



**GREENWOOD
CHRISTIAN
SCHOOL**

love. grow. inspire.

Parent/Student Handbook

**2045 Averitt Road
Greenwood, IN 46143
317-881-9970**

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Welcome to Greenwood Christian School and Child Care Ministry

Dear Parents,

Thank you for choosing Greenwood Christian School. We are so grateful for the opportunity to partner with your family and play a role in your child's educational journey. Our staff is made up of dedicated teachers and caregivers who are committed to supporting each student academically, spiritually, emotionally, socially, and physically as they grow throughout their time at GCS.

At Greenwood Christian School, our goal is to create a safe, loving, Christ-centered environment where students feel known, supported, and challenged to grow into the individuals God created them to be. We believe education is about more than just academics. It is about building character, strengthening faith, and helping children develop a lifelong love of learning while feeling encouraged and cared for each step of the way.

As a ministry of Greenwood Christian Church, we are honored to serve not only our students, but entire families as well. If you are not currently connected to a church home, we would love to welcome you to worship with us on Sundays at 9:30 AM or 11:00 AM. For additional information, please contact the school office at 317-881-9970, visit the church website at [Greenwood Christian Church](#), or visit [Greenwood Christian School](#) for more information about our school and childcare ministry.

We hope this handbook serves as a helpful resource for your family throughout the school year. Please take time to read through it and keep it for future reference. Our goal is to clearly communicate the shared responsibilities of students, families, and school staff as we work together to create a positive, supportive learning environment where every child can thrive.

We are excited for the year ahead and look forward to partnering with you.

In Christ,

The Greenwood Christian School Team

**Greenwood Christian School and Child Care Ministry is a ministry of
Greenwood Christian Church**

**Greenwood Christian School is accredited by Indiana Department
of Education and a member of:
The Association of Christian Schools International (ACSI)
Indiana Nonpublic Education Association**

FACTS ABOUT GREENWOOD CHRISTIAN CHURCH

Greenwood Christian Church is a group of believers who have come together because of a commitment to Jesus as Lord and Savior. We are a non-denominational church with no institutional ties to a religious direction of the congregation and the spiritual growth of its members. The Bible is our guide to practices and beliefs.

OUR MISSION:

LOVE God and others

GROW together as disciples in Christ

INSPIRE others to follow Jesus

WHAT WE BELIEVE:

Jesus Christ is the Son of God

Jesus Christ is the one and only Son of God who dies for our sins and was raised bodily from the dead. (1 Corinthians 15:1-8)

The Bible is God's Inspired Word

The Bible is the inspired Word of God to give direction and guidance to every believer. (2 Timothy 3:16)

The Worth and Need of Every Person

Every person has worth as a creation of God, but all have sinned and fallen short of the glory of God and are in need of a Savior. (Romans 3:23)

Forgiveness and Eternal Life through Christ

Forgiveness of sins and the promise of eternal life are available to those who trust Jesus as their Savior and Lord. (John 3:16)

Repentance, Confession and Baptism

Those accepting Christ should repent of their sin, confess their faith in Christ, and be baptized into Him. (Romans 10:9; Acts 2:38)

The Church: The Body of Christ

The Church (made up of all Christ-followers everywhere) is the body of Christ on earth, empowered by the Holy Spirit to reach lost people with the saving message of Jesus and to equip them to become spiritually mature disciple-makers. (Matthew 28:19-20)

The Return of Jesus Christ

Jesus Christ will return one day to Earth and reign forever as King of Kings and Lord of Lords. (1 Thessalonians 4:1-18)

HISTORY OF GREENWOOD CHRISTIAN SCHOOL

Greenwood Christian School began over 50 years ago to provide a kindergarten program at a time when public schools were not. In 1976, when public schools incorporated kindergarten, Greenwood Christian School began a Pre-K program. Through the years the school has expanded into preschool and eventually the elementary school. In the fall of 2003, we started a pilot childcare program that is now in full swing. Also in the summer of 2003, we began our elementary summer day camp. We are continually open to God's leading to provide services to the community around us.

PHILOSOPHY

The purpose of Greenwood Christian School is to provide a nurturing environment in which students may develop to their fullest potential. By maintaining a low pupil-to-teacher ratio and therefore ensuring that each student is given individual attention, the school helps to develop students academically, spiritually, emotionally, socially, and physically.

MISSION STATEMENT

We strive to provide a Christ-centered environment that glorifies God. Using the Bible as a foundation, we encourage students to achieve:

- Personal growth that fosters respect, responsibility, and integrity
- Academic excellence that promotes life-long learning
- Spiritual maturity that equips students for discipleship, evangelism and Christian service

ADMISSION POLICY

Greenwood Christian School admits students of any race, color, creed, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, scholarship programs, and other school administered programs. For enrollment, all new students are required to submit a birth certificate and medical form within the first week of attendance. All records from the K-5th grade students' previous school must be transferred to our school office and reviewed before admission is approved.

AGE REQUIREMENTS

- Pre-Kindergarten: 4 years old by August 1 of the enrollment year
- Kindergarten: 5 years old by August 1 of the enrollment year

STUDENTS WITH SPECIAL NEEDS

We will do our best to work together with a student and their family to make sure that Greenwood Christian School can meet all students' needs. If we discover that a student with special needs requires more support than we currently have through Clark Pleasant Special Services and/or our intervention team, we will meet with parents and work with them to discuss the best educational fit for their child.

TERMINATION OF SERVICE

We retain the right to terminate service without notice in the event of behavior or other issues that cause the school to be unable to effectively educate students. We also retain the right to terminate service without notice in the case of delinquent fees.

Periodically, there may be a student that is academically, socially, and emotionally ready for advanced placement. We encourage our families to refrain from requesting advancement of their children when they do not meet the minimum age requirements. We will not advance students who are younger than our age requirements without testing to determine their readiness.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Greenwood Christian School is committed to protecting the privacy and rights of our students and families in accordance with the Family Educational Rights and Privacy Act (FERPA). Under FERPA, parents or legal guardians have certain rights regarding their child's educational records. These rights are designed to ensure the accuracy, confidentiality, and appropriate access to student records.

Parental and Student Rights Include:

- The right to inspect and review the student's educational records maintained by the school.
- The right to request an amendment of any part of the student's record that the parent or eligible student believes is inaccurate or misleading.
- The right to provide written consent before the school discloses personally identifiable information from a student's records, except as permitted by law.
- The right to be informed of these FERPA rights on an annual basis.

Policies on Student Records:

- Only school administration and designated personnel, in the course of fulfilling their official duties, may access student records.
- Outside of the school setting, only the parent(s), guardian(s), or an eligible student with legal rights may access educational records.
- A written request must be submitted to the school administration to inspect records. The school will comply with the request **within 15 calendar days**.
- When reviewing the records, assessments and evaluations will be explained in meaningful terms, with an emphasis on the broader context of the student's educational development.

Permitted Disclosure Without Consent:

Under FERPA, Greenwood Christian School may release student information without prior written consent to:

- Federal, state, or local educational authorities performing official functions.
- Accrediting organizations or other schools where a student is transferring.
- Judicial entities or law enforcement officials in response to a valid subpoena or court order.
- Appropriate officials in cases of health and safety emergencies.

Greenwood Christian School remains committed to upholding each student's dignity and protecting their right to privacy in a manner consistent with both the law and our school's Christ-centered mission.

HOURS AND COSTS

Kindergarten - Grade 5 Hours: 8:30 AM – 3:00 PM

Extended Care Hours K-5: 6:30 AM – 8:15 AM and 3:20 PM – 5:45 PM

Fees: All Registration and Supply Fees are Non-Refundable

(Greenwood Christian School participates in the state Choice Voucher program. See details below.)

