



ALPINE CHRISTIAN SCHOOL
Classical Christian Education

Parent/Student Handbook

2018-2019

Alpine Christian School
(Physical) 1901 A Loop Drive
(Mailing) P.O. Box 2139
Alpine, TX 79830
(432) 837-5757
www.alpinechristianschool.com

I. INTRODUCTION TO ALPINE CHRISTIAN SCHOOL

A. Accreditation

As of June 10, 2013, the Alpine Christian School is fully accredited for grades Pre-K through 12th 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 TEPSAC (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. 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 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

It is the mission and calling of ACS to offer a rich and challenging liberal arts classical education while maintaining a high standard of Christian scholarship and citizenship. It is a goal of the faculty and administration to affect in each student a love for learning and to encourage each in reaching his 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 6th 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. Because 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. Because translating Latin is an analytical process, students attain and practice some of the same problem-solving skills required in math and the sciences.

Logic (7th & 8th 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 (9th through 12th 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 and 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 from school daily;
 - c. Ensuring that your child is prepared for each day by:
 - i. Having had between 8-10 hours of sleep;
 - ii. Having eaten 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 or at any off-campus events where students are present;
 - vi. Treating all faculty and staff with respect, at all times, including during times of disagreement or conflict.
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 will inevitably 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 education 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 Head of School and 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

Parents are expected to donate time and talents toward your child's education; we hope that you will consider this both a responsibility and a privilege. 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, 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, organize 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 with or supervision of students will attend an orientation meeting prior to participating in any classroom or campus activities; this category of volunteer will also 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. Teachers have been advised to copy the Head of School 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 Head of School to resolve the matter. The Head of School will be the final arbiter in such matters.

2. *RenWeb:* ACS utilizes a web-based program call RenWeb. This online site allows parents of students 3rd through 5th grades access to their student's schedule and homework assignments. Parents may log-in by going to the school website (alpinechristianschool.com) or www.renweb.com.

3. *ACS Website:* Parents may go to alpinechristianschool.com for basic information including the school calendar, handbook, important updates, admissions forms and the quarterly newsletter.

4. *Parent Teacher Conferences:* A mandatory parent conference is held at the end of the first grading period. Additional conferences may be scheduled as requested by the parents or teachers.

5. Remember that teachers have a required planning time from 8:10 - 8:25 a.m. and 3:00 - 3:30 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, 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*.

If a parent has a concern regarding their child's classmates or teacher, the parent should talk to the teacher first. If there is no resolution at that point, then an appointment should be made with the Head of School. 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. 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 instructors and examples of godliness to their children, all must model the biblical method of dispute resolution and demand that their children also handle disputes properly.*

If one has a problem with another - whether it is a Board member, administrator, teacher, or parent, they 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 Head of School, 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. 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 ACS

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.

1. Parents are informed of the entire admission process (every step, 1-11), and they are encouraged to continue and join the ACS family
2. The online application is filled out.
3. A tour of the school is given.
4. Placement tests are given.
5. Head of School 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.
6. Parent and student interview with HOS and Adm. Comm.:
 - a. Review handbook and policies and get parent signature (in presences of HOS) after interview that all has been discussed.
 - i. curriculum (include examples from grade in question)
 - ii. homework
 - iii. dress code
 - iv. behavior
 - v. grades
 - vi. lunch
 - vii. trips
 - viii. volunteer requirements
 - ix. attendance
 - x. tuition
7. Parent and student interview with the Teacher:
 - a. classroom policy
 - b. homework expectations
 - c. subjects taught
 - d. lunchtime procedure
 - e. behavior policy
 - f. grading policy
 - g. Q&A
 - h. review placement test

8. 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.
9. At this time, HOS, Teacher, or Adm. Comm. meet to review the entire process and make a decision.
10. The Parents and student are notified of the School's decision to enroll the student for a probationary time of 4 weeks, or not at all.
11. If the student is enrolled, a letter of complete admission will be sent to the parent at the end of the 4th week. If the school decides against full admission, a letter will be sent to the parents stating that full admission has been denied.

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 best 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.

Our preferred student enrollment period is the spring semester prior to the start of an academic year. 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. Admission is based on a completed application, interviews, and a placement test.

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 will need to 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. Current immunization information must be submitted upon enrollment, and all immunizations must be current. ACS must be informed of any custody situation in advance and will request that the proper paperwork be in the child(ren)'s file. Parents will be required to comply with all state regulations and school rules as set forth in the ACS Handbook.

To preserve a sense of *esprit de corps* within our school, ACS will not admit, may unenroll 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.

