

PCS | PORTAGE
CHRISTIAN
SCHOOL



2019 - 2020

PARENT/STUDENT HANDBOOK

(Revised 2/19/19)

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I. FOUNDATION

A. THE MATTHEW 18 PRINCIPLE

1. Portage Christian School is made up of parents, administrators, teachers, board members and students; and just like any other institution in which there are 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.
2. 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 others.
3. 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.
4. 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.
5. BE FORGIVING - *"...If he listens to you, you have gained your brother."* This implies that once the matter is resolved, you should wholeheartedly forgive and restore the person who is at fault.
6. ...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 one or two others along with you, that every charge may be established by the evidence of two or three witnesses."* An open and honest discussion among people who are sensitive to godly principles will most often reach an amiable solution.
7. ...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:
 - a. Have a clear understanding of the problem.
 - b. Offer a solution or solutions for resolving the problem.
 - c. Give reproof and correction if necessary.
 - d. Give forgiveness and wholehearted restoration to those who made amends.
 - e. Share with the student body in Severe Discipline cases.
8. 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.

9. 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 in the best way possible with the guidelines that lead us to a “good report.”
- B. MISSION STATEMENT
- Our mission is to impart God’s wisdom for godly living to our students through the educational process.
- C. VISION STATEMENT
1. PCS **equips** students to discover God’s plan and purpose for their lives.
 2. PCS **nurtures** a biblical world view and culture that embodies a unified family in Christ.
 3. PCS **transforms** the lives of its students and staff, through excellence in academics and all disciplines to create godly generations.
 4. PCS **partners** with churches, parents and students to impact our world for God’s kingdom.
- D. MOTTO
- Education with a Christian Purpose.
- E. 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. 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.
- F. STATEMENT OF FAITH
1. 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)
 2. 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)
 3. 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)
 4. 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)
 5. 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)
 6. 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)

7. 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)
8. 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)
9. We believe in the creation of man by the direct act of God. (Genesis 1:26, 5:2; Colossians 1:16-17)
10. We believe in the Bibles teaching on marriage, sexuality, gender identity as described below:
 - a. We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God. (Genesis 1:26-27) Rejection of one's biological sex is a rejection of the image of God within that person.
 - b. We believe the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture. (Genesis 2:18-25) We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other. (1 Corinthians 6:18; 7:2-5; Hebrews 13:4) We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.
 - c. We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God. (Matthew 15:18-20; 1Corinthians 6:9-10)
 - d. We believe that in order to preserve the function and integrity of Portage Christian School, and to provide a biblical role model to Portage Christian School and to the community, it is imperative that all persons employed by Portage Christian School in any capacity agree to and abide by this Statement on Marriage, Gender, and Sexuality. (Matthew 5:16; Philippians 2:14-16; 1Thessalonians 5:22)
 - e. We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ. (Acts 3:19-21; Romans 10:9-10; 1Corinthians 6:9-11)
 - f. We believe that every person must be afforded compassion, love, kindness, respect, and dignity. (Mark 12:28-31; Luke 6:31) Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of Portage Christian School.
 - g. Final authority for matters of belief and conduct – this statement of faith does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For the purposes of Portage Christian School's faith, doctrine, practice, policy, and discipline, our Superintendent and Board of Directors is Portage Christian School's final interpretive authority on the Bible's meaning and application.

II. ENROLLMENT

A. 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.

B. PROSPECTIVE STUDENTS

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

1. A prospective student is expected to be in good standing with his/her current school for at least one year prior to enrollment in Portage Christian School. However, it is recognized that discipline varies from school to school. Therefore, the PCS administration may choose to admit a student that was disciplined, suspended, or expelled for a reason that would not have rendered a similar decision at PCS.
2. Realizing the importance of and need for a personal relationship with God through faith in Jesus Christ, a pastor recommendation form must be submitted each school year for each student.
3. Portage Christian School reserves the right to test prospective students for drug use prior to admission. If such a test is necessary the cost must be covered by the parent/guardian.
4. Final admission decision will be made only after testing is completed, previous school records are received and pastor recommendation are submitted.

C. NON-DISCRIMINATION

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.

D. CHURCH ATTENDANCE AND ACCOUNTABILITY

1. All students enrolling and/or re-enrolling at PCS must have a Pastor Recommendation for current school year signed by a pastor indicating church involvement. (If the attended church is currently without a pastor the head deacon/elder may sign the form. If the family is currently searching for a church home the Superintendent may grant additional and reasonable time for this form to be turned in.)
2. Each quarter every student must turn into the school a PCS Church Accountability Form which indicates church attendance. We recognize that there will be occasions when church attendance may not be possible because of circumstances but if attendance is less than 50% of the time an explanation will be needed.

3. A church attendance form will be sent to the pastor of each student each semester for accountability and partnership with the local church.

E. FINANCIAL POLICIES

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

1. RETURNING STUDENT REGISTRATION:
 - a. Registration fee is \$50.00 per student if paid before February 28
 - b. Registration fee is \$100.00 per student if paid March 1 through June 30
 - c. Registration fee is \$200.00 per student if paid after July 1
 - d. The registration fee is due at time of registration. Graduation fee is non-refundable and must be paid by May 1.
2. NEW STUDENT REGISTRATION:
 - a. Registration fee is \$100.00 per student if paid before June 30
 - b. Registration fee is \$200.00 per student if paid after July 1
 - c. The registration fee and any applicable graduation fees must be paid at the time of registration and are non-refundable.
3. TESTING FEE:
 - a. 1st – 12th applicants must submit a recent NWEA test score or take a NWEA test. The test will be administered on one of the school computers and can take up to 3-5 hours to complete. The test will cover Math Skills, Reading Comprehension and Language Arts (grammar, parts of speech, punctuation, etc.) The current cost is \$25 and is due prior to the testing. Results will be available within 2 days after testing. Parents will be given an analysis sheet. The actual test will be entered into the student's records and will remain private.
4. TUITION Payments: "ON TIME" TUITION PAYMENTS ARE DUE ON OR BEFORE THE AGREED UPON (THROUGH TADS) DAY OF THE MONTH. TUITION PAID AFTER THE AGREED UPON DAY OF THE MONTH IS DELINQUENT, AND THE ACCOUNT WILL BE CHARGED A "LATE PAYMENT FEE" OF \$29 for each late payment.
 - a. If the family does not make full payment within 30 days of the agreed upon payment date, the child/children may not return to school until the payment and late fee is paid.
 - b. 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, and in the case when the student is dismissed from PCS.
5. INSUFFICIENT Funds (NSF): your account will be charged a \$30 fee for checks returned for insufficient funds.
6. 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.
 - a. 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.

- b. If a previous year's account is not paid, the student(s) will not be permitted to return to school the following year.
 - c. If PCS must expel your child for disciplinary reasons, all paid fees and tuition will be forfeited.
- 7. Financial Assistance – PCS has 3 possible means of financial assistance with tuition.
 - a. SGO – Sagamore Institution – a granting organization that is funded by our own parents and other's interested in gaining the best tax credit in the state of Indiana. As funds are made available, parents may apply through the school for assistance. An SGO grant also serves as an additional pathway to Indiana State Vouchers.
 - b. Indiana State Vouchers – a school voucher is public money that Hoosier students can use toward private school tuition. It is also referred to as a School Choice Scholarship. There are currently two possible vouchers available to those who qualify. The 60% and the 90% vouchers are based on several factors and are not easily calculated unless you are familiar with all the factors. Some of those factors include the ranking of the public school district a student would attend, number in a household, income, special needs, etc.
 - c. PCS Scholarship – funds made available through the school based on available funds in the budget. The window to apply for this funding is March 1 – September 30. In order to apply a parent/guardian must fill out a PCS Scholarship form, attach the front sheet of the previous year's tax forms, attach a letter of explanation and turn them into the PCS office no later than September 30.
- 8. 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.
- F. ACCURATE RECORDS – Parents must log into TADS and Sycamore and change personal information as circumstances change, (i.e. phone numbers, address). This will assist the office in keeping accurate records for your child.
- G. WITHDRAWAL FROM SCHOOL - Parents of students withdrawing from PCS and transferring to another school during the school year must fill out a withdrawal form at least one day preceding the withdrawal. After an exit interview and upon approval by the Administrator and the settling of all financial obligations, the student is considered officially withdrawn. Students who have withdrawn are not to return during school hours for social visits without permission from the administration. If they have business with the school, it is to be transacted through the school office.

III. GENERAL INFORMATION

- A. OFFICE
 - 1. Entrance to and control of building traffic – only PCS employees and students are allowed access to hallways and classrooms without office control.
 - 2. Visitors must be approved by an office employee.
- B. AUTOMOBILES AND PARKING
 - 1. Adult drivers must follow the arrows for traffic flow. The drop-off/pick-up lane is One Way traffic and is wide enough for two lanes. Please drive slowly and carefully at all times in the PCS parking lot. Always yield to pedestrians. Only use Handicap spots if you

have appropriate Handicap permission. Do not take up more than one parking spot. Do not drop off or pick up in the parking lot unless you are parked in an appropriate spot. Students under 6th grade must be accompanied by an adult or older sibling when walking to or from a car in the parking lot.

2. 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. A copy of student driver's license must be on file at the school.

C. REGULATIONS FOR STUDENTS WHO DRIVE TO SCHOOL

1. Students must park in the area designated by the administration.
2. Student drivers will not be utilized for school activities.
3. Students are not allowed to loiter in or around vehicles while parked on school property before, during, or after school hours. Doing so may result in a detention or more severe discipline if deemed necessary by the administration.
4. Students cannot enter any car during school hours unless a teacher or administration gives permission.
5. 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.
6. Students must observe the 10 M.P.H. speed limit on school grounds.
7. "Horseplay" which involves automobiles will not be tolerated.
8. Students must not be talking or texting on phones while driving on school property.
9. Students must maintain safe and reasonable speeds and driving practices on public roads while commuting to and from school.
10. Violations of any of the above rules WILL result in SUSPENSION of DRIVING PRIVILEGES FOR one WEEK. Repeated violations may result in complete loss of privileges.

