

2013-2014

Raymond Park Intermediate Academy



8575 East Raymond Street

Indianapolis, IN 46239

Phone • 317.532.8965

Fax • 317.532.6517

Attendance Hotline • 317.886.8555

School Hours • 7:20 a.m. – 2:50 p.m.

Office Hours • 7:15 a.m. – 4:00 p.m.

Principal • Mr. Travis Koomler

tkoomler@warren.k12.in.us

Dean of Students • Mr. Stephen Gainey

sgainey@warren.k12.in.us

Website • rpi.warren.k12.in.us

Facebook • Search “Raymond Park Intermediate Academy”

Twitter • @RPIAPumas

Motto • “Our Success is Defined by Our Indomitable Will.”

Colors • Blue, Silver, & White

Mascot • Puma

• Mission •

Raymond Park Intermediate Academy exists to ensure the intellectual and emotional growth of every student, while promoting effective citizenship. The Puma Community recognizes that each student can and will succeed in an environment enriched with support, encouragement, and accountability.

• FROM THE PRINCIPAL •

Dear Parents, Guardians, and Community,

Welcome to Raymond Park Intermediate Academy, home of the Pumas! Whether this is your first year at Raymond Park, or you are coming back, I am confident that you and your child will have a successful school year. The Raymond Park staff is committed to the academic progress of your student and will go above and beyond to assure that your student is successful this school year. I look forward to getting to know each of you as we work together to guide your child towards lifelong learning and achievement. Please accept this letter as the first step towards establishing a strong and effective working relationship between your home and Raymond Park.

With the start of a new academic year it is especially important for all of our students to consider what their expectations are for the coming school year. As parents, we foster this learning moment by discussing our children's goals with them in regards to academics, attitude, and behavior.

At RPIA, we will encourage all children to embrace the values of "***Practicing Respect, Accepting Responsibility, Working Together and Safety First***" in their daily choices and interactions. Through our commitment to our students and a practiced sense of integrity, we know that the 2013-2014 school year will be a special year of growth, development, and achievement for your child.

Finally, I would also like to encourage all parents to make a special effort to join with our staff to improve the channels of communication between RPIA and your home. Our goal is to provide the highest most effective level of communication to you so that we can best support your child and continue to build the vital home-school partnership that drives student success. One way which this may be accomplished is through our school Facebook Page and Twitter Account. We utilize these social media sites to deliver instant updates on school news and we deliver monthly video announcements electronically to students, parents, and the community through our school website.

At Raymond Park Intermediate Academy, we know that the 2013-2014 school year will be a year of great success. Please join with us to make this experience a remarkable one. Please do not hesitate to contact me if I can be of any assistance.

Your Principal,

Travis Koomler

• **ACADEMIC STANDARDS** •

The curriculum at Raymond Park Intermediate Academy consists of a rigorous adherence to the Indiana Academic Standards. Our students know that higher expectations lead to greater rewards, and they're prepared to work harder. We know that by setting specific goals, everyone wins. Teachers have clear targets, students know what is expected, and parents have detailed information about the strengths and weaknesses of their student.

The Puma Community understands that parental involvement is important to student success. The standards guides are a good way to engage in collaborative dialogue about student progress. Our Fall Parent Conferences are times when parents and guardians are encouraged to talk to students about these expectations, helping them to take responsibility for their learning.

Raymond Park Intermediate Academy follows The Eight-Step Instructional Process. This process provides a guide for the cycle of continuous school improvement that we expect out of our Puma Community. The process steps to excellence are:

1. Disaggregate ISTEP+ and District Assessment Data
2. Develop Instructional Timeline Calendars for Teaching and Assessing Standards
3. Deliver Focused Instruction through Effective Lesson Planning, Engaging Activities, and Integration of Higher Order Thinking
4. Give Frequent, Short Formative Assessments that Drive Instructional Decisions
5. Provide Maintenance Activities that Review and Reinforce Previously Taught Skills
6. Provide Daily Tutorials within the School Day in Flexible, Small Groups to Re-teach Non-mastered Skills
7. Provide Enrichment in Flexible, Larger Groups that Encourage Higher-Level Thinking while Spiraling Teaching Objectives
8. Monitor the Process through Data Review Meetings, Administrative Walk-through Observations, and Program Evaluation

• **STUDENT ARRIVAL & DEPARTURE** •

6:55 a.m. • Car Rider Line Forms

7:15 a.m. • Car Riders Enter Building at Entrance #1

7:20 a.m. • Bus Riders Enter Building at Entrance #24

7:30 a.m. • Tardy Bell

2:45 p.m. • Students Dismissed

2:50 p.m. • School Day Ends and Buses Depart

• **IMPORTANT** •

No student should enter the building before the appointed time.

