

# PARENT HANDBOOK

Revised May 2011

The purpose of this parent handbook is to familiarize you with the mission and procedures of Alpine Academy and to support and develop an ever-closer relationship among the students, parents, teachers and the administration. It details policies that serve as a guideline to the daily operation of our school. These policy statements are necessarily general, and the administration reserves the right to (1) make specific applications as the circumstances arise, and (2) amend the handbook as necessary throughout the year. **Failure to read this handbook does not excuse students from the procedures described herein.** Personal factors and/or contradictory advice from any source are not acceptable grounds for seeking exemptions from these rules and procedures.

## **Nondiscrimination Policy**

Alpine Academy admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at this school. Alpine Academy does not discriminate on the basis of race, color, national and ethnic origin in the administration to their educational policies, scholarship programs and athletic and other school administered programs.

## **Buckley Amendment**

Alpine Academy follows the Buckley Amendment in regard to parent rights and to the rights of non-custodial parents. Non-custodial parents may request to have the newsletter mailed to them. They may also request parent teacher conferences and copies of each report card. Parents who have obtained special court orders in regard to the custody of their children are requested to give the school copies of that portion of the divorce, separation, or custodial court order.

## **Philosophy**

Alpine Academy is a community of faith where we believe that each child is a unique creation of God, blessed with a special set of talents and gifts. Each child deserves to approach life with a sense of self worth and respect for others while developing a sense of one's own personal relationship with God.

We feel that each child deserves the opportunity to develop his or her God-given potential to the fullest. Our mission is to guide each child toward the fulfillment of this potential, in all areas of the child's life: spiritual, intellectual, social, psychological, and physical. We hope to enrich and deepen each student's faith by promoting good self-esteem, self-discipline, educational skills, and Christian knowledge and values.

Alpine Academy affirms that parents are the first and primary educator of their children. Through a spirit of understanding and cooperation, we hope to create an atmosphere in which teachers, students and parents can join together with the total faith community to come alive, to grow, and to learn.

As a Lutheran school, we hope to influence students and families to be dynamic agents of change in society in the areas of social and racial justice, human dignity, freedom and peace. We will provide an environment that fosters a belief in the sacredness of the human person and awareness that we are born into one worldwide human family.

At Alpine Academy, we hope to create an atmosphere for learning that combines structure and creativity while fostering an enthusiasm for lifelong learning. Toward this end, we strive to maintain a joyous, happy environment, which promotes love, understanding and acceptance of self and others.

## **Parent Involvement**

Alpine Academy recognizes that a child's education is a responsibility shared by the school and family during the child's entire school career. To support the goals of Alpine Academy to prepare all students for success, the school and parents must work as partners.

Parents share the school's commitment to the educational success of their children. Alpine Academy in collaboration with parents shall establish and develop practices that enhance parent involvement and reflect the specific needs of students and families.

To this end, Alpine Academy will support the development, implementation and regular evaluation of parent involvement at all school levels and in a variety of roles. Parent's involvement will include, but will not be limited to the following:

- Promotion of clear two-way communication between the school and the family concerning the child's educational development and progress, as well as school programs and activities.
- Information to parents and/or guardians on parenting skills that support a child's academic efforts at home.
- Parent access to community and support services for children and families through the Community Resource Directory or other services.
- Participation of parents in school leadership and decision making through advisory roles such as Christian Parent – Teacher Organizations (CPTO).
- Participation in special activities and programs that involve the Alpine Academy students.

## **GENERAL RULES AND POLICIES**

### **Attendance**

Regular attendance, punctuality, and participation in classes are necessary for success at Alpine Academy and to reach individual and program goals. Therefore, students whose attendance falls below 75% through either excused or unexcused absence will need to meet with the principal to determine if the student will not be allowed to be promoted to the next grade.

A note regarding a student leaving and returning during the day (doctor's appointment, etc.) should be sent to the office. Upon the student's return from such an appointment, he/she must check in at the office and get a "permit-to-class" slip.

If the student is unable to attend, it is the parent or guardian's responsibility to contact the school by 8:30A.M. and give the reason. The Alpine Academy telephone number is (815) 227-8894. If calling before 7:00A.M., please leave a message on the answering machine.

### **Academy Board**

The Alpine Academy has established an Alpine Academy School Board. This board will develop, in conjunction with the school principal, appropriate policies for Alpine Academy. The board will meet at least once monthly to review school budgets and to set policies such as dress codes, field trips procedures, fund raisers, and any other items that are policies for Alpine Academy. They review and approve curriculum changes and set employment policies.

### **Change of Address/Phone**

Please keep the school updated on family information such as address changes and medical matters. Be certain to provide us with emergency contact numbers so that we can reach a responsible person in the event we need to do so.

### **Chapel/Religion**

Religion is taught daily in all grades at the school. Chapel is held on Tuesday at 10:20am in the Alpine Lutheran Church. Parents, grandparents and guests are welcome. All students that attend Alpine Academy will be required to participate in religion and chapel.

## Communication with Parents

The classroom teacher will send out a newsletter to the parents on a regular basis. The parent's will also receive a bi-weekly newsletter from the office. The newsletter is intended to foster better acquaintance and understanding with parents at Alpine Academy. Conferences are held each fall and spring. Teachers and/or parents may arrange for a conference at any time that one is needed.

