

PORTAGE CHRISTIAN SCHOOL



Who am I in Christ?

Our Christian Identity

**Preschool, Kindergarten, and Elementary Handbook
2011-2012**

**3040 Arlene Street
P.O. Box 28
Portage, IN 46368
(219) 762-8962 or (219) 762-9531
(219) 763-9931 FAX**

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GENERAL INFORMATION

COMMUNICATIONS "The Matthew 18 Principle"

Portage Christian School is made up of parents, administrators, teachers, board members, and students; and just like any other institution in which you have a large group of people, the potential for misunderstanding, disagreement, and even wrongdoing exists. Nevertheless, it is God's will that we work in harmony to always give a "good report" and constantly work for unity. When misunderstanding or strong disagreements occur, the following principles should be the guidelines in solving people-to-people problems. These principles are based on the spirit of Matthew 18: 15-17.

KEEP THE MATTER CONFIDENTIAL

The very pattern of sharing the problem with only those directly involved establishes the principle of confidentiality. This is important because it stops gossip and statements, which can hurt.

KEEP THE CIRCLE AS SMALL AS POSSIBLE

The first step, and usually the only step needed in solving a person-to-person problem, is for one of the two people involved to initiate face-to-face dialogue. Most problems are solved at the two people level.

BE STRAIGHTFORWARD

Sometimes it is very difficult to be straightforward in telling someone the very heart of the matter, but restoration and improvement can only come when the issues are lovingly and clearly presented.

BE FORGIVING

"...if he shall hear thee, thou hast gained thy brother." This implies that once the matter is resolved, you should wholeheartedly forgive and restore the person who is at fault.

.....BUT IF THE PROBLEM HAS NOT BEEN RESOLVED,

THE PARENT AND TEACHER SHOULD AGREE TO SHARE THE MATTER WITH THE EARLY
EDUCATION COORDINATOR OR ELEMENTARY COORDINATOR

"...take with thee one or two more, that in the mouth of two or three witnesses every word may be established." An open and honest discussion among people who are sensitive to godly principles will most often reach an amiable solution.

.....BUT IF IT HAS NOT BEEN REACHED

The Administrator should explain the problem to the Chairman of the School Board; the Chairman will then have input on how the matter will be presented to the Board or resolve the issue with the Administrator and others involved and then report to the Board at the next meeting. Depending upon the complexity of the problem, it may be appropriate for the Board to request a special board meeting. The goal of such a high level meeting is the following:

1. Have a clear understanding of the problem
2. Offer a solution or solutions for resolving the problem
3. Give reproof and correction if necessary
4. Give forgiveness and wholehearted restoration to those who made amends
5. Share with the student body in Severe Discipline cases.

In summary, the Matthew 18 Principle requires that parents speak with teachers concerning student problems before they speak with administrators or anyone else. Also, in-house problems should be discussed with individual staff members before speaking with administrators. If the matter is unresolved at the two-person level, it is moved upward in the school organizational structure in a prayerful and orderly manner.

A prayerful systematic approach to any problem that involves people can help to improve any situation, even if it does not solve the problem completely. PCS is a Christian school; therefore, we need to handle our problems the best way possible with the guidelines which lead us to a "good report."

MISSION STATEMENT

Our mission is to impart God's wisdom for godly living to our students through the educational process.

OUR PHILOSOPHY OF EDUCATION

We, the staff of Portage Christian School, shall seek to offer your child the highest possible academic achievement in a distinctly Christian atmosphere in keeping with our motto "Education with a Christian Purpose." It is our desire that the school and home work closely together to foster the best growth in the child's mental, emotional, physical, social, and spiritual areas of life. We are not just educating children but are constantly seeking the best for each individual child, knowing that today's children are tomorrow's citizens. If we are to shape a better tomorrow, we must set down ideals and work toward them daily.

STATEMENT OF FAITH

We believe the Bible to be the verbally inspired, the only infallible, authoritative Word of God. (II Timothy 3:16-17; 1 Peter 1:20-21)

We believe that there is only one God; the source, support, and end of all things, eternally subsistent in three persons - Father, Son, and Holy Spirit. (Genesis 1:1; John 10:30, 37-38)

We believe in the Deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the Father's right hand, and in His intercession for us there now, and in His personal return in power and glory. (Isaiah 7:14; Act 1:11; Revelations 19: 11-16)

We believe that man is sinful by nature and lost by divine decree and therefore, in need of the convicting and regenerating ministry of the Holy Spirit. (Romans 3:19-23; John 3:16-19, 5:24; Ephesians 2:8-10; Titus 3:5-6)

We believe in the present and continuing ministry of the Holy Spirit. He convicts the sinner, regenerates one who believes, indwells seals, instructs, reproves, and guides the believer, and that He fills and controls every life that is wholly yielded to Him. (Ephesians 4:30, 5:18; I Corinthians 3:16, 6:19-20)

We believe that salvation is the gift of God offered to man by His grace and received by personal faith in the Lord Jesus Christ. (John 3:16; Ephesians 2:8, 9; Titus 3:5-6)

