



**WEST DES MOINES**  
COMMUNITY SCHOOLS

**HOME SCHOOL  
ASSISTANCE PROGRAM  
(HSAP) HANDBOOK**  
RESOURCES FOR ALL WDMCS HSAP FAMILIES

**2026-27**

## 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 Multilingual Program 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 أو كتابية. اتصل ب ناتالي فرينج المسؤولة عن برامج متحدثي اللغة الانكليزية كلغة ثانية، على 5156335173 او <a href="mailto:frenchn@wdmcs.org">frenchn@wdmcs.org</a>   |
| <b>Dari</b>       | در این کتاب رهنما معلومات مهم در مورد مکتب شاگرد شما موجود است. شما می توانید برای ترجمه شفاهی این معلومات درخواست کنید. با ناتالی فرینج مسؤول پروگرام چند زبانه برای مکاتب ویست دیماین از طریق شماره ویا ایمیل آدرس 5173-633-515 frenchn@wdmcs.org در تماس شوید.   |
| <b>Dinka</b>      | Athör ë thöñjë käñ anöñj thön/wël thiekiic në biäkke 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 këñë. Yuöpë/cöl Natalie French, Bëny ë WDMCS ESOL, në 515-633-5173 ic ka/wälë frenchn@wdmcs.org   |
| <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 Multilingual Program Director, at 515-633-5173 or <a href="mailto:frenchn@wdmcs.org">frenchn@wdmcs.org</a> ah request tuah khoh a si.   |
| <b>Pashto</b>     | په دي لارښوود کتاب کی ستاسو د زده کوونکي د ښوونځي په اړه مهم معلومات شامل دي. تاسو کولی شئ د دی معلوماتو شفاهی ترجمی لپاره غوښتنه وکړئ. له ناتالی فرینج د ویست دیماین د ښوونځیو د څو ژبني پروگرام له مشري سره د تېلفون د 5173-633-515 شمېرې یا دي برېښنالیک <a href="mailto:frenchn@wdmcs.org">frenchn@wdmcs.org</a> له لارې اړیکه ونیسئ. |
| <b>Somali</b>     | Buug-gacmeedkan waxaa ku jira macluumaad muhiim ah oo ku saabsan dugsiiga ardaygaaga. Waxaad codsan kartaa turjumaan afka ah ama turjumaada macluumaadkan. Kala xiriir Natalie French, Agaasimaha WDMCS Multilingual Program, 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 Multilingual Program, 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 Multilingual Program, 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 ዘማለእ እዩ። ናይዚ ሓበሬታ ናይ ቃል ትርጉም ወይ መስተርጓሚ ክትሓቱ ትኽእሉ እኹም። ን ናታሊ ፍረንቻ (Natalie French)፣ ኣይሪክተር WDMCS Multilingual Program፣ ብ 515-633-5173 ወይ <a href="mailto:frenchn@wdmcs.org">frenchn@wdmcs.org</a> ርኽብዎ።  |
| <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 Multilingual Program WDMCS, theo số 515-633-5173 hoặc <a href="mailto:frenchn@wdmcs.org">frenchn@wdmcs.org</a>                                    |

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|---|---|---|--|--|
| <p><b>Eddy Cisneros</b><br/>Spanish Family Engagement<br/>P: 515-633-4660<br/>E: <a href="mailto:cisnerose@wdmcs.org">cisnerose@wdmcs.org</a></p> | <p><b>Ana Hayes</b><br/>Spanish Family Engagement<br/>P: 515-633-5906<br/>E: <a href="mailto:hayesa@wdmcs.org">hayesa@wdmcs.org</a></p>               | <p><b>Klever Miranda</b><br/>Spanish Family Engagement<br/>P: 515-633-5783<br/>E: <a href="mailto:mirandak@wdmcs.org">mirandak@wdmcs.org</a></p>          | <p><b>Angelica Moreno-Rangel</b><br/>Spanish Family Engagement<br/>P: 515-633-4793<br/>E: <a href="mailto:morenoa@wdmcs.org">morenoa@wdmcs.org</a></p> | <p><b>Dinia Sloan</b><br/>Spanish Family Engagement<br/>P: 515-633-4070<br/>E: <a href="mailto:sloand@wdmcs.org">sloand@wdmcs.org</a></p>          |
| <p><b>Biak Thang</b><br/>Hakha/Burmese Family Engagement<br/>P: 515-633-5729<br/>E: <a href="mailto:thangb@wdmcs.org">thangb@wdmcs.org</a></p>    | <p><b>Wafi Alkozi</b><br/>Dari/Pashto/Farsi Family Engagement<br/>P: 515-633-4077<br/>E: <a href="mailto:alkoziw@wdmcs.org">alkoziw@wdmcs.org</a></p> | <p><b>Mengis Tsehaye</b><br/>Tigrinya/Amharic Family Engagement<br/>P: 515-633-6273<br/>E: <a href="mailto:tsehayem@wdmcs.org">tsehayem@wdmcs.org</a></p> | <p><b>Samara Quntar</b><br/>Arabic Family Engagement<br/>P: 515-633-5156<br/>E: <a href="mailto:quntars@wdmcs.org">quntars@wdmcs.org</a></p>           | <p><b>Natalie French</b><br/>Multilingual Program Director<br/>P: 515-633-5173<br/>E: <a href="mailto:frenchn@wdmcs.org">frenchn@wdmcs.org</a></p> |

