



# 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 prepare our students for success.*



Dear GIANT Students and Families:

2020-2021 is going to be a great school year at Chapel Hill! You will work hard in your classrooms, and you will find many extra-curricular activities which are fun and exciting!

What can you do to make certain you finish successfully?

- **Stay Organized:** Plan and prepare for every week. Develop a system of organization that you will use throughout your academic career.
- **Stay Connected:** Connect to CHC in the classroom and through our many clubs and groups that give students the opportunity to develop and grow interest.
- **Stay Informed:** Keep parent contact information up to date. Communicate with teachers and take advantage of our parent and student education workshops we have throughout the year.. If you need help, ask for help. There are adults all over the building that are here to help you be successful.



Sincerely,  
Kelin Mark, Sr.  
Principal

**DISTRICT VISION STATEMENT**

We Are Wayne! Great Schools. Great Community. Inspiring excellence through great experiences.

**DISTRICT MISSION STATEMENT**

Provide multiple opportunities for learning, that meet or exceed the present and future goals and aspirations of our students, in partnership with our community.

**DISTRICT EDUCATIONAL PHILOSOPHY**

Students are the focus of the MSD of Wayne Township. The school corporation’s major responsibility is to help all students develop to their fullest potential as citizens in a democratic republic. The MSD Wayne Board of Education has adopted the following statement of policy which embodies that belief: We believe in public education delivered by the MSD of Wayne Township that provides personalized learning for each student with equity, civility, and inclusivity in a safe, nurturing environment supported by a highly effective staff and the Wayne Township community.

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## CHAPEL HILL SCHOOL INFORMATION

School Contact Information	General Information
7320 West 10 <sup>th</sup> 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 - 9:15 AM to 4:15 PM Enrollment - Approximately 1350 students School Colors - Purple, White, and Black 7th Grade Teams for 2020-2021 <ul style="list-style-type: none"> <li>● Champions, Gladiators, Incredibles, Navigators</li> </ul> 8th Grade Teams for 2020-2021 <ul style="list-style-type: none"> <li>● Stars, Trailblazers, Incredibles, Avengers</li> </ul>

Title	Name	Email
Principal	Kelin Mark	<a href="mailto:kelin.mark@wayne.k12.in.us">kelin.mark@wayne.k12.in.us</a> 317-988-8830
Principal Secretary	Kyra Krupa	<a href="mailto:kyra.krupa@wayne.k12.in.us">kyra.krupa@wayne.k12.in.us</a> 317-988-8875
7th Assistant Principal	Amy Keller	<a href="mailto:amy.keller@wayne.k12.in.us">amy.keller@wayne.k12.in.us</a> 317-988-8914
7th Guidance Counselor	Cherie Sanders	<a href="mailto:cherie.sanders@wayne.k12.in.us">cherie.sanders@wayne.k12.in.us</a> 317-988-8930
8th Assistant Principal	Jon Kline	<a href="mailto:jonathan.kline@wayne.k12.in.us">jonathan.kline@wayne.k12.in.us</a> 317-988-8843
8th Guidance Counselor	Josh Cockerham	<a href="mailto:josh.cockerham@wayne.k12.in.us">josh.cockerham@wayne.k12.in.us</a> 317-988-8844
Guidance Director	Kyndal Mitchell	<a href="mailto:kyndal.mitchell@wayne.k12.in.us">kyndal.mitchell@wayne.k12.in.us</a> 317-988-8842
Athletic Director	Brian Kendall	<a href="mailto:brian.kendall@wayne.k12.in.us">brian.kendall@wayne.k12.in.us</a> 317-988-8829
School Nurse		317-988-8849
School Treasurer	Jennifer Pierson	<a href="mailto:jennifer.bernhardt.pierson@wayne.k12.in.us">jennifer.bernhardt.pierson@wayne.k12.in.us</a> 317-988-8818

## ACADEMICS

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

Chapel Hill uses Skyward for its online grading system. Parents and students have access to their school grades and attendance through Skyward. If you need assistance accessing Skyward, contact your grade-level guidance counselor for support.

