

ALPINE CHRISTIAN SCHOOL

PARENT & STUDENT

HANDBOOK

2026-2027

Learning for life. Growing for eternity.

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www.alpinesdaschool.org

CONTENTS

01 IDENTITY & PURPOSE

- Mission & Vision 4
- General Information 5
- Our Origins 5
- Our Aim 6
- Our Faith & Educational Philosophy 6
- Our Objectives 7
- Responsibilities of the Teacher 9

02 ADMISSIONS & ENROLLMENT

- Admissions 10
- Non-Discrimination Policy 10
- Admission Considerations 10
- Admission for New Students 11
- Admission Requirements 11
- Enrollment & Registration Process 12
- Admission Process 13
- Returning Students 13
- Academic Placement 14
- Delinquent Tuition Accounts 14

03 ACADEMICS

- Academics 15
- Grading Scale 15
- Evaluation of Student Progress 16
- Parent-Teacher Conferences 16
- Textbooks, Chromebooks & School Materials 17
- Technology & Acceptable Use 18

CONTENTS

04 GENERAL GUIDELINES

School Hours 19
Attendance & Tardiness 19
Truancy 20
School Closings 20
Visitors of the School 21
Accidents & Emergencies 22
Transportation & After Hours 23
Library Policy 24
Medications 24
Communication & Personal Electronic Devices 25

05 COMMUNITY LIFE

Home & School Association 27
School Programs & Events 28
Nutrition, Snacks & Lunch 29
Volunteers 31

06 CHARACTER & CONDUCT

Discipline 32
General School Rules 33
Discipline Policy 35
Major Disciplinary Matters 36
Dress Code 37
Policy Updates & Additional Guidelines 41
Grievance Procedure 42
The School Board 43

Mission & Vision

Mission Statement

“The mission of Alpine Christian School is the redemption of each student through their development of a personal relationship with the Lord Jesus Christ.”

Vision Statement

“To provide academic excellence with a Christ-centered focus developing physical, mental, and spiritual powers; to prepare students for the joy of service in this world and in the kingdom of Heaven.”

General Information

Alpine Christian School (ACS) is owned by the Illinois Conference of Seventh-day Adventists and is operated by the Rockford Seventh-day Adventist Church.

The ACS School Board provides local governance and support for the school and includes representatives of the Rockford Seventh-day Adventist Church, parents, and other individuals who support the mission and ministry of Alpine Christian School, in accordance with applicable school and Illinois Conference policies.

The Education Superintendent of the Illinois Conference of Seventh-day Adventists serves as an ex-officio member of the School Board.

Our Origins

Seventh-day Adventist education has a rich history of providing Christ-centered education to children and young people around the world. Rooted in the Bible and the writings of Ellen G. White, Adventist education seeks to develop the whole person - spiritually, intellectually, physically, and socially - while helping students grow in a personal relationship with Jesus Christ.

In Rockford, the Seventh-day Adventist Church has provided Christian elementary education since 1923. Today, Alpine Christian School proudly continues this legacy by providing Christ-centered learning, academic excellence, and opportunities for students to grow in faith and service.

Our Aim

The aim of Alpine Christian School is to provide a Christ-centered education that nurtures each student's academic, social, physical, and spiritual development. Above all, we seek to help every student develop a personal and growing relationship with Jesus Christ.

> *"The harmonious development of the physical, the mental, and the spiritual powers. It prepares the student for the joy of service in this world and for the higher joy of wider service in the world to come."- Ellen G. White, Education, p. 13*

Our Faith & Educational Philosophy

At Alpine Christian School, we believe that God is the Creator and Sustainer of the universe and the source of all true knowledge and wisdom. We believe that the Holy Scriptures, both the Old and New Testaments, are inspired by God and reveal His will for our lives. The Bible is therefore an integral part of the educational experience at ACS.

We believe that Christian education is a partnership between the home, the school, and the church. Together, we seek to nurture the whole child and help each student grow academically, socially, physically, and spiritually.

Our desire is for students to know Jesus personally, develop a Christ-centered worldview, discover and use their God-given gifts, serve others, and prepare for a life of purpose in this world and for eternity.

Our Objectives

We believe in the uniqueness and worth of each student and in the systematic development of the whole person. We believe that the work of education and the work of redemption are one, seeking to restore in each student the image of God and to develop the physical, mental, spiritual, and social faculties.

Spiritual Objectives

- Help each student grow in their knowledge of Jesus, accept Him as Savior and Lord, and develop a personal relationship with Him.
- Present Jesus as our model and encourage students to reflect His character in their choices, relationships, and daily lives.
- Present the teachings of the Bible as a guide for daily life.
- Help students understand Jesus' love for each person and His desire to redeem us from sin.
- Encourage students to rely on God's power in resisting sin and living an abundant life.
- Encourage students to appreciate the beauty of God's creation and recognize the purpose and fulfillment that come from walking with Him.
- Assist each student in developing a personal prayer life and talking with God as with a beloved friend.
- Provide opportunities to develop spiritual leadership, outreach, and unselfish service.

Intellectual Objectives

- Develop in students the recognition of God as the Creator of the universe and the source of all wisdom, knowledge, and truth.
- Develop the ability to speak clearly, read efficiently, and write effectively.
- Encourage students to think independently and creatively and to accept responsibility for their academic progress.
- Provide a range and depth of opportunities to challenge each student to pursue their God-given potential.

Physical Objectives

- Encourage students to develop good health habits in the areas of diet, rest, and exercise and to adopt a temperate lifestyle.
- Present facts and issues concerning health and disease, with particular emphasis on maintaining health.
- Demonstrate the value of lifelong fitness.

Social Objectives

- Offer opportunities for creative expression.
- Maintain open communication between home, school, and church for the growth and well-being of each student.
- Encourage service as a principle of life and help students become contributing members of home, church, and society.

- Encourage students to recognize the value and needs of others, support one another, and respect the rights of others.
- Provide opportunities for students to understand and demonstrate appreciation for all people and cultures without prejudice.
- Develop responsibility for personal behavior and choices, along with self-discipline.
- Develop courtesy and respect in dress, language, behavior, and relationships with others.

Vocational Objectives

- Introduce students to a variety of career opportunities.
- Cultivate responsibility and efficiency in following instructions and completing assigned tasks.
- Encourage students to recognize and develop their God-given gifts and abilities for future learning, work, and service.

Responsibilities of the Teacher

Our teachers will endeavor to give students first-hand knowledge of God through the daily study of the Bible, the integration of faith and learning, and prayer for and with their students.

Teachers will seek to affirm each student and model Christlike character in their words, actions, and relationships. They will refrain from making critical or damaging remarks about students, the school, or other teachers in the presence of others.

