

# Central Campus

## Des Moines Public Schools

1800 Grand Avenue  
Des Moines, Iowa 50309  
515-242-7846



## STUDENT HANDBOOK

### **Equity Statement**

It is the policy of the Des Moines Public School District not to discriminate on the basis of race, color, national origin, sex, 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 district.



## TABLE OF CONTENTS

Central Campus Office Staff	3
General Information	3
Mission of Central Campus	5
Academic Information	5
School Eligibility Policy	6
Student Expectations	7
Suspensions	9
Parking	12
Safety and Security	14
Services and Programs	15
District Policies	16

## **CENTRAL CAMPUS OFFICE STAFF**

### **Administration**

Director..... Tascha Brown – 242-7846  
Associate Principal ..... Lisa Hill – 242-7846  
Associate Principal.....Kelsie Goodman – 242-7846

### **Student Support Staff**

Counselor ..... John Hickling(A-L) – 242-8157  
Counselor .....Jennifer Scott (M-Z) 242-7674  
Community Schools Coordinator ..... Sonya Smith – 242-7296

### **Office Staff**

Office Manager ..... Tina Christman – 242-7297  
Guidance/Registrar Secretary ..... Mary Moua– 242-7204  
Bookkeeper ..... Lori Welker-Edgington – 242-7866  
Attendance Clerk .....Patty Crouch – 242-7653  
Nurse .....Jasmine Lester– 242-7779  
Restorative Safety Coordinator.....Neil Issa- 242-7888  
Campus Monitor.....,.....Scott Noah – 242-3061

**Central Campus Instructor information can be found on our website at [centralcampus.org](http://centralcampus.org)  
under the Faculty tab.**

## **GENERAL INFORMATION**

Central Campus is open for student arrival at **8:15 AM**. Classes begin at **8:45 AM** and end at **3:05 PM**. After school, students who are not with a teacher, a coach, or a club sponsor must leave the building by **3:25 PM**.

School Office Hours are **7:45 AM to 3:30 PM** (doors lock at 3:15 PM.)

## **CENTRAL CAMPUS BELL SCHEDULE**

Daily Bell Schedule	
Period 1	8:45 – 9:30
Period 2	9:35 – 10:20
Period 3	10:25 – 11:10
LUNCH	11:15 – 11:45
Period 5	11:50 – 12:35
Period 6	12:40- 1:25
Period 7	1:30 – 2:15
Period 8	2:20 – 3:05

Bus Shuttle to & from Central Camp		
Period	Bus Arrival	Bus Depart
1	8:40	X
2	9:30	10:25
3	10:20	X
LUNCH(4)	11:10	11:50
5	X	12:40
6	12:35	1:30
7	1:25	X
8	2:20	3:10

- There is no period 4 at Central Campus. Period 4 is Central Campus' lunch. There is a period 4 at the home high schools.
- **X** on Bus Shuttle Schedule denotes that a bus will NOT be arriving or departing to or from Central Campus.
- Any Central Campus student who has periods 3 or 5 can eat lunch at Central Campus.
- Daily schedule and bus shuttles are subject to change.
- Students and parents will be notified if there is a change to a daily schedule. Watch the local news and follow DMPS on social media and/or their website for inclement weather schedule changes.
- Students need to ride the shuttle bus to and from Central Campus. Only students who qualify for parking privileges may park at Central Campus.

### MISSION OF CENTRAL CAMPUS

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. Our mission is to ensure students possess the knowledges, skills, and abilities needed to be successful at the next stage of their lives.

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 participate in our Advance Career Training Programs. We provided career and academic planning to support high school students as they prepare for their postsecondary lives. In addition, Central Campus students have the opportunity to earn community college credit at no extra cost.

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 with our community business partners. Central Campus commits itself to providing equal access and through rigorous academic and career training experiences for all of its students.

Central Campus is truly the place where Learning Leads to Earning!

## **ACADEMIC INFORMATION**

Central Campus has eight career academies with many specialized programs that offer multiple pathways to career readiness. Students have the opportunity to earn certifications and participate in internships and apprenticeships during and after high school. The following information is an overview of our academic process. If you have further questions, please contact our guidance department.

### **DROPPING A COURSE**

Students should not plan to drop a course once their schedules are established unless there are exceptional circumstances. In that case, approval must be secured first from the home school counselor, then the Central Campus Counselor. When this process has been completed, the counselor makes the schedule change. For high school credit only courses students have 10 days after the first day of school to drop the class without an F or W. For dual credit DMACC Courses, the drop deadlines will be communicated by the Central Campus Counselors Department.

