

2018-19 High School Handbook



Resources for all
WDMCS high school families.



WEST DES MOINES
COMMUNITY SCHOOLS

West Des Moines Community Schools

Mission

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

Shared Vision

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

Portrait of a Graduate

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

High Schools—West Des Moines Community Schools

Valley High School

3650 Woodland Ave.
West Des Moines, IA 50266
515-633-4000
Principal: David Maxwell
Associate Principals:
Jill Bryson
Jeff Grassmeyer, Ph.D.
David Perrigo
Brad Rose
Erica Whittle

Valley Southwoods Freshman High School

625 South 35th St.
West Des Moines, IA 50265
515-633-4500
Principal: Mitch Kuhnert
Associate Principal: Haley Hockensmith-Henry

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Student Government—Greetings from Student Council

Many events and activities planned for this year that we hope will make memories that will stay with you throughout your life.

One of the biggest initiatives we are taking this year is to increase student involvement and school spirit in every corner of the school. We really want to exemplify Valley's motto of the Four A's (Academics, Activities, Athletics, Arts) and get everyone involved in all activities. We intend to give the school and community our best foot forward and leave a lasting impact for the years to come. That's a big task, and we are definitely going to need your help to keep us directed. Please do not hesitate to contact any member of Student Council. We are the students' voices, but we cannot speak for them unless we know what they are saying. Email us, call us, or even stop us in the hallway; we are always willing to listen. We know that with your help, we can make this the best year yet.

About the Student and Family Handbook

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

Educational Non-Discrimination Statement

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

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

General Information

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

Academic Calendar

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

- [Daily Schedule](#)
- [Orange/Black PE Schedules](#)

Athletic Calendar: www.cimlcentral.org

- View athletic schedules
- View directions to athletic events

Cars and Parking

Valley Southwoods Parking Regulations

Students that have a valid school permit are allowed to park in the student zones at Valley Southwoods, but must comply with all state laws around the restrictions of the permit. Students will provide the school with the following information:

- a valid driver's license or school permit
- a current and valid vehicle registration for the primary vehicle which will be parked at Valley Southwoods
- plate number of any vehicle the student may drive

Students may park in the lot not marked for staff. Signage in the lots must be followed,

Valley Southwoods Student Parking

Places where students CAN park:

- between two white lines

Places where students CANNOT park (restricted areas):

- Visitor parking
- Handicapped parking
- Staff parking (designated by green lines and numbered)
- Fire lanes
- Self-created parking spots

Students who are parked in restricted areas or are found in violation of school permit requirements may lose their permit and ability to park on school grounds.

Valley High School Parking Regulations

All *seniors and juniors* who are able to provide the following will receive a parking sticker to park in one of Valley's five parking lots:

- a valid driver's license
- a current and valid vehicle registration for all the vehicles which may be parked at Valley.

These parking lots are located on the:

1. west side of the building off 39th Street,
2. north side of the building by the North Gym,
3. east side of the building adjacent to the Staplin Performing Arts Center,
4. first south lot next to the softball field, and
5. second south lot next to the baseball field.

Sophomores will also be able to drive to school. Similar to the juniors and seniors, they must provide:

- a valid driver's license or a school permit
- a current and valid vehicle registration for the primary vehicle which will be driven to school

Sophomores will begin the year by parking in the Church of Latter Day Saints parking lot off Sylvania Drive.

Valley High School Student Parking

Places where students CAN park:

- Between two yellow lines

Places where students CANNOT park (restricted areas):

- Visitor parking
- Handicapped parking
- Staff parking (designated by white lines and numbered)
- Health Office parking (unless with a parking pass issued from VHS Health Office)
- Fire lanes
- Self-created parking spots

Students who are parked in restricted areas or whose vehicle does not contain a valid parking tag may be subject to a parking ticket issued by the parking office.

Cars which display offensive stickers, flags or other devices expressing opinions offensive or objectionable may be asked to remove the offensive artifacts or to be parked off school grounds.

Appeal Procedure

The Administrative Team is empowered to waive and adjust citations for parking or moving violations except where police authority applies, and may deny future driving and/or parking privileges on school property or parking lots we manage. The Valley Administrative Team also has authority to deny future use of High School parking facilities to habitual traffic regulation violators and issue the necessary notice to the proper official for immediate vehicle impoundment.

An appeal on a parking ticket must be submitted to the student's Smaller Learning Community administrator in writing within two calendar days from date of issuance. Only one appeal per citation will be accepted.

Daily Schedule

The school day is from 8:20 a.m. to 3:20 p.m. except for Wednesdays when school is dismissed at 2:35 p.m.

On Monday, Thursday and Friday, school will begin at 8:20 a.m. with the day divided into eight 45-minute class periods. On Tuesday, periods one, three, five and seven will meet for 86 minutes. In addition, students will meet with their Advisory Group for 30 minutes. School will dismiss at 3:20 each Tuesday. On Wednesday, periods two, four, six, and eight will meet for 82 minutes. Classes will be dismissed at 2:35 p.m. For staff collaboration.

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

Fees

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

Waiver of Student Fees

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

Fee for Transcript

All transcript requests must be made online using our automated student record/information request system. Please use the following link to access our online request system:
<https://wdmcsia.scriborder.com>

To request a letter of recommendation from a teacher, counselor, or administrator, please allow a minimum of 10 days for the writer to complete the recommendation. Students who may need assistance regarding the fee can contact their school counselor.

Identification Cards

At the beginning of the school year, all students are issued ID cards, which they are required to carry with them at all times. Because there are often people who enter the building and do not belong in the building, students could be asked at any time by a staff member to show their ID's. They will be asked by security upon entrance to the building. The ID card will be used to check out material at the Media Center and used in the cafeteria. Students may be charged a fee for replacement cards.

Lockers

Lockers are provided as a convenience for students to place belongings such as textbooks and outerwear. Students should keep their lockers securely locked at all times and should not share lock combinations with friends. All lockers are furnished by the school, and periodic locker checks are made throughout the year. Please do not keep valuable items in the lockers.

WDMCS is not responsible for articles lost or stolen from any locker.