We believe in the bodily resurrection of the saved unto life, the unsaved unto judgment and everlasting damnation, and the rapture of the saints at the second coming of Jesus Christ. (John 5:28-29; Revelation 20:12-15; Matthew 25:46; Romans 6:23; I Thessalonians 4:13-18)

We believe in the spiritual unity of believers in our Lord Jesus Christ. (Romans 8:9; I Corinthians 12:12-13; Galatians 3:26-28)

We believe in the creation of man by the direct act of God. (Genesis 1:26, 5:2; Colossians 1:16-17)

ADMISSION POLICY

Admission to Portage Christian School is a matter that is handled with concern. Our admission procedures are designed to help both school and parent make the best possible decision for the education of each child. The main intent of the admission process is to determine the amount of agreement that exists between the home and the school based on biblical principles. Parents and students must agree with the Christian philosophy, the statement of faith, and the expected outcomes of the school.

Portage Christian School desires to admit student who will succeed within the offered curriculum. We strive for excellence; therefore our curriculum is Christian and academically challenging.

- A prospective student must be in good standing with his current school for at least one year prior to enrollment in Portage Christian School.
- Realizing the importance of and need for a personal relationship with God through faith in Jesus Christ, we request a pastoral recommendation.
- All students (Kindergarten thru 6th Grade) will be asked to take an entrance test in order to enter on that grade level, provide records of previous achievement, and offer recommendations from previous teachers.
- Kindergarten students must be five (5) years old before August 1.
- Portage Christian School reserves the right to test prospective students for drug use prior to admission.

Portage Christian School admits students of any race, color, national or 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 or ethnic origin in administration of its educational policies, admission policies, scholarship and loan programs, or athletic and other school administered programs.

FINANCIAL POLICIES

All finances are to be handled promptly through the school office. The Financial Agreement and Policy is as follows:

Returning Student Registration:

Registration fee is \$50.00 per student if paid before February 28

Registration fee is \$100.00 per student if paid March 1 through June 30

Registration fee is \$200.00 per student if paid after July 1

The registration fee is due at time of registration. Technology fee, book rental fee, laboratory science fee, and any applicable graduation fees must be paid by June 1 and are non-refundable.

New Student Registration:

Registration fee is \$100.00 per student if paid before June 30

Registration fee is \$200.00 per student if paid after July 1

The registration fee, technology fee, book rental fee, laboratory science fee, and any applicable graduation fees must be paid at the time of registration and are non-refundable.

Placement Testing : The non-refundable cost of the placement test, to be paid before the test, is \$20.

Tuition Payments: "ON TIME" tuition payments are due ON or BEFORE the 1st of the month. Tuition paid ON or AFTER the 11th of the month is delinquent, and the account will be charged a "LATE PAYMENT FEE" of \$20.

If the family does not make full payment by the last day of the month, the child/children may not return to school until the payment and late fee is paid.

ALL TUITION IS NON REFUNDABLE EXCEPT in the case of a family moving out of the school area; in that event, tuition is pro-rated to date of moving.

Insufficient Funds (NSF): Your account will be charged a \$30 fee for checks returned for insufficient funds.

Past Due Accounts: In the event that no payment is made on a past due account, the school will send a final letter to the family stating that the account will be turned over to an attorney for collection. All past due accounts that are turned over will be subject to additional charges that the family will be held responsible for, including court costs and reasonable attorney fees.

If all monies owed to Portage Christian Schools are not paid in full, report cards, records, and transcripts cannot be released until the account is paid in full.

If a previous year's account is not paid, the student(s) will not be permitted to return to school the following year.

If the school must expel your child for disciplinary reasons, all paid fees and tuition will be forfeited.

SPECIAL EXCEPTION: Any special exception to this Financial Agreement and Policy must be appealed to the Board of Directors in writing.

"I understand that if I ever find that I cannot accept the standards of Portage Christian School, I will withdraw my student(s), and forfeit all fee and tuition monies which were paid. I understand that Portage Christian School is supported by tuition payments, and I agree to abide by the above policy standards as long as a child of mine attends Portage Christian School."

To be signed annually by parents

ACCURATE RECORDS

Please keep the office informed of any change of address, telephone numbers, place of employment, and emergency information. This will assist the office in keeping accurate records of your child.

STUDENT ABSENCES

Medical and dental appointments that must be scheduled during the school day should be kept to a minimum. REMEMBER: the school encourages parents to make appointments outside of the school day

Any absence resulting from the student being ill, but not ill enough to consult a doctor is limited to nine (9) days a semester. Included in these are Family Vacation Days (5 day limit). When absence is planned (vacation days etc.) please make arrangements in advance. Please obtain a request form from the office, have it signed by a parent/guardian, and submit it to the office.

The student may make up all work missed provided arrangements are made with the teacher. As a general rule, the students will be allowed as many days as they were absent to make up the work

A student may need to be retained, due to adverse effects caused by excessive absences.

Any absence resulting from a disciplinary action by the Administration, such as suspension will be recorded as an absence.