### **GRADES**

Grade are accessible through Infinite Campus. The first report indicates student progress and the second contains final grades and the amount of credit earned. These grades will be available at any time through the Infinite Campus Parent Portal. Please talk to classroom teachers, counselors, or administration if you have questions.

### ***GRADUATION REQUIREMENTS***

**A total of 23 units of credit are required for graduation as described below.**

## **SCHOOL ELIGIBILITY POLICY**

Central Campus strives to foster a culture of excellence and prepare our students to succeed in the 21<sup>st</sup> Century as learners and citizens. We believe that students across the nation are very much the same, but that the levels of expectations that are bestowed upon them vary greatly. Central Campus sets the bar high and expect and support our students in reaching those high expectations.

### **POLICY:**

According to the Iowa High School Athletic Association, the school must AT MINIMUM adhere to the No Pass No Play Policy. At any time, a local school may enforce a policy that is more stringent than that of the No Pass No Play Policy.

The Central Campus Policy will require that students maintain a C average or higher in each of the classes that he/she is enrolled. Progress check will be done for each activity season. If students receive a D or an F in any of their classes, he/she will have an individual academic intervention plan. Waiver checks will be done two weeks after the progress check. In order to participate in any events, a student must have a waiver signed for any class in which he/she has a D/F. If a waiver is not signed, the student will sit out of games and performances until they raise their grade to a C or better. Students

must still participate in practice and they will also be able to dress for the activity. They will not be able to participate in the event for any reason. There will be an appeals process for students and parents if they want to dispute their ineligibility (See below).

This policy is enforced at all levels of play. (9<sup>th</sup> – Varsity)

Examples of events: theater play/performance, choir recital/performance, Academic Decathlon competition, Athletic/activity tournament game/match or regular game/match, cheerleading/dance, band or orchestra competition/performance, JROTC rifle or drill, etc.

## **STUDENT EXPECTATIONS**

### **STUDENT DRESS AND LANGUAGE**

The follow guidelines are meant to assist students and parents/guardians in determining appropriate attire for school. School administration reserves the right to ban any item or clothing article which may cause a disruption to the learning environment or personal safety. School administration reserves the right to send students home if they are in violation of the dress code. Central Campus School has a clothing closet in which any student may use clothing in order to meet dress code requirements.

Dress for industry, some classes may require specific clothing to be worn in order to participate. Central Campus students are expected to exhibit good taste in dress; and use appropriate language in order to support a positive climate for learning. The grooming or dressing by students in any manner that presents a health hazard, safety hazard or is a disruption to the educational process in the school is not acceptable. Student dress and grooming is the responsibility of students and their parents.

Students are not to use inappropriate/profane language in classrooms, in the hallways, or during other school related activities. Students whose dress or language is deemed to be disruptive to the learning environment will be provided an opportunity to correct the issue. Failure to meet the dress and language expectation may cause a student to be subject to the district disciplinary code.

### **ID BADGE POLICY**

- ID badges must be displayed when entering Central Campus.
- ID badges must be easily accessible for lunch and classrooms.
- If a student loses their ID, they will be offered a free replacement. After that, students will be charged \$5 for all future replacement IDs.

### **STUDENT DISCIPLINE**

Student Discipline Code and Procedures are from the District Discipline Code which can be found on the DMPS website for further clarification.

### **STUDENT MISCONDUCT**

The *District Discipline Code* provides a description of a broad range of behavior considered to be student misconduct. The behavior described should be viewed as representative of the misconduct that most frequently causes a disruption to the orderly educational process.

The acts of misconduct listed in Levels I, II, III, IV are not inclusive. The student who commits an act of misconduct that may be classified into any of the four levels will be subject to disciplinary action by the

classroom teacher, dean of students, vice principal, or principal. Des Moines Public Schools administration reserves the right to make final decisions regarding disciplinary consequences.

## **GENERAL DISCIPLINE GUIDELINES FOR ASSESSING PENALTIES:**

The District may impose disciplinary consequences for conduct that interferes with the educational environment.

### **Levels of Offense/Overview**

Des Moines Public Schools believes a safe school environment is essential to ensure students can learn and be successful in their academic pursuits. To ensure a safe learning environment, DMPS has updated the discipline code to ensure students who repeatedly create an unsafe school environment, can be responded to quickly and efficiently. This updated is an extension of the fight policy that was put into effect in January. Acts of misconduct are categorized into the following four levels of offense:

**Level I — Teacher Response:** Offenses that generally occur in the classroom and can be corrected by the teacher.

**Level II — Administrator Assisted:** Offenses that are more serious in nature or a continuance of Level I misconduct. Teacher asks for help from a member of the Student Support team.

