Raymond F. Brandes School 65
4065 Asbury St.
Indianapolis, IN 46227
317-226-4265 Office
317-226-3792 Fax
www.myips.org/raymondfbrandes

Principal – Mrs. Krista Douglass
Social Worker – Miss Maddie Schwartz

Important Numbers:
IPS Transportation...........................................317-226-4093
IPS Service Center.............................................317-226-4000
IPS Police Department.................................317-226-4633

The Bulldog Way
Be Respectful
Be Responsible
Be Safe
Do Your Best
Dear students and families,

Welcome to the 2019-2020 school year! I hope all of you had a fantastic summer. I am Mrs. Krista Douglass, and I am so excited to lead Raymond Brandes School 65 as your new Principal this year. I am coming to you from Lew Wallace School 107, where I have served as Assistant Principal for the last three years. I feel extremely lucky to have the opportunity to work with all of you this year.

The purpose of this Parent - Student Handbook is to provide a quick reference guide to Raymond Brandes. It contains essential information about our school. Please read the handbook carefully and put it in a safe place for future reference.

Raymond Brandes Elementary is full of tremendously talented students and exceptionally dedicated faculty and staff. We look forward to joining parents and guardians in creating and maintaining an all-inclusive school environment where students will grow through continued support from home. Our mission is to provide a safe and nurturing environment that promotes academic excellence for all students. We understand that we cannot fulfill this task in isolation and look forward to a great year of collaboration with families.

This year, students will be taught to live The Bulldog Way. It is expected that students will be respectful, be responsible, be safe, and try their best at all times. We will hold students to a high standard academically and behaviorally, and I can’t wait to see the growth that our students will make. My hope is that you will support these same values at home.

Please be sure that your child arrives to school each day on time, dressed for success in compliance with the district uniform policy and prepared with all materials and tools needed for learning. We look forward to another great year of striving for excellence in all that we do!

Sincerely,

Krista Douglass
Principal

The Bulldog Way: Be Respectful, Be Responsible, Be Safe, and Do Your Best
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I. SCHOOL INFORMATION

OUR MISSION
Our mission is to provide a quality education to every student every day. Students will live the Bulldog Way by being respectful, being responsible, being safe, and doing their best.

OUR VISION
Raymond F. Brandes is a supportive, caring, and loving environment for students to learn. Children and staff members enjoy coming to school, and families and community members feel welcome in our building. Students’ individual academic needs are met through differentiated instruction. Restorative practices and social-emotional learning are utilized to support children rather than penalizing them for negative behaviors. Raymond F. Brandes is a high performing school where parents are excited to send their children.

SCHOOL OVERVIEW
At Raymond F. Brandes Elementary School, our preschool through sixth grade curriculum is student-centered and research based. Small group teaching and interactive learning highlight our classrooms where a wide variety of teaching strategies and learning methods are used. This enriched learning environment is designed to prepare our students to fully comprehend and function productively in our highly sophisticated and technical society.

Raymond F. Brandes is a traditional educational institution that offers Title I, ELL services, High Ability programming, free breakfast and lunch for all students and has additional academic supports that foster a strong bond between the community, home and school.

SCHOOL MOTTO, COLORS & MASCOT

The Bulldog Way
Be Respectful
Be Responsible
Be Safe
Do Your Best

School Mascot: Bulldogs
School Colors: Red & Black
2019-20 School Year Calendar

**First Semester**
- **Monday, August 5**: First Day
- **Tuesday, September 3**: Professional Development
- **Wednesday, September 25**: Parent In Touch Day
- **Mon., Oct. 14**: Fall Break
- **Wed., Nov. 27**: Thanksgiving Break
- **Thursday, December 19**: Last Day of 1st Semester
- **Friday, December 20**: Semester Close (Flex day)

**Second Semester**
- **Tuesday, January 8**: First Day
- **Tuesday, January 21**: Professional Development
- **Wednesday, March 5**: Parent In Touch Day
- **Mon., Mar. 25**: Spring Break
- **Mon., Mar. 30**: Spring Break (guaranteed)
- **Friday, April 17**: Teacher Work Day
- **Thursday, June 4**: Last Student Day
- **Friday, June 5**: Yearly Close
- **Mon., June 8 – Fri., June 20**: Summer School Session

**Professional Development Days**
All instructional personnel must report. Students DO NOT attend.

**School Opening Preparation Days**
All school-based employees attend to prepare for the opening of school.
School staff meetings and dedicated teacher workday.

**Days of Student Attendance**
- **Parents in Touch Day**
  - Day purposed for parent-teacher conferences. Students DO NOT attend.

**Holidays**
Holiday pay distributed according to employee group contracts.

**Records and Close-out**
- **Flex Days**
  - As needed to make up days of school closure.
- **Break**
- **Summer School**
- **Summer Break**

**Summary of Days**

<table>
<thead>
<tr>
<th></th>
<th>Students</th>
<th>Staff</th>
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<tr>
<td>Semester 1</td>
<td>67</td>
<td></td>
</tr>
<tr>
<td>Semester 2</td>
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<td></td>
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<tr>
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<tr>
<td>PD days</td>
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<td></td>
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<tr>
<td>Work days</td>
<td>3</td>
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<tr>
<td>Student days</td>
<td>88</td>
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<td>Semester 2</td>
<td>98</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>192</td>
<td>100</td>
</tr>
</tbody>
</table>
V.  SCHOOL POLICIES

