



PARENT/STUDENT
HANDBOOK

2024-2025

School Information

School Contact
Information

(520) 274-4712

School Address

**730 W Calle Arroyo Sur
Green Valley, AZ 85614**

Admin Email

admin@arisechristian.academy

School Colors

Black and Gold

School Mascot

Warriors

School Moto

"Arise & Shine"

Administration

Directors:
Allison Estrada
Beth Garcia

Administrative Assistant:
Abby Cisneros

Web Page

arisechristian.academy

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Welcome Families



Beth Garcia
Founder/Director/Educator

Arise Christian Academy was birthed from a God-given desire to equip the next generation, and those to come, with a solid foundation in Godly truths and who they are in Christ.

After much fasting and prayer, the name "Arise" came from the following scripture;

**"Arise, shine, for your light has come, and the glory of the LORD rises upon you. See, darkness covers the earth and thick darkness is over the peoples, but the LORD rises upon you and his glory appears over you. Nations will come to your light, and kings to the brightness of your dawn."
(Isaiah 60:1-3)**

We believe and find strength in the knowledge that our children have been born "for such a time as this," (Esther 4:14). We know God has equipped them with the full armor of God (Ephesians 6:10-18) so they, in turn, will ARISE and be the change this world so desperately needs.

We know, with Godly guidance, our children will have a positive impact in their families, schools, churches, and their city.

Our hope is that Arise Christian Academy will break ground for many more educational facilities where children and families can find a place to grow, shine, and ARISE in Christ!



Allison Estrada
Founder/Director/Educator

Mission Statment

To provide a Christ-centered education, so each student will know who they are in Christ and ARISE to be strong leaders in their churches and communities.

(Isaiah 60:1-3)

Statements of Faith

We Believe: There is only one God and through Him we are saved (*Deuteronomy 6:4*).

We Believe: God is the creator of all things and created man in His image (*Genesis 1:27*).

We Believe: "God was manifested in the flesh [Jesus]" (1 Timothy 3:16) as a living sacrifice. He paid the ultimate price on the cross for our sins. Through this, we can experience redemption from sin and ultimate salvation (*John 3:16*).

We Believe: The Bible is the living word of God, which gives us specific guidelines in which we can live a life that is pleasing to Him. It "is useful for teaching, for reproof, for correction, and for training in righteousness" (*2 Tim 3:16*).

We Believe: God's purpose for our lives is to receive redemption and salvation so that we may "go into all the world and preach the gospel to all creation" (*Mark 16:15*).

We Believe: God gives us spiritual gifts, so in turn, we may work together to edify the body of Christ (1 Corinthians 12: 1-30).

Core Values

To Serve

our students in an educational environment where they are nurtured, celebrated, guided, and instructed by spirit filled teachers, staff, and administration.

To Provide

a Christian-centered curriculum that excels in all subject areas and instills a Biblical worldview.

To Equip

students with Christ-centered instruction so they may excel in their spiritual, academic, emotional, physical and social development. In turn, they will lead with integrity, serve compassionately, and transform their families, churches, and communities with the heart and mind of Christ.

To Support

parents and families in their primary role and responsibility of training and instructing their child in the ways of the Lord.

To Work

with our local community to build up a strong commitment to Christ-centered education, who are unified in prayer, and passionate about promoting the mission and vision of Arise Christian Academy.

Vision

Lead with integrity from a Biblical worldview

Excel in academics through scientifically research-based methods

Transform the world by proclaiming the power of Jesus Christ

Serve compassionately with the heart and mind of Christ

Grow and mature in faith

Spiritual Philosophy



Arise Christian Academy believes that everyone is created in the image of God. In that, every individual is “fearfully and wonderfully made” (Psalm 139:14). We believe that God has given every child unique abilities, talents, and gifts. With proper instruction and guidance from spirit-filled mentors, teachers, parents, and churches; our children can develop these unique abilities to edify the body of Christ.



We believe that the roles of our teachers, staff, and governing board members go beyond their titles and are God-given talents and ministries. Our daily goals at Arise Christian Academy are to pour into the lives of our students, bless them in all they do, and cultivate their God-given gifts and talents. We are to guide them as uniquely, God created individuals and instruct them in the ways of the Lord.



We believe that if you “train up a child in the way he should go; even when he is old he will not depart from it” (Proverbs 22:6). We know that parents are crucial in the development of children. Arise Christian Academy aims to work closely with families, their local church, and pastors to aid in the overall growth and development of each child’s God-given purpose for their lives.



Arise Christian Academy operates on the word of God. We believe it is the fundamental driving force within our school. The word of God takes precedence over individual beliefs, ideologies, or political viewpoints.

Educational Philosophy



With the belief that God has created all our students in His image and are “fearfully and wonderfully made,” we, at Arise Christian Academy, strive to serve each child with individualized and tailored instruction where their unique needs are met and celebrated.



Arise Christian Academy believes in providing Christian education through scientifically sound methods, instruction and curriculum facilitated by highly qualified and trained teachers and staff.



We believe that God created our children with the innate ability to be curious, explore, question, move, manipulate, discover and connect through hands-on, multi-sensory and kinesthetic approaches to learning, all while maintaining high standards of instruction and academic learning.



Arise strives to create a God-centered environment where children experience love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self-control (Galatians 5:22-23) from teachers, staff and peers. In turn, our hope is that each child feels safe, nurtured, successful and emboldened to be what God has called them to be.

