



**WEST DES MOINES**  
**COMMUNITY SCHOOLS**

Innovative Spirit. Inspiring Success.

# **PRESCHOOL HANDBOOK**

RESOURCES FOR ALL WDMCS EARLY CHILDHOOD  
PRESCHOOL PROGRAM FAMILIES

**2024-25**

## Handbook Language Statement

<b>English</b>	The handbook includes important information about your student's school. You can request oral translation or interpretation of this information. Contact Natalie French, WDMCS ESOL Director, at 515-633-5173 or <a href="mailto:frenchn@wdmcs.org">frenchn@wdmcs.org</a> .
<b>Arabic</b>	يتضمن الكتيب معلومات مهمة حول مدرسة الطالب. يمكنك طلب ترجمة شفوية او كتابية. اتصل ب نتالي فرينج المسؤولة عن برامج متحدثي اللغة الانكليزية كلغة ثانية، على 5156335173 او <a href="mailto:frenchn@wdmcs.org">frenchn@wdmcs.org</a>
<b>Dinka</b>	Athör ë thöŋjë käj anŋic thön/wël thiekiic në biäkde thukul ë menhdun-thukul. Yin lëu ba thiëc në wërë yic ë wël cïke göt cï geriic ka/wälë wël ë thok cï luel cïke wariic e thön kënë. Yuöpë/cöl Natalie French, Bëny ë WDMCS ESOL, në 515-633-5173 ic ka/wälë <a href="mailto:frenchn@wdmcs.org">frenchn@wdmcs.org</a>
<b>French</b>	Le manuel comprend des informations importantes sur l'école de votre élève. Vous pouvez solliciter une traduction orale ou une interprétation de ces informations. Contactez Natalie French, Directrice de WDMCS ESOL, au 515-633-5173 ou <a href="mailto:frenchn@wdmcs.org">frenchn@wdmcs.org</a> .
<b>Hakha Chin</b>	Hi handbook ahhin abiapi mi na fa sianginn kong a tial. Tamdeuh theih na duh holhlet na herh ahcun; Natalie French, WDMCS ESOL Director, at 515-633-5173 or <a href="mailto:frenchn@wdmcs.org">frenchn@wdmcs.org</a> ah request tuah khoh a si.
<b>Somali</b>	Buug-gacmeedkan waxaa ku jira macluumaad muhiim ah oo ku saabsan dugsiga ardaygaaga. Waxaad codsan kartaa turjumaan afka ah ama turjumaada macluumaadkan. Kala xiriir Natalie French, Agaasimaha WDMCS ESOL, lambarka 515-633-5173 ama <a href="mailto:frenchn@wdmcs.org">frenchn@wdmcs.org</a>
<b>Spanish</b>	El manual incluye información importante sobre la escuela de su estudiante. Puede solicitar traducción o interpretación oral de esta información. Comuníquese con Natalie French, Directora de WDMCS ESOL, al 515-633-5173 o <a href="mailto:frenchn@wdmcs.org">frenchn@wdmcs.org</a> .
<b>Swahili</b>	Kitabu cha mwongozo kinajumuisha maelezo muhimu kuhusu shule ya mwanafunzi wako. Unaweza kuomba tafsiri ya usemi au ukalimani wa maelezo haya. Wasiliana na Natalie French, Mkurugenzi wa WDMCS ESOL, katika 515-633-5173 au <a href="mailto:frenchn@wdmcs.org">frenchn@wdmcs.org</a> .
<b>Tigrinya</b>	እቲ ናይ መምርሒ መጽሓፍ ብዛዕባ ቤት ትምህርቲ ተምሃራይ/ሪትኩም ኣገደስቲ ሓበሬታ ዘማለኣ እዩ። ናይዚ ሓበሬታ ናይ ቃል ትርጉም ወይ መስተርጓሚ ክትሓቱ ትኽእሉ ኢኹም። ን ናታሊ ፍረንች (Natalie French)፣ ዳይሬክተር WDMCS ESOL፣ ብ 515-633-5173 ወይ <a href="mailto:frenchn@wdmcs.org">frenchn@wdmcs.org</a> ርኹብ።
<b>Vietnamese</b>	Cẩm nang bao gồm những thông tin quan trọng về trường học của con em bạn. Bạn có thể yêu cầu dịch thuật qua miệng hoặc bằng văn bản thông tin này. Liên hệ với Natalie French, Giám đốc ESOL WDMCS, theo số 515-633-5173 hoặc <a href="mailto:frenchn@wdmcs.org">frenchn@wdmcs.org</a>



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## **Special Section – West Des Moines Community Schools Districtwide Handbook**

# West Des Moines Community Schools (WDMCS) Overview

## 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.

## 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 their 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.

## Boundaries

Covering 36.6 square miles, our district boundaries are rather irregular but generally lie:

- north of Warren and Madison County lines,
- south of Urbandale Avenue,
- east of the Dallas County line, and
- west of 63rd Street.

The following is a list of schools in our district that provide — or feed — our secondary schools with students as they progress in their education. These are called “feeder schools.”

- Indian Hills Junior High: Clive, Crestview, Crossroads Park, and Westridge
- Stilwell Junior High: Fairmeadows, Hillside, Jordan Creek, and Western Hills
- Valley Southwoods Freshman High School: serves grade 9
- Valley High School: serves grades 10-12
- Walnut Creek Campus: alternative high school, serves grades 9-12

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

## About Our Tiger Cubs Preschools

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### **Clive Learning Academy** (grades PK-6)

