

**Chapelwood Elementary School**  
**1129 N. Girls School Road**  
**Indianapolis, IN 46214**  
**Phone: (317) 988-6400**  
**Fax: (317) 243-5681**

Chapelwood Motto

“Every Child, Every Day, Achieving Success in Every Way”

Chapelwood CHAMPS’ Creed

**C** – Character  
**H** – Honesty  
**A** – Always positive  
**M** – Mutual respect and responsibility  
**P** – Perseverance  
**S** – Self-Discipline

#### **GENERAL INFORMATION**

Chapelwood staff may be contacted by calling 988-6400. The school enrolls students in Kindergarten – Grade 6. School hours are from 7:30 am until 2:20 pm.

#### **BOOK RENTAL**

The total amount of Book Rental fee is due and payable at the time of enrollment unless you have applied for textbook assistance. There is an insert in the student enrollment folder for the amount due for each grade level. Please make checks payable to M.S.D. of Wayne Township Schools. Enclose rental money in a clearly marked envelope with the following information included for each child: the child’s name, his/her teacher’s name and that the money is for book rental. Valid forms of payment are check, cash, or money order. Credit cards payments are accepted only at our Education Center. Accounts not paid promptly will be subject to the referral of a collection agency with additional fees added to the amount due. In compliance with Indiana Law I.C.20-8.1-3-28, you are notified that student assistance for school books and lunches may be obtained, pending a determination of eligibility for such assistance. For textbook assistance, you must complete the necessary form for each student and return to school as soon as possible.

## **ATTENDANCE**

There is a direct correlation between good grades and good attendance. If your child is going to be absent, please call the school office and inform us. Five consecutive days of absence requires a doctor's excuse. Attendance at the elementary level is the responsibility of the parent. Please make sure your child attends school regularly.

### **Attendance Procedure:**

1. Call in the absence (988-6400) informing us of your child's name, grade, teacher's name and the reason for the absence. Homework can also be requested at the time of the call.
2. After a student has been absent three days, a letter will be sent home. After a student has been absent five days, parent contact will be made. After a student has been absent nine or more days or anytime attendance is a concern, a home visit may be made. After 10 days absent, with no medical notice, the absence will be turned over to the Marion County Prosecutor.
3. Absences will be determined unexcused if they fail to meet one of the following criteria: illness of student, death in the family, doctor/dental appointment, religious holiday, or school related absence.
4. When a student is late due to a doctor/dentist appointment, please bring in a note from the doctor in order for the tardy to be excused. If the absence is due to a funeral, a funeral announcement will be needed to excuse the absence. Our fax number is 317-243-5681.
5. Students will be counted "tardy" if they arrive at school after the official start of school and before  $\frac{1}{2}$  of the school day is complete.
6. The school day is divided into two parts - a.m. and p.m. Students should be counted in attendance for a  $\frac{1}{2}$  day if they attend for a portion of the morning or afternoon. If students arrive in the a.m., before the  $\frac{1}{2}$  day time limit, they should be counted for a full attendance day. The same shall apply if a student leaves school early.
7. There will be two awards issued to students for attendance at the elementary level—Perfect Attendance and Outstanding Attendance.
8. 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.
9. 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.

## **STUDENT DISMISSAL INFORMATION**

Children will return home in the same manner by which they came to school unless otherwise noted by the parent. If there is an exception to a child's typical transportation arrangements, such as going to a friend's home, after school program, scouts, etc., a note or phone call before 1:45 pm. is required so that there will be no misunderstanding as to where your child is going and how he or she will get there.

## CONFERENCES

The following dates are set aside for parent conferences. Conference dates may be arranged at other times by contacting the school.

- Tuesday, October 10 and Thursday, October 12 in the afternoons and evenings for all students, grades K-6.

## PARENT VISITATION

Parents are always welcome and encouraged to visit school. Please call ahead to see what is scheduled for your child's class so that you might observe those lessons in which you are interested. **All visitors must check in at the office first. This is important in order to ensure the safety of all children.** Although our staff members are glad to answer questions and receive comments, please speak only briefly with the teacher when your visit is over so that your presence will not interfere with the educational process. If a longer meeting with the teacher is desired, you will need to schedule a meeting prior to your visit so that class time is not interrupted.

## HOMEWORK

The staff at Chapelwood is 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 class work 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.

Students have the responsibility to develop good work and study habits. Parents can encourage children by showing interest and establishing helpful attitudes toward homework by doing the following things:

1. Read to your child daily, and listen to your child read aloud.
2. Practice math facts and/or current concepts with your child.
3. Have your child share one thing he/she learned in school each day.
4. Check student's papers daily; make student responsible for getting them home and bringing them to your attention.
5. Reserve a time for homework, and turn off the television.
6. Help your child be responsible for his/her homework. Students may not be allowed to use the telephone to call for forgotten homework.