Statements of Christian Principles

Statement on Marriage, Gender and Sexuality

Arise Christian Academy believes that "God created Man in His image" creating each person as "male and female" (Gen 1:27). These two specific genders complement each other and reflect the image and nature of God. Rejection of one's biological sex is a rejection of the image of God and the fundamental formation of mankind. Therefore, we believe in affirming our biological creation and refraining from physically or spiritually altering our prominent biological sex.

ACA believes in the term "marriage" as the unity between one man and one woman in a single, exclusive union becoming one flesh, under the law (Gen. 2:24). We believe that God intends for sexual intimacy to occur only between husband and wife, subsequently ordained to procreate and create a family unit, binding father, mother, and child.

ACA believes in the purity of mind, body, and soul. Any form of sexual immorality, (including adultery, fornication, homosexual behavior, bisexual behavior, bestiality, incest, and the use of pornography) is sinful and offensive to God (1 Cor 6:9-10; 1 Thessalonians 4:3-5).

ACA believes that to preserve the integrity of ACA and provide biblical role models to its body of students and community, all families, faculty, board members, and partners must agree to and abide by the above statements on marriage, gender, and sexuality.

ACA believes that all men fall short of the glory of God (Rom 3:23), but God offers redemption of sins and restoration to those who confess and repent (1 John 1:9).

ACA believes that as the Body of Christ, we are to operate through the fruits of the spirit and offer compassion, love, joy, peace, patience, kindness, gentleness, and self-control to any individual (Gal 5:22).

Statement on the Sanctity of Human Life

ACA believes that all human life is sacred and created by God in His image from the day of conception. It is ACA's policy to defend, protect, and value all human life. (Jeremiah 1:5) (Psalm 139:13-16).

School Policies & Procedures

Statement of Non-Discrimination

Arise Christian Academy does not discriminate on the basis of gender, nationality, or race of its students or staff in the administration of its educational policies, admission, hire or any of its other school-administered programs.

Admissions

Admission Procedure:

Parents wishing to enroll students in ACA must complete the following steps:

Step 1: Complete a full Enrollment Form with an accompanying pastoral reference and enrollment fee.

Step 2: Intake: Your Enrollment Form will be evaluated along with all documents and weighed against our enrollment occupancy. An email will confirm that your child is ready for step 3.

Step 3: Family Meetings: At Arise we believe the home/school relationship is vital in ensuring that your child has the best experience while attending Arise. At this step in the enrollment process, we ask that your family set up a meeting with Arise's administration. The father and mother will meet and discuss expectations for both the student and family and ask clarifying questions.

Step 4: If the administration determines that said family is a good fit for Arise Christian Academy, a final enrollment confirmation will be sent via email/phone.

NOTE: Student enrollment is not final until they have completed steps 1-4 and a confirmation letter of enrollment has been sent to parents.

Admission Policies:

1. Arise Christian Academy admits students without regard to race, color, nationality, or ethnic origin.
 - a. We will enroll students whose educational needs can be met with certified teachers and who can meet all necessary accommodations.
 - b. We will enroll students whose emotional and social needs do not disrupt the successful education of other children already successfully enrolled.
2. Arise Christian Academy believes in creating a strong foundation surrounded by like-minded peers and staff. Arise is a *Covenantal School* meaning that each child and at least one parent/legal guardian, living with the child, must be in good standing in a current evangelical church and a pastoral reference must accompany their enrollment intent form.
3. The school reserves full discretion in the admissions process. Students will be placed in the appropriate instructional level as determined by placement tests, academic records, and/or developmental maturity. Arise Christian Academy may not be able to provide educational opportunities for some students with special needs if accommodations can not be met due to staffing or facility accommodations not conducive to the need.
4. Families who are delinquent in tuition payments to Arise Christian Academy or who have outstanding balances at other private schools are not eligible for enrollment or re-enrollment at ACA.
5. Priority in admissions is given using these factors:
 - ACA staff children
 - Current students
 - Siblings of current ACA students
 - Members in good standing of their local church
6. Families choosing to re-enroll will be given an opportunity to secure a place on the coming year's class list.

Tuition

ENROLLMENT FEES

New Student \$75	Returning Students \$50 (\$35 for additional siblings)
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Grades	Annual Tuition	Billed Quarterly
K-5th Grades	\$7000 + Enrollment Fee	\$1,750 + Processing Fees
6th-8th	\$3,597.96 + Veritas Press Fees	\$899.49 + Processing Fees

- Students' tuition will be billed four times a year (quarterly) and will cover three months at a time.
- Invoices will go out at the beginning of every quarter.
- Once an invoice is received, it is the responsibility of the parents to pay Arise Christian Academy through whatever means they are using for tuition payment.
- All fees through Class Wallet or other payment methods must be covered by the family and are not the responsibility of the Academy.
- Payment confirmation must be emailed to ACA's admin by the parent

Tuition Support Options

Empowerment Scholarship Fund (ESA)

Arizona recently passed a bill where all students K-12 can receive an Empowerment Scholarship Account to fund the education of their choice. ESA is a government-funded program for students residing in the state of Arizona. The ESA program cannot be combined with any other scholarships, such as tax credits(STOs). Parents must apply in the quarter in which they wish to receive funds and provide the necessary documentation.

