

**ALPINE CHRISTIAN SCHOOL**  
**Classical Christian Education**

# Parent/Student Handbook 2023-2024

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**Engaging Minds. Experiencing Truth. Building Leaders.**

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## **INTRODUCTION TO ALPINE CHRISTIAN SCHOOL**

### **A. Accreditation**

As of June 10, 2013, the Alpine Christian School is fully accredited for Pre-K through 12<sup>th</sup> grades by the Texas Alliance of Accredited Private Schools (TAAPS) and is in complete compliance with all requirements of the standards committee. TAAPS is recognized by the State of Texas by TPSAC (Texas Private School Accreditation Commission).

### **B. Mission Statement**

The mission of our school is to glorify God by cultivating wisdom and virtue in our students through a Christ-centered, academically rigorous classical education.

### **C. Purpose**

We endeavor to equip students with tools of learning that will enable them to become lifelong learners whose lives provide a clear model of godly character and demonstrate a lifestyle consistent with Biblical teaching. We provide an environment that encourages every student to establish and develop a personal relationship with God the Father through Jesus Christ (Matthew 28:18-20). In turn, we expect students to be prepared intellectually and spiritually to shape their personal and professional lives and to influence the world as servants and leaders for Jesus Christ.

### **D. History**

The Alpine Christian School was founded in 2004 with the desire to establish a school that serves as a beacon of light for the Big Bend area. The dream of a Christian school in Alpine originated from Virginia Haynes, a devout Christian who helped fund a parish hall with hopes to open a Christian school in the community. Alicia Bryan helped fulfill that dream when she expanded the Christian school to a new location on Holland Avenue. The school grew from six students meeting in a church to over 75 students meeting on their own campus. The Haynes and Bryan families invested their funds, time, and energy to build a foundation for Alpine Christian School using the best models available in the private school arena. The school chose to adopt the classical model for Alpine Christian School since it has demonstrated success in consistently producing students who score in the top percentiles of all testing venues and for its success in molding young men and women of character. Jeff and Stephanie Haynes donated 21 acres of land on Loop Drive to Alpine Christian School in 2016. This generous gift allowed the school to begin their Homeward Bound campaign to raise funds for a new school building. In September 2017, Nyle and Nancy Maxwell made a substantial donation to the school that allowed us to secure an eight-classroom school building, now called The Grace Building. JP and Mary Jon Bryan sponsored the school's new library, Brian McCoy donated the materials to complete the Administration Building, and Jack and Louisa Mayfield funded the numerous projects needed for doors to open to teachers and students by August of 2018.

The people that God has placed at Alpine Christian School through the years of its existence have worked diligently to preeminently lift up Jesus Christ as Savior and Lord in this platform of education to all touched by the School. This is Alpine Christian School's singularly distinctive contribution to the Lord's work and His kingdom. ACS gives all glory and honor to Him as we celebrate our past and look to our future with great anticipation.

## **E. Statement of Faith**

*We believe the Bible is the fully-inspired, complete Word of God, containing all things necessary for salvation, with nothing else to be added to it. II Timothy 3:13; II Peter 1:21; Hebrews 4:12-13; Galatians 6-9*

*We believe in one God, Creator of the universe, eternally existing as Father, Son, and Holy Spirit. Matthew 28:19; II Corinthians 13:14; Genesis 1:31; John 1:3*

*We believe in the biblical and biological definition of two genders and of God's design for marriage between one man and one woman. Genesis 1:27; Matthew 10:7-9; Ephesians 5:30-32*

*We believe that because of a profound love for His creation, God initiated a plan of redemption that He accomplished on behalf of His people. John 3:16; Romans 10:9; Ephesians 2:8-10*

*We believe that Jesus, the Son of God, lived a sinless life of perfect obedience and was crucified as a substitutionary atonement for sinners. Philippians 2:8; Isaiah 53:4-5*

*We believe that we receive salvation from the just penalty of our sin and God's wrath by grace alone, through faith in the life, death, and resurrection of Jesus Christ. Ephesians 2:8-9; John 3:16*

*We believe that the indwelling presence of the Holy Spirit enables the believer to live in submission to the Lordship of Jesus Christ, empowering him to live a godly life. John 14:16-17; Zechariah 4:6; Romans 8:1-4*

## **E. Educational Philosophy**

The mission and calling of ACS is to offer a rich and challenging liberal arts classical education while maintaining a high standard of Christian scholarship and citizenship. The goal of the faculty and administration is to cultivate in each student a love for learning and to encourage each other in reaching their highest potential. By teaching students *how* to learn, we provide a solid foundation for their formal education. ACS teachers work cooperatively with parents, who are ultimately responsible for the education of their children, to carry out their God-given educational role (Deuteronomy 6:4- 9, Ephesians 6:4). We expect students to be responsible for their academic success and parents to be proactive and involved in supporting this pursuit of excellence. Ultimately, our goal is to equip students with the knowledge, skills and vision necessary to be effective leaders and servants for Christ in their life's work.

### ***Classical Christian Education Distinctives***

The classical teaching model divides the educational life of the child into three stages of learning called the *trivium*. This model uses appropriate instructional strategies and content at each stage of the student's intellectual, spiritual, and social development. Classical education imparts to each student a body of knowledge essential to educated men and women. It provides instruction in sound thinking and reasoning as well as clarity of oral and written expression. By combining a Christ-centered education in a supportive community setting with the skill to think logically, students can, with confidence, explore a variety of ideas and philosophies without their own belief-system being compromised.

### ***Grammar*** (Kindergarten through 6<sup>th</sup> Grade)

In the grammar (elementary) stage, we capitalize on a young child's innate capacity to memorize and retain information. Teaching methods that make facts easier to remember such as repetition, rhyme, and songs are implemented during this stage. Students understand that relevant information and relationships between subjects studied combine to make an integrated body of knowledge with Scripture as its center (II Timothy 3:16-17). The study of Latin, a classical language, is introduced during the grammar stage. Since 60% of the vocabulary used in the English language is derived from Latin, the student's vocabulary is enhanced by exposure to the roots of our language. Studying Latin enables English grammar and syntax to be more easily understood and provides a foundation for later study of major Western languages. Since translating Latin is an analytical process, students attain and practice some of the same problem-solving skills required in math and the sciences.

### ***Logic*** (7<sup>th</sup> & 8<sup>th</sup> Grade)

As students move to the logic stage, their capacity for abstract thought starts to emerge. During this time, students expand their knowledge base and are introduced to the study of formal logic and sound reasoning.

### ***Rhetoric*** (9<sup>th</sup> through 12<sup>th</sup> Grade)

In the rhetoric stage, students begin to draw conclusions regarding their personal beliefs and moral convictions. Through the continuing study and discussion of Scripture, classical literature, history, science, and philosophy, students learn to articulate and defend their faith and emerging worldview.

## **F. Core Values**

### ***Challenging Minds***

Instruction at ACS acknowledges that all life, knowledge, and meaning extend from our Creator God. All subjects are taught in the light of God's existence and His revelation to humanity through His Word and His Son, the Lord Jesus Christ. The subject material and curricula have been chosen to help students gain the knowledge, experience, and tools of learning which will enable them to independently investigate topics of interest. Our teachers strive to instill in students a love for learning and a desire to pursue academic and spiritual excellence that will continue throughout their lives.

### ***Pursuing Truth***

ACS leads students in a pursuit of truth, knowing that all truth originates from and points to God. By integrating the Scriptures throughout the curriculum, we present the Lord as the One in whom all knowledge is united (John 14:6). All academic subjects are taught in the light of God's existence and His revelation to humanity through His Word and His Son, Jesus Christ. Faith based on Truth provides a moral filter through which students may view their culture and world, distinguishing truth from error.

### ***Building Servant Leadership***

Alpine Christian School endeavors to develop each student's unique, God-given talents, interests, and abilities so that he/she may serve God in leadership roles. Regular opportunities are given for students to work cooperatively and develop their leadership potential in a supportive environment; as students gain self-confidence, they begin to contribute their views and practice articulating their ideas. As these skills are refined, students are ultimately equipped to assume an adult leadership role in the family, church, workplace, and world.

### *Cultivating a Biblical Worldview*

ACS considers the secular worldview of humanism and relativism to be in opposition to the divine truths and absolutes of God. Our students study what God says in the Bible and learn to evaluate what they read or hear, weighing ideas presented against the guiding principles and precepts set forth in His Word. We teach a Biblical worldview with the Lordship of Jesus Christ at its core.

## **II. ACS PARENTS**

### **A. Parental Commitments**

ACS knows that for your child to be successful in education, it is vital that you, the parent, be intimately involved in your child's education. When parents enroll their children at Alpine Christian School, they are committing to support its mission and goals. In order to do this, it is imperative that parents:

1. Support the school as we endeavor to fulfill our purposes and goals to educate our students classically in accordance with the Statement of Faith.
2. Refrain from immoral or illegal behavior which would reflect poorly on or be disruptive to the Alpine Christian School community.
3. Pray daily that God will impart wisdom and grant His blessing to the leadership, faculty, staff and families of our school.
4. Accept the responsibility of your God-given role for the education of your students by:
  - a. Providing the time, place, and parental support that your student needs to complete their homework and studies;
  - b. Providing transportation for your student's prompt arrival and departure to/from school daily;
  - c. Ensuring that your child is prepared for each day by:
    - i. Receiving between 8-10 hours of sleep;
    - ii. Eating a balanced and healthy breakfast;
    - iii. Being dressed according to school uniform policy upon arrival; and
    - iv. Having the necessary school materials.
  - d. When necessary, providing tutoring, testing, or other assistance.
  - e. Setting an example to your student and all other students when on campus or attending ACS events by:
    - i. Observing all school rules and policies with a respectful attitude;
    - ii. Refraining from using inappropriate language;
    - iii. Dressing modestly when visiting the campus or when attending any ACS-related event;
    - iv. Refraining from gossip which is unbiblical and destructive to our community;
    - v. Refraining from use of alcohol or tobacco products on campus.
    - vi. Treating all faculty and staff with respect, at all times, including during times of disagreement or conflict. This includes showing agreement and support for school discipline or correction when a parent is called in to discuss a child's language or behavior when it does not meet ACS standards.

- f. Attending Parent Teacher meetings and participate on at least one committee per year.
5. Demonstrate support and responsibility by volunteering and attending all mandatory events, including but not limited to parent-teacher conferences, parent orientation, Open House, and the Annual Fund Event.
6. Demonstrate a love of learning and apply biblical principles to all areas of life.

*Nota bene:* ACS relies upon a positive and constructive working relationship between the school and the students' parents to fulfill the school's mission. This being the case, the school reserves the right not to continue enrollment or not to re-enroll a student if the school administration and Board concludes that the actions of a parent (or guardian) make a positive and constructive relationship impossible or otherwise impede the school's ability to accomplish its educational purposes.

## **B. In loco parentis**

While a student is on the Alpine Christian School campus (or on a school trip), the faculty and staff are considered to be *in loco parentis*, the Latin phrase meaning "in the place of the parents". At ACS, authority over students is considered delegated authority. We recognize that God gives children to their parents; along with this gift comes the responsibility of raising and educating the child as well as the authority to do so (*Deuteronomy 6:4-7*).

