The Best of The Best

Explore international learning experiences and  
earn nationally recognized advanced career certificates before high school graduation.

Central Campus complements and extends the programs of Central Iowa Schools, offering  
unique academic and career opportunities that direct, inspire, and motivate a diverse group of students.

2017-2018  
STUDENT HANDBOOK



● PROFESSIONALISM ● INNOVATION ● EXCELLENCE

Where Students Earn High School and College Credit

**Administration**

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**Counseling Department**

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**Attendance Office**

**Patricia Couch** 515.242.7653

Regional Academy Locations

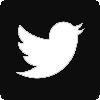
**Central Campus**

1800 Grand Avenue  
 Des Moines, Iowa 50309  
 Phone: 515.242.7846  
 Fax: 515.242.7598

**Agriculture Science Academy** **Aviation Technology Academy**

201 County Line Road 205 County Line Road  
 Des Moines, IA 20320 Des Moines, IA 50320  
 515.242.8363 515.242.8437

CentralCampus.org @CentralCampusDM



Persons with disabilities who need information about accessibility to the building or who need sign or language interpreters, please contact Mr. Phomvisay at 515.242.7846.

Educational Equity Statement

The Des Moines Independent Community School District does not discriminate on the basis of race, color, national origin, gender, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) 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 Isaiah McGee, Equity Coordinator, 2323 Grand Ave, Des Moines, IA 50312; phone: 515.242.7662. Complaints can also be directed to the Iowa Civil Rights Commission, 400 E 14th Street, Des Moines, IA 50319-1004, 515.281.4121, or Region VII Office for Civil Rights, Citigroup Center 500 W Madison Street, Suite 1475 Chicago, IL 60661-4544.

# Welcome to Central Campus

Discover Central Campus and discover your future. Nine advance career academies with three dozen specialized programs offer multiple pathways to college and career readiness. Explore international learning experiences and earn nationally recognized advanced career certificates before high school graduation. At Central Campus, you are the best of the best and we’re dedicated to making your best even better.

Central Campus serves as the Premier Regional Academy within the Des Moines Public Schools. Over two thousand students from dozens of Iowa High Schools experience our Advance Career Training Programs. With academic planning and support in high school, students have the opportunity to earn community college credit and two-year Associates Degree at no extra cost.

Located at the heart of the model district for urban education, Central Campus offers hands on, real world work-based educational programs to a highly diverse community and surrounding areas. One of our greatest strengths is the friendships and networking of students from diverse backgrounds and communities. Des Moines Public Schools dedicates itself to excelling at unique and technologically advanced opportunities for all learners. Central Campus commits itself to providing equal access and prospects through rigorous academic and career training experiences for all.

Central Campus instructors and staff will help you get the most from the educational opportunities available here and at your home high school. Be sure to let us know how we can assist you. Have a great year!

Parents, students and family of students attending Central Campus have the opportunity to visit Central Campus and our staff at:

**Orientation – High School Students**

**Monday, August 21, 2017 5:30 pm – 7:00 pm**

**Parent Conferences**

**Thursday, October 12, 2017 3:30 pm – 7:30 pm**

**Tuesday, October 17, 2017 3:30 pm – 7:30 pm**

## Introduction

The purpose of this handbook is to assist students and parents in understanding the procedures and policies established for students who attend classes at Central Campus. It is a resource for staff in helping students successfully achieve their educational goals.

## Our History

In 1982, Des Moines Public Schools responded to the needs of students by evolving Des Moines Technical High School into Central Campus, a Regional Academy serving students throughout central Iowa. By doing so, high quality courses not otherwise available could be offered to all students of the Des Moines area. The Regional Academy model of Central Campus allows students to remain part of their home schools and school activities while expanding educational opportunities. The staff and administration of Central Campus recognize and appreciate the efforts of community schools in Des Moines and the greater Des Moines area to allow their students the opportunities available through Central Campus.

## Our Philosophy and Purpose

Central Campus staff members are committed to providing education of the highest quality:

* **We believe our instructors** will hold or acquire a master’s degree in their field or be a master in their field.
* **We believe our programs** offer unique opportunities not otherwise found in the secondary classroom.
* **We believe our facilities and resources** available for instruction will mirror that of industry and college-level environment.
* **We believe our students** who are committed to attending Central Campus will be well prepared for advanced academic placement, advanced education, industry certifications, apprenticeship membership and careers in related fields of study.