**Level III — Administrator Response:** Offenses that place the school and persons in harm's way and create an unsafe school environment. The Des Moines Schools District has chosen to specifically address the most prevalent and disruptive of these behaviors with specific policy and procedures.

1. Fighting: students mutually engaging in offensive physical contact intended to cause injury
2. Common area loitering or refusal to be in an assigned area: students creating an unsafe school environment by refusing to attend class or be in an assigned area creating an unsafe school environment
3. Technology use leading to or supporting violence while on school grounds: the uses of technology to increase the level of violence in schools: Recording violent acts while on school grounds for the purpose to exacerbate, recording violent acts while on schools grounds without alerting school officials

Students committing any of the behaviors listed above (Items 1-3) are subject to the following procedures:

1<sup>st</sup> offense = Parent Meeting and formal Behavioral Contract with supports provided.

2<sup>nd</sup> offense = 30 school days virtual placement

3<sup>rd</sup> offense = additional 60 school day virtual placement

4<sup>th</sup> offense = additional 90 school days virtual placement

\*A manifestation determination meeting must be held for students with a disability.

The terms of a placement in an Alternate Educational Placement (AEP) under this required placement section, as well as under Level III, prohibit the student from attending or participating in any school activities.

### **Level IV — District Response:**

Offenses that threaten to disrupt the orderly educational process of the classroom or school or offenses that demonstrate the student's presence is detrimental to the best interests of the school. A finding that a student has engaged in an offense listed under Level IV constitutes a finding that the student has engaged in serious misbehavior which may require alternate educational placement or recommendation for expulsion for serious offenses. A student may be disciplined for violating Level IV offenses if the misbehavior occurs on school

property or at a school-sponsored or school-related activity regardless of whether the event is on or off school property.

## **SUSPENSIONS**

### **OUT-OF-SCHOOL SUSPENSION**

Out-of-school suspension may be assigned for serious violations of the discipline code. Students who have been suspended Out-of-School may not participate in school activities or be on school property throughout the duration of the suspension. Students who are suspended must make-up all class work upon returning to class. Before a student may return to class, a conference with parents or guardians must take place. Out-of-school suspensions do not count against the attendance policy.

**ANTI-BULLYING/HARASSMENT PROCEDURE:** Nondiscrimination: No student in the Des Moines Independent Community School District shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination in the District programs on the basis of race, color, creed, sex, religion, marital status, ethnic background, national origin, disability, sexual orientation, gender identity, or socio-economic background. The District will provide educational programs and opportunities for students as needed on the basis of individual needs, interests, abilities, and potential.

**HARASSMENT AND BULLYING DEFINED:** Any communication toward a student including electronic (such as e-mails or instant messages), telephonic, written or verbal communication, or any physical act or conduct that is based on an actual or perceived trait or characteristic that creates or could reasonably be expected to create an objectively hostile school environment is prohibited. An objectively hostile school environment is created if the act or conduct:

- ✓ places the student in reasonable fear of harm to the student's person or property; or
- ✓ has a substantially detrimental effect on the student's physical or mental health; or
- ✓ has the effect of substantially interfering with the student's academic performance; or
- ✓ has the effect of substantially interfering with the student's ability to participate or benefit from the District services, activities, or privileges.

**HARASSMENT AND BULLYING PROHIBITED:** Harassment and bullying of students is against federal and state law, and against the policy and procedures of the District. The District is committed to maintaining an educational environment free of any form of bullying or harassment by or toward students, parents/guardians, employees, and volunteers while in school, at a school sponsored activity, or at any school sponsored function. The District prohibits harassment or bullying based on the student's actual or perceived race, color, creed, sex, age, religion, marital or familial status, ethnic background, national origin, ancestry, physical or mental ability or disability, sexual orientation, gender identity, physical attribute, political party preference, political belief, or socio-economic background or familial status. Acts of harassment or bullying may be treated as grounds for discipline. Discipline may include suspension or expulsion of a student, termination of an employee, and exclusion of a volunteer from District activities or school premises.