We respectfully remind parents that while their child is on campus, the student remains under the authority of the teachers. The students often know the rules and expectations of the school better than the parents; when a parent says or does something that is in conflict with those expectations, the student may be confused.

In order to prevent confusion in the mind of the student, when you are on campus, please defer to the teacher in charge regarding matters of discipline, instruction, and behavioral expectations.

## **C. School Visitation**

**If a parent wishes to observe their student's classroom, it is necessary to contact the office and fill out a Classroom Observation Form.** Unannounced visitation is not appropriate. This procedure is in place to assure the safety of our students and also ensure the best possible educational environment. While observing in the classroom, please do not try to engage the students or the teachers in conversation during the lesson, unless the teacher engages you.

1. Alpine Christian School authorizes licensed and trained employees to carry a concealed handgun on campus to ensure the safety of our students. Licensed carriers may not have a concealed weapon while on school property without permission from the Executive Director of the Board.

"PURSUANT TO SECTION 30.07, PENAL CODE (TRESPASS BY LICENSE HOLDER WITH AN OPENLY CARRIED HANDGUN), A PERSON LICENSED UNDER SUBCHAPTER H, CHAPTER 411, GOVERNMENT CODE (HANDGUN LICENSING



LAW), MAY NOT ENTER THIS PROPERTY WITH A HANDGUN THAT IS CARRIED OPENLY”

*Such restrictions do not apply to qualified law enforcement personnel, including security personnel hired by the school.*

2. **Due to safety and space concerns, siblings may not accompany parents volunteering on campus or field trips. Siblings are welcome to attend school-wide events such as Open House. Siblings are welcome to eat with a parent and student at the Guest Lunch Table. Please inquire in the office if you are uncertain about this policy’s application to a particular event.**

#### **D. Volunteering**

The goal and prayer of Alpine Christian School is to provide our students with a superior education in a distinctive Christian environment. We firmly believe that active involvement of parents is necessary in order for ACS to be the best possible school for our children. Involvement by parents has many benefits to the students, staff, and parents. Here are some particulars concerning volunteerism at ACS:

- Tuition does not cover all the school’s expenses. Many jobs are completed by volunteers at this time, including facility maintenance.
- When volunteers assist, it frees valuable time for the staff to be more effective in preparation, instruction, and various duties.
- Our parents have a wide range of talents that can be utilized greatly to enhance the students’ relationship with Christ and academics.
- Parents who volunteer gain knowledge and firsthand experience of daily operations at ACS.
- Being a volunteer is affirming to your children.
- Volunteering at ACS builds unity and relationships between families and staff members.

Additionally, our ability to show an active and involved volunteer base from among our families is a factor in our re-accreditation process. Parents are expected to donate their time and talents toward their child’s education; we hope that you will consider this both a responsibility and a privilege. Each ACS family is required to donate a minimum of ten (10) hours each school year, unless otherwise stated in Tuition Assistance Agreement. Please consider the following ways you may contribute:

1. Setting up and/or breaking down chairs and tables, decorating, preparing and serving food, etc., for school-wide events such as Open House and the Annual Fund Event.
2. Helping beautify and/or maintain our campus by: landscaping, painting, mowing & weed eating, cleaning, shoveling snow and de-icing sidewalks when necessary; helping with minor repairs as the need arises.
3. Helping inside the building by: “deep cleaning” and sanitizing classrooms (particularly in cold and flu season), organizing bookshelves, dusting computers and keyboards.
4. Participating in field trips as a driver or chaperone when asked to do so.
5. Volunteering to read aloud teacher-approved books to classrooms or small groups of various ages.
6. Supervising lunch or recess periods.

7. Helping with homeroom projects and activities, organizing gift baskets for teachers' birthdays, organizing special lunches or gifts during Teacher Appreciation Week.
8. Sharing life and/or career experiences, education and interests with your student's class or the school.

**Anyone wishing to volunteer for activities that involve direct interaction or supervision of students will have a conference with staff or teachers prior to participating in any classroom or campus activities; this category of volunteer will be required to undergo a background check. New parents who enroll a student during the course of the year will be required to do the same.**

## **E. Communication**

The faculty and administration will be communicating with ACS families on a weekly, if not daily, basis. There are several ways parents may receive information:

1. **Electronic Mail:** Most communication will occur via email from individual teachers or the front office; **we assume parents will check email daily for any communication from the school.** If the email requires one, please send a response within 24 hours (teachers are also expected to respond to a parent email within a 24-hour period). Parents should also feel free to communicate with administration, faculty and staff using the same means. Please note that any communication involving a sensitive or potentially volatile issue should be discussed in person rather than via email, which can be easily misinterpreted. Messages sent through Facebook messenger will not be answered or addressed. Teachers have been advised to copy Executive Director on any electronic communication that could fall into this category. Once an email exchange of this nature has occurred and no resolution is forthcoming, teachers are required to set up a meeting with the Executive Director to resolve the matter. The Executive Director will be the final arbiter in such matters.
2. **Social Media:** ACS utilizes social media to advertise events, highlight student achievements, and to recruit new students. Any comments made on the ACS page need to reflect the Core Values referenced above in Section F. You and your child are expected to follow the same posting guidelines on your own social media (Facebook, Instagram, Snapchat and all others) since you and your child are representatives of the school. It is the parents' responsibility to model this and to hold children with social media accountable. Any grievances against the school and its community at large that are aired on social media will result in automatic expulsion of your student with a penalty of \$450.00 and the rest of tuition owed.
3. **ACS Website:** Parents may go to [www.alpinechristianschool.com](http://www.alpinechristianschool.com) for basic information including the school calendar, handbook, important updates, admissions forms and the quarterly newsletter. All information on the website is property of Alpine Christian School and may not be used without express written consent from the administration of Alpine Christian School.
4. **Parent Teacher Conferences:** A mandatory parent conference is held in the middle of each semester, after the first grading period. Additional conferences may be scheduled as requested by the parents or teachers.
5. Teachers have a required planning time from 8:00 - 8:25 a.m. and 3:00 - 3:30 p.m. daily and are using that time to prepare. Any interruption of this time could ultimately affect the quality of instruction that teacher is able to give. Please respect the teacher's time by either arranging an appointment or keeping any conversations held during this time brief and to the point.

**Nota bene regarding texting:** All communication between parents and faculty/administration should take the following forms: email, phone, Remind App messages, or a face-to-face conversation. Texting is not an acceptable means of communication for a professional setting; teachers have been advised not to respond to (or send) text messages during the school day.

## F. Concern or Conflict

It is not only our hope but also our expectation that parents, teachers and administration will resolve conflicts and address concerns in a Christian manner and with a biblical perspective. Scripture provides a way for us to achieve this in Chapter 18 in the *Gospel of Matthew*: “Moreover, if your brother sins against you, go and tell him his fault between you and him alone. If he hears you, you have gained your brother. But if he will not hear, take with you one or two more, that by the mouth of two or three witnesses every word may be established.”

1. **Level One Grievance:** The individual with the complaint must first go to the source of the grievance in an effort to resolve the situation at the lowest level possible. Many times, differences can be readily solved at that level, (i.e., parents should speak with a teacher about a classroom problem; teachers should speak with the Lead Teacher about a workload problem). Our goal is to address grievances in a kind, private, professional manner and that God-honoring, effective resolutions are found.
2. **Level Two Grievance:** If a resolution to the grievance is not found, the matter should be brought to the next higher authority in the chain of command, usually the Executive Director. If appropriate, a joint session with both parties should be arranged. If resolution is still not possible, the grievance should follow the chain of command to the next higher authority. Efforts should center on:
  - a. **Resolution:** Resolution of the grievance in a friendly, cooperative, and Christ-like manner.
  - b. **Arrangements:** Arrangements should be made to monitor the situation on an ongoing basis, so the problem does not resurface.
  - c. **Board of Directors:** Once addressed at the Administrator level, if no resolution has taken place, the problem may be dealt with at the Board of Directors level.
3. **Level Three Grievance:** The ACS Board of Directors is the final authority for the school. When a grievance is brought before the Board, all parties involved are to provide the Board with a written and signed statement addressing the following:
  - a. **Complaint:** Statement of grievance
  - b. **Steps Taken:** Written statement of steps taken to rectify the situation
  - c. **Steps for Resolution:** Suggested steps toward resolution of grievance
  - d. **Preventative Measures:** If appropriate, suggested procedures for preventing reoccurrences in the future

After the Board has considered all information provided, the Board will, in a written statement, offer its decision. All parties will be informed of the decision and be required to abide by the decision. No further appeals process is available.

***If parents have a concern regarding their child's classmates or teacher, the parent should talk to the teacher first. If the parent approaches Administration or another teacher about the concern,***

**the parent will be asked “Have you brought this up with your child’s teacher?”** After the parent/teacher meeting, if there is no resolution at that point, then an appointment should be made with the Executive Director. At this meeting, both the parents and the teacher(s) will be present to discuss the problem together. A parent is not at liberty to correct a student’s behavior while on campus, even if that student is one’s own child, unless the parent has been called in specifically to discipline the child in accordance with an Accident/Behavior report or official Student Disciplinary Form from Executive Director. Please inform the teacher in charge of your concern, who will address the situation in accordance with school policy.

*Nota bene* regarding gossip: Gossip is a sin and can lead to the destruction of a community. Talking about a dispute or problem behind another’s back goes against the Christian principle that disputes be handled quietly and graciously. Gossip drags others into a dispute that they are not part of and harms the reputation of others without giving them any chance to defend themselves. **For these reasons, Christians must refuse to resort to this type of destructive behavior and refuse to listen to others who would delve into this sin.** Alpine Christian School is committed to handling disputes and disagreements in the biblical manner as articulated in Matthew 18. Disagreements and disputes are inevitable. As parents who serve as examples of godliness to their children, all must model the biblical method of dispute resolution and demand that their children also handle disputes properly. Please see Section E.2 Social Media above for consequences of disclosing and discussing private school matters on social media.

If one has a problem with another - whether it is a Board member, administrator, teacher, or parent, he or she should go directly to that person to discuss the matter. This sort of action takes courage, but it is an action that the Lord requires of His children. Generally, relationships are mended when things are handled in a one-to-one approach. If the concern is such that the parent does not feel they are able to approach the offending person, that parent should go directly to the Executive Director, who will arrange a meeting and serve as mediator.

\*Consider the following from Virgil’s *Aeneid* regarding the nature of gossip:

*“Of all the ills there are, gossip is the swiftest. She is quick of foot and swift of wing, a huge and horrible monster, and under every feather of her body there lies an eye that never sleeps, a mouth and a tongue that are never silent, and an ear always pricked, holding fast to her lies and distortions, fact and fiction mixed in equal parts.”* Book IV lines 180-194.

## **G. Attendance of Board Meetings**

Visitors are welcome to attend Alpine Christian School Board of Director meetings except for executive session, which is a closed session. If a parent or guardian wishes to speak to the Board, a written request must be submitted to the Administrative Assistant 48 hours prior to the scheduled Board meeting. Participants will be informed of the earliest possible date for their presentation. If a conflict exists with a teacher, staff member, or parent, please refer to the Concern and Conflict section (F) above.