<u>Kindergarten -Grade 5:</u>	Registration	\$ 100
	Curriculum	\$ 250
	Technology	\$ 50
	Tuition	\$7,100 (or 10 pays of \$710)

<u>Extended Care K-5:</u>	Morning	\$ 10/day
	Afternoon	\$ 15/day

[DOE: Indiana Choice Scholarship Program](#) Select “Estimated Award Amounts” to see the amount that your home school district covers.

Late Pick-up Policy for Extended Care

Anyone picking up a student must have an ID tag or the designated code word. After Care for elementary students closes at **5:45 PM**. Parents/guardians must pick up students on time.

Late fees:	1-5 minutes	\$ 1.00 per minute
	6-15 minutes	\$ 5.00 per minute
	Over 15 minutes	\$10.00 per minute

Fees may be adjusted at the school administrator’s discretion for weather, accidents or emergencies.

BEFORE AND AFTER CARE PROGRAM

Purpose

Our Before and After Care program provides a safe, caring, and Christ-centered environment for students outside of regular school hours. This program is designed to support families who need supervised care before school begins and/or after dismissal.

Hours of Operation

- **Before Care:** 6:30 AM – 8:15 AM
- **After Care:** 3:20 PM – 5:45 PM

Please pick up promptly; late fees will apply (see Late Pick-up Policy).

Location

Before and After Care is held in the school cafeteria. Parents/guardians should enter through the school office and go to the cafeteria to sign students in or out

Enrollment and Fees

- Families must complete a Before and After Care registration form each school year
- Program fees are billed daily as follows:
 - **Before Care:** \$10.00 per day
 - **After Care:** \$15.00 per day
- Payments are due monthly

Daily Schedule of Before and After Care Program

Activities include:

- Homework time and quiet reading time
- Indoor/outdoor play (weather permitting)
- Snack time (snacks are provided by the school)

Drop-Off Procedures

- **Before Care begins at 6:30 AM.** Please do not drop students off earlier as supervision is not available.
- Bring your child to the designated Before Care area (check the whiteboard outside the office).
- An adult must escort each child inside and sign them in with the Before Care staff.
- Students will remain in the care area until they are released to their classrooms at 8:15 AM.

Pick-Up Procedures

- A valid ID tag or code word is required for verification.
- For safety, students must remain in the care area until signed out by an approved adult.

Behavior Expectations

All school behavior guidelines apply. Consistent inappropriate behavior may result in suspension or removal from the program.

Contact Information

For questions regarding the Before and After Care program, please contact Becky Smith via email at: bsmith@greenwoodchristian.com.

CHOICE SCHOLARSHIP PROGRAM

Greenwood Christian School, in partnership with the State of Indiana, is committed to providing all children access to quality educational opportunities. Indiana's Choice Scholarship Program, commonly referred to as the voucher program, provides scholarships to eligible Indiana students in grades K-12 to help offset tuition costs at participating schools. Contact choicescholarship@greenwoodchristian.com for more information. [DOE: Indiana Choice Scholarship Program](#) Select "Estimated Award Amounts" to see the amount that your home school district covers.

ENROLLMENT COMMITMENT

Enrollment at Greenwood Christian School is made with the good faith understanding that the student(s) will remain enrolled through the end of the school year. The annual budget at Greenwood Christian School is based on student enrollment, and tuition obligations are essential to sustaining school operations.

Withdrawal from Greenwood Christian School

Choice Award Students:

Choice Scholarship funds are disbursed to Greenwood Christian School on behalf of the student in four installments:

- Installment 1: September – 20% of the estimated award amount
- Installment 2: October – 20% of the estimated award amount
- Installment 3: March – 80% of the remaining estimated award amount
- Installment 4: May – Remaining award amount

If a student is withdrawn during the school year:

- The Indiana Department of Education (IDOE) will pro-rate the Choice award based on the number of days the student was enrolled.
- If IDOE overpaid the student's prorated amount, Greenwood Christian School is required by law to return the excess funds to the state.
- Greenwood Christian School will also prorate tuition based on the student's enrollment period.
- The Parent/Guardian is responsible for paying the difference between the prorated tuition amount and the prorated Choice award, along with any outstanding fees.

Non-Choice Award Students:

If a non-Choice student is withdrawn during the school year:

- Greenwood Christian School will prorate tuition based on the student's enrollment period
- The Parent/Guardian is responsible for paying the prorated tuition balance and any outstanding fees.

Delinquent Accounts

- Any unpaid balance not paid within 14 days of the final accounting will be referred to a collection agency.
- Parent/Guardian agrees to be responsible for:
 - o Collection agency expenses (up to 50% of the principal balance)
 - o Interest charges (21% APR)
 - o Court costs
 - o Reasonable attorney fees

CHAPEL

Chapel is held weekly for all elementary students and serves as an important part of the spiritual life of Greenwood Christian School. Chapel provides an opportunity for students to gather as a community of faith to worship, pray, and learn from God's Word.

- **Worship** – Students participate in singing songs of praise that focus attention on God and encourage joyful expression of faith.
- **Prayer** – Chapel includes times of prayers for our school, families, missionaries, and community needs, as well as teaching students the importance of interceding for others.
- **Message** – Each chapel service includes a Bible-based message, presented in an age-appropriate manner, that encourages students to apply biblical truth in their daily lives.
- **Offering** - A weekly offering is collected during chapel. Offerings support *Elder Orphan Care*, a ministry serving elderly individuals in Romania and North Carolina who do not have family to care for them. Students are encouraged to give as an act of worship and service, learning the importance of generosity and compassion.

We warmly welcome parents and guardians to join us for chapel. Sharing this special time of worship and learning alongside your child in a meaningful way to experience our school community together.

Chapel Sign-In Instructions

In order to attend chapel, every parent/visitor must be in our Safe Visitor database. Each visitor must bring their license or state-issued ID to the school's front office and the staff will scan it, take the visitor's photo, and the visitor will then be entered into the system. The system will print a badge for the visitor to wear during their time in the building. Each visitor will then be required to sign out when leaving the building. For future visits, the office staff will scan the license or search the visitor's name and the badge will print. If any visitor comes in the office without their license/ID, they will be asked to go back to their vehicle to obtain it. If they do not have a driver's license or state-issued ID, they will not be permitted entry into the school. **There are no exceptions – your child's safety is our priority.** It is the parents' responsibility to communicate this information to other family members.

To avoid delay in the office on chapel days or future visits, visitors may stop in the office any other time to be entered into the Safe Visitor system.

Bible Use and Curriculum

At Greenwood Christian School, we use the *New International Version (NIV)* of the Bible for teaching and instruction. All students in grades 1-5 are required to have their own Bible at school each day. Bible is taught as a regular subject in every classroom, with daily lessons that include reading, discussion, and application of God's Word. As part of this daily curriculum, students will also be assigned weekly memory verses to help them grow in their knowledge of Scripture and learn how to live out their faith in practical ways. We encourage parents to review these verses with their children at home, partnering with us to help students hide God's Word in their hearts and apply it to their lives.

TRANSPORTATION

Parents are expected to provide or make arrangements for the transportation of the child to and from school each day. If you are in a carpool, you need to provide the teachers and the school office with a listing of all parties involved in the carpool. Students may not be transported to or from school by staff members without a parent-signed, school-sanctioned permission form.

