



INDIANA STATE BOARD OF EDUCATION

MEMORANDUM

TO: Indiana State Board of Education
FROM: Brian Murphy, Chief of Staff
RE: Freeway Accreditation for Dana Christian School
DATE: May 2, 2018

Request for Freeway Accreditation

Dana Christian School ("Dana") petitions the SBOE for freeway accreditation starting in its first year of operation - the 2018-19 school year. IC 20-26-15-13(d) and (e) state that:

- (d) The state board shall accredit a nonpublic school that:
 - (1) becomes a freeway school under this chapter; and
 - (2) complies with the terms of the contract.
- (e) The state board may accredit a nonpublic school under this section at the time the nonpublic school enters into the contract under subsection (a).

SBOE Action

The SBOE has the discretion to either approve a five-year freeway accreditation contract beginning in 2018-19 or wait one year to observe the school's operation and address this issue at a later time.

Overview

Dana will operate in Vermillion County, Indiana in a newly purchased and renovated building that was previously a bank. In 2018-19, Dana projects to serve approximately 75 students in grades K-6, with plans to grow to a K-12 building, adding of one grade per year after 2018-19. Further, Dana plans to admit any child whose family makes the choice to enroll their son or daughter.

School Leader, Faculty, and Board

Dana anticipates hiring seven teachers, with Mr. Harold House as the school's administrator. Mr. House currently holds a Professional Educator's Lifetime License for grades K-12 in the areas of Distributive Education, Mild Disabilities, and Seriously Emotionally Handicapped. He also holds a Professional Educator's Ten-Year License in Administration for grades K-12 in the areas of Special Education, Vocational Education, Secondary Administration and Supervision, and Superintendent.

Mr. House earned several degrees, including an Educational Specialist Degree from Indiana University. Mr. House has a wealth of experience in education, including serving as a teacher,



INDIANA STATE BOARD OF EDUCATION

tutor, team leader, and Principal Designee at Indianapolis Public Schools and later as the Special Education Coordinator and Compliance Monitor at the Marion County Juvenile Center for IPS.

He also held the position of Vocational Cooperative Education Director for South Vermilion School Corporation. Mr. House also has higher education teaching experience at Medtech College.

Moreover, Mr. House has received numerous awards for his outstanding service to students. He has served in other ways too, including as Mayor and Municipal Judge in Owensville, Ohio.

Dana will be governed by a board of five members who live in the community and want to serve Dana. The members have a range of different backgrounds that will serve the school very well; additional information can be found in the attached operating plan.

Academics

Dana will administer the ILEARN and IREAD assessments, and will provide data to the DOE to be assigned a letter grade pursuant to the SBOE's accountability rule. Dana will utilize the widely-used Abeka curriculum. More information can be found in the operating plan.

Support

Dana has many supports in place. Financially, Dana is partnering with the First Baptist Church of Dana, and was able to purchase and renovate its building partly through donations from the church. In addition, Dana is partnering with: Indiana Association of Christian Schools, American Association of Christian Schools, Ernie Pyle WWII Museum, Dana Town Park Board, Off the Tracks Restaurant, Purdue Extension, Vermillion County Sheriff Department, Indiana State Police, Town of Dana, Clinton Lions Club, Dana Town Marshall, and other Volunteer Staff Members.

Attachments

Attached to this memo you will find the following: 1) an operations plan, 2) a budget, 3) Mr. Harold House's license information, 4) Mr. House's resume, 5) a parent handbook, 6) an emergency response plan, 7) an informational pamphlet, 8) a news article regarding Dana's opening, and 9) a letter from Dr. Ice, the Executive Director of the Indiana Association of Christian Schools.

Dana Christian School: Operations Plan

Plans are underway to establish a Christian school in Dana, Indiana. Dana Christian School (danachristianschool.org) will be housed in the former bank building on at 129 N. Maple Street. The building had served the community as a bank since the early 1900's and closed in August after over 100 years. The purchase was made from First Farmers Bank & Trust Company.

The building with seven lots was valued at \$300,000. Bank officials offered the property for \$150,000 because of the potential growth for the community as well as the opportunity to serve children. The church purchased the property for \$81,500. Donations in the amount of \$50,000 were made, resulting in a mortgage of \$31,500.

A committee had been meeting nearly two years with a vision of establishing the school. Community meeting were held during that time.

On December 1, 2017, Harold V. House was hired as the school administrator. Mr. House is a nationally renowned educator who has been a leader in the education community nearly four decades. During that time, he has been a teacher, principal, special education coordinator/compliance monitor, and vocational program director. He has been an adjunct professor, mayor, judge, and private investigator. He earned both the B.S. and Ed.S. degrees at Indiana State University and the M.S. degree at the University of Dayton. His Christian outreach has included assistance to the homeless, those incarcerated, and victims of violent crimes. Mr. House possesses current licensure as a principal, superintendent, special education director, vocational director, K-12 special education teacher (learning disabilities and severe emotional handicaps).

On December 19, 2017, a community meeting was held and Administrator Harold House identified the steps for starting a new school. The following steps were introduced:

- Identify Your Purpose
- Clarify Your Reasons for Starting A School
- Adopt God's Plan for Christian Education
- Determine the Organizational Structure
- Identify the Type of Sponsorship
- Select a School Administrator
- Determine the Involvement of the Pastor
- Organize the School Office
- Set Up a School Records System
- Create Handbooks
- Assess Legal Requirements
- Establish the School as a Legal Entity
- Comply with Federal Laws

- **Check Statutory Requirements**
- **Examine Local & Municipal Requirements**
- **Prepare for Other Legal Issues**
- **Obtain Adequate Facilities**
- **Investigate Federal & State Requirements**
- **Estimate Classroom Needs**
- **Consider the School Site**
- **Maximize the Use of the Present Building**
- **Develop A Strong Custodial & Maintenance Team**
- **Investigate the Use of Computer Technology**
- **Determine Size of Optimal Enrollment**
- **Establish Grade Levels**
- **Determine Class Size**
- **Project School Enrollment**
- **Recruit Students**
- **Conduct an Open House**
- **Plan Student Registration**
- **Develop Income & Spending Plans**
- **Operate on God's Plan for Financial Success**
- **Identify Goals and Set Priorities**
- **Develop A Comprehensive Budget**
- **Institute An Accounting System**
- **Establish A System for Managing A Budget**
- **Practice Sound Accountability Measures**
- **Select Teachers**
- **Identify Qualifications for Teachers**
- **Select the Right Number of Teachers**
- **Locate the Teachers You Need**
- **Attract Quality Teachers**
- **Choose the Right Teachers**
- **Get Teachers Started**
- **Assign Staff**
- **Evaluate Staff**
- **Arrange for Staff Development**
- **Plan the Curriculum**
- **Develop Educational Goals**
- **Adopt an Educational Approach**
- **Select Content Matter & Subjects**
- **Select Textbooks**
- **Purchase Curricula Resources & Materials**
- **Establish School Parameter**
- **Establish A Credit System**
- **Develop Grading & Reporting Systems**
- **Schedule Classes, Courses & Activities**

- **Establish Ancillary Programs**
 - Athletics
 - Food Services
 - Health Services
 - Library Services
 - Parent Participation

In January, Harold House and Pastor Marc Loveland met with Vermillion County Commissioner Tim Yocum town officials, Vermillion County Sheriff Mike Phelps, Dana Town Marshal C.B. MacLaren, Indiana State Police officials and community members.

In February, the two continued conversations with State Representative Morrison and Senator Boots. Morrison referred them to Alicia Kielmovitch with the Indiana Board of Education. Senator Boots referred them to Senator Dennis Kruse. A referral was made to Brian Murphy for consultation.

Dana Christian School is an outreach program through the First Baptist Church of Dana according to Marc Loveland who serves as pastor of the church.

The school will address the needs of children enrolled in kindergarten through 6th grade. Each succeeding school year will add additional grades until students earn their diplomas and graduate from the school. A preschool component is planned as well.

The first students will enter the doors in August 2018. The first class to graduate from the school in Dana is expected to be in 2025.

Families from Edgar County, Illinois, Vermillion County and Parke County are among those who have expressed an interest in enrolling their children.

According to Pastor Marc Loveland, “The school will not only serve the tri-county area, but will reach others throughout the world through the children who ultimately serve the Lord through the lives they live.”

The mission of Dana Christian School is to create a Christ-centered partnership between family, church and school to encourage a relationship with The Lord Jesus Christ. The school has already begun taking steps for the accreditation process.

School board members guiding the school include Marc Loveland, Kevin Kingery, Greg Ingram, Reid Ingram, and Phil Wiseman. Many others have assisted in launching the school program and other partnering organizations are planning to support the school.

Abeka will be the primary curriculum used in the school. For over forty years, schools and homeschooling families have trusted Abeka to provide materials using the traditional approach proven successful throughout education's history.

Professionally illustrated textbooks and teaching aids, hands-on activities, challenging exercises, purposeful repetition, and the reinforcement of concepts from subject to subject provide all the tools needed to make learning interesting and memorable.

Each subject's content comes from the work of skilled, dedicated scholars who have conducted primary research. Through the program, students achieve the academic excellence and moral character that leave them equipped for life.

Through the leadership of the Holy Spirit, the school will provide a Christ-centered education that will be of excellent academic standards to equip students to impact their culture for Christ through a lifetime of learning, leadership, service and worship.

Potential professionals are currently being considered for employment.

There are many opportunities to serve. Some of the opportunities will be mentoring, discipling, tutoring, aiding teachers and just plain loving and serving.

School officials have set up an account for accepting donations. Sponsorship opportunities are being planned as well.

In January, Abeka curriculum was purchased for the school. The curriculum acquired included all student materials for the following levels: Pre-K, Kindergarten and grades 1-6. The public was notified that the materials are on display for public viewing.

Dana Christian School held an Open House on January 26, 2018. Over 500 people attended the event. Tours were offered and curriculum materials were available. Thirty-two families took applications and indicated a desire to have their children attend the school. The school received approximately \$18,500 in donations.

Dr. Dennis Ice, Executive Director of the Indiana Association of Christian Schools (IACS) visited Dana Christian School on January 30, 2018. He met and spoke to about forty people at a community meeting. He presented information about IACS, the process of using The American Association of Christian Schools (AACS) accreditation tool, how Indiana vouchers and SGOs work, and the steps they need to take going forward in starting DCS.

Dr. Ice told the group that the AACS accreditation tool does not allow schools to be accredited until the school has been established for two years. The steps of AACS

accreditation for DCS is first joining IACS, applying for an AACCS accreditation application, and then a one-day pre-consultative visit is conducted at DCS.

Dr. Ice told the group that the AACCS accreditation process would take DCS about fifteen months to two years to prepare for a team of trained educators to coming to the school to evaluate the school to make recommendations to the school and to AACCS national Accreditation Commission for DCS's accreditation. AACCS accreditation confirms that a school has qualified teachers, is obeying the law, keeping students safe, and for school improvement.

Dr. Dennis Ice, Executive Director of the Indiana Association of Christian Schools (IACS) visited Dana Christian School on January 30, 2018. He met and spoke to about forty people at a community meeting. He presented information about IACS, the process of using The American Association of Christian Schools (AACCS) accreditation tool, how Indiana vouchers and SGOs work, and the steps they need to take going forward in starting DCS.

Dr. Ice told the group that the AACCS accreditation tool does not allow schools to be accredited until the school has been established for two years. The steps of AACCS accreditation for DCS is first joining IACS, applying for an AACCS accreditation application, and then a one-day pre-consultative visit is conducted at DCS.

Dr. Ice told the group that the AACCS accreditation process would take DCS about fifteen months to two years to prepare for a team of trained educators to coming to the school to evaluate the school to make recommendations to the school and to AACCS national Accreditation Commission for DCS's accreditation. AACCS accreditation confirms that a school has qualified teachers, is obeying the law, keeping students safe, and for school improvement.

The school hosted an Enrollment Roundup on March 17, 2018. Seventy-five people attended the event. Twelve additional families indicated a desire to send their children to the school.

Ongoing discussions have been held with plans to form a 4-H Club and other educational services through Purdue Extension Services.

Partners: Financial

Dana Christian School is an outreach program sponsored by the First Baptist Church of Dana. The church recently purchased the school building and has received donations to launch the school. Mark D. Russell, CPA Russell & Durr, CPA's, Inc.

Partners: Non-Financial

Indiana Association of Christian Schools
American Association of Christian Schools
Ernie Pyle WWII Museum
Dana Town Park Board
Off the Tracks Restaurant
Purdue Extension
Vermillion County Sheriff Department
Indiana State Police
Town of Dana
Clinton Lions Club
Dana Town Marshall
Various Volunteer Staff Members

Curriculum & Testing Plans

- Abeka Curriculum
- ILEARN
- IREAD
- Iowa Basic Skills Test
- Grade Level Testing After Admission

Staff:

Administrator
Harold V. House
7 Teachers

Other School Personnel

Secretary
Custodian

Number of Students: 75

Tuition: \$3,300

Operating Plan (To Be Sent)

Projected Annual Budget

INCOME

Tuition.....	\$247,500
Pre-School Income.....	20,000
Fundraising Events.....	50,000
Donations.....	10,000
Grants.....	10,000
Total Annual Income.....	337,500

EXPENSES

Personnel:.....	\$250,000
Social Security.....	8,916
Curriculum.....	18,000
Water/Sewage.....	4,200
Heat/Air Conditioning.....	7,800
Internet/Phones.....	4,200
Copier Services.....	3,000
Postage.....	1,000
Supplies.....	5,000
School Furniture.....	5,000
Mortgage.....	3,000
Insurance.....	5,000
Testing.....	5,000
Library.....	2,000
Promotion/Advertising.....	4,000
Technology.....	4,500
Security/Surveillance.....	2,684
AACS/IACS Membership.....	1,250
Professional Development.....	3,000
TOTAL.....	\$337,500

Board & Background

- Marc Loveland

Marc Loveland is the pastor at the First Baptist Church of Dana. He is a United States Marine Corps veteran. In addition, Pastor Loveland is a carpenter. He is married to Lisa Loveland and is a proud father and grandfather.

- Greg Ingram

Greg Ingram is a graduate of Eastern Illinois University. With a Bachelor of Science degree in Geography and Geology. He is a cash grain farmer in East Central Illinois and West Central Indiana. He and his wife Catherine have been married 42 years and are the parents of three children and seven grandchildren.

Their children were educated First Baptist Christian School in Danville, Illinois. They have been members of Dana Baptist Church since 2011.

- Reid Ingram
Reid Ingram is a graduate of the University of Illinois with a bachelor of science degree in Farm and Financial Management. He is a grain farmer and has been married to his wife, Stacye for almost seven years. He has two sons; Carl who is eight years old and Mitchell, five years old.
- Kevin Kingery
Kevin Kingery is a project supervisor and is currently assigned to Garmon Engineering of Terre Haute. He and his wife Dawn are members of Calvary Baptist Church in Clinton.
- Phil Wiseman
Phil Wiseman is a lifelong resident of Vermillion County. He is a Project Manager at Acuren Inspection of Indianapolis. He is married and has two children. Phil is a volunteer youth soccer coach.

Background of the Administrator
(Sent Under Separate Email)

State of Indiana



Professional Educator's License

Harold House

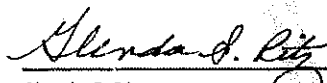
SPN No.: 10711864

License No: 1245161

Highest Degree Earned: Specialist

<u>Instructional</u>	<u>Basis</u>	<u>Grade Coverage</u>	<u>Issued</u>	<u>Expires</u>	<u>Action</u>	<u>Res. Req.</u>	<u>Proficiency</u>
Distributive Education	Bulletin 400	K-12	7/3/2002	1/1/2099	Original	No	Life
Mild Disabilities	Bulletin 400	K-12	7/3/2002	1/1/2099	Original	No	Life
Seriously Emotionally Handicapped	Bulletin 400	K-12	7/3/2002	1/1/2099	Original	No	Life
Seriously Emotionally Handicapped	Rules 46-47	K-12	11/3/2000	6/30/2001	Renewal	No	NA

<u>Administration</u>	<u>Basis</u>	<u>Grade Coverage</u>	<u>Issued</u>	<u>Expires</u>	<u>Action</u>	<u>Res. Req.</u>	<u>Proficiency</u>
Director Of Special Education	Rules 46-47	None	5/20/2013	5/20/2023	Professionalize	No	NA
Director Of Vocational Education	Rules 46-47	None	5/20/2013	5/20/2023	Professionalize	No	NA
Secondary Administration And Supervision	Rules 46-47	None	5/20/2013	5/20/2018	Renewal	No	NA
Superintendent	Rules 46-47	None	5/20/2013	5/20/2023	Professionalize	No	NA


Glenda S. Ritz
Superintendent of Public Instruction

HAROLD V. HOUSE

EMAIL: househarold@hotmail.com

Phone: 260-579-1920

Postsecondary Education

Indiana State University, Terre Haute, Indiana

Dates: 1994-2003

Majors: Educational Administration & Special Education

Degree Conferred: Educational Specialist (Ed.S.)

Licensure: Indiana Superintendent License,

Indiana Special Education Director

University of Dayton, Dayton, Ohio

Dates: 1983-1986

Major: Educational Administration

Degree Conferred: Master of Science

Licensure: Principal

Ohio State University, Columbus, Ohio

Dates: 1981-1982

Majors: Business Administration, Marketing Education & Vocational Education

Degree Conferred: Director of Vocational Education

Licensure: Vocational Director

Indiana State University, Terre Haute, Indiana

Dates: 1976-1980

Majors: Marketing Education & Business Administration

Degree Conferred: Bachelor of Science in Business & Education

Licensure: Teacher; Vocational Business & Special Education

Professional Employment History

House & Associates

Executive Director/Chief Investigator

Licensed Private Investigator: State of Indiana

Serve children as a child advocate and expert witness.