## MAKE-UP WORK

Parents requesting make-up work should notify the office by 9:00 am. Make-up work can then be picked up at the school office between 2:30 – 4:00 pm or sent home with another student.

## BUSES

For information on bus times or stop locations, please call Transportation at 988-6375. For the safety of your child, **requests for transportation changes must be made by 1:45 p.m.** in order to notify all necessary staff.

## **BUS SAFETY RULES**

The Director of Transportation (988-6375) is in charge of bus drivers, bus routes, and schedules. The bus driver must maintain his/her own discipline on the bus. When a referral is turned into the office, it is acted upon by the Assistant Principal or Principal. Parents are informed by phone, writing, or both, as to what action has been taken.

### First, Second, Third Referrals

Typically, a **first referral** carries a suspension from the bus for 1-2 days. The **second referral** suspends the student from the bus for a minimum of 5 days. On the **third referral**, a student may ride the bus again only after a meeting has been held with the parent, Director of Transportation, and a school official.

### Fourth or Fifth Referral

After a **fourth referral**, the student is again suspended from the bus a minimum of 5 days and may lose privileges for the remainder of the school year. At this point, it is the parent's responsibility to request a meeting with transportation. The student may ride the bus again only after an acceptable plan has been made at a meeting with the parent, Director of Transportation, and a school official. A **fifth referral** suspends a student from the bus for the remainder of the school year.

Changing this consequence plan is at the discretion of the school administrator based on the severity of a student's behavior. At the beginning of the school year, each student will receive a copy of the bus conduct rules. Parents and students are reminded that riding the bus is a privilege.

## **STUDENT CONDUCT**

In order to provide students with an effective and positive learning environment, certain rules must be followed. You will receive a copy of classroom behavior plans at the beginning of the year. These plans will also be reviewed with parents at Back to School Night.

### **School Guidelines are as follows:**

1. Students will display pride in their school by keeping it clean.
2. Students shall be polite and courteous to other students and obey the authority of the principal, teachers, and school staff.
3. Students should seek help from adults when problems occur.
4. Students shall display courteous behavior during convocations by entering the multi-purpose room quietly, listening attentively, and applauding with hands only when appropriate.
5. Students shall follow school wide hallway, restroom, cafeteria, and recess procedures.

### **In the MSD of Wayne Township, the following are prohibited:**

1. Behavior that injures or presents a risk of injury to the student or another person.
2. Damaging or stealing school property or the property of another person.
3. Disrupting a class or school activity.
4. Harassing, bullying, threatening, hazing or intimidating another person.

5. Possessing a knife, firearms, bullets, a dangerous device, fireworks or other item that is or appears to be a dangerous device.
6. Consuming, possessing, offering, providing, accepting, or being under the influence of alcohol or an alcoholic beverage, an illegal drug, a prescription drug or an over-the-counter medication containing a stimulant.
7. Possessing cigarettes, smokeless tobacco, snuff, or other tobacco product or a device such as a lighter designed primarily for use in consuming tobacco products.
8. Cheating, plagiarizing, submitting work of another person.
9. Refusing or failing to follow a directive from a school employee with responsibility for student supervision.
10. Violation of any rules developed for a building or class.
11. Aiding, assisting, or conspiring with another person to violate these student conduct rules.

We are fortunate that Chapelwood has very few serious cases of misconduct. When misbehaviors do occur, we appreciate parents' prompt response and support in resolving the matter.

### **District Four Level Behavior Management Plan:**

#### *Level 1*

The teacher may impose classroom consequences as Level One of the Four Level Behavior Management Plan. Each classroom has a unique Level 1 plan for managing student behavior. Teachers will review these plans at our back to school parent information meeting in August. Please contact your classroom teacher with any questions you may have throughout the school year.

#### *Level 2*

Level Two consists of sending a student to another classroom for a time out. The student is expected to reflect on his/her behavior and figure out what he/she can do differently next time. A Level 2 form is sent home and should be signed and returned to the classroom teacher. This is done to inform parents of their child's need for a time-out. If the form isn't returned, the teacher will call parents to ensure they were made aware of the time-out taken.

#### *Level 3*

If a student continues poor behavior, he/she is sent to another school adult (case manager) with a Level Three referral. At this point, the case manager contacts the parent to request help in getting the student back on track with good behavior. At this point the case manager decides if the student can change his/her behavior and go back to class or if further administrative action needs to be taken.

#### *Level 4*

The Principal or Assistant Principal will decide if the student is to be suspended in or out of school. An attempt is always made to notify the parent by phone to discuss the situation and what action has been taken. If parent contact is not possible, written notification is used.