## Custody of Minors

In order to assure the safety of students, organizations, agencies, or other persons may assume custody of a student on school premises during school hours or immediately before or after school only on the explicit authorization of the parents. All persons including police officers must check into the office and show identification and cause. The Principal or designee must be informed and be present during any conference between a police and other state child welfare officials.

## Dress Policy


Alpine Academy believes that education in a Christian atmosphere is special. We wish to establish a climate in which learning can thrive without distractions by extremes in dress. The principles of modesty, simplicity, good taste, and neatness are core values that relate to Christian Dress.

Students attending Alpine Academy will wear the approved standardized dress while in attendance at school. In addition to the standardized dress, the following student dress guidelines apply.


### ★ Shirts, Tops

1. Exposing the stomach area or upper torso of the body is not allowed.
2. A plain white turtleneck or mock turtleneck with no visible logo can be worn with uniform.
3. Shirts must be tucked in at all times.

#### Girls:

Blouses   
Polo  
Turtlenecks  
Cardigan Sweater  
Vest

#### Boys:

Oxford Shirt   
Polo  
Turtlenecks  
Sweater  
Vest

Colors: White, light blue, navy, black, red & gray

### ★ Shorts, Skirts, Pants

1. Shorts and skirts may be no shorter than 3" above the knee.
2. In cold weather, pajama bottoms can be worn during recess under the skirts; not in the classroom.
3. No cargo pants.

#### Girls:

Skirt   
Jumpers  
Skorts  
Shorts  
Pants

#### Boys:

Shorts   
Pants

Colors: Girls – Khaki, navy & plaid (Blue “RR Plaid” is the only approved plaid. It may be purchased online at [dennisuniforms.com](http://dennisuniforms.com) or [educationaloutfitters.com](http://educationaloutfitters.com))

Boys – Khaki & navy

**Shoes**

1. All shoes must be a closed toe and closed back. Socks must always be worn with shoes.
2. For safety reasons, clogs, flip-flops, Crocs and Heelys should be avoided.

**Hair**

1. Hair should be kept neatly trimmed and away from the eyes at all times. Any bleaching or coloring of the hair is unacceptable.
2. Hats, caps, sweatbands and sunglasses may not be worn in the school building.

**Jewelry**

1. Spiked or heavy chains may not be worn.
2. Students wearing necklaces, rings, bracelets, etc., which by the number or style that results in the distraction of other students, will be asked to remove them.
3. Students will be allowed to wear one stud pierced earring in each ear. Dangling earrings that present a safety issue will not be allowed.
4. Piercing in body parts other than the ear or visible permanent tattoos are not allowed.

**Makeup:**

1. Makeup is not to be worn during school hours.

**Spirit Wear:**

1. Spirit wear shirts can be worn on Fridays. Approved pants and skirts must still be worn.

☆ **Please note:** The only plaid that we allow is the *blue "RR plaid"*. We do not specify where you purchase your uniforms but we do have specific colors that are allowed and specific styles. Just because an item is in a uniform department or catalog, it does not mean that it is in our school dress code. Standardized uniforms are sold at Wal-Mart, Target, JC Penny, and Burlington Coat Factory as well as Dennis Uniforms and Educational Outfitters (please call the stores first for availability, not all stores carry the same merchandise or the colors required).

# DROP-OFF/PICK-UP GUIDELINES

For the safety of all our children, please follow this guide for dropping off and picking up your student.

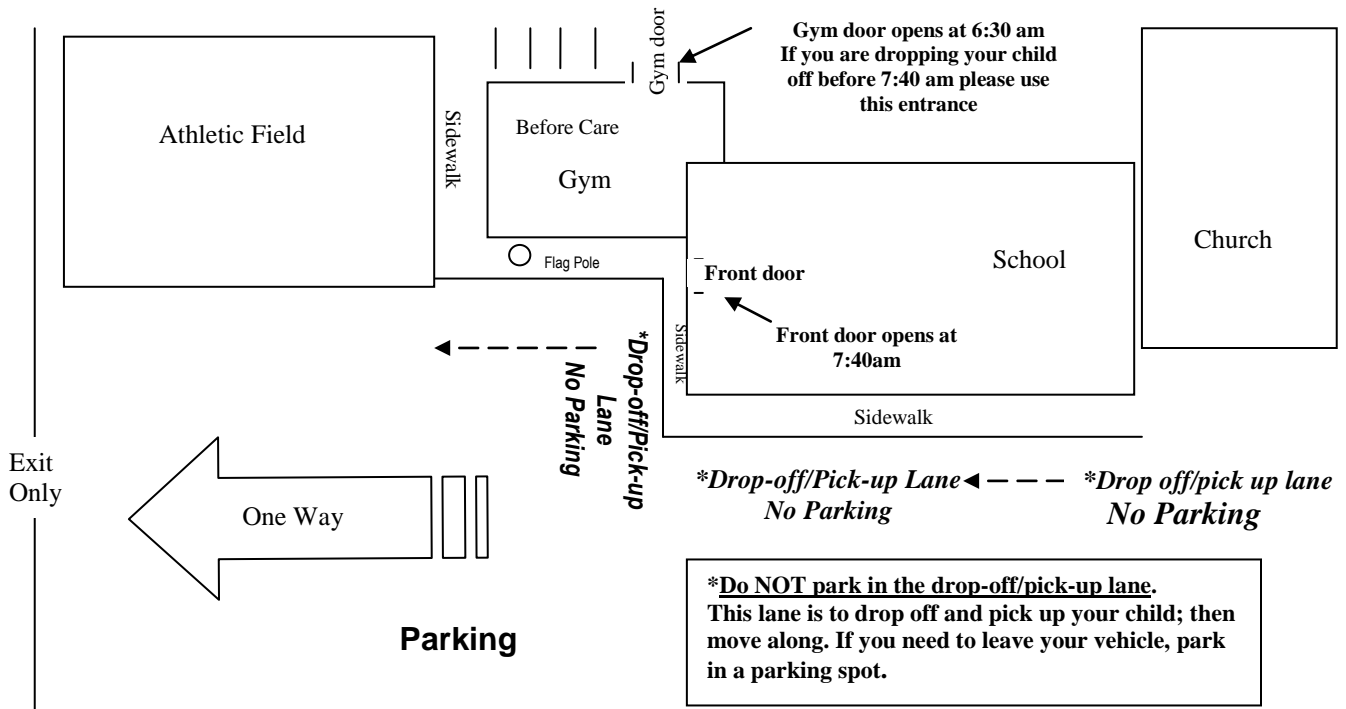
The \*drop off & pick up lane (labeled on the map with arrows) is a No Parking Zone.