Teachers and administration will communicate regularly with parents regarding their student’s progress and will seek to maintain a positive partnership between home and school.

The faculty and administration will observe and implement the policies of the Illinois Conference of Seventh-day Adventists Office of Education and the Alpine Christian School Board.

Admissions

Alpine Christian School welcomes families who desire a Christ-centered education for their children. As a Seventh-day Adventist school, ACS provides an educational environment where students are encouraged to grow academically, spiritually, socially, and physically while developing Christian character and a personal relationship with Jesus Christ.

Families seeking admission to ACS should understand and be willing to respect and support the Seventh-day Adventist philosophy of education, values, and objectives of the school.

Admission is subject to the school's established admission requirements and policies.

Non-Discrimination Policy

Alpine Christian School admits students of any gender, race, color, national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school.

Alpine Christian School does not discriminate on the basis of gender, race, color, national or ethnic origin in the administration of its educational policies, admission policies, scholarship programs, or other school-administered programs.

Admission Considerations

Alpine Christian School recognizes that each student is unique and may have different academic, behavioral, social, developmental, and learning needs. Admission and continued enrollment will be considered individually, taking into account the student's needs, available information and recommendations, and the school's ability to provide an appropriate educational environment in which the student can learn, grow, and succeed.

ACS reserves the right to deny admission or re-admission when the school determines that it is unable to adequately meet a student's educational or behavioral needs, or when academic, behavioral, financial, or other established school requirements are not met.

Admission for New Students

New or transfer students seeking admission to Alpine Christian School must complete the appropriate application and enrollment process for grades K-8.

Admission is based on the established requirements below and the school's review of the information provided.

Admission Requirements

- Kindergarten students must be five years old by September 1 of the current school year. First-grade students must be six years old by September 1 of the current school year.
- A completed application form, including two references.
- Students must meet all health examination and immunization requirements established by the State of Illinois.
- **Physical Examination: Required for students entering Kindergarten and 6th grade, and for students** entering an Illinois school for the first time, as required by Illinois law.
- **Dental Examination: Required for students entering Kindergarten, 2nd, and 6th grade.**
- **Eye Examination: Required for students entering Kindergarten and for students entering an Illinois school** for the first time, as required by Illinois law.
- Current immunization records must be provided in accordance with Illinois requirements.
- New or transfer students must provide their previous school records. Parents/guardians are responsible for assisting the school in obtaining any required records that are not transferred directly to ACS.
- A copy of the student's official birth certificate must be submitted as part of the enrollment process.
- A completed Consent to Treatment Form must be on file to facilitate appropriate care in the event of an accident or medical emergency.
- All required enrollment and health documentation must be submitted and maintained in the student's school file in accordance with applicable Illinois requirements.
- Payment of the registration fee as established by the ACS School Board.
- A signed agreement by the student and parent(s) and/or guardian(s) to abide by the school's policies and procedures as outlined in this handbook.
- A signed financial agreement.
- Families with an outstanding balance at Alpine Christian School or another Seventh-day Adventist educational institution must make satisfactory financial arrangements before registration can be completed, in accordance with applicable school and Illinois Conference policies.

Enrollment & Registration Process

Enrollment and re-enrollment forms are completed online through AE Connect . Families are responsible for completing all required forms and submitting the documentation requested by the school.

Families requesting tuition assistance should complete the current Tuition Assistance application and submit it as directed to the school Treasurer. Applications are reviewed through the school's financial review process, including the Finance Committee as appropriate. Approved assistance will be reflected in the family's financial

agreement.

Enrollment is finalized after required registration documentation has been completed, applicable financial arrangements have been approved, and the financial agreement has been signed. Final enrollment status is recorded in AE Connect.

Admission Process

- The principal will review admission information and determine whether the established admission requirements have been met.
- Admission cases requiring additional consideration may be reviewed with the School Board and/or appropriate educational personnel before a final decision is made.
- An interview with the student and parent(s)/guardian(s) may be required when additional information is needed to determine admission eligibility and the school's ability to appropriately support the student.
- The principal may allow a student to begin attending school while final admission approval is pending.
- If admission is denied, the family will be notified of the decision in a timely manner.
- All newly accepted students will be admitted for a probationary period of ninety (90) days. During this period, the school may review the student's academic progress, behavior, adjustment to the school environment, and overall success at ACS.

Admission for Returning Students

- Complete the appropriate re-enrollment forms.
- Successfully complete the previous school year and demonstrate satisfactory academic progress. Students experiencing significant academic difficulty may be re-admitted on academic probation with appropriate support and progress monitoring.
- Maintain all required health examinations, immunization records, and other documentation in accordance with Illinois requirements and school policy.
- Maintain a current Consent to Treatment Form.
- Pay the registration fee as established by the ACS School Board.
- Resolve any outstanding financial obligations or make satisfactory financial arrangements in accordance with school policy.
- A signed agreement by the student and parent(s)/guardian(s) to abide by the school's policies and procedures as outlined in this handbook.
- A signed financial agreement.

Academic Placement

The school reserves the right to administer entrance, placement, or other academic assessments as deemed appropriate. Assessment results, previous school records, teacher observations, and other relevant academic information may be used to determine the appropriate grade placement and instructional program in which the student can best learn and succeed.

Delinquent Tuition Accounts

Families are expected to keep their tuition accounts current according to their financial agreement with Alpine Christian School.

If an account becomes thirty (30) days delinquent, the family will receive a reminder regarding the outstanding balance. If the account reaches forty-five (45) days delinquent, a second notice will be provided requesting that the family contact the school to make satisfactory financial arrangements.

If an account remains delinquent and satisfactory arrangements have not been made, continued enrollment may be affected and the account may be referred for collection in accordance with school policy.

Academics

Christian education seeks to equip students to fulfill their God-given purpose: to glorify God, reflect the character of Christ, and serve others. Our academic program is designed to support these goals while helping students develop the knowledge, skills, and character necessary for continued growth and learning.

Students are encouraged to recognize and develop their God-given gifts and talents while strengthening areas of academic need. The curriculum provides a strong academic foundation and opportunities for students to explore increasingly advanced concepts and reach their individual potential.

ACS recognizes that each student learns differently. When appropriate, teachers may provide differentiated or individualized instruction, allowing students opportunities to receive additional support or advance according to their readiness and ability. Our goal is to challenge and support each student in reaching their academic potential.

Grading Scale

ACS encourages each student to strive for academic excellence and continued growth.

Grades 3-8 Percentage
A 90-100%
B 80-89%
C 70-79%
D 60-69%
F Below 60%

Students in grades K-2 do not use the standard letter-grade system. Student progress is reported using E - **Excellent , S - Satisfactory , and N - Needs Improvement .**

An alternative grading scale or Pass/Fail system may be used for certain subjects or activities, such as Music, Art, Life Skills, and other appropriate areas.