ESA Quarters:

Quarter	Dates	ACA Invoice	Payment Due Date
Q1	July 1 - Sept. 30	July 24	August 14
Q2	Oct. 1 - Dec. 31	October 1	October 20-31
Q3	Jan. 1 - Mar. 31	January 8	January 20-31
Q4	Apr. 1 - June 30	April 1	April 20-30

Arizona Private School Tuition Tax Credit (STO)

Tuition Tax-Credit Scholarships are often referred to as "STOs" where School Tuition Organizations, authorized by the state of Arizona, collect tax credits and distribute them to students in the form of scholarships which in turn. can be used for tuition. Families must apply to these various organizations and can apply to multiple organizations during a school term.

FAMILY DISCOUNTS

- Kindergarten students may receive a 10% discount if their parent is in a full-time pastoral position.
- Families with a student in Kindergarten may receive a 10% discount if they have two or more siblings enrolled.

SCHOLARSHIPS

Families in need may apply for scholarships through Arise Christian Academy.

Fees, Refunds & Withdrawals

New Student Fees:

Application fee \$75 per student (Non-refundable)

Enrollment Fee:

The fee for each returning student is \$50 and \$35 for additional siblings.(Non-refundable)

Mid-Year Enrollment:

If a parent enrolls a student in the school at any time during the school year after the beginning of a semester, tuition for the current semester shall be on a prorated basis from the date of enrollment.

Late payment fee:

Monthly payments submitted after the 15th of every month will incur a \$25 late fee for each week of delay. Quarterly payments submitted two weeks after the due date will incur a \$25 late fee for each week of delay.

Check Fee:

The amount assessed for all returned checks or disallowed electronic payments is \$30.

Delinquent Accounts:

Accounts that are 30 days (1 payment) delinquent may result in the withdrawal of the student until the account is current, or acceptable arrangements have been made with ACA's Admin.

Refund/Withdrawal:

- School expenses continue whether or not every student is present every day. The School establishes a budget, plans expenses, and incurs costs that cannot be avoided in the event a student is withdrawn or expelled.
- Accordingly, if a student voluntarily withdraws from ACA after enrollment, the student will be assessed a withdrawal penalty equal to the lesser of (1) the remaining unpaid annual tuition or (2) twenty-five percent (25%) of the total annual tuition amount. The penalty assessment is in addition to all tuition and fee obligations through the date of withdrawal. This penalty amount is due and payable on the date of withdrawal.
- If the withdrawal is due to extenuating circumstances such as for medical reasons or a death in the immediate family, the Parent/Guardian may appeal this penalty which will be brought to the directors and the appeal will be considered.
- If a student is dismissed from ACA for behavioral or academic reasons, tuition payments will be assessed through the end of the month in which the student is dismissed.

Health and Safety

Registration Forms

The following forms must be updated every year, unless otherwise stated below, and are to be on file in the school office by the start of school:

- Copy of Birth Certificate must be provided upon enrollment in the school and kept with student files.
 - Immunization Records are required upon enrollment in the school and must be updated each time a student receives new immunizations. See below for more information on laws pertaining to immunization records. Students may submit a religious exemption form to be filed.
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Immunizations

According to Arizona law, no student may enter class unless the school has a complete immunization history. Verifiable documentation is required; parental confirmation is not acceptable. Immunizations must be current for school attendance. A current copy of each student's Immunization Record is required at the beginning of the school year. New students must provide the school with a copy of a current immunization record, have a signed medical waiver, or show that they are in the process of getting needed immunizations to update each child's current history.

Exemptions: Arizona law allows exemptions for medical reasons, lab evidence of immunity, and personal beliefs. Exemption forms are available at our front office.

Communicable Diseases

Arise Christian Academy maintains a health record for each student. In order to keep this up-to-date, a child's parents or guardians should contact the school office ANY time a child has a disease that is communicable and that needs to be treated in order to be cured. These would include, among others, infections such as strep throat, pink eye, chicken pox, flu, Covid, lice, and bedbugs.

Illness or Injury

Please do not send sick children to school. Students who have been ill with fever, diarrhea, and/or vomiting should not return to school until they have been fever-free, diarrhea-free, and/or vomit-free for 24 hours, without the use of medication from the last episode of fever, diarrhea, and/or vomiting. Arise Christian Academy considers a student to have a fever when their temperature is 100.4 degrees or higher. If a child's temperature is 99.6 degrees or higher, we may contact the home to request a student pick up. If a student becomes ill or is injured at school, a parent/guardian will be contacted in as timely manner as possible.

Medication

If your child needs to take any medication during school hours, Arizona law requires parents to take the medicines to the office and complete a form explaining the dosage and frequency of administration. No medication can be administered without written permission and instruction from a parent. Students are not allowed to have ANY medications in their possession while on the school grounds without specific permission from the administration.

Mandated Reporters

All employees at Arise Christian Academy are, by law, mandatory reporters concerning suspected child abuse and neglect. Any person who reasonably believes that a minor is or has been the victim of physical injury, abuse of any kind, a reportable offense, or neglect that appears to have been inflicted on the minor by other than accidental means or that is not explained by the available medical history as being accidental in nature, or who reasonably believes that there has been a denial or deprivation of necessary medical treatment or surgical care or nourishment with the intent to cause or allow the death of an infant who is protected under A.R.S §36-2281, shall immediately report or cause reports to be made of this information to Child Protective Services in the Department of Economic Security, except if the report concerns a person who does not have care, custody or control of the minor, the report shall be made to a police officer.

