

# 2018-19 Walnut Creek Campus Handbook



Resources for all WDMCS  
Walnut Creek Campus families.



**WEST DES MOINES**  
COMMUNITY SCHOOLS

# West Des Moines Community Schools

## Mission

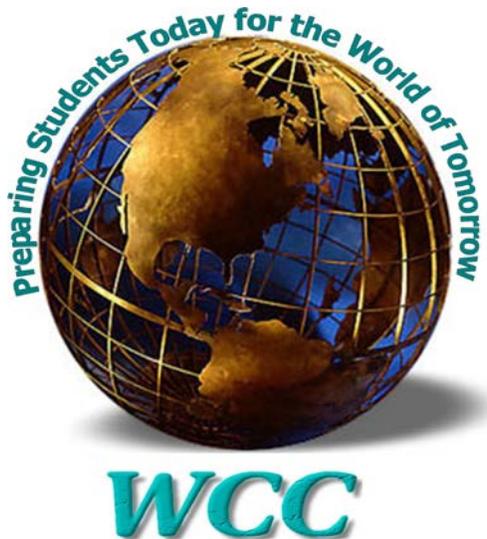
Working in partnership with each family and the community, it is the mission of the district to educate responsible lifelong learners so that each student possesses the skills, knowledge, creativity, sense of self-worth, and values necessary to thrive in and contribute to a diverse and changing world.

## 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.



## Walnut Creek Campus Mission Statement

Walnut Creek Campus surrounds students who demonstrate need for a smaller, more flexible, individualized learning environment with high quality instruction. All members of the school community are known and nurtured. We develop informed, contributing citizens who are empowered to advocate and problem-solve throughout their lives.

## 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.

**Walnut Creek Campus—West Des Moines Community Schools**

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1020 8th St., West Des Moines, IA 50265  
515-633-6400  
Principal: Dr. Kim Davis

## **About the Student and Family Handbook**

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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](mailto: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.

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**D1-D27**

Dear students and families of Walnut Creek Campus,

It is my pleasure to welcome you to Walnut Creek Campus. We are proud to have you as part of our learning community. Our mission is to surround students who demonstrate need for a smaller, more flexible, individualized learning environment with high quality instruction. This is a place where all members of the school community are known and nurtured. We develop informed, contributing citizens who are empowered to advocate and problem-solve throughout their lives.

The staff at Walnut Creek Campus strives to support students academically and personally so they can be as successful as possible. This relates to our district vision, which is: "The West Des Moines 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." We look forward to realizing this vision by working collaboratively with your family.

We are a school who practices restorative justice, which is a collaborative process that helps students learn positive communication skills and helps them to take ownership for their behavior. The process allows students to make commitments that will help them become more successful. We strive to work collaboratively with one another to ensure that all of our students maximize their potential. Many students that come to us have not felt successful in school for some time or have personal issues that they are battling. Some simply needed a smaller/different environment so they could thrive.

At Walnut Creek Campus we are also constantly addressing how we can make the curriculum more rigorous, relevant and engaging. We all know that students learn best when they are appropriately challenged and when they see a clear purpose for their learning. The academic component is designed to accommodate students who have not met with success in the comprehensive high school or who have special learning needs. In addition, class sizes are small and everything we do is designed to meet the needs of our students. We also know that we must give our students the tools that they will need in order to be successful in a global world.

At Walnut Creek Campus we focus on building relationships with one another. I firmly believe that without relationships, very little can be accomplished. One of my favorite quotes is, "People will forget what you said. People will forget what you did. But, people will never forget the way you made them feel." At Walnut Creek, our hope is that every student, parent/guardian, and staff member feels cared for and lifted. We will work diligently to make the learning process joyful for every student and we invite you parents/guardians to come into the school and work collaboratively with us to ensure that students meet with success.

Sincerely,



Dr. Kim Davis,  
Walnut Creek Campus Principal

Dear Future Students of Walnut Creek,

Walnut Creek is a great school. You've probably heard a lot of things about us before you came over. Perhaps you're starting new to the district? Just because you hear *alternative school* doesn't mean it's bad. Actually, Walnut Creek is here to help everyone succeed. Our school is a family; everyone knows everybody. This school never judges. This is a place where everyone can be themselves and feel supported.

