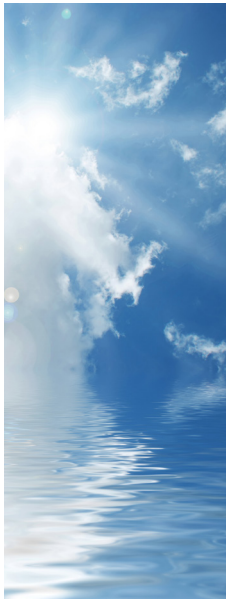




**WALNUT CREEK CAMPUS**

**2022**



# **SUMMER SCHOOL HANDBOOK**

WALNUT CREEK CAMPUS: INSPIRING GROWTH AND  
CONNECTIONS THROUGH PERSONALIZED EDUCATION

## **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 Anthony Ferguson, Executive Director of Equity, Inclusion, and Diversity, 3550 Mills Civic Parkway, West Des Moines, IA 50265; Phone: 515-633-5040; E-mail [fergusona@wdmcs.org](mailto:fergusona@wdmcs.org) (Adherence to bona fide occupational/ educational qualifications will not be interpreted as discriminatory.)

# Walnut Creek Campus 2022 Parent/Student Summer School Handbook

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## WALNUT CREEK CAMPUS

1020 Eighth Street • West Des Moines, IA 50265

515-633-6400 • [www.wdmcs.org/schools/walnut-creek-campus/](http://www.wdmcs.org/schools/walnut-creek-campus/)

June 2022

Dear summer school parents/guardians and students:

Welcome to Walnut Creek Campus. We are proud to once again be offering summer school classes for West Des Moines Community Schools. We are also pleased to have you as a part of the Walnut Creek Campus community for summer school and hope that you will become active in the teaching and learning process and meet with success. Summer school is a considerable commitment, both in time and cost, and it is our desire to provide each student with the best opportunity for success.

Several factors make Walnut Creek Campus a dynamic and unique school in Iowa. The academic component of the system is designed to accommodate students who may not have met with success in the comprehensive high school or who have special learning needs. To assist with course completion, we provide quality teachers, more individualized attention, smaller class sizes, and flexible pacing within our summer school calendar. Our family centered service component is designed to provide support to students and families.

Please use this handbook as a quick reference for information. Feel free to call any of us at school (633-6400) with any questions and comments. We are here to serve you and welcome your input.

We hope your experience with Walnut Creek Campus is successful and memorable.

Sincerely,

Dr. Kim Davis  
Principal

Rob Kinney  
Student Services Coordinator

## **2022 SUMMER SCHOOL STAFF**

Phil Nord.....	Instructor
TBD .....	Instructor
TDB .....	Instructor
Dr. Kim Davis .....	Principal
Kim Grove .....	Caseworker
Sean Hubner .....	Caseworker
Jen Jensen .....	Registrar/Secretary
Rob Kinney.....	Coordinator

\*Other instructors TBD based upon student need.

## **WALNUT CREEK CAMPUS MISSION STATEMENT**

Walnut Creek Campus - Inspiring growth and connections through personalized education.

## **WALNUT CREEK CAMPUS VISION STATEMENT**

Walnut Creek Campus will be a community that believes in the promise of every student. Innovative classroom instruction will be a catalyst for active and relevant learning. We will inspire hope and empower students to discover and own their potential. Students will go forth in a changing global society as capable and confident adults.

