

Student Handbook

CHAPEL HILL 7TH & 8TH GRADE CENTER

7320 W. 10th Street, Indianapolis, IN 46214

The Mission of Chapel Hill

Chapel Hill Center embraces our community of Wayne Township in a culture of respect, with a rigorous academic focus, and a commitment to preparing our students for success.







Dear CHAPEL HILL Students and Families,

2026-2027 is going to be a great school year at Chapel Hill! We are excited for you to be here and to Activate and Accelerate your education.

What can you do to make certain you finish successfully?

- **Stay Organized**: Work with your teachers to develop a system that helps you stay organized
- **Stay Connected**: Join a club, sport, or other extracurricular activities to stay involved in CHC
- **Stay Informed**: Check Skyward for your grades. Show your parents your success.
- **Stay engaged:** Communicate in your classrooms - this could be collaborating with peers or asking a teacher for help.

Our goal is to develop GREAT people, and that starts with you, the student!

Sincerely,
Marc Renaud

DISTRICT VISION STATEMENT

To develop GREAT people!

DISTRICT MISSION STATEMENT

To activate and accelerate student learning.

DISTRICT BELIEFS PHILOSOPHY

Growth: We create the conditions for data-driven growth for both students and staff.

Equity: We provide a human-centered and culturally-responsive system.

Integrity: We say what we mean and follow through on our commitments to ourselves and others.

Trust: We invest in our relationships to earn trust.

High Expectations: We engage in a productive struggle to reach our full potential.

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CHAPEL HILL SCHOOL INFORMATION

School Contact Information	General Information
7320 West 10th Street Indianapolis, IN 46214 317-988-8800 (Phone) 317-988-8949 (Fax) 317-988-8900 (Attendance)	Office Hours - 7:45 AM to 4:45 PM Student Hours - 9:20 AM to 4:10 PM School Colors - Purple, White, and Black 7th Grade Teams ● Champions, Gladiators, Heroes, Navigators 8th Grade Teams ● Avengers, Heroes, Stars, Trailblazers

Title	Name	Email
Principal	Marc Renaud	marc.renaud@wayne.k12.in.us 317-988-8830
Principal Secretary	Patrice Tyler	patrice.tyler@wayne.k12.in.us 317-988-8875
7th Grade Assistant Principal	Tonja Thompson	tonja.thompson@wayne.k12.in.us 317-988-8914
7th Grade School Counselor		317-988-8930
8th Grade Assistant Principal	Jeremy Johnson	jeremy.johnson@wayne.k12.in.us 317-988-8843
8th Grade School Counselor	Brandon Jackson	brandon.jackson@wayne.k12.in.us 317-988-8844
Student Services Director	Kyndal Mitchell	kyndal.mitchell@wayne.k12.in.us 317-988-8842
Athletic Director	Danny Koska	danny.koska@wayne.k12.in.us 317-988-8925
School Nurse	Shaylin Richardson	shaylin.richardson@wayne.k12.in.us 317-988-8849

ACADEMICS

By organizing the student body into seven different academic teams, Chapel Hill creates a small and more inclusive school environment.

Parents and Students can access a student's academics through the following online platforms. Chapel Hill uses Skyward for its online grading system. Parents and students have access to their school grades and attendance through Skyward. Parents can access Skyward here: Skyward Support. All Teachers will use Canvas in their classes. Parents can get help with Canvas here: Canvas Support. They can also log in directly here: Canvas Login

Teachers utilize the following grading scale. This scale is common between the district's middle schools and the Ninth Grade Center. Students will receive an academic education grade (letter grade), which will reflect their knowledge/skills of the Indiana Academic Standards or district curriculum for each subject area. All classroom assessments, assignments (including homework), and activities will be directly linked to the Indiana Academic Standards. Grades accumulate throughout the semester.

Grade Level Standards	Scoring Guide	Value on a 4-Point Scale	Percent Based	Letter Grade	Description of Achievement Level on the Applicable Standards
Exemplary	4	4	100	A+	The student demonstrates mastery at or above the 90% level on the appropriate state standards.
		4	93-99	A	
		3.67	90-92	A-	
Proficient	3	3.33	87-89	B+	The student demonstrates mastery at or above the 80% level on the appropriate state standards.
		3.0	83-86	B	
		2.67	80-82	B-	
Progressing	2	2.33	77-79	C+	The student demonstrates mastery at or above the 70% level on the appropriate state standards.
		2.00	73-76	C	
		1.67	70-72	C-	
Danger of Failing	1	1.65	60-69	D	The student demonstrates mastery at or above the 60% level on the appropriate state standards as evidenced by the district or school common assessments.
Not Yet Meeting Standard	0	0	Below 60	F*	The student does not exhibit mastery at or above the 60% level on the appropriate state standards, as evidenced by the district or school common assessments. Students who fall below 60% at the end of a semester will receive an F.

