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Raymond Park Middle School Mission Statement and Motto

The mission of Raymond Park Middle School is to provide all students with the opportunity to become accountable, self-directed, lifelong learners who are capable problem-solvers and decision-makers, effective communicators and productive citizens.

Motto: Academically Directed, Community connected: Whatever It Takes

History and Facts of Raymond Park Middle School

Raymond Park Middle School first opened its doors on August 22, 1994. The mission of the newest school in the MSD of Warren Township was clearly stated in a draft created by staff and parents before the building opened. The first sentence of the Raymond Park Mission Statement highlighted the top priority, "The mission of the staff and students of Raymond Park Middle School is to envision, pursue, and achieve academic success for all of its students."

The Raymond Park building was designed by the architectural firm of Schenkel/ Schultz to allow the school staff to maximize its efforts to emphasize academic excellence. At a cost of approximately \$19.5 million, Raymond Park was built with a variety of different learning opportunities including 63 teaching stations, outdoor science laboratory experiences, state of the art technology, and a new recreational swimming pool built by the city of Indianapolis and Indy Parks called Indy Island.

As part of the Vision 2005 growth plan adopted by the Warren Board of Education, Raymond Park received a building addition to its physical education, and athletic facilities during the winter of 2003. The 28,000 square foot addition to the building includes a new gymnasium with stage, a fitness/cardiovascular room, a wrestling room, competition locker rooms, and an additional tennis court.

As part of a District configuration change in grade levels for the 2010-2011 school year, The 7/8 middle school shares the building with a 5/6 Intermediate Academy. The middle school is located on the lower level of the building and the intermediate academy is located primarily on the second level of the building.

The middle school saw the return of a more community centered constituency for the 2010-2011 school year as District calendars were brought in line with the acceptance of a District-wide modified year-round schedule. This calendar eliminated the need for students in neighborhoods close to Raymond Park to be bused to another area of the District.

I. Curriculum and Instruction

The curriculum in core content classes at RPMS consists of a rigorous adherence to the Indiana College and Career Readiness Standards. In addition to core curriculum classes, students are scheduled into related arts options and physical education and health.

Core Classes:	Additional Classes:	Art
Language Arts	Broadcast Journalism	Physical Education
Math	Engineering/Technology Education	Health
Science	Music (Band, Choir, Orchestra)*	Read 180
Social Studies	Spanish*	Reading Foundations

*Music and Spanish are yearlong courses and may not be dropped midyear.

Raymond Park Middle School teachers are committed to helping students reach their learning potential. Teachers understand that students have individualized needs that must be met in order for them to master grade level standards and beyond. Therefore, teachers will deliver content through whole-group and blended environments that include small group instruction based on the school's adopted instructional belief statement: *We are all learners who deserve personalized learning experiences that empower us to build capacity and increase proficiency.*

ISTEP and NWEA Testing

In Indiana, all students in grades 3 through 10 take the Indiana Statewide Testing for Educational Progress-Plus (ISTEP+). Based on Indiana's Academic Standards, the test includes English/ Language Arts at each grade, as well as science at grades 5 and 7. Solid reading, writing, and math skills are "must haves" for a successful future. ISTEP+ is designed to make students master these basics on the way to earning a high school diploma. If students don't know enough to pass the test, that's a sign that students need

some extra help. ISTEP+ testing is scheduled to occur during the spring semester in two parts. Dates will be announced when released by the Indiana Department of Education.

NWEA Measures of Academic Progress® (MAP®) are adaptive reading, language and math computerized tests. Administered in August, December and May, the assessments are designed to target students' academic performance according to their current achievement level. These tests determine students' instructional level and measure academic growth throughout the school year and from year to year in the areas of reading, language arts and math. MAP tests are unique in that they are adaptive tests. That means that the test became more difficult the more questions that are answered correctly. When an incorrect answer is selected, the test becomes easier. Therefore, students take a test specifically created for their learning level.

During all testing periods, students are encouraged to get plenty of rest, eat a good breakfast, and have a positive attitude toward taking the test. Due to the importance of standardized testing, no pre-arranged absences will be granted on testing days. Parents/ Guardians are encouraged not to schedule student appointments during these school days.

Grading Scale and Report Dates

The scholastic grading scale at RPMS is as follows (%):

A = 100 – 93, A- = 92 – 90	The grade "A" represents work of excellent quality and is an honor grade.
B+ = 89-87, B = 86 – 83, B- = 82 – 80	The grade "B" represents good work, clearly above average.
C+ = 79 – 77, C = 76 – 73, C- = 72 – 70	The grade "C" represents work of average quality.
D+ = 69 – 67, D = 66 – 63, D- = 62 – 60	The grade "D" represents work which is below average but above failure.
F = Below 59	The grade "F" represents work that is not of an acceptable quality.

Accuracy and timeliness are prime considerations in the determination of dates for the issuance of formal grade reports. The following grade dates have been set by RPMS for the 2016-2017 school year. Dates that are different from the District calendar have been adjusted to strike the balance between accuracy and timeliness. Eligibility (see page 17) cutoff dates have been included in parentheses as well.

Report Cards and Midterm Reports will be issued as follows:

1 st Grading Period: Midterms – Aug. 31, 2016 (Aug. 26)	Report Cards – Oct. 4, 2016 (Sept. 28)
2 nd Grading Period: Midterms – Nov. 18, 2016 (Nov. 15)	Report Cards – Dec. 23, 2016 (Dec. 20)
3 rd Grading Period: Midterms – Feb. 9, 2017 (Feb. 6)	Report Cards – Mar 15, 2017 (Mar. 10)
4 th Grading Period: Midterms – Apr. 26, 2017 (Apr. 21)	Report Cards – last week of school

Honor Roll

An honor roll will be compiled of those students who have done outstanding work during a grading period. All students are urged to do work that is equal to their ability and strive to make the Honor Roll.

The following are Raymond Park Middle School Honor Roll Requirements (based on Board of Education guidelines):

A Honor roll: all "A's" and no more than one "B"

B Honor roll: all "A's" and/ or "B's" and no more than one "C"

No student who earns an "F" in citizenship, or has been suspended out of school during the grading period where Honor Roll grade status has been achieved, may participate in Honor Roll celebrations or ceremonies of any kind held by the school.

The student's name will be listed on the Honor Roll.

Technology Use Policy

MSD Warren Township and Raymond Park Middle School believes that students must be responsible in using the district's technology. The use of Chromebooks and access to the internet play a consistent role in the teaching and learning process. A great deal of information regarding technology is available online at www.warren.k12.in.us. Any misuse of technology in school will result in suspension of privileges and possible 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 RPMS.
- Students may not bring unauthorized software, disks, or hardware into the school building to use on/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, set-up or hardware components of school computers.
- Food, drinks, or chewing gum around the school's 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.
- Students who damage or lose school-issued technology may be billed for the cost of repair or replacement.

II. Student Services Counseling Department

The purpose of the middle school counseling center is to provide parents and students with accurate, comprehensive, and relevant information concerning academic achievement and student well-being. A student wishing to see the counselor should complete a counselor referral form that may be obtained from teachers or from a file outside of the counselor's office. Parents wishing to speak with the counselor or arrange a conference may do so by calling the counselor through the school's main line: Mrs. Tina Hankley, Counselor (317) 532-8900, extension 8910

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. A student will only be allowed 4 visits per semester to the health clinic (with teacher's discretion).

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 nonprescription 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 written permission 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.

A student who has an injury that makes normal passage to class difficult should report to the school nurse upon his or her return to school. A pass will be issued which gives extra time between classes and help with books if needed. Parents who are going to be out of town should send a note to the nurse with information regarding who will be responsible for their children in the parent/ guardian absence.

Vision screenings will be done for all 8th grade students in January. Hearing screenings for 7th grade students will be done during November. All new students will have vision and hearing screenings. **New students enrolling in Raymond Park Middle School may not be permitted to attend any classes until a complete record of the state-required immunizations (month, day, year) is on file at the school.**

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 the lunch periods.

Mediaplex

The Raymond Park Middle School Mediaplex is a forum for information and ideas. Books and other information and technology resources are provided for the interest, information, and enlightenment of all students and faculty at Raymond Park Middle School. Collaboration between the mediaplex staff and the teachers is a high priority in the academic achievement of our students. This collaboration is accomplished through various activities that take place within the mediaplex, in the classrooms and throughout the building. Students enjoy a positive and welcoming atmosphere that encourages them to enter and explore the resources available to them.

