



Indiana State Board of Education
Request for Freeway School Accreditation
Board Date: June 5, 2013

<u>School:</u>	Portage Christian School DOE D080
<u>Education Director:</u>	Larry Pender
<u>Address:</u>	3040 Arlene Street Portage, Indiana
<u>Grade Span:</u>	K-12
<u>Public/Private:</u>	Private
<u>Current Enrollment:</u>	N/A
<u>Targeted Population:</u>	Families interested in a non-public, faith-based education
<u>Identity:</u>	Portage Christian School is a faith-based K-12 school serving students from ten Lake County cities. The school is accredited by ACIS.
<u>Curriculum:</u>	The school has adopted the Common Core academic standards and provides students with the opportunity to earn an Indiana Academic Honors Diploma.
<u>Testing History:</u>	Until accreditation is approved, Portage Christian School has not had access to the ISTEP+ or End of Course Assessment. However the school has administered other nationally normed tests with positive results. The school anticipates strong scores when ISTEP+ becomes available to them.
<u>Staffing:</u>	The staff requires almost all teachers to be licensed by ACIS and several are in the final stages of earning licensing from the Indiana Department of Education.
<u>Waiver Requests:</u>	None requested.
<u>Issues:</u>	None
<u>Recommendations:</u>	Full Five-Year Freeway Accreditation

PETITION FOR FREEWAY ACCREDITATION BY PORTAGE CHRISTIAN SCHOOL

- I. **Identification** – Portage Christian School

- II. **Demographics** – we currently have students attending from the following communities: Portage, Chesterton, Crown Point, Gary, Hobart, Hammond, Highland, Lake Station, Merrillville, Michigan City, Schererville and Valparaiso.

- III. **How our curriculum complies with Common Core Standards** – we currently use the CCS as our guideline for K through 12th grade classes. Teachers are directed to the following website: <http://www.corestandards.org/> and must provide a statement of accountability.

- IV. **Our plan that allows students to earn an Honors Diploma** – HONORS DIPLOMA
For the Core 40 with Academic Honors diploma, students must:
 - a. Complete all requirements for Core 40.
 - b. Earn 2 additional Core 40 math credits.
 - c. Earn 6-8 Core 40 world language credits.
 - d. Earn 2 Core 40 fine arts credits.
 - e. Earn a grade of a “C” or better in courses that will count toward the diploma.
 - f. Have a grade point average of a “B” or better.
 - g. Complete one of the following:
 - 1) Complete AP courses (4 credits) and corresponding AP exams
 - 2) Complete IB (Higher Level) courses (4 credits) and corresponding IB exams
 - 3) Earn a combined score of 1200 or higher on the SAT critical reading and mathematics
 - 4) Score a 26 or higher composite on the ACT
 - 5) Complete dual high school/college credit courses from the Core Transfer Library (6 transferable college credits)
 - 6) 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)

- V. **How we seek to improve on attendance rate, student performance on ISTEP and end of year testing, and graduation rates. Any additional measures to measure student achievement and growth.**
 - a. Attendance doesn’t seem to be a major issue. Students who seem to be boarder line in attendance (near 20 days) are addressed individually along with their parents.
 - b. Because we have not been accredited by the state of Indiana we have not given the ISTEP. We have, however, given the SAT and now the Terra Nova standardized tests. In our professional development efforts we attempt to assure CORE40 standards and enhancements of teaching skills. Each teacher is required to evaluate the previous year’s standardized test results and determine a plan for helping improvement.

- c. We currently do not have issues with graduation rates as our senior classes tend to be less than 20 and they all tend to graduate.

VI. Curriculum strategies addressing: character education, hygiene, alcohol and drugs, diseases transmitted sexually, honesty, respect, abstinence and restraint.

