



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

Innovative Spirit. Inspiring Success.

# **HOME SCHOOL ASSISTANCE PROGRAM (HSAP) HANDBOOK**

RESOURCES FOR ALL WDMCS HSAP 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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### **West Des Moines Community Schools Districtwide Handbook**

*Note: Some portions of the District handbook section may not apply to HSAP students. Please contact HSAP Coordinator Tami Prescott with any questions.*

# 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.

## 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 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>.

# Home School Assistance Program (HSAP) Overview

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## Welcome Message

Dear students and families of the West Des Moines Community Schools Home School Assistance Program,

It is our pleasure to welcome you to the WDMCS Home School Assistance Program (HSAP)! We look forward to working with you to provide the best learning environment we can for your child. We are excited about being involved with and guiding your child through this important phase of their educational program.

Each of our staff members seeks to provide an environment where your child experiences the joy of learning in an engaging and caring environment. We will provide learning experiences and opportunities for each student that are designed to develop responsible, creative, lifelong learners. It is our goal that students will have a great day of learning when they come to Rex Mathes!

Please do not hesitate to contact Program Coordinator Tami Prescott with your ideas, questions, and concerns. Together, we are sure to make this school year a successful experience for your child and your family. Thank you for allowing us to participate in your child's educational journey. We appreciate and honor this opportunity to collaborate with your family.