Lost and Found

All found items should be brought to the Student Services office. If the office can determine the identity of the owner, the student will be paged to claim the property. If the owner cannot be identified, the office will hold the item for 30 days. A student seeking a lost textbook should obtain the book's number from the teacher and report the number to the office or the instructor.

Nutrition Services

The breakfast program is available in the cafeteria every morning. The lunch program has the following options available daily:

- the published menu
- additional entree(s)
- a salad bar line
- a la carte items
- Tiger Paws (Valley High School only)

A computerized accounting system is used for the breakfast, lunch and a la carte lines. This system allows students to deposit money into a meal account and/or a cash account, or pay cash in the line. Money deposited in the meal account may be used only to purchase school lunches; money deposited in the cash account may be used for lunches and/or a la carte items. [View pricing and payments options](#). For help with a negative balance, please contact the Nutrition Services Department at 515-633-5085.

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

The lunch period is supervised by lunch supervisors and other school personnel.

Menus for every school may be found on line at www.wdmcs.nutrislice.com. In addition to the listed menu a variety of ala carte items are available. These a la carte items are not part of the breakfast or lunch meal but are available at an additional cost.

Food is not to be eaten while standing in line. Students are not to order food from local businesses to be delivered to school. Students can either bring lunch from home or eat Nutrition Services lunches. Only seniors are able to leave campus to eat food at area businesses.

Tiger Perk Coffee Shop (Valley High School only)

The Tiger Perk Coffee Shop located in Valley High School offers a variety of drinks, popcorn, and “grab n’ go” snack items. The coffee shop is open Monday-Friday from 15 minutes before first period until the end of the last scheduled lunch period.

Free or Reduced-Priced Meals

Applications for free or reduced priced meals can be:

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

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

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

NutriSlice

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

Office Hours

Student Services	7:30 a.m. to 4 p.m.
Media Center	7:15 a.m. to 4 p.m.
Health Office Hours	7:30 a.m. to 3:30 p.m.

School will close at 4 p.m. Unless students are under the direct supervision of a teacher, students are to be out of the building.

Communication and Parent Involvement

Address

- A. All students are required to keep their residence address up to date.
- B. Students not living with their parents or guardian, and living in a residence within the West Des Moines Community School District must submit the following in writing:
 1. A statement to the Administration, signed by the student and one parent/guardian, that they are not living with a parent/guardian, and are residing in the West Des Moines Community Schools boundaries.
 2. A statement of address and telephone number of student and one parent where they can be reached.
- C. Students cannot withdraw from school unless proof of parent/guardian knowledge is supplied to the school.

Parent-Teacher Organization (PTO)

All Valley and Valley Southwoods' parents/guardians are invited to join the Valley/Valley Southwoods PTO. This organization was founded with the following goals:

- To develop a partnership among parents, school and community.
- To encourage communication and involvement among the parents, teachers, administrators and students.
- To provide resources and support for teacher and student activities.
- To facilitate and support other parent organizations at Valley and Valley Southwoods.

This PTO is not a fundraising body. Our only source of funds is the dues we collect. If you would like to join PTO, and help support our activities, you can join by completing a form and paying \$20.00. You may turn both into the Student Services Office. Dues are used to help fund staff appreciation, staff conference dinners, WDMCS Foundation Scholarship Fund, staff recognition event, teacher cookie boxes, as well as other programs that support our students and teachers.

Parents/guardians are invited and encouraged to become involved with PTO by submitting the volunteer form that is also located in the Registration Handbook and also by attending the PTO meetings.

If you have any questions or would like to become more actively involved, visit the [WDMCS website](#) for more information and the forms to download and complete.

Visitors

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

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

Parents can drop off a cold lunch or school materials in the front office. [Learn more about the Raptor Visitor Check-In System](#).

Students are not permitted to bring visitors to school.

Academics

Adviser Program

The mission of the advisory program is to provide every student with an adult who will help personalize the educational experience. During the advisory time, students will receive materials and instruction on schoolwide initiatives such as behavior expectations, bullying prevention, climate and culture, surveys, student elections and college planning.

Changing Schedules

Students are able to change schedules for one of the following reasons:

1. Poor performance in a prerequisite
2. College entrance requirement
3. Graduation requirement

Students are able to drop courses only after speaking with their parent/guardian and counselor, and completing a **drop/add form** which is located in the Counseling office. **Placement in a class requires both space availability and must not exceed the class cap as determined for each course.**

The schedule change process will take place during the first three days of each semester:

- First day of the semester: Counselor-initiated changes
- Second day of the semester: Student-initiated changes
- Third day of the semester: Student-initiated changes

Class Rank

Class rank is not reported on the student transcript. Rather benchmarks of three percent, 10 percent, 15 percent and 20 percent will be provided for scholarship purposes. In a highly competitive school it is possible to have a high GPA and not be ranked in the top of the class. This causes postsecondary institutions to examine the student's coursework and test scores individualizing the admissions process.

Dropping a Course

All students must register for a minimum of five full credits plus Physical Education each semester. DMACC correspondent courses and Walnut Creek Campus night courses do not count toward the five full credits.

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

If withdrawing from a DMACC concurrent enrollment course, student must withdraw from the Valley or Valley Southwoods course as well, and will incur the same consequences as dropping from a non-concurrent enrollment course.

Exams

- **Senior Exams**

Second semester seniors with a grade of B or better may waive the final exam if:

- a. zero unexcused absences
- zero suspensions, zero Saturday Schools
- zero conduct activity code violations during second semester

- **Make-Up Final Exams**

All final exams will be administered as scheduled. Should unusual circumstances arise, a formal request for an alternative assessment date shall be in writing to building administration pending written approval at an agreed upon time.

Grade Classification

All students entering Valley High School must have completed two semesters of high school attendance, earned a minimum of 6 credits in the core area, and will automatically be classified as sophomores until they have earned the following number of credits for reclassification:

Junior Status (11th grade) — Four or more semesters of high school attendance and a minimum of 22 credits (includes physical education).

Senior Status (12th grade) — Six or more semesters of high school attendance and a minimum of 34 credits (includes physical education).

Junior status privileges will include prom, a parking application and the ability to leave campus following their last class of the day. Senior status privileges will include prom, a parking application, an open lunch application, and the ability to leave campus following their last class of the day.

