

TRUTHFUL BEGINNINGS CHRISTIAN SCHOOL

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The fear of the Lord is the beginning of wisdom:
and knowledge of the Holy One is understanding.

Proverbs 9:10

TRAINING CHILDREN IN SPIRITUAL
AND
ACADEMIC EXCELLENCE

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TRUTHFUL BEGINNINGS CHRISTIAN SCHOOL

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OPPORTUNITY

The objective of a private Christian School is to teach children how to live and to equip them for success through the light of God's Word.

PROVERBS 22:6 ADMONISHES ADULTS TO TRAIN UP A CHILD IN THE WAY HE SHOULD GO.

The school is an extension of the home in training young people. The school staff works closely with parents to train the whole child.

Attendance at Truthful Beginnings is a *privilege* and not a *right*. The goal of this school is to train youth of every ability in the highest principles of moral character, self-discipline, individual responsibility, personal integrity, and good citizenship.

TEACHING CHILDREN TO HIDE GOD'S WORD IN THEIR HEARTS AND ENCOURAGING THEM TO SEEK AFTER GOD.

This school stands without apology for high standards of **Morality** and **Wisdom**.

TRUTHFUL BEGINNINGS RETAINS THE RIGHT TO CHANGE ANY POLICY OR PROCEDURE AT ANY TIME, AT ITS SOLE DISCRETION.

SCHOOL OFFICE & HOURS

School Office Hours	7:30 AM – 4:00 PM
Teachers Hours	7:45 AM – 4:00 PM
Teachers Meetings	As Scheduled
Advisory Board Meeting	As Scheduled

SCHOOL HOURS

Kindergarten-Half Day	8:00 AM – 12:30 PM
K-Full Day & 1 st -12 th Grades	8:00 AM – 3:30 PM

TEACHERS & STAFF

Mrs Angel Lopez	School Administrator/Principal Kindergarten - 1st Grade Supervisor
Mr Eddie Lopez Jr	2nd - 12th Grades Supervisor-PE Instructor
Mrs Ellen McKenzie	2nd - 12th Grades Monitor
Mrs Billie Sue Bonilla	Office assistant-Monitor
Financial Assistant	Kristie Hinojos

Our Mission

The mission of Truthful Beginnings is to glorify God through the training and nurturing of students in their education. Education is life. The academic training and building of wisdom into the heart and life of a child is achieved through a Christ centered education based on Biblical Truth, which leads to the formation of the character of God within. God's character imparts wisdom, knowledge, and love, helping our school community develop a world-view that will have an impact on the world for Christ. Our goal includes clearly communicating the message of salvation, faith in Christ, and a redeemed life through Jesus Christ. We seek to support parents in their primary role and responsibility of training their child. We know that it is critical to build Wisdom into the life, performance, and behavior of a child.

The fear of the Lord is the beginning of wisdom: and knowledge of the Holy One is understanding. *Proverbs 9:10*

WISDOM IS FOUND IN GOD'S WORD AND OUR SCHOOL USES THE A.C.E. CURRICULUM WHICH FOLLOWS FIVE STEPS RELEVANT AND PRACTICAL FOR DEVELOPING WISDOM.

READ FOR KNOWLEDGE – Til I come, give attendance to reading, to exhortation, to doctrine.
I Timothy 4:13

MEMORIZE FOR RETENTION – Thy word have I hid in mine heart, that I might not sin against thee.
Psalm 119:11

STUDY FOR UNDERSTANDING – Study to show thyself approved unto God, a workman that needeth not to be ashamed, rightly dividing the WORD of truth.
II Timothy 2:15

MEDITATE FOR ENLIGHTENMENT – This book of the law shall not depart out of thy mouth; but thou shalt meditate therein day and night, that thou mayest observe to do according to all that is written; for then thou shalt make thy way prosperous, and then thou shalt have good success.
Joshua 1:8

PERSONALIZE FOR APPLICATION – So teach us to number our days, that we may apply our hearts unto wisdom.
Psalm 90:12

Statement of Faith

WE BELIEVE that there is only one God, eternally existent in three persons: The Father, The Son, and The Holy Spirit.

WE BELIEVE that man, made in the image of God is a fallen creature by virtue of his rebellion against his CREATOR and thus deserves eternal judgment from a righteous God.

WE BELIEVE that Jesus is the Son of God, uniting in the single person of The Son two distinct and complete natures; divine and human. He lived as the perfect man to fulfill God's plan for all humanity. The sacrificial death of Christ paid the full penalty of man's sin and provided salvation for all believers. Christ's bodily resurrection from the grave, showing His triumph over sin and death, offers the promise of resurrection and eternal life to all who have faith in Him.

