

Student Handbook 2024-2025



ALPINE
CHRISTIAN SCHOOL

7215 Shreveport Highway
Pineville, LA 71360
(318) 640-3804
www.alpinechristianschool.org

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Dear Parents/Guardians,

Welcome to Alpine Christian School (ACS). We are excited that you have chosen to partner with us in the education of your child. The mission of the school is to serve families by providing a Christ-centered, biblically-based education marked by academic excellence and spiritual vitality.

At Alpine Christian School, we unashamedly believe, teach, and practice a literal interpretation of the Bible. Biblical principles are integrated into every subject taught at our school and our staff is committed not only to academic excellence but also to teaching our students how to apply the truths of God's Word to every aspect of life.

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

If you have any questions, please contact the school office at (318) 640-3804, 8:00 am – 3:00 pm, Monday – Friday. Thank you again for allowing us to share in the responsibility of nurturing your children.

Gratefully,

John Willie
Administrator

A. OVERVIEW

Our Mission is to serve families by providing a Christ-centered, biblically-based education marked by academic excellence and spiritual vitality.

Our Vision is that all students through the collective efforts of the parents, church, and school would be molded into image-bearers of Christ. It is further the school's vision to produce powerful and effective student leaders who will impact their world through biblical thought and action in obedience to the Great Commission and the Great Commandment.

Our Core Values:

- Centrality of the Christian faith – The school believes that the Bible is the final authority for the Christian relating to matters of faith and practice. These beliefs are foundational to all activities related to the school (2 Timothy 3:16-17).
- Compassion and respect for all people. – The school believes each individual is uniquely created by God and endowed with specific gifts and abilities. These gifts and abilities, encourage mutual respect, promote Christian love and provide motivation to resolve conflict in a peaceable and Biblical manner (Matthew 18:15-35).
- Commitment to family values. – The school exists to serve Christian families in the process of education. As such, the school is supportive of family issues and concerns. We exist to strengthen the family through a balanced educational program that considers the academic and relational needs of the family (Psalm 127).
- Consistent focus on scholastic excellence. – The school has a challenging academic curriculum as well as a comprehensive extracurricular program that allows each student to pursue academic excellence while developing spiritual, physical, social and intellectual disciplines. We intend to produce students who lead by example and impact the world for Jesus Christ (2 Timothy 2:15).
- Community involvement. – The school promotes citizenship and community involvement through school-wide benevolence ministries and community service programs (Matthew 5:13-16).
- Caring attitude of servanthood. – The school is dedicated to serving the needs of our parents, students, faculty and staff. Furthermore, we recognize that these persons are the keys to the school's success (Matthew 20:25-28).
- Careful stewardship of all resources. – The school is committed to responsible management of the time, talent and treasure entrusted to us by our Creator God (Matthew 25:14-29).

Our Distinctives:

- Foundation – As a ministry of Alpine First Baptist Church, we ensure that there is a solid biblical foundation in all we teach and do.
- Curriculum – We utilize the Abeka curriculum, which combines high academics with a biblical worldview.
- Size – Our average teacher-to-student ratios are much smaller than other schools.
- Experience – Being established for over 35 years, we have an experienced and caring faculty.
- Affordability – We are more affordable than most other private Christian schools in our area.

Our Governance:

Alpine Christian School has been established as a ministry of Alpine First Baptist Church. It does not have a separate legal status from that of the church. The governance of the school is overseen by a school board appointed by the church. Additionally, the administration of the school is overseen by an administrator (i.e., principal) appointed by the church.

Our Past:

In 1987, Alpine First Baptist Church, led by the Holy Spirit, opened what would become Alpine Christian School. Through the prayers and commitment of many dedicated people, we are now able to provide an excellent

curriculum that provides balance in both spiritual and academic areas that recognize the Bible as the final authority and Jesus Christ as Lord. “The fear of the Lord is the beginning of knowledge.” (Proverbs 1:7)

Our Present:

We are grateful for our roots and humbly realize we stand on the tall shoulders of others who laid the foundation. We are also thankful that God has blessed Alpine Christian School and positioned us to educate our precious students in 2024-2025. We believe there has never been a more strategic time for quality Christian education.

Our Future:

Believing that God is in control, we look forward to growth in quality education and student enrollment. We confidently believe that the best years at Alpine are ahead.