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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

Educate, empower, and inspire lifelong learners.

### Vision

WDMCS cultivates belonging, engagement, and mutual respect for our diverse cultures, lived experiences, and values. We strive to ensure:

- Inclusive and safe learning and work environments.
- Academic excellence.
- Robust growth opportunities and pathways for students and staff.
- Fiscal responsibility and sustainability.

### Core Values

**Equitable Access:** We celebrate and culturally affirm the human differences of our community. We strive to have transformative policies, practices, and procedures that meet the needs of each student, family, and staff.

**Evidence-Based and Personalized Instruction:** We adapt to meet each student's needs. We have high expectations, culturally relevant instruction, and a strengths-based approach.

**Meaningful Collaborative Relationships:** We foster authentic relationships, collaborations, and partnerships with students, families, staff, and community. We hold all relationships in high regard, including adult to adult; adult to student; and student to student.

**Systemic Implementation and Accountability:** We continuously measure, assess, and improve our effectiveness and the quality of our programs and services.

### Strategic Directions

1. Improve our practices in teaching, learning, assessment, and cultural responsiveness to increase student learning outcomes.
2. Provide equitable structures, processes, and supports that meet each student's needs.
3. Foster a workplace that nurtures a healthy and accountable culture.
4. Create authentic family-community partnerships with sustained systems of communication and engagement.
5. Empower staff to leverage data to improve operations, decision-making, and organizational effectiveness.

## 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
- Starting 2026-2027, WDMCS Alternative Education Program is supported at multiple sites

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,

Welcome to the WDMCS Home School Assistance Program (HSAP)! We look forward to collaborating with you to co-create a great learning experience for your child during this important phase of their educational journey.

Our staff wants your child to enjoy learning in a caring setting. We offer ways for each student to grow as a responsible, creative, lifelong learner. We hope every student has a productive day at Rex Mathes.

Please do not hesitate to contact Program Coordinator Tami Prescott with your ideas, questions, and/or concerns. We look forward to a great school year with your family and appreciate the chance to support your child's learning.