WE BELIEVE that salvation is by grace through faith. Justification before God; which gives us freedom from punishment and gives life with God, is available only as a gift from God through faith in Jesus Christ. At the time of conversion the Holy Spirit baptizes every believer into the body of Christ and enables him to:

- ~ **GROW** in maturity and conformity to the image of Christ
- ~ **GROW** in love for God and for fellow man
- ~ **BEAR WITNESS** to the SAVING POWER of Christ in the world

WE BELIEVE that the Bible is "inspired by God and is useful for teaching, for reproof, for correction, and for training in righteousness" (II Timothy 3:16)

WE BELIEVE that Jesus Christ is the ultimate fulfillment of all Scripture and that all Scripture points to Christ who is the living Word.

WE BELIEVE that the authority of Scripture depends not on the truth or understandings of human kind, but on God HIMSELF, who is the truth and thus scripture must be received as the WORD of GOD.

WE BELIEVE that it is only by the Spirit of GOD that anyone can interpret the Scripture with power, humility, efficacy and insight.

STANDARD OF CONDUCT

Students of this school are expected to refrain from talking about or engaging in cheating, swearing, smoking, gambling, heavy metal music, drinking alcoholic beverages, sexual activity, and using narcotics. Students who participate in and/or discuss such activities at school are subject to suspension. Students are expected to act in an orderly and respectful manner, maintaining Biblical standards of social courtesy, moral behavior, acceptable language, and honesty. Students must agree to strive toward unquestionable character in dress, conduct and attitude.

Any student observing questionable activities or overhearing conversations, which are contrary to the policies of this school, should immediately discuss the matter with a supervisor. This is not tattling.

It has been said, "All it takes for evil to triumph is for good men to do nothing." ...to him that knoweth to do good and doeth it not, to him it is sin." *James 4:17*

ADMISSIONS POLICY

DISCRIMINATION:

Truthful Beginnings School is open to anyone who is interested in providing a Christian education for their child. Attendance at Truthful Beginnings is a privilege and while enrolled a student must abide by the policies and regulations of the school. This school admits students of any race, color, and national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to the students at the school. It does not discriminate on the basis of race, color, and national and ethnic origin in administration of its educational policies, admissions policies, scholarship programs, athletics, and other school-administered programs.

RETURNING STUDENTS

Since enrollment is limited, returning students are given the opportunity to re-enroll first. Any student whose re-enrollment for the following year may be in question will be notified and a parent conference scheduled.

- **Requirements**

1. Turn in completed enrollment forms
2. Submit any required documents (updated immunizations, etc.)
3. Pay a non-refundable enrollment fee.

As space permits, classes will be filled on a first come basis. New students must go through the interview process before being accepted.

*Acceptance is at the discretion of the School Administrator.

KINDERGARTEN PROGRAM ADMISSIONS

In order to attend the pre-k program a child must be four years old by September 1st and must be developmentally ready, for the social and academic challenges of the Pre-K program. This includes being fully potty trained and able to follow basic instructions.

The Kindergarten program requires that a child must be five years old by September 1st and pass the kindergarten screening process.

The following items are needed for All new students and students entering Kindergarten:

1. Copy of child's birth certificate.
2. Immunizations records, which must be in the office before school begins.
3. All registration forms must be filled out before a student is accepted.

FINANCIAL POLICY

Returning students must fill out a registration form and bring current any past due fees. A \$100.00 registration fee is required per Student for new students, and a \$50.00 registration fee per Student for returning students.

This is a Non-Refundable Fee.

TUITION

A Tuition deposit of \$400 is due by July 7th for all students. This fee must be paid in order for a student to be considered enrolled for the current school year.

- Tuition is based on a 10-month payment plan starting in August and ending in May.
All tuition payments are due on the 1st of the month.
- A \$50 late fee will be assessed and invoiced to the account on the 10th day of the month. (Tuition balance is still due by the end of the month).
- For transferring students, the first payment must be made in full before the student's first day of school.
- NO CREDIT OR REDUCTION OF TUITION IS GIVEN FOR VACATIONS, HOLIDAYS OR ILLNESS.

TUITION

Tuition cost is based on an annual rate and is billed per semester with the option to pay in ten (10) monthly payments or (4) quarterly payments beginning in June.

- Full Day Students: \$6800-base tuition
- Half Day Students: \$4800-base tuition

OTHER FEES

- Art fee: \$20 (4th-12th grade art students)
- Diagnostic Testing fee: \$50(due upon testing)
- Music lessons/instrument: \$150(eligible to be paid with ESA funds)

*Fees are subject to change

STO OPPORTUNITIES

School Tuition Organizations help many students throughout the school year to pay for their tuition costs. All families are **REQUIRED** to apply and submit proof of registration to the school, unless a current ESA is active for the student.