If you are going to use this lane for the main entrance – please follow these rules.

1. Please do not park or leave your car running in the drop off/pick/up lane. The cars behind yours are unable to move forward, and they are also in a hurry to drop off students.  
**One morning we had 7 cars either parked or left running in the drop off lane.**
2. Stay in line with the other cars, do not pass cars (some of our students are short and can not be seen when in front or behind cars),
3. **If you are going to leave your car to walk your child in – please park in a parking spot – we have plenty!**
4. Not following these rules creates an unsafe parking lot for our students and makes many – many parents, who do follow the rules very angry. Please be considerate of all of the other parents and students.

If you are going to use the gym entrance for before care:

1. Do not park behind another parent's parked car when you are dropping off your student. When you are saying goodbye and talking to your child – you are holding up other parents that are also trying to get off to work.
2. Do not leave your car running behind another car or in front of the door and then bring your child into before care – once again you will be holding up families that are behind you.



Before Care – Please use the north door entrance into the gym for before school care. The front door to the school will not be open until 7:40 am. If you are dropping your child off before 7:50 they will need to go to before care.

Students who are dropped off before 7:40 am or students that need before care will need to use the north door to enter the school.

Parking in the North Parking lot – There is not a drop off line designated in this parking lot. Please use the parking spaces and do not park behind any other cars.

**Once again, please be considerate of the other parents dropping off & picking up their children**

## **Emergency Illness and Injury**

It is important that all students attending Alpine Academy have updated emergency information on file. In the event that a child is injured or has an accident at school, first aid will be administered. Emergency medical services (911) will be activated if the situation warrants and then the parents/guardians will be notified. A staff member will remain with the ill/injured person until a parent is with the child.

## **Extended Care**

Alpine Academy offers an Extended Care program to meet the needs of our parents. The before care program is 6:30-7:50am. The aftercare program is 3:00-5:30pm. The fee for Extended Care is billed in 10 minute increments.

After 3:10, no child will be in the halls or in any part of the church or school unless there is adult supervision (a program director, a teacher or other employed staff member or an adult who is approved to pick up a student). The building will be checked from time to time to make sure no students are left unsupervised. We need to be certain that they are accounted for and are with appropriate adults.

If your student is on the roster for an after school program (athletics, strings, winds, dance, or any other program held in the building) they may stay in the Extended Care for no charge until the program begins. The students will be escorted to and from the after school program by the director. Students are charged for the remaining time if they return to the Extended Care. On days when a student stays but has no special program, they will be charged for Extended Care.

Students are to be signed out by a responsible adult who is listed on the Extended Care sheet. People not known by aftercare staff, but on the emergency pick up list will be asked for identification. Preschool and Kindergarten students are escorted by a staff member to and from the extended care.

Holiday care is also provided at Alpine Academy. Please ask about that program in the office.

## **Fire and Tornado Drills**

Fire and tornado drills will be held at regular intervals throughout the school year. The teacher in each classroom will give the students instructions. Maps and directions for proper class drill locations are posted by the classroom doors. The school office maintains communications with the National Weather Service. Upon receipt of a warning over the weather alert radio, appropriate drill procedures will be enforced.

## **Field Trip Policies**

Opportunities are provided for educational field trips during a student's enrollment. Trips are carefully planned and supervised to provide an enjoyable experience along with educational value. Several opportunities are also provided to help students fulfill their community service requirements, and some optional excursions involve travel to other states and counties. While traveling to various sites is a learning experience, students also contribute time and effort in a work project as part of sharing their Christian commitment and talents with others in need. For some of the field trips, teachers will use a bus to transport the students. For other trips, we do ask parents to help drive. Parents who volunteer to drive for a field trip are required to have a minimum of \$100,000/\$300,000-liability coverage. Parents that are driving on field trips will have to make a copy of their driver's license and their insurance card to turn into the school office. The information will be kept on file for the entire school year. If a parent driver has an accident, their insurance company is responsible. The school's insurance is responsible for whatever the parent's insurance does not cover.

