

Parent-Student Handbook

2019-2020



Alpine

CHRISTIAN SCHOOL

Molding children to be the image-bearers of Christ.

Welcome to Alpine Christian School (ACS) and thank you for supporting good Christian education. It is our belief that in this nation, there is a great need to proclaim God's word within our schools. God has called upon us as parents to insure that our children receive instruction in righteousness found in God, which has been suppressed or even taken away in the secular school system. Theories and scientific hearsay, such as evolution, have replaced biblical truths in many textbooks.

Led by the Holy Spirit, the people of Alpine First Baptist Church began to plan and organize what has now become Alpine Christian School. Through the prayers and commitment of many dedicated people, we are now able to provide an excellent curriculum that provides balance in both spiritual and academic areas that recognize the Bible as the final authority and Jesus Christ as Lord. "The fear of the Lord is the beginning of knowledge" (Proverbs 1:7)

The A Beka curriculum is taught at ACS and is unsurpassed in providing academic excellence as well as spiritual instruction. By working and praying together we can enjoy helping our children grow as complete individuals.

This handbook is provided to insure a clear understanding of the policies and rules that will provide organization and proper stewardship. Please read the following pages carefully, as they contain information about your child's education at ACS.

Thank you again for allowing us to share in your parental responsibility for nurturing your children.

Our Faith

1. We believe in the infallible verbal inspiration of the whole Bible. (II Timothy 3:16, 17)
2. We believe that there is one God, eternally existent in three persons: The Father, the Son, and the Holy Spirit. (Matthew 28:19)
3. We believe the Genesis account of creation.
4. We believe in the Virgin Birth of Jesus Christ. (Matthew 1:20)
5. We believe in the Deity of Jesus Christ. (John 10:30)
6. We believe in the vicarious and atoning death of Jesus Christ. (Hebrews 2:9)
7. We believe that salvation is wholly by grace through faith in Christ (Ephesians 2:8), and that all believers are preserved eternally, (I Peter 1:5, John 10:27–30).
8. We believe that Jesus Christ was conceived of the Holy Spirit, born of the Virgin Mary, led a perfect life, was crucified for our sins, died, rose again and ascended to the right hand of God. Jesus Christ will come again to judge both the living and the dead.
9. We believe in the resurrection of both the saved and the unsaved; the saved unto the resurrection of life, and the unsaved unto the resurrection of damnation. (Matthew 25:48)
10. We believe in the local visible church with the ordinances of Baptism by immersion and the Lord's Supper.

Our Philosophy

The school is founded primarily on three precepts: Truth, Love, and Creation.

Truth - Our children must learn to see truth as God's truth and interpret it by the Bible. They should be taught to be truth-bearers.

Love - Our children should be taught that God is love and that He is the chief end of man. They must learn to live and work with others at home and in their community as unto God, glorifying His name.

Creation - Our children should be educated that God created the world. He sustains His creation and will return and judge it.

ACS views the child as God's gift to us in trust for caretaking.

Our Purpose

The purpose of Alpine Christian School is for the church, parents, and school to work collectively to mold our children into image-bearers of Christ. The school will provide instruction in all required subjects offered in the public school system but with the emphasis on Christ as the center of all life.

Goals and Objectives

1. Alpine Christian School will actively promote the learning of self-discipline, respect and honor for God, country and fellow man.
 - a. Students will be taught to show respect for those in authority over them.
 - b. Time will not be wasted.
 - c. Students will begin to learn God's plan for their lives; therefore, promoting mental discipline to accomplish His purpose.
2. ACS will seek the highest standards of education for each individual using Christian textbooks and methods.
3. The school will harmonize the child's education in school with his education in the church and home.
 - a. Christian textbooks will be used to avoid the humanistic, worldly concept of education.
 - b. The use of only Christian principals, teachers, and board members will allow a positive Christian atmosphere for each student to grow and develop to God's potential for him.
4. ACS will teach Jesus Christ as central to all of life's processes to ready each child for the world.
 - a. An education that omits God or fails to give Him the place of centrality is incomplete.
 - b. Each student will be able to view the world around him from a Christian viewpoint.
 - c. The secular philosophy of education that omits God, and the Christian philosophy of education which includes God, are in conflict and cannot be harmonized.
5. The school will assist parents in fulfilling the mandate in Proverbs 22:6, "Train up a child in the way he should go, even when he is old he will not depart from it."
 - a. Our Lord mandates Christian education.
 - b. Christian education of a child must be a complete experience seen working in the day-to-day lives of Christian parents, teachers, and adult models.
6. ACS is an academic institution and a ministry of Alpine First Baptist Church.
 - a. The School Board is the legal body for operating the school. Its election and make-up is specified in the Alpine First Baptist Church's Constitution and Policy & Procedure Manual. School Board members are listed in Appendix B.
 - b. The fiscal responsibilities of operating the school will be governed and directed by the School Board.
 - c. The School Board is an extension of the church and is responsible only to the church body, its pastor, and ultimately to God for its administrative decisions.