Evaluation of Student Progress

Evaluating each student's work and progress is an important part of the educational process. A formal assessment of student progress is completed quarterly.

Student grades and academic progress are recorded in AE Connect . Parents/guardians have access to the AE Connect Parent Portal throughout the school year and are encouraged to review their child's academic progress regularly.

ACS also administers MAP Growth assessments during the school year to help teachers and families monitor each student's academic growth, identify areas of strength and areas needing additional support, and guide instruction. MAP Growth results do not directly affect a student's grades; however, students are expected to take these assessments seriously and give their best effort so that the results provide an accurate picture of their current academic performance and growth.

Report cards will be issued following the end of each quarter. The final report card will be released after the end of the school year.

Parent-Teacher Conferences

Parent-teacher conferences will be scheduled during each semester and may also be arranged as needed throughout the school year.

These conferences provide an important opportunity for teachers and parents/guardians to discuss the student's academic progress, strengths, areas for growth, and overall school experience. They also provide an opportunity for parents/guardians to share information and feedback that may help the school better support the student.

Additional conferences may be requested by either the parent/guardian or the teacher whenever concerns or needs arise. Conferences should be scheduled in advance and held outside regular instructional time or at a mutually agreed-upon time.

Textbooks, Chromebooks & School Materials

Textbooks, Chromebooks, and other instructional materials provided by Alpine Christian School remain the property of the school. Students are expected to use these materials responsibly, care for them properly, and return them as directed by their teacher.

Students using school-issued Chromebooks are expected to handle the devices carefully and use them primarily for educational purposes. Students must follow teacher instructions when using Chromebooks, school accounts, internet access, applications, and other digital resources.

Students may not intentionally damage or alter school devices, change settings or restrictions without permission, access inappropriate or unauthorized content, or use school technology in a way that is disruptive, disrespectful, dishonest, or inconsistent with the values and expectations of ACS.

Students are responsible for keeping their login information secure and should not access another student's account or share their own login information with others.

If a textbook, Chromebook, or other school-issued material is lost or damaged beyond normal wear and tear, the cost of repair or replacement may be charged to the student's account.

Technology & Acceptable Use

Technology is an important educational tool at Alpine Christian School. Students are expected to use school technology responsibly, safely, respectfully, and in a manner consistent with the Christian values and expectations of ACS.

School-provided devices, internet access, accounts, applications, and digital resources are intended primarily for educational purposes. Students are expected to follow teacher instructions and use only websites, applications, and digital resources that are appropriate and authorized for school use.

Students are expected to:

- Use technology responsibly and for appropriate educational purposes.
- Treat school devices and equipment with care.
- Keep passwords and login information secure and use only their own accounts.
- Respect the privacy, work, and digital property of others.
- Communicate respectfully and demonstrate Christlike character in all digital interactions.
- Follow teacher directions regarding websites, applications, games, videos, and other online content.

Students may not use school technology to access, create, share, or distribute inappropriate, harmful, offensive, or unauthorized content. Cyberbullying, harassment, impersonation, bypassing school internet restrictions, unauthorized changes to devices or settings, and accessing another person's account are prohibited.

Artificial Intelligence (AI)

Artificial intelligence tools may be used for educational purposes when authorized by the teacher. Students must follow teacher instructions regarding when and how AI may be used.

AI should support learning rather than replace a student's own thinking and work. Using AI to complete assignments, assessments, or other academic work without teacher permission, or presenting AI-generated work as one's own, may be considered academic dishonesty.

ACS may limit or restrict access to technology when it is used inappropriately or when necessary to maintain a safe and productive learning environment. Violations may also result in disciplinary action in accordance with school policy.

General Guidelines

School Hours

School Schedule Time

School Doors Open 7:45 AM

Classes Begin 8:00 AM

Dismissal Monday-Thursday 3:15 PM

Dismissal Friday 12:00 PM

Early Dismissal Days 12:00 PM

Students may enter the school beginning at 7:45 AM and should arrive with enough time to be ready for classes at 8:00 AM.

Early dismissal days, including designated PLC days, parent-teacher conference days, and other scheduled early dismissal days, will end at 12:00 PM. These dates are identified on the school calendar, and families will be notified of any changes.

Attendance

Regular attendance is important to each student's academic progress and overall success at school.

Excused absences may include illness, funeral attendance, unavoidable medical appointments, and unique family circumstances for which prior arrangements have been made with the school. Whenever possible, parents/guardians are encouraged to schedule routine medical, dental, and orthodontic appointments outside regular school hours.

Parents/guardians should notify the student's teacher or school by 8:30 AM on the day of an absence.

Students who leave school before noon will be recorded as absent for one-half day. Students who arrive after 10:45 AM will also be recorded as absent for one-half day.

When a planned absence is known in advance, parents/guardians are encouraged to communicate with the teacher as early as possible so appropriate arrangements can be made for missed schoolwork.

Tardiness

Timeliness is an important part of responsibility and academic success. Students should arrive at school between 7:45 and 7:55 AM, allowing enough time to get settled and be ready for the school day by 8:00 AM.

Students arriving after 8:00 AM will be marked tardy. Three (3) tardies will be recorded as one absence.

The first part of our school day is dedicated to God through worship and prayer. Arriving on time allows students to participate fully in this important part of the day and helps avoid interruptions to the learning and worship experience of others.

Families are encouraged to make regular and punctual attendance a priority.

Truancy

Regular attendance is essential to a student's academic progress and overall success. ACS will monitor student attendance and work in partnership with families when a pattern of excessive or unexcused absences develops.

When attendance becomes a concern, the school will communicate with the parent(s)/guardian(s) to better understand the circumstances affecting the student's attendance and to identify appropriate steps and support to improve regular attendance. When appropriate, this process may include the principal, teacher, parent(s)/guardian(s), and other relevant school or educational personnel.

Truancy and chronic truancy will be determined in accordance with applicable Illinois attendance laws and requirements. ACS will maintain attendance records and may take additional action or involve appropriate educational or community authorities when required.

Families are expected to work cooperatively with the school to promote consistent attendance and address attendance concerns in a timely manner.

School Closings

In the event of severe weather or other conditions that may affect the safety of students and staff, Alpine Christian School may delay, dismiss early, or close school.

ACS will generally follow Rockford Public Schools (RPS 205) regarding weather-related school closings; however, circumstances may require ACS to make an independent decision. The safety of our students, families, and staff will be the primary consideration.

Families will be notified of school closings, delays, early dismissals, or other schedule changes through ACS official communication channels, which may include WhatsApp parent groups, the school website, **Instagram, and Facebook . Parents/guardians are responsible for keeping their contact information current** and checking school communications when severe weather or other emergency conditions are expected.