STUDENT SERVICES

Chapel Hill provides Guidance Centers on both floors for student services--- Upper Guidance and Lower Guidance. Our three Chapel Hill school counselors work with students to improve social, organizational, attendance, and academic skills throughout the school year. Students and parents may schedule meetings with the grade-level counselor by emailing or calling the counselor. In addition, each counselor works closely with the Assistant Principals, and each plays a major role in state testing, conflict resolution, and student scheduling.

Cummins Mental Health Services is also located at Chapel Hill, providing outpatient behavioral services in which students and families can work together with a mental health professional. Parents may seek a referral for their children through their grade-level guidance counselor.

ATTENDANCE

The goal at Chapel Hill is to help students build lifelong habits for success. Being on time and attending school every day is a skill that children must have! For the state of Indiana, attendance is required of all students per "Compulsory School Attendance IC 20-33-2".

Absences

1. Parents must call **317-988-8800** in the morning, 6:00-10:00 am, each day their student is absent. A voicemail can be left if it is before school hours.
2. Whenever a student is under a doctor's care, they should bring in a doctor's note. *All written documentation (medical or otherwise) to excuse absences must be submitted to the attendance secretary in the main office. Documentation for absences can be turned in at any time throughout the school year.*
3. ***MAKE-UP WORK:*** For all absences, students will have the same number of days absent to make up any work missed. Parents should utilize Canvas and Parent Square to communicate with teachers about missing work.

Tardy to School

1. Students are tardy to school if they are not in the building by the tardy bell, which is 9:20 am and 11:20 am on Mondays.
2. For the tardiness to be excused, a doctor's note or other appropriate documentation must be provided.
3. All tardies to school without proper documentation will be counted as unexcused.
4. Students will be issued a warning after five (5) unexcused tardies and a Thursday School after ten (10) unexcused tardies. Thursday Schools will continue to be assigned for every five tardies after five (15, 20, etc.).

Tardy to Class

OFFENSE	CONSEQUENCE
Students are to be seated when the bell rings to begin the lesson	
3 Tardies	Warning
6 Tardies	Parent Phone Call
10 Tardies	Thursday School Detention
15 Tardies	Thursday School Detention
18 Tardies	Parent Mtg/Loss of Passing Period(s)
20 Tardies	Admin Referral - In-School Suspension (ISS), Out of School Suspension (OSS), or Progressive Programming

The number of tardies will be calculated cumulatively in a day (periods 1-7).

Example: A student can receive 7 tardies in one day. Tardies will not carry over to the next quarter; however, consequences not served will still be enforced.

Early Release from School

During the school year, a student may need to leave school early for various reasons with a parent/guardian. This disrupts the learning environment when we have to call the classroom to get the students. **We ask all families to make early releases a rarity, but we do understand there are circumstances where this is unavoidable.**

1. No student will be released early without an adult in person to sign them out. This adult must be on the contact list for the child.
2. All adults signing out students early require legitimate identification.

After-School Supervision

1. Students must be under the direct supervision of a teacher or coach at all times.
2. Students are expected to leave by 4:20 pm and must have permission from both parent/guardian and a staff member to be in the building past 4:20 pm.
3. Students may not return to their lockers/classrooms after activities without permission from a staff member.
4. Students are required to wait in the vestibule at door #1 or another door as assigned by their teacher or coach.
5. Extracurricular activities have designated ending times. Students are required to be transported home immediately following activities. If the student/parent has multiple occurrences of not having transportation within 15 minutes of the conclusion of a practice or event, the student could be banned from extracurricular activities for the remainder of the school year.