2019-2020 Highlights

These statements are listed elsewhere in the Parent-Student Handbook, but are listed here because they are either changes or new policies.

Communication

The school's primary mode of communication will be Remind or Band. This will be used for all special notices, as well as teacher communication regarding class assignments and information. It is important that all parents/guardians have registered with this service. Please be respectful with communication, teachers will provide a time in the evening after which they will not respond. You may also call the school and request that the teacher contact you. Communication will not be conducted via social media.

Uniforms

All grades:

- **No** belt is required, students may choose to wear a belt but it is optional
- Shirts do **not** have to be tucked in
- All shoes should have rubber soles and closed toes for PE.

Lunches

Alpine will offer lunches on Friday this year. Teachers will not heat any student lunches. Students will need to bring their lunch; please remember to include necessary items; fork, spoon, straw, napkin, etc.

Check Out

No students will be allowed to check out after 2:00.

Dismissal

K-3 students will dismiss at 2:00. Parents picking up older students will need to get in the pick up line.

Lost & Found

Please label all jackets, hoodies, and personal belongings with student's name. Found items will be returned to the owner if it can be identified.

Unmarked items will be collected by the administration and placed in the Lost & Found. Unclaimed items will be donated at the end of the school year.

Homework/Assignments

Homework and/or assignments that are to be graded must be in the student's handwriting. Anything not in the student's writing will be returned.

Remind App

Our first means of notification in the event of an emergency is by the Remind app or Band app. Therefore, it is imperative that all parents participate in the use of these apps. Also, notifications will be made on the school website, www.alpinecs.org, and on the FaceBook page.

Admissions Policy & Procedures

Alpine Christian School does not discriminate on the basis of race, color, sex, or national origin in administration of its educational policies, admission procedures, or scholarship programs.

Admission Requirements

The applicant must meet all the following requirements:

- Be eligible for re-enrollment in school last attended, and
- Have not been suspended or expelled from school last attended, and
- Have no academic grade average lower than “C,” and
- Be free of severe learning or behavioral problems
- Is not transferring directly from any type of rehabilitation program (drug, alcohol, behavior, mental, etc.).
- PK-3 must be three years old on or before September 30 of the current school year. PK-4 must be 4 years old on or before September 30 of the current school year.
- PK-3 and PK-4 Must be potty-trained prior to the beginning of school

Entrance Testing

Entrance testing is an important tool used in the admissions process; this vehicle is used to determine each applicant’s potential for success. Our staff administers all tests, which are designed to measure academic ability and current skills levels. These results are used as a part of each applicant’s profile in determining admissibility.

Enrollment procedure

1. Parents must complete an Enrollment Application Form.
2. The school principal and prospective students’ grade level teacher will interview parents and student(s).
3. Each new student must provide a birth certificate and up-to-date immunization record.
4. Curriculum fees will be due when the child enrolls. (All fees are found in Appendix A).
5. Curriculum fees are used to purchase textbooks used throughout the year and are, therefore, non-refundable.
6. There is a six-week probation period for all new students. During the probation period a student’s grades and behavior will be evaluated.
7. All new students entering 1st through 8th grade must take an entrance exam. There is a testing fee of \$35, payable to the teacher at the time of the test.

Please note that if any information changes during the course of the school year, (address, phone numbers, etc.) it is the parent’s responsibility to inform the school. It is imperative that all information is current.

Fees and Payment

Payment of the school account on time is important to the operation of the school. Payments are set up on a 10-month basis, with the first payment due the first day of school and final payment due May 1st. **Payments are due on the first day of each month for that month.** All fees and tuition costs are outlined in Appendix A.

NSF Checks

1. NSF checks must be paid in cash or money order and a \$25 fee will be added. A \$10 late charge will be applied if the check is redeemed after the 20th of the month.
2. If there is more than one NSF check received by the school during the school year subsequent payments will need to be made by cash or money order.