# Central Campus Programs

**Communication Media Academy** Broadcasting and Film

Commercial Photography

Graphic Communications

**Education and Leadership Academy** Army JROTC

Criminal Justice

Early Childhood Careers

Sports Officiating and Leadership

Urban Leadership Academy

Urban Teacher Academy

**Engineering Academy** Civil Engineering and Architecture

Into to Robotics

Engineering Development and Design

Engineering, Robotics, and Electronics

**Environmental and Agricultural Sciences Academy** Aquarium Science

Energy and Sustainability

Horticulture

Animal Science

Marine Biology

**Family and Consumer Science Academy** Culinary Arts and Restaurant Management

Fashion Design and Merchandising

**Health Sciences Academy** Basic Nurse Aide & Advanced Nurse Aide

Career Opportunities in Health

College Anatomy and Physiology

College Genetics and Microbiology

Health Science Specialist

**Skilled Trades Academy** Computer Aided Design Technology

CAMT

Carpentry

Painting Applications

Welding Technology

HVAC/Plumbing

**Technology and Systems Integration Academy** Cyber Security

Mobile Apps

Game Design and Programming

**Transportation Academy** Automotive Collision Repair

Automotive

Automotive Technology

Aviation Technology Academy

Support Services include academic integration for English, Mathematics, Science, and Special Education.

# Central Campus Class Schedule

2017-2018

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Regular Schedule | | |  | Early Dismissal Schedule | | |
| Block | **Central Campus** | **Minutes** |  | **Block** | **Central Campus** | **Minutes** |
| 1/5 | 7:55 am - 9:20 am | 85 |  | **1/5** | 7:55 am - 9:00 am | 65 |
| 2/6 | 9:25 am - 10:50 am | 85 |  | **2/6** | 9:05 am - 10:10 am | 65 |
| Lunch | 10:50 am - 11:30 am | 40 |  | **3/7** | 10:15 am - 11:20 am | 65 |
| 3/7 | 11:30 am - 12:55 pm | 85 |  | **4/8** | 11:25 am - 12:30 pm | 65 |
| 3/7 | 10:50 am -12:15 pm | 85 |  | **Lunch** | 12:30 pm - 12:55 pm | 25 |
| Lunch | 12:15 pm -12:55 pm | 40 |  |  | | |
| 4/8 | 1:00 pm - 2:25 pm | 85 |  |  | | |

# Transportation and Parking Permits

Bus transportation is provided free of charge to and from the home high school for Des Moines Public School students. Students are expected to use appropriate bus etiquette.

Problems on the bus will be dealt with by administration at the receiving school. Students and/or bus drivers will report to the office upon reaching the destination.

**DRIVING TO CENTRAL CAMPUS:** Only **SENIORS** and **OUT OF DISTRICT** students will be allowed to drive to Central Campus due to parking constraints. These students may park in the Student Parking lots located at 2020 and 2140 Grand Avenue.

All vehicles must have a Central Campus parking permit issued by the office. The following information will be needed: student’s name, grade level, home school, driver’s license number, license plate number, vehicle registration, make/model/and year of vehicle, who the car is registered to, parent/guardian name, home phone and work phone. Permits must hang from rear view mirror. You may get a parking permit in the lobby entrance at Central Campus.

# Central Campus Bus Schedule

These times are for the following schools: East, Hoover, Lincoln, North, Roosevelt

BUS ARRIVAL TIMES AT CENTRAL CAMPUS

7:50 am 9:20 am 10:55 am

BUS DEPARTURE TIMES FROM CENTRAL CAMPUS

11:00 am 1:00 pm 2:30 pm

The load and unload points at the home schools are as follows and are subject to change:

**EAST** Corner of East 13th and Walker BEFORE SCHOOL ONLY

North Circle Drive for all other times

**HOOVER** Front of building on Aurora

Back of building on 47th for handicapped students

**LINCOLN** Back of building by Commons

At Kurtz-Front of building

**NORTH** South side of building on Holcomb

**ROOSEVELT** West side of building on Rider Drive

|  |  |  |  |
| --- | --- | --- | --- |
|  | AgriScience and Aviation | UnityPoint Health Des Moines | Job Sites |
| Depart CC | 7:50 am | 7:50 am | 8:30 am |
| Arrive CC | 11:00 am | 11:00 am | 11:05 am |
| Depart CC | 11:30 am | 11:30 am | 11:30 am |
| Arrive CC | 2:20 pm | 2:20 pm | 2:15 pm |

Student Attendance Procedures

Attendance is the foundation for learning and achievement. If children don’t show up for school regularly, they miss out on fundamental reading and math skills and the chance to build a habit of good attendance that will carry them into post-secondary opportunities. Excused and unexcused absences count toward a student’s total absence minutes.

Parents should make every attempt to notify a school in a timely manner when their child will be gone from school.

Teachers will take attendance within the first 20 minutes of class. High School and Middle School teachers will update attendance at the end of each class.

