

PORTAGE CHRISTIAN SCHOOL



Who am I in Christ?

Our Christian Identity

MS & HS Handbook 2011-2012

P.O. Box 28, 3040 Arlene Street

Portage, IN 46368

(219) 762-8962 or (219) 762-9531

(219) 763-9931 FAX

Table of Contents

GENERAL INFORMATION	4	PHYSICAL ACTIVITY	
COMMUNICATIONS "THE MATTHEW 18 PRINCIPLE"		PERSONAL PROPERTY	
MISSION STATEMENT		PLEDGES AND CHRISTIAN AMERICANISM	
OUR PHILOSOPHY OF EDUCATION		TELEPHONE	
STATEMENT OF FAITH		STANDARDIZED TESTING.....	17
ADMISSION POLICY	5	WEATHER INFORMATION	
ACCURATE RECORDS		WITHDRAWAL FROM SCHOOL	
FINANCIAL POLICIES		ACADEMIC INFORMATION	18
REGISTRATION OF NEW STUDENT		CLASS DROP/ADD PROCEDURE	
ATTENDANCE		GRADING SYSTEM	
EXCUSED ABSENCES	7	GRADUATION REQUIREMENTS	
PARENT EXCUSED ABSENCES		HOMEWORK	20
PARENT/GUARDIAN RESPONSIBILITY	8	REPORT CARDS AND MID-TERM NOTICE	
UNEXCUSED ABSENCES		ACADEMIC PROBATION	21
SIGN-IN/SIGN-OUT PROCEDURES		TEXTBOOKS	
STUDENT RESPONSIBILITIES		POP CULTURE	
TARDINESS		OFF CAMPUS BEHAVIOR	
EXTRA-CURRICULAR ACTIVITY.....	9	CONDUCT INFORMATION	22
CHANGES TO SCHOOL POLICY		CARE OF SCHOOL PROPERTY	
SENIOR MISSIONS TRIP		FOOD, DRINK AND CHEWING GUM	
EXTRA CURRICULAR ELIGIBILITY		CODE OF CONDUCT	
ATHLETIC SPECTATORS		CONDUCT GUIDELINES	
AUTOMOBILES AND PARKING		TYPES OF INFRACTIONS	
REGULATIONS FOR STUDENTS WHO DRIVE TO SCHOOL.....	10	THREATS.....	24
CHAPEL		BULLYING	
CLASS SCHEDULE		DISCIPLINE	
BEFORE SCHOOL PROCEDURES		DETENTION	
AFTER SCHOOL PROCEDURES DOOR POLICY		SATURDAY CLASS	
CONTACTING TEACHERS		SUSPENSION	
DRESS CODE		DISCIPLINARY PROBATION	
GIRLS		EXPULSION	
BOYS		ADMINISTRATIVE DISCRETION.....	27
GENERAL GIRLS & BOYS	12	EIGHTEEN-YEAR-OLD STUDENTS	
VIOLATION OF DRESS CODE		ILLEGAL DRUG POLICY	
HOMECOMING.....	13	CONTRABAND.....	28
GUEST FORM	14	INTERNET USE POLICY	29
HALL PASSES	15	PARENT AGREEMENT (EXAMPLE).....	30
ILLNESS AND MEDICATION		STUDENT PLEDGE	
LOCKERS			
LOST AND FOUND.....	16		
LUNCHES			

GENERAL INFORMATION PRINCIPLE"

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 that 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 PRINCIPAL AND/OR ADMINISTRATOR

"...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. 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 that 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 who 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 students 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 (no suspensions or expulsions) 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 (6th thru 12th Grade) may 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.
- Portage Christian School reserves the right to test prospective students for drug use prior to admission.

Portage Christian Schools 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.

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 D.C.E.I. Board of Education in writing.

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.

ATTENDANCE

Absence is the missing of the entire school day or any part of it for any reason. This will include tardiness and leaving school before the scheduled dismissal time.

REASONS FOR EXCUSED ABSENCES

1. Personal illness requiring physician's care. The student must submit a physician's statement to the office. An appointment card shall not take the place of a physician's statement. (REMEMBER: provide the physician's statement within two (2) weeks after the absence.)
2. Absence due to an emergency illness in the family. (Example: mother taken to the hospital.) When an emergency requires a student to be absent, the absence will be excused provided a parent or close relative notifies the School Office on the day of the absence.
3. Deaths and funerals of members of the household and immediate family.
4. Illness in cases where the school sends the student home.
5. Medical and dental appointments, which must be scheduled during the school day. REMEMBER: the school encourages parents to make appointments outside of the school day. However, when this cannot be done, a doctor or dentist note is required. The note must be submitted to the school office within TWO (2) WEEKS after the appointment.

In addition to the above exempt categories, the following reasons may be cause for excused absence, provided the following guidelines are followed.