CHAPEL HILL RULES and PROCEDURES

The Wayne Township "Student Code of Conduct and Annual Notices" will be given to students or mailed home during the summer. In addition to the Code of Conduct, we expect Chapel Hill students to read, understand, and follow all of the district and Chapel Hill Procedures and Rules each year. These rules include, but are not limited to, the following:

1. GENERAL RULES:

a. Students are expected to have their school-supplied lanyards and ID cards visible for identification purposes while attending school or after-school functions.
b. Students are not allowed off school grounds during the school day.
c. Students should use the restroom during their passing periods. However, we acknowledge that emergencies arise, and students will be allowed to go to the restroom in the case of a stated emergency. Excessive use of the restroom will require a parent/guardian conference to develop and implement an individualized restroom plan. Teachers and teams may establish additional rules for restroom usage (e.g., ticket system, etc.).
d. The selling of any items by a student is not permitted on school grounds. **If a student sells gum, candy, or any other items, he/she will face disciplinary action.**
e. Shareable-sized snacks, candy, soda, or other food items are not permitted during the school day and will be confiscated.
f. Use of student lockers is required for personal belongings such as bookbags, cell phones/electronics, athletic bags, and purses. Failure to do so will result in consequences.
g. Any deliveries during the school day, such as flowers, balloons, or food deliveries of any kind, are not permitted and will not be accepted.
h. Parents/guardians are only allowed to eat lunch with *their* child. Seating is available in designated areas outside of the cafeteria or commons area. No outside food is allowed in the cafeteria.

2. ARRIVAL TO SCHOOL: Car Riders and Walkers

a. **Doors will open at 9:05 am Tuesday through Friday and 11:05 am on late start Mondays. Students are not to arrive or be dropped off at school until 9:00 am Tuesday through Friday and 11:00 on late start Mondays.** They are not allowed to loiter in or around the building. Students/Families who are assigned a bus are expected to ride that bus to and from school to minimize traffic congestion and overcrowding in the school vestibule.
b. **Parents are NOT to park in the staff parking lot and wait for school to start. Students may not be dropped off/picked up in the parking lot, as it is for staff parking and short-term visitor parking.** There is a designated car rider lot across the bridge in the Ben Davis High School parking lot.
c. **Do not leave your car parked in the circle driveway,** blocking traffic.
d. **Students are not allowed to leave school property after arriving or being dropped off.** They may not leave to go to the surrounding businesses for food, drink, or snacks. No outside food or drink will be allowed in the building.

e. Students may NOT go to the basketball or tennis courts or to other outside areas on school grounds.

3. DISMISSAL FROM SCHOOL: Car Riders and Walkers

a. **Students will be dismissed to the car rider lot at 4:10 p.m. across the bridge in the Ben Davis High School bus parking lot.** Families should arrange to pick up their student(s) on time, as Indiana weather is unpredictable.
b. **Parents are not to form a line or park in the main parking lot, as this blocks staff and visitors who are exiting. Students are to be picked up in the car rider parking lot** across the bridge in the Ben Davis High School parking lot.
c. **Do not leave your car parked in the circle driveway,** blocking traffic.
d. **Car Riders and Walkers may NOT loiter around school grounds.** At dismissal, walkers must exit door 4 and go straight home. Car riders must exit door 21 in the cafeteria and go straight to the car rider lot.
e. **Students must go home after school unless they are staying for approved after-school activities with supervision.**

4. IN THE CLASSROOM:

a. Students should have their Chromebooks and chargers available at the start of class.
b. Backpacks and cellphones/electronics are to remain in lockers during the school day. Failure to comply will result in consequences.
c. Food or snacks are not permitted in classrooms unless distributed by a staff member.
d. Do not leave the classroom until the teacher dismisses you.
e. Students are not to bring items into the classroom that are not for educational purposes, such as stuffed animals, blankets, or toys, unless approved by a physician or a member of the educational staff.
f. Cell phones, tablets, laptops, gaming devices, airpods, smartwatches, Beats, wireless headphones, and Meta Glasses are not permitted in any classroom.

5. IN THE HALLWAYS:

a. Students must be **in their assigned team area at all times** except when going to classes located outside their assigned team area.
b. Walk, **do not run**, to your classes or anywhere in the building.
c. Please keep to the <u>right</u> when walking in the hallways and up or down the stairs.
d. Our halls are narrow, so keep moving to avoid creating a traffic jam. Avoid gathering in groups or loitering.
e. Talk with your friends quietly - do not yell or scream. Do not use profanity or other inappropriate and offensive language.
f. Keep your hands to yourself. Playing around or horseplay will not be tolerated and will result in consequences.
g. Students should refrain from showing undue affection (kissing, holding hands, hugging) toward one another at school and on school property.
h. Halls should be clear once classes start.

i. Students traveling in the hallways after classes have started will need to have a pass that has been approved by administrators and/or staff.
j. Open food or drinks are not permitted in the hallways, nor should they be stored in lockers.