***The School is not allowed to apply for you, this is your responsibility.**

Truthful Beginnings School partners with the following tax credit organizations:

www.acsto.org (Arizona Christian School Tuition Organization)

www.schoolchoicearizona.org (School Choice Arizona, INC)

www.ccsto.org (Cochise Christian School Tuition Organization)

www.ibscholarships.org (Institute For Better Education)

www.aztxcr.org (Arizona Tax Credit)

www.azed.gov/esa/ (AZ Dept of Education, Empowerment Scholarship Program)

All donations must be received by April 15th in order to receive a tax credit for the previous year. You may not donate to your own child or swap donations with other parents.

ADDITIONAL FEES

There are fees that occur in addition to the base tuition cost and enrollment fee. These include but are not limited to technology supplies, school supplies(extra PACE's-failed PACE), uniform fees, school activity fees(projects-art, music lessons, school supplies needed for High School electives, and extracurricular events). The extent to which these additional fees are covered by scholarship (if any) will depend on the type of scholarship your child is awarded. ANY fees not covered by scholarship are the responsibility of the parent/guardian.

- **LATE PICK-UP FEE:**

See PROCEDURES: Arrival and Dismissal

- **RETURNED CHECK FEE:**

Checks returned for any reason by the issuing bank will be assessed a fee. Returned checks must be redeemed and associated fees paid upon receipt to prevent the student's exclusion from class. In the event of two instances of returned check, Truthful Beginnings will be unable to accept any further checks.

*Future payments will be required in cash, cashier's check, money order, credit card or debit card with all transaction fees.

PAYMENT METHODS

Truthful Beginnings accepts payment by cash, check, debit/credit card and ESA funds. Payments made by debit/credit card and ESA ClassWallet will be assessed a transaction fee.

FUNDRAISERS

All students and families are required to be involved in school fundraisers. For those on the school calendar, there is a non-participation fee (if those events occur). Students not participating will be invoiced \$100 per event.

PROCEDURES

1. School Begins at 8:00 AM - Students arriving after 8:00 AM are considered tardy
2. Doors are locked at 8:00 AM, tardy students may have to serve detention if more than 3 tardies in one week with exception of a signed doctor's note.
3. Three hours of class missed, equals one-day absence-excused/unexcused
4. More than 60 minutes of school missed, that day will be counted as 1/2 day
5. The earliest time students may be dropped off is 7:40 AM, as there is not a staff member there to monitor before that time.

ARRIVAL AND DISMISSAL:

- Students may be dropped off as early as 20 minutes before the start of the school day.
- Students must be picked up within 15 minutes of school dismissal.
- Any students picked up after the 15-minute time allowance will be charged \$10.00 for each 15- minute increment they remain at the school.
- **If the student is serving an After-School Detention, the 15-minute grace period does not apply. Students in detention must be picked up immediately when detention ends.**

ATTENDANCE POLICY

Attendance is taken daily in class. All students must remain on campus for the entire school day (or attend the entire school day online) unless administration receives prior notification by a parent/guardian. **Regular attendance is required.**

Only ten days are permitted per semester (excused or unexcused). Family emergencies or serious illness are only exceptions. Days do not carry over to the 2nd semester. If a student exceeds ten days, parents will be asked to come in for a conference. A student may be placed on attendance probation after exceeding the ten days.

ABSENCES

It is the PARENT'S RESPONSIBILITY to contact the school as early as possible on the day of the student's absence. A written excuse signed by a parent or guardian must be presented to the supervisor when a student returns to school after an absence. If the absence is foreseeable a note should be sent in advance. Doctor, dental, music, and other appointments are to be scheduled after school hours or on Fridays as to prevent excessive absences.

Absence for reasons other than for sickness and emergency will be excused only if arrangements are made in advance with the office and the student is sufficiently advanced in his/her work. Excessive absences will inhibit the student's progress. If, in the opinion of the administration, the absences are unnecessary, the student will be considered truant.

A student is considered tardy if he/she is not in the class room on time. A detention may be given. Continued tardiness will necessitate a conference with parent and principal, possibly leading to revocation of student privileges or suspension.

EARLY RELEASE

For the protection of your child, Truthful Beginnings will not release students to leave earlier than the regular dismissal time unless the parent or guardian contacts the school to secure a release for the child.

- A student cannot be released except through the office.
- Identification will be required before students are released to persons unfamiliar to school personnel.
- Students being pulled from school early may have their grades affected in missed classes if the early pickup is not a prearranged absence.

LOST & FOUND

All articles of clothing, personal possessions, and books must be labeled with the student's name. The lost and found will be located inside the school office. All items not reclaimed from the Lost and Found will be donated to the Thrift Store at the following times of year: Christmas break and Easter break, and at the end of the school year.