Dates: 2015-Present

Dana Christian School

Serve as founding administrator.

Also serve as a tutor at King's Cave.

Dates: 2017-Present

Medtech College
Adjunct Professor
Taught general education classes including:
Law & Ethics, Psychology, English, Academic Success
Dates: 2010-2016

Indianapolis Public Schools
Served as the special education coordinator and compliance monitor at the Marion County Juvenile Center. Also served as principal designee and acted as the school administrator in the absence of the principal.
Dates: 2008-2016

Indiana Department of Correction
Council Oak Junior-Senior High School:
Dates: 2002-2008. Served as the Principal & Teacher.
Dates: 2001-2002 Logansport Juvenile Correctional Facility
Served as teacher and vocational director.

Part-Time Experience in Corrections:

Have held part-time positions and volunteered in federal, state, and local correctional facilities beginning in 1983.

2012-2016: Advisory Board Member: Pendleton Juvenile Correctional Facility/Pendleton Correctional Facility/ Pendleton Industrial Correctional Facility.

2001-2008 Adjunct Professor: Oakland City University at Rockville Correctional Facility for Women.

1998-2000 Consultant: Ladoga Academy for Girls

1994-1998 Chief Special Deputy: Vermillion County Sheriff's Department (Reserves)

1987-1994 Adjunct Professor: Federal Penitentiary in Terre Haute: Vincennes University.

1989-2002 Indiana Governor's State Advisory Group (SAG) on Juvenile Justice & Delinquency Prevention. Served as vice chair and acted as chair. Formerly served as a member of the Ohio SAG (1983-1987). Wrote the original delinquency prevention plan and the position paper addressing disproportionate minority confinement in Indiana.

1983-1987 Adjunct Professor: Lebanon, Ohio Correctional Facility: Wilmington College.

1983-1987 Mayor/Municipal Judge: Owensville, Ohio.

Indianapolis Public Schools
Position: Teacher, Tutor, Team Leader, Principal Designee
Taught special education students with severe emotional handicaps. Also counseled children with severe emotional handicaps.
Dates: 1998-2001

Position: Vocational Cooperative Education Director

Taught economics, geography, computer technology, and business. Also provided vocational counseling and guidance for students associated with the program.

Employer: South Vermillion School Corporation

Dates: 1987-1998

Position: Marketing Education Coordinator

Employer: Southern Hills Joint Vocational School

Dates: 1982-1988

Position: Marketing Education Coordinator

Employer: Eaton City Schools

Dates: 1981-1982

Position: Cooperative Education Teacher Coordinator

Employer: Richmond City Schools

Dates: 1980-1981

Current & Former Contributions

- **Northside Community United Methodist Church: Chair of Missions and Outreach 2010-2015; Formerly served as Chair of the Administrative Council.**
- **Mental Health America of Indiana Board of Directors: 2008-Present**
- **Mental Health of America: National Public Policy Committee: 2013-Present**
- **Advisory Council: International Human Rights Commission: Indiana University School of Law, 2009-Present.**
- **Indiana Criminal Justice Association: Former Board Member (Life Member)**
- **Community Advisory Board Member: Indiana Department of Correction, 2010-Present.**
- **Learning Disabilities Association of Indiana 2014-Present**
- **Indianapolis Police Department Board of Directors for the Police Athletic League (2000-2004).**
- **2002- 2010: Indiana Criminal Justice Association board of directors.**
- **2003-2008: Indiana Correctional Association: Board of Director, General Membership.**
- **Chairman of the professional development site committee that established a partnership between Indianapolis Public Schools and Butler University for individuals seeking endorsements in all areas of special education.**
- **Member of the steering committee that established Pacers Academy, an alternative school for Indianapolis Public Schools. Key players included the Indiana Pacers, Simon Youth Foundation, Mel and Herb Simon; and Indianapolis Public Schools.**
- **National Education Association**
- **Indiana State Teachers Association**
- **Phi Delta Kappa International**
- **Jerusalem Lodge F&AM & Scottish Rite: 32nd Degree**
- **Murat Shrine of Indianapolis**

- **Founding Member: Wabash Valley Literacy Coalition**
- **Have written grants and raised funds that have resulted in the acquisition of \$200 million for juvenile justice and community programs.**
- **Assisted in writing a federal Magnet program proposal to be funded through Indianapolis Public Schools. The grant was approved for \$6.6 million and will be used to prevent minority isolation between the school years inclusive of 2001 through 2004.**

Publications & Presentations

Publications:

- ❑ **Presidential Succession and the 25th Amendment as well as The Right of 18 Year Old Voters: As a former aide to Indiana Secretary of State Larry Conrad and United States Senator Birch Bayh; the only people to serve as authors of two Constitutional Amendments since the framing of the Constitution. Interviewed both men and articles were subsequently published in Ohio, Indiana, and Kentucky.**
- ❑ **Have served as a member of a team of authors who wrote the three-year plan for juvenile justice programs in Indiana and Ohio. Have assisted in developing five plans.**
- ❑ ***The Change Process in Schools and the Evolving Need for Professional Development: An Ed.S. Dissertation.***
- ❑ **Learning Activity Packages (LAPS): Written for the National Marketing Education Curriculum Consortium and distributed nationwide to marketing programs at the high school and junior college level. Twenty-five written as the sole author and ten written with a team.**
- ❑ **Random Access Test Bank (RATB): Author of 1,000 test questions utilized to determine occupational competency in marketing related careers for students enrolled in business classes throughout the United States.**

Honors and Awards

(1986-Present)

National:

- **Runner Up: 2014 Sam Kirk Teacher of the Year Award: Presented at the International Learning Disabilities Association at Disneyland, Anaheim, CA.**
- **2008 Clifford Beers Award: Mental Health America: Presented for efforts to improve conditions for and attitudes toward people afflicted with mental illness.**
- **Welcome Back Lifetime Achievement Award for Leadership & Courage in the Depression Community: Eli Lilly & Company**
- **2012 Auschwitz Teacher Scholar: CANDLES Holocaust Museum & Education Center.**
- **2009 National Public Citizen of the Year: National Association of Social Workers.**

- **2009 Heartspring Award for Innovation and Creativity in Special Education.**
- **2008 Upton Sinclair Award: Haberman Foundation.**
- **Marquis *Who's Who in America*: 58th Edition; 2004, 2005, 2008, 2009. Listed for accomplishments in education.**
- **Marquis Who's Who in American Education: 2006-2010. Listed for accomplishments in education.**
- **National Association of Chiefs of Police: Medal of Honor for Distinguished Public Service and Heroism: presented for combating drug trafficking and abuse in the Cincinnati area despite death threats and the bombing of the community's courtroom.**
- **Ten Outstanding Young Americans honoree: Presented by President Ronald Reagan and the United States Jaycees for contributions in the classroom, courtroom, and community. (Award formerly known as Ten Outstanding Young Men of America)**
- **Represented the United States for Outstanding Young Person of the World consideration. Selected as Runner-Up in Amsterdam the Netherlands.**
- **Dorothy Rich National Learning Leader Award for 2000: Presented by the National Home and School Institute in cooperation with Phi Delta Kappa International, National Education Association, and National Association of School Principals.**
- ***USA Today* All-American Teacher Team for 1999: Among 100 teachers honored throughout the nation. Recognized for 20 years of innovative teaching as well as contributions to special needs students, particularly those who have severe emotional handicaps.**
- **Michael Jordan Fundamentals Award & Grant: Presented by the World Division of the Nike Foundation.**
- **Teacher Creativity Fellowship for 2000: Presented by the Lilly Endowment Foundation to study humor and its therapeutic effects and clowning for children facing terminal illness and depression.**
- **Outstanding Service Award: Presented by the National Association of the Distributive Education Clubs of America (DECA).**
- **National Marketing Educators Hall of Fame: Inducted by the American Vocational Association and the National Association of Marketing Education Teachers.**
- **Gerald R. Ford Scholar: Presented by the Gerald R. Ford Presidential Library and the Ford Foundation.**
- **American Police Hall of Fame: Inducted by the National Alliance of Police.**
- **White House Commendation in Recognition of Outstanding Community Service.**
- **Named Outstanding Director of an Exemplary Professional Development Site by the National Council for the Accreditation of Teacher Education.**
- **Numerous stories regarding accomplishments distributed nationally through publications utilizing United Press International and Associated Press. Stories also appeared in *USA Today*, *Jaycees Magazine*, and *NEA Today*.**
- **Twelve students honored on the national level in academic areas related to marketing through DECA during a ten-year period. Nearly every student faced economic and learning disabilities**

State:

- **Anthem Angel Award: Indianapolis Colts and National Football League.**
- **Indiana Hero Award: Indiana Pacers and National Basketball Association.**
- **Indiana Jefferson Award for 1994: Selected by the Indianapolis Star and the Lilly Endowment Foundation for volunteer service to the community. Presented by Governor Evan Bayh and Indianapolis Mayor Steve Goldsmith.**
- **Phillip Carey Award for Human and Civil Rights in Education for 2006: Presented by the Indiana State Teachers Association.**
- **Indiana Correctional Educator of the Year for 2005: Presented by the Indiana Correctional Association.**
- **Indiana State Teachers Association Phillip Carey Award for Human and Civil Rights: 2006.**
- **General Assembly Resolution presented by the Indiana House of Representative in 2003.**
- **Resolution of Appreciation: Governor Joe Kernan, 2004.**
- **Outstanding Young Educator of Ohio: Presented by the Ohio Junior Chamber of Commerce.**
- **Rookie Mayor of the Year: Ohio League of Cities and Towns.**
- **Outstanding Marketing Education Alumnus: Presented by the Indiana Department of Education and State Superintendent of Public Instruction.**
- **As municipal judge, honored four times by the Ohio House of Representatives and the Ohio Senate for having the best judicial record in the state regarding the handling of driving under the influence (DUI) cases in municipal court. Also honored with a Concurrent Resolution by both the Ohio House and Senate for efforts in the courtroom, classroom, and community.**
- **Kentucky Colonel: Presented by the office of the Governor of Kentucky (Martha Collins).**
- **Honorary Indiana Secretary of State: Presented by Secretary of State Larry Conrad.**
- **Outstanding Young Hoosier Award: Presented by the Indiana Jaycees.**
- **Outstanding Young Ohioan: Presented by the Ohio Jaycees.**
- **Spirit of '87 Award: Presented by Ohio Governor Richard Celeste.**
- **Modern Pioneer in Government Award: Presented by the Ohio Historical Society in observance of the bicentennial of the Northwest Ordinance. Name and accomplishments inscribed on a plaque permanently displayed in the State Museum.**
- **Award of Excellence: Ohio Jaycees.**
- **Special Recognition of Excellence in the Courtroom: Ohio Supreme Court.**
- **More than 60 students honored on the state level for performance in academic competition during a ten-year period. Nearly all of the students represented backgrounds of learning and economic disadvantage.**

Local:

- **2012 Teacher of the Year: Marion County Juvenile Detention Center/IPS Learning Center. Among 30 of 3,000 teachers being honored.**

- **Human Rights Award for 2007:** Presented by the South Bend Human Rights Commission for Efforts to Educate Children Protected Under ADA.
- **Teacher of the Year for 2007:** Presented by Michiana Area Sam's Club & Wal-Mart.
- **Award for Achievement:** Presented by the Indianapolis Public Schools Board of Commissioners.
- **Special Commendation for Outstanding Contributions to the Community:** Lions Club.
- **Commendation for Community Service:** Presented by the Cincinnati Reds at the Fourth of July Celebration Game.
- ***Brazil Times* Carrier Hall of Fame:** Selected by the publishers of the *Brazil Times* for special recognition.
- **Honorary Mayor of Brazil, Indiana and Key to the City.** Presented by the citizens and the mayor.
- **Award of Excellence for Distinguished Public Service:** Presented by the Cincinnati Jaycees.
- **Outstanding Teacher of the Year:** Presented by the Brown County, Ohio Chamber of Commerce.
- **Named among the top five teachers by the student body for the years 1989 through 1998 at South Vermillion High School.**
- **Outstanding Junior Achievement Advisor Award for the Cincinnati Area:** Presented by Junior Achievement of the Greater Cincinnati Area.
- **During a period of ten years, nearly 200 students received honors at the Congressional district level for academic accomplishment in the area of marketing even though virtually all of the students had physical, mental, economic and learning disabilities.**
- **Commendation for Dedication through Public Service:** Presented by Hamer Lodge F&AM.
- **Service Award:** Presented by the Cincinnati Valley of the Scottish Rite

Special Travel or Study Program

- **2012 Auschwitz Teacher Scholar:** Traveled to Auschwitz with Holocaust Survivor Eva Kor, an expert, author and leader in the field of forgiveness.
- **2013 Learning Disabilities of America Scholar**
- **Superintendent Intern:** Indianapolis Public Schools.
- **Principal Intern:** Indianapolis Public Schools.
- **Teacher Creativity Fellowship:** Presented by the Lilly Endowment Foundation to study humor and its therapeutic effects and the art of clowning to assist young people facing terminal illness, depression, and severe emotional handicaps.
- **Indianapolis Public Schools Leadership Fellow:** Study of transformational leadership for promising teachers considered to be potential administrators.
- **Gerald R. Ford Scholar:** Presented by the Gerald R. Ford Presidential Library and the Ford Foundation to study the 25th Amendment to the United States Constitution

and its application when Vice President Spiro Agnew resigned and Gerald Ford was elevated to the presidency.

- **National Urban League: Language Arts**
- **FBI Profiling Academy: Indiana Criminal Justice Association**
- **Ohio Municipal League Training for Municipal Judges and Mayors**
- **Leadership Training for the Classroom: studied the philosophy at a workshop conducted by education guru Harry Wong.**
- **National Science Foundation Fellow: Study of physics as it relates to teaching motion and energy.**
- **Several conferences on professional investigations, the disproportionate representation of minorities in the judicial system, the prevention of juvenile delinquency, and how to administer justice effectively in the courtroom.**

Elective and Appointed Positions in Government **(1983-Present)**

- **2014: Selection committee for representatives to serve as observers to study and critique hearings in high profile cases against detainees being tried for terrorism-related charges. The hearings will be held in Guantanamo Bay, Cuba and Fort Meade, Maryland. The Pentagon's Guantanamo Bay Convening Authority granted NGO Observer Status to the Indiana University McKinney School of Law Program in International Human Rights Law.**
- **1989-2002: Member of the State Advisory Group (SAG) on Juvenile Justice and Delinquency Prevention. Serve as vice chairman and as a member of the development committee for the three-year state plan. Appointments made by both Governor Evan Bayh and Governor Frank O'Bannon. Have served as a SAG board member in Indiana since 1989. Served as a SAG member in Ohio from 1983 until 1987.**
- **Member of the Indiana Board of Examiners: National Council for the Accreditation of Teacher Education: 1990-2008. Appointed by Indiana Superintendent of Public Instruction.**
- **Legislative Liaison: Appointed by Indiana State University President John Moore.**
- **Mayor of the Village of Owensville, Ohio and Municipal Judge in Clermont County, Ohio: 1983-1987. Elected without party affiliation by popular vote by the citizenry from the community.**
- **Chief Sheriff's Deputy in charge of Juvenile Justice and Delinquency Prevention. Appointed by Larry J. Jones, Sheriff of Vermillion County (1990-1994).**
- **Board of Examiners: North Central Accreditation. Appointed by the Indiana Superintendent of Public Instruction.**
- **National Council for the Accreditation of Teacher Education: Indiana Representative**
- **Performance Based Accreditation Team Member: Appointed by the Indiana Superintendent of Public Instruction.**

- **Vermillion County Opportunity Program (VCOP) Board of Managers: Appointed by Vermillion County Judge Bruce Stengel. Author of the initial grant that funded Vermillion County's first alternative school.**
- **Commission for a Drug Free Indiana: Appointed by the Attorney General of Indiana.**

State of Indiana

Indiana General Assembly

House Resolution No. 65
Introduced by Ryan Dvorak

Adopted by voice vote on April 21, 2003, during the first regular session of the 113th General Assembly

A House Resolution honoring Harold House for his service to the state of Indiana as a member of the Governor's State Advisory Group for Juvenile Justice and Delinquency Prevention.

- Whereas, Harold House has devoted his life to promote prevention, intervention, and advocacy for Indiana's most troubled youth; and**
- Whereas, Harold Von House was appointed to the State Advisory Group for Juvenile Justice and Delinquency Prevention by Governor Evan Bayh in 1989, reappointed in 1993 and appointed once again by Governor Frank O'Bannon in 1997, serving as vice chairman of the group during the duration of his tenure and continuing his service until June of 2002; and**
- Whereas, Harold House previously served in the same capacity under Ohio Governor Richard Celeste from 1983 through 1987 during a time when he served as mayor and municipal judge of a small Cincinnati area community; and**
- Whereas, Mr. House, a champion for underserved youth, assisted in acquiring over \$125 million for programs to assist them, having personally written successful grant proposals amounting to \$35 million and assisted in distributing those funds to hundreds of Indiana organizations; and**
- Whereas, Mr. House assisted in writing four three-year plans through the Indiana Criminal Justice Institute to address the issues associated with juvenile justice, having been the first person to propose that Indiana deal with delinquency prevention; and**
- Whereas, Harold House assisted in writing Indiana's first position paper addressing the minority group presence in the juvenile justice system and the differences in racial group treatment at various points in the justice system while also focusing on disproportionate minority confinement and assisting in addressing ways to reduce such disparate treatment; and**

- Whereas, Harold House established the Clinton Adult Tutoring Service to assist parents of children who had not mastered skills in literacy, serving as president of the board of directors several years; and**
- Whereas, Mr. House was influential in establishing the Vermillion County Opportunity Program, Indiana Pacers Academy, Butler University-IPS Professional Development Site Initiative, Federal Magnet Programs for Indianapolis Public Schools, and is a member of the Board of Director for a revitalized Indianapolis Police Department PAL Program; and**
- Whereas, Mr. House has been an exemplary public servant and remarkably gifted educator who works assiduously to provide the highest quality education to students distinguishing himself as a professional of the greatest dedication, and integrity influencing the lives of many young people truly beyond measure; and**
- Whereas, His outstanding talent has not gone unnoticed, having received countless awards at the local, state, and national levels.**
- Therefore, Be it resolved that we, the members of the 113th General Assembly of Indiana honor Harold House for exemplary achievement and salute him as an outstanding citizen.**
- Section 1: That this body recognizes and honors Harold House for his dedication and exemplary achievement and salute him as an outstanding citizen.**
- Section 2: That the Principal Clerk of the House of Representatives transmit a copy of this resolution to Harold House.**

**Ryan Dvorak
State Representative**

**B. Patrick Bauer
Speaker of the House**

**Diane Masariu Carter
Clerk of the House**

Quotes From Students

“Mr. House a very caring, friendly, and excellent teacher who helps me improve and tells me to do my best. He loves to help any student in need at all times.”