- a. Character education – all grades have a Bible class every day. The entire Bible curriculum teaches character for godly living. Students also receive character training in P.D. class and after school athletics.
- b. Hygiene – health classes address personal hygiene.
- c. Alcohol and drugs – dealt with in some chapel services and Bible classes throughout the school year.
- d. Diseases transmitted sexually – dealt with in some chapel services and Bible classes throughout the school year. It is also taught in health classes.
- e. Honesty – addressed in the student handbook and all throughout the year in Bible classes and chapel services.
- f. Respect – dealt with in some chapel services and Bible classes throughout the school year.
- g. Abstinence and restraint - dealt with in some chapel services and Bible classes throughout the school year. It is also taught in health classes.

VII. Any statues and rules that will be suspended as a result of Freeway Accreditation? There are no statues or rules that will be suspended as a result of Freeway Accreditation.

VIII. How is technology integrated into student instruction? We currently have 2 computer labs in the school and begin computer education in Kindergarten. All elementary classes have a computer class. Depending on age, students learn how the computer works, keyboard functionality, software utilization and some games. In Middle School and High School classes are available to learn keyboarding, Microsoft Office products and Web Design. The yearbook class also uses our technology to create and submit their pages to our online yearbook company.

IX. Procedures and plans to ensure a safe and disciplined learning environment. We have a safety committee that discusses and presents policy and procedure to the school board for consideration. The school has a Fire, Safety and Evacuation Plan included in appendix i. The school keeps all exits locked, classroom doors locked and visitors must be “buzzed in” by our receptionist who has voice and camera capabilities. The school security system includes 32 cameras with recording capabilities. The portion of our handbook dealing with Conduct and Discipline as well as Discipline Philosophy is presented in appendix ii.

X. List of teachers / administrators credentials and license information in an appendix. See appendix iii.

- a. Pender, Larry – administrator

- b. Bonilla (Gonzalez), Melba – Spanish teacher [ACSI Temporary Music 1-015-14]
 - c. Cheek, Jill – middle school teacher [ACSI Temporary Elem 5-24-12 will be updated by August]
 - d. Erny, Carol – middle school teacher [Fill in teacher due to resignation; will not be teaching next year]
 - e. Elliott, Karis – librarian [ACSI Standard Bible Specialist 6-7-17]
 - f. Garzella, Jamie – middle school teacher [ACSI Temporary Secondary 10-15-14]
 - g. Grafton, Sharon – 3rd grade teacher [ACSI Temporary Elem 8-20-12 will be updated by August]
 - h. Kelly, Sue – 5th grade teacher [ACSI Temporary Elem 10-15-14]
 - i. Lambert, Jen – high school science [ACSI Temporary Secondary 12-22-11 will be updated by August]
 - j. Laughlin, Lisa – high school history [applying for August]
 - k. Marlow, Jayne – 4th grade teacher [applying for August]
 - l. Martin, Bethany – music teacher
 - m. McGill, Mike – high school Bible teacher
 - n. Morley, Miranda – high school English, computer [ACSI Temporary Secondary 10-15-14]
 - o. Ostrowski, Linda – high school math [ACSI Temporary Secondary 3-28-14]
 - p. Sunderman, Karen – 1st grade teacher [ACSI Standard Elem 12-7-10 applied for update]
 - q. Richardson, Twyla – 2nd grade teacher [ACSI Standard Elem 10-15-17]
 - r. Waters, Worth – physical education [ACSI Temporary Elem 10-15-14]
- XI. **Describe plans for continuing professional staff development.** As our teachers attend the ACSI Teacher’s Conference they will become members of ACSI ConNexus professional development and will be availed to 100’s of hours of professional development courses and webinars. They will also receive professional development through 3 days of Teacher Orientation including a course on Blood Borne Pathogens and CPR.
- XII. **Confirm the school’s commitment to 180 instructional days for students.** Portage Christian School is committed to the IDOE 180 instructional day standard. If the school must close for any regularly scheduled school days within those 180 days they will be made up by requiring attendance during previously scheduled no school day or adding days to the end of the school calendar.
- XIII. **Describe the school’s ability to produce and submit all required electronic state student data reports.** PCS has the technical capability to create and submit all required reports to the state of Indiana. We currently have 2 full time and 1 part time administrative assistants who will assist in this process.