### **EXAMPLES OF PROHIBITED BEHAVIOR MAY INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:**

- ✓ unwelcome touching;
- ✓ inappropriate or demeaning remarks, jokes, stories, activities, symbols, signs, or posters;
- ✓ implied or explicit threats concerning grades, awards, property, or opportunities;

- ✓ requiring explicitly or implicitly that a student submit to harassment or bullying as a term or condition of the student's participation in any educational program or activity.

**PREFERRED NAME AND GENDER:** If students wish to change their preferred name or gender in Infinite Campus, student can see their counselor and fill out form to request the change. If a form is completed, guardians will be informed once submitted.

**SEXUAL HARASSMENT DEFINED:** The District is committed to maintaining an educational environment free of any form of sexual harassment. All employees, volunteers, and students must avoid any action or conduct which could reasonably be perceived as sexual harassment. It shall be a violation of these procedures for any person to harass a student through conduct or communications of a sexual nature as defined by this procedure. Sexual harassment shall consist of unwanted sexual advances, requests for sexual acts or favors, and other verbal or physical conduct of a sexual nature when:

- ✓ submission to such conduct is made explicitly or implicitly a term or condition of the student's educational opportunities or benefits; or
- ✓ submission to or rejection of such conduct by a student is used as the basis for educational decisions affecting that student; or
- ✓ such conduct has the purpose or effect of substantially interfering with a student's education by creating an intimidating, hostile, or offensive educational environment.
- ✓ Sexual harassment may include but is not limited to the following:
- ✓ requests or pressure for sexual activity;
- ✓ unwelcome touching;
- ✓ other verbal or physical conduct of a sexual nature, such as inappropriate jokes, symbols, signs or posters of a sexual nature
- ✓ repeated remarks to or about a person with sexual or demeaning implications.

(Note: Any sexual overtures made by a staff member to a student whether welcome or unwelcome, shall be grounds for discipline, including termination. See Administrative Procedures Manual Series 400, Code 407.)

**COMPLAINT PROCEDURE:** Any person alleging a violation of these procedures may file a complaint using the *Complaint Procedures* of Series 400, Code 407, which is also described in the Employee Handbook. Employees who are aware of harassment or bullying shall file a written complaint or shall report the conduct to a principal or to the District Investigations Specialist at 242-7841. The complainant may bypass any step of the complaint procedure where the person against whom the complaint is to be lodged is the alleged perpetrator. Series 400, Code 407 shall govern the investigation of alleged cases of physical or sexual abuse, including sexual harassment, of students by staff members.

The complainant may be required to complete a written form and to turn over copies of evidence of discrimination, harassment, or bullying including, but not limited to letters, e-mails, tapes, signs, and pictures. The investigator shall promptly begin an investigation and proceed to completion. Both the complainant and alleged perpetrator will be given an opportunity to give a statement. District employees, students, parents, and volunteers shall fully and fairly cooperate in the investigation. A written investigation report shall be completed, and a summary of the report, including a finding that the complaint was founded, unfounded, or inconclusive, will be forwarded to the complainant, to the parent or guardian, and to the alleged perpetrator. The investigator will consider the totality of the circumstances presented in determining whether the conduct objectively constitutes discrimination or harassment.

The right to confidentiality, of both the complainant and the accused, will be respected consistent with the District's legal obligations, and with the necessity to investigate the allegations of misconduct and to take corrective action when this conduct has occurred.

**NO RETALIATION:** No person shall retaliate against a student or other person because the student or other person has filed a discrimination or harassment complaint, assisted or participated in an investigation, or has opposed language or conduct that violates these procedures, as long as the participation or action was done in good faith. Persons who engage in retaliation or who knowingly file false complaints or give false statements in an investigation shall be subject to discipline up to and including suspension, expulsion, or termination of employment.

## **ANTI-HAZING PROCEDURE**

**HAZING PROHIBITED:** Certain forms of hazing are illegal and subject to criminal sanctions in the state of Iowa. All forms of hazing are prohibited by the District both on and off District property. Hazing is a practice that diminishes the integrity of individuals and their teams, activities, and organizations. Hazing has no place in our society, particularly in an educational environment. The District is committed to emphasizing that all teams, activities, and organizations be made safe, educational, and constructive. Therefore, in support of the District's commitment to the mental, emotional and physical well-being of every student, hazing in any form is prohibited, and its practices in any manner are condemned.

## **HAZING DEFINED**

Hazing occurs when an action is taken against a person for the purpose of initiation or admission into, or affiliation with any organization, team, or activity operating in connection with the District, and the action either results in or is reasonably likely to have the effect of endangering the physical or mental health of the person, or humiliating, intimidating, or demeaning the person.