Graduation Requirements

Valley students shall complete the required 48 high school credits in order to be eligible to participate in graduation activities and be granted diplomas. A student desiring to be excused from graduation activities shall submit the reasons in writing to the principal. See board policies below for more information.

- [Board Policy 505.05](#) (Student Graduation Requirements)
- [Board Policy 505.06](#) (Graduation Requirements for Valley High School and Walnut Creek Campus)

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 www.ncaaeligibilitycenter.net. 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.

Pass/No Pass (P/NP)

Students will have the opportunity of choosing one Pass/No Pass per semester providing it is not a required course or offered for DMACC credit. No course that can meet a graduation requirement can be taken Pass/No Pass until that graduation requirement is completed. Credit may be earned on a Pass/No Pass basis. Students will be expected to obtain a parent's signature for approval plus the signatures of their counselor and instructor to indicate their awareness of the student's intentions. View full details [online](#).

Resource Opportunities

Valley Southwoods

1. Teachers available by appointment 7:30-8:20 a.m. daily.
2. Math resource throughout the school day.
3. Reading resource throughout the school day.
4. After School Math Help, 3:30-4:30 p.m., Mondays and Thursdays

Valley High School

1. Morning resource, 7-7:45 a.m. daily.
2. Math resource throughout the school day.
3. SMART resource, 8 a.m. to noon, Saturday mornings.

It is our intent to help all students be academically successful. With certain supports available throughout the school year (Tuesday resource, AM resource, S.M.A.R.T., math resource as examples) there are times when students still are not passing their classes. At each grading period all students who are failing one or more classes will be placed into a guided academic study hall the following quarter to help with assignments and grades in all courses. In this guided study hall, the student will be given support in assignment completion and structured study time for their courses. The guided study hall will be assigned in one of the student's off periods (student choice when there is more than one option) and opposite P.E. as a last resort if no full period options are available. If the student is passing all courses by the next grading period, and student and parent/guardian wish to exit the guided study hall, the student may do so. A student who is failing a course must participate in the guided study hall; we want to make sure every effort is being made on our part to help each student be successful in their high school experience.

Silver Cord Award

The purpose of the Silver Cord program is to encourage volunteerism and allow students to experience the joy of giving back to the community. Volunteering can provide a constructive use of time, foster the exploration of career interests, support youth seeking employment and college admission, and give new graduates the confidence to serve in leadership roles after high school. All West Des Moines Community Schools (WDMCS) high school students are encouraged to participate regardless of their GPA, rigor of course study, artistic, or athletic ability.

Students can review guidelines and complete the online application to acquire their Silver Cord account. This can be found the [WDMCS Community Education website](#).

Student Conduct Expectations and Safety

Academic Honesty

* Reprinted with permission Thomas R. Valentin, Glenbrook High School (Illinois)

When teachers assign papers and projects to assess student learning, they assume that the work they evaluate was produced by the student whose name appears on that assignment. Instances of academic dishonesty are taken very seriously by the faculty and administration because it is our responsibility to maintain the fairness of the system as far as possible. These guidelines are intended to clarify what student behaviors are considered academically dishonest:

- Obtaining a copy of a test or scoring device
- Accepting a copy of a test or scoring device
- Copying another student's answers during an examination
- Providing another student answers to or copies of examination questions
- Having another student impersonate the student to assist the student academically
- Impersonating another student to assist the student academically
- Representing as one's own work the product of someone else's creativity

- Using notes or other unauthorized materials during a “closed book” examination
- Duplicating another student’s project for submission as one’s own work
- Having someone other than the student prepare the student’s homework, paper, project, laboratory report, or take-home examination for which credit is given
- Permitting another student to copy the student’s homework, paper, project, computer program, laboratory report or take-home examination other than for a teacher-approved collaborative effort
- Any other action intended to obtain credit for work not one’s own
- Altering grades

Attendance Procedures

In accordance with [Board Policy 501.06](#), Compulsory Attendance, program attendance is required for a minimum of 148 days, to be met by attendance for at least 37 days each quarter.

Your attendance in school becomes part of your record. Parents and guardians must supply reasons for absences and tardiness within one week of absence. If an absence has not been resolved in one week, it will be marked as an unexcused absence and will not be able to be changed at a later date. A student will be considered absent if more than 15 minutes of class is missed.

The following description of the rules of attendance is to inform you of proper procedures when you are absent from school.

1. Call the School — On each day of student absence, parents are asked to notify the school by phone (515-633-4000) as early as possible, preferably by 10 a.m., when a pupil is being kept home for any reason. Leaving During the School Day — A student leaving school is required to check out with the office. The student needs to give name, student ID number, time of leaving, and present a written and dated note for the absence.
2. Illness at School — A student who becomes ill during the school day should report to the school nurse, who will determine the extent of illness. Parents will be called if a student needs further attention or is to be excused from school. A resting area is provided in the nurse's office. Any absence from class coded as “NU” is considered excused illness by the nurse.
3. Make-Up — For any absence, the student is expected to contact the instructor about assignments missed. The allowable time for make-up is two days for each day of an excused absence 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. Assignments, projects, speeches, tests, etc. that are due on a day of an excused absence are due the day the student returns. Loss of credit may result if make-up work is not completed within the allotted time period. Students should see teachers in advance of planned absences. Every student should be prepared for class discussion after an absence to the best of their ability. Assignments for a Saturday School or out-of-school suspension are due upon return. Regarding unexcused absences, please see section 10 — *Unexcused Absences*.
4. Incompletes — All work from an incomplete semester or quarter must be made up within two (2) weeks from the last day of the grading period. Failure to make up the work within this time will result in a failing grade. Extenuating circumstances may be worked out with teacher and administration.
5. Tardiness — All students arriving 15 minutes after their scheduled class period begins will be considered absent. Reasons found unacceptable will be considered unexcused. Five or more unexcused tardies in the same period will result in a Saturday School detention. Students arriving at this time must go to the front office for a pass to class.
6. Detention — Teacher detentions can be assigned at the discretion of the teacher. The teacher will give at least a 24-hour notice for all detentions. Failure to serve a teacher detention may result in other school consequences.