“He is always happy and smiling. Even when things are at their worst in my life, he is uplifting and makes me want to learn.”

“Mr. House has always treated me like I am somebody...like somebody with a lot of potential. He is always kind and respectful. I like him as my teacher and as a person.”

“He is enthusiastic. He helps you understand things.”

“Mr. House is my favorite teacher. He makes me laugh a lot and he also helps me learn a lot.”

“All the work he gives out is easy only because he tells us what something means.”

“I was always in trouble until I met Mr. House. He cares. He helps keep my head straight, gives me good advice, teaches me well and shows me love.”

“I have a lot of learning disabilities and I also get frustrated and aggravated easily. Mr. House can see it coming before I even know it is happening and talks me through it so I can keep learning. He has a lot of patience and is a very nice man.”

“I know that I will like the things he teaches and shows us. He is an old teacher with a very young mind.”

“When my daddy was murdered, Mr. House showed up at my house to make sure I got my homework and made sure I got back to school as soon as I could. I will always remember him and love him for that.”

“He has helped me learn a lot about math and has helped me in other ways. When I get angry and am about to get in trouble, he talks to me and when I am feeling low, he makes me laugh.”

“I am a ward of the state and my mom and dad are dead. People gave up on me, but not Mr. House. He makes me feel special and brightens my day. For some reason, I learn when he is my teacher. He makes hard lessons easy.”

“He helped me out when I did not understand. Now I do. Even though I did not like math, it's become one of my favorite subjects.”

“He is good at explaining math. He makes it easy to get control of your math skills.”

“He is very helpful and cares about everyone inside and out.”

“Mr. House makes me look at my subjects many ways so I can really understand. I feel like I am smart in his class. He makes me feel good about myself. I love to learn!”

“I could not read very well until I met Mr. House. He not only worked with me, but made sure I got other help too.”

“I have learned so much from Mr. House. He expects a lot from me as a student and as a citizen.”

“Mr. House really cares. His love for teaching and his students helped make my incarceration meaningful. I will use his knowledge for the rest of my life.”

“Amazing teacher with a kind heart.”

“My mom says Mr. House is a blessing and I agree. I don’t even like math, but I like it now. He helps me to love my school work. I get good grades in math now.”

“He works with me so I can have a better future. He shows me what I need in the world to become a better man than most of the men I know.”

“He tells us when he becomes our teacher, he is our teacher for the rest of our lives and if we ever need anything, to look him up and he will help. I like that and know he will keep his promise.”

“He helped me most when it comes to equations. He’s wonderful with helping me in math class.”

“When I am away from school, he volunteers at the library to tutor a lot of students. He tutored me and my brother when we were homeless and on the streets at a tent community. I feel safe when I am with Mr. House.”

“I really love his class and have a lot of fun.”

“He taught me that if you do the right thing, you will get the right results. He does his job well and also helps me take responsibility for myself so I can be successful.”

“He knows about everything I ask him and is willing to help me. He is very knowledgeable.”

“He makes me want to actually pay attention and participate and that is not usually within my comfort zone.”

“Everybody said my brother could never go to college because he had a learning disability. He got in and is about to finish because Mr. House helped him. I also have a learning disability, but I am looking forward to college too. Mr. House encourages his students when others do not. He has told me he will help me and I know that he will always be there for me.”

“I felt like math was pointless and that it was pointless to even try because I was so bad at it. Now I understand and I thank him for that. I am confident in math and in life.”

“I was ready to give up on school and give up on life, but he let me find success and now I will never give up on anything.”

“He is cool and is different from any teacher I have ever had. I can tell he likes his job and loves working with kids. He never gives up on anybody.”

“I get good grades because he helps me and that makes life very good. Now I can do things on my own.”

“He always has a smile on his face and that brightens my day. I learn something new every day. He is a very complex man.”

“I like how polite and bright he is and how well he works with students.”

“I have a very hard time focusing, but with Mr. House, I then learn something instead of wasting another day.”

“He is really nice and when I got here, I didn’t know Algebra, but he broke it down and now I am the best student in his class.”

“Very good teacher and really nice guy who gives you a laugh from here to there. Great spirit and good heart. Good person. Not too many like that.”

“I hated school, but now I’m excited about school for the first time. I talked to my mom the first day I was in his class and told her that it was going to be good to have Mr. House as my teacher. That has never changed. He is the best.”

Dana Christian

School

Parent-Student

Handbook

Introduction

Welcome to Dana Christian School! How joyous that you have chosen to be a part of DCS! We trust you will consider it a privilege to attend a school that seeks to always put the Lord Jesus Christ first in every aspect of life. You are encouraged to be thankful to God for His goodness to us, plus be a blessing to Him and to your school.

The faculty/staff members of our DCS team are selected not only for their teaching ability and academic background, but primarily because of their walk with the Lord. As born-again educators, they know that modeling Godly lives will help students grow spiritually. Under such loving direction, students enjoy the opportunity to learn to be led by the Holy Spirit, to develop Christian lifestyles, to be submissive to authority in following the Lord Jesus Christ, and to be trained for positions of Christian servanthood.

Of course, it is an ever-present goal to prepare our students for life beyond the walls of the school building, advancing the Kingdom of God everywhere. This handbook represents operational policies/procedures for Dana Christian School.

It clearly summarizes general information, rules, and policy/procedures that will prove useful to students and parents at DCS. These specific guidelines are based on Scriptural principles and standards. The Administrator or Board may announce additional guidelines as they become necessary. Where no specific rule is stated or is defined as all-inclusive, please prayerfully search the Scriptures for God's standard(s). Feel free to consult the school administrator as to what is appropriate in these situations.

We ask for your understanding and cooperation in accepting the policies of the school, as well as helping us to implement them with a cheerful spirit. We look forward to serving your family and glorifying God together in the year ahead! His favor on you, now and always (Numbers 6:24-26),

Dana Christian School Philosophy of Education

Christian Education is the integration of Biblical principles, and their application, into every subject of knowledge. Spiritual and moral values based on God's Word allow the student to be educated in the truest sense by laying the sound foundation for good character training. It has the premise that God is the Author of truth and that there is no distinction between secular and sacred truth in the sense that one of them is related to God and the other is not (Acts 17:28a). Truth is included in the "all things" of Romans 11:36. Everything is related to God, to be under His Lordship, and thus has significance in this world, this life, and beyond. Believing that socialistic, humanistic, or evolutionary thought is contrary to Biblical principles, it is a privilege and responsibility to teach children the values and rewards of a free-enterprise system in an age of socialistic, statist oriented education. Students are taught that nothing of value is achieved without Christ-honoring effort; and, that they are limited only by themselves, since God's plan for each

of them is limitless. God's goal for these uniquely created students is for each of them to become all that He desires for them to be for His glory.

Mission and Purpose Statement

The mission and purpose of Dana Christian School is to aid parents in leading children to spiritual, academic, physical, emotional, and relational truth. These objectives are achieved by a curriculum and program which is:

1. Instructional—teacher to student
2. Demonstrational—student to teacher
3. Relational—student to student
4. Participatory—student with others
5. Recreational—student with self

Vision Statement

The vision of Dana Christian School is to graduate students prepared for the academic rigors of higher education and who have the Christian character and faith to live their lives for Jesus Christ in all aspects of life.

Core Values

The core values of Dana Christian School are to provide:

1. A solid spiritual, Biblical foundation (Psalm 102:25-27)
2. Academic excellence (Matthew 22:37)
3. Extra-curricular excellence (1 Corinthians 10:31)
4. A low student-to-teacher ratio (Mark 4:34; Mark 9:35)
5. Moral instruction (Philippians 4:8)
6. An optimal learning environment (Isaiah 11:9b)

Goals

The chief goal of Dana Christian School is to encourage character development within each student which will evidence itself in Spirit-led, self-disciplined, behavior in all areas of his or her life. The school endeavors to provide an atmosphere conducive to the student's spiritual, academic, physical, emotional, and relational development.

Because the Bible teaches that salvation is by grace through faith in the Lord Jesus Christ (Ephesians 2:8-10), a personal relationship with Him is positively presented. This is the initial step in a child's spiritual development. In conjunction with providing opportunities for students to make this decision, steps are taken to assist them in becoming submissive to the Word and will of God for their lives.

Objective

The objective of Dana Christian School is to develop students in the following areas:

- Spiritually – to have a vital and growing relationship with Jesus Christ (Ephesians 4:15)
- Academically – to exercise their innate intellectual capacities (Mark 12:30)

- Physically – to be conscious that their bodies are the temple of the Holy Spirit (1Corinthians 6:19)
- Emotionally – to have the resources to react to life in stable ways (Proverbs 15:1)
- Relationally – to interact in kindness and understanding with their fellow man (Ephesians 4:32)

These areas are addressed by:

- providing students with a well-rounded education from a Christian worldview
- instructing moral and character values by environment, lesson content, and teacher example, while teaching various subjects
- encouraging students how to think critically via discernment
- teaching students the Bible and helping them apply its many truths
- training students to inwardly, then outwardly, be in submission to various authorities in their lives
- preparing students to enjoyably live life with proper attitudes, habits, knowledge, and skills
- motivating students to do their best through self-governance and personal responsibility
- stimulating friendships among students in order to encourage one another toward their greatest potentials
- cooperating with parents and churches to develop the spiritual, mental, physical, emotional, and relational capabilities of each student
- stimulating in the student an appreciation of, and desire for, wholesome recreation
- giving students the kind of experience that will help them face life with courage, integrity, and understanding; and to help them experience a living, growing, faith in God that will make them a credit to Christ, family, community, nation, and self.

Statement of Faith

We believe in the Scripture of the Old and New Testaments as verbally inspired by God, inerrant in the original writing, and that it is of supreme and final authority in faith and practice (II Timothy 3:16-19).

We teach that God is the absolute and sole creator of the universe, and that creation was by divine decree, not through evolutionary process. (Genesis 1:1-2:25)

We believe in one God, eternally existing in three Persons: Father, Son and Holy Spirit (I John 5:6-8).

We believe that Jesus Christ was begotten by the Holy Spirit, born of the Virgin Mary and is true God and true man (Isaiah 7:14; Luke 1:35).

We teach 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 (Gen. 1:26-27). Rejection of one's biological sex is a rejection of the image

of God within that person.

We teach that the term “marriage” has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture (Gen. 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 (I Cor. 6:18; 7:2-5; Heb. 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.

We teach 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. (Matt. 15:18-20; I Cor. 6:9- 10)

We teach that such salvation with its forgiveness of sins, its imparting of a new nature, and its hope of eternal life is the pure grace of God apart from any good works, sacraments, religious deeds or other tokens of human merit which cannot commend us to God. (I John 1:8-10, 3:9; II Cor. 5:17; I Cor. 15:1-58; Ephesians 2:8-9)

We believe that the Lord Jesus Christ died for our own sins according to the Scriptures as a representative and substitutionary sacrifice, and that all who believe in Him are justified on the grounds of His shed blood (I Corinthians 15:3; John 3:16).

We believe in the resurrection of the crucified body of our Lord, in His ascension into heaven, and in His present life there for us as High Priest and Advocate (Romans 15:4; Romans 8:34).

We believe that all who receive by faith the Lord Jesus Christ are born again of the Holy Spirit and thereby become children of God (Romans 3:21-24; Galatians 3:26-27).

We believe in the bodily resurrection of the just and the unjust, the everlasting blessedness of the saved and the everlasting punishment of the lost (Matthew 25:46; John 3:16).

We teach that every person must be afforded compassion, love, kindness, respect, and dignity (Mark 12:28-31; Luke 6:31).

Hateful and harassing behavior of attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of Pontiac Christian School.

School Community Life

Daily Schedule

K-6.....8:30 AM-3:30 PM (Indiana Time)

Students enrolled in the elementary school may arrive at the school beginning at 8:10 am and will be supervised until 8:30 am, at which time they will be dismissed to their classrooms. Students are dismissed at 3:30 pm, and are to be picked up by 3:40 pm. If a parent must bring a student before 8:10 am, written permission should be requested of the administrator, and a plan of supervision will be developed.

Parents are asked to drop off and pick up their children at the south doors of the school, unless they are riding the bus.

Parents must clarify with the school office any special instructions for picking up students after school. Students will not be released to someone other than the parent or guardian, unless the school receives written or phoned permission from the parent or guardian. Students, who have signed up to ride the bus, must bring written permission from the parent or guardian to the school each time they will be leaving the school by alternate transportation.

Attendance and Tardiness

The philosophy behind the school's attendance policy is to teach the Biblical value of punctuality and good attendance as a lifestyle. Parents must assist the school in reinforcing this. In order for your child to gain the proper benefit in school, he or she must be in regular attendance. In order to keep accurate records and comply with state regulations, the following guidelines have been developed:

Excused absences include: illness; death of a relative; medical or dental appointments. (Please, when possible, make these for outside school hours.) Unexcused absences could include but are not limited to: oversleeping; missing bus/carpool; haircut/beauty shop appointments; shopping trips; babysitting.

The school administration reserves the right to determine whether an absence is excused or unexcused. Any student absent on a given day, for any reason, may not attend after-school activities or extracurricular events on the day of that absence.

We ask parents to notify the office of any absences, whether planned in advance or not. All students who arrive after the beginning of school, or who leave before school is dismissed, must be signed in or out by their parents or designated adult at the school office. Students arriving late must register as tardy when they sign in.

State laws require that all contagious diseases, as listed by the Department of Public Health, need a doctor's statement of release. As a general rule of thumb, a doctor's note is required for all rashes and a child should be free of fever for 24 hours before returning to school.

If a student will be away, prior arrangements must be made with the classroom teacher. The teacher may, but is not required to, provide advance assignment guidelines. Absences are recorded in the school records as unexcused, unless a note or phone call is received from the parent.

Upon return to school, a signed note from the parent or guardian is to be sent explaining the reason for the absence.

A student of Dana Christian School may not be absent for more than 17% of the school year (30 days). If a child is absent more than thirty days in the course of a school year, his or her promotion is dependent upon the approval of the School Board who will act upon the recommendation of the administrator (with the input of the classroom teachers). The school's policy on habitual student absenteeism is in agreement with the Illinois State Board of Education's policy on absenteeism for nonpublic schools.

Elementary school students are considered tardy if they are not seated when class begins at 8:15 am. Parents must sign in at the office when a child is tardy. Excused tardiness includes the reasons mentioned above for absences, as well as weather or road conditions.

The school administrator reserves the right to determine whether the tardy is excused or unexcused. After a third unexcused tardy, the student will be assessed a 30minute after school detention. After the third detention, the student will serve half-day in-school suspension. The tardy count will reset each quarter. Excessive unexcused absences and or/tardiness will be a cause for disciplinary action.

The following guidelines will determine how the office calculates tardiness:

- If a student misses more than 45 minutes but less than 3 hours and 15 minutes of the school day, the child is considered ½ day present. If a child arrives before 9:00 am but after 8:15 am, the child is considered tardy. If a child arrives between 9:00 am and 11:30 am, the child is considered ½ day present.
- If a student leaves at 2:15 pm or later, he or she will be counted as present for the entire day. If a student leaves between 11:30 and 2:15 pm, it will be counted as ½ day absence.

Emergency Closing

School may be canceled for reasons of extreme weather or other emergencies. Dana Christian School will most often close for inclement weather conditions in concert with South Vermillion Schools, but will be specifically announced for our school. Please check the DC website, Facebook page and area media.

Picking Up Children Early

Dana Christian School operates as a closed campus. Our building is locked from the outside during the school day. Students may not leave the premises unsupervised, even with parental permission. Teachers will not release a student before the prescribed dismissal time except to authorized school personnel, to a parent, or a person

designated by parental permission. For the safety of our students, we ask that *all* visitors, including parents, enter the building through the front entrance doors. Visitors must push the button to the left of the entrance doors, appear on camera, and speak to school personnel in the office. Once permitted into the building, visitors must report to the office where the student must be signed out.

After School Supervision

The elementary school is dismissed at 3:30 pm. By 3:40 pm, most of the students have been picked up by parents. We are unable to provide adequate supervision for children whose rides are late. We ask that parents make every effort to pick up their child by 3:40 pm.

No student can ever be in the building without adult supervision. Siblings of students involved in after school activities must be with a parent, even while waiting for a game to begin. A student can never be roaming the building.

When accompanied children are in the building after school hours, they must abide by the same rules that apply during school hours.

Transportation

It is the responsibility of parents and guardians to arrange for the transportation of their children to and from school. Many families make car pool arrangements. Bus transportation is not available at this time.