ARRIVAL AND DISMISSAL PROCEDURES

THERE IS NO PARKING ON THE CIRCULAR DRIVE BY ORDER OF THE FIRE DEPARTMENT

Precautions for all parents:

- Enter and leave the parking lot with extreme caution. Be on the lookout for children. Please drive slowly through the parking lot and through the carpool lines.
- DO NOT leave small children in the car or leave your car running while you bring your older child into school.
- Always hold your child's hand when going to or coming from an automobile. Do not let children run ahead of you.
- Do not park and leave your car in the circular drive or in front of the doorway. All cars should be parked in the regular parking lots at all times. **(Handicap parking spots are for handicap use only.)**
- **No cell phones are ever to be used while waiting in the car lines.**

Drop-off

- On Mondays, parents walk their student into the building.
- No cell phone use in car line.
- Students are to stay in the vehicle until staff opens the door.
- All students should be unbuckled and have backpacks on laps before entering circular drive.
- If child is in 5-point harness, please have child unbuckled before pulling into circular drive.
- Do not pull around stopped cars unless directed by staff.
- Students should be seated in vehicles at all times for safety reasons.
- Please pay attention and follow all directions given by staff.
- When exiting car line, please use Averitt Road as shown below:

Morning Drop-Off



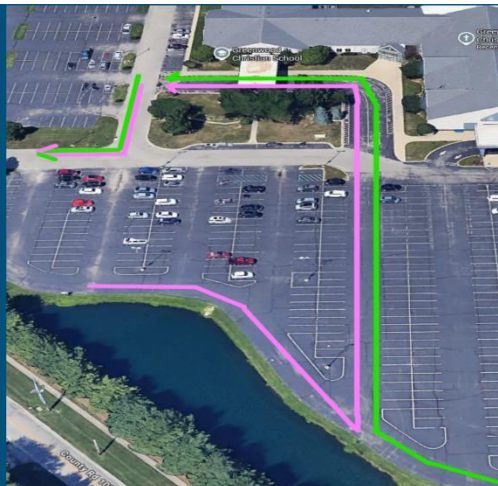
Pick-up

- On Fridays, parents walk in to pick up students.
- No cell phone use in car line.
- Please place car sign on passenger side of vehicle if in the pink line, and on the driver side of vehicle if in the green line.
- Please pay attention and follow all directions given by staff.
- When exiting car line, please use Averitt Road as shown below:

Afternoon Dismissal

New
Dismissal
Time:

3:00pm



SAFETY POLICY

Key Tags

For the safety of all students and staff, each family will be assigned a color-coded ID tag (key tag) at the beginning of the school year. This tag MUST be visibly displayed during both drop-off and pick-up times.

- A new color is issued each school year to ensure current and valid identification.
- You will be asked to show your key tag every time you arrive, even if staff members recognize you. This is a consistent part of our safety procedures.
- If you do not have your key tag with you, you must report to the main office to give your family code word and obtain an appropriate identification pass before proceeding.
- Additional or replacement key tags are available for a fee in the school office if needed.

School Visits

If parents/guardians or family members come to have lunch with students, or wish to volunteer in a classroom, they must have a background check on file in the school office. If you have not had a background check, you must obtain and complete the form in the office. The office staff will run the background check and if there are any issues, we will notify you. When you come to school for any reason, please check in at the school office. If you are not already in our Safe Visitor system, you will be required to bring your driver's license or state-issued ID. The front office staff will scan your driver's license or ID, take your photo, and a paper badge will print for you to wear during your time in the school building. You will be required to check out with the office staff when exiting the building.

Chapel

Parents/guardians or family members will be required to follow the same procedures as listed above under School Visits.

Firearms

Firearms are **prohibited** on school premises pursuant to I.C. §35-47-9. However, I.C. §35-47-9-2 provides an exemption for law enforcement officers. Therefore, law enforcement officers in or out of uniform may carry a firearm in the school building but must have the proper credentials if out of uniform while carrying a firearm.

Your child's safety is our priority. We appreciate your cooperation as we work together to maintain a secure and orderly campus environment.

INCLEMENT WEATHER POLICY

In the event of inclement weather, Greenwood Christian School will communicate any school closures, delays, or early dismissals through the following methods:

- School communication platforms
- Local television stations (channels 4, 6, 8, 13, 59)

If an **early dismissal** becomes necessary, it is critical that families have **current contact information and emergency contacts** on file. This ensures that we can reach you promptly and safely coordinate your child's dismissal.

Emergencies

In case of emergencies related to disasters, please monitor your e-mail, our website, and news channels 4, 6, 8, 13, or 59 for information. All of our programs follow procedures included in our Classroom Disaster Plans. The school has drills for emergency situations to train students what to do in the event a real emergency.

ATTENDANCE

We believe that regular attendance in classes is essential to the success of a student's school experience. One can never really make up or compensate for missed classroom instruction. Any work completed during an absence is primarily an effort to bridge the gap in learning that occurred while the student was away.

Students in Kindergarten through 5th grade are allowed 10 unexcused absences per year. More than 10 unexcused absences **MAY** result in the student being retained in the current grade and may require further intervention in accordance with Indiana attendance requirements.

Students must be present at school all day to participate in any extra-curricular or after-school activities.

Attendance Reporting Procedure: If your child is absent due to illness, family emergency, or other day-of absence, parents are required to call the front office for each day the student is absent. Please call the office by 9:00 AM on the day of absence: 317-881-9970

If you know in advance that your child will be absent for a planned trip, appointment, or any absence other than illness or family emergency, parents must complete the [Planned Absence/Tardy Request Form](#) in advance. **This form should also be used for scheduled medical, dental, or other professional appointments.**

If a student arrives after 8:30 AM or leaves prior to 3:00 PM for a medical, dental, or other professional appointment, a doctor's note or statement of verification from the provider is required for the tardy or absence to be considered excused. Documentation should include the date, time, and length of the appointment on professional letterhead when applicable.

While these forms are the preferred method of communication for attendance record-keeping purposes, we understand that situations may arise when parents need to notify the school by phone. Phone calls should be the exception rather than the standard method of reporting attendance.

When reporting by telephone, the following information should be relayed to the school attendance officer:

- The student's name and grade
- The name of the person making the call and the relationship to the student
- The reason for the absence.
- The date(s) of the absence(s) and time if not for the entire day.
- A telephone number so the call can be verified.
- If a parent does not have access to a phone, a note from the parent/legal guardian will be accepted on the day the student returns to school.
- If the absence is due to medical, dental, or other professional appointments, a note of verification from the place of business is required. The note should include the date, time, and length of the appointment on a professional letterhead with phone number and address.

Excused Absences: All absences must be reported to the school attendance officer as directed above. This includes classes missed from signing in late and signing out early.

Absences are excused for:

- Illness (Students absent for three or more consecutive days may be required to provide a doctor's note upon returning to school)
- Injury
- Death in the family (documentation may be requested)
- Medical or dental appointments with appropriate documentation
- Family reasons approved by administration
- Marriage in the immediate family

- Religious observations
- Special situations in which a student is representing his or her church, scout troop, civic organization, or other approved organization, as determined by the principal based on the student's academic standing and attendance history

We appreciate your partnership in helping us maintain strong attendance habits and ensuring that students are present and engaged in their learning each day.

Attendance Exceptions:

Per I.C. §20-33-2-14 through I.C. §20-33-2-17.5, there are specific situations where students may be absent from school which will not be recorded as absences on their permanent record.