1. Required religious observances (arrangements must be made in advance). If the observance is longer than one day, the student must provide proof of attendance by an attending religious leader.
2. Court appointments
3. College orientation visits (limit 2; parents must accompany the student; arrangements must be made in advance) are limited to juniors and seniors. Upon return to school, the student must verify the visitation with a statement from the college registrar or other college official.
4. Job applications (limit of 2, arrangement must be made in advance and appointment must be verified).
5. Driver's Examination (arrangements must be made in advance and appointment must be verified).
6. Funerals of close friends (arrangements must be made in advance and have parental permission).
7. Military examinations (arrangements must be made in advance and appointment must be verified).

PARENT EXCUSED ABSENCES

1. Parent Excused Absence is any absence resulting from the student being ill, but not ill enough to consult a doctor. Each student is limited to six (6) of these types of absences *per semester*.
2. Family Vacation Days are limited to five (5) *per school year*. The student must get work before leaving. All work is to be turned in on the day the student returns.
3. As stated, **no student shall accumulate more than six (6) Parent Excused and/or Unexcused absences in any class per semester to receive credit.** When a student has accumulated four (4) Parent Excused and/or

Unexcused absences in a class, a written notice of this will be mailed to the student's parents by the school. Students who have more than six (6) parent excused absences will remain in class provided the student adheres to the policies of the class, but they will not receive credit N/C. If the student leaves any class for disciplinary reasons, the grade will be an F.

4. 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 (except family vacation days, see #1).

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. Failure to report a student absence could result in the student receiving an unexcused absence.

UNEXCUSED ABSENCES

An Unexcused Absence is any absence without parental permission or resulting from a disciplinary action by the Administrator, such as truancy or suspension.

Keep in mind some learning experience cannot be made up, even an excused absence might adversely affect a student's grade.

SIGN IN/SIGN OUT PROCEDURES

Any time a student must sign in or sign out of the building, it must be done in the presence of an authorized person. Such a person is the Administrator or anyone delegated by him to act in his behalf. The Sign In/Sign Out sheet will be located in the School Office.

It is the responsibility of the student to sign in any time he arrives at school after 7:55 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. **Failure to sign in may result in a Saturday Class.**

It is the responsibility of the student to sign out when it is necessary for him to leave the building for any reason during the school day. If a student becomes ill during the school day, he should report to the School Office where he will be given permission to call home or sign out. If the student has a pre-arranged appointment, he must provide the School Office with a written verification or have his parent/guardian come in to sign him out. **Failure to follow these procedures for signing out may result in Saturday Class.**

STUDENT RESPONSIBILITIES

Students who have an excuse to leave the school building during the school day must report to the School Office in the morning with the appropriate notice of appointment. After receiving administrative approval, they must sign out in the School Office before leaving the building.

When students want to make advance arrangements for an absence, they must obtain a request form from the office, have it signed by a parent/guardian, and submit it to the office.

TARDINESS

Students who arrive after 7:55 A.M. should report to the office to obtain a tardy slip before going to class.

Morning Tardiness - Students are allowed three (3) morning tardies (excused or unexcused) per nine (9) weeks. On the fourth (4) tardy, a Saturday Class will be imposed.

EXTRACURRICULAR ACTIVITY

All students absent from any portion of the school day on the day of an activity, unless pre-excused, cannot participate in or attend the extracurricular activity unless special arrangements are made through the Administrator.

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.

SENIOR MISSIONS TRIP

A senior MISSIONS trip may be scheduled for the 12th grade students each year. Such trips are to be conducted under the authority of the school. A school sponsor must accompany the students. The trip must have missionary value in addition to educational and recreational value and must be organized in conjunction with a recognized missionary tour agency.

EXTRA CURRICULAR ELIGIBILITY

It is a privilege to participate in extracurricular activities at this school. Our emphasis is for all students to get a quality education. Academics are always a priority before sports or any other extracurricular activity at PCS.

To participate in any extracurricular activities for Portage Christian School is based on the following:

- Participants must maintain a C (73%) overall average in order to be considered academically eligible. If a student fails to maintain a C (73%) overall average, the student becomes academically ineligible. Students may not participate in any part of the program until the all academic eligibility requirements are met.
- Participants must be passing in all classes. If an athlete receives an F (59% and below) in any one class, the student becomes academically ineligible and may not participate in the program until the student meets all academic eligibility requirements.
- Students who are academically ineligible will remain ineligible until the next grade check or evaluation reveals sufficient marks.
- The program director will check grades when report cards and progress reports are distributed. If a student is deemed academically ineligible, the student will be allowed to check his/her grades on the predetermined date set by the director and administrator. On this predetermined date the director will give the ineligible student a *Student Evaluation Form*. He/she will take this form to each of his/her teachers to be filled out. The ineligible student will then turn this form into the program director, who will either deem the student eligible or will continue the ineligible status until either report cards or progress reports are checked.

ATHLETIC SPECTATORS

All spectators at PCS athletic events are not to enter the field or court of play for any reason. Violators will be asked to leave the game area or escorted out of the game area by security or police.