APPENDIX I

FIRE SAFETY AND EVACUATION PLAN FOR PORTAGE CHRISTIAN SCHOOL

- 1.0 Emergency egress and escape routes
 - 1.1 The Safety Committee shall be responsible for evaluating and developing school egress and escape routes annually.
 - 1.1.1 The primary goal of this plan will be to safely and quickly remove students from potential danger.
 - 1.1.2 The plan shall include destination locations.
 - 1.1.3 The plan shall include procedures to be followed during drills and evacuations.
 - 1.1.3.1 Teachers or staff responsible for students must maintain a safety kit which includes bandages, rubber gloves, gauzes, alcohol wipes and other medical supplies.
 - 1.1.3.2 Teachers or staff responsible for students must bring attendance book during evacuation.
 - 1.1.3.3 Students should be expected to move quietly and quickly to destination location.
 - 1.1.3.4 Upon arrival to safe location the teacher or staff responsible for students must take attendance and then hold up a green, yellow or red card to indicate the class situation.
 - 1.1.3.5 Administration will identify all red cards and immediately check with teacher or staff members holding the red card to determine who is missing and to report the missing student over radio communication devices.
 - 1.1.3.6 Administration will secondly identify all yellow cards and check to verify that a student is where the teacher says they are.
 - 1.1.3.7 Administration will thirdly determine that all employees and adult visitors are in a safe location.
 - 1.1.3.8 During an actual fire, paramedics and medical professionals will be directed to set up a triage center at the back of the parking lot.
 - 1.1.3.9 During a fire drill the students will remain in their safe location until the administrator announces an "all clear." They will then move quietly to their proper classroom.
 - 1.1.4 Fire Drills
 - 1.1.4.1 Frequency – a fire drill shall be conducted monthly. The administrator of the school shall schedule drills with the building manager. The building manager will be responsible to contact the alarm company and put the alarm system on test mode for the time of the drill.
 - 1.1.4.2 Procedures
 - 1.1.4.2.1 When the fire alarm is activated teachers will pick up their red emergency bag and attendance book and move their

class to the designated safe area in the parking lot. They shall follow the designated route on the evacuation chart in their classroom. If an abstraction is present they are to lead their class to the closest available exit.

1.1.4.2.2 The exit of the building shall be quiet and orderly. Students should walk in single file and line up in the same order in the safe area of the parking lot.

1.1.4.2.3 Immediately upon arrival to the safe area the teacher shall take attendance and then indicate the result with a Red, Yellow or Green card held up.

1.1.4.2.4 Students will remain in the safe area until the teacher having received an all clear dismisses them to return to their classroom. The re-entry into the building shall be quiet and orderly.

1.1.4.3 Record keeping – the building manager shall keep a record of each drill including date, time of, time it takes for clearing the building, notes of interest, etc.

1.1.5 The Safety Committee shall be responsible to present a school egress and escape route plan to the school board for the July School Board Meeting to acquire approval.

1.1.5.1 The schematics will include routes to be taken in the case of a fire and/or tornado.

1.1.5.2 The schematics will be color coded to reflect the two possible disasters.

1.1.6 The Safety Committee shall be responsible to post the approved schematics in a prominent location in each room of the school. The schematics will be framed, laminated or protected in a plastic sleeve.

2.0 Means of notification of fire or emergency situation.

2.1 In the case of a fire any person present and capable shall find a fire alarm pull station and activate the alarm.

2.2 In the case of a potentially damaging storm, the P.A. system will be used to notify people in the building to report to their storm shelter.

2.3 In the case of chemical spills or hazardous environmental conditions, the P.A. system will be used to notify people in the building to follow the school's hazardous environmental procedure.

2.4 In the case of an unfriendly intruder, the P.A. system will be used to notify people in the building to follow the school's intruder procedure.

2.5 In the case of an individual emergency.

2.5.1 The office and administration shall be notified immediately by phone or in person.

2.5.2 The office and/or administration shall determine if medical professionals should be called and appoint someone to make the call if necessary.