## **Flag Salute**

Each morning school begins with the Pledge to American Flag and the Pledge to Christian Flag. The two pledges are listed below so parents can practice them with their children.

### **Pledge to Christian Flag**

I pledge allegiance to the Christian flag and to the Savior for whose kingdom it stands. One Savior, crucified, risen and coming again with life everlasting for all who believe.

## Pledge to American Flag

I pledge allegiance to the flag of the United States of America and  
to the republic for which it stands, one nation, under God  
indivisible, with liberty and justice for all.

### Grading Key

Grades are given for both academic achievement and effort. The following grading keys are used in grades 1<sup>st</sup> through 6<sup>th</sup>.

<b>Grading Key</b>	A = 94-100%
	B = 83-93%
	C = 72-82%
	D = 61-71%
	F = Below 61%

A grade of “A” is awarded to those students who:

1. Perform outstanding in test, class work, class participation and homework.
2. Take the initiative in their studies to exceed requirements.
3. Complete appropriate assignments following absences.

A grade of “B” is based on test scores; daily work, homework, and appropriate make-up work because absence and participation in class activities – all of which are done above average.

A grade of “C” reflects completion of the following minimal requirements: class assignments, tests, homework, class participation and make-up work after absence.

A grade of “D” indicates frequent failure to complete class assignments, poor test results, and inattentiveness in class and insufficient participation in class.

A grade of “F” is given when there is absolute refusal to complete assignments, to participate in class work and activities, and for poor performance on tests.

Pre-school and Kindergarten uses their own designed report cards. They rely on personal conferences to tell parents about their children.

<b>Effort Grading Key</b>	E= Outstanding Effort
	S= Satisfactory Effort
	U= Unsatisfactory Effort

### Health Examination

#### Physical Requirements (PS, K, 6<sup>th</sup>)

The Certificate of Child Health Examination form is required to be completed upon entrance to preschool, kindergarten, 6<sup>th</sup> grade and 9<sup>th</sup> grade. This form includes a completed examination by a physician/nurse practitioner, age appropriate immunizations\* and lead screening and the Health History section completed, signed and dated by a parent. The examination must be completed within one year prior to entering preschool, kindergarten and sixth grade.

#### \*Immunization

The HIB (Haemophilus Influenza Type B) vaccination is required for all preschoolers under the age of 5. Children 24-59 months of age whom have not received the primary series of HIB vaccine must show proof of receiving one dose of the HIB vaccine after 15 months of age or older.

The Hepatitis B Vaccinations are required for all preschoolers and 5<sup>th</sup> graders. This is a series of 3 doses, with the second dose 1-2 months after the first and the third dose 4-6 months after the first.

The IPV and/or OPV (Polio) vaccination is required for entry into kindergarten. Three or more doses are required with the last dose being a booster and received on or after the 4<sup>th</sup> birthday.

The MMR (Measles, Mumps and Rubella) vaccination is required for entry into any grade level\*. The first dose received on or after 12 months of age and the second dose no less than 1 month later.

\*Some states only require one dose so students coming from out of state may need a second measles vaccination.

### Dental Requirements (K, 2<sup>nd</sup>, 6<sup>th</sup>)

The Illinois Dental Examination form is required for students in kindergarten, second and sixth grade.

### Vision Requirements (K)

The Illinois State law requires all students to show proof of an eye examination completed by an ophthalmologist/optometrist within one year of entering kindergarten.

The Illinois Department of Public Health is mandated to continue screening students for vision for the following: ages 3, 4, 5 grades K, 1, 2, 8, and any new students, or special education students. Vision screening is not a substitute for a complete eye and vision evaluation by an eye doctor. Your child is not required to undergo this vision screening if an optometrist or ophthalmologist has completed and signed a report form indicating that an examination has been administered within the previous 12 months and that evaluation is on file at the school. Vision and hearing screening is not an option.

The Illinois Department of Public Health is mandated to continue screening students for hearing for the following 3, 4, 5 years of age, and grades K, 1, 2, 3 any transfer student or teacher referral, special education and new students.

The Illinois State strongly recommends hearing and vision screening for 4<sup>th</sup> and 6<sup>th</sup> grades.

An out-of-state transfer student must present a health, dental and vision examination with age appropriate immunizations that was completed within 1 year prior to entry into an Illinois school on a comparable form. Preschool physicals are good for two years.

### Medication

All medication must be dispensed from the nurse's office. Self-medication is only allowed for students that require an Epi-Pen or rescue inhaler. These students must have the appropriate release signed by both the physician and parents, and is on file in the nurse's office. The student must notify the nurse after administration of an Epi-Pen or rescue inhaler. All medication given at school **must be in the original bottle** with the child's name and correct dosage. Medication that is in the blister packs without the original box **will not** be given.

Daily Prescription Medication (i.e. Inhaler, Ritalin) Children requiring medication on a daily basis at school must first obtain a written prescription by a physician. Medication Authorization form needs to be completed by the physician and parent. This form is available in the nurse's office.

Temporary Prescription Medication (i.e. antibiotics, eye drops, cough syrup) Children requiring medication temporarily must fill out and sign a "Short Term" medication form.