7. Excused Absence is one which falls into one of the following classifications and entitles the student to make up work missed and receive full credit:
 - illness of student
 - medical and dental appointment with verification from doctor's office
 - religious observance
 - prearranged family trips and college visitation
 - student in-school or out-of-school suspension
 - Valley or Valley Southwoods activity
8. Unexcused Absences — Any absences for reasons unacceptable will be considered unexcused. Any distinction between approved/excused or unapproved/unexcused absences should not affect a student's grade, the potential for credit, or the right to make up missed assignments. Additional work could be assigned to compensate for the class time lost due to absences. However, the failure to complete make-up assignments satisfactorily within a reasonable time is a separate act and constitutes grounds for no credit or reduced credit.
9. It is the responsibility of the student to follow-up on all absences to ensure their clarification.
 - a. Parent/guardian will be notified for all unexcused absences by automated telephone call system.
 - b. Parent/guardian will be notified on the second unexcused absence by the administrator by phone call and students will receive a written notification.
 - c. The parent/guardian will be notified after the third unexcused absence by an associate principal who will assign a Saturday School detention.
10. Dismissal for Tournaments — Excused absences will be allowed if Valley or Valley Southwoods is participating during the regular school day for state tournaments. Should a student wish to be excused, the student must present a note to the office for approval before they are dismissed to the tournament.

Bicycles/Skateboards/Rollerblades/Scooters/Rollershoes

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

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

Cheating and Plagiarism

Students are expected to produce work to the best of their ability. Work submitted for credit or recognition is to be done by each individual student and must be his/her own work. Cheating, plagiarism, etc., will result in loss of credit for the assignment which could result in the loss of credit for the course. An additional offense will result in loss of credit for the entire course. Teachers may use appropriate resources such as www.turnitin.com to verify the authenticity of student work. Refusal to submit work for analysis will be considered plagiarism.

Closed Campus (Valley High School)

Valley High School has a modified closed campus policy. Seniors and juniors must be in attendance for their first scheduled class of the day and may leave after their last scheduled class. Seniors have open lunch privilege, and may leave during their scheduled *30-minute lunch period*. All students must show a school identification card upon entering the building.

Sophomores must be in attendance at the start of the school day (8:20 a.m.) and must remain on campus until the day is completed (Monday, Tuesday, Thursday, Friday at 3:20 p.m., Wednesday at 2:35 p.m. for collaboration days).

During first semester, all sophomores will be assigned to a study hall. During second semester, ANY student failing or not showing success in a class may be assigned to study hall and will keep on this schedule until success has been demonstrated. Students will work on missing work, study skills, or prepare for assessments.

Dress Code

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

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

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

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

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

Electronic Communication Devices

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

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

Gangs and Gang-Related Activities

WDMCS does not tolerate gang activity. The presence of or student involvement in gangs or gang-related activities on school grounds, while school is in session, or at school-related events, including the wearing, possessing, using, distributing, displaying, or selling of any clothing, jewelry, emblem, badge, symbol, sign, colors, or any other thing which is evidence of membership in or affiliation with any gang, is strictly prohibited. Any student who violates this policy shall be subject to disciplinary actions that includes, but is not limited to, suspension or expulsion in accordance with the district's student discipline policy 503.1.

As used herein, the phrase "gang-related activity" shall mean any conduct engaged in by a student (1) on behalf of any gang, (2) to perpetuate the existence of any gang, or (3) to effect the common purpose and design of any gang, including without limitation, recruiting students for membership in any gang, threatening or intimidating other students or employees to commit acts or omissions against their will in furtherance of the common purpose and design of any gang.

As used herein, the term "gang" is defined by Iowa Code 732A means *any ongoing organization, association, or group of three or more persons, whether formal or informal, having as its primary activities, the commission of one or more criminal acts, which has an identifiable name or identifying sign or symbol, and whose members individually or collectively engage in or have engaged in a pattern of criminal gang activity. The "pattern of gang activity" means the commission, attempting to commit, or solicitation of two or more criminal acts, provided the criminal acts were committed on separate dates or by two or more persons who are members of, or belong to, the same criminal street gang.*

Media Center, Cafeteria, and Commons (Valley High School)

1. The Media Center is open from 7:15 a.m.-4 p.m. for a quiet studying environment.
2. The Cafeteria Commons is located in the lobby area outside the cafeteria. It is open before and after school and during the school day. The Cafeteria is open during study hall for juniors and seniors.
3. During lunch, the students may be in the cafeteria or the Cafeteria Commons.
4. Students must be able to show their ID's if asked by a staff member. This policy also applies to all areas of the building and grounds.
5. The restrooms in the Cafeteria Commons are to be used by students in the Cafeteria Commons or cafeteria.
6. Once a student is in the Media Center/Cafeteria Commons/Cafeteria and the tardy bell has rung, the student is expected to remain in that area.
7. Games of chance (e.g. cards) will not be permitted in the Media Center/Cafeteria Commons /Cafeteria. The violation will be reported and students are subject to disciplinary action.
8. Utensils, dishes, and trays must remain in the cafeteria. Food and beverages of any kind are not to be taken to the Cafeteria Commons.
9. Sitting on the backs of chairs or on the tables is not permitted.
10. No standing or placing of feet on furniture allowed.

Media Center (Valley Southwoods)

VSW would need the following changes:

1. The Media Center is open from 8:05 a.m.-3:45 p.m. and can be used during study hall or before or after school.
2. The Forum is located close to the main entry of the building and is open from 7 a.m.-4 p.m. daily.
3. During lunch the students must stay in the Forum and use the restrooms in that area.
4. Students must be able to show their ID's if asked by a staff member. This policy also applies to all areas of the building and grounds.
5. Utensils, dishes, and trays must remain in the cafeteria. Food and beverages of any kind are not to be taken out of the Forum.
6. Intentionally damaging any furniture in any of the areas could result in restitution for replacement costs.

Public Displays of Affection

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

School Dances

Dances are considered a grades 9-12 activity. If individuals leave the area, they will not be allowed to re-enter.

Homecoming dances are considered a 9-12 school activity.