Like I said, we are like a family here at Walnut Creek. There's not one person that you won't know here. The teachers are the nicest people in the world. We call them by their first names; not Mrs., Ms., or Mr.. Sometimes it doesn't even feel like school to me because I feel so comfortable here.

So whether you're trying to graduate early, you are behind in credits, or you just struggled at a different school, Walnut Creek is an amazing place to learn. You will have a great time here, meet a lot of new people, and make many friends. Welcome to Walnut Creek!

Lucia Israel  
Class of 2018

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

- View athletic schedules
- View directions to athletic events

### **Admissions Process for New Students**

1. **Referral** - Students are most often referred by their home high school. If transferring from another district/school, the student must meet with an administrator from this district's comprehensive school first. Students must complete an application and checkout procedure at their home high school before being enrolled at Walnut Creek Campus. All prior fees need to be paid before transferring.
2. **Interview** - Students and parents must complete an intake interview. Walnut Creek Staff will ask questions to determine why a student wants to attend WCC and to discover what the student's needs are. The WCC system and expectations are also explained to the students and parents during the interview.
3. **Contract** - At the end of the interview, parents and students must sign a contract agreeing to meet the WCC expectations and to take advantage of the program.
4. **Orientation** - The orientation allows students to understand the WCC system in order to be successful. At the beginning of the first trimester, a new student/parent orientation will be held by the principal. After that students will attend an orientation provided by the school counselor.

### **Cellphone Usage**

Cellphones will not be used during class time. Cellphones may only be used at the discretion of the classroom teacher for educational purposes. Cellphones should be out of sight-in a pocket, in a bag, etc..and students should not be interacting with them in any way. If the student does not comply, they will be given one verbal redirect to either keep it put away or the student can choose to put it in the container provided in each classroom. If the student is non-compliant a second time, the student will put the cell phone in the provided container. If the student is insubordinate, the intervention process will be followed. If there is a habitual concern, the principal will involve the parent/guardian and the cell phone will either 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, during passing time and during the lunch period. If a student needs to use the cell phone for confidential matters, he/she needs to come to the main office so a private location can be found.

### **Daily Schedule**

The school day is from 9:00 a.m. to 3:10 p.m. except for Wednesdays when school is dismissed at 2:25 p.m.

[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.

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### **Pets**

Student safety and the cleanliness of the building are put at risk when animals accompany their owners for a drop-in visit at school. Other than a few exceptions, pets are not allowed in WDMCS buildings. If your student is bringing a pet for show and tell or for a class project, please contact the principal for permission before the animal comes to school.

Animals that are kept at school for instructional purposes must be in good health with no evidence of disease, be of such disposition as to not pose a safety threat to children, and be maintained in a clean and sanitary manner. Documentation of current vaccinations must be provided for all cats and dogs. Pets/animals and/or their cages will not be allowed in kitchen, sinks, or food preparation areas due to health and sanitation guidelines.

## **Nutrition Services**

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](http://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.

### **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](http://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](http://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.

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## **Communication and Parent/Guardian Involvement**

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### **Address**

- A. All students are required to keep their residence address and phone numbers 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:
  - a. A statement to the Administration, signed by the student and one parent, that they are not living with a parent or guardian, and is residing in the West Des Moines Community School District.
  - b. A statement of address and telephone number of the student and one parent where they can be reached.
- C. Students cannot withdraw from school unless proof of parent knowledge is supplied to the school.
- D. When a student turns 18, he/she may request that the school no longer contact the parent/guardian. The parent/guardian should contact the principal to make this request. The student must be living on their own and not claimed on their parents' taxes.
- E. Attendance letters – If students are below 70% attendance, letters will be sent to families throughout the year. Problem solving meetings will be held to address the issues that are preventing the student from attending. Students will not be allowed to register the next trimester until a meeting has taken place.

### **Parent/Family Involvement**

We invite you to be part of the educational process at WCC. There is a strong correlation between parent/family involvement and student success at school. Please help your student succeed by doing one or all of the following:

- Call your student's teacher(s) to ask how your student is doing in class.
- E-mail your student's teacher(s) to ask questions about what students are learning in classes and ask how you can support the learning process.