Delinquent Accounts

1. Accounts not paid by the 20th will be charged a \$10 late fee (unless prior arrangements have been made with the School Board). If school accounts are not current by the 20th of the month parents will be given until the 20th of next month to pay account fees. If accounts are past due student(s) will not be allowed to attend A.C.S. until accounts are current.
2. Students may not participate in extra activities if accounts are past due (parties, field trips, etc).
3. All report cards will be held in the office for students with past due accounts.
4. Students will not receive awards at the end of the year if accounts are past due.
5. When financially delinquent families transfer to other school systems, the student's records will not be forwarded until financial arrangements have been made.

General School Information

Acceptable Technology Use Policy

The use of technology is a privilege, not a right, and therefore inappropriate use may result in the cancellation of those privileges and disciplinary actions. Responsibilities include appropriate, efficient, ethical, and legal utilization of network resources.

1. Users must demonstrate honesty, integrity, and respect for others at all times. Appropriate manners and language shall be required.
2. No individual student shall be permitted to access any home email, social networking, blogging, instant messaging system, or screen name without the express written permission of the Alpine administration.
3. A user shall not attempt to access any Internet resources or entities without the authorization of the teacher.
4. When a security problem is detected, it shall be reported immediately to the teacher. The problem shall not be demonstrated to other users.
5. Any inappropriate use of the Internet may result in appropriate disciplinary action and loss of privileges to use the Internet.

Violations will be dealt with on a case-by-case basis, but such violations will be viewed as a serious offense requiring swift and severe disciplinary action.

Care of School Property

We consider it a privilege to learn and work in an environment where Christ is the center of our day. In that sense, we must make every effort to take care of our facilities. Students who damage or destroy church or school property, whether carelessly or maliciously, will be held accountable through disciplinary action and full reparation made by the student or parent.

Cell Phone Policy

In an effort to support student safety before and after school, Alpine students are allowed to possess cell phones on campus. Students must adhere to the following rules regarding cell phone use:

- Cell phones must be turned **off** and cannot be visible on campus during the school day.
- The campus includes loading and unloading areas for cars, in the building, or outside.
- The school day includes, but is not limited to, before or after school, class time, between classes, lunch, recess, during emergency drills, clubs and field trips.
- Placing a cell phone on vibrate or texting is **not** considered off and is prohibited.
- Using a cell phone to record or video is prohibited.
- Pictures taken during the school day and posted to social media is strictly prohibited.
- Students are not permitted to possess MP3 players, video or audio recorders, DVD players, cameras, games or other electronic devices at school unless prior permission has been obtained by campus administration.

If these policies are not followed, the phone, or other device, may be taken until retrieved by a parent.

Chapel

A regular part of Alpine Christian School's schedule is a weekly chapel service for all students each Wednesday beginning at 8:30 a.m. This time is devoted for students and teachers to worship together. Parents are encouraged to attend at any time. An offering is taken during chapel; this is used to make donations to charities, or help families in a crisis situation during the school year.

Emergency Procedures and School Closings

The following situations may result in the closing of school: fire, bomb threat, bad weather, and power or water outage. The first consideration of school staff is the safety of students.

Remind or Band is the school's **first means of notification** in the event of an emergency; therefore, all parents should participate in the use of the Remind app. Also, notifications will be made on the school website, www.alpinecs.org, and on the FaceBook page.

Typically, if the public schools close due to inclement weather conditions, ACS will also close. These decisions are made as early as possible; when the decision of a closure is made in advance; in addition to the procedures listed above, KALB and The Town Talk will be notified.

Field Trips

Field trips are encouraged at Alpine Christian School throughout the year. They are designed to be educational as well as fun. Parents will be informed at least one week in advance of field trip plans along with a permission slip. All students must have a

permission slip to attend any school function off campus. All school rules and policies apply on school-sponsored trips. No siblings are allowed on school field trips. *Please, see Delinquent Accounts Policy, page 7.

General Holidays Policy

It is our purpose in every aspect of Christian education to bring glory to the name of God. Therefore, in regard to the following holidays, we intend to explain them and to observe them with your child in such a way as is most honoring to God.

- o Halloween: Believing that masquerading as Satan, witches or other wicked, violent or supreme beings presents a temptation to take all supernatural beings lightly or to even question their very existence. We chose to exclude any such costumes from parties surrounding the holiday. We want to teach instead the reality, power and godless intent of all evil spirits and other evil things.
- o Christmas: All the events including and surrounding the amazing and miraculous birth of our Savior Jesus will be our exclusive focus during this season of the year. But, even though we view Santa Claus as the symbol of the chief contributor to the commercialism and as temptation to see God as an over-indulgent benefactor we believe the decision to expose or to imply him is a responsibility of the home and not of the school. Therefore, our policy will be to ignore Santa Claus completely and to refer any and all questions regarding him to you as parents.
- o Easter: This is a celebration of the glorious resurrection of Jesus from the dead as the climactic completion of his work of salvation and as the ultimate proof to the world of his deity.