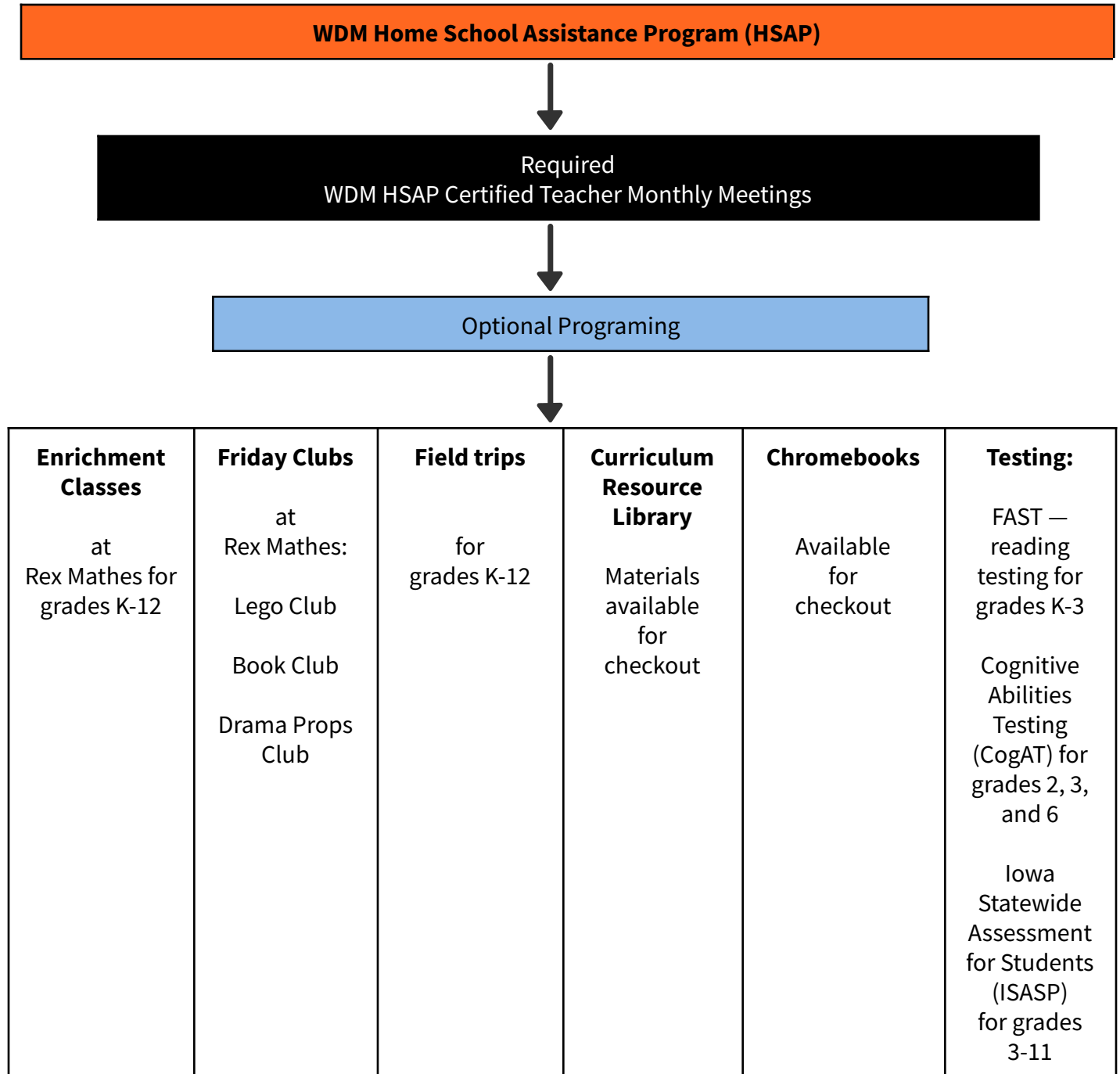
Sincerely,

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](https://www.wdmcs.org/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



| <b>Enrichment Classes</b>  | <b>Friday Clubs</b>  | <b>Field trips</b>   | <b>Curriculum Resource Library</b> | <b>Chromebooks</b>     | <b>Testing</b>  |
|--|--|----------------------|------------------------------------|------------------------|---|
| At Rex Mathes  | At Rex Mathes  | At various locations | At Rex Mathes                      | At Rex Mathes          | At various locations  |
| Writing, Science, Spanish, Drama, Art, PE<br>classes offered for grades K-12 | Lego Club<br>Book Club<br>Drama Props Club<br>for grades 2-8 | For grades K-12      | Materials available for checkout   | Available for checkout | FAST Reading testing for grades K-3<br><br>Cognitive Abilities Testing (CogAT) for grades 2 & 6<br><br>Iowa Statewide Assessment for Students (ISASP) for grades 3-11<br><br>Preliminary SAT (PSAT) for grades 10 or 11 Sign up in Sept. <i>(there is a fee)</i><br><br>College entrance exam (ACT) Free for 11th graders |

**Rex Mathes Address and Staff**

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

**HSAP Administrator**

To be determined

**HSAP Coordinator and Supervising Teacher**

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

**HSAP General Secretary**

Sophie Delahaye, [delahayes@wdmcs.org](mailto:delahayes@wdmcs.org)  
515-633-6785

**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**

Darci Craven, [cravend@wdmcs.org](mailto:cravend@wdmcs.org)