- 2.5.3 If necessary any adult present holding a current CPR certification shall administer CPR.
- 2.5.4 If cardiac arrest has occurred, any adult present shall retrieve the AED unit next to the office window and follow the detailed verbalized instructions to administer electric shock to the heart.
- 2.6 In the case of power loss, notification of fire or any emergency situation shall be done in person by administration and/or office personnel. In the case of an intruder, notification shall be made to each teacher's cell phone through the schools rapid VOP calling system.
- 2.7 In the case that there are questions about this plan that are not clear in the plan, emergency services should contact the following prioritized people:
 - 2.7.1 Building and grounds manager – Melissa Nelson (219) 508-0809
 - 2.7.2 Administrator – Larry Pender (219) 628-6650
 - 2.7.3 School Board President – Rich Osgerby (219) 331-9065
- 2.8 The emergency alarm communication system alert tone consists of a high pitch squelching noise and strobe lights.
- 3.0 Fire safety plans.
 - 3.1 The procedure for reporting a fire or other emergency consists of the following:
 - 3.1.1 In the case of a fire, the alarm system automatically contacts the local fire department of an alarm.
 - 3.1.2 In the case of other emergencies, the office or administration shall contact the first responder professionals via telephone or cell phone.
 - 3.2 The strategy and procedures for notifying, relocating or evacuating occupants consists of the following:
 - 3.2.1 The administration in conjunction with the building and grounds manager shall determine if and how occupants and/or parents should be notified concerning any emergency situation.
 - 3.2.2 The administration in conjunction with the building and grounds manager shall determine if relocation or evacuation should be different than the approved plan.
 - 3.3 Site plans
 - 3.3.1 A site plan shall be attached as an appendix to this document indicating possible assembly points for emergency situations.
 - 3.3.2 A site plan shall as an appendix to this document indicating the normal routes of the fire department vehicle access.
 - 3.4 Floor plans
 - 3.4.1 A floor plan shall be attached as an appendix to this document indicating all exits.
 - 3.4.2 A floor plan shall be attached as an appendix to this document indicating all the primary evacuation routes.
 - 3.4.3 A floor plan shall be attached as an appendix to this document indicating all the secondary evacuation routes.

- 3.4.4 A floor plan shall be attached as an appendix to this document indicating accessible egress routes.
- 3.4.5 A floor plan shall be attached as an appendix to this document indicating areas of refuge.
- 3.4.6 A floor plan shall be attached as an appendix to this document indicating location of all pull stations.
- 3.4.7 A floor plan shall be attached as an appendix to this document indicating location of all fire extinguishers.
- 3.5 Fire alarm annunciators and controls.
 - 3.5.1 Major fire hazards associated with the normal use and occupancy of the premises:
 - 3.5.1.1 Each furnace unit is attached to a natural gas line. A floor plan attached to this document as an appendix indicates where each of those furnace units is located.
 - 3.5.1.2 The science lab class located in room 29 has a Bunsen burner system.
 - 3.5.2 The building and grounds manager shall be responsible for maintenance of the furnace system and science lab Bunsen burner system.
 - 3.5.3 The building and grounds manager shall be responsible for maintenance, housekeeping and control of any fuel hazard sources.

APPENDIX II

I. 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)

B. DRESS CODE DURING SCHOOL DAY

1. Khaki pants of any brand (acceptable colors: tan, gray and navy). Pants may not have holes in them.
2. Polo shirts of any solid color or brand that have a collar. Striped shirts are not allowed. Shirt tails will be allowed to remain un-tucked but must hang below the waistline. Shirts must be buttoned to the second to the last button. Shirts may not have pictures or writing on them other than a brand label such as a small Nike Swoosh.
3. Khaki shorts to the knees may be worn in August, September, May and June only. Gym shorts, athletic shorts, warm ups, yoga pants and skin tight pants are never allowed to be worn during school hours. Pants are not to have words on them.
4. Girls may wear pleated skirts to the knee in place of khaki pants. Skirts may not have slits. If leggings are worn under a skirt or dress, the skirt or dress must meet the predetermined dress length.
5. Clothing must fit modestly, not tight or form fitting.
6. Undergarments must be worn, but not be visible.