DAILY SCHEDULE

- 8:30 am  Staff Arrival
- 8:45 am  Doors Open
- 9:10 am  Tardy Bell
- 3:15 pm  PreK Dismissal
- 3:40 pm  Car Rider/Walker Dismissal
- 3:45 pm  Bus Rider Dismissal
- 4:00 pm  Office Closes

ATTENDANCE

Attending school every day is an important part of your child’s education. A child learns best by consistent reinforcement to the material being taught. Not attending school is related to lower grades and future tendency to drop out. Helping your child attend school every day is a great way parents can support their child in doing his or her best. It is also the law that all children attend school every day. IPS policy states that after 10 unexcused absences, the school can file criminal charges against the parent for “Failure to Ensure” your child’s school attendance. For our oldest students, truancy charges may be filed. A report to Child Protective Services can also be made following 10 unexcused absences. Excused Absences include: illness with a note or call from parent, illness with a note from the doctor, death in the immediate family with note from parent, and absences approved by the principal.

Call the school at (317) 226-4265 ANY TIME your child is absent for ANY REASON. Follow up with a written note sent to the main office. Call the office with any questions regarding absences or the district policy.

Raymond F. Brandes Elementary School has adopted the IPS attendance policy in its entirety:

- Students are currently allowed to make up all work when suspended.
- Full credit for make-up work completed shall be allowed for all absences in grades K - 6 with the following exceptions:
  a. Students on in-school suspension will be required to do make-up work.
  b. Students who are suspended from school will be required to do the make-up work.
- The parent of any student who incurs 6 unexcused absences within a semester shall be required, along with the student, to attend a conference with the principal or her designee. A plan for improved attendance must be developed at this conference.

Please call in all absences for your child by 9:00 am.

MORNING ARRIVAL

Please DO NOT drop off your student and leave him/her unsupervised before school doors open at 8:45 am. It is a safety hazard. There is no one to supervise your child prior to the official school opening time.

DISMISSAL PROCEDURES

Please remember, these procedures are put in place for a safe dismissal for all students.

- Afternoon announcements will begin at 3:35 pm.

The Bulldog Way: Be Respectful, Be Responsible, Be Safe, and Do Your Best
● Walkers and car riders will be dismissed at 3:40 p.m. Walkers will exit the front door; car riders will exit the gym door. Bus rider dismissal will begin at 3:45 pm, exiting through the front of the building. **Please do not enter the car rider line to pick up walkers.**

● Walkers will be released from the front entrance of the school. Staff members will be outside near the buses to ensure that students remain on the sidewalk.

● **Parents of car riders—please stay in your car.** Students are brought to your car by our staff. Please place your child’s name plate in the passenger window of your car. Wait for the vehicle in front of you to leave the curb unless you are instructed differently by staff. Your cooperation with our plan will ensure the safety and security of all our students. Remember, safety comes first!

**EARLY DISMISSALS**
To pick up your child for appointments during the school day, you must write a note to the classroom teacher, stating the date and time. Parents must come to the office to pick up their children. Dismissal will only be from the school office. For the safety of your student we do not allow you to call in changes to dismissal. **If you have a change in the way your student is leaving school, you will need to send a note or come into the school by 2:00 p.m. WE CANNOT VERIFY PHONE CHANGES.** Please avoid picking up your student early unless there is an emergency. Instruction in our classrooms continues until dismissal.

**BUS TRANSPORTATION**
Transportation letters will be mailed to your home with the following information: bus number, bus stop, time of pick up, and time of drop off. Buses are assigned based on seats for the number of regular riders. If you have any questions concerning the bus stops, please call the Transportation Office at (317) 226-4500. Bus unloading and entrance into the building will take place at our main entrance. During the afternoon dismissal, bus riders will leave through the main entrance doors. Bus riders are dismissed at 3:45 p.m.

Please check the schedule to see what time your child’s bus begins its route and where your child’s stop is on the route. Children are to be waiting for the bus to arrive at the bus stop 10 minutes before their scheduled pick-up time. Buses will only stop at authorized stops. **CAUTION your child against running out to catch the bus after it leaves.** This creates a hazardous situation, especially when children cross in front of the bus or run alongside to catch it or try beating the bus to the next bus stop. When waiting at the bus stop, there should be no horseplay or chasing. A shove or an innocent game of tag can bring tragedy if done at the wrong time. Children must stay out of the street and wait back from the curb for their safety.

**WALKERS/CAR RIDERS**
Walkers should enter the building using the main entrance. Please remind your children to use the crosswalks and exercise safe behavior when they are walking to and from school. Walkers are dismissed from the main entrance.

Car riders should be dropped off and picked up in the parking lot near the gym door. Car riders are dismissed at 3:40 p.m. Name cards will be distributed to drivers in order to maintain an efficient dismissal process. Our staff has an excellent process to insure the safety of all students. Please be patient and follow their directions.

**STUDENT DISMISSAL AT OTHER THAN REGULAR HOURS/THIRD-PARTY PICKUP**
If you intend for someone other than yourself to pick up your child, please send a signed note to school. **Such notes must be received in our office by 2:00 p.m. We will NOT honor any phone changes.** Under no circumstances will a child be released to someone other than the legal guardian or his/her designee (by signed statement of legal guardian). Please be advised, however, that if your child is a regular bus rider, and he/she has not been picked up by you by the time buses are ready to pull off, your child will be placed on the bus to go home.
NO STUDENTS MAY LEAVE THE BUILDING WITHOUT THE PERMISSION OF THE PRINCIPAL. NO BUS RIDERS WILL BE PERMITTED TO WALK HOME - FOR ANY REASON.