Visitors of the School

Parents/guardians and School Board members are welcome to visit Alpine Christian School. Classroom observations or visits should be scheduled in advance with the teacher or principal to minimize interruptions to the instructional day.

Parents/guardians who wish to meet with a teacher should schedule a time outside of instructional hours or at another mutually agreed-upon time so that teachers can give their full attention to students during the school day.

Prospective families and other visitors who are not part of the ACS school community must schedule their visit in advance with the principal. School tours and general visits will normally be scheduled after school hours to protect instructional time and minimize disruption to students.

Professionals providing authorized educational or support services to ACS students, including personnel from Rockford Public Schools (RPS 205), must coordinate their visits with the school in advance. When services are provided during the school day, visits will be scheduled in a manner that supports the student while minimizing disruption to instruction.

Social service representatives, law enforcement personnel, investigators, or other outside agencies requesting access to or an interview with a student must first report to the school administration. Parent/guardian notification or consent will be obtained when required, unless access is otherwise authorized or required by law, court order, warrant, or other lawful authority.

All visitors must follow school safety, privacy, and visitor procedures while on campus. ACS reserves the right to limit or reschedule visits when necessary to protect student safety, privacy, instructional time, and the orderly operation of the school.

Accidents & Emergencies

Accidents

Students who are injured or involved in an accident while at school or during a school-sponsored activity should report the incident immediately to a teacher or supervising staff member.

School personnel will provide appropriate initial care within the scope of their responsibilities. If an injury or accident requires additional medical attention, the student's parent/guardian or authorized emergency contact will be notified as soon as possible.

When appropriate, an accident or incident report will be completed by the teacher or supervising staff member and maintained by the school for documentation and insurance purposes.

Emergencies

In the event of a serious accident, illness, or medical emergency, Alpine Christian School will take appropriate steps to protect the health and safety of the student.

The school will make every reasonable effort to contact the student's parent/guardian or authorized emergency contact as soon as possible. If immediate medical attention is necessary, school personnel may contact emergency medical services (911) or seek appropriate medical assistance without delaying care while attempting to reach the parent/guardian.

Emergency care will be guided by the information and authorizations provided by the parent/guardian, including the student's Consent to Treatment Form and emergency contact information, when applicable.

Parents/guardians are responsible for keeping emergency contact and relevant medical information current with the school.

Transportation & After Hours

Each family is responsible for arranging transportation to and from school.

Parents/guardians must provide the school with current information identifying the individuals authorized to pick up or transport their child. Students will be released only to a parent/guardian or another authorized individual.

If there is a change in a student's usual transportation or pick-up arrangements, the parent/guardian must notify the school before dismissal. Changes may be communicated directly to the teacher or through the school's established communication channels, including the appropriate WhatsApp parent group. The school may verify the identity of any individual picking up a student when necessary.

Once students arrive at school, they may not leave school property during the school day unless appropriate arrangements have been made and permission has been granted by the parent/guardian and school administration.

After-School Pick-Up

Students must be picked up promptly at their scheduled dismissal time. ACS does not provide regular after-school supervision or childcare unless a specific school-sponsored activity or arrangement has been announced.

Parents/guardians who anticipate being delayed should contact the student's teacher or the school as soon as possible and make appropriate arrangements for their child to be picked up by an authorized individual.

Teachers and staff have responsibilities and duties following dismissal and may not be available to provide supervision beyond the scheduled school day. Families are therefore responsible for ensuring that students are picked up on time.

Once a student has been released to a parent/guardian or another authorized individual, the student is under that person's supervision and responsibility. Students should not remain in or around the school building or grounds unsupervised after being released.

Parents/guardians are responsible for keeping transportation, authorized pick-up, and emergency contact information current.

Library Policy

Students have access to school library books for class projects, assignments, and personal reading. Students are encouraged to make responsible use of library resources and to care for books while they are in their possession.

Library books should be returned by the established due date and in good condition. Students with overdue materials may have their borrowing privileges temporarily limited until the materials are returned.

If a library book is lost or damaged beyond normal wear and tear, the cost of replacement and any applicable expenses may be charged to the student's account.

Students are expected to respect shared library resources so they remain available for the enjoyment and learning of others.

Medications

Whenever possible, medication should be administered at home. When it is necessary for a student to receive medication during the school day or a school-sponsored activity, the parent/guardian must provide the school with appropriate written authorization and instructions.

All medication brought to school must be provided in its original, properly labeled container. Instructions should include the student's name, medication name, dosage, time or circumstances for administration, and any other information required by the school.

Medication must be kept in a secure location and may not be shared with other students. Students should not carry or self-administer medication at school unless specifically authorized by the school and permitted under applicable Illinois law.

Students who require emergency medications, including asthma medication or epinephrine injectors, may be permitted to carry and self-administer their medication when the required parent/guardian and healthcare-provider documentation has been provided in accordance with Illinois law.

School personnel may assist with or administer authorized medication in accordance with school procedures, applicable authorization, and Illinois requirements. Parents/guardians are responsible for informing the school of any changes to a student's medication or medical instructions.

In the event of a medical emergency, ACS will follow its established emergency procedures and seek appropriate medical assistance when necessary.

Communication & Personal Electronic Devices

Parents/guardians who need to contact their child during the school day should communicate directly with the student's teacher or the principal by phone, WhatsApp, or text message. Teachers may not be able to respond immediately during instructional time; however, urgent messages will be addressed as promptly as possible.

Student Cell Phones

To support a focused, safe, and productive learning environment, and consistent with current Illinois expectations regarding student wireless communication devices, Alpine Christian School strongly recommends that students leave cell phones at home.

If a student needs to bring a cell phone to school, the following expectations apply:

- The phone must be turned off or placed on silent and given to the teacher upon arrival.
- The phone will remain in the designated location while the student is under the supervision of ACS.
- Phones will be returned when the student is released to a parent/guardian or other authorized individual, rather than simply at the end of instructional time.
- Students may use their phone before being released only with permission from a teacher or the principal.
- If a student needs to contact a parent/guardian, the student should first speak with the teacher or principal.
- Parents/guardians should contact the teacher or principal rather than calling or messaging the student directly.
- These expectations apply throughout the school day, during dismissal and while waiting to be picked up, and during school-sponsored field trips, outings, and activities.

Exceptions may be made when access to a device is necessary for an authorized medical, educational, safety, or other school-approved purpose.

Smartwatches

Students may wear smartwatches; however, parents/guardians are expected to configure communication-capable watches in School Mode, Do Not Disturb, or a similar setting so that calls, messages, notifications, games, and other functions do not interrupt the school day.