The grade scale is common between both district 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 over the course of the semester.

Grade Level Standards	Scoring Guide	Percent Based	Letter Grade	Description of Achievement Level on the Applicable Standards
<b>Exemplary</b>	4	100	A+	The student demonstrates mastery at or above the 90% level on the appropriate state standards.
		93-99	A	
		90-92	A-	
<b>Proficient</b>	3	87-89	B+	The student demonstrates mastery at or above the 80% level on the appropriate state standards.
		83-86	B	
		80-82	B-	
<b>Progressing</b>	2	77-79	C+	The student demonstrates mastery at or above the 70% level on the appropriate state standards.
		73-76	C	
		70-72	C-	
<b>Not Yet Meeting Standard</b>	1	Below 70	F*	The grade of F indicates that the student did not demonstrate achievement at or above the 70% level on the appropriate state standards.

## GUIDANCE COUNSELING SERVICES

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

Cummins Mental Health Services is also located inside CHC providing out-patient 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 CHC 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 with "Compulsory School Attendance IC 20-33-2".

### Absences

1. Parents must call **317-988-8800** in the morning, 6:00-10:00am, each day their student is absent. A voicemail can be left if it is before school hours.
2. Upon return to school, the student will bring a parent note explaining their absence and will turn it into the Main Office Attendance Secretary. Anytime a student is under doctor's care, the student 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. On the second absence, a parent may request make-up work before 9:15am at 317.988.8800. The parent must speak to the attendance secretary to ensure work is / can be collected. The student's make-up work may be picked up after 8:30am on the following day. Some assignments can also be accessed on the student's Chromebook.
4. If ever a student exceeds five (5) days absence, the parent may be asked to meet with the counselor, parent liaison or administrator to determine an action plan for eliminating future absences. In addition, the district mails attendance letters home to be certain families stay aware of their student absences.
5. If a student reaches ten (10) or more absences, for any reason, the school may file Truancy with the Marion County Prosecutor's Office per IC 20-33-2.

### Tardy to School

1. Students are tardy to school if they are not in the building by 9:15 am.
2. In order for the tardy 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 Thursday School after five (5) unexcused tardies. Thursday Schools will continue to be assigned for every five tardies after five (10, 15... etc.).

### Early Release from School

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

*Please note:*

1. No student will be released early without an adult in person to sign out. (This adult must be on the Contact List for the child.)
2. All adults signing-out students early will provide legitimate identification.
3. Please adhere to rule #2 (under absences) above

## DAILY SCHEDULE

Our school is on a BLOCK 8 schedule. Students rotate through 8 classes over a two-day period. Days are designated as EVEN or ODD days (see Appendix B). Students progress through periods 2-4-6-8 on EVEN days and periods 1-3-5-7 on ODD days. Class periods are approximately 80 minutes in length. Students attend their IMPACT class daily. Passing periods are 5 minutes in length.

2020 – 2021 Chapel Hill Regular Bell Schedule		
Period	Time	Event
	8:30 – 9:05 AM	Car riders/walkers enter the cafeteria
	9:05 – 9:15 AM	Morning Arrival
IMPACT (Odd and Even)	9:15 – 9:45 AM	IMPACT (Homeroom)
	9:45 – 9:50 AM*	Passing Period
1 (Odd), 2 (Even)	9:50 – 11:10 AM	Block 1, Lunch shift 1
	11:10 – 11:15 AM*	Passing Period
3 (Odd), 4 (Even)	11:15 – 1:15 PM	Block 2, Lunch shift 2, 3, 4
	1:15 – 1:20 PM*	Passing Period
5 (Odd), 6 (Even)	1:20 – 2:40 PM	Block 3
	2:40 – 2:45 PM*	Passing Period
7 (Odd), 8 (Even)	2:45 – 4:05 PM	Block 4
	4:05 PM	Car riders/walkers are dismissed
	4:08 – 4:20 PM	Bus dismissal
<p>Additional information...</p> <ul style="list-style-type: none"> <li>● Car riders/walkers can come into door 1 vestibule by 8:00 AM for protection from the weather.</li> <li>● *Individual teams do stagger their passing periods around the school passing periods to reduce the number of students in the hallway at one time.</li> <li>● Lunches start at 10:45 AM.</li> </ul>		

