

**Chapel Glen Elementary  
Parent Student Handbook  
2024-2025**



**701 Lansdowne Road  
Indianapolis, IN 46234  
Phone: (317) 988-6500  
Fax: (317) 988-6599**

Dear Chapel Glen Families,

I would like to take this opportunity to welcome you and your child to Chapel Glen Elementary School for the 2024-2025 school year. Please take the time to carefully review this important handbook information. It takes a team of parents, students, and staff working together to ensure every child succeeds at CGE! Please feel free to contact me with any questions or concerns.

Sincerely,  
Ms. Shatara Smith, Principal

## Chapel Glen Staff

**Principal:** Ms. Smith  
Voice Mail: 988-6580

**Asst. Principal:** Mrs. Boyd  
Voice Mail: 988-6583

**Principal's Secretary:** Mrs. Finch  
Voice Mail: 988-6585

**Secretary:** Mrs. Maluck  
Voice Mail: 988-6584

**Secretary:** Ms. Morales  
Voicemail: 988-6574

**Parent Liaison:** Mr. Stubblefield  
Voicemail 988-6582

**Nurse:** Mrs. Miller  
Voice Mail: 988-6586

## School District Administration

The school district administrative offices are located in the Education Center at  
1220 South High School Road, Indianapolis, Indiana 46241,  
Telephone (317) 988-8600

**Dr. Jeff Butts**  
Superintendent of Schools

**Mrs. Heather Pierce**  
Assistant Superintendent for Elementary Schools

**Dr. Elizabeth Walters**  
Assistant Superintendent for Secondary Schools

**Dr. Denita Harris**  
Assistant Superintendent for Exceptional Learners

## **Board of Education**

Raimeka Graham, President  
317-213-7981

Brandon Bowman, Vice Pres.  
317-287-9833

Shirley Deckard  
317-490-8820

Michael Nance  
317-697-7794

Susan Graves, Secretary  
317-442-6398

Karen Burke  
317-332-8725

Ben Wakefield  
317-503-9009

### **Chapel Glen Elementary Mission Statement**

The mission of Chapel Glen Elementary, in support of Wayne Township Schools, is a partnership of students, staff, families, and the community to ensure all students receive a high-quality education in a safe and nurturing environment that celebrates diversity and fosters lifelong learning.

### **Student Code of Conduct**

Chapel Glen School community is committed to making our school a safe and caring environment that values all students. We will show pride, treat everyone with respect, and choose to do our personal best every day.

Chapel Glen reinforces “All-Star Guidelines” for all students. Our school-wide Star Card behavior program is designed to promote positive student behavior while creating a sense of school pride and academic success. Students earn Star Card punches for positive behavior and can participate in quarterly celebration events. Each grade level also has a discipline plan in place that is explained to students and shared with parents. Parents are asked to read the MSD of Wayne Township Student Code of Conduct and Annual Notices bulletin that is mailed to the home, or copies may be obtained at the office. Chapel Glen School participates in a discipline program designed to effectively manage student behavior in the classroom. This is a school-wide student management system.

#### ***Level 1: Classroom Management Plans***

Classroom Management plans are developed by each teacher/grade level. The plan addresses both the positive incentives and negative consequences of actions within the school. Plans are communicated to parents and students at the beginning of the school year.

#### ***Level 2: Time-Outs***

Time-out is given to a student who is consistently or continuously not following procedures. When given a Level 2, the students will go to their buddy room to reflect while taking a time out/cooling down for no longer than 15-20 minutes.

#### ***Level 3: Office Referral***

The child goes to Level 3 and is sent to the office if the behavior hasn't improved after the classroom management plan has been implemented and a Level 2 time-out has been utilized. Office Staff will talk with the child to help them process the situation with the goal of a successful return to the classroom, and contact the parent.

### ***Level 4: Administrator Referral***

A Level 4 Administrator Referral Form is the most severe consequence of the Four Level Management System. This referral is used when a student or students have exhibited severe misbehavior such as fighting, or severely disruptive behavior.

Should your child receive a Level Two, Three, or Four referral, a copy of the referral form will be sent home. These forms must be signed and returned to school the following day.