## **WEST DES MOINES COMMUNITY SCHOOL DISTRICT 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.

## **WEST DES MOINES COMMUNITY SCHOOL DISTRICT SHARED VISION**

The West Des Moines Community School District 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



## 2022 SUMMER SCHOOL CALENDAR

The Walnut Creek Campus summer school term is 29 days long. Each class is offered for two hours per day for a total of 58 potential hours of instruction during the summer term. This school term enables each student sufficient time to successfully complete all requirements of the respective course. Important dates for the summer term are noted below:

Monday, June 20 <sup>th</sup> .....	First day of summer school
Tuesday, June 21 <sup>st</sup> .....	Final day to add classes
Monday, July 4 <sup>th</sup> .....	No classes – District Holiday
Monday, July, 11 <sup>th</sup> .....	Mid-point of Summer School
Friday, July 29 <sup>th</sup> .....	Final day of summer school
Friday, July 29 <sup>th</sup> .....	Final grades submitted by teachers

### DAILY SCHEDULE

Classes start June 20, 2022 and end July 29, 2022. Students attend academic classes Monday through Friday. Students may attend one or two classes during the summer term, if interest allows for two sessions. Classes meet from 8-10AM and from 10AM-12PM. **Students must register for the 8-10 session in order to register for the 10-12 session. A 10-12 session will only be offered if we have enough student interest.**

All students are expected to:

- 1) be on time for class and prepared
- 2) attend all scheduled classes
- 3) work diligently for the full class period

### PERFORMANCE AND EVALUATION

Walnut Creek Campus believes in authentic assessment. Students must demonstrate proficiency on the state contents standards in order to be awarded credit.

### ATTENDANCE POLICY

**Expectations:** It is expected that a student will attend **all** their scheduled summer school class(es) every day for the full period of class time. Classes are held weekdays from 8:00-10:00AM and 10:00AM - 12:00PM.

In case of absences:

1. Parents are expected to notify the school regarding a student's absence on the day of or prior to the absence by calling Walnut Creek Campus at 633-6400.
2. Valid reasons for a student's absence from school are as follows:
  - a) Religious Holiday
  - b) Extended Illness, Hospitalization or Doctor's Care
  - c) Court Appearance Or Other Legal Situation

**Consequences:** **Students are allowed 3 absences.** If a fourth absence occurs, a student may be dropped from summer school without a refund. Every effort will be made to contact a parent/guardian prior to the fourth absence.

## **TARDY POLICY**

**Expectations:** All students will be in class on time each period every day. Class will begin at 8:00AM and 10:00AM, students are counted tardy if they are late to class by 10 minutes or less.

**Consequences:** After ten minutes, students will be considered absent. Such an absence will count regarding the absence policy described above. A student who is more than 10 minutes late would certainly be encouraged to stay and work, but it will be counted as an absence. Three tardies will count as one absence, which may, as described above, lead to the student being dropped from the class.

## **PRODUCTIVITY**

**Expectations:** All students will be actively engaged in educational activities related to their individual classes and not disruptive to other students while summer school is in session.

**Consequences:** A failure to focus on learning (in other words, being unproductive or a distraction to others) may result in a student's dismissal from class for the day, which will count as an absence in accordance with the absence policy described above. A consistent failure to be productive may, therefore, result in a student/parent/guardian meeting to discuss continuation of summer school attendance. Also, once a student leaves the building, he/she may not re-enter. If it is necessary to go outside, the student must first get permission from the main office.

**Cellphone Usage:** Phones may only be used at the discretion of the classroom teacher for educational purposes. If the cellphone is disrupting the learning, the student will be asked to put it out of sight. If the student is insubordinate, the intervention process will be followed. If there is a habitual concern, the principal or coordinator will involve the parent/guardian and the cell phone will remain at home/car or it will be checked into the main office each day. Students may use their cell phones before and after school. If a student needs to use the cell phone for confidential matters, he/she needs to come to the coordinator so a private location can be found.

## **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.

### **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.

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.

