



BRODY MIDDLE SCHOOL

an International Baccalaureate World School
2501 Park Ave, Des Moines, Iowa 50321
515-242-8443 (main)

Principal – Mr. Hoffman **Associate Principals** – Ms. May / Ms. Davis

IB Coordinator – Mr. Pilcher **Counselors** – Ms. Phillips / Ms. Sherman
Nurse – Ms. Keyte

SUCCESS – Ms. Campbell **Activities** – Mr. Roberts

Social Worker – Ms. Moses **SpEd Consultant** – Ms. Anderson

CLASSES: 8:30-3:25

Back doors open: 7:55 a.m.
Foyer doors open: 8:00 a.m.
Breakfast: 8:05-8:25

OFFICE HOURS: 8:00-4:00

NO students / NO general supervision
before 7:55 am or after 3:45 pm
(if not a scheduled after-school activity)

<https://brody.dmschools.org>

ATTENDANCE: 242-8282 / NURSE: 242-8262

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.

- **ONLY SCHOOL OR MEDICAL DELIVERIES DURING THE SCHOOL DAY**
- **STUDENTS EAT CAFETERIA LUNCH OR THEIR INDIVIDUAL LUNCH FROM HOME**
 - **CELEBRATIONS WITH FOOD WILL ALWAYS HONOR and INCLUDE STUDENTS and STAFF with DIVERSE DIETARY NEEDS**
 - **WE CANNOT ACCOMMODATE FAMILY MEMBERS VISITING STUDENTS AT LUNCHTIME**
- **NO EARLY SIGN-OUT/PICKUPS THE LAST 20 MINUTES OF THE SCHOOL DAY**

EARLY PICK-UP / LEAVING SCHOOL

Students who are being picked up early must be signed out in person by an adult who is listed as a household or emergency contact on Infinite Campus. **Students will not be sent out without adult escort.**

DRESS CODE

Brody students are always:

Appropriate for learning: No sleepwear (pajamas) or undergarments showing.

Appropriate for safety: Clothing, signs, emblems or markings with guns, weapons, sexual content or innuendo or clothing that references drugs, tobacco or alcohol are prohibited. Shoes must always be worn that are appropriate for school and gym activities. No capes or clothing that pose a tripping hazard to self or others.

EVERYONE NEEDS TO BE EASILY IDENTIFIABLE AT ALL TIMES – MEDICAL MASKS are approved / COSTUME MASKS are not.

Students may be asked to change or will be given something appropriate to wear while at school.

HEALTH SERVICES

PLEASE INFORM THE SCHOOL NURSE OF ANY/ALL ALLERGIES OR CHRONIC CONDITIONS.

Unless it is an emergency, students need a pass from the teacher in order to visit the nurse. The nurse will contact a parent or guardian before excusing a student to leave the building. To be excused from PHE class, student needs to bring a note from the parent or physician.

The school nurse, with the assistance of the PHE teachers, will complete health screenings.

(Please contact the school nurse if you would like your student excused from this screening process).



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 with instructions. Unless approved by the school nurse - students may not be in possession of any medication while 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 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 must have prior approval by the nurse before they can be carried and self-administered by the student at school.

Call the nurse (242-8262) with questions.

TRANSPORTATION / BUSES

Students who are eligible for DMPS transportation are provided DMPS and DART buses to and from school. **Students must ride their assigned bus and follow the bus rules.** Students who do not follow rules or who attempt to ride an unassigned bus will be subject to disciplinary action which may include suspension from the bus. Please report bus concerns to the main office. Students cannot board the bus without a bus pass or fare.

ANY STUDENT CAN ALWAYS PAY THE FARE TO RIDE ANY DART BUS AT DISMISSAL
TO RIDE DART FREE AT DISMISSAL, STUDENTS MUST HAVE APPROPRIATE BUS PASS AND BE ON THEIR ASSIGNED BUS

DISMISSAL FROM SCHOOL

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

BICYCLES/CELL PHONES AND OTHER ELECTRONIC DEVICES

THE SCHOOL IS NOT RESPONSIBLE FOR LOST OR STOLEN PERSONAL ITEMS (*cell phones, bikes, electronics*). If you ride a bike to school, you should park and lock it the bike rack located at the front, east side of the building. **Using personal electronics at Brody is a privilege.** 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.

CONTACTING YOUR CHILD AT SCHOOL

If you need to contact your child during the school day, please telephone or visit the school office. **EXCEPT in the case of emergency, we will not interrupt classroom instruction** and will do our best to get the message to the student.

LOCKERS

Lockers are assigned for school materials and supplies **ONLY**. **Money or other valuables should NOT be kept in the lockers. The lockers are the property of the school.** Brody is not responsible for any goods lost or stolen. At regular intervals throughout the school year, unclaimed articles (Lost and Found) are donated to charity.
ALL LOCKERS ARE SUBJECT TO SEARCH.

VISITORS

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

HARASSMENT AND BULLYING PROHIBITED

Harassment and bullying of students is against federal and state law, and against the policy and procedures of the District. 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, DMPS prohibits acts of intolerance or harassment toward employees or students that are not related to the individual's employment or education.

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."

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.

REFER TO THE DMPS WEBSITE *for* ADDITIONAL DMPS HANDBOOKS *and* POLICIES

<https://www.dmschools.org/quick-links-parents/>

BRODY IB POLICIES

<https://brody.dmschools.org/resources/>



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