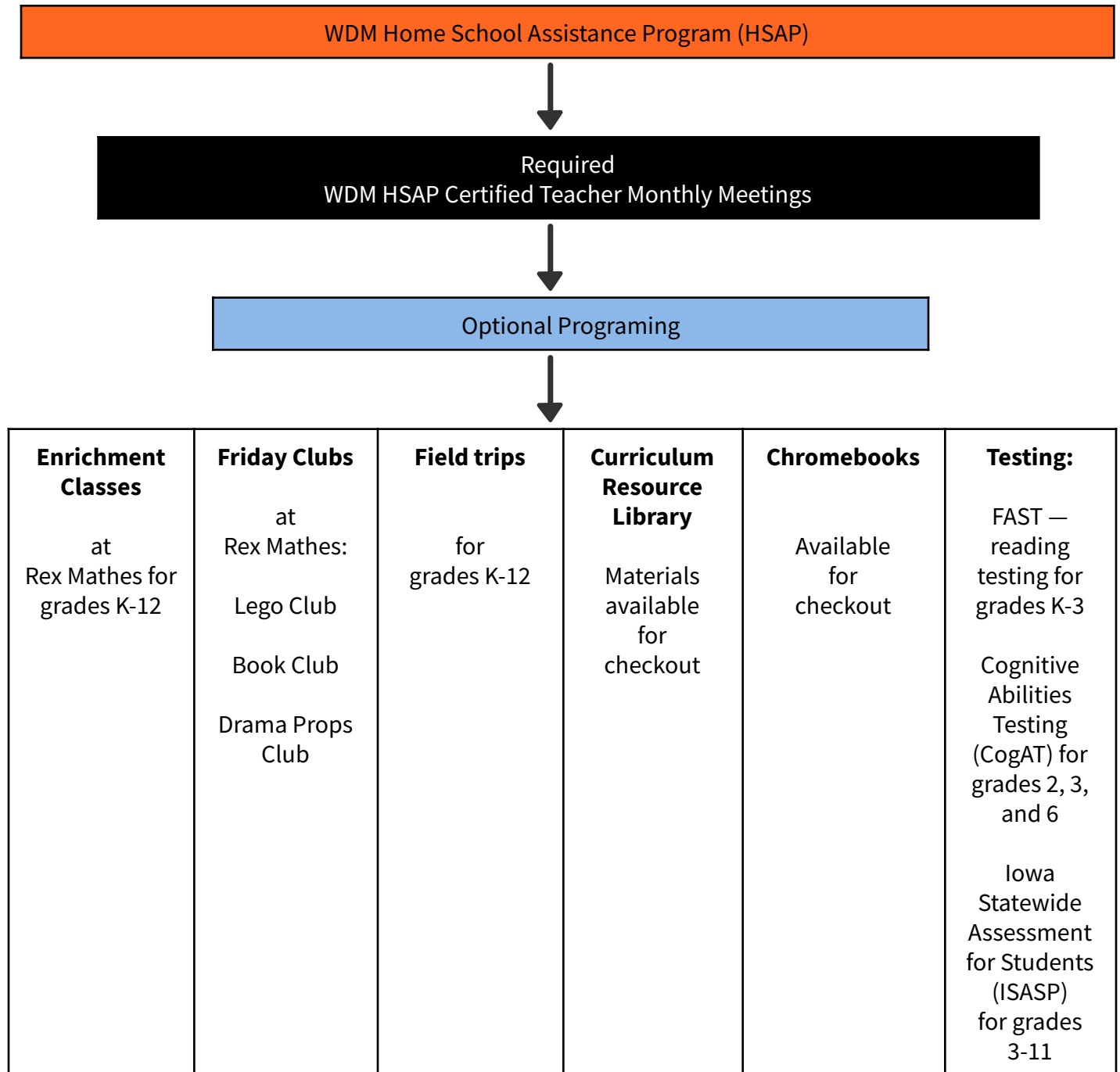
Sincerely,

The HSAP Staff

## 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.)

## HSAP Overview Chart



## **Rex Mathes Address and Staff**

1401 Vine Street  
West Des Moines, IA 50265  
515-633-6785

### **HSAP Administrator**

Dr. Kim Davis, [davisk@wdmcs.org](mailto:davisk@wdmcs.org)  
515-633-6480

### **HSAP Coordinator and Supervising Teacher**

Tami Prescott, [prescottt@wdmcs.org](mailto:prescottt@wdmcs.org)  
515-633-5095

### **Supervising Teacher, Enrollment, Chromebook, and Testing Coordinator**

Carol Kramer, [kramerc@wdmcs.org](mailto:kramerc@wdmcs.org)  
515-633-5038

### **Physical Education Teacher**

Mike Blake, [blakem@wdmcs.org](mailto:blakem@wdmcs.org)

### **Writing Teacher, Spanish Teacher, and Supervising Teacher**

Kimberly Chapman, [chapmank@wdmcs.org](mailto:chapmank@wdmcs.org)

### **Art Teacher**

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### **Spanish Teacher and Supervising Teacher**

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### **Writing Teacher and Supervising Teacher**

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### **Physical Education Teacher**

Steve Mohr, [mohrs@wdmcs.org](mailto:mohrs@wdmcs.org)

### **Writing Teacher and Drama Teacher**

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### **Drama Teacher**

CeCe Talley, [talleyc@wdmcs.org](mailto:talleyc@wdmcs.org)

### **Science Teacher and Supervising Teacher**

Sarah Trospers, [trospers@wdmcs.org](mailto:trospers@wdmcs.org)

### **Writing Teacher and Supervising Teacher**

Sara Weis, [weiss@wdmcs.org](mailto:weiss@wdmcs.org)



## General School Information

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### HSAP Website

Check this site for information and updates: [www.wdmcs-hsap.org](http://www.wdmcs-hsap.org)!

### Schedule

Students may enter the building between 8:50-9 a.m. We encourage all students to be in their seats ready to learn by 9 a.m. as we will begin class instruction at that time.

### Classes at Rex Mathes

Students must be enrolled in the enrichment classes to be able to attend the classes, and they may participate in all six enrichment classes at Rex Mathes. If there is a class a student will not be taking, parents must pick up the student. If the student is not picked up within 5 minutes of the class starting, the student will need to attend the class until supervision arrives.

### Students Arriving Early

Students should not arrive on the school grounds prior to the designated time for entrance into the building. Due to other responsibilities, staff members are not available for supervision of students until the designated entrance time into the building.

### Students Arriving Late

If your student arrives late to Rex Mathes, they will need to ring the doorbell. All late-arriving students are required to stop at the front desk at Rex Mathes and sign-in.

