



<http://brody.dmschools.org/>

BRODY MIDDLE SCHOOL
2501 Park Ave / Des Moines, IA 50321

Principal – *Mr. Hoffman*

IB Coordinator – *Mr. Pilcher*

Assistant Principal – *Ms. May*

Behavior Coach – *Mr. Eklov*

School Improvement Leader – *Mr. Crosby*

Counselor – *Ms. Comiskey*

PHONE NUMBERS

Attendance: 515-242-8282

Main Office: 515-242-8443

FAX: 515-244-0927

Nurse and Counseling:
515-242-8262

SUCCESS Worker – *Ms. Zimmerman*

Social Worker – *Mr. West*

SpEd Consultant – *Ms. Wiese*

Nurse – *Ms. Filkins*

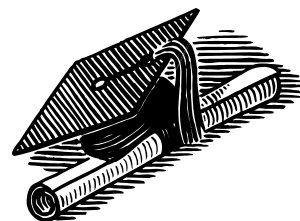
Office Manager – *Ms. Oliver*

THIS PLANNER BELONGS TO:

Name: _____

Homeroom: _____

Student ID: _____





BRODY MIDDLE SCHOOL STUDENTS are actively involved in a quality educational program to reach their fullest potential as inquiring, knowledgeable, compassionate, and caring learners within a global community.

The Brody Mission is to ensure learning by providing quality instruction for all students that supports a lifetime commitment to intercultural understanding and respect.

STUDENT EXPECTATIONS

- ▶ **Be RESPECTFUL**
- ▶ **Be RESPONSIBLE**
- ▶ **Be READY**

- **Be Inquirers**
- **Be Knowledgeable**
- **Be Thinkers**
- **Be Communicators**
- **Be Principled**
- **Be Open-Minded**
- **Be Caring**
- **Be Risk-Takers**
- **Be Balanced**
- **Be Reflective**

BE SAFE



Please consult the DMPS *Parent Handbook for Middle School* for more detailed information.

Attendance

Students are expected to be on time and attend classes every day in order to receive the best educational opportunity from school. **Parents are expected to notify the school regarding an absence on the same day of the absence (ATTENDANCE LINE: 242-8282).**

In accordance with Iowa law, it is the parent's responsibility to cause the child to attend school (Code of Iowa, Chapter 299). An absent student not meeting the provisions required to have an excused absence will have an unexcused absence. Excessive unexcused absences may result in sanctions by school and state officials.



Tardiness

Tardiness to school is defined as arriving after 7:45 a.m. **Students who arrive before 8:00 a.m. are to sign in at the Front Desk and go directly to class.** After 8:00 a.m. students need to sign in at the front desk. Tardiness to class is defined as arriving late to any individual class after the bell has rung. Students who are tardy **will be given consequences by each teacher.**

Leaving School

Students who are being picked up early by a parent or guardian must be signed out in person by an adult who is listed as a household or emergency contact from the front desk. **Students will not be sent out of the building without adult escort under any circumstance.** If a student leaves without an adult escort, he/she will be considered truant.

Dress Code

Students are expected to wear appropriate attire at all times. The dress and physical appearance of our students should not draw undue attention and should provide adequate coverage of the person so as not to be disruptive or distracting.

1. **Students are not to have their undergarments showing.** They are not to wear low-rider pants, short shorts or skirts, pajamas, tube tops, halter-tops, midriff tops, or spaghetti-strap shirts.
2. Clothing that displays sexual content or innuendo and/or promotes illegal drug, tobacco or alcohol use is prohibited.
3. Shoes must be worn at all times for health and safety reasons. **Students need supportive shoes that are appropriate for school activities and PE class.**
4. Head coverings, sunglasses, and bandannas are only allowed in the classroom and public areas on special occasions or with the permission of an administrator.
5. Gang colors, clothing and signs are prohibited.

Students who are dressed inappropriately will be asked to change or will be given something appropriate to wear for the remainder of the school day.