**Spanish Teacher and Supervising Teacher**

Allyson Day, [daya@wdmcs.org](mailto:daya@wdmcs.org)

**Writing Teacher and Supervising Teacher**

Lisa Drost, [drostl@wdmcs.org](mailto:drostl@wdmcs.org)

**Supervising Teacher**

Paula Olson, [olsonp@wdmcs.org](mailto:olsonp@wdmcs.org)

**Physical Education Teacher**

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

**Writing Teacher and Drama Teacher**

Sara Nichols, [nicholss@wdmcs.org](mailto:nicholss@wdmcs.org)

**Writing Teacher and Spanish Teacher**

Liz Roberts, [robertse@wdmcs.org](mailto:robertse@wdmcs.org)

**Drama Teacher**

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

**Science Teacher and Supervising Teacher**

Sarah Trosper, [trosperc@wdmcs.org](mailto:trosperc@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. They may take all six classes at Rex Mathes. If a student is not taking a class, parents/guardians must pick up the student. If a student is not picked up within 5 minutes of class starting, the student must remain in the class until supervision arrives.

### Students Arriving Early

Students should not arrive on the school grounds prior to the designated time for entering the building. Due to other responsibilities, staff members are not available to supervise 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 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.

<https://discover.wdmcs.org/classroom-snacks>

Birthday treats will be eaten during lunch. Please give them to the secretary 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 and first grade students to place their items in 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 refer to the Nutrition section 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

We prioritize student safety and maintaining a clean building environment. To help with this, we kindly ask that animals not accompany their owners for drop-in school visits. Pets are not permitted in WDMCS facilities unless prior written consent has been obtained from a building administrator. We understand that

employees or students may require the support of qualified service animals, as defined by law. If you need to use a service animal, we encourage you to contact your building administrator for assistance.

### **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. Visitors usually arrange their visits 24 hours in advance with the classroom teacher and keep them brief. Visitors should not disrupt class or discuss individual concerns when students are present. Young children or visiting students must be accompanied by an adult at all times.

Volunteers are individuals who offer their time to assist with school projects, support classroom activities, or serve on committees. Unlike visitors, volunteers are typically engaged by the school to help with specific tasks or programs. These opportunities include classroom assistance, participation in building and activity support groups, and serving on districtwide or building committees. To learn more about volunteering, contact your school office. Volunteers may be required to complete additional screening. For more on volunteer background check requirements, visit <https://www.wdmcs.org/engage/volunteer>.

Both visitors and volunteers must use the front door, check in at the office, and pick up a visitor badge with each visit. Please bring personal identification, such as a state-issued ID, passport, military license, Mexico Consular ID card, or Permanent Resident card. Your ID will be screened through Raptor, and you'll state your location in the building to assist staff during emergencies. Those who do not pass the Raptor screening will not be admitted.

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. Each school has multi-stall, gender-specific, and individual restrooms available.

## Educational Programs

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### Dual Enrollment

HSAP students may dual-enroll in classes or activities at a WDMCS school. WDMCS residents may participate at their local school if there is room available. Parents/guardians should contact the home school coordinator for building placement. The HSAP coordinator will then contact the school registrar for correct placement. Students who are open enrolled should also contact the HSAP coordinator for school placement.

### 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.

## 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 out to 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.
- Please note that 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 502.08](#)

## **Student Discipline**

A safe climate is essential to every school community. By setting and maintaining high standards of behavior, we support our students' growth and success. We encourage students 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 help students identify emotions to manage stress, impulse control, and develop positive relationships. We believe that as students develop social and emotional skills, positive behavior and connections grow.

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. We treat every student and staff member 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 administrator's office. In cases of repeated or the accumulation of inappropriate actions, additional referrals and further interventions may be required.

## **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 502.01: Student Appearance](#) )**

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 family who needs support in obtaining clothing or shoes should contact the school office.
- Shoes must be worn at all times for student 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 find 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

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### 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 severe weather, active threat, 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.