Over the Counter (OTC) Medication (i.e. Tylenol, Advil, Tums, cough drops). Due to standing orders, Tylenol, Advil, and Tums (or generic substitutes) may be administered at school with written permission from a parent. The nurse will send home a note notifying the parents of date, time and type of OTC administered.

Generally, children who are well enough to be at school are well enough to participate in physical education and recess. A signed note from the physician is required to exempt out of these activities.

***Students need to be kept home if they have any of the following:***

<b>When to keep your student home</b>	<b>When to return to school</b>
Fever of 100 degrees or over	Less than 100 degrees for 24 hours (without the aid of Tylenol or Advil)
Vomiting	No vomiting for 12 hours after last episode <i>and</i> must be able to eat
Diarrhea: 4-5 loose stools within a 24-hour period.	No diarrhea for 12 hours after last episode
Strep infection	On antibiotics for 24 hours
Respiratory illness or cough	When cough, runny nose, and sneezing are minimal
Undiagnosed skin rash	Doctor's clearance required to return
Acute conjunctivitis (pink eye)	On antibiotics for 24 hours
Chicken pox	Until all lesions are crusted over
Active case of pediculosis (head lice)	After one treatment <i>and</i> completely nit (egg) free

**Special Needs**

Any special assistance your student needs (i.e. with diabetes, ADD, ADHD, preferential seating, or handicaps) please inform the school nurse. All information is kept confidential.

**Homework**

Homework is a reinforcement and/or extension of materials and skills covered in the classroom. As reinforcement, assignments should cover skills previously taught and which the majority of the class understands. As extensions, long-term projects such as compositions, book reports, research projects, and oral presentations may be assigned.

Parents can help the school build good patterns of homework by:

1. *Being a Stage Manager* – Make sure your child has a quiet, well-lit place to work and that the needed materials are available.
2. *Being a motivator* – Be positive about your child's completion of homework.
3. *Being a role model* – If your child is reading, you can read too. If your child is doing math, balance your checkbook. Demonstrate a practical application of the skills the children are learning.
4. *Being a monitor* – If your child asks for help, provide guidance, not answers.
5. *Being a mentor* – Play a role in homework if the teacher asks but be aware that over-involvement can be a bad thing. If you have a question about the amount of homework, talk to the teacher the next day, if possible.

**Homework Time**

These time allotments are approximate and may, on some days, be inaccurate. Individual students may require more or less time on a given day, depending on their individual skills and capabilities.

<u>Grade</u>	<u>Homework Allotments</u>
Kindergarten	One Activity
1 <sup>st</sup> Grade	20-30 minutes
2 <sup>nd</sup> Grade	30-40 minutes
3 <sup>rd</sup> Grade	30-40 minutes
4 <sup>th</sup> Grade	40-60 minutes
5 <sup>th</sup> Grade	40-60 minutes
6 <sup>th</sup> Grade	40-60 minutes

**Leaving School Grounds**

No student is allowed to leave the school grounds during school hours without explicit written permission from his/her parents through the school office. No student will be allowed on school property before 7:45am as there is, no supervision offered before this time. Before care is available for children beginning at 6:30am who need to be

dropped off earlier than 7:45A.M. These students should go directly to the before care room, and sign in. All students that arrive before 7:45A.M. will be placed in before care for their safety. In the morning (7:45-8:00A.M.) there is to be no ball playing, running or physical game playing.

### **Lost and Found**

Students who find lost articles are asked to take them to the office. At the end of each quarter students will view all unclaimed articles again. After classes have rechecked the lost articles, the unclaimed articles will be given to the Crusader Thrift Shop. It is a help for returning lost articles when the item has your child's name on it.

### **Make Up Work**

When calling the office to notify of an absence, parents should request any make up work and advise as to whether the work is to be picked up in the office or sent home with a sibling or neighbor. Make up work will be ready in the office by 3:15pm.

### **Promotion**

Since most schools group children under grade classification systems, advancement of pupils is done on an annual basis. Annual promotion usually indicates achievement of minimum grade level expectations.

### **Recess**

Students will be expected to be outside for recess, and should be dressed accordingly. Students will not go outside in extreme weather conditions. Factors taken into consideration are wind chill, precipitation, extreme low temperature, playground exposure and length of recess.

### **Retention**

Retention will be made only after consideration of the parent, the teacher and the administration. Summer school can be mandated with the approval of the principal. Parents will be informed about the possibility of retention by the end of the second quarter. A final retention decision will be made by the first week in May.

### **Master Schedule**

Before Care	6:30-7:50a.m.
First bell	7:55a.m. (Preschool and Kindergarten are walked to their class)
Second bell, prayer and flag salute	8:00a.m.
Preschool recess	11:00-11:20a.m.
Preschool & 4 <sup>th</sup> -5 <sup>th</sup> lunch	11:20-11:40a.m.
4 <sup>th</sup> grade and 5 <sup>th</sup> grade recess	11:40-12:00
Kindergarten and 1 <sup>st</sup> grade lunch	11:00-11:20a.m.
Kindergarten and 1 <sup>st</sup> grade recess	11:20-11:40a.m.
6 <sup>th</sup> grade lunch	11:40-12:00p.m.
6 <sup>th</sup> grade recess	12:00-12:20p.m.
2 <sup>nd</sup> and 3 <sup>rd</sup> grade lunch	12:00-12:20p.m.
2 <sup>nd</sup> and 3 <sup>rd</sup> grade recess	12:20-12:40p.m.
Preschool and Kindergarten	2:50p.m. (Parents must come in to pick up preschool & kindergarten)
Dismissal	3:00p.m.
After Care	3:00-5:30p.m.