HEALTH

Truthful Beginnings does not have a nurse on duty.

First aid will be administered by staff members.

- All new students are required to submit a current immunization record or personal exemption form.
- Returning students should submit information on new health issues and additional immunizations to the office and update their exemption form on a yearly basis.

***Immunization policy**

For Arizona state law regarding immunization requirements and exceptions, please visit the following website:

<http://www.azdhs.gov/phs/immun/> <http://www.nvic.org/Vaccine-Laws/state-vaccine-requirements/arizona.aspx>

Students who become ill in class will be sent to the office and a phone call will be made to the parents to make arrangements for the child to be picked up from the school office.

PLEASE BE SURE TO INFORM THE OFFICE STAFF IF ANY INFORMATION ON YOUR CHILD'S EMERGENCY MEDICAL FORM CHANGES.

Students should not be sent to school exhibiting any of the following signs of infection or illness:

- Temperature above 100 degrees Fahrenheit
- Vomiting or Diarrhea
- Persistent headache and cough
- Ringworm
- Head lice
- Pink eye
- Infectious looking sores

The child is permitted to return when:

- The fever has been less than 100 degrees for 24 hours without medication.
- Child has been on antibiotics for a minimum of 24 hours.
- The child has no more symptoms of illness or infestation.

COMMUNICABLE DISEASES

To avoid endangering the health of other students, a student with a communicable or contagious disease will be required to remain at home until the disease is no longer contagious. If your child is diagnosed with one of the following diseases, please contact the school office. The Pima County Health Department (AZ Admin. Code R9-6-203) require that these communicable diseases are tracked and reported. Please visit <http://www.azdhs.gov/preparedness/epidemiology-disease-control/index.phy#reporting-schools> to see a complete list of communicable and contagious diseases.

Students may return to school when recovered and/or released by a licensed physician, and the student should report to the school office accompanied by the parent or guardian

MEDICATIONS

All medication to be taken during school must be held and administered by the school office. When it is necessary to medicate at school, parent's must complete a Prescription Medicine Release Form.

Prescription medication must be:

1. Issued by a United States pharmacy
 2. Current (not expired)
 3. In the original container
 4. Properly labeled with the student name and dosage information.
- **No medications, even vitamins, may be kept in the possession of a student**.** All medications, herbal or otherwise, must be registered and kept in the school office. Students disregarding these restrictions will be held in violation of school policy and shall be subject to appropriate disciplinary action.
** Students may carry on their person emergency medications for Anaphylaxis (Epi-Pen, etc.) and Asthma (Albuterol inhalers) If your student requires either of these type of medications and will be carrying them, office **MUST** be notified.

ACCIDENT REPORTS

If a student gets hurt while on school grounds, staff will determine if the child can be moved. If so, he or she will be escorted to the office. The office staff will administer first aid and assess if the child may return to the normal school function. If not, the parent will be notified. An accident report will be sent home with the child containing information to the best of our knowledge.

PARENTAL INVOLVEMENT

Parent orientation meetings and conferences promote a good understanding between parents or guardians and the staff of this school. Every parent is required to participate in these informative and helpful programs.

There may be an orientation program that involves doing a parent orientation workbook. This would be scheduled by the School Administrator and parents are expected to attend. This program would benefit all parents in understanding the A.C.E. program and the policies we use in the school.

Parent orientation will be held at the opening of school. Parent/Teacher conferences are scheduled following the first quarter and third quarter. At the end of the fourth quarter will be the Awards Program. We also encourage parents to volunteer for school activities and events. We often need help with setting up and clean up. Volunteer Applications must be filled out prior to events.

TELEPHONE/ADDRESS CHANGE

Please notify the school office immediately if there is a change in your address, telephone number, baby-sitter, or person to contact in an emergency. **This is very important especially in the event your child becomes ill or injured and we need to contact you.** If anyone besides a parent is picking up your student please inform the school office and add their name to the authorized pick-up list on file.

TELEPHONE USE

Students are allowed to use the phone in emergencies only (illness, injury, etc.). Students are not allowed to use the phone to call home for forgotten assignments, books or to make after school plans with friends.

Students must have permission from the supervisor or school secretary before using the telephone. If parents need to contact a student for any reason, the school office will relay the message.

Leave messages with: Mr Lopez: 928-322-6518

Mrs Lopez: 928-322-5479

Cell phones are not to be used during school hours and must be kept by the Supervisor until end of day. Demerits will be issued if student brings phone on campus and does not turn in to their Supervisor.