Smartwatches may not be used for communication, recording, gaming, social media, or other unauthorized purposes while the student is under the supervision of ACS.

If a smartwatch becomes disruptive or is used without permission, it may be collected and held by the teacher or principal and will be released directly to the parent/guardian or other authorized adult.

Photos, Videos & Recording

Students may not use personal devices to photograph, video record, audio record, or otherwise capture another student, staff member, classroom activity, or school environment without authorization from a teacher or the principal.

This expectation remains in effect throughout the school day, during dismissal, while students are waiting to be picked up, and during school-sponsored activities, outings, or field trips while students remain under the supervision of ACS.

Students may not post, send, share, upload, or distribute photographs, videos, recordings, or other digital content involving other students or staff without appropriate authorization.

Social Media

Students are not permitted to access, post to, create content for, or otherwise use social media through personal devices while under the supervision of ACS, including during the school day, dismissal, field trips, outings, and school-sponsored activities, unless specifically authorized by the school for an educational purpose.

Students are expected to follow applicable age requirements and parental requirements established by individual social media platforms and applicable law. ACS strongly encourages parents/guardians to supervise their child's online and social media activity and reinforce responsible, respectful, and safe digital behavior.

Online conduct occurring outside of school may be addressed by ACS when it substantially affects the safety, privacy, well-being, or educational environment of students or the school community.

Other Personal Electronic Devices

Personal gaming devices, tablets, personal laptops, wireless headphones/earbuds, cameras, and similar electronic devices are not permitted at school or during school-sponsored activities unless specifically authorized by a teacher or the principal for an educational, medical, or other approved purpose.

School-issued Chromebooks and other technology provided or authorized by ACS for educational purposes are governed by the school's Technology & Acceptable Use Policy.

Unauthorized use or possession of a personal electronic device may result in the device being collected and held by the teacher or principal. When appropriate, the device may be released directly to the parent/guardian. Repeated violations may result in additional consequences consistent with school policy.

Home & School Association

The Home & School Association supports the partnership between families, Alpine Christian School, and the church community in promoting the educational experience and well-being of our students.

Parents/guardians of ACS students are members of the Home & School Association and are encouraged to actively participate in and support its activities.

The Home & School leader works in partnership with the school administration and families to coordinate activities, family involvement, school support, fundraising initiatives, and other projects that strengthen the school community and enrich the student experience.

As a representative and leader within the ACS school community, the Home & School leader is expected to understand, support, and work in harmony with the Seventh-day Adventist philosophy, mission, values, and objectives of Alpine Christian School.

Home & School provides opportunities for parents/guardians to become involved in school life, contribute their talents and ideas, and support activities that promote a positive, Christ-centered school community.

Families interested in volunteering or becoming more involved are encouraged to contact the Home & School leader or the principal.

School Programs & Events

Alpine Christian School provides a variety of programs, events, and special activities throughout the school year. These opportunities are an important part of the educational experience and allow students to grow spiritually, academically, physically, and socially; develop confidence and leadership; serve others; and share what they are learning with their families, church, and community.

Programs and activities may include:

- Participation in Sabbath worship services and programs at Rockford Seventh-day Adventist Church and other area churches
- Fall and Spring Week of Prayer
- Thanksgiving and/or Christmas programs
- Home & School activities and events
- Social Studies, Science, Bible, and Art fairs
- Small School Track & Field Day
- Community service and outreach projects, including food collections
- Red Ribbon Week
- Library and reading activities
- School Spirit Week
- Outdoor Education
- Graduation and promotion programs
- Music Festival
- Mission, educational, and study trips
- Other programs and activities approved by the school administration and/or ACS School Board

School programs and events are considered an important part of the ACS educational experience. Students are expected to attend and participate in activities involving their class or the school unless excused by the teacher or principal.

Parents/guardians are encouraged to support their child’s participation and make every reasonable effort to ensure attendance. Information regarding dates, times, transportation, dress expectations, and other requirements will be communicated to families in advance.

Nutrition, Snacks & Lunch

Alpine Christian School encourages healthy eating habits that support students' physical well-being, energy, concentration, and readiness to learn. Food brought to or consumed at school should be consistent with Seventh-day Adventist health principles and the expectations outlined below.

Breakfast & Morning Snacks

Students are encouraged to eat a nutritious breakfast before arriving at school. Beginning the school day properly nourished helps students maintain energy, concentration, and readiness to learn throughout the morning.

Students should not routinely leave class to eat breakfast or snacks during instructional time. Students may bring a snack to be eaten during the designated morning recess or snack period.

Exceptions may be made for students with documented medical, dietary, or other health-related needs that require eating at specific times. Parents/guardians should communicate these needs to the teacher or principal in advance.

Lunch

Students should bring their own lunch Monday through Thursday. Families are encouraged to provide nutritious and balanced meals appropriate for their child's needs.

Students may bring food that requires brief reheating; however, ACS has limited microwave availability and lunch periods are limited in length. Families are therefore strongly encouraged to send lunches that are ready to eat or require only minimal reheating.

Foods that require extended cooking or preparation, including instant noodles or similar meals that require several minutes of microwave preparation, should not be sent to school. This helps ensure that students can use their lunch period for eating, fellowship, and appropriate break time rather than waiting for food preparation.

Food & Beverage Guidelines

Food brought to school should be consistent with Seventh-day Adventist dietary and health principles. Students should not bring:

- Soda or caffeinated beverages
- Excessive amounts of candy, sweets, or highly sugary foods
- Pork, shellfish, or other meats identified as unclean according to the biblical principles found in Leviticus 11
- Seafood, due to practical considerations within the shared school environment

Chicken, turkey, beef, and other foods consistent with Seventh-day Adventist dietary principles are permitted.

These expectations also apply to food brought, purchased, or consumed during school-sponsored field trips, outings, and other off-campus activities.

Sharing Food

Students are encouraged to bring enough food for their own snack and lunch needs. Because students may have food allergies, sensitivities, dietary restrictions, or other health considerations, regular sharing or **exchanging of food and drinks is discouraged .**

Students should not routinely depend on food brought by other students. However, teachers may use reasonable discretion when a student occasionally needs assistance or when sharing food is appropriate and can be done safely.

Parents/guardians are responsible for informing the school of known food allergies or dietary needs affecting their child. Students should never share food with a student known to have a food allergy or dietary restriction without appropriate adult supervision.

Forgotten Lunches & Food Delivery

Parents/guardians are encouraged to make sure their child comes to school with the food needed for the day. We understand, however, that lunches may occasionally be forgotten.

If a student does not have a lunch, the teacher or principal will work with the student and family to find an appropriate solution. When possible, the parent/guardian may bring a lunch to school. Occasional sharing or other reasonable arrangements may be permitted at the discretion of the teacher or principal, taking into consideration allergies, dietary needs, and ACS food guidelines.