D. CHAPERONES:

Parents will also be notified if chaperones are needed on a field trip. If a parent chooses to assist the teacher as a chaperone, no younger children or other individuals are permitted to attend the trip. Grandparents are welcome to attend as chaperones, but please arrange this with the teacher before the trip.

E. GUIDELINES FOR CHAPERONES:

1. The classroom teacher is in charge. Chaperones are the leader of their groups and are to maintain control of their group. If a child disobeys, the chaperone is to notify the teacher. The chaperones are to supervise their groups every single minute of the field trip, students and chaperones staying together.
2. All chaperones must have a recent (1 yr.) background check on file in the office. The school will run all background checks.
3. Chaperones driving children other than their own must submit a copy of their valid driver's license and a current verification of automobile insurance to the office before the day of the field trip by using the form mentioned above. Chaperones are responsible to make sure the dates of expiration are readable and valid for the date of the field trip (the school office will photocopy these).

4. Chaperones having access to a cell phone are asked to bring it with them on the trip for safety reasons, to notify the teacher of the phone number, and to obtain the teacher's cell phone number in case communication is needed.
 5. Students are to be in safety car seats when required and seat belts (see Car Seat/Seat Belt Laws below) at all times (Note that only one child is permitted per working seat belt).
 6. Chaperones are to be aware of the airbag restrictions in their vehicles, and must comply with the rules for safe transportation of children regarding airbag restrictions.
 7. Chaperones are to follow directions given to the destination, and obey the rules of the road in speed and driving procedures. If the chaperone arrives early to the destination or back at school early, they must keep students with them and adequately supervise them. If a chaperone becomes lost or experiences car trouble, the chaperone is to call the teacher's cell phone or the school for instructions.
 8. Chaperones are to be aware of the music that is being played in their car, and make sure that it is appropriate. If there is any question play Christian music only or none at all.
 9. If a bus is being used, chaperones will help in adequately supervising the students.
 10. If the chaperone has an emergency or a change takes place and is unavailable to supervise a field trip, he/she must notify the teacher as soon as possible by calling the office, if necessary, to get the message to the teacher.
 11. Chaperones will be impartial if their own child is in their group, and be fair and consistent with all.
 12. Chaperones will bring a watch or use a cell phone for time management, noting meeting places and times, to avoid making the group wait.
 13. Chaperones will comply with the dress code unless other arrangements have been set for the day.
 14. Chaperones will not spend money on treats or souvenirs or bring "treats" for their group that shows partiality to a few.
 15. Chaperones are not to smoke or possess any alcohol on a field trip.
- F. CAR SEAT/SEAT BELT LAWS:
All children less than 40 pounds must be in a car safety seat. All children under 80 pounds and/or under 4' 9" in height must be in a car safety seat or booster seat. PCS requires appropriate safety seats on all field trips. Children are required to be in a safety seat or seatbelt at all times. **(As of July 1, 2007, it became law that all people in trucks or cars, whether in the front or back seats must wear seat belts.)**
- G. 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, and obedience to law, and love for the flag and country. It is taught and understood that pledging a flag is symbolic for pledging allegiance to what that flag represents. Our students are required to say the following pledges every school day.
1. "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."

2. "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."
3. "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 words in my heart that I might not sin against God."

H. 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.

I. SUNDAYS

1. PCS recognizes that Sunday is a special day in the Christian calendar that historically has been set aside as a day of worship and rest. God rested on the 7th day after creating the world, He instituted a holy Sabbath for the nation of Israel as a day of worship and rest and the Church moved that day of rest to Sunday in honor of the day that Jesus rose from the grave. Because PCS partners with local evangelical churches in the community, we will refrain from competitions, classes, fund raisers, and other school events on Sundays. Exceptions can be made for Christian camps, mission's trips, and events that include a church type service for the students and adults involved. These exceptions must be approved by the Superintendent and must be detailed to parents.
2. It is expected that students at PCS attend a local church on a regular basis. Quarterly reports are included in report cards for parents to fill out and turn in which indicate church attendance. Once turned in the report is sent to the church attended for the pastor to verify.
3. When church is not attended on a regular basis for 2 Quarters in a row the student is placed on probation and if the issue is not corrected by the next Quarterly report the student will not be allowed to re-enroll for the next school year.

J. CLASS SCHEDULE

The regular class schedule is Monday through Friday, 8:00 A.M. to 3:10 P.M. for Kindergarten through 6th grade and 8:00 A.M. to 3:22 P.M. for MS & HS. Special days off and irregular class hours will be announced on our school calendar or by notice to parents/guardians.

K. DOOR POLICY

1. Only the main doors are unlocked at any time throughout the day. The gym door is propped open from 7:30 until 7:50 for drop off.
2. Students must enter through the gym doors from 7:30 am until 7:55 am.
3. At all other times when people are entering the building they must do so through the main doors.
4. If you must enter the building when the doors are locked, please use the buzzer to contact the office for entrance.

L. VISITORS

1. All visitors, including parents, must report to the school office immediately upon entering Portage Christian School. All visitors must sign in and receive a visitor's pass. They also must sign out upon leaving the building. 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 (except for approved and prearranged parties).
3. Student friends may visit PCS only if interested in attending PCS. The parent of the prospective student must make arrangements at least 24-hours in advance. Repetitive visits by the same student are prohibited.

M. BEFORE SCHOOL PROCEDURES

Students may enter only by the GYM entrance. Doors open at 7:30 A.M. Students are not allowed in classrooms until 7:55 A.M. Students who are dropped off or arrive prior to 7:30 A.M. and as early as 6:00 A.M. must report to Before Care and will be charged a fee. Arrangements for regular Before Care services should be made in the office or with the person in charge. All students must report to the gymnasium and wait until the first bell before entering the classrooms.

N. AFTER SCHOOL PROCEDURES

Kindergarten and elementary students are dismissed at 3:10 P.M. and should be out of the building or in After Care by 3:30 P.M. unless special permission has been given by a teacher and the parent has been notified. MS/HS students are dismissed at 3:22 P.M. and should be out of the school building by 3:45 P.M. unless a teacher and the parent have given special permission.

1. If a student must remain in the school building after 3:45 and is not under other supervision, they are required to report to After Care.
 - a. In an emergency situation students will be charged by the hour for the use of After Care. Students must be under adult supervision after 3:30 (K-5) and 3:45 (MS/HS).
 - b. Students will meet with the Principal the next school day for discipline (a detention) if they fail to report to After Care and are discovered to be without adult supervision on campus.
 - c. Students are not to hang around or play in the gym unless they are under approved adult supervision. Doing so will result in an automatic detention.
2. 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. They may not walk around off campus to avoid After Care. If they are going to walk home parents must provide a note to the office giving them permission.
3. A student who misses his/her ride is not permitted to walk home but must report to the school office. They shall call a parent and arrange to be picked up. If they are not picked up by 3:30 (K-5) and 3:45 (MS/HS) they must report to After Care.
4. Leaving school grounds at any time for any reason without permission is not tolerated. (First offense –ISS; second offense OSS; third offense – expulsion).

O. CONTACTING TEACHERS

Parents/guardians are requested to contact teachers through Sycamore PAN (Pass-a-note). The office is the last resort. SCHOOL NUMBER: 219-762-8962. Email is available for all teachers.

P. 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 Sycamore and electronically (email) if possible.

Q. LOCKERS

1. 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.
2. Students are expected to take pride in keeping their lockers neat and clean. Food is not to be left overnight in lockers. Unchristian pictures, Hollywood stars, 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. (Defacement or damage done to a school locker is the responsibility of the student/parent.)
3. Do not remove the numbers on the lockers.
4. Except for the occasional recognition decorations for Athletics and Home Coming decorations, the outside of the lockers must remain clean.
5. Students are responsible to make sure the locker door is closed and nothing is hanging out their locker. Demerits will be given for a messy locker or for things hanging out of a locker.
6. 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.

R. COMPUTER AND INTERNET USE POLICY

1. Because the internet provides tremendous research and learning opportunities PCS provides filtered access for students and staff for the furtherance of academic pursuits.
2. 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.
3. Elementary students must obtain permission from a teacher to use the internet and a staff member must be in the room when the Internet is in use. The Elementary student's screen must remain in view of that staff member.
4. 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.
5. Any attempt to bypass the school filter (i.e. VPN) will result in an automatic 3 day suspension from school for the first offense and an automatic expulsion for the second offense.
6. Pornography viewed at school will result in an automatic expulsion.
7. Clearing an Internet History File from a school computer is strictly prohibited.
8. All sites visited must be clearly acceptable to the standards of Portage Christian School. Pornographic, violent or otherwise immoral sites are strictly prohibited.
9. Other types of prohibited sites include (but are not limited to): Non-academic games, gambling, music downloading, and services that exist to support academic dishonesty.

10. Instant messaging, chat rooms, social networking sites (FaceBook, Snap Chat, etc), and accessing personal e-mail accounts are prohibited on the school internet system for students unless doing so is part of an assignment or directly supervised by a teacher or staff member for school purposes.
11. 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.
12. A student may not buy or sell anything on the Portage Christian School's network at any time.
13. A student may not transmit (uploading or downloading) copyrighted material in violation of US, state or local regulations at any time.
14. A student may not install software on any school computer at any time whether by disk, download, or any other media.
15. If an inappropriate site is accessed accidentally, a student is to seek the assistance of a teacher immediately.
16. Both physical damage to the computer equipment and the altering of software, settings and files are considered vandalism and are prohibited.
17. Portage Christian School makes no warranty of any kind as to the usability of its network for any student purposes.
18. Violation of any part of this policy will be a Level II or III offense depending on the circumstances.
19. 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 discipline with or without warning wrong activities not stated above.