- Service as a page for or as an honoree of the general assembly is a lawful excuse for a student to be absent from school, when verified by a certificate of the secretary of the Senate or the chief clerk of the House of Representatives. A student excused from school attendance under this section may not be recorded as being absent on any date for which the Indiana Code 2022 excuse is operative and may not be penalized by the school in any manner.
- The governing body of a school corporation or the chief administrative officer of a nonpublic school system shall authorize the absence of a student who is issued a subpoena to appear in court as a witness in a judicial proceeding. A student excused under this section shall not be recorded as being absent on any date for which the excuse is operative and shall not be penalized by the school in any manner. The appropriate school authority may require that the student submit the subpoena to the appropriate school authority for verification.
- The governing body of a school corporation may authorize the absence and excuse of a student who attends any educationally related non-classroom activity. Any educationally related non-classroom activity must meet all the following conditions:
 - Is consistent with and promotes the educational philosophy and goals of the school corporation and the state board
 - Facilitates the attainment of specific educational objectives
 - Is a part of the goals and objectives of an approved course or curriculum
 - Represents a unique educational opportunity
 - Cannot reasonably occur without interrupting the school day
 - Is approved in writing by the school principal
 - A student excused from school attendance under this section may not be recorded as being absent on any date for which the excuse is operative and may not be penalized.
- The governing body of a school corporation or the chief administrative officer of a nonpublic school system shall authorize the absence and excuse of each school student if the student or a member of the student's household participates or exhibits in the Indiana State Fair for educational purposes, as evidenced in writing by the student's parent and as approved in writing by the student's school principal. The number of excused absences a student may receive under this section may not exceed five (5) instructional days in a school year. A student excused from school attendance under this section may not be recorded as being absent on any date for which the excuse is operative and may not be penalized by the school in any manner. For a student to receive an excused absence under this subsection, the student must be in good academic standing, as determined by the school corporation or nonpublic school.

Prearranged absences: When students miss school for several days or more, it creates a hardship for them as well as the teacher and parents. Therefore, Greenwood Christian School strongly discourages family vacations during the school year. However, if a student is to miss classes for this reason, the school must be notified via Google form at least two weeks in advance.

Unexcused absences: The following are considered unexcused:

- Oversleeping
- Hair appointments

- Automobile maintenance
- Working on a class assignment
- Unapproved personal trips
- Parent notes without any explanation

I.C. §20-33-2.5 Habitual Absence defines an “absent student” as a student who:

- Is enrolled in kindergarten through grade 12, and
- Is absent five days from school within a 10-week period without being excused.
- The school will notify the absentee student’s parents of their responsibilities regarding their child’s attendance and conduct an attendance conference after 5 unexcused absences in a 10-week period.

I.C. §20-18-2-6.5 defines habitual truancy to include students absent from school for 10 or more days within a school year without being excused or being absent under a parental request filed with the school.

- Students with 10 or more unexcused absences during the school year may be retained in the current grade and turned over to the local prosecutor’s office.

I.C. §20-33-2-18 Parent to produce certificate of child’s incapacity on demand

If a parent of a student does not send the student to school because of the Indiana Code 2022 student’s illness or mental or physical incapacity, it is unlawful for the parent to fail or refuse to produce a certificate of the illness or incapacity for an attendance officer not later than six (6) days after the certificate is demanded. The certificate required under this section must be signed by: (1) an Indiana physician; (2) an individual holding a license to practice osteopathy or chiropractic in Indiana.

Partial day absences:

- If a student arrives at 9:30 AM or leaves before 2:00 PM, it is counted as a ½ day absence.
- If a student leaves before 12:00 PM and is gone the rest of the day, it will be counted as a full absence.

Tardiness:

Punctuality is very important. School begins promptly at 8:35 AM.

- A student is considered tardy if he/she enters the school building after 8:35 AM.
- Any student arriving **in the classroom** after 8:35 AM will be counted tardy.
- If a child arrives at school past 8:35 AM, the student needs to be signed in by a parent in the office and will not be admitted to class without a pass.
- Five (5) tardies in the nine (9) week grading period will result in a warning letter mailed from the office. If a child continues to be tardy after receiving a warning letter, the matter may require further intervention in accordance with Indiana attendance requirements.

Greenwood Christian School realizes that there can be extenuating circumstances. Communication from the parent to the school office and the classroom teacher is paramount.

IMMUNIZATION POLICY

In accordance with Indiana state law (I.C. §20-34-4), all students enrolled at Greenwood Christian School are required to be **up to date on all immunizations** appropriate for their age and grade level. These immunizations are essential in protecting the health and safety of all students and staff.

Required Immunizations for Elementary Students (Grades K-5):

Per the Indiana Department of Health, the following vaccinations are required for school attendance:

- **5 doses** of DTaP (Diphtheria, Tetanus, and Pertussis)
- **4 doses** of IPV (Polio)

- **2 doses** of MMR (Measles, Mumps, and Rubella)
- **2 doses** of Varicella (Chickenpox or MMRV) or written documentation of disease history by a physician
- **3 doses** of Hepatitis B
- **2 doses** of Hepatitis A
- **Annual influenza vaccine** is recommended, but not required

Please note that dosage requirements may vary slightly based on the child's age at the time of administration. Parents should consult with their child's physician and ensure documentation is provided to the school.

Documentation Requirements:

- An official **Certificate of Immunization** must be on file with the school office by the **first day of school**.
- Updated records must be submitted whenever new doses are received.

Medical or Religious Exemptions:

Indiana law permits exceptions for:

- **Medical reasons**, with a physician's statement
- **Religious reasons**, with a signed statement from the parent or guardian

Exempt students may be excluded from school during an outbreak of a vaccine-preventable disease, in accordance with guidance from the Indiana Department of Health.

Compliance and Follow-Up:

- Families will be notified if immunization records are incomplete or missing.
- Students who are non-compliant may be **excluded from attendance** until proper documentation is received.

At Greenwood Christian School, we value the health of our entire school community and appreciate your cooperation in following these important state health guidelines.

ILLNESS POLICY

The following illness guidelines are for everyone's benefit in keeping sickness to a minimum. **Children who become ill with a temperature greater than 100.0 will be sent home and should remain home until they are fever-free for 24 hours without the aid of fever-reducing medication.** Parents will be notified and asked to take the child home **immediately**. If a parent cannot be reached, the person listed to call in case of emergency will be notified to pick up the child. Students must be picked up within 30-45 minutes. We do not have the space or staff available to be able to keep them in school. **If you cannot personally be here within 30-45 minutes, you will need to have a plan in place for someone else to pick up your child. The school may also contact the people listed on your emergency contact sheet to pick up your child.**

Our guidelines require students be excluded from school for the following:

- **Temperature above 100.0 degrees** - Students may return after 24 hours of being fever-free without the use of medication
- **Conjunctivitis (pink eye) or suspicious drainage** – Student must be examined by a health care provider and approved for readmission to school. With bacterial conjunctivitis, exclusion is recommended until 24 hours after starting topical or oral antibiotic therapy. We are aware that seasonal allergies sometimes cause redness of the eyes and/or drainage, but confirmation by a health care provider must be provided for readmission to school.
- **Viral eye infection** – Student may return to school after health care provider states student is allowed to go to school.

- **Impetigo, until treatment has begun** – Student may return 24 hours after starting topical or oral antibiotic therapy.
- **Scabies, until treated** – Student may return the day after treatment.
- **Head lice (Pediculosis)** – Student will be excluded from school until after treatment and removal of all nits from hair. Upon return to school, the student must report to the office and be cleared before returning to the classroom.
- **Vomiting or diarrhea with or without fever** – Student must be symptom-free for 24 hours without use of medication.
- **Ringworm** – Student will be excluded from school until treatment has begun.
- **Undiagnosed rash**
- **Viral rashes, such as Hand, Foot and Mouth Disease for Fifth's Disease** – Student can return when there are no more open sores.
- **Chickenpox (Varicella)** – Student must be excluded for six days from appearance of vesicles or until all vesicles have scabbed.
- **A positive culture for Streptococcal throat infection (Strep throat)** - Student must be excluded from school until he/she has had at least 24 hours of appropriate treatment and is without fever.
- **Pertussis (Whooping Cough)** – Student must be excluded for 5 days while receiving appropriate antibiotic therapy.

