



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
Office Clerks – Ms. Edwards (manager) / Ms. Burzette / Ms. Taylor
Community School Coordinator – Mr. Munoz
Counselors – Ms. Sherman / Ms. Brus
Nurse – Ms. Harlow
SUCCESS – Ms. Campbell **Activities** – Mr. Roberts
Social Worker – Ms. Loving-Moses **SpEd Consultant** – Ms. Mick

CLASSES: 8:30-3:25

Back doors open: 8:00 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 8:00 am or after 3:45 pm
(unless 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.

ALL VISITORS DURING OFFICE HOURS (8:00-4:00) MUST ENTER THROUGH SECURED MAIN OFFICE ENTRY

- **ONLY SCHOOL OR MEDICAL DELIVERIES DURING THE SCHOOL DAY – FOCUS on LEARNING**
- **EACH STUDENT EATS CAFETERIA LUNCH OR THEIR INDIVIDUAL LUNCH FROM HOME**
 - **NO COMMERCIAL FOOD DELIVERIES for STUDENTS OR “BIRTHDAY PARTIES” AT LUNCH**
 - **WE CANNOT ACCOMMODATE FAMILY MEMBERS VISITING STUDENTS AT LUNCHTIME**
 - **NO SHARED FOOD (allergies and medical concerns)**

BREAKFAST and LUNCH are PROVIDED AT NO COST TO ALL STUDENTS
NURSE WILL HAVE FOOD FOR STUDENTS WHO ARE HUNGRY DURING THE DAY

- **EARLY SIGN-OUT/PICKUPS THE LAST 20 MINUTES OF THE SCHOOL DAY in EXCEPTIONAL CIRCUMSTANCES ONLY**

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. **For safety reasons, students will not be sent out without adult escort.**

DRESS CODE

Brody students wear appropriate attire at all times.

Appropriate for learning: No sleepwear (pajamas) and undergarments must be covered.

Safe: Clothing, signs, emblems or markings with guns, weapons, sexual content or innuendo or clothing that references drugs, tobacco or alcohol are prohibited. Shoes (not slippers) must always be worn that are appropriate for school and gym activities. Capes (or flags being used as capes), blankets or clothing that pose a tripping hazard are prohibited.

EVERYONE NEEDS TO BE EASILY IDENTIFIABLE AT ALL TIMES (student IDs are provided)

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.

AT NO TIME should any student be carrying medication, including OTC medication, unless pre-approved by the nurse (like an inhaler). 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).



Call the nurse (242-8262) with questions.

CELL PHONES / HEADPHONES / EARBUDS

CELL PHONES and HEADPHONES / EARBUDS are NOT ALLOWED to be used during instructional time or in bathrooms and locker rooms at any time. For students who violate this policy, their electronics will be locked and stored in the main office and will need to be picked up by a parent/guardian.

CONTACTING YOUR CHILD AT SCHOOL

If you need to contact your child during the school day, please telephone or visit the school office. We will not interrupt classroom instruction and will do our best to get the message to the student.

TRANSPORTATION / BUSES

DMPS and DART buses are assigned by the district to eligible students 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 an appropriate bus pass / student ID.

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 3:25. **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

The school is not responsible for lost or stolen personal items (cell phones, bikes, electronics). 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.

STUDENT MATERIALS

Only approved school supplies and essential personal items should be brought to school. A "Brody Bag" will be provided to all students. Other large bags will need to be secured in the main office to be collected at the end of the day. Lockers may be assigned if / when and as needed (winter coats, bulky sports equipment during the season, etc.) by the school. **Money or other valuables should NOT be brought to school. Brody is not responsible for any personal items or valuables that are lost or stolen.** At regular intervals throughout the school year, unclaimed articles (Lost and Found) are donated to charity. **ALL BACKPACKS / PERSONAL ITEMS BROUGHT TO SCHOOL ARE SUBJECT TO SEARCH.**

VISITORS

ONLY BRODY STUDENTS and approved visitors (*through our main office secure entry*) are permitted in the building during the school day.

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, the District 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/>