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.

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

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.

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.

H. 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.

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.

I. 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 financial contract, (2) two half-year payments made by the dates named in the financial contract, or (3) monthly payments made through FACTS.

2. Parents using the FACTS tuition management program need to be informed that a late fee is assessed for payments that are 10 days (or more) past due. Parents will receive a letter from FACTS addressing this matter.

Regarding Delinquent Tuition Payment

1. It is the responsibility of the parent to inform the school of any unexpected and substantial loss of income to the primary wage-earner in the student's immediate family or other financial condition that could affect timely tuition payments.

2. For all tuition payment plans (including the FACTS tuition program), an authorized representative of the School will inform the Head of School when any tuition payment is 30 days past due. At such time, 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.

3. 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 at this time. 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.

4. 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.

5. In order for the student to be allowed back into the school after the 30-day period, an authorized representative of the school must sign a document officially informing the Head of School that the student is allowed to return.

6. 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.

7. No student will be allowed to register for the following academic year unless all financial obligations for the prior year are complete with both ACS and FACTS (if applicable).

Regarding Withdrawal or Expulsion

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.

J. Financial Assistance

Alpine Christian School offers financial assistance to those families with a demonstrated financial need whose students are in good standing. This assistance is given on a year by year basis; those families seeking financial help will need to apply each year. Application for financial assistance is processed through our web-based FACTS tuition aid program. Families who receive tuition assistance are required to volunteer at ACS for 10 hours each year. Families who do not complete volunteer hours will be required to pay \$10 an hour at the end of the year and will not be allowed to re-enroll for the next year.

All information required by FACTS is held in strict confidence and is seen only by the Head of School and Executive Director of the Board.

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 work done in school. 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 on their own.
 - 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-2nd) homework will consist 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 2nd grades; however, completion of make-up work may be required over the weekend when necessary.

b. In the 3rd through 5th grades, homework should average at least an hour per night. 3rd through 5th 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 6th through 12th 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 5th 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.5-7). 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 Head of School. Any other modification would take place only after formal testing had occurred, the results of which indicate that modification is needed. If a student is admitted to ACS who has an IEP based on previous testing, that IEP will be implemented and followed. **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.

Lower and middle grade students should read (or be read to) between 15 - 30 minutes a night, five nights per week (high school students should expect 30 minutes minimum). **Parents of students in grades K-5 will be asked to verify nightly reading time.**

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 parent 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. 1st & 2nd Grade:

By the 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 outside to complete work.

3. **Grades 3rd - 12th:**

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.**

C. Grading

Grades are given with the purpose of accurately providing information 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.

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.** Grades for Kindergarten are not available on RenWeb.

3. **Grading Scale for 1st - 12th Grades**

Beginning in the 1st grade, students will receive report cards with grades based on the scale listed below:

90 - 100	A	Excellent: exceeds grade level expectation; shows exact understanding
80 - 89	B	Good: demonstrates accurate understanding of material; well-organized
70 - 79	C	Average: meets grade level expectation; general understanding of material
60 - 69	D	Unsatisfactory: serious omissions in understanding; lack of clarity; failing
59 and below	F	Unacceptable: extensive gaps in understanding of material; lack of conscientious engagement; failing

An “A” is meant to reflect excellence, and a grade of “C” is just what it implies: 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. Where this minimum effort may earn higher grades at some other schools, this should not be the case at ACS. We try not to inflate grades because we do not want to cheat the student by making him think he is performing at a higher level than is the case. On the other hand, 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.

D. High School Requirements

9th Grade

English

Algebra I or Geometry

World History

Biology

Latin

Philosophy/Theology/Bible

PE

10th Grade

English

Geometry or Algebra II

American History

Chemistry

Latin

Philosophy/Theology/Bible

Fine Arts Elective

11th Grade

English

Algebra II or Pre-Calculus

European History

Physical Science

Latin

Philosophy/Theology/Bible

Fine Arts Elective

12th Grade

English

Pre-Calculus or Calculus or a math elective

American Government (1/2 year)

Economics (1/2 year)

Physics

Philosophy/Theology/Bible

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

Courses	Credits*
English	4
Math	4
Science	4
History	4
Latin	3
Philosophy/Theology/Bible	4
Fine Arts Electives	1
PE	1
Total	25

1 credit is a course that lasts 2 semesters

To graduate from ACS, the final 6 credits must be classes taken at ACS or through ACS (dual credit or online). Some classes may be provided online or through SRSU.

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) during a time that is convenient. Parents of students in need of more assistance will be asked to seek outside, professional tutoring.