### Students Leaving Early

Students leaving the school before dismissal time must check out at the front desk. No student will be allowed to leave early unless we have received notification at the attendance link on our website from the student's parent/guardian granting permission to leave the school early. If someone other than a parent or guardian will be picking the student up, notify us through the attendance link on our website: [Enrichment Class Attendance](#).

### Student Pick-up

Please place your last name card in the passenger window. **Due to safety standards, students must get in the vehicle on the passenger side, no exceptions.** Make sure to pick up your student on time. Students who are not picked up will go to the building to wait for the parent/guardian to arrive. Parents/guardians will need to enter Rex Mathes at the front door to pick up their student.

## 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.

Please report an Enrichment Class absence, late arrival, early pick-up, or change in pick-up at the link on the homepage of our website: [Enrichment Class Attendance](#). If there is anything we can do to help your child attend enrichment classes regularly and on time, please contact us.

## Miscellaneous Information

### Birthdays/Special Days

Birthday treats may be shared with classmates, if desired. Birthdays are important for students, and we would like to give them the opportunity to commemorate the day, using a minimum amount of class time for this purpose.

Homemade treats are not allowed. If you select from one of the items listed on the store-bought snack list, you can bring a classroom treat that was purchased from a store. All treats must be store-bought and meet the USDA guidelines for snacks. Approved Snacks can be found online at <https://discover.wdmcs.org/classroom-snacks>.

### Can I bring homemade treats from home for a classroom party to share with others?

Homemade treats cannot be sold or shared with multiple students during the school day.

### What about pre-packed treats from a store?

Please select one of the items listed on the store-bought snack list.

Birthday treats will be eaten during lunch. Please give them to the teacher at the front desk, and they will deliver them to the room where your student eats lunch.

Please do not allow home party invitations to be distributed at school unless a whole class is being invited. We want to be inclusive of all students, and this will help to avoid students being left out.

### Lost and Found

We have a lost and found box in the main office at Rex Mathes. Families and students are encouraged to check this box as needed. Items that are not claimed are donated to area charitable institutions periodically and at the end of the year.

### Lunch

Students should bring lunch and a drink to Rex Mathes. Students may bring a special drink (milk, juice, etc.) for lunch but it must be finished or disposed of before leaving the lunch classroom. We will have bins for kindergarten students to place their items at the beginning of the day. All other students will keep their lunch with their backpack. Due to increased allergens, no peanut or nut products may be brought to school. No electronics will be used during lunch. Please reference the Nutrition portion of the district website for classroom snack information.

### Other General Guidelines

- Please label all water bottles, lunch boxes, and backpacks.
- No gum, fidget spinners, roller shoes, Rubik's Cubes, nor toys are allowed at Rex.
- No weapons of any kind may be brought to school. This includes pocket knives, play guns, etc.

### 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.

### **School Pictures**

School pictures take place each year. Information will be sent home with students prior to the day pictures are taken.

### **Surveys**

In order for WDMCS to provide the best service possible for our students and families, it is important that we have reliable data and feedback on which to make decisions. Surveys are one way for our district to obtain this valuable information. 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](#).

### **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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## **Educational Programs**

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### **Dual Enrollment**

Students in the HSAP program may dual enroll at one of the WDMCS schools to participate in a class or activity. Students who are WDMCS residents may participate at their local school if there is room available. Parents should contact the home school coordinator for building placement to make sure there is available space. The HSAP coordinator will then contact the school registrar for correct placement. Students who are open enrolled should contact the HSAP coordinator for school placement.

- All elementary band students will be placed at Clive or Crossroads.
- All junior high orchestra students will be placed at Stilwell.

## **Band**

Students may begin band in fifth grade. This includes lessons and large group rehearsal. Instruments are purchased or rented through a music store. A few larger instruments are available to rent from the school. Other expenses may include: lesson book, reeds, and supplies for instrument maintenance. Accommodations can be made for students who need financial support.

In order to develop the necessary skills, students are asked to practice 20-30 minutes daily. Parent/guardian interest and encouragement are very important to student success. Please contact Tami, the program coordinator, if your child is interested in participating.