**Excused Absences**

Excused absences are defined as:

* Medical appointment (notes are encouraged)
* Medical injury
* Illness excused by parent/guardian
* Illness excused by health care provider
* Other than medical/illness (Examples: a religious holiday; court; death or illness in immediate family; other as approved by school administrator, such as college visits, weather related incidents)
* In-school suspension
* Out-of-school suspension

**Unexcused Absences**

Unexcused absences are defined as all other absences. Examples include skipping school, babysitting, family vacations, gone without contact.

When a student reaches 10 days absent (excused and unexcused) a school may request, in writing, that a parent provide medical excusal documentation for further absences. If the student continues to be ill without medical excusal, the absences will be considered unexcused.

**Tardy to school/Early leave. Tardy to class**

High Schools-

* Students who arrive to class before the end of the period will be considered tardy.
* Students who have missed an entire class period, that period should be coded as an absence
* Students who leave school before the last bell of the day will be considered absent for the time missed, the number of minutes will accumulate to an overall total minutes absent.

**Excessive and Consecutive Absences**

Excessive absences are defined as five or more absences (excused and/or unexcused) in a semester. Building-based teams will review student attendance data on all students who have excessive absences and provide appropriate intervention as needed.

Consecutive absences are defined as full days in a row and are unexcused.

Parents/Guardians will be formally notified of absences (including excused and unexcused) within each semester in the following manner:

|  |  |
| --- | --- |
| **Protocol for Response to Absences per semester/Elementary-Middle School** | |
| Daily/unexcused | Office Manager/Attendance Clerk calls/emails |
| Daily/unexcused | Automated Dialer calls |
| 3 days/consecutive | Teachers will call home |
| 5 days consecutive | Teacher will call home |
| 5 days excessive | Tier 2 team will review for interventions |
| 10 days excessive | Schools will send out letters to all students with 10 or more day’s absence. |
| 11 days consecutive | Student will be unenrolled K-6, dropped 7-8 |

|  |  |
| --- | --- |
| **Protocol for Response to Excessive Absences per semester/High School** | |
| Daily/unexcused | Automated Dialer calls AM or PM |
| 5 days | Tier 2 team will review for interventions |
| 10 days | Schools will send out letters to all students with 10 or more day’s absence. |

|  |  |
| --- | --- |
| **Protocol for Notification of Consecutive Unexcused day absences /High School** | |
| 3 days | Teacher calls/emails |
| 5 days | Attendance Clerk calls/emails |
| 6 days | Attendance Clerk calls/emails |
| 7 days | Attendance Clerk calls/emails |
| 8 days | Attendance Clerk calls/emails  JCSL Home visit, leave a note (1 time between 8-10 days) |
| 9 days | Attendance Clerk calls/emails - JCSL Home visit, leave a note |
| 10 days | Attendance Clerk calls/emails - JCSL Home visit, leave a note |
| 11 days | Student will be dropped |

## District/Central Campus Policy

Instructors are expected to submit student attendance at designated reporting times using information provided at Infinite Campus Training.

Parents or guardians are expected to notify Central Campus **within 24 hours** when their child is unable to attend school. They may call the Attendance Office at **515.242.7653** or email **attendance@centralcampus.org** stating the student’s name, their name and reason for absence.

**Actual District Action Plan**

1. Central Campus Counselor is notified on 4th Unexcused Absence and any contact with parent/home school has been documented in the Contact Log in Infinite Campus.
2. Central Campus Counselor conferences with the student, if possible and/or contacts the home high school counselor or support personnel
3. Central Campus Counselor adds student’s name to the Central Campus MTSS database for communication with administration and support team at regular Attendance/Data Team meetings.
4. Central Campus Counselor obtains an interpreter for non-English speaking parents to facilitate a conversation/conference about their student’s attendance in the Central Campus class.

A student may be excused by a parent/guardian for the following reasons:

* Illness
* Hospitalization
* Medical and dental care
* Death or serious illness in the immediate family or household
* Suspension from school
* Religious holidays requiring absence from school
* Court appearances or other legal proceedings
* Classes missed due to school sponsored trip or activity
* College visits
  + 11th grade allowed 2 days/semester
  + 12th grade allowed 3 days/semester

**Make-Up Work:** ***As per district policy***, school work missed because of an absence must be completed. Students will be given two days for each day missed to make up work. Make up time may not exceed six school days following the student’s return. The time allowed for makeup may be extended at the discretion of the classroom instructor. Full credit will be given for schoolwork made up because of absences.

**Tardy:** Every effort should be made to encourage and insist that students be in school and in class on time. The handling of students tardy to class is the direct responsibility of the instructor. Students should be responsible for time and work missed.