Please notify the school if your child has a communicable disease.

If your child is to stay in from recess or gym due to illness, please send a note to the teacher on a daily basis. Every student will go out to recess or gym unless he/she has a signed note. Extended permission may necessitate a doctor's statement.

A doctor's permission must be received for admission following any contagious disease or illness with longer than 3 days absence. It is also helpful if the physician informs us of instructions for care.

Parents of students who are injured will be contacted immediately if any question exists as to the welfare of the child. **IT IS MANDATORY THAT A CURRENT MEDICAL EMERGENCY FORM WITH TELEPHONE NUMBERS BE ON FILE IN THE SCHOOL OFFICE.**

MEDICATION ADMINISTRATION POLICY

Medication Administration

Greenwood Christian School recognizes that some students may need medication during the school day to support their health and learning. To ensure the safety of all students, the following procedures must be followed.

General Guidelines

- All medications, whether prescription or over-the-counter, must be brought to the school office by a parent or guardian in the original container.
- Parents or guardians must complete their child's medical information and medication permissions in Jupiter before any medication can be administered at school.
- All medications will be stored securely in the school office and administered by designated school personnel unless otherwise noted in the **Self-Carrying Medications** section.

Prescription Medications

- Must be in the original pharmacy-labeled container showing the student's name, prescribing provider, medication name, dosage, and directions for use.

- Medication information and permission to administer the medication must be completed in Jupiter.

Over-the-Counter Medications

- Must be in the original, unopened container and clearly labeled with the student's name.
- Parents or guardians must provide permission through Jupiter before the medication can be administered.

Self-Carrying Medications

Students are not permitted to carry or self-administer medication while on school grounds unless medically necessary.

Students who require emergency medications, such as inhalers, EpiPens, or other physician-approved medications, may carry and self-administer them **with written authorization from the prescribing healthcare provider and parent or guardian**. School staff and the student's teachers will be notified of any approved exceptions.

Changes to Medications

Parents or guardians are responsible for keeping their child's medical information in Jupiter up to date and notifying the school immediately of any changes to medications, dosages, or medical needs.

End-of-Year Medication Pick-Up

- All medications must be picked up by a parent or guardian by the last day of school.
- Any medications not picked up will be disposed of safely in accordance with school procedures.

Please contact the school office if you have any questions regarding medication administration.

Parent Responsibility for Updating Information

At Greenwood Christian School, clear and timely communication is essential to the safety, well-being, and academic success of our students. Parents and guardians are required to ensure that all personal and student information on file with the school remains accurate and up to date. This includes, but is not limited to:

- **Contact information** (phone number, email addresses, home address)
- **Emergency contact details**
- **Medical information** (including allergies, conditions, or medications)
- **Custodial arrangements or legal documentation**
- **Authorized pick-up list**

Parents must notify the school office **immediately** of any changes to the above information. Accurate records allow us to respond appropriately in emergency situations, ensure proper care for your child, and maintain effective communication between school and home.

Failure to provide updated information may impact your child's safety and our ability to reach you when needed. Please contact the school office with any updates or questions regarding your family's records.

DIVORCED OR SEPARATED FAMILIES

Purpose

The purpose of this policy is to ensure the safety, security, and well-being of children whose parents are divorced, separated, or otherwise legally restricted in custody or visitation. The school's responsibility is to remain neutral in family disputes while following legal requirements and providing a safe and supportive environment for every child.

Custody and Court Documentation

- Parents/guardians are required to provide the school with the most recent **legal custody agreement, parenting plan, or court order** that affect the child's care, pick-up, or school participation

- The school will keep official copies of these documents in the child's confidential file.
- In the absence of a court order the school assumes **both parents have equal rights** to access and make decisions for the child.

Pick-Up and Visitation at School

- Children will only be released to individuals who have an ID tag or code word listed on the authorized form by the custodial parent(s)/legal guardian(s)
- If a parent is legally restricted from contact with the child, the school must have **written legal documentation** (e.g., restraining order or court order) to enforce restrictions.
- Staff will politely but firmly refuse release of a child to any unauthorized person and will immediately notify administration.
- In case of attempted unauthorized pick-up, staff will contact the custodial parent and, if necessary, local law enforcement.

Communication with Parents

- Unless otherwise restricted by court order, both parents have the right to:
 - Receive copies of school communications, report cards and notices.
 - Be informed of school events and activities
- The school will provide equal access to information but will not act as a messenger or mediator between parents.
- There will be only one parent/teacher conference, unless a court order deems it necessary for separate conferences.

Neutrality in Family Matters

- School staff will not take sides in custody disputes or personal conflicts between parents.
- Teachers and administrators will not provide written statements or testimony for custody proceedings unless required by law.
- The school environment will remain focused on the child's academic, emotional and spiritual growth, not parental rights.

Emergency Situations

- In any situation where a child's safety is at risk due to a custody conflict on school grounds, staff will:
 - Remove the child to a safe location
 - Contact the custodial parent(s) immediately.
 - Involve law enforcement if necessary.

STUDENT PRIVACY AND SOCIAL MEDIA POLICY

To respect the privacy of all students and families at Greenwood Christian School, we ask that parents, guardians, and visitors refrain from posting pictures or videos of any students other than their own child on social media or public platforms.

This includes images taken at school events, field trips, classroom activities, or other school-sponsored functions. While we understand the joy of sharing special moments, we are committed to protecting the safety and privacy of all children in our care.

We appreciate your cooperation in:

- Only posting photos that include your own child.
- Not tagging other students or families without their explicit consent.

FIELD TRIP POLICY

Field trips are an extension of the classroom and serve as valuable opportunities for students to engage in hands-on learning that reinforces academic and spiritual concepts. Each trip is carefully planned to provide educational enrichment in a Christ-centered environment.

To ensure a safe, focused and meaningful experience for all students, the following guidelines apply:

Chaperone Expectations

- Parent chaperones are vital to the success of each field trip. Chaperones are expected to actively supervise, engage with, and assist the students assigned to their group throughout the duration of the trip.
- All chaperones must complete and have an **approved background check** on file with the school prior to attending any field trip.
- Chaperones are asked to model Christ-like behavior, support the goals of the trip, and follow the direction of the teacher leading the trip.

No siblings or Other Children

- Siblings or other non-enrolled children are **not permitted** to attend field trips.
- This policy ensures that chaperones can give their full attention to the students in their care, maintaining both safety and the educational focus of the experience.
- Exceptions to this policy will not be made.

Educational Purpose

- All field trips must have clear academic or spiritual objectives that align with classroom instruction.
- Students are expected to participate fully in all activities and conduct themselves in a manner that reflects the values of Greenwood Christian School.

Trip Communication

- Details regarding the cost of the trip, transportation arrangements, departure and return times, and what students should bring or wear will be communicated by the coordinating teacher well in advance of the trip.
- Parents are expected to review all communication and respond promptly with permission forms and any additional required information.

PARTIES AND SPECIAL ACTIVITIES

Things to Remember about Class Parties

- We are not able to accommodate additional children for special activities.
- If coming to help with parties or special activities, you must stop at the school office, check in and receive a visitor's badge.
- Remember to consider any student's special diets or allergy needs. **It is important that you bring a list of all ingredients in snacks that are brought to school. Check with your child's teachers to find out any special needs in the classroom.**

Birthday Celebrations

- Students may celebrate their birthday by bringing in a treat for the entire class.
- Drinks containing fruit juice are appropriate – please NO red drinks or carbonated beverages.
- **Check with your child's teachers at least one week prior to determining a date and time that will work into the class schedule.**
- Invitations to birthday parties outside of school are not to be distributed at school unless ALL students, all boys, or all girls in the class are invited.