## CHC 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 that Code of Conduct, we expect Chapel Hill students to read, understand and follow all of the district and CHC Procedures and Rules each year. These rules include, but are not limited to the following:

1. **All School and District conduct rules apply** (1) during school activities on or off district property; (2) on district property at any time; (3) while traveling to or from school or a school activity.
2. Students will **carry the Chromebooks** and will sign and follow the Wayne Responsible Use Policy. Students who use Chromebooks are required to have the Responsible Use document signed by a parent/guardian and turned in each school year.
3. **Cell phones and headphones must be kept in bags during the school day.** Call, texts, videos and photos may not be taken or received during the school day. (reference "Electronic Devices" section)
4. All CHC students **will wear a team lanyard and ID around their necks all day, every day**, in addition to wearing the team lanyard and ID around their necks to after-school events.
5. **Profane language, images, or references are not allowed** (to be viewed, to be shared, etc) during school hours. Or, if the sharing or showing of these images causes a disruption to the school day, it could result in disciplinary action .
6. Any item that is considered **disruptive to the school environment, including cell phones**, can be confiscated, and returned to the student / parent by the end of the school day.
7. 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.
8. Students must be **in their assigned area at all times**, and must be supervised by a staff member at all times.
9. Upon violation of a rule or procedure, and/or after warning/s, students may earn a lunch detention, a morning 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 team student (no passing periods, team ISS, staff member escort to classes, etc...)

**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 2020-21 INFORMATION GUIDE, STUDENT CODE OF CONDUCT AND ANNUAL NOTICES](#).**

## 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.



## ELECTRONIC DEVICES

### Chromebooks

Each student is issued a Chromebook for use during the school year. **Students must keep Chromebooks inside the padded bag at all times, must make certain the devices are fully charged, and must carry those devices to school every day.** In case of damages, each student's parent will receive a bill in the mail for payment or replacement.

### Cell Phones

Students may bring a cell phone to school in their bags. Phones must be turned off, and earphones must be kept in bags at all times. If a phone is not in a bag, a staff member will remind the student to turn off the phone and put it in the bag.

**Calls, texts and photos CANNOT be made or received during the school day.** The use of Social media (ie. Snapchat, Instagram, Tik Tok, etc) is prohibited during the school day.

**Cell phones are to be turned off and headphones are to be in a bag at all times.** If a student's cell phone must be confiscated because of misuse or not following directions, parents will be able to pick up the student phone in the Main Office the next school day.



## **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 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 the assigned seat.
- Keep all books and materials on your lap or contained in a pack or bag.
- Be courteous and use no profane language.
- Speak in low tones.
- Never push, shove, scuffle or horseplay.
- Keep all belongings including head, hair, hands and feet inside the bus and to yourself.
- Never smoke or use any tobacco product.
- 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. Leaving the bus
- 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.

## **DRESS CODE GUIDELINES**

A broad-based committee of parents, teachers, students, and administrators developed the following guidelines which were approved by the Wayne Township School Board. Please contact your CHC Counselor or CHC Administrator for further clarification as to clothing choices.