6. GUEST TEACHERS:

a. When a guest teacher is in the classroom, behavior should be as appropriate as when the regular classroom teacher is present. Any student who is disrespectful to a guest teacher will be disciplined.

7. CARE OF THE BUILDING:

a. Each person who is part of the school should show Giant pride and help keep the building a clean and healthy place to learn and work. If paper or debris is noticed on the floor, take the time and effort to place it in one of the trash bins located throughout the building.

8. CHROMEBOOKS:

a. **Students will carry their Chromebooks and will sign and follow the Wayne Responsible Use Policy.** Students who use Chromebooks are required to follow the Wayne Responsible Use Policy found here: School Board Policy A200
b. **Students must ensure that their devices are fully charged and that they carry their devices and chargers to school every day.**
c. **Students will also be financially responsible for damages to their and others' Chromebooks after being given due process and found to be at fault.** Students are not to leave their Chromebooks unattended (i.e., restroom breaks, with a friend, etc.) because they are responsible for anything done under their login information. In case of damages, a student's parent will receive a bill in the mail for payment or replacement.
d. **Chromebooks are not permitted in the cafeteria.**
e. **It is strictly prohibited to take photos or videos of staff members and/or students on a Chromebook** unless it is for an educational purpose determined and approved by a staff member**.**

NOTE: This is not an exhaustive list. Administrators will give each student Due Process during each investigation and will contact parents at the close of the investigation. Additional information can be found on the MSD of Wayne Township Information Guide, Student Code of Conduct, and ANNUAL NOTICES.

DISCIPLINE POLICY AND PROCEDURES

1. Consequences will be administered when self-discipline is absent. The degree of consequences administered will depend on the nature and/or frequency of the misbehavior. All discipline is handled on an individual basis.

2. Upon violation of a rule or procedure, and/or after warning(s), students may earn a lunch detention, a Thursday School, an In-School Suspension (ISS), an Out-of-School Suspension (OSS), Alternative Placement, and, in extreme circumstances, an Expulsion. In addition, grade-level teams may assign

consequences during the day for a student on their team (no passing periods, team ISS, staff member escort to classes, etc.).

3. Students who have earned an out-of-school suspension or expulsion are **excluded from all Wayne school property** during the course of the suspension and/or expulsion. You may reference the grounds for suspension and expulsion HERE.

4. Any student who becomes a **habitual discipline problem** may not be allowed to participate in or attend any after-school activities such as dances, field trips, performances, and athletic contests.

INDIANA'S BULLYING LEGISLATION

Bullying is prohibited by the MSD of Wayne Township. Students who commit any acts of bullying are subject to discipline, including but not limited to suspension or expulsion. Students may also be subject to arrest and/or prosecution for criminal acts.

IC 20-33-8-0.2 "Bullying" Sec. 0.2. As used in this chapter, "bullying" means overt, repeated acts or gestures, including: (1) verbal or written communications transmitted; (2) physical acts committed; or (3) any other behaviors committed; by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student.

IC 20-33-8-13.5 Discipline rules prohibiting bullying required Sec. 13.5. (a) Discipline rules adopted by the governing body of a school corporation under section 12 of this chapter must: (1) prohibit bullying; and (2) include provisions concerning education, parental involvement, reporting, investigation, and intervention. (b) The discipline rules described in subsection (a) must apply when a student is: (1) on school grounds immediately before or during school hours, immediately after school hours, or at any other time when the school is being used by a school group; (2) off school grounds at a school activity, function, or event; (3) traveling to or from school or a school activity, function, or event; or (4) using property or equipment provided by the school. (c) This section may not be construed to give rise to a cause of action against a person or school corporation based on an allegation of noncompliance with this section. Noncompliance with this section may not be used as evidence against a school corporation in a cause of action.

STUDENT DRUG TESTING

Our school's Administrators reserve the right to request a drug test according to the Wayne Township Board Policy. Please read as follows:

The use of illegal drugs, alcohol, and tobacco is prohibited and requires interventions. Students may be tested through voluntary testing, which requires parent/guardian permission, or required testing based on individualized reasonable suspicion. Voluntary testing may be requested when a student violates certain school rules or if the student is having significant trouble with grades or attendance.
"Individualized, reasonable suspicion" means circumstances which, when considered together in the context of which each occurred, give rise to a reasonable belief that, at the time the test would be administered, the test would show that the student had used a drug, alcohol, or tobacco in violation of Indiana or Federal Law or M.S.D. of Wayne Township Student Conduct Rules.