Hazing includes, but is not limited to, any type of physical brutality such as whipping, beating, striking, branding, placing a harmful substance on or in the body; any physical activity such as sleep deprivation, exposure to the elements or confinement in a particular space; any activity involving consumption of food, liquid, alcoholic beverage, drug, or other substance that subjects a student to an unreasonable risk of harm; wearing of public apparel that is conspicuous or intended to embarrass or humiliate by drawing undue attention; or any activity that induces, causes, or requires a student to perform a duty or task that involves the commission of a crime. Hazing shall not include any activity or conduct that furthers the legitimate curricular or extracurricular goals in a manner that is appropriate and customary for similar school programs.

## **ACADEMIC INTEGRITY AND PLAGIARISM**

Plagiarism is copying or imitating the language, ideas, or thoughts of another and passing them off as your own original work. Students are responsible for observing the standards on proper citation of sources for written work or other products. Failure to abide by these standards will be reported to the appropriate school administrative authorities and may result in loss of credit of the assignment or even for the course.

## **RELEASE TIME**

Students arriving at Central Campus before class starts need to wait in the cafeteria.

## **MONEY AND OTHER VALUABLES**

It is strongly recommended that students do not bring large sums of money or valuables to school. Do not leave money or valuables in lockers. Central Campus is not responsible for lost, stolen, or damaged valuables or money.

## **OPEN LUNCH RULES**

Central Campus has an open lunch for students in grades 9, 10, 11, and 12. We encourage all students to take advantage of the school lunch program and remain on campus for lunch. Central Campus currently falls under the Community Eligibility Provision, and all students are served breakfast and lunch for free each day.

## **CELL PHONES AND ELECTRONICS**

- Cell phones/electronics may be used before/after school, during passing, and at lunch. Usage is allowed in the classroom for instructional purposes as assigned by the teacher.
- No sound should be heard from the phone/device. They must be kept on silent or used with earbuds as allowed by the teacher.

## **TEXTBOOKS**

Textbooks may be issued to students at the start of the school year or semester. If a book is lost or damaged, a replacement fee is charged. In some classes, certain books or materials may have to be purchased in addition to a regular textbook.

## **PARKING**

Central Academy and Central Campus are fortunate to have some space available for qualifying students to park their vehicles. The following information will provide answers on how student parking works at Central Academy and Central Campus. Parking rules will be strictly enforced to ensure the safety of our qualifying students and staff.

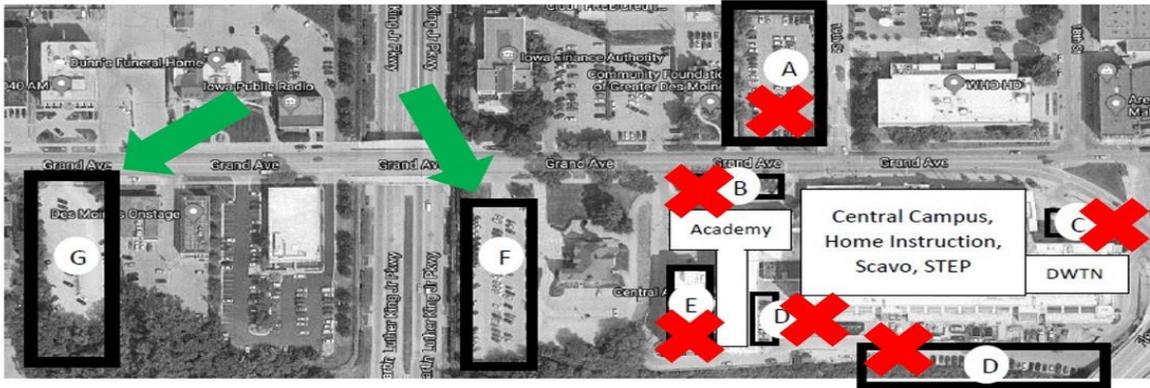
### **PARKING FAQ**

#### **Who qualifies for a parking permit?**

- All out of district students.
- DMPS Seniors who take 4 or more courses daily at Central Academy and/or Central Campus.
  - This can be 4 courses at Academy, Campus or a combination of both programs.
- Those students who qualify are required to complete the parking agreement contract located below.
- Qualifying students must bring the following to register for a parking pass:
  - A valid driver's license or school permit.
  - Vehicle registration
  - License plate number

#### **Where can qualified students park?**

- 2020 and 2140 Grand Avenue parking lots are the **ONLY** parking lots where qualified students with permits are allowed to park.
  - The image below provides the location of student parking by **GREEN ARROWS** - lots G and F.
  - Any areas marked with a **RED X** is off limits to students.