Gym

All students must wear scuff-resistant tennis shoes in the gym. No student is allowed in the gym unless officially supervised by an adult.

Lunches

Beginning with the 2019-2020 school year, ACS will offer lunches on Friday. Students will need to bring a packed lunch the other days of the week. Student lunches will **not** be heated.

Parents should see to it that nutritious meals are sent. Please send disposable forks, spoons, straws, etc. from home. The kitchen is closed to all students.

A mid-morning snack may be packed with lunch.

Medical Issues

Teachers or staff members will not administer prescribed or over-the-counter medications.

- **Illness or Injury** - Should a student become ill or receive an injury while at school, the parents will be contacted immediately. Prior to leaving campus, the students must sign-out in the school office. In an emergency situation appropriate measures will be taken.
- **Communicable Diseases** - Every effort is made by ACS to minimize exposure to any diseases. Universal precautions such as hand washing are used to ensure the safety of your child. For health reasons, students should not attend

school with a fever (even if you treat with medication) or any other condition that is considered contagious. **Students must be fever/symptom free for 24 hours without medication before returning to school.**

- **Lice** - When head lice are found, students will be immediately sent home. Students may return only when no nits are visible. Any student returning from lice treatment must pass an inspection at the school before being allowed to return.
- Parents should inform the ACS administration of **any** infectious diagnosis of a student. This disclosure will be held in strictest confidence.

Search and Seizure

The school has the right to search a student's possessions or outer clothing if there is a reasonable suspicion that warrants the search.

Soiled/Wet Clothing

- Students should be **fully** potty trained prior to the first day of school
- Parents of Pre-K and kindergarten will provide an extra set of clothing (including shirt, pants, underwear, and socks). The change of clothes should be placed in a Ziploc bag with the child's name on it. Clothing must be school uniform.
- The teacher will allow the student to change his/her clothes in the restroom. The teacher will notify the parent that soiled clothes are being sent home.
- The child will be allowed to clean themselves with wipes; please notify the teacher of allergies/sensitivities.
- If a child is not able to change his/her clothing, the parent will be required to come to the school to change the child.
- Students may receive assistance with zippers, buttons, belts or fasteners; but teachers are not allowed to clean the child.

Student Records

Permanent records for students are maintained and kept in the school office and includes report cards, scores from standardized tests, discipline records, health records, and other pertinent information.

Information from the permanent records is not released outside the school without written parental permission. All debts to Alpine Christian School must be cleared before any records are released.

Supplies

The classroom may require special supplies, materials or fees that are not furnished by the school. Teachers will provide ample instructions regarding the acquisition of these required classroom materials.

Telephone Use

Students are not to use the telephone unless authorized by the principal or teacher. Parents should not call students except in case of emergency. Messages will be delivered at breaks. No long distance phone calls are to be made by student unless approved by the principal.

Valuables

Students are encouraged not to bring large sums of money or their valuables to school; however, if it becomes absolutely necessary for a student to have a large sum of money or valuables in school, they should bring them to the office for safekeeping during the day. However, ACS does not assume responsibility for the money or valuables. ACS is not responsible for toys brought to school.

Parent Information

Conflict Resolution

We encourage parents to follow the Biblical example given in Matthew for anything that is too serious to be overlooked or forgiven. All parties will be expected to demonstrate mutual respect; discussions will focus on resolution, and not on fault or blame.

The following procedures should be followed:

1. Take any concern PROMPTLY, DIRECTLY, and PRIVATELY to the one who is most directly involved.
2. If the concern is not resolved to the satisfaction of both parties; contact the Principal, who will schedule an additional meeting with the appropriate parties.
3. If the problem is still not resolved, the principal will take further action.

Parents, if you or your child has a problem with another student, we suggest that you talk to that student's parent or contact the teacher or an administrator. We provide a safe environment for our students; therefore, we cannot allow parents to confront others' children. Failure to PRAYERFULLY and CAREFULLY follow the above-outlined procedure may not only leave the original concern unresolved but may also create further hindrance to God's work at Alpine.