Substances for which students may be tested include illegal drugs, legal drugs, alcohol, tobacco, and substances that mask the presence of or block the detection of another substance. The use of a "blocking agent" is an expellable offense. The refusal to provide a specimen is a violation and will have the same consequences as a positive test. The results of voluntary testing will be reported to the district testing coordinator, who will notify the parent/guardian of the results. If the test results are positive, the testing coordinator will work with the parent or guardian to find appropriate assistance for the students. The consequences of a confirmed positive required test shall be consistent with the Student Code of Conduct.

CELL PHONES/ELECTRONIC DEVICES

If students are concerned about these items being lost or stolen, they should be left at home. Administration will not spend school time investigating stolen or lost items that fall within this category. Instead, stolen items should be reported to the School Police Officer in accordance with the MSD of Wayne Police Department.

Chromebooks

1. Each student is issued a Chromebook for use during the school year. **Students must make certain the devices are fully charged and must carry those devices to school every day.** In case of damages, a student's parent may receive a bill in the mail for payment or replacement. Chromebooks are not permitted in the cafeteria. **It is strictly prohibited to take photos or videos of staff members and/or students on a Chromebook** unless it is for an educational purpose determined by a staff member**.**

Headphones

1. Wired Headphones Only: Students are only permitted to use wired headphones or wired earbuds during school hours. The use of wireless (Bluetooth) headphones or wireless earbuds is strictly prohibited. Wired Headphones are still only allowed if approved by the classroom teacher.

2. Wired earbuds will help to ensure minimal distractions in the classroom and effective communication between staff and students.

Cell Phones

1. The usage of personal wireless communication devices (WCDs), such as cell phones, earbuds, tablets, laptops, gaming devices, and wearable technology, will be regulated per Wireless Communication Device Policy: School Board Policy A225. . 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.**

2. *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; Recording devices must not be used 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).

3. 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 rare circumstances

4. 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.

5. 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.

6. At CHC, cell phones and headphones must be kept in bookbags in your locker during the school day. Calls, texts, videos, and photos may not be taken or received during the school day.

7. CHC Consequences of Electronics Policy

8. Any personal item considered disruptive to the school environment, including cell phones, may be confiscated and returned to the student/parent. Upon completion of all due process procedures relating to the possession of property, personal property taken from a student because of a violation of these rules may be returned to a parent/guardian if the item can be lawfully possessed by an adult, and the item has not been returned to the parent/guardian according to this provision before.

9. Recording, creating, or sharing videos or pictures of staff or students while at school is strictly prohibited and will lead to disciplinary action. At no time are students to take pictures or videos of an individual during the school day. Devices are not to be out for any reason in any area where there is an expectation of privacy (i.e., locker room, bathroom). Recording devices(Chromebooks only) cannot be used without the classroom teacher's permission, and unauthorized recordings may lead to disciplinary action. At no time are students to take pictures or videos of an individual during the school day. Devices are not to be out for any reason in any area where there is an expectation of privacy (i.e., locker room, bathroom).

10. Students are personally and solely responsible for the care and security of their personal communication devices. The Board assumes no responsibility for damage to or theft, loss, misuse, or other unauthorized use of personal communication devices brought onto Corporation property. The

school administration is not required to, and may not, search for a lost or stolen communication device.Wireless Communication Device Policy: School Board Policy A225 and CHC Consequences of Electronics Policy.

11. **Cell phones and headphones must be kept in bookbags in your locker during the school day**. Calls, texts, videos, and photos may not be taken or received during the school day. (reference "Electronic Devices" policy here)

12. Any personal item considered **disruptive to the school environment, including cell phones**, may be confiscated and returned to the student/parent. Upon completion of all due process procedures relating to the possession of property, personal property taken from a student because of a violation of these rules may be returned to a parent/guardian if the item can be lawfully possessed by an adult, and the item has not been returned to the parent/guardian according to this provision before.

13. **Recording, creating, or sharing videos or pictures of staff or students while at school is strictly prohibited** and will lead to disciplinary action. At no time are students to take pictures or videos of an individual during the school day. Devices are not to be out for any reason in any area where there is an expectation of privacy (i.e., locker room, bathroom). Recording devices(Chromebooks only) cannot be used without the classroom teacher's permission, and unauthorized recordings may lead to disciplinary action. At no time are students to take pictures or videos of an individual during the school day. Devices are not to be out for any reason in any area where there is an expectation of privacy (i.e., locker room, bathroom).