Holiday Policies

- All holidays should focus on Christ.

VISITOR SAFETY POLICY

All parents and volunteers who wish to help in our building with school activities must submit to a background check. The background check forms are available in the office and should be completed at least two weeks prior to the field trip or event. Greenwood Christian School will process these background checks at no cost to the volunteer.

LUNCH POLICY

At Greenwood Christian School, we believe lunch is an important time for students to refuel, enjoy fellowship, and prepare for the remainder of the day. To support student health and align with our school values, the following guidelines apply:

Student Lunch Options

- Students may either bring a packed lunch from home or purchase a school-provided lunch.
- School lunches must be ordered in advance using the school's online ordering system.
- Online orders are available through the school's website and must be completed by the posted deadline. Late or same-day orders will not be accepted.
- Packed lunches should provide a healthy, well-balanced meal that supports learning and physical activity.
- Soda and energy drinks are not permitted at school.

Visitor Guidelines

- Parents/guardians and family members are welcome to join their child for lunch on occasion by following the procedures listed above in the Safety Policy section and on Page 13 of the handbook.

ELEMENTARY STUDENT DRESS CODE POLICY

At Greenwood Christian School, we believe that student appearance should reflect our shared commitment to honor God in all areas of life. Student dress should be **God-honoring, appropriate, and respectful**, demonstrating modesty and a readiness to learn and participate fully in school life. Our dress code helps support a Christ-centered environment where students are encouraged to focus on their spiritual, academic, and social growth.

General Guidelines

Students are expected to wear clean, modest, and appropriate clothing each day. The following expectations apply:

Tops

- No spaghetti straps or strapless tops
- No midriff-bearing shirts (stomachs must remain covered at all times)
- All tops must provide modest coverage and not be tight-fitting.

Bottoms

- Shorts must be fingertip length
- Any rips, holes, or distressed areas on pants must fall below fingertip length. Areas above fingertip length may not expose skin.
- Shorts or leggings must be worn under all dresses and skirts

Footwear

- No high heels or platform shoes
- Tennis shoes are required on P.E. days
- Students should always be dressed and equipped for active outdoor play during recess

Jewelry and Accessories

- No dangling earrings

Additional Expectations

- Clothing must be free of any language, imagery, or branding that contradicts Christian values or promotes inappropriate behavior.
- Students will continue participating in outdoor recess during the winter months whenever weather conditions are deemed safe by school administration. Parents are expected to send students to school dressed appropriately for cold weather, including coats and other necessary winter attire.
- All clothing choices should reflect the values of our school: **honor, integrity, modesty, and respect for self and others.**

If a student's attire does not meet the dress code, parents will be contacted and the student may be asked to change into appropriate clothing or use items provided by the school, when available. We appreciate the partnership of our families in modeling and reinforcing a lifestyle that seeks to honor God – even in how we dress.

HOMEWORK AND ACADEMIC EXPECTATIONS POLICY

Elementary Homework Policy

“Whatever you do, work at it with all your heart, as working for the Lord ...” – Colossians 3:23

At Greenwood Christian School, we believe that homework should serve a meaningful purpose in a child's educational journey. As partners with families in the academic and spiritual growth of our students, we approach homework not as busy work, but as an opportunity to reinforce what has been taught in class, build responsibility, and support independent learning in a Christ-centered environment.

Purpose of Homework

Homework is defined as any assignment completed outside of classroom instruction and regular school hours. It should be thoughtfully designed to review and reinforce skills that have already been taught and practiced during the school day. Homework should never be overwhelming, but instead help students grow in confidence, responsibility, and mastery of essential skills.

Time Guidelines

We follow the “10-minute rule” as a best practice: Multiply the student's grade level by 10 to determine the maximum amount of homework per night. For example:

- 1st grade = 10 minutes
- 3rd grade = 30 minutes
- 5th grade = 50 minutes

This includes all assigned homework and excludes optional reading or fact practice.

Teacher Responsibilities

- Assign homework with clear purpose and connection to classroom learnings.
- Ensure homework is appropriate in length and difficulty.
- Provide timely feedback or grading to help students improve.
- Avoid assigning homework over school breaks whenever possible.

Home Partnership

We know learning continues beyond our classrooms. Whether formal homework is assigned or not, we encourage all GCS families to support consistent practice of:

- **Independent reading (aloud or silently)**
- **Math fact fluency and foundational skills**

These small regular efforts at home can make a big difference in a child's academic growth, especially in the areas of comprehension, speed and accuracy.

GRADING AND ASSESSMENT POLICY

At Greenwood Christian School, we are committed to academic excellence, clear communication, and supporting every student's growth, both academically and spiritually. Our grading and assessment practices are designed to ensure transparency and fairness while aligning with our mission to guide students in their educational journey.

Purpose of Assessment

Assessments are vital tools used to measure each student's understanding of the core academic areas. Both formal and informal assessments provide insight into a student's academic progress, highlight areas needing improvement, and inform instructional strategies. We believe that assessments should:

- Align with grade-level standards and learning objectives
- Accurately reflect a student's understanding and academic progress
- Guide instructional decisions and identify areas for additional support
- Be fair, developmentally appropriate, and clearly communicated

Grading Guidelines

Grades are a reflection of a student's academic knowledge and abilities, not based solely on behavior, effort, or compliance. The grades provided are designed to give a clear snapshot of each student's proficiency. All grading must:

- Be based on academic proficiency
- Be aligned with clear grading criteria or rubrics
- Be collected consistently throughout the grading period.
- Remain free from bias or subjectivity

Teachers are required to keep their gradebooks up to date, ensuring that each student's academic progress is accurately tracked.

JUPITER GRADES ENTRY POLICY

Teachers are expected to enter grades into the Jupiter system within one week of the assignment or assessment date. Major assessments, such as tests, projects, or formal writing pieces, will be clearly marked in the gradebook.

To ensure ongoing communication about student progress, grades should be consistently updated. Last-minute grade entries at the end of a quarter that prevent students or parents from tracking progress over time should be avoided. Parents and students can rely on Jupiter for an up-to-date, accurate reflection of academic performance.

Communicating Progress

We believe that open communication between school and home is essential for student success. Teachers will:

- Regularly update families on academic progress through conferences, emails, report cards, and phone calls.
- Notify families promptly if a student is struggling or significantly behind in their studies.
- Be available to discuss grades, expectations, or any questions related to academic performance.

This policy reflects our dedication to developing students academically and spiritually through consistent and transparent practices, while fostering a partnership between school and home.

Grading Scales:

Grades K-2:

S+	Above proficiency
S	Proficient
S-	Approaching proficiency
N	Below proficiency

Grades 3-5:

A+	100-99
A	98-95
A-	94-93
B+	92-91
B	90-88
B-	87-86
C+	85-84
C	83-79
C-	78-77
D+	76-75
D	74-72
D-	71-70
F	69 or below

LEVELED BEHAVIOR SYSTEM

“Remind the people to be subject rulers and authorities, to be obedient, to be ready to do whatever is good, to slander no one, to be peaceable and considerate, and always to be gentle toward everyone.” - Titus 3:1-2

At Greenwood Christian School, we are committed to providing a Christ-centered learning environment where students are taught to reflect Jesus in their actions, words, and choices. Our leveled behavior system ensures consistent and fair responses to student behavior while promoting personal growth, accountability, and restoration.

LEVEL ONE: Classroom Managed Behaviors

These behaviors are typical disruptions that should be handled by the classroom teacher using classroom strategies and consequences. Administrative involvement is not necessary unless behaviors become frequent or escalate.