S. CARE OF SCHOOL PROPERTY

1. 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.
2. 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.
3. Students should pick up waste paper in classroom and on hallway floors.
4. Students should make sure that shoes are clean before entering the building.
5. Students should exercise special care in the washrooms to keep the washrooms clean at all times.
6. Students should 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.
7. Parents will reimburse PCS for any damage to facilities or equipment resulting from mischief or careless student use.

T. 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 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 them carry large sums of money.
- U. LOST AND FOUND
- The office will maintain a “Lost and Found”. 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. The contents of the lost and found will be periodically donated to a local charity.
- V. 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 a demerit or appropriate discipline. 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 needs and have a physician’s note that is registered with the office.
- W. LUNCHESES
1. 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.
 2. Due to security and space availability, parents are not allowed to stay for lunch with students on campus, unless previously arranged with the office.
 3. Special permission may be given for students to go to lunch off campus with parents/guardians but they must be back in time for the class following lunch. Parents must sign their child out at the office window and back in when returning.
 4. Specialty lunches will be offered two days a week. Specialty lunches are a prepay cash purchase. Drinks are not part of the cost of the specialty lunch so milk is available for purchase each day. PCS will not be providing lunch on the other three days of the week. An account may be set up in the office for Wednesday and Friday lunches. (Cash or check only.) Account holders will be notified when their account is low or empty of funds. If an account is delinquent by \$6.00 or more, the child will not be allowed to order until the account is made current.
 5. Emergency lunches are available through the office when a student forgets his/her lunch. Emergency lunch is not meant to substitute as a lunch program. An emergency lunch consist of peanut butter crackers and milk.
- X. FOOD, DRINK, AND CHEWING GUM
1. All food and drink (other than water) are to be consumed in the lunch area. Chewing gum, eating or drinking in the school will result in a demerit. At no time are food or drinks to be consumed in the hallway (including before and after school).
 2. Though gum is not allowed, mints and cough drops or throat lozenges are acceptable. Elementary teachers keep cough drops in their desk that are sent in by parents.
 3. Backpacks, purses, and other bags are not to be carried to class (except in cases of special need approved by the administration).
- Y. 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.

Z. TELEPHONE

1. 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 OFFICE STAFF. Calls may be made at lunch break, study hall, and before or after school. We discourage student usage of telephones except on emergency basis.
2. If a student is ill and needs to be picked up by the parent, the office staff will call from the school office.
3. Students are not allowed to use a cell phone to contact their parent during the school day unless given permission by the office or a teacher.
4. Parents, please do not call your child's cell phone during school hours. Sending a text to be read after school hours is acceptable. We ask that you use the main office if a message needs to be sent to your child.
5. If a cell phone is confiscated it must be picked up by a parent in the school office.

AA. OUTDOOR RECESS/PHYSICAL ACTIVITY

1. Elementary school students will go outside for daily recess unless the temperature or wind chill factor is 20° F or below or 90° or above. 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 doctor 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.
2. 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 extended time, we require a doctor's note stating the medical reason.

BB. WEATHER DAYS

1. The administrator makes all final decisions concerning weather days.
2. 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. However, our circumstances are definitely different and our decisions will be based on our circumstances, not theirs.
3. Portage Christian School may delay opening if it appears that several teachers would have trouble getting to school to supervise students or if the roads will only be impassable for a short time. Students coming from another city with impassable roads will be granted extra grace for tardiness and absences, but should make every reasonable attempt to be to school on time. If the administration grants an absence it will be treated as an excused absence.
4. If the school day is to be cancelled or delayed, the administrator will initiate a phone call to every number on file by 6:00 a.m. if at all possible. If you do not receive a call or if you have other numbers you desire to be called, notify the office with phone numbers you desire to be on this system. If the system calls a number you desire to be removed,

notify the office. The information will also be put on www.emergencyclosings.com, Indiana 105.5 FM, Z-107.1 FM, and 1500 AM-WAKE.

5. To find out about cancellation or delay of school:
 - a. Go to <http://www.emergencyclosingcenter.com/complete.html> and search our facility by typing in the name and city.
 - b. Call 847-238-1234 from a touch-tone phone and enter the school's main phone number. 219-762-8962.
 - c. Receive an e-mail notification of a change, by signing up at www.emergencyclosings.com
 - d. 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.

CC. SERVICE HOURS AND VOLUNTEERING

1. Each family with children enrolled at PCS is responsible to serve 15 service hours each school year. The time for meeting this requirement runs from June 1 until May 31. A charge of \$20 per hour will be assessed for hours not served.
2. PIA - The Parents in Action (PIA) exists to provide volunteers for the school and activities for PCS families. It is open to any parents to be involved. Information will be given at Orientation on how parents can participate in volunteerism at PCS.
 - a. Parents desiring to be a part of the leadership of PIA may contact the office for a contact person's name and phone number. Their desire is to organize the volunteer staff to enrich the school by offering assistance to the school office and classrooms and secondly to assist the school families in fundraising to benefit to the school, family activities and special projects.
 - b. Parents are encouraged to volunteer part of their time on a regular basis to assist office staff, classroom staff, maintenance, etc.
 - c. Volunteers are to follow the dress code required for the students on a dress down day while on school property and must conduct themselves as role models.
 - d. All volunteers that volunteer during school hours or school activities must be subjected to a background check. If they drive students other than their own they must supply PCS with a copy of a valid driver's license and proof of active insurance.

DD. SPIRIT WEEK

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

1. 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.
2. SPIRIT WEEK DECORATIONS
Hallways, lockers and classes may not be decorated for Spirit Week. All decorations will be limited to the gymnasium and the gym hallway.
3. PEP RALLY
This rally will be held on Friday afternoon of Spirit Week. Awards will be given, skits, cheers and presentation of the Pacer coaches and teams.
4. HOMECOMING GAMES

Games are on Friday afternoon and evening of Spirit Week and Homecoming Court is announced.

5. HOMECOMING DANCE

MS/HS students are encouraged to attend this casual event. The dress code is to be the same as for a regular dress down day at school. Music will be approved by the administration and will not reflect an ungodly worldview. Dancing will not involve sexual gestures, frontal embracing or cheek to cheek dances. Appropriate supervision will be provided. Non PCS students will be allowed to attend but must adhere to the same guidelines.

EE. PROM

1. 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 prom, they must submit a guest form from the school office before tickets can be purchased. See "Prom Dress Code" in Conduct & Discipline section for appropriate dress. Dresses worn to prom must be approved by the office.
2. Students of Portage Christian School are permitted to invite students of other schools to be their guest at our King/Queen Coronation and Prom. Acquire a Prom Form, properly fill it out and return it to the school office for administration approval.
3. CORONATION - held during Prom. Homecoming Court is presented and Portage Christian School king and queen are revealed. The Court is chosen by teachers and High School students based on their godly character, spiritual, academic, and social standings at PCS.

FF. SENIOR MISSIONS TRIP

1. A senior MISSIONS trip will be scheduled for the 12th grade students each year. This trip is to be conducted under the authority of the school. A school sponsor will accompany the students. The trip must have missionary value in addition to educational and recreational value. The senior class will raise support for this trip through various fund raising endeavors. The trip will be to the El Faro compound in Guatemala and will run in conjunction with the partnership between PCS and Independent Missionary Network. Seniors will be allotted a week out of regular classes while attending. Those choosing not to attend will be assigned a missionary project to complete during regular school hours.
2. Parents desiring to accompany students as a chaperone may apply to be a chaperone according to the school guidelines.

IV. ATTENDANCE & ILLNESS

A. State Law

The Attendance Policy of Portage Christian School is in compliance with the Indiana Department of Education attendance policy that requires each student to attend school 95% of the school year which includes both excused and unexcused absences. This means that a student may only miss nine (9) school days in a school year.

B. Excessive Absences

Students who accumulate excessive absences during the school year will be referred to the appropriate personnel and parents will be contacted. Excessive absences may be addressed through a variety of intervention strategies, which may include:

1. Phone call
2. Mailing
3. Student/Parent/Principal meeting
4. Reporting to Project Attend
5. Denial of student athlete to participate in competitive games
6. Denial of student to participate in extracurricular activities
7. Denial of or revoking of work permit
8. Denial of driver's license/permit or reporting to DMV
9. Referral of student/parent to State authorities

C. SIGN IN/SIGN OUT PROCEDURES

1. 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 an Administrator, Office Staff or anyone delegated by an Administrator to act in his/her behalf. The Sign In/Sign Out sheet will be located at the School Office window.
2. It is the responsibility of the student to report to the office any time he/she arrives at school after 8:00 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.
3. It is the responsibility of the student to sign out when it is necessary for him/her to leave the campus for any reason during the school day. Failure to sign out will result in a demerit for MS/HS. If a student becomes ill during the school day, he should report to the School Office and the office staff will determine if the student is ill enough to go home. If the student has a pre-arranged appointment, he/she must provide the School Office with a written verification or have his parent/guardian come in to sign him out. (A phone confirmation may be allowed at the discretion of the administration.) Failure to follow these procedures for signing out will result in a demerit.

D. TARDINESS

Students who arrive after 8:00 A.M. must report to the office to obtain a tardy slip before going to class.

1. Morning Tardiness - students are allowed three (3) morning tardies (excused or unexcused) per nine (9) weeks. For MS & HS, the fourth morning (4) tardy, a demerit will be imposed by the office. An additional demerit will be given for each additional tardy during the nine (9) week period.
 - a. Excused Tardy – vehicle incident, power outage, extreme weather conditions, pre-approved tardy (by principal), etc.
 - b. Unexcused Tardy – slept in, had to go back home to get homework, went out to breakfast, couldn't find my shoes, etc.
2. For MS & HS, tardiness to class other than first period – students are allowed two (2) unexcused tardies per nine (9) weeks per class. The third tardy will result in a demerit. An additional demerit will be given for each additional tardy to class.
3. Every 7 morning tardies in a semester will be counted as an unexcused absence.