- Use the parent portal on Infinite Campus to view information about your student.
- Come to WCC to visit with your student's teacher(s) about your student's progress.
- Come to WCC during the school day and visit your student's classes.
- Volunteer to be a part of the educational process at WCC.
- Join the parent organization and attend the meetings listed below.
- Call WCC to find out how to be involved in district meetings.

### **Parent Teacher Organization**

The [Parent/Teacher Organization \(PTO\)](#) meets throughout the year to provide input regarding the programming at Walnut Creek Campus, to receive information about activities at Walnut Creek Campus, and to provide support to parents/families. For information about the first meeting, call Walnut Creek Campus at 633-6480.

### **School Closing Announcements**

Up-to-the-minute information about cancellations, dismissals and closings is available on the district website ([www.wdmcs.org](http://www.wdmcs.org)), Facebook page ([www.facebook.com/wdmcs](http://www.facebook.com/wdmcs)) and Twitter account (@WDMCS). In addition, information is provided at the district weather hotline at 633-5555.

The district's emergency notification system will be used to notify families of unplanned cancellations, early dismissals or other emergencies. Calls are made to home phone numbers, cell phone numbers and/or work numbers as provided to the school and entered into the Infinite Campus data system. This information is also shared with the local television and radio stations. This information is provided as a service for students, families, staff and community members when school must be cancelled or dismissed early due to weather conditions or other emergencies.

### **WCC Staff Email Addresses**

To access any WCC staff member by email, use the following address:  
Last name, first initial@wdmcs.org (no comma between last name and first initial)

### **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.

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## **Academics**

### **Academic Program**

Students at Walnut Creek Campus may elect to earn a 40 credit (Traditional) Walnut Creek Campus diploma, or a 36 credit (Core) Walnut Creek Campus diploma or a 48 credit Valley High School (VHS) diploma. Students who wish to earn a Valley diploma must attend VHS full time their last semester of high school and complete VHS physical education requirements. Students who wish to earn a Valley diploma must also complete 50% of their credits at VHS.

## **Advisery**

Each student is assigned a faculty advisor at WCC.

The advisory program has several goals: to provide student/adult relationships throughout the school year, to foster a connection with a small group of WCC students, to allow personalized design of the high school program, to provide improved communication among all who are involved with a student and to provide personal advocates for each student. This is an essential component of a quality education and supported by much research.

Advisory time will consist of a variety of programming. Some of the components will be orientation to WCC, getting acquainted, facilitating assessments, developing school success skills and appropriate social skills, performing service, engaging in leisure activities, reflecting upon and discussing personal experience, determining academic schedules, developing a plan and monitoring progress toward graduation, and exploring post-secondary opportunities.

Parents are encouraged to communicate often with advisors and to conference with them during parent/teacher conference time or as needed.

## **Changing Advisery**

Students may petition to change advisors but only after the completion of a trimester with their originally assigned advisor. The following is the procedure students need to follow if they wish to change advisories:

1. The student shall submit, in writing, to their caseworker the desire to change advisories and the reason for it.
2. The student will meet with their caseworker to discuss what they have written.
3. The student will meet with their caseworker and current advisor to discuss the desire for change. If all parties agree, the process moves forward.\*
4. If the student has a specific request for a new advisor, the student meets with that person to see if the move can be made. If the new advisor agrees, the student informs the caseworker who verifies.
5. The caseworker informs the principal of all the above and seeks final approval.\*
6. When final approval is obtained, the caseworker informs the school counselor who makes the schedule change. The caseworker also informs the person in charge of points.

\* If either of these steps is not completed, the request for advisory change is not approved. If the student has no specific request for the new advisory, the school counselor makes that decision.

## **Credit Recognition [Code 505.10](#)**

Credit from various institutions may be recognized on Valley High School, Valley Southwoods or Walnut Creek Campus transcripts. Please see Board Policy [Code 505.10](#) for full details.

## How To Earn Credit

Students have the opportunity to earn one credit per block class each trimester at WCC. Since students work at an individual pace, students may finish a class during the trimester. When a student has completed an IP (In Progress) from a prior term the grade form (see below) will be mailed to you. If a student does not complete a class, the student will be considered in-progress and may continue in that class for a maximum of three trimesters. At the end of each trimester, a transcript will be mailed home summarizing credits earned for the trimester.