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### Health

#### **Absences (Reasons)**

Regular attendance is a very important part of your child's education. Children should be fever free for 24 hours WITHOUT the use of fever-reducing medicines such as Tylenol or ibuprofen. **If your child is ill, please report their absence at the HSAP attendance link: [Enrichment Class Attendance](#).**

Students should stay home when they have:

- Diarrhea (must be diarrhea free in the 24 hours prior to returning to school)
- Fever (over 100.4) within the last 24 hours
- An illness that caused vomiting two or more times during the previous 24 hours, unless the vomiting is known to be caused by a condition that's not contagious

- Impetigo until 24 hours after treatment has been started. Impetigo is a skin infection with erupting sores usually under the nose or in the lip area. This drainage is generally described as “a golden crust”.
- Conditions that suggest the possible presence of a more serious illness, including a fever, rash, sluggishness, persistent crying, irritability, or difficulty breathing

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

### **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. Fluid milk substitutions can be requested by parent signature. Available options are listed on the diet modification request form. Water is also available free of charge in all cafeterias.

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

<https://discover.wdmcs.org/nutrition-services>

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

### **Health Fact Sheets**

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

- COVID-19
- Chickenpox
- Bed Bugs
- Fifth Disease
- Head Lice
- Influenza
- Measles
- 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 \(FERPA\)](#)
- [Board Policy 506.01: Student Records](#)

### **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 pre-K, 1 and 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 Secretary at Rex Mathes has the appropriate medical forms to be completed by the parent.
- 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 partners with Employee and Family Resources for the Student Assistance Program. If you would like support with family or school issues, make an appointment by calling please call 515-244-6090 at any time or visit [efr.org/how-we-help/student-assistance-program](http://efr.org/how-we-help/student-assistance-program). A counselor can listen and help you schedule an appointment. Problem assessment sessions are free, and if you need further services, your counselor will refer you to an appropriate, affordable resource.

School-based therapy services *are* available at each school, so *students* can see a licensed therapist *in person or virtually without leaving* campus. Families enroll students in these services and are responsible for costs, except for Hazel Health, which is a free telehealth resource. For more information about school-based therapy, contact the school counselor or principal.

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

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

Board of Education  
Superintendent's Cabinet

#### **General Information**

Area Education Agency (AEA) Services  
West Des Moines Community Schools Foundation

#### **Departments**

Business Services  
Nutrition Services  
Operations  
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Communications  
Community Education  
Culture and Access  
Human Resources  
Teaching and Learning Services  
    Curriculum  
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    Gifted/Talented (GT) Program  
    Youth Who Are Experiencing Homelessness  
    Home Schooling  
    Special Education  
    Technology

#### **Annual Notices and Board Policies**

## **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 may 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 November. 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

### **Superintendent's Cabinet**

Dr. Matt Adams, Superintendent  
Kurt Subra, Chief Financial Officer  
Brian Abeling, Executive Director of Information and Technology  
Bryan Geelan, Executive Director of Communications  
Dr. Dau Jok, Executive Director of Culture and Access  
Michelle Lettington, Executive Director of Elementary Education  
Steven Schappaugh, Executive Director of Secondary Education

*TBA, Chief Human Resources Officer*

## General Information

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### Area Education Agency (AEA) Services

Heartland Area Education Agency (AEA) 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. It strives to encourage student participation, creative teaching, and community-school partnerships by making funds available to all schools in the district. Learn more about the WDMCS Foundation online at [www.wdmcsfoundation.org](http://www.wdmcsfoundation.org).

## Departments

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### Business Services

Strong financial management and high-quality facilities play a key role in supporting learning in our classrooms. The department works with community representatives 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 [discover.wdmcs.org/business-office](http://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 [discover.wdmcs.org/nutrition-services](http://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 [discover.wdmcs.org/operations](http://discover.wdmcs.org/operations).

### Transportation

Transportation strives to serve the needs of our students who live within district boundaries 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):

- Students in grades K-8 living more than two (2) miles from their assigned schools as determined by their primary residence. The area inside two (2) miles is the walk zone.
- Students in grades 9-12 living more than three (3) miles away from their assigned schools as determined by their primary residence. The area inside three (3) miles is the walk zone.

- Capped out students, who are students transferred by the district to a school other than their designated attendance center. This may occur due to extenuating circumstances (e.g., part of a safety plan).
- Students experiencing homelessness, even if they move outside district boundaries.

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.

An internal 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. Internal transfer students may ride a district school bus if they meet the established criteria.