1600 73rd St.  
Windsor Heights, IA 50324  
515-633-5800

**Principal:** Shelly Pospeshil,  
[pospeshilp@wdmcs.org](mailto:pospeshilp@wdmcs.org)

**Assistant Principal:** Dana Allen,  
[allend@wdmcs.org](mailto:allend@wdmcs.org)

### **Crestview School of Inquiry** (grades PK-6)

8355 Franklin Ave.  
Clive, IA 50325  
515-633-5700

**Principal:** Jon Mendoza,  
[mendozam@wdmcs.org](mailto:mendozam@wdmcs.org)

**Assistant Principal:** Sue Lawler,  
[lawlers@wdmcs.org](mailto:lawlers@wdmcs.org)

### **Fairmeadows Elementary** (grades PK-6)

807 23rd St.  
West Des Moines, IA 50265  
515-633-6500

**Principal:** Brandon Pierce,  
[pierceb@wdmcs.org](mailto:pierceb@wdmcs.org)

**Assistant Principal:** Leah Holcomb,  
[holcombl@wdmcs.org](mailto:holcombl@wdmcs.org)

### **Hillside Elementary** (grades PK-6)

713 Eighth St.  
West Des Moines, IA 50265  
515-633-6200

**Principal:** Kelley Harrison,  
[harrisonk@wdmcs.org](mailto:harrisonk@wdmcs.org)

**Assistant Principal:** Jackson Anderson,  
[andersonjac@wdmcs.org](mailto:andersonjac@wdmcs.org)

### **Jordan Creek Elementary** (grades PK-6)

4105 Fuller Rd.  
West Des Moines, IA 50265  
515-633-5200

**Principal:** Annie Orsini,  
[orsinia@wdmcs.org](mailto:orsinia@wdmcs.org)

**Assistant Principal:** Dr. Jeannette Barnes  
[barnesj@wdmcs.org](mailto:barnesj@wdmcs.org)

### **Learning Resource Center (LRC)\***

1050 50th St.  
West Des Moines, IA 50265  
515-633-5600

#### **ECSE and Preschool Administrator:**

Amy Kolln, [kollna@wdmcs.org](mailto:kollna@wdmcs.org)

\*Preschool is currently held at the LRC instead of Crossroads Park Elementary due to limited space. Preschool is expected to be moved to Crossroads Park Elementary at some point in the future.

### **Western Hills Elementary** (grades PK-6)

600 39th St.  
West Des Moines, IA 50265  
515-633-5900

**Principal:** Jenna Pressley,  
[pressleyj@wdmcs.org](mailto:pressleyj@wdmcs.org)

**Assistant Principal:** Erin Willoughby,  
[willoughbye@wdmcs.org](mailto:willoughbye@wdmcs.org)

### **Westridge Elementary** (grades PK-6)

5500 E.P. True Pkwy.  
West Des Moines, IA 50266  
515-633-5400

**Principal:** Tamara Tjeerdsma,  
[tjeerdsmat@wdmcs.org](mailto:tjeerdsmat@wdmcs.org)

**Assistant Principal:** Tyson Heuton,  
[heutont@wdmcs.org](mailto:heutont@wdmcs.org)

## **Tiger Cubs Welcome**

Our program’s goal is to provide a high-quality preschool program meeting each child’s needs, including children with disabilities. Our preschools provide a rich learning environment that encourages children’s natural curiosity and supports them to take risks that lead to new skill development. It is a setting where children feel safe, respected, and cared for. This is an opportunity for children to take part in planned, active learning experiences guided by the Iowa Early Learning Standards. Our preschool programs are part of the Statewide Voluntary Preschool Program to provide children with access to high quality early childhood education and follow the [Iowa Quality Preschool Program Standards \(IQPPS\)](#). Before working with children, staff members are given an initial orientation that introduces them to fundamental aspects of program operation.

### **Educational Non-Discrimination Statement**

The West Des Moines Community School District does not discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status, sexual orientation, gender identity, genetic information, and socioeconomic status in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy, please contact the district’s Equal Opportunity Coordinator, Dr. Dau Jok, Executive Director of Culture and Access, [3550 Mills Civic Parkway, West Des Moines, IA 50265](#); Phone: 515-633-5040; Email [jokd@wdmcs.org](mailto:jokd@wdmcs.org). (Adherence to bona fide occupational/educational qualifications will not be interpreted as discriminatory.)

## General Preschool Information

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### Eligibility

#### Tiger Cubs Preschools

Tiger Cubs preschool programs are in eight West Des Moines Community Schools (WDMCS) district buildings: Clive, Crestview, Fairmeadows, Hillside, Jordan Creek, Learning Resource Center, Western Hills, and Westridge Elementary schools. All schools serve 4-year-olds.

#### Statewide Voluntary Preschool Program (SVPP)

Students are eligible for our SVPP classrooms at Crestview, Clive, Creekside, Fairmeadows, Hillside, Jordan Creek, Learning Resource Center, Sacred Heart, Western Hills, Westridge, and West Des Moines United Methodist preschools. Cadence Academy Preschool Grand and Cadence Academy Preschool Ashworth have SVPP sessions within their day for full-day students. SVPP is for students who are 4 years old on or before Sept. 15 of the school year for which they are enrolled. Students who are low income and/or West Des Moines Community Schools families may be given priority. SVPP is funded through the Iowa Department of Education.

#### Inclusion

Our preschool programs provide for all children, including those with disabilities and unique learning needs, through a variety of options. Modifications are made in the environment and staffing patterns in order to include children with special needs. Staff members are aware of the identified needs of individual children and are trained to follow through on specific intervention plans. It is our belief that inclusion in our program will enrich the experience for teachers, students, other children, and their families. Our preschool facilities meet the Americans with Disabilities Act accessibility requirements.

### Program Options and Fees

#### Tiger Cubs — West Des Moines Community Schools

##### Tiger Cubs at Clive Learning Academy

- 4-year-old program
- Children must be 4 by Sept. 15.
- **Days:** Monday, Tuesday, Thursday, Friday
- **Hours:** 9:05-11:50 a.m. or 1:10-3:55 p.m.
- **Cost:** Tuition will be paid through the Statewide Voluntary Preschool Program (SVPP).

##### Tiger Cubs at Crestview School of Inquiry

- 4-year-old program
- Children must be 4 by Sept. 15.
- **Days:** Monday, Tuesday, Thursday, Friday
- **Hours:** 8:20-11:05 a.m. or 12:25-3:10 p.m.
- **Cost:** Tuition will be paid through the Statewide Voluntary Preschool Program (SVPP).



### **Tiger Cubs at Fairmeadows Elementary**

- 4-year-old program
- Children must be 4 by Sept. 15.
- **Days:** Monday, Tuesday, Thursday, Friday
- **Hours:** 9:05-11:50 a.m. and 1:10-3:55 p.m.
- **Cost:** Tuition will be paid through the Statewide Voluntary Preschool Program (SVPP).

### **Tiger Cubs at Hillside Elementary**

- 4-year-old program
- Children must be 4 by Sept. 15.
- **Days:** Monday, Tuesday, Thursday, Friday
- **Hours:** 9:05-11:50 a.m. and 1:10-3:55 p.m.
- **Cost:** Tuition will be paid through the Statewide Voluntary Preschool Program (SVPP).

### **Tiger Cubs at Jordan Creek Elementary**

- 4-year-old program
- Children must be 4 by Sept. 15.
- **Days:** Monday, Tuesday, Thursday, Friday
- **Hours:** 9:05-11:50 a.m. and 1:10-3:55 p.m.
- **Cost:** Tuition will be paid through the Statewide Voluntary Preschool Program (SVPP).