Lunches

Students are to bring a sack lunch for the noon meal. NO SHARING OR TRADING FOOD is permitted. Dana Christian School does not have a daily hot lunch program. Milk is available at lunch time by advance order and for Kindergarten classes during snack times. Please refer to the annual fee schedule for updated cost.

Curriculum

The God-given ministry of Christian schools is to train students in the Bible's character, language, and academic subject matter. Christian textbooks are written on the premise that all truth comes from God, and that any teaching of man that is contrary to the clear teaching of the Word of God must be rejected and refuted. The curriculum is organized so that it gives the teacher plans for teaching Scripturally-sound principles.

Spiritual Growth

The beginning of wisdom is reverence for God (Proverbs 1:7). Therefore, a foundational mission of the school is ministering to the student's spiritual needs. Each instructional day includes a Bible lesson. The lessons present the Bible using the Old Testament and New

Testament teaching. Teachers model and share practical lessons with the children. Scripture memorization is also an important part of this training. Chapel is held each Friday morning from 9:00 to 9:30 am. Parents are welcome to attend. Spiritual Emphasis week is also planned early in the year to fulfill this goal. Various activities are also planned throughout the year to give our students an opportunity to share their faith with others in testifying to the Gospel of Christ's Kingdom.

Communication with Teachers

At Dana Christian School, we believe it is very important that parents and teachers support one another in the exciting process of Christian education. Although parents are encouraged to contact the teacher directly at any time with class questions or comments, we have established regular opportunities to communicate with the home:

1. Back-to-School Night is held each August to acquaint parents with the teachers, classes and programs of the school.
2. Progress reports are sent home to students on academic watch.
3. Report cards are sent home with the students at the end of each nine-week quarter.
4. Parent-Teacher Conferences are held in the Fall and the Spring. These provide an excellent opportunity for personal dialogue between home and school.

An annual Open House is held in the Spring. This allows parents to come to the classrooms and see the progress their child has been making, as well as acquaint themselves with the program for the following school year. It also presents an opportunity to invite families who need to consider Christ-centered schooling for their children and grandchildren.

Please do not disturb the teachers' duties at the beginning and end of the day when they desire to be attentive to the students.

Physical Education – Graded Subject for Upper Elementary

Physical education is offered weekly to elementary students. All students are expected to participate. A written health care provider's excuse will be required for exceptions. Required dress code for PE includes: athletic shoes, comfortable pants or athletic midlength shorts, and a long or short sleeved t-shirt.

Sweatshirts or light jackets are permissible in cooler weather. No jewelry is allowed and must be removed. Small post earrings may be covered with tape you supply. Shoulder length hair must be up in a hair tie (pony-tail) you supply.

Lower elementary students will have PE on Friday afternoon, and upper elementary students will have PE on Tuesday & Thursday afternoon.

Homework

The teacher is at liberty to assign homework to aid in the advancement of the student in his studies. Homework assignments will be used to reinforce, review, and enrich what is covered in the classroom. Each student is expected to complete his homework on time. Parents are asked to cooperate by providing a time and place with an atmosphere conducive to concentration upon the work assigned. Parents may give proper supervision to the required study and help with the reviewing of material being learned, but the student must do the actual work on his own. Homework assignments may be evaluated through examination by the teacher or reviewed in class. Some teachers may have assignment notepads that must be signed by parents. In light of church activities, homework will be limited on Wednesday nights.

Students are allowed to make up all work missed during an excused absence. The student will receive full credit for such make-up work. Generally, work or tests assigned prior to the absence which are due the date of the absence should be turned in or taken on the day of return to school. Adjustments may be made by the teachers for extenuating illness situations.

Field Trips

Field trips are planned periodically for additional educational experiences. Each child must have an activity permit signed by a parent or guardian before the child may participate in a field trip. These will be distributed at the beginning of the school year.

Written permission slips are also required for all students attending off-campus activities. All trips will be supervised. Parents are welcome to help chaperone. Adults participating in school activities may be asked to participate in a background check. Costs for some trips may necessitate a small charge for transportation, food, and/or entrance fees.

Parents who drive students on a school trip will be asked to complete a volunteer driver application form. Copies of the driver's license and insurance card should also be on file in the school office. Seat belts must be worn by every person in the vehicle, plus child booster-seats as is applicable. Of course, Christ-honoring behavior is expected of all students and adults while on field trips.

Report Cards

Report cards will be given to students after each quarterly grading period. Progress reports may be mailed to parents of students who are on academic watch. Report cards are an earnest attempt on the part of each teacher to present an evaluation of a student's progress. Dana Christian School treasures most highly that which no grade can measure – spiritual growth, integrity of character, and love for Jesus which we desire to see in our students. We must leave it to parents to evaluate this growth in grace by experience in the home.

Grading Scale

A+ 100
A 93-99
A- 90-92
B+ 88-89
B 83-87
B- 80-82
C+ 78-79
C 73-77
C- 70-72
D+ 68-69
D 63-67
D- 60-62
F 59 and below

Back-to-School Night

Orientation for all students and parents will be scheduled the night before the school year starts. The staff will familiarize families with curriculum, personnel, policies, and procedures, as well as outline special events for the coming year.

Parent-Teacher Conferences

Parent conferences promote good communication among parents, teachers, and the administration of the school. Parent-Teacher Conferences are scheduled each semester, with attendance being mandatory. Morning and evening hours will be available to facilitate everyone's schedule. Additional conferences can be arranged with the teacher as is necessary.

Standardized Testing

The nationally recognized Terra Nova Test Series is given to every student in grades 1-6 in the Spring of each school year. The Terra Nova Test is a comprehensive battery of tests designed to measure school achievement at each grade level. The test provides dependable achievement measures that assist in improving instruction, evaluating progress, and closely matching test content and curriculum instructional objectives while providing a meaningful information system for teachers, parents, and the administrator.

ILEARN and IREAD testing will be administered as well. Parents are given a comprehensive narrative interpretation of their child's test results.

Recess

Outdoor play and physical activity are important components of the school week. Students need to dress appropriately for the weather, whether warmer or chillier temperatures. All children will participate in recess unless they have signed note from a parent excusing the child from recess. Every effort is made to have the children play

outdoors; however, inclement weather may cause the recess to be indoors in the school gymnasium.

Parent-Teacher Organization

The Parent-Teacher Organization is in existence to provide an additional avenue of communication and support among parents, teachers, and school, as well as to support the school through volunteer and fund-raising activities. It functions under the authority of the School Board. PTO meetings are scheduled monthly or as needed for a particular event. All Dana Christian School parents are urged to participate in the meetings.

Admission and Registration: General Admission Standards

Dana Christian School is committed to a Biblical philosophy of education which integrates Christian principles and scriptural truths with the academic and social experiences of every student. We endeavor to enroll students who will exhibit the Biblical values of showing care and concern for others in our school community, as well as a demonstration of enthusiasm for the learning process. General behavior is carefully considered, and the school maintains the right to refuse admittance to anyone it so chooses. Students will not be accepted in order to reform their behavioral needs since no special education for behavior matters is provided at this time. Families seeking admission are evaluated on the basis of their admission questionnaires, interviews, and potential to perform satisfactorily at Dana Christian School.

Pre-Kindergarten

All students entering pre-kindergarten will be screened to ascertain their readiness for our pre-kindergarten program.

A copy of the child's birth certificate is required for pre-kindergarten applicants. Pre-kindergarten students must be toilet-trained. Students entering the pre-kindergarten K4 class must be 4 years old on or before September 1 to be eligible for admittance in September of that year.

Kindergarten

On entering kindergarten, the child must be five years of age on or before September 1 to be eligible for admittance in September of that year. All new students entering kindergarten will be screened to ascertain their readiness for the kindergarten program. A copy of the student's birth certificate is required for kindergarten applicants.

First Grade

All students entering the first grade must be six years of age on or before September 1. All new students entering first-grade will be screened to ascertain their readiness for the first-grade program.

Second through Eighth Grade

Students entering grades 2 - 8 must provide copies of recent standardized test scores with their application and may also be tested at the time of the interview.

Steps in the Admissions Process

1. Submit a completed application for admission with copies of required records to the school with the nonrefundable registration fee.
2. The office staff will call you to schedule a family interview with the Principal and a screening date for the student applicant if necessary.
3. The family will be interviewed by the Principal and student applicant will possibly be screened.
4. The school will make a decision as to the acceptance of the family and student based on the admissions procedures listed in this application and notify the family of its decision.
5. Following notification of acceptance, the family submits the book fee and activity fee, and if necessary, a release of records form (signed and sent to the student's former school).

Admission Status Decisions

Denied: Students not approved for admission will be notified by letter.

Approved: Students approved for admission will be notified by letter or by telephone call.

Waiting List Students approved for admission contingent upon available classroom space will be notified by letter. The student's application file will be placed in the student candidate pool in the order in which it was received, to be considered for admission when space becomes available.

Non-Discriminatory Policy

Dana Christian School admits students of any race, color, gender, and 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, gender, or national or ethnic origin in administration of its educational policies, admissions policies, and athletic and other school-administered programs. Dana Christian School does reserve the right to select students on the basis of commitment to our Lord Jesus Christ, academic performance, philosophical compatibility with the school's foundational statements, and willingness to cooperate with the Dana Christian School administration and abide by its policies.

Health Records

Copies of the student's birth certificate, immunization records and health physical are to be on file in the school office for all students.

Students entering preschool, kindergarten and sixth grade are required by law to have a current physical exam and state-required immunizations prior to enrollment. Dental examinations are required for kindergarten, 2nd and 6th grades. Students entering kindergarten are required to have an eye examination. Health forms can be obtained from the school office, the County Health Department or any medical office.

Withdrawal Procedures

Any parent desiring to withdraw his child from the school must contact the administration ten (10) days prior to the withdrawal, and present a written notice explaining the reason for the withdrawal. Tuition and a certain percentage of fees will not be refunded on the amount paid or due for the duration of the month of withdrawal. Any books purchased remain the property of the parent.

Transfers and Re-Admission

Any student whose financial, behavioral, or academic record becomes contradictory to stated policies may be asked to transfer at that time from the school, and/or be denied admission for the following year. A student leaving for these reasons may be re-admitted only at the school board's and administration's discretion.

Tuition and Tuition Aid

Tuition amounts are announced and published annually, as determined by the School Board. To diligently meet the school's ongoing needs, tuition must be paid on time; the school's financial secretary issues private monthly statements to each family. There are limited resources available to help families with financial need. The amount of aid awarded is dependent on need and available resources each year. Aid is only made available for full-time students. Tuition aid information is available in the school office, and are kept confidential between applicant and the School Board.

Payments

As part of the registration process, parents will be issued a statement reflecting itemized tuition and fees for the coming year. Book fees are due July 1. Fees for activities, hot lunch, bus and milk are due August 1. The first tuition payment by installments is due during August and will be arranged through DCS.

Tuition Managements Systems

(there is a nominal per year charge for this service) unless otherwise approved the School Board.

Incentives

Paid-in-Full: There will be a 2.5% credit per family given to tuition accounts of full time students which are paid in full by or before the first day of school.

Referral: For each new Dana Christian School student referred, \$100 will be credited at the end of the semester to the family making the referral. The following conditions must be met. 1) The student is enrolled fulltime, and is still attending DCS at the end of the semester. 2) The family has never attended DCS before. 3) The application is marked with the name of the family referring them.

Other Policies

- Registration, Textbook, and Activity fees paid are non-refundable.
- Insufficient-funds checks will incur a \$25.00 charge.
-

Policies and Programs

Health Forms--Immunization

Pontiac Christian School complies with the state and local health laws. These laws require that all students have a current health form on file in the school office.

Kindergarten, sixth grade and transfer students must have a physical examination prior to the date of entrance of school; and a new health form verifying proof of immunity (signed by a physician) in the school office no later than the first day of school or the student will be excluded until compliance. Each health form must present proof of immunity against diphtheria, pertussis, tetanus, poliomyelitis, measles, rubella, and mumps. In addition, all kindergarten students must have a lead screening. The health history section of the health form must be filled out and signed by each child's parent.

In accordance with these laws, students will be screened annually at Dana Christian School for vision and hearing. Students in kindergarten, first and fifth grades will be screened for vision. Students in kindergarten through third grade will be screened for hearing.

Guidelines for Completion of Health Records

The Illinois School Code (Chapter 105, Section 5/27-8.1) requires that all children in Illinois shall have a health examination within one year prior to the start of entering an Illinois school for all students in preschool, kindergarten, sixth grade, new, and transferring students. Students must also have immunizations completed as specified by the Illinois Department of Public Health. The law requires exclusion from school for children not in compliance with these health requirements, as of October 15th of the current school year:

- Information should be entered on the state form, "Certificate of Child Health Examination."
- Exam must be conducted within one year prior to the date of entrance to Pontiac Christian School and clearly dated.
- Personal signature of the examining physician must be included on both upper immunization and lower physical sections.

- Health History in the upper left corner must be completed and signed by parent/guardian.
- Approval to participate in Physical Education and Sports near the bottom of the page must be checked by the physician. Modifications indicated must be specified.
- Immunization History must include specific dates, correct intervals, and the correct number of doses. (See

Religious Exemption require the filing of a signed statement to the school administrator detailing objections to physical exam, health screenings, and/or immunizations on religious grounds.

Health Forms—Dental

All children in Kindergarten, second and sixth grades are required to have an oral health examination. The examination must be performed by a licensed dentist who must sign the proof of examination form. Each child in the categories listed above must submit proof of examination by a dentist prior to May 15th of the school year. School dental examinations must be completed within 18 months of the May 15 deadline. A child can present an exemption based on religious grounds.

Health Forms—Vision

Children to receive an eye exam from an optometrist, an ophthalmologist, or a physician licensed to practice medicine in all its branches before entering kindergarten. This law requires that this exam be comprehensive, more than a quick eye check. The physician will be looking for vision problems and signs of health conditions. Each child must submit an “Eye Examination Report” prior to October 15th of the year the child is in kindergarten.

Accidents

All accidents which occur during the school day or on any school trip should be reported to the office immediately. Parents will be notified immediately if their child is involved in an accident.

Illness and Communicable Disease

The following are common illnesses for which children are most susceptible. Please consult your own physician for diagnosis and in determining when your child is ready to return to school after such an illness.

Chicken Pox Onset is gradual with general run-down feeling. A rash follows (usually beginning on trunk) that is red and turning into white water blisters. Sick child should remain at home for 6 days following appearance of rash. Exposed children may attend school. Measles Symptoms may include fever, hacking cough, and conjunctivitis. Sick

child may not attend (Rubeola) school until after 7 days following the appearance of the rash. Exposed children may attend school.

Measles

Child may feel ill and have a low-grade temperature.

(Rubella) home for 4 days. Exposed children may attend school.

Mumps

Pain in chewing or swallowing may be the earliest symptom, followed by chills and headache. Child should not return to school until all swelling has disappeared – usually 12 days from onset.

Conjunctivitis Symptoms usually include matting of the eye, and inflammation and discharge from the eye (pink eye) The child should be excluded from school until all signs have disappeared.

Fifth Disease

Usually the only symptom is a rash with no other ill feelings. Child should remain at home until rash disappears.

Skin Lesions

Child suspected of having impetigo or ringworm should not be in school until all lesions are healed or until a written note from a physician to the contrary is produced.

Temperatures

A child with an oral temperature of 100 or more degrees will be sent home. He/she should not return to school until the temperature has been normal for 24 hours.

Vomiting

Any child who vomits will be sent home.

Head lice There is nothing to be embarrassed about if your child has head lice. Between 8 and 10 million American school children are infested with head lice every year. Head lice do not care about cleanliness as long as they have a warm head of hair to live in. If left untreated, these small and annoying insects can survive on the scalp for their adult life span of about 30 days. Contrary to popular belief, they are not known to carry any diseases. Some signs of head lice are:

- head scratching and intense scalp itching
- redness or small bite marks on the scalp
- swollen glands (located on the back of the neck near the ears)
- tiny gray adult lice on hair and scalp
- lice eggs (called nits); white oval specks that look like grains of sugar

Prescription medication is not necessary to effectively treat head lice. Please consult with your local pharmacy.

Universal Precautions

All determinations, notifications, and actions taken by Dana Christian School with a potential or actual case of chronic communicable or contagious disease shall be in compliance with applicable State and Federal laws and regulations.

All staff follow “Universal Precautions” when they come in contact with blood and bodily fluids. The precautions focus on the prevention of the transmission of blood borne pathogens, primarily hepatitis B and human immunodeficiency (HIV) viruses. The school staff frequently comes in contact with blood and body fluids and will always use gloves, exercising the same precautions as children.

Medicine

Written authorization from both the parents and physician is required for the administration of medications by school staff. Medication authorization forms are provided in the registration documents. Upon arrival at school, the student is to give medicines and the authorization note to the office. No staff member is allowed to administer medication to any student without written authorization. This includes aspirin, Tylenol, cough drops and other over-the-counter drugs. Any medicine to be administered to a student must be provided by the parent and in its original labeled container.

Asthmatic Children

Any child in grades 4 and above may keep an asthmatic inhaler on their person and use when needed. For children in grades preschool through 3rd, the inhaler must be kept in the office, and the child can come to the office to take it. It is the parent's responsibility to teach the child how to use the inhaler properly, as there are no medical personnel at school. If your child is asthmatic (and using inhalers), you will need to fill out the medication authorization form in the office, even if the child keeps the inhaler on their person. The office needs to know which children are asthmatic, and if they are carrying any inhalers to school with them. Please label all inhalers and make sure that there is enough medication in the inhaler for the child to use. If an asthmatic child displays breathing difficulties, the parent will be contacted to come to school. If a parent cannot be reached, and the child is becoming more acutely ill, the emergency medical service (911) will be called. To avoid an emergency from occurring, please make sure that if your child uses an inhaler, they have it at school and know how to use it. The school office is not equipped to deal with acute respiratory distress. It is the parent's responsibility to make sure all phone numbers in the school office are correct.