ADDRESS AND PHONE CHANGES
If a parent moves after the start of the school year, a parent may request that the student remain in the school in the attendance boundary in which the parent previously had resided for the remainder of that school year. Under this provision, transportation to and from school shall be the parent/guardian’s responsibility. We ask that you visit the school office to provide updated proof of address if you should move during the school year.

If your contact information should change please call the school office and provide the secretary with a current phone number in which you can be reached. All new numbers must be entered in our online system to provide a successful home-school connection.

CHILD CUSTODY
“Parent” as defined in the Indianapolis Public School Bylaws and Policies (Section 0000 Number 0100) is the natural, adoptive, or surrogate parents or the party designated by the courts as the legal guardian or custodian of a student. Both parents will be considered to have equal rights unless a court of law decrees otherwise.

STUDENT RECORDS
A. Right of Access. A parent of a student or an eligible student has the right to inspect and review such student’s education records maintained by IPS. A parent, or either parent, shall be presumed to have authority to inspect and review the student’s records unless IPS has been provided with written notice that there is a court order that restricts or terminates the parent’s authority to access the student’s records under applicable State statutes governing matters such as divorce, separation, and legal custody.

B. Manner of Exercising Such Rights. Such rights shall be exercised by presenting a written request to the office of the Superintendent or the principal of the school which the student attends. The request shall specify the specific records which the parent or eligible student wish to examine. In the event that the exact records as described in the request cannot be identified the appropriate school official will immediately contact the parent or eligible student by letter or otherwise, to determine the desired scope of records to be inspected.

Such inspection shall be made during reasonable business hours determined by mutual agreement between the appropriate school official and the parent or eligible student but, in no event shall be more than forty-five (45) days after receipt of the written request. A school official shall be present during any such inspection to assist in the interpretation of the records where they reasonably require any professional interpretation. The parent(s) must submit sufficient proof of his/her identity to the school official before inspection of a student’s records shall be permitted.
STUDENT ILLNESS
If your child should become ill or involved in an accident while at school, our Ms. Carlisle is here to assess the situation. If a child is sent to the clinic for an accident or illness and is unable to return to class, parents will be called and arrangements will be made for transportation home. If your child has a temperature greater than 99.9 degrees, signs of diarrhea, or other communicable disease, then he/she will be sent home. Students may not remain in the clinic for extended periods of time. Please do not send your child to school if you believe that he/she may be sick. Any accident that results in an injury, however slight, to a student, an employee of the Board, or a visitor to the schools must be reported promptly and in writing to the Corporation business office. Injured persons shall be referred to the appropriate personnel for such medical attention as may be needed.

MEDICATION
Before any prescribed medication or treatment may be administered to any student during school hours, the school shall require the written prescription from the child’s physician accompanied by the written authorization of the parent (see school nurse for medication forms to be signed by the parent). If this form is not on file for the child, we are not permitted to administer the medication. This document shall be kept on file and made available to the persons authorized to administer medication or treatment. The prescription must be in its original container, labeled with the student’s name and the exact dosage. At no time is the school to administer a dosage other than that authorized by the physician’s prescription. All medication must stay in the office and may not be taken to the classroom.

INCLEMENT WEATHER
Since weather conditions can play a part in school safety, you will want to make sure you have access to accurate information. In the event of severe/inclement weather conditions stay tuned to local radio and television stations, as well as social media by following Indianapolis Public Schools on Facebook, Instagram and Twitter. IPS Transportation can be followed on Twitter @IPSbuses for real time information concerning late buses. Please be sure to use these media outlets for up to date information on closings, delays, and bus information.

Students will continue to have outdoor recess during the winter months unless it is exceptionally cold or wet. Students should come to school dressed for the weather.

VISITORS
Cooperation between the school and parents enhances education. We hope that you will take the opportunity to visit our school many times during the school year. For the safety of our children, visitors must stop at the office before going to classrooms or touring the building. Visitors must sign the visitor’s register in the school office BEFORE going to the classroom and sign out after visiting the classroom. After student arrival, all doors are locked. Access to the building may be gained by ringing the bell for entrance at the front doors only and showing picture ID. This is a necessary precaution to protect students from intruders. Remember a visit is not a time for a conversation about your child as this interrupts instruction. Please arrange a conference for this purpose.

VOLUNTEERS & CLASSROOM VISITATION
Citizens who voluntarily contribute their time and talents to the improvement and enrichment of Indianapolis Public Schools and its students make a significant contribution to student success. Indianapolis Public Schools encourages the constructive participation of groups and individuals in our schools to perform appropriate tasks during and after school hours under the direction and supervision of professional personnel. Whenever
possible, community volunteers should be recruited from the neighborhood served by the school and the families of the children within the school itself.

In every case, volunteers must be approved by the school administrator, and shall work within the guidelines established by the school administrator and under the direct supervision of teachers or other members of the school staff designated by the school administrator.

It is the policy of Indianapolis Public Schools to require volunteers who will sustain direct contact with students or serve as representatives of the schools be fingerprinted for a background check. Such positions include volunteer coaches, unpaid club sponsors, unsupervised overnight chaperones, volunteers who are responsible for large sums of moneys collected on behalf of the organizations and schools, student teachers, and unpaid interns with student contact assignments. At the discretion of the Superintendent, other volunteers may be fingerprinted upon receipt of a written request from a building principal stating the reason for conducting a background check. Indianapolis Public Schools is responsible for the direct costs associated with obtaining the criminal history information required under this policy.