4. Any unexcused tardy that is more than 15 minutes after the class start time will be counted as an unexcused absence.

E. ABSENCES

The word “absence” means the missing of the entire school day or part of a school day amounting to more than 1¼ hours. This will include tardiness and leaving school before the scheduled dismissal time. (total of 9 per year)

F. 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 or receipt. (The physician’s statement or receipt must be brought to the office within 48 hours 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 and a doctor’s note signed by the physician is provided within 48 hours of return to school.
3. Deaths and funerals of members of the household and immediate family with documentation provided by a parent/guardian.
4. Illness in cases where the school sends the student home.
5. Medical and dental appointments, which must be scheduled during the school day.
6. Religious observances that cannot be observed outside of school hours with documentation.
7. Court appointments and/or hearings with documentation.
8. 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 48 hours after the appointment.
9. A student is allowed 1 day for each excused absence due to illness up to a total of 3 days to make up missed assignments.
10. Any excused absence due to a school sponsored trip or event will require that the student turn in all work the day they return to school and make up quizzes and tests the day they return to school. Students are required to check with teachers prior to the trip or event to get assignments. The teacher/staff that is sponsoring the trip or event will provide study time and an appropriate environment for the student to study. (Additional time to make up work may be given at the discretion of administration.)
11. Long term or chronic illness that results in excessive absences will be handled on a case-by-case basis by the Administration.

G. FAMILY VACATIONS

1. Trips with family and other vacations should be scheduled during NO SCHOOL days such as Christmas Break and Spring Break. What is missed in the classroom during an absence may hinder a student’s learning and progress in school.
2. In order to be excused during regularly scheduled school days a “Leave Request Form” must be filled out by a parent and signed by the Administrator **at least one week prior** to absence. If the trip is permitted by the Administrator it must be limited to 5 school days or less. This includes extra-curricular activities not related to PCS.

3. MS/HS students will not be excused during finals for a family vacation.
4. Such trips may only be taken once in a school calendar year.
5. A "Leave" for a family vacation or other reasons may not be approved if a student has already exceeded 8 absences, has been excessively tardy (15 or more times) or has grades below a C average.
6. All class work, quizzes, tests and projects must be made up the day the student returns to school. They will not receive additional time to make work up.

H. UNEXCUSED ABSENCES

1. An Unexcused Absence is any absence without parental permission (a note signed by a parent indicating an acceptable reason for being absent) or resulting from a disciplinary action by the Administrator, such as truancy or suspension. Students will be required to turn in all work due for days missed as well as work for the day returning in order to receive credit. Late work will not be accepted. Quizzes, tests and projects missed must be made up the day the student returns. Quizzes and test that occur of the day returning must be taken with the class on that day.
 - a. MS/HS Students who are absent for more than 9 school days or more than 9 class periods in one semester may not receive credit for courses in which such absences have accumulated. Absences, which result from approved field trips and school sponsored activities, are not counted in the 10 day maximum.
 - b. Students will receive a letter of notification when they reach 9 absences.
 - c. If students exceed 10 unexcused absences, parents may submit a written appeal to the school Administrator within one week of the 11th absence documenting the extenuating circumstance and requesting an extension of the 10-day maximum. The administrative team will review the appeal and rule on the request.
2. According to the Indiana Department of Education (code 20-33) a student is considered habitually truant after 10 days of unexcused absence and is subject to a referral to Project Attend, which is a division of the Porter Country Juvenile Services (9-24-2) for invalidation of the student's driver's license or permit until the age of 18. Habitual truancy – a student will be considered habitually truant per Indiana Code 20-33 upon their 10th unexcused absence. If student is over the age of 13 and considered habitually truant Indiana State Law 9-24-2 requires the school to send notification to the Bureau of Motor Vehicles for invalidation of the student's driver's license or permit until the age of 19. Work Permits may also be revoked under this rule.
3. Students over the age of 18 considered habitually truant may be considered for expulsion.
4. Keep in mind, some learning experiences cannot be made up, and an excused absence might adversely affect a student's grade.

I. ADDITIONAL ATTENDANCE INFORMATION

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

1. Required religious observances which cannot be honored during non-school hours (arrangements must be made at least 1 week 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 (arrangements must be made in advance).
 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).
 8. Parent Excused Absence is any absence resulting from the student being ill, but not ill enough to consult a doctor.
 9. Family Vacation Days are limited to five (5) per school year. (Forms are available in the school office.) The student must acquire work that needs to be accomplished before leaving. All work is to be turned in on the day the student returns.
 10. 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 or if the 5 day limit is exceeded).
 11. As stated, no student shall accumulate more than ten (10) absences in any class per semester to receive credit. When a student has accumulated nine (9) absences in a class the parent will receive notice from the school. Students who have more than ten (10) absences will remain in class provided the student adheres to the policies of the class, but they will not receive credit for the day of absence in the classes missed.
 12. A student may need to repeat a class for needed credit, due to adverse effects caused by excessive absences.
- J. PARENT/GUARDIAN RESPONSIBILITY
- It is the responsibility of the parent/guardian to call the School Office at (219-762-8962) to report his/her 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.
- K. STUDENT RESPONSIBILITIES
1. 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.
 2. When students want to make advance arrangements for an absence, they must obtain a Leave Request form from the office, have it signed by a parent/guardian, and submit it to the office. The Administrator will determine if the absence will be excused.
- L. ILLNESS
- Please do not send your child to school if any of the following conditions exist:

1. A temperature of 100° or more (prior to taking medicines like Motrin or Tylenol)
2. Student has vomited in the past 24 hours
3. Any inflammatory eye condition
4. Any cough which occurs during a whooping cough or measles outbreak associated with a fever (100° or higher un-medicated)
5. Cold, if associated with other signs of a disease
6. Sore or inflamed throat
7. Discharge from ears
8. Pediculosis (head lice): a child cannot attend classes until treatment has been administered and no nits are present. In a severe case a certificate from the family doctor may be required.
9. Other skin diseases: a child cannot attend classes until cured or has obtained a statement from doctor stating that the condition is not contagious.

M. MEDICATIONS

Portage Christian School does not provide medicine for students. All prescription medicine, cough medicines, stomach medicines, Tylenol, Ibuprofen, or any other medications must be labeled and brought to the school office with a parent/guardian's note giving clear instructions as to how and when it is to be dispensed. This includes rescue inhalers. In order for the student to carry an inhaler to class we must have a doctor's note on file stating the need. Otherwise, it will be kept in the office with all other medications. The school office and other authorized personnel will give first aid for minor injuries received from playing, etc. Parents will be contacted if the services of a physician or other medical professional are necessary.

N. PHYSICIAN-PRESCRIBED MEDICATION:

1. Prior to administration of any regularly physician-prescribed medication by the school, both the Physician Statement of Need and a signed Parental Medication Permission Release. Written instructions from student's physician or a typed instructions on the prescription bottle which states: name of student, name & dosage of medication, time of administration of medication and name of physician.
2. All medications for students below 9th grade must be brought to school and picked up from school by parents/guardians. Students in 9th grade and above must have a note from their parents to take medication to and from school. All medications must remain in the school office unless otherwise specified by the student's physician and parent.
3. All medications must be brought to school in their original containers and stored according to physician request.
4. Medications stored at school are prohibited from being sent home with any student below 9th grade.
5. A separate set of forms (physician and parent) must be completed for each application of a medication and whenever changes are made in the medication dose, or child's reaction. It is the parent's responsibility to insure that these forms are current and complete.
6. New Physician Statement of Need and Parental Medication Permission Release forms must be submitted at least once a year. Over the counter medication forms need to be submitted annually for all students. Parents should revise these, as changes are needed.

7. The school has the right to prohibit the administration of any drugs or procedures that appear to be beyond the ability of unlicensed school personnel (e.g. injections).
 8. Each administration of medication will be recorded in Sycamore and a PAN will be sent at the time of its administration by the individual who gave the medication.
 9. Emergency medications may be carried by the student when both the Physician Statement of Need and Parental Medical Permission Release have been completed and indicate the need for the student to have medication on his/her person at all times (e.g. asthma inhaler, epi-pen, migraine medication.)
- O. FEVER
- Once the office has determined a child has a fever (100⁰ or higher un-medicated), he/she must be picked up within 30 minutes. The student may not return to school until he/she has been fever-free for 24 hours without the help of medication. This will aid in preventing sickness from spreading among other children in the class. If a child is vomiting or has diarrhea (even though he/she may not have a temperature), the parent will be required to pick-up the child within 30 minutes of our call. He/she must be free from vomiting or diarrhea for at least 24 hours before returning to school.
- P. SEVERE SITUATIONS
- 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.