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 the teachers. 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.

IV. STUDENTS

A. Daily Schedule

Before school care	7:45 a.m.
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-*6th)	3:15 p.m. - 5:30 p.m.

*If concerns regarding behavior arise, a student in the 3rd-6th grade may not be allowed to attend after school care.

B. Arrival

Parents will enter the driveway marked "Entrance Only" and may park by the fence facing Loop Drive, or pull alongside the playground fence. Parents may enter campus through the playground gate in front of the Grace Building. **If a student needs to arrive earlier than 8:10 a.m., a fee will be charged and arrangements will need to be coordinated with the ACS Administrative Assistant.**

C. 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.5-7). 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 to 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 Head of School 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 9:30 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 Head of School 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 Head of School 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 and Head of School and 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.

4. **Missing Assignments**

In the case of an excused absence, it is the student 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.; please do not request work earlier in the day. **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 Head of School.** 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 Dean of Faculty or Head of School. Failure to comply with this guideline will result in grading work according to the Late Homework Policy (see p. 17-18).

5. **Family Trips**

A family trip (for example, a cruise or ski vacation) will not be considered an excused absence. For a trip to be considered excused, a parent must submit a written request to the Head of School a minimum of two weeks in advance stating the purpose of the trip and why it should be considered excused.

Teachers will only provide work prior to the trip if the absence has been determined to be excused by the Head of School.

6. **Record Keeping**

A record of attendance is kept and will be recorded on the student's report card each quarter.

E. Dismissal

Students may be picked up at 3:00 p.m. Parents will pick students up at the playground gate. Students will be lined up on the playground according to homeroom; as each student's parent approaches the gate, the student will be notified and ready when the parent arrives. Parents are encouraged to create an account through go.kidcheck.com to receive a key fob that will allow for accurate check-in and check-out of their child.

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. Parents are encouraged to add these people to their go.kidcheck.com account with phone number and picture for security and convenience at pick-up time.

A parent will only be prohibited from picking up his or her child if a court order is presented to the office. The Head of School, 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. 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; 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

Because 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/parents will have access to a refrigerator or microwave; please make sure the lunch items comply with your child's classroom accommodations.

If a child comes to school without a 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.). **Please do not send cookies or chips for snack.**

Candy and gum are only allowed as approved by each teacher on special occasions. **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 play.

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. 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 are 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), 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. 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, Tornado and Disaster 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 particular drill.

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. The school will always offer to pay gas used in private vehicles.

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. Admission fees for chaperones will be covered by the school. Exceptions must be approved by the Head of School.
4. A minimum of two adults must participate in all out of town field trips.
5. Students under the age of 12 may not sit in a seat with airbags.
6. Parents may be required to complete the Employee/Volunteer Criminal History Record Check form and return it to the school office.
7. 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 6th 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 for safety reasons, the phone 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 6th-12th grades who choose to bring a cell phone to school will be required to turn it into their supervising teacher prior to chapel. Cell phones will be returned at 2:45 p.m.

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. 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. 25).
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.

D. 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. 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 Head of School. *At this time, the student will phone a parent to describe the nature of the infraction.* The Head of School and the parent will then discuss what disciplinary action will be taken. Some behaviors warrant automatic discipline from the Head of School 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 Head of School 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 Head of School 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

If disobedient or disruptive behavior continues after an effort to remedy the problem is made by the teacher, Head of School and parents, the student will be given a one-week suspension. 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 Head of School 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. All subsequent violations will require a uniform rental fee of \$5.00 per incident and the student will be allowed to borrow an article of clothing from the used uniform shelf. Students will be responsible for laundering and returning the article of clothing the next day.

A. Girls' Required Regular Uniform:

1. Clothing

- a) Navy or khaki pants
- b) Navy or khaki knee-length shorts, skort or jumper with solid navy or white tights or leggings (Please note: shorts, skorts and skirts must reach to within 2" of the top of the knee)
- c) Navy, white or powder-blue collared long or short sleeve shirts with ACS logo
- d) Solid white or navy socks
- e) **Jeans may be worn on Mondays, Wednesdays, and Fridays.** Boots and loafers are acceptable these days.
- f) Athletic shoes should be worn on days with Fit 15, and are acceptable on all days. No sandals please.