14. Students are personally and solely responsible for the care and security of their personal communication devices. The Board assumes no responsibility for damage to or theft, loss, misuse, or other unauthorized use of personal communication devices brought onto Corporation property. The school administration is not required to, and may not, search for a lost or stolen communication device.

Social Media

1. Chapel Hill recognizes students' rights to participate in social media platforms such as Instagram, Snapchat, Facebook, and similar sites. However, the use of social media during the school day is prohibited.

2. Students should be aware that content shared on social media is often public and carries responsibilities related to digital citizenship, accountability, and personal safety. Because online activity can affect the educational environment, school safety, school operations, or the school's reputation, administrators may review publicly available social media content when concerns arise.

3. Students are expected to use social media responsibly. School administration may take disciplinary action when online content creates a substantial disruption to the learning environment, negatively impacts the school community, or poses a threat to student or staff safety.

SCHOOL BUS CONDUCT AND SAFETY RULES

These rules are designed to promote safety on the buses at all times since the safety of all students is our top priority. In order to help ensure student safety, periodic videotaping may occur on the bus. School bus transportation is a privilege. If transportation privileges are denied, parents or guardians are responsible for getting the child to and from school.

To promote a safe, orderly, efficient, and enjoyable bus ride to and from school, the rules listed below must be followed by all students.

At the bus stop:

- Be on time. Board only at your regularly assigned stop unless special permission is received in advance.
- Stay out of the street and away from the road.
- Help protect the surrounding property while waiting.
- Wait to enter until the bus comes to a full stop, and the door has been opened by the driver. Take your turn and do not push when entering the bus.

On the bus:

- Always obey the driver promptly and respectfully.
- Be seated promptly and stay in your assigned seat.
- Keep all books and materials on your lap or contained in a bookbag.
- Be courteous and use no profane language.
- Speak in a low volume.
- Never push, shove, scuffle, or engage in horseplay.
- Keep all belongings, including head, hair, hands, and feet, inside the bus and to yourself.
- Never smoke or use any tobacco product, vapes, alcohol, or drugs.
- No Weapons.
- Never fight.
- Never throw objects inside or outside the bus.
- Never eat or drink on the bus.
- Treat bus seats and equipment with care and respect.
- Keep the bus clean and orderly.
- Leave the bus only at your regularly assigned stop unless special permission is received in advance.
- Wait to leave until the bus comes to a full stop and the door has been opened by the driver. Take your turn and do not push when leaving the bus.
- Once off, clear the area immediately. If crossing the street in front of the bus, wait for a signal from the bus driver, then walk quickly across the street.

During dismissal:

- Students are to board their buses immediately during dismissal and not gather in open areas. Students are not permitted to get on a bus that is not theirs. Students need to go directly to their assigned seats on their assigned bus.
- Failure to follow bus rules and procedures could result in the loss of bus privileges. In those cases, the parent or guardian will be responsible for student transportation.

DRESS CODE GUIDELINES

Student Appearance: The Metropolitan School District of Wayne Township is committed to providing an environment that is most beneficial for students' safety and learning. A broad-based committee of parents, teachers, students, and administrators developed the following guidelines, which were approved by the Wayne Township School Board. They were designed to reflect Wayne Township's Community Values. These guidelines are consistent with the Student Code of Conduct Rules for the MSD of Wayne Township. No article of clothing, tattoo, or accessory may contain language or graphic representations depicting or promoting the use of drugs, alcohol, tobacco, showing gang affiliation, or encouraging gang activity, violence, or sexual activity. These guidelines are provided to assist students and their families in recognizing what is acceptable in Wayne Township schools. Please contact your student's principal for further clarification and requests for special circumstance exemptions.

