

PARENT HANDBOOK

Reviewed Feb. 2014

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, sex, religion, 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, sex, religion, national or ethnic origin or disability in the administration of 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 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.

If the absence is longer than three days, a note is required by a physician with a release date to return to school and if any limitations are required. Upon returning to the school please see the nurse.

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 in all grades at the school. Chapel is held on Tuesday at 10:20am in the Alpine Lutheran Church sanctuary. 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 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 for Kindergarten – 6th grade and every spring for Preschool. 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 police or state child welfare officials.

Uniform 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 Uniform" while in attendance at school. In addition to the standardized dress, the following student dress guidelines apply.

Approved

Tops	Colors
Blouses	White
Oxford Shirts	Light Blue
Polo	Navy
Turtlenecks	Red
Sweaters	Gray
Vest	

Bottoms	Colors
Shorts	Khaki
Skirts	Navy
Pants	
Skorts	

- A plain white turtleneck or mock turtleneck (with no visible logo) may be worn under the top uniform.
- Closed toe and closed back shoes with socks.
- Friday Spirit Wear Day. Students may wear their school spirit wear with approved bottoms, or they may wear "Jeans for Jesus".
- Shorts and skirts may be no shorter than 3" above the knee.

Unapproved

- No cargo or jean style pants.
- Clogs, flip-flops, Crocs and Heelys.
- Ponchos.
- Piercing in body parts other than the ear or visible permanent tattoos are not allowed.
- Dangling earrings that present a safety issue will not be allowed.
- Makeup is not to be worn during school hours.
- Exposing the stomach area or upper torso of the body is not allowed.

Jewelry

- Spiked or heavy chains may not be worn.
- 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.
- Dangling earrings that present a safety issue will not be allowed.
- Piercing in body parts other than the ear or visible permanent tattoos are not allowed.

Makeup

- Makeup is not to be worn during school hours.

Hair

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

Cold weather

- Pajama pants may be worn under skirts during recess and gym only.
- Only sweaters may be worn with the uniform during the day. Spirit wear will be allowed only on Friday's.

Gym

- Girls must wear pants or shorts under their skirt on gym days.

Uniforms available at:

- Target, JC Penney, JC Penney Outlet, Sears, Burlington Coat Factory, Kohl's, Wal-Mart, K-mart, Kids-R-Us, & Shop-Ko.

Drop-Off/Pick-Up Guidelines

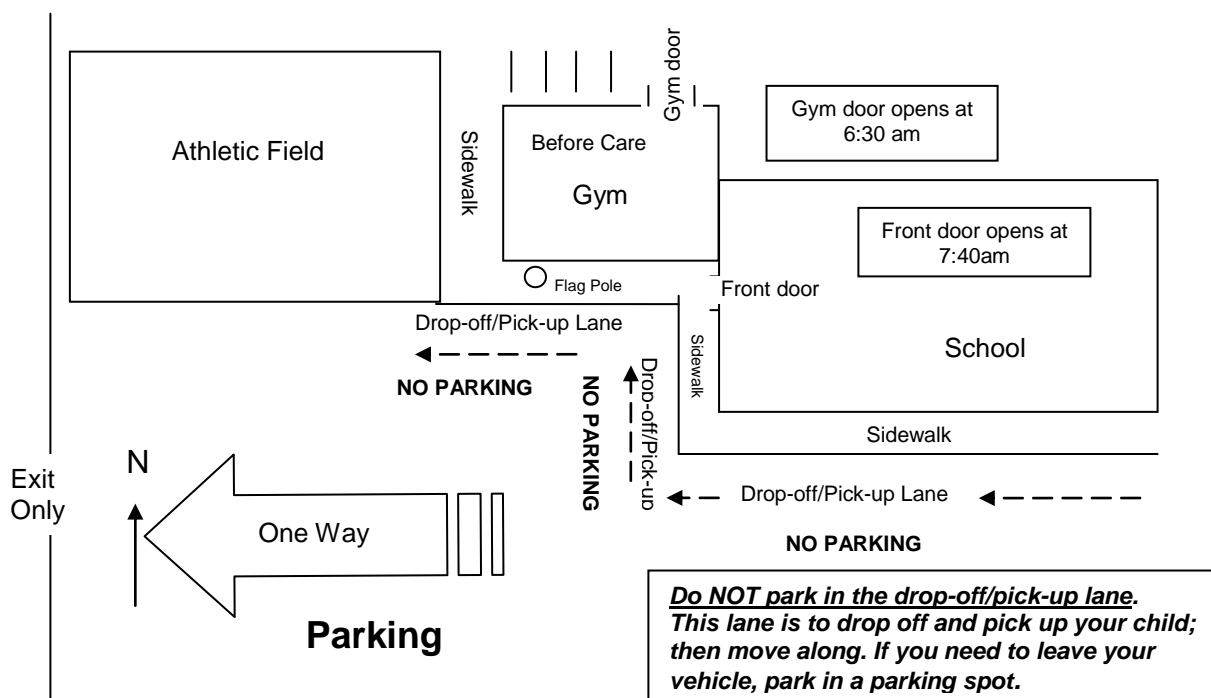
For the safety of all our children, please follow this guide for dropping off and picking up your student. All students are to be dropped off at the main doors on the southwest side of the building. When driving, dropping off, or picking up students please use every safety measure. Stay in line with the other cars, do not pass cars (some of our students are short and can not be seen when in front or behind cars),