B. BELIEFS

Our Statement of Faith

We believe that there is only one God, eternally existent in three persons – Father, Son, and Holy Spirit.

We believe that God is totally sovereign, holy, righteous, and just.

We believe that all mankind has sinned against God, and as a result of our sin, we are alienated from God and condemned to experience God's wrath eternally in hell, apart from God's own gracious intervention.

We believe that salvation is wholly by God's grace through faith in Jesus, who is both truly God and truly man.

We believe that Jesus was conceived by the Holy Spirit and born to the virgin Mary.

We believe that Jesus was without sin and led a sinless life.

We believe that Jesus was crucified, he died as a substitute for sinners, a sacrifice for sin, and as a propitiation of the wrath of God towards sinners, and he was buried.

We believe that Jesus was resurrected from the dead and has ascended into heaven, where he sits at the right hand of the Father.

We believe that the Lord Jesus Christ will come again to judge the living and the dead.

We believe that anyone who repents and believes in Jesus shall be saved from God's wrath and declared righteous, and sealed with the Holy Spirit until Christ's second coming.

Our Affirmations of Doctrine & Practice

(a) Scripture – Scripture, the revealed written Word of God, is without error in all that it affirms. As the truth of God, it is the final authority in matters of faith and practice. Consequently, Scripture is an indispensable tool of scholarship for integrating the Christian faith with all academic disciplines.

(b) Ethics and Ethical Behavior – Scripture provides the foundation to guide one's behavior and to evaluate the behavior of others. The school seeks to develop policies and practices that reflect a biblical worldview and patterns of behavior consistent with God's design for human flourishing.

(c) Origins – God created all things in six literal days and that the creation of human beings was a special creative act of God. The school will not teach naturalistic or theistic evolution to be the mechanism by which God ordered His creation.

(d) Gender – God wonderfully and immutably created each person in His image as one of two genders (or sexes), male and female. These two distinct, complementary genders together reflect the image and nature of God. Rejection of one's biological gender is a rejection of the image of God within that person. While different in some roles, males and females are equal in dignity as bearers of God's image. Headship, and all authority, is to be modeled on Christ's sacrificial service for the Church. We are to refer to God as we are taught in Scripture. Jesus was himself a male, and he teaches us to refer to God as "our Father."

(e) Sexuality and Marriage – The Biblical standard for expressing sexual behavior is heterosexual, monogamous marriage. Marriage has only one meaning and that is marriage sanctioned by God which joins one man and one woman in a single, exclusive union, as delineated in Scripture. Scripture explicitly rules out pre-marital, extra-marital, polyamorous, and homosexual sexual activity. Any form of sexual immorality (including adultery,

fornication, homosexuality, lesbianism, bisexual conduct, polyamorous conduct, bestiality, incest, pornography, and attempting to change one's biological sex or otherwise acting upon any disagreement with one's biological sex) or advocacy of sexual immorality, is sinful and is therefore offensive to God. While Christians must exhibit compassion to those whose sexual behavior the Bible describes as sinful, they are not to support any public policy or view that legitimizes such sinful behavior as an appropriate lifestyle. God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ.

(f) Sanctity of Life – All human life is created by God in His image and is therefore of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. Therefore, all human life should be valued.

(g) Image-Bearers of God – Each person is made in God's image, is equal in God's sight, and therefore must be esteemed equal by all mankind. Hence slavery and wrongful discrimination is not compatible with a biblical worldview.

(h) Compassion – Every person must be afforded compassion, love, kindness, respect, and dignity. Hateful and harassing behavior or attitudes directed towards any individual are to be repudiated and are not in accord with Scripture nor the policy of this school. Christians are to exhibit compassion informed by a conscience in whether there is Biblical concern for the economically, socially, and politically disadvantaged (e.g. the poor, widows, orphans, and aliens). Strategies for expressing this concern should emphasize personal responsibility.

(i) Cultural Diversity – Diversity and unity are both manifested in God's person and His creation. Cultural and ethnic distinctions that properly reflect such diversity and unity are deserving of respect. The truth of Christ, which transcends such distinctions, is the standard for judging all cultural and ethnic expressions and values. Believers of all races and cultures enjoy unity in Christ, which enhances their personal and ethnic identity.