### **Tiger Cubs at the Learning Resource Center**

- 4-year-old program
- Children must be 4 by Sept. 15.
- **Days:** Monday, Tuesday, Thursday, Friday
- **Hours:** 9:05-11:50 a.m. and 1:10-3:55 p.m.
- **Cost:** Tuition will be paid through the Statewide Voluntary Preschool Program (SVPP).

### **Tiger Cubs at Western Hills Elementary**

- 4-year-old program
- Children must be 4 by Sept. 15.
- **Days:** Monday, Tuesday, Thursday, Friday
- **Hours:** 9:05-11:50 a.m. and 1:10-3:55 p.m.
- **Cost:** Tuition will be paid through the Statewide Voluntary Preschool Program (SVPP).

### **Tiger Cubs at Westridge Elementary**

- 4-year-old program
- Children must be 4 by Sept. 15.
- **Days:** Monday, Tuesday, Thursday, Friday
- **Hours:** 9:05-11:50 a.m. and 1:10-3:55 p.m.
- **Cost:** Tuition will be paid through the Statewide Voluntary Preschool Program (SVPP).

### **Preschool Students with IEPs**

Each Tiger Cubs location serves students with Individualized Education Plans (IEPs). Students ages 3-5 will be funded through Special Education. No registration fee or tuition is charged.

## **Community Preschools Offering Statewide Voluntary Preschool for 4-Year-Olds**

Children must be 4 years old on or before Sept. 15. Tuition will be paid through Statewide Voluntary Preschool. The following locations are private preschools which operate independently yet coordinate with the West Des Moines Community Schools to provide consistent and comparable programming. All programs meet the requirements set forth by the Iowa Department of Education for the Statewide Voluntary Preschool Program. Students with IEPs may also be served in community partner preschools and will work in collaboration with the district to meet the needs of students.

### **Cadence Academy Preschools**

The Cadence Academy Preschools offer families the option of full-time preschool and care. The daily preschool session is paid through the Statewide Voluntary Preschool Program, and parents/guardians pay costs of wrap-around child care. Cadence Academy Preschools hold preschool Monday through Friday, with morning or afternoon sessions.

- **Grand Location:** 1809 Grand Ave., West Des Moines, IA 50265; Erica Austin, director, 515-225-1837
- **Ashworth Location:** 5859 Ashworth Road, West Des Moines, IA 50266; Kaitlyn Sheesly, director, 515-226-9791

Each of the centers listed below offers half-day sessions, four days per week. Hours and days vary slightly per center.

- **Sacred Heart Preschools:** 1653 Grand Ave., West Des Moines, IA 50265; Scott Ehlinger, director, 515-223-1284
- **West Des Moines United Methodist Early Learning Preschool:** 720 Grand Ave., West Des Moines, IA 50265; Amy Borness, director, 515-279-8897

## **Who Works in the Preschool?**

Our preschool programs are in compliance with staff regulations and certification requirements. Our programs follow requirements for staffing for Iowa's Quality Preschool Program Standards of maintaining an adult/child ratio of at least 1:10 at all times. Student/teacher ratios may be different at each site based on the continuum of services provided.

Hiring procedures include a review of a criminal background check, the sex offender registry, and the central registry for child abuse. In addition, we verify education credentials, age, completion of high school or a GED, and review personal references.

### **Administrator/Director**

The early childhood special education and preschool programs administrator supervises Tiger Cubs classrooms and coordinates continuity between the classrooms to meet quality standards. The preschool directors in community partner preschools are designated as the program administrator supervising the preschool programs.

### **Teachers**

Teachers are licensed by the Iowa Board of Educational Examiners and hold both an Early Childhood Endorsement and/or Early Childhood Special Education Endorsement.

## **Teacher Assistants**

Teacher assistants in each classroom carry out activities under the supervision of the teacher. The teacher assistants have specialized training in early childhood education and the individual needs of the staffed students. Many are completing paraeducator certification and/or have college degrees and meet standards as outlined in QPPS.

## **School Nurse/Child Care Nurse Consultant**

Preschools in WDMCS elementary buildings have access to an on-site school nurse. The community preschools have access to a child care nurse consultant. The school nurse or center director maintains health records that show the child is current for routine screening tests and immunizations according to the schedule recommended and published by the American Academy of Pediatrics. The nurse or director also updates student health records and attends to the health needs of the students while they are at school. The nurse or nurse consultant is available for parent consultations when necessary.

## **Support Staff**

Heartland AEA 11 collaborates with Tiger Cubs and Community Partner classrooms to support early childhood programming. Staff may include: early childhood consultant, speech and language pathologist, social worker, occupational therapist, physical therapist, or others.

Staff participates in joint and collaborative events with other community programs and service agencies throughout the year. They are encouraged and given the opportunity to participate in community or statewide early childhood affiliations.

## **Activities**

A consistent daily schedule is planned to offer a balance of learning activities. Learning opportunities are formal and informal. Your child will have the opportunity for the following types of activities every day: small group and large group, self-initiated learning, creative expression, social emotional learning, early literacy and math experiences, and fine and gross motor activities. Play is planned for each day.

Monthly newsletters will be sent home by the teacher. Each teacher maintains their own communication log system for individual students' families.

## **Curriculum**

Our preschool programs use [The Creative Curriculum](#) as its framework. The Creative Curriculum is a research-based preschool curriculum that focuses on four main developmental areas:

- social and emotional development
- physical development
- cognitive development
- language development

A family's culture and the child's experiences outside the school setting are recognized as being an important part of the child's growth and development. The curriculum goals and objectives will guide teachers' planning and instruction based on the [Teaching Strategies GOLD](#) assessment tool and/or other research-based assessment tools.

Each day, the children will have an opportunity to self-select where they might like to play and work. Here is a list of some of our centers and some typical activities:

- **Art:** Students may choose a variety of art materials to create works of art.
- **Blocks:** Students can build with different types of blocks and also engage in imaginary play with play people, dinosaurs, animals, etc.
- **Dramatic Play:** Students may role-play and pretend with props and settings, as well as utilize social skills
- **Library:** Students have an opportunity to enjoy a variety of books independently or with peers.
- **Science:** Children will explore their world with a variety of science materials.
- **Sensory Table:** Students can develop their senses and cognitive development through play in a sensory table. Items may include: water, sand, snow, pasta, rice. Materials are rotated on a regular basis to sustain interest and maintain cleanliness.
- **Technology:** Students will have learning opportunities using various media and technology.
- **Toys and Games:** Children will develop cognitive skills, such as counting, problem-solving, categorizing, and matching, as well as play games with rules through a variety of toys, learning materials, and games.
- **Writing:** Students have access to a variety of writing utensils and materials.