Daily Procedures

- Books may be checked out for two weeks. The materials may be renewed; however, the item must be brought to the mediaplex for the renewal. If it is a high-demand book, it is at the discretion of the mediaplex staff if the book may be renewed.
- The mediaplex has an open-door policy. Students may renew, obtain new books or come to the mediaplex during regular school hours as long as they have a pass from their teacher or lunch supervisor.
- All students, who come to the mediaplex with a pass, must sign in at the circulation desk.
- If a mediaplex staff member is not present in the mediaplex (designated by a sign on the door) students are not allowed in the unsupervised area. Students are welcome to return at a later time when supervision is present.
- Students must ask permission to use the Internet and print various computer items. Printing and Internet use in the mediaplex is for academic purposes only.
- The number one priority of the Raymond Park mediaplex is to encourage reading. If a student has a fine they are unable to pay, they may work with the mediaplex secretary to set up a lunch work program. After eating lunch they would arrange with the lunch supervisor and the mediaplex secretary the ability to go to the mediaplex and help with something that needs to be done such as cleaning tables or dusting shelves. If a student abuses this privilege, they will not be allowed to work off their fines and will be responsible for paying for them personally.
- If students have any overdue or lost item(s), they may not check out anything else until the item(s) are paid for and/ or returned to the mediaplex; or the student is actively participating in a lunch work program. If a student is actively attempting to pay off their fine, they may check out one book until their debt is taken care of. After their fines are paid or worked off, they may return to checking out two items.
- Students will be held responsible for damaged or missing materials. If a pattern of damage and loss begins to be noticed, the student will only be allowed to check out one book while being coached on how to take care of materials. If the pattern of abuse and loss continues, parents will be communicated with and mediaplex privileges may be revoked for a period of time.
- A student work crew will be recruited each quarter to assist with putting books back on the shelves after the student has finished eating lunch. If a student is interested in doing this, they can contact their administrator, counselor or the library staff. There is a limit to the number of students who can participate. If the slots are full for a quarter a student can be put on a wait list to participate in a following quarter.

Note: All items not returned at the end of the school year must be paid for before materials can be checked out the following year. End-of-year penalties on activities for all students may be incurred if mediaplex responsibilities are not taken care of through return or payment. In the case of 8th graders, the student's name and titles of item(s) missing will be sent to the high school mediaplex.

Lost and Found

Students are responsible for their school clothing, equipment, and supplies. Students are asked not to bring to school articles of great value. If an item of value is missing, it is the responsibility of the parent to file a police report. Do not bring anything to RPMS that does not have a school purpose. Articles that have been found should be taken to:

Bookstore – glasses

Mediaplex – library books

PE Department – PE equipment

Main Office – wallets, purses, keys, and jewelry

Clothing – cafeteria clothing corner

Lost items may be identified and claimed by their owners at the appropriate location.

Deliveries/ Messages for Students

The school is cautious of interrupting learning time for the delivery of messages during the regular school day. Parents are asked to be mindful of the disruption that is caused when a class is interrupted for the delivery of a message or forgotten item.

RPMS discourages the delivery of celebratory packages (i.e. balloons, candy, flowers, etc.) to the school and will not facilitate the notification or delivery of these items to the student during the regular school day.

Telephones/ Cellular Phones/ Electronic Devices

Students are not allowed to use the telephones during the day without a pass from a staff member. The office phones are for school business only. The school believes that telephone messages resulting in the notification of students are disruptive and can be handled at a time other than the school day. Students should not be called to the office to receive a telephone call except in case of an emergency. In the case of an emergency, the grade level administrator or counselor should be contacted first, so that support can be readied in case of emotional distress. Further, classroom phones are not to be used by students without explicit authorization and supervision by a staff member.

THE USE OF CELLULAR TELEPHONES AND ELECTRONIC DEVICES ARE NOT PERMITTED WITHOUT ADMINISTRATIVE AUTHORIZATION AND SUPERVISION DURING SCHOOL BUSINESS HOURS (DEFINED AS 7:15 AM – 3:00 PM) OR WHILE STUDENTS ARE BEING TRANSPORTED TO/ FROM SCHOOL BY DISTRICT VEHICLES. CELLULAR TELEPHONES AND ELECTRONIC DEVICES THAT ARE VISUALLY OBSERVED, AUDIBLY HEARD OR CREATE A DISRUPTION IN ANY WAY WILL BE CONFISCATED AND HELD BY ADMINISTRATION UNTIL A PARENT/GUARDIAN COMES TO THE SCHOOL TO RETRIEVE ITEM. Students may also face additional consequences dependent upon the circumstances and/or frequency of the disruption.

The MSD Warren Township Student Rights and Responsibilities Handbook, adopted by the Board of Education, states the following: The school corporation is not responsible for electronic devices and will not pursue the theft, loss, damage or disappearance of these devices, confiscated or otherwise.

Insurance

The school system does not carry any type of insurance on students.

III. School Schedule and Procedures Before School Procedures

The main entrance (flagpole entrance, door #1) doors will open each school morning at 7:15 a.m. Students should not be dropped off and left unattended before the doors open at 7:15 am. Students arriving via personal transport should be dropped at the curb and should not cut through the parking lot or cross through traffic without parent escort. Once inside, students should report immediately (without first visiting locker or classroom) to the cafeteria upon entering the school and wait for to class from the cafeteria. **No cars are allowed in the bus-unloading zone (north entrance).** Under no circumstances are students to get out of cars and cross through the bus zone at the north bus entrance. Students are not to leave school property after morning arrival unless signed out by an adult.

Students will be released from buses and the cafeteria at 7:23 a.m. and must be to their first period class by 7:30 a.m.. All students are eligible to receive a free breakfast each school day morning that will be served during the first few minutes of their first period class.

During School

Classes will begin at 7:30 a.m. and will dismiss at 2:50 p.m. Students will follow a 7-period schedule of classes that includes both core and related arts classes. A 30-minute lunch students between 11:20 a.m. and 12:58 p.m.. Following the 2:50 p.m. dismissal tone, students will have six minutes to either report to their bus prior to bus departure or to their designated area for after-school activities.

After School

Students that do not report to a bus prior to 2:56 p.m. may lose the privilege of bus transportation home for the day and will report to the main office to contact a parent for pick-up. Students staying after school with the intent of attending an activity must be in that activity's designated area by 2:56 pm. Students that don't report to that activity's designated area by 2:56 risk the loss of eligibility in all after-school activities. **Personal transport students will report to the athletic entrance (door #2) for pickup by 2:56 p.m. Personal transport students not picked up by 3:05 p.m. should remain in the main entrance foyer, will not have direct supervision, and will be subject to disciplinary action if misconduct occurs while on school property. RPMS cannot assume supervisory responsibility for students on school property before or after school unless attending a sponsored school event.** The switchboard and main office close each day at 4:00 p.m.

Students are prohibited from walking to/ from the RPMS campus for school and related events unless a release of liability form is completed. The form may be obtained by calling the assistant principal, Dr. Radford, at 532-8983. Students attending RPMS according to Alternate School Request provisions may have the privilege of attendance revoked if a pattern of untimely drop-off/ pick-up occurs.

Tardiness

Punctuality is considered an essential character trait in the job market. Transportation is provided by the district and students are afforded 7 minutes to report to their first period class after exiting the bus. Students that do not report to class by 7:30 a.m. and do not have an excused pass from the office or grade level administrator will be documented as tardy to school. Students who are tardy to school will report to the cafeteria to sign in and receive a pass to enter class. Three (3) tardies to school each semester will be allowed to cover unavoidable situations. Students will be assigned lunch detention with a reflection assignment beginning on the 4th tardy of the semester and any tardy thereafter. Students may be assigned an additional after school detention on the 8th tardy of the semester and any tardy thereafter.

Passing periods will occur during designated times of the day that will allow students a four-minute period of time to transition between classrooms. Students entering class after the conclusion of the passing period are considered tardy. The classroom teacher is responsible for assigning the appropriate disciplinary action (see Classroom Management for grade level classroom tardy policies). Hall “freezes” are periodically conducted during the school year. Any student not in the appropriate class on time during a hall freeze may be assigned a detention. Excessive tardiness may also result in team or administrative placement of a student on hallway restriction.

Attendance

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 falls behind in academic knowledge. 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.

The grade level administrative team 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 parent's legal responsibility to assist RPMS in this regard.

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 4th period and attend all afternoon classes to be eligible for extracurricular activities that day. Exceptions to this would be an approved pre-arranged absence or an absence resulting from a school-related activity. Students under suspension are not to participate in or attend extra-curricular activities.

Absence

Absences fall into three categories:

EXCUSED - The following are recognized as excused reasons for absence:

1. Illness
2. Death in the immediate family
3. Emergencies
4. Medical and dental appointments
5. Religious services
6. Court appearances

PREARRANGED - When a parent or guardian submits a written request, before the absence occurs, and receives approval of the building principal or his designee for a student to accompany them on an educational trip or family vacation. A student may not be excused from school for a planned family absence if the absence occurs during the administration of standardized testing. This type of absence immediately before or immediately after a holiday or school vacation is strongly discouraged.

UNEXCUSED - Any reason other than those stated in the previous two categories.

Procedure for Reporting Absence

Please Call – (317) 532-8900

1. Parents or legal guardians should call the Attendance Hotline (317) 532-8900 prior to 7:30 a.m. the day of the absence. A 24-hour attendance number (317) 532-8900 is provided for your convenience. If a call is not received the day of the absence, the absence may be unexcused.
2. A telephone call will be required each day the student is absent unless prior arrangements have been made.
3. For medical and dental appointments, or any circumstance that requires students to be picked up early from school, a note should be sent with the student and delivered to the front office by the student. A hallway pass will then be generated with the office report-time for pick up. All medical and dental appointments that must be scheduled during school hours require a note from the

doctor upon the return to school. Parents must come to the attendance office to sign out the student. Failure to bring a doctor's note could result in the absence being considered unexcused. Students must report to the attendance secretary for an admit slip upon their return to school from appointments.

