



15 Things To Know

The purpose of this document is to provide parents and families with a few important reminders of information and where to access key information for the upcoming school year. **As a reminder, most of the information on this document can also be found on the [Parent Tab of the ADM Website](#).** Please review the parent tab of the website to access additional relevant and important information.

1.

Contacting Building Offices

Each building office has a designated email address. Parents are asked to use the email address listed below when contacting the building office for items such as absences, late arrivals, or other general communication to our office administrative assistants.

AE.Office@admschools.org | MV.Office@admschools.org | DI.Office@admschools.org
MS.Office@admschools.org | HS.Office@admschools.org

2.

Submitting Student Absences

Parents can submit student absences using one of the following three ways:

1. **Email:** Please use the email address listed above to contact the building office.
2. **Phone:** [Click here](#) to view building websites and building phone numbers for each building.
3. **Infinite Campus Portal:** Parents can use Infinite Campus Parent Portal in lieu of calling or emailing a student's attendance center. To access this feature, log into your parent account, select "More" from the left navigation menu, then select "Absence Request" from the next menu. Complete the form for one child or all of your children at once. [View Directions Here](#)

3.

New Chronic Absenteeism and Truancy Laws

The State of Iowa recently passed new laws that define Chronic Absenteeism and Truancy and outline required intervention measures that schools must take in response to student attendance. All parents should review this information.

- [Attendance, Absenteeism and Truancy](#)
- **Questions:** Please contact your building principal.

4.

Academic Calendar & Friday Early Release

Please use the following link to view ADM's 2024-25 Academic Calendar. As a reminder, ADM will start the school year with early dismissals on the first three days of school. Additionally, ADM will have an early dismissal each Friday.

- [ADM Academic Calendar](#)
- **Questions:** Please contact your student's building office.

5.

Drop-Off & Pick Up and School Start/End Times

Please use the following link to access information about drop-off and pick-up times/procedures for students who walk, ride a bike, or are dropped off at school.

- [ADM Drop-Off and Pick-Up Information and School Start and End Times](#)
- **Questions:** Please contact your student's building office.



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6. Bullying and Harassment Information

ADM has an Anti-Bullying and Harassment handbook to provide information about what bullying is, how to get help, and how to file a complaint. Please use the following links to learn more.

- [ADM Bullying and Harassment Website Information](#)
- [ADM Anti-Bullying and Harassment Handbook](#)
- **Questions:** Please contact your building principal.

7. Reporting Threats

Families and students can report possible threats to the safety of students or school personnel on school grounds or at school activities by calling 911, using Safe + Sound Iowa, or by filling out the ADM Threat Reporting Form. Learn More:

- [Report a Threat](#)
- **Questions:** Please contact your building principal.

8. Student Assistance Program

ADM partners with Employee and Family Resources (EFR) to provide a formal Student Assistance Program (SAP). ADM's Student Assistance Program is confidential, free, and available 24 hours a day, 7 days a week. Learn More:

- [ADM Student Assistance Program](#)
- **Questions:** Please contact your student's school counselor.

9. On-Site Counseling Services

ADM partners with Family Connections, Inc. to provide in-person on-site mental health therapy services for students. Students may be referred for these services by the district or a family may express interest for services directly to Family Connections, Inc. Appointments take place on-site at ADM, with all payment and insurance logistics handled between Family Connections, Inc. and the student's family.

- **Questions:** Please contact your student's [School Counselor](#).

10. School Counselors

ADM school counselors provide comprehensive counseling services in each of our schools, promoting social-emotional development and academic achievement for all students, as well as providing support for ADM students' families. Use the following link to learn more.

- [ADM School Counseling Services](#)
- **Questions:** Please contact your student's building counselor (use link above to access contact information)



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11. Health and Nursing Service

ADM's Health and Nursing Services Team strives to provide compassionate and comprehensive health services for all children in the ADM Schools. Use the following link to learn more.

- [ADM Health and Nursing Services](#)
- **Questions:** Please contact your student's building nurse (use link above to access contact information)

12. Online Payments

ADM uses Infinite Campus for online payment of student registration fees, Family Portal LINQ for online payment of student fees associated with food service, and RevTrak for fees associated with before and after school child care, donations, and other miscellaneous payments. Use the following link to learn more:

- [ADM Online Payments](#)
- **Questions:** Please contact the District Administration Center at 515-993-4283

13. Closings and Delays

School may be closed, delayed, or dismissed early due to inclement weather or other emergency situations. Use the following link to learn more about how parents are notified.

- [ADM Closing and Delays](#)
- **Questions:** Please contact ADM Superintendent, Greg Dufoe, at greg.dufoe@admschools.org

14. Infinite Campus Support

The ADM School District uses Infinite Campus as a student information system (SIS). This system allows students and parents to access course information, assignments, attendance, grades and more. Please use the following link to learn about how to get support when you have questions.

- [Infinite Campus Support](#)
- **Questions:** Please contact ADM Information System Specialist, Kendra Wolf, at kendra.wolf@admschools.org

15. School Meals: Nutrition App

ADM uses Family Portal LINQ for students and families to view menu information for school meals and on-line payments for student food service fees. Please view the following website for information about how to create an account to access the family portal.

- [ADM Food Service and Nutrition](#)
- **Questions:** Please contact ADM School Nutrition Director, Billie Veach, at billie.veach@admschools.org