## Assessment

Children may be assessed in any of the following ways:

- Teaching Strategies GOLD®
- Ongoing observations help to ensure a child's progress during daily activities.
- The Preschool Early Literacy Indicators (PELLI) are given at the beginning, middle, and end of the year to monitor the growth of early literacy skills.
- Child portfolios are organized by the teaching staff and may include assessments and child work samples that are collected on an ongoing basis.
- Information shared by parent/guardians

This assessment information is used to help guide instruction based on each child's needs, interests, and abilities in order to plan individualized and effective instruction.

Assessment information will be shared formally with families during conferences in the fall and spring. Informal conferences are always welcome and can be requested at any time. If the observation and/or assessment data indicates a need for further assessments or screening, the teacher can assist the family through the process, then work together toward making an action plan.

## Field Trips

An important learning opportunity can take place in the form of a field trip that is relevant and reinforces what has been taught in the classroom. WDMCS buses with five-point harnesses may be used for these field trips in preschools that are in district buildings. Parents/guardians will be informed of each field trip and must sign a consent form. Adult family members are invited to go on these trips to provide increased supervision and adult/child ratios. Parents/guardians may be asked to provide transportation for field trips.

During the field trip, all children will wear identifying information that gives the program name and phone number. A first aid kit, emergency contact information, and emergency transport authorization information for the children in the group will be taken on all trips.

Children may only use a public restroom if they are accompanied by a staff member. Children will never be left alone in a vehicle or unsupervised by an adult.

### **Outside Play and Learning**

- Daily opportunities for 15-30 minutes of outdoor play as the weather permits. Students are asked to dress appropriately for the weather, including coats, hats, gloves, and boots. Any families who need support in obtaining clothing or shoes should contact the school office.
- Sunscreen and/or insect repellent may be applied at school with written parent permission.
- The outdoor play equipment is age and developmentally appropriate, fenced to avoid hazards, and arranged so staff can easily supervise children. A playground safety checklist is completed and on file.
- Outdoor play is held except during inclement weather. During inclement or extreme weather (Real Feel® of at/below 0 degrees and at/below 100 degrees), supervised, indoor play occurs.

### **Supervision**

No child will be left unsupervised while attending preschool. Children will be supervised primarily by sight. Supervision for short intervals by sound is permissible as long as teachers check frequently on children who are out of sight (such as those who can use the toilet independently). Each preschool classroom provides at least 35 square feet of usable indoor space per child.

There is a daily [safety checklist](#) available in each classroom.

### **Water Activity**

Staff supervises all children by sight and sound during water activities. When a water play table is present in the classroom for the children to stand and play with their hands in the water, the following procedures will be followed.

- Children with sores on their hands are not allowed to participate.
- Children are not allowed to drink the water.
- When the activity is complete, the water table is drained, sanitized, and refilled with fresh water.
- Outdoor water play is limited to tubs and buckets or containers, as well as the water table. We do not participate in swimming pool activities.

## **Attendance**

Our role in preparing our students for postsecondary learning, careers, and life is best fulfilled when we are all HERE. We want your student to feel connected and that they belong HERE in WDMCS.

### **What is chronic absenteeism?**

A student is considered chronically absent if they miss 10 percent of school, which is 18 or more days in a year. This equals only two days a month.

### **Why do we need to talk about it?**

Research shows consistent attendance:

- helps children reach early academic and developmental milestones,
- helps students develop positive relationships with peers and staff,
- prevents students from falling behind academically,
- connects families to additional community resources, and
- increases graduation rates.

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

## **Nutrition**

### **Snacks/Foods**

We have an opportunity to help children learn about foods, enjoy and request a variety of foods from their own culture and others, and begin to appreciate that their bodies need to be strong, flexible, and healthy.

Children are offered one snack during the preschool session. Our preschools serve a wide variety of nutritious snacks, and encourage children to expand their tastes by at least trying a portion of the food offered.

Foods that are hotter than 110 degrees Fahrenheit are kept out of children's reach, and foods requiring refrigeration will be kept cold until served. High-risk foods, often involved in choking incidents, will not be served. All food is prepared, served, and stored in accordance with United States Department of Agriculture (USDA) Child and Adult Care Food Program (CACFP) guidelines.

### **Allergies**

WDMCS promotes a safe and inclusive allergy aware environment for all students. For every child with special health care needs, food allergies, or special nutrition needs, the child's health care provider should provide the program with an individualized care plan prepared in consultation with family members and a specialist involved in the child's care.

## **Miscellaneous Information**

### **Objects From Home**

Because the preschool program provides ample toys and learning materials for your child, we ask that you limit toys brought from home. If your child brings an "attachment" item from home, we ask that it is small enough to fit inside their backpack or cubby. Please do not allow children to bring gum, candy, money, or toy guns to school. The program cannot be responsible for lost or broken toys brought from home.

### **Pets/Service Animals**

Student safety and the cleanliness of the building are put at risk when animals accompany their owners for a drop-in visit at school. Other than a few exceptions, pets are not allowed in WDMCS buildings. In keeping with state and federal law, WDMCS recognizes there may be a need for employees or students to use or have access to qualified service animals. Students who need service animals, which are defined by law as "animals that are individually trained to do work or perform tasks for persons with disabilities," are welcome to consult with their building administrator.

## **Preschool Advisory Committee**

WDMCS has a Preschool Advisory Committee. This group meets quarterly to provide feedback on services that meet children's and families' needs. They also serve as a sounding board for new ideas and services.

## **Transportation**

If your child is eligible for and uses district transportation, teaching staff will go to each bus as it arrives to greet and assist the student off the bus. At dismissal, teaching staff will accompany each student to the bus and assist the student onto the bus. All students will be in an appropriate harness, seat belt, or restraint. Preschools have the option to charge a fee for late pick up.

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## **Communication and Family Involvement**

### **1:1 Chromebooks**

The Chromebook 1:1 program in WDMCS issues each student in grades PK-12 a Chromebook for use with their academic studies. Preschool classrooms have Chromebooks in the classroom. Families can request a Chromebook for their student. Chromebooks have become incredibly popular in schools across the country, largely because of their low cost and ability to meet the needs of students at all grade levels. Tight integration with Google tools such as Docs, Sheets, and Slides as well as the Canvas Learning Management System make Chromebooks the perfect fit for our school district.

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

Chromebooks are the property of WDMCS. Students should have no expectation of privacy related to content created, websites searched, or documents saved.

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

### **Student Responsibilities**

Students who check out a Chromebook provided by WDMCS should be careful to not lose or damage the device.

