendars:

- <https://tigers.wdmcs.org>
  - o View directions to athletic events
- <https://www.gobound.com/ia/schools/wdmvalley>
  - o Athletic and Activity 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.

- Learn more about IGHSAU at [www.ighsau.org](http://www.ighsau.org)
- Learn more about IHSAA at [www.iahxaa.com](http://www.iahxaa.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.

For a complete list of varsity coaches by sport with contact information and date of the first practice, visit <https://discover.wdmcs.org/tigers-staff-directory>.

### **Activities Affiliations**

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

- Iowa HS Speech Association: <https://www.ihssa.org>
- Iowa HS Music Association: <https://ihsma.org>
- Join us at this year's Club and Activity Fair to explore the offerings you can be apart at Valley High School! The fair will take place during lunch on a date to be determined in September.
- 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. Sinram 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](http://valleyvocalmusic.org)
- Valley Bands: [valleybands.org](http://valleybands.org)
- Valley Drama: [valleydrama.com](http://valleydrama.com)
- Valley Debate: <https://www.facebook.com/WDMValleydebate/>
- Valley Orchestra: <https://www.wdmvalleyorchestra.org/>

For a complete list of clubs, activities, and directors or sponsors, go to <https://valley.wdmcs.org/activities/activitiesclubs>. A complete and current list of all activities, sports and clubs is available in the Activities Office.

## Registering for Activities and Athletics

All registrations are handled online at [gobound.com/ia/schools/wdmvalley](http://gobound.com/ia/schools/wdmvalley).

If an activity requires a physical examination form and/or emergency card, you can access that information at [gobound.com/ia/schools/wdmvalley](http://gobound.com/ia/schools/wdmvalley) or request a hard copy from the Activities and Athletic Office at Valley High School. The calendar of athletic events is also available at [gobound.com/ia/schools/wdmvalley](http://gobound.com/ia/schools/wdmvalley). 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, 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 work with schools to prepare WDMCS students for postsecondary learning and careers. Below are attendance guidelines for 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 a 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 six 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 3.5 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.
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## Eligibility

WDMCS believes in providing access to activities and athletics that enhance the students' high school experience. 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: Student Activity Program](#))**

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 apply.

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 pass all courses at both of the semester grading periods (S1, S2). All students must be enrolled in six (6) credited courses each semester 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 at least four (4) credits, in alignment with State eligibility guidelines.

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](http://www.iahsaa.org) for a more detailed explanation of IHSSA scholarship rule.
- See [www.ihsma.org](http://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 a program or trip has associated costs, students/families may be asked to cover them.

If a trip is non-refundable due to the prepayment requirements of a third party and the student is ineligible to participate, families can contact the building principal for financial assistance.

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

### **Non-School Team Participation ( [Board Policy 504.06: Student Activity Program](#) )**

A student participating in school-sponsored athletics may participate in a non-school sponsored sport during the same season. 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.

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## **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**

In accordance with 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 that 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 using the space as a locker room. Coaches and directors of the opposite gender are only allowed in the locker room when the space is being used as a meeting space and there is verbal confirmation that no student is using the space as a locker room.

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## **Communication and Family Engagement**

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### **Communication Expectations**

The Activities and Athletics Department values authentic partnerships with families and students. We will seek clarity of communication to ensure effective collaboration. District coaches and sponsors are expected to work in each of their students' best interests.

. Here are expectations to facilitate respectful, two-way communication between coaches/sponsors and students/families.

Families can expect every coach to communicate:

- Coaching philosophy
- Their expectations of the players and the team
- Location and times of practices and contests
- Team rules and repercussions for violations
- Injury and emergency medical procedures
- The role of parents in terms of volunteer help, team meals, game day help, etc.

Coaches can expect parent/guardian to:

- Express their concerns directly to the coach
- Communicate schedule conflicts in advance
- Model sportsmanship at all contests/performances
- Support their child in all related activities

Productive topics of discussion with coaches:

- The treatment of their child; we value student experiences and welcome feedback to improve
- Ways to help student improve

- Concerns about their child's behavior
- Academics

Topics that are counterproductive to discuss with coaches:

- Playing time of all team members
- Team strategy
- Play calling
- Other athletes on the team

In situations that require a conference between the coach/sponsor and a parent/guardian, it is important for both parties to listen, gain perspectives, and respect the dignity of all involved, especially the students. When a conference is necessary, the following considerations will guide the conference:

- Do not confront a coach after a contest or performance. We are working toward the same outcome, service of our students.
- Call to set up an appointment with the coach or sponsor.
- If the Coach cannot be reached, contact the Activities Office.
- Profanity has no place in any discussion. If the meeting does not provide a satisfactory resolution, the procedure will be as followed:
- Call and set up an appointment with the Activities and Athletics Director.