If you would like to visit a classroom during the school day, an appointment is required. To schedule an appointment, please contact your child’s teacher at least 24 hours prior to the visit. Also, please keep in mind that it will not always be possible to have a parent visit a classroom if the class is involved in testing situations or an instructional environment that would be disrupted by a guest/visitor.

DRESS CODE
All students in K – 6th grade attending Raymond F. Brandes Elementary are required to wear uniforms. Appropriate choices of clothing include:

- Solid color shirts with collars. Shirt is to be tucked into pants at all times.
- Solid navy blue, black or khaki pants, shorts, skirts, capris, or jumpers. No denim, stretch pants, or blue jeans. Leggings may only be worn underneath a skirt or dress.
- Solid color sweaters or sweatshirts (with no hoods).
- A belt is required for 3rd-6th grade.
- T-shirts worn under the uniform shirt must be solid white.
- Shorts/skirts must be “walking” length limited to 2” above the knee.
- Clothing material should be cotton, polyester, linen, twill, corduroy or canvas.
- Logos on shirts and sweaters cannot be larger than 1” x 1 ½”.
- No restrictions on sock colors.

For complete details about the IPS Student Dress Code, please visit: [http://www.myips.org/dresscode](http://www.myips.org/dresscode)
PERSONAL PROPERTY
Students should bring only school-related materials from home. Exceptions will only be made with permission from the classroom teacher or school administrator for such functions as field trips, special reports and projects.

Student possession of telephone paging devices is prohibited on school grounds, at school sponsored events, and on school buses or other vehicles provided by the Corporation. Students may not use cellular telephones, including camera phones, or other electronic communication devices (ECDs) (e.g. iPods, hand held video games, pagers, cameras, laser pointers, various types of remote controls etc.) and other devices designed to receive and send an electronic signal) during the school day. Cellular telephones and ECDs must be kept out of sight and turned off (not just placed in vibrate or silent mode) during the school day. In addition, students are not permitted to use cellular telephones, including camera phones, or ECDs to record/store/send/transmit the spoken work or visual image of any person, including other students or staff members, or educational instrument/document (e.g., test, quiz, etc.) any time while on school property or at a school-sponsored event.

Finally, students may not use cellular telephones or ECDs on school property or at a school-sponsored activity to access and/or view Internet websites that are otherwise blocked to students at school.

Should these items be heard, found, or seen being used in any manner unauthorized by a teacher, they will be confiscated and sent to the office to await parent pick-up. **At no time will the school assume responsibility for preventing theft, loss, damage, or vandalism to cellular telephones, ECDs, or other personal property/items brought onto the school property. DURING BUS TRANSPORTATION, THIS POLICY APPLIES TO CELL PHONES, PAGERS, CAMERAS, AND LASER POINTERS.**

Skateboards and skates may not be used/worn on school property. This includes shoes with wheels/Heelies.

PARTIES AND BIRTHDAY CELEBRATIONS
Parties and birthday celebrations are allowed to take place after 3:00 p.m. If you would like your child to celebrate his/her birthday at school, the teacher must be notified a minimum of 24 hours ahead of time. Only store bought pre-packaged items can be distributed to students during class parties and birthday celebrations. Items bought from home will not be served.

Parents whose religious practices and beliefs preclude their children from taking part in activities, class parties, health instruction, the Pledge of Allegiance, or other school activities should notify the teacher in writing. A conference prior to the beginning of the school will assist the teacher in making classroom accommodations to prevent infringement on a family’s religious beliefs.

FIELD TRIPS
Field trips are an integral part of a child’s educational growth. Students have an opportunity to learn through a variety of experiences in the Indianapolis area.

- Students must have signed permission slips for all field trips. No phone permissions will be accepted. To avoid your child missing an opportunity to be part of an excursion, please be sure to sign and return the permission slip on time.
LOST AND FOUND ITEMS
Please label personal articles with student’s names. If an item is lost, check the school’s Lost and Found.

VI. CAFETERIA INFORMATION

PRICES
All students are eligible for free breakfast and lunch. If your child chooses to bring lunch, but would like milk, the cost is $.40 each day.

Adult Prices:  Breakfast = $2.25, Lunch = $3.75

LUNCH VISITATION
Visitors are welcome for lunch at any time. Visitors will be required to follow the visitor policy, and sign in at the main office. Visitors will be seated at a designated visitor lunch table with their student.

VII. ACADEMIC AND SOCIAL ACHIEVEMENT

INTERIM REPORTS AND REPORT CARDS
You will receive formal updates on your students’ progress towards their grade level standards every four and a half weeks through report cards and interim reports. The schedule for receiving progress reports is below:

Report cards are designed to give you information about your child's progress throughout the year. However, this report should not be the only indicator of your child's progression. Your child should bring returned and graded papers home on a consistent basis. He/she will have homework on a regular basis that you should monitor. All IPS schools will operate under 9 week grading periods. Mid-terms (mid-grading period evaluations) will be sent home at the end of the fourth/fifth week of each grading period for all students.

Students who receive a D or F in math or reading face possible retention.