Family Involvement

Family Lifestyle Policy

One of Arise Christian Academy's missions involves working closely with parents and families to promote a holistic Christian education for students. As a result, parents/guardians enrolling their children, or to maintain enrollment, agree to the following:

1. Commit to following Christ and being active in a local church (*at least one parent must be in good standing with their local church*).
2. Support and cooperate with ACA in the religious education and discipline of their child.
3. Unite with ACA through prayer for the school, students, teachers, administration, volunteers, and school board.
4. Agree to support the religious educational philosophy and religious standards taught at ACA.
5. Understand that their students and families are an extension and testimony to the work being done at ACA. Therefore, home life, parent characteristics, and lifestyle choices reflect the Godly principles that Arise teaches. This includes, but is not necessarily limited to, sexual immorality, homosexual orientation, sexual or other conduct outside the Biblical standards of morality, or inability to support the moral principles or standards of the School.
6. Complaints or negative comments will be shared with the teacher, administrator, or person involved so we can work together, in unity, to find a solution that is pleasing to God, rather than creating division through negative comments to others, not involved in the situation, or on social media. (Matthew 18:15-16)
7. Parents agree that if, at any time, parents/guardians act in a manner that demonstrates a lack of ability to support ACA, its policies, discipline, religious educational philosophy or standards, or otherwise reflects a lack of cooperation and commitment to the home and school mission, ACA has the right, in its sole discretion, to remove any student or to discontinue further enrollment of a student.
8. Parents/guardians acknowledge and agree that their conduct can jeopardize the enrollment status and/or continued enrollment of their child.

Conflict or Grievance Resolution for Parents/Guardians of Students

Arise Christian Academy believes in the importance of seeking counsel and assistance from other Christians in order to resolve conflicts or grievances.

In the event a conflict or grievance arises between a parent/guardian and a member(s) of the ACA constituency, such conflict or grievance is to be settled in a private meeting, with the parent/guardian, the constituency, and a mutual party.

Arise provides a conflict/grievance resolution procedure as a guide to ensure that all matters are dealt with in an orderly, loving, and God-honoring manner.

- **STEP 1:** If a parent has an unresolved conflict or grievance with a teacher, board member or other staff member of Arise, the parent should schedule an initial private meeting with that person to resolve the conflict or grievance. Arise will provide a mediator to be present at the meeting if requested by any involved parties.
- **STEP 2:** If the conflict or grievance issue is not resolved in Step 1, ACA will ask the parent/guardian and involved parties to meet with the director of ACA to discuss and resolve the issue.
- **STEP 3:** If an acceptable resolution is not achieved in Step 2, ACA director will hold a meeting with the parent/guardian, their pastor and said Arise constituency. Prior to the meeting, both of the involved parties shall submit a written description that includes a statement of the issue, the facts that support their position, and the solution sought. The meeting shall be conducted with all involved parties present. The director will also meet with the involved parent/guardian's pastor privately and ACA staff involved before making a final resolution. Upon resolution, the involved parties will sign a document in agreement of the judgment.
- **STEP 4:** If an acceptable resolution is not achieved in Step 3, the parent/guardian has the option to withdraw from the school or may be asked to leave dependent upon the incident in question.

Definition of Conflict or Grievance: An item considered a conflict or grievance could be (in the view of the parent) a differing interpretation on the part of a teacher, Administrator, or Arise in general, to properly apply established Arise policies, practices, procedures or codes of conduct.

Parent Volunteers

As a covenantal school, we are committed to a partnership between parents and school, including and involving parents in important parts of ACA's operation. Research shows that students are more motivated when they see their own parents demonstrate an active role in their school life.

Families are required to volunteer a total of 24 hours and attend at least 2 events throughout the year. If families fail to meet the required hours they will be charged \$10 per hour missed. (12 hours must be completed by December 31st.)

A time sheet will be given to each family at the beginning of the year and will be submitted to the administrative assistant in December and May. This sheet must be signed by a staff member or partnership coordinator.

We ask that each family contributes by volunteering in one or more of the following four areas.



Arise Family Partnership

When a parent enrolls their child at ACA, they are automatically considered members of Arise Family Partnership (AFP). Throughout the year, AFP-sponsored events contribute to our school community.

- Coordinator- For year one, ACA administration will appoint an AFP Coordinator, until it is established enough for members to appoint their own Coordinator in years 2+. This Coordinator position will be made up of a husband and wife team.
- Lead Team Members- Each class will have a Lead Family. This lead family will make up the Lead Team members of the AFP and will meet on a regular basis to govern AFP. Each summer, the Partnership will work on parent volunteer opportunities. Parents are invited to AFP meetings, where they can hear about & sign up for volunteer opportunities.



Classroom Lead Family

Each class will have a Lead Family. This family will be in charge of representing their class. They will be responsible for attending AFP meetings and coordinating room parents, class events, classroom aides, reading group helpers, field trip drivers, and so on, for their particular class. Lead Families are vital contributors to the health and success of each classroom. The goal is to help bridge the home-school connection. Each teacher will work with and communicate any activities throughout the year with the Lead Family.



School Fundraisers

Arise Christian Academy will hold fundraisers throughout the year which may include sporting tournaments, auctions, and/or dinners. These events require many hands and will need everyone's participation. Parents may participate through sponsorships, clerical work, day-of-event management activities, and as contributors.



Annual School Events

There will be many events throughout the year at Arise Christian Academy. Parents can participate in a wide variety of roles, which are published and available for signups. If active participation is difficult for a family, there are at-home emails or projects that can be done.