WDMCS students are able to bring a date who is enrolled in grades 9-12 from another school (or home-school) or Valley alumni under the age of 21 to the homecoming dance. If a WDMCS student wishes to invite and bring a 9-12 student from another school/program, they need to have a permission slip faxed to Valley or Valley

Southwoods from the school or school program they are attending which verifies good standing in that program/school and signed by his/her administrator or program official.

WDMCS juniors and seniors are able to bring a date who is under the age of 21 to Prom. Prom allows a WDMCS junior or senior to invite and bring a guest that is graduated from a 9-12 school/program. To bring this guest, the parent/guardian of the WDMCS student needs to come in and verify the character of the person being brought by their student to Student Services, and this guest must bring their license to the dance to verify identity and age. No guests 21 or older are allowed into dances. If the guest shows up with no identification, they will not be allowed into the dance under any circumstances.

Study Hall

Study hall will be a designated time for academic work. Students are expected to use study hall to study, do homework, and prepare for classes. Students must have a pre-signed pass from a teacher, counselor, or administrator to be excused from study hall.

Social Media

Students found to be using social media to intimidate, find humor at the expense of, bully, and/or harass others will face disciplinary action.

Telecommunications, Electronic, and Networked Information Resources

The district supports the appropriate use of technology-based resources by students. These resources include district-provided networks, peripherals such as scanners and printers, appropriate software, and access to the Internet and its resources.

District-provided technology resources exist solely for the advancement and promotion of learning and teaching. The use of these resources shall be consistent with the district's educational mission and policy, as well as state and federal laws and regulations.

Activity on the computers must be relevant to the classes being taken. Any student violation may result in a disciplinary consequence. Fees, fines, and other charges may also be imposed as a result of misuse of these technology resources.

Software is in place to follow a student's activity on building computers. Student directories are scanned on a regular basis for content not consistent with district and building procedures.

Discipline and Restitution

Discipline

The administration reserves the right to use discretion in determining the severity of any student violation of a policy, rule, or directive of the district and/or any inappropriate act or behavior on the part of the student.

Disruption to the Educational Environment

In order to ensure the best educational environment for all, disruptive behavior, defined in [Board Policy 503.01](#), shall be prohibited and may be subject to disciplinary action.

- The educational environment including:
 - School and district grounds
 - School-related activities
 - Immediate and close proximity to the school including bus stops

The following behavior infractions are identified in [Board Policy 503.01](#) and are subject to disciplinary action.

- Extortion
- Fighting
- Gambling

Harassment/Sexual Assault/Sexual Harassment/Bullying ([District Policy 502.02](#))

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

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

Hazing

The practice of hazing is prohibited. Hazing is defined as any action taken or situation created, whether on or off school grounds, to intentionally produce mental or physical discomfort, embarrassment, harassment or ridicule. The administration reserves the right to use discretion in determining the consequences for any student and/or group participating in hazing.

Inciting a Riot or Disturbance

1. Inciting or encouraging a fight with other individuals is a serious type of misconduct and offenders may face disciplinary action.
2. Any student who behaves so as to promote or bring about a mass disturbance(s) and conflict among students may face disciplinary actions and may be turned over to police.

Physical Abuse of School Staff

Physical abuse of school staff is a very serious type of misconduct and may face disciplinary action.

Profanity, Vulgarity, or Indecent Gestures

Indecent gestures, profanity, and vulgar language are not to be used in school, on school grounds, or at school-related activities. A student who directs such behavior toward teachers, administrators, or other school employees may face disciplinary action.

Theft — Stealing and/or Possession of Stolen Property

1. Any student who takes school property or any object of any value from another student, school employee, teacher, or visitor to the school or is in possession of said property or object may face disciplinary action.
2. Violations may be reported to the police.

Trespassing

According to [Board Policy 502.11](#), a person who is found in or on school property after having been notified or requested by a school official to refrain from entering or remaining on school property will be considered trespassing.

Use and/or Possession of Tobacco and Tobacco Products

According to [Board Policy 502.06](#), the use, sale, and/or possession, by a student, of any tobacco or tobacco products, including vapor/electronic tobacco products and look-alike tobacco products, will be strictly prohibited while said student is on any school property or under school supervision. This includes attendance in school or at a school-sponsored function. Any student violating this rule will be subject to disciplinary action, including suspension or expulsion by the Board of Education. Students under the age of 18 may be reported to local law enforcement authorities.

Vandalism

According to [Board Policy 807](#), any person found willfully damaging or defacing property belonging to the district will be held responsible for the replacement or repair of such property, and all costs will be the obligation of the offender.

Restitution

At administrative discretion, students may be allowed to do restitution. Restitution is defined as, “(To) create conditions for the person to fix their mistake to return to the group strengthened.”

Detention

Students may be issued detentions for various violations. Detentions are held immediately after school from 3:25-3:55 p.m. Monday, Tuesday, Thursday and Friday; 7:30-8 a.m. Monday-Friday and 2:45-3:15 p.m. on Wednesday in Student Services. Failure to attend detention is an automatic Saturday School detention.

Saturday School Detention

Students assigned to Saturday School detention will be expected to fulfill this consequence the Saturday following the discipline infraction, or assignment for tutoring purposes. Saturday School operates from 8 a.m.-12 p.m. For students who fail to attend or are removed for not following the rules, they will serve an in school suspension the following Monday or be reassigned to Saturday School detention.

In-School / Out-Of-School Suspension (ISS/OSS)

1. All work, for any classes missed, will be expected to be completed.
2. A conference with an administrator will occur prior to returning to school either by phone or in person.

Expulsion Proceedings

Should it become necessary to recommend the expulsion of a student to the Board of Education, the following procedure will be followed.

1. The student will be informed that expulsion proceedings will be recommended.
2. The student will be on suspension until the culmination of expulsion proceedings.
3. The student is entitled to a hearing before the Board of Education and will be notified in writing of the date, time, and place of the hearing.
4. The student will be notified of the specific charges.
5. The student shall have the right to be represented by counsel.
6. An expelled student may be readmitted by the Board only.

Student Safety

Active Shooter — ELF (Evacuate, Lockdown, Fight)

In the case of an active shooter, staff and students will be made aware of ELF procedures.