Our Philosophy

1. Education is focused on truth, of which God is the ultimate source. He reveals himself to us in nature; in his Son; and in the Bible, the only inerrant, authoritative, and sufficient rule for faith and practice (Heb. 1:1-3; 2 Tim. 3:16,17).
2. The Lordship of Christ and the sovereignty of God are all-inclusive; therefore, all areas of life and learning are regarded as sacred (Rom. 11:36; 1 Cor. 10:31b)
3. Christian education is the result of all knowledge being tested against, and integrated with, a biblically based view of God and the world (2 Cor. 10:4b-5; John 1:3).
4. The primary responsibility for the education of children rests with parents (Dt. 6:7,8; Genesis 17:7; Prov. 22:6). However, the Christian school and the church provide complementary roles in educating students for lives of fellowship with God and service to others (Dt. 11:18; Ps. 78:4).
5. The Christian teacher, empowered by the Holy Spirit, guides and nurtures students through instruction, admonition and personal example. The Christian teacher is a Living Curriculum that models and encourages students in academic, social, and spiritual growth (Col. 1:28; Prov. 1:7).
6. God reveals himself to students through revelation, both general and special. Through general revelation, students learn of God and His world (Acts 14:17; Rom. 1:18-20). Special revelation and regeneration are regarded as essential components of Christian education because a personal relationship with Jesus Christ provides students with the ability to view life from a Biblical perspective (1 Cor. 2:14).
7. All students are created by God with unique talents as well as particular developmental growth patterns. Therefore, the learning process is enhanced as teachers utilize varied teaching strategies and instructional environments (Ps. 139:13-15; Rom. 12:4-8).

8. Excellence in the quality of education offered to children brings glory to God and provides a compelling witness to our neighbors (Phil. 1:9-11).
9. The goal of Christian education is to develop students who will serve God and affect their community and the world by thinking and acting biblically in all aspects of life (Rom. 12:2).
10. Orthodoxy and orthopraxy cannot be divided; therefore, student speech and action must bring honor to Jesus Christ so that the students will be able to give reason for the hope which they have in Christ Jesus (2 Tim. 2:15; 1 Pet. 3:15).

C. ADMISSIONS & ENROLLMENT

Admissions Policy & Procedures

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

All students seeking admission to Alpine Christian School for the first time must:

- be eligible for re-enrollment in school last attended;
- have not been suspended or expelled from school last attended;
- be free of severe learning or behavioral problems; and
- is not transferring directly from any type of rehabilitation program (drugs, alcohol, behavior, mental, etc.).

The administration reserves the right to refuse admission to any student who is currently under discipline from a law enforcement agency, has been suspended or expelled from a school, or has had a previous discipline problem.

Additionally, all new students (except for those entering pre-kindergarten and kindergarten) must be tested to determine the appropriate grade level.

Children must be 3 years old by September 30th to enroll in the 3-year-old pre-kindergarten program. Children must be 4 years old by September 30th to enroll in the 4-year-old pre-kindergarten program. Children must be 5 years old by September 30th to enroll in kindergarten. Additionally, all children seeking admission into the pre-kindergarten program must be potty-trained before the beginning of school.

Enrollment Procedure

1. Parents must complete an enrollment application and ancillary documents.
2. Each new student must provide a birth certificate and up-to-date immunization record.
3. Pay the appropriate registration fee (All fees are found in Appendix 1).
4. There is a six-week probation period for all new students. During the probation period, a student's grades and behavior will be evaluated.

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

Payment of Tuition and Fees

Timely payment of tuition and fees is important to the operation of the school. All payments are non-refundable and non-transferable. Tuition payments are set up on either an annual or a 10-month basis. The first tuition payment is due on the first day of school, and all subsequent payments are due on the first day of each month thereafter. The Payment Policies are outlined in Appendix 1.

Non-Sufficient Fund Payments

1. If there are insufficient funds in the payer's bank account for a payment or their credit card is declined, a \$25 NSF fee may be charged and the replacement payment method must be made via cash or money order.
2. If there are insufficient funds more than once, all subsequent payments during the school year must be made via cash or money order and the payment plan shall be converted to the Monthly Non-Auto Plan (if applicable).

Delinquent Accounts

1. If a student's account is not fully paid by the 15th of each month, it will be considered a delinquent account and a \$25 late fee may be charged.
2. If an account remains delinquent for two consecutive months, the student may not be allowed to attend school until the account is fully paid.