- **Shirts / Tops:** All shirts or tops must "cover" the underarms, chest, shoulders (no spaghetti straps), stomach, and back. T-shirts with vulgar or suggestive slogans or advertising that promote alcohol, tobacco, drugs, or any illegal products are not permitted.
- **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 over the hole.
- **Shoes:** Footwear must be worn in school at all times. House shoes and house slippers are not permitted. Excessively loose shoes or shoes that pose a tripping hazard should be avoided. This includes skate shoes (heelies).
- **Jackets / Coats:** Jackets are not 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. Blankets are not permitted during the school day. **All should be stored in lockers throughout the day**
- **Headwear and Glasses:** Sunglasses shall not be worn in the buildings. Head coverings will not be permitted during the school day. Ski Masks are not allowed to be worn or carried in the building. Students may appropriately use articles (barrettes, bandanas, headbands, scarves) designed to pull or hold hair. Headcoverings can be worn following religious practices.
- **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. Only approved dental work is permitted, such as braces and retainers. "Grills" are not allowed.
- **Bookbags / Backpacks / Purses:** Bookbags, backpacks, and purses are permitted in school but must be put away in the student locker during school hours. They should fit into the student locker. 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."
- **Team lanyards and IDs:** Lanyards and IDs should be visible.

This list is not intended to be an exhaustive list of prohibited items. Clothing, accessories, and other items deemed disruptive, offensive, or contrary to the school's mission by the school administration may be prohibited.

DISTRICT FREE SPEECH AND EXPRESSION RIGHTS POLICY

Rights

Students may express publicly or privately, in writing or orally, their opinions, concerns, and ideas as long as that expression does not interfere with the rights of others in the school setting, interfere with the school environment, or interfere with an educational function.

Responsibility

To see that the student's expression is offered in an appropriate manner at an appropriate time and place so that it does not interfere with an educational function or school purposes; present a hazardous condition; contain vulgarities, libelous or slanderous components as defined by law; or advocate violation of a law or school rule.

CLINIC

The Chapel Hill nurse welcomes all students and their families in student health conversations so that Chapel Hill can offer help with minor health issues during the school day. Due to the serious nature of medications, she is very careful in keeping all information private and in making no medical diagnoses in the clinic.

SCHOOL IMMUNIZATIONS

Whenever a child enrolls in the Metropolitan School District of Wayne Township, the parents are required to furnish the school corporation with a written statement of the child's immunizations no later than the first day of school, accompanied by the physician's certificates or other documentation, unless such a written statement is on file with the corporation. Minimum immunization requirements for school entry vary by grade level and a student's age. Please check with your health care provider or school nurse for the latest Indiana State Department of Health requirements, which can be found on http://www.in.gov/isdh/17094.htm.

The law does provide for exemption from immunization for those children who show a physician's statement indicating the child cannot receive the immunizations because of health reasons, and for those children whose parents present the school with a written statement objecting to the immunizations for religious reasons. The request for exemption must be filed annually.

PROCEDURES:

1. A student may visit the clinic with a pass from a teacher. Students will go directly to the clinic/nurse.
2. Students may NOT make calls or send text messages seeking parent/guardian action.
3. In the case of an emergency, the nurse will take charge of the situation and contact the parent/guardian and/or authorities as needed.
4. All medications need a written note from the parents and a pass from the nurse if medications are taken during the school day. The nurse can only give prescribed or over-the-counter medications to students that are provided by the parents.

5. In the unusual event that a student must carry medication during the school day (like inhalers), a doctor's note and written permission from the parent must be filed with the school nurse. Otherwise, students are to take all medications under supervision in the clinic.
6. Food allergies must be filed with the nurse before food service can make substitutions.
7. If a student requires temporary special restroom procedures, a doctor's note is required and can be faxed to the school nurse at 317-988-8849.
8. Feminine hygiene products are available in the clinic for emergency purposes.
9. Chapel Hill students are tested for hearing and vision within their grade level. In addition, the Mobile Dentist visits Chapel Hill, and parents may request check-ups for their students.

Please contact our school nurse at 317-988-8849 with further questions.

FOOD SERVICE

Our Wayne Township Food Service offers students a wide variety of food options for breakfast and lunch each day. In addition, students may carry their own nutritious lunch from home.

1. **Student PIN Numbers:** Every student is issued a 5-digit PIN number at the start of the school year. They will use it each day, and it must never be shared.
2. **Breakfast: Breakfast is free of charge at Chapel Hill.** Breakfast items are available on carts in team hallways where students will obtain breakfast. Classes will go to the carts in an organized fashion during IMPACT.
3. **Lunch: Lunch is free of charge at Chapel Hill.** This includes an entrée, milk, vegetables, and fruit.
4. **School ID: Students must have their school ID with them at all times, including lunch. Without it, students cannot purchase extra items for lunch.**

CAFETERIA BEHAVIOR PROCEDURES

When students are in the cafeteria, we have procedures in place to maintain a safe and orderly environment. These procedures help reduce the amount of time it takes to feed students during a 30-minute lunch period.