***Team lanyards and IDs worn around the neck are part of the required daily dress for all CHC students.***

- **Shirts/Tops:** All shirts or tops must “cover” the underarm, chest, shoulders (no spaghetti straps), stomach and back.
- **Pants/Skirts/Shorts:** All clothing worn on the lower torso must rest naturally at the top of the hip so that undergarments are not visible in the standing or sitting position. Shorts and skirts must be fingertip length when arms are comfortably at the side. Pajamas are not permitted. Holes in clothing above fingertip length must be covered with opaque tape or other material. Leggings may be worn only under a top which covers the buttocks and upper thighs.
- **Undergarments:** Outer garments are to be worn so that undergarments are covered at all times. See-through materials do not constitute “cover”.
- **Shoes:** Footwear must be worn at all times. House slippers are not permitted.
- **Jackets/Coats:** Jackets are permitted to be worn during the school day. Hoodies may not be worn on the head. Heavy coats designed for frigid temperatures, or excessively large coats are not permitted.
- **Headwear, etc:** Head coverings (hoodies, hats, scarves), as well as sunglasses, are not permitted during the school day. All hair or jewelry accessories must be worn in a manner that will not disrupt the educational environment.
- **Bookbags/Backpacks:** Bookbags and backpacks are permitted in school. Excessively large bags, and/or bags with rollers may be restricted during the school day.

**This list is not intended to be an exhaustive list of prohibited items. Neither clothing nor accessories may not promote drugs, alcohol, tobacco, violence, gang affiliation or sexual activity. Administrators will make the final determination regarding the appropriateness of student dress.**

## **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 CHC can offer help with minor health issues during the school day. Because of 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 will 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 parent/guardian and/or authorities as needed.
4. All medications need a written note from the parents, and a pass from the nurse if meds are taken during the school day. The nurse can only give prescribed or over-the-counter medications to students, which are provided from 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 Nurse Hodson. 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 317-988-8949.
8. Feminine hygiene products are available in the clinic.
9. CHC Students are tested for Hearing, and Vision at their grade level. In addition, the Mobile Dentist visits CHC at which time parents may request check-ups for their student.

## 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.

- **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.
- **Breakfast: Breakfast is free of charge at Chapel Hill.** Breakfast items are available on carts in team hallways where students will obtain breakfast and be seated in IMPACT class by 9:15am.
- **Lunch: Lunch is free of charge at Chapel Hill.** This includes an entree, milk, vegetable and fruit.

## 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.

We expect...

- ... each teacher will walk a class in two lines quietly to the cafeteria each day during their assigned time.
- ... each class will be seated in a row of tables, and will be dismissed to get lunch by a cafeteria supervisor.
- ... student's to talk to each other at their tables during their lunch time. Yelling in the cafeteria, or to other tables, is not permitted.
- ... no cell phones or headphones to be used.
- ... no backpacks in the cafeteria. They need to stay in the classroom.
- ... students are to remain seated for the duration of the lunch period. Students are not permitted to change seats during lunch.
- ... at the end of lunch for each class to be dismissed by the teacher in an orderly fashion. Students will then empty their trays and trash and line up quietly to return to class.

A student can elect to bring their Chromebook to lunch to work on classwork or play games. Games must be school appropriate. If a student chooses to bring their device, they are responsible for any damages (liquids, dropping, etc...).

## GIANTS DEN BOOKSTORE

The Chapel Hill Treasurer, Ms. Pierson, conducts business at the Giants Den during the school day. On most school days, the Giants Den is open 9:05-9:25am, and during most lunch blocks. Physical Education uniforms, as well as Giants spirit wear, team lanyards, IDs, Chromebook Chargers, and school supplies, may be purchased there.

## 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 can earn "Giant Bucks" throughout the school day by being responsible, respectful, doing the right thing, and being ready to learn. Students can then use these "Giant Bucks" at the store to buy things we have during lunch. In addition, students may attend several BIG EVENTS during the school year.

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

## THE NATIONAL JUNIOR HONOR SOCIETY

The National Junior Honor Society inducts new members every Spring.

## LOCKERS

At Chapel Hill, every student is assigned a locker they will use all year for their belongings. The locks are built in and operate as a stand padlock. Students are **never to share their locker combination** with another student!

Depending on student choices, a student could actually have FOUR different lockers at CHC: 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.) Parents should work closely with students to learn a memory trick in keeping all lock combinations remembered!

Probably the most important fact to remember is that **the lockers 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 nothing illegal is placed in the locker.

## **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.

Our first invitation is for **Walk-Through Day** in July. Student schedules are mailed home, then students WITH parents may come to CHC to walk around the school finding classrooms and asking questions if needed.