Examples include:

- Disrupting instruction
- Off-task behavior
- Not following classroom procedures
- Mild rudeness or disrespect
- Unkind words or peer conflict
- Failure to complete work

Response:

Teacher-managed consequences such as redirection, reflection, loss of privilege, or parent contact.

LEVEL TWO: School-Wide Minor Infractions

These behaviors violate school-wide expectations and may require intervention by the teacher and/or principal, especially if repeated.

Examples include:

- Dress code violations

- Horseplay or unsafe behavior
- Disruptive behavior in shared spaces (lunchroom, hallway)
- Unauthorized technology use
- Inappropriate language (spoken or written)
- Disrespect toward peers or staff
- Taking or using others' belongings without permission
- Misuse of school property

Response:

Teacher and/or principal response may include lunch/recess detention, loss of privilege, behavior reflection, after-school detention, and parent communication.

LEVEL THREE: Serious Misconduct or Repetitive Infractions

These behaviors reflect significant disregard for expectations and require administrative involvement.

Examples include:

- Repeated defiance or disrespect
- Lying or intentionally withholding truth
- Cheating or plagiarism
- Intentional misuse of technology
- Physical aggression
- Inappropriate exposure (common among younger students)

Response:

Administrative investigation and appropriate consequences such as detention, in-school suspension, behavior contract, or parent meeting.

LEVEL FOUR: Major Offenses

These behaviors compromise student safety, violate core values, or cause major disruption to the school community.

Examples include:

- Gross profanity or vulgar gestures
- Stealing
- Vandalism or destruction of property
- Bullying (in person or online)
- Threats or physical fighting
- Ongoing inappropriate exposure
- Truancy
- Refusal to comply with discipline
- Threats to safety of the school community (including but not limited to use of weapons, destruction, violence, etc.)

Response:

Administrative action including suspension, behavior probation, and required parent conference. Further disciplinary steps as needed.

LEVEL FIVE: Expellable Offenses

These are severe violations that may result in immediate suspension or expulsion from Greenwood Christian School, regardless of when or where the behavior occurs.

Examples include:

- Possession or use of drugs, alcohol, tobacco, vapes, or related items
- Possession or use of weapons or look-alike weapons

- Sexual misconduct or harassment
- Sexting or inappropriate digital communication
- Forgery, extortion, setting fires, or pulling false alarms
- Credible threats to individuals or the school
- Repeated offenses from previous levels that show a pattern of defiance

Response:

Immediate investigation, suspension, and possible expulsion following administrative review.

Note: Greenwood Christian School reserves the right to address behavior at the level deemed appropriate based on the severity, frequency, and context of the incident. Continued infractions may result in *behavioral probation or loss of re-enrollment eligibility*.

BULLYING PREVENTION POLICY

At Greenwood Christian School, we are committed to creating a Christ-centered environment where every student feels safe, valued, and supported. A sense of safety is essential for students to grow academically, socially, and spiritually. As part of that commitment, we have established a Bullying Prevention Policy to clearly define and address behaviors that compromise the well-being of any member of our school community.

Definition of Bullying

Bullying is defined as intentional, repeated hurtful actions, words, or behaviors – such as name-calling, threatening, exclusion, or physical harm – committed by one or more individuals to intimidate, belittle, or exert power over another. These actions are unprovoked by the victim and occur in the context of an imbalance of real or perceived power between the aggressor and the target.

Types of Bullying

- **Physical Bullying** – Any aggressive physical contact including pushing, hitting, kicking, or other physical actions intended to harm or intimidate.
- **Verbal Bullying** – The use of spoken or written words to insult, ridicule, or demean others. This includes teasing, name-calling, threats, and other verbal attacks.
- **Cyberbullying** – Using digital communication tools (texts, social media, mail, etc.) to harass, threaten, or embarrass others. (Cyberbullying may include sharing harmful messages, spreading rumors, or engaging in online exclusion or humiliation.)
- **Emotional/Social Bullying** – Actions that intentionally harm someone’s self-esteem or relationships, including exclusion, manipulation, public embarrassment, and rumor spreading.
- **Sexual Bullying** – Any unwanted or inappropriate behavior of a sexual nature, including harassment, suggestive comments, exhibitionism, or physical contact.

Reporting Bullying

Greenwood Christian School encourages open and respectful communication. Students should report any incident of bullying to a teacher, staff member, or administrator. Reports may also be made anonymously via written note, voicemail or email.

All staff are expected to report bullying incidents to the principal or the administrator. If a concern involves a supervisor, staff should follow the principles outlined in Matthew 18 – addressing the individual directly or seeking counsel through the appropriate chain of accountability.

An official bullying report form will be completed and submitted to administration for review and follow-up.

Student Consequences for Bullying

- **First Offense:** The teacher and/or administration will investigate the incident and facilitate a restorative conversation, helping other students recognize their actions and their impact. Parents of both parties will be notified.
- **Repeat Offenses:** Continued incidents will involve deeper administrative intervention, including direct parent communication. Disciplinary actions may include loss of privileges (technology, activities, etc.), behavioral contracts, and/or suspension.
- **Ongoing Behavior:** If bullying behavior persists and there is no meaningful behavioral change, further consequences may include expulsion.

Greenwood Christian School reserves the right to take immediate and appropriate disciplinary action based on the severity of the incident, in alignment with our mission to love and protect all children under our care.

DETENTION POLICY

As part of our Leveled Behavior System, **detention** is a consequence for behaviors that require a more structured and intentional response. Detention provides time for reflection, accountability, and redirection in a supportive environment that reinforces the values of responsible and Christ-like behavior.

Detention Overview

- Detention may be assigned for behaviors outlined in Level Two or higher of the Greenwood Christian School Leveled Behavior System.
- Detention is intended to help students reflect on their choices, make amends when appropriate and return to the classroom environment with restored relationships and renewed focus.
- The goal is not simply to punish, but to restore and guide students toward Christ-centered behavior.

Detention Schedule and Procedures

- Detention will be held after school, Monday through Thursday, from 3:00 PM to 4:00 PM.
- The specific day of detention will be determined by the assigning teacher or administrator.
- Parents will be notified at least 24 hours in advance of an assigned detention.
- Detention will be served in a designated classroom under the supervision of a teacher or staff member.
- Students must report promptly at 3:00 PM and must remain for their full assigned time as determined by the teacher or administrator.
- Parents are required to come to the school office to sign their child out from detention at the end of the session.

Parent Expectations

- Transportation arrangements must be made in advance to ensure students are picked up on time.
- Parents are encouraged to support the disciplinary process by reinforcing the importance of accountability, reflection, and respectful behavior.

Missed or Late Detention

- Students who fail to attend an assigned detention without prior approval from an administrator may be required to serve **two detentions** or **receive additional consequences**.
- Students arriving late may not be admitted and will be required to reschedule.

Greenwood Christian School is committed to helping students grow in both character and conduct. Detention is one tool among many we use to guide students back to expectations in a way that is consistent with our mission to “train up a child in the way he should go”. – Proverbs 22:6

ACCEPTABLE USE POLICY

As part of Greenwood Christian School's mission to equip students to grow in knowledge, character, and faith, the use of school technology is a privilege that supports academic achievement and digital responsibility. All students are expected to use school devices, networks, and mail systems in a way that reflects Biblical values, school expectations, and personal integrity.

By using a school-based Chromebook or accessing the Greenwood Christian School network, students agree to the following terms:

Purpose and Access

- Technology is to be used for educational purposes only.
- Students must only access their assigned device and must never use another student's Chromebook.
- Students should never attempt to bypass security settings or access restricted websites or content.
- Students may not use school devices to access or engage in non-school-related social media, gaming, or entertainment sites without teacher approval.