### How Do I Get a Parking Permit?

- Parking permits can be obtained at the front foyer desk at Central Campus only.
- Handicap parking is available and can be assigned in other lots.

### Safety, Rules, and Etiquette of the parking lot

- Students are **only allowed to park in lots F or G, no exceptions.**
- Students must always have an official Central Campus parking tag visible.
- Students must park in spaces properly.
- Speed will not exceed 5 mph.
- No burnouts.
- No parking on grass, fire lanes, or sidewalks.
- No parking in handicapped parking without a proper state issued permit. Violators will be ticketed and towed.
- No passengers riding on the outside of the vehicle (example: in the bed of a pick-up truck, on the hood of a car etc.)
- All students who qualify to park in the student parking lots must complete the parking agreement.
- Students who are caught plagiarizing parking passes may be ticketed or towed by the city and will lose future privileges to park on Central Academy and Central Campus property.
- Students found parking in lots other than lots F or G, or who don't have a parking pass, will be **ticketed or towed.**

**\*Violations of any of these rules and expectations can result in the students being ticketed or towed.**

### PARKING VIOLATION CONSEQUENCES

#### **Sequence of Consequences for Violating Parking Rules**

- **1<sup>st</sup> violation:** warning within the first 10 days of each semester and parents contacted
- **2<sup>nd</sup> violation:** \$20 ticket issued, and parent/guardian contacted.
- **3<sup>rd</sup> violation:** \$20 ticket issued, or parking privileges revoked.
- **4<sup>th</sup> violation:** Central Academy and Central Campus may request that the vehicle be towed at the owner's expense.

**\*These consequences are for the students with parking permits. Vehicles without a school parking permit are subject to the City of Des Moines ticketing and towing without warnings.**

## **SAFETY AND SECURITY**

### **VISITORS**

Visitors are required to show identification and sign in at the front desk. People with official school business are allowed on school grounds. All others will be asked to leave. Visitors are not to accompany students to classes during the school day unless they have obtained a signed approval from a school administrator. Community Organizations must show their company ID along with a photo ID if they are interacting with students in any fashion. This includes release of student(s) for field trips, appointments, and school visits.

### **SECURITY CAMERAS IN SCHOOLS AND BUSES**

It is the policy of the Des Moines Public Schools to create and maintain a safe school and work environment. Security cameras (closed circuit television systems – CCTV) are installed within school buildings and buses as well as the exterior of buildings. Security cameras monitor school property, assisting administrators in detecting and deterring unacceptable behavior or activities and otherwise enforcing district rules. Camera systems also provide a historical record to facilitate investigations.

All actions or conversations are subject to being recorded. Employees, students and others found to have tampered with or disabled cameras or systems shall be subject to discipline including termination of employment and possible legal action and restitution.

Security cameras are used to accomplish three important goals in the Des Moines Public Schools:

- To enhance the safety of students and staff
- To protect school property against theft or vandalism
- To assist in the identification of intruders and persons endangering the health, well-being or safety of school community members

### **CRISIS SITUATIONS**

In the event a crisis situation occurs in either the school or the community, students and staff should be prepared to respond according to district procedures and follow directions as given by members of the crisis team and community responders. Parents are asked to refrain from calling or coming to school until necessary so staff can focus on resolving the issue.

### **FIRE-SEVERE WEATHER-LOCKDOWN DRILLS**

Fire, severe weather, and lockdown drills are practiced at various times during the school year to help prepare for a crisis situation.

- The fire alarm is a steady blast. In a fire drill, students should leave the building immediately, following posted classroom exit routes or through the nearest door. Students should move quickly without talking or crowding. Teachers will follow students from the classroom and attendance will be taken.
- Severe weather drills are conducted by voice commands over the intercom system. Directions related to designated shelter areas are posted in each room.
- Lockdown drills are conducted periodically and directions are given over the intercom.

## **SERVICES AND PROGRAMS**

### **COUNSELING SERVICES**

The counseling center is located outside the commons. The counselors will work with students for academic planning, personal issues, and college and career readiness. Information concerning college entrance tests, financial aid, scholarships, military service, and post-graduation options may also be obtained from the counselors. Students needing to see a counselor should make an appointment. The counselors will then issue a pass for the student to leave class for the appointment. Students should not go to the counseling office during class time without a pass.