TARDINESS

Students who arrive after 8:15 A.M. should report to the office to obtain a tardy slip before going to class. Students are allowed six (6) tardies in a nine week period. On the seventh tardy students will lose recess privileges for the day.

PARENT/GUARDIAN RESPONSIBILITY

It is the responsibility of the parent/guardian to call the School Office at (762-8962/762-9531) to report his child absent each day. This is to be done by 9:00 A.M. each day the student is to be absent.

CHANGES TO SCHOOL POLICY

Although every attempt will be made to avoid needless changes, sometimes changes are unavoidable. Portage Christian School reserves the right to modify the school calendar, curriculum, programs, policies, procedures, and publications at any time. If a change is made parents will be notified through the Highlights newsletter and electronically (email) if possible.

SIGN IN/SIGN OUT PROCEDURES

It is the responsibility of the parent to sign in any time a student arrives at school after 8:15 A.M. This includes returning to school from an appointment or returning to school for any reason after having been to school and then signing out on that day.

Any time a student must sign in or sign out of the building, it must be done in the presence of an authorized person. The Sign In/Sign Out sheet will be located in the School Office.

CHAPEL

Chapel is held weekly. Since worship and inspiration are the main purposes of this time, students are required to enter quietly, maintain a worshipful atmosphere, and participate wholeheartedly in the service.

CLASS SCHEDULE/BEFORE - AFTER SCHOOL PROCEDURE

The regular class schedule is Monday through Friday, 8:15 A.M. to 3:00 for elementary. Special days off and irregular class hours will be on the calendar announced in the weekly newsletter or by notice to parents/guardians.

DOOR POLICY

Main doors are open at 7:30 am to 8:45 and 2:45 to 6:00.

Only the main doors are unlocked at any time during the day.

All persons entering the building must do so through the main doors.

If you must enter the building when the doors are locked, please use the buzzer to contact the office for entrance.

BEFORE SCHOOL PROCEDURES

Students are not allowed in classrooms until 8:05 A.M.

Preschool, kindergarten, and elementary students must remain quietly seated in the designated area of the Elementary hallway until released to the classroom.

AFTER SCHOOL PROCEDURES

Full day preschool and elementary students are dismissed at 3:00 P.M. and should be out of the building by 3:15 P.M. unless special permission has been given by a teacher and the parent has been notified.

Students must go home in the same manner in which they came to school unless a parent/guardian sends a note in the planner or makes a phone call to school to inform the teacher of any change.

A student who misses his ride is not permitted to walk home but must report to the school office.

Leaving school grounds at any time for any reason without permission is not tolerated.

After School Care

Children served - Students enrolled in Portage Christian School in Preschool to 5th grades.

Hours -

3:15 PM to 6:00 PM on regular school days

There is no care offered on early dismissal days

Care is provided only on days school is in session at PCS

Elementary children not picked up by 3:15 will be sent to childcare at parent's expense

Services Provided

Snack (included in hourly rate)

Supervised play time

Supervised homework time and / or seated activities (reading, coloring, etc.)

VISITORS

All visitors including parents must report to the school office immediately upon entering Portage Christian School. Social visits to students, teachers, and classes are prohibited during regular school hours. Visitors are asked to see elementary teachers after 3:15 P.M. Adults who have school business must have authorization from the main office before proceeding to other sections of the school building. Student's friends may visit PCS only if interested in attending our school. A 24-hour advance notice from the parents is required. Repetitive visits by the same student are prohibited.

No students who have withdrawn may visit during school hours.

CONTACTING TEACHERS

Parents/guardians are encouraged to contact teachers through the school office. If a teacher is unavailable at the time of calling, the secretary or designated person will leave a message for the teacher to call back.

E-mail is another acceptable way of accessing teachers

DRESS CODE

A dress policy in a Christian school advances four important Biblical goals.

1. A dress policy helps create an orderly environment for behavior and learning ("**Let all things be done decently and in order,**" 1 Corinthians 14:40). Students who are clean and neatly dressed behave and learn better than those who are not.
2. In our lust-saturated society, a dress policy helps students to avoid defrauding each other through immodesty ("**For this is the will of God, your sanctification: that you should abstain from sexual immorality... that no one should take advantage of and defraud his brother in this matter, because the Lord is the avenger of all such, as we also forewarned you and testified,**" 1 Thessalonians 4:3-6)
3. A dress policy gives the school a standard other than personal taste by which to judge when a student dresses in order to shock or offend ("**Do not judge according to appearance, but judge with righteous judgment.**" John 7:24)

4. A dress policy allows the school to remove attempts to communicate rebellion and sin that use the medium of clothing ("Do not love the world or the things in the world. If anyone loves the world, the love of the Father is not in him. For all that is in the world; the lust of the flesh, the lust of the eyes, and the pride of life; is not of the Father but is of the world. And the world is passing away, and the lust of it; but he who does the will of God abides forever," 1 John 2

The following dress standards are intended to be expressions of those principles; they are not designed to promote legalism or regimentation. There is sufficient latitude for individual expression and taste within these guidelines.