AUTOMOBILES AND PARKING

PCS students may not drive without permission from the school office. Those students who need to drive must complete an application and have it approved by the school office before being authorized to drive. Students must park in the last row of the parking lot.

REGULATIONS FOR STUDENTS WHO DRIVE TO SCHOOL

- Students must park in the area designated by the administration.
- Students cannot enter any car during school hours unless administration or a teacher gives permission.
- All student drivers must register their driver's license numbers with the school office at the beginning of the school year or when they begin to drive.
- Students must observe the 10 M.P.H. speed limit on school grounds.
- "Horseplay" which involves automobiles is not tolerated.
- Students must maintain safe and reasonable speeds and driving practices on public roads while commuting to and from school.
- Violations of any of the above rules WILL result in **SUSPENSION FOR ONE WEEK** of **DRIVING PRIVILEGES**.

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

The regular class schedule is Monday through Friday, 7:55 A.M. to 3:12 P.M. Special days off and irregular class hours will be announced in our school calendar or by notice to parents/guardians.

DOOR POLICY

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

Main doors are open at 7:30 am to 8:45 and 2:45 to 4:00.

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

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

VISITORS

1. **All visitors, including parents, must report to the school office immediately upon entering Portage Christian School.** Adults who have school business must have authorization from the main office before proceeding to other sections of the school building.
2. Social visits to students, teachers, and classes are prohibited during regular school hours. Visitors are asked to see teachers after 3:10 P.M. PCS students are not to bring guests to school during school hours.
3. Student friends may visit PCS only if interested in attending our school. The parent of the prospective student must make arrangements at least 24-hours in advance. Repetitive visits by the same student are prohibited.
4. **Students who have withdrawn are not to return for social visits.** If they have business with the school, it is to be transacted through the school office

BEFORE SCHOOL PROCEDURES

Students may enter only by the main entrance. Doors open at 7:30 A.M. Students are not allowed in classrooms until 7:55 A.M.

AFTER SCHOOL PROCEDURES

JR/SR High School students are dismissed at 3:12 P.M. and should be out of the building by 3:30 P.M. unless a teacher and the parent have given special permission.

Students must go home in the same manner in which they came to school unless a note signed by a parent/guardian is brought to the school office and signed by school personnel.

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.

CONTACTING TEACHERS

Parents/guardians are requested 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. SCHOOL NUMBERS: 219-762-8962 or 762-9531. Email and voice mail are available for all 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 2:15-17)

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

These guidelines apply for class hours, before/after school, field trips, and other school related activities, whether participating or observing.

GIRLS

General

- Clothing must fit modestly, not tight or form fitting.
- Undergarments must not be visible.
- Pants and tops must meet so that the midsection is not exposed.

Dresses, Skirts

- Dresses and skirts should be a modest length, not shorter than four (4) inches from the floor when kneeling.
- Sundresses or spaghetti straps are not to be worn without a sweater.
- Slits must be no higher than four (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)

Tops

- Low or plunging necklines/backlines, tank tops, see-through or bare midriff blouses are not acceptable.
- Sleeveless tops and dresses are not permitted.
- Cleavage must not be visible.
- Inappropriate pictures or words on clothing are not allowed. Secular rock groups and professional wrestlers are always inappropriate. Bad attitude slogans are unacceptable.

Hair

- Hair should be clean, well groomed.
- Bangs should not hang in the eyes.

Make-up/Jewelry

- Excessive make-up or jewelry is not allowed.
- No more than two (2) earrings per ear may be worn. Gages are not allowed at PCS.

****Wednesday Dress

- The intent of Wednesday dress is to change the atmosphere of the regular school day.
- Girls are to wear a dress, coordinated skirt and blouse outfit, or coordinated dress slacks or khakis, and blouse outfit and a casual shoe or dress shoe.
- Unacceptable items include jeans, work-boot and army-boot style footwear, t-shirts, sweatshirts, flannels.
- Hoodies are unacceptable wear on Wednesdays.
- The school's judgment as to whether an article of clothing meets these standards is final.

Homecoming

- Though strapless dresses are acceptable, removable or accessory straps are encouraged.
- Dresses or slits may not be shorter than four (4) inches from the floor when kneeling
- No plunging necklines or backs open to the waist.
- Dresses must be modest in fit - watch tightness.
- Midsection must not be exposed.

BOYS

Shirts

- Inappropriate pictures or words on clothing are not allowed. Secular rock groups and professional wrestlers are always inappropriate. Bad attitude slogans are unacceptable.
- Sleeveless shirts are not acceptable.
- White undershirts are not acceptable.

Hair

- Hair should be clean and well groomed.
- Not to hang in the eyes.
- Not to be longer than the base of the neck (neck meets the shoulder).
- Not to be extreme (e.g. Rat tails, carvings).

Miscellaneous

- Boys must be cleanly shaven at all times.
If a young man is found to be in need of a shave the school will no longer provide supplies. The student will receive a detention that day. After three detentions they will receive a Saturday class.
- Extremes in styles are not acceptable. Earrings are not acceptable.