### **Prohibited Substances and Alcoholic Beverages**

Possessing, Using, or Being Under the Influence of 502.07 Possessing, using or being under the influence of any controlled substance, look-alike, substitute, or any substance represented to be a controlled substance or an alcoholic beverage (other than medication prescribed by the individual student's licensed health care provider and which is taken in accordance with the licensed health care provider directions) and manufacturing, possessing, or selling drug paraphernalia (pipes, roach clips, scales and other items as defined by Iowa Code Section 124.414) are strictly prohibited while a student is on any school property or under school supervision. This includes attendance in school or at a school-sponsored function. For purposes of this policy, the term "prohibited substance" means controlled substance, look-alike controlled substance, substitute controlled substance, any substance represented to be a controlled substance, or drug paraphernalia (pipes, roach clips, scales and other items as defined by Iowa Code Section 124.414). "Prohibited substance" also includes an alcoholic beverage, a look-alike alcoholic beverage, or any substance represented to be an alcoholic beverage. "Prohibited substance" does not include medication prescribed by the individual student's licensed health care provider and which is taken in accordance with the licensed health care provide

### **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:
  - o School and district grounds
  - o School-related activities
  - o Immediate and close proximity to the school including bus stops

### **Falsification of School Forms and Parental Notes**

Falsification of school forms and parental notes (including telephone calls) will result in one day out-of-school suspension being issued and all classes missed as a result of action will be counted as unexcused.

### **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 and legal 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.

**Threats**

Everyone needs to be aware that students who write or talk about injuring or killing another student, staff member or any other person or about using weapons must expect such statements to be taken very seriously. Because of events in schools across the United States, staff and administrators will consider such talking or writing about hurting or killing someone or using weapons as a serious threat. When we hear about such threats or statements, the situation will be investigated. If the information is substantiated, if someone did in fact make such threats or statements, the student(s) involved will be disciplined per district and/or building policy. It is important that students think about what they say, especially when they are upset or angry. Remember that teachers, counselors and administrators are here to help all students. Students affected will be referred to the appropriate personnel.

**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. All vapes will be given to the school SRO for testing purposes. They will not be returned to the student.

## **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.

## **Restorative Practices**

### **School-Wide Behavior Management Plan**

All staff at WCC are expected to use the Four Levels of Redirection in the classroom and in common areas when a student does not comply with the school expectations. A student removed from the area goes to a caseworker or the student services coordinator, counselor, or principal for an intervention. The goal is to be able to return the student to the classroom. The intervention includes development of a plan to be successful. It may include a sequence of behavior review, in which the student is guided through a process to identify what went wrong, and how the situation could have unfolded differently in order for the student to be successful.

### **Four Levels of Redirection**

1. Friendly Nonverbal Reminder
2. Friendly Verbal Reminder
3. Concerned Reminder
4. Student Removed From the Area

### **Restorative Justice**

Walnut Creek Campus is a supporter of restorative justice. Restorative justice is a systemic response to wrongdoing that emphasizes healing the wounds of victims, offenders, and communities.

### **What do restorative schools do?**

- Focuses primarily on relationships and secondarily on rules. They acknowledge that relationships are central to building community and build systems that address misbehavior and harm in a way that strengthens relationships.
- Gives a voice to the person harmed.
- Gives a voice to the person who caused harm.
- Seeks to recognize the motivation driving the misbehavior.
- Enhances a sense of responsibility to the community by engaging in collaborative problem solving.
- Empowers, changes and grows.
- Encourages responsibility by planning for restoration.

### **Restorative approaches:**

- Helps to teach self-discipline.
- Promotes effective conflict resolution skills.
- Provides a sense of community.
- Helps misbehaving students deal with the harm they caused to individuals and the school community. Instead of doing something “to” people, this process works “with” people.

### **Guiding questions for a restorative approach:**

- Who has been hurt?
- What are their needs?
- What are the causes?
- Who has a “stake” in this situation?
- What is the appropriate process to involve stakeholders in an effort to put things right?

We have been working to create an environment that works through conflict and misbehavior in a restorative manner. We utilize conflict mediations, restitution and circle work in our school setting.

### **Conflict Mediations**

Most discipline issues in the school setting deal with relationships. Relationships are at the heart of most conflicts. At Walnut Creek Campus we have a structured process that is outlined below to work through student/student, student/staff, and staff/staff conflicts.