Teachers need to concentrate their attention in areas other than monitoring dress; therefore, we ask parents/guardians to please assist students in following these guidelines. These guidelines apply for class hours, before/after school, field trips, and other school related activities, whether participating or observing.

GENERAL

Dress pants, corduroys, neatly kept jeans (**no holes**), capri pants, or casual pants in good taste may be worn.

Words on the seat of pants are not allowed.

Oversized pants are not acceptable (pants must fit at the waist and must not drag the floor).

Shirts and pants must meet at all times.

Sweatsuits and jogging suits are allowed but tear-away pants are not permitted.

T-shirts with offensive sayings or those that represent non-Christian themes are not allowed e.g. Ninja turtles, Bart Simpson, Goosebumps, X-men, Yu Gi OH, Yin-Yang Symbols, Pokemon, Harry Potter.

Attitude shirts are not to be worn at PCS.

No sleeveless tops are permitted.

Shorts are acceptable wear during the months of August, September, May and June.

Shorts must have a finished hem (no cut-offs). Spandex bike shorts are prohibited.

The goal should be to wear neat and attractive short pants.

Shorts must be modest and no shorter than 4 inches from the floor when kneeling.

Parents, please take the initiative to monitor your child's shorts for compliance so that the teacher doesn't need to spend class time on clothing

Shoes with laces must be kept tied.

Jackets, coats, and hats are not to be worn during school hours.

Label all clothing that can be removed - hats, coats, scarves, boots, sweaters, etc.

***Always dress children in winter months to be prepared for outdoor recess.**

Fashion boots are not an acceptable substitute for snow boots during the winter months.

GIRLS

Dresses and skirts should be modest length, not shorter *than 4* inches from the floor when kneeling

Leggings are acceptable only under dresses or skirts meeting the 4 inch from the floor limit.(see above)

Sundresses or spaghetti straps are not to be worn without a sweater.

Low necklines/backlines, tank tops, see-through or bare midriff blouses are not acceptable.

No make up for elementary students.

Hair should be clean, and well groomed.

Bangs should not hang below the eyebrows.

BOYS

Hair should not hang below the eyebrows or past the base of the neck (where the neck meets the shoulder)

No extremes (e.g. Rat tails, carvings etc.)

VIOLATIONS OF DRESS CODE

Those in violation of hair code will have 3 days to obtain a proper hair cut. Failure to comply will result in suspension from class.

Parents will be notified of dress code violations. Parents will be required to supply replacement clothing immediately to correct violations. Repeated violations will result in a conference with the administrator.

WE RESERVE THE RIGHT TO MAKE JUDGMENTS ON ANY NEW STYLE OF CLOTHING OR HAIR AS TO ITS ACCEPTANCE AS PROPER DRESS FOR PCS. ANY QUESTION MAY BE ADDRESSED TO THE ADMINISTRATION.

PARENTAL SUPPORT

Do not allow your child to operate "on the brink" - keep hair and clothing well within the limits. It is your responsibility to see that your child stays within the standards set by the school.

Explain to your child the function of a dress code and the importance of learning to live within the limits.

If a violation occurs, do not take it personally; we do not want to make a big issue over it and hope that you do not either.

Do not let the inconvenience of circumstances make you lose control of your emotions. Parents and school are on the same side--let your student(s) know this.

LOST AND FOUND

The school is not responsible for personal property left in the building or on the premises. The office maintains a lost and found cabinet. All articles should be channeled through the office. Please mark all personal items properly and clearly with the student's name and grade in order to facilitate the return of lost articles to the right student. Please do not send expensive jewelry or equipment to school with your student or allow him carry large sums of money.

LUNCHES

Lunches are to be eaten at school. Students who bring lunch boxes should mark them plainly. Paper sacks used for lunches should be marked in dark ink/marker with the student's name.

Students may go to lunch off campus with parents/guardians but must be back in time for the class following lunch. Don't forget to sign your child out and in the office and in when you return.

Specialty Lunches will be offered two days a week.

Specialty lunches are a prepay cash purchase and no other sandwiches or treats are sold on that day. Drinks are not a part of the cost of the specialty lunch so milk or juice is available for purchase each day. PCS will not be providing lunch on the other three days of the week.

SNACK

Each day we will be having a snack time. Each student should bring a healthy snack for himself from home. Fruit, vegetables, yogurt, cheese or peanut butter and crackers, nuts or trail mix are some suggestions.

PLEASE DO NOT SEND CANDY OR HIGH SUGAR FOODS FOR SNACK.

POP IS NOT ALLOWED FOR SNACK TIME OR LUNCH!

EMERGENCY LUNCH POLICY

When a child in Portage Christian School does not have lunch or money to order a lunch, the school will...

1. Contact the parents to determine if they can provide a lunch or authorize emergency lunch. Emergency lunch consists of:
 - A package of six cheese & cracker or peanut butter & cracker sandwiches
 - A milk or orange drink
2. If parents wish to make other arrangements, they must be made in writing with the teacher in advance.