3. While an account is delinquent, no student records will be provided to another school, and report cards will be held in the office.
4. While an account is delinquent, the student may not receive awards at the end of the year or participate in extra activities.

D. GENERAL SCHOOL INFORMATION

Prohibited Actions

Students will not act, advocate, or promote a position in opposition to the school's Statement of Faith and its Affirmations of Doctrine and Practice. Additionally, the school does not tolerate the following statements or actions by students towards themselves or other students or staff:

- Bullying, hazing, or similar behavior.
- Sexual harassment or conduct.
- Assault, battery, or other acts or threats of violence or harm, including self-bodily harm.
- Possession of explosives, firearms, knives, or other weapons.
- Possession of alcohol, tobacco products, or illegal substances.
- Use of immoral, obscene, indecent, or profane language, gestures, or images.

Conduct in violation of this prohibition may result in disciplinary action, up to and including expulsion.

Technology Use Policy

The use of technology is a privilege, not a right, and therefore inappropriate use may result in the cancellation of those privileges and disciplinary actions. Responsibilities include appropriate, efficient, ethical, and legal utilization of network resources. Users must demonstrate honesty, integrity, and respect for others at all times. No individual student shall be permitted to access any home email, social networking, blogging, instant messaging system, or screen name without the express written permission of the administration. A user shall not attempt to access any internet resources or entities without the express authorization of the teacher. When a security problem is detected, it shall be reported immediately to the teacher. The problem shall not be demonstrated to other users. Any inappropriate use of the internet may result in appropriate disciplinary action and loss of privileges to use the Internet. Violations will be dealt with on a case-by-case basis, but such violations will be viewed as a serious offense requiring swift and severe disciplinary action.

Care of School Property

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

School Telephone Use

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

Cell Phone/Electronic Device Use

In an effort to support student safety, students are allowed to possess cell phones while on the school campus, subject to the following rules:

- Cell phones must be turned off and must not be visible while on campus. Placing a cell phone on vibrate or "airplane mode" is not considered off.
- The school campus means the school buildings, the outdoor areas surrounding the school buildings, and any off-site location where school-related activities are being conducted.
- This policy applies anytime the student is on campus, whether before, during, or after school hours, including, but not limited to, during class time, recess, lunch, class rotations, field trips, emergency drills, extracurricular activities, and the aftercare program.

All other electronic devices are prohibited on campus. Violations of these policies may result in the cell phone or electronic device being seized by the school until retrieved by the parent.

Chapel

A regular part of Alpine Christian School's schedule is a weekly chapel service for all students each Wednesday beginning at 8:30 a.m. The time is devoted for students and teachers to worship together. An offering is taken during chapel; however, an offering is not required or expected.

Emergency Procedures/School Closing

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

Remind (phone app) and **DreamClass** (online student management system) are the school's primary means of notification in the event of an emergency; therefore, all parents should download and participate in the use of the Remind app and regularly check their DreamClass account. Also, notifications will be made on the school's website and Facebook page.

Website: www.alpinechristianschool.org

Facebook: www.facebook.com/AlpineChristian

If an emergency should occur before the school day begins, we will attempt to notify parents before students arrive on campus. If an emergency should occur after the school day begins, we will provide notification as mentioned above and, if necessary, contact you at the phone numbers you have listed.

Typically, if schools in the Rapides Parish School System have closed due to inclement weather or other dangerous conditions, ACS will also close. Local television and radio stations typically broadcast information about these types of closings.

Field Trips

Field trips are encouraged at Alpine Christian School throughout the year. They are designed to be educational as well as fun. Parents will be informed at least one week in advance of field trip plans along with a permission slip. All students must have a permission slip to attend any school function off campus. All school rules and policies apply on school-sponsored trips. No siblings are allowed on school field trips.

Holidays

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

- Halloween: We prohibit any costumes for any event or party that is satanic, witchcraft, demonic, or otherwise depicts an evil being.
- Christmas: All the events including and surrounding the amazing and miraculous birth of our Savior Jesus will be our exclusive focus during Christmastime.
- Easter: We celebrate Easter to remember the glorious resurrection of Jesus from the dead as the climactic completion of his work of salvation and as the ultimate proof to the world of his deity.

Gym

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

Lunches

Students will need to bring a packed lunch daily. Student lunches will not be heated. Please send disposable forks, spoons, straws, etc. from home.

Medical Issues

Teachers or staff members will not administer prescribed or over-the-counter medications. In an emergency, appropriate measures will be taken.