Privacy of School Records

The law mandates that the following notice be sent annually to each school family: Annual Notice of Guidelines for School Records These guidelines explain your right to your child's records maintained by Dana Christian School. These rights include:

1. Right to inspect: You have the right to look at all of your child's records maintained in the school file.

2. Right to prevent disclosure: The school will not disclose anything to third parties from your child's records unless (1) you consent in writing prior to the disclosure, or (2) the information is directory information which you have not requested be kept confidential, or (3) the request for information meets one of the limited circumstances described in the guidelines.

3. Right to request correction: You have the right to present evidence that the school should amend any part of your child's record which you believe to be inaccurate, misleading or in violation of student's rights. If the school decides not to change the record, you may insert an explanation in the record. Once your child turns eighteen years old, he or she obtains all of the above rights under law.

Drills and Emergencies

Dana Christian School has a comprehensive Crisis Management Plan in place. Regular emergency instructions and drills will be given to all students to help them thoughtfully respond to emergencies.

Fire

- Do not talk, run or push.
- Move quickly.
- Stay in line.
- Use nearest door if any away from the group; meet at assigned place.
- Leave washrooms
- Listen for teacher's directions.
- Be alert to Fire Evacuation Plan for each classroom.

Tornado

- Do not talk, run or push.
- Move quickly.
- Stay in line.
- Listen for teacher's directions.
- Go to assigned place in building.
- Join nearest group if away from own group.
- Cover head, squat down to floor, and face the wall.

Lost and Found

Please mark all items and clothing used at school. Any lost items will be placed in a lost-and-found box near the office, where they may be retrieved. Items not picked up will periodically be disposed of.

Student Portraits

Student pictures will be taken annually. If parents wish to purchase pictures, money is to be sent on the day the pictures are taken. Parents will be advised of the date, costs and options. These pictures are typically taken in the first semester. A second set of optional pictures may be taken in the second semester as well.

Personal Items (Toys, Hobbies, Collections)

During the school year, a teacher might allow students to bring a personal item – favorite toy, hobby, collectible, etc. – from home, provided that child has parental permission to do so; this includes recesses or even a temporary activity, like show-and-tell. Students must keep all personal property in their backpacks or another location assigned by their teacher. Also, students are not to bring valuable items or money to school without parental permission and prior acknowledgment by the teacher. PCS assumes no responsibility for personal items brought to school. We like to believe that all of our students are Christ-honoring citizens, but we realize that temptation (of valuables and/or money) could be difficult to resist at times. Thus, we would not want a weaker brother or sister to stumble. Students are reminded that there is to be no buying, selling, trading, or exchanging of any personal items at school.

Electronic Equipment

Electronic equipment should not be brought to school for any reason. This includes portable radios, CD players, mp3 players, iPods, iPads, and hand-held electronic games (such as PSP, Nintendo DS, Nintendo Game Boy, etc.). This applies to field trips. The school is not responsible for lost, stolen, or damaged goods belonging to students.

Cell Phones

Dana Christian School prohibits the use of all portable telecommunications devices (cellular phones, etc.) at all school and school-sponsored or school-related activities, on or off school property, during the instructional day. Students might be allowed to possess such devices, under the supervision of their teacher. Teachers can also choose to keep student cell phones throughout the day, until dismissal. Such devices must not be visible and must remain turned off during the instructional school day.

Further, the capability of a portable telecommunications device to take, store or transmit pictures, video and data is strictly prohibited. Such capabilities can be used to exploit personal information and compromise the integrity of the educational program. Should a student violate any provision outlined in this regulation, school officials may take possession of the device.

When electronic devices are confiscated, school officials may examine the phone and its contents. If this examination results in the discovery of violations of other school policies, the student will be subject to established disciplinary measures in accordance with the Parent/Student Handbook. The student's parent or guardian may pick up confiscated devices from the school after showing proof of ownership.

When electronic devices are confiscated, the following documentation will be obtained: (1) date of confiscation, (2) time of confiscation, (3) location of confiscation, (4) name of the person confiscating the device, (5) name of the student possessing the device, (6) description of the device. If devices are not claimed by the end of the school year, the student's parent or guardian shall be given 30 days prior notice of the school's intent to

dispose of the device. The school shall not assume responsibility for student loss, damage, or theft of any portable telecommunication devices.

Telephone Use

The office telephone is for official school business. Permission for students to use the telephone in emergency situations must be given by the student's teacher and the school secretary. Students will be responsible for long distance charges. Messages from parents to students will be relayed through the school secretary.

Lockers

Student lockers are the property of the school and are provided as a service for students to secure their belongings. Any locker may be opened and its contents may be searched or examined by school authorities without the permission of the student at any time when, at the sole discretion of the school authorities, they deem it necessary to do so.

Students must understand clearly the following guidelines:

1. Students cannot switch lockers. Students who violate this rule will be subject to discipline.
2. Students must not share their own locker with another student unless that student was specifically assigned as their individual locker partner.
3. Lockers may be inspected and searched at any time by the administration.
4. Lockers must be kept clean inside and out.
 - a) Stickers are not allowed on any part of the lockers.
 - b) Students must not place anything on the lockers that they cannot easily remove without affecting the surface of the locker.
 - c) Writing or painting on any part of the lockers is not allowed.
5. It is unwise to leave valuable items in a locker. Students should carry the items with them or check with the office if the items need special security.
6. Student should not enter anyone else's locker without permission from the student who is assigned to that locker. A staff member must be present to open the locker.
7. Students are responsible to pay for any locker damage they do in violation of the above rules.
8. Violation of any of the above rules can result in temporary or permanent suspension of locker privileges.
9. Any problems with a locker should be reported to the office or to a designated staff member.
10. The school is not responsible for lost, stolen, or damaged goods belonging to students.

Visits

All visitors must report directly to the school office. Parents are always welcome to consult with the school regarding any questions that concern their child. It is the desire of the school, in honoring our Lord Jesus Christ, to be of service to both parent and student. Classroom visits should be scheduled by appointment with the teacher at a mutually acceptable time. Parents should not use class time for conferences with teachers. Upon

arrival at the school, parents and other visitors are required to stop at the office to sign in, and to sign out upon leaving.

Directory Information Changes

The school should be notified of any changes which occur regarding family information, such as a new phone number, address or e-mail address, in order to keep records current.

Distribution of Materials to the Student Body

Any advertisement or written materials, other than school-approved publications, must be reviewed and approved by the administration prior to posting or distribution on campus.

Weapons

Dana Christian School is committed to providing a safe school environment. Any student possessing or using a weapon on school property or at a school-sponsored event will be expelled. Subsequent re-enrollment will be a matter for School Board discretion and resultant Board action.

Vandalism and Harassment

Respect for Dana Christian School personnel and school property is appropriate and necessary. Vandalism is a serious offense. Using fireworks, fire extinguishers, pulling fire alarms, vandalizing school property or the property of school personnel, or the school property of any student, will result in disciplinary action. Dana Christian School intends to provide its employees and students with an environment that is free of offensive kinds of behavior.

Sexual harassment, which includes making unwelcome sexual advances, engaging in improper physical contact, making improper sexual comments, or otherwise creating an intimidating, hostile, or offensive educational environment toward a fellow student or school employee will not be tolerated. Any student found harassing another student, or school personnel, will be suspended, during which time a decision will be made regarding their future status as a student at Pontiac Christian School. Complaints regarding school personnel should be reported to the administration. Every attempt will be made to address the matter in a Biblical manner, discreetly and thoroughly. Consequences for offenders may include suspension and dismissal.

Materials and Property

This school is God's provision and is made possible by the sacrificial gifts of parents, teachers and friends of the school, as well as by tuition and fees. It is very important that school property be well maintained, and that materials are not wasted. Students who cause damage to school property or to another student's property will be expected to repair or replace the property, or to pay for its repair or replacement; and, to face disciplinary action.

Conduct and Discipline

Conduct

Since Dana Christian School encourages the development of the individual student – each unique in abilities and personality – to love God fully with heart, soul, and body, the school seeks to nurture not only the academic and spiritual life of its students but also an increasing ability to live and work joyfully and productively with others in the process of maturing. Students are expected at all times, on and off campus, to maintain an exemplary Christian witness as ambassadors for Jesus Christ and for Dana Christian School.

All choices have outcomes which must be accepted, evaluated, and supported or corrected, and toward that end, DCS expects students to take responsibility for their own conduct and the choices they make, whether mature or immature, as part of the learning experience. Since it never expects to enroll perfect children, DCS has a policy of seeking to reinforce good thinking and choosing by offering additional trust and privileges; conversely, in fulfilling the mission of the school, freedom and privileges are curtailed for unwise choices in as enlightened and just a manner as possible.

Being part of a school family sometimes involves deference to personal freedoms and desires in order to meet the family's needs. DCS has developed a code of conduct therefore, based upon a practical mixture of 1) ethical and moral imperatives derived from Scripture and 2) institutional preferences which are intended to foster a climate of mutual respect and to allow students to derive maximum benefit from an undistracted faculty/staff and a smoothly running educational program.

All students at DCS are expected to abide by the school's code of conduct, and it is further expected that all DCS parents will nurture within their respective families a climate of Golden Rule respect for and support of faculty/staff and their efforts to encourage maturity of choices and behavior on the part of students. Each teacher will use classroom systems to encourage appropriate responses to the school code and classroom rules. Corporal correction is not used, being left to the authority of each home and parents. Golden Rule courtesy and politeness are expected among faculty, staff, and students at all times at Dana Christian School. Students are expected to conduct themselves in an orderly and respectful manner, maintaining Christian standards in courtesy, kindness, language, morality, and honesty (Luke 10:27). Students must strive toward unquestionable character in attitude, conduct, and dress. Undue boisterous and/or argumentative speech shall be considered out of order at all times.

Basic expectations include, but are not limited to, the following list:

1. Since feelings, as well as physical bodies, can be hurt, students must always avoid insults, threats, or unkindness toward one another. A climate of Golden Rule respect in word and deed will be sought.
2. Since a safe and secure environment is desirable, and since roughhousing can result in unintentional harm, students must refrain from physical interference such as tripping, hitting, poking, and the like.
3. Since the appropriate response to authority is critical to the shaping of a child's life in every way, students must obey instructions from the staff and supporting adults promptly

and willingly, avoiding the display of any negativism of tone or attitude, and exhibiting respect toward teachers and authority.

4. Since words have an integrity of their own, and God expects man to be stewards of thoughts and expressions, students will refrain at all times from language which is vulgar, profane, laden with sexual innuendos, immorality or lies, and/or demeans either God or mankind.

5. Since part of learning to live and work joyfully and productively together involves exhibiting Golden Rule respect for other students and their rights, students will conduct themselves in a manner that does not distract or detract from the learning of others or themselves.

6. Since the school's physical facilities exist as God's provision for the school, and some habits may not be consistent with responsible stewardship of the school's *home* students should do all in their power to keep the school and its campus neat and clean, and avoid the destruction or defacement of school property in any form. Chewing gum may not be used in the building or at any school functions.

7. Since students enjoy the privilege to manage their own belongings responsibly and individually, each student is to protect the property of others and refrain from meddling with the personal or assigned property of others.

8. Since noise and unusual activity can distract others who are working, students should walk quietly and in an orderly manner between all locations inside the building.

9. Since parents and staff place a premium upon the safety of all their children, students should always remain only in authorized areas of the building.

10. Since Dana Christian School cares about the health and well-being of its students, the possession or use of drugs, alcohol, tobacco, or weapons is forbidden at all times.

11. Since Golden Rule respect involves not distracting one another, students will refrain from public displays of affection or dislike.

12. Since fidelity to truth in all its forms is a way of honoring God, as well as the essence of all meaningful human interaction, student will exhibit honesty in all their dealings with the staff and students of Dana Christian School and its activities.

13. Since living and working productively together involves discipline and expressing appreciation for what is given to them, students will be prompt in their arrival at class and for other school events.

Dress Code

In order to teach the students good judgment and discretion in matters of their appearance, Dana Christian School expects students to wear clothing, hairstyles, make-up, and jewelry which promote modesty, appropriateness, and neatness, and which do not distract from the climate of Christian education at Dana Christian School. Dress policies are established to contribute to the learning environment of pupils so that 1) Godly character will be reflected in the ways they represent themselves; 2) students will wear clothing appropriate for normal school activities; 3) they can excel academically in a Christian setting; and 4) students will be challenged in learning discernment, accountability, and willing obedience (Hebrews 5:14; I Peter 2:13). A dress code is conducive to individual worth, a good study atmosphere, and a good, personal witness (Proverbs 11:22). God knows our spiritual condition by us individual hearts, but men can initially only see the physical body and how it is attired (I Samuel 16:7). The school

administrator will be the final authority in these matters on a day-to-day basis. Even as there is appropriate clothing for church, athletics, etc., so too, there is appropriate clothing for school and related activities. It is important that families come to a cooperative agreement in this area. Please realize that we have a wide variety of attitudes regarding personal appearance, but it is often necessary to set aside our individual desires for the good of the overall school family. We trust the following list of guidelines will clarify, for students and parents, the desire we have at Dana Christian School for our students to glorify the Lord in their dress and grooming. As you read through this list, please consider the three major principles that represent the spirit of the

Dress Code: DCS students are to wear clothes that are modest, appropriate, and neat.

MODESTY can be defined as making sure our bodies are covered in such a way as to honor the Lord and not to offend and/or tempt those around us.

APPROPRIATENESS can be defined as wearing clothes that fit the occasion. In a school setting, appropriate clothes are those that do not hinder the educational process.

NEATNESS can be defined as a look that is clean with clothes that are proper fitting and in good repair.

Below are general guidelines for school dress:

1. Clothes for school and school activities must be modest and should not draw undue attention to the individual or group. Tank tops, halter tops, bare midriff tops, sun dresses, sweat suits, pajama pants, plain white tee shirts (such as undershirts used as an outer shirt), or any clothing with offensive lettering or pictures may not be worn. Students will be permitted to wear clothing down to the knees, including long shorts, dresses, skirts, culottes, and Capri pants. Any type of pants must be worn with the waistband at the waist – no underwear may be showing. All clothing must be considered neat and modest in the eyes of the school staff. Further, the administration has the authority to determine the definition of “offensive” lettering.
2. Clothes are to be neat and clean. Students must tuck in shirts/blouses that are designed to be tucked in, and keep shirts and blouses properly buttoned at all times.
3. Girls, when wearing skirts, dresses, culottes, or skirts, must have a hemline no higher than the top of the kneecap. Skirts and dresses may not have slits reaching higher than the knee.
4. Leggings and yoga pants are to be an accessory not worn solely as pants. Therefore, in keeping with “Modesty” as defined above and covering our bodies in a way to honor God, leggings and yoga pants are only to be worn under a skirt that is no higher than the top of the kneecap.
5. The school will not be held liable for injuries due to the wearing of improper clothing or shoes. Tennis shoes are recommended for everyday use.
6. Boy's hair should be neatly trimmed and groomed. This means that hair must be cut short enough that it does not hang on or below the eyebrows.
7. Cooperative learning attitudes are essential. Whenever a teacher deems that a pupil's clothes or appearance – including hairstyle – are detracting from their own or other classmate's learning, the teacher and/or administration has the authority to request needed changes. Parents will be called, if needed, to supply appropriate replacements.

Discipline

Since our Lord Jesus Christ is the Truth (John 14:6), the purpose of Dana Christian School is to aid parents in leading children to spiritual, academic, physical, emotional, and relational truth. The administration and teachers solemnly realize that, under God, they are molding lives and character, and that they are personally responsible for each student receiving a good foundation for life (Hebrews 13:17). Both discipline and discipleship come from the same root word(s).

Discipline is a learning process whereby the individual consistently develops God-honoring habits and recognizes his or her responsibility to society. Discipline may also be defined as “training to act in submission to established rules.” Proverbs 22:6 states, “Train up a child in the way he should go; and when he is old, he will not depart from it.” The purpose of discipline is to teach the pupil respect for God's authority, concern for others, and personal restraint, so that the individual and the entire class can accomplish its educational objectives.

Dana Christian School is not a corrective institution. Students will not be accepted in order to reform them. Good discipline is essential for a good learning atmosphere, as well as for the welfare of the student and the entire school. The teachers and administration, without respect of persons, will apprehend conduct which is not in keeping with the school's policies and conduct code (Proverbs 22:6). Teachers must have the freedom to teach, the students must have the freedom to learn. These disciplinary steps will be taken when misconduct occurs:

Step 1: A Biblically-based corrective word will be given to the student.

Step 2: A loss of privilege will be determined.

Step 3: A detention will be administered to the student.

Step 4: The student will be suspended for a determined amount of time.

Step 5: Dismissal procedures for the student will ensue.

The administration will determine which of the above steps is appropriate for each violation of the school's conduct code. When discipline reaches a need for detention or affects extracurricular activities, parents will be notified.

Full cooperation and support from parents is essential. If at any time the school discerns that this cooperation is lacking, the student may be requested to withdraw from the school. Tuition paid through the month of dismissal will not be refunded.

All discipline will be administered with a view toward correction, restoration, and character development. Students, whether at home, at school, or in the community, are expected to display kindness, courtesy, patience, helpfulness, faithfulness, obedience, thankfulness, orderliness, respect, eagerness, cheerfulness and honesty (Galatians 5:22-25). They are required at all times to refrain from fighting, evil-speaking of others, ridiculing, disrespect, destruction of property, lying, profanity, offensive slang, smoking, stealing, immorality, illegal drug usage, and watching or participating in any activities which do not honor the Lord and His Kingdom (Psalm 1:1).