*****Dress-Up Day (Wednesday)

- The intent of Wednesday dress is to change the atmosphere of the regular school day.
- Boys are to wear dress pants or khakis and a shirt with a collar.
- No style of jeans is acceptable.
- A casual or dress shoe may be worn.
- Shirttails must be tucked in. Only if the shirt has a straight cut hem it may be worn out.
- Hoodies are unacceptable wear on Wednesdays.

Homecoming

- Suits or tuxedos are acceptable.
- Modestly fitted, not tight or excessively loose or baggy

GENERAL GIRLS & BOYS:

Cleanliness

- Bathe and use deodorant daily.

Shorts

- Shorts are acceptable on Monday, Tuesday, Thursday, and Friday for the months of August, September, May, and June.
- Shorts must be no shorter than 4" from the floor when kneeling.
- Athletic shorts are **not** acceptable for regular classes but may be worn for gym class.
- **Gym shorts must have atleast a 6 inch inseam.**

Slacks

- Corduroys, neatly kept jeans (**no holes**), and casual pants in good taste may be worn.
- Oversized pants are not acceptable. Waist must fit.
- Sweat suits or jogging suits are not acceptable.
- **Shorts must have a finished hem (no cut-offs).** Spandex bike shorts are prohibited.

Shoes

- Shoes with laces must be kept tied

Jackets/Hats

- Jackets or coats are not to be worn during school hours. Keep a sweater in your locker if you are cold.
- Hats are not to be worn within the school building.
- Label all wearing apparel that can be removed - hats, coats, scarves, boots, gym clothes sweaters, etc.

Body piercing and tattoos

- Visible body piercing jewelry and tattoos are unacceptable at Portage Christian School, except that young ladies may wear up to two pierced earrings in each ear. Gages are not allowed.

VIOLATION OF DRESS CODE

Those in violation of the Dress Code will be sent to the office to phone home for a change of clothes. They will remain out of class until the change of clothes arrives. If the parent cannot provide clothing, the office will issue clothing and the student will receive a detention.

If a student asks about an article of clothing before the school day begins, he or she will be allowed to change before the school day begins.

Those in violations of the Hair Code will have a maximum of three (3) days to obtain a proper hair length. Failure to comply will result in suspension from class.

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 student(s) to operate "on the brink" - keep hair and clothing well within the limits. It is your responsibility to see that your student(s) stays within the standards set by the school.

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.

Explain to your student(s) the function of a dress code and the importance of learning to live within the limits.

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.

Spirit Week

Spirit Week is a week of festivities to celebrate Portage Christian School and show our school spirit.

Dress-up days:

A theme is chosen for each day of the week, always culminating in Blue and White Day on Friday.

Participation is optional for students.

Small treats or awards are given at the pep rally in honor of costume winners.

Hallway decorations should follow the spirit week theme, basketball, team spirit, and be positive in nature.

Areas of decorating will assigned to homeroom teachers.

Homeroom teachers and students must have the hallway planned and implemented by the time school begins on Monday morning of Spirit Week.

Construction paper and bulletin board paper will be provided for decorating purposes.

Tape, glue, scissors, markers, and any other supplies will need to be provided by the teacher and students involved.

Hallway lights must not be covered or turned off.

Judging will be done by teachers on Monday throughout the day.

Pep Rally will be held on Friday afternoon of Spirit Week.

Awards will be given for best costumes of the week and winning hallway decorations will be announced.

Skits, cheers, Pie in the Eye, and presentation of the Pacer coaches and teams.

Homecoming Games are held on Friday afternoon and evening of Spirit Week.

PCS choir sings the National Anthem.

Homecoming Court is announced.

Senior Pacers are recognized between the Lady Pacer's and the Varsity Men's games.

PCS Cheerleader's routine is performed during half time of the varsity game.

Coronation is held on Saturday evening of Spirit Week.

Homecoming Court is presented and Portage Christian School Prince and Princess are revealed.

The Court is chosen by teachers and High School students based on their godly character, spiritual, academic, and social standings at PCS.

Banquet

PCS High School students and staff are encouraged to purchase tickets for the meal and evening's festivities. If a PCS student wishes to invite a student from another school to the banquet, they must submit a guest form from the school office before tickets can be purchased.

Portage Christian School Guest Form

Students of Portage Christian School are permitted to invite students of other schools to be their guest at our Homecoming Coronation and Banquet.

GUESTS MUST BE AT LEAST IN 9TH GRADE.
NO GUEST OLDER THAN 20 YEARS OF AGE MAY ATTEND THIS FUNCTION.
ATTACH PROOF OF AGE. (A copy of birth certificate or driver's license)

PCS Student: _____ Grade Level: _____

Guest: _____ Grade Level: _____ Date of Birth: _____

Parent/Guardian of Guest: _____

Address: _____ Telephone Number _____

This section is to be completed by an administrator or counselor at the guest's school.