V. ACADEMICS

- A. ACADEMIC INTEGRITY
(ACADEMIC DISHONESTY, PLAGIARISM, CHEATING, AND/OR FALSIFICATION)
1. The students, teachers, and administration of PCS are committed to the highest standards of honesty and integrity. To that end, the administration developed a school wide policy on cheating and plagiarism.
 2. Academic Dishonesty – an action intended to obtain or assist in obtaining credit for work that is not one’s own. Examples of academic dishonesty may include, but are not limited to, the following:
 - a. Communicating with another student during an examination or quiz
 - b. Copying material during an examination or quiz
 - c. Allowing a student to copy from one’s exam or quiz
 - d. Using unauthorized notes or devices
 - e. Obtaining a copy of and/or information about an exam or quiz without the knowledge and consent of the teacher
 - f. Submitting a paper or project which is not the student’s work
 - g. Copying another person’s assignment
 - h. Allowing another student to copy one’s assignment
 - i. Removing exams or parts of an exams without the knowledge and consent of the teacher
 - j. Impersonating a student to assist that student academically
 - k. Having another student impersonate a student to assist academically

- l. Stealing or accepting stolen copies of test or answer keys
 - m. Changing answers and seeking credit on an assignment or examination after the work has been graded and returned
 - n. Using electronic devices or other secretive methods to give or receive answers on an exam or quiz
 - o. Altering a teacher's grade book
 - p. Falsifying information for applications (e.g. college scholarships)
 - q. Using computers, audio/visual aids and programmable calculators in violation of guidelines established by the teacher
 - r. Using professional help such as an author, expert, or purchased service in violation of guidelines established by the teacher
 - s. Unlawfully copying computer software or data created by others
 - t. Misusing school; computer systems which are used for student, staff or administrative purposes
 - u. Any other violation intended to obtain credit for work which is not one's own
3. Plagiarism – the act of taking and using as one's own work another's published or unpublished thoughts, ideas and/or writings. This definition includes computer programs, drawings, artwork and all other types of work, which are not one's own. Types of plagiarism include word-for-word, mosaic (rearrangement of or rewording) and indirect (paraphrasing or a passage). Material taken from another source without adequate documentation may include, but are not limited to, the following:
- a. Failing to cite with quotation marks the written words, or symbols of another author
 - b. Failing to footnote the author and sources of materials used in a composition
 - c. Failing to cite research materials in a bibliography
 - d. Failing to name a person quoted in an oral report
 - e. Failing to cite an author whose works are paraphrased or summarized
 - f. Presenting another person's creative work or ideas as one's own in essays, poems, music, audio, art, computer programs or other projects
 - g. Copying or paraphrasing ideas from literary criticism or study aids without documentation
4. Interference
- a. A student must not steal, change, destroy, or impede another student's work.
 - b. Impeding another student's work includes (but is not limited to) the theft, defacement, or mutilation of common resources to deprive others of the information they contain.

B. HOMEWORK

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

1. Homework may be assigned any evening. It is the goal of PCS to limit Wednesday evening homework since many churches have mid-week services and/or youth group meetings on Wednesday evenings.
2. The amount of time spent on homework will depend upon age, work habits, and ability of each student.

3. If a student is not doing daily assignments or is wasting time in class, homework may be longer.
 4. 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.
 - a. Students will be expected to submit all homework, complete and on time.
 - b. Each day that work submitted late a 25% deduction will be applied to the grade for MS/HS students and 10% deduction for Elementary and Intermediate students.
 - c. Work that is more than one day late will not receive credit, though it is still expected as a matter of honor.
 - d. If a student has a valid excused absence they will be given one day for each day of absence up to 3.
 - e. Any homework due on the first day of absence is due the day the student returns.
 - f. 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.)
 - g. Acceptance of work may be affected by excessive absences (see attendance) or disciplinary action given by administration.(see suspension and expulsion)
- C. TEXTBOOKS
- The tuition 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. Students entering 9th grade will be loaned an electronic device for e-text books. The student/parents using the loaner will be responsible for physical damage to the device. When the 9th grader enters 10th grade at PCS the device issued changes ownership and the student/parents become fully responsible to have a working device for e-text books. 10th – 12th grade students/parents **must** provide their own device.
- D. CLASS DROP/ADD PROCEDURE
- Students in grades 6 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.
- E. GRADING SYSTEM
- Academic grades are reported on a nine-week basis by letter and numerical grades. The grading scale is as follows:

GRADING SCALE	
99 - 100 = A+	77 - 79 = C+
94 - 98 = A	73 - 76 = C
90 - 93 = A-	70 - 72 = C-
87 - 89 = B+	67 - 69 = D+
83 - 86 = B	63 - 66 = D
80 - 82 = B-	60 - 62 = D-

F. SEMESTER GRADES

Elementary semester grades result from an average of the 2 quarter grades. For MS/HS the semester grade is determined by counting each nine weeks grade as 40% and the semester exam as 20% of the grade.

G. GPA

Grade Point Average is acquired by the following scales:

a. FULL CREDIT COURSES

Grade	Grade %	GPA	Grade	Grade %	GPA
A+	100 - 99	4.0	B+	89 - 87	3.3
A	98 - 94	4.0	B	86 - 83	3.0
A-	93-90	3.7	B-	82 - 80	2.7
C+	79 - 77	2.3	D+	69-67	1.3
C	76 - 73	2.0	D	66-63	1.1
C-	72 - 70	1.7	D-	62-60	1.0
				Below 60	0

b. HONORS/ADVANCED PLACEMENT COURSES

Grade	Grade %	GPA	Grade	Grade %	GPA
A+	100 - 99	5.0	B+	89 - 87	4.3
A	98 - 94	5.0	B	86 - 83	4.0
A-	93-90	4.7	B-	82 - 80	3.7
C+	79 - 77	3.3	D+	69-67	2.3
C	76 - 73	3.0	D	66-63	2.1
C-	72 - 70	2.7	D-	62-60	2.0
				Below 60	0

H. GRADUATION REQUIREMENTS

FRESHMAN (9th)	SOPHOMORE (10th)		JUNIOR (11th)		SENIOR (12th)		
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
Geography	2	World History	2	U.S. History	2	Government	1
Computers I	2					Economics	1

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

The state requirements for graduation change in 2023.

I. REPORT CARDS

1. Pre-School – 3 and 4 year old pre-school students receive a progress report twice a year.
2. 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.
3. 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. Parents should check grades on Sycamore regularly. 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.
4. MS & HS - the school year is divided into four nine-week periods. Report cards usually come out the week following the end of the nine weeks. MS/HS students are held more accountable for their grades. There is less communication directly to parents. However, when a student receives an F on their report card a staffing with teachers and parents may be arranged.

- J. RETENTION - retention at PCS may occur when a K – 8th grade student has received failing grades in one or more core educational course(s) or his/her education is severely affected by some outside condition such as immaturity, medical issues, excessive absence, or emotional concerns.

K. QUALIFICATIONS FOR VALEDICTORIAN AND SALUTATORIAN AWARDS

To qualify for either of these awards a student must be a full time student for their Junior and Senior years of high school at Portage Christian School and must have attended an approved high school for any other years of high school. The selection shall be recommended by the administration in consultation with staff and approved by the School Board. The following criteria will be considered for the choice.

1. GPA for the student’s 4 years of high school.
2. Discipline records as well as attendance records.

The Valedictorian and Salutatorian must submit a copy of their graduation address to the administration for approval. They must note any unusual aspects to their address and must adhere to their own script while presenting their address. If they fail to follow these guidelines their status may be revoked by a vote of the School Board.

L. SUGGESTED TIMELINE AND PROCEDURES FOR COLLEGE ADMISSION

1. **Grade 9:** If you are interested in going to college, sign up for challenging courses and do your best. If you think you might not want to go to college, keep your options open by taking the college prep level courses. Consider selecting some activities to be involved with throughout high school. Colleges generally look for patterns of sustained commitment, so choose activities that most interest you.
2. **Grade 11:**
 - a. It is recommended that you take the PSAT in October.
 - b. In the spring of your junior year, we recommend that you take the SAT and/or the ACT at least once or twice.
 - c. It is very important to begin your college search now. Take the time to research colleges, visit as many as possible, and narrow down your list. Web sites such as www.collegeboard.org. and www.fastweb.com have college search programs to help you determine which colleges meet your needs and are potential matches. Narrow down your search to a list of five or six colleges.
 - d. Write a personal essay about yourself to use as a basis for college essays in your senior year.
3. **Grade 12:**
 - a. Consider taking the SAT and/or ACT again in the fall.
 - b. Begin the application process for the colleges of your choice. We recommend getting this process completely done by the Christmas holidays. You will need to begin the scholarship/financial aid process in January.
 - c. Watch deadlines.
 - d. After you begin receiving responses to your applications, you will need to decide on which college you plan to attend and accept their offer.
 - e. Once you have accepted an offer, you need to write to the other colleges to decline their offers so that they can offer your spot to others on their waiting lists.

M. HONORS DIPLOMA

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

1. Complete all requirements for Core 40.
2. Earn 2 additional Core 40 math credits.
3. Earn 6-8 Core 40 world language credits.
4. Earn 2 Core 40 fine arts credits.
5. Earn a grade of a "C" or better in courses that will count toward the diploma.
6. Have a grade point average of a "B" or better.
7. Complete one of the following:
 - a. Complete AP courses (4 credits) and corresponding AP exams
 - b. Complete IB (Higher Level) courses (4 credits) and corresponding IB exams
 - c. Earn a combined score of 1200 or higher on the SAT critical reading and mathematics

- d. Score a 26 or higher composite on the ACT
- e. Complete dual high school/college credit courses from the Core Transfer Library (6 transferable college credits)
- f. 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)

N. **ACADEMIC PROBATION**

1. If a student receives a grade of 2 “D’s” or 1 “F” for any quarter in one or more subjects, he or she will be placed on academic probation.
2. A student placed on academic probation will be required to attend a staffing with his/her parents and all of his/her teachers in which he/she received an F.
3. 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/her school career.
4. A staffing is meant as a positive intervention resulting in a plan of action for improvement.
5. 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/she may be required to drop a class and add a Study Hall.
6. A follow-up staffing will be scheduled as needed.
7. If the student’s grades do not improve, he/she may be required to repeat a course for credit, required to take a class off-campus for credit, or 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.
8. Academic probation will end only when all grades are passing.

O. **STANDARDIZED TESTING**

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

1. Students will take the ILEARN, Accuplacer, ECA, and IRead3 testing according to the State Calendar.
2. 10th grade will take the PSAT (pre-SAT) test every October.
3. 11th grade will take the PSAT (pre-SAT) & National Merit Scholarships Qualifying Test every October.
4. 11th &/or 12th grade will take the ACT or SAT according to the requirements of the college of their choice. Test results are published for parents.