**John Hickling A-L [john.hickling@dmschools.org](mailto:john.hickling@dmschools.org)**  
**Jennifer Scott M-Z [jennifer.scott@dmschools.org](mailto:jennifer.scott@dmschools.org)**  
**Mary Moua Counseling Assistant [mary.moua@dmschools.org](mailto:mary.moua@dmschools.org)**

### **FOOD SERVICES**

Breakfast and lunch are served through the Central Campus cafeteria. Central Campus currently falls under the Community Eligibility Provision, and all students are served breakfast and lunch for free each day. Breakfast is served from 8:15-8:45 a.m.

### **INTERNET**

Parents are asked to give permission for their children to use the internet at school. Students are expected to follow these guidelines:

- ✓ Student internet use is a privilege, not a right. Student internet use is limited to school related research and activities ONLY.
- ✓ The use of instant messaging services, chat rooms and games is prohibited as is the use of personal email for non-school related purposes.
- ✓ Students may not adjust settings or cause any physical damage to computers, laptops, iPads or other district owned devices.
- ✓ Students who inadvertently land on an inappropriate site must notify a staff member immediately to avoid possible disciplinary sanctions.
- ✓ Students who witness inappropriate use of technology by other students should notify a staff member immediately.

### **NURSE**

The nurse works with students and families to secure solutions to their health concerns. Permanent health records are maintained in the nurse's office. First-aid is administered by the nurse. A pass to the nurse may be obtained from a teacher. All medicines are to be given to the nurse in their original container and with the doctor's instructions. The nurse will supervise the taking of all medications during school hours.

### **TRANSCRIPTS**

Please see your home high school registrar for a transcript. If you need a college transcript, please contact the college.

## **SCHOOL BUS TRANSPORTATION**

**We strongly encourage students to take the bus from their home high school to Central Campus.**

Des Moines Public Schools provides safe transportation for eligible students. Students must be orderly and courteous on the bus so the driver can give full attention to safe driving. Students must follow all posted rules. Those who do not follow these rules will be subject to disciplinary action and may be excluded from riding the bus. The Discipline Policy of Des Moines Public Schools applies to students while on school-owned and operated buses or on chartered buses. Students who live more than three miles from school and are not open enrolled are allowed free transportation.

## **DISTRICT POLICIES**

### **STUDENT ATTENDANCE POLICY:**

Rationale for Attendance Policy: The mission of Central Campus is to “learning leads to earning”. To live out our mission statement, we believe that all students should be active learners in their classrooms so they can be prepared with the knowledge, skills and abilities for their future. Additionally, students who are not in class for extended periods of time are at risk of failing academically, not learning at the same rate as their peers, and put at a disadvantage for success after high school. In order for a student’s absence to be excused, the Attendance Clerk, Patty Crouch (515-242-7653) must be notified as soon as possible. The list of excused absences and more information regarding attendance policies are located in the DMPS District Attendance Policy found at [www.dmschools.org](http://www.dmschools.org)

**STUDENT DISCIPLINE CODE & PROCEDURES**-- Please see DMPS Discipline Code/Procedures and searches related to Students, Protected Student Areas, Lockers, Desks, and Other School Facilities or Spaces for more detailed information found at [www.dmschools.org](http://www.dmschools.org).

### **EXTRA CURRICULAR CODE OF CONDUCT**

#### **PURPOSE**

Students in the Des Moines Public School District who are involved in extracurricular and co-curricular activities represent themselves and their school whether they are away from or at school. They must understand that they are expected to conduct themselves in a way that serves as an example to others that will favorably reflect on their school. Infractions that occur at Central Campus or the Home High School can have consequences for Work-Based Learning Opportunities within the Program or Home High School Good Conduct Policy.

#### **CONSISTENCY**

Any penalty will travel with a student transferring within the District. It is the responsibility of each school to deal with all violations at the school. Non-enforcement issues will be handled by a committee of district athletic directors. Any violations will also transfer with a student moving into the Des Moines Public School District.

## **DETERMINATION AND APPEAL PROCESS**

The student who is charged with violating the *Code of Conduct* will be notified of the alleged violation and the information that supports the allegation. The student will be given an opportunity to respond. There does not need to be a delay between the time that notice of the allegation is given to the student and the student's opportunity to respond. The Activities Director shall review all evidence and circumstances relevant to the allegation and shall make a decision regarding the alleged violation of the *Code of Conduct*. In the event the Activities Director determines the student has violated the *Code of Conduct*, the Activities Director will determine the period of ineligibility pursuant to the Penalty Details as set forth in the preceding section.