I will certify that _____ (guest) is a student in good standing at

_____ (school name) Date: _____

Printed name and title: _____

Signed by: _____ Telephone Number: _____

Dress code for homecoming

The following dress standards are intended to be expressions of Biblical principles. There is sufficient latitude for individual expression and taste within these guidelines.

General:

Clothing must fit modestly; not tight or form fitting or excessively loose and baggy.

Ladies:

Though strapless dresses are acceptable, removable or accessory straps are required.

Dresses or slits may not be shorter than four from the floor when kneeling.

No plunging necklines or backs.

The midsection must not be exposed.

Gentlemen:

Suits or tuxedos are acceptable.

Violations of the PCS Handbook or any conduct unbecoming a PCS student or guest, will result in removal from this Homecoming function.

Trsr11

HALL PASSES

No student is allowed in the hallways during a class period without permission from a teacher. Those students found out of class without permission will be subject to disciplinary action. Teachers should not issue passes to students who habitually ask to be released from class for one reason or another. The exception is for students who have physical problems and have a physician's note that is registered with the office.

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 (prior to taking medicines like Motrin or Tylenol)
- 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.

LOCKERS

Lockers will be assigned to middle school and high school students. Once a student is assigned a locker, that student cannot transfer to or use another locker without a prior arrangement with the school office.

Students are expected to take pride in keeping their lockers neat and clean. Food is not to be left overnight in lockers. Unchristian pictures, stickers, or sayings are not allowed on or in lockers. Lockers assigned for student use are the property of PCS and are subject to inspection at any time by the school administration. If a student uses a lock, the combination or a key must be given to the office.

Do not remove the numbers on the lockers.

The school does not assume responsibility for articles lost from lockers. If a student has a problem with a locker, please report it to the office immediately. Please do not bring excessive amounts of money or expensive jewelry to school.

LOST AND FOUND

The office will maintain a lost and found box. All articles should be channeled through the office. The school does not assume responsibility for lost items. Please mark all personal items properly and clearly. After notice is published in *Highlights*, the contents of the lost and found will be periodically donated to a charity.

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.

PHYSICAL ACTIVITY

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, we require a doctor's note stating the medical reason.

PERSONAL PROPERTY

The school is not responsible for personal property left in the building or on the premises. All sweaters, coats, hats, etc. should be well marked 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 have him carry large sums of money.

PLEDGES AND CHRISTIAN AMERICANISM

Portage Christian School emphasizes the greatness of America's heritage and the sacrifices of its heroes. America is a republic that 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."

TELEPHONE

Emergency calls to home during the day will be made on the school office phone with permission from the administration. **NON - EMERGENCY CALLS MUST BE APPROVED BY STAFF.** Calls may be made at lunch break and before or after school. There is a three-minute time limit on each call. Long Distance calls must be either a collect call or the student must use a credit card. **We discourage student usage of telephones except on emergency basis.**

If a student is ill and needs to be picked up by the parent students or staff will call from the school office.

Students should not use a cell phone to call their parent during the school day.

Parents please do not call your child's cell phone during school hours. We ask that you use the main office if a message needs to be sent to your child.

STANDARDIZED TESTING

Standardized achievement testing will be conducted annually according to the following plan.

- Kindergarten to 9th grade will take the TerraNova3 Achievement Test each spring.
- 10th grade will take the PLAN(pre-ACT) test every October.
- 11th grade will take the PSAT (pre-SAT) & National Merit Scholarships Qualifying Test every October.
- 12th grade will take the ACT or SAT according to the requirements of the college of their choice.

Test results are published for parents.

SNOW DAYS

The administrator makes all final decisions concerning snow days. If you disagree with the choice that is made it is the administrator that you need to discuss your concern with.

*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 may delay opening only if it appeared that several teachers would have trouble getting to school to supervise 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 during the school year must fill out a withdrawal form at least one day preceding the withdrawal. Upon approval by the Administrator and the settling of all financial obligations, the student is considered officially withdrawn.

ACADEMIC INFORMATION

CLASS DROP/ADD PROCEDURE

Students in grades 7 through 12 may drop a class within the first two (2) weeks of class with parental and administrative approval. A student may not drop a class to add a second study hall. A "Class Drop/Add" form must be obtained from the office and filled out. A new class may be added only during the first two weeks of the class.

GRADING SYSTEM

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

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

SEMESTER GRADES

The semester grade is determined by counting each nine weeks grade as 2/5 and the semester exam as 1/5 of the grade.

Nine-week grades become letter grades (they lose percentage designations). For example:

1st Nine Weeks	2nd Nine Weeks	Exam	Final Grade
B = $8 \times 2 = 16$	C+ = $6 \times 2 = 12$	B- = 7	$16+12+7=35$, $5 = 7 = B-$

For Grade Point Average (GPA), B- = 2.67

For the final grade on the 12-point scale, all averages less than 1.0 round down to 0.