### Sign Out Procedures

Please review and follow the acceptable attendance procedures for all students who attend Central Campus:

* Parents or guardians are expected to notify Central Campus within 24 hours when their child is unable to attend school.
* Parents may call the Attendance Office at **515.242.7653** or email **attendance@centralcampus.org** stating the student’s name, their name and reason for absence.
* Students may not leave school without parent verification by the attendance personnel; therefore, if necessary, before a student is released, parent phone calls will be made to insure the safety of all students.
* Instructors are not to release students without permission from the attendance center.

### Attendance for Out-Of-District Students

When the home school does not have school for whatever reason, students still attend Central Campus. When Central Campus does not have school for whatever reason, students still attend their home school classes.

### Parent Notification Attendance Procedure

To assist in better communicating with parents, Central Campus may call or email parents to verify absences.

### Tardies

Tardies to school will be reported in the same manner as absences. Tardies to class will be handled by the instructor. See district policy. A tardy for a valid reason may be excused by a note or a phone call to Central Campus from the parent or guardian.

### Missing the Bus

Students who miss the bus to Central Campus should report immediately to their home school office. The student’s parent will be contacted; the student must then arrange to get to Central Campus by other means (parent, DART, etc.). If no arrangements can be made to get the students to Central Campus, they will be held at the home school and counted absent (unexcused) at Central Campus. Students who miss the bus to the home school will have the same responsibility for arranging to return to the home school at the end of the Central Campus session.

### Unexcused Absences

Unexcused absences are considered unacceptable behavior and will be dealt with as a discipline concern. As per district policy, ALL students will be allowed time to makeup work. Two days for every day absent up to six. For the full district attendance policy, see the DMPS Student Conduct Manual or the DMPS Policy Series 500, Code 503.

Unexcused Absence is defined as any absence from school or assigned class or classes without parent/guardian and school permission. Unknown or unverified absences will become unexcused within 48 hours of the missed day. Unexcused absences shall be reported to the district’s Department of Student and Family Services. The following steps may be taken in dealing with high school students referred for unexcused absences:

1. Incidents of unexcused absences will be recorded as part of the student’s attendance record and will be handled as a discipline issue.
2. The building administration and/or Attendance Office will determine what interventions to take.
3. Class work missed because of unexcused absences can be made up and will be treated the same as makeup work for all other absences.

### Leaving School

Students are responsible for signing out and receiving a pass before leaving. **Parent approval must be secured.** Students are not to leave the building during the day for any reason without checking out with the Attendance Office.

### Home School Field Trips

Students are marked absent for Central Campus classes in Infinite Campus when attendance is taken by the instructor.

### Drops

Students may be dropped due to behavior, attendance, or to find a different placement for the student to be more successful. Students will not be dropped based upon attendance alone. Drops from a Community College course must occur prior to the Community College drop date or the student will receive an “F.” Students who drop the Community College course are also dropped from the High School course.

The rules and procedures in operation at Central Campus are the same as those in operation at the home high schools (Des Moines Public Schools). All permanent records and grades are kept at the home school.

# Central Campus Expectations and Student Information

All expectations are subject to administrative interpretation; the following rules apply throughout the building:

**Acceptable Use Of Technology:** Technology use in class is prohibited unless permission from the instructor is obtained. Appropriate use of cell phones and other electronic devices are allowed in the hallways and cafeteria before and after school as well as during passing time. Any lost or stolen items are the sole responsibility of the owner.

**Behavior:**

1. Profanity or loud/boisterous behavior will not be tolerated in the public schools.
2. The use and/or possession of tobacco is prohibited on school premises and in the vicinity of the school. All tobacco will be confiscated on school property.
3. Student fights: All students involved will be referred to the office. If students place their hands on another, they can expect to be suspended. The “No Violence Policy” will be strictly adhered to.
4. Students must remain in the building during class passing time or career area during break time.
5. Students will be allowed to consume food and beverages in designated areas only. This includes the main entrance, cafeteria, and in classrooms with instructor approval. Food and beverages are not to be consumed in the halls or stairwells.
6. The weapons policy of the DMPS will be strictly followed.

**Counseling:** Counseling & Guidance Services are available at Central Campus. The Student Services Center is located in the main office, RM 2403.

**Court Orders:** Parent/guardian, please remember that if a parent or guardian has evidence of a court order which denies the non-custodial parent, or anyone else, from having access to school records, from visiting the student at school, or from removing the student from school, such evidence MUST be provided to the building administrator.

**Doctor and Dentist Appointments:** The parent/guardian should contact the Attendance Office at **515.242.7653** or email **attendance@centralcampus.org** to arrange for the student to be excused for appointments.

**Dress:** Appropriate school attire is expected at Central Campus. Students may wear cheerleading uniforms or team colors to Central Campus on days that are appropriate at the home school.