4. Whenever a student is going on a family trip or is going to be out of school for a reason other than an unexpected illness for more than one day, the parent must notify administration. Circumstances of the absence must be submitted in writing for administrative review and record-keeping in order for the absence to be considered by the principal. Written requests should be made at least one week in advance of the absence.
5. No pre-arranged absences will be granted during periods of standardized testing. Standardized test dates will be communicated for 16-17 when they become known.
6. Students are not to leave school property after morning arrival unless signed out by an authorized adult. Proof of identification will be required prior to student release.

Assignment Requests

Parents/ Guardians may contact their student's team leader to request materials missed if an absence is over three days in duration. With reasonable prior notification textbooks and locker contents may be picked up by parents at the end of the school day. If a student has an excused absence, make-up work (homework, quizzes, and projects) will be accepted until the final test is given over the unit (or until the final project due date for the unit). If a student is absent the scheduled day of a test, he/ she has the number of days absent to make up the test and therefore, that same number of days to complete any missed work. It is the student's responsibility to obtain, complete, and submit work missed during an absence from school.

Anyone may sign-up for automatic e-mail and text notification of assignments using information provided by teaching teams. To request homework and/or information about the automatic assignment notification system, you may contact team leaders as follows:

- Team 7-1, Mrs. Jones, 532-8900 ext. 8944
- Team 7-2, Mr. Grayson, 532-8900 ext. 8941
- Team 8-1, Mr. Ross, 532-8900 ext. 8950
- Team 8-2, Mr. Coblenz, 532-8900 ext. 8918

School Visitation Procedures

School Phone Number: (317) 532-8900 Address: 8575 E. Raymond St. Indpls., IN 46239

Raymond Park Middle School (RPMS) is very interested in making parents, guardians and families part of our school. Our school invites and welcomes involvement of everyone in our community. Please call your child's learning team, the assistant principal, or the principal to get involved with any of the ways Raymond Park Middle School could use your help (refer to "Parent/ Guardian Involvement"). Our school believes that WE'RE ALL IN THIS TOGETHER!

Parents are always welcome. However, the days for public school security have arrived, and educators must take every precaution to protect the wellbeing of every member who enters the school environment. Therefore, RPMS must implement effective access control procedures.

- Visitors must report to the main office (flagpole entrance, door #1) to officially sign in and receive an identification tag. Staff members and visitors are required to display the appropriate identification tag at all times within the school.
- Visitors must show legal identification and pass a limited criminal background check in order to gain entry through the school's secure entrance. All secondary schools in MSD Warren Township schools use the LobbyGuard system for this check.
- Visitors are not to proceed directly to any classroom before following access procedures.
- All doors will be locked during school hours except for the main entrance.
- Students are not to have friends or relatives other than parent/ guardian come to school grounds to meet with them before, during, or after school. Students should be aware that if they support and encourage such visitors, they could be subject to disciplinary consequences.
- Parents/ Guardians wishing to eat lunch with their child will do so in the designated cafeteria area. **Parents may eat lunch with their child only and may not include other students.**
- Parents are encouraged to provide notice before visiting school or meeting with school personnel.

An improved sense of overall security is enhanced when all visitor identification measures are properly maintained.

Withdrawing from Raymond Park Middle School

If a student must withdraw from school, the parent/ guardian is requested to:

- Notify the registrar at least 24 hours prior to the student's last day of attendance.
- Notify the school of the forwarding address and the school that the student will be attending.
- Fulfill outstanding balances or obligations that may exist in terms of missing textbooks, lunch charges, and or media center materials.

Only the parent/ guardian that enrolled the student will be allowed to withdraw the student. Once notification has been received by the school:

- Students in the process of withdrawing should report to the registrar prior to reporting to first period class to receive instructions and forms to be completed through the day. Forms should be returned to the registrar at the end of the day.
- Lockers should be cleared prior to the student leaving on the last day of attendance. RPMS will not be responsible for belongings left on campus during/ following the withdraw process. Materials collected from lockers and other areas of the building following a withdrawal may be kept in the office for pick-up for up to three weeks following a withdraw.

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.

Field Trips/ Convocations

Various school groups and classes may conduct field trips/ convocations throughout the school year. Students may not accompany such a group off the school grounds without permission from their parents. Students not in good standing for the reasons of misconduct, misbehavior, or academic performance may be denied the opportunity to attend field trips/ convocations. No student will be denied the opportunity to participate due to financial concerns or physical limitations. Parent volunteers must have an updated criminal background check on file prior to serving as a chaperone.

Work Permits

Indiana law requires a work permit for employment of persons less than eighteen (18) years of age. Work permits are handled by the assistant principal. A student must be in good academic standing for a work permit to be assigned. Grades, discipline, and attendance will be considered.

Lockers

Every student is assigned a combination lock and locker in which school materials, book bags, and coats are to be kept. These lockers are provided for the student's convenience, yet they remain the property of the school. They are not to be misused in any way, including attaching any signs, tape, or marking on the outside or inside of the locker door.

Indiana Code codified as IC 20-33-8-32 states that:

- A student who uses a locker that is the property of a school corporation is presumed to have no expectation of privacy in that locker or that locker's contents.
- A principal may, in accordance with the rules of the governing body, search a student's locker and the contents of the locker at any time.
- A law enforcement agency having jurisdiction over the geographic area having a school facility containing a student's locker may:
 - At the request of the school principal; and
 - In accordance with rules of the governing body of the school corporation; assist a school administrator in searching a student's locker and that locker's contents.

The school does not guarantee the safety of items kept in lockers. **STUDENTS SHOULD NOT BRING LARGE SUMS OF MONEY OR VALUABLES TO SCHOOL.** Students are not permitted to share lockers with any other student. Students are encouraged to keep lockers LOCKED, and keep the combination private. Students are not permitted to place a personal lock on any locker. Students will be held responsible for the contents of the locker they are assigned. The school does not assume responsibility for items presumed stolen or in any way missing from the lockers. Report any locker operation difficulties or needed repairs to the assistant principal.

Students that damage their lockers may be held responsible for repairs or replacement. Students that lose their school-issued combination lock will be charged a replacement fee.

IV. School Expectations and Regulations

PBIS

Positive Behavior Intervention and Support (PBIS) is a framework used to teach and reinforce acceptable behaviors within all settings of the school. PBIS has been developed to help create a safe school environment for both learning and social growth. A key strategy of the PBIS process is prevention. Desirable behavior is taught, modeled, and reinforced as appropriate. A majority of students consistently follow the school's expectations. Acknowledging and reinforcing positive behavior is one of the best ways to encourage appropriate behavior and change inappropriate behavior. Students earn "CORE Bucks" for meeting behavior expectations. The PBIS framework includes incentives that reward students that consistently meet expectations. Behavioral intervention systems are also in place for students that are not meeting behavioral expectations, with re-teaching of rules and expectations an important component of the overall framework.

CORE is the basis for the Raymond Park PBIS framework.

C - Civility: In Warren, **civility** is shown by being courteous and kind to everyone.

O - Order: In Warren, **order** is shown by following rules and procedures that keep everyone safe.

R - Respect: In Warren, **respect** is shown by being a good example for others. Our actions show others that we care about their opinions, feelings, and well-being.

E - Excellence: In Warren, **excellence** is shown by setting goals for ourselves that challenge us to achieve our personal best.

First Class: Code of Conduct

The primary objective of requiring appropriate student behavior and self-discipline is to produce a positive and safe learning atmosphere that minimizes interruption of the teaching-learning environment. All students will assume personal responsibility for their behavior and actions, develop appropriate self-control, exhibit self-discipline, and accept the responsibility and consequences of any inappropriate behavior. To accomplish this objective requires a cooperative effort from students, staff and parents.

All Students Shall...

1. Respect the educational process through the display of appropriate language, attitude, and behavior.
2. Respect and honor the rights of other students to learn in an environment free of intimidation or harassment.
3. Maintain satisfactory attendance.
4. Report to class on time.
5. Comply with standardized wear guidelines.
6. Refrain from engaging in codes of misconduct outlined in the MSD Warren Township *Student Rights and Responsibilities Handbook*.

Consequences for noncompliance for the above expectations shall include, but not be limited to the list below. The severity or repetitive nature of a student's behavior will be given consideration when determining appropriate consequences.

Community or school service	Parent contact or conference
Detention	Referral to administration
Denial of participation in school activities	Referral to appropriate law enforcement or government agency
Denial of privileges	School probation
Intervention(s) assigned by school staff	Warnings

Indiana Code Granting Schools the Authority to Suspend and/ or Expel Students 20-33-8-14 Grounds for Suspension or Expulsion:

1. The following are the grounds for student suspension or expulsion:
 - a. Student misconduct
 - b. Substantial disobedience
2. The grounds for suspension or expulsion apply when a student is:
 - a. On school grounds immediately before or during school hours, or immediately after school hours, or at any other time when school is being used by a school group;
 - b. Off school grounds at a school activity, function, or event; or

- c. Traveling to or from school or a school activity, function, or event

20-33-8-15 Unlawful Activity. In addition to the grounds specified above, a student may be suspended or expelled for engaging in unlawful activity on or off school grounds.