### **Helpful Tips**

- Keep Chromebook in its protective case.
- Charge Chromebook each night so it is ready for use at school.
- Avoid keeping the Chromebook in extreme temperatures because it could damage it.
- Be careful when eating or drinking near the Chromebook. Spilling items on it could cause damage.
- Let your teacher know if your Chromebook is not properly working or appears damaged.
- Let your teacher know if you misplaced your Chromebook.
- Do not share passwords or account information with other students.
- Turn in your Chromebook, including your charge cord and protective case, when asked or when you leave WDMCS.

### **Parent/Family Responsibilities**

Parents/guardians and families play a critical role in the success in their child's education. Please help support your student by encouraging them to be careful with the device. Fines possibly up to the full replacement cost may be applied if the device is damaged or lost. Please do not use the Chromebook for

personal family use.

### **Helpful Tips**

- Please supervise the student's use of the Chromebook at home.
- Encourage your student to charge the Chromebook each night and keep it in the protective case when transporting it to and from school.
- Please contact the school if the Chromebook is damaged or not properly working. Do not attempt to repair the Chromebook on your own.
- Please discuss the importance of protecting your online identity by not sharing passwords or other personal information with friends and strangers.
- Please ensure the Chromebook, including the charging cord and protective case, is returned when requested or when your student leaves WDMCS.

### **Costs**

There is no fee being assessed up front for your student's use of the Chromebook. Replacement costs are listed below:

- Chromebook Full Replacement: actual cost of replacement at the time of the damage (about \$346; no reduced fee)
- Chromebook Case Replacement: actual cost of replacement at the time of damage or if lost (about \$22, no reduced fee)
- Chromebook Charger Replacement: actual cost of replacement at the time of the damage or if lost (about \$22, no reduced fee)

### **Arrival and Departure**

Other than parent/guardians, only persons with prior written authorization will be allowed to pick up a child from the school. Anyone who is unfamiliar to teaching staff, including authorized individuals, will be asked to present photo identification before a child is released to them.

### **Communication with Families**

All teachers use [MyTeachingStrategies™](#) online family portal.

The portal is used for:

- teachers to communicate about the child's experiences, accomplishments, behavior, etc.
- teachers to send photos, notes, and daily reports with families.
- families to share information with teachers

In addition to the portal, teachers will also communicate via email, in person, notes, and phone calls.

Parents/guardians are always welcome to visit the preschool classroom. As a safety feature, all parents/guardians and visitors will check in at the elementary school or director's office. The preschool staff wants parents/guardians to feel confident that their child is being well cared for and is receiving a quality experience at school.

### **Surveys**

WDMCS distributes various student surveys throughout the year. Parents/guardians will be informed of any state-mandated surveys. Parents/guardians may be informed in advance of student surveys and asked to provide written or electronic permission based on guidelines outlined in the [State of Iowa Senate File 496](#).



## **Family Involvement**

We encourage families to be involved in their child's education. Teachers use a variety of formal and informal ways to become acquainted with and learn from families about their family structure and their preferred means of child-rearing practices and communication.

Home visits are conducted at the beginning of the school year for all Statewide Voluntary Preschool Program students. At least one Family Night is held during the year.

The preschool invites you to become involved in one or all of the following ways and welcomes other ideas as well.

- Share information about your child's interests and abilities.
- Keep the teacher informed of changes and events that might affect your child and allow the teacher to be more responsive to your child's needs.
- Attend family meetings.
- Attend conferences in the fall and spring semesters.
- Take time to read the family bulletin board.
- Check your child's backpack each day.
- Participate in field trip activities.
- Share some of your talents in your child's class through activities such as: reading or storytelling, cooking, art, music, sewing, crafts, hobbies, your profession, or items from trips you have taken.
- Share any of your family's cultural traditions, celebrations, or customs.
- Help with special events.
- Read all the material sent home with your child.
- Come to play!

## **Parent/Guardian-Teacher Organizations**

All parent/guardian-teacher organizations are independent groups who help support the district. WDMCS has no oversight or control over their funds. They collaborate with school administrators to understand and support building goals.

Each school in the district has an active, dedicated parent/guardian-teacher organization. Your membership and active participation is encouraged. Each parent/guardian-teacher organization holds regular meetings throughout the school year. Please check your school newsletter for meeting dates and other information. There are many ways parents/guardians can get involved and connected to the district in addition to joining their school's parent/guardian-teacher organization. Reach out to your school's principal to learn about other opportunities.

Parent/guardian-teacher organizations are encouraged to have a representative join School Community Network (SCN). This group meets several times a year to collaborate with each other. District representatives join some meetings to provide important district information that can be shared with parent/guardian-teacher organization members.

Parents/guardians enter the building through the front door and check in at the office to pick up a visitor badge every time they visit. 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. Your ID will be run through a screening process called Raptor. They will also be asked where

they will be in the building. This helps school staff understand where individuals are in the event of an emergency. Individuals who do not pass the Raptor screening process will not be allowed into the building.

### **Visitors and Volunteers**

WDMCS welcomes visitors and volunteers to its school buildings. Visitors are individuals who come to watch an assembly, eat lunch with their child, or visit their child's classroom. Typically, visitors arrange 24 hours in advance when they wish to meet with a classroom teacher and limit their visits to a short period of time. It is important that they do not interfere with the class in progress or discuss individual concerns when students are present. Young children and/or students must be accompanied by an adult when visiting.

Volunteers are often asked to help with a project at school. There are many choices for volunteers, including classroom assistance, participation in building and activity support groups, and service on districtwide or building committees. You may obtain more information about sharing your time and skills by calling your school office. Volunteers may be subject to additional screening processes.

Both visitors and volunteers enter the building through the front door and check in at the office to pick up a visitor badge every time they visit. 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. Your ID will be run through a screening process called Raptor. They will also be asked where they will be in the building. This helps school staff understand where individuals are in the event of an emergency. Individuals who do not pass the Raptor screening process will not be allowed into the building.

Because WDMCS adheres to state and federal laws, all visitors and volunteers on school grounds must comply with the [State of Iowa's Senate File 482](#), which states individuals must use the restroom of their assigned gender at birth. All schools have multi-stall, gender-specific, and individual restrooms available.

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## **Student Conduct**

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### **Child Guidance and Discipline**

Teachers work with children to help them identify emotions so they can work on managing stress, impulse control, and developing and maintaining positive relationships. We believe as children develop strong social and emotional skills, we will see growth in their positive behavior and connections with others.

Teaching staff will:

- provide positive guidance.
- use redirection when needed.
- explain expectations in ways preschoolers can understand.
- be consistent in discipline.