Civil Defense

The WDMCS Board of Education has approved a plan whereby upon notification of impending disaster, students will stay at school and follow a plan set up by the State Civil Defense Department. Each student and parent should be aware of the plan in order to know what steps of safety are being taken during a disaster.

Fire Drills

The purpose of a fire drill is to establish a routine for the efficient and safe removal of students and teachers from a school building in the event of a fire or other emergency and to develop a behavior pattern for meeting emergencies in adult life.

Jeopardizing Student Safety and Breach of Security

A student who deliberately props open exterior doors, breaches unauthorized entrance areas, and/or tampers with locks, doors, and security devices is subject to disciplinary action that may include but not be limited to Saturday School or out-of-school suspension.

Lockdown

Lockdown requires all students to be in a confined space (out-of-sight from doorway and windows) under the direct supervision of a teacher.

Lockdown is used when there is concern for student and staff safety. If possible, you will be alerted to lockdown through the intercom. During total power failure, assume lockdown.

Storm Warning

In the event of a severe storm warning (not snowstorms) which might develop during the school day, students will be retained in their respective schools and move to places of greatest safety there until the danger has passed. WDMCS is also cooperating with the State Department of Education and Polk County Civil Defense Agency in providing arrangements in the event of a tornado watch or warning.

- DO NOT phone the school during the peak of a storm, as it is imperative that telephone lines be kept free. Failure to abide by this has created a problem in the past.
- TRAFFIC CAUTION: The immediate school areas become a bottleneck when many families converge on the grounds to pick up their students. Parents are urged not to come near the schools in their cars during a severe storm because the students, according to the above policy, will be kept within the school buildings.

Student Services

Ambassadors (Valley High School only)

The Valley Ambassadors are a group of students selected to be mentors for new students. The ambassadors assist at various Valley High School activities. Contact the counseling office for more information.

Counselors

The counseling program is structured to help all students develop their educational, social, career, and personal strengths and to become responsible and productive citizens. There is a commitment to individual uniqueness and the maximum development of human potential. These areas are addressed through individual meetings, large-group presentations, and small-group offerings. Counselors are also consultants for parents as well as members of the school staff and act as a liaison between school and community agencies. Students will also explore career interests and options and discuss high school and post-secondary requirements leading to the creation of a four-year plan.

Students may visit with any of the counselors. The counselors' offices are located across the hall from student services. Teachers are encouraged to refer students to their counselor and parents/guardians may request special conferences. Students are encouraged to schedule a conference with their counselor.

Health Services

Health Office Hours: 7:30 a.m. to 3:30 p.m.

A full-time registered nurse is on site to provide assistance to students who are ill or injured. The nurse is also available to confer with students regarding health matters. Please notify the school nurse of any health concerns for your child. This would include hospitalizations, medications, fractures, surgeries and permanent medical conditions.

Each year, students are asked to provide emergency information to the school designating persons to contact in the event an emergency occurs. No child will be sent home without the permission of the parent/guardian(s) or by the person authorized. Parents/guardians are expected to come for ill or injured students or give permission for their child to drive home, depending on the severity of the medical problem. They are responsible for updating this information as necessary.

If parents/guardians plan to be out of town and someone other than the person listed on the emergency information sheet has been delegated responsibility for the child, the school should be notified of this in writing, prior to departure. Otherwise, the school cannot allow the student to leave school if illness occurs.

If an accident occurs, an attempt will be made to notify parents and/or the family physician. If the above cannot be reached, the local fire and rescue ambulance will be contacted. Only first aid treatment will be given without parent/guardian consent.

Student Medication

According to [Board Policy 507.02](#) (Administration of Medication to Students), medication shall be administered when the student's parent or guardian provides a signed and dated written statement requesting medication administration and the medication is in the original, labeled container, either as dispensed or in the manufacturer's container.

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 time. The only exception to this policy is if a student has authorization to self-administer asthma medications.

Authorization for Self-Administration of Asthma Medications

Iowa Code (280.16) allows students to possess and self-administer asthma and/or other airway constricting medications in schools. In order to do this in WDMCS, the school nurse must have on file a written consent from parent/guardian(s).

- Parent/guardian(s) must provide signed, dated authorization for student medication self-administration.
- Physician (person licensed under chapter 148, 150, or 150A or section 147.107) provides written authorization containing: (1) name and purpose of the medication; (2) prescribed dosage; (3) times or special circumstances under which the medication is to be administered.
- The medication must be in the original, labeled container as dispensed or the manufacturer's label containing the student's name, name of medication, directions for use, and date.
- Authorization must be renewed annually. If any changes occur in the medication, dosage, or time of administration, the parent/guardian is to notify school officials immediately.
- If the student abuses the self-administration policy, the ability to self-administer may be withdrawn by the school or discipline may be imposed.
- WDMCS and its employees acting reasonably and in good faith will not be liable for any improper use of medication or for supervising, monitoring, or interfering with a student's self-administration of the medication(s).

Provided the above requirements are fulfilled a student with asthma or other airway-constricting disease may possess and use the student's medication while at school, at school-sponsored activities, under the supervision of school personnel, and before or after normal school activities, such as in before-school or after-school care on school-operated property.

Immunization School Entry Requirement

By law, all children must submit the following minimum standards for immunization prior to the beginning of the school year or upon entry to any of the West Des Moines Community Schools. Proof of at least one of each required immunization must be submitted prior to enrollment. All new students arriving from outside the United States must show proof of immunization before admittance to the West Des Moines Community Schools. The immunization record must contain the date of immunization (month, day, year) and signature of doctor or health official.

- Diphtheria/Tetanus/Pertussis Booster – three doses with at least one dose after applicant's fourth birthday if born on or before September 15, 2000. Or four doses with at least one dose after applicant's fourth birthday if born after September 15, 2000.
- Polio Booster – at least three doses with one dose given on or after age four.
- MMR (Measles, Mumps, Rubella) – One dose given after 12 months of age, the second dose received no less than 28 days after the first dose.
- Hepatitis B – Three doses if applicant was born on or after July 1, 1994.
- Varicella – One dose given on or after 12 months of age if born after September 15, 1997, or applicant has a reliable history of the disease.
- Although a TB test is not required, it is recommended for students who have lived outside of the United States.