COMPUTERS

Computers are a way of life; therefore, all students are given opportunity to learn how to use computers starting as early as third grade. We use the computer for our ReadMaster - MathBuilder - WordBuilder Programs. There is a Typing program available to those learning to use the keyboard.

Students are offered the use of school computers for specific classes and assignments. Students will lose the use of school computers if any of the following occur, either on school or personal electronic devices.

- Hosting or participating in content on the internet that devalues or disrespects persons or biblical values.
- Use of actions, words, or content posted online or transmitted using a mobile network that is considered to be hurtful, harmful, cyber bully-like, pornographic, profane or morally questionable.

*Discipline for Internet and computer infractions will be handled by administration on a case-by-case basis and may include suspension or expulsion.

CHRISTIAN TRAINING (CHAPEL)

Every Morning the entire student body meets together for a short devotional time. Students are encouraged to bring their Bibles and take notes. Principles of life and character are illustrated and discussed in these meaningful sessions. Special speakers may be scheduled on Wednesday Chapel to come and share God's Word with the students.

DISCIPLINE

This is not a corrective institution; consequently, we ask that a child not be enrolled with the idea that he/she will be reformed. We are here to work with the home, but not to take the place of parents who have experienced difficulty in fulfilling their roles.

ALL STUDENTS ARE ADMITTED ON A PROBATION PERIOD FOR SIX WEEKS.

The students must at all times conduct himself/herself in a manner becoming a lady or gentlemen.

Gripping/Grumbling is not tolerated so if your child does come home complaining about a policy or discipline, please follow this procedure:

- 1. GIVE THE STAFF THE BENEFIT OF THE DOUBT.**
- 2. REALIZE THAT YOUR CHILD'S REPORTING IS EMOTIONALLY BIASED AND MAY NOT INCLUDE ALL THE INFORMATION.**
- 3. REALIZE THAT THE SCHOOL HAS REASONS FOR ALL RULES AND THAT THEY ARE ENFORCED WITHOUT PENALTY.**
- 4. SUPPORT THE ADMINISTRATION AND CALL THE SCHOOL FOR ALL THE FACTS.**

When a child's attitude is not in accord with school policies or principles, the child will be placed on probation and both parents will be called for a conference. If the administration feels the situation has not changed within a designated time, parents will be asked to withdraw the child.

High School students in particular, because of their influence on younger children, are required to adhere to the school's philosophy and Biblical based program. Such adherence includes abstinence from smoking, use of alcoholic beverages, use of narcotics, listening to questionable music, swearing, viewing or discussing pornographic items, and other questionable practices.

This school is dedicated to the training of children in a program of study, activity, and living that is Bible centered. We believe that "all things should be done decently and in order" and that our students should be taught to accept the responsibility to "walk honorably before all men."

Here, a discipline is maintained which is firm, consistent, fair, and tempered with love. Our staff maintains standards of behavior in the Learning Center through kindness, love, and a genuine regard for the student. However, when disciplinary action becomes necessary, it is firmly carried out, tempered by good judgment and understanding.

STUDENTS ARE REMINDED THAT GOD EXPECTS US TO BE DISCIPLINED IN ALL AREAS OF LIFE:

“Children, obey your parents in all things: for this is well pleasing unto the Lord.” *Colossians 3:20*

“**Let every soul be subject unto the higher powers ...**” *Romans 13:1*

“Obey them that have the rule over you, and submit yourselves...” *Hebrews 13:7*

DETENTION

The paramount rule is "do right; do not disturb." Demerit marks are given for disturbances or broken rules three or more marks in one day result in detention time as follows:

3 MARKS = 15-20 MINUTES DETENTION

4 MARKS = 30 MINUTES DETENTION

5 MARKS = 45 MINUTES DETENTION

6 MARKS = 1 HOUR DETENTION

When a student receives a detention, a "Corrective Action Notice" is sent home with the student and is to be signed by the parents. The next day the slip is returned and detention time is served as assigned by the Supervisor.

Demerits are an indication that a student may need direction in the development of principles of character in his/her life. Conferences with the supervisor, principal, and parents are sometimes necessary to assure this growth.

Staff and/or Administration may assign after-school detention for academic or disciplinary purposes.

- Once Detention is assigned, *attendance is mandatory. Early departure from Detention is not allowed.*
- A parent/guardian must personally come into the school to collect student out of Detention at the scheduled time.
- If the parent/guardian arrives late to pick up their student from Detention, they will have to pay late pickup fees. See **Arrival and Dismissal** for fee information.

DETENTION (CONT'D)

- If a student does not attend the assigned detention, he/she will not be allowed to return to classes until the parents/guardians and student meet with the Administration to determine further action.
- Three detentions in one quarter will result in additional disciplinary action.

SUSPENSIONS

Suspension is defined as the temporary removal of a student from attendance at school. Students may be suspended for repeated or serious first-time violations of the Handbook.