- Temperature check – Teachers may check the temperature of students periodically. If a student has a temperature of 100°F they will be sent to the sick area near the office and the parent will be called.
- Illness or Injury – Should a student become ill or receive an injury while at school, the parents will be contacted immediately. Before leaving campus, the student must sign out in the school office. In an emergency, appropriate measures will be taken.
- Communicable Diseases – Every effort is made by ACS to minimize exposure to any child. For health reasons, students should not attend school with fever (even if treated with medication) or any other condition that is considered contagious. Students with fever will not be re-admitted until after they have missed one complete school day and are fever-free. If a student has the flu, COVID-19, or another respiratory virus, the student will not be re-admitted until after the time recommended by the CDC has elapsed. This is to ensure all students are safe and protected.
- Lice – When head lice are found, students will be immediately sent home. Students may return only when no nits are visible. Any student returning from lice treatment must pass an inspection at the school before being allowed to return.

Parents should inform the ACS administration of any infectious diagnosis of a student. This disclosure will be in held strictest confidence.

Soiled/Wet Clothing

Students should be fully potty-trained before the first day of school. Parents of pre-kindergarten and kindergarten students will provide an extra set of clothing (including shirts, pants, underwear, and socks). The change of clothes should be placed in a Ziploc bag with the child's name on it. As children will be allowed to clean themselves with wipes, please notify the teacher of any allergies/sensitivities. If a child is not able to change his/her clothing, the parent will be required to come to the school to change the child. Students may receive assistance with zippers, buttons, belts, or fasteners but the teachers are not allowed to clean the child.

Search and Seizure

The school has the right to search a student's possessions or outer clothing and seize any unauthorized or illegal items if there is a reasonable suspicion that warrants the search.

Student Records

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

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

Classroom Supplies/Materials

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

Valuables

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

Complaint/Problem Procedure

We encourage parents to follow the biblical example in Matthew 18 for anything too serious to be overlooked or forgiven. All individuals will be expected to demonstrate mutual respect; discussion will focus on resolution and not on fault or blame.

The following procedures should be followed:

1. Take any concern promptly, directly, and privately to the one who is most directly involved.
2. If the concern is not resolved to the satisfaction of both parties, contact the administrator, who may schedule an additional meeting with the appropriate parties.
3. If the problem is still not resolved, the concern can be brought to the attention of the school board.

If you or your child has a problem with another student, please talk to that student's parents or contact the teacher. As we provide a safe environment for our students, we cannot allow parents to confront other children. Failure to fully and carefully follow the above-outlined procedure may not only leave the concern unresolved, but may also create further hindrance to God's work at ACS.

Parent-Teacher Conferences

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

Parents and students should feel free to meet with the teacher. Please call the school to schedule a conference. Conferences will be scheduled before or after the school day.

Visiting Campus

For the safety of our students and staff, parents and other visitors must check into the school office and receive a visitor's pass anytime they visit the school. Parents are discouraged from visiting their child's classroom during the school day unless previously approved by the teacher or administration to avoid interrupting class time. Conferences with a teacher must be arranged in advance outside of class time.

School Hours

The school day is 8:00 AM until 3:00 PM, Monday through Friday (unless otherwise indicated on the school calendar).

Drop Off & Pick Up

Drop Off / Arrival

- Students may be dropped off starting at 7:30 AM in the designated areas.
- For safety reasons, students should always exit the vehicle from the side next to the building.
- Students should have all their belongings ready when exiting the vehicle.

Pickup / Dismissal

- Students may be picked up starting at 3:00 PM in the designated areas.
- For safety reasons, students will be escorted to vehicles by staff.
- Students who are not picked up by 3:15 PM will be placed in our after-school care program and charged accordingly.

General Procedures

- Students in Pre-Kindergarten 3 – Kindergarten and 5th – 8th grade should be picked up and dropped off in the designated area located in front of the main school building. Students in 1st – 4th grade should be picked up and dropped off in front of their respective classrooms.
- All vehicles should enter the north drive (by the church sanctuary), proceed around the back of the school building, and exit using the south drive. All traffic should flow in one direction.
- The School Resource Officer and staff will be directing traffic, both morning and afternoon.
- Do not drive around barricades.
- Parents should not exit the vehicle. If a child requires assistance, please utilize the parking lot.