Probation Guidelines

- Probation is invoked when a student has a serious behavior or academic problem, giving him time to correct the problem. If the student does not improve to a satisfactory level, he will be dismissed or asked to withdraw from the school.
- Reasons for probation: (1) academic – insufficient academic progress as determined by the principal, or failure by the parents to get recommended professional help for exceptional children; (2) attitude – a rebellious spirit that is unchanged after much effort by the staff and/or a continued negative attitude or bad influence upon other students; (3) disciplinary – continued deliberate disobedience or committing a serious breach of conduct which has an adverse effect upon the school's testimony.
- Invoking probation: (1) the teacher and principal will discuss the student and determine whether he/she should be placed on probation; (2) a conference is held with the parents, the student and the principal to give notification and explanation of the probation; (3) a written letter explaining probation is sent to the parents.
- Probation period: (1) probation will last for six to nine weeks; (2) student activities will be limited and all positions of trust and responsibility must be relinquished; (3) weekly conferences will take place between the principal and parents to discuss the weekly progress of the student; (4) at the end of the probation period, the principal and teacher will decide (with board approval) if the student has made adequate progress to remain at the school. The goal of probation is not just looking for change of actions; rather, the goal of probation is looking for a change of heart.

Dismissals

The reasons for dismissals are as follows:

- When parents will not cooperate with the teacher and/or the school administration (Ephesians 5:20-21).
- When a child's conduct, attitude, or lack of effort fails to display the qualities published in this document expected of students at Dana Christian School (Proverbs 1:7; Proverbs 5:12-13).
- When it is determined that a student has educational needs or other problems beyond the scope of what the school provides (Psalm 139:14).

Steps for dismissal are as follows:

- The administration notifies the parents of intent to dismiss.
- The administration notifies the School Board of the intent to dismiss.
- Parents are given opportunity to address the Board.
- The School Board makes the final determination for dismissal. God's Answer for Resolving Concerns

Parents who have a personal concern or question regarding their child are asked to prayerfully adhere to the following steps (consistent with the teachings of our Lord Jesus Christ):

1. Discuss the circumstance privately with the child's teacher. The teacher and the parent(s) should try to resolve the issue between themselves. At least 90-95 percent of all needs can be resolved satisfactorily at this important two-person level.

2. If the issue is not resolved to meet the needs of the family, then a private meeting will be set up to discuss the issue with the school administrator and teacher. This is the setting where the remaining 5-10 percent of matters can be settled.

3. If the issue remains unresolved in meeting the family's need(s), then a private meeting will be scheduled to discuss the matter with the teacher, administrator, and the School Board. In reality, five percent or less of all needs are addressed at this level. The School Board recognizes that in a rare circumstance, depending on the critical nature of the parental concern (such as immoral or criminal activity), it may be appropriate for the parent(s) to omit the first and second steps.

It is extremely important that these steps be addressed Scripturally, privately, and confidentially so that love and loyalty for all those involved can be maintained. DCS is committed to resolving issues and meeting needs as timely and simply as possible in obedience to Matthew 18:15-17, Ephesians 4:32, and Galatians 6:1. Failure to follow these clear-cut Biblical steps will be considered grounds for removal of a family from the school.

Emergency Response Plan

Dana Christian School

Dana, Indiana

April 10, 2018

“A prudent man foreseeth the evil, and hideth himself: but the simple pass on, and are punished” (Prov. 22:3)

Introduction

In the light of increasing violence and the threat of violence in schools today, ABC Christian School has adopted the following Emergency Response Plan. This plan allows the administration, staff, and students to be sufficiently prepared in the event of an incident that necessitates an emergency response.

Failing to prepare is preparing to fail. A clear, concise, and concrete emergency response plan must be in place to ensure the safety of everyone on our school campus. Our plan addresses a wide variety of incidents that could occur. While Christian schools may use different practice drills in order to be prepared, our hope is, of course, that we never need to use any of these procedures in an actual incident, but if we do, we are prepared to respond promptly, deliberately, and with finality.

The school administrator trains the school employees, all of them, how to respond to all types of school emergencies. In turn, teachers are responsible to instruct their students how to respond to emergency situations at the beginning of year so they too will know what to expect and how to respond in the event of an emergency.

School Security

Students are never to be left unsupervised at any time. The school building is a designated secure building.

Train students not to admit unknown people into a building. It is possible that a person could enter a building as students exit through a door. In such instances, school official may not know that the person is in the building. Consequently, students may need to wait to exit a building until someone at the door desiring admittance has been properly identified and admitted by a school official. Remind the students, especially high school students, to remain vigilant in this area. In addition, faculty and students alike should immediately report any exterior doors that do not latch quickly and properly to the administrator, school office, or designated school official.

Remember that all visitors desiring admittance to any school building must check-in at the school office; all visitors must wear a visitor's tag while on the school campus. This policy applies to every visitor without exception, even parents visiting their children's classroom. If a faculty member sees someone unescorted and without a visitor's tag, you should immediately notify the administrator or school office so a code yellow alert, if necessary, is sounded.

Be sure to check your classroom windows and outside doors to make sure they are locked before you leave for the day. If you teach a class in rooms with windows, please visually inspect the window locks as you leave the room in case you are the last one to use the room on that day. Also, be sure the blinds are down and closed in the science and computer labs so the expensive equipment in those rooms cannot be seen by people looking in from the outside. The blinds should be turned so that you can see the sky from the inside. Try not to leave expensive equipment in plain view in any room that can be viewed from the outside overnight.

Emergency exit doors are not to be left open during the day for ventilation or any other reason. Windows may, of course, be opened, but all doors to classrooms are for emergency exit only and must remain closed and locked at all other times.

When taking your students outside, never leave them unsupervised at any time. They should not be out of your sight. Be close enough to interject yourself into a problem situation. Because of our surroundings and our proximity to adjacent streets and a highway on three sides of our property, students should not play outside in any area other than designated playgrounds or athletic field.

Elementary students should be dismissed in an orderly manner so teachers can effectively monitor the pick-up time. Elementary teachers are expected to know the person(s) who pick up their students after school. On days when one teacher is supervising late stay, the others teachers need to cover for that person. Under no circumstances should elementary students be left outside unsupervised anywhere after school. They must be picked up within a reasonable time frame or taken to late stay.

Teachers are responsible for knowing who is to pick up each child in their respective classrooms. At the beginning of the school year, teachers should copy personal information onto their substitute roster sheet from the registration forms filed in the school office. Teachers should refer to these sheets during pick-up if they are unsure who is to pick up a child. If the person picking-up a child is not authorized to do so, or if you (the teacher) have any questions about someone who is picking up one of your students, please check with the school office before letting the child leave the school building or school grounds. Be polite, but explain that for the child's safety, you have to check his or her identity and authorization before picking up a student.

The school is responsible to place an accurate and up-to-date class roster in the hands of all substitute teachers. Substitutes should be instructed to use these rosters for pick-up information and in the event of a fire or other emergency.

Parents must be reminded periodically not to admit anyone to the building. Such people may not be welcome or even known to anyone on staff. Parents, teachers, or students should notify a teacher, school office, or administrator when someone is trying to gain entrance to the building without proper authorization. Although the daycare staff cannot spend their day watching the halls, they should keep an eye out for strangers who may have entered the building through the daycare entrance without being detected. If a stranger gets into the building, please notify the office immediately and ask the stranger to wait for an escort to show him or her through the building.

No unsupervised students are to be present in the building after school hours. Students should wait directly inside or immediately outside the school building front doors until their rides come. Staff children waiting for their parents are not to wait outside. Instead, they should be in a designated logical place, and under no circumstances should anyone wander freely around the school. If anyone is seen in the wrong place at the wrong time, please assist that person(s) to the right place and then notify the administrator.

Code Yellow

Potential Uses:

A suspicious or unknown person is wandering around inside one of our buildings.

Someone has entered the building without registering at the office.

A threatening phone call has been received.

Procedures:

Maintain heightened watchfulness and report suspicious activity to office via two-way radio or other expedient method.

Keep students inside the classroom.

Search your classroom for suspicious unfamiliar items (to be reported immediately; do not examine the object yourself).

Announcements:

"This is an emergency alert message: We have a Code Yellow situation."

"This is an emergency alert message: All clear. Resume regular classroom activities."

Code Blue

Potential Uses:

External hazards (potential dangers outside the building).

A suspicious person is wandering around outside the buildings or is trying to obtain entrance to the building.

Police pursuit, search, or standoff in the neighborhood.

Procedures:

Teachers immediately physically check that all external classroom doors and windows are locked and latched.

Teachers close curtains or blinds if available.

Teachers keep students as much away from windows as possible.

Administration checks to be sure that all building entrances are locked and latched.

Students are not to go outside or travel between buildings until the all-clear is given.

Students should stay away from building entrances.

All staff listen for further instructions (i.e., move to or away from a certain part of the building).

Announcements:

“This is an emergency alert message: We have a Code Blue situation.”

“This is an emergency alert message: All Clear. Resume regular classroom activities.”

Code Red

Potential Uses:

A known intruder is in the building.

A violent situation has developed.

Someone has brought a weapon on campus.

Need to evacuate the building.

Procedures:

TOTAL LOCKDOWN of buildings and classrooms.

Secure the safety of students and staff under your supervision.

Teachers immediately verify all classroom doors and windows are locked and latched.

Students take shelter in the classroom under desks and away from doors and windows.

Teachers keep rooms extremely quiet.

Let no students leave until you receive new instructions.

Teachers outside immediately take their group to the chapel.

Announcements:

"This is an emergency alert message: We have a Code Red situation. Initiate total lockdown."

"This is an emergency alert message: All clear. Resume regular classroom activities."

OR

"This is an emergency alert message: We have a Code Red situation. Evacuate the building immediately."

"This is an emergency alert message: All clear. Return to your regular classroom activities."

Check-in Procedure:

Immediately after the condition has been announced, teachers and staff are to begin a check-in procedure over their radios.

Teacher with intruder in the room must try to bluff the intruder into believing that the check-in is supposed to take place in a definite order, that the teacher is supposed to be the first one to check in with the office, and that the office will be suspicious if the teacher does not check in.

Teacher with the intruder in room is the first to check in over walkie-talkie.

Tell office who you are and, if you are not in your own classroom, where you are.

Tell office that all is well; office will know where to go.

Other faculty and staff follow with check-in calls of their own. (The purpose of these is to eliminate suspicion.)

Office Procedure for Announcing Emergency Alert Messages:

Announce code over intercom.

Announce code over phones.

[Code Red only] Call 911 (a second person should do this if possible right away).

Announce code over walkie-talkies, channel 9, instructions to switch to channel 8.

[Code Red only] Turn on all intercom switches and listen for suspicious noises (try to isolate room).

[Code Red only] Turn off front door electromagnet to allow entrance of law enforcement personnel.

Go back to channel 8.

[Code Red only] Announce beginning of check-in process: "Teachers, begin check-in procedure."

Incident Command System (ICS)

A command structure has been designed to activate in case of an emergency. By establishing an Incident Command System (ICS), confusion can be minimized by bringing responders together and working toward a common goal during emergency crises. The Incident Command System manages all emergency incidents, as well as nonemergency events. It is designed to grow or shrink as the situation dictates.

The incident commander is the person in charge of an emergency incident; this person is qualified to manage the incident, as is the assistant incident commander who assumes command in the incident commander's absence. The school administrator is the designated incident commander, as he or she is involved in events that engage the help of local police department, fire department, and other emergency issues. The administrator has the training and knowledge to act in this capacity.

The incident commander has approved an incident action plan; this plan is in place and operational. He is assisted by an assistant incident commander who is usually on campus. The plan has objectives, assignments, and supporting plans, all of which are designed specifically for our school.

The incident commander designates an incident command post. This area is away from the school with a good view of all events. A media area will be set up at an area designated by the incident commander.

The ICS plan includes, but is not limited, to the following components.

Observation Point

An observation points (OP) is a designated area strategically located to maximize visibility. Several observations points are identified in the ICS. From these locations, designated individuals can observe multiple entry points into and out of the building. The OPs located outside the building are positioned to maximize visibility of potential high risk areas, as well as possible danger zones. For example, an OP may be placed between a playground and an adjacent wooded area to allow the faculty member to observe both the children playing and the wooded area that may be a potential area of concern.

High Risk Areas

High risk areas are located within the buildings and surrounding areas; they are usually places of gathering. These areas are considered potential target zones. Within the buildings, high risk zones include assembly areas such as libraries, auditoriums, gymnasiums, etc. Secondly, they also include command and control locations, such as administrative offices and teachers lounges/or offices. And finally, high risk zones within buildings also identify area that contains potentially hazardous materials, such as chemistry labs, maintenance areas, and industrial shop areas. Outside the buildings, high risk zones are typically areas easily accessible and observed from off site. These areas would include playgrounds located next to roadways, housing sub-divisions, and heavy wood lines that offer cover and concealment.

Rally Points

Rally points are designated onsite locations away from the building(s) where evacuated students, staff, and parents can gather rapidly, orderly, and effectively. The rally points allow the incident commander, assistant incident commander, and other emergency personnel to check roll and to identify missing persons.

Secondary rally points are utilized to speed evacuation from the property in the event the primary rally point is not accessible to busses or student pickup. As a result, a secondary rally point may be implemented after initial accountability has been established. A secondary rally point would be utilized to evacuate the school grounds.

Command Post

The command post is located on the security overlay as a suggested point to establish initial command and control of an emergency situation. This location should be easily accessible from the roadways, located away from all media areas, and should have a good field of view of the school.

Media Area

This location is designated to provide an area for the media to gather and collect information. It is away located away from the emergency areas. The media area should not interfere with any emergency operations. An authorized school representative will provide necessary information to the media at this location. The command posts and media areas should be reviewed and approved by local law enforcement.

The following measures are to be taken if accidental death occurs away from school or not during school hours:

- Notify the senior pastor and school administrator immediately.

- Gather all the facts and information possible and give it to the administrator. He or she will then:

- Notify staff and secure support by means of telephone calls. In discussing the event with others, staff should must relay only factual information and discourage rumors.

- Visit family members and victims to inform them of school plans.

- Call a full staff meeting.

- In the staff meeting, the administrator will:

- Issue statement of known facts regarding the death.

- Inform staff of plans.

- Recommend how staff should respond to student questions.

Inform staff of support that is available for those who need it.

Hand out a prepared statement to be read to all classes.

Remove the victim's name from mailing lists, billing lists, memos, absentee lists, class rosters, etc.

Gather the victim's personal belongings for the family.

Communicate with the funeral home regarding appropriate memorials.

If accidental death occurs at school during school hours, the Emergency Response Team will handle the crisis.

The staff and administration are responsible for maintaining the location, health, safety, and welfare of students at all times. In the event a student is not accounted for, the staff member will advise the administrator or designee. In turn, this person will notify the pastor and family. The administrator will notify the appropriate agency.

After each incident, the administrator should receive an accountability report immediately.

Students should be kept in place (safely) until official dismissal or parents/guardians take custody through the procedures laid out in the school policies or checked out through the school office.

Student data sheets must be updated on a yearly basis to ensure accurate information is on file.

Data sheets should contain emergency contacts, blood type, medical conditions, allergies, etc. (Finger prints, photos, and dental records are optional.)

***Accountability Is a Major Factor in All Emergency Situations**

Isolate aggressor(s) and insure the safety of others.

Contact the local police department if charges are to be filed, call for transport to juvenile facilities, if deemed necessary by the school administrator.

The responsibility to call the local authorities, if immediate, belongs to the person designated by the administrator who has the closest access to a phone. If the need is not immediate, the receptionist will call the authorities as deemed necessary the administrator.

Provide first aid if needed; EMS or a nurse

Administrator will inform his or her superiors.

Contact parents of those involved in the incident.

File appropriate referral to disciplinary committee.

File injury report, if applicable.

In the event of a biological threat, such as Anthrax etc., the following steps should immediately be taken:

The threatened area should be immediately quarantined. No person should be allowed in or out of the area.

Air conditioning should be turned off.

Evacuate non-affected areas.

Call the County EMA and notify them of the potential threat.

Notify 911.

Remain quarantined until given "all clear" from local authorities.

The following Information should be given to the County EMA:

Type of agent _____

Type of carrier _____

When or if the agent has been released _____

Area _____

Evacuation _____

Any other information requested.

If a threat by telephone comes directly to a school:

The person receiving the call should attempt to keep the caller on the telephone as long as possible. At the same time, alert someone by prearranged signal so they can get on an extension and notify the telephone company. Ask the telephone company to trace the call.

Dial 911 – tell the operator, "This is (name of caller) from ABC Christian School. We are receiving a bomb threat on another line. The number of that line is _____. Please trace the call."

Give any additional information requested by the operator. This must be done quickly. (The call cannot be traced once the caller has hung up.)

Try to determine if the caller is a student or an adult. If it is a student, it may be easier to discover the caller's identity.

The administrator shall determine whether to evacuate the building(s) threatened.

Upon a decision to evacuate, if one specific building has been threatened, it should be evacuated along with adjoining buildings and a search should be instituted.

Avoid the use of the general alarm, if possible.

Use the intercom, personal notification by designated persons, or the PA system to evacuate the threatened rooms.

If it is necessary to evacuate the entire school, use the fire alarm.

The administrator may also decide to call the fire department or police department, if, in his or her opinion it is warranted.

Resume school only if the building(s) have been inspected and determined safe by proper authorities.

Do not publicize the threat any more than necessary.

If notified by a call from the police department, follow items 3 through 6 above.

If a threat is received other than at the school, follow 1 and 2. The school should then follow procedures 3 through 6.

A written threat should be turned over to the police department and procedures 3 through 6 followed, if appropriate.

Individual receiving the call should complete the Bomb Threat Report (form listed in the response plan) as soon as possible.