Volunteers & Guests

Volunteer Background Clearance Guidelines

Arise Christian Academy depends on volunteers to assist us throughout the school day, events, and more. To guarantee the safety of our students, and to meet federal and state requirements, we have put in place the following guidelines to ensure that our volunteers are safe and reliable. There are 3 levels of volunteers:

Level 1

A Level One Fingerprint Clearance Card uses your fingerprints to obtain both state and federal criminal history records checks. Many states, including Arizona, require this level of background clearance to work and volunteer with children. The card is valid for 6 years and costs \$65 + an \$8 service fee. This is required for volunteers who provide direct services to students **without staff present** or handle confidential information.

Level 2

A Verified Volunteer's background check is less extensive than the Level One Fingerprint Clearance Card and is valid for 1 year. This is required by volunteers who interact with students **with staff present** and costs \$17.

Level 3

Central Registry is a database that stores information regarding allegations of child abuse or neglect and abuse toward vulnerable individuals. This is required for all of our volunteers and is free.

One time Guests

One-time guests must be signed in at the front desk. They will be given a name tag to wear while on school grounds and will have a chaperone with them at all times when around students.

Costs Covered by Volunteer

We are a nonprofit and hope to direct as much as possible to our students and school. We have found most volunteers are understanding and willing to pay for their own costs. In the case of the Level One Fingerprint Clearance Card, your card is valid for 6 years and stays with you. If you are unable to afford the cost we may be able to find a position that does not require a background clearance. We hope that we can cover costs in the future as we grow. Thank you for your understanding.

NOTE: If you already possess a valid, up-to-date, Fingerprint Clearance Card please present it to the Admin and they will make a copy to have on file.

Student Life

Dress Code

Arise Christian Academy believes a successful mindset begins with morning routines and how we prepare for the day. At ACA all students are required to be in dress code daily. When choosing your outfit, remember we are a reflection of Christ, our family, and ACA's values.

MALE UNIFORMS

TOPS:

- Solid Color Polo blue, light blue, black, yellow, white, gray, red/maroon, green, or jean shirts
- Must have sleeves and a collar
- Must be no longer than fingertips or tucked in
- Plain without logos or insignias
- Must be shorter than shorts
- School-approved spirit shirts may be worn any day

BOTTOMS:

- Khaki, navy blue, gray, black, maroon pants, knee length shorts, jeans or overalls
- Pants & jeans must be fitted without holes
- No baggy clothing, basketball shorts or sweat pants.
- Pants and shorts must be hemmed

SHOES:

- All shoes must have a backstrap
- No flip flops or Crocs

JACKETS:

- Jackets and sweaters are not subject to the dress code, but must be free of violent or provocative images and slogans.

HAIR:

- Hair unusually styled or dyed an unnatural color will not be allowed. If a hairstyle or cut is distracting to the learning environment, the administration reserves the right to ask the parent to immediately alter the hairstyle. No cut mohawks.

BACKPACKS, LUNCHBOXES & PERSONAL ITEMS

- Backpacks, lunchboxes, and personal items must be void of images or slogans that go against the biblical values and beliefs of Arise.

Disclaimer: ACA reserves the right to prohibit specific dress and dress-related items, whether mentioned in these guidelines or not. Students, who are dressed in violation of the dress code policy, will be asked to change their appearance or parents will be requested to bring an appropriate change of clothing.

FEMALE UNIFORMS

TOPS:

- Solid Color Polo blue, light blue, black, yellow, white, gray, red/maroon, pink, purple, green or jean shirts
- Must have sleeves and a collar
- Must be no longer than fingertips or tucked in
- Plain without logos or insignias
- Must be shorter than shorts & skirts
- School-approved spirit shirts may be worn any day

BOTTOMS:

- Khaki, navy blue, gray, black or maroon pants, jeggings, jeans, shorts, skirts, or dresses, overalls
- Skirts & dresses must be longer than students' fingertips
- All dresses must have a collar or a uniform shirt worn under, no spaghetti straps
- Shorts must be longer than the students' thumb tips
- Pants & jeans must be fitted without holes
- No baggy clothing, basketball shorts, sweat pants or leggings (leggings can be worn under dresses/skirts)
- Pants and shorts must be hemmed

Attendance

School attendance is a factor closely related to successful academic performance in school. Students who are absent miss valuable instructional time. Parents should strive to have their children in school every day.

ARRIVAL

The school day begins at 8:30 a.m. Students may arrive as early as 8:10 a.m. but are expected to wait in the playground or multi-purpose room. Students must not be left unattended early in the morning. Supervision is provided on the playground by staff and/or parent volunteers. Parents who arrive early should wait with their students until the school opens at 8:10 a.m.

DISMISSAL

Dismissal time is at 2:30 p.m. Please be prompt to pick up your child at dismissal time. If late pickups are excessive, a conference will be held to discuss further action.

Early Child Pick-up: If you need to pick up your child early from school please call our administrative assistant to make arrangements, check-in at the front desk, and students will be called to the front office.

ABSENCES

- **Excused:** All ACA students are expected to have consistent attendance. Absences due to illness will be excused with parent contact via email, phone, or note within two days of the student's return to school. If there is an emergent family situation not related to an illness of the child (death within the family, medical appointments, illness in the family, quarantine), please submit a letter documenting this, and it will be considered. A child who misses three or more consecutive days due to illness must bring a medical excuse upon returning to school. Extended absences due to illness will be addressed individually with the family. Documentation should be provided by parents to receive an excused absence or tardy which will allow the student to make up the work missed for credit.
- **Unexcused:** If no documentation is provided an absence will be considered unexcused and will be handled as follows:
 - Once a student has three unexcused absences, the parents will be contacted.
 - When a student has missed more than five days a parent conference will be held with the teacher.
 - If a student has ten or more unexcused absences a parent conference will be held with the teacher and administrator.