Girls *May* Wear:

1. Clothing

- a) Navy cardigan with ACS logo
- b) Navy or white turtleneck or “under armor” (only as an undergarment on cold days)

2. Accessories

- a) Navy and/or white hair accessories
- b) Plain brown or black belts must be worn (no designs or colors)
- c) A small pair of earrings and/or a small cross or other Christian symbol necklace
- d) A watch with no audible alarms

Please Note:

- i. Girls may not wear bracelets, wristbands, anklets or other accessories (including sunglasses).
- ii. Girls may not dye their hair unnatural colors or wear cosmetics other than clear lip balm.
- iii. Girls’ hair must be pulled back or cut in a way that it does not cover their eyes.
- iv. Undergarments must not be visible; bloomers and shorts are acceptable underneath skirts and dresses.

B. Boys’ Required Regular Uniform:

1. Clothing

- a) Navy or khaki pants
- b) Navy or khaki shorts that are knee length (Please note: shorts must reach to within 2” of the top of the knee)
- c) Plain brown or black belts must be worn (no designs or colors)
- d) Navy, white or powder-blue collared long or short sleeve shirts with ACS logo
- e) Navy or white socks
- f) Shirt-tails will be tucked in
- g) **Jeans may be worn on Mondays, Wednesdays, and Fridays.** Boots and loafers are acceptable these days.
- h) Athletic shoes should be worn on days with Fit 15, and are acceptable on all days. No sandals please.

2. Shoes - Shoes must be brown, black or navy blue lace-up oxfords, loafers, or athletic shoes. Students may NOT wear sandals.

Boys *May* Wear:

1. Clothing
 - a) Navy cardigan with ACS logo
 - b) Navy or white turtleneck or “under armor” (only as an undergarment on cold days)
 - c) A watch with no audible alarms

2. Accessories
 - a) A small cross or other Christian symbol necklace

Please Note:

- i. Boys may not wear bracelets, wristbands, anklets or other accessories (including sunglasses).
- ii. Boys’ hair must be cut short enough that it does not touch their collar or cover their eyes.
- iii. Boys must not dye their hair unnatural colors or wear cosmetics.

C. Required P.E. Uniform (Tuesdays & Thursdays ONLY):

1. Clothing
 - a) Navy or white short or long sleeve t-shirt with ACS logo
 - b) Navy (solid or w/white stripe) polyester athletic shorts
 - c) Navy (solid or w/white stripe) polyester sweat pants

2. Shoes - Athletic shoes (no color restriction)

D. Outerwear

When the weather requires an additional layer, students will need to wear a navy jacket with the ACS logo. 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.

VIII. ADDITIONAL POLICIES

A. Overnight Trips

Students in 4th 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:

1. A girl is inviting every girl in the class.
2. A boy is inviting every boy in the class.
3. 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.

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 (diagnosed or undiagnosed) will be required to meet the same academic and 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

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 challenge himself. 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.

Train up a child in the way he
should go; and when he is old
he will not depart from it.
Proverbs 22:6



Open Door Policy

ACS Bridge-K has an open door policy. We invite you 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 Lead Teacher 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 2018-2019 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.

Enrollment

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 the ACS if any changes need to be made on your enrollment packet.

The following must be completed and submitted to the school:

- Online Enrollment Application,
- Immunization record, up-to-date and current, according to the Brewster County Department of Health (The record must include the child's name, birthdate, number of doses, type of vaccine, the date the child received each immunization, and a stamp or signature from a physician or health department),
- Children 4 years of age as of September 1st 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 provided in the Online Enrollment Application 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.**

Tuition and Fees

Tuition rates will be calculated at a monthly rate. They must be paid in advance of services being provided. Tuition is due on the 1st of each month. If the school is closed on the 1st, the tuition is due the next day that the school is open. There are no discounts for days missed due to illness, absences, vacation, or the school being closed for holidays or emergencies. Parents will be informed of current rates when children are enrolled. At the end of each calendar year, the school will furnish a report of all tuition and fees paid to parents for income tax purposes.

An annual enrollment fee is due upon re-enrollment and renewable in the spring of each year. The fee secures your child's place in the school for the next school term. It is not refundable.

Late fees are assessed if you fail to pick up your child on time. Parents will be charged a fee of \$5 per student per 5 minute increment that the child is left after their selected pick-up time. This charge will be billed on a monthly basis. If you are going to be late, please call the school so that your child can be assured that you are on your way.

There is a returned check fee charge of \$24.00 on all returned checks. If this happens twice, a parent may be asked to pay in cash or money order only.

Child Custody Issues

It is the school's intent 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 her 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 Bridge-K Lead Teacher.

If at any time you have questions or concerns about ACS's policies or procedures, please feel free to drop by or call the office to speak with the Bridge-K Lead Teacher.

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.

It is the responsibility of the teacher to:

- 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, and
- be consistent and fair.