Next, our **Back-To-School Night** is usually scheduled in early August. Parents are strongly encouraged to attend that evening to meet teachers, as well as to discover many opportunities for the parent and the student throughout the year!

In October, **Student-Led Conferences** are held by appointment with teams and teachers two different evenings before the Fall Break. This is an incredibly important time for the most important people in our students' lives to talk together.

### **For all other visits during the school year:**

1. All adult parents will enter Door #1, produce an 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 welcome parent visits throughout the year. However, the teacher cannot conference with the adult parent during a classroom visit. If a parent needs a conference, please feel free to call the teacher to make an appointment.
3. 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.
4. Adult parents may occasionally schedule to eat lunch with their student, their child. That will take place during the student's 30-minute lunch time in the Main Office. (Our CHC Cafeteria is packed!) Other students 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 - Chapel Hill Student / Parent Athletic Handbook

### Abbreviated Version with Physical Form, Concussion, and Sudden Cardiac Arrest

This document contains a shortened version of the Chapel Hill Student / Parent Athletic Handbook. The highlights from the handbook are contained below. The remaining pages contain the physical form that must be used by Chapel Hill athletes. The final pages contain information for parents and athletes concerning concussions that is required reading to satisfy state law IC - 20 - 34- 7. The full handbook can be obtained from the Chapel Hill Athletic Department or on line at <http://www.wayne.k12.in.us/chapelhill/athletics.asp>

**Philosophy** Interscholastic athletics, historically a significant part of the total educational program, contributes positively to the lives of the participants by providing competitive opportunities, fostering initiative to succeed, providing leadership and teamwork, providing experiences and numerous opportunities for self-discipline. We believe the Chapel Hill 7th 7 8th Grade Center athletics provide a unifying influence within our student body and between our school and community. Our athletic program is committed to the pursuit of excellence realizing that the quality effort itself is a most significant aspect of achievement.

**Health Insurance Parents/Guardians will be responsible for all medical costs associated with athletic participation.** Due to the rising cost of insurance premiums, Chapel Hill 7/8 does not provides accident insurance for its athletes. The athletic department strongly advises that parents purchase insurance to cover athletic injuries and the cost of treatment.

**Acknowledgement of Risk** When participating in any type of athletic activity, there is always a possibility that an injury can occur. Statistically, an athlete will suffer at least one injury during their athletic career that requires that he or she miss a number practices and/or games. There are several types of injuries that can force an athlete to miss practices and/or games. Some of the more common injuries that occur in athletics are strains (stretching or tearing of muscle and tendon tissue), sprains (stretching or tearing of ligaments), and contusions (bruises of soft tissue or muscle tissue). These three types of injuries can vary in severity. In the case of mild strains, sprains and contusions, the athlete will feel some discomfort but will be able to continue his or her participation in athletics. In severe cases of strains, sprains and contusions, the athlete may miss a large amount of time participating in his or her sport. Some severe injuries may need to be surgically repaired and require an extended period of physical therapy. Athletes can also experience more serious injuries such as fractures, dislocations, concussions, internal injuries, spinal injuries, or death. Fortunately, most of the injuries that occur with athletics are mild strains, sprains and contusions and the athlete misses little or no participation. It is important to remember that statistically other types of physical activity present a greater risk to its participants than athletics. Therefore, statistically, athletes are much safer than those who participate in riskier types of physical activity. Read about the ways to decrease chances to be injured in the full Chapel Hill Student/Parent Athletic Handbook.

**Code of Conduct** A student who is a member of a Chapel Hill athletic team in any capacity (athlete, cheerleader, student manager, or statistician) must be willing to assume the responsibilities that go along with being a member of a team and wearing the purple and white. The student body, the community and others often judge our school by our student athletes' conduct and attitude on and off the field, in season and out of season. Student athletes and athletic support personnel are role models and therefore, are expected to be positive examples in school citizenship, scholastic effort, leadership, and in personal appearance.