Authority to Discipline and Due Process

The way one dresses, talks, and acts reflects upon oneself and the community. We expect each student to realize that he/ she has a responsibility to himself/ herself and the school if he/ she is to help maintain the high standards of Raymond Park Middle School. We ask that students act as young ladies and gentlemen.

Any teacher or staff member has the right to correct a student whenever it is necessary. Direct disobedience of a teacher's request or order will not be tolerated.

The student is responsible to the school for his/ her behavior from the time he/ she leaves home in the morning, until he/ she returns home after school. The bus driver has instructions to report any case of discipline to the RPMS bus supervisor. School authority extends to extracurricular school activities, functions, and events both on and off of the RPMS campus.

We hope that individual students would speak up and follow acceptable standards when actions of the group are questionable.

All Raymond Park Middle School rules and regulations include, but are not limited to Indiana Code 20-33-8 as enacted by the General Assembly of the State of Indiana. A copy of this law and amendments are available upon request in the main office of Raymond Park Middle School.

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. **RPMS applies the rights of due process guaranteed by the 14th Amendment in concert with Indiana Code and case law in investigating, assigning consequences, and making reports to social agencies when student misconduct occurs. A 1985 Supreme Court Ruling on the case of New Jersey v. T.L.O. provides the framework of authority from which public schools operate. The court found that schools have "special needs" in fulfilling their mission to society, thus granting them exceptional powers. Four rules that came from the landmark ruling of N.J. v. T.L.O.:**

- 1. Reasonable suspicion replaced probable cause in schools.**
- 2. Search warrants in schools were eliminated.**
- 3. Miranda Rights of students do not extend to school disciplinary questioning.**
- 4. Standard school operations are not subject to parental notification requirements.**

Short Term Removal

Originating as an alternative to out-of-school suspension, the Short Term Removal (STR) program provides students the opportunity to continue their education while serving a consequence for disorderly or inappropriate behavior. The STR assignment allows students to progress academically with peers while providing necessary consequences for the disorderly or inappropriate behavior for a short period of time (up to one day). Following successful completion of the removal, students re-join their schedule in progress for the remainder of the school day. The STR program is a highly structured, supervised class situation with emphasis placed on intensive student work and behavioral expectations. **Students who refuse the short term removal assignment or fail to adhere to the policies set forth in the STR Room may face a longer assignment of in-school intervention or be suspended from school.**

Student Behavior That Is Aggressive or Violent

Behavior that creates an unsafe learning environment will not be tolerated at Raymond Park Middle School. Students involved in aggressive or violent behavior will be referred to school administration, may be suspended up to ten (10) days and/ or be placed in an alternative educational setting, and could be expelled dependent upon the circumstances involved.

Students engaging in gang-related activities will be referred to school administration, may be suspended up to ten (10) days, and could be expelled dependent upon the circumstances involved. Gang-related activities include but are not limited to the display of gang symbols, handshakes, colors or gestures, the recruitment of members, intimidation and any form of behavior that can be linked to gang activity. As gang symbols frequently change, students must be cautious in their behavior and choice of clothing so that neither can be interpreted as gang-related. Staff members will refer any questionable behavior or clothing to school administration for consideration of intervention.

Following investigation and the assignment of school consequences, details of investigations of all incidences of misconduct that may involve criminal activity will be provided to law enforcement officials. Students may be arrested and criminal charges filed at the discretion of law enforcement officials. Resulting legal consequences would be in addition to consequences assigned by the school.

Classroom Management and School-Wide Discipline Plan

Classroom policies and procedures are individualized according to teacher expectations in relation to the course of study. However, it is recognized that consistency is an important contributing component to a successful school-wide student management plan. The guidelines in this section are not dependent upon a particular course of study and are universally enforced in all classrooms.

Tardy to Class:

First Offense: Verbal warning.

Second Offense: Student writes a narrative as to why he/ she was tardy.

Third Offense: Student draws a map charting the most time efficient route to class.

Fourth Offense: The student stands for the period in which the violation occurs. A parent contact is made by the teacher.

Fifth Offense: The student stands for the period in which the violation occurs. A parent contact is made by the teacher. The teacher assigns hallway restriction for up to five (5) school days and communicates plan with teachers and administration.

Sixth Offense: In addition to reassignment of 5th offense consequences, student loses locker privileges during hallway restriction term.

Seventh and Successive Offenses: Referral to administration.

Not Prepared for Class: Recognizing there will be times when students may forget to bring needed materials (paper, pencil, pen, ruler, etc.) to class, the teacher will issue the materials needed as appropriate. Students may be required to provide collateral for the use of these items.

Make-Up Work: If a student is not present, make-up work (homework, quizzes, and projects) will be accepted until the final test is given over the unit (or until the final project due date for the unit). If a student is absent the scheduled day of a test, he/ she has the number of days absent to make up the test and therefore, that same number of days to complete any missed work.

Late Work: Late work is defined as not having homework ready at the time that it is collected by the teacher or covered by the class.

Students are not to return to a locker for materials or work. Team policy determines grade reduction for late work.

Increasing Positive Interactions (IPI)

Increasing Positive Interactions is a school-wide discipline plan through which classroom teachers correct behaviors that disrupt the classroom learning environment. The plan provides students consistent discipline documentation implemented by every classroom teacher. This team effort puts time back into the classroom and promotes a safe learning environment for the student.

Teachers go to great lengths to ensure that classroom expectations are known. Whole-class and individual verbal clarifications and warnings are often used as reminders to curb behaviors. When misconduct occurs that disrupts learning and/ or jeopardizes the safe and orderly learning environment, an intervention is assigned and a log is documented. Examples of interventions used by teachers to correct inappropriate behavior include a seat change, parent contact, think sheet, classroom detention, and/ or an essay or narrative assignment. Students receiving multiple interventions will be held accountable and additional actions will be taken as deemed appropriate by the administration. Interventions and consequences are also assigned by the home base teacher or by administration according to the number of logs accumulated through the school year. Progressive consequences assigned for the accumulation of logs are as follows:

Increasing Positive Interaction (IPI) Steps of Intervention Progression

IPI Introduction: After 3 logs (minimum) – Home base teacher holds an introductory conference with the student and makes an introductory parent contact by phone or letter.

Step One: After 6 logs (minimum) – Home base teacher notifies lunchroom supervisor and a 1-day lunch detention is assigned, holds a conference with the student, and the student and teacher will make a parent contact by phone.

Step Two: After 8 logs (minimum) and after two accumulated logs (minimum) since the assignment of 1-day lunch detention - student meets with the student services specialist and parent contact is made. A “CORE Contract” is discussed.

Step Three: After 10 logs (minimum) and after two accumulated logs (minimum) since the student services specialist conference – 1-week assignment to lunch detention.

Step Four: After 12 logs (minimum) and after two accumulated logs (minimum) since the assignment of the 1-week lunch detention – Home base teacher sets up a conference with parent/ teachers to review the CORE Intervention Checklist and discuss reteach needs of the student.

Step Five: After 14 logs (minimum) and after two accumulated logs (minimum) since parent conference - student/ counselor/ grade level Administrator meeting scheduled by grade level administrator.

Step Six: After 16 logs (minimum) and after two accumulated logs (minimum) since administrative action - administrator assigns an appropriate intervention (i.e. Friday school, community service, after-school detention, etc.).

Step Seven: After 18 logs (minimum) and after two accumulated logs (minimum) since administrative action - 1, 2, or 3 days short term removal with parent contact.

Step Eight: After 20 logs (minimum) and after two accumulated logs (minimum) since administrative action - Up to 3 days out-of-school suspension is assigned at the discretion of the administrator.

Step Nine: After 22 logs (minimum) and after two accumulated logs (minimum) since administrative action - 5 days of out-of-school suspension at the discretion of the administrator.

Step Ten: After 23(+) logs (minimum) and after one accumulated log (minimum) since previous administrative action – alternate placement, assignment to an alternative to expulsion program, suspension-based behavioral contract and/ or recommendation for expulsion at the discretion of administration.

Standardized Wear Policy

A school's business and responsibility is to teach and to provide wholesome, safe experiences for its students. A safe and orderly learning environment is the first requirement of a good school. Raymond Park Middle School works hard to maintain a formal learning environment that puts the focus on academics and achievement and de-emphasizes social influences that serve to distract adolescent learners. The standardized wear policy excludes clothing items, accessories, colors, and styles that may be acceptable in the community, but become a distraction in the formal learning environment. RPMS is committed to enforcing the standardized wear policy. A progressive discipline approach is used to encourage full and consistent compliance with the least amount of disciplinary action. The same disciplinary actions applied to enforce other school and district rules may be utilized. Students new to RPMS are afforded the number of school days left in his/ her first week of attendance before compliance is fully enforced.