Parent – Teacher Conferences

Communication is one of the keys to good education. Since, God has given parents the responsibility of educating their children, it is important that parents and teachers work together in the education process.

Both parents and students should feel free to meet with a staff member. Please call the school to schedule an appointment. Conferences will be scheduled before or after the school day.

School Visits

Parents who wish to visit the classroom are welcome. However, visits **must** be arranged in advance with the teacher. Teachers will not visit with parents during the school day. Conferences may be scheduled before or after school hours. **ALL** visitors must report to the school office prior to any class visits.

School Hours

K-3, K-4 (half day)	8:00 a.m. - 12:00 noon
K-3	8:00 a.m. - 2:00 p.m.
K-4 - 8th grade	8:00 a.m. - 2:30 p.m.

Alpine Christian School does not provide bus services. Parents are responsible for transporting their children to and from school.

There is no teacher on duty at the school until 7:30 a.m. It is recommended that students not be dropped off before 7:40 a.m. Please do not bring your child prior to 7:30 a.m.

Also, students should be picked up no later than 15 minutes after school ends (all day or half day). Students who are not picked up by 2:45 will be placed in After School Care; there is a charge of \$15/day.

Drop Off & Pick-Up

It is imperative that everyone follow these procedures for the safety of all students.

Drop Off

- All traffic will flow in ONE direction - enter using the drives in front, and exit using the drive north of the church
- For safety reasons, students should ALWAYS exit the vehicle from the passenger side
- Students should have belongings ready
- Parents should not exit the vehicle, if students require help, utilize the parking lot (#2 on the site map)
- All vehicles should drive around the school and exit using the north drive
- Please do not park or leave your vehicle in the drop-off area as this creates a hazard for other parents who need to pull forward. If you need to come into the building, even for a few minutes, please pull your car into a parking space.

Pick Up

- All vehicles should enter the north drive, and proceed around the back of the school.
- There will be a teacher on duty in the back parking lot to direct traffic
- PK 3 will pick up students at 2:00 (if picking up an older student, proceed to the regular) please be courteous of other parents who are entering or exiting.
- Do not drive around barricades as these are present for the safety of our students. Students have PE classes outside until 2:20, their safety is of the utmost importance.
- Students will be escorted to vehicles by teachers.
- Please do not park or leave your vehicle in the pick-up area as this creates a hazard for other parents who need to pull forward. If you need to come into the building, even for a few minutes, please pull your car into a parking space.

Attendance

Although ACS is a private school, students must still adhere to the compulsory attendance laws of the State of Louisiana. Regular attendance is necessary for a student to learn and advance in their academic career. **Each student in grades K5 through 8th grade is allowed 8 unexcused absences per semester; or 16 total absences for the year to be considered for promotion to the next grade.** If a student is present for more than 50% of the day it will be considered a full day, if between 25% and 50% a half-day, and if students are present less than 25% of the day they will be considered absent.

Absences

If a student must be absent for any reason then a note explaining the reason for their absence should be sent upon their return. Absences may be excused for the following reasons: illness of student, death in the family (up to 5 days), doctor or dental appointment, or family/special trips that have been excused prior to the trip by the principal. Doctor excuses must be turned in within 5 days. Any absences which does not meet the above criteria or which have not been previously excused will be considered an unexcused absence. Students will not be marked absent when attending school-related activities.

Parents will be notified by letter when a student has 5 absences. Students who have more than 5 absences are considered to be habitually tardy and may result in referral of the parents/guardians to juvenile court for proceedings under the Louisiana Children's Code.

Tardies

Every student needs the benefit of every minute of each instructional day. Students who are tardy disrupt the class; which takes away from the instruction. With that in mind, parents should keep tardies and early check out to an absolute minimum.

The first bell rings at 7:50 am; any student who arrives after the 8:00 a.m. bell must be walked to the office by a parent or guardian to be signed in to school and receive a tardy slip. The teacher will record tardies. Four tardies will constitute one absence. The same guidelines apply to early check-outs. Children are responsible for all work missed during tardies or early check-outs.

Four or more tardies to school, within a grading period, will be handled in the following manner:

- 3rd Tardy - Letter to parent
- 4th Tardy - PE detention, student may complete work for class or be given an alternate assignment, and every 4th tardy will roll over into an absence.
- 5th & subsequent Tardy - PE detention, Extenuating Circumstances

Occasionally there are circumstances that are beyond the control of a student and their family. The following situations may warrant an exception:

- a. Extended personal, physical, or emotional illness as verified by a physician,

- b. Extended hospital stay as verified by a physician,
- c. Extended recuperation time from an accident or illness as verified by a physician,
- d. Extended contagious disease,
- e. Natural catastrophe or disaster.
- f. Death of an immediate family member (up to 5 days)

In each of these circumstances, the principal must be notified. The student will still be responsible for the work assigned during that time.