7. A PCS school fleece jacket may be purchased from the school and worn during class if a student is chilled.
- C. DRESS CODE FOR HOMECOMING
- The following dress standards are intended to be expressions of biblical principles. There is sufficient latitude for individual expression and taste within these guidelines.
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.
 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 this Homecoming function.
- D. 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.
- E. 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 (hang below finger tips when arms hang naturally to sides of body).
 5. Tank tops and spaghetti straps must not be worn.
 6. Shoulders must be covered.
- F. HAIR
1. Hair should be clean, well groomed.
 2. Hair should not hang in the eyes.
 3. Not to be extreme (e.g. carvings).
 4. Boys hair must not to be longer than the base of the neck (neck meets the shoulder).
 5. Dyed hair must be a natural color.
- G. MAKE-UP/JEWELRY
1. Excessive make-up or jewelry is not allowed.
 2. No more than two (2) earrings per ear may be worn.
- H. MISCELLANEOUS
1. Boys must be cleanly shaven at all times. If a young man is found to be in need of a shave the school will not provide supplies. The student will receive a demerit.
 2. Extremes in styles are not acceptable. Earrings for boys are not acceptable.
- I. GENERAL GIRLS & BOYS:
1. Cleanliness - 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 up to two pierced earrings in each ear.

J. VIOLATION OF DRESS CODE

1. Those in violation of the Dress Code will be sent to the office to phone 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 detention.
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.

K. P.D.A.

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.

L. 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).
3. Inappropriate conversation or comments about sex.
4. "Dirty" jokes.

M. 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.

II. 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 him/her 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 him/her. We exist to work with the parents, not to take the place of the parents.
3. At all times, each student must conduct himself 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, he/she 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 through 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 1Cor.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 or church 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 the 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 administrator will monitor each teacher’s performance in this area.

1. Correction - 6th – 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 is to be signed by a parent/guardian and returned to the school within three school days. The bottom part 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 and/or Saturday detention.
 - 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 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	Skiping Class
Out of Seat	Racial Slurs	Plagiarism

Unprepared for Class Gum Cell Phone	Electronic Device Inappropriate Internet Use	IPDOA Vulgar Jesters Bullying Illegal contraband Repeated Violations
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D. DETENTION

A student given detention will spend one hour after the close of that same school day (3:15 to 4:15 PM) and will pay a fee of \$3.00. Extra-Curricular activities and work schedules are not an excuse for missing detention.

E. SATURDAY CLASS

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

F. SUSPENSION

There are two types of suspensions: on campus and off campus. An on-campus suspension does not count as an absence from class nor does it carry academic penalty. It involves isolation from peers. 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 (they will only receive 50% of the value earned) and cannot participate in extracurricular activities. The student serving an off-campus suspension is not allowed on campus until the time designated by the administrator.

G. EXPULSION

A student that is a detriment to the school may be expelled at the administrator's discretion.

H. 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:
 - 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.

I. EIGHTEEN-YEAR-OLD STUDENTS

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

J. ILLEGAL DRUG POLICY

It is the policy of Portage Christian School that possession or use of illegal drugs is grounds for dismissal of a current student or for denial of admission to an applicant. Portage Christian School reserves the right to test students for the presence of illegal drugs whether based on suspicion or at random. In the event of a positive test result, the cost of the test will be added to the student's account.

K. POP CULTURE

1. We live in an age of declining moral standards. Much of the decline is led by the popular culture: music, movies, television, magazines, and books. Non-Christians largely control the entertainment industry. Its products are usually non-Christian and oftentimes anti-Christian.
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. If your home has cable television, you can block access to most music and movie channels.
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.
 - 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 literature.
 - e. 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).

L. 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.

M. BULLYING

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

N. 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, MP3 players, Electronic shocking devices, Noise makers, Water guns, Super balls
3. Balls and other recreational equipment brought to school for gym class, after lunch, or after school must be stored in the student's locker and only taken out at the appropriate time. Students may never throw balls in the building.
4. Banned or misused items will be confiscated and placed in the office to be picked up by a parent.
5. 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).