Participation in athletics is a privilege requiring that a student makes a commitment to practice before or after school with perfect or near perfect attendance, to work hard to excel, to learn cooperation and team effort, and to exemplify good behavior both at school and away from school. Student athletes and support



personnel are representatives of the Chapel Hill 7/8 Center and should serve as role models at school and in the community. Therefore, student athletes and support personnel are expected to adhere to the Code of Conduct the entire calendar year. Students who cannot accept this challenge and responsibility should not become involved with the CHC athletic program. There is a legitimate school interest and an expectation by the coaching staff at the Chapel Hill 7/8 Center that students follow the Athletic Training/Competition Rules at all times including the time when they are away from school and not involved in school activities. There is also an expectation that student athletes avoid situations or leave events where activities are occurring that violate this Code of Conduct, specifically parties or clubs. Self-discipline learned from the athletic experience should teach each student athlete to make prudent decisions about their associations and behaviors. Read about the types of infractions and their consequences in the Chapel Hill Student / Parent Athletic Handbook.

**Social Networking Sites** Student athletes are responsible for information contained in written or electronic transmissions (e.g. e-mail) and any information posted on a public domain (e.g. internet, chat room, blogs, Facebook, You Tube, Snapchat, Kik, Instagram, etc). Inappropriate or embarrassing information or pictures should not be posted in any public domain. Student-athletes are not precluded from participation in such online social networks; however student-athletes are precluded from participation in such online social networks; however student-athletes should be reminded that they serve as representatives of their team, the athletic program, and the Wayne Township Corporation. Texting, tweeting and uses of other social networks to disparage or criticize the team, other students, opponents, coaches or other school personnel is inappropriate behavior and unbecoming of a Wayne Township student-athlete. Any individual identified on a social networking site which depicts illegal or inappropriate behavior, due to the Code of Conduct or other policy, will be considered in violation and subject to athletic discipline or suspension per policy guidelines.

**Eligibility** Student-athletes cannot have more than one failing grade on a report card, progress report, or team grade check. Each student-athlete must have a current physical examination form and the Chapel Hill 7/8 Consent/Release certificate on file between April 1 and the first practice each year. Students and Parents must also acknowledge that they have been given information concerning concussions and traumatic brain injuries.

**Due Process** If a student-athlete is declared ineligible, the student may request a meeting (within 2 days of action) conducted by the Principal or designee. Their decision is final.

#### **Indiana High School Athletic Association (IHSAA)**

Middle School Guidelines Chapel Hill follows the National Federation of High Schools, IHSAA Middle School Guidelines, Marion County, & Metropolitan Indianapolis Interscholastic Conference Rules. All are available online.

**Harassment and Hazing** The MSD of Wayne Township policies do not allow for any form of harassment, hazing, intimidation or bullying. Hazing activities of any type are inconsistent with the educational process. All such activities are prohibited at any time in school facilities, on school property, and at any school corporation sponsored event. Hazing is defined as performing any act, or coercing another person to perform any act of initiation into any class, group or organization that causes or creates a risk (mental, emotional, or physical harm.) Permission, consent or assumption of risk by an individual subjected to hazing shall not exempt the policy. No form of harassment or hazing such as unwelcome words, physical contact, written notes, or electronic technical activities which inflict physical or mental harm or anxiety of which demeans or degrades or disgraces a person, regardless of location, intent of participants will be allowed in the Chapel Hill Athletic Programs.