Students should not routinely rely on classmates to provide their lunch.

Restaurant deliveries or food orders sent directly to students should be arranged or approved in advance by the teacher or principal. Food brought or delivered to school should follow ACS dietary guidelines.

ACS appreciates the cooperation of families in helping students develop healthy habits, personal responsibility, consideration for others, and respect for the health principles promoted by the school.

Volunteers

Volunteers are an important part of the Alpine Christian School community. ACS values and encourages the involvement of parents/guardians, church members, and other individuals who support the mission and educational program of the school.

Individuals interested in volunteering should coordinate their participation in advance with the teacher or principal. All volunteers are expected to support and work in harmony with the Seventh-day Adventist philosophy, mission, values, and standards of Alpine Christian School and to follow school safety, confidentiality, and student-protection procedures.

Volunteer Screening

Volunteers must meet the applicable screening and student-safety requirements established by Alpine Christian School and the Illinois Conference of Seventh-day Adventists.

Depending on the nature of the volunteer service and the level of interaction or supervision involving students, requirements may include completion of the approved background screening process, fingerprinting , and any additional documentation or training required by ACS, the Illinois Conference, the school's insurance provider, or applicable law.

All required screening and authorization must be completed before a volunteer is permitted to supervise students or participate in activities requiring such clearance.

Field Trip Drivers

Parents/guardians or other volunteers who transport students for school-sponsored activities must receive prior authorization from the school and meet all applicable volunteer, driver, and insurance requirements.

Requirements include a valid driver's license, proof of the required automobile insurance coverage, completion of the approved background screening process, fingerprinting , and any additional documentation required by ACS, the Illinois Conference, or the school's insurance provider.

Volunteer drivers are expected to follow all applicable traffic and safety laws and school transportation procedures.

ACS appreciates the time, talents, and service of our volunteers and their partnership in providing a safe, caring, and Christ-centered environment for our students.

Discipline

Alpine Christian School seeks to develop Christ-centered character in every student, helping students grow in self-control, responsibility, wise decision-making, and respect for God and others.

The basic guidelines for student conduct grow out of the philosophy, mission, and objectives of Alpine Christian School. Our approach to discipline reflects Seventh-day Adventist Christian principles and seeks not only to correct inappropriate behavior, but also to help students understand their choices, accept responsibility, restore relationships when needed, and develop habits of character that reflect the example of Jesus.

Respect for the rights and well-being of others, applicable laws, safety and insurance requirements, care of school property, and school standards are considered in establishing behavioral expectations. Some expectations are directly connected to our spiritual values, while others are necessary to maintain an orderly, respectful, and safe learning environment.

ACS values harmonious relationships among students, families, teachers, staff, and the school community. Teachers and school administration are responsible for maintaining appropriate order and conduct during the school day and school-sponsored activities.

Students are expected to show respect for God, the Bible as the inspired Word of God, teachers, staff, volunteers, parents/guardians, fellow students, and themselves.

General School Rules

At Alpine Christian School, school rules are more than expectations for behavior; they are opportunities for students to develop Christ-centered character, exercise self-control, and learn to make wise and responsible choices.

Following the example of Jesus, students are encouraged to grow in honesty and integrity, respect, responsibility, fairness, compassion, service, and care for others. These qualities should be reflected in the way students learn, communicate, resolve differences, care for their school, and interact with others.

Students are expected to:

- Show respect for God, the Bible as the inspired Word of God, teachers, staff, volunteers, parents/guardians, fellow students, and themselves.
- Attend school regularly, arrive on time, come prepared to learn, and take responsibility for their choices and actions.
- Practice honesty, kindness, fairness, courtesy, compassion, and respect in all relationships. Teasing, threatening, fighting, intentionally excluding or hurting others, and disrespectful behavior are not acceptable.
- Maintain a cooperative attitude and contribute positively to the classroom, school, church, and community.
- Take pride in and care for the school, its property, equipment, and resources. Students and their families may be responsible for damage caused intentionally or through inappropriate use.
- Follow classroom expectations and reasonable directions established by teachers and school administration, including expectations that may not be specifically listed in this handbook.
- Ask permission before bringing toys, pets, special objects, or other non-school items to campus. Items that interfere with learning or create a safety concern should remain at home.
- Bring reading materials, media, games, images, and other content that are appropriate for the school environment and consistent with the Christian values and philosophy of ACS.
- Walk appropriately inside the building and avoid roughhousing, running in hallways, shouting, throwing objects, or other behavior that disrupts learning or creates an unsafe environment.
- Refrain from bringing or chewing gum at school unless specifically permitted by a teacher.
- Practice honesty and academic integrity. Cheating, plagiarism, theft, intentional dishonesty, or presenting another person’s work as one’s own are not acceptable.
- Use language that is respectful and appropriate for a Christ-centered school environment. Foul, vulgar, degrading, or intentionally offensive language is not acceptable.
- Respect appropriate personal boundaries and keep hands, feet, and objects to themselves. Pushing, kicking, hitting, poking, inappropriate touching, or other unwanted physical contact is not acceptable.
- Respect school rules and applicable local, state, and federal laws.

Healthy & Safe Choices

Students are expected to make healthy and responsible choices consistent with the principles promoted by Alpine Christian School.

The possession, use, distribution, or being under the influence of alcohol, tobacco or nicotine products, vaping products, illegal drugs, or other prohibited substances is not permitted on school property or during school-sponsored activities.

Violations involving prohibited substances will be taken seriously and may result in suspension, expulsion, or other appropriate disciplinary action following administrative review.

Weapons & Dangerous Objects

Firearms, knives, weapons, explosive devices, or other objects intended or used to cause harm are not permitted on school property or during school-sponsored activities.

Imitation or toy weapons should not be brought to school unless specifically authorized in advance by a teacher or the principal for an approved educational activity.

Any situation involving a weapon, dangerous object, or credible threat will be immediately reviewed by school administration. Appropriate action will be taken based on the circumstances and may include suspension or expulsion, parent/guardian notification, and involvement of appropriate authorities when necessary.

Bullying, Harassment & Harmful Conduct

Bullying, intimidation, harassment, threats, or intentionally harmful behavior toward another person are not tolerated at Alpine Christian School.

Students are expected to treat others with dignity, fairness, compassion, and respect. Students who experience or witness bullying, harassment, threats, or other unsafe behavior are encouraged to report the concern promptly to a teacher or the principal.

Reports will be taken seriously and addressed according to the circumstances, with the goal of protecting students, promoting accountability, repairing harm when appropriate, and helping students make better choices.