Faculty meetings are scheduled at least once each month. Each Friday is Spirit Day.

### **School Closings**

The sudden weather changes during the winter may make it necessary to close school because of hazards in transportation. Should this occur in the morning prior to the time for opening school, announcements will be made on WROK 1440AM and WZOK 97.5 radio stations as well as all three local TV stations beginning at 6:00am.

In the event weather conditions should force the closing of school during the day, the school will call the parent and/or person designated by the parent indicating that school will be closing early. Announcements will be made on the previously mentioned radios stations and TV stations.

### **Student Messages**

Messages will be taken and passed on in emergency situations. If there is a need to call school, please call (227-8894); Students are not permitted to have beepers in the building. Students are not permitted to have cellular phones in any classroom.

### **Telephone Use**

Students must have a note from their teacher before using the telephone. Due to limited phones in the office students are only given permission to use the phone in an emergency.

### **Tardy Policy**

Students who arrive after 8:00am should report to the office for a tardy slip. An effort should be made to see that students arrive on time. The parents of students who are consistently late will be called to see if better plans can be made so that all children can be on time for school. Students who are late miss valuable instruction time.

### **Testing**

The Stanford Achievement Test is administered to all students in grades 2<sup>nd</sup> – 6<sup>th</sup> in accordance with policy during March. Kindergarten and 1<sup>st</sup> grade students are tested with the Gates MacGinitie Reading Test. Students in Grades 3<sup>rd</sup>-6<sup>th</sup> are also tested three times a year on the S.T.A.R. reading tests. The S.A.T. test scores are used to measure a student's yearly progress and to evaluate and redefine the education program. The S.T.A.R. test scores are used to group students each fall and to measure short-term skill development. A permanent record of the scores is placed in each student's cumulative record folder. Parents will receive a special printed explanation of their child's scores. If you have a question about your child's test scores or academic progress, please contact your child's teacher or the principal.

### **Tuition**

There are a number of plans available to parents for payment of tuition. Some of the policies related to tuition are:

1. *Registration Fee for Preschool – 6<sup>th</sup> grade.* There is a yearly non-refundable and non-transferable registration fee. The application will be processed only after all applicable fees are paid. Students who are entering grades 2 through 6 as new students may be tested prior to acceptance of their enrollment to determine appropriate skill development for the grade they are entering. If the skill level of the child is not appropriate, and the school does not choose to enroll the student, any fees that have been paid will be refunded in full.
2. *Tuition Payment Plans:* A number of options are available for paying tuition. Payment plans include: annually, per semester, monthly or automatic monthly withdrawal. The office will explain these options to you. If you desire to make changes in options, call the office at 227-8894.
3. *Extended Care/Athletic Fee:* Extended Care is billed in 10 minute increments. Athletics' are billed per sport.
4. *Discounts:* Members, in good standing, with Alpine Church may receive a discount. The "Church Discount" form must be signed by the Pastor and returned to the Business Office before the discount applies. A multiple student discount is available for qualifying families. A limited amount of financial aid will be available for those who qualify and have requests submitted prior to the deadline of the first week in August. The amount of aid will depend on the amount set aside, the number of qualifying families, and the degree of need as established by copies of your last year's IRS 1040 tax forms. These returns are required as proof of taxable income.
5. *Board Policies:* The Alpine Academy Board has established the following policies:

- Students are expected to be performing at grade level to be accepted.
- If a student is dismissed for failure to comply with the discipline/academic standards of the school, NO refund shall be granted.
- All fees are NON-REFUNDABLE. Tuition is prorated by the week – subject to dismissal circumstances.
- The school shall withhold transcripts, grades and other enrollment documents until tuition, fees and assessments are paid in full.
- A child shall not be permitted to enroll for subsequent school years until all prior tuition fees and assessments are paid in full.
- Once tuition accounts become over 60 days in arrears, students will be denied admittance.
- Parents are to commit themselves to abide by all the policies and guidelines of Alpine Academy and to be involved in the home-school cooperative ministry.
- Tuition does not cover the entire cost to educate a student. Students and parents are encouraged to participate in volunteer activities.

## **ATHLETIC PROGRAM**

### **Athletic Philosophy**

All student athletes are created by God with unique talents and abilities. The goal at Alpine Academy is to create an environment where these abilities can be nurtured and developed to give glory to God. Along with instruction in skills specific to each individual sport, coaches will strive to instill the importance of each team member's contribution to the whole, and life skills of cooperation, sportsmanship, and the value of positive attitude. With this in mind, the following are basic tenets of the Alpine Academy Athletic Philosophy.

Our athletes will strive towards Godliness of character. In their action on and off the field of competition, they will try to reflect the nature of God. When we compete, we hope to show Christ to our opponents in the words and actions. In reflecting Christ to others, coaches and athletes will practice good sportsmanship, regardless of the outcome of the contest.