HEALTH HABITS, ILLNESS AND MEDICATION

Please do not send your child to school if any of the following conditions exist:

- A temperature of 100 degrees or more (without the help of medicines like Tylenol or Motrin)
- Any inflammatory eye condition
- Any cough which occurs during a whooping cough or measles outbreak associated with a fever
- Cold, if associated with other signs of a disease
- Sore or inflamed throat
- Discharge from ears
- Pediculosis (head lice): a child cannot attend classes until a certificate is received from the family doctor.
- Other skin diseases: a child cannot attend classes until cured or has obtained a statement from doctor stating that the condition is not contagious.

All prescription medicine, aspirin, Tylenol, cough medicines or any other medications must be brought to the school office with a parent/guardian's note giving clear instructions as to how and when it is to be dispensed.

The school office and other authorized personnel will give first aid for minor injuries received from playing ect. Parents will be contacted if the services of a physician or other medical professional are necessary. **If the situation is severe or life threatening, 911 will be called.**

PLEASE KEEP THE EMERGENCY MEDICAL INFORMATION UP TO DATE AS TO WHOM WE MAY CALL TO PICK UP THE STUDENT IN CASE OF ILLNESS.

OUTDOOR RECESS/PHYSICAL ACTIVITY

Elementary school students will go outside for daily recess unless the temperature or wind chill factor reaches 10° F. Recess provides an important break for students, and is a chance to recharge energy for the remainder of the day. Just the process of suiting up and getting outside provides a needed change. A written excuse will allow a child to remain indoors during cold or inclement weather, but any child well enough to come to school is generally well enough to go outside. In order to excuse a student from outdoor recess for (3) three days or more, a doctor's note must be sent.

If a student must be excused from physical education activity, a note from the parent/guardian requesting this privilege and explaining the reason must be sent to the teacher. For a student to be excused from physical education for medical reasons for the year, we require a doctor's note stating the medical reason.

NEWSLETTERS

A weekly newsletter will be sent out by the school to keep parents informed of fundraisers, upcoming events, or special needs of the school. The newsletter is sent via email to parents who submit an address for this purpose.

Parent Bulletins are issued weekly by each teacher to keep you abreast of homework, upcoming quizzes, tests, and field trips or any information unique to the class.

PARTIES

Each classroom teacher may establish her own policy. Each room used must be cleaned thoroughly after use.

We do not celebrate Halloween. Scripture is very clear that Christians should have nothing to do with witchcraft, spiritualism or demons.

PLEDGES AND CHRISTIAN AMERICANISM

Portage Christian School emphasizes the greatness of America's heritage and the sacrifices of its heroes. America is a republic, which guarantees liberty to educate and to preserve freedom. We teach Biblical doctrines of self-discipline, respect for those in authority, obedience to law, and love for the flag and country.

"I pledge allegiance to the Flag of the United States of America and to the Republic for which it stands, one nation under God, indivisible, with liberty and justice for all."

"I pledge allegiance to the Bible, God's Holy Word. I will make it a lamp unto my feet and a light unto my path. I will hide its truths in my heart that I might not sin against God."

"I pledge allegiance to the Christian Flag and to the Savior for whose kingdom it stands: One Faith, uniting all believers in service and in love."

POP CULTURE

We live in an age of declining moral standards. Much of the decline is led by the popular culture: music, movies, television, magazines, and books. Non-Christians largely control the entertainment industry. Its products are usually non-Christian and oftentimes anti-Christian. It is essential that students avoid any entertainment choices that are incompatible with a Christian lifestyle.

Even many children's videos and programs that seem very innocent, foster themes of laziness, pridefulness, disrespect and prejudices. Parents are urged to establish and enforce entertainment guidelines. Please monitor your students' choices, both inside and outside the home. If your home has cable television, you can block access to most music and movie channels.

Inappropriate materials should not be brought to school. Examples include the following:

Many secular magazines, especially those which take a worldly, permissive view of sexuality. Items related to the occult, such as horoscopes. Radios, CD Players, or cassette players, handheld games, and ipods are hard to monitor. The staff will confiscate such items and parents will be notified.

Conversation about inappropriate movies and television programs is discouraged, except in an academic or Christian context (such as social studies class discussion of moral decay in America or a Bible class discussion of how to minister to those who have been deceived by pop culture influences).

Off-campus Behaviors

We recognize that many activities can affect the student body even though it may occur off-campus. While PCS has no intention to monitor student behavior outside normal school functions, there may be times matters come to the attention of the administration that do raise concerns. In addition to issues of theft, destruction of property, substance abuse, actions such as posting to social websites (Face book, MySpace, and YouTube), internet, or other communication tools (Twitter), texting, and instant messaging have the potential to significantly impact students at school.

As parents be aware of the sites your child visits on the web. Have you considered the amount of time your child spends on sites like Facebook or MySpace, involved in on-line games (many are violent in nature), in chat rooms, or just surfing? Many of these sites have age requirements: my space the age limit is fourteen, Facebook and Youtube it is thirteen, and many of the on-line games are rated by age as well. The popularity of these sites and the lack of effective security protocol encourage those that want to participate to be dishonest. When children are permitted to lie in this situation how do we then teach them about living a life of honesty as a testimony for Christ? And of course there is still the concern of the negative influence on the young mind. Be vigilant your child is a precious gift from God to raise for their good and His glory.