Parents/Guardians should not drop a student off earlier than 7:10 a.m.

• **LATE ARRIVALS** •

A student is considered tardy if he/she is not in the building when the bell rings at 7:30 a.m. Tardiness causes classroom confusion, disruption, and delay. Learning the value of being on time is an important part of the social and educational growth of each student. Students who arrive late to school need to be escorted into the Entrance #1 office by a parent and receive a pass to class. Late students and their tardies are monitored daily and addressed by the Dean of Students. Excessive tardies will be addressed under the Compulsory Attendance and Educational Neglect Laws of the State of Indiana and parents will be held accountable.

• **RELEASE OF STUDENTS** •

Students are typically released only to the custodial parent. In the case of joint custody, the student can be released to either parent. The school must have a copy of the court documentation that designates the custodial status for any student who does not live with both parents on file. The non-custodial parent may pick up the student at school per court documentation or if the custodial parent has given permission. According to policy, non-custodial parents may schedule teacher conferences, receive any communication from the school, or speak with the teacher or principal. Students may also be released to persons listed on the emergency form. If an individual is not listed on the form, the student will not be released. Therefore, it is vital to keep the emergency forms current at all times, including at least two phone numbers to reach someone who can make decisions in an emergency.



• **EARLY DEPARTURE FROM SCHOOL** •

Parents must check students out through the office at Entrance #1. Students should not be checked out early except for emergencies, hardships, or appointments. You will need to show photo identification if the office staff does not recognize the visitor by face and name. Before the student is released, this information will be compared with our student/parent database information for verification purposes.

• **ARRIVAL AND DISMISSAL PROCEDURES** •

- Students are not to arrive before 7:10 a.m.
- Students must be dropped off at the curb. Do not park and walk a student to the door. According to MSD of Warren Township School Board Policy, all students must be dropped at the curb. If a parent is coming in with the student, according to policy, they must drop off the student, and then park to enter the school building.
- Do not park and leave your car at the curb. You must remain with your car at all times as cars will keep advancing forward to allow their student to enter school at the appropriate time.
- Do not pull in front of waiting cars. This is disrespectful, a bad example, and poses a danger to the other children in our community.
- Do not park on the opposite side of the drive and send student across traffic. This will not be tolerated. Offenders will have their license plate numbers given to the Warren Township Police Department.
- If you need to accompany your child into the school, please drop off your child, park in the lot, and go directly to the office. There you will sign in as a guest in the building. All guests will then receive a badge and the badge must remain visible throughout your stay in the Raymond Park Building.

• ATTENDANCE INFORMATION •

State laws require punctual and regular attendance of all children. The MSD of Warren Township requires students to be in attendance during the hours of 7:30 a.m to 2:50 p.m. Unnecessary absences from school adversely affect a child's academic and social progress. If a student is absent over 5 days, the parents and school officials will be notified by U.S. Mail of the intended action.

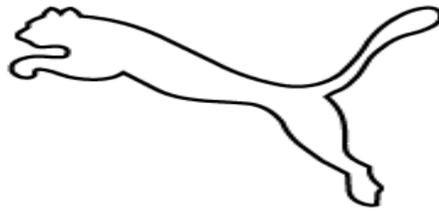
Indiana law requires attendance to be taken twice each day. Attendance will be taken in the morning and in the afternoon. To be counted present for a full day, a student must be present in school for more than half of the school day.

If a student has a medical appointment in the morning, and returns to school, the student will be counted as in attendance for the entire day. If the medical appointment is in the afternoon, and the student is present in the morning until 10:45am, the student will be counted as in attendance for the entire day. A note from the doctor is always required.

Daily attendance is essential for a student's success in school. A student who is not regular in attendance loses interest, tends to feel left out, and often drops out of school. Business and industry require attendance and dependability, and the school regards the training in these habits as its responsibility. Five days of absence is considered excessive. Chronic absenteeism will result in a letter to the Attendance Officer of the Warren Township Schools and will result in required medical notes and a court appearance.