Send the media to the administrator of the school (or the designated spokesperson) in relation to media situations.

Civil disobedience is defined as any assemblage on the school premises by unauthorized persons whose purpose and conduct is antagonistic with the orderly conduct of the school and the laws relating to the conduct of schools and the welfare of students.

Action: The major purpose is to keep school personnel and students from undue exposure to danger; therefore, every effort will be made to keep students within their classrooms.

Notify the local Police Department of situation and request assistance (responsibility of the administration or staff that are directly affected).

Upon the receipt of an alert, personnel not directly involved with children and those designated with appropriate keys will proceed to lock and secure all exterior doors, including restrooms, and remove trash containers and other burnable items from public access.

Teachers and custodians will be directed to lock and close their classroom doors.

Upon command from the authority in charge, all faculty members will keep their students within their locked classrooms until further notice regardless of the bells and schedule.

How notified? _____

Alternate means _____

Each teacher must remain in charge utilizing the best judgment in occupying the students within the classroom.

Darkening drapes and venetian blinds should be closed in rooms so equipped.

Any other precautions should be taken to protect personnel from flying glass should the windows be broken.

When there is any evidence of a potential problem, classes outside will immediately return to locker rooms/classrooms, etc.

Should a disturbance enter the building itself, the secretarial staff should be prepared to move into either the administrator's or principal's office. When possible, phones should be adjusted to feed into those areas.

Accurate records of events, conversations, and actions should be kept.

Assign staff members to assist as necessary.

Authority in charge should proceed in good judgment on basis of advice from the local Police Department or other legal advice in taking action to eliminate the situation.

If a fire, explosion, earthquake, tornado, or other disaster damages our buildings, forcing evacuation, the following steps are to be taken:

Evacuate building occupants to a temporary holding area, whether it is the school playground, a place across the street, or an off-site location located in close proximity to the school.

If possible, switch off electromagnets to doors to speed entrance of emergency personnel.

Dial 911 to summon emergency help.

If possible, contact city utilities (electricity, gas, and water) to shut off power and gas. 911 dispatching will assist.

Contact the senior pastor. Establish a crisis intervention team and assign responsibilities as soon as possible.

Establish a communication center.

Gather information to account for all personnel who were in the building. Reassemble teachers with students.

Determine if any personnel are missing.

Determine the probable location of missing students.

If emergency personnel are unavailable, set up search and rescue teams from staff volunteers. Deploy with a team leader, destination, and time line.

Establish sheltered emergency medical treatment area.

Place a staff member who can identify people in the emergency medical treatment center.

Each teacher must make a list of who is present in the holding area and who is missing.

A list of injured personnel who are in the emergency medical treatment area should be given to each teacher.

Whenever a parent picks up a student, the parent should sign next to his/her child's name.

Lists of personnel in the holding area, those in the emergency medical treatment area, and those missing should be coordinated in the communications center.

The school and pastoral administrative staff will comprise the Emergency Response Team. A Crisis Intervention Team will be called together by the Response Team as needed.

The Emergency Response Team members will wear red baseball caps to make identification easy for emergency personnel. These hats are located in the school office. All information supplied to emergency workers is provided by members of the Emergency Response Team.

ERT members:

1.Home Phone: Work Phone:

2.Home Phone:Work Phone:

3.Home Phone:Work Phone:

Crisis Intervention Team

The Crisis Intervention Team will consist of key faculty and staff members. In an emergency situation and its aftermath, they will assist the Emergency Response Team in a variety of responsibilities to be assigned as needed.

The Administrator will activate the CIT by calling its members:

1.Home Phone:

Work Phone:

2.Home Phone:

Work Phone:

3.Home Phone:

Work Phone:

4.Home Phone:

Work Phone:

Dealing with the Media

The pastor and administrator are the only staff members authorized to disseminate information to the media; a specified area away from any evidence or sensitive site will be established. If asked a question by a member of the media, politely tell him or her, "The pastor and school administrator are the only persons authorized by our school to talk with the media."

A specific area should be identified for the media to report for interviews and to collect information. Direct all media to this area. The media will not be allowed on school property other than in the designated area. All other staff and students should not talk with media representatives.

NEVER identify students or faculty by name.

Maintain a media log with names of who was spoken to and what specifically was said.

If you don't know the answer to a question, say so.

Disturbances/Demonstrations

Pupil Disturbances

Identify and isolate the group involved.

Identify leaders and observe actions.

If disturbance gets out of hand, call local law enforcement (responsibility of the administrator or staff directly affected).

Designated staff will control access to office, communications, records, entries, and exits.

Notify school administrative colleagues.

The administrator will decide whether or not to close school.

If school is dismissed, all authorities will monitor student activities while they are leaving (responsibility of the administrator or staff directly affected).

Adult Disturbances

Keep demonstrators off school property and away from entrances to campus.

If demonstrators approach school property, the administrator shall order them away.

If no immediate response from demonstrators, call the local Police Department

Identify leaders and monitor actions for future reference in case of prosecution.

Notify school administrative colleagues.

Staff: (If you suspect drug use or possession)

Immediately communicate your concern to the administrator. Do not wait.

Use discretion. Do not search the student yourself. Let the administration remove the student to a more isolated place to investigate.

Do not leave the student unattended.

If you bring the student to the office, get support from another staff member.

Be alert to any attempts to discard evidence.

Be thorough in relating information to administrators, the pastor, and police.

Administration

Always explore suspected drug cases as a team.

Conduct searches of persons and property as a team.

Use caution in searching pockets, book bags, etc. Puncture wounds or lacerations from drug paraphernalia can be traumatic.

If possession of drugs and/or drug paraphernalia is established, invoke discipline policy and contact parents.

Possession of drugs will result in referral to police.

All drugs discovered will be turned over to police.

When Inside School Buildings

In the event of an earthquake, the administration will announce over the public address system to "Duck. Take cover, and hold on!" upon the first indication of an earthquake.

At the first indications of a severe tremor, students and teachers are to take cover under their desks or tables and tuck their heads down. If there are none in the room, then they will take cover against the nearest windowless wall, facing the wall.

Try to avoid glass and falling objects. Move away from windows where there are large panes of glass and out from under heavy suspended light fixtures. (The same applies to all staff members.)

When the earthquake is over, evacuate the building. Special consideration should be given to exit routes as many older schools have heavy architectural ornaments over main entrances. Custodian should turn off gas and electricity.

Post guards a safe distance away from the building entrances to see that no one reenters the buildings.

This and other safety directives are the responsibility of the administration or staff directly affected

Identify the guards:

Where posted?

Warn all personnel to avoid touching electrical wires, which may have fallen to the ground.

Notify the appropriate local official.

Notify the appropriate utility company of breaks or suspected breaks in utility lines or pipes.

Inspect school buildings. When damage is apparent, contact the administrator and determine the advisability of closing the school.

Initiate any other action deemed necessary, or return to normal routine.

When Outside on School Grounds

Execute those actions required listed under 5 through 10 above.

At Times Other Than School Hours

Inspect school buildings. When damage is apparent, contact the administrator and determine the advisability of closing the school.

If school must be closed, notify staff members and students.

The administrator will inform the public information media as appropriate.

Explosion

The administrator will announce "Take cover" upon the first indication of the explosion. From this first announcement until the emergency is over, the administrator plays an ongoing role in ensuring everything is done orderly, timely, and professionally. The administrator is assisted in this role by designated office personnel.

If the explosion occurred within the school building, immediately upon passage of the blast wave, the administrator will make the decision whether to evacuate the building or not.

Notify the appropriate authorities. The administrator, office staff members, or designated people in strategically located stations responds as the situation dictates.

If trained personnel are on the property at the time of the explosion, organize a fight of fires until arrival of the fire department.

Firefighting equipment is located throughout the facility and should be used to fight the fire until local authorities arrive or the equipment is exhausted. No one should put their live in jeopardy; only professionally trained personnel know how to respond.

Teachers will bring their record books with them to the designated gathering spot previously designed and approved by the administrator. Each teacher calls roll and reports missing students to office; un-located students are reported by a office representative to the Fire and Law Enforcement Officials.

Notify the utility company of breaks or suspected breaks in utility lines or pipes.

Notify the appropriate officials.

Do not allow the return of students or staff members to school buildings. All staff members must assume this responsibility.

Initiate any other action deemed necessary because of the condition of the school or return to normal routine.

Threat of Explosion

Evacuate the building immediately.

Execute those actions required in 3 through 9 listed above.

Staff

Assess the situation.

Seek and notify administration.

Tell students to stop.

If you cannot stop, control onlookers until help arrive.

When help arrives, identify yourself. Tell students to stop again.

Do not step between combatants.

Identify and isolate the aggressor if possible.

Take control; escort students separately to the office.

Assess for injuries by observation or verbal inquiry. Do not leave any student unattended.

If the administrator is not present, notify the office.

Provide incident information to the administrator.

Administration

Follow the procedures listed above and add the following:

Approach a fight scene as a team if possible.

Gather information from staff and student witnesses.

Invoke discipline policy.

In the event of fire, the school fire alarm will sound indicating a need for the immediate evacuation of the building. Students in each classroom are instructed to follow in an orderly fashion the posted exit pattern for the room from which they are coming. Make sure you have an exit map posted by the entrance door of your classroom and your students are familiar with the exit strategy from your classroom.

Immediately activate the fire notification system. Evacuate the building using designated escape routes.

Notify the fire department and the police department (or sheriff's department). The responsibility to call local authorities belongs to the administrator or designee, except when a responsible school adult can expedite the reporting process.

When the fire alarm sounds, close your windows, turn off the lights and close (but do not lock) the doors. Make sure teachers bring their grade books with them. Substitutes should be trained to take their substitute rosters with them. It is the teacher's responsibility to see that their students exit quickly.

There is to be no talking as the students exit the classrooms and the building. Talking may resume after the signal is given to reenter the building.

Students must walk quickly in a single line to their designated places.

The first student out the building holds the door open for the remaining classes. When all have exited, the student holding the door should join his or her class in its designated area.

On the way out, the teacher will collect any students known to be in the bathroom or designate a student to do so.

Teacher's escort students to designated rally points. Teachers make sure they have roll books for accountability. Immediately report missing students to the receptionist, school secretary, or designated school office person. Unaccounted students are reported immediately to the Fire and Law Enforcement Officials immediately upon their arrival.

Organize a "fight of incipient fires" until arrival of the Fire Department. (This should be done only to the level that the involved people have been trained to respond accordingly. Never risk injury or loss of life. Evacuation is advised.)

Ensure driveways are kept open for emergency vehicles. The person or persons designated by the administrator ensures the driveways are clear for emergency vehicles. If the need is not immediate, available personnel will direct traffic. Cones should, if possible, be placed in appropriate positions while waiting for emergency vehicles to arrive. A designated person should be waiting to direct the emergency vehicles to the appropriate building(s).

Notify the utility company of breaks or suspected breaks in utility lines or pipes.

Do not allow the return of students or staff members to school buildings until the fire department officials declare them safe.

Fire Extinguisher Use

Support extinguisher by bottom handle. The extinguisher is quite heavy; ladies might prefer to set it on the floor. You can even use it this way. Alternatively, one person could hold the extinguisher while another operates it.

Pull pin. You must pull hard enough to break the plastic tag.

Release tube from bracket.

Point tube at base of fire.

Depress trigger. This may require a good bit of pressure. Again, set it on the floor if you cannot hold the extinguisher and use it at the same time.

Use a side-to-side, sweeping motion.

Inform the administrator.

Schedule parent conference.

The administrator photographs graffiti, damage, or paraphernalia; afterward, steps are taken to remove or repair (replace) damaged areas.

Page Break Hazardous Material Release[Field]

If gas or any chemical container should begin to release fumes, leak, smoke, or catch fire, and if in the judgment of the responsible staff member such materials present a danger to himself or others in the building, the following steps are to be taken:

Determine which emergency procedure, if any, should be implemented. (The nature of the chemical and nearness of the accident will probably be the deciding factor. Law enforcement, fire department, or civil defense officials may order evacuation of the school.)

Trigger the nearest fire alarm to begin evacuation.

Call 911. Be prepared to give your name, school address, and the exact location and nature of the emergency.

Complete evacuation of the building.

Move students and staff away from the path of the chemical. Any chemical cloud that can affect students in their classrooms would very likely affect them outside on the school grounds as well. If time is of prime importance, it may be necessary to evacuate the school by foot. If this occurs, move crosswind to avoid fumes, never upwind or downwind.

Be available to inform emergency personnel of the location and nature of the problem.

Do not allow the return of students to the school grounds or buildings until the Fire Department or Law Enforcement Officials declare the area safe.

Upon the return to school, ensure that all doors and windows are open to air all classrooms out.

Call police department, give all information requested.

Evacuate as many students as possible.

If evacuation is not possible, initiate "lock down."

Notify hostage's family.

Administrator will meet law enforcement or negotiator when they arrive.

Keep the media in a designated area.

Trespass

Once notified of an intruder on school property, immediately initiate code yellow.

Administrative staff or security will locate the person.

Approach with caution. Identify yourself.

Ask the intruder to identify himself or herself. Seek information about the stranger's identity. Inquire about the reason for his or her presence.

Advise the person to leave the premises and advise of the consequences of any subsequent trespass incidents

If intruder refuses, call the local police department.

If a potential danger is present, initiate "lock down" or evacuate.

The administrator will meet the law enforcement when they arrive.

Document who, where, when, and why, including a detailed physical description.

Do not chase a trespasser if he or she flees. Record the incident and advise the appropriate staff.

Armed Intrusion

Once notified, initiate code red, total building lockdown.

Alert all administration and pastoral staff.

Contact the police via emergency 911.

Attempt to isolate the intruder and secure the area for the safety of students and staff.

Do not force a confrontation.

Try to delay the person and defuse the situation.

As you transfer responsibility to the police, refocus on securing the school property to ensure student and staff safety, and secure emergency medical assistance in necessary.

Crime in Progress

Secure the safety of students and staff in the area.

Notify the administrator.

Do not attempt to apprehend a criminal yourself.

Do not interfere with a criminal except to enhance self-protection.

Call 911 to notify police.

Complete the following witness checklist:

Do you know the suspect's name? _____

Height _____

Weight _____

Gender _____

Race _____

Age _____

Hair color/style _____

Other physical characteristics _____

Speech/mannerisms _____

Clothing _____

Jewelry _____

Weapon _____

Vehicle identification (year, make, model, color, license plate number)

Route seen taken

Page Break Irrational Behavior

Student or Staff

Notify administrator.

Notify nurse if available.

Available personnel will isolate person from students.

Notify family (attempt to get directions as to how they want the situation handled).

Protect individual from injury.

Make arrangements for necessary care of individual.

Notify law enforcement if individual is endangering self or others. (If violent, notify appropriate law enforcement agency immediately).

Campus Visitor

Notify administrator.

Isolate person from students.

Request person to leave campus, if possible. Remain calm, talk in soft non-threatening manner, and avoid hostile-type actions, except in cases where necessary to safeguard person or property.

Notify appropriate local law enforcement agency, if necessary.

The responsibility to call for immediate help will belong to the person who has the closest access to a phone. If the need is not immediate, the receptionist will call the administrator at first knowledge of a problem.

During School Hours:

Advance notice may be received from utility companies regarding loss of service. In many cases, these losses of service will be of short duration and require no special action other than notifying the staff of pending interruption of service.

Make announcement in person directly or over public address system.

Use messages with oral or written word as an alternate means of faculty notification.

Other Than School Hours:

If disruption in service will severely hamper school operation, students and staff should be notified by appropriate means (responsibility of the administration or staff that are directly affected).

School office will also assist in notification process by other means.

Procedural Actions for Loss/Leakage of Utilities:

During School Hours:

Determine length of time service will be interrupted.

If loss of service is planned, students will be moved to areas having utilities if the planned outing is to be short and be monitored by classroom personnel. If loss is not planned, the administration will assemble together and choose one of the following appropriate plans:

Plan for Loss of Water

Request portable water tanks from National Guard.

Toilets: _____

Drinking: _____

Food Service: _____

Plan for Loss of Electricity

Ventilation: _____

Heat: _____

Light: _____

Other: _____

Plan for Loss of Natural Gas

Heat: _____

Food Service: _____

Other: _____

Other than School Hours

If disruption in service will severely hamper school operation, students and staff should be notified by appropriate means.

School office will also assist in notification process by other means.

Sickness and Minor Injuries

Any student who becomes ill must go to the school office before parents are contacted. Students are not allowed to call home themselves. The office will contact the parents if it is necessary for the student to go home.

School personnel will administer minor first aid. The only internal medicine given will be Tylenol (or similar products that do not contain aspirin) if prior parental permission has been given. If parents wish for their child to take any other medication during school hours, a note specifying dosages and times must accompany the medication.

Severe Injury or Illness

Children who suffer an injury beyond what can be treated with simple first aid will be directed to a faculty member with first aid training. The faculty member will treat the injury, assess its seriousness, and determine whether further medical treatment will be required. For obvious emergencies such as a seizure, serious external or suspected internal bleeding, or head injuries, an available student should be dispatched to notify the office. Calm and comfort the victim as much as possible. The office staff will put out a call over the public address system to summon certified first aid personnel. If 911 is needed, a faculty or staff member should be asked to place the call. The office will notify the parents or the person designated to respond to a child's emergency. If the seriousness of an injury is questionable, one of the school's certified first aid people needs to check the student.

Things to remember:

Do not move a seriously injured person unless there is a life-threatening situation. Seek the assistance of trained staff members.

Determine if a 911 call should be made. If you call, give your name, school and address, location of the emergency at the school, and telephone number. Be ready to describe the nature of the injury or illness. Stay on the phone until the emergency dispatcher tells you to hang up.

A first aid kit is located in the school office.