### **WIRELESS COMMUNICATION DEVICE GUIDANCE**

M.S.D. of Wayne Township's comprehensive wireless communication device (WCD) guidance is designed to foster a productive learning environment while encouraging overall development for all students. Embracing the prevalent role of technology in modern society, we aim to build a balance between leveraging electronic devices for educational purposes with minimal disruption in the classroom and fostering essential collaborative and social-emotional skills.

Aligned with the developmental stages of our students as they progress through grade levels, this guidance gradually releases responsibility to them, recognizing their increasing maturity and capacity for self-regulation.

The usage of personal wireless communication devices (WCDs), such as cell phones, earbuds, tablets, laptops, gaming devices, and wearable technology, will be regulated during instructional time. Students are expected to bring their district-issued communication devices (iPads in K-2 and Chromebooks in 3-12) to class. Personal WCDs are prohibited unless approved by the teacher while they are in the learning environment/classroom.

IEP/504:

In some very unique situations, students with identified disabilities may have a need to keep a personal WCD with them during the school day. These situations are approved at the discretion of the case conference committee and will only be considered when necessary to meet specific, documented needs in unusual circumstances.

At any point during the school day (especially in an emergency), caregivers can call the main office line of the school to communicate any necessary information. Additionally, caregivers are encouraged to utilize the student's district-issued email for communication purposes.

At the elementary level, where foundational skills are cultivated and social norms are established, electronic device usage is restricted to educational purposes under the supervision of teachers. This is intended to emphasize digital citizenship, focus on

responsible device usage, and lay the groundwork for collaborative learning and the development of social-emotional skills.

**K-6th Grade Student Responsibilities:** Students will bring their charged district-issued communication devices (iPads in K-2 and Chromebooks in 3-6) to class daily. Students will leave personal WCDs at home or secure silenced, personal WCDs in a backpack during the school day.

As students transition to Chapel Hill or Lynhurst 7th & 8th Grade Centers, students are granted increased autonomy with their devices, allowing them to be utilized for educational purposes during designated times while still adhering to classroom guidelines. This stage emphasizes the importance of self-regulation, appropriate technology use in academic settings, and the cultivation of collaborative skills through academic and social peer-to-peer interactions.

**7th-8th Grade Student Responsibilities:** Students will bring their charged district-issued communication devices (iPads in K-2 and Chromebooks in 3-12) to class daily. Students will secure silenced, personal WCDs in a backpack or locker during the school day.

Ben Davis High School Ninth Grade Center is uniquely positioned to onboard students to credit-bearing courses while supporting students as they transition to the rest of the high school experience.

**9th Grade Student Responsibilities:** Students will bring their charged district-issued communication devices (iPads in K-2 and Chromebooks in 3-12) to class daily. Students will secure silenced, personal WCDs in a backpack or locker unless used during passing periods and lunch. Recording devices must not be used inappropriately, and unauthorized recordings may lead to disciplinary action. At no time are students to take a picture or video of an individual during the school day without the permission of that individual or the school, unless directed to do so by a teacher as part of the curriculum or for use in a school publication. Devices are not to be out for any reason in any area where there is an expectation of privacy (i.e. locker room, bathroom).

By the time students reach Ben Davis High School or Ben Davis University High School, they are expected to demonstrate a high level of responsibility and maturity in managing their electronic device usage. While devices are permitted for educational purposes, students are entrusted with greater freedom to utilize them responsibly, preparing them for the realities of the digital world of higher education and the workforce.

10th-12th Grade Student Responsibilities: Students will bring their charged district-issued communication devices (iPads in K-2 and Chromebooks in 3-12) to class daily. WCDs are not allowed in the classroom (outside of previously mentioned exceptions); WCDs are allowed in non-classroom areas if they do not disrupt the school environment. Recording devices must not be used inappropriately, and unauthorized recordings may lead to disciplinary action. At no time are students to take a picture or video of an individual during the school day without the permission of that individual or the school, unless directed to do so by a teacher as part of the curriculum or for use in a school publication. Devices are not to be out for any reason in any area where there is an expectation of privacy (i.e. locker room, bathroom).