## IP (In Progress)

A student will receive an IP (In Progress) grade if at the end of the trimester he/she does not complete 100% of the required assignments at a 70 percent quality level or higher. The student will be able to take the course for a total of three (3) trimesters. If the student does not complete the course in three trimesters, the student will have to begin the course again unless special permission has been granted from the principal.

\*In order to work on a course independently, the student must have at least 60% of the course done and must have teacher approval.

## Student Classification

To earn a Valley High School diploma requires forty-eight (48) credits. Walnut Creek Campus requires forty (40) credits for a traditional diploma and thirty-six (36) credits for a core diploma. To ensure progress toward this goal, a student will be classified for placement in grades nine (9) and above, according to the following guidelines:

Grade 9-Freshman	The 9th grade year begins upon the attendance of the student on the beginning day of classes for the current school year. Until then, the student is not considered to be enrolled in ninth grade.
Grade 10-Sophomore	A WCC student becomes a sophomore upon earning a total of six (6) credits or more. A Valley High student becomes a sophomore upon completion of two or more semesters of high school enrollment and a minimum of 6 credits in the core area.
Grade 11-Junior	A WCC student becomes a junior upon the completion of seventeen (17) credits or more. A junior approved for graduation at the end of the year will be advanced to senior status for the spring semester. A Valley High student becomes a junior upon completion of four or more semesters of high school enrollment and a minimum of 22 credits (including PE).
Grade 12 -Senior	To be classified as a WCC senior, a student must have accumulated a total of twenty-nine (29) or more credits. To be classified as a Valley High senior, a student must complete six or more semesters of high school enrollment and a minimum of 34 credits (including PE).

**\*Classification is determined at the beginning of the school year.**

## Graduation Requirements [Board Policy 505.05](#) / [Board Policy 505.06](#)

Walnut Creek Campus issues two types of diplomas. The Traditional Program diploma requires the

completion of forty (40) credits, including four (4) credits of physical education, for graduation.

The Core Program diploma requires thirty-six (36) credits, including four (4) credits of physical education for graduation. For full requirements to earn a Traditional Program diploma and Core Program diploma, please See [Board Policy 505.06](#) .

## **Student Conduct Expectation**

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### **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. Sadly, each year, some students will violate the rules of academic honesty and will cheat in an attempt to improve their grade. These 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**

Walnut Creek Campus believes that daily attendance and being on time are keys to success. Our main doors lock ten minutes after each period begins and unlock 10 minutes before the next period begins. There is a buzzer to the right of the main interior door that alerts the office that a person needs to enter at all other times. Students must get permission and sign out in the main office in order to leave the building. Students may be sent home for the day and may not go back to class if they do not follow this procedure.

### **Expectations**

In accordance with board policy 501.6, Compulsory Attendance, program attendance is required for a minimum of 148 days, to be met by attendance for at least 37 days each quarter.

1. Parents are expected to notify the school regarding a student's absence on the day of the absence by calling Walnut Creek Campus at 633-6400.
2. Valid reasons for a student's absence from school:
  1. court appointments with documentation/verification
  2. death in family
  3. illness of student
  4. medical and/or dental appointment with verification from doctor's office
  5. religious observance
  6. prearranged family trips and college visitation
  7. student in-school or out-of-school suspension

## 8. Walnut Creek Campus activity

Parents will be contacted each time the student acquires an unexcused absence-  
The following is a listing of, but is not limited to, attendance behaviors that result in an unexcused absence:

- Oversleeping
- late arrival from leaving campus during lunch break
- absence from a class to do work or study for another class
- leaving class early without permission of classroom teacher
- family conveniences
- students who are in the building (i.e., media center) and fail to report to class will be given an unexcused absence
- truancy/leaving campus without permission
- car problems (see administrator)

### **Tardy**

A tardy will be given if a student is less than ten minutes late to a class.

1. Parents are expected to notify the school regarding a student's tardiness on the day of the tardy by calling Walnut Creek Campus at 633-6400.
2. Students arriving late to school for a valid reason will be excused (refer to valid reasons for a student's absence).
3. Students arriving late must obtain a pass from the office before going to their registered class.

\*Attendance may impact day school placement.

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### **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](http://www.turnitin.com) to verify the authenticity of student work. Refusal to submit work for analysis will be considered plagiarism.

### **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. (This is specific to Valley Southwoods and Valley High School only.)

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.*

### **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.

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## **Discipline and Restitution**

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### **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.