The drop off & pick up lane is a No Parking Zone. Please do not park or leave your car running in this lane. The cars behind yours are unable to move forward. Not following these rules creates an unsafe parking lot for our students and makes many parents, who do follow the rules, very angry. Please be considerate of the other parents and students.

Parents please note--- We have had many complaints from parents about the morning drop off at the before care door --- please be aware of the following:

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 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

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 3:00-6:00pm. The fee for Extended Care is billed in 15 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. Students are escorted by a staff member to and from the extended care.

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. 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 1st through 6th.

Grading Key	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 use their own designed report cards. They rely on personal conferences to tell parents about their children.

Effort Grading Key E= Outstanding Effort
 S= Satisfactory Effort
 U= Unsatisfactory Effort

Health Examination

Physical Requirements (PS, K, 6th)

The Certificate of Child Health Examination form is required to be completed upon entrance to preschool, kindergarten, 6th grade and 9th 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 5th 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 4th 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, 2nd, 6th)

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 screenings are 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, grades K, 1, 2, 3, any transfer student, teacher referral, special education, and new students.

The Illinois State strongly recommends hearing and vision screening for 4th and 6th 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 parent 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:

When to keep your student home	When to return to school
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.

Classroom Treats

We all know that birthdays are important to every child and that kids like to celebrate with their classmates. However, sending in a food treat to the classroom to celebrate can exclude or single out those children who have food allergies, diabetes or other dietary restrictions.

According to the Centers for Disease Control (2011) allergies have increased more than 20% among American children since the mid 1990’s. Due to this, many schools have adopted the practice of not allowing any food to be brought into the classroom.

In the past, Alpine Academy has allowed students to freely bring in treats for their classroom. In light of the problems, we have implemented the guidelines listed below:

1. Before purchasing treats they must be approved by the nurse *one week prior* to bringing them to school.
2. All treats must be the same for all students.
3. If the treats have not been approved, your student *will not* be allowed to pass them out.

Out of respect for our students with restrictions or limitations on things such as sweets, candy, etc., we encourage parents to consider other types of healthy treats or prizes for the celebrations as much as possible. At the end of the parent handbook are some ideas for healthy treats and/or prizes. No matter what you decide to do, *all* treats and prizes must be approved by the office according to the guidelines listed above.

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 st Grade	20-30 minutes
2 nd Grade	30-40 minutes
3 rd Grade	30-40 minutes
4 th Grade	40-60 minutes
5 th Grade	40-60 minutes
6 th 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. Beginning at 6:30am before care is available for children 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. Between 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. A signed note from the physician is required to be exempt from recess. 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. 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 classrooms)
Second bell, prayer and flag salute	8:00a.m.
Preschool recess	11:00-11:20a.m.
Preschool & 4 th grade lunch	11:20-11:40a.m.
4 th grade recess	11:40-12:00
Kindergarten and 1 st grade lunch	11:00-11:20a.m.
Kindergarten and 1 st grade recess	11:20-11:40a.m.
5 th and 6 th grade lunch	11:40-12:00p.m.
5 th and 6 th grade recess	12:00-12:20p.m.
2 nd and 3 rd grade lunch	12:00-12:20p.m.
2 nd and 3 rd 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/Jeans for Jesus.