## H. Admissions

With regard to admissions, the Alpine Christian School looks for the following:

1. Families who share beliefs and goals similar to those identified in the school's Statement of Faith and philosophy of education.
2. Families and students who have abilities, talents and a strong desire to join with the school to fulfill its mission.
3. Students who are academically and behaviorally compatible with the population of ACS students they will join, as well as with our teacher's ability and resources to teach them.

### **Admission and Interview Process for New ACS Families**

Each step is to be followed in order, and the process may end at any time by ACS or the parent. A written notification will be required if the admissions process is ended before completion. Parents are informed of the entire admission process (every step, 1-11), and they are encouraged to continue and join the ACS family.

- The application is filled out here: <https://www.alpinechristianschool.com/admissions-2/admission-requirements/>
- If tuition assistance is needed, application is filled out here:
- <https://alpinechristianschool.com/scholarships/>
- A tour of the school is scheduled, and interview occurs with Executive Director.
- Interview with appropriate teacher who may administer a placement test.
- Executive Director and Admissions Committee go over application and placement test. Discussion on where child might be placed is held. Discussion on tuition and any tuition assistance that may be given takes place. Options are decided based upon what it takes to put the prospective student in school and where they are to be placed.
- If accepted, new families are notified of the School's decision to enroll the student for a probationary time of 30 days to ensure that families are a good fit for the school and vice versa. If not accepted, new families will receive a letter of that decision without further comment.
- Accepted families complete the Enrollment Form Online:
- <https://alpinechristianschool.com/admissions-2/new-student-enrollment-form/>
- Parents attend ACS Orientation with Executive Director and provide the following:
  - Enrollment Fee
  - Copy of Student's Birth Certificate
  - Copy of Student's Social Security Card
  - Current Immunization Card
  - Signed Parent/Student Handbook Acknowledgement
  - Most Recent Report Card
  - Standardized Testing Scores
  - Court/Custody Documents
  - Hearing & Vision Screening
  - ACH Tuition Payment Form
  - Signed Volunteer/Chaperone Agreement

- If applicable, mid-year transfer - student visits the classroom for 3 days. Expectations for prospective student are the same as for the rest of the students in the class, this includes homework and tests.
  - If the student is enrolled, after the probationary period, a letter of admission will be sent to the parent at the end of the 30 days. If the school decides against admission, a letter will be sent to the parents stating that admission has been denied.
4. The Alpine Christian School is not suitable for everyone. Acceptance into ACS is not guaranteed, and the school reserves the right to deny admission to a student or family if it believes the student or school is better served by this decision, which is made after careful consideration and prayer. Generally, ACS declines admission when it would not benefit the student or the school due to incompatibilities in one or more of the areas listed above. Due to the often sensitive and, at times, difficult nature of the admission process, decisions not to accept are shared by letter and without further comment.
  5. Our preferred student enrollment period is the spring semester prior to the start of an academic year. Upper School students (Logic and Rhetoric level) register as early as February 1st and classes fill up quickly. Parents of online students will be required to sign a separate financial agreement covering online tuition upon enrollment. Registration during the summer and following academic year will be taken on a space-available basis, following the same criteria as for all other students.
  6. Online Enrollment must be completed before your child may be admitted to ACS. All requested personal information is kept confidential; however, general contact information (telephone, mailing address and email address) will be included in the ACS Family Directory. *Those who do not wish to make this information available to the ACS community must notify the office.* Parents are required to update all emergency data as needed, including address, home, cell, and work numbers and individuals authorized to pick up your child.
  7. **Documents Prior to 1<sup>st</sup> Day of School:** Current immunization information must be submitted upon enrollment. ACS must be informed of any custody situation in advance and will request that the proper paperwork be in the student's file. Parents will be required to comply with all state regulations and school rules as set forth in the ACS Handbook. Parents must also provide copy of student's birth certificate, social security card, prior grade report card, and any standardized test scores from previous school.
  8. Hearing & Vision Screening: Children 4 years of age as of September 1<sup>st</sup> of each year must have a hearing and vision screening within three (3) months of enrollment. The results may be recorded on either the Hearing and Vision Screening forms or a physician's form. **ACS may choose to deny service to any student who has not completed the hearing and vision exam within the 3-month time frame.**
  9. **To preserve a sense of *esprit de corps* within our school, ACS will not admit, may un-enroll at any time, or may not re-enroll a child whose parents do not agree to support the school's mission, philosophy, or requirements as stated in the ACS Handbook.**
  10. All children must be enrolled before attending the school. Parents must also participate in an orientation and a review of the ACS *Parent Handbook*. Parents/Guardians will be notified in writing, with return signature required, if our ACS *Parent Handbook* is changed. Likewise, please notify ACS if any changes need to be made on your enrollment packet.
  11. Before a child can begin attending ACS, the first tuition payment must be made and required books and uniforms must have been ordered. **All students are accepted on a 30 day**

**academic trial basis.** At this time, we do not have facilities to accommodate children with significant learning differences or behavioral issues.

12. All students who are children of employees of ACS are required to adhere to and comply with the academic, behavioral, and disciplinary guidelines in the handbook. ACS employees should not show favoritism, partiality or leniency towards their own children who are students, nor children/students of other employees.
13. Alpine Christian School operates on a non-discriminatory basis. No one shall be excluded from application for enrollment because of race, color, religion, disability, sex or national origin. Only the child(ren)'s parent or legal guardian may enroll a child(ren) and proof of custody may be required.

## **I. Re-enrollment**

The school faculty and administration determine who is invited to re-enroll for the following academic year. Re-enrollment contracts are issued to parents of currently enrolled students in good standing during the second semester. The invitation to re-enroll may be revoked at any time during the spring semester, based on the academic and social behavior of any given student. Parents are urged to re-enroll by the deadline given on the form in order to ensure a spot for their student the following year. Invitations to re-enroll do not guarantee advancement to the next grade level. Advancement is contingent on the student's performance in each subject and overall academic progress. Parents can complete the Re-Enrollment Application online at <https://www.alpinechristianschool.com/existing-student-enrollment/> and submit the Re-enrollment Fee to Administration office.

*Nota bene:* ACS relies upon a positive and constructive working relationship between the school and the students' parents to fulfill the school's mission. This being the case, the school reserves the right not to continue enrollment *or not to re-enroll a student* if the school administration and Board concludes that the actions of a parent (or guardian) make a positive and constructive relationship impossible or otherwise impede the school's ability to accomplish its educational purposes.

## **J. Tuition**

Alpine Christian School's primary source of income is tuition. It is vital that all ACS families understand their financial commitments and promise to the school to faithfully pay all tuition and other fees on time. All families are subject to the tuition contract and financial policy signed at enrollment.

1. Tuition is determined by the Board on a year to year basis. Parents may pay tuition in one of three ways: (1) full payment made by the date named in the tuition invoice, (2) two half-year payments made by the dates named in the tuition invoice, or (3) monthly payments made through ACS's Online Invoicing System (requires completion of ACH agreement). Alpine Christian School has the right to convert tuition check payments to electronic bank drafts.
2. Parents who make monthly payments need to be informed that a \$25.00 late fee is assessed for payments that are 5 days (or more) past due. Parents will receive a letter from ACS if payments become delinquent.

## Regarding Delinquent Tuition Payment

1. For all tuition payment plans, when any tuition payment is 30 days past due, the parents will be notified by letter of the delinquency and informed that the situation must be cured (i.e., current on all outstanding payments) within 30 days.
2. If, after the 30-day period, all outstanding tuition payments are not brought current, the parents will be notified and the student will not be allowed back into the school. The Board will also be notified of the delinquency. In the event the parents have applied for a scholarship during that time, the parents will be given up to an additional 30-day grace period prior to notification to allow time to review the scholarship application. For upper school students, refer to the financial agreement for Wilson Hill Academy classes.
3. Should the student arrive at the school after such notification, the student will be held out of class and the parents will be called to pick up the student.
4. All payments must be received by 12:00 p.m. on the due date in order for the student to return to campus the following day.
5. **No student will be allowed to register for the following academic year unless all financial obligations for the prior year are complete with ACS.**

## Regarding Withdrawal or Expulsion

ACS budget and staffing are primarily based upon our student enrollment. In order to be good stewards of the resources God has given, the Board of Directors and Administration have instituted guidelines in regard to tuition during the school year:

1. Parents who withdraw their student(s) from the school are expected to give a 30-day notice as well as pay a \$450 withdrawal fee. Parents will also need to complete the appropriate withdrawal form.
2. If a student is expelled for academic reasons, his/her parents will be required to pay the early withdrawal fee of \$450.00, regardless of what point in the academic year this may occur. Transcripts and records will not be released until all debts and fees to the school are paid.
3. Online students will still be liable for all payments due and owed under the separate financial agreement for Wilson Hill Academy classes in addition to the withdrawal fee.

## K. Tuition Assistance and Scholarships

Alpine Christian School is honored to provide the children of the Big Bend area with a Classical Christian education. This is a tried and true method that will prepare future leaders for our community, our state, and our nation. Through the use of logic, rhetoric, and the study of the great books, including the Holy Scriptures, students learn to discern truth from falsehood. Students are equipped to lead their families and communities with the same principles taught by our Lord Jesus Christ and used by our Founding Fathers to establish the greatest country the world has ever known.

It takes sacrifice and good stewardship on the part of ACS families, as well as the ACS administration, to provide an excellent education to our children. ACS encourages parents to prioritize their children's education by being good stewards of their finances in order to contribute to the foundation of their child's future. However, ACS realizes some families need assistance to pay tuition and the school is committed to helping those families as ACS is able to do so.



This assistance is given on a year by year basis; those families seeking tuition help will need to apply each year. Application for tuition assistance is processed in-house through the Admissions Committee and requires submission of most recent IRS income tax return and 30 days of paystubs. The application for tuition assistance can be found online at <https://www.alpinechristianschool.com/scholarships/>.

### **Guidelines for Tuition Assistance and Scholarships:**

1. Although guidelines have been set for Tuition Assistance and Scholarships for Alpine Christian School, there are often extenuating circumstances and each family's need will prayerfully be considered on a case by case basis. ACS believes it is important for every family to contribute something, as they are able, to the cost of educating their child(ren). Therefore, full scholarships will not be granted.
2. Merit scholarships are only available for students in 5<sup>th</sup> grade and higher.
3. Trade-outs in lieu of tuition assistance will be granted only for specific ACS needs and for goods only and not labor. If the value of a trade-out has not been met by the end of the school year then the family will be responsible for paying the outstanding balance.
4. A minimum of 20 volunteer hours (per school year) is required of families receiving Tuition Assistance. Families who do not reach a minimum of 20 volunteer hours will be billed \$50 per hour remaining at the school year's end.
5. Students who currently are receiving 75% or greater scholarship or tuition assistance are required to volunteer for a minimum of 30 hours with a \$50 per hour charge for any hours not completed.

**All information submitted to the Admissions Committee for tuition assistance determination is held in strict confidence.**

## **III. ACADEMICS**

### **A. Reasons for Homework and How Much to Expect**

Homework should contribute toward building responsibility, self-discipline and life-long learning habits. It serves as an intellectual discipline, establishes study habits, and supplements and reinforces classroom curriculum. In addition, it fosters student initiative, independence, and responsibility and brings home and school closer together.