The following standardized wear rubric will help students dress and accessorize appropriately. It is the result of input from students, parents, staff, and the school improvement committee:

<p>ACCEPTABLE Shirts & Tops</p> <ul style="list-style-type: none"> • solids, stripes, & plaid shirts w/ a collar • modest neckline: no more than 2 buttons undone • sweaters & sweatshirts w/ collared shirt • long or short sleeves that cover shoulders & midriff when standing and sitting • spirit t-shirts on designated days 	<p>NON-ACCEPTABLE Shirts & Tops</p> <ul style="list-style-type: none"> • hooded sweatshirts • sleeveless, tank tops, & tops that expose front or back • patterns, pictures, or other designs • more than 2 buttons undone, rips or tears • shirts worn at less than full length or tied/ bound • logos larger than 2X2 inches on shirt • collarless: unless spirit wear on designated days
<p>ACCEPTABLE Pants, Skirts, Dresses & Bottoms</p> <ul style="list-style-type: none"> • solid single color pants, shorts, skirts, dresses or capris worn at standard length and beltline worn at waistline • skirts or dresses & shorts no shorter than 2 inches above the knee even when wearing hose or leggings • pants must be correct size, fit & solid colored • belts are preferred 	<p>NON-ACCEPTABLE Pants, Skirts, Dresses & Bottoms</p> <ul style="list-style-type: none"> • sweat pants, jeggings, leggings, yoga pants or stretch pants without skirt • patterns of any kind (stripes, plaid, camouflage, or animal print) &/ or embellished stitching or design • shorts, skirts, & dresses w/ slits or length more than 2 inches above the knee • excessively baggy, long, sagging or with rips or tears • pants, capris, & shorts worn other than designed
<p>ACCEPTABLE Footwear</p> <ul style="list-style-type: none"> • tennis shoes, dress shoes, boots • fastened sandals in front & back • shoes that are laced, strapped, or fastened as designed • heels less than 2 inches in height 	<p>NON-ACCEPTABLE Footwear</p> <ul style="list-style-type: none"> • flip-flops, house slippers, unfastened & unsecured shoes • shoes other than tennis shoes for physical education • pants tucked into socks

<p>ACCEPTABLE Accessories</p> <ul style="list-style-type: none"> • purses smaller than a textbook may be carried to the classroom and stowed under desk • simple barrettes, bows, hairbands, ponytail or braid restraints • earrings no larger than a quarter • book bags must be kept in locker 	<p>NON-ACCEPTABLE Accessories</p> <ul style="list-style-type: none"> • bandanas, head coverings, medallions, scarves, oversized jewelry & purses • accessory or grooming denoting affiliation to specific groups or cliques &/ or advocates illegal activity, violence or disruptive behavior • non-prescription eyeglasses
<p>Items that can be worn to school but not in classrooms</p> <p>Outerwear that includes coats, jackets, hooded sweatshirts/ sweaters, scarves, gloves, & hats</p>	<p>COLOGNE • PERFUME • BODY SPRAY</p> <p>These items are not be brought to or kept at school due to asthmatic reactions.</p>

School officials will make the final determination if there is a question as to whether or not any student's apparel or appearance is appropriate for school. If there is doubt about appropriateness, please consult the assistant principal before wearing the item(s). The aim of the RPMS standardized wear policy is for students to look attractive, but not dress in a manner as to attract undue attention.

Citizenship Grades

In 1995, the Indiana General Assembly passed **Public Law 203-1995, Citizenship Education**. The law specifically addressed the following characteristics of a good citizen:

- Being honest and truthful
- Always doing one's personal best
- Not stealing
- Possessing the skills necessary to live peaceably
- Treating others as we would want to be treated

- Taking personal responsibility for family and community obligations and for earning a livelihood
- Respecting authority; the property of others; the national flag and the Indiana and United States Constitutions; one's self, parents, and home; and the rights of others to have their own views and religious beliefs.

Based on these characteristics, Raymond Park Middle School students earn a citizenship grade during each nine-week grade period. Citizenship grades are assigned by the grade level administrator according to the number of logs and referrals earned by a student. A student begins each nine-week grading period with 100 percentage points (100% - A) in citizenship. Each log earned on the IPI School-wide Discipline Plan will constitute a deduction of six percentage points (6%) from a student's grade and each discipline referral will constitute a deduction of ten percentage points (10%) from a student's grade. Students receiving an out-of-school suspension will automatically receive a failing citizenship grade.

Students with a failing citizenship grade will lose their eligibility to participate in all school-sponsored, extracurricular activities. Students should contact the assistant principal to inquire about the appeal process by which eligibility may be regained following a period of good citizenship.

Privacy Rights

Federal Educational Rights and Privacy Act (FERPA) is a federal law that requires schools to maintain privacy regarding student records, including matters of discipline. RPMS and the MSD Warren Township take students' right to privacy and security very seriously. Our protocol for student misconduct is consistent. We act as soon as we receive a report and contact the students' parents and when appropriate, law enforcement and child protective services. Unless there is/ was a clear and immediate danger to the larger student population, we limit our communication to the families of the students directly involved.

In order to assist in the maintenance of a safe and orderly learning environment, Raymond Park Middle School hallways and buses are equipped with closed-circuit video surveillance hardware. **Closed-circuit video may be used by school officials for investigatory purposes when needed.** However, closed-circuit video is considered a part of a student's educational record which limits the accessibility of non-school personnel according to FERPA.

Student Records

Access to Student Records

Right to Access. The parent or legal guardian of a student who (1) is under the age of eighteen (18) years of age, and (2) is currently enrolled in the school system, and for whom the schools maintain official school records, has a right to inspect and review such student's "official" or "semi-official" records or any specific part thereof.

Manner of Exercising Such Rights

Rights shall be exercised by presenting a written request to the building principal or his designee. The request shall specify the records, which the parent wishes to inspect or examine. In the event the school cannot determine the exact record, as per parent request, the principal or the designated employee will contact the parents by letter or telephone to determine the desired scope of records to be examined and inspected.

Records Involving More Than One Student

Where the records requested involve information of more than one student in question, the parents shall either receive for examination that part of the record pertaining to their child, or where this cannot be reasonably done, be informed of the contents of that part pertaining to their child.

When Rights Transfer To the Student

Whenever a student has attained eighteen (18) years of age or is officially attending a postsecondary institution, the rights previously accorded to parents under this policy shall terminate, and the rights of this act then totally and permanently transfer to the student.

Honesty Code

Whenever a student is found to be lying, the discipline of such behavior will fall under the consequences of the **Student's Rights and Responsibility Handbook**. Consequences will be assigned that may be considered in addition to consequences already assigned related to a misconduct. When a student is found to be cheating, the teacher shall collect the student's paper, mark a zero for the work, and notify the parent and administrator immediately. Further incidents of cheating could result in suspension from school. Giving false information concerning residency is also in direct violation of the honesty code (specific code(s) can be found in the *Student Rights and Responsibilities Handbook*).

Physical Education

The mission of the RPMS Physical Education and Health Program is to provide a safe and positive atmosphere of lifetime fitness opportunities and information to all RPMS students to better enable them to make lifelong healthy lifestyle choices. Expectations of students include daily dress (P.E. uniforms are on sale at the bookstore), daily participation in activities including swimming, and responsibility in the form of securing all items in the locker room. Policies and guidelines will be distributed to students at the beginning of each term that will provide more detailed information to assist students in meeting the Physical Education Department's goal of providing a quality, fitness-based program that is individualized to meet the needs of all students.

Book Bags/ Water Bottles

Students are not permitted to have book bags, water bottles, or other beverages in the hallways or classrooms during the school day without authorization. **Shoulder Bags that serve as backpacks and purses that are larger than a book will not be allowed.**

Fundraising

Only the PTSA, Athletic Department, Music Department, and other approved school organizations may sell items or services during the school year for the purpose of augmenting the educational programs of the school. Individual students or private organizations shall not sell items or services for personal or commercial gain.

Emergency School Closing

It may be necessary for the school to close sometimes because of weather conditions. **Please do not contact the school or school officials.** Listen to Indianapolis radio or television stations for information on school closings. Please discuss emergency plans with students in the event of emergency early dismissal from school.

V. Transportation

Bus students will ride their assigned buses to and from school. Students are not permitted to ride to school on another student's bus unless prior arrangements have been made with transportation (317) 532-2820. 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 all belongings including 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.

Both parents and 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 the principal or assistant principals, and the parents by use of a discipline slip. The *Student Rights and Responsibilities Handbook* outlines the escalation of consequences that will be followed in matters of bus misconduct. Bus scans may be conducted on occasion to help insure student safety and security.

Leaving School Grounds

Students leaving school premises without permission will be considered truant, their parents will be contacted, and disciplinary action will be taken. The Raymond Park Middle School campus and connecting roads do not provide right of way for walkers and bicycle riders. Therefore, students are not allowed to walk or ride bicycles to/ from school during regular school hours or to/ from school related events. Students living in neighborhoods connected to the RPMS campus may walk to/ from school as long as written authorization is on file. The assistant principal has the forms to be completed for this purpose.

VI. Park Cafe

A school lunch program will be offered to all students in the Park Cafe. Salads, a la carte, and hot lunch lines will be available. Students may also bring their lunch to school to be eaten in the cafeteria. Students may pay on a daily basis as they go through the lunch line or deposit money into their lunch account for future use. Students will receive personal identification numbers to access their account to pay for meals. Charging privileges may only be granted by Chartwells food service personnel.