The Dean of Students will conduct an Attendance Plan Review with the chronic absentee student and his/her parent. It is our legal obligation to assure that each student in our district attends school on a regular basis and it is the legal responsibility of the parent/guardian to assist RPIA in this regard.

The school assumes that a student who is unable to attend school because of illness or injury is also unable to attend extracurricular activities later in the same day. Students must be in attendance by 10:45 a.m. and attend all afternoon classes to be eligible for extracurricular activities that day. Exceptions to this would be an approved prearranged absence or an absence resulting from a school-related activity. Students under suspension are not to participate in or attend extra-curricular activities.



• ABSENCES •

EXCUSED ABSENCES

- Illness
- Death in the Immediate Family
- Emergencies
- Medical and Dental appointments
- Religious services
- Court Appearances

UNEXCUSED ABSENCES

Any reason other than those stated in the previous category.

REPORTING ABSENCE PROCEDURES

- Parents /Guardians are required to call the RPIA Student Attendance Hotline at 1.317.886.8555 prior to 8:45 a.m. the day of the absence. Please leave a message that indicates:
 - Name of the Student
 - Name of the Teacher
 - Date of Absence
 - Reason for Absence
- A telephone call will be required each day the student is absent.

VACATIONS

Vacations during school days are strongly discouraged. When students are absent from school for vacations, they often receive the message that school is not important or that attendance is not necessary. Quite the contrary is true. It is extremely difficult to make up for lost class time. Students lose class discussion, demonstrations, new material, and skills taught. Merely doing the “paperwork” catch up cannot capture much of what goes on in the classroom. Vacations will be counted as unexcused absences. These absences may be counted towards excessive absences, which may result in a Truancy Court Referral.

• TECHNOLOGY USE POLICY •

Any misuse of technology in school will result in suspension of privileges and disciplinary action. Misuse shall include, but not be limited to:

- Intentional violations of copyright law.
- Disrupting the operation of technology through abuse of hardware or software, including the intentional introduction of software viruses.
- Malicious use of technology through hate mail, harassment, profanity, vulgar statements, or discriminatory remarks created in or out of school that interferes with the learning environment.
- Unauthorized use of technology.
- No one may use another person's password to enter, copy, alter, or tamper with computer files and setup. Any student caught using another student's pass code can lose computer privileges at RPIA.
- Students may not bring unauthorized software, disks, or hardware into the school building to use on or with school computers.
- No student may tamper with the setup on school computers, intentionally introduce a software virus, or take equipment that has not been assigned to him/her. Students are to make no alterations to the configuration, setup or hardware components of school computers.
- Any food, drinks, or chewing gum around the computer technology equipment is prohibited.
- Anyone witnessing the violation of any of the above provisions is expected to report the violation to the appropriate administrator.

• BOOKSTORE •

The bookstore is operated for the purpose of providing students with necessary school supplies at a reasonable cost. Students will find that the bookstore carries a wide selection of products that may be used for school activities. Students may access the bookstore on announced days during their lunch periods.

• LOST & FOUND •

Students are responsible for their school clothing, equipment, and supplies. Students are asked not to bring to school articles of great value. Do not bring anything to school that does not have a purpose for school. Articles that have been found should be taken to the Lost & Found Container by B228.

• HEALTH SERVICES •

In case of illness, a student should report to his/her classroom teacher for a pass to the health clinic. Under no circumstances should a student leave the school grounds without official permission from the school nurse or administrative personnel. Our health services are strictly limited to administering first aid. We require that all medications must be taken to the health clinic. Medications to be given during school hours need a written parental consent and a current prescription label indicating medication to be given. A student may only access Tylenol (generic), Advil (generic), with written permission from a parent or guardian during a health clinic visit. To safeguard the transportation of medication to and from school, all medication, both prescription and non-prescription, medicine must be brought into the health center by a parent or guardian. Also, a parent or guardian must pick up medication. No medication will be sent home with a student on the bus. Students are not permitted to carry any medication or drugs without administrative authorization. Any over the counter medication must be provided along with a signed consent from a parent or guardian. All over the counter medication will be administered as directions state, unless a note from the student's physician states otherwise. All medications are to be kept in the nurse's office.

• STUDENT COMMUNICATION •

Due to the number of students that we have and a limited number of personnel, the school will not accept or deliver messages to students except in case of an emergency. Students will not be called out of class to receive phone calls.