1. Three **types of homework** will be assigned at ACS: practice, preparation and extension.
  - a. *Practice assignments* reinforce newly acquired skills. For example, students who have just learned a new method of solving a mathematical problem should be given sample problems to complete as homework.
  - b. *Preparation assignments* help students get ready for activities, such as, tests that will occur in the classroom. Students may also, for example, be required to do background research on a topic to be discussed later in class.
  - c. *Extension assignments* are long-term continuing tasks that parallel class work. Students must apply previous learning to complete these assignments, which include projects and term papers.

2. Please note that the amount of homework for students depends on how well they use time in the classroom as well as on their personal pace. Some students process quickly and do not need as much time to complete assignments whereas other students process slower and take additional time to complete tasks.
  - a. In the early grades (K-2<sup>nd</sup>) homework will consist primarily of math, reading, and spelling. Parents are required to read with their students and encouraged to review math facts and spelling rules and words. Homework will not be assigned over the weekend to students in Kindergarten through 2<sup>nd</sup> grades; however, completion of make-up work may be required over the weekend when necessary.
  - b. In the 3<sup>rd</sup> through 4<sup>th</sup> grades, homework should average at least an hour per night. 3<sup>rd</sup> through 4<sup>th</sup> grade may expect only reading and long-term project assignments to be homework over the weekend; however, completion of make-up work may be required over the weekend when necessary.
  - c. Students in the 5<sup>th</sup> through 12<sup>th</sup> grades should expect at least one to one and a half hours of homework per night. Some students take longer than others to complete homework; some evenings the homework may take a longer time, while others may require far less time. Students enrolled in classes through Wilson Hill Academy will have more homework, depending on time management and how many assignments they are able to complete in their study hall periods. There may be homework over the weekends, although students will be encouraged to have major assignments and projects completed and turned in on Fridays.
3. Parents of students in Kindergarten through 4<sup>th</sup> grades are required to view and sign an assignment log on a daily basis.
4. In order to share your child's progress with you, your child's teacher will send graded school-work home; **papers with a grade of 75% or below will be signed by a parent or guardian and returned to the appropriate teacher.**
5. It is important to us that homework becomes a good habit and not a battle. It is critical that your child has a consistent time and place for homework that is free from distraction; please remember that providing this atmosphere is part of the Parental Commitment (see p.7-14). If incomplete or missing assignments become frequent, the homeroom teacher may ask the parent to record homework time and habits. **Please make an appointment with your child's teacher if the work is taking longer than planned or other issues arise.**
6. Assignments and/or homework may be slightly modified following discussion with and approval from the Executive Director. Any other modification will take place only after formal testing has occurred, the results of which indicate what modification is needed. If a student is admitted to ACS who has an IEP based on previous testing, that IEP will be taken into consideration and followed as much as possible with available staff and resources, however, ACS is not equipped to handle all diagnoses of learning differences and special needs. **Parents may not write answers for their student unless this has been determined by prior testing to be a necessary modification.**
7. Parents are encouraged to review homework in order to ensure its completion but should not modify the answers. Guided correction is acceptable; however, parents should resist the temptation to provide the full correct answer.
8. **Questions about homework:** Though students or parents may call teachers at home with questions regarding homework assignments, the frequent need for such would be evidence that the student's listening and/or organizational skills would need to be addressed.

## Regarding Reading

**Reading is *the* essential component of education** and is also the means by which we gain knowledge of God. God communicated the Ten Commandments to the Hebrews through the written Word. All knowledge necessary for salvation has been communicated to believers in the form of the written word of Scripture. Therefore, parents have a moral and a religious obligation to do all that is within their power to ensure that their students have the skill to discern God through His written Word.

These things being so, in addition to other required homework, all students are required to read from their grade-appropriate literature lists throughout the year. Because students will always be reading a school-assigned book, we discourage them from reading non-school related material during the day.

Grammar students should read (or be read to) between 15 - 30 minutes a night, five nights per week. **Parents of students in grades K-5 will be asked to verify nightly reading time.**

Logic and Rhetoric students will vary in the amount of reading due to class load and time management during the day. Assignments may be an hour to three hours a night.

*Nota bene to parents of beginning readers:* While your student will not have the skills necessary to read the Bible from the start, be encouraged by the words of the prophet Zechariah: “*Do not despise these small beginnings, for the Lord rejoices to see the work begin...*”

## B. Late Homework Policy

1. **Kindergarten:** At this age, lack of homework preparation is more a reflection of the parent’s commitment than the student’s. Please remember the kindergarten year is used for training a child how to be a student; as part of this training, it is critical that the parents relate the importance of learning as well as the joy that learning brings to our daily lives. If a kindergartener does not have a homework assignment completed, that student may be asked to complete the work at some point during the school day (recess, for example).
2. **1<sup>st</sup> & 2<sup>nd</sup> Grade:** First grade teachers will allow the student to experience consequences for not having completed homework. These consequences will be left up to the discretion of the teacher, but will ultimately be reflected in the student’s academic grade. One consequence may be the student using play time to complete work.
3. **Grades 3<sup>rd</sup> - 4<sup>th</sup> Grades:**
  - a. Homework that is not turned in punctually at the teacher’s requested time will be accepted later in the day or the following day; however, the grading scale will be based on 75% rather than 100%.
  - b. An assignment turned in two days late will be based on 50%. If the student does not turn in the work by the third day following the initial due date, he or she will receive a zero when the work is submitted. **Late work is due at the start of each subsequent class period without any prompting from the teacher.**
4. Logic and Rhetoric students will be under the grading guidelines of Wilson Hill Academy.

## C. Grading

Grades are given with the purpose of accurately providing feedback to the student and parents regarding student performance. It is the goal of the faculty to grade consistently, conveying an accurate reflection of subject matter mastery.

1. **Report Cards:** Grades will be assessed for a formal report card every nine weeks. Progress reports will be issued mid-quarter; parents will be asked to sign and return progress reports, but may keep report cards. Wilson Hill Academy students will receive quarterly, midyear, and end of year reports that do not necessarily line up with the traditional 9-week periods of the lower school. Final report cards will not be available until the end of June.
2. **Grades for Kindergarten:** Kindergarten students will receive a quarterly assessment of skills rather than a numerical grade on a report card. The grades are as follows: **Excellent**, **Satisfactory**, **Needs improvement**, **Unsatisfactory**.
3. **Grading Scale for 1<sup>st</sup> – 12<sup>th</sup> Grades:** Beginning in the 1<sup>st</sup> grade, students will receive report cards with grades based on the scale listed below:

90 - 100	A	Excellent: exceeds grade level expectation and shows mastery of material
80 - 89	B	Good: demonstrates accurate understanding of material and well-organized
70 - 79	C	Average: meets grade level expectation and general understanding of material
69 & below	F	Failing: unsatisfactory, serious omissions in understanding, lack of clarity, unacceptable, extensive gaps in understanding of material, lack of conscientious engagement.

An “A” is meant to reflect excellence, and a grade of “C” reflects average. Merely doing the work assigned and turning it in is what the average student is expected to do, so doing nothing more than this will earn average marks. An “A” earned at ACS should give students a sense of accomplishment that they have done work that is truly “excel-lent,” that is, it excels. Extra credit will not be offered.

## D. High School Requirements

The majority of high school classes are made available through Wilson Hill Academy online and the classes are announced in February for enrollment in classes beginning the following September. Placement in the necessary classes is not guaranteed and is offered on a first come first serve basis. Wilson Hill Academy publishes its own Terms and Conditions for enrollment, payment, and behavior policies. ACS students are expected to comply with both WHA and ACS honor code and behavior standards. The WHA calendar does not always line up completely with ACS calendar, and in situations where ACS is not holding school on regular campus, but WHA is conducting classes online, students are still responsible for attending WHA classes online.

**9<sup>th</sup> - 12<sup>th</sup> Grade need to have 24 credits to graduate in the following areas:**

English/Literature  
Math  
Science  
History

Latin (or other Language)  
Philosophy/Theology/Bible  
Fine Arts  
PE

English, History and/or Philosophy classes will include student presentations to satisfy the Speech component of the minimum high school standards required by our accrediting agency, TAAPS.

**Graduation Requirements (subject to modification based on availability of WHA online courses)**

Courses	Credits*
English/Literature	4
Math	3
Science	3
History	4
Latin/Language	2
Philosophy/Theology/Bible	6
Fine Arts Electives	1
PE	1
Total	24

**1 credit is a course that lasts 2 semesters**

**To graduate from ACS, the final 6 credits must be classes taken at ACS.**

#### **E. Tutoring**

If a student has difficulty in a particular subject, he/she should first ask the teacher of that subject for help. Teachers are available to tutor students in their classes for a short duration only (no more than five sessions per student per semester) during a time that is convenient. Parents of students in need of more assistance will be asked to seek outside, professional tutoring, or can be billed at \$25/hour for more sessions.

#### **F. Textbooks and Supplies**

Textbooks and classroom supplies are issued at the beginning of the year. Consumable texts that have been purchased with the curriculum fee will be given to the student to keep at the end of the school year. **All school supplies are paid for with the supply fee and will be purchased by ACS. We respectfully request that students do not bring any personal supplies from home. If a parent feels there is a need for additional supplies, he or she may notify the student's homeroom**

**teacher.** Students are required to pay for any school-owned textbooks, library books and supplies given to them if they are damaged or lost.

## **G. Athletics/Extra-Curricular Activities**

Students will be invited to participate in various sports and extra-curricular activities throughout the year. Any student who chooses to participate in these activities must hold a 75% average or higher in every class. If at any point the student has a 74% or lower average in any class, participation in any extra-curricular activity will not be allowed until that grade is raised.

## **H. Awards**

Awards are given to students at the end of the spring semester based on the entire school year accomplishments. Awards consist of the following examples:

- A Honor Roll
- A/B Honor Roll
- Math Award
- Inspirare Award (outstanding creative arts)
- Latin Award
- Senior Thesis
- Spelling, Cursive, & Reading Award
- CLT Ten Award
- Handwriting Award
- Integritas Award (truth, goodness, & beauty of character)
- Perfect Attendance Award
- Knight Award (excellence in classroom leadership)
- Ediscere Award (outstanding growth & development)
- ABC's of the Gospel (memorizing & reciting all 26 Bible verses)
- Dux Award (positivity & faith)
- Magnus Onus Award (achievement in exceeding the course load)
- Sight Word Star Award (mastering 100 sight words)

## **IV. STUDENTS**

### **A. Daily Schedule**

Building opens for students K-12	8:10 a.m.
Homeroom/Attendance	8:30 a.m.
Chapel	8:35 a.m.
School dismissal	3:00 p.m.
After school care (Bridge-K – 5 <sup>th</sup> *)	3:15 p.m. - 5:30 p.m.

\*If concerns regarding behavior arise, a student in the 3<sup>rd</sup> - 5<sup>th</sup> grade may not be allowed to attend after school care or after school activities.

## B. Arrival

Parents will enter the driveway marked “Entrance Only” and may drop off students at the front gate facing Loop Drive. Do not drop off your child until you see an adult staff member to receive them.