Unacceptable Dress/Appearance:

* Students will not wear hats, caps, or any head covering within the building during the school day unless required for religious, medical, or safety reasons.
* Shoes are required.
* Clothing with references to alcohol, tobacco, sex, profanity, gangs, violence, weapons, or drugs will not be allowed.
* Dress or appearance should not disrupt or detract from the educational process. Examples: Sagging pants, bare midriffs, spaghetti straps, etc.

**Emergency Messages:** Emergency messages will be given to the student by the office staff at the building where the student should be contacted. **ONLY MESSAGES FROM PARENTS OR GUARDIANS WILL BE ACCEPTED.**

**Fee Waivers:** Students whose families meet the income guidelines for free and reduced price lunch, the Family Investment Program (FIP), Supplemental Security Income (SSI), transportation assistance under open enrollment, or who are in foster care, are eligible to have their student fee waived or partially waived. Students whose families are experiencing a temporary financial difficultly may be eligible for a temporary waiver of student fees. Parents or students who believe they may qualify for a temporary financial hardship should contact the school Vice Principal or Principal at registration time for a waiver form. This waiver does not carry from year to year and must be completed annually. When application for any fee waiver is granted, the fee or fees waived under the application are not collectible. This does not apply to temporary waivers.

**Field Trips:** Arrangements for field trips will be made at the site where the trip originates. Information will be forwarded to Central Campus or the home school through attendance clerks so that the instructors at both schools are informed.

**DES MOINES PUBLIC SCHOOLS**

**STUDENT HANDBOOK LANGUAGE**

**GENDER IDENTITY**

**Statement of Non-Discrimination**

*The Des Moines Independent Community School District does not discriminate on the basis of race, color, national origin, gender, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices.*

The District strives to create a supportive environment for its students. Discrimination, harassment, and bullying of students for any reason, including on the basis of gender identity and/or sexual orientation are prohibited by state law and District policy. Students who believe they have experienced or witnessed discrimination, bullying, or harassment should refer to page \_\_ of this handbook to learn how to file or make an internal complaint.

Complaints of discrimination or harassment based on a student’s actual or perceived gender identity or sexual orientation must be handled in accordance with District Policy no. \_\_\_\_\_.

**Definitions**

1. Gender identity: A person’s gender-related identity, which may be the same as or different from the person’s sex assigned at birth.
2. Transgender: an umbrella term used to describe a person whose gender identity or gender expression is different from that traditionally associated with the assigned sex at birth.
3. Sexual orientation: an individual’s enduring pattern of physical, romantic, or other attraction to another person. Sexual orientation is not the same as gender identity.

**Privacy**

In accordance with the Family Educational Rights and Privacy Act (FERPA), only those District employees with a legitimate educational interest are permitted to access a student’s records. Absent consent from the parent or adult student (18 years or older), information contained in a student’s records, including information regarding a student’s sex, sexual orientation, gender identity, or transgender status may only be disclosed under the limited circumstances set forth in FERPA.

Students have the ability to discuss and express their gender identity openly and decide when, with whom, and how much of their private information to share with others. Schools should work closely with the student and parent(s)/guardian(s) to devise an appropriate plan regarding the confidentiality of the student’s gender identity.

**Requesting Support**

The District recognizes that it is a highly personal decision for a student to determine whether they identify with a different gender than their sex assigned at birth. Students are encouraged to speak with a building administrator or guidance counselor if they need support or accommodations at school.

In some cases, transgender students may not want their parents to know about their transgender status. These situations must be addressed on a case-by-case basis and will require schools to balance the goal of supporting the student with the requirement that parents be kept informed about their children. The paramount consideration for school officials in such situations will be the health and safety of the student.

**Student Names and Pronouns**

Every student is entitled to be addressed by the name and pronoun that correspond to the student’s identity including gender identity that is consistently asserted at school. Students are not required to obtain parental consent or a court-ordered name or gender change as a prerequisite to being addressed by the name and pronoun that correspond to their gender identity. Teachers and school staff should be made aware of and honor a student’s request to be referred to by their preferred name and gender that correspond to their gender identity.

**District-Maintained Records**

The District may be required to maintain certain records including the student’s name and sex assigned at birth (including, but not limited to, the student’s permanent record). These records will only be maintained and used as required by law, policy, or rule, and will only be disclosed in accordance with such law, policy, or rule.

Any student, regardless of gender identity, must file appropriate court documents to get their legal name changed in their permanent record. Under the Family Educational Rights and Privacy Act (“FERPA”), a parent or eligible student may ask to have the student’s education records amended if they are inaccurate, misleading, or in violation of a student’s privacy rights. The District will respond to requests to amend information in student records for transgender students consistent with how other students’ records are amended.