The use of cell phones is not permitted without administrative authorization and supervision during school hours or while students are being transported to and from school by district vehicles. Cell phones are to remain off and in the student's locker during the school day. Cell phones that are visually observed, audibly heard, or create a disruption in any way will be confiscated and held by RPIA Administration until a parent or guardian comes to retrieve the device. Staff will not investigate stolen phones, lost phones, or other electric devices.

INDOMITABLE

• SCHOOL VISITATION PROCEDURES •

Raymond Park Intermediate Academy welcomes and invites the involvement of everyone to the Puma Community. Please call your student's teacher to get involved with any of the ways RPIA could use your help. Our school believes that it does "take a village" to be successful.

Parents are always welcome to the academy. However, with that being said, the days for security and safety for all have arrived. We as educators must take every precaution to protect the well-being of both students and staff who enter our school environment. Therefore, Raymond Park Intermediate Academy must implement effective access control procedures. Our procedures are:

- Parents must provide the school with a 24-hour notice before visiting the academy and meeting with staff.
- Parents must schedule an appointment with school administration to ensure availability.
- Visitors must report to the Entrance #1 office to officially sign in and receive an identification tag. Staff members and visitors are required to display the appropriate identification tag throughout their stay at the school.
- Parents are not to proceed directly to any classroom before following access procedures. Staff will ask you to turn around and return to the office.
- Parents/Guardians wishing to eat lunch with their child are asked to do so in the designated area. Parents may eat lunch with their child only, and may not remove their child's friends from the cafeteria for lunch.

• EMERGENCY DRILLS •

As required by state law, there will be fire, severe weather, and crisis drills periodically during the school year. The alarm signal will be an emergency buzzer in the corridor and through the intercom system. These drills are to acquaint students with quick, orderly movement to positions of safety in the event an actual emergency should exist. Student disruption will not be tolerated during these drills and will be addressed with consequences assigned by administration.

• HONESTY CODE •

Whenever a student is guilty of lying, the discipline result will fall under the consequences of the Student's Rights and Responsibility Handbook. Whenever a student is guilty of cheating, the teacher shall collect the student's paper, mark a zero and notify the parent and administrator. Further incidents of cheating will result in a school suspension. Giving false information concerning residency is also in direct violation of the honesty code.

• **TRANSPORTATION** •

Students are expected to ride their assigned bus to and from school. Traveling on a different bus will only be permitted with administrator pre-approval and only for emergency situations. The safety and welfare of all Warren Township Students are matters of great concern to all of us. Riding the school bus is a privilege, and we hope you will help us insure a safe transportation program.

• **BUS RULES** •

- Always obey the driver promptly and respectfully.
- Be seated promptly and stay in assigned seat.
- Keep all books and materials on your lap or contained in a pack or bag.
- Be courteous and do not use profane language.
- Speak in low tones.
- Pushing, shoving, scuffling, or engaging in horseplay is not allowed.
- Keep your head, hair, hands, and feet inside the bus and to yourself.
- Smoking is prohibited.
- Fighting is prohibited.
- Throwing objects inside or outside the bus is not allowed.
- Eating or drinking on the bus is not allowed.
- Treat bus seats and equipment with care and respect.
- Keep the bus clean and orderly.

Students are responsible for conduct at the bus stop, from home to the bus stop, and from the bus stop to home. Conduct that interferes with safety may result in loss of the privilege of riding the bus. Drivers have been instructed to report incidents of misbehavior to school administration and parents by use of a bus referral.

• **RP CAFÉ** •

- Students will report to their assigned tables/seats upon entering the cafeteria.
- Students will enter the lunch lines at the direction of the cafeteria supervisor.
- Students will report directly to their assigned seat after obtaining a lunch.
- Students will not be allowed to return to the line to purchase additional food.
- Students will keep conversation to a “table-only” level during lunch.
- Students will raise their hand and receive permission to leave their seat for bookstore visits, special event sales and to return their tray.
- Students will leave the cafeteria only with the permission of a cafeteria supervisor.