The Park Cafe is supervised by the school staff. The lunch supervisors are responsible for maintaining order in the lunchroom which may include: 1) rearranging seating to improve behavior; 2) removing students for disruptive or improper behavior; 3) reporting improper behavior to the classroom teacher or referring students to administration further disciplinary action. Students are expected to be polite and to display proper manners while going to, eating in, or coming from the cafeteria. There will be no loud talking or horseplay in the cafeteria. Detention, cafeteria clean-up, and other interventions/ consequences will be assigned to disrupters. Restaurant carry-in meals are permitted only when brought to school by a parent/ guardian. Carry-in meals will be eaten only with the parent/ guardian and his/ her child in the cafeteria, main office, or other area designated by administration.

Cafeteria Guidelines

Guidelines to be followed during lunch in Park Cafe are as follows:

- 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

- lunch line to purchase additional food items after their first visit.
- 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, ice cream/ special event sales, and to return their tray.
- Students will leave the cafeteria only with the permission of a cafeteria supervisor.
- Students will respect quiet and announcement time as designated by the cafeteria supervisor.

The Park Cafe also offers a breakfast program for students before school. All students are eligible for a free breakfast during the regular school day.

VII Extracurricular Activities Eligibility

All MSD of Warren Township students, grades 6-12, in all extracurricular activities will be expected to maintain at least a “C” average (or intermediate academy equivalent) while passing a minimum of five classes to remain eligible in extracurricular activities.

If a student’s grade average falls below a “C”, or if a student is not passing at least five classes, the student will be required to participate in weekly study sessions at school. A student may continue to participate in his/ her extracurricular activity as long as he/ she attends these study sessions while his/ her grade average and/ or number of passing classes is below the minimum requirements. Tutoring guidelines including a list of tutoring dates will be provided to students requiring eligibility tutoring.

Students must also remain in good behavioral standing and maintain a passing citizenship grade to remain eligible for extracurricular activities. Assignment to suspension connected to student misconduct will immediately disqualify students from extracurricular activities. Students should contact the assistant principal to inquire about the appeal process by which eligibility may be regained following a period of good citizenship after a suspension.

Extracurricular Event Guidelines

Throughout the school year, Raymond Park Middle School will host extracurricular (occurring outside regular school hours) events which may occur either on or away from the Raymond Park campus. Some of these events will involve students, families, and community members; others will be open to Raymond Park Middle School students only. Examples of events involving the entire community include athletic events, honor roll celebrations, music performances, Back to School Night, and Ranger Rally. Examples of events involving only the RPMS student-body include dances and skating parties. As each event will be subject to its own set of circumstances, students should pay close attention to the times and special guidelines associated with the event as stated during announcements and posted in the Ranger Report as the event date approaches.

Regardless of the time and location of the event, the following guidelines will be in effect at all Raymond Park Middle School extracurricular events:

1. Students shall follow all regular RPMS rules as written in the Rights and Responsibilities Handbook and RPMS Student Handbook & Calendar.
2. Students shall dress in accordance with the school dress code.
3. Students in attendance shall have a passing citizenship grade.
4. Students shall be picked up no later than 15 minutes past the event conclusion time.
5. Only students with a current status of enrollment at Raymond Park Middle School will be admitted to events restricted to the RPMS student-body. Students from neighboring township schools are not eligible to attend. Younger brothers and sisters of RPMS students may attend only if under the direct supervision of a parent or legal guardian and permission has been granted by the school principal.
6. Students assigned to STR for the day by an administrator are not eligible to participate in or attend extracurricular events on that day.

Adherence to the extra-curricular event guidelines will help insure that everyone has a safe and enjoyable experience at RPMS extracurricular events. Students not adhering to the above guidelines may be subject to disciplinary action, Warren Police intervention, and risk losing the privilege to participate in future school events.

Clubs and School Organizations

Clubs and school organizations will be formed as student interest develops. Past organizations have included but are not limited to Academic Teams, Robotics, Dance Team, National Junior Honor Society, Strength & Conditioning, Science Olympiad, and Student Council. Students should listen for intercom announcements concerning organizational meetings.

Student Council

The student council is composed of students whose primary role is to organize, plan, and coordinate school functions, special school activities, and fundraising events. Student council builds character and develops leadership, confidence, responsibility, organization, and teamwork through service. Our goal at RPMS is to build Ranger pride while developing individual lifelong skills.

The organizational structure will allow for all students to be eligible to apply for student council when they meet the following criteria:

- Maintain a "C" average
- Maintain good attendance
- Attend student council meetings, which will be held during the school day once a month on alternating periods
- Participation in student council events and programs

National Junior Honor Society

The National Junior Honor Society was founded to create an organization that would recognize and encourage academic achievement while developing other characteristics essential to citizens in a democracy. These ideals remain relevant today and form the basis for student selection into the organization. They are as follows: SCHOLARSHIP, LEADERSHIP, SERVICE, CHARACTER, and CITIZENSHIP.

The NJHS has established a reputation for excellence among administrators, faculty members, students, parents, and residents of the school community. Through service activities, members of the Raymond Park Middle School Chapter demonstrate the qualities that won them selection. Membership is not only an honor, but also a commitment. Students become eligible at the end of the third nine weeks of seventh grade. At that time students who have maintained a GPA in the "A" range will be asked to submit an application to be considered for membership.

Athletic Handbook

The Raymond Park Middle School Athletic Handbook is provided to each student-athlete before the start of a sports season. The handbook includes the policies and rules of the athletic department. It also provides general information such as directions to opposing schools and ticket information. Athletic Handbooks are available at any time in the athletic office. Athletic information may also be viewed online at the Raymond Park Middle School site (www.warren.k12.in.us).

Physical Examinations

Students desiring to participate in athletics must undergo a physical examination performed by a licensed medical doctor *prior to the first practice or tryout session of any sport*. The physical form, which must be signed by a medical doctor, may be obtained from the athletic office or main office of Raymond Park Middle School. The doctor's signature must be dated after May 1 in order to be valid for the current school year. One examination is sufficient for the entire school year. The Warren Central High School Athletic Department annually schedules reduced-price physicals each spring. Contact the Warren Central High School Athletic Department at 869-4672 for further details.

Athletic Teams

The Raymond Park Middle School Athletic Department offers a variety of competitive athletic teams open to student involvement. The following programs will be available to students for the 2016-2017 school year:

FALL

6th - 8th Boys and Girls Cross Country
7th, 8th Football
7th, 8th Volleyball
7th, 8th Cheerleading
6th - 8th Boys and Girls Tennis

WINTER

6th - 8th Wrestling
7th, 8th Boys Basketball
7th, 8th Girls Basketball
7th, 8th Cheerleading
6th - 8th Boys and Girls Swimming

SPRING

7th, 8th Baseball
7th, 8th Softball
6th - 8th Boys and Girls Track
6th - 8th Boys Golf
6th - 8th Girls Golf

Athletic Insurance

Raymond Park Middle School administrators and coaches are safety conscious and instruct athletes in the safe and proper techniques of their individual sports. Due to the nature of athletic activity 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 son or daughter. 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 MIDDLE SCHOOL NOR WARREN TOWNSHIP SCHOOLS CARRIES ANY KIND OF FIRST-DOLLAR MEDICAL INSURANCE FOR ATHLETIC INJURIES.

Monday August 1, 2016

- Language Arts: _____
- Literature: _____
- Math: _____
- Social Studies: _____
- Science: _____
- Other: _____
- Other: _____

homework		completed
Y	N	<input type="radio"/>

Tuesday August 2, 2016

- Language Arts: _____
- Literature: _____
- Math: _____
- Social Studies: _____
- Science: _____
- Other: _____
- Other: _____

homework		completed
Y	N	<input type="radio"/>

Wednesday August 3, 2016

- Language Arts: _____
- Literature: _____
- Math: _____
- Social Studies: _____
- Science: _____
- Other: _____
- Other: _____

homework		completed
Y	N	<input type="radio"/>

Thursday August 4, 2016

- Language Arts: _____
- Literature: _____
- Math: _____
- Social Studies: _____
- Science: _____
- Other: _____
- Other: _____

homework		completed
Y	N	<input type="radio"/>

Friday August 5, 2016

- Language Arts: _____
- Literature: _____
- Math: _____
- Social Studies: _____
- Science: _____
- Other: _____
- Other: _____

homework		completed
Y	N	<input type="radio"/>

Monday August 8, 2016

- Language Arts: _____
- Literature: _____
- Math: _____
- Social Studies: _____
- Science: _____
- Other: _____
- Other: _____

homework		completed
Y	N	<input type="radio"/>

Tuesday August 9, 2016

- Language Arts: _____
- Literature: _____
- Math: _____
- Social Studies: _____
- Science: _____
- Other: _____
- Other: _____

homework		completed
Y	N	<input type="radio"/>

Wednesday August 10, 2016

- Language Arts: _____
- Literature: _____
- Math: _____
- Social Studies: _____
- Science: _____
- Other: _____
- Other: _____

homework		completed
Y	N	<input type="radio"/>

Thursday August 11, 2016

- Language Arts: _____
- Literature: _____
- Math: _____
- Social Studies: _____
- Science: _____
- Other: _____
- Other: _____

homework		completed
Y	N	<input type="radio"/>

Friday August 12, 2016

- Language Arts: _____
- Literature: _____
- Math: _____
- Social Studies: _____
- Science: _____
- Other: _____
- Other: _____