## C. Chapel

Alpine Christian School’s education is built upon the centrality of Jesus Christ to every aspect of the lives of all of the school’s students, staff, and families. As a result, Chapel is a primary focal point in the education, spiritual growth, and development of students and staff alike. Chapel is an opportunity for all who attend to worship the Lord and lift Him up preeminently and corporately as a unified school body. Chapel is a wonderfully necessary part of the educational culture that is present at Alpine Christian School. Family members are welcome to attend with prior notice given to their child’s teacher.

## D. Tardiness

Most students rely on their parents for transportation to and from school each day. Parents are asked to be punctual (see ACS Parents - Involvement and Commitment p. 4-13). A student is considered tardy when he or she arrives between 8:31 and 10:30 a.m. A student who misses instruction due to tardiness will be responsible for work missed and may lose recess that day to complete the work. If a student arrives at school later than 10:30 a.m., that student is counted absent. Tardy students must be accompanied to the office area by a parent who will then sign in their child. Once the student has been signed in, he may proceed to class. When a student is tardy three times during a semester, a call is made from the Executive Director to the parents to inform them of the situation. Parents are expected to remedy the situation.

In severe cases where tardiness is habitual, ACS has the right to suspend, expel, or refuse re-admittance.

## D. Attendance

Regular attendance is necessary for a student to progress in school. Each class period should be treated as significant part of the educational program.

### 1. Absenteeism

- a. A student is considered absent if he or she: 1) does not attend, 2) arrives after 10:30 a.m., or 3) leaves campus prior to 1:00 p.m. **If a student is going to be absent, parents are required to call the office by 9:00 a.m. to give a reason for the absence.**
- b. **Excused absences** are those that occur for the following reasons: personal illness, death in the family, or family emergency. For any other absence to be considered excused, prior approval from the Executive Director is required.

- c. **In the case of an unexcused absence**, the student will not receive credit for work done that day. If the student misses a test on that day, he will be expected to make up that test during Homework Help by the day following his return. Class time will not be used for make-up work.
- d. If a student reaches six absences (planned or unplanned) in a quarter, a parent conference will be scheduled with the Executive Director and teachers to determine the student's ability to complete the work necessary to pass the quarter.
- e. **Students who are absent more than 15 days in a school year** (excused or unexcused) will be placed on academic probation and may be required to repeat the academic year.

Parents will be required to meet with the Executive Director of the Board to determine qualification for academic advancement.

- 2. **Field Trips:** Field trips are also considered an integral part of the educational experience; as such, attendance is required. Students who attend field trips are considered present though not physically on campus. Students who choose to stay home rather than participate in a field trip will be given an unexcused absence (assuming he/she is not ill).
- 3. **Checking Out:** Parents must sign a student out at the front desk before taking the student off campus prior to 2:45 p.m. Upon the parent's arrival, the Administrative Assistant will retrieve the student from his/her classroom. It is best for the parent to call ahead when possible to notify the office and teachers of an early withdrawal during the school day. This notice will allow for the teacher to help the student gather up the appropriate materials to put away or take home.  
**\*\*Any person(s), including grandparents and siblings, who are not the parents/guardians will not be allowed to pick up any student early (even if on pick-up list) without a note/call from the parent/guardian.**
- 4. **Missing Assignments:** In the case of an excused absence, it is the student's and parents' responsibility to obtain missed assignments. If the teachers' schedule allows, daily work and books are prepared and may be picked up at the front desk by 3:00 p.m. **after teacher is provided with a 24-hour notice** of the request; please do not request work earlier in the day of anticipated pick-up. **Scanning and faxing assignments is time-consuming and burdensome for the teachers; therefore, please do not request this service. Exceptions to this rule must have prior approval by the Executive Director.** Students are responsible for returning missed work according to the following: for each day of excused absence, one day for make-up work is allowed; again, exceptions must be approved by the Executive Director. Failure to comply with this guideline will result in grading work according to the Late Homework Policy (see p. 19).
- 5. **Family Trips:** A family trip will not be considered an excused absence. For a trip to be considered excused, a parent must submit a written request to the Executive Director a minimum of two weeks in advance stating the purpose of the trip and why it should be considered excused. The number of days a student will be absent is the least number of days to allow for the homeroom teacher to assemble the make-up work in advance. Teachers will only provide work prior to the trip if the absence has been determined to be excused by the Executive Director.
- 6. **Record Keeping:** A record of attendance is kept and will be recorded on the student's report card each quarter.



## E. Dismissal

Students are to be picked up at 3:00 p.m. for regular dismissal. Parents should have their child's name placard clearly displayed inside the vehicle for teachers on duty to identify. Parents will pick students up at the front entrance gate. Students will be kept inside the Grace building in their classrooms and will be called for via the radio as the teachers recognize vehicles in the line. Upper school students will escort younger students to the correct vehicle. **Parents must remain in their vehicles as they wait for their child.** If a parent has scheduled a meeting with a teacher, they must park in the parking lot and enter the front entrance of the Grace Building. Bridge K students must always be signed out as they are picked up from ACS.

Students who have not been picked up by 3:15 p.m. will be taken to the supervising staff member in charge of after school care. **Parents will be charged a fee of \$5 per student per every 5-minute increment that the child is left after 3:20 p.m. Parents of students in after school care will be charged a fee of \$5 per student per 5-minute increment that the child is left after 5:30 p.m.** This fee will be invoiced monthly. It is important that a parent sign the student out of after school care when he/she is picked up.

If a person other than the parent will be picking up a student, his or her name must be listed on the enrollment form. He or she will need to show a picture ID at the front desk. If a student needs to be picked up by someone other than those on the approved list, the parent must notify the school office no later than 2:30 p.m.; a picture ID will be required.

A parent will only be prohibited from picking up his or her child if a court order is presented to the office. The Executive Director, homeroom teacher and Administrative Assistant will be notified if this is the case. ACS must have a copy of the court order in the child's file for reference.

## F. School Closings

If the Alpine Independent School District (AISD) schools close due to inclement weather, the Alpine Christian School will close as well. However, since we are a private school in a rural area that is more easily affected by inclement weather, we may close before AISD or SRSU announce closures to ensure the safety of our teachers' and students' families. This information will be usually broadcast on KVLFF-AM and KALP-FM by 7:30 a.m. Parents will also be notified by ACS via email, Remind, and sometimes Facebook; please be responsible for checking email during times of inclement weather.

## V. DURING THE DAY

### A. Contacting the School

The office is open daily from 8:00 a.m. to 3:00 p.m. Anyone who calls outside of these times will need to leave a message on the voice mail system. Parents who wish to speak to teachers may leave a message with the Administrative Assistant. Teachers will return phone calls at their earliest convenience.

## **B. Messages and Deliveries**

If a parent wishes to deliver a message or an item to a student, he or she will need to go through the office. The Administrative Assistant will notify the teacher or deliver an item to the student. Only in the case of an emergency will a class be interrupted.

## **C. Lunches and Snacks**

**Lunch is considered an integral part of the school day, the principle of *loco parentis* is in effect. Parents who have submitted a request to spend lunch with their student will, therefore, need to recognize and respect the authority of the supervising teacher. Visiting parents who see or hear controversial actions or words during this time will need to notify the supervising teacher, who will settle the matter according to ACS policy.**

Students are required to bring their own lunch to school (including a non-carbonated drink and appropriate utensils, no knives please!). Some students will have access to a refrigerator or microwave; please make sure the lunch items comply with your child's classroom accommodations. Please pre-cook any items that require more than 1 minute to heat. Students should not be cooking macaroni in the classrooms due to risk of burns to themselves and others. Teachers do not have the time to cook your child's meal.

If a child comes to school without lunch, he or she may call home during the morning recess time. Parents will drop lunches off at the office. Students may stop by the office for their lunch at the beginning of his/her lunch period.

Due to the possibility of an allergic reaction because of food allergies, students are not allowed to share food. During times when one or more students suffer from a severe peanut allergy, we will be declared a peanut-free campus. Parents will be notified when such is the case.

Students are required to sit at the lunch table for a minimum of 15 minutes. They will then be dismissed by a teacher to recess.

Snacks are eaten mid-morning, and therefore, should only contain a minimal amount of processed sugar. Students will be allowed to eat the following for snacks: fruits, vegetables, cheese, crackers, nuts or nut butter (excluding peanut butter if we have been declared peanut-free.).

Candy and gum are only allowed as approved by each teacher on special occasions. **Please do not send candy or gum in your child's lunch or for after school care.**

## **D. Physical Education**

It is important that students take part in physical activity at various times throughout the day. Please make sure your child is dressed appropriately for P.E. class on the designated days. Students may be excused from outdoor activity for health reasons only; the parent must provide a written statement for the homeroom teacher stating the specific reason for not participating. Students who are excused will either observe the class or act as a timekeeper or scorekeeper. Exceptions may be made depending on the nature of the illness and weather conditions.

1. As players or spectators, ACS students and parents are expected to display team spirit, loyalty, and good sportsmanship.
2. Students will follow these guidelines during outdoor sports or activities:
  - a) Never make negative remarks about opposing players, referees, teammates, or teachers. Always acknowledge good sportsmanship and positive reinforcement.
  - b) Make every effort to win, but never violate the rules.
  - c) Never attempt to injure opponents.
  - d) Do not boast about winning or make excuses for losing.
  - e) Practice safe play and follow the instructions of the teacher or coach.

#### **E. Accidents or Illness**

If a student becomes ill or is injured during the school day, the decision will be made whether to contact the parent(s) or the adult designated in the student's file (make certain that your emergency contact numbers are up to date and let the homeroom teacher and Admin know ahead of time if you leave town and are not available). Calls will be made by the Administrative Assistant or homeroom teacher. Students who are sick will be isolated until they can be picked up.

In the case of a serious illness or accident requiring a trip to the hospital, parents will be notified immediately. A school staff member will accompany the student to the hospital.

According to ACS policies, children are not to attend the school if one or more of the following conditions exist:

1. The illness prevents the child from participating comfortably in classroom activities (i.e. severe cough or runny nose).
2. The illness results in a greater need for care than the staff can provide without compromising the health, safety, and supervision of the other children.
3. The child has any one of the following:
  - Oral temperature of 100.4 or armpit temperature of 99.4 degrees or greater.
  - Symptoms and signs of possible severe illness may include lethargy, uncontrolled breathing, uncontrolled diarrhea, vomiting (two or more episodes in 24 hours), sore throat with fever, cough with fever, and a rash with fever, mouth sores with drooling, wheezing, behavior change, or other unusual signs.
4. The child has been diagnosed with a contagious disease. The child will not be able to return to school until medical evaluation determines that the child is no longer communicable and is able to participate in classroom activities.
5. The child has lice and/or nits.

In addition, the school's policy requires that your child be free of symptoms of illness, such as fever, diarrhea, or vomiting for at least 24 hours without medication. If your child is sent home with fever in the middle of the day, do not return your child to school the next day as this violates the 24-hour rule. The school reserves the right to require a doctor's statement before the child can be re-admitted to the school.

## **F. Student Accident Insurance**

Insurance coverage is provided for covered injuries incurred during the hours and days when school is in session and while attending or participating in school sponsored and supervised activities on or off campus.