Make-Up Work

To request student's assignments during an absence, please call the office prior to 9:30. All assignments will be available after 1:00.

Students are responsible for all work missed during any absence. Arrangements should be made with the teacher for all work and tests missed. The teacher will establish a timeline for missing assignments; any work not made up will receive a failing grade.

Check Out

Students must be signed out in the office. Parents will report to the office, and students will be retrieved from the class. Beginning with the 2018-2019 school year, students will not be checked out after 2:00 pm. The parking lot is a very busy place at this time of the day, and it is dangerous for students walking to the office.

ACADEMICS

Curriculum

The A Beka curriculum will be used. The A Beka curriculum is dedicated to providing quality education from a Christian perspective. The A Beka curriculum is unashamedly Christian and traditional in the approach to education.

1. Philosophy: The Christian School is not a school merely for the sake of academics, but for the sake of fulfilling the church's God-ordained role in carrying out the Christian education mandate: Deuteronomy 6:7, Proverbs 22:6, and 2 Timothy 3:15-17. The A Beka curriculum was written on the promise that all truth comes from God and that teaching of man that is contrary to the Word of God must be rejected!
2. Subjects: The curriculum and its correlated materials teach arithmetic, grammar, penmanship, phonics, spelling, reading, history, science, and poetry as memory work.
 - a. Bible – the foundation for all learning
 - b. Reading – is given a great deal of importance in the curriculum. The aim is to teach the child to read the scriptures themselves.
 - c. Mathematics - the study of logic and order to apply to science and daily life
 - d. History – is taught as a record of God's plan for mankind.
 - e. Science – presents the universe as a direct creation of God.
 - f. Language – the study of language and communication in a structured, reasonable, and well-articulated manner

Textbooks

The school will issue some non-consumable textbooks to students. These texts are the property of ACS and should be treated as such. Textbooks are the responsibility of the student. If a textbook is lost or destroyed the student is responsible for the cost of a replacement. If a textbook is damaged, the teacher will decide if the book is usable. Fines will be charged for damage. Students may have their grades or records held if the charges for lost, damaged or destroyed textbooks remain unpaid.

Homework/Graded Assignments

All work turned in must be in the student's own handwriting. The teacher has the discretion to return an assignment not in a student's handwriting to be redone, or to receive a lower grade. Assignments not submitted on time may result in the grade being lowered. It is the teacher's discretion to establish a deadline for all assignments; any assignments not turned in will result in a failing grade.

Grading Scale

The following grading scale will be used (this is the recommended ABeka scale):

%	Letter Grade	Quality Points
93 - 100	A	4.0
85 - 92	B	3.0
75 - 84	C	2.0
67 - 74	D	1.0
0 - 66	F	0.0

Academic Honors

Honors and awards for academic achievement and spiritual growth as well as attendance will be awarded at the end of the school year.

- A Honor Roll - all A's on the report card in each subject for the year (including behavior and PE)
- A/B Honor roll - A's or B's in each subject on the report card for the year (including behavior and PE)
- Perfect attendance - no absences for the year
- High attendance - 5 or fewer absences during the school year; including absences accumulated due to tardies (p. 7).

Academic and ACS awards assemblies will be held each year in May.

Report Cards

Report Cards will be sent home at the end of each grading period. Parents should sign and return the report card. Any concerns related to academic progress should be discussed with the teacher.

Progress Reports

Progress reports, graded papers, and behavior reports will be sent home on a weekly basis. It is very important for parents to review graded papers,

STANDARDIZED TESTING

Alpine administers and utilizes the IOWA Test for grades 1-8 annually. The test results are used in a diagnostic/ prescriptive manner, with the individual student as well as with the class. On an individual basis, the profiles are examined to determine if there are any significant discrepancies between aptitude and achievement indicating a need to refer the student for further educational testing or remedial work in specific areas. An item analysis is used to analyze the individual and class strengths and weaknesses to determine remedial work or enrichment, and to make changes in curriculum and instruction.

Students transferring into public school for their 5th or 9th grade year will need to contact the parish school board office to make arrangements concerning required tests.

PROMOTION REQUIREMENTS

Kindergarten – the student must demonstrate readiness by meeting the following ...