Consequences for students are included below as a suggested path towards building a balance between leveraging electronic devices for educational purposes with minimal disruption in the classroom and fostering essential collaborative and social-emotional skills.

- 1st offense: Verbal warning, caregiver contacted by teacher
- 2nd offense: Classroom documentation with caregiver contact by teacher
- 3rd offense: Offense referral, caregiver/student conference with administrator
- 4th offense: Offense referral, device confiscated and returned to the student
- 5th offense: Offense referral, student consequence not resulting in missed instruction, device confiscated and returned to caregiver
- 6th offense and beyond Offense referral, the device confiscated and returned to a caregiver with progressive consequences

Throughout this developmental continuum, our comprehensive electronic device guidance not only empowers students with essential digital literacy skills but also fosters collaboration, communication, and social-emotional growth. By integrating technology into the learning process in a purposeful and responsible manner, we endeavor to cultivate well-rounded individuals equipped to thrive in an increasingly interconnected world. M.S.D. of Wayne Township appreciates your support in maintaining a learning environment that fosters engagement, collaboration, and the holistic development of every student.

If students or caregivers have questions regarding this guidance, please contact an administrator in your school.

## **Chromebooks/Tablets**

Tablets will be issued to students in grades Kdg. – 2<sup>nd</sup> and Chromebooks will be issued to students in grades 3<sup>rd</sup> – 6<sup>th</sup> at no cost. Parents are required to provide a signed user agreement for Chromebooks/Tablet usage.

### **School Enrollment**

New students enrolling at Chapel Glen should provide a birth certificate, immunization records, and (2) proofs of residency. The student enrollment form for returning students must be completely updated. **Please immediately inform the office of any changes such as an address, phone number, emergency number, or parent work numbers. Parents should always provide multiple emergency phone numbers.**

### **Withdrawal of Students**

In the event of moving and transferring to another school, all library books and textbooks must be returned to Chapel Glen. Please give the office time in advance so that records can be brought up to date. A school record release form must be signed by a parent before school records can be forwarded to the new school.

### **Attendance/Tardies/Early Dismissal**

All students are expected to be in attendance each day unless they are ill. The State of Indiana recognizes legal and excused absences only due to the illness of the child, death in the immediate family, or subpoena of the student to court. Please call our **Attendance Line at 988-6550** each day that your child is absent from school **and send a written note stating the dates of absences and reasons.**

### **Elementary Student Attendance/Tardies Guidelines and Procedures**

1. Students will be counted "tardy" if they arrive at school after the official start of school and before ½ of the school day is complete. (This time will vary from school to school.)
2. The school day is divided into two parts: a.m. and p.m. Students will be counted in attendance for a ½ day if they attend for a portion of the morning or afternoon. If students arrive in the a.m., before the ½ day time limit, they should be counted for a full attendance day. The same shall apply if a student leaves school early.
3. There will be two awards issued to students for attendance at the elementary level-Perfect Attendance and Outstanding Attendance.
4. If a student attends every day that school is in session and is present for every minute of every session, he/she shall be awarded a **Perfect Attendance Award**. In order to qualify for a Perfect Attendance Award, a student may not have any tardies or any early releases from school.
5. A student will qualify for an **Outstanding Attendance Award** if he/she has no more than a total of 6 tardies or early release days for the year.

**Indiana Department of Education  
Staff Development Day**

During the school year, 2024-2025 Chapel Glen Elementary will have one Staff Development Day (NO Students attending) on **Tuesday, November 5, 2024.**

## **YMCA Programs**

**West District Branch 317- 484-9622**

The West District YMCA provides after-school care at Chapel Glen Elementary. The YMCA program consists of arts and crafts, homework assistance, snacks, outdoor play, gym time, and a variety of activities designed to enrich the spirit, mind, and body of each student. YMCA staff is well trained and CPR/First Aid certified. Care is also available on early release days and school holidays. Please contact the YMCA office at 484-YMCA for fee information. *Financial Assistance is available for all YMCA programs.*

## **Emergency School Closings**

If it should become necessary to close school for any reason, social media forums, radio, and TV stations will be notified as early as possible. Parents are advised to look for cancellation of school for “Wayne Township Schools” whenever the weather conditions seem extreme. You should also be aware of the possibility of a delayed start to school. If school were to open on a (2) hour delayed start Chapel Glen School would start at 9:30 AM, and we would dismiss at our usual time.