## **G. Medication**

All medications must be brought to school in original containers with the student's name clearly labeled. All medication, including over-the-counter medication, will be kept in the office. Parents must specify in writing the time medication is to be dispensed. Cough drops may be brought to school and given to the student's homeroom teacher to dispense as necessary.

## **H. Chronic Health Conditions**

All students having chronic health conditions (allergies, asthma, seizures or any other medical disorder) must have a *Plan of Action* on file in the office. Updates should be made to this file annually.

## **I. Fire, Severe Weather, and Active Shooter Drills**

ACS is operated within the requirements of the city and state health, fire, and building regulations. In order to meet state health and safety requirements, the school will conduct fire, tornado and disaster drills on a regular basis. *Anyone* who is in the building at the time an alarm sounds will be required to follow the procedure for that drill. Students are instructed where to be and the proper emergency posture to assume. Escape routes for all scenarios are posted in each classroom. Lockdown drills are held in case a situation occurs that requires the school to lockdown.

## **J. Field Trips**

Because learning is not limited to the classroom environment, ACS students will participate in at least two field trips per year. To ensure the students' safety, parents may be asked to help as chaperones or drivers.

When transportation help is needed, parents may be asked to drive.

Field Trip Guidelines:

1. Appropriate attire is required and will be determined for each field trip.
2. Siblings are not permitted on field trips.
3. A minimum of two adults must participate in all out-of-town field trips.
4. Students under the age of 12 may not sit in a seat with airbags.
5. Parents will be required to complete the Employee/Volunteer Criminal History Record Check form and return it to the school office.

6. It is vital that parents not show their own children favoritism during field trips or any other school-related activities. For example, a parent may not share a drink with his or her student when other students do not have a drink at that time.

## **K. Electronics/Toys**

**Students in Bridge-K through 6<sup>th</sup> grade may not bring electronics or toys to school.** If a special project requires electronics or educational toys, a teacher will notify the parents. In such a case, the item(s) will be left with the teacher until needed for the project and then returned to the teacher until school dismisses that day. If your child walks home from school and carries a phone or a smart watch for safety reasons, it must be turned in at the beginning of the school day and will be returned prior to the student's departure from campus.

**Students in the 6<sup>th</sup>-12<sup>th</sup> grades who choose to bring a cell phone or smart watch to school will be required to turn it into their supervising teacher at the beginning of the day, around 8:30 a.m. Cell phones and smart watches will be returned when school is dismissed.**

**All students who stay on campus after school must limit cell phone use to communication with parents or guardians regarding pick-up. Phones are not to be used for entertainment (videos) or social media. Upper school students especially should safeguard themselves from too much screen time since their classes are online. There is always something productive to do on campus, whether it is reading, studying, working ahead, or playing on the playground. All of those are more conducive to a child's development than screen time.**

## **VI. CONDUCT AT SCHOOL**

### **A. Student Discipline**

Students will be taught character traits to lessen the likelihood of discipline problems while promoting the desire to learn.

### **B. School Rules**

Alpine Christian School believes that God has a plan and purpose for every person. Therefore, our school expectations are designed to encourage an awareness and respect for the Word of God and His plan. These expectations are summarized in the acronym **BRAVE**:

1. **B**e courteous
2. **R**espect others and yourself
3. **A**ccept responsibility
4. **V**alue the person and property of others
5. **E**xpect to learn

Here are some ways these rules may be carried out on a daily basis:

1. Obey immediately and cheerfully.
2. Make eye contact during all communication.

3. Keep hands, feet and objects to yourself.
4. Use polite language.
5. Open doors and offer to help anyone in need.
6. Be prepared for class.
7. *“Study to show thyself approved unto God...”*
8. *“Whatsoever your hand finds to do, do it heartily as unto the Lord.”*

### **C. Honor Code**

Alpine Christian School desires a campus where our students and families live by an honor code. This code is a guide for our students and parents to assist in conducting themselves in a manner which is pleasing to God.

1. I will do my best to honor God in my life. I will strive to learn more about Him, His word, and what it means to be a follower of Jesus Christ. (Mark 12:30, 1 Peter 2:5)
2. I will be respectful of all rules set by teachers, administration, and those God has placed in authority over my life. (1 Peter 2:13-15, Romans 13:1)
3. I will do nothing to harm other students or staff at Alpine Christian School. I will not ridicule, ostracize, or demean others with my words or my actions. I will do unto others as I would have them do to me. (Mark 12:31, 1 Peter 4:8)
4. I will be respectful of the spiritual and physical purity of the opposite sex, and my behavior will indicate this respect. (1 John 3)
5. I will be quick to forgive and slow to anger. (2 Corinthians 2:7, James 1:19-20)
6. I will respect the environment of the classroom and the school. I acknowledge all students have the right to a quiet and orderly environment.
7. I will respect the property rights of others. I will not vandalize or deface the property of my fellow students, the staff, or the school. I will help keep the school and my belongings neat and in order.
8. I will attend school each day unless sick or specifically excused by my family or the administration. I will be on time to my classroom.
9. I will complete my assignments responsibly and promptly. I will use my class time to the best of my ability.
10. I will be honest in my work. I will not cheat or plagiarize. I will not allow others to copy my work.
11. I will honor the dress code as specified each day, and will dress modestly, thoughtfully, and obediently.
12. I will represent Alpine Christian School well on campus and in our community. I will use caution and discretion in what I say and do, whether it is in public or on the internet, social media, or on the phone. I will be accountable for my words and actions, that I may live a life which is pleasing to God, and that I may grow in the wisdom and understanding towards His will for my life. (Luke 2:52)

### **D. Playground Rules**

ACS students will have recess at least once a day. This will allow students to have fresh air and physical activity between lessons. Recess is not as structured as class time and may potentially be a time for conflict to arise between or among students. The following guidelines for recess time will be reiterated throughout the year:

1. Students may use the fenced-in playground.
2. Students will not push, pull, hit, kick, wrestle or use any other type of fighting behavior on the playground.
3. Students may not stand on or jump off the playground equipment.
4. Students will use the slide properly (no climbing up).
5. All woodchips, rocks, sticks and dirt must stay on the ground.
6. Students are required to demonstrate good sportsmanship at all times (see p. 23).
7. When recess is over, the teacher will call the students to return to class. Students will immediately begin to line up at this time.

A student's choice not to comply with the playground rules will result in a loss of recess privileges for a period determined by the supervising teacher.

### **E. Anti-bullying Policy**

Alpine Christian School is committed to protecting the students, staff and volunteers of the school from bullying, harassment, or discrimination. The goal is to provide all students, staff and volunteers with a safe, equitable, and harassment-free school experience in order for all students to flourish spiritually, academically, physically, socially, and emotionally. Bullying, harassment, or discrimination will not be tolerated and shall be just cause for disciplinary action, including, but not limited to suspension or expulsion. Such behavior is inconsistent with the high calling that God has placed upon the lives of those who know Him and it will not be allowed to occur.

“Bullying” means systematically and chronically inflicting psychological distress or physical hurt on one or more students, employees or volunteers. It is further defined as unwanted, purposeful, written, verbal/nonverbal, or physical behavior that is threatening, insulting, or dehumanizing by an adult or student that has the potential to create an intimidating, hostile, or offensive educational environment.

### **F. Disciplinary Action**

#### **STEP 1. Classroom Discipline**

The majority of discipline problems will be handled in the classroom by the teacher. Students will learn the first week of school their teacher's expectations for the classroom. Students will be reminded of these expectations regularly and will be held responsible for abiding by these guidelines. Any infraction of these rules may result in various consequences; for example, taking away their privileges. **Parents will be notified by the teacher of any disciplinary action taken through the Student Disciplinary Form and it must be signed and returned to the office. All students who are children of employees of ACS are required to adhere to and comply with the academic, behavioral, and disciplinary guidelines in the handbook. ACS employees should not show favoritism, partiality or leniency towards their own children who are students, nor children/students of other employees.**

## STEP 2. Office Visits

In the event that a student demonstrates continued inability or unwillingness to adhere to a classroom, playground or school rule, he or she will be required to visit the Executive Director. *At this time, the student will phone a parent to describe the nature of the infraction.* The Executive Director and the parent will then discuss what disciplinary action will be taken. Some behaviors warrant automatic discipline from the Executive Director rather than the teacher. Some examples are:

1. Verbal injury to others (i.e. name calling).
2. Fighting or any physical behavior used to harm or intimidate any student or adult.
3. Blatant disobedience or disrespect shown to any staff member.
4. Dishonest behavior or speech.
5. Obscene language, including misuse of the Lord's name.
6. Indecent or sexual behavior.
7. Consistent behavior that interferes with learning of student or classmates (i.e. annoying classmates, excessive talking, disruptive/uncooperative, poor performance)

The Executive Director may choose to send the student home or assign in-school suspension for the remainder of the day.

## STEP 3. Parent Conference

If unacceptable behavior continues, the parents will be asked to meet with the Executive Director to discuss the student's behavior and create a behavior plan to solve the problem. At this point, the school may send the child home from one to three days to give the parents and child time to correct the matter. Parents will need to meet with the homeroom teacher each morning before school during this time to gather lessons and homework assignments and return completed work.

## STEP 4. Suspension and Expulsion

### *Suspension*

A student will be given a one-week suspension if disobedient or disruptive behavior continues after an effort to remedy the problem is made by the teacher, Executive Director, and parents. Parents will be required to meet with the student's homeroom teacher daily to gather assignments and return completed work.

### *Expulsion*

Any further incident following one week of suspension will strongly suggest that the student is no longer able to comply with Alpine Christian School's rules and expectations. At this point, the Executive Director will schedule a meeting with the parents to formally expel the student. **No tuition is refunded and the parents are not released from the financial contract.** Any student who has been expelled may not return to school until the fall of the following year.

*Please note:* Serious behaviors such as assaulting a teacher or fellow student, making threats against the school, students, teachers or parents, possession of a weapon or sexual assault are grounds for



immediate expulsion. Students may also be subject to school discipline for serious misconduct that occurs on or off campus after school hours.

## VII. ACS DRESS CODE

Students are required to wear the regular uniform on all non-P.E. days (2 days a week). Parents will be notified of any exceptions. Should a violation of the dress code occur, the student's homeroom teacher will address the matter verbally with the student and in written form with the parents. A second violation will result in a phone call to parents requesting a change of clothes be brought to school.

**Professional Uniforms are required for special events, pictures, and other special occasions. information.**

### A. Girls' Required Regular Uniform:

- Clothing
  - Navy or khaki pants
  - Navy or khaki knee-length shorts, skorts, or jumper with solid navy or white tights or leggings (Please note: shorts, skorts and skirts must reach to within 4" of the top of the knee)
  - Solid white or navy socks
  - **Jeans may be worn on Mondays, Wednesdays, and Fridays but cannot have any holes or tears in them.** Boots, loafers, and athletic shoes are acceptable these days.
  - Athletic shoes should be worn on days with Fit 15.
  - **Professional Uniform** attire must include a navy skirt or a navy jumper with pleats (example on Amazon) light blue blouse or a long-sleeve or short-sleeve polo, navy knee socks, and brown/navy/black shoes. No sandals or boots allowed with the professional uniform, please.