O. 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.

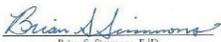
P. OFF-CAMPUS BEHAVIOR

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

APPENDIX III

Association of Christian Schools International
EDUCATOR CERTIFICATE
This is to certify that
Larry D. Pender
has met all the requirements established by the Certification Commission of the
Executive Board of the Association of Christian Schools International.

REGISTRATION NUMBER: 72550 DATE OF ISSUANCE: 7/1/2010
TYPE: Standard DATE OF EXPIRATION: 7/1/2015
LEVEL: Superintendent

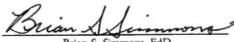

Brian S. Simmons, EdD
President, ACSI




Derek J. Keenan, EdD
Vice President for Academic Affairs, ACSI

Association of Christian Schools International
EDUCATOR CERTIFICATE
This is to certify that
Melba Gonzalez
has met all the requirements established by the Certification Commission of the
Executive Board of the Association of Christian Schools International.

REGISTRATION NUMBER: 96899 DATE OF ISSUANCE: 10/15/2012
TYPE: Temporary DATE OF EXPIRATION: 10/15/2014
LEVEL: All Levels Music


Brian S. Simmons, EdD
President, ACSI




Derek J. Keenan, EdD
Vice President for Academic Affairs, ACSI



Association of Christian Schools International
EDUCATOR CERTIFICATE

This is to certify that

Jill R. Cheek

has met all the requirements established by the Certification Commission of the
Executive Board of the Association of Christian Schools International.

REGISTRATION NUMBER: 83816

DATE OF ISSUANCE: 5/24/2010

TYPE: Temporary

DATE OF EXPIRATION: 5/24/2012

LEVEL: Elementary Teacher


Brian S. Simmons, EdD
President, ACSI




Derek J. Keenan, EdD
Vice President for Academic Affairs, ACSI



Association of Christian Schools International
EDUCATOR CERTIFICATE

This is to certify that

Karis M. Elliott

has met all the requirements established by the Certification Commission of the
Executive Board of the Association of Christian Schools International.

REGISTRATION NUMBER: 83817

DATE OF ISSUANCE: 6/7/2012
DATE OF EXPIRATION: 6/7/2017

TYPE: Standard

LEVEL: Bible Specialist

MAJOR(S): Bible


Brian S. Simmons, EdD
President, ACSI




Derek J. Keenan, EdD
Vice President for Academic Affairs, ACSI

Association of Christian Schools International
EDUCATOR CERTIFICATE

This is to certify that

Jami D. Garzella

has met all the requirements established by the Certification Commission of the
Executive Board of the Association of Christian Schools International.

REGISTRATION NUMBER: 96895

DATE OF ISSUANCE: 10/15/2012

TYPE: Temporary

DATE OF EXPIRATION: 10/15/2014

LEVEL: Secondary Teacher

MAJOR(S): Mathematics

ENDORSEMENT(S): Science


Brian S. Simmons, EdD
President, ACSI




Derek J. Keenan, EdD
Vice President for Academic Affairs, ACSI

ASSOCIATION OF CHRISTIAN SCHOOLS INTERNATIONAL
EDUCATORS CERTIFICATE

This is to certify that

Sharon L. Grafton

has met all the requirements established by the Certification Commission of the
Executive Board of the Association of Christian Schools International.

REGISTRATION NUMBER: 75078

DATE OF ISSUANCE: 8/20/2008

TYPE: Temporary

DATE OF EXPIRATION: 8/20/2010

LEVEL: Elementary Teacher


Ken Smitherman, LL.D.
President, ACSI




Derek Keenan, Ed.D.
Vice President for Academic Affairs

Association of Christian Schools International
EDUCATOR CERTIFICATE

This is to certify that

Susan G. Kelly

has met all the requirements established by the Certification Commission of the
Executive Board of the Association of Christian Schools International.