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 use cellular phones during the school day.

Telephone Use

Students must have a note from their teacher before using the telephone. Due to limited phones in the office, e 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 2nd – 6th in accordance with policy during March. Kindergarten and 1st grade students are tested with the Gates MacGinitie Reading Test. Students in Grades 3rd-6th are also tested three times a year on the S.T.A.R. reading tests. The Achievement 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 – 6th 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 15 minute increments. Athletics' are billed per sport.
4. *Discounts:* Members, in good standing, with Alpine Church receive a discount of 10%. 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 available, 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:
 - 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, the account will be turned over to the Alpine Academy Board of Trustees.
 - 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

At Alpine Academy athletics should be an opportunity for students to grow and learn both physically and spiritually. We feel it is fundamental that both students and their parents engage in sports with an attitude of good sportsmanship and fairness. Above all else, participants need to remember their behavior is a reflection of Alpine Academy and Christian stewardship.

Students

- All students will be permitted to participate in the sports of their choice. There will be no try outs. The number of students on a given team will determine the amount of playing time for each participant. Each student will pay the stipulated participation fees for the activity in which they choose to participate. Such must be paid in advance of the season.

- All students are expected to attend all practices and demonstrate positive attitude and cooperation.
- If a student is going to miss a practice, it is their responsibility to let the coach know beforehand if possible. Students will not be permitted to tell other players they are not going to attend practice and expect them to tell the coach. In the event that the athlete was unable to contact the coach before practice, the athlete must communicate with the coach as soon as possible.
- Any unexplained missed practice may result in that player not participating in the next scheduled game.
- If a player misses more than three consecutive practices, the player will not be permitted to participate in the next scheduled game.
- Any player who is disrespectful of a coach or a fellow player will be dismissed from the team.
- If a student has a failing grade in any subject, that student will not be permitted to play in any games until the student's grade is brought up to a passing grade.
- All students who participate in any sport must have Illinois State required medical exams on file in the school office prior to participating in any sport, including practice.
- Player's are to convey an attitude of good sportsmanship at all sporting events.
- All teams will elect a player who will serve as captain. This student will be the team representative during games. The team captain will make sure all players are aware of upcoming practices and games.

Parents

- Parents need to be supportive of their child's participation in the athletic program.
- Parents are expected to make sure their child is at practices or to be sure that they have notified the coach if their child will not be able to present.
- Parents are expected to help by working admissions, the score table, and a concession during their child's sporting events.
- Parents need to pay admission to all sporting events, and such monies are used to pay for game officials, custodial services for the gym after games, and for trophies.
- Coaches are not required to pay.
- Parents are expected to behave in a fair and Christian manner. Failure to do so may result in removal from the event. If a parent has a complaint about coaching or procedures, they need to bring them to the attention of the coach, Principal, or the Athletic Director.
- Parents are asked not to stay for practices unless the coach has given permission prior to the start of practice.

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. 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 failing 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 misbehaves. 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 corrective

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, 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 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 consequences 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 do 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 policies 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
We are working for the Lord, not for men.
Colossians 3:23*

Healthy food ideas for birthday/holiday celebrations:

- Apple sauce cups (no sugar added)
- Low fat pudding
- Mini box raisins
- 100% fruit drinks
- Fruit varieties or fruit kabobs
- Vegetables with low fat dip
- Homemade popcorn (not microwavable)
- Pretzels
- Fruit smoothies
- Sugar free popsicles
- Angel food cake

Non-food ideas for birthday/holiday celebrations

- Pencils and pens
- Key chains
- Shoelaces
- Bracelets
- Note pads
- Note pads
- Play tattoos
- Pencil toppers
- Bubbles
- Decorate a box and send it into the classroom. Also send index cards or smaller pieces of paper. Have the teacher ask each child to use one sentence to write something nice about the birthday kid and put it into the box. The birthday kid gets to take the box home at the end of the day. You could also do the same thing using an autograph book.
- Send in supplies and directions for a craft for the kids to do instead of eating a snack. It is a bonus if the parent comes in to help with the craft.
- Ask the teacher for extra recess in honor of your kid's birthday. If they are willing to take the time to eat a snack, they may be willing to use that time to let the kids play.
- Bring in something that all the kids can sign as a birthday treat for the birthday kid (shirt/sweatshirt, tote bag, autograph stuffed animal, pillow case, etc.).