Discipline Policy

Disciplinary matters will generally be considered either common disciplinary matters or major disciplinary **matters , based on the nature, severity, frequency, and circumstances of the behavior.**

The teacher and/or principal will review the circumstances and determine the appropriate response. A student's honesty, willingness to accept responsibility, cooperation, effort to repair harm, and response to previous interventions may be considered when determining appropriate next steps.

The purpose of discipline is to help students recognize the impact of their choices, accept responsibility, restore relationships when appropriate, and develop the self-control and character necessary to make better choices in the future.

Progressive Discipline

1 Teacher Intervention - The teacher will address the behavior with the student and provide appropriate correction, guidance, and an opportunity to make a better choice.

2 Administrative Support - If the behavior persists or circumstances warrant additional support, the principal may become involved.

3 Parent/Guardian Communication - If concerns continue, the parent/guardian will be contacted so that the school and family can work together to support improvement.

4 Student/Parent Conference - When needed, a meeting may be held involving the student, parent/guardian, teacher, and principal to discuss the concern and establish an appropriate course of action.

5 Additional Disciplinary Action - If the behavior continues or does not improve, additional consequences or interventions may be implemented, including suspension when appropriate.

6 School Board Review - Serious or unresolved disciplinary matters may be referred to the School Board or its designated committee for review. Expulsion may be considered when circumstances warrant such action.

Major or Serious Incidents

Progressive discipline does not require that every disciplinary step be used in every situation.

Serious misconduct, behavior that threatens the safety or well-being of others, significant dishonesty or misconduct, possession of prohibited substances or weapons, serious bullying or harassment, or other major violations may result in immediate administrative intervention and may proceed directly to more serious consequences.

Parents/guardians will be notified as appropriate, and school administration may involve the School Board, appropriate authorities, or other resources when circumstances require.

Whenever possible and appropriate, disciplinary responses will seek both accountability and restoration , helping students understand what happened, repair harm, rebuild trust, and grow in Christ-centered character.

Major Disciplinary Matters

Major disciplinary matters include serious misconduct, behavior that threatens the safety or well-being of others, or other significant violations of school expectations that require immediate administrative intervention.

The principal has the authority to suspend a student immediately when, based on the circumstances and available information, such action is considered necessary for the safety, well-being, or appropriate operation of the school.

When an immediate suspension occurs, the parent/guardian will be contacted and arrangements will be made for the student to leave school under the supervision of an authorized adult.

As appropriate to the circumstances, a meeting will be held with the parent/guardian, student, principal, teacher, and other appropriate school or church representatives to review the matter prayerfully and determine the appropriate course of action.

Disciplinary Action & Restoration

The course of action may include, as appropriate:

- Appropriate disciplinary consequences
- Restitution for damaged or lost property
- Opportunities to acknowledge responsibility and make appropriate apologies
- Actions intended to repair harm and rebuild trust
- A behavior or improvement plan
- Suspension or other appropriate restrictions
- Conditions that should be met before the student returns to the regular school program
- Referral to the ACS School Board or its designated committee when necessary

Whenever possible and appropriate, ACS will seek reconciliation and restoration among those involved. The goal is not merely for a student to complete a consequence, but to demonstrate understanding, responsibility, growth, and a willingness to make better choices.

Review & Appeal

If a parent/guardian disagrees with a major disciplinary decision, the parent/guardian may request that the matter be reviewed by the ACS School Board or its designated committee.

The Board or designated committee may uphold or modify the disciplinary action based on its review of the circumstances and applicable school policies.

When a student has been suspended or conditions have been established for return, the school administration and, when appropriate, the School Board or its designated committee will determine whether those conditions have been satisfactorily fulfilled before the student returns to the school program.

Following review, a student may be approved to return to the school program, may return under specified conditions, or, in serious circumstances, may be recommended for expulsion.

Dress Code

At Alpine Christian School, our dress code is intended to promote modesty, simplicity, respect, safety, and **a positive learning environment . Students should be comfortable and appropriately dressed for learning and** school activities.

Students are expected to come to school neat, clean, and appropriately dressed for the activities of the day and weather conditions. Our goal is to encourage good judgment, self-respect, responsibility, and consideration for others while keeping the focus on learning and character rather than outward appearance.

Standard School Uniform

Shirts

Students should wear a polo-style shirt , short- or long-sleeved, in a solid color.

The required polo shirt must be worn even when a student wears an approved sweater, sweatshirt, jacket, or other outer layer. Outerwear does not replace the regular school uniform unless ACS has designated a particular garment as part of the official school uniform.

Pants, Shorts, Skirts & Skorts

Uniform bottoms should be black, khaki, or navy blue and have the general appearance and fit of traditional school-uniform clothing.

Pants, shorts, skirts, and skorts should fit appropriately and modestly and should be suitable for the school environment.

Sweatpants, joggers, athletic pants, pajama-style pants, leggings, jeggings, yoga pants, athletic tights, spandex-style pants, or similar casual or form-fitting garments are not considered part of the regular school uniform , even when they are black, khaki, or navy blue.

Comfortable or soft-fabric pants may be permitted when they maintain the appearance, structure, and **appropriate fit of uniform-style pants . When there is uncertainty, the teacher or principal may determine** whether an item meets the school uniform expectation.

Leggings may be worn underneath an appropriate skirt, dress, skort, or other approved uniform garment. Jeans and cargo pants are not part of the regular school uniform.

Skirts, dresses, shorts, and skorts should be of an appropriate length and fit for the school environment. As a general guideline, they should be no more than approximately two inches above the knee when standing.

Outerwear & Hoods

Students may wear appropriate sweaters, sweatshirts, or jackets as an additional layer when needed. **Outerwear does not replace the regular school uniform , and students must wear the required polo shirt** underneath unless the school has designated a particular garment as part of the official ACS uniform.

Personal hoodies and hooded outerwear worn to school for weather purposes should be removed upon entering the building and stored in the student’s designated area.

ACS-approved or school-issued hooded sweatshirts may be worn inside the school building when designated as approved school apparel. However, the hood itself may not be worn over the head while inside the school building.

If additional warmth is needed indoors, students may wear an approved sweater, sweatshirt, jacket, or ACS-approved hoodie while continuing to follow the regular uniform expectations. Hoods may be worn outdoors when appropriate for weather conditions.

Shoes

Students should wear shoes that are safe, securely fitted, and appropriate for regular school activities .

Shoes must have a closed toe and secure heel/back and remain securely fitted to the foot while walking and participating in normal school activities.

Flip-flops, slides, Crocs or similar clog-style footwear, slippers, open-toe shoes, open-heel shoes, and footwear that does not remain securely fitted to the foot are not appropriate for school.

Boots, including appropriately fitted cowboy-style boots, may be worn provided they meet these safety expectations and are suitable for normal school activities.