Immunizations are available at: Polk County Health Department, 1907 Carpenter Ave., Des Moines, Iowa 50314. Call 515-286-3798 for an appointment.

Multi-Tiered Systems of Support (MTSS)

Multi-Tiered Systems of Supports supports are not limited to but are intended to:

- identify students struggling academically, socio-emotionally, and behaviorally.
- improve communication between school and home.
- create a plan to assist the student and family to achieve success. In case of questions, please contact Student Services at 515-633-4000.

Sexual Assault Support

Our goal to have a safe, educational learning environment means empowering students to speak up and inform school personnel if they are the victim of sexual harassment, abuse, and/or assault on or off school grounds. All students have the right to attend school and not have to experience an environment of fear, shame, or guilt. Students are encouraged to contact one of the following resources: a counselor, school administrator, or WDMCSD Title IX Coordinator, Josie Lewis, Human Resources director.

For more specific information, please reference [Board Policy 502.02](#) (Equal Educational Opportunities: Prohibition of Discrimination, Harassment, Bullying, and Sexual Misconduct Toward Students).

If that is not a viable option, please contact: Polk County Crisis & Advocacy Services 2309 Euclid, Polk County River Place, Des Moines, IA 50310 515-286-3600 (main) or 515-286-2027 (direct) In speaking with a crisis counselor, it does not mean having to talk or report to the police; any discussion you have with the counselor will remain confidential and parents will not be notified unless given permission. These services and counselors are available 24 hours a day to help guide you in understanding the proper steps for you.

Success Center

The Success Center advisers guide participating students in defining and reaching their educational goals. Student program options may include: Learning Lab, Edgenuity, Work Experience, DMACC Correspondence, and Credit Recovery. Program referrals originate in the counseling office.

Student Assistance Program (SAP)

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

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

Activities and Athletics

Athletic Code of Iowa

Non-school Team Participation Iowa Boys High School Athletic Association ruling on Participation and Eligibility (page 26 Section 36.15(7) states:

The local school board shall by policy determine whether or not participation in non-school athletic events during the same season is permitted and provide penalties for students who may be in violation of the board's policy. The rule is intended to implement Iowa Code sections 256.46, 280.13 and 282.18.

[Board Policy 504.07](#) (Non-School Team Participation) states a student participating in a sport sponsored by one of the governing organizations for interscholastic athletics may participate in an event outside of the school, during the given season of the sport, as an individual or a member of a non-school team with written permission from the Superintendent or designee. You may reach the coaches at 515-633-4259 if you have any questions.

Physical examination forms, eligibility cards and emergency cards are available in the Athletic and Activities Office at Valley and [online](#). The calendar of athletic events is also available at www.cimlcentral.org. All completed forms must be turned into the Athletic and Activities Office before an athlete is allowed to compete or practice.

If you are unable to attend when practice begins please contact your coach and arrangements can be made for you to still participate in this activity.

Athletic Program Philosophy

A comprehensive and balanced athletic program is an essential complement to the basic program of instruction. The athletic program should provide opportunities for youth to further develop interests and talents. Participation in athletics, while a privilege and not a right, should provide many students with a lifetime basis for personal values for work and leisure activities.

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

Student Activity Conduct Code Statement of Philosophy

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

The Board of Education of the West Des Moines Community School District affirms its support of the student responsibility and discipline policies, affirms its intent to support staff who enforce these policies and affirms its intent to hold staff accountable for implementing these policies.

A Student Activity Conduct Code outlines further expectations for those who participate in activities. Participation in an activity program is a privilege granted to students displaying the interest and talent the activity requires. These students serve as representatives of our district to their peers, to the public within our district, and to other school districts. Because of the responsibility inherent in representing the West Des Moines Community School District, a higher level of conduct is demanded of those students than is expected of the general student population.

It should be clearly understood that students who participate in activities 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.

Student Activity Conduct Code Statement of Purpose

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

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

This conduct code shall apply to all students involved in an extra-curricular or co-curricular activity anytime during the year (in-season and off-season and during the academic year as well as summer months; 24 hours a day, 7 days a week and 12 months a year) and on or off school property. *Please note: this also applies to conduct violations unrelated to school events.* It is to be understood that this code specifies minimal penalties which may be increased in severity by the Building Principal or by the Athletic Administrator.

Specific penalties are outlined for the categories listed below. It should be noted that:

If 10 percent of any activity schedule is less than one full contest or production, etc., the participant will miss one complete contest, or production, etc.

Activities Covered

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

Students in violation of this Student Activity Conduct Code will not be eligible for the Valley High School semester test waiver privilege during the school year of the infraction.

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

Scholarship Rule 36.15 (2)

A student must be passing all courses and receive credit in at least 4 subjects at all times. These must be full credit courses.

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 30 consecutive calendar days in the interscholastic athletic event in which the student is a contestant. In efforts to help students be academically successful, Valley administration reserves the right to determine eligibility for athletes who are failing classes before the end of the grading period.

In accordance with the state guidelines for activities and athletic eligibility an "NP" will be considered an "F".

If not passing all courses at the end of the final grading period of the school year and the student is a contestant in baseball or softball, the student is ineligible for the next four weeks of that sport but has eligibility in the fall.

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

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

A student must be passing in all courses at all times and receive credit in at least 4 subjects at all times. These must be full credit courses.

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 30 consecutive calendar days. The period of ineligibility will begin with the first school day following the day grades are issued by the school district.

In accordance with the state guidelines for activities and athletic eligibility an "NP" will be considered an "F".

See www.ihsmma.org for more detailed explanation of IHSMA scholarship rule for activities.

A student's pre-paid fees or registration fees for activities and athletic programs and trips are non-refundable if a student is deemed academically ineligible or has had an activity code violation.

Determination of a Violation

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

Quantifiable and Non-Quantifiable Activities

Quantifiable Activities are ones which are subject to a pre-determined schedule. Non-Quantifiable Activities are ones which are not subject to a pre-determined schedule such as foreign language club, class officer, etc.

Academic Dishonesty

Any student found cheating or demonstrating academic dishonesty will be subject to disciplinary action with regards to participation in athletic competition or activity participation.