- Please do not park or leave your vehicle in the drop-off/pick-up area as this creates a hazard for other parents who need to pull forward. If you need to come into the building even for a few minutes, please pull your vehicle into a parking space.

Attendance

Although ACS is a private school, parents/legal guardians and students must still adhere to the compulsory attendance laws of the State of Louisiana. La. R.S. 17:221 *et seq.* provides that the parent or legal guardian of a child who resides in Louisiana and who is age 5, by September 30th of the calendar year in which the school year begins, through age 18 shall enroll the child in a public or nonpublic school, or otherwise enroll the child in an approved home study program. Additionally, the parent or legal guardian shall ensure the child is not habitually absent or tardy from school. Parents and legal guardians who violate the state's compulsory attendance laws may be subject to monetary fines or imprisonment by the state. Additionally, the child may be referred to family/juvenile court for truancy proceedings to be dealt with in such manner as the court may determine, which may include placing the child in the care of another family or institution.

A student is considered to be in attendance when he/she is physically present on the school campus or is participating in an authorized school activity. If a student is present more than 50% of the school day, he/she will be considered in attendance for the whole day. If a student is present more than 25% but not more than 50% of the school day, he/she will be considered in attendance for a half day.

Absences

Students are allowed 14 unexcused absences for the school year. Students who are not in attendance for the minimum instructional minutes per school year as required by Louisiana regulations are ineligible for promotion to the next grade.

If a student must be absent for any reason, then a note or excuse from a healthcare provider explaining the reason for their absence should be sent upon their return. Absences may be excused due to personal illness or a healthcare appointment for the student, illness in the student's family that necessitates the student's absence, death in the student's family, or such other extenuating circumstances approved by the administrator.

Parents will receive written notification when a student has 5 unexcused absences. Parents are required to have a conference with the administrator when a student has 7 unexcused absences, and then with the school board when a student has 10 unexcused absences. Parents are required to have another conference with the school board when a student has 14 absences, and the school board will determine the appropriate remedial or disciplinary action, which may include expulsion. Failure to attend all mandatory conferences will result in punitive measures as determined by the school board.

Tardies

Students need the benefit of every instructional minute of each school day. With that in mind, parents should keep tardies to a minimum. Any student who arrives after 8:00 AM must be brought to the school office by a parent or guardian along with a reason for the tardy. The student will be escorted to his/her classroom by staff. If a student must be tardy for any reason, then a note or excuse from a healthcare provider explaining the reason for their tardiness should be sent upon their return. Tardies may be excused for the same reasons as absences. 4 unexcused tardies will constitute 1 unexcused absence.

Check Out / Check Back In

Students must be signed out in the school office. Parents will report to the office and students will be retrieved from the classroom by staff. Students returning to school after being checked out must be brought to the school office by a parent or guardian and signed back in. The student will be escorted to his/her classroom by staff. Students will not be checked out or checked back in after 2:45 p.m.

Make-Up Work

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

E. ACADEMICS

Curriculum

The Abeka curriculum will be used. The Abeka curriculum is dedicated to providing quality education from a Christian perspective. The Abeka curriculum is unashamedly Christian and traditional in its approach to education. The Abeka curriculum was written on the promise that all truth comes from God and that any teaching of man that is contrary to the Word of God must be rejected!

Textbooks

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

Grading Scale

The following grading scale will be used for kindergarten – 8th grade:

A	90 - 100
B	80 - 89
C	70 - 79
D	60 - 69
F	0 - 59

The following grading scale will be used for pre-kindergarten 3 and 4:

S	Satisfactory
I	Improving
N	Needs Improvement

Honor Roll

Honors and awards for academic achievement as well as perfect attendance will be awarded at the end of the school year. The “A” Honor Roll will consist of students who have earned an “A” grade in all subjects. The “AB” Honor Roll will consist of students who have earned either an “A” or “B” grade in all subjects. Awards for academic achievement in a particular subject are determined by the teacher. The administrator may approve additional awards at his/her discretion.

Grading Periods

The grading periods are divided into four quarters spanning the school year.

Report Cards / Progress Reports

Report cards will be provided to the parents at the end of each grading period. Parents should sign and return the report card. Progress reports, graded papers, and behavior reports will be regularly provided to the parents. Any concerns about academic progress should be discussed with the teacher.