**1) Invitation/Safety.** "Is everyone willing to search for a constructive, fair and just agreement? Can we agree to use option #4 or #3?" (If no, should we use option #2 or #1?)

**2) Ground Rules.** (Ask for agreement to each)

- "Follow the process."
- "If process seems unfair, say so."
- "No interrupting."
- "Be willing to summarize."

**3) Describe, Summarize and Recognize.**

➤ Person A. "Describe how you experienced the problem, conflict, or injustice."  
Person B. "Summarize."

➤ Person B: "Describe how you experienced the problem, conflict, or injustice."  
Person A: "Summarize."

Have experiences been recognized? If not, repeat 3.

**4) Search for Agreements that will:**

**Restore Equity.** "How can you make things as right as possible now?" and

**Clarify Future Intentions.** "How can you prevent this from happening again?"

**5) Summarize Agreement and Congratulate.**

Write Agreement (when possible). Set follow-up meeting.

Congratulate for being cooperative. (If no agreement, Return to 1 above).

**6) Follow-up. Are all agreements being kept?**

If yes, celebrate. If problems are reported, repeat process.

**@2000 Ron Claassen, Fresno Pacific University**

## **Circles**

Circles are also used to work through conflicts and to support the youth and adults in our school community. A circle is a way to bring students, staff members and families together to connect with one another, understand one another, support one another, strengthen bonds and to solve problems. Circles are used frequently in advisory class as a way to share experiences (connecting) and ideas/attitudes with one another regarding the developmental assets being studied. Circles have also been used to resolve problems relating to conflict mediation, student relationships, behaviors, etc.

## **Restitution**

With 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." Students, parents, and the principal will work together to assign consequences that will help the student learn from his/her mistakes whenever possible.

## **Out-Of-School Suspension (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.

## **Long Term Suspension/Expulsion Proceedings**

Should it become necessary to recommend the expulsion of a student to the Board of Directors, 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 Directors 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**

### **Allergies**

A significant number of students in our district have allergies, ranging from a mild sensitivity to severe and life-threatening. Allergies to latex and peanuts/peanut products tend to be the most severe. Exposure to even a minute amount of the substance could cause a severe reaction and, without immediate medical assistance, can lead to loss of consciousness and even death.

Families are asked to alert the school nurse and the district's Nutrition Services Department if a student has an allergy and specific accommodations are required. For Nutrition Services to make the necessary accommodations, a note from the student's physician must be on file in the nutrition services office. 22 Schools can adapt lunchroom and classroom procedures to address the needs of all students. Schools may restrict the presence of peanuts and peanut products, restrict the delivery of balloon bouquets and take other precautions.

Please check your school nurse for specific information on restrictions and procedures related to allergies.

### **Crisis Management**

The West Des Moines Community School District has plans in place to manage emergency and crisis situations that occur during school hours, involving students, staff or facilities. The emergency plan provides the procedures to follow at the time an emergency situation takes place. This may include responding to threats of violence, fire, tornado, bomb or terrorist acts. A crisis management plan provides the procedures to follow in the aftermath of a traumatic incident that affects the population at an individual site or across the district. This may include emergency situations as well as tragedies impacting an employee or student. Members of the administrative team, at the school and district level, are responsible for assessment of an incident or situation to determine if a crisis exists.

The plans include a process to communicate relevant information to appropriate audiences. As part of the crisis management process, appropriate administrators determine whether communication is required. In the event of a school, local or national-level emergency, the district will communicate through Infinite Campus and local media regarding safety measures and family-student contact. In the event of a crisis, the district will communicate with those who are most affected by the crisis or at some risk: a) when required by law and b) when there is a validated current or future risk or threat to the health or safety of students, staff or community members. If the judgment is made that no current or future threat exists, formal communication is not required. For more information, visit our district website.