Student athletes are just that – student athletes. Their performance in the classroom is a primary importance. Schoolwork must come first.

Fundamentals will be stressed at every opportunity. We want to have teams where the beginning athlete as well as the more experienced will feel motivated and challenged to learn and develop their skills. Everyone contributes to the team.

Everyone who desires to play on an Alpine Academy team is welcome to play, provided they meet the academic eligibility rules stated in our eligibility policy. Individual coaches will determine playing time.

Student athletes from Alpine Academy will be encouraged to participate on the Alpine Academy teams best suited to their interest and skill development. We are all one school and one body of believers – a family.

### **Eligibility Procedures**

1. Eligibility for any sport is secondary to the educational program of the school. The quality and attention to school work being done on time is a primary issue in the education of the children.
2. Teachers are reminded that it is important to communicate student learning issues with parents. If you notice a significant change in a student's grades, take a moment to call the parents and alert them to that fact.

Working together on this will diminish some the eligibility issues, and I encourage teachers to get parents involved before students become ineligible.

3. The Athletic Director shall be responsible for passing out a copy of the Eligibility section of the Parent Handbook to all coaches and parents. That section is on page 12 of that document. A copy of that page may be obtained from the office. Parents and students will sign and return that copy to the school if they participate in any athletic activity.
4. Ineligibility means that the student has a grade of D or is failing one or more subjects. Ineligibility runs from Wednesday to the following Tuesday. Each TUESDAY, BY NO LATER THAN 2:00 PM, the teacher is to report ineligibility as indicated below:

#### WHEN ELIGIBILITY IS AN ISSUE:

1. When a child becomes ineligible because of unacceptable grades, or for any reason related to the education of the child, it will be the responsibility of the teacher to notify the parents by phone as soon as the child is declared ineligible. They will also immediately notify the Athletic Director.
2. The Athletic Director shall notify the appropriate coach that the student is ineligible prior to the end of the day of a child becoming ineligible. This may be done in person or by phone.
3. The Athletic Director shall be responsible for providing the rules of eligibility to any coach, whether it be our coaches or others playing under the umbrella of Alpine Academy. A complete explanation of the eligibility rules should be presented to all coaches prior to the start of any game season.

## CODE OF CONDUCT

### **Conduct Responsibilities:**

Each student has a right to learn in a Christian environment. Teachers have the right to expect student's behavior that allows teachers to teach and students to learn. Students and teachers share the responsibility to maintain such an environment. Discipline is the student's ability to manage him or herself within the limits set by the school policies and procedures. Parents share equally with teachers the responsibility for discipline. Parents, as co-educators for their children, realize that there will be times when a student steps away from the correct discipline. When this happens, it is the responsibility of both the classroom teacher and the parent to help the student with regard to a discipline problem. When a student displays minor irresponsible behavior within the school or classroom, the teacher and/or principal will take disciplinary action. There will be times when misbehavior must be referred to the parents for action and support of the school's or teacher's action.

Each teacher has set rules to meet the needs of his/her individual class. Each year these rules are distributed within the first week of school. Parents share the responsibility for guiding their children toward responsible behavior and providing Christian examples.

By choosing to break a rule, a child also has chosen to accept the consequences of his/her behavior as spelled out in this Code of Conduct.

### **Definition of misconduct includes, but is not limited to:**

Any physical, spoken or written act of abuse, violence, harassment, intimidation, extortion, use of vulgarity, cursing, makes remarks of a personally destructive nature toward any other person, unacceptable public display of affection, inappropriate use of hands, and any restriction or prevention of free movement of an individual. These prohibitions apply whether the act is deliberate, intentional, or unintentional or when directed toward an individual or group with regard to race, color, national origin, physical or mental disability, or political or religious ideology.

It is not possible to define every form of misconduct, but we can describe the kinds of behavior that are not acceptable at Alpine Academy. These behaviors range from minor problems to those that require parent involvement. Such behaviors include but are not limited to:

Minor infractions, which are generally handled with detentions issued by the teacher and principal:

1. Repeated violation of a classroom rule after being warned about the rule.
2. Excessive tardiness to class.
3. Failure to follow repeated directions about behavior.
4. Dress code violations.
5. Inappropriate display of temper.
6. Restroom abuse.
7. Unacceptable playground behavior.

Major infractions which will generally include parent involvement with the teacher and the principal and may lead to immediate multiple detentions or suspension from school for a defined period determined by the principal in cooperation with the parents:

1. Repeated use of profane or foul language.
2. Flagrant disrespect for authority.
3. Physical or emotional abuse of another person.
4. Repeated lying.
5. Verifiable threats to another person.
6. Physical fighting anywhere on school property
7. Deliberate damage to property in or on the school grounds.
8. Theft
9. Behavior violations while serving detentions.
10. The use, exchange, sale, transportation or possession of indecent or obscene material.

Major infractions that will result in immediate removal from the school for an extended period of suspension or an immediate expulsion as determined by the principal:

1. Transportation, possession, use or delivery of any illegal substances.
2. Use of any electronic media devices to demean, harass, intimidate, threaten, or otherwise cause physical or mental harm to another person.
3. Possession and/or use of any item that can be construed as a weapon.
4. Use of drugs, tobacco, alcohol, or other prohibited substance.
5. Striking or in any way assaulting any staff member.
6. Any threat toward the school that would cause disruption of the function of the normal school operations (bomb threats, threats of use of weapons, etc.)
7. Continued and repeated violations of school rules after having consulted with the parents with regard to previous violations.