At PCS, our goal is to help each student grow toward maturity in Christ. This being the case, the school administration may take disciplinary action for conduct by students that is illegal, obscene, immoral, or otherwise reflect poorly on a student or the school, regardless of where or when the activity occurs. A violation of the policy will be grounds for severe discipline up to and including a student's immediate removal from Portage Christian School. Any such discipline would be done in consultation with the parent/guardians of the student involved and the disciplinary committee of Dunes Christian Educator's Board of Directors.

TELEPHONE

Emergency calls to home during the day will be made on the school office phone with permission from the office staff. *We discourage student usage of telephones except on an emergency basis.

Cell phones must remain in their backpack and turned off during the school day.

SNOW DAYS

*It is the administrator's decision to make. If you disagree with the choice that is made, you need to discuss your concern with the administrator.

*Outside input comes from the Portage Township Schools. If they are closing or delaying, an employee of the transportation department will contact the administrator. They have more resources of information available to them as they make closing decisions.

*Generally if Portage Schools are closing, Portage Christian School closes. There may be situations however, in which we would close, even though they stay open.

*Portage Christian would only delay opening if it appeared that teachers would have trouble getting to school to work with students.

*When the decision is made to close, The information will be put on www.emergencyclosings.com, Indiana 105.5 FM, Z-107.1 FM, and 1500 AM-WAKE . .

Here's what you can do:

- 1)Go to <http://www.emergencyclosingcenter.com/complete.html> and search our facility by typing in the name and city.
- 2)Call 847-238-1234 from a touch-tone phone and enter the school's main phone number. 219-762-8962
- 3)Receive an e-mail notification of a change, by signing up at www.emergencyclosings.com
- 4)Listen to WGN Radio 720-AM, WBBM Radio 780-AM or watch CBS Ch 2, NBC Ch 5, ABC Ch 7, FOX 32, WGN - TV or CLTV cable for closing information.

WITHDRAWAL FROM SCHOOL

Parents of students withdrawing from school or transferring to another school must fill out a withdrawal form the day preceding the withdrawal. Upon approval by the Administrator and the settling of all financial obligations, the student is considered officially withdrawn.

ACADEMIC INFORMATION

ELEMENTARY GRADING SYSTEM (revised for 2008-2009)

Academic grades are reported on a nine-week basis by letter and numerical grades. The grading scale is as follows:

ELEMENTARY	
99 - 100 = A+ = 4.33 = 12	77 - 79 = C+ = 2.33 = 6
94 - 98 = A = 4.00 = 11	73 - 76 = C = 2.00 = 5
90 - 93 = A- = 3.67 = 10	70 - 72 = C- = 1.67 = 4
87 - 89 = B+ = 3.33 = 9	67 - 69 = D+ = 1.33 = 3
83 - 86 = B = 3.00 = 8	63 - 66 = D = 1.00 = 2
80 - 82 = B- = 2.67 = 7	60 - 62 = D- = .67 = 1

KINDERGARTEN GRADING

- + 90-100
- ✓+ 80-89
- ✓ 70-79
- ✓- 60-69
- 60 or below

A blank space indicates that item has not been stressed yet.

PRESCHOOL GRADING

Progress reports are issued for each student twice during the school year.

- 1st report - end of 1st quarter (Parent/Teacher Conference)
- 2nd report - May (end of the year.)

HOMEWORK

Regular meaningful homework is a part of the student's school life. Guidelines in assigning homework are the following:

- Homework may be assigned any evening; however teachers are encouraged to avoid homework on Wednesday night to allow for midweek church activities, but timely completion of the curriculum may necessitate Wednesday night homework or test study.
- The amount of time spent on homework will depend upon age, work habits, and ability of each student.
- If a student is not doing daily assignments or is wasting time in class, homework may be longer.

It is imperative that parents/guardians be supportive and involved in the student's study. Helping with spelling words, Scripture memorization, drilling notes prior to test and quizzes are helpful.

Students in grades 2 and above will be issued a planner to keep track of assignments. Parents and teachers can use the planner for written communication.

REPORT CARDS AND MID-TERM NOTICES

ELEMENTARY

The school year is divided into four nine-week periods. Report cards usually come out the week following the end of the nine weeks.

Mid-term progress reports will be sent home between each marking period to maintain school-home communication on each student. Teachers are to keep parents alert of trends of improvement or unsatisfactory work whenever noticed. Parents should check periodically with child's teacher as to what progress is being made.

KINDERGARTEN

The school year is divided into four nine-week periods. Report cards usually come out the week following the end of the nine weeks.

PRESCHOOL

Preschool progress reports are sent out twice a year.

RETENTION

Retention at PCS may occur when a student has received failing grades in one or more core educational course(s) or his/her education is severely affected by some outside influence like immaturity, medical issues, or emotional concerns.