1. attendance requirements.
2. show social and emotional maturity based on careful evaluations and general observations made throughout the school year.

The principal and teachers have the prerogative and final responsibility in all promotions and retentions.

Grades 1- 4

A student will not be promoted if the student's final grades include any of the following: 2 F's; 3 D's; or 1 F and 2 D's; incomplete class or homework; or consistent performance below ability. The principal and teachers have the prerogative and final responsibility in all promotions and retentions. Students with more than 16 absences may not be promoted.

Grade 5 – 8

In order for 6th - 8th grade students to be eligible for promotion, they must meet certain requirements. Middle school students must be in attendance a minimum of 160 days. If a student fails two or more subjects, he will be retained. In order to pass a subject in middle school, a student must have five (5) quality points for the year, with at least one quality point earned on the final exam or the fourth grading period. Quality points are calculated as follows: A=4, "B"=3, "C"=2, "D"=1, "F"=0. Students shall fulfill all the teacher's requirements, whether or not they need the credit in the course to satisfy requirements for promotion or graduation. Middle students with more than 16 absences may not receive course credit.

Discipline

The Bible teaches that parents are ultimately responsible for teaching their children and raising them in the nurture and admonition of the Lord. This authority may be delegated to others at the discretion of the parents: however the primary administration of Alpine Christian School accept the delegated authority because they are charged with the responsibility of maintaining discipline that is conducive to the proper learning situation.

Each teacher has the authority to handle disruptive students within the classroom by means of counseling, detention, additional work or other means of correction. Students who continue to disrupt class will be sent to the principal who will have total authority and responsibility to decide what further disciplinary actions are needed, including suspension or recommend expulsion when in his judgment such measures are necessary.

Suspension

Only the principal will administer a suspension. Students may be suspended for: constant disruptive behavior, disrespectful behavior toward a staff member or other students, hitting a teacher or student, careless behavior causing harm, defacing or destroying church or school property, possession of drugs or drug paraphernalia (including lighters, matches, tobacco, alcohol, firearms, knives, etc) at the school or at any church activity, consistent failure to complete assignments, or refusal to obey the rules of the school. When a student is suspended the following will occur:

1. The parents will be notified to pick up the student.
2. Suspension will consist of no more than three days.
3. Suspension of more than three days must meet School Board approval.
4. The student will be required to keep up with regular daily goals during the time of the suspension.
5. A conference with the principal, teacher, and parent will be held either before the suspension begins or before the student is permitted to return to the school.

Expulsion

If the principal deems expulsion necessary, this action will be recommended to the School Board. If the School Board determines expulsion is necessary, the parents and the student will be notified of this action and a parent conference will be held at the time of expulsion.

Immediate Expulsion

Some situations call for the immediate expulsion of a child by the principal pending action by the School Board. The following situations may call for immediate expulsion: possession of a weapon, possession of illegal substances, physically attacking (fighting) another student or teacher, use of profanity (especially directed towards another person).

ALPINE CHRISTIAN SCHOOL DRESS CODE - Revised July 2019

How a person dresses reveals much about his attitude toward life, his respect for himself, for others, and for the God he serves. A person's dress should never create an image, which competes with the person who is created in the image of God. Calling attention to one's self unnecessarily through dress is not an acceptable part of Christian life or service.

Shirts

1. Any solid color polo may be worn, no logos except ACS logo

2. ACS t-shirts may be worn; long or short sleeve
3. Only white undershirts may be worn under the uniform shirt; including turtlenecks and t-shirts
4. Shirts do not have to be tucked in
5. Shirts must cover the waistband of bottoms

Pants

1. Khaki or navy pants
2. Belts are optional

Shorts, Skirts, Skorts, Dresses

1. Khaki or navy in color
2. Must be at least a dollar bill width above the knee
3. Bloomers, shorts, leggings, etc must be worn under skirts and dresses
4. Uniform shirts or button-up shirts may be worn under jumpers.
5. Only solid color leggings may be worn
6. OPTIONAL: Land's End green/navy plaid jumpers and skirts may be worn

Outerwear

1. All jackets, sweatshirts, hoodies, etc. SHOULD be labeled with the child's name
2. Any misplaced items will be placed in the Lost & Found. Contact your teacher or the school office about misplaced items. Unclaimed items will be donated at the end of the year.
3. All logos, graphics, wording, etc must be appropriate for a Christian school environment. All wording should be positive in nature and in line with Biblical standards. Graphics including gargoyles, skulls, wizards, drug paraphernalia, vampires, alcohol, and other graphics of this nature are not appropriate for ACS.