Corrective actions as determined by the principal which may include, but not be limited to:

1. Single or multiple detentions.
2. Long or short term suspensions from school (either in or out of school).
3. Emergency expulsion (pending investigative outcomes) / final expulsion.
4. Contact with local law enforcement agencies which may include charges being filed.

### **Parental Responsibilities**

There are some items that need to be generally understood by all in regard to discipline. Parents are responsible for the child's behavior. Parents are expected to accept the following responsibilities:

- know and support school rules
- send pupils to school in the proper state of health, cleanliness, and neatness
- maintain an active interest in the pupil's progress
- cooperate with the school by reading and returning signed communication
- attending parent-teacher conferences

## **Student Responsibilities**

Students are expected to contribute to the learning environment by:

- respecting the rights of other students and the rights of the staff
- accepting responsibility of their own learning and behavior.

## **Staff Responsibilities**

The school staff is expected to go the following to assure good discipline throughout Alpine Academy:

- The building administrator has the responsibility to enforce discipline for students while they are in the school building or on the school grounds. He/she maintains adequate supervision while students are aboard school owned, operated or chartered buses; while they are attending or engaging in school activities; and while they are on school grounds. IF a student's misconduct directly and immediately affects school discipline or the general safety and welfare of students and staff, the principal or designated staff member will provide appropriate consequences.
- The administrator or teachers will keep parents informed of consistent or serious misconduct. Additionally, administrators or teachers will involve parents in problem solving regarding the disciplinary action. They will assist parents, when necessary, in identifying community resources that are available to help family deal with persistent or serious discipline issues.
- Although students may be suspended without first notifying parents, the administrator will always make every effort to notify parents that the suspension has occurred and explain the reason for the suspension. Each family is provided with a copy of the Code of Conduct.
- The Code of Conduct is not meant to be an exclusive list of unacceptable behavior. Alpine Academy Board policy does give the principal the authority to discipline, suspend or expel any student when the presence of a student is detrimental to the best interests of the school. This can include behavior not specified in the Code of Conduct which is generally known to be inappropriate or behavior which is in violation of federal, state, county or city laws and ordinances.
- Additional polices related to students behavior might be included in the.AAR weekly newsletter. Parents and students are responsible for knowing the contents of the.AAR Parents Handbook. Violation of the Code of Conduct may also result in disciplinary action including detention, suspension, or expulsion.

## **Due Process**

The purpose of the Code of Conduct is to help students and parents know what is expected from them and what they anticipate from schools. Due Process includes the following:

1. The student must have prior knowledge of the conduct that is required or prohibited.
2. The student must be told why he/she is being considered for disciplinary action.
3. The student must have an opportunity to express his/her view regarding the incident before any decision regarding discipline is made.
4. The school official must base his/her decision only on the matters about which the student has been informed.

In cases where there is a question concerning disciplinary decisions, a parent or legal guardian should first request a meeting with the classroom teacher, and may then appeal to the building principal. If a parent or legal guardian, after discussion with a building principal has concerns over an incident involving an out of school suspension, he/she may request an appeal meeting with the school board by calling 815-227-8894 for assistance in setting a date for such a hearing. The authority to expel and readmit a student rests solely with the Principal and Academy Board. All students are treated equitably regardless of race, creed, gender, age, national origin or disability.

## **Searches**

The furnishing of cubbies, lockers, desks, facilities or space owned by the school does not give rise to an expectation of student privacy with regard to student use those cubbies, lockers, facilities or space.

Individual cubbies, lockers, desks and other school property may be searched any time a school official has reasonable suspicion that a criminal offense or violation of a school rule has occurred. School officials may also conduct periodic inspections of all school lockers, cubbies, desk or other school property or a randomly selected a portion of any of these. School maintenance staff may also open a locker to conduct maintenance or to check for needed maintenance. All searches, inspections and maintenance may be done without prior notice and without the presence of the student. All searches, inspections and maintenance may only occur with the authorization and direction of the building principal. Searches other than maintenance inspection, must be done in the presence of at least two staff members.

In case of searches based upon reasonable suspicion of a violation, the student will be notified as soon as practical after the fact that the search occurred, the reason for the search and the result of the search.

Search of individuals or their personal property shall be based on reasonable suspicion, and shall occur only with the authorization and direction of the building principal and in the presence of at least two staff members.

### **Alcohol, Drugs and Weapons**

In cases involving suspected alcohol or illegal drugs each school will notify law enforcement of the individual involved unless the student is self-reporting for the purpose of therapeutic intervention.

The principal or representative must also notify police when a weapon is found in the possession of a student. The principal or staff member may additionally contact police anytime he or she suspects any legal violation has occurred.

*Dear Lord, we give thanks for Alpine Academy .  
May your Holy Spirit guide us to provide an  
excellent education for our children in a safe and Christian context.  
In the name of Jesus Christ, our Lord and Savior,  
Amen*

*Whatever you do, work at it with all your heart, as though you  
Were working for the Lord, not for men.  
Colossians 3:23*