The IPS grading scale is:

Grading Scale for Grades 1-6:

<table>
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<tr>
<th>Letter Grade</th>
<th>Percent Range</th>
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<tbody>
<tr>
<td>A</td>
<td>93-100%</td>
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<tr>
<td>A-</td>
<td>90-92%</td>
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<td>B+</td>
<td>87-89%</td>
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<td>83-86%</td>
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<td>B-</td>
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<td>60-62%</td>
</tr>
<tr>
<td>F</td>
<td>0-59%</td>
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Kindergarten students will be assigned progress levels towards mastery of the Indiana College and Career Ready Standards. The scale is listed below:

<table>
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<tr>
<th>Progress Level</th>
<th>Definition</th>
</tr>
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<tbody>
<tr>
<td>O</td>
<td>Outstanding Progress</td>
</tr>
<tr>
<td>S</td>
<td>Satisfactory Progress</td>
</tr>
<tr>
<td>I</td>
<td>Improving Progress</td>
</tr>
<tr>
<td>U</td>
<td>Unsatisfactory Progress</td>
</tr>
</tbody>
</table>

**CONFERENCES**
Monitoring your child’s progress throughout the school year is perhaps one of the most important elements contributing to your child’s success at school. Not only should this be done through the monitoring of homework and discussing your child's school day with him/her, but also you should develop a close line of communication with your child's teacher through parent - teacher conferences. Feel free to contact the school at (317) 226-4265 to arrange conferences as needed. We prefer that you call the school to arrange a time to visit with your child's teacher or the principal.

**HONOR ROLL**
It is important that our students receive the recognition they deserve when they perform academically. We will have two Honor Roll recognition categories students can achieve this school year:
- “A” Honor Roll = KG students achieve all “O” on their report card; grades 1-6 students achieve all “A” on their report card
- “A/B” Honor Roll = K students achieve any combination of “O” and “S” on their report card; grades 1-6 students achieve any combination of “A” and “B” on their report card

At the conclusion of each grading cycle, students who have achieved honor roll, citizenship, perfect attendance, and/or other academic honors will be celebrated during an Honors Convocation. Parents will be informed of these celebrations, and are welcome to attend.

**STUDY HABITS & HOMEWORK**
Homework is an extension of the classroom. Homework may be the continuation of incomplete classroom assignments, or it may involve an enrichment activity designed to extend the learning of the student. Homework should be completed by the student and returned to school the following day. Specific homework policies for each grade level will be discussed by your child’s homeroom teacher. As a general rule of thumb, a child should spend approximately 10 min. per night, per grade level on homework. (ie. A 3rd Grade student should spend approximately 30 min. per night on homework)

We have found that poor homework habits contribute to lower grades for students. We most often find that this occurs in the fourth, fifth, and sixth grades. You can help to monitor your child during homework time and help your child be responsible for his/her education. It will also keep you informed of the subject matter that your child is studying. Our hope is that you will support us in this endeavor. We want to do everything
possible to ensure that students in these grades develop habits that will help them in the middle school and high school grades.

**SPECIAL SERVICES**

Raymond Brandes Elementary offers a host of student support services:

*MTSS (Multi-Tiered System of Support)* – A school-based support team which determines interventions and supports for students who are considered at risk for academics or behaviors.

*Guided Reading Groups* – Small group reading instruction (5-6 students) provided to all students. The reading groups are based on reading ability and are designed to meet students’ exact reading needs so that children see maximum growth potential.

*Social Worker* - Our school Social Worker, Miss Maddie Schwartz, provides many resources to families and students. She offers support for community resources, crisis intervention, wrap-around service support, and family support for those in need.

*Family & Community Engagement Coordinator* - Ms. Angela Knight connects families to resources in the community and works with parents to be more involved in school. She also coordinates our community partnerships.

*Adult & Child* – Adult & Child is a behavioral health counseling service who can provide services to children and families in need. The counseling services can be for grief, divorce support, anxiety, depression, ADHD, or a host of other supports.

*High Ability Programming* – The Indianapolis Public Schools offer a wide array of supports for High Ability Students. If you believe your child is eligible for High Ability Services, please speak to the main office for additional information.

*Special Education Services* – Raymond Brandes has numerous supports for students with disabilities. We have two special education teachers on staff, along with a speech & language pathologist, occupational therapist, and physical therapist. If you would like additional information on special education services, please contact the main office.

*Before & After School Care* - Raymond Brandes Elementary offers before and after-school programming all focusing on tutoring and enrichment for the students they serve. Contact the office for more information about enrollment.

**VIII. STUDENT BEHAVIOR**

**BUS SAFETY, CONDUCT, MISBEHAVIOR**

Transportation is a privilege, not a right. Indianapolis Public Schools provides transportation as a service to students who comply with all bus safety rules and regulations. A student’s eligibility to ride the school bus may be suspended for infractions of any policy regarding student bus conduct. Based on the seriousness of the
 violation and number of violations, disciplinary measures may range from verbal reprimand to recommendation of suspension of bus privileges. Bus suspensions DO NOT excuse the student from school attendance. During the period of suspension, it is the responsibility of the parent/guardian to provide transportation to and from school.

Your child must understand that safety comes first! It is the job of the bus driver and monitor to make sure that all students arrive to school and home safely. In order to make this possible, students must follow the rules set forth by the bus driver and adhere to all school/district policies (IPS Board Resolution No. 7154) concerning student bus conduct.