Suspension

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

Commission of a Misdemeanor

Participants: (1) who are charged with or who are convicted of a misdemeanor, (2) who self-report a violation of the criminal code of Iowa or the United States, (3) who are the subject of a report received by the District from law enforcement identifying a specific student and describing conduct which is a violation of the criminal code of Iowa or the United States will face the following consequences:

FIRST OFFENSE

Quantifiable Activities

- Will miss 10 percent of the full scheduled activities if self-reported.
- Will miss 20 percent of the full scheduled activities upon the District receiving a report.

Non-Quantifiable Activities — (one which is not subject to a pre-determined schedule: foreign language club, class officer, etc.)

- Will be assigned 20 hours of community service, not to be accomplished later than 10 p.m.
- Not participate or practice in the activity until the satisfactory completion of the community service.

SECOND OFFENSE

If a student commits a second offense within 12 months of the date on which the student committed a first offense, the student will be ineligible to perform/compete in any activity for a full calendar year starting from the date of the second violation and subsequent offenses. The student may continue practicing during practices held in the district but may not participate in any scheduled performances/competitions. These students are not eligible to attend practices or participate in a student trip as part of a student group away from the district.

Commission of a Felony

Participants: (1) who are charged with or who are convicted of a felony, (2) who self-report a violation of the criminal code of Iowa or the United States, (3) who are the subject of a report received by the District from law enforcement identifying a specific student and describing conduct which is a violation of the criminal code of Iowa or the United States will face the following consequences:

FIRST OFFENSE

Quantifiable Activities

- Will miss 25 percent of the full scheduled activity if self-reported.
- Will miss 50 percent of the full scheduled activity upon the District receiving a report.

Non-Quantifiable Activities — (one which is not subject to a pre-determined schedule: foreign language club, class officer, etc.)

- Removed from the activity.

SECOND OFFENSE

Ineligibility for the student's remaining time at Valley High School.

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

Possessing, using or being under the influence of any alcoholic beverage, controlled substance, look-alike or substitute or any substance represented to be an alcoholic beverage or a controlled substance (other than medication prescribed by the individual student's physician) and manufacturing, possessing, or selling drug paraphernalia (pipes, roach clips, scales and other items as defined by Iowa Code Section 124.414) are strictly prohibited while a student is on any school property or under school supervision. This includes attendance in school or at a school-sponsored function. (Board Policy 502.07)

Possession or use of any alcoholic beverage, or any beverage represented to be alcohol, is a violation of this Conduct Code. Any student who is under the influence of alcohol is in violation of this Conduct Code. This 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.

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

FIRST OFFENSE

Quantifiable Activities

- Will miss 10 percent of the full scheduled activity if self-reported.
- Will miss 20 percent of the full scheduled activity upon the District receiving a report.
- Furnish evidence of contact with or participation in a chemical abuse evaluation, counseling or treatment program.

Non-Quantifiable Activities — (one which is not subject to a pre-determined schedule: foreign language club, class officer, etc.)

- Will be assigned 20 hours of community service, not to be accomplished later than 10 p.m. if self-reported.
- Will be assigned 40 hours of community service, not to be accomplished later than 10 p.m. if not self-reported.
- Not participate or practice in the activity during the school suspension and until the satisfactory completion of the service.
- Provide evidence of participation in a chemical abuse evaluation.

SECOND OFFENSE

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

Alcoholic Beverages and Controlled Substances — Selling or Distributing

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

The Board-approved penalty for the sale and/or distribution of a controlled substance and/or alcoholic beverages is expulsion. Thus a student is automatically ineligible during expulsion. WHEN THE STUDENT RETURNS TO SCHOOL, HE/SHE IS SCHOLASTICALLY INELIGIBLE FOR A SEMESTER AS A RESULT OF THE EXPULSION. The student may resume participation during the second semester of enrollment following an expulsion if he/she meets the requirement for scholastic eligibility as outlined under the section of the Student Activity Code entitled ACADEMIC PERFORMANCE.

The Use and/or Possession of Tobacco, Tobacco Products, E-Cigarettes or Vapor Pens

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

FIRST OFFENSE

Quantifiable Activities

- Will miss 10 percent of the full scheduled activity if self-reported.
- Will miss 20 percent of the full scheduled activity upon the District receiving a report.

Non-Quantifiable Activities — (one which is not subject to a pre-determined schedule: foreign language club, class officer, etc.)

- Will be assigned 20 hours of community service, not to be accomplished later than 10 p.m. if self-reported.
- Will be assigned 40 hours of community service, not to be accomplished later than 10 p.m. if not self-reported.
- Not participate or practice in the activity during the school suspension and until the satisfactory completion of the service.
- Provide evidence of participation in a chemical abuse evaluation.

SECOND OFFENSE

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

School Attendance

The guidelines listed below are consistent with the philosophy expressed in the Valley High School Parent-Student Handbook

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, he/she must attend at least half of the scheduled classes which are a part of his/her schedule for that day. Any exceptions for this guideline must be approved by a school administrator.
2. Any student who participates in a public performance or activity is expected to be in school on time following the activity. Excuses must be approved by a school administrator. "Sleeping-in" is not an excusable absence.
3. Any student serving an out of school suspension and/or expulsion may not participate and/or attend any school-sponsored activity until the student has been readmitted by a school administrator.

Application of the Penalty

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

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

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

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

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

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

Student Activity Conduct Code — Procedure for Appeal

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

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

Student-Faculty Appeal Panel

The Student-Faculty Appeal Panel shall consist of nine members. Two Cabinet members, from both the junior and senior classes, two teachers, an activity director, athletic director and the administrator charged with the responsibility of supervising the activity program at Valley High School as the chair. The teachers and the activity director shall be appointed by the Superintendent or the Superintendent's designee at the time of receipt of an appeal.

The Chair of the Appeal Panel shall be a nonvoting member. All other members of the Panel shall have equal voting rights. Whenever the votes of the Panel members are evenly distributed on an issue, the prior decision shall stand. Students or faculty members involved in an appeal shall be barred from participation as a Panel member.

Reasons for Decisions

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

Representation at Appeal

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



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