In order to receive credit, the semester grade must reflect a passing grade in at least two of the three component grades (1st 9 weeks and 2nd 9 weeks and exam).

GRADUATION REQUIREMENTS

FRESHMAN (9th)		SOPHOMORE (10th)		JUNIOR (11th)		SENIOR (12th) ^(a)	
English	2	English	2	English	2	English	2
Bible	2	Bible	2	Bible	2	Bible	2
Algebra I	2	Geometry	2	Algebra II	2	Health	1
Integrated Chemistry / Physics	2	Biology	2	Science	2	Speech	1
World History	2	Geography	2	U. S History	2	Government	1
Computers I	2					Economics	1

^(a) Seniors must take a full schedule (12 - 14 credits)

REQUIRED CREDITS	40
DIRECTED ELECTIVES (World Languages and / or Fine Arts)	5
ELECTIVE CREDITS	7
TOTAL CREDITS	52

INDIANA CORE 40 PROGRAM

The above requirements are aligned with the Indiana Core 40 program. The guidelines for the Indiana Core 40 program are reproduced below from the Indiana Department of Education website:



Course and Credit Requirements	
English/ Language Arts	8 credits
	Including a balance literature, composition and speech.
Mathematics	6 credits
	2 credits: Algebra I
	2 credits: Geometry
	2 credits: Algebra II
	<i>Or complete Integrated Math series I, II, and III for 6 credits.</i>
	All students are required to take a math or physics course during their junior or senior year.
Science	6 credits
	2 credits: Biology I
	2 credits: Chemistry I or Physics I or Integrated Chemistry-Physics
	2 credits: any Core 40 science course
Social Studies	6 credits
	2 credits: U.S. History
	1 credit: U.S. Government
	1 credit: Economics
	2 credits: World History/Civilization or Geography/History of the World
Directed Electives	5 credits
	World Languages
	Fine Arts Career/Technical
Physical Education	2 credits
Health and Wellness	1 credit
Electives*	6 credits
	<i>(Career Academic Sequence Recommended)</i>
40 Total State Credits Required	

For the **Core 40 with Academic Honors** diploma, students must:

- Complete all requirements for Core 40.
- Earn 2 additional Core 40 math credits.
- Earn 6-8 Core 40 world language credits.
- Earn 2 Core 40 fine arts credits.
- Earn a grade of a "C" or better in courses that will count toward the diploma.
- Have a grade point average of a "B" or better.
- Complete one of the following:
 - Complete AP courses (4 credits) and corresponding AP exams
 - Complete IB (Higher Level) courses (4 credits) and corresponding IB exams
 - Earn a combined score of 1200 or higher on the SAT critical reading and mathematics
 - Score a 26 or higher composite on the ACT
 - Complete dual high school/college credit courses from the Core Transfer Library (6 transferable college credits)
 - Complete a combination of AP course (2 credits) and corresponding AP exams and dual high school/college credit course(s) from the Core Transfer Library (3 transferable college credits)

HOMWORK

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

- Homework may be assigned any evening; however teachers are encouraged to avoid homework on Wednesday night to allow for midweek church activities. Note that 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.

Students in grades 2 and above will be issued a planner to keep track of assignments.

Homework is an integral part of a student's schooling. Not only does it give a student the opportunity to practice what is being presented in class, but it also provides potential growth in a student's character. It nurtures commitment, perseverance, and sense of duty and honor. With this in mind, homework will be strictly monitored.

- Students will be expected to submit **all homework**, complete and on time.
- For work submitted one day late - 50% credit will be given.
- Work that is more than one day late will not receive credit, though it is still expected as a matter of honor.
- If a student is absent they will be given one day for each day of absence.
- Any homework due on the first day of absence is due the day the student returns.
- In the case of an emergency (student spent the evening in the emergency room, etc.) a written request for appeal may be considered by the teacher for late homework. (This does not include sports related reasons. Sports requests should come through the athletic director or coach.)

REPORT CARDS AND MID-TERM NOTICES

The school year is divided into four nine-week periods. Report cards usually come out the week following the end of the nine weeks. Students will have two (2) weeks from the scheduled date Report Cards are issued to make up Incomplete grades (I).

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

ACADEMIC PROBATION

- If a student receives a grade of "F" for any quarter in one or more subjects, he or she will be placed on academic probation.
- A student placed on academic probation will be required to attend a staffing with his or her parents and all of his or her teachers.
- At a staffing, both academic and behavioral concerns may be addressed. The purpose of the meeting is to come together as a team to help, support, redirect, encourage, and/or correct a student so that he is successful in his school career.
- A staffing is meant as a positive intervention resulting in a plan of action for improvement.
- The student's study hall teacher will monitor compliance with the plan and report to the administrator. If the student does not have a study hall, he or she may be required to drop a class and add a study hall.
- A follow-up staffing will be scheduled as needed.
- If the student's grades do not improve, he or she may be removed from Portage Christian School. If the lack of improvement is due to a failure to cooperate with teachers and complete assignments, the student will be removed from Portage Christian School.
- Academic probation will end only when all grades are passing.