**Students will be expected to make up any missed work, with excused or unexcused absences.*

TARDIES TO SCHOOL

Arriving to school late can be a distraction for not only the tardy student but his/her classmates and teachers as well. Students not in school by 8:30 a.m. will be counted as tardy. Excessive tardiness will be handled as follows:

- Students arriving after 8:30 a.m. will not be permitted into campus until 9:00 a.m. Parents must wait with their student(s), and then check in at the front door with an ACA staff member.
- A tardy will be excused when unforeseen circumstances arise (e.g. inclement weather, traffic accidents, etc.)
- Five unexcused tardies = one unexcused absence.
- The school administration may request a conference with families with excessive tardiness.

Curriculum

We believe true knowledge and purpose are acquired through understanding the world intellectually, through a God-centered lens.

Our children are taught the core subjects of English Language Arts, Math, Science, History/Social Studies, and the Bible with God at the center of every instruction, conversation, and material presented.

We have carefully chosen a curriculum that is biblically based, scientifically sound, multi-sensory, rigorous, and yet, adaptable to a student's individual needs. We also have chosen curriculums that are multidisciplinary, so students are able to connect multiple subjects at once through thematic units of study.

	K	1	2	3	4	5
BIBLE	Abeka	Abeka	Abeka	Abeka	Abeka	Abeka
READING/ LITERATURE	IMSE Phonics Kinder	IMSE Phonics First Grade	IMSE Phonics Second Grade	<ul style="list-style-type: none"> Abeka Reading Literature 1 	<ul style="list-style-type: none"> Abeka Reading Literature 2 	<ul style="list-style-type: none"> Abeka Reading Literature 2
GRAMMAR/ WRITING	Intro to Writing	Heggerty Bridge to Writing/ Grammar	<ul style="list-style-type: none"> IEW Structure & Style Level A Grammar 2 Intro to Cursive 	<ul style="list-style-type: none"> IEW Structure & Style Level A Abeka Grammar 3 Cursive 	<ul style="list-style-type: none"> IEW Structure & Style Level A Abeka Grammar 4 Cursive 	<ul style="list-style-type: none"> IEW Structure & Style Level A Abeka Grammar 5 Cursive
MATH	Singapore Math Dimensions	Singapore Math Primary 1A/B	Singapore Math Primary 2A/B	Singapore Math Primary 3A/B	Singapore Math Primary 4A/B	Singapore Math Primary 5A/B
HISTORY/ SCIENCE	<i>Veritas Press</i> Old Testament and Ancient Egypt	→				
LINGUISTICS					Intro to Latin 1	Intro to Latin 1

Bonus Time

Students in 4th-5th grade are required to submit 10 hours of bonus time a month. Bonus time hours are independent study hours and can include activities such as music, art, sports, etc. Parents must approve and sign student time sheets on a weekly basis. Time sheets will be submitted to the teacher at the end of each month. All time sheets will be submitted to the administration at the end of the month.

Middle School

Arise Christian Academy is partnering with Veritas Press to offer a hybrid model for our middle schoolers. Students will combine online, live classes through Veritas with hands-on learning opportunities at Arise. Veritas Press offers all core classes while Bible will be customized and offered by Arise.

Veritas Scholars Academy is a private, K-12 academic institution with a distinct classical, Christian approach to learning. As all truth is God's truth, our academic explorations are conducted with a biblical worldview in mind. Teachers are passionate about their respective subject areas, and how faith and learning intersect.

	6	7	8
BIBLE	Themed Studies and Devotionals		
HISTORY/ LITERATURE	History Survey and Literature Transition		
GRAMMAR/ WRITING	Shirly English IEW Level 4	Grammar and Writing Transition	
MATH	Math You See	Math You See	Math You See
SCIENCE	General Science	General Science	Physical Science
LINGUISTICS			

Bonus Time

Students in 6th-8th grade are required to submit 10 hours of bonus time a month. Bonus time hours are independent study hours and can include activities such as homework, music, art, sports, etc. Parents must approve and sign student time sheets on a weekly basis. Time sheets will be submitted to the teacher at the end of each month. All time sheets will be submitted to the administration at the end of the month.

Grading

Families need to know how a student is doing academically according to grade-level material and standards. However, we also believe in the individual child, their skills, and their progression throughout the year. Therefore, students will have their own goals and objectives on a personal learning continuum and will be evaluated against that individual objective standard for each subject. These goals will be addressed at the first quarter parent conferences.

Students will receive an "academic standard" grade and an "individual effort" grade according to the rubrics below for each subject.

Academic Standards Rubric

Academic standards will be based on the State of Arizona Academic Standards.

Proficiency Level	Description
4: Exemplary-Exceeds Grade Level	In addition to the level the standard identifies, the learner demonstrates evidence of a deep understanding and/or advanced application of the content and skills.
3: Proficient-Meets Grade Level	The learner demonstrates evidence of the knowledge, understanding, and/or skills that meet the academic standard .
2: Developing	The learner demonstrates evidence of the foundational knowledge or skills necessary for meeting the standard. <i>Foundational knowledge: vocabulary, simpler procedures, isolated details.</i>
1: Emerging	The learner demonstrates evidence of the early stages of understanding and acquiring skills related to Level 2 and Level 3 expectations.
No Evidence Yet	The learner has not yet produced evidence of acquiring skills and/or concepts expected.