### **Health Office Information**

The philosophy of the health services of the West Des Moines School District is to assist the student and his/her family to obtain his/her optimum level of wellness. A healthy child is able to receive the most from his/her educational experience. Each child at Walnut Creek has a unique and individual health status that is recognized. Walnut Creek has a registered nurse at school from 9:15 am to 3:15 pm on Monday, Tuesday, Thursday; from 9:15 am to 2:30 pm on Wednesday; and Friday from 7:30 am to 3:15 pm. For Summer School efforts will be made to have a nurse at school during school hours.

### **Health Records**

The school district asks all parents to complete a health update every year for each of their children. By keeping an annual health history on each student, we are better able to evaluate, understand, and be responsive to your child's individual needs. Please call the school nurse at 633-6404 regarding any developments or changes concerning your child's health (hospitalizations, medications, allergies, injuries, surgeries and other medical conditions) which would be pertinent to your child's performance and attendance. Also, please keep the school nurse notified of any changes with home, work, and cell phone numbers. The information you share will remain CONFIDENTIAL and is only shared on a need-to-know basis with any other staff members.

### **Illness/Reporting Absence**

We value your children and their education. We know that student attendance is an important factor in student success. We will carefully and consistently monitor the attendance of all of our students. Tardies, early release, and absences disrupt student learning. Research tells us that if a student misses a class three times in a trimester, it has a five percent impact on student learning and missing 9 times has a 15 percent impact. Appropriate steps will be taken to improve student attendance. We encourage your student to attend school regularly and to be on time so missed instruction does not interfere with learning.

Students should be kept home when they have:

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

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

### **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 Schools. The immunization record must contain the date of immunization (month, day, year) and signature of doctor or health official.

- Diphtheria/Tetanus/Pertussis Booster – 3 doses with at least one dose after applicant's 4th birthday if born on or before September 15, 2000. Or 4 doses with at least one dose after applicant's 4th birthday if born after September 15, 2000.
- Polio Booster – at least 3 doses with one dose given on or after the age of 4 years.
- MMR (Measles, Mumps, Rubella) – One dose given after 12 months of age, the 2nd 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.

### **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 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.
- All medication (prescribed and OTC) must be brought to the health office immediately upon arrival at school. If it is before school and the Health office is closed, all medication must be brought to the main office and procedures will be followed for the nurse to receive this medication as soon as she arrives.
- Failure to follow the medication policy could result in disciplinary action for a substance violation.

### **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 the West Des Moines Community School District, the School Nurse must have on file a written consent from parent(s)/guardian.

- Parent(s)/Guardian 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.
- The West Des Moines Community School District 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.

### **FAMILY CENTERED SERVICE COMPONENT**

Walnut Creek Campus, with the assistance of P.A.C.E., has developed a program to provide family centered services. Two caseworkers/counselors staff the family centered service component at Walnut Creek Campus. The goal of the program is to provide support to students and families to ensure success of the student at Walnut Creek Campus. Caseworkers are available for consultation during summer school hours.

### **CLASS COMPLETION POLICY**

All classes are designed to be complete during the summer school session. If a class is not completed for any reason in-district students will receive an In Progress (IP) grade, and have the opportunity to complete it during night school the following school year. Any summer classes being completed must be finished within a month upon registering for night school during the 2022-2023 school year. Out-of-district students must finish classes during summer school to receive a grade.

### **MAKE-UP CREDIT**

If a course is taken for make-up credit, the grade received will appear on the transcript along with the original grade. The newer grade will be used in calculation of GPA. Students taking classes from other school districts should refer to their home districts policy regarding repeating a course.



**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 Equity Coordinator Dr. Anthony Ferguson, Executive Director of Equity, Inclusion, and Diversity, 3550 Mills Civic Parkway, West Des Moines, IA 50265; Phone: 515-633-5037; E-mail [fergusona@wdmcs.org](mailto:fergusona@wdmcs.org) (Adherence to bona fide occupational/ educational qualifications will not be interpreted as discriminatory.)*