Students are expected to remain seated, obey the driver, and maintain a safe, quiet environment at all times. Violations result in a Bus Conduct Report and corrective action, escalating from parent notification to loss of riding privileges. Serious misconduct (such as fighting, vandalism, or endangering safety) may result in administrative intervention or suspension of transportation services.

For more detailed information on transportation, including registration, payments, and bus conduct, visit [discover.wdmcs.org/transportation](https://discover.wdmcs.org/transportation).

### **Communications**

Communications supports WDMCS district-wide 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 brands.

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 at [discover.wdmcs.org/communications](https://discover.wdmcs.org/communications).

### **Community Education**

Community Education supports and serves students, families, and the community through classes, the Kids West before- and after-school childcare program, intercultural outreach, service opportunities, and facility rentals. Learn more about the opportunities available through Community Education at [communityed.wdmcs.org](https://communityed.wdmcs.org).

### **Culture and Access**

The WDMCS Culture and Access department builds communities of care and ensures all in our system can access resources and opportunities. The department champions a supportive work environment, authentic school-family-community collaboration, and equitable experiences for each human we serve. Learn more about the department and contacts at [discover.wdmcs.org/culture-and-access](https://discover.wdmcs.org/culture-and-access).

## Human Resources

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

- recruiting quality and diverse staff members
- supporting professional development and training
- fostering 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 [discover.wdmcs.org/human-resources](https://discover.wdmcs.org/human-resources). View career opportunities online at [discover.wdmcs.org/careers](https://discover.wdmcs.org/careers).

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## Teaching and Learning Services

WDMCS offers a comprehensive education with variety, depth, and rigor in the following areas:

### Curriculum

WDMCS curricula are based on proven, research-based strategies. Teachers endeavor to implement these strategies and skills that reflect the ever-changing technology and cultural shifts in our society, as well as the needs of our learners. The Director of K-12 Curriculum and their team provide critical leadership, expertise, and curricula guidance in WDMCS.

### Multilingual Program

The WDMCS Multilingual Program supports K-12 multilingual learners and authentic school-family partnerships. Staff collaborates to prioritize the cultural wisdom of English Learners. They provide comprehensive opportunities to support students’ 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 [discover.wdmcs.org/ESOL](https://discover.wdmcs.org/ESOL).

### Gifted/Talented (GT) Program

The WDMCS 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, and who 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 at [discover.wdmcs.org/gifted-talented](https://discover.wdmcs.org/gifted-talented).

### Youth Who Are Experiencing Homelessness ([Board Policy 501.16](#))

WDMCS ensures children and youth experiencing homelessness have equitable access to the same free, appropriate public education. “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, or camping grounds due to lack of alternative 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 who qualify if they are living in circumstances described above.
  - Includes youth who have run away or youth being forced to leave home.

Learn more about enrollment procedures and support services available online at [discover.wdmcs.org/homelessness-resources](https://discover.wdmcs.org/homelessness-resources).

### **Home Schooling**

The WDMCS Home School Assistance Program (HSAP) has offered support to families who wish to educate their children at home since the early 1990s. Today, approximately 500 home-schooled students are enrolled in grades K-12. Teacher-assisted 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 [discover.wdmcs.org/HSAP](https://discover.wdmcs.org/HSAP) or visit [www.wdmcs-hsap.org](http://www.wdmcs-hsap.org).

### **Special Education**

The goals for the WDMCS 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/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 district and enroll 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 [discover.wdmcs.org/special-education](https://discover.wdmcs.org/special-education).

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

WDMCS strives to create a technology-rich environment for its entire learning community.

Students in grades K-12 receive a Chromebook for educational purposes. 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.

Chromebooks provide integration with Google tools such as Docs, Sheets, and Slides, as well as the Canvas Learning Management System. WDMCS uses Google services including Gmail, YouTube, Google Earth, and Google Maps. Access is also granted to Google Gemini. If you would like to restrict your student's internet access to not include services like YouTube, please email your building principal to make the request.

Learn more about WDMCS technology services, including frequently asked questions, student and family Chromebook responsibilities, and details on the district's partnership with web-filtering and online safety vendor, Securly, at [discover.wdmcs.org/technology-department](https://discover.wdmcs.org/technology-department).

## 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: Discipline Of Students Who Make Threats Of Violence Or Cause Incidents Of Violence](#)
- [503.01 Discipline](#)
- [503.09: Student Use of Personal Electronic Devices](#)



**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.)*