Health Services

Except in emergencies, a student must obtain a pass from his/her classroom teacher before visiting the nurse's office.

1. **SCHOOL DISMISSAL POLICY:** The nurse will contact a parent or guardian before excusing a student to leave the building.
2. **P.E. EXCUSES:** Any student who needs to be excused from P.E. class needs to bring a note from the parent or physician to the nurse who will issue a pass.
3. **HEALTH SCREENINGS:** The school nurse, with the assistance of the PE teachers, will complete health screenings on students annually. These screenings include testing height, weight, BMI ratio, and vision. In selected cases blood pressure, pulse and scoliosis testing may also be included. A screening report will be provided to parents once testing is completed. Please contact the school nurse if you would like your student excused from this screening process.
4. **MEDICATION POLICY: Medications (prescription and nonprescription) required at school must be given to the nurse by an adult in a prescription bottle, be accompanied by a doctor prescription, and be accompanied by a note from the parent with instructions. Students should not be in possession of their medication or other medication at school. The nurse or certified school staff will be responsible to administer these medications.**
 - Ibuprofen (Advil/Motrin) and Acetaminophen (Tylenol): Appropriate doses of these medications can be administered by the school nurse during a school year with a parent's permission on file in the nurse's office.
 - Self-Administered Medications: **Certain medications such as asthma inhalers and diabetic glucose tablets may be cleared by the nurse to be carried and self-administered by the student at school.**



Call the nurse (242-8262) with questions.

School Bus Rules

DMPS and Dart busses are provided for safe transportation for eligible students to and from school. **Students who do not obey the bus rules will be subject to disciplinary action, including suspension from bussing services.** Copies of the bus rules are handed out to students with the bus pass at registration. The bus rules can also be found in the parent handbook for middle school students.

Parents and students should report bus concerns to the main office at Brody. Bus passes should be purchased in the main office before school or during lunch. Students cannot board the bus without a bus pass or the correct bus fare.

**STUDENTS ARE CHARGED \$5.00 TO REPLACE A LOST/MISSING BUS PASS
In order for us to provide quality service, students with transportation needs
or support must inform the front office at least 30 minutes before dismissal.**

Arrival to school

Students are expected to arrive at school in a timely manner. **Students will be allowed entry at 7:00 a.m. Breakfast is offered starting at 7:20 and students report to classes by 7:45 a.m.**

Dismissal from school

Unless the student is staying for a planned after-school activity, the student should go directly home after school is dismissed at 2:30 p.m. **Students are not to be in the school building after 2:40 p.m. unless under the supervision of a staff member or involved in planned extracurricular activities.**

Bicycles

If you ride a bike to school, you must park it and lock it in the bike rack located at the front, east side of the building. The school will not be responsible for lost or stolen bikes or damage to a bike while on school property.

Cell Phones and Other Electronic Devices

Students understand that using personal electronics at Brody is a privilege and not a right. Any failure of a student to comply with a request from a teacher or staff may result in the suspension or loss of the privilege. **The school is not responsible for lost or stolen electronic devices.**

Contacting Your Child at School

If you need to contact your child during the school day, please telephone or visit the school office. To prevent disruption of the class, the office will deliver a message to your student.

Lockers

Lockers are for school materials and supplies. **Money and other valuables should NOT be kept in the lockers. The lockers are the property of the school. They may be opened and searched by school authorities.** Students should not share their combination with other students. You may not move from your assigned locker without permission from the office. The school is not responsible for any goods lost or stolen at school.

Planner Usage

All students will be provided one planner free of charge. **If students lose or alter their planner, they will be asked to replace it at their own cost of \$5.00 each.**

Lost and Found

At the end of each semester, unclaimed articles are given to a charitable organization.

Cafeteria Rules

All students will eat in the cafeteria whether they bring their own lunch or purchase lunch at school.