School work must be done at home during suspension. Scoring will be done when student returns to school. All school work must be completed before returning to school.

EXPULSION

Expulsion occurs when:

- A student is antagonistic to school standards and has not responded to other forms of discipline. This includes consistent non-compliance to school rules. *
- A student has endangered their own life or welfare and/or the life or welfare of another individual.
- A student is involved, on or off campus, with the illegal use of weapons, drugs or alcohol, use of tobacco; or participation in sexual immorality.

*An expelled student may request a meeting with the School Administrator.

RESOLVING PROBLEMS

Any conflict that occurs between student and teacher or parent and teacher should be addressed immediately. The Bible tells us how to deal with anger that surfaces toward another person (*Matthew 18:15-17*).

1. Speak directly to the person with whom there is a conflict (*Matthew 18:15*).
2. Address the problem that same day if possible; do not wait and let anger build up inside (*Ephesians 4:26, 27*).
3. Pray for that person (*Luke 6:27, 28*).

Student / Staff Conflict

If a student has a conflict with a staff member, he/she is to speak to the person directly. This must be done before involving parents in the resolution process.

- If the student is not comfortable speaking one-on-one to the adult, they may ask administration to be present as a mediator. It will still be the responsibility of the student to communicate the issue.
- If a member of administration is the staff member with whom there is a conflict, a second member of administration will be present.
- If the student feels that the conflict was not satisfactorily resolved, parents should contact the school office.

Parent / Staff Conflict

If a parent or guardian has a conflict with a staff member, they should contact the staff member directly. A phone call or conference is frequently all that is necessary to resolve the problem.

- If there is difficulty in finding a mutually agreeable time, Administration will assist parents/guardians in arranging for a teacher to call or in setting up a conference.
- If a problem cannot be resolved through a phone call or a conference, a written complaint should be filed by the parent/guardian with administration.

If a satisfactory solution is not worked out, the parents/guardians may appeal to the next level of authority – first the Principal and then the School Administrator.

BEHAVIOR GUIDELINES

Behavior guidelines include *but are not limited to the following*:

- Students are to speak and act respectfully to staff members, visiting guests and other students at all times.
- The school administrator, staff, and teachers have authority to supervise, direct, and discipline students during the school day and at school functions.
- Students are expected to arrive on time and complete all work assigned.
- Uniform dress code must be followed at all times, unless authorized by the Principal.
- Running is permitted in designated play areas, but not on sidewalk, Front Entry, Hallway, Church Sanctuary, Bathrooms or Classrooms
- Students will show consideration for the rights, feelings, and safety of others.
- No provoking, participating in, or instigating physical violence. This includes horseplay, pushing, shoving, rough-housing, etc. Students are expected to keep their hands to themselves. Determination of appropriateness will be determined by administration.
- Gum chewing is not allowed on the school campus at any time.
- Behavior on field trips or school activities must conform to the same rules that apply on the school grounds.
- Students are not permitted to leave the school grounds without the permission of the school office.
- Stealing, cheating, lying, swearing, and inappropriate behavior is not tolerated.
- Refusal to obey a Supervisor or open and persistent defiance of a Supervisor's directions **Will NOT** be tolerated.
- School Office is off limits unless permission to enter has been given by a Staff Member.

***It is the Parent's / Guardian's responsibility to make sure their child understands the content of this Handbook.**

LEARNING CENTER RULES

GENERAL:

1. Students are not allowed in the Learning Center before or after school, break or lunch without a teacher present
2. Students are not to leave the classroom without permission.
3. A student is not permitted to talk or be out of his/her office without permission, unless he/she has earned privilege. He/she should not turn sideways or around in office or tip back in the chair.
4. Activities not related to prescribed material are not to be conducted in an office unless privileges have been earned.
5. Student should raise hand or appropriate flag for supervisor guidance in academic difficulties. Personal questions should be asked on break time.
6. **Gum is not allowed on school property at any time.**

STUDENT OFFICES

1. Offices(Desks) are assigned and changed only by supervisor. They must be cared for by the student. Destroying school property is at Parent Expense to replace. School may send a bill for repair expense if student destroys any school property.
2. Anything to be placed in the office must be approved by the Supervisor.
3. **NO** Red or Green pens at student office
4. Students are not to lean on or sit on desks. No leaning on dividers.
Electrical outlets are for approved school equipment only.
5. The Goal Card is to be kept up-to-date; use a blue pen in setting goals.
6. Goal Card is placed on student office bulletin board
7. A Progress Chart is also placed on the student office bulletin board. No marks are to be made on it (A fee is charged for a duplicate.)

PACES

PACES are private property and are not to be shared among students.