## **Parent/Teacher Conferences**

Communication is an essential part of the education program. We feel it is very important for parents to keep in close contact with their child’s teacher concerning his/her progress. Please remember to schedule conferences in advance. Teacher hours are 7:10 AM to 3:10 PM.

Remember that it is essential for all parents of all students to attend Fall Parent/Teacher conferences at the end of the first grading period. Fall Parent/Teacher conferences will be held on October 8th and October 10th for students in grades K-6.

## **Transportation**

1. Riding the bus to school is a privilege—not a right. That privilege is extended to all children who cooperate with the bus driver and may be revoked for lack of cooperation.
2. At the beginning of the school year, each student receives a copy of bus conduct rules.
3. If your child is using alternate transportation other than his/her regular assigned bus, please send a note to the office. **If buses are already at capacity, a temporary change of bus may not be possible.**
4. Students living where bus transportation is provided are expected to ride the bus.
5. Parents’ questions on bus schedules or problems that occur on the bus should be referred to the director of transportation by calling 988-6375.

## **Car Rider Arrival and Dismissal**

Students who are car riders cannot be dropped off before 7:15 AM because there is no supervision. All car riders will be allowed to enter the building at 7:15 AM. Auto riders should be dropped off in the south parking lot and students enter the building at the



lower-level south doors. Parents are asked to line up and drive in a single line around these doors, for the safety of the children. Your child **must not** walk across the traffic zone and we ask that you do not rush for safety reasons. Students who are afternoon car riders should also be picked up beginning at 2:15 PM in the lower level south parking lot.

### **Student Bicycle Transportation**

Parents may submit a request for their child to ride a bicycle to and from school. Bicycle riding requests will be reviewed and approved by the building principal. The student must reside in the “walker” area of Chapel Glen Elementary and a helmet must be worn while riding the bicycle. The bicycle should be locked in the bicycle rack with a lock provided by the parent/student. The school district is not responsible in case of theft or damage to the bicycle while it is on school property. Failure to follow the above guidelines may result in the suspension of bicycle riding privileges and/or other disciplinary actions, as appropriate.

### **Picking Children Up During the Day**

If it is necessary to pick up your child during the school day, **it is important to do so by 1:45 PM**. Our buses begin arriving at 2:00 PM and for safety reasons, we cannot allow any student dismissal from the front office area after 1:45 PM. If you need to pick your child up early, parents should go to the office and sign their child out. Our secretary will then call the child’s room and have him/her come to the office.

### **Visiting School**

SafeVisitor™ software is utilized in each building to provide a safe environment. Please make sure you have your I.D. ready to scan upon arrival. All visitors are asked to enter through the front door and report to the office. Visitors must sign in and receive a guest pass to go beyond the reception area. Parents are always welcome at Chapel Glen Elementary and may visit at any time. However, an appointment should always be made with the teacher to have a conference. By scheduling an appointment to discuss student progress and concerns, we are not disrupting classroom instruction

### **School Nurse**

Chapel Glen School has a nurse on duty every day. She is available for health counseling with students, parents, and teachers whenever needed. The nurse will conduct hearing screenings in cooperation with speech/hearing teachers, as well as vision screenings.

Mrs. Kelli Miller. R.N.      Voice Mail: 988-6586

## Head Lice

Head Lice treatment should be considered only when active lice or eggs are observed. Our students **will not** be sent home due to head lice. Our school nurse is available for questions and treatment suggestions.

## Immunization Records

It is mandatory that each student have proper certification of immunizations on file in the nurse's office when he/she enrolls in school. Please keep your child's immunization record up to date. Failure to do so may lead to suspension or expulsion from school per Indiana Law. A complete shot record must be presented at the time of registration.