Each student is responsible for knowing his/her own lunch account number. It is also the responsibility of the student to have enough money in the lunch account. Checks for the account are to be made payable to Brody Middle School and deposited in the morning before school. Students are not allowed to buy from any account other than their own.

Visitors

All visitors must report to the front desk to obtain a pass to visit the school. Students may not bring friends or siblings as visitors to class.

UNSAFE SCHOOL CHOICE OPTION

“Under Iowa’s Unsafe School Choice Option rules (281-Iowa Administrative Code chapter 11), a student who is the victim of certain acts of violence in the school building or on the grounds of the attendance center shall be permitted to transfer to another attendance center within the district. The chapter 11 rules extend an absolute right to the victim to transfer, but only to another attendance center for the child’s grade level within the district. There is no requirement that a request to open enroll to another district be granted.”

Please consult the *DMPS Parent Handbook for Middle School* for more detailed information.



STUDENT DISCIPLINE CODE AND PROCEDURES

Student Misconduct

The acts of misconduct listed in Levels I, II, III, and 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 school staff. Des Moines Public Schools administration reserves the right to make final decisions regarding disciplinary consequences.

Level I – Violation of Classroom Rules

Acts of misconduct may include but are not limited to: violations or rules, refusal to participate, unexcused tardiness, failure to be prepared, cheating, general misbehavior, disruption, failure to protect passwords, etc.

Level II – Administrative Intervention

Acts of misconduct may include but are not limited to: repeated Level I violations, leaving without permission, unexcused absences, possession of matches, smoking, forgery, solicitation, profanity, inappropriate display of affection, posting or distributing unauthorized materials, failure to abide by rules, loitering, use of electronics, cafeteria disturbance, dress code violation, minor physical contact, disruption, violation of acceptable use policy, sending/forwarding inappropriate email, acts interfering with the orderly educational process, etc.

Level III – Suspension and/or Optional Recommendation for Alternate Educational Placement (AEP)

Acts of misconduct may include but are not limited to: chronic or repeated Level I and/or Level II offenses, fighting, assault, gambling, stealing, truancy, weapons/ammunition, persistent disruptive behavior, interfering with school authorities, behavior contract violations, harassment, participation in an illegal organization, intimidation/extortion/bullying, hazing, vandalism, possession or use of any prescription or nonprescription drug, possession of alcohol or a controlled substance or drug paraphernalia, under the influence of alcohol or a controlled substance, distribution of alcohol, possession of inhalant, burglary, false report against a staff member, false alarm or report, or terroristic threat, making a “hit list,” retaliation against any school employee, felony conduct, assisting with the promotion of any prohibited behavior, etc.

Level IV – Required Alternate Educational Placement or Recommendation for Expulsion

Acts of misconduct may include but are not limited to: threat with a weapon, firearm/dangerous weapon, distribution of a controlled substance, possession with intent to distribute, arson, assault of staff member resulting in bodily injury, sexual assault, habitual disruptive behavior, etc.

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. 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.

EDUCATIONAL EQUALITY AND EMPLOYMENT STATEMENT

The Des Moines Public Schools prohibit discrimination in educational and employment programs and activities based on age, race, creed, color, sex, marital status, national origin, religion, sexual orientation, or disability. In addition, the District prohibits acts of intolerance or harassment toward employees or students that are not related to the individual's employment or education.

Notice: Corporal Punishment, Restraint, and Physical Confinement and Detention

State law forbids school employees from using corporal punishment against any student. Certain actions by school employees are not considered corporal punishment. Additionally, school employees may use "reasonable and necessary force, not designed or intended to cause pain" to do certain things, such as prevent harm to persons or property.

State law also places limits on school employees' abilities to restrain or confine and detain any student. The law limits why, how, where, and for how long a school employee may restrain or confine and detain a child. If a child is restrained or confined and detained, the school must maintain documentation and must provide certain types of notice to the child's parent.

If you have any questions about this state law, please contact your school. The complete text of the law and additional information is available on the Iowa Department of Education's web site: www.iowa.gov/educate.