They will help children learn to persist when frustrated, play cooperatively with other children, use language to communicate needs, and learn how to take turns.

### **Challenging Behavior**

The teaching staff in our preschools is highly trained in behavior management. Aggressive physical behavior toward children or staff is unacceptable. Teaching staff will intervene immediately when a child becomes physically aggressive in order to protect all of the children and encourage more acceptable behavior.

Teachers will communicate with parents/guardians about their child’s behavior, and seek their input. If a child displays persistent, serious, and challenging behavior, the teaching staff and parent/guardians with support from AEA consultants will determine the most effective strategies for the student to successfully participate. All teachers and assistants will be trained in Nonviolent Crisis Intervention strategies. Nonviolent Crisis Intervention focuses on prevention strategies equipping staff to safely diffuse behaviors at the earliest possible stages. Our district Tiger Cubs classrooms are equipped to support children on Individual Behavior Plans.

### **Permissible Methods of Discipline**

For acts of aggression and fighting (biting, scratching, hitting), staff will set appropriate expectations for children and guide them in solving problems. This positive guidance will be the usual technique for managing children with challenging behaviors rather than punishing them for having problems they have not yet learned to solve.

Staff may:

- separate the children involved;
- immediately comfort the individual who was injured;
- care for any injury resulting from the incident;
- notify parent/guardians of children involved in the incident;
- review the adequacy of the teaching staff supervision, appropriateness of program activities, and administrative corrective action if there is a recurrence.

### **Expulsion/Suspension**

Preschool and administrative staff will provide alternatives to expulsion and suspension so they are infrequent or unnecessary. Expulsion and suspension will only be used as a last resort when a serious safety concern cannot be eliminated with reasonable modifications.

### **Prohibited Practices**

The program does not, and will not, employ any of the following disciplinary procedures:

- Harsh or abusive tone of voice with the children, nor threats or derogatory remarks.
- Physical punishment, including spanking, hitting, shaking, or grabbing.
- Any punishment that would humiliate, frighten, or subject a child to abuse.
- Withhold nor threaten to withhold food as a form of discipline.

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## **Safety and Health**

In order to provide a safe and secure environment for every child and adult, we follow the guidelines required by the Quality Preschool Program Standards, regulatory agencies and pediatric authorities in the field.

### **Safety**

#### **Safety Drills**

WDMCS conducts emergency drills throughout the school year so that students and staff are aware of emergency protocols and procedures. Each school in our district performs tornado, lockdown, evacuation, ELF (Evacuate, Lockdown, Fight) and fire drills. Special assistance will be provided for students needing specific supports.

## Medical Emergencies and Notification of Accidents or Incidents

Our preschool programs have written emergency plans for all children, as well as printed plans for emergency health procedures. These documents follow district procedures and include the following:

- emergency phone numbers
- fire procedures
- severe weather
- bomb threats
- physical threats/armed intruder
- evacuations
- Crisis Intervention Plan, Crisis Intervention Steps, and Media Procedures — WDMCS buildings
- accidental injury or illness procedures for life threatening and non-life threatening situations
- school crisis team members and a checklist — WDMCS buildings
- list of CPR/First Aid experienced persons in each building

## Inclement Weather and Cancellation Due to Weather

- **For Students in Community Centers:** Center directors will provide you with information regarding cancellations and dismissals.
- **For Students in District Buildings:** The district's emergency notification system also 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.

Early dismissal and delayed starts will not be made up. However, if the WDMCS makes up days at the end of the school year due to full-day cancellations, Tiger Cubs preschool programs will add that same number of days. These days will be added immediately following the identified last day of preschool and will be scheduled on regularly attended preschool days. Parents/guardians will be notified of these make-up days.

## Mandatory Reporting

WDMCS strongly supports Chapter 232 of the Iowa Code and requires that all employees who are mandatory reporters under this Chapter be familiar with the requirements therein.

The Code of Iowa requires mandatory reporters to report to the Iowa Department of Health and Human Services all instances of suspected child abuse involving students. The law further states that any person required to report a suspected case of child abuse who knowingly fails to do so, or who knowingly interferes with the making of such a report in violation of section 232.70, is civilly liable for the damages proximately caused by such failure or interference.

The Code provides immunity from any liability, civil or criminal, to anyone participating in good faith in the making of a report or in the judicial proceedings that may result from the report.

## Health

### Absences (Reasons)

Regular attendance is a very important part of your child's education. **If your child is ill, please call the school office before the start of the school day.**

Students should stay or go home if they have one or more of these symptoms:

- fever over 100.4 within the last 24 hours
- **new** loss of taste or smell
- 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
- conditions that suggest the possible presence of a more serious illness, including
  - fever
  - rash
  - sluggishness
  - persistent crying
  - irritability
  - difficulty breathing
- diarrhea (*must be diarrhea free for 24 hours prior to returning to school*)
- impetigo (*must stay home until 24 hours after treatment has started*)
  - Impetigo is a skin infection with erupting sores usually under the nose or by the lips. This drainage is generally described as “a golden crust.”

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

### **Services of the School Nurse**

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

### **Student Injuries**

Students who suffer injuries should be brought to the nurse's office. The school nurse maintains a record of all accidents resulting in injuries to students. Any change in the student's condition occurring throughout the day should also be made known to the nurse. Injury to a student shall be promptly reported to Administrative Services by the building administrator or designee on the WDMCS Student Incident Report.

### **Health Fact Sheets**

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

- COVID-19
- Bed Bugs
- Fifth Disease
- Head Lice
- Influenza
- Meningitis
- Mono
- MRSA

- Pink Eye
- Ringworm
- Strep Throat

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

### **Health Records**

By keeping adequate health histories, we are better able to evaluate, understand, and be responsive to your child's individual needs. Please send a note or call the school nurse regarding any developments concerning your child's health. This would include hospitalizations, all medications (type, amount, and time given), fractures, all recent diagnoses of medical conditions, and any other medical information that would be pertinent to the student's performance and attendance.

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

- [Family Educational Rights and Privacy Act \(FERPA\)](#)
- [506.03 Student Records, Use Of Records And Student Rosters](#)

### **Immunizations and Health Screenings**

Iowa Law requires all students, grades PK-12, to have evidence of a valid Iowa Immunization Certificate, Provisional Certificate of Immunization, or Iowa Certificate of Immunization Exemption on file to be enrolled in the WDMCS. This certificate may be obtained from your provider's office or from the school nurse. Students with immunizations partially completed will be issued a Provisional Certificate allowing for a maximum of 60 days to complete the remaining immunizations. Communication will be provided to parents/guardians regarding immunization requirements and timelines, and further assistance will be provided from the school nurse. If the student hasn't met the requirements at the end of the provisional period, it is necessary by law to exclude the student from school. Student's transferring from another school system within the United States may be granted a Provisional Certificate until documentation of current immunizations are obtained and validated.