Respectful and Responsible Use

- Students will demonstrate Christlike behavior in all online interactions.
- All digital communication must be respectful, appropriate, and school-related.
- Cyberbullying, digital harassment, or any form of online misconduct will result in disciplinary action.
- Students must not create, send, or receive material that is offensive, inappropriate, threatening, or disrespectful.
- Students may not record, photograph, or post content of classmates or teachers without permission

Email and Online Communication

- Student email accounts are to be used for classwork, collaboration, and communication with teachers and approved school resources.
- Students are responsible for emails sent from their accounts.
- Personal information (e.g., phone numbers, addresses) should not be shared through email.
- Students must report any inappropriate emails or suspicious messages to a teacher or administrator.
- Email content is monitored and remains the property of Greenwood Christian School.

Downloads, Software, and Content

- Students may not download apps, games, software, or browser extensions unless approved by a teacher.
- Devices will be routinely monitored for unauthorized downloads or usage.
- Streaming video or music is not permitted during the school day unless directed by a teacher for class purposes.

Security and Privacy

- Students must not share login credentials with anyone.
- Students must log out of all accounts when finished and should never access another student's files or accounts.
- Greenwood Christian School reserves the right to review and monitor student activity on all school devices and accounts.

Prohibited Uses

The following activities are strictly prohibited and may result in loss of privileges, disciplinary action, or financial liability:

- Accessing or attempting to access inappropriate websites or materials.

- Use of proxy servers or VPNs to bypass filters.
- Sharing, posting, or viewing explicit or violent content
- Damaging, altering, or defacing any school-issued device
- Using a device to cheat, plagiarize, or copy work

Consequences for Misuse

Violations of this Acceptable Use Policy may result in:

- Loss of technology privileges
- Detention, suspension, or other disciplinary action
- Financial responsibility for repairs or replacement of damaged equipment
- Revocation of access to email and online systems
- Review of enrollment status in serious or repeated cases

Agreement and Acknowledgment

This policy is in effect upon enrollment at Greenwood Christian School and applies to all school-issued technology and networks. Completion of the Chromebook Contract and enrollment packet indicates agreement to this Acceptable Use Policy.

All students are expected to honor this agreement as part of our shared responsibility to uphold the values and mission of Greenwood Christian School.

WIRELESS COMMUNICATIONS DEVICE POLICY

In accordance with Indiana Code §20-26-5-40.7, Greenwood Christian School prohibits student use of wireless communication devices during the school day. Students may not use wireless communication devices between 8:30 AM and 3:00 PM unless an approved exception applies.

Wireless communication devices include, but are not limited to:

- Cellular phones
- Smart watches
- Tablets or iPads not issued for instructional use
- Wireless earbuds (Airpods or similar devices)
- Gaming devices

Students may use a wireless communication device only under the following circumstances:

- The device is necessary to manage the student's healthcare
- The use of the device is included in the student's ISP or 504 plan

If a student brings a wireless communication device to school, it must be turned off and stored in the student's backpack throughout the school day. Devices may not be removed without permission from a teacher or administrator.

Failure to comply may result in the device being confiscated and secured in the school office. Confiscated devices will only be released to a parent or guardian.

Parents needing to communicate with students during the school day should contact the school office. Greenwood Christian School is committed to providing students with a focused learning environment free from unnecessary distractions during the school day.

CHILD ABUSE AND NEGLECT

The safety and well-being of every child in our school is of the highest importance. Under Indiana law, all school employees are mandated reporters. This means that if a staff member has reason to believe a child is being

abused or neglected, they are legally required to report it immediately to the Indiana Department of Child Services (DCS) or local law enforcement.

What Parents Should Know:

- **Reporting is mandatory and immediate.** Staff members cannot delay or prevent a report, nor can school policy override this requirement.
- **Reports are confidential.** A person making a report in good faith is protected by law.
- **Instruction for students.** Indiana law requires schools to provide age-appropriate, evidence-based instruction on child abuse and sexual abuse prevention for students in grades K-12 each year. Parents/guardians may review the materials used and may opt their child out of participation in writing.
- **Digital safety.** Creating, possessing, or sharing sexual images or content involving minors is considered child exploitation and will be reported to DCS and/or law enforcement.

Our Commitment:

We are committed to providing a safe and nurturing environment where children can learn and grow. If you have concerns about the safety of a child, we encourage you to speak with a school administrator or make a direct report to the **Indiana Department of Child Services Child Abuse and Neglect Hotline: 1-800-800-5556.**

PARENT EXPECTATIONS POLICY

Purpose:

At Greenwood Christian School, we believe that a strong partnership between parents and the school is essential for the success and well-being of each student. As a parent, you play an integral role in upholding the values and expectations set forth by the school. This policy outlines the responsibilities and expectations for parents in fostering an environment of respect, accountability, academic excellence, and spiritual growth.

Biblical Foundation:

As a Christian school, we are committed to upholding biblical principles in all areas of education, including how we engage with students and parents. Parents are expected to model Christ-like behavior in their interactions with all school staff, including teachers, administrators, and other school personnel. This includes demonstrating respect, kindness, and a commitment to partnership in educating their children.

Parental Engagement:

At Greenwood Christian School, we expect parents to be actively involved in both the academic and spiritual development of their child. This includes:

- **Supporting the School's Values:** Parents are expected to reinforce the values taught at school, including respect for authority, personal responsibility, and integrity. This should be demonstrated through behavior both at school and at home.
- **Active Participation in Academic Growth:** Parents should take an active role in their child's academic journey by regularly monitoring progress, supporting homework and study habits, and ensuring consistent academic effort. This may include checking assignments, helping create a study routine, and fostering a love of learning at home. Regularly discussing schoolwork with your child and attending parent-teacher conferences allows you to stay informed about their academic progress and challenges.
- **Regular Communication:** Parents should maintain open lines of communication with teachers, administrators, and all other school staff. Responding to communications in a timely manner and scheduling meetings when necessary shows a commitment to your child's success and well-being.
- **Attending Conferences and Events:** Parent-teacher conferences, school events, and other activities are important for staying informed about your child's progress and the school's expectations. Parents

are expected to participate actively in these events to maintain a strong connection with the school community.

- **Reinforcing Expectations at Home:** Parents should support the school's expectations by reinforcing them at home. This includes setting consistent routines, holding students accountable for their behavior, and encouraging academic effort and discipline.

Respect for Authority and School Policies:

Parents are expected to respect and support the authority of all school staff, including teachers, administrators, and all other staff members when discussing behavior issues, developing action plans to address concerns, which hold students accountable for their actions. Parents should work to maintain a positive, solution-focused attitude in addressing disciplinary matters and support the school's efforts in fostering a respectful and responsible learning environment.

Conflict Resolution:

When conflicts arise between parents and the school or between students, Greenwood Christian School encourages an approach grounded in biblical principles of reconciliation. Parents should approach concerns with an attitude of humility and a desire to resolve issues in a manner that is respectful to all involved. We encourage parents to work directly with the appropriate school staff members, with the goal of finding a resolution that benefits the student and upholds the school's values.

Celebrating Success and Building Community:

Parents are encouraged to celebrate their child's successes, both big and small. Positive reinforcement is crucial in developing a strong sense of self-esteem and motivation in students. We invite parents to take an active role in recognizing and celebrating achievements, whether through attending award ceremonies or simply reinforcing positive behavior at home.

Conclusion:

At Greenwood Christian School, we believe the best education happens when families and school staff work together with a shared purpose. Parents are an essential part of their child's success, and that partnership helps us create a safe, supportive, and Christ-centered environment where students can grow.

By supporting school expectations, communicating openly, and partnering with us throughout the school year, families help us guide students toward academic success, strong character, and a growing faith. Our goal is to work together to develop young people who honor Christ through the way they learn, lead, and care for others.