Girls *May* Wear:

- Clothing
  - Navy or white turtleneck or "under armor" (only as an undergarment on cold days)
  - Navy Sweatshirt, sweater, hoodie, or jacket
- Accessories
  - Navy and/or white hair accessories
  - Plain brown or black belts must be worn (no designs or colors)
  - A small pair of earrings and/or a small cross or other Christian symbol necklace or ring
  - A watch with no audible alarms

***Please Note:***

- Girls may not wear bracelets, wristbands, anklets, or other accessories.
- Girls may not dye their hair unnatural colors or wear cosmetics other than clear lip balm.
- Girls' hair must be pulled back or cut in a way that does not cover their eyes.
- Undergarments must not be visible; shorts are required underneath skirts and dresses.

**B. Boys' Required Regular Uniform:**

- Clothing
  - Navy or khaki pants
  - Navy or khaki shorts that are knee length (Please note: shorts must reach to within 2" of the top of the knee)
  - Plain brown or black belts must be worn (no designs or colors)
  - Navy or white socks
  - Shirt-tails will be tucked in
  - **Jeans may be worn on Mondays, Wednesdays, and Fridays but cannot have any holes or tears in them.** Boots, athletic shoes, and loafers are acceptable these days.
  - Athletic shoes should be worn on days with Fit 15.
  - **Professional Uniform** attire must include light blue dress shirt, navy tie, khaki pants, belt, and brown/black/navy shoes.
- Shoes - Shoes must be brown, black or navy-blue lace-up oxfords, loafers, or athletic shoes. Students may NOT wear sandals.

Boys *May* Wear:

- Clothing
  - Navy or white turtleneck or "under armor" (only as an undergarment on cold days)
  - A watch with no audible alarms
  - Navy sweatshirt/hoodie or jacket
- Accessories
  - A small cross or other Christian symbol necklaces

***Please Note:***

- Boys may not wear bracelets, wristbands, anklets or other accessories.
- Boys' hair must be cut short enough that it does not touch their collar or cover their eyes and may not have distracting designs or lettering.
- Boys must not dye their hair unnatural colors or wear cosmetics.

### **C. Required Fit 15 (Tuesdays & Thursdays ONLY):**

- Clothing
  - ACS Knight athletic t-shirt or Amazing Grace Race t-shirt
  - Navy (solid or w/white stripe) polyester athletic shorts preferred (black or grey are acceptable in the event that navy options are unavailable).
  - Navy (solid or w/white stripe) sweat pants
  - Shoes - Athletic shoes (no color restriction)

### **D. Outerwear**

When the weather requires an additional layer, students will need to wear a navy jacket or a navy sweatshirt/hoodie (appropriate for Fit 15 for Tuesday and Thursday. Hats, gloves and scarves should be solid navy, black or white.

**It is the parents' responsibility to label all personal belongings with a permanent marker or sewn-on name tag. This includes lunch boxes, backpacks, coats, sweaters, gloves, hats, etc. ACS is not responsible for lost items. Any items that remain in the lost and found for a 48-hour period will become a part of our uniform "closet" and may be purchased at a reduced price.**

### **E. High School Students Required Uniforms:**

High School students are required to adhere to the above dress code, except in the following areas:

1. High school girls are allowed to wear a reasonable amount of makeup. The high school instructor will be responsible for what is considered "reasonable" in his/her classroom.
2. No visible body piercings or tattoos.
3. No dyeing of unnatural colors of hair.

## **VIII. ADDITIONAL POLICIES**

### **A. Overnight Trips**

Students in 4<sup>th</sup> grade and higher may have opportunities to take overnight school trips. Guidelines for these trips are as follows:

1. ACS faculty and staff are the leaders of all overnight trips. Parents who participate in field trips will be expected to share in chaperone duties. All volunteer chaperones are expected to respect their authority.
2. Chaperones are responsible for the students in their hotel rooms or vehicles.
3. Regarding sleeping arrangements:
  - a. Students of the opposite sex may not enter each other's rooms. The staff and chaperones must enforce this rule.
  - b. Unless the student is his or her child, no chaperone is to sleep in the same bed with a student.
  - c. An ACS staff member/chaperone must have a minimum of two students in his/her room.

4. Students and their parents will sign behavior agreements prior to leaving campus for an overnight trip.
5. The ACS staff member in charge of the trip will meet with parent volunteers prior to departure to present specific chaperone duties. At that time, any parent who does not feel they can enforce the rules or take responsibility as outlined must withdraw from participation.
6. It is vital that parents do not show their own children favoritism during field trips or any other school related activities. For example, a parent may not share a drink with his or her student when other students do not have a drink at that time.

## **B. Special Occasions**

### **Holidays**

Anyone who is a part of the ACS community will not be criticized for private choices regarding holidays. Parents will in turn refrain from imposing their views on children other than their own regarding potentially controversial holidays and traditions. Parents and students will be notified when classes will be celebrating any given holiday and in what manner.

### **Birthdays**

Parents who wish to have their child celebrate a birthday at school must first contact the teacher. Each teacher may determine a convenient time and appropriate manner in which to celebrate.

### **Invitations to Parties**

Invitations to a private student party may be distributed at school under the following circumstances:

- A girl is inviting every girl in the class.
- A boy is inviting every boy in the class.
- A boy or a girl is inviting every member of the class.

If these do not apply, the parent must mail the invitations.

## **C. Student Drivers**

Students who wish to drive to school will need to have a parental consent form on file in the office as well as a student driver form. We will also need a copy of the driver's license and proof of insurance. If parents approve of their student riding with a student driver, we will need a written statement of consent on file in the office. ACS reserves the right to suspend driving privileges to and from school if a student drives in a careless or reckless manner on or near school property. This will be done even if the student losing the driver privileges is a car-pool driver.

## **D. Students with Disabilities**

Learning Disability is the term used to describe a handicap that interferes with a person's ability to store, process or produce information.

Significant Learning Disability: Any condition(s) which requires a special program, equipment, or accommodations or for staff to have specialized training to ensure student success. Examples might be, but are not limited to, Down's syndrome, brain injury, severely impaired hearing or vision, etc.

Learning Difficulty: Any condition(s) which does not require a special program, equipment, or accommodations or for staff to have specialized training to ensure student success. Examples might be, but are not limited to, hyperactivity, attention deficit disorder, dyslexia, etc.

1. Children with a severe learning disability will not be admitted to ACS due to lack of specialized staff, resources, and facilities.
2. Children with learning difficulties will be required to meet the same behavioral standards as other students.
3. ACS may make minor accommodations in order to assist students with learning differences. ACS reserves the right to decline accommodations which would be a hindrance to the learning experience of other students or compromise the school's academic standards.

# Bridge-K Handbook Supplement

## **Parent & ACS: “A Partnership”**

The ACS Bridge-K program’s purpose is to provide a predictable, productive, and secure environment rich in opportunity for learning through hands-on experience and positive role models and is designed to meet the individual needs of young children. In addition, our desire is to supplement the home by providing surroundings in which young children develop physically, intellectually, spiritually, socially and emotionally under the guidance of qualified, caring teachers.

## **Curriculum**

The goal of the ACS Bridge-K program is to help each child develop a spiritual awareness of God’s love for him/her through a loving environment and a Christian curriculum.

By creating a prepared environment, children can absorb and manipulate it and work and develop as individuals. This prepared environment invites a child to be involved and challenged. Within the environment there are basic components which help a young child to develop self-confidence, independence, self-discipline, and a love of learning. The prepared environment will include areas of age-appropriate math, language, practical life, sensorial, and cultural work.

Daily circle time is an essential part of the daily classroom routine. A positive circle time will encourage social, emotional, spiritual, and academic growth. This time will include singing, dance, role play, stories, bible time, and other social activities.

## **Open Door Policy**

ACS Bridge-K has an open-door policy. We invite you to make an appointment to come and observe our classroom at any time. We are always interested in your comments regarding the care and education that your child receives at our school. The teachers will help you with any concerns.

## **Hours of Operation**

ACS opens at 7:45 p.m. and closes at 5:30 p.m. daily. Please see the 2020-2021 calendar for changes.

## **Holidays**

ACS will be closed in observance of holiday/staff development days throughout the year. The school is a Christian facility and for this reason will recognize some Christian holidays that other entities may not recognize. Calendars are available in the front office and on the school website. ACS reserves the right to close should situations beyond our control occur.

## **Child Custody Issues**

The school’s intent is to meet the needs of children, especially when the parents may be experiencing difficult situations such as a divorce, separation, or remarriage. Sharing information about such situations is helpful to the school staff and will be held in the strictest confidence. The school cannot legally restrict the non-custodial parents from visiting the child, reviewing the child’s records, or picking the child up unless the school has been furnished with current legally filed and executed documents. Copies of all court documents must be submitted to the school. In case of conflicts, the proper authorities will be contacted.

## Parent/Teacher Communication

Get to know your child's teacher and let the teacher know about such things as illness, visiting relatives, or other events that might affect your child's behavior. Relationships are an important part of your child's day and your positive relationship with the staff of the school will ensure your child the best possible care and guidance.

Please be aware that the teacher is responsible for supervision of their class. If you need to speak with a teacher, please be brief. If more time is needed, a parent/teacher conference can be scheduled at any time. If you have spoken with the teacher and still have concerns, please speak with the Executive Director.

If at any time you have questions or concerns about ACS's policies or procedures, contact the teacher first.

## Discipline

Appropriate discipline of a child is a responsibility to be shared by both the school and parents working together in partnership. The ultimate goal is that each child develops self-discipline. The guidelines in this policy are designed to help the school and parents work together in helping each child reach this goal.

*Please note:* **It is very possible that the children know the rules of the school better than the parents. Students are always expected to adhere to the school behavior rules *even when a parent is present*. Please do not be surprised or offended if a teacher corrects your child while he or she is on the campus.**

**All students who are children of employees of ACS are required to adhere to and comply with the academic, behavioral, and disciplinary guidelines in the handbook. ACS employees should not show favoritism, partiality or leniency towards their own children who are students, nor children/students of other employees.**

The teacher, parent, and child all play important roles in this process. A team effort is necessary to produce a cooperative nature in our school.

### Teacher Responsibilities:

- help each child feel good about himself or herself
- help each child feel good about the school
- reinforce acceptable behavior
- set reasonable rules of behavior and make sure the child understands them
- guide each child towards achieving acceptable behavior
- make sure each child understands the consequences of unacceptable behavior
- be consistent and fair

### Parent Responsibilities:

- help each child to feel good about himself or herself
- help each child feel good about the school
- become familiar with standards of behavior in the child's class
- help the child achieve acceptable behavior

- provide the teacher with information which will help her understand your child
- try to understand the rules and how they benefit your child
- abide by patterns set by the teacher

Through the teacher, parents, and God's grace, each child will learn to:

- feel good about himself or herself and participate in class activities when possible
- respect the rights of other children
- follow rules of behavior in the class
- show respect for and cooperate with the teacher and helping parent
- take care of and respect property

When a child's behavior becomes disruptive, the teacher may try one or more of the following:

- talking with the child
- talking with the parent
- implementing a special in-class disciplinary measure (i.e. redirection, limitation accepting feelings, or verbalization of misunderstandings)
- holding a parent conference
- asking for aid from another teacher or from the Behavioral Interventionist

In the event a child's behavior becomes a chronic problem, the school may follow these steps:

- request more assistance from the parent in solving the problem
- ask the parent to participate in counseling, with or without the child
- send the child home for hours or days at a time
- when all else fails, the school reserves the right to require the immediate withdrawal of a child. (No tuition refunds will be made)

### **Separation Anxiety**

If you think separation might be difficult for your child, we recommend that you visit us with your child on several occasions before leaving him/her for the first time. Then, if possible, plan to initially leave your child for only a short period of time. All children are anxious when they are separated from a parent. It is important to make that separation as pleasant as possible for you and your child. Usually, a loving, quick goodbye is the best method.