To support healthy students, Iowa's health screening programs are regulated by the state and are implemented by the schools. These screenings include: immunizations, dental, vision, and lead. Hearing screenings are also conducted by audiologists from the Heartland Area Education Agency (AEA) annually for students in grades K-2 and grade 5. Please notify your school nurse prior to the communicated screening dates if you would not like your student to participate. Further information regarding school screenings can be found [on our website under Health Screenings](#) and will be provided by your school nurse.

- [Learn more online from Iowa Department of Education: Student Health Requirements.](#)
- [Learn more online about immunizations, health screenings, including dental, hearing, and vision screenings.](#)

## Medication Guidelines

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

## Non-Prescription Medications

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

- All elementary school students (grades PK-6) will be provided a maximum of 4 doses of stock non-prescription medications during the school year.
- All junior high and high school students (grades 7-12) will be provided a maximum of 8 doses of stock non-prescription medications.
- Cough drops may be supplied by the parent/guardian but will not be provided as a stock medication.
- If further doses are necessary after the maximum number has been reached, the parent/guardian will be responsible for providing the medication to the health office and a doctor's note may be requested by the school nurse.

## Cleaning and Sanitization

Classroom areas will be maintained in a clean and sanitary condition. Toys that have been placed in a child's mouth or that are otherwise contaminated will be removed immediately and disinfected prior to using again. This also applies to other surfaces in the classroom. Routine cleaning will be supervised by the preschool teacher and will follow the Cleaning and Sanitation Frequency Table in Section III, page 47, of the QPPS manual. A checklist will be completed as indicated in the table.

Facility cleaning requiring potentially hazardous chemicals will be scheduled when children are not present to minimize exposure of the children. All cleaning products will be used as directed by the manufacturer's label. Nontoxic substances will be used whenever possible. Clorox wipes are not permitted per OSHA regulations.

## Hand Washing Practices

Frequent hand washing is key in preventing the spread of infectious diseases. Teachers teach children how to wash their hands effectively. Posters of children using proper hand washing procedures are placed by each sink.

## Diapering Procedures

Toilet learning is an important time in a child's development. The teacher and/or director will work with the family to develop a toileting plan for a child who is not toilet trained before school begins. Staff will follow all diapering guidelines that are set forth by the Iowa Quality Preschool Program Standards.

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

### **West Des Moines Community Schools Board of Education**

The West Des Moines Community Schools Board of Education holds regular meetings usually at 7 p.m. on the second and fourth Mondays of each month. Most meetings are conducted in the Community Room at the Learning Resource Center, 3550 Mills Civic Parkway, West Des Moines. All meetings are open to the public unless the Board calls for a closed session. For an item to be considered for placement on the agenda, interested citizens must submit the item in writing to the Superintendent's Office by noon on the Wednesday preceding the regular meeting. Most meetings are streamed on the district's YouTube channel – <https://www.youtube.com/@wdmcs>.

During each meeting, an open forum time is conducted when citizens may speak to the Board. Individuals have up to five minutes to speak.

Seven elected members serve four-year terms without pay on the School Board. Elections are held in odd-numbered years. A new president and vice president are elected every September. In addition, up to three high school students are elected each spring to serve their senior year as non-voting members. View current Board of Education information online at <https://discover.wdmcs.org/board>.

### **West Des Moines Community Schools Learning Resource Center**

3550 Mills Civic Parkway  
West Des Moines, Iowa 50265-5556  
Phone: 515-633-5000

### **Superintendency**

Superintendent Dr. Matt Adams  
Chief Human Resources Officer Nora Ryan  
Associate Superintendent of Teaching and Learning Services Michelle Lettington  
Chief Financial Officer Kurt Subra

## **General Information**

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### **Area Education Agency (AEA) Services**

Heartland Area Education Agency (AEA) 11 supports educators, families, and the community to improve student learning. Heartland is one of nine area education agencies in Iowa created to ensure educational opportunities for children from birth to age 21. Support to local schools is provided in three areas: educational services, media services, and special education services (assessment, consultation, speech-language, hearing screenings, and others). Visit the Heartland AEA website at <http://www.heartlandaea.org> for more information.

### **West Des Moines Community Schools Foundation**

The West Des Moines Community Schools Foundation benefits the students, teachers, and school district by offering quality fundraising resources for WDMCS.

The Foundation began in 1988 as an independent, nonprofit organization that works closely with the school administration, staff, and community to provide resources for students. They strive to encourage student participation, creative teaching, and community-school partnerships by making funds available to all 13 schools in the district. Learn more about the WDMCS Foundation online at <http://www.wdmcsfoundation.org>.

## Departments

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### Administrative Services

Administrative Services oversees the Business Services, Nutrition Services, Operations, and Transportation departments. The WDMCS Chief Financial Officer (CFO) leads a talented group of individuals who support Business Services, Nutrition Services, Operations, and Transportation.

### Business Services

The learning that occurs in our classrooms is supported by quality facilities and sound financial management. The department works with representatives in the community and staff to ensure our buildings and funding support student learning. The department oversees the District's budget, manages accounting, and generates financial reporting to provide transparency to its stakeholders. Learn more about WDMCS budgets online at <https://discover.wdmcs.org/business-office>.

### Nutrition Services

Nutrition Services participates in the United States Department of Agriculture (USDA) Child Nutrition Programs. Meals and snacks must meet the standards set forth by the USDA. The department oversees breakfasts and lunches throughout the school year and helps provide a summer food service program to ensure children continue to receive nutritious meals. Learn more about nutrition services, free and reduced meal qualifications, and meal pricing online at <https://discover.wdmcs.org/nutrition-services>.

### Operations

Operations provides maintenance and custodial services for more than 1.5 million square feet of space, including more than 500 classrooms. It also provides services that support the delivery of education to our students. Learn more about Operations online at <https://discover.wdmcs.org/operations>.

### Transportation

Transportation strives to serve the needs of our students by providing safe, efficient transportation to school and school-related activities. Free transportation is provided to the following groups meeting the listed criteria (Iowa Code Section 285.1):

- Grades K-8 students living more than two miles from their assigned schools as determined by their primary residence.
- Grades 9-12 students living more than three miles away from their assigned schools as determined by their primary residence.
- Involuntary Transfers, who are students transferred by the district to a school other than their designated attendance center.