P. **AFTER-SCHOOL JOBS**

Parents and students need to assess carefully the impact of an after-school job on a student’s school work. A common frustration experienced by juniors and seniors is not having sufficient time to complete school assignments while holding a part-time job on school nights. While long-range assignments can sometimes be postponed until more time is available, at the end of the grading quarter time runs out, and many working students find it quite difficult to complete all course requirements, resulting in lower grades. Obviously, it is impossible to establish a set of guidelines that are appropriate for all students with their diverse goals for high school. Parents should be made aware, however, that students who

choose to work on school nights may not be able to give their high school education the priority it deserves. A statement concerning homework is included in this handbook to remind students that all choices have established consequences. It is very possible that a student may work diligently at a job in order to earn money for a college education, and in the process, neglect school work to the point where the student would not be accepted to desired colleges.

VI. EXTRACURRICULARS

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 or a doctor's note is provided.

A. EXTRACURRICULAR 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.** Participation in any extracurricular activities for Portage Christian School is based on the following:

1. 2 D's or 1 F in a quarter makes a student ineligible.
2. Grades will be checked every quarter, including last quarter for next school year, for each participant.
3. Once a student has made themselves ineligible, they will have an opportunity to become eligible in 2 weeks (last school day of the week) until the next all student grade check. If they become eligible during the 9 week grading period they are considered on probation:
 - a. The AD will check grades every 2 weeks for the entire remainder of the quarter.
 - b. The athlete is not eligible to participate in games until minimum requirements have been met.
 - c. At every 2-week grade check, eligibility will be determined.
 - d. If the athlete is eligible according to the final quarter grade, the athlete is no longer on academic probation.
4. 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 principal and/or administrator.

B. ATHLETIC SPECTATORS

All spectators at PCS athletic events are not to enter the field or court of play for any reason. All spectators are expected to treat the referees, coaches and players of both teams with respect.

VII. CONDUCT & DISCIPLINE

A. PURPOSE

The following dress code 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. The Dress Code Policy in a Christian school advances four important Biblical goals:

1. A dress code 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 code 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 code 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 code 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)
5. **Ignorance of a rule is not nor has ever been a defensible position, so please read this information that has been prepared for you. Be informed.**

B. DRESS CODE DURING SCHOOL DAY RATIONAL

At Portage Christian School, we desire that our students have a standard of dress that is both modest and neat. Such a standard eliminates unnecessary distractions and promotes a good learning environment. Parents/guardians, as the primary educators of their children, play a major role in this area. Parents/guardians should guide and supervise their children in regards to what they wear to school each day. Below are guidelines to help students avoid issues and come to school prepared.

1. Students must be in compliance with the dress code prior to entering the school and must continue maintaining the dress code until the end of the school day.
2. Clothing must be properly sized, modest and unrevealing in cut, fit, and texture.
3. Modesty is expected at all times at any school event or function including any co/extra-curricular activities.

C. Standards for Preschool – Grade 5 (Elementary School)

1. General Guidelines
 - a. Boys’ and girls’ clothing should completely cover undergarments and necessary parts of the body at all times including while sitting, standing, and bending over.
 - b. Jewelry must be kept to a minimum. Jewelry will be removed from the child if it distracts from learning.
 - d. Hair is to be clean, neat, well-kept and of modest length (for boys). Hair should not draw undue attention, and extreme styles are not permitted. Hair can only be colored a natural color.
2. Acceptable Tops
 - a. Solid color polo shirts on regular school days

- b. T Shirts, sweaters, athletic shirts on dress down days
- 3. Unacceptable Tops
 - a. Long, oversized T shirts
 - b. Tank tops
 - c. Thin, plain white under shirt type T shirts
 - d. Shirts promoting secular music groups
 - e. Shirts with media advertising
 - f. Shirts with product advertising
 - g. Shirts with offensive or crude pictures or words
- 4. Acceptable pants and skirts
 - a. Denim in good condition, not heavily faded and no tears or holes
 - b. Slacks
 - c. Shorts to the knee (Aug., Sept., and May)
 - d. Capri pants for girls
 - e. Girl's skirts must be modest in length (shorts or spandex must be worn under skirts)
- 5. Unacceptable pants and skirts
 - a. Spandex pants, yoga pants, joggers
 - b. Extremely tight fitting pants that show the outline of undergarments
 - c. Pants or shorts with writing on the backside.
- D. Standards for Middle School and High School 6th – 12th grade
 - 1. General Guidelines
 - a. Boys' and girls' clothing should completely cover undergarments and necessary parts of the body at all times including while sitting, standing, and bending over.
 - b. Jewelry must be kept to a minimum. Jewelry will be removed from the child if it distracts from learning. Only girls may wear earrings and no more than 3 in each ear. Other visible body piercings are not allowed.
 - c. Hair must not be in the eyes. The back of the hair on boys may not touch their shoulders. Hair should not draw undue attention, and extreme styles are not permitted. Hair can only be colored a natural color.
 - d. Hair bands, clips and beads are allowed but not accessories like animal ears, extremely large bows, or things that distract. Hats of any kind are not allowed in the building.
 - 2. Acceptable Tops
 - a. Solid color polo shirts on regular school days
 - b. Long sleeve T shirt may be worn underneath short sleeved polo shirts
 - c. T Shirts, sweaters, athletic shirts, PCS Wear on dress down days
 - 3. Unacceptable Tops
 - a. Long, oversized T shirts
 - b. Tank tops
 - c. Thin, plain white under shirt type T shirts
 - d. Shirts promoting secular music groups
 - e. Shirts with media advertising
 - f. Shirts with product advertising
 - g. Shirts with offensive or crude pictures or words

4. Acceptable pants and skirts
 - a. All Pants must have a zipper and button with no drawstring.
 - b. Khaki pants, cargo pants, corduroy or dress pants of any brand (acceptable colors: tan, gray, black and navy). Jeans are only allowed on dress down days.
 - c. Jeans are considered to be any pants made of denim material with belt loops, button and a zipper. For clarification purposes, capris for girls are considered pants. Girls may wear khaki style/material dress capris (3/4 length pants) in the approved colors.
 - d. Shorts to the knee (Aug., Sept., and May)
 - e. Capri pants for girls
 - f. Girl's skirts and dresses must be modest in length (when kneeling, no more than 4 inches from the floor)
 5. Unacceptable pants and skirts
 - a. Spandex pants, yoga pants, joggers
 - b. Pants or shorts with writing on the backside
 - c. Pants may not have holes in them. At no time will students be allowed to wear leggings/jeggings, joggers, yoga pants or pants with a draw string.
 - d. A PCS school fleece jacket may be purchased from Portage Custom Wear (2536 Portage Mall, Portage, IN 46368) and worn during class if a student is chilled. Other PCS Wear may also be purchased at the Portage Mall.
 - e. Any clothing or personal appearance that tends to draw undue attention to the individual is not acceptable.
- E. Exceptions
On occasion a special dress code may be announced as approved by the administration.
- F. DRESS CODE FOR PROM
The following dress standards are intended to be expressions of biblical principles. There is sufficient latitude for individual expression and taste within these guidelines.
1. GENERAL: Clothing must fit modestly; not tight or form fitting or excessively loose and baggy.
 2. LADIES: Though strapless dresses are acceptable, removable or accessory straps are required. Dresses or slits may not be shorter than to the knee. No plunging necklines or backs. The midsection must not be exposed. All dresses must be approved by MS/HS Department Head, including guests.
 3. GENTLEMEN: Suits or tuxedos are acceptable.
 4. Violations of the PCS Handbook or any conduct unbecoming a PCS student or guest, will result in removal from the prom.
- G. DRESS DOWN DAYS
1. On occasions and usually on the last school day of the week students will be permitted to wear jeans and t-shirts.
 2. Dress-down days are designed to be a fund raiser for different school groups and will cost participants \$1.00 for PCS Wear and \$2.00 for non-PCS Wear but non-dress code.
- H. DRESS CODE FOR NON-SCHOOL HOUR EVENTS
1. Modesty should be the guideline for all school events.
 2. Boys must wear a shirt unless they are participating in a swimming event.

3. Girls must avoid exposing cleavage, stomach and back.
 4. Shorts should be appropriate length to the knee).
 5. Tank tops, strapless and spaghetti straps must not be worn.
 6. Shoulders must be covered.
- I. Required attire for PCS ceremonies
1. National Honor Society Induction
 - a. Guys must wear dress pants, dress shirt and tie, and dress shoes
 - b. Girls must wear dress pants, a nice dress or blouse & shirt. Dress or blouse must be modest (no long slits, no shorter than 4 inches from floor when kneeling)
 2. Choir performances – i.e. Veteran’s Day, Christmas Concert, Spring Program.
 - a. Guys must wear dress pants, dress shirt and tie, and dress shoes
 - b. Girls must wear dress pants, a nice dress or blouse & shirt. Dress or blouse must be modest (no long slits, no shorter than 4 inches from floor when kneeling)
 3. Graduation
 - a. Guys must wear dress pants, dress shirt and tie, and dress shoes
 - b. Girls must wear dress pants, a nice dress or blouse & shirt. Dress or blouse must be modest (no long slits, no shorter than 4 inches from floor when kneeling)
 4. Results of inappropriate attire for the above events:
 - a. Detention
 - b. The student that does not follow the above dress code will not be allowed to participate in the ceremony.
- J. HAIR
1. Hair must be clean, well groomed.
 2. Hair must not hang in the eyes.
 3. Hair must not be extreme.
 4. Boy’s hair must not be longer than the base of the neck (where neck meets the shoulder).
 5. Dyed hair must be a natural color.
- K. MAKE-UP/JEWELRY
1. Excessive make-up or jewelry is not allowed.
 2. Nose and face piercings are not allowed. Clear blanks may be worn to keep their piercing open.
- L. MISCELLANEOUS
1. Extremes in styles are not acceptable. Earrings for boys are not acceptable.
 2. Students are not to write on themselves or come to school with writing on themselves.
- M. GENERAL GIRLS & BOYS:
1. Cleanliness - MS/HS students must bathe and use deodorant daily.
 2. Shoes must be worn (must have a sole, house shoes & slippers may not replace shoes unless they are allowed for spirit week or something special).
 3. Shoes with laces must be kept tied.
 4. Jackets or coats are not to be worn during school hours. A school fleece may be worn inside the school building.
 5. Hats are not to be worn within the school building.