## **Orchestra**

Students may begin orchestra in fourth grade. This includes lessons and large group rehearsal. During the school year, elementary students have several opportunities to perform as part of a large ensemble during the orchestra concerts. In addition, solo and chamber ensemble opportunities are available through the Solo and Ensemble Festival held once a year as well as the chamber concert held each spring.

Instruments need to be purchased or rented through a music store or the Valley Orchestra Guild. There are a few larger instruments, cello and bass, available through the school. Other expenses include lesson books, rosin, shoulder rest (violin and viola only), and rock stop (cello and bass only.) Accommodations can be made for students who need financial support.

In order to develop the necessary skills and reach their potential, students are asked to practice 20-30 minutes daily. Parental interest and encouragement are very important for student success. Please contact Tami, the program coordinator, if your child is interested in participating.

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## **Student Conduct**

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### **Cell Phones and Communication**

- If there is a family emergency, please contact the school office, and they will reach your child. If there is an emergency at school, we will call the parent/guardian.
- Cell phone usage is only allowed before or after school.
- Smart watches can be worn as long as they are not a distraction.
- If a phone or other device becomes a distraction, a teacher or staff member may keep the device until the end of the day.
- WDMCS is not responsible for lost, damaged, or stolen cell phones or communication devices.
- To learn more about cell phone privacy, please read [Board Policy 502.09 - Search and Seizure](#)

### **Student Behavior**

A safe climate is essential to any school. A vital part of the total educational program is to set and maintain high standards of behavior for its students. Students are expected to conduct themselves on the way to and from school, at school, on buses, and at all school-sponsored activities in a considerate and responsible manner.

Classroom rules are established in each room and enforced by the teacher in charge. Teachers will inform parents/guardians of their classroom expectations. Teachers also work with students to help them identify emotions so they can work on managing stress, impulse control, and learn to develop and maintain positive relationships. We believe as students develop strong social and emotional skills, we will see growth in their positive behavior and connections with others.

When discipline is needed, an adult is typically attempting to teach students another way to behave. Sometimes the student is not demonstrating a level of self control to enable learning. At this point, the student may be sent to the office. When students are sent to the office for discipline reasons, they are given the opportunity to learn the skill that gave them the problem.

WDMCS is committed to fostering an equitable and affirming learning environment in which each student and staff is treated with dignity, respect, and fairness. Because we prioritize creating a healthy learning environment for each student, we want to know if a student experiences or perceives bullying or harassment. Please reach out to your child's teacher, counselor, or school administrator to express your concerns. If you do not believe these steps resolved the situation, a helpful next step is to submit a complaint form. This form can be found in [Board Policy 502.02, Anti-Bullying/Harassment](#).

Severe behaviors in the classroom or on the playground, such as fighting, swearing/inappropriate language, insensitive language directed toward others, or property damage will result in an immediate visit to the principal/assistant principal's office. Other referrals may result from an accumulation of inappropriate actions or decisions.

### **Homework**

Homework may be assigned by the teacher for enrichment or reinforcement that is consistent with student ability and developmental level. The amount of time necessary to complete homework will vary according to the assignment and the student's ability.

#### **THE TEACHER WILL:**

- relate assignments to the classroom objectives.
- coordinate assignments with other teachers, if it is necessary.
- give clear directions.
- maintain contact between home and school regarding homework.
- modify or enhance homework assignments according to individual student ability and need.
- provide all materials necessary to do homework beyond everyday resources.

#### **THE STUDENTS SHOULD:**

- ask for clarification, if needed.
- have necessary materials before leaving school.
- plan ahead by estimating the amount of time it will take to complete assignments.
- complete and return assignments as directed.

#### **FAMILIES CAN HELP BY:**

- providing a quiet, comfortable environment and adequate time to complete homework.
- providing motivation, guidance, and resources, but insisting upon the child independently doing homework.

- conferring with the teacher if there are any questions about the purpose or procedures of the homework.

### **Student Dress and Appearance ([Board Policy 502](#))**

Students and their parents/guardians hold the primary responsibility for what a student chooses to wear to school each day. When a student is comfortable in what they wear, including expressing their individuality and/or personal and family culture, they can better focus on learning. WDMCS expectations for student dress and appearance are based on safety and showing respect for others.