• **SIXTH GRADE ATHLETICS** •

The Raymond Park Athletic Department offers a variety of competitive athletic teams open to Sixth Grade student involvement. The following programs are available:

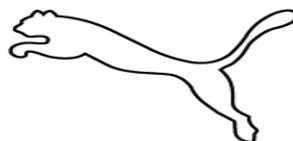
Fall	Winter	Spring
Boys and Girls Cross Country Boys and Girls Tennis Girls Golf	Wrestling Boys and Girls Swimming	Boys and Girls Track Boys Golf

RP coaches are safety focused and trained to instruct athletes in safe and proper techniques of their individual sports and due to the nature of athletic activity know that injuries may occur. While the school provides the opportunity for such participation, the parent retains the right of denial of such participation and must carry the responsibility for providing medical care and insurance coverage for their student. Parents are required to have an insurance policy to cover athletic injuries and the cost of treatment. Contact the Athletic Department for information about insurance plans, which can be purchased by parents through the school to supplement your family medical policy. It should be noted that neither Raymond Park Intermediate Academy or the MSD of Warren Township carry any kind of first dollar medical insurance for athletic injuries.

• **HOMEWORK & GUIDELINES** •

Students have a right to be given homework that will enhance their learning.

- Homework will be assigned when the teacher feels it is valuable for student learning.
- Students will be given sufficient time to complete all homework assignments.
- Homework assignments will be posted in a consistent highly visible location in the classroom each day.
- Students should record their assignments in their daily assignment planner.
- All homework assignments are designed for students to do independently.



• **STUDENT DUE PROCESS** •

“The School Board recognizes the importance of safeguarding a student’s constitutional rights, particularly when subject to the Corporation’s disciplinary procedures.” A student who has committed a disciplinary infraction will be afforded due process in proportion to the disciplinary action taken by school officials.

• **UNIFORM DRESS CODE** •

The staff of Raymond Park Intermediate Academy will make every effort to keep resources available for students who come to school out of dress code to reduce loss of instruction time. However, if no alternative clothing is available in a student’s size, a student refuses to wear the alternative clothing, or a parent is unable to bring in appropriate clothing, the student will not be allowed to return to class. The student will receive their classroom assignments and complete them in an alternative setting for that day.

• **DISCIPLINE** •

Raymond Park Intermediate Academy has a building wide model for positive behavior called PAWS. Teachers are to design their own management plans for the classroom, but it is expected that the PAWS Pillars are to be used as its foundation. They are supported and encouraged to work through problems and routine disputes within the classroom and with their team members.



• RPIA - CLASSROOM EXPECTATIONS •

School-Wide Positive Behavior Support is a set of strategies and systems to increase the capacity of schools to (a) reduce school disruption, and (b) educate all students including those with problem behaviors

- Clearly defined outcomes
- Research-validated practices
- Supportive administrative systems
- Use of information for problem solving

• FEATURES OF POSITIVE BEHAVIOR SUPPORT •

- Establish regular, predictable, positive learning & teaching environments.
- Teach and model behavioral expectations
- Create systems for providing regular positive feedback.
 - Acknowledge students when they are “doing the right thing”.
- Improve social competence.
- Develop environments that support academic success.

• ACKNOWLEDGMENT SYSTEM •

The acknowledgement system is a feature of the P.A.W.S. behavioral expectation system. The behavioral expectation system focuses on acknowledging students who demonstrate P.A.W.S. behavioral expectations. This program works in conjunction with school-wide positive interaction system.



• “P.A.W.S. Points” •

- ✓ Each student has the ability to earn a P.A.W.S. Point daily if a student displays appropriate behavior in conjunction with the teacher’s classroom management plan.
- ✓ Students can earn additional P.A.W.S. Points by displaying P.A.W.S. behaviors. Students can be acknowledged by all any adult staff members. (Teachers, Instructional Assistants, Secretaries, Janitors, Bus Drivers, Administrators etc...)

• Rewards / Student Acknowledgement •

- ✓ Students who maintain perfect attendance and receive “zero” Tallies in the corresponding month will receive recognition and receive a P.A.W.S reward (usually distributed through lunch). Those students who receive “zero” Logs and “zero” Referrals for the quarter will be eligible to participate in the quarterly P.A.W.S celebration.

• P.A.W.S. Discipline Levels •

- ✓ **Tally:** A tally is recorded as a consequence for minor behavior offenses.
- ✓ **Log:** A log is recorded as a consequence for middle-level behavior offenses (more severe than a tally but not severe enough to warrant an office referral).
- ✓ **Referrals:** A referral is utilized in severe discipline situations that require administrative action.

• POSSIBLE CONSEQUENCES •

- After-School Detention
- Lunch Detention
- Loss of School Privileges: Sports, Clubs, Choir
- Office Time-Out
- In School Suspension
- Out of School Suspension