It is the responsibility of the parent to:

- 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, and
- 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, and
- 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, verbalization of misunderstandings),
- holding a parent conference, or
- asking for aid from the Lead Teacher or another teacher.

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 door and will be signed in by the parent using the free go.kidcheck.com account. Parents will be discouraged from entering the classroom in the morning. Upon pick up, all children must be signed out via the go.kidcheck.com account by a parent or a person designated by the parent/guardian. Only those designated on the Online Enrollment Form may remove a child from the school. 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, light blue or white polo shirts (ACS logo is NOT required for Bridge K) and khaki or navy 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.

Recommended Supplies

- one change of clothing
- small blanket
- pillow

All items should be marked with 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 of children. Drinks should be water, juice or milk that is stored in a thermos. No carbonated or caffeinated beverages are allowed on campus. 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.

Parents and students are not allowed access to the microwave or refrigerator. Please do not ask a teacher to use these items. The only exception will be medicines that require refrigeration.

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 will provide a **clearly labeled** throw or crib size blanket and cot sheet. Each Friday the blanket and sheet will be sent home 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 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. We do discourage your child from bringing toys from home. We know that bringing toys from home makes it difficult for any child to share those toys. They also 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.

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 in order that the staff may notify parents of children with allergies.***

Illness

One of the most serious challenges facing group care situations for young children is preventing illness. The staff will strive to maintain the highest standards of cleanliness. Proper hand washing procedures will be taught to and followed by the children. The educational equipment and all surfaces in the classroom are sanitized once a week or more as necessary. The eating surfaces will be sanitized between each child's uses.

One of the best ways to prevent the spread of disease is to have strictly enforced standards regarding the exclusion of ill children. We need your help for this. Do not bring ill children to the school. If your child becomes ill while at the school, the Lead Teacher/In-Charge person will contact the parent/guardian to pick up the ill child. Please pick the child up immediately once you are notified. We will encourage your child to lie on a cot until he/she is picked up.

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

1. The illness prevents the child from participating comfortably in facility 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, such as lethargy, uncontrolled breathing, uncontrolled diarrhea, vomiting (two or more episodes in 24 hours), rash with fever, mouth sores with drooling, wheezing, behavior change, or other unusual signs.
4. The child has been diagnosed with a contagious disease, until medical evaluation determines that the child is no longer communicable and is able to participate in the facility's 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*. Please keep in mind that if we send your child home because of illness, the child will not be admitted to the school the next day because the 24 hour period will not have elapsed. The school reserves the right to require a doctor's statement before the child can be re-admitted to the school.

Medications

The school will administer medicine to children with a written permission form and as stated on the medicine's label directions or as amended by the physician in writing. Any medications brought by parents for their child must:

1. be in an original container,
2. be labeled with the child's name,
3. state the child's age (if it is over-the-counter medication),
4. be labeled with the date (if prescribed),
5. include directions to administer the medication, and
6. if prescribed, include the name of the physician prescribing the medications.

Medicine will not be administered after its expiration date. Aspirin and aspirin substitutes will not be given to reduce temperature.

Parents must sign and complete the medication dispensing form and give the medicine to the office staff. Medicine will be dispensed as is directed on the original container.

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 also be called. Please inform the Lead Teacher 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 Lead Teacher/In-Charge Person 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 child's academic, social and behavioral progress. These conferences will be set up by appointment. Parents may request a conference at any time.

Volunteers

We welcome any parents or grandparents of enrolled children to volunteer in the classroom or for special events. Volunteers who are regularly or frequently present at the school must undergo a criminal background check in the same manner as every school employee. Any volunteers, who attend infrequently or irregularly, such as at class parties, or for special events, do not have to meet the staff requirements. Volunteers will not be left alone with children; a paid staff member will be present at all times.

ACS Staff

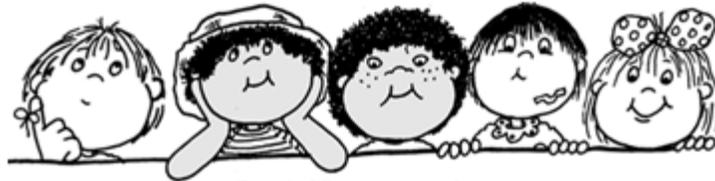
Our teachers bring a wealth of knowledge and experience to their classrooms. They express a love for Jesus Christ and that love will color their interaction with the children and their parents.

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.



PARENT AGREEMENT FORM

I have read the guidelines and policies of the Alpine Christian School put forth in the 2018-2019 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