In the event a student/parent seeks to appeal the decision of the Activities Director, the following appeal process shall apply:

- The appeal must be in writing within five (5) school days.
- The appeal must be made by the parent, guardian, or student.
- The appeal must be made to the principal or designee.
- The student will be allowed to practice during the appeal. The student will not be allowed to participate in any contests or performances during the appeal.
- The administrative decision on the appeal will be made within five (5) school days following receipt.

The Activities Appeal Committee will consist of: Activities Director, Principal or designee, Two coaches/sponsors (not involved with student's activity), One teacher. A student charged with or who admits to an involvement in a criminal act not covered elsewhere in the Code may have his/her case brought up for review by the Activities Appeal Committee. The decision of the appeal committee is final.

## **COMPLAINT PROCEDURE**

This complaint procedure has been developed to handle complaints of discrimination, harassment, or sexual harassment. Employees, applicants for employment, parents, students, and volunteers can file a complaint.

Briefly, the complaint procedure includes the following steps:

1. Complainants may talk to their building principal or immediate supervisor to try to resolve the problem informally. If the complaint is based upon the conduct of the Complainant's principal or immediate supervisor, the Complainant may contact that person's immediate supervisor. Complaints should be reported as soon as possible after the event giving rise to the complaint.
2. If the Complainant prefers to proceed with a formal complaint, or if the matter has not been informally resolved, he or she may file a complaint with the District Compliance Officer or the Human Resources Investigations Specialist based on the allegation. Formal complaints should be filed by the Complainant within 30 days after the event giving rise to the complaint or it is determined the complaint cannot be informally resolved.
3. Within 10 working days, the appropriate investigator will begin the investigation. An investigation will include taking a written statement from the Complainant, the Respondent(s) named in the complaint, and those witnesses who have been identified who have relevant information pertaining to the complaint. Relevant documentation will also be collected and considered. During the investigation, a Respondent may elect to have a union representative, friend, counsel or any other individual present during interviews and subsequent meetings.
4. Within 30 working days, the investigator shall complete the investigation and issue a written report making findings with respect to the individual allegations set out in the complaint and rendering an ultimate finding as to whether the greater weight of the evidence, based on the entire record, indicates the District's policies have been violated. Under some circumstances, when many individuals are

involved in the investigation or an extensive legal review must be done, the investigator will inform the Complainant of the expected date of completion beyond the 30 working days.

5. The District prohibits retaliation against an individual for filing a complaint. Any individual intentionally providing false information in a complaint investigation may be subject to disciplinary action.

## CENTRAL CAMPUS WEBSITE

Visit the Hoover High School Website at [hoover.dmschools.org](http://hoover.dmschools.org). Here you can learn about upcoming news and events, find out what's for lunch, and much more. Use the menu at the top of the web page or the Quick Links menu to find what you're looking for.

For more information about district policies, please visit <http://dmschools.org> and click on the "parent" tab



The image shows a screenshot of the Des Moines Public Schools website. At the top, there is a navigation menu with the following items: COMMUNITY, PARENTS, STUDENTS, STAFF, MAPS, CONTACT, and LANGUAGE. The 'PARENTS' tab is circled in white, and a blue arrow points down to it from the text above. Below the navigation menu is the Des Moines Public Schools logo. Underneath the logo is a horizontal menu with the following items: About DMPS, Schools, News & Information, Departments, Academics, and School Board. Below this menu is a breadcrumb trail: / Parents. The main content area is divided into two columns. The left column contains several sections of links: 'About DMPS' with links for Academic Curriculum, Career/Tech Education, District Calendar, District Maps, Grading Practices, Comprehensive Course Catalog (2018-19), School Hours, School Locator Maps, Student Fees, Student Transcripts, and Weather Closures; 'District Participation' with links for CIML Sports, Summer Programs, and Volunteer; and 'Expectations of Students' with links for Code of Conduct and Policies and Procedures. The right column contains two promotional banners. The top banner is for 'Infinite Campus' and includes the text: 'If you are already a student, parent or guardian, and have an Infinite Campus account, click here to login.' The bottom banner is for 'SCHOOL MENUS' and includes the text: 'Visit DMP5 Nutrislice to see what's for breakfast or lunch at any school on any day of'.

<https://educateiowa.gov/>