Other than documents where the students name and sex assigned at birth are required to be listed, any reference to the student’s name and gender should match the gender identity of the student.

Student “directory information,” as defined by FERPA, is information that may generally be disclosed without prior consent from the parent or eligible student. Directory information is defined by District policy and families must receive notice each year of their rights under FERPA. Directory information shall not be used by the District in any way that intrudes on the privacy interests of students with respect to gender identity.

**Restrooms and Locker Rooms**

Administrators should discuss options available to the student and parent(s), including the use of the restroom or locker room of the gender with which the student identifies. While open discussions about safety, comfort-levels, and other situations are helpful, the student should be allowed to use the facility that corresponds to the student’s gender identity. Students, including but not limited to transgender students, who are uncomfortable using a restroom deemed available for more than one person or for a particular gender should be provided with a safe alternative, such as a single gender-neutral restroom. Transgender students will not be required to use a separate or single-use facility if they do not voluntarily wish to do so.

In locker rooms that involve undressing in front of others, any student who voluntarily wishes to have additional privacy, regardless of that student’s sex or gender identity, will be provided with an accommodation that best meets the needs and privacy concerns of that student. These accommodations may include, but are not limited to:

1. Use of a private area in a larger room such as a bathroom stall in a multi user restroom, an area separated by a curtain, or a nurse’s or PE instructor’s office.
2. A separate changing schedule, before or after other students use the facility.

**Extra-Curricular Activities and Interscholastic Sports**

The District encourages participation in District-sponsored activities for all students regardless of their gender identity. In general, student will participate in sex segregated interscholastic sports consistent with their gender identity. However, participation in interscholastic sports may be subject to the rules and requirements of the Iowa High School Athletic Association and/or the Iowa Girls High School Athletic Union. Participation in activities and sports will be determined on a case-by-case basis by a team consisting of the appropriate Executive Director, Principal, and Activities Director of the school. If there is no Activities Director assigned to the school, the Executive Director shall choose one from another school within the District.

**Physical Education/Gym Class**

Transgender students shall not be denied the opportunity to participate in physical education, nor shall they be forced to have physical education outside of the regularly scheduled class time. In general, students should be permitted to participate in gender-segregated recreational gym and physical education classes in accordance with their gender identity.

**Student Dress**

Students are allowed to dress in clothing consistent with their gender identity, including at school-sponsored special events (e.g., Prom).

**Notification**

Each building Principal or designee is responsible for ensuring that school staff and students are familiar with these guidelines

**Questions/Inquiries**

Questions about these guidelines should be directed to \_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**POLICIES: Food Guidelines** **Series 700** **Code 763** **Title: Nutrition Standards**

Foods and Beverages Sold Individually (i.e., foods sold outside of reimbursable school meals, such as through vending machines, cafeteria a la carte lines, fundraisers, school stores, etc.)

All foods available on campus will comply with the current USDA Dietary Guidelines for Americans.

Elementary Schools:

The school food and nutrition program will approve and provide all food and beverage sales to students in elementary schools. Given young children s limited nutrition skills, food in elementary schools should be sold as balanced meals. If available, foods and beverages sold individually should be limited to low-fat and non-fat milk, fruits, 100% juice, non-fried vegetables and approved age appropriate healthy food selections.

Middle Schools and High Schools:

In middle and high school buildings all foods and beverages sold (including those sold through a la carte lines, vending machines, student stores, school-sponsored fundraising activities) other than (a) as part of the reimbursable school meal programs or (b) through concession stands immediately prior to, during and immediately after athletic and other events not occurring during the school day, will meet the following nutrition and portion size standards:

Beverages

* Allowed: water or sparkling water (USDA approved); fruit and vegetable juices and fruit-based drinks that contain at least 30% fruit juice and that do not contain additional caloric sweeteners; unflavored or flavored low-fat or fat-free fluid milk and nutritionally-equivalent nondairy beverages (to be defined by USDA); electrolyte replacement drinks that do not contain more than 20 grams of added sweetener per 8 ounce serving; and beverages containing caffeine with less than 15 milligrams per 8 ounce serving.
* Not allowed: soft drinks containing caloric sweeteners; fruit-based drinks that contain less than 30% real fruit juice or that contain additional caloric sweeteners.

Foods

* A food item sold individually:
* Will have no more than 35% of its calories from fat (excluding nuts, seeds, peanut butter, and other nut butters) and 10% of its calories from saturated and trans fat combined;
* Will have no more than 35% of its weight from total sugars;
* Will contain no more than 230 mg of sodium per serving for chips, cereals, crackers, French fries, baked goods, and other snack items; will contain no more than 480 mg of sodium per serving for pastas, meats, and soups; and will contain no more than 600 mg for pizza, sandwiches, and main dishes.
* A choice of at least two fruits and/or non-fried vegetables will be offered for sale at any location on the school site where foods are sold. Such items could include, but are not limited to, fresh fruits and vegetables; 100% fruit or vegetable juice; fruit-based drinks that are at least 30% fruit juice and that do not contain additional caloric sweeteners; cooked, dried, or canned fruits (canned in fruit juice or light syrup); and cooked, dried, or canned vegetables (that meet the above fat and sodium guidelines).