**SCHOOL BEHAVIOR AND MISCONDUCT**

Student behavior that disrupts the education of other students will not be tolerated. This type of behavior includes:

- Fighting
- Disrespect to adults and/or other students
- Disobedience/failure to comply
- Chronic/repeated minor offenses
- Bullying

**ANTI-BULLYING**

**Please be sure to note the following IPS policy against bullying.**

Bullying is prohibited in the Indianapolis Public Schools (IPS) as referenced in Indiana Code 20-33-8-0.2 and IPS Board Policy No. 5517.01

**ANTI-BULLYING: School Board Policy 5517.01**

The administration of Indianapolis Public schools is committed to providing all students a learning environment free from bullying and harassment based upon race, color, religion, national origin, disability/handicap, sexual orientation, ancestry or gender (including gender identity) expression, and appearance. The District expects all students and staff to treat each other with civility and respect. The District will not tolerate acts of bullying and harassment.

Bullying is defined as overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically), physical acts committed, aggression, or any other behaviors that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student an objectively hostile environment.

Students may not engage in bullying on school grounds, or while traveling to or from a school or a school activity, function or event. Further, bullying is prohibited off school grounds while using property or equipment provided by the school or while attending a school activity, function, or event.

Principals are responsible for informing students, parents, teachers and staff that bullying will not be tolerated and will be subject to disciplinary action up to and including suspension and expulsion. Further principals are
encouraged to engage students, staff, and parents in meaningful discussions about the negative aspects of bullying. The parent involvement may be through parent organizations already in place in each school.

Parents or students who suspect that bullying is taking place should report the matter to the principal. Upon receiving the report, the principal will investigate the matter at the building level and consequences will be assessed as appropriate, consistent with the Board's policy entitled "Student Discipline".

IX. SCHOOL SAFETY

EMERGENCY AND CRISIS PLANNING

In accordance with the state law, all schools conduct fire drills, severe weather and lock down drills. These drills prepare students and staff to act without panic and to protect them from danger in the event of a disaster. Fire and security drills are held monthly. Posted escape routes and emergency stations are found in each room. Children must move quickly and quietly and follow the directions of the teacher in charge.

During these drills, teachers lead students to designated areas and take a count of students to ensure that all are safe. Students should remain quiet, calm and orderly at all times in order to listen for emergency directions if necessary. Returning to regular classroom procedures is accomplished with the same orderliness.

Raymond Brandes Elementary staff and students will practice our responses to various scenarios throughout the year, including:

- Fire Drills- once a month
- Tornado Drills- twice a year
- Lockdown Drills- twice a year

We reserve the right to practice these drills more frequently as needed to ensure all students and staff know what to do in the case of an actual occurrence. It is important that students follow all the rules of the emergency responses to keep them safe. Please reinforce this with your child throughout the year.

PLAYGROUND RULES

✔ Stay on the playground
✔ Report problems to an adult
✔ Use equipment appropriately
✔ Follow whistle procedures
✔ Listen to and follow staff directions
✔ Use good sportsmanship—play fair
✔ Keep playground clean
✔ Line up orderly—no pushing or shoving
✔ Keep hands and feet to self
✔ Include everyone
✔ Use kind words
✔ Come back into the building quietly

SCHOOL PROPERTY

Students are responsible for the proper care of all books, equipment, and furniture supplied by the school.
Damage or unauthorized use of software on the computer system could result in students being asked to pay for the cost of correcting the system. Students shall not mark school furniture, walls, ceilings, floors, or equipment with a pen, pencil, paint, or any other instrument. Students shall not tamper with fire alarms, fire extinguishers or any electrical systems. Any student who willfully destroys school property through vandalism, arson, larceny, or who creates a hazard to the safety of our students will be referred to school administration.

INCLEMENT WEATHER PLAN
The School Board recognizes that its responsibility for the safety of students extends to possible natural and man-made disasters and that such emergencies are best met by preparedness and planning.

The Board authorizes a system of emergency preparedness which shall ensure that:
A. the health and safety of students and staff are safeguarded;
B. minimum disruption to the educational program occurs;
C. students are helped to learn self-reliance and trained to respond sensibly to emergency situations.

All threats to the safety of Corporation facilities shall be identified by appropriate personnel and responded to in accordance with the plan for emergency preparedness.

In the event of inclement weather, the following practices will occur:

A. Snow, Cold Weather, Icy Roads – ConnectED will be utilized to notify all stakeholders of delays or cancellations. In the event of a two hour delay, students will be counted tardy after 11:10 a.m. The school building will open at 10:45 a.m. on two-hour delay days.

B. Cold Weather – Children will go outside for recess unless the temperature is below 10 degrees Fahrenheit. This includes actual temperature or wind chill. Please send your child in appropriate attire during cold weather months

PBIS (POSITIVE BEHAVIOR INTERVENTION SUPPORTS)

It is the mission of Raymond Brandes Elementary to provide a safe and positive learning environment for our students and staff. Students will be expected to follow all rules, expectations, and procedures at all times. **It is the responsibility of the school, student, and parent to work together to achieve this mission.** To set this environment, Raymond Brandes will implement Positive Behavior Intervention and Supports (PBIS) for the 2019-2020 school year. Our PBIS system includes the following components:

- School-wide Expectations
  - Common area rules in the cafeteria, hallway, restroom, playground, and bus posted
- School-wide encouragement system to reinforce positive behavior
- Student Code of Conduct to respond to misbehavior respectfully and effectively

School-Wide Expectations/Common Area Rules
**SEE APPENDIX A**

Positive Incentives & Rewards

1. Classroom parties & celebrations
2. Honors convocations (1x per quarter)
3. Bulldog Awards – Certificates given to students who exhibit the Bulldog Way
   a. Students are given these awards by staff members
   b. Students turn in the certificate to the office and receive a Super Student Token for the Treasure Tower
4. Student of the Month recognition – One student from each grade level will be selected and will be taken to a special luncheon
5. Birthday recognition – Students will be recognized on daily announcements and will be called down for a birthday pencil
6. Dojo parties will be held monthly as a student incentive