#### **Alcoholic Beverages - Possessing, Using, or Being Under the Influence of [502.07A](#)**

Possessing, using or being under the influence of any alcoholic beverage, is 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 an alcoholic beverage, a look-alike alcoholic beverage, or any substance represented to be an alcoholic beverage.

As used in this policy, the term "possessing" means:

1. that the student has actual physical control of the prohibited substance because it is on or in the student's body, in a locker individually assigned to the student, or in an item of personal property belonging to the student (including, but not limited to, a bookbag, backpack, or purse), or
2. that the student knows that a prohibited substance is located within a vehicle or a place (such as a house or an apartment) where the student is present and that the student can exercise physical control over the prohibited substance. If a student has left school property during his/her normally scheduled time to be in school or while under school supervision, the student will be considered in school and will be subject to disciplinary procedures listed below.

#### **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

### **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 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.

### **Prohibited Substances - 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 (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” 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 provider directions. Tobacco, nicotine and look-alikes are subject to Policy 503.1, Discipline.

As used in this policy, the term “possessing” means:

- a. that the student has actual physical control of the prohibited substance because it is on or in the student’s body, in a locker individually assigned to the student, or in an item of personal property belonging to the student (including, but not limited to, a bookbag, backpack, or purse), or
- b. that the student knows that a prohibited substance is located within a vehicle or a place (such as a house or an apartment) where the student is present and that the student can exercise physical control over the prohibited substance. If a student has left school property during his/her normally scheduled time to be in school or while under school supervision, the student will be considered in school and will be subject to disciplinary procedures listed below.

#### **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.

#### **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**

## **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.

### 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 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**

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### **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**

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### **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.

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 [www.wdmcs.org/district/our-schools/crisis-plan/](http://www.wdmcs.org/district/our-schools/crisis-plan/).

### **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.

### **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 4<sup>th</sup> birthday if born on or before September 15, 2000. Or 4 doses with at least one dose after applicant's 4<sup>th</sup> 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 2<sup>nd</sup> 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 form 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.

### **Open Enrollment**

Parents or guardians considering the use of the open enrollment option to enroll their children in another public school district in the state of Iowa should be aware of the following deadlines:

**September 1, 2018** - last date for open enrollment requests for entering kindergarten students and those students falling under the "good cause" definition for the 2018-19 school year.

**March 1, 2019** - last date for regular open enrollment requests for the 2019-20 school year.

How Do I Apply For My Child To Open Enroll?

Step 1: You may obtain an application in person at the Learning Resource Center, 3550 Mills Civic Parkway, West Des Moines, IA 50265 or download an application at <http://bit.ly/WDMCSOpenEnroll>.

Step 2: Complete application(s).

Step 3: Return application(s) by the deadline to both districts (the district in which you currently live and to the district in which you wish to enroll). To send an application to the WDMCS, please address it to: WDMCS/Administrative Services, Attention: Peggy Epstein, 3550 Mills Civic Parkway, West Des Moines, IA 50265

Step 4: In addition, please be aware of the Parent /Guardian Responsibilities, Timelines, and Causes for Denial available at <http://bit.ly/WDMCSOpenEnroll>.

Parents or guardians of open enrolled students who meet the federal income guidelines are eligible for transportation assistance. This may be in the form of actual transportation or in the form of a cash stipend. Parents and students should be aware that open enrollment may result in the loss of athletic eligibility for participation in varsity sports.

Applications may be denied by the Board of Education if: a regular open enrollment request is filed after March 1 and does not qualify under the good cause provisions; a request for an entering kindergarten student is filed after September 1; a good cause request is filed after September 1; or a request for continuation is filed after September 1. All appeals must be made in writing to an Iowa District Court in the county in which the primary business office of the district is located, unless the application for open enrollment claims harassment or if the child has a serious health condition that the resident district cannot adequately address. If the application is denied by the resident district for

either of these reasons, the parent/guardian may appeal to the State Board of Education. All appeals must be postmarked within 30 days of the Board decision.  
 For further information, contact your principal or Peggy Epstein, superintendent secretary, at 515-633-5025

**School Counseling Program**

The comprehensive school counseling program at Walnut Creek Campus is aligned with the Iowa Framework for School Counseling Programs and the American School Counseling Association (ASCA) National Model, which is recognized as best practice in the field of school counseling. The program at Walnut Creek is managed by one full-time, licensed professional school counselor. The school counselor is an advocate for all students and ensures the school counseling program is designed to promote the career, academic, and personal-social development of all students. The program is delivered through classroom guidance, individual student planning, responsive services, and system support.