## Medication

If it is necessary for your child to take medication during school hours, medication must be sent in the original labeled container with a note signed by the parent that directs when and how much medication should be given. Prescription medications must be in the original medicine container with the pharmacy label/doctor's orders intact. The medicine and note must be kept on file in the nurse's office. The school can only dispense prescribed medications with the child's name. Please see the additional medication details included in the student registration packet.

## Illness/Injury

If your child becomes seriously ill or injured in an accident at school, we will make him/her comfortable and then call you immediately. If your child has a temperature of 100.4 degrees or greater in the morning, he/she should not come to school. Please remember, we cannot keep ill children at school. **Student accident insurance is available for purchase. Please visit [www.wayne.k12.in.us](http://www.wayne.k12.in.us) for details.**

Any Chapel Glen student who will be absent from school for an extended period of time may qualify for Homebound Instruction and/or Hospice Education Services by the MSD of Wayne Township provided at no cost.

## Student Dress Code

**Shirts/Tops** All shirts or tops must "cover" the underarms, chest, shoulders (no spaghetti straps), stomach, and back. **Pants, Skirts, Shorts** All articles of clothing on the lower torso must rest naturally at the top of the hip to ensure that undergarments are not visible in the standing or sitting position. Shorts and skirts must be mid-thigh/fingertip in length when a student's arms are comfortably at his/her side. Clothing that is primarily constructed of spandex, spandex type, or other excessively tight material is not permitted as an outer garment unless it is covered by acceptable clothing at the mid-thigh/fingertip length. Pajamas are not permitted. Any holes in the clothing above fingertip length must be covered with tape or other materials.

**Shoes/Footwear** must be worn in school at all times. House shoes and house slippers are not permitted. At the elementary level, shoes should be appropriate for recess, and student safety should be a consideration. Excessively loose shoes or shoes that pose a tripping hazard

should be avoided. **Jackets/Coats** Jackets are permitted to be worn in the school during the instructional day. Heavy coats designed for frigid temperatures and/or excessively large coats are not permitted. **Headwear and Glasses** Sunglasses shall not be worn in the buildings. Head coverings will not be permitted during the school day. Students may appropriately use articles (barrettes, bandanas, headbands, scarves) designed to pull or hold hair. **Hair/Facial Jewelry** Students' hair, jewelry, or other accessories should not interfere with the educational environment of the school or the safety of each student. **Book bags/Backpacks** Book Bags and backpacks are permitted in school. Excessively large bags and bags with rollers may be restricted during the school day. **Undergarments/See-Through Materials** Undergarments are not to be visible at any time. Outer garments are to be worn in a manner that will cover up all undergarments. See-through materials do not constitute "cover."

### **Physical Education**

Physical Education is an important part of our state-approved curriculum. All students are required to participate in physical education unless we have a doctor's statement to the contrary. **Students will need gym shoes.**

Mr. Goodman  
Voicemail: 317-988-6560

### **Homework**

Chapel Glen Elementary staff members are committed to a quality educational program. As part of this commitment, it is recognized that homework is an out-of-school assignment that contributes to the total educational process. It is our belief that homework is an extension of classwork and should be related to the objectives of the curriculum. Homework should be used to enhance, not merely to increase, the time students spend learning. Parents and students should call their direct classroom phone number for important daily Homework Hotline Information.

### **Make-Up Work, Excused/Unexcused Absences**

It is a child's responsibility to ask for all assignments he/she may have missed due to absence from school. Work missed due to an excused absence must be made up within a reasonable amount of time, and work missed due to unexcused absences will result in a grade of zero, unless the teacher chooses to allow the student to make up the work.

### **Honor Roll**

The following guidelines will be used to determine Honor Roll:

1. Students in grades 1-6 will participate in Honor Roll.
2. All grades will count toward the Honor Roll (special class grades will be used during the semester when they are given).
3. Students with all A's will be on the "A" Honor Roll.