homework		completed
Y	N	<input type="radio"/>

Monday August 15, 2016

- Language Arts: _____
- Literature: _____
- Math: _____
- Social Studies: _____
- Science: _____
- Other: _____
- Other: _____

homework		completed
Y	N	<input type="radio"/>

Tuesday August 16, 2016

- Language Arts: _____
- Literature: _____
- Math: _____
- Social Studies: _____
- Science: _____
- Other: _____
- Other: _____

homework		completed
Y	N	<input type="radio"/>

Wednesday August 17, 2016

- Language Arts: _____
- Literature: _____
- Math: _____
- Social Studies: _____
- Science: _____
- Other: _____
- Other: _____

homework		completed
Y	N	<input type="radio"/>

Thursday August 18, 2016

- Language Arts: _____
- Literature: _____
- Math: _____
- Social Studies: _____
- Science: _____
- Other: _____
- Other: _____

homework		completed
Y	N	<input type="radio"/>

Friday August 19, 2016

- Language Arts: _____
- Literature: _____
- Math: _____
- Social Studies: _____
- Science: _____
- Other: _____
- Other: _____

homework		completed
Y	N	<input type="radio"/>

Monday August 22, 2016

- Language Arts: _____
- Literature: _____
- Math: _____
- Social Studies: _____
- Science: _____
- Other: _____
- Other: _____

homework		completed
Y	N	<input type="radio"/>

Tuesday August 23, 2016

- Language Arts: _____
- Literature: _____
- Math: _____
- Social Studies: _____
- Science: _____
- Other: _____
- Other: _____

homework		completed
Y	N	<input type="radio"/>

Wednesday August 24, 2016

- Language Arts: _____
- Literature: _____
- Math: _____
- Social Studies: _____
- Science: _____
- Other: _____
- Other: _____

homework		completed
Y	N	<input type="radio"/>

Thursday August 25, 2016

- Language Arts: _____
- Literature: _____
- Math: _____
- Social Studies: _____
- Science: _____
- Other: _____
- Other: _____

homework		completed
Y	N	<input type="radio"/>

Friday August 26, 2016

- Language Arts: _____
- Literature: _____
- Math: _____
- Social Studies: _____
- Science: _____
- Other: _____
- Other: _____

homework		completed
Y	N	<input type="radio"/>

Monday August 29, 2016

- Language Arts: _____
- Literature: _____
- Math: _____
- Social Studies: _____
- Science: _____
- Other: _____
- Other: _____

homework		completed
Y	N	<input type="radio"/>

Tuesday August 30, 2016

- Language Arts: _____
- Literature: _____
- Math: _____
- Social Studies: _____
- Science: _____
- Other: _____
- Other: _____

homework		completed
Y	N	<input type="radio"/>

Wednesday August 31, 2016

- Language Arts: _____
- Literature: _____
- Math: _____
- Social Studies: _____
- Science: _____
- Other: _____
- Other: _____

homework		completed
Y	N	<input type="radio"/>

Thursday September 1, 2016

- Language Arts: _____
- Literature: _____
- Math: _____
- Social Studies: _____
- Science: _____
- Other: _____
- Other: _____

homework		completed
Y	N	<input type="radio"/>

Friday September 2, 2016

- Language Arts: _____
- Literature: _____
- Math: _____
- Social Studies: _____
- Science: _____
- Other: _____
- Other: _____

homework		completed
Y	N	<input type="radio"/>

Monday September 5, 2016

No School – Labor Day

Tuesday September 6, 2016

- Language Arts: _____
- Literature: _____
- Math: _____
- Social Studies: _____
- Science: _____
- Other: _____
- Other: _____

homework		completed
Y	N	<input type="radio"/>

Wednesday September 7, 2016

- Language Arts: _____
- Literature: _____
- Math: _____
- Social Studies: _____
- Science: _____
- Other: _____
- Other: _____

homework		completed
Y	N	<input type="radio"/>

Thursday September 8, 2016

- Language Arts: _____
- Literature: _____
- Math: _____
- Social Studies: _____
- Science: _____
- Other: _____
- Other: _____

homework		completed
Y	N	<input type="radio"/>

Friday September 9, 2016

- Language Arts: _____
- Literature: _____
- Math: _____
- Social Studies: _____
- Science: _____
- Other: _____
- Other: _____

homework		completed
Y	N	<input type="radio"/>

Monday September 12, 2016

- Language Arts: _____
- Literature: _____
- Math: _____
- Social Studies: _____
- Science: _____
- Other: _____
- Other: _____

homework		completed
Y	N	<input type="radio"/>

Tuesday September 13, 2016

- Language Arts: _____
- Literature: _____
- Math: _____
- Social Studies: _____
- Science: _____
- Other: _____
- Other: _____

homework		completed
Y	N	<input type="radio"/>

Wednesday September 14, 2016 -Late Start 8:30 a.m.

- Language Arts: _____
- Literature: _____
- Math: _____
- Social Studies: _____
- Science: _____
- Other: _____
- Other: _____

homework		completed
Y	N	<input type="radio"/>

Thursday September 15, 2016

- Language Arts: _____
- Literature: _____
- Math: _____
- Social Studies: _____
- Science: _____
- Other: _____
- Other: _____

homework		completed
Y	N	<input type="radio"/>

Friday September 16, 2016

- Language Arts: _____
- Literature: _____
- Math: _____
- Social Studies: _____
- Science: _____
- Other: _____
- Other: _____

homework		completed
Y	N	<input type="radio"/>

Monday September 19, 2016

- Language Arts: _____
- Literature: _____
- Math: _____
- Social Studies: _____
- Science: _____
- Other: _____
- Other: _____

homework		completed
Y	N	<input type="radio"/>

Tuesday September 20, 2016

- Language Arts: _____
- Literature: _____
- Math: _____
- Social Studies: _____
- Science: _____
- Other: _____
- Other: _____

homework		completed
Y	N	<input type="radio"/>

Wednesday September 21, 2016

- Language Arts: _____
- Literature: _____
- Math: _____
- Social Studies: _____
- Science: _____
- Other: _____
- Other: _____

homework		completed
Y	N	<input type="radio"/>

Thursday September 22, 2016

- Language Arts: _____
- Literature: _____
- Math: _____
- Social Studies: _____
- Science: _____
- Other: _____
- Other: _____

homework		completed
Y	N	<input type="radio"/>

Friday September 23, 2016

- Language Arts: _____
- Literature: _____
- Math: _____
- Social Studies: _____
- Science: _____
- Other: _____
- Other: _____

homework		completed
Y	N	<input type="radio"/>

Monday September 26, 2016

- Language Arts: _____
- Literature: _____
- Math: _____
- Social Studies: _____
- Science: _____
- Other: _____
- Other: _____

homework		completed
Y	N	<input type="radio"/>

Tuesday September 27, 2016

- Language Arts: _____
- Literature: _____
- Math: _____
- Social Studies: _____
- Science: _____
- Other: _____
- Other: _____

homework		completed
Y	N	<input type="radio"/>

Wednesday September 28, 2016

- Language Arts: _____
- Literature: _____
- Math: _____
- Social Studies: _____
- Science: _____
- Other: _____
- Other: _____

homework		completed
Y	N	<input type="radio"/>

Thursday September 29, 2016

- Language Arts: _____
- Literature: _____
- Math: _____
- Social Studies: _____
- Science: _____
- Other: _____
- Other: _____

homework		completed
Y	N	<input type="radio"/>

Friday September 30, 2016

- Language Arts: _____
- Literature: _____
- Math: _____
- Social Studies: _____
- Science: _____
- Other: _____
- Other: _____

homework		completed
Y	N	<input type="radio"/>

Monday October 3, 2016

- Language Arts: _____
- Literature: _____
- Math: _____
- Social Studies: _____
- Science: _____
- Other: _____
- Other: _____

homework		completed
Y	N	<input type="radio"/>

Tuesday October 4, 2016

No School – Student-Led Conferences

Wednesday October 5, 2016

- Language Arts: _____
- Literature: _____
- Math: _____
- Social Studies: _____
- Science: _____
- Other: _____
- Other: _____

homework		completed
Y	N	<input type="radio"/>

Thursday October 6, 2016

- Language Arts: _____
- Literature: _____
- Math: _____
- Social Studies: _____
- Science: _____
- Other: _____
- Other: _____

homework		completed
Y	N	<input type="radio"/>

Friday October 7, 2016

- Language Arts: _____
- Literature: _____
- Math: _____
- Social Studies: _____
- Science: _____
- Other: _____
- Other: _____

homework		completed
Y	N	<input type="radio"/>

Monday October 24, 2016

- Language Arts: _____
- Literature: _____
- Math: _____
- Social Studies: _____
- Science: _____
- Other: _____
- Other: _____

homework		completed
Y	N	<input type="radio"/>

Tuesday October 25, 2016

- Language Arts: _____
- Literature: _____
- Math: _____
- Social Studies: _____
- Science: _____
- Other: _____
- Other: _____

homework		completed
Y	N	<input type="radio"/>

Wednesday October 26, 2016

- Language Arts: _____
- Literature: _____
- Math: _____
- Social Studies: _____
- Science: _____
- Other: _____
- Other: _____

homework		completed
Y	N	<input type="radio"/>

Thursday October 27, 2016

- Language Arts: _____
- Literature: _____
- Math: _____
- Social Studies: _____
- Science: _____
- Other: _____
- Other: _____