Student Code of Conduct
Indianapolis Public Schools has created a new Student Code of Conduct. (SCOC) This document will be distributed to parents at the beginning of the year. The SCOC has been developed with four main levels of corrective and restorative responses to student mis-conduct. The levels are as follows:

LEVELS OF CORRECTIVE AND RESTORATIVE RESPONSES

Level 1: Classroom and Building Based Corrective Responses:
Level 1 corrective responses are appropriate for inappropriate behavior that should be managed by the teacher in the classroom and usually does not warrant a discipline referral to the administrator. These behaviors are of low level intensity, can be passive in nature, and are non-threatening. Level 1 corrective responses will NOT include removal from instruction and the consequence is determined by the classroom teacher.

Level 2: Support Staff, Administrative and Classroom Teacher Corrective Responses:
Level 2 corrective responses are appropriate for inappropriate behavior that should be managed by the teacher, with possible assistance from an administrator or member of the school’s student services team, if needed for access to supports. These infractions will be addressed with corrective responses that will NOT include removal from school, but may include in-school suspension.

Level 3: Intensive Personalized Corrective Responses:
Level 3 corrective responses are appropriate for inappropriate behaviors that are chronic in nature, significantly interfere with others’ safety or learning, are of a threatening or harmful nature and/or are legal violations and warrant administrative involvement. Level 3 responses to behavioral incidents may include in-school or out-of-school suspension on the first violation, if it is a safety related behavior.

Level 4: Corrective Responses for Serious Violations:
Level 4 corrective responses are appropriate for inappropriate behavior that seriously affects the learning environment or the safety of the student and/or others in the school or is a legal violation. Corrective responses at this level could include extended suspension, expulsion and/or referral to law enforcement.

At Raymond Brandes Elementary School, we believe 99% of behaviors should be managed from within the classroom. In order to provide a clear consistent management system, the following framework will be utilized in all classrooms.

In our efforts to create and sustain a school-wide culture that is respectful, collaborative and positive we must all understand that we play an important role in the process. In making sure that your child receives the very best education in the very best setting, we ask that you join us in assuring your child’s success by supporting our actions and instructional program. Contact your child’s teacher to find out what you can do to increase your child’s achievement at Raymond F. Brandes School 65. We look forward to partnering with you!
Appendix A: PBIS Expectations
# Arrival Expectations

<table>
<thead>
<tr>
<th>Be Respectful</th>
<th>Be Responsible</th>
<th>Be Safe</th>
<th>Do Your Best</th>
</tr>
</thead>
</table>
| - Come to school with a positive attitude  
- Say good morning | - Go promptly to the cafeteria or class upon entering the building  
- Be on time | - Walk straight into the building  
- Watch for cars and buses in the parking lot | - Come to school ready to learn |

# Bus Expectations

<table>
<thead>
<tr>
<th>Be Respectful</th>
<th>Be Responsible</th>
<th>Be Safe</th>
<th>Do Your Best</th>
</tr>
</thead>
</table>
| - Use a quiet voice  
- Talk about appropriate things  
- Follow directions from the bus driver immediately | - Be on time  
- Use good manners  
- Clean up after yourself  
- Report damages to the bus driver immediately  
- Go to your destination right after exiting the bus | - Keep your body and belongings inside the bus  
- Remain seated  
- Face forward  
- Keep belongings out of the aisle  
- Wait peacefully and safely at the bus stop | - Obey all bus rules |
**Bus Dismissal Expectations**

<table>
<thead>
<tr>
<th>Be Respectful</th>
<th>Be Responsible</th>
<th>Be Safe</th>
<th>Do Your Best</th>
</tr>
</thead>
<tbody>
<tr>
<td>Leave others’ property alone</td>
<td>Walk in a line in the hallway and outside</td>
<td>Stay in line</td>
<td>Make good choices</td>
</tr>
<tr>
<td>Keep personal space</td>
<td>Level 0 voice in hallway</td>
<td>Get on your bus right away</td>
<td></td>
</tr>
<tr>
<td>Follow directions</td>
<td>Be ready when the bell rings</td>
<td>Stay on the sidewalk</td>
<td></td>
</tr>
</tbody>
</table>

---

**Car Dismissal Expectations**

<table>
<thead>
<tr>
<th>Be Respectful</th>
<th>Be Responsible</th>
<th>Be Safe</th>
<th>Do Your Best</th>
</tr>
</thead>
<tbody>
<tr>
<td>Leave others’ property alone</td>
<td>Walk in a line in the hallway</td>
<td>Do not leave the gym without permission</td>
<td>Make good choices</td>
</tr>
<tr>
<td>Keep personal space</td>
<td>Level 0 voice in gym and hallway</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Follow directions</td>
<td>Sit quietly in assigned space</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Listen for your name</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Be ready when the bell rings</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## Hallway Expectations

<table>
<thead>
<tr>
<th>Be Respectful</th>
<th>Be Responsible</th>
<th>Be Safe</th>
<th>Do Your Best</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Greet others with a friendly wave</td>
<td>• Go directly to your destination</td>
<td>• Hands to yourself</td>
<td>• Make smart choices</td>
</tr>
<tr>
<td>• Voice level 0</td>
<td>• Make sure you have a pass</td>
<td>• Stay to the right</td>
<td></td>
</tr>
<tr>
<td>• Keep personal space</td>
<td>• Keep the school clean</td>
<td>• Single file line</td>
<td></td>
</tr>
<tr>
<td>• Leave property alone</td>
<td></td>
<td>• Voices off</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Walking feet</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Face front</td>
<td></td>
</tr>
</tbody>
</table>