TEXTBOOKS

The book fee includes consumable workbooks and all books loaned to the student for the year. It is expected that the parent will reimburse the school for any textbooks that may be lost or damaged excessively by the student.

STANDARDIZED TESTING

Kindergarten to 9th grade will take the TerraNova3 each spring in compliance of the Association of Christian Schools International. Test dates will be published. Test results are provided to parents by the end of the school year.

CONDUCT INFORMATION

CARE OF SCHOOL PROPERTY

School property is to be treated with care. Any damage is to be reported immediately to the office. A student is subject to disciplinary action for malicious damage to property and equipment and will be required to pay for damages.

The student body is expected to share in the task of maintaining the quality conditions of our facilities. Listed below are items related to building and grounds usage, which are required of every student.

- Pick up waste paper in classroom and hallways floors.
- Make sure that shoes are clean before entering the building.
- Exercise special care in the washrooms to keep them clean at all times.
- Participate in cleaning thoroughly any area in the building used for a special activity. The building is to be left in the condition it was found.
- Reimburse PCS for any damage to facilities or equipment resulting from careless student use.

CODE OF CONDUCT

One necessity of life is control. Every area of life needs it. The Christian life is one of control, not merely self-control, but Christ control. True joy is found in submitting to Him and taking His yoke (Matthew 11:28-30). It is by outward control that we learn to yield to Christ. Each student's conduct should be brought into harmony with the principles revealed in God's Word, the Bible.

Teachers and staff are responsible for enforcing school and classroom regulations in a manner consistent with Christian principles of discipline as set forth in the Scriptures, including corporal punishment when deemed necessary.

CONDUCT GUIDELINES

Action, which is evidence of disrespect, lack of courtesy, general disturbance, abuse of permission, incomplete homework and other such misdemeanors, shall be handled by the teacher in ways he deems best.

Situations, in which the teacher deems to be chronic, flagrant, or otherwise worthy for special handling, will be referred to the Administrator. These situations will be dealt with as is deemed most helpful to the individual and student body. Recurring problems that show lack of concern for improvement or spiritual growth will lead to suspension or expulsion.

DISCIPLINE VIOLATIONS

Dishonesty

Insubordination (refusal to comply with a reasonable request of school personnel or disrespect to school personnel).

Writing on or in any way damaging school equipment (leaning back on chairs can damage them) is not allowed.

Students damaging furniture will be expected to pay for it.

Use of profane or obscene language or actions is forbidden. (Including misuse of the Lord's name.)

Eating or drinking in hallways

Chewing Gum

Running, pushing, and excessive noise is not allowed when passing through the halls.

Uncontrolled laughter will not be tolerated.

Display of affection or holding hands is not permitted between students.

Running or speed (fast) walking in the halls or outside when going to vehicles will not be tolerated.

Truancy

Theft or possession of stolen property.

Use, sale, or possession of fireworks, explosives, alcohol, tobacco, drugs or drug paraphernalia.

Rubber bands, skateboards, knives, CD players, MP3 players, handheld games (such as Game Boy, PSP, etc.), radios, guns, spitwads, peashooters, water pistols, matches, super-balls, or hard balls are not allowed on school premises. If a student discovers he has mistakenly brought one of these articles to school, it should be turned in immediately to the teacher.

Inciting or contributing to the disruption of the school program.

Forgery

Behavior in action or words that occurs on or off campus that is antagonistic to the basic goals and objectives of the school and which has an adverse effect on the other students.

Academic dishonesty - cheating or facilitating cheating on exams, quizzes, or homework is forbidden.

SUSPENSION/EXPULSION

The administration may determine that a student's behavior is of a nature that for the student to continue at Portage Christian School would be inadvisable. The administration has the authority to suspend and remove the student from school.

A willing spirit is the key to living successfully with the rules of the school. Every family has standards and traditions to guide its way of life, and Portage Christian School is no exception. Often the rules restrict our freedom and are resented, but living in obedience to authority is an important part of growing as a person and as a Christian. Many of our regulations have their roots in Biblical principles and reflect how we believe a Christian family should behave. Other regulations arise from the desire to train our student to become effective men and women.

Every rule should have a good reason, although we recognize that the reason may be debatable. ***Disagreement is not an excuse for breaking the rules***, and it helps if students realize that the faculty is often conservative due to the great responsibility it bears.

The Bible teaches that each of us is responsible before the Lord and our fellow men for our own behavior, both good and bad. At Portage Christian School, we recognize good behavior in various ways. There is also a system of discipline that operates following unacceptable behavior.

THREATS

Portage Christian School has a no tolerance policy involving threats or perceived threats of violence by students. Parents should understand that the school's first responsibility is the protection of all of its students. The school takes this responsibility very seriously. Therefore, if a student brings a weapon to school, or to a school function, or has a weapon on his/her person, the school will immediately expel the student. Parents are advised that the school will contact local police or appropriate authorities, and will note in the student's permanent record that he/she was expelled for possession of a weapon on school premises or at a school function. Possession includes, but is not necessarily limited to, having a weapon in a pocket, locker, book bag, purse, or vehicle.