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. All students are asked to cover textbooks with book covers for protection. Textbooks are extremely expensive and must be taken care of by students.

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.

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:

- * Most top-of-the-chart secular music and magazines oriented to fans of such music.
 - * Many secular magazines, especially those that take a worldly, permissive view of sexuality.
 - * Items related to the occult, such as horoscopes
 - * Pornographic literature
 - * 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).

CONDUCT INFORMATION

I. CARE OF SCHOOL PROPERTY

A. General

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.
- Keep lockers clean at all times
- 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.

B. Food, Drink, and Chewing Gum

All food and drink (other than water) are to be consumed in the lunchroom only.

Chewing gum, eating or drinking in the school is a \$5.00 fine. The second offense in the same semester is \$10; the third offense is \$15, and so on, adding \$5.00 to the fine for each additional offense. Plain water is acceptable in the classroom.

Though gum is not allowed, mints and cough drops or throat lozenges are acceptable.

- C. Backpacks, purses, and other bags are not to be carried to class (except in cases of special need approved by the administration).

II. CODE OF CONDUCT

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.

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.

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. Conduct Guidelines

Action that 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 that the teacher deems to be chronic, flagrant, or otherwise worthy for special handling will be written up by the teacher for referral to the administration. These situations will be dealt with according to the policy outlined below.

B. Types of Infractions

The teacher's judgment determines the level of an offense. The lists are suggestive, not exhaustive.

1. *Level I:*

Level I offenses are minor or procedural infractions of rules necessary for the maintenance of an orderly school environment. **An offense will result in a one-hour detention.**

Examples

- *Talking out of turn, excessive laughter or otherwise disrupting class
- *dress code violations
- *Disrespect to a teacher or to other students
- *Public display of affection (couples should not touch)
- *Horseplay, running, pushing, wrestling, etc. (students should not touch)
- *Unexcused tardiness to classes other than first hour (4th offense per quarter)
- *Inappropriate conversation (includes crude, sexual, or worldly conversation, see pop culture policy)
- *Copying another student's school work (other than a test), first offense
- *Any behavior that requires a student to be removed from class

2. *Level II:*

Level II offenses are infractions of more serious rules. These may be procedural rules or may be rules dealing with more basic issues of right and wrong. The student will be referred to the Administrator. **One offense will result in a Saturday class.**

Examples:

- *Truancy, i.e. being absent from school with neither school nor parental permission (student also loses credit for the day's work)
- *Improper sign out procedures
- *Use of profane or obscene language, including misuse of the Lord's name
- *Writing on or deliberately damaging school equipment
- *Reckless driving (whether in the lot or traveling to and from school)
- *Serious disrespect to a teacher
- *Copying another student's school work (other than a test), second offense
- *Lying
- *Repeated violations of lesser infractions

3. *Level III:*

Level III offenses are violations of serious rules, especially those having to do with issues of basic, Biblical right and wrong. Offending students will be referred to the Administrator. **One offense results in immediate suspension. The student will meet with the administrator and the discipline committee of the board within 2 school days to determine whether the student will be allowed to return to school.**

Examples:

- *Deliberate, rebellious insubordination or disrespect to a teacher
- *Planned disruptions (or inciting disruption) of the school
- *Possession or use of alcohol, tobacco, illegal drugs, drug paraphernalia, fire arms, explosives, weapons, pornography, condoms, or any illegal item.
- *Violence to another person
- *Threats of violence to another person
- *Sexual misconduct (may be physical or verbal)
- *Copying another student's school work (other than a test), third offense
- *Cheating on a test or examination (taking or giving)
- *Intentional plagiarism
- *Direct disobedience to any basic, moral, or Biblical command
- *Repeated violations of lesser infractions

C. Threats

Portage Christian School has 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.

D. 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.

Off-campus Behaviors

We recognize that many activities can affect the student body even though it occurs 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.

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. The use possession or transmission of any insulting sexual, immoral, or pornographic jokes, stories, material, or photos on any electronic communication device or computer is absolutely prohibited, 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.

III. CONSEQUENCES

A. Detention

A student given detention will spend one hour after the close of that same school day (3:15 to 4:15 PM). Work schedule is not an excuse for missing detention.

B. Saturday Class

1. Saturday class is served from 8:00 AM to 12:00 Noon. Work schedule is not an excuse for missing Saturday class.
 2. The student will be billed \$20 for supervision of the Saturday class. Payment is due at the beginning of the Saturday class. There will be an additional \$5.00 fee for late arrival or late payment.
 3. The student will be given work to do during the Saturday class that must be completed to the satisfaction of the supervising teacher or administrator.
4. A student who misses Saturday class will be required to serve the next possible Saturday class with a \$40.00 fee.