Progress Reports

- Progress Reports will be distributed at Parent conferences twice a year, at the end of the first and third quarters.
- A final report card will be issued at the end of the year.

Parent/Teacher Conferences

- Conferences will be held at the end of the first and third quarters. Attendance of at least one parent/guardian is required.

Individual Effort Rubric

Students will receive an "Individual Effort" grade for each subject according to the below rubric. This is based on Preparation, Participation, Initiative, and Attitude.

All ACA students are to strive for excellence.

Description of Ideal Work Ethics	Always	Frequently	Sometimes	Infrequently	Almost never to never
PREPARATION Arrives to class ready to work with an open attitude, all necessary materials and completed work	4	3	2	1	0
PARTICIPATION Follows ideas with attention, uses time wisely, and participates positively in discussions	4	3	2	1	0
INITIATIVE Takes responsibility for own learning by attempting to problem-solve independently, asking for help if needed, and extending work above and beyond what is required	4	3	2	1	0
POSITIVE ATTITUDE Shows responsibility for the learning environment, respects all participants, and takes opportunities to help others	4	3	2	1	0

Possible Points	15-16	11-14	7-10	3-6	0-2
Possible Grades	E Exceeding	S+ Above Satisfactory	S Satisfactory	S- Below Satisfactory	U Unsatisfactory

Technology Policy

- The goal of ACA is academic excellence and may involve providing students with Internet access.
- The Internet as an educational tool encourages the use of databases and educational websites within the classroom.
- ACA offers access to computers, iPads, and internet access for educational and instructional purposes.
- Reasonable precautions have been taken to limit inappropriate use and restrict access to offensive or questionable material. All students should access only approved materials given by the student's teacher.
- The School reserves the right to log and monitor the use of all systems.
- All network equipment and information are the property of the Academy. The Academy reserves the right to monitor, inspect and search the use of any of its equipment or information stored or transmitted over its network and to take disciplinary action based upon any violation of school policies or conduct standards.
- Infractions of these standards may result in the termination of access privileges and/or appropriate disciplinary action as deemed by the administration.
- If parents do not wish their child to have access to the Internet or email, they must notify the School Office.

Field Trips

- Every grade level has exciting field trip opportunities.
- Field Trip Fees will be the responsibility of the parent if the school is unable to fund.
- Field trip transportation is provided by approved parent volunteers.
- All drivers must submit a Parent Driver Approval Form and required documents to be pre-approved to drive on field trips, one week before the date of the Field Trip.
- All parents will be notified of vehicle arrangements before the field trip. If the parent does not approve of the driver, the classroom teacher or classroom Parent Helper will make alternative arrangements.
- All students must have a field trip form signed to attend a field trip
- Seatbelts must be worn at all times in all vehicles. In addition, any student who is at least five years of age, but under eight years of age, and who is not more than four feet tall, and under 80 pounds, must be restrained in a child restraint system when traveling on school-sponsored field trips.
- Field trips require the appropriate attire, vehicle seating, safety measures, and student behavior to be effective and worthwhile.
- When parents drive using private vehicles, there should be seatbelts allotted to each student and adult. Convertibles may not be used for field trips.
- The teacher in charge is expected to provide each driver with a roster of students. Students must leave and return with the assigned driver. If you find yourself unavailable to drive, please contact your child's teacher or the room parent to help with arrangements.
- Do not send someone to drive in your place (only parents may drive when we are not using school vehicles).
- On ALL field trips, younger siblings should not attend. This is to ensure that students on the field trip have the full attention of the parent/chaperone.
- There should be no food stops during field trips.

PLEASE NOTE: Parents must submit a new form every school year.

Celebrations

Birthday Celebrations

The Birthday Observance is a short, sweet time to acknowledge the student's special day. It is not intended to be a party such as might be given at home.

1. Please contact your child's teacher in order to make arrangements for your child's celebration.

2. If invitations to after-school, off-campus parties are distributed at school, they must go to every student in the class. If only selected students are invited, invitations must be mailed, emailed, or telephoned, not distributed at school. An exception to this would be the case when only students of the same sex are invited to the party, in which case the invitations may be distributed at school (assuming all the male or female students of that class are included).

3. Please save individual birthday presents for home.

4. Parents providing birthday treats for the class should check with the teacher to see if there are any food allergies among the children in the class, so an alternative treat can be provided for such children.

Holiday Observances

1. Arise Christian Academy celebrates all major US holidays such as Christmas, Thanksgiving, Valentine's Day, Easter, etc. ACA will not celebrate Halloween in its traditional form. Instead, ACA will have Fall festivities during this time.

2. Teachers may plan other celebrations that coordinate with their curriculum, but must align with ACA's Christian values.

Student Conduct & Discipline

Student Expectations

Gear Up for the Day



Be Ready



Be Respectful



Be Safe

Arise Pledge

A Attitude- I will show love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control.

R Respectful- I am respectful to myself, to others, and to property.

I Identity- I am a child of God and He has a plan for me.

S Steward of God- I can tell the world about Christ.

E Excellence- I can do all things as I am doing them for the Lord.

God has called me to Arise and Shine today! Isaiah 60:1

Love & Logic

At Arise Christian Academy we use discipline methods from "Love and Logic" and incorporate Godly elements within. We believe in demonstrating love for students while holding them accountable for their choices.

- We offer students choices within limits, in a caring way, avoiding power struggles.
- We build students up so they feel more capable, even after being corrected.
- When interacting with students, we stay calm and avoid provoking, threatening, demoralizing, or lecturing.
- Discipline is maintained with compassion, understanding, and forgiveness.
- We see childhood misbehavior as an opportunity to guide students as they grow through their mistakes and see God's hand in all they do.