Tennis/athletic shoes with non-marking soles are required for PE and activities in the gymnasium. Students wearing boots or other non-athletic footwear must have appropriate athletic shoes available when required for PE or gym activities.

Jewelry & Accessories

For reasons of simplicity, student safety, and prevention of loss or damage, ACS encourages students to leave **jewelry at home . Jewelry may also present a safety concern during recess, physical education, sports, and** other active school settings.

Students should not wear necklaces, bracelets, decorative jewelry, rings, or similar items during the school day.

Families whose children have pierced ears are encouraged to leave earrings at home. When removal is not reasonably possible, small stud earrings should be appropriately covered or replaced with clear **retainers , as approved by the teacher or principal. Dangling, hoop, or other exposed earrings are not** appropriate for school.

ACS is not responsible for jewelry or other personal valuables that are lost, damaged, or misplaced.

Smart Rings & Wearable Devices

Smart rings and similar wearable devices that track heart rate, activity, sleep, notifications, or other information are considered personal electronic devices and do not constitute an exception to the jewelry expectations.

Unless needed for a documented medical or school-approved purpose, these devices should remain at home.

Students who require a wearable device for a medical purpose may use it following communication between the parent/guardian and the teacher or principal. Smartwatches remain subject to the expectations established in the school’s Personal Electronic Devices policy.

Personal Appearance & Grooming

ACS encourages a natural, neat, simple, and age-appropriate appearance that supports a positive learning environment and allows students to participate safely and comfortably in school activities.

Makeup

Makeup is not appropriate for the regular school environment. Our goal is to keep the focus on learning, character, and an age-appropriate appearance rather than outward appearance.

Nails

Students are encouraged to maintain clean, natural, and appropriately trimmed nails.

Nail polish should maintain a simple, natural, and age-appropriate appearance . Clear polish, neutral or natural-looking tones, and a simple French manicure are acceptable.

Bright, dark, bold, neon, glitter, or highly decorative colors and designs are not appropriate for school.

For safety and practicality during classroom work, physical education, recess, and other school activities, long **artificial, acrylic, press-on, or excessively extended nails are not permitted .**

Hair

Hair should be neat and maintained in natural-looking colors. Extreme styles or colors that become a significant distraction to the learning environment may be addressed by the teacher or principal.

Personal grooming and appearance should remain neat, modest, age-appropriate, and suitable for participation in the regular activities of the school day.

Friday & Early Dismissal Dress

Fridays and scheduled noon-dismissal days , including PLC days, conference days, or other designated early-dismissal days, may be observed as casual/free-dress days unless families are notified otherwise.

Students are not required to wear the regular polo uniform on these days; however, clothing must remain **modest, neat, safe, age-appropriate, and suitable for the school environment .**

On casual/free-dress days:

- Jeans may be worn but should not be ripped, torn, frayed, excessively tight, or ill-fitting .
- Sweatpants, joggers, and other appropriate casual pants may be worn, provided they are neat, appropriately fitted, and suitable for school.
- Leggings, jeggings, yoga pants, athletic tights, spandex-style pants, or similar form-fitting garments should not be worn as the primary bottom.
- Shirts and T-shirts may be worn, provided that their images, words, symbols, or messages are appropriate and do not conflict with the mission, values, or philosophy of ACS.
- Clothing should provide appropriate coverage and allow students to participate comfortably and safely in school activities.
- Regular footwear expectations remain in effect. Flip-flops, slides, Crocs, slippers, open-toe shoes, and **open-heel shoes are not permitted.**
- Jewelry, personal appearance, grooming, and electronic-device expectations continue to apply.

Students participating in a special program, field trip, church presentation, picture day, or other designated activity may be asked to wear the regular school uniform or other specified attire even when the activity occurs on a Friday or early-dismissal day.

Dress Code Guidance

Because clothing and footwear styles change over time, not every item or style can be specifically addressed in this handbook.

The teacher and/or principal may use reasonable discretion in determining whether clothing, footwear, accessories, or personal appearance meet ACS expectations for modesty, safety, appropriate fit, and **suitability for the school environment .**

When a concern arises, the goal will be to address it respectfully and reasonably, helping the student understand the expectation and make an appropriate adjustment.

Policy Updates & Additional Guidelines

Alpine Christian School recognizes that situations may arise during the school year that are not specifically addressed in this handbook. When necessary for the safety, well-being, effective operation, or mission of the school, ACS may establish or update reasonable guidelines and procedures.

Students and parents/guardians will be informed of significant changes or additional expectations through the school's established communication channels.

Once communicated, these guidelines and procedures will be considered part of the school's expectations and should be followed by students and families.

When appropriate, significant policy changes may be reviewed or approved by the ACS School Board and/or other appropriate educational authority.

Grievance Procedure

Alpine Christian School encourages open, respectful, and direct communication when questions, concerns, or misunderstandings arise. Whenever possible, concerns should be addressed first with the person most directly involved.

Parents/guardians who have a concern regarding their child's classroom experience, academic progress, discipline, or other school-related matter should first communicate directly with the student's teacher.

If the concern is not resolved, or if additional assistance is needed, the parent/guardian may contact the principal. The principal will work with those involved to clarify the concern, improve communication, and seek an appropriate resolution.

If the matter remains unresolved after these steps, or when the nature of the concern warrants further review, the parent/guardian may contact the School Board Chairperson or request that the matter be considered through the appropriate school governance process.

When a concern directly involves the principal, the parent/guardian may contact the School Board Chairperson.

All parties are encouraged to approach concerns with respect, fairness, honesty, and a willingness to **listen and work toward resolution . Every reasonable effort should be made to resolve concerns at the most** direct and appropriate level, in a kind, respectful, and constructive manner.

The School Board

The Alpine Christian School Board supports the mission and effective operation of the school and provides governance and oversight in harmony with the policies and educational principles of the Seventh-day Adventist Church and the appropriate educational authorities.

School Board members are selected through the established process of the Rockford Seventh-day Adventist Church and serve according to the terms and responsibilities established for the Board.

The School Board meets regularly throughout the school year to address matters related to the mission, policies, finances, development, and overall operation of the school.

Parents/guardians who wish to bring a matter to the attention of the School Board are encouraged to first follow the appropriate communication and grievance procedures outlined in this handbook. Matters that can appropriately be resolved with the teacher or principal should be addressed at that level before being referred to the Board.

Items requiring School Board consideration should be submitted to the principal or School Board Chairperson with sufficient time for review and placement on an upcoming agenda.

School Board discussions involving students, families, personnel, financial assistance, or other sensitive matters will be handled with appropriate care and confidentiality.

The School Board works in partnership with school administration, faculty, families, the constituent church, and the appropriate educational authorities to support the mission and continued development of Alpine Christian School.

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