- 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.
- Shoes must be worn at all times for their safety.
- Clothing or other apparel promoting products illegal for use by minors or displaying obscene material, profanity, or reference to prohibited conduct are not allowed. If worn, a student will be asked to change or be given something different to wear for the day.

School administration will work with the parent/guardian and student to address any concerns and create a positive solution. Board Policy 502 gives administration final discretion regarding student dress and appearance.

### **Technology**

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.

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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## **Safety and Health**

### **Safety**

#### **Bicycles/Rollerblades/Roller Shoes/Scooters/Skateboards**

- Wearing bicycle helmets is encouraged.
- Bicycles should be walked on school property and parked in the bike racks.
- Bicycle locks are encouraged.
- Damage or theft of bicycles should be reported to the local police department.

For safety reasons, rollerblades, roller shoes, scooters, and skateboards are not allowed on school property.

## Communicating Student Safety Concerns

Student safety is a top priority. A parent/guardian, student, staff, or community member who becomes aware of a student safety issue within a school day should contact the school and ask to speak with an administrator or counselor. If the concern is urgent, call 911.

## 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.

## Student Safety Tips

Staff in each building stress to our students that they have responsibilities when walking to school in the same way that drivers have responsibilities. Please go over the safest route to school with your children and stress to them that they are to use that route. Please review with your child how important it is to be aware of their surroundings and to reject rides from strangers. Notify law enforcement officials and school officials immediately if your child has been enticed by a stranger. Early notification can help law enforcement investigate any concerns.

## Health

### Absences (Reasons)

Regular attendance is a very important part of your child's education. **If your child is ill, please report their absence at the HSAP attendance link: [Enrichment Class Attendance](#).**

If you have any of these symptoms, it's best to stay home:

- A fever over 100.4 in the last day
- New loss of taste or smell
- Vomiting two or more times in the past day, unless it's not from something contagious
- Signs of a more serious illness like fever, rash, sluggishness, persistent crying, irritability, difficulty breathing, or diarrhea (you must be free of diarrhea for 24 hours before coming back to school)
- If you have Impetigo, stay home until 24 hours after you start treatment. Impetigo is a skin infection with sores usually under the nose or by the lips, and it looks like 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.

### Allergies

WDMCS promotes a safe and inclusive allergy aware environment for all students. Students with allergies may be entitled to services under Section 504 of the Rehabilitation Act and the Individuals with Disabilities Act. Accommodations and/or modifications will be considered and addressed on a case by case basis.

If your student needs diet modifications, a physician needs to complete the form:

<https://discover.wdmcs.org/diet-modification>

When completed, return the form to the Nutrition Services department. Please check with your school nurse for specific information on restrictions and procedures related to allergies.

## 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

In 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 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.

### **Emergency Response in Opioid Overdose**

WDMCS maintains a stock opioid antagonist (Naloxone) available at all times during emergency responses. There has been a substantial increase in the number of opioid overdoses nationwide and across Iowa and this change will allow us to provide a safe environment for our students, staff, and visitors. In order to provide an emergency response to those that are at risk of a potentially life-threatening opioid overdose, all buildings (with students present) will have the medication available, and it will be stored/maintained by the school nurse. School nurses and trained personnel are authorized to administer the opioid antagonist to a student or individual if the school nurse and/or authorized personnel reasonably and in good faith believe the student or individual is having signs and symptoms of an acute opioid overdose. More information is available through [Board Policy 507.06: Stock Prescription Medication Supply - Naloxone.](#)

### **Student Assistance Program (SAP)**

WDMCS contracts the services of Employee and Family Resources for our Student Assistance Program. If you need assistance with family or school issues, call 515-244-6090 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.

School-based therapy services are available in each school building. Students have access to a licensed therapist in the building for appointments while minimizing travel time off campus. Families enroll students for services and are responsible for the cost. Contact the school counselor or principal for information about school-based therapy.

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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**  
**515-633-5000 | [www.wdmcs.org](http://www.wdmcs.org)**

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