## **GRADES**

Wayne Township Elementary Schools issue report cards every nine weeks. If your child is not meeting his/her academic responsibilities, an interim report will be sent home. This action is taken to advise you of a lack of progress early in the reporting period so that corrective measures can be taken by all parties to improve student performance. Electronic midterms are also available by completing the electronic midterm request form. Daily updates are available on PEP which is accessible on the MSD Wayne Township Website.

### **Wayne Township Elementary Grading Scale:**

A – Exemplary	100 = A+	93-99 = A	90-92 = A-
B – Proficient	87-89 = B+	83-86 = B	80-82 = B-
C – Progressing	77-79 = C+	73-76 = C	70-72 = C-
F – Does Not Meet Standards		Below 70 = F	

## **HONOR ROLL GUIDELINES**

The purpose of the Honor Roll is to recognize the accomplishments of students and to provide an incentive for the remaining students to become a member of the honor roll. Special class grades are counted with the academic class grades for grading periods two and four.

Honor Roll guidelines include:

Straight A's Honor Roll – All A's must be earned in all subjects

Honor Roll – A's and B's must be earned in all subjects

Citizenship – A's earned in citizenship

BUG Roll – “Bringing Up Grades” Grades improve in one or more subjects with no other grade dropping

## **LUNCH**

Lunch periods are approximately 30 minutes. Lunches are free to all students at Chapelwood.

Parents are welcome to have school lunch with their children. Please send a note with your child to inform the teacher. When you arrive, you will need to sign in at the front office and put on a nametag. Please note, you may only bring lunch for your child, not for his/her friends.

## **BREAKFAST**

Breakfast will be served daily. School breakfast is free to all students.

## **SCHOOL NURSE INFORMATION AND MEDICATION**

All students will be given a copy of the M.S.D. of Wayne Township Medication Policy. **THIS POLICY IS STRICTLY ENFORCED.** No student, under any circumstances, is to have any type of medication on his/her person. This includes inhalers, cough drops, or any over the counter medications. All medication will be kept in the clinic unless a doctor has written orders for other arrangements.

Chapelwood School has a nurse on duty every day. The nurse is available for health counseling with students, parents and teachers as needed. The nurse will treat illnesses and injuries as they occur. Medication prescribed three times per day can be given before school, after school and at bedtime. It is not necessary for this medication to be given at school. Exceptions will be made with a doctor's note. Parents are requested to keep children home when they are ill or appear to be ill. Students must be fever free 24 hours without medication before returning to school. When a student is ill with a communicable disease, the parent should report this to the school immediately.

### **EMERGENCIES**

In case of illness or injury to a child, every effort will be made to contact you by telephone. **It is important that numbers for your home, cell phone and place of employment are current at all times.**

### **EARLY PICK-UP**

If you need to take your child from school early, make this request at the office. We don't know everyone, so please don't be offended if you are asked to identify yourself. We will not release children from school except to the parents or legal guardians and those listed on the enrollment form. **All early pick-ups must be before 1:45 p.m.**

### **STUDENT SAFETY**

Since our school is on a heavily traveled street, it is important that you caution your child to be alert at all times when traveling to and from school. Insist that he/she go directly home after dismissal. Know the approximate time he/she should be home, and any deviation from that time should be checked immediately. Students are not permitted to walk to/from school unless they reside in Chapelwood Creek Neighborhood.

### **PHYSICAL EDUCATION**

All children need tennis shoes (tie or Velcro only) for physical education class. No turf or cleated shoes are permitted on the gym floor.

### **SCHOOL NEWSLETTERS**

The School Newsletter will be published monthly with schoolwide information and calendar. Each teacher will publish a weekly classroom newsletter.

### **CLASSROOM SUPPLIES**

A list of grade level supplies needed for the each year is provided at the end of the previous school year. This list is sent home in the student's report card to allow parents the opportunity to purchase the needed supplies in advance for the upcoming year. There will be copies available in the school office and on the website as well. Your child will need the items for the first day of school. Keep in mind the items will need to be replenished throughout the year.

## **USE OF THE TELEPHONE**

Students are allowed to use phones to make emergency or urgent phone calls only. In the event of a family emergency, a parent may request a message be delivered to a student.

## **LOST & FOUND**

When students lose clothing or other articles, this should be reported to the classroom teacher. If the item is not found, this should be reported to the office. Articles that are found should be turned in to the office or placed in the Lost and Found box by the office. Parents are reminded to mark the student's name on all clothing and personal items to facilitate identification. Lost and found items that remain unclaimed will be donated to a local organization.

## **M.S.D. OF WAYNE TOWNSHIP STUDENT DRESS GUIDELINES**

The Metropolitan School District of Wayne Township is committed to providing an environment that is the most beneficial for student's 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 underarm, 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 which 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**

Student's hair, jewelry, or other accessories should not interfere with the educational environment of the school or 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 which will cover up all undergarments. See-through materials do not constitute "cover."

**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.**