Please note that the Activities and Athletics Office and the administrators of respective schools are consistently collaborating in support of students and their families. We value consistent and transparent communication that is respectful. We value the diversity of lived experiences, identities, aspirations, and values.

### **Complaints Regarding School Personnel ([Board Policy 906.01](#))**

The policy 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://x.com/vhstigers>
- [Athletics Website](#) (including Valley Tiger Booster Club information)
- [WDMCS Facebook](#)

## Student Conduct

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### **Student Activity Code of Conduct**

WDMCS strives to develop each student's potential and foster positive relationships. Essential to achieving 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 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 and athletics is a privilege granted to students to demonstrate 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 WDMCS who has been declared ineligible under another district's Student Activity Code of Conduct or equivalent policy will not be eligible for 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 Zac Sinram 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, 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 in activities and athletics are expected to show leadership, self-discipline, and collaboration. Each student must follow all board policies and school procedures. Students and families should review the 500 series of Board Policies and their activity handbook.

Students suspended from school cannot participate in any sport or activity during the suspension. The Activities and Athletics Department will work with the administration, students, and families to address 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 the student code of conduct. When there is a substantiated violation of board policy, the coaches/directors will collaborate with the school administration, the director of activities and athletics, and/or the co-curricular administrator, the student, and their family to find a solution, which may include dismissal from the team or activity.

The coaches and directors of the respective sports or activities have final authority over playing time and 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: Either the Director of Activities and Athletics or the Co-curricular Administrator will make a ruling on the appeal.
- Step 3: The decision of the Director of Activities and Athletics or the Co-curricular Administrator may be appealed to the principal.
- Step 4: The principal's decision may be appealed to the superintendent.

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## **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, 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 is detected within 12 miles of the site, the activity will stop and all participants and fans will seek protective shelter immediately. Thirty minutes should pass after the last lightning detection prior to resuming play. Teams have specific locations for protective shelter. These guidelines will be enforced by the site administration and event officials.

## Heat

WDMCS uses the Wet Bulb Globe Thermometer (WBGT) measurement practice and device for measuring acceptable heat/humidity levels for practices and contests. This is in alignment with the IHSA, IGHS, and IHSSA, under the guidance of the IA Sports Medicine Advisory Committee. WBGT is an all-inclusive measure of heat stress in direct sunlight, which takes into account ambient temperature, humidity, sun angle, wind speed, and cloud cover.

When the WBGT Reading is between 84.7 and 87.6, the maximum recommended practice time is two hours. When the WBGT Reading is between 87.7 and 89.7, the maximum recommended practice time is one hour. When the WBGT Reading is above 89.7, no outdoor activities are recommended.

All WBGT Readings above 79.7 recommend 3-4 rest/water breaks.

## Security

Some events due to their size and scope require extra supervision and security to ensure 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.

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## 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 partners with Iowa Ortho and Select Medical for training services for our student-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 6 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 healthcare 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

## **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

#### **General Information**

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

#### **Departments**

Business Services  
Nutrition Services  
Operations  
Transportation  
Communications  
Community Education  
Culture and Access  
Human Resources  
Teaching and Learning Services  
    Curriculum  
    Multilingual Program  
    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 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

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### 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](http://www.wdmcsfoundation.org).

## Departments

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### 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](http://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](http://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](http://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](https://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](https://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](https://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](https://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](https://discover.wdmcs.org/human-resources). View career opportunities online at [discover.wdmcs.org/careers](https://discover.wdmcs.org/careers).

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## 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](https://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](https://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](https://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](https://discover.wdmcs.org/HSAP) or visit [www.wdmcs-hsap.org](http://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](https://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](https://discover.wdmcs.org/technology-department).

## Annual Notices and Board Policies

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### 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](#)



**3550 Mills Civic Parkway | West Des Moines, IA 50265**

**515-633-5000 | [www.wdmcs.org](http://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](mailto:jokd@wdmcs.org). (Adherence to bona fide occupational/educational qualifications will not be interpreted as discriminatory.)*