## Restroom Expectations

<table>
<thead>
<tr>
<th>Be Respectful</th>
<th>Be Responsible</th>
<th>Be Safe</th>
<th>Do Your Best</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Respect others’ privacy</td>
<td>• Think 2: 2 pumps, 2 towels, 2 minutes</td>
<td>• Wash hands with soap and water</td>
<td>• Keep area clean</td>
</tr>
<tr>
<td>• Quiet voices</td>
<td>• Flush</td>
<td></td>
<td>• Make good choices</td>
</tr>
<tr>
<td>• Respect property</td>
<td>• Report problems</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## Cafeteria Expectations

<table>
<thead>
<tr>
<th>Be Respectful</th>
<th>Be Responsible</th>
<th>Be Safe</th>
<th>Do Your Best</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clean up after yourself</td>
<td>Eat your lunch</td>
<td>Walking feet</td>
<td>Take care of your area</td>
</tr>
<tr>
<td>Wait in line quietly</td>
<td>Raise your hand for help</td>
<td>Eat your own food</td>
<td>Eat your food</td>
</tr>
<tr>
<td>Follow directions</td>
<td></td>
<td>Sit at assigned table</td>
<td>Make good choices</td>
</tr>
<tr>
<td>Voice level 2</td>
<td></td>
<td>Leave only with permission</td>
<td></td>
</tr>
</tbody>
</table>

## Playground Expectations

<table>
<thead>
<tr>
<th>Be Respectful</th>
<th>Be Responsible</th>
<th>Be Safe</th>
<th>Do Your Best</th>
</tr>
</thead>
<tbody>
<tr>
<td>Come in quietly</td>
<td>Once out, stay out</td>
<td>Play only where you are told</td>
<td>Make good choices</td>
</tr>
<tr>
<td>Take turns and share</td>
<td>Be a problem solver</td>
<td>Safe hands and feet</td>
<td></td>
</tr>
<tr>
<td>Show good sportsmanship</td>
<td>Line up when told</td>
<td>Walking feet coming in and out</td>
<td></td>
</tr>
<tr>
<td>Be kind and include others</td>
<td>Take care of equipment</td>
<td>Use equipment properly</td>
<td></td>
</tr>
<tr>
<td>Follow adult directions the first time</td>
<td>Put away equipment</td>
<td>Follow winter play rules</td>
<td></td>
</tr>
</tbody>
</table>
# Office Expectations

<table>
<thead>
<tr>
<th>Be Respectful</th>
<th>Be Responsible</th>
<th>Be Safe</th>
<th>Do Your Best</th>
</tr>
</thead>
<tbody>
<tr>
<td>Come in quietly</td>
<td>Come with a pass</td>
<td>Hands and feet to yourself</td>
<td>Make good choices</td>
</tr>
<tr>
<td>Wait your turn</td>
<td></td>
<td>Stay in assigned area</td>
<td></td>
</tr>
<tr>
<td>Follow directions</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Be polite to guests</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

# Media Center Expectations

<table>
<thead>
<tr>
<th>Be Respectful</th>
<th>Be Responsible</th>
<th>Be Safe</th>
<th>Do Your Best</th>
</tr>
</thead>
<tbody>
<tr>
<td>Be courteous</td>
<td>Listen to instructions</td>
<td>Walk</td>
<td>Return books on time</td>
</tr>
<tr>
<td>Raise your hand</td>
<td>Level 1</td>
<td>Hands and feet to yourself</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Take care of books and materials</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Convocation Expectations

<table>
<thead>
<tr>
<th>Be Respectful</th>
<th>Be Responsible</th>
<th>Be Safe</th>
<th>Do Your Best</th>
</tr>
</thead>
</table>
| • Keep personal space  
• Listen quietly  
• Sit down so others can see over you | • Be a positive audience member | • Stay with your teacher in your assigned space  
• Walking feet when entering/exiting | • Make good choices |

### “Give Me Five” Expectations

<table>
<thead>
<tr>
<th>Be Respectful</th>
<th>Be Responsible</th>
<th>Be Safe</th>
<th>Do Your Best</th>
</tr>
</thead>
</table>
| • Face me  
• Eyes on me  
• Ears on me | • Level 0  
• Right hand in air | • Stop moving  
• Hands and feet to yourself | • Be an active listener |
Raymond Brandes School 65

2019 - 2020 Student Handbook Verification of Receipt

Student Name:_____________________________   Grade Level:_______________________

My signature below signifies that I am committed to student success. Moreover, I have read and understand the policies, procedures, and expectations of the Indianapolis Public Schools and Raymond F. Brandes School 65 as stated in the Student Handbook.

In addition, I will:

● Complete all homework daily and will put forth my full effort on all assignments
● Ensure a safe school environment by regulating my own behavior, and will treat others with respect
● Come to school ready to learn, and ready to receive information from my teachers

I acknowledge I have read and understand all policies and procedures under the Student Handbook. I understand that failure to meet any or all of these expectations set forth in this document may result in disciplinary action.

Printed Name of Student:__________________________________________________________

Student Signature:_________________________   Date:________________

Parent Signature:_________________________   Date:________________