Several of our faculty and staff have been trained and certified in either CPR or first aid. [List the names of certified instructors in both child and adult CPR.]

The school has sponsored training classes for both teachers and students and encourages voluntary participation in these courses.

The first consideration is the safety of the pupils and personnel.

Isolate the pupils from the animals.

If animal is outside, keep pupils inside.

If animal is inside, keep pupils outside or in some other sheltered area.

Call the County Sheriff.

Call the law enforcement or fire department

If an animal injures someone, call the school nurse, the child's parents, and the recommended health advisor.

The teacher or immediate person in charge of the student, at first knowledge of the infraction, will respond in accordance to state law.

Teacher will contact the administrator.

The administrator will contact the Child Protection Service Division or other state agency so recommended by state law.

The administrator will notify families of student(s) involved

Do Not:

Investigate beyond who, what, when, and where.

Bring witnesses together.

Ask witnesses to write down their stories.

Contact alleged offender.

Bring the victim and suspected offender together.

Administrator and families decide whether or not to call 911.

The administrator will notify the police department immediately if there is an imminent or actual riot.

All staff will attempt to isolate riot, protect fire alarms and extinguishers, office and office contents.

If riot cannot be contained, students should be evacuated from the school.

If riot is on the campus grounds, students should not be allowed out of the school.

If it is decided to close school, the local media will be used to help notify parents.

Keep media in designated area.

When law enforcement arrives, they will take charge.

With Warning

Initiate TORNADO DRILL immediately

The responsibility to initiate the tornado drill belongs to the administrator. The tornado drill will be announced over the intercom or by an audible alarm that can be heard through the school building. The administrator designates other office personnel to sound the alarm when the announcement can be expedited.

Take appropriate actions to safeguard school property.

With Little or No Warning

The administrator announces TORNADO DRILL/TAKES COVER. The custodian turns off electricity and gas mains.

When the tornado alarm sounds, the teachers exit their room and shut the doors. They also ensure all windows and blinds are closed.

Teachers take their grade book and call roll. There should be no talking during the drill.

Teachers close all interior doors and keep students away from glass exterior doors.

Do not allow structures with large, open roof spans to be used as shelter.

If the school has two stories, evacuate classes to the lower floor near the inside walls.

Keep tuned to a local radio station for latest advisory information.

The procedure will continue until the warning horns stop and the "all-clear" announcement is given. Teachers will be notified when to reenter their classrooms.

Upon passage of the storm, initiate any other appropriate action or return to normal routine.

Notify the appropriate utility company of breaks or suspected breaks in utility lines or pipes.

Staff

Obtain cover until you completely assess the situation. Do not physically attempt to take a weapon away from a student.

Contact the administrator immediately. Maintain visual contact with the perpetrator if at all possible.

Seek to physically isolate the perpetrator by moving other students away.

Be calm yet firm. Do not agitate or incite. Do not attempt to talk the student out of the weapon yourself.

If the individual flees, follow at a safe distance. Observe the direction of his flight and be prepared to provide as much information as you can.

If you suspect possession of a weapon, use discretion in contacting administration (so that the perpetrator is unaware you have reported him). Let them remove the suspected threat to a more isolated place.

Administration

Issue the code red warning to alert staff and students and initiate lockdown.

Always respond to this situation as a team if possible.

Contact the police immediately. Be specific about the type of weapon and location.

Isolate the perpetrator. Calm him. Talk in a non-threatening manner. Attempt to persuade him to hand over the weapon.

Buy time until the police arrive.

As responsibility transfers to the police, ensure the safety of students and staff and secure the building.

Respond to any injuries.

Channel all media through the pastor and administrator.

Report of Criminal Activities

Name of School _____

Date of Report _____ Date of Incident _____

Type of Offence _____

Victim Information:

Name _____

Race _____ Sex _____ DOB _____

Address _____

Phone Number _____

Status _____

Perpetrator Information:

Name _____

Race _____ Sex _____ DOB _____

Address _____

Phone Number _____

Status _____

Witnesses _____

Narrative of Offence: (Who, What, Where, When, How, Why) _____

Time and Location of Incident

Type of weapon, if any

Disposition of Confiscated Contraband (Drugs, Weapons, etc.)

Action by administration:

_____ Notified the office / Law Enforcement

_____ Ambulance Called

_____ Victims treated by physician / ER

_____ Suspension / Expulsion

_____ Contraband given to Law Enforcement and receipt received

_____ Other

Signature of person filing report:

One copy of this report should be kept on file at the school and one copy sent to the pastor's office.

School Safety Management Plan

Commander _____

Response Team Members _____

Response Team Duties _____

Triage Monitor _____

Response Team Members _____

B. Response Team Duties _____

Information Officer _____

Response Team Members _____

B. Response Team Duties _____

Evacuation Team Leader_____

Evacuation Team Members _____

Evacuation Team Duties_____

Safety Team Leader _____

Safety Team Members _____

Safety Team Duties _____

Administrator's Designee as Commander if Administrator Is Absent_____

Emergency Services provided by_____

Location of Command Post _____

Location of Media Area _____

Floor Plan Available ___ Yes ___ No

Evacuation Procedures Attached __ _ Yes ____ No

Hazardous Materials Located _____

Two-way Communication to Classrooms ____ Yes ____ No

Emergency Code words/Phrases

Example: "Mrs. Armstrong report to the office." = Bomb Threat

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

Page BreakFORM 3

Receipt of Contraband

Type of Contraband _____

Location: _____ Time: _____

Name of Student Possessing Contraband _____

Students Address/Phone Number: _____

Student DOB: _____

Contraband Released To: _____ of _____

Date _____ Time _____

Action Taken on Student _____

Signature of Administrator

Signature of Officer Receiving Contraband

Signature of Student

One copy for school files, one copy to law enforcement, and one copy to School Board Bomb Threat

Bomb Threat Report

School _____

Date _____ Time of Call _____ a.m. _____ p.m. _____

Call Received by _____

At _____ (Phone Number) _____

When is the bomb going to explode? _____ a.m. _____ p.m. _____

Where is it? _____

What will cause it to explode? _____

What kind of bomb? _____

Why are you doing this? _____

Who are you? _____

How can you be contacted? _____

Record the exact language of the threat: _____

Voice on the phone: Man () Woman () Child () Age _____

Intoxicated () Accent () Speech Impediment () Other () _____

Background noise: Music () Talk () Children () Machines ()

Airplane () Typing () Traffic () Other () _____

Other: _____

Completed by: _____ Date: _____

Damage Report and Assessment

School _____ Room # _____

Completed by _____ Date _____ Time _____

[illegible]

Emergency Status Report

This form is to be completed and forwarded to the Emergency Operations Center by the administrator or designee as soon as evacuation has been completed and the required information collected.

School _____

Completed by _____ Date _____ Time _____

Immediate Assistance Required

_____ None _____ Medical _____ Fire

_____ Search and Rescue _____ Support Personnel

Condition of Students

_____ All Accounted For _____ No Injuries _____ No immediate help required

_____ Missing (number) Names _____

_____ Trapped in Building (number) Names _____

_____ Injured (number _____) Number requiring Immediate Medical Attention

Type of Injury Names

_____	_____
_____	_____
_____	_____

_____ All Accounted For _____ No Injuries _____ No immediate help required

_____ Missing (number) Names _____

_____ Trapped in Building (number) Names _____

_____ Injured (number _____) Number Requiring Immediate Medical Attention

Type of Injury

Names

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Condition of School Building and Grounds

e.g.: wall cracked, fallen light fixtures, shattered windows, broken water pipes, flooding, etc.

Condition of Neighborhood

e.g.: fallen power lines, debris-clattered streets, etc.

Teacher's Name _____ Date _____

School _____ Room # _____

INJURED		
Name	Type of Injury	Location

MISSING PERSONS	
Name	Possible Location

Chemical/Hazmat

Situation: (1. Leak 2. Spill 3. Fire 4. Other)

Carrier: (1. Fixed 2. Track 3. Rail 4. Other)

Location

Material Involved _____

Quantity _____

Hazard/Chemical Properties

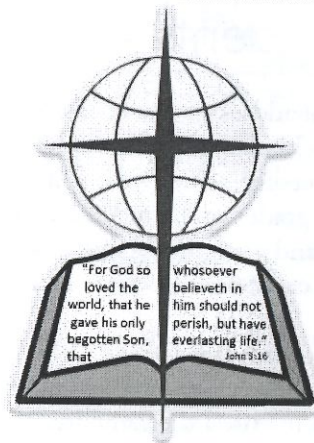
Category: (Liquid, Gas, Solid)

Area/Radius _____

Evacuation Y/N _____

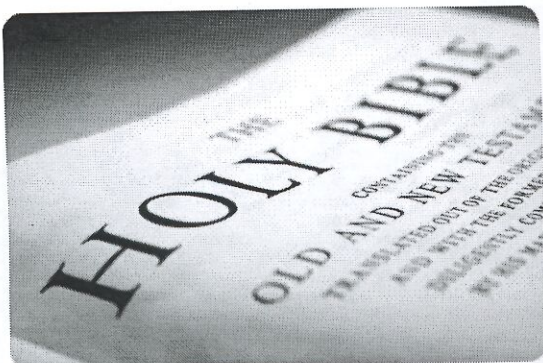
Notifications:

Dana Christian School



129 N. Maple Street

Dana, IN 47847



This Photo by Unknown Author is licensed under [CC BY-NC-ND](#)

The Students

The school addresses the needs of children enrolled in kindergarten through 6th grade. Each succeeding school year will add additional grades until students earn their diplomas and graduate from the school. A preschool component is planned as well.

Families from Edgar County, Illinois, Vermillion County and Parke County are welcomed to enroll their children.

The school not only serves the tri-county area, but will reach others throughout the world through the children who ultimately serve the Lord through the lives they live.


The Curriculum

Abeka will be the primary curriculum used in the school. For over forty years, schools and homeschooling families have trusted Abeka to provide materials using the traditional approach proven successful throughout education's history.

Through the program, students achieve the academic excellence and moral character that leave them equipped for life.

Through the leadership of the Holy Spirit, the school provides a Christ-centered education that will be of excellent academic standards to equip students to impact their culture for Christ through a lifetime of learning, leadership, service and worship.



Find us on 

Dana Christian School

Our Administrator

Harold V. House is a nationally renowned educator who has been a leader in the education community nearly four decades. During that time, he has been a teacher, principal, special education coordinator and vocational program director. He has also been an adjunct professor at Butler University, Wilmington College, Oakland City University and Ivy Tech State College.

He earned both the BS and Ed.S degrees at Indiana State University. He completed the MS degree at the University of Dayton.

His Christian outreach has included assistance to the homeless, those incarcerated, and victims of violent crimes. As a private investigator and former municipal judge, he has devoted himself to advocating for children and families as an expert witness.

Contact Us

Dana Christian School
P.O. Box 680
Dana, IN 47847

260-579-1920
househarold@hotmail.com

Visit us on the Web:
DanaChristianSchool.org

Our Mission

Creating a Christ-centered partnership between family, church and school to encourage a relationship with The Lord Jesus Christ.

The School

A Christian school has been established in Dana, Indiana. It is governed by a school board and the program is directed by a licensed administrator

Dana Christian School is housed in the former bank building on 129 N. Maple Street. The building had served the community as a bank since the early 1900's and closed in 2017 after over 100 years. Dana Christian School is an outreach program through the First Baptist Church of Dana.

Our Partners

More than three hundred people have assisted in establishing Dana Christian School. Area churches and other community organizations have collaborated in the effort. Those individuals and organizations have committed to continuing their support.

Our Approach

Teachers meet the needs of each student through an individualized competency based mastery learning approach. Every effort is made to encourage the modality strengths and address competency needs that each student possesses.

Opportunities to Serve

There are many opportunities to serve. Some of the opportunities will be mentoring, discipling, tutoring, aiding teachers and just plain loving and serving.

New Christian school planned in Vermillion County

Dana Christian School will be housed in former bank building

TRIBUNE-STAR STAFF REPORT

Plans are underway to establish a parochial school in Dana in Vermillion County.

Dana Christian School will be housed in the former bank building at 129 N. Maple St. The building had served the community as a bank since the early 1900s and closed in August after more than 100 years. The purchase was made

from First Farmers Bank & Trust Co.

Dana Christian School is an outreach program through the First Baptist Church of Dana, Pastor Marc Loveland said in a news release.

The school will address the needs of children enrolled in kindergarten through sixth grade. Each succeeding school year will add additional grades until students earn their diplomas and graduate. A preschool component is planned as well.

Families from Edgar County, Illinois, Vermillion County and Parke County are among those who have expressed interest in enroll-

ing their children.

"The school will not only serve the tri-county area, but will reach others throughout the world through the children who ultimately serve the Lord through the lives they live," Loveland said.

The mission of Dana Christian School is to create a Christ-centered partnership between family, church and school to encourage a relationship with Christ. The school has already begun taking steps for the accreditation process.

School board members guiding the school include Marc Loveland, Kevin Kingery, Greg Ingram, Reid Ingram and

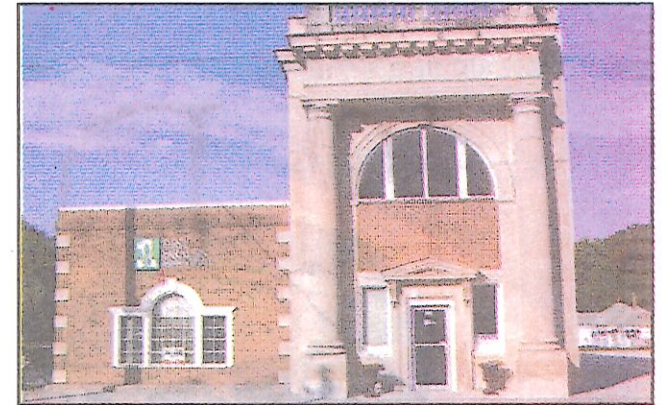
Phil Wiseman.

Abeka will be the primary curriculum used in the school.

School employees are currently being considered for employment. Loveland said there will be many opportunities to serve, including mentoring, discipling, tutoring and aiding teachers.

School officials are in the process of setting up an account for accepting donations. Sponsorship opportunities are being planned as well.

The school's website is danachristianschool.org. Its email address is DanaChristianSchool@gmail.com.



Submitted photo

Future site: Plans are underway to establish a parochial school in Dana. It is to be housed in the former bank building at 129 N. Maple St. The school is an outreach program through the First Baptist Church of Dana.

Brian Murphy
Chief of Staff
Indiana State Board of Education
143 West Market Street
Indianapolis, IN 46204
bmurphy@sboe.in.gov

Brian Murphy,

I am Dr. Dennis Ice, Executive Director of the Indiana Association of Christian Schools (IACS). Pastor Marc Loveland and Administrator Harold House from Dana Christian School (DCS) located at 129 N. Maple Street, Dana, IN 47874 has requested that I communicate with you how I would be helping Dana Christian School.

On January 30, 2018 I met and spoke to about forty people at DCS. I presented information about IACS, the process of using The American Association of Christian Schools (AACS) accreditation tool, how Indiana vouchers and SGOs work, and the steps they need to take going forward in starting DCS. It was a wonderful meeting with many questions from the people attending the meeting. Everyone was very excited and appreciated the information that was presented to them.

Administrator Harold House requested me to write you a letter explaining what I would be doing for DCS, therefore, I will try to touch on what will happen going forward with me as Executive Director of the IACS and AACS accreditation.

The AACS accreditation tool does not allow schools to be accredited until the school has been established for two years. The steps of AACS accreditation for DCS is first joining IACS, applying for an AACS accreditation application, and then I will go to DCS for a one-day pre-consultative visit.

The Pre-consultative visit is required by the AACS with the primary purpose of assessing the school's early efforts toward preparing for AACS accreditation. I will be aiding those who will be leading the accreditation effort. During my visit I will checking DCS's records, written materials and visit with key people. I will send DCS some documents to help them prepare for my consultative visit. I will be completing a report based on documentation DCS provides me, interviews, and observations at the school. This report covers only a small portion of the indicators of quality at a school, but it will provide a framework for me to discuss with school leadership some of the major components of the school improvement.

I will spend some time going through the AACS standards and their self-study with school leadership. I will make sure DCS knows how to proceed and what is expected when an accreditation team is assigned to the school. Although It is not necessary that DCS have all of

these things at the time of my visit, I will check the status and the form of some documents like: Administrative manual, Faculty manual, Student/Parent manual, IRS 501(c)3 determination letter, if applicable articles of Incorporation, if applicable Constitution and by-laws, student enrollment packet – application, information, sample brochures and publications, certificates of fire and health inspections if required by state or local code, DCS's school calendar, High school graduation requirements, if applicable fire and other safety drill record, crisis management plan, AHERA plan or documentation that buildings are asbestos-free, sample faculty contract/agreement, and salary schedule. I will request copies of DCS's Philosophy Statement, Mission Statement, Statement of Faith, School budget for current school year, School financial report, Tuition and fees chart and DCS's organizational chart showing lines of authority.

The AACSB accreditation process would take DCS about fifteen months to two years to prepare for a team of trained educators to come to the school to evaluate the school to make recommendations to the school and to AACSB national Accreditation Commission for DCS's accreditation. AACSB accreditation confirms that a school has qualified teachers, is obeying the law, keeping students safe, and for school improvement.

Mr. Murphy there is much more I could add, but this is the starting point what I and IACS will do for Dana Christian School. I hope this letter helps answer some of your questions. Please feel free to contact me if you have any questions.

Yours for Christian Education,
Dr. Dennis Ice

Dr. Dennis Ice
Executive Director
6401 W River Road
Muncie, IN 47304
[765-749-6086](tel:765-749-6086) cell
[765-289-4548](tel:765-289-4548) office
www.indianaacs.org
dice1006@gmail.com