Biblical Principles to Guide Student Conduct/Behavior

- **Love** – Christian students are to love the Lord above all and their neighbors as themselves (1 Corinthians 13:5-6).
- **Worship** – Christian students are worshipers. Worship is a way of life for the believer. Students at Arise Christian Academy worship God with their hearts, mind, conduct, words, and how they treat others including administrators, teachers, parents, volunteers, and school regulations (Psalm 99; John 4:24)
- **Self-Discipline** – Christian students are disciples. A disciple hears and follows. He has self-control over his mind, heart, and body. Students at Arise Christian Academy come to school on time and prepared for their day with completed assignments (1 Thessalonians 4:1-12).
- **Excellence** – Christian students are positive image-bearers of God. They maintain cleanliness in person and property. They maintain morally excellent conduct with respect to recreation, social relationships, and language (1 Corinthians 10:31).
- **Stewardship** – Christian students are faithful stewards. They demonstrate respect for the property of the school and of other people. Christian students are light-bearers. They should exhibit truthfulness and honesty in work and life (1 Peter 4:10).
- **Courtesy** – Christian students are peacemakers. They cooperate with others in working and playing, demonstrating courtesy and respect for others (Matthew 5:9).
- **Courage** – Christian students are courageous for the Lord. They set a positive example for those around them in speech, in life, in love, in faith, and in purity (1 Timothy 4:12).

School Wide Expectations

Conduct Expectations

- Arise Christian Academy encourages all members of the school community to develop self-discipline. Faculty, staff, administrators, and students learn to take responsibility for their own conduct and their personal responses to events, ideas, and situations.
- Arise Christian Academy believes all people are created in the image of God and have immeasurable worth in His eyes. Thus, we expect all adults and students to treat each other with dignity and respect, valuing people of each racial, ethnic, or national background equally as image bearers of God. Further, ACA believes that attributing characteristics of a group to an individual solely on the basis of the color of their skin is reprehensible. Behavior that is intentional and inconsistent with these expectations will be addressed and taken seriously.
- When a student enrolls in Arise Christian Academy, he or she becomes identified with the school. In order to maintain high standards of behavior, the school reserves the right to take appropriate disciplinary action in the case of any misconduct, whether occurring on or off the school campus. We expect that a student's conduct must reflect favorably on the student and on the school at all times. This includes activities on technology and social media.

Discipline

Philosophy and Guiding Principles for Discipline

The goal of Arise Christian Academy is to provide the best possible learning environment in a Christian atmosphere. We desire to address the needs of the whole child – spiritually, academically, emotionally, socially, and physically.

- We believe discipline is an integral part of teaching, learning, and growing in faith.
- We believe that the school must never usurp the parents' primary role in discipline.
- We believe the school should work with parents in a cooperative effort to teach, reprove, correct, and instruct children in righteousness (2 Timothy 3:16-17).
- Everyone in our school has the right to expect that the school environment shall be safe, well-organized and conducive to teaching and learning.
- No members of the faculty, administration, or staff in their roles as employees of ACA will administer corporal punishment to students.
- Volunteers are also expected to refrain from any physical contact that is or may be interpreted as being punitive.
- All discipline will be based on Biblical principles which include apologies, forgiveness, restitution, consequences, and restoration of fellowship.

Steps in Discipline

STEP 1: The teacher will talk to, counsel, and pray with the student about the problem. Students will get the opportunity to apologize and the teacher will offer forgiveness. As a general rule, the vast majority of discipline problems are to be dealt with at the classroom level.

STEP 2: If the problem persists, it will be made known to the parents. The teacher will confer with the parent over the phone or in person, agreeing on steps both parties will take to address the problem.

STEP 3: If the problem is ongoing, the parents will be notified through a “Behavioral Notice” requesting a meeting with the parent, student, teacher, pastor, and school Administrator. The purpose of this meeting is to agree on a plan of action.

STEP 4: On-going problems will result in severe disciplinary action including the type of discipline created in step three. Ultimately, suspension or expulsion will be at the discretion and approval of the Arise Christian Academy administration.

Automatic Referral to Administration

- Disrespect shown to any staff member, fellow student, visitor, policy, or the property of the school or another person.
- Dishonesty in any situation while at school, including gossiping, lying, cheating, and stealing.
- Disobedience (outright rebellion in response to instructions or assignments).
- Fighting (striking in anger with the intention to harm another person).
- Using obscene language or the possession or display of obscene materials.
- Truancy (intentional or chronic absence without prior approval).
- Bullying (threatening the well-being of or consistently harassing another person).
- Sexual Harassment (inappropriate verbal or physical actions).
- Inappropriate Sexual Behavior (any intentional sexual expression that is unlawful or unbiblical).
- Other Serious Misconduct (acts which endanger the lives of other persons, gross violence, possession of a weapon or toxic substance, serious destruction or defacing of school property, violations of civil law, or any act in clear contradiction of biblical commands).

Severe Acts

If a student commits an act with such serious consequences that the administration deems it necessary, the student may be suspended or expelled immediately. Examples of such serious misconduct could include acts such as: endangering the lives of other students or staff members, gross violence, vandalism of school property, violations of civil law, or any act in clear contradiction with biblical commands.

At the discretion of the administration, a student may be refused re-enrollment for the following school year based on their discipline record. Refusal to accept re-enrollment is not the equivalent of suspension or expulsion.