Ideas for Parents: Non-food Ideas for Birthday Celebrations at School

1. Party favors (bouncy balls, matchbox cars, erasers, tops, magnifying glasses, notepads, balloons, whistles, bubbles, etc.). You can get these at a party supply store, dollar store, dollar shelves at stores like Target and Michaels and catalogs like Oriental Trading Company.
2. Come into the classroom and read a book to the class.
3. Buy something for the classroom (books, games, music, class pet such as fish or turtle, plant, etc.).
4. Decorate a box and send it into the classroom. Also send index cards or smaller pieces of paper. Have the teacher ask each child to use one sentence to write something nice about the birthday kid and put it into the box. The birthday kid gets to take the box home at the end of the day. You could also do the same thing using an autograph book.
5. Send in supplies and directions for a craft for the kids to do instead of eating a snack. It is a bonus if the parent comes in to help with the craft.
7. Ask the teacher for extra recess in honor of your kid's birthday. If they are willing to take the time to eat a snack, they may be willing to use that time to let the kids play.
8. Bring in something that all the kids can sign as a birthday treat for the birthday kid (shirt/sweatshirt, tote bag, autograph stuffed animal, pillow case, etc.).
9. Arrange a treasure hunt around the classroom for the kids. There can be a special treat (see #1 or #3 for ideas) at the end. You can even use a theme that ties into what they are learning in class.

Alpine Academy Parent Handbook

Addendum

Classroom Discipline

Classroom discipline guidelines are established by each individual teacher according to the student's grade level. Behavior expectations and consequences are presented to both students and their parents at the beginning of the school year. Parents, student and teacher sign conduct contracts showing that they know and understand behavior expectations and will abide by them. In some cases individual students may require a Behavior Management Plan. A BMP will be developed after a behavior analysis is completed, including repeated behavior issues and consequences.

Attendance

The Alpine Academy school day begins at 8:00 with attendance, lunch count and Pledges and morning prayers. The academic day begins at 8:05. All students are expected to be in their classrooms ready to learn at that time. If students are not in the classroom at 8:00, they will be considered tardy and need to get a tardy slip from the office. Parents are not to be in the classrooms after 8:00.

It is imperative to students' academic progress to present in school. Repeated tardiness and/or absences have a detrimental effect on a child's ability to learn and retain new knowledge.

- Ten (10) days of tardiness will equal one (1) day of absence.
- Twenty days of absence may lead to a student's possible retention in their given grade. Students who fall into this category will be reviewed on an individual case basis by the Alpine Academy school board to determine student's advancement to the next grade.
- If students are absent more than four (4) consecutive days due to illness, they will need a physician's release as to why they have not been at school and they are clear to return.
- Students will have double the number of days missed during illness to complete accumulated schoolwork.
- Extended vacations during the school year are not promoted and are advised against. If parents are planning to take their child out of school for a vacation, they need to send written notification to their child's teacher **at least ten (10) days** before school absence. School work for that period will be given to the student on the day of their departure and ***all completed schoolwork will be turned in the day of their return. No work will be accepted after that date. Any work not completed and returned the first day back will result in 0% for that assignment.***
- Attendance and participation in school programs is required of students (i.e., Christmas, Veteran's Day and Easter Programs). Students who are not going to attend school programs need to give a written note from a parent to the Performing Arts teacher no later than ten (10) days before the program, in order for performance adjustments to be made. Students who do not attend program without advance notice will have points deducted from their Performing Arts grade. Students not attending school programs, but have notified the Performing Arts teacher beforehand, will be given an alternative assignment or responsibility to compensate for their absence. The exception would be if students become ill prior to performance.

Athletics

Eligibility Addition

- Students who are ill or leave school during the school day due to illness will not be permitted to play or cheerlead at a sporting event scheduled for that day.

Grading

Teachers will use a standard grading scale in 1st-6th grades. Report card grades will range from A+ to F. Classroom work will be graded according to scale and accumulated quarterly grades will be the base for academic grades in each subject. (Grading scale is below.)

Grading Scale

99-100	A+
96-98	A
94-95	A-
91-93	B+
86-90	B
83-85	B-
80-82	C+
75-79	C
72-74	C-
69-71	D+
64-68	D
61-63	D-
60 & below	F