### **Sign In and Sign Out**

Children will be dropped off with a teacher at the front gate before 8:30 a.m. Parents will be discouraged from entering the classroom in the morning. Upon pick up, all parents must have their child's placard clearly displayed in the vehicle so teachers on duty can easily read and call for the name of your child via the radio. Only those designated on the Enrollment Form and in possession of the name placard may remove a child from the school, unless the parents have included an alternate name and drivers' license number for pickup on a given day Photo identification will be required of all persons picking up children, unless that person is known and recognized by the staff.

Children will be asked to pick up materials that they are using before they leave the room or playground. Please check his/her cubby for work, soiled clothing, and notes to parents.



### **Clothing and Individual Supplies**

Dress your child in clothing that is durable and comfortable. Many of your child's favorite activities may tend to be a little messy. Clothing should be easy for children to take off and put back on during toileting. Children should wear navy or light blue polo shirts (ACS logo is NOT required for Bridge K) and khaki shorts, pants, or skirts (with built in shorts or bloomers underneath). Blue jeans are also acceptable. Children should wear closed shoes like tennis shoes. **No flip-flops please.** A reminder note will be sent home if a child repeatedly wears flip-flops. The children will go outside every day (weather permitting), so please dress them accordingly. Each child also needs a complete change of clothing which will be kept at the school.

**Please be sure to mark all personal belongings with a permanent marker. This includes lunch boxes, backpacks, coats, sweaters, gloves, hats, etc. ACS is not responsible for lost items.**

### **Required Supplies:**

- one change of clothing
- ACS fleece blanket
- ACS pillow
- ACS water bottle

**All items should be marked with your child's name.**

### **Nutrition:**

#### **Breakfast**

Breakfast is not provided by the school. If a child arrives in the morning eating his or her breakfast, the parent will be asked to supervise the child away from the other children until he or she is finished.

#### **Snack**

A mid-morning snack will be provided. Lunch is served at 11:30 a.m. - 12:00 p.m.; an afternoon snack is served after nap time.

#### **Lunch**

Parents will send lunches to school daily. Please make sure your child's lunch meets the nutritional requirements for children. Drinks should be water, juice, or milk. Lunch will be eaten outside as long as the weather permits. Children will be encouraged to eat the lunch provided by their parents. If there is a sweet item included with lunch, students will be required to eat it last. No candy or soft drinks will be allowed. Teachers expect and model good table manners.

If your child has allergies to a certain kind of food, be sure to provide specific information and restrictions to the school.

#### **Naptime**

All children in Bridge K are required to have a rest time after lunch. Even if your child does not sleep, he/she will be expected to lie quietly and rest during this time. Bridge-K children nap on individual cots. The room will be darkened but each child will be visible to the supervising staff. Parents are

required to purchase an ACS fleece blanket for students who stay through nap time. Each Friday the staff will take the blankets to be washed and returned Monday.

### **Bringing Items from Home**

Children frequently want to share nature items and treasures from home with their class. We have sharing time as a classroom during the morning circle on Fridays. Such items are especially welcomed if they support the topic being studied. For example, children may bring in shells during a unit on the beach. It is always a good idea to check with your child's teacher first before bringing objects to the school. The staff will not be responsible for items that are lost or damaged.

**Please do not allow your child to bring any toys, games, electronic devices, etc.** All banned items will be confiscated and returned to the parent. Your child is discouraged from bringing toys from home since they may be lost or broken. The school does not allow toys of violence like guns, swords, or violent action figures. In addition, children will not be allowed to bring cosmetics, candy, gum, or money to the school. Children have been known to smuggle these items in their backpacks - please check your child's bag and pockets for items that are not allowed on campus.

### **Birthday Celebrations**

Parents may celebrate their child's birthday at the school during the afternoon snack. ***One day notice is required if you would like to provide food for a birthday celebration. Keep in mind that other students in the class may have food allergies or diet restrictions.***

### **Toileting Assistance**

In the event that a student has multiple accidents, the parents will be notified of the first accident and cleanup effort, but will thereafter be required to come to the school to clean up and change the student. Parents may be required to come change the student during an after school care situation (or summer childcare situation) where there is only one teacher on campus and the other students in childcare cannot be left unattended while the teacher changes the student.

### **Emergency Procedures**

Fire and evacuation drills are held monthly to acquaint your child with evacuation procedures. The evacuation routes are posted in each classroom. In case of a toxic fume release or if the building must be evacuated, the children will be taken to the designated location. Parents or emergency persons listed on the online enrollment form will be contacted. If your child is injured, a trained staff member will provide first aid and you will be contacted. If necessary, your physician will be notified and 911 emergency personnel will be called. Please inform the Bridge K teachers if any of your contact information changes.

In case of a medical emergency with your child, we will contact emergency medical services (EMS/911) and give the child first-aid treatment or CPR as needed. The Bridge K teacher/Admin. Asst. will contact the physician identified in the child's records and then the child's parents/guardians will be notified.

If your child needs to be transported by an ambulance, a staff member will accompany your child. The school does provide an accident policy for the children but it is the parents' responsibility to assume any costs incurred for emergency care.

### **Parent Teacher Conferences**

Parent teacher conferences are held each semester to discuss each student's academic, social and behavioral progress. These conferences will be set up by appointment. Parents may request a conference at any time.

### **ACS Staff**

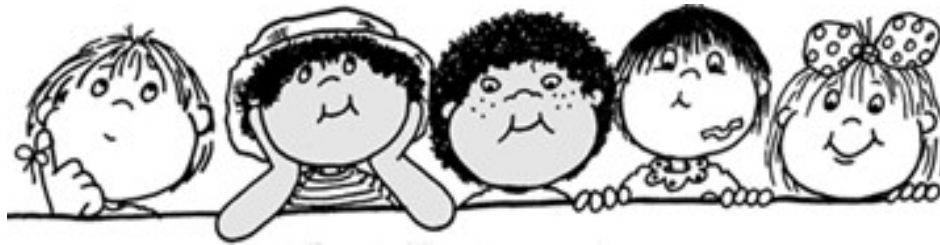
Our teachers bring a wealth of knowledge and experience to their classrooms. They express a love for Jesus Christ and that love will color their interaction with the children and their parents.

Professional growth is important for all ACS staff since it enables them to stay on the cutting edge of early childhood education standards.

- Staff members are required to have 15 hours of early childhood education and staff development training each year.
- Current CPR and First Aid training required.
- The staff is encouraged to maintain a close walk with Christ.

Pre-employment requirements include:

- Orientation training to include Fire Safety,
- Pre-service training (if applicable),
- A Criminal History Background Check.



## **WAIVER & RELEASE OF LIABILITY**

### **AND COVENANT NOT TO SUE**

I, the undersigned, on behalf of my child, \_\_\_\_\_, do hereby accept and assume all risks and responsibilities for any and all claims for property damage and/or personal injury regardless of the nature or cause of the damage or injury, and hereby release Alpine Christian School and/or its employees or proprietors from liability for any and all property damage, personal injuries or other claims arising from my child being transported via any vehicles owned, leased or used by Alpine Christian School (the "*Alpine School Vehicles*") including those that are known and unknown, foreseen and unforeseen.

**IN CONSIDERATION FOR THE RIGHT FOR MY CHILD TO USE THE ALPINE SCHOOL VEHICLES, AND TO THE FULLEST EXTENT PERMITTED UNDER APPLICABLE LAW, I HEREBY RELEASE AND AGREE TO PROTECT, INDEMNIFY, HOLD HARMLESS AND FULLY DISCHARGE ALPINE CHRISTIAN SCHOOL, AND ITS RESPECTIVE AGENTS, PROPRIETORS, EMPLOYEES, AND ASSIGNS FROM AND AGAINST ANY AND ALL CLAIMS, DEMANDS AND CAUSES OF ACTION, DAMAGES, SUITS AND LIABILITIES OR OBLIGATIONS, FOR ANY PERSONAL INJURIES, DEATH AND/OR PROPERTY DAMAGES, INCLUDING ATTORNEY'S FEES RESULTING FROM ANY ACCIDENT, INCIDENT OR OCCURRENCE ARISING OUT OF, INCIDENTAL TO OR IN ANY WAY RESULTING FROM MY CHILD'S USE OF THE ALPINE SCHOOL VEHICLES, WHETHER OR NOT CAUSED OR ALLEGED TO BE CAUSED, IN WHOLE OR IN PART, FROM THE SOLE, JOINT, CONCURRENT, AND/OR COMPARATIVE NEGLIGENCE OR GROSS NEGLIGENCE, EITHER ACTIVE OR PASSIVE, OF ANY OF ALPINE CHRISTIAN SCHOOL, AND ITS RESPECTIVE AGENTS, PROPRIETORS, EMPLOYEES, AND ASSIGNS, OR FROM THE CONDITION OF THE ALPINE SCHOOL VEHICLES.**

**I FURTHER COVENANT AND AGREE NOT TO COMMENCE OR PROSECUTE ANY SUIT OR ACTION AT LAW OR IN EQUITY AGAINST ALPINE CHRISTIAN SCHOOL AND ITS RESPECTIVE AGENTS, PROPRIETORS, EMPLOYEES, AND ASSIGNS IN ANY WAY RELATED, DIRECTLY OR INDIRECTLY, TO THE ALPINE SCHOOL VEHICLES.**

This document shall be binding upon my legal representatives, heirs, successors, assigns and myself.

The undersigned has read and voluntarily signed this Waiver & Release of Liability and Covenant Not To Sue and agrees to be bound by its terms.

### PHOTO/VIDEO RELEASE FORM

I hereby give permission for images of my child, captured through video, photo and digital camera, to be used solely for the purposes of Alpine Christian School promotional material and publications, and waive any rights of compensation or ownership thereto.

**Name of Participant (please print):** \_\_\_\_\_ **Age:** \_\_\_\_\_

**Name of Parent/Guardian (please print):** \_\_\_\_\_

**Parent/Guardian's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## PARENT AGREEMENT FORM

I have read the guidelines and policies of the Alpine Christian School put forth in the 2023-2024 Parent/Student Handbook.

As the Parent/Legal Guardian of my child who attends this school, I agree to comply with the guidelines and policies in this Handbook.

Date: \_\_\_\_\_

\_\_\_\_\_  
Parent/Legal Guardian Printed Name

\_\_\_\_\_  
Parent/Legal Guardian Signature