4. Students with A's and B's will be on the "B" Honor Roll.  
\*Parents can check with teachers for the specific grading scale

### **Media Center**

Library Books – Our school media center provides materials to help our students with classwork and encourage reading enjoyment. All students in grades one through six check out books for reading at home. Please help your child find a place to keep library books so that they will be safe from younger children and pets. There are no fines for overdue books; however, lost or damaged materials must be paid for before the student may borrow them again. It is helpful for children to have the opportunity to share books with their families. We hope you will find the time to share your child's books. This encourages the important skill of reading.

Mrs. Wilson  
Voice Mail:317-988-6563

### **Recess**

Recess is a vital part of each child's school day. Weather permitting the children will go outdoors for recess every day. If for some reason your child should NOT go outdoors, a note must be sent to school.

### **Celebrations**

If you wish to recognize a special day or achievement for your child, please contact your child's teacher to make arrangements. Please be advised that State Board of Health regulations prohibit any "homemade" food from being brought into the school.

### **Breakfast - Lunch Program**

Chapel Glen Elementary provides free universal breakfast and lunch every day to students in grades K-6. Parents must complete an online application at the time of registration or at the beginning of each school year. Only one application per household is needed. Please visit [www.wayne.k12.in.us](http://www.wayne.k12.in.us) for lunch application details.

Universal Free Breakfast	NO CHARGE
Universal Free Lunch	NO CHARGE
Adult Lunch	\$4.75

Mrs. Stone, Manager  
Voicemail: 317-988-6587

## **Title I**

Chapel Glen Title I program provides additional funds and resources to meet the needs of our “at-risk” students. Chapel Glen has a school-wide focus on supplementing our language arts curriculum. Title I certified teachers provide enrichment in classrooms and or in small groups. There are various opportunities for parents and children to get involved by attending our Title I family nights throughout the school year.

## **PTO**

We encourage all parents to enroll in our PTO. A diligent group of parents are leaders of this organization and have set specific goals to enhance technology availability and build student character education for our school. Please support this group by joining PTO. If you are interested in joining PTO or would like to volunteer in some activities, please contact one of the PTO board members and they would be happy to help you GET- INVOLVED. Watch for PTO activities in the school newsletter.

President – Heather Warner  
Secretary—Aleasha Carter

## **HOSTS**

Chapel Glen’s HOSTS program needs volunteers to mentor one hour a week! HOSTS is a Reading mentoring program that targets selected second and third-grade students. Mentors work one-on-one with two students for ½ hour each. HOSTS mentoring sessions will occur throughout the day. All materials are prepared in advance and a HOSTS teacher is always available for support and assistance.

Your gift of time will make a big difference to these Chapel Glen students. If you are interested in volunteering one hour per week, please contact our school office at 317-988-6500.

## **Fire/Tornado/Lockdown/Earthquake Drills**

Fire, tornado, earthquake, and lockdown drills are necessary for the safety of our students and staff. Everyone should know the specific directions for reaching a location of safety from those areas of the school building in which he/she may be. Specific information is posted in each classroom. Order, safety, and speed are essential during these important drills.

## **School Volunteers**

There is always a need for volunteer help at our school. All school volunteers and chaperones going on field trips are required to complete a **Wayne Township Volunteer Background Application**. Please contact your child's teacher or our school office at 317-988-6500 with any questions.

### **Newspaper Publicity**

Arrangements have been made for a professional photographer to visit our school periodically. Pictures of school activities will be taken and forwarded to local newspapers. If your child is one of those photographed, his/her name may be published along with the picture. If you object to the publication of your child's picture, please notify your child's teacher and the office by September 1<sup>st</sup>.

### **Access Statement**

The Metropolitan School District of Wayne Township does not discriminate, deny benefits to, nor exclude anyone from participation on the basis of sex, race, national origin, religion, handicap, or color of skin. Any grievance in this area may be registered on forms available in the principal's office.

### **Not For Profit Organizations**

The School District supports the activities of not-for-profit community groups by permitting them to use the school to distribute information concerning activities and services offered to School District families. These activities and services are not endorsed or supervised by the School District and parents should contact the sponsoring organization directly with questions or concerns about the services or activities offered. Any organization that does not provide the services offered in a safe constructive environment should be reported in writing to the Principal of your child's school.