**Classroom Guidance**

Classroom guidance activities are designed to build nationally recognized, developmentally-appropriate competencies in students, primarily in the career and personal-social content areas. These lessons are typically delivered by the school counselor through the advisory program, or in other larger-group settings. The school counselor is available for collaboration with classroom teachers for additional guidance activities, as needed. Through advisory, the counselor also supports advisors in sharing academic planning information with students. Curriculum materials are always available for review in the counseling office.

### **Individual Student Planning**

The school counselor helps all students plan for earning their high school diploma while also preparing for post-secondary opportunities of interest to each student. The school counselor helps students with goal-setting and action planning. Specifically, the counselor conferences with students to help them plan for course completion in order to graduate from high school. Conferences are held individually or in small groups as appropriate. Information is also available on a variety of post-secondary options, including but not limited to, further education (including financial aid), the military, and entering the workforce. The school counselor helps students learn to research and access these options for their future.

### **Responsive Services**

The school counselor is available upon request to meet with students for individual counseling. This is typically done on a short-term basis, with the goal of helping the student resolve a crisis or other issue at hand so that they may continue on with their day. Referrals to therapists or other mental health providers are made as needed for longer-term issues. Student confidentiality is of utmost concern in these situations, but limitations exist when a danger to the student or others exists. In these cases, confidentiality must be breached only to notify the appropriate parties to ensure safety for all. Other responsive services may include small group facilitation for particular issues that arise with multiple students. These groups are created on an as-needed basis, and at times may involve bringing in trained professionals from outside agencies to facilitate the group. The counselor also facilitates conflict mediations and Circles to support students, aligning with the Restorative Justice philosophy of Walnut Creek Campus.

### **System Support**

The school counseling program exists to help all students be successful in school and life through building competencies in the area of career, academic, and personal-social development. The school counselor is also an educator and collaborates with building staff to promote the success of all students. The counselor is an active participant of the school leadership team and student services team in order to promote the effectiveness of the overall system at Walnut Creek Campus. The counselor also uses data to help make decisions related to course offerings, scheduling, and other needed services for students. Analyzing data and collaborating with other school stakeholders is also part of the role of the school counselor, in supporting the educational system for all students at Walnut Creek Campus.

### **Service Learning**

Service learning extends the classroom into the community through service opportunities. Each student at Walnut Creek Campus participates in two whole school service learning events during the school year. Additionally, students may register for a service learning credit.

### **Teal Cord Service Award**

Walnut Creek Campus will award a distinguished volunteer service award to any graduating senior who has performed forty (40) hours of community service in any one school year, or eighty (80) hours of community service during all school years. Students will collaborate with the service learning staff member throughout this process. The award is presented at the graduation ceremony.

### **Family Centered Service Component**

Walnut Creek Campus collaborates with PACE to provide a family centered service component. The family centered service component at Walnut Creek Campus is staffed with three full time caseworkers. Two of the full time PACE caseworkers are assigned year round to Walnut Creek Campus. The goal of

the program is to provide support to students and families that will enhance the opportunity for success of each student at Walnut Creek Campus. One case worker addresses attendance/truancy issues and helps students engage in the educational process during the school year. Families wishing more extensive assistance are able to receive additional assistance through the PACE program, outside the school setting.

### **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, Director of Human Resources.

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

### **Additional Resources**

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.

### **Student Assistance Program**

The West Des Moines Community School District contracts the services of Employee and Family Resources for our Student Assistance Program. If you need assistance with family or school issues, call 244-6090 to speak to a counselor or schedule an appointment. The phone line is open 24 hours a day, seven days a week. Counselor sessions to assess problems are provided at no cost to you. When additional services are needed, the student assistance counselor will refer you to an appropriate, beneficial and affordable resource

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## **Activities and Athletics**

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### **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](http://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.iahsaa.org](http://www.iahsaa.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.ihmsa.org](http://www.ihmsa.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.



**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, 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](mailto:seidc@wdmcs.org).*