Students who do not qualify for free transportation and live outside the walk zone for their assigned school are eligible for paid transportation. Transportation is not available for families who live inside the walk zone.

Any student who lives in the paid transportation area and qualifies for the free and reduced-priced meal program may also apply for free and reduced-priced bus pass fees. Please contact your school's office to apply.

A voluntary transfer is a student who attends a school other than the assigned school within the district due to a family request granted by the district. Voluntary transfer students may ride a district school bus if they meet the established criteria.

For more detailed information on transportation, including registration and payments, visit the 2024-25 WDMCS District Handbook | [wdmcs.org](http://wdmcs.org)

transportation section of the WDMCS website at <https://discover.wdmcs.org/transportation>.

## **Communications**

The Communications Department supports WDMCS districtwide and school-specific communication. From weather alerts and crisis notifications to event reminders and sharing student success stories, the Communications Department provides timely, relevant information to district staff, students, families, and the broader community. This department also manages the academic and activities brand.

When school must be canceled, delayed, or dismissed early because of weather conditions or other emergencies, the Communications Department works to inform district families and staff in a timely manner. Learn more about the Communications Department online at <https://discover.wdmcs.org/communications>.

## **Community Education**

Community Education supports and serves students, families, and community through classes, before and after school care, intercultural outreach, service opportunities, and facility rentals. Learn more about the opportunities available through Community Education online at <https://communityed.wdmcs.org>.

## **Human Resources**

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

- recruit quality and diverse staff members
- support professional development and training
- foster an engaging and caring work environment

Human Resources leads a talented group of individuals who support more than 1,900 employees, district substitutes, and a retiree recognition program. Learn more about the Human Resources Department online at <https://discover.wdmcs.org/human-resources>. View career opportunities online at <https://discover.wdmcs.org/careers>.

## **Teaching and Learning Services**

WDMCS offers a comprehensive education with variety, depth, and rigor. The associate superintendent of Teaching and Learning Services leads a talent group of individuals who oversee the following areas:

### **Curriculum**

WDMCS curriculum is based on proven, research-based ideas.

Teachers endeavor to implement the ideas and skills that reflect the ever-changing technology and cultural changes of our society and needs of our learners.

### **English for Speakers of Other Languages (ESOL)**

The WDMCS English for Speakers of Other Languages (ESOL) program supports multilingual learners K-12 and authentic school-family partnerships. The staff works collaboratively to prioritize English Learners' cultural wisdom and provide comprehensive opportunities to support their academic, social-emotional, and post-secondary success.

All students are required to fill out a Home Language Survey when enrolling in school in the state of Iowa. If a student's primary, most-used, or first-learned language is something other than English, the student will be screened for possible language services. Learn more about ESOL services online at <https://discover.wdmcs.org/ESOL>.

## **Gifted/Talented (GT) Program**

The West Des Moines Gifted/Talented Program is a comprehensive K-12 program designed to identify and serve students who possess outstanding abilities, talents, and potential for high performance when compared with same-aged peers such that they require special provisions to meet their educational programming needs. In addition to differentiated classroom experiences, students meet in small groups in their own buildings with specially trained teachers to work on group and individual projects according to their needs, abilities, and interests. Learn more about GT online at <https://discover.wdmcs.org/gifted-talented>.

## **Youth Who Are Experiencing Homelessness (Board Policy 501.16)**

West Des Moines Community Schools (WDMCS) believes all students should have access to a free, appropriate public education. WDMCS will ensure that youth who are experiencing homelessness and youth have equitable access to the same free, appropriate public education as other children and youth.

“Youth who are experiencing homelessness” means an individual who lacks a fixed, regular, and adequate nighttime residence. The term includes:

- Children and youth who are:
  - Sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason (sometimes referred to as “doubled up”);
  - Living in motels, hotels, trailer parks, or camping grounds due to lack of alternative adequate accommodations;
  - Living in emergency or transitional shelters; or
  - Abandoned in hospitals.
- Children and youth who have a primary nighttime residence that is a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings;
- Children and youth who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
- Migratory children may qualify if they are living in circumstances described above.

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

## **Home Schooling**

The WDMCS Home School Assistance Program (HSAP) has been offering support to families who wish to educate their children at home since the early 1990s. Today, more than 125 home-schooled students are enrolled in grades K-12. Teacher assistance and enrichment classes like writing, science, physical education, Spanish, drama, and art are provided to supplement parents’ home schooling efforts. Additionally, a wide array of field trips are provided throughout the year. Learn more about home schooling opportunities online at <https://discover.wdmcs.org/HSAP>. Visit the [HSAP website](#).

## Special Education

The goals for our Special Education program are aligned with state law and the federal Individuals with Disability Education Act (IDEA) law, which:

- Assures all children with disabilities are provided a free, appropriate, public education designed to meet their unique needs.
- Protects children’s rights and the rights of their parents or guardians.
- Assists state and local districts in providing education that assesses students’ strengths and weaknesses and assures the effectiveness of the educational efforts.

Families who move to the West Des Moines Community Schools and have a child with an Individual Education Plan (IEP) will find similar student-focused programming and services at each of our schools. Learn more about Special Education support services online at <https://discover.wdmcs.org/special-education>.

## Technology

West Des Moines Community Schools strives to create a technology-rich environment for its entire learning community. It has been a state and national leader in making a wide range of technologies available to students, staff, and other learners.

In order to provide cost effective and reliable services, the district utilizes a fiber optic wide area network that connects all district facilities. The creation of this network was created through WestNET, a cooperative partnership between the West Des Moines Community Schools, City of West Des Moines, City of Clive, City of Urbandale, and the Iowa Communications Network.

Learn more about WDMCS technology services online at <https://discover.wdmcs.org/technology-department>.

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## Annual Notices and Board Policies

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### Annual Notices

State and federal regulations, as well as some district policies, require the district to annually post certain notifications to the public. Please reference the list of annual notices on the WDMCS website at <https://discover.wdmcs.org/annual-notices>.

**Board Policies** — <https://discover.wdmcs.org/board-policies>

- [502.02 Anti-Bullying/Harassment](#)
- [503.01 Discipline](#)



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

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*The West Des Moines Community School District does not discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status, sexual orientation, gender identity, genetic information, and socioeconomic status in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy, please contact the district's Equal Opportunity Coordinator, Dr. Dau Jok, Executive Director of Culture and Access, 3550 Mills Civic Parkway, West Des Moines, IA 50265; Phone: 515-633-5040; Email [jokd@wdmcs.org](mailto:jokd@wdmcs.org). (Adherence to bona fide occupational/educational qualifications will not be interpreted as discriminatory.)*