6. Label all wearing apparel that can be removed - hats, coats, scarves, boots, gym clothes sweaters, etc.
 7. Visible body piercing jewelry and tattoos are unacceptable at Portage Christian School, except that young ladies may wear pierced earrings in their ears. Such earrings must not be extreme attention grabbers as defined by the principal (examples may include ear cuffs, crawlers or chains).
- N. GYM UNIFORMS
- MS/HS students taking a gym class will be required to purchase and wear a gym uniform. The gym uniform is only to be worn during gym class. Students will be required to change into their “school clothes” before going to their next class. Gym uniforms can be purchased at Portage Custom Wear (2536 Portage Mall, Portage, IN 46368).
- O. VIOLATION OF DRESS CODE
1. Those in violation of the Dress Code will be sent to the office to call home for a change of clothing. They may remain out of class until the change of clothes arrives at the discretion of the administration. 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.
 2. 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 a detention for each day in non-compliance.
 3. 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.
- P. Pre-school – 6th Grade
- Honorable Character Program – covered during Parent Orientation at the beginning of the school year.
- Q. P.D.A. (MS/HS)
- Students are not allowed to show inappropriate Public Displays of Affection. These include but are not necessarily limited to:
1. Kissing.
 2. Holding hands.
 3. Full frontal hugging of the opposite gender.
 4. Sitting on the lap of the opposite gender.
 5. Riding on the back of the opposite gender.
 6. Touching the leg of the opposite gender.
- R. INAPPROPRIATE TALK
- (Ps.19:14; Pv.25:11) Students must avoid worldly conversation which tends to denigrate and hurt others. These include but are not necessarily limited to:
1. Using God’s name in vain, Ex.20:7. (Saying “God” without really referring to God. Saying “Jesus” or “Jesus Christ” without really referring to Him.)
 2. Culturally unacceptable words, (i.e. the “F” word, D**n, S**t, A**, N***r, B***h).
 3. Inappropriate conversation or comments about sex or sexuality.
 4. “Dirty” jokes.
- S. 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.

T. PHYSICAL PRIVACY AND SEXUALITY POLICY

1. Purpose – in light of Portage Christian School’s statement of faith (article 11) and Student Handbook, and in recognition of personal physical privacy rights and the need to ensure individual safety and maintain school discipline, this policy is enacted to advise members of the PCS community of their duties with regard to use of restrooms, locker rooms, showers, and any other PCS facilities where individuals may be undressed in the presence of others.
2. Definitions – “sex” means the biological condition of being male or female as determined at birth. “Member of the PCS community” means any PCS employee, volunteer, student, parent, or visitor.
3. Sincerely Held Religious Belief on Sexuality – PCS’s sincerely held religious belief is that God wonderfully and immutably creates each person as either male or female, and that these two distinct, complementary sexes together reflect the image and nature of God (Genesis 1:26-27). Rejection of one’s sex is a rejection of the image of God within that person.
4. Policy – notwithstanding any other policy, PCS restrooms, locker rooms, and showers designated for one sex shall only be used by members of that sex.

In any other PCS facilities or settings where members of the PCS community may be undressed in the presence of others (e.g., changing costumes during school theatrical productions), PCS shall provide separate, private areas designated for use by members of the PCS community based on their sex.

PCS recognizes there may be instances where members of the PCS community experience disparity between their sex and their feelings about their sex. This disparity can motivate them to behave in ways contrary to God’s Word and His plan for their lives. PCS encourages members of the PCS community who are struggling with their sexual identity to seek help from their pastor and other trained professionals who might best assist them in clarifying and defining their sexual identity in accordance with God’s Word.

PCS will at all times interact with members of the PCS community according to their sex. A member of the school community who wishes to express a gender other than his or her sex is understood to be rejecting the truth and the image of God within that person. Biblical Christianity requires the body of Christ to compassionately dwell in the truth and assist those we love in doing the same (Ephesians 4:15).

A member of the PCS community who openly and unrepentantly rejects his/her sex, either in or out of school, is rejecting the image of God within that person – behavior that dishonors the Holy Trinity and the Word of God. Such behavior constitutes a person’s failure to adhere to his/her commitment to abide by the behavioral

standards established by PCS, which is cause for terminating his/her privilege of membership in the PCS community.

5. Posting – copies of this policy shall be provided to all PCS employees, volunteers, students, and parents.

U. SECURITY

It is the desire of PCS to keep our students safe. Security doors require permission for entrance. They are not to be tampered with or bypassed. Security cameras are strategically placed to monitor and document guests, staff and students at all times and may be used to enforce rules, policy and proper behavior.

VIII. DISCIPLINE PHILOSOPHY

A. ASSISTING PARENTS

PCS exists to assist parents by providing a quality Christian education.

1. We will work to bring each student to a personal relationship with Jesus Christ and help them mature in this relationship. We want our students to develop to the point of accepting responsibility for their own growth and development.
2. PCS is not a corrective institution; consequently, we ask that a child not be enrolled with the expectation that we will reform them. We exist to work with the parents, not to take the place of the parents.
3. At all times, each student must conduct themselves in a manner becoming of a Christian. When a child's attitude is not in keeping with school policies or principles, the child will be placed on behavioral probation and parents will be called in for a conference.
4. We maintain a discipline system that is firm, consistent, fair, and tempered with love. Our staff maintains standards of behavior in the classroom through kindness, love, and genuine regard for the students. However, when punitive action becomes necessary it is firmly carried out, tempered by good judgment and understanding.
5. Christian principles, as set forth in the Bible, will be followed in all disciplinary procedures. It must be added that if a student fails to respond to ordinary disciplinary procedures, they will be dismissed. The school does not accept the responsibility of reforming or rehabilitating students with extreme behavior problems.
6. Discipline is a reflection of love and concern as we train and nurture students.
7. Responsibility and authority to discipline comes from God. Teachers stand in the place of parents during school hours and have delegated authority to discipline students. It is vital that teachers and parents closely communicate on discipline matters.
8. All discipline should be administered at (or as near as possible to) the time of the offense in a thoughtful, caring manner by the person immediately responsible for the student or by a supervisor.
9. Discipline procedures should be limited to those directly involved and related to a specific incidence. The persons involved should be held to the smallest number possible without undue conversation that would initiate rumors or attitudes negative to the student's school experience.

10. Conflicts or disagreements should be dealt with according to Matthew 18. If offended by another, a person should first go to the one from whom the offense came. If the problem cannot be resolved at this level, they should agree together to counsel with the administrator.
11. On the basis of 1Corinthians 6:1-7, parents agree to accept the final resolution of any dispute as presented by the administration without pursuing court action.
12. The intent of all disciplinary procedures is to instruct in the right way; correct from negative, inappropriate behaviors; and encourage self-discipline as students submit to God and other authorities over them. All disciplinary measures will ultimately be at the discretion of the school administrator.
13. The school reserves the right to discipline or expel any student who does not cooperate or whose parents do not cooperate with the total school program. Students or their parents who, during off-school hours, violate biblical principles or cast a poor reflection on the school may be subject to dismissal.
14. If malicious damage or vandalism is done to school property by a student, the parents will be held financially responsible and the student will be subject to disciplinary action up to and including dismissal.

B. CORRECTIVE DISCIPLINE

Learning without discipline is impossible. Discipline will be enforced in order to maintain the proper environment for Christian character and academic training. Discipline at PCS is a three-phased program originating at home, next in the classroom, and finally, supported by the administration. Discipline, which requires a student to be sent to an administrator's office, will be a most serious matter. The administration will support proper classroom discipline by the teacher. All teachers will be instructed on how to maintain classroom discipline. The administrators will monitor each teacher's performance in this area.

1. Correction – (5th–12th grade) demerit & detention system, extra assignments, manual labor, suspension and dismissal.
2. Demerit System: demerits may be given by any staff member for inappropriate behavior. A two-part slip is filled out. The top part (white copy) is to be signed by a parent/guardian and returned to the school within three school days. The bottom part (yellow copy) is to be turned into the office and recorded for follow-up. Upon acquiring three demerits the office will assign a detention to be served before or after school for one hour on days designated in advance by the administration.
3. Detention System
 - a. 4 detentions: One-day in-school suspension.
 - b. 8 detentions: Student serves a two-day off campus suspension.
 - c. 12 detentions: Possible expulsion from PCS.
4. While demerits are not carried from the first to the second semesters, detentions are.

C. CLASSIFICATION OF VIOLATIONS

3 TIERED DEMERIT/DETENTION/SUSPENSION SYSTEM 6TH-12TH

(The following are representative and not all-inclusive)

DEMERIT	DETENTION	SUSPENSION
Food/Drink	Cheating	Stealing
Clothing Violation	Disrespect	Cussing
Tardy	Worldly/Inappropriate Talk	Fighting
Talking	Name Calling	Skipping Class
Out of Seat	Racial Slurs	Plagiarism
Unprepared for Class	Inappropriate Internet Use	Bullying
Gum	PDA	Vulgar Gesturing
Cell Phone		Illegal contraband
		Repeated Violations

D. DETENTION

A student given detention will spend one hour after the close of the scheduled school day (3:30 to 4:30 PM) and will pay a fee of \$5.00. Extracurricular activities and work schedules are not an excuse for missing detention. If a student fails to serve a detention it will be rescheduled and they will receive an additional detention unless the missed detention was excused by the administrator. Two missed detentions may result in a suspension and continuation of missed detentions may result in expulsion. If the detention is for cheating, the student will receive a "0" on work that they cheated on.