Portion Sizes

* Limit portion sizes of foods and beverages sold individually to those listed below:
* One and one-quarter ounces for chips, crackers, popcorn, cereal, trail mix, nuts, seeds, dried fruit, or jerky;
* One ounce for cookies;
* Two ounces for cereal bars, granola bars, pastries, muffins, doughnuts, bagels, and other bakery items;
* Four fluid ounces for frozen desserts, including but not limited to, low-fat or fat-free ice cream;
* Eight ounces for non-frozen yogurt;
* Twelve fluid ounces for beverages, excluding water; and
* The portion size of a la carte entrees and side dishes, including potatoes, will not be greater than the size of comparable portions offered as part of school meals. Fruits and non-fried vegetables are exempt from portion-size limits.

Fundraising Activities:

To support children's health and school nutrition-education efforts, school-sponsored fundraising activities will either not involve food or will use only foods that meet the above nutrition and portion size standards for foods and beverages sold individually outside the reimbursable school meal programs. Schools will encourage fundraising activities that promote physical activity. The school district will make available a list of ideas for acceptable fundraising activities. While this restriction does not apply to PTA's, independent booster clubs or similar organizations, they are encouraged to comply with this policy when it comes to the sale of fundraising items.

Snacks:

Snacks served during the school day or in after-school care or enrichment programs will make a positive contribution to children's diets and health, with an emphasis on serving fruits and vegetables as the primary snacks and water as the primary beverage. Schools will assess if and when to offer snacks based on timing of school meals, children's nutritional needs, children's ages, and other considerations. The district will disseminate a list of healthful snack items to teachers, after-school program personnel, and parents. Eligible schools will provide snack through approved after-school programs participating in the National School Lunch Program.

Rewards:

Schools will not use food or beverages for rewards that do not meet the nutrition standards for foods and beverages sold individually (above) as rewards for academic performance or good behavior, and will not withhold food or beverages (including food served through school meals) as a punishment.

Adopted September 20, 2005  
Last review: 2010

**Grading Periods:** Student report cards will be issued from the home high schools QUARTERLY.

**Libraries:** Central Campus students may use the library. Central Campus students will use their school ID card for checking out books. Students must have an Acceptable Use Agreement on file at Central Campus or at their home school to use the internet.

**Lockers:** Some programs at Central Campus may have lockers available for students and will be assigned by those course instructors.

**Lost and Found:** Articles found in the building or on the grounds by students should be taken to the main office where they can be claimed by the owner.

**Meal Rates, Loan Program & Procedures**

Des Moines Public Schools Food and Nutrition Services Department serves approximately 30,000 meals daily in our school nutrition services program. School meals are planned to reflect the Dietary Guidelines for Americans. We strive to provide a nutritious breakfast and lunch for all students at an affordable cost. We encourage children to develop good eating habits.

Menus are published on http://dmschools.nutrislice.com/

Families pay for school meals using myschoolbucks.com or call 515.242.7636 for more options.

**Free and Reduced-Price Meals**

Families who earn less than 130 percent of the poverty level are eligible for free meals and those with incomes between 130 and 185 percent of poverty level qualify for reduced-price meals. In the Des Moines Schools, approximately 60 percent of the student enrollment qualifies for free or reduced-price meals. The prices for a paid breakfast and lunch are approved by the School board and the price of a reduced-price meal is established by the federal government.

To determine your eligibility for free or reduced-price meals, please read the guidelines and complete the application at www.applyforlunch.com/Application. For more information about the application process, call 515.242.7636.

As the student goes through the lunch line he/she will enter their account number to purchase their meal. Students will be reminded by the cashier when their account balance falls below $5. Parents/Guardians are encouraged to maintain a positive account balance.