If the school determines that a threat of violence is credible and specific (directed toward particular students or staff), the administration will report the threat to the student and/or staff member threatened. The school will also report the threat to appropriate authorities. Students making such threats will be expelled. For purposes of this policy, credible means a reasonable belief or suspicion, determined at the sole discretion of school administration, that the threat was or might be genuine, or that the student was or might be capable of carrying out the threat. The student's permanent record will reflect the expulsion for making a threat of violence.

In those circumstances in which the school determines that the threat is likely not credible, the school will suspend the student pending a parent meeting. These include all cases in which the student was "just joking." If circumstances warrant, the school may conduct further investigation. The school will require students in this circumstance to obtain counseling, at family expense, from a Christian counselor or other professional agreeable to the school. No student will be permitted to continue enrollment in the school until the counselor advises the school that the student, in the counselor's opinion, does not present a threat of danger.

BULLYING

Portage Christian School is committed to maintaining a learning environment that is free from harassment because of an individual's gender, race, color, national origin or disability. Any and all forms of conduct which would constitute harassment or bullying are prohibited. Any student violating this policy is subject to discipline up to and including suspension or recommendation for expulsion. We encourage all students and parents to become familiar with this policy and to report any violations as soon as they occur.

ILLEGAL DRUG POLICY

It is the policy of Portage Christian School that possession or use of illegal drugs is grounds for dismissal of a current student or for denial of admission to an applicant. Portage Christian School reserves the right to retain medical professionals to test students for the presence of illegal drugs whether based on suspicion or at random.

COMPUTER AND INTERNET USE POLICY

- Access to Portage Christian School's computer network and the Internet is a privilege and not a right. Inappropriate use will result in the loss of this privilege in addition to any other penalties imposed.
- To access the Internet a student must obtain permission from a teacher. A teacher must be in the room when the Internet is in use. The student's monitor must remain in view of the teacher.
- No action taken on the Internet at Portage Christian School will be deemed private. Portage Christian School reserves the right to monitor or recall all sites visited by a student.
- Clearing an Internet History File from a school computer is strictly prohibited.
- All sites visited must be clearly acceptable to the standards of Portage Christian School. Pornographic, violent or otherwise immoral sites are strictly prohibited.
- Other types of prohibited sites include (but are not limited to): Games, gambling, music downloading, and services that exist to support academic dishonesty.
- Internet access is provided as an educational tool and all actions taken should contribute to academic pursuits. Use of the Internet for academic dishonesty is strictly prohibited.
- A student may not buy or sell anything via Portage Christian School's network at any time.
- A student may not transmit (uploading or downloading) copyrighted material in violation of US, state or local regulation at any time.
- A student may not install software on any computer at any time whether via disk, download, or any other media.
- Instant messaging, chat rooms, social networking sites and accessing personal e-mail accounts are prohibited for students.
- If an inappropriate site is accessed accidentally, a student is to turn off the monitor and seek the assistance of a teacher immediately.
- Computer networks and the Internet are continually changing. Portage Christian School reserves the right to modify this policy as necessary. Common sense and Christian values will govern all actions. The administrator reserves the right to punish with or without warning wrong activities not stated above.
- Both physical damage to the computer equipment and the altering of software, settings, and files are considered vandalism and are prohibited.
- Portage Christian School makes no warranty of any kind as to the usability of its network for any student purpose.
- Violation of any part of this policy will result in immediate suspension with expulsion possible at the administrator's discretion.

PARENT AGREEMENT

PORTAGE CHRISTIAN SCHOOLS DUNES CHRISTIAN EDUCATORS, INC. PARENT AGREEMENT

We understand that enrollment in Portage Christian Schools is not a right, but a privilege. This privilege may be forfeited by any student who does not conform to the standards and regulations of the institution, and that the school may request the withdrawal of any student at any time, who, in the opinion of the school, does not fit into the spirit of the institution, regardless of whether or not he conforms to the specific rules and regulations of the school.

We promise to support the total program of Portage Christian Schools to the best of our ability.

We consent to the training given by Portage Christian Schools in accordance with the doctrinal statement of the school in their efforts to discipline our child.

We understand that discipline is positive training in the right direction (Proverbs 22:6), and we will support the school in their efforts to discipline our child.

We further agree to cooperate by disciplining our child(ren) in the home.

We will maintain an active participation in a Christian, evangelical church, and with our children regularly attend worship services.

Realizing the degree our children are influenced by our words and actions, we promise to refrain from negative remarks and discussions concerning the school in the presence of our children.

We shall endeavor to support and uphold the principles, practices, rules, regulations, handbook and educational policies of the school. If we are in disagreement with the school policy or with another school parent, we will follow the Scriptural procedures as found in Matthew 18.

We understand that if we ever find we cannot accept the standards of Portage Christian schools, we will withdraw our child from the school and forfeit all tuition monies and fees paid.

STUDENT PLEDGE

I promise to uphold the rules of Portage Christian School to the best of my ability. I will support the faculty, staff and administration in my personal association with them, in my conversation with others, and in my prayers.