C. Suspension

1. If a student receives an out-of-school suspension, he is not to return to school until the time designated by the administration.
2. In-school suspensions will be served in the school building during regular school hours.
 - a. Each day of the suspension period, students are to be escorted to the high school office at 7:55 AM by a parent.
 - b. Students will be placed in isolation for the duration of each school day in the suspension period, under the supervision of an adult monitor.

- c. Students are expected to invest their time during suspension in completing assignments for all of their courses.
 - d. At the end of the school day, students are to be picked up from the office at 3:12 PM by a parent.
 - e. Parents are expected to pay the equivalent of a substitute teacher's pay for each day of the suspension period. Payment in full is due on the first day of the suspension period.
3. Stipulations regarding classroom assignments during the suspension period:
- a. Daily homework assignments made during the suspension period are due on the dates specified by the teacher.
 - b. Daily homework assignments, which the student turns in on time, will earn a maximum of 50% credit.
 - c. Work assigned, but not completed, receives a zero and may not be made up.
 - d. Long-term assignments, which come due during the suspension period, will be awarded full credit, if turned in on time.

D. Disciplinary Probation

1. The administrator may place a student that receives multiple discipline write-ups on disciplinary probation.
2. A student placed on disciplinary probation will be required to attend a staffing with his or her parents and all of his or her teachers. A written plan of improvement will be produced at that meeting.
3. The administrator will monitor compliance with the improvement plan.
4. Follow-up staffings will be scheduled as needed.
5. If the student's behavior does not improve, he or she will be removed from Portage Christian School.
6. Disciplinary probation will end only when the administrator judges the student to have shown significant behavior improvement over time.

E. Expulsion

1. A student that commits a level III infraction is subject to expulsion after meeting with the discipline committee of the board.
2. A student that is a detriment to the school may be expelled at the administrator's discretion (see Level III offenses and Administrative discretion).
3. Reinstatement after expulsion
 - a. Reinstatement may be allowed by decision of the DCEI Board, if first recommended by the faculty.
 - b. Reinstatement may not occur for a full nine school weeks after expulsion and only at the beginning of a semester.
 - c. Conditions for reinstatement:

- 1) A formal, written request from the student to the Board, expressing a desire to be reinstated.
- 2) Evidence that the student has sought and received counseling, if counseling was stipulated.
- 3) Evidence that the student has maintained an excellent behavior record during the expulsion.
- 4) Evidence that the student has maintained solid academic performance during the expulsion
- 5) Evidence of repentance and a Christ-honoring, obedient attitude

IV. ADMINISTRATIVE DISCRETION

The administration reserves the right to expel a student for the good of the whole school, even if there is no specific violation of the rules.

In keeping with the mercy God has shown us in the cross of Christ, the administration also reserves the right to lower penalties for any student who in their opinion displays true repentance, if all offended parties agree.

Since it is impossible to anticipate every wrong a student may think to do ("**The heart is deceitful above all things and beyond cure. Who can understand it?**" Jeremiah 17:9), the administration reserves the right to punish with or without warning, bad behavior not specified above.

V. EIGHTEEN-YEAR-OLD STUDENTS

On occasion, a high school senior will challenge the school's right to enforce a rule or to notify his parents of an infraction because he has turned eighteen and is, therefore, "an adult." The school's attorney informs us that, "students that are eighteen years of age, yet not emancipated as a matter of Indiana law (by marrying, joining the military or obtaining a court order) are considered to be under the care and control of their parents." Students who have turned eighteen are required and expected to obey all school rules just as those who have not. Infractions of school rules will be reported to parents in the same manner as other students as well.

VI. 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 test students for the presence of illegal drugs whether based on suspicion or at random. In the event of a positive test result, the cost of the test will be added to the student's account.

VII. CONTRABAND

In general, any item that disrupts school should not be in a student's possession. Appropriate items should fit in the student's locker unless specific permission has been obtained to bring the item to school.

A. Specific banned items

- Fireworks
- Misused rubber bands
- Skateboards
- Pocket knives
- I-pods, MP3 players, radios, CD & tape players
- Pagers
- Spit wads
- Pea shooters
- Electronic shocking devices
- Noise makers
- Water guns
- Super balls

B. Balls and other recreational equipment brought to school for gym class, after lunch, or after school must be stored in the student's locker and only taken out at the appropriate time. Students may never throw balls in the building.

C. Banned or misused items will be confiscated and placed in the office to be picked up by a parent. Some banned items will result in serious disciplinary consequences (Level III offenses above).

D. **Cell phones, MP3 players and other electronic devices must not be on the student's body during the school day.**

It should be kept in the student locker and off at all times in the school building during the school day.

Being caught with a cell phone during school time will result in a \$5.00 fine. The second offense in the same semester is \$10; the third offense is \$15, and so on, adding \$5.00 to the fine for each additional offense.

Students needing to make calls during the school day must use the office telephone (see telephone policy).

VIII. 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.
- Computer networks and the Internet are continually changing. Portage Christian School reserves the rights to modify this policy as necessary.
- 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 be a Level III offense (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.

Student signature

date

_____ parent/guardian
signature date