After a PACE is complete, that PACE is turned in to the supervisor, and the student waits until the following school morning before receiving the Test; he/she will wait until the following school day before receiving Test results and a new PACE.

PACE work is always to be done in pencil.

Calculators are permitted in the Learning Center only at the Supervisor's discretion.

Only the Supervisor/Monitor should initial in Green Pen.

FAILED PACE FEES

Students scoring below the minimum passing score of 80% on a PACE Test are required to repeat that PACE. A notice will be sent home to inform parent(s). The student will bring the notice back the next day signed by the parent(s) along with \$10 for a new PACE.

***See Additional Fees**

GOAL CARD

The student should keep his/her Goal Card posted on his/her bulletin board. He/she should set the exact page numbers of the work for the day in blue ink. He/she should cross off daily goals in blue ink when they have been scored and corrected.

CONGRATULATION SLIPS

Congratulations slips are given for tests completed with a passing score and should be taken home to parents the day it is received.

**ENCOURAGE YOUR CHILD TO DO THEIR BEST
AND MAKE EVERY EFFORT TO SHOW YOUR INTEREST
IN THEIR RESULTS WHEN HAVING TAKEN A TEST!**

CONGRATULATE THEM!

SCORE STATION

- Score Keys are to be handled carefully.
- Mark a red “X” beside each wrong answer. (This indicates to the supervisor that you may need help.)
- If working on a PACE which has a score strip, put a red “X” in the first box of the score strip.
- Use only red pen supplied at the score table (red pens are never kept at office).
- Score Key answers are for scoring work only. Don’t be tempted to cheat.
- Correct wrong answer in pencil at desk.
- If working on a PACE that has a score strip, put an “X” in pencil in the second box of the strip.
- Rescore – circle each red “X” in red pen when answer is correct.
- When scoring is completed, put a red “X” in the third box of the scoring strip.
- Circle the page number when the page is completely corrected.
- Replace red pen in holder.
- Replace score key in proper place.

TEST TABLE

After the PACE is completed, scored, restudied, and turned in, the test is issued the following school morning. Students are encouraged to take notes to prepare for the test. Tests are administered at the Test Table.

No talking is allowed at the Test Table.

PLAYGROUND RULES

1. Play only in designated areas.
2. Do not kick the volleyballs, tether balls, and basketballs.
3. Hard baseballs are not allowed.
4. The restrooms are not play areas. Get in and get out.
5. Leave bathrooms neat. Pick up paper towels and be sure to flush toilets and report to the office anyone who is not using them properly. Turn off faucets!
6. Games are for everyone – they cannot be limited to just the best players or best friends.

GENERAL COMMENTS FOR PARENTS AND STUDENTS

PROPERTY

Marked on, defaced, or broken property is to be replaced at offending student's expense. Guns, lighters, knives, and radios, are not permitted on campus. Cell phones must be turned in to Supervisor once school begins.

LANGUAGE

Use only words which GLORIFY THE LORD.

No negative put-downs. Always show respect to other students.

"SIX INCH" RULE

Students are to respect each other's personal space.

ALL students should keep "hands off other students."

CARS AND PARKING AREAS

Truthful Beginnings has a closed campus policy for the students' protection. Students may not leave the school grounds during school hours without permission.

Drop-Off and Pick-up Area is for parents not parking for more than the 15 minute time period when dropping off or picking up your student(s).

Do not block the driveway or park in the driveway at any time.

Students are not allowed in vehicles during school hours.

ARRIVAL AND DEPARTURE PROCEDURE

Teachers are on duty from 7:45 am to 3:45 pm. Please do not be late in picking up your child. Children are to be picked up promptly at 12:30 pm (K-Half Day) or 3:30 pm (Full Day) unless they are in after-school academics, or detention. If your child is in detention pick them up as soon as their detention is over to avoid any fees.

VISITORS

ALL VISITORS must have permission from Administration to remain on school premises. Visitors will be required to dress modestly while on campus per handbook guidelines. Parents/guardians are encouraged to visit the school; however, preschool children are not permitted to visit the classes except with prior authorization from the office. Minors (under the age of 18) may visit during lunch periods and must be accompanied by an adult (other than School Staff).

A prospective student is allowed to attend classes with authorization and prior arrangement from the administration and must be accompanied by an adult.

DRESS CODE AND PERSONAL APPEARANCE

All that is necessary for a student to maintain this privilege of choice related to school attire is to exercise the freedom of choice responsibly. A couple of good maxims might be “When in doubt, don’t”, or “Get approval in advance” through the Administration.

ALL STUDENTS ARE REQUIRED TO DRESS NEATLY, CLEANLY AND MODESTLY AT ALL TIMES!