Promotion Requirements

The administrator has the final responsibility for all promotions and retentions. Students must show social and emotional maturity based on careful evaluations and general observations made throughout the school year. In addition to meeting attendance requirements, students must satisfy the following academic requirements:

Kindergarten – The student must...

- Have a final average of “B” or above in Reading, Math, and Phonics.

Grades 1 – 3 – The student must...

- Have a final average of “C” or above in Reading and Math.

Grades 4 – 8 – The student must...

- Have a final average of “D” or above in Reading and Math.

Standardized Testing

Standardized tests will be administered to 1st – 8th grade students during the spring of each year. Results will be strictly confidential and will not be shared with anyone other than the student’s teacher, administrator, and parents. Each parent will receive a copy of the student’s test results as soon as they become available.

Alpine Christian School does not participate in the LEAP tests. Parents can make arrangements with the parish public school system for the LEAP tests if desired. If there is a cost associated with taking the LEAP tests, that cost will be passed on to the parents.

F. DISCIPLINE

General

The Bible teaches that parents are ultimately responsible for teaching their children and raising them in the nurture and admonition of the Lord. This authority may be delegated to others at the discretion of the parents; however, the administration of Alpine Christian School accepts the delegated authority because they are charged with the responsibility of maintaining discipline that is conducive to the proper learning environment. The word discipline means “to teach.” Discipline always involves structure and high expectations.

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

Suspension

Only the administrator will administer a suspension. Suspension may be administered in school or at home. If the suspension is at home, the parent will be notified to come pick up the student from school. While on suspension, the student will be required to keep up with all assigned schoolwork. Before a student is permitted to return to the classroom, a conference with the administrator, teacher, and parents must be held. A written report of the reason for the suspension will be placed in the student’s records.

Expulsion

The school board will make decisions regarding the expulsion of students. If the school board determines expulsion is necessary, a conference with the administrator and parents will be held and written notice of the expulsion will be provided to the parents. A written report of the reason for the expulsion will be included in the student’s records. The parents may request in writing within seven days from receipt of the notice a hearing before the school board; however, the school board is not required to grant the request.

G. DRESS CODE

General Guidelines

- No mode of attire shall be considered proper for school wear that creates a distraction. Extremes in style and fit in student clothing and grooming will not be permitted. In questions regarding student clothing and grooming, the administrator or his/her designee shall make the final decision as to what is considered proper or improper attire.
- Hairstyles and hair color should be worn in an undistracting, non-extreme manner. Hair should be clean and properly styled so that it does not hang in the eyes. No hair coloring is allowed unless the color is a natural hair color. Boys' hair should not exceed collar length.
- No clothing shall be skintight or oversized.
- No student shall wear any clothing, jewelry, outerwear, backpacks, or other things that are evidence of affiliation with illegal drugs, alcohol, tobacco, violence, or immoral activities or exhibit profane or obscene words, gestures, or images.
- No joggers, sweatpants, yoga pants, athletic pants, or leggings (except as required for underneath dresses, skirts, and jumpers) shall be worn.
- Dresses, shorts, skirts, skorts, and jumpers must be no shorter than three inches above the knee as measured from the back crease of the knee.
- Only plain white undershirts or camisoles may be worn under the school uniform shirt.
- Only soft-soled shoes are allowed. No sandals, flip-flops, crocs, or slide-on shoes are permitted.
- No hats are allowed inside the building.
- The administrator or his/her designee may designate specific days as "free dress days" and may impose a fee for such at his/her discretion. On free dress days, the below specific guidelines for girls and boys may be waived in whole or in part; however, the above general guidelines shall still apply.

Specific Guidelines for Girls

- Navy or khaki plain pants, capris, shorts, skirts, skorts, or jumpers shall be worn (unless wearing a dress). Also, navy, light blue, khaki, or white plaid skirts, skorts, or jumpers may be worn. No jeans or cargo pants/shorts.
- Bloomers, shorts, tights, or leggings must be worn underneath dresses, skirts, and jumpers.
- Navy, light blue, or white plain polo shirts or dresses with long or short sleeves shall be worn. Also, any school-issued t-shirt with the school's current logo or any other school-related t-shirt approved by the administrator or his/her designee may be worn.

Specific Guidelines for Boys

- Navy or khaki plain pants and shorts shall be worn. No jeans or cargo pants/shorts.
- Navy, light blue, or white plain polo shirts with long or short sleeves shall be worn. Also, any school-issued t-shirt with the school's current logo or any other school-related t-shirt approved by the administrator or his/her designee may be worn.