homework		completed
Y	N	<input type="radio"/>

Friday October 28, 2016

- Language Arts: _____
- Literature: _____
- Math: _____
- Social Studies: _____
- Science: _____
- Other: _____
- Other: _____

homework		completed
Y	N	<input type="radio"/>

Monday October 31, 2016

- Language Arts: _____
- Literature: _____
- Math: _____
- Social Studies: _____
- Science: _____
- Other: _____
- Other: _____

homework		completed
Y	N	<input type="radio"/>

Tuesday November 1, 2016

- Language Arts: _____
- Literature: _____
- Math: _____
- Social Studies: _____
- Science: _____
- Other: _____
- Other: _____

homework		completed
Y	N	<input type="radio"/>

Wednesday November 2, 2016

- Language Arts: _____
- Literature: _____
- Math: _____
- Social Studies: _____
- Science: _____
- Other: _____
- Other: _____

homework		completed
Y	N	<input type="radio"/>

Thursday November 3, 2016

- Language Arts: _____
- Literature: _____
- Math: _____
- Social Studies: _____
- Science: _____
- Other: _____
- Other: _____

homework		completed
Y	N	<input type="radio"/>

Friday November 4, 2016

- Language Arts: _____
- Literature: _____
- Math: _____
- Social Studies: _____
- Science: _____
- Other: _____
- Other: _____

homework		completed
Y	N	<input type="radio"/>

Monday November 7, 2016

- Language Arts: _____
- Literature: _____
- Math: _____
- Social Studies: _____
- Science: _____
- Other: _____
- Other: _____

homework		completed
Y	N	<input type="radio"/>

Tuesday November 8, 2016

No School – Professional Development for Teachers

Wednesday November 9, 2016 -Late Start 8:30 a.m.

- Language Arts: _____
- Literature: _____
- Math: _____
- Social Studies: _____
- Science: _____
- Other: _____
- Other: _____

homework		completed
Y	N	<input type="radio"/>

Thursday November 10, 2016

- Language Arts: _____
- Literature: _____
- Math: _____
- Social Studies: _____
- Science: _____
- Other: _____
- Other: _____

homework		completed
Y	N	<input type="radio"/>

Friday November 11, 2016

- Language Arts: _____
- Literature: _____
- Math: _____
- Social Studies: _____
- Science: _____
- Other: _____
- Other: _____

homework		completed
Y	N	<input type="radio"/>

Monday November 14, 2016

- Language Arts: _____
- Literature: _____
- Math: _____
- Social Studies: _____
- Science: _____
- Other: _____
- Other: _____

homework		completed
Y	N	<input type="radio"/>

Tuesday November 15, 2016

- Language Arts: _____
- Literature: _____
- Math: _____
- Social Studies: _____
- Science: _____
- Other: _____
- Other: _____

homework		completed
Y	N	<input type="radio"/>

Wednesday November 16, 2016

- Language Arts: _____
- Literature: _____
- Math: _____
- Social Studies: _____
- Science: _____
- Other: _____
- Other: _____

homework		completed
Y	N	<input type="radio"/>

Thursday November 17, 2016

- Language Arts: _____
- Literature: _____
- Math: _____
- Social Studies: _____
- Science: _____
- Other: _____
- Other: _____

homework		completed
Y	N	<input type="radio"/>

Friday November 18, 2016

- Language Arts: _____
- Literature: _____
- Math: _____
- Social Studies: _____
- Science: _____
- Other: _____
- Other: _____

homework		completed
Y	N	<input type="radio"/>

Monday November 21, 2016

- Language Arts: _____
- Literature: _____
- Math: _____
- Social Studies: _____
- Science: _____
- Other: _____
- Other: _____

homework		completed
Y	N	<input type="radio"/>

Tuesday November 22, 2016

- Language Arts: _____
- Literature: _____
- Math: _____
- Social Studies: _____
- Science: _____
- Other: _____
- Other: _____

homework		completed
Y	N	<input type="radio"/>

Wednesday November 23, 2016

No School – Thanksgiving Holiday

Thursday November 24, 2016

No School – Thanksgiving Holiday

Friday November 25, 2015

No School – Thanksgiving Holiday

Monday November 28, 2016

- Language Arts: _____
- Literature: _____
- Math: _____
- Social Studies: _____
- Science: _____
- Other: _____
- Other: _____

homework		completed
Y	N	<input type="radio"/>

Tuesday November 29, 2016

- Language Arts: _____
- Literature: _____
- Math: _____
- Social Studies: _____
- Science: _____
- Other: _____
- Other: _____

homework		completed
Y	N	<input type="radio"/>

Wednesday November 30, 2016

- Language Arts: _____
- Literature: _____
- Math: _____
- Social Studies: _____
- Science: _____
- Other: _____
- Other: _____

homework		completed
Y	N	<input type="radio"/>

Thursday December 1, 2016

- Language Arts: _____
- Literature: _____
- Math: _____
- Social Studies: _____
- Science: _____
- Other: _____
- Other: _____

homework		completed
Y	N	<input type="radio"/>

Friday December 2, 2016

- Language Arts: _____
- Literature: _____
- Math: _____
- Social Studies: _____
- Science: _____
- Other: _____
- Other: _____

homework		completed
Y	N	<input type="radio"/>

Monday December 5, 2016

- Language Arts: _____
- Literature: _____
- Math: _____
- Social Studies: _____
- Science: _____
- Other: _____
- Other: _____

homework		completed
Y	N	<input type="radio"/>

Tuesday December 6, 2016

- Language Arts: _____
- Literature: _____
- Math: _____
- Social Studies: _____
- Science: _____
- Other: _____
- Other: _____

homework		completed
Y	N	<input type="radio"/>

Wednesday December 7, 2016

- Language Arts: _____
- Literature: _____
- Math: _____
- Social Studies: _____
- Science: _____
- Other: _____
- Other: _____

homework		completed
Y	N	<input type="radio"/>

Thursday December 8, 2016

- Language Arts: _____
- Literature: _____
- Math: _____
- Social Studies: _____
- Science: _____
- Other: _____
- Other: _____

homework		completed
Y	N	<input type="radio"/>

Friday December 9, 2016

- Language Arts: _____
- Literature: _____
- Math: _____
- Social Studies: _____
- Science: _____
- Other: _____
- Other: _____

homework		completed
Y	N	<input type="radio"/>

Monday December 12, 2016

- Language Arts: _____
- Literature: _____
- Math: _____
- Social Studies: _____
- Science: _____
- Other: _____
- Other: _____

homework		completed
Y	N	<input type="radio"/>

Tuesday December 13, 2016

- Language Arts: _____
- Literature: _____
- Math: _____
- Social Studies: _____
- Science: _____
- Other: _____
- Other: _____

homework		completed
Y	N	<input type="radio"/>

Wednesday December 14, 2016 -Late Start 8:30 a.m.

- Language Arts: _____
- Literature: _____
- Math: _____
- Social Studies: _____
- Science: _____
- Other: _____
- Other: _____

homework		completed
Y	N	<input type="radio"/>

Thursday December 15, 2016

- Language Arts: _____
- Literature: _____
- Math: _____
- Social Studies: _____
- Science: _____
- Other: _____
- Other: _____

homework		completed
Y	N	<input type="radio"/>

Friday December 16, 2016

- Language Arts: _____
- Literature: _____
- Math: _____
- Social Studies: _____
- Science: _____
- Other: _____
- Other: _____

homework		completed
Y	N	<input type="radio"/>

Monday December 19, 2016

- Language Arts: _____
- Literature: _____
- Math: _____
- Social Studies: _____
- Science: _____
- Other: _____
- Other: _____

homework		completed
Y	N	<input type="radio"/>

Tuesday December 20, 2016

- Language Arts: _____
- Literature: _____
- Math: _____
- Social Studies: _____
- Science: _____
- Other: _____
- Other: _____

homework		completed
Y	N	<input type="radio"/>

Wednesday December 21, 2016

- Language Arts: _____
- Literature: _____
- Math: _____
- Social Studies: _____
- Science: _____
- Other: _____
- Other: _____

homework		completed
Y	N	<input type="radio"/>

Thursday December 22, 2016

- Language Arts: _____
- Literature: _____
- Math: _____
- Social Studies: _____
- Science: _____
- Other: _____
- Other: _____

homework		completed
Y	N	<input type="radio"/>

Friday December 23, 2016

homework completed

- Language Arts: _____
- Literature: _____
- Math: _____
- Social Studies: _____
- Science: _____
- Other: _____
- Other: _____

Y	N	<input type="radio"/>

Name: _____ Grade: _____

PASSES

CLINIC PASSES ONLY – A pass must be issued by a staff member in order to be seen in the clinic.

Date	Clinic Comments	Time Out Class	Time In Clinic	Time Out Clinic	Time In Class	Staff Initials	Clinic Initials
1.							
2.							
3.							
4.							

OTHER PASSES– These passes may be used to access the restroom, bookstore, media center, office, guidance office, locker, etc.

Date	Destination	Staff Initials	Time Out	Time In
1.				
2.				
3.				
4.				
5.				

6.				
7.				
8.				
9.				
10.				