E. SUSPENSION

There are two types of suspensions: on campus and off campus. An on-campus suspension (in-school suspension) does not count as an absence from class nor does it carry academic penalty. It involves isolation from peers and will cost \$20.00. An off-campus suspension does count as an unexcused absence from school with the loss of grade points. The student must make up work missed from an off-campus suspension and must turn it in the day they return to class. The student serving an off-campus suspension cannot participate in extracurricular activities while suspended. The student serving an off-campus suspension is not allowed on campus until the time designated by the administrator.

F. EXPULSION

A student that is a detriment to the school may be expelled at the administrator's discretion. Expulsion will be noted in a student's transcript files and will be shared with any school that requests records. A student who is expelled will not be allowed to complete work or to advance any further in school at PCS.

G. ADMINISTRATIVE DISCRETION

1. 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.
2. 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.
3. 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 discipline with or without warning, poor behavior not specified above.

4. Conditions for reinstatement from expulsion:
 - a. A formal, written request from the student to the Board, expressing a desire to be reinstated.
 - b. Evidence that the student has sought and received counseling, if counseling was stipulated.
 - c. Evidence that the student has maintained an excellent behavior record during the expulsion.
 - d. Evidence that the student has maintained solid academic performance during the expulsion.
 - e. Evidence of repentance and a Christ-honoring, obedient attitude.
- H. EIGHTEEN-YEAR-OLD STUDENTS
- On occasion, a high school senior will challenge the school's right to enforce a rule or to notify his/her parents of an infraction because he/she 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.
- I. 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 randomly. In the event of a positive test result, the cost of the test will be added to the student's account and appropriate discipline will be given.
- J. POP CULTURE
1. We live in a society whose deviation from biblical standards is more recognizable. This is especially apparent in the popular culture: music, movies, television, magazines, and books. Non-Christians largely control the entertainment industry. Its products are usually non-Christian and often anti-Christian.
 2. It is essential that students avoid any entertainment choices that are incompatible with a Christian lifestyle.
 3. Parents are urged to establish and enforce entertainment guidelines. Please monitor your students' choices, both inside and outside the home.
 4. Inappropriate materials should not be brought to school. Examples include the following:
 - a. Most top-of-the-chart secular music and magazines oriented to fans of such music. (Music that glorifies sin or uses foul language is an example of what we do not allow at school.)
 - b. Many secular magazines, especially those that take a worldly, permissive view of sexuality.
 - c. Items related to the occult, such as horoscopes.
 - d. Pornographic material.

- e. In an attempt to draw lines in regards to Hollywood and books, if the material clearly presents sin as acceptable or righteousness as unacceptable and/or undesirable it would be deemed inappropriate.
 - f. The staff will confiscate such items and parents will be notified.
5. 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).

K. THREATS

1. 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.
2. 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.
3. 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.

L. BULLYING

Biblical illustration of relationships: John 15:12-"***My command is this: Love each other as I have loved you.***"

1. Definition: bullying occurs when a person or group is intimidated, frightened, excluded or hurt by a pattern of behaviors directed at them by others. (Greg Griffiths, "Bullying in Schools-the hidden curriculum" (2003)).
2. The following actions in an ongoing form may be forms of bullying:
 - a. Physical aggression-including hitting, punching, kicking.
 - b. Excessive or unfriendly teasing or verbal abuse-including putdowns, insults, name calling or racial/sexual remarks.

- c. Intentional exclusion from activities or friendship groups.
 - d. The setting up of humiliating experiences.
 - e. Damaging a person's property/possessions or taking them without permission.
 - f. Threatening gestures, actions or words.
 - g. Written/verbal/electronic messages that contain threats, putdowns, gossip or slandering.
 - h. Cyber bullying through Facebook, text messages or other electronic means.
3. **Policy Statement:** From time to time in a large community such as a school, conflict and offense can occur. As part of living in a sinful world, bullying can result when we don't always relate to others as we should or when people try to exert power and influence over others. Portage Christian School realizes that while bullying may occur, it is never acceptable and seeks to implement a clear framework for dealing with bullying incidents. The school's response to bullying is based on the pattern of relating to one another found in the Bible. God intended for us to live in a way that acknowledges differences and accepts others because we are all made in God's image. Our policy is based on the principle that bullying is **"not OK at PCS."** PCS recognizes that not all behaviors should be considered bullying or willful violation of this policy. Behaviors will be assessed by the teacher and/or administrator and addressed according to the procedures below.
4. **Procedures:**
- a. All parties will be spoken to - victim, bully and sufficient bystanders to establish the facts of the situation and to hold them accountable for their actions or inaction. Generally all parties will be asked to give a verified account of what has happened with a view to understanding the whole picture.
 - b. All incidences are to be documented and written reports will be kept on the behavior.
 - c. All staff will be informed about and have access to the information recorded on all bullying incidents so that they may be aware of any issues between students.
 - d. Acknowledgement of the allegation of bullying and assessment of student safety must take place within 1 school day of the report.
 - e. Investigations into bullying allegations must be undertaken in a timely manner and should be carried out in such a way as to minimize the risk of escalation.
 - f. Parent(s) of victim and bully will be informed throughout the process and may be invited to be present in discussions. In some cases this may apply to parents of bystanders also.
 - g. All incidents of bullying will be followed up in writing to parents/caregivers of at least the victim(s) and bully.
 - h. Bullying incidents will be followed up and students monitored to ensure the incident is resolved satisfactorily. The school will take serious disciplinary action in cases of retaliation.
 - i. Discipline will be demerit, detention, suspension or expulsion to be determined by the administrator.
5. **Responsibilities:**
- a. Students

- Student should ask the offending student to stop.
- Students being bullied should report it to staff, parents or another adult.
- Students who are aware of bullying should report it to the teacher.
- Students should take appropriate steps to discourage or prevent bullying.
- Students should be willing to resolve bullying situations, employing forgiveness and some changes in behavior.

b. Parents

- Parents are encouraged to take what their children say seriously and to report bullying concerns to the teacher first.
- Parents need to accept that the whole story may be quite complex and trust the school to resolve bullying matters.
- Parents not satisfied with the action may refer to administrators if the need arises.

c. Staff

- Non-teaching staff should refer all allegations of bullying to teacher and administrator, (in that order).
- Teaching staff should establish whether an alleged incident is isolated or an ongoing pattern of behavior, (bullying).
- Teaching staff are to refer to administration with allegations/incidences of bullying. This will be done in a timely manner (within 1 school day of report).
- Bullying incidents will be followed up and students monitored to ensure the incident is resolved satisfactorily. The school will take serious disciplinary action in cases of retaliation.

M. CONTRABAND

1. 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.
2. Specific banned items – fireworks, misused rubber bands, skateboards, pocket knives, weaponry of any kind, electronic shocking devices, noise makers, water guns, or super balls.
3. Electronic devices such as MP3 players, Cell Phone audio usage, ear buds, head phones, etc. are not to be used from 7:30 A.M. until school is dismissed (typically at 3:22 P.M.). Students may use such devices during travel time to field trips or games, but once they have arrived to the event they may no longer use the devices.
4. Balls and other recreational equipment brought to school for recess, after lunch, or after school must be stored in the student's locker or gym bag and only taken out at the appropriate time. Students may never throw balls in the building.
5. Banned or misused items will be confiscated and placed in the office to be picked up by a parent.
6. Cell phones must not be on the student's body during the school day. It should be kept in the student locker and the ringer turned 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 demerit. Students needing to make calls during the school day must use the office

telephone (see telephone policy). Cell phones or other devices may not be used to take photographs in the locker rooms or bathrooms.

N. ILLEGAL CONTRABAND

Possession or use of alcohol, tobacco, illegal drugs, drug paraphernalia, fire arms, explosives, weapons, pornography, condoms, or any illegal item is grounds for expulsion.

O. OFF-CAMPUS BEHAVIOR

1. We recognize that many activities can affect the student body even though it occurs off-campus. While PCS has no intentions of monitoring 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 (i.e. Face Book, Snap Chat and YouTube), internet, or other communication tools (i.e. Twitter), texting, and instant messaging, have the potential to significantly impact students at school.
2. 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.

Portage Christian School Guest Form (PROM/DANCES)

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 # _____

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 # _____

PCS Office Use Only

___ Guest has met required criteria for attendance at PCS function.

___ The PCS student bringing guest is in good standing academically and behaviorally.

Administrative approval:

Signature _____ Date: _____

PORTAGE CHRISTIAN SCHOOLS
DUNES CHRISTIAN EDUCATORS, INC.

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. We will provide a pastor recommendation and submit a quarterly church accountability form verifying our church involvement. We understand that a church attendance accountability letter will be sent to our pastors each semester.

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 have read the Portage Christian School Handbook.

We shall endeavor to support and uphold the principles, practices, rules, regulations, handbook and educational policies of Portage Christian School managed and regulated by Dunes Christian Educators Inc. (DCEI). 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/PARENT 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 _____



Portage Christian School

3040 Arlene Street • P.O. Box 28 • Portage, IN 46368
Phone: 219.762.8962 • Fax: 219.763-9931

Dear Pastor, Church Leader, or Church Administrator,

We have long maintained that a strong **home-church-school** relationship is best for the raising of our children. This structure is kept strong through regular contact and good communication between homes, churches, and the school.

Below is a listing of those families in your church who have enrolled their children at Portage Christian School. We are excited and happy that these families have chosen Christian education for their children.

One of the requirements for enrollment at Portage Christian is active participation and attendance in church.

The families listed below have indicated that they actively attend your church.

Would you please take the time to review the list and verify that the families listed are active participants and in regular attendance at your church?

In order for Portage Christian School to do all we can for students, both academically and spiritually, we need to ensure families keep a strong connection to their local church. If a family is not in regular attendance, we will communicate with the family to ensure they have found a new church home and update our records.

Thank you for your assistance in serving the families of your congregation. We promise you our continuing prayers as you carry out your work in Christ's name.

Sincerely,

Larry Pender, Superintendent

Has the _____ family been in regular attendance (**no less than 50% regular worship**) for worship during the past year?