Shoes

1. All shoes must have a back and closed toe; no slip-on shoes
2. Only soft soled shoes allowed for PE

Hair

1. Hair must be neat and clean; and styled so that it does not hang in the eyes.
2. Hair must be a natural color.
3. **Boys** - hair must not extend below the collar in back

Free Dress

1. Shirts must have sleeves and cover the waistband of the bottoms.
2. Tank tops, halter tops, strapless tops, crop tops, etc are not appropriate
3. Overly tight pants or jeans, or pants with rips, holes or tears are not appropriate
4. All logos, graphics, words/phrasing or other writing must be appropriate for a Christian school environment. All wording should be positive in nature and in line with Biblical standards. Graphics including gargoyles, skulls, wizards, drug paraphernalia, vampires, alcohol, and other graphics of this nature are not appropriate for ACS

Upon the 3rd uniform violation, a parent will be expected to rectify the infraction.

Appendix A – Fees

2018-2019

Payment Policies

The Alpine Christian School payment policies are listed below for the 2018– 2019 school year. **PLEASE READ CAREFULLY.**

Alpine Christian School will begin in-house registration February 1st and continue through February 24th. Registration will begin March 1st for students outside of school. There are limited spaces available for each class on a first- come first- serve basis. **All current tuition accounts need to be up- to -date to register for next school year.**

Curriculum fees are due when the student is registered and must accompany all applications to secure validation. Curriculum fees pay for your child's books that are used throughout the school year. CURRICULUM FEES ARE NON-REFUNDABLE

Tuition is \$3,200 per year divided into 10 equal payments, August - May, \$320/month. Tuition is due the 1st day of the month. A \$10 late fee may be charged on tuition accounts not paid by the 20th of the month.

Please read the following carefully. All fees are non-refundable and non-transferable. The 10-month plan must start on August 1. The last payment for the 10-month plan is on May 1. The 50/50 pay option requires that half be paid by August 1 and the remaining half be paid January 1. The total annual amount can be paid on August 1.

<u># of Students</u>	<u>Annual Plan</u>	<u>50/50 Plan</u>	<u>10-Month Plan</u>
1	\$3,050	\$1,525/ sem	\$320/month
2	\$5,780	\$2,890/sem	\$608/month
3	\$8,510	\$4,255/sem	\$896/month
4	\$11,240	\$5,620/sem	\$1,184/month
Half-Day PK 3/4	\$2,650	\$1,325/sem	\$280/month

**You will notice the savings built into the annual and 50/50 plans, since they lower our administrative costs.*

New students entering grades 1 through 8 are required to take a placement test. There is a cost of \$35 for the test, payable to the teacher in cash at the time of the test. New students will also have a 6 week probationary period, during which the teacher(s) will observe the student and may make necessary recommendations.

Appendix B – School Board

Rochelle Taylor
Stephanie Valet
Mike Sharbino
Pete LeBoeuf
Doris Thomas, President

Appendix C – School Staff

Lisa Roberts	Administrator
Mary Leckie	K-3 teacher
Bonnie Racine	K-3 teacher
Cindy LaCaze	K-4 teacher
Ann Mott	K-4 teacher
Dana Poisso	K-4 teacher
Christina Riddick	K teacher
Lori Doyle	1st teacher
Betty Bennett	2nd teacher
Kari Sanders	3rd teacher
Mona Stokes	4th teacher
Lindsay Evers	5th & 6th teacher
Lauren Delaney	7th & 8th teacher
Kavaan Griffin	Secretary
Karin Denmon	Aide/P.E. teacher

Appendix D – School Calendar

2019-2020

August 13	Open House (9 – 11 A.M.) <i>School supplies may be brought to open house.</i>
August 14	School Begins for Students
September 2	Labor Day Holiday
October 3 & 4	Holiday
October 25	Holiday
October 31	½ day
November 1	Holiday
November 11	Holiday - Veterans Day
November 22	½ day
November 25-29	Thanksgiving Holiday
December 20	½ day
December 23 – January 6	Christmas Holidays
January 20	Holiday
February 21-25	Holiday
April 10	Good Friday
April 13-17	Easter Holidays
May 11	- K-3 (prekindergarten)
May 12	- K-4 (prekindergarten)
May 13	- K-5 (kindergarten)
May 15	- 1 – 5 grade and 7 th - 8 th grade Awards Day 1:00 am
May 15	- 6 th grade 6:00 pm