The Truthful Beginnings dress code can be summarized in one statement: **Dress appropriately for the occasion.** What is appropriate for P.E. is not appropriate for a normal school day; and what one wears to church might not be the best choice for a field trip; etc. The guidelines in this handbook should not be construed to imply these boundaries are meant to shame students for their clothing choices. Rather, we have endeavored to create a dress code that will create the best learning environment for all students alike.

We would also like to encourage students to think of the message – either directly stated on a t-shirt or implied in the fit of a garment – their clothing sends. As members of not only an academic community, but also as members of a community of image bearers, hopefully we intend to edify those around us in all things, even in our clothing.

Administration is aware that there may be some areas of subjectivity. The Administration is the final authority as to the appropriateness of apparel, even if the issue is not specifically addressed in the handbook.

GENERAL GUIDELINES FOR BOTH BOYS AND GIRLS:

- Students are required to dress neatly and appropriately at school
- Students must be conscious of the message their clothing sends and be considerate of others.
- Proper underwear and undergarments must be worn at all times and must not be visible.
- Hair must be cut and styled so that both eyes are visible at all times. No radical cuts, unnatural hair-coloring or hairstyles are allowed.
- Lounge or pajama wear, yoga pants, leggings or boxer shorts are not proper school attire. Nice joggers are acceptable.
- Spandex pants/leggings of any type are NOT to be worn as a primary piece of clothing. (They may be worn under skirts or dresses that are no more than 2 inches above the kneecap – girls only)
- Pants must be fitted properly, remaining over the hipbone at all times. They should be modestly loose without being oversized. No stretch material, no ragged or torn pants, no suggestive patches and no low riding pants.
- Shirts must be long enough to completely cover midriffs and backs at all times, including when sitting, leaning forward, or raising arms.
- Shoes and sandals must be kept on at all times. Socks must be worn with athletic footwear. Heels for daily wear must not exceed 2 inches.
- Hats and sunglasses will not be worn in the building (exceptions for special events as approved by administration) and hats must be worn with the bill facing forward.
- Visible tattoos and body art are not allowed.

Specifically, for BOYS:

- Tank tops and sleeveless shirts are not allowed.
- Pants, jeans and shorts must fit properly. Shorts must touch the middle of the knee cap.
- Full beards are not permitted and sideburns must not be longer than the bottom of the ear. Facial hair that is kept neat is permitted.
- Visible body-piercing jewelry of any type is not allowed for male students.
- Make up of any kind (including nail polish) is not permitted.

Specifically, for GIRLS:

- Dresses and skirt lengths must fall at the middle of the knee cap or longer. Slits must be no higher than the middle of the knee.
- Shorts must touch the middle of the knee cap.
- Tight, sheer, halter, spaghetti or thin strapped, strapless, off the shoulder or low cut (cleavage showing) tops or dresses are not to be worn to school. Shirts should be loose-fitting across the bust-line.
- Sleeveless clothing can be worn, provided they are at least 2 inches wide at the shoulder.
- Pierced ears are allowed. No other visible type of body piercing jewelry will be permitted. At the administrator's discretion, any jewelry deemed unsafe or inappropriate will not be allowed.

Uniform - Physical Education

PE class has a uniform requirement. Students must dress out for each class unless told otherwise. Modesty standards as specified in the dress code will still be in effect. Administration has the right to deem any questionable clothing inappropriate.

- Athletic shoes(no boots, sandals, dress shoes)
- Comfortable clothing- athletic shorts, sweats, t-shirts, etc.
- School T-shirts are acceptable, jeans are not.

WEDNESDAY CHAPEL DRESS

Only the following items may be worn on Wednesdays:

Boys and Girls -

- Nice casual dress attire or regular school day uniform(polo)
- Dresses that are appropriate length and fit(girls only)
- Shirt with collar-school polo is acceptable (NO T-shirts or gym shorts)

Violations of dress code are taken seriously and will be enforced by teachers and staff on a daily basis. The first violation will result in a verbal warning. Upon a second violation, your child will receive a written warning and parent will be contacted to bring the proper attire. Student(s) may be sent home and counted as an unexcused absence if continued violation of dress code is occurring.

LUNCHES

Students are required to bring their lunch each day. We have microwaves and refrigerators available for students to use. At times, a hot lunch may be available at a cost to the student. All students must sign up and pay one day prior to the lunch.

SCHOOL PICTURES-SCHOOL EVENTS

All students will need one dark color polo for school pictures and events. Taking school pictures is mandatory for all students, purchases are optional.

COLLEGE CLASSES

Juniors and Seniors are encouraged to take courses at EAC when scheduling allows. The principal must approve of such arrangements beforehand. Students should try not to miss regularly scheduled classes