Meal Prices 2017-2018

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Elementary | | Middle School | | High School | |
|  | **Breakfast** | **Lunch** | **Breakfast** | **Lunch** | **Breakfast** | **Lunch** |
| Single Full Price | $1.65 | $2.70 | $1.75 | $2.75 | $1.80 | $2.85 |
| Single Reduced Rate | $.00 | $.40 | $.00 | $.40 | $.00 | $.40 |
| 5-Day Full Price | $8.25 | $13.50 | $8.75 | $13.75 | $9.00 | $14.25 |
| 5-Day Reduced Price | $0.00 | $2.00 | $0.00 | $2.00 | $0.00 | $2.00 |
| 20-Day Full Price | $33.00 | $54.00 | $35.00 | $55.00 | $36.00 | $57.00 |
| 20-Day Reduced Price | $0.00 | $8.00 | $0.00 | $8.00 | $0.00 | $8.00 |

A la Carte Milk $.45 Adult Breakfast $2.05

Adult Lunch $3.45

**Des Moines Independent Community School District**

**Negative Meal Balance Procedure**

Negative balance messages are sent out twice/week by email and once/week by phone.

HIGH SCHOOL

* Student balances will be limited to negative $5 until the balance is paid in full.
* Students will not be allowed to charge meals if the loan balance is below negative $5.
* An alternative meal is not provided.
* Students that receive reduced price meals will receive a reimbursable lunch at $0.40 even if their balance exceeds negative $5. Students that receive reduced price meals will receive a reimbursable breakfast at no cost.
* Students must have cash or money in their account to purchase a la carte items.
* Parents will be notified weekly by email for any negative balance and a phone call if the student’s account balance falls below negative $5. This contact is made from the Food & Nutrition Central Office.
* Students will be notified of their balance verbally at the cash register when their balance falls below $5.

MIDDLE SCHOOL

* Student negative balances will be limited to $15 until the balance is paid in full.
* Students that have negative balances above this amount will be offered an alternate meal that will be charged to their account ($1.50/meal).
* No snack or ala carte items may be charged.

**Make-Up Work:** Instructors at Central Campus will notify students if after school make-up is necessary. Morning Central Campus students may arrange to arrive early to complete make-up work. Students have two days for every absence to makeup work or labs.

**Medication:** Only those medications prescribed by a physician that must be taken during the school day will be administered. Please send the medicine to school in the original container with a pharmacy label listing the child’s name, the name of the medicine, the dosage, and the time to be given. A written statement requesting medication administration must also be provided. A written statement from the physician and parent is also required for students to administer medication to themselves. “Over the counter” medication will not be administered by school personnel unless accompanied by a physician’s written order.

**Nurse:** The nurse’s office located in room 2503 is staffed by a Registered Nurse. Students and/or parents may contact the nurse **515.242.7779** between the hours of 7:25 am and 3:10 pm. To assure provision of adequate health care for the student, please report health concerns or special needs directly to the Central Campus nurse.

**Physical Education:**

* Students enrolled in Central Campus classes and have a full academic schedule, may have their Physical Education class waived.
* Students may schedule physical education at Central Campus

**Section 504 Policy:** Central Campus has a unique definition: students come to this location for extension programs. As a result, students are identified and a plan will be initiated at their home school site. However, we do ask the home schools to inform us of students who have been identified to assist our team and the identified student.

**Suspensions:** Out-of-school suspensions from the home high school or Central Campus results in suspension from both schools until the parent conference is held. The administrator making the suspension will immediately notify the home high school administrator or the Central Campus administrator of the suspension. In-School Suspension will be an option at either school. Suspensions to Educational Services can be made by the home high school or Central Campus. The administrator who issues the suspension must notify the other school when the suspension is cleared.

**Textbooks:** Textbooks issued to students for Central Campus classes must be returned to Central Campus unless purchased by the student. Students will be responsible for any costs incurred for lost or damaged textbooks. Payments are due prior to finals in the main office.

Textbook procedures

1. Instructors will check out textbooks at the beginning of the course if a textbook is used.
2. Instructors will check in textbooks at the end of the course if a textbook was issued.
3. If a student fails to turn in a textbook or turns in a damaged textbook the instructor will need to do the following.
   1. Verify the cost of the textbook and/or any damage done to the textbook.
   2. Let the student and parent know of the costs.
   3. Students will pay the bookkeeper in the main office so a receipt can be issued.
   4. If an instructor is unsuccessful in contacting the parent or collecting the fees, the instructor can then turn the student’s name and fees over to the office along with documentation of parent contact.
4. All fees collected for lost or damaged textbooks will be put into each department’s account to pay for the repairs or replacement of textbooks.

**Transfer or Drop:** Students transferring or dropping from Central Campus need to come to the Central Campus Attendance Office to check out. They will not be cleared by the home school until cleared by Central Campus.

**Questions:**

Contact the counseling center at your home high school for questions or concerns about academic standing or policy.

**East High School** 515.242.7767

**Hoover High School** 515.242.7238

**Lincoln High School** 515.242.7547

**North High School** 515.242.7205

**Roosevelt High School** 515.242.7281

**Central Academy** 515.242.7770 Ms. Hilton

**Central Campus** 515.242.7676 Ms. Miller