1. All food items and drinks must be consumed in the cafeteria.
2. Do not make purchases for others; buy only what will be eaten in the cafeteria.
3. Students walk in two lines quietly to the cafeteria each day during their assigned time.
4. Each class will be seated in a row of tables and will be dismissed to get lunch by the cafeteria supervisor(s).
5. Students may talk to each other quietly at their tables during their lunchtime. Yelling in the cafeteria or to other tables is not permitted.
6. Per our electronics policy, cell phones, headphones, and other electronics should be in students' lockers.
7. Chromebooks are not allowed in the cafeteria.
8. Students are to remain in their assigned seats for the duration of the lunch period.
9. Students are not to stand up / walk around / walk out of the cafeteria without permission from a supervising adult.
10. Students are not permitted to change seats during lunch.
11. At the end of lunch, each class will be dismissed by the cafeteria supervisor(s) to their teacher in an orderly fashion. Students will then empty their trays and trash and line up quietly to return to class.

If a parent/guardian brings McDonald's, Chick-fil-A, Taco Bell, etc, in for a student, they must eat it in the main office.

POSITIVE BEHAVIOR SUPPORTS

The goal of teachers and teams is to help all students find positive ways to succeed inside and outside the classroom. Students may attend several activities (Big Events, Fun Fridays, Fun Impacts) during the school year.

Each grade level team also provides its own reward systems throughout the school year. Teams recognize students through “Fun Fridays” and other incentives for the team for meeting Chapel Hill expectations.

LOCKERS

1. At Chapel Hill, every student is assigned a locker that they will use all year for their belongings. Students are **never to share their locker combinations** with another student!

2. Students should not share lockers. Students must assume responsibility for locking their own lockers. Students found to be sharing lockers face disciplinary consequences.

3. Depending on class choices, a student could actually have FOUR different lockers at Chapel Hill: a hall locker (all), a music locker (band area), a PE locker (in the gym area), and an Athletic locker for an after-school sport (in the gym area).

4. L**ockers are owned by the school.** At any time, a school official can open lockers if needed. The students’ responsibility is to keep lockers clean and organized and to make certain that nothing illegal is placed in the lockers.

PARENT VISITORS

Parents and legal adult guardians are always welcome at Chapel Hill! Please follow the procedures we have for visitors so that your presence never disrupts our learning environment. Your school is a safe place for your children and family. You and our community deserve a safe school where they may grow and experience the joy of learning without fear and worry. Behavior and language are expected to support the safety and comfort of children, families, and employees. Anyone displaying behavior or language that is inappropriate, disrespectful, or disruptive will be asked to leave immediately and may face further restrictions on future entry to the school.

For all other visits during the school year:

1. All adult parents/guardians will enter Door #1, show their ID, sign in, and obtain a Visitor’s Pass to be worn on the day you are here. You will then be escorted to your first site (classroom, meeting room, etc.)

2. Chapel Hill teachers and administrators welcome parent/guardian visits throughout the year. While our immediate availability may be limited as we actively engage in our classroom and school environments, we are committed to providing timely and effective support to our students and families. The best way to ensure availability is to call the teacher or administrator to make an appointment.

3. For walk-in visitors, if we are not available to speak with you immediately, please use the form at the front desk to document your concern/request and preferred method of communication. We will follow up with you as soon as we are available.

4. Students' friends or other relatives cannot visit during the school day. In addition, our own Wayne High School students cannot come to visit during the school day unless it is for a special performance or program, nor can they wait on school property for their CHC family or friends.

5. Parents/guardians may occasionally schedule to eat lunch with their students. That will take place during the student's 30-minute lunchtime in the Main Office. Other student(s) simply cannot be "invited" to the special lunch because of time restraints.

NOTE: Administration reserves the right to approve or deny a request for visits in the building or on school property. Safety is our priority.

Appendix A - CHC Student / Parent Athletic Handbook for 2026 - 2027 (CLICK HERE)

Appendix B - Athletic Physical Packet for 2026 - 2027 (CLICK HERE)

Appendix C - District School Calendar for 2026 - 2027 (CLICK HERE)

Appendix D - Daily Bell Schedule 2026 - 2027

Appendix E - Late Start Monday Schedule 2026 - 2027

Appendix F - Chapel Hill Student Handbook Acknowledgement Form