H. APPENDIX

APPENDIX 1 Payment Policies

The payment policies for the **2024 - 2025** school year are listed below. All payments are non-refundable and non-transferable. Acceptable payment methods are ACH, credit card, check, or cash. Any processing fees for ACH or credit card payments are the responsibility of the payer.

Registration Fees

Priority registration will begin on February 1st for all current students whose accounts are paid up to date. General registration will begin on March 1st. As spaces are limited for each class, seats will be filled on a first-come-first-serve basis. The registration fee must be paid to reserve your preference in consideration.

<u>Registration Period</u>	<u>Rate</u>
February 1 st - March 31 st	\$295
April 1 st - May 31 st	\$320
June 1 st - July 31 st	\$375
August 1 st or afterward	\$400

Tuition Payments

Tuition may be paid annually or on a 10-month plan (August–May). For each additional child enrolled, a 10% discount shall be applied to each student’s tuition payment. Tuition is due on the 1st of each month. A **\$25** late fee may be charged on tuition accounts not paid by the 15th of each month. For monthly recurring payments, tuition is automatically drafted on the 1st of each month.

<u>Payment Plan</u>	<u>Registered by July 31st</u>	<u>Registered on August 1st or afterward</u>
Annually	\$3,350	\$3,850
Monthly Recurring	\$350	\$400
Monthly Non-Recurring	\$375	\$425

Supply Fees

The supply fee for each class will be published separately.

Testing Fees

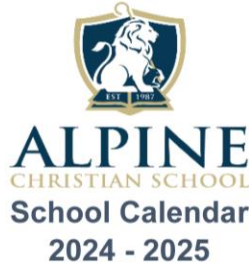
For new students seeking enrollment in 1st – 8th grade, testing must be completed to ascertain the appropriate grade placement. The testing fee is **\$35**.

Aftercare Fees

The registration fee is **\$25** per student. The payment plans are as follows:

<u>Full-Time (1-5 days)</u>	<u>Part-Time (1-2 days)</u>	<u>Daily</u>
\$50 per week	\$25 per week	\$15 per day

APPENDIX 2



AUG 2024							SEP 2024							OCT 2024						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3	1	2	3	4	5	6	7			1	2	3	4	5
4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12
11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19
18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26
25	26	27	28	29	30	31	29	30						27	28	29	30	31		

NOV 2024							DEC 2024							JAN 2025						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2	1	2	3	4	5	6	7				1	2	3	4
3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11
10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18
17	18	19	20	21	22	23	22	23	24	25	26	27	28	19	20	21	22	23	24	25
24	25	26	27	28	29	30	29	30	31					26	27	28	29	30	31	

FEB 2025							MAR 2025							APR 2025							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
						1							1				1	2	3	4	5
2	3	4	5	6	7	8	2	3	4	5	6	7	8	6	7	8	9	10	11	12	
9	10	11	12	13	14	15	9	10	11	12	13	14	15	13	14	15	16	17	18	19	
16	17	18	19	20	21	22	16	17	18	19	20	21	22	20	21	22	23	24	25	26	
23	24	25	26	27	28		23	24	25	26	27	28	29	27	28	29	30				
							30	31													

MAY 2025							JUN 2025							JUL 2025								
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S		
					1	2	3	1	2	3	4	5	6	7				1	2	3	4	5
4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12		
11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19		
18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26		
25	26	27	28	29	30	31	29	30						27	28	29	30	31				

Holiday for Students & Staff
 Holiday for Students
 School Day
 Parent-Teacher Conferences

Aug 8	Staff Workday	Jan 20	Holiday
Aug 9	Open House	Feb 14	Break
Aug 12	Students' First Day	Feb 17	Professional Development
Sep 2	Holiday	Feb 25-27	Parent-Teacher Conferences
Sep 30	Professional Development	Feb 28 - Mar 7	Break
Oct 14 - 16	Parent-Teacher Conferences	Apr 18 - 25	Holiday Break
Oct 17 - 18	Break	May 22	Students' Last Day
Nov 1	Break		
Nov 11	Holiday		
Nov 25 - 29	Holiday Break		
Dec 19 - Jan 3	Holiday Break		

Dates are subject to change

3/18/2024