REGISTRATION NUMBER: 96896

DATE OF ISSUANCE: 10/15/2012

TYPE: Temporary

DATE OF EXPIRATION: 10/15/2014

LEVEL: Elementary Teacher


Brian S. Simmons, EdD
President, ACSI




Derek J. Keenan, EdD
Vice President for Academic Affairs, ACSI

Association of Christian Schools International
EDUCATOR CERTIFICATE

This is to certify that

Jennifer R. Lambert

has met all the requirements established by the Certification Commission of the
Executive Board of the Association of Christian Schools International.

REGISTRATION NUMBER: 82024

DATE OF ISSUANCE: 12/22/2009

TYPE: Temporary

DATE OF EXPIRATION: 12/22/2011

LEVEL: Secondary Teacher

MAJOR(S): Biotechnology, Science

ENDORSEMENT(S): Chemistry


Brian S. Simmons, EdD
President, ACSI




Derek J. Keenan, EdD
Vice President for Academic Affairs, ACSI

Association of Christian Schools International
EDUCATOR CERTIFICATE

This is to certify that

Miranda A. Morley

has met all the requirements established by the Certification Commission of the
Executive Board of the Association of Christian Schools International.

REGISTRATION NUMBER: 96898

DATE OF ISSUANCE: 10/15/2012

TYPE: Temporary

DATE OF EXPIRATION: 10/15/2014

LEVEL: Secondary Teacher

MAJOR(S): English/Language Arts

ENDORSEMENT(S): Social Science


Brian S. Simmons, EdD
President, ACSI




Derek J. Keenan, EdD
Vice President for Academic Affairs, ACSI

Association of Christian Schools International
EDUCATOR CERTIFICATE

This is to certify that

Linda J. Ostrowski

has met all the requirements established by the Certification Commission of the
Executive Board of the Association of Christian Schools International.

REGISTRATION NUMBER: 40347

DATE OF ISSUANCE: 3/28/2012

TYPE: Temporary

DATE OF EXPIRATION: 3/28/2014

LEVEL: Secondary Teacher

MAJOR(S): Mathematics


Brian S. Simmons, EdD
President, ACSI




Derek J. Keenan, EdD
Vice President for Academic Affairs, ACSI

ASSOCIATION OF CHRISTIAN SCHOOLS INTERNATIONAL
EDUCATORS CERTIFICATE

This is to certify that

Karen Sue Sunderman

*has met all the requirements established by the Certification Commission of the
Executive Board of the Association of Christian Schools International.*

REGISTRATION NUMBER: 59880

DATE OF ISSUANCE: 12/7/2005

TYPE: Standard

DATE OF EXPIRATION: 12/7/2010

LEVEL: Elementary Teacher



Ken Smitherman, LL.D.
President, ACSI



Derek Keenan, Ed.D.
Vice President for Academic Affairs

Association of Christian Schools International
EDUCATOR CERTIFICATE

This is to certify that

Twyla R. Richardson

*has met all the requirements established by the Certification Commission of the
Executive Board of the Association of Christian Schools International.*

REGISTRATION NUMBER: 83478

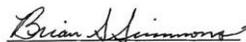
DATE OF ISSUANCE: 10/15/2012

TYPE: Standard

DATE OF EXPIRATION: 10/15/2017

LEVEL: Elementary Teacher

ENDORSEMENT(S): Music



Brian S. Simmons, EdD
President, ACSI



Derek J. Keenan, EdD
Vice President for Academic Affairs, ACSI

Association of Christian Schools International
EDUCATOR CERTIFICATE

This is to certify that

E. Worthington Waters, Jr.

has met all the requirements established by the Certification Commission of the
Executive Board of the Association of Christian Schools International.

REGISTRATION NUMBER: 29227

DATE OF ISSUANCE: 10/15/2012

TYPE: Temporary

DATE OF EXPIRATION: 10/15/2014

LEVEL: Elementary Teacher


Brian S. Simmons, EdD
President, ACSI

ACSI 


Derek J. Keenan, EdD
Vice President for Academic Affairs, ACSI