## Appendix B - EVEN / ODD SCHEDULE

Purple/Even					White/Odd					No School				
<b>July 2020</b>					<b>August 2020</b>					<b>September 2020</b>				
Mon	Tues	Wed	Thur	Fri	Mon	Tues	Wed	Thur	Fri	Mon	Tues	Wed	Thur	Fri
		1	2	3	3	4	5	6	7		1	2	3	4
6	7	8	9	10	10	11	12	13	14	7	8	9	10	11
13	14	15	16	17	17	18	19	20	21	14	15	16	17	18
20	21	22	23	24	24	25	26	27	28	21	22	23	24	25
27	28	29	30	31	31					28	29	30		
<b>October 2020</b>					<b>November 2020</b>					<b>December 2020</b>				
Mon	Tues	Wed	Thur	Fri	Mon	Tues	Wed	Thur	Fri	Mon	Tues	Wed	Thur	Fri
			1	2	2	3	4	5	6		1	2	3	4
5	6	7	8	9	9	10	11	12	13	7	8	9	10	11
12	13	14	15	16	16	17	18	19	20	14	15	16	17	18
19	20	21	22	23	23	24	25	26	27	21	22	23	24	25
26	27	28	29	30	30					28	29	30	31	
<b>January 2021</b>					<b>February 2021</b>					<b>March 2021</b>				
Mon	Tues	Wed	Thur	Fri	Mon	Tues	Wed	Thur	Fri	Mon	Tues	Wed	Thur	Fri
				1	1	2	3	4	5	1	2	3	4	5
4	5	6	7	8	8	9	10	11	12	8	9	10	11	12
11	12	13	14	15	15	16	17	18	19	15	16	17	18	19
18	19	20	21	22	22	23	24	25	26	22	23	24	25	26
25	26	27	28	29						29	30	31		
<b>April 2021</b>					<b>May 2021</b>					<b>June 2021</b>				
Mon	Tues	Wed	Thur	Fri	Mon	Tues	Wed	Thur	Fri	Mon	Tues	Wed	Thur	Fri
			1	2	3	4	5	6	7		1	2	3	4
5	6	7	8	9	10	11	12	13	14	7	8	9	10	11
12	13	14	15	16	17	18	19	20	21	14	15	16	17	18
19	20	21	22	23	24	25	26	27	28	21	22	23	24	25
26	27	28	29	30	31					28	29	30		

White/Odd - attend periods 1, 3, 5, 7    Purple/Even - attend periods 2, 4, 6, 8

## Appendix C - District School Calendar

### MSD OF WAYNE TOWNSHIP 2020-2021 School Calendar

- Monday, July 27 ..... Teacher Workday (District Staff Development, No students)
- Tuesday, July 28 ..... Teacher Workday (District Staff Development, No students)
- Wednesday, July 29 ..... Pre-K, Preschool, Grades K-12 Students Full Day
- Monday, September 7 ..... Labor Day (No School)
- Friday, September 25 ..... END OF FIRST GRADING PERIOD (46 Days)
- Monday, September 28 ..... BEGINNING OF SECOND GRADING PERIOD
- Week of Oct. 5 – Oct. 9 ..... Parent/Teacher Conferences
- Mon, Oct. 12 – Fri, Oct 23 ..... Pre-K, Preschool, Grades K-12 Fall Recess (No School)
- Tuesday, November 3 ..... Staff Development Day (No Students)
- Wed-Fri, Nov 25-27 ..... Thanksgiving Recess (No School)
- Friday, December 18 ..... END OF FIRST SEMESTER (92 Days)
- Mon, Dec 21-Fri, Jan 1 ..... Winter Recess (No School)
- Monday, January 4 ..... Staff Returns from Winter Recess (Building Staff Development, No Students)
- Tuesday, January 5 ..... Pre-K, Preschool, Grades K-12 Return from Winter Recess  
SECOND SEMESTER BEGINS
- Monday, January 18 ..... Dr. Martin Luther King, Jr. Day (No School)
- Monday, February 15 ..... Presidents' Day (No School)
- Friday, March 12 ..... END OF THIRD GRADING PERIOD (47 Days)
- Mon, Mar 22-Fri, Apr 2 ..... Spring Recess (No School)
- Monday, May 31 ..... Memorial Day (No School)
- Wednesday, June 2 ..... END OF SECOND SEMESTER (Pre-K – Grade 11 Last Day) (90 Days)
- Thursday, June 3 ..... LAST DAY OF SCHOOL (Teacher Workday, No Students)

Note – Possible make-up days will occur in the following order if cancellation of school occurs 5 or more days prior to the possible make-up day:

- January 18 – Martin Luther King, Jr. Holiday
- February 15 – Presidents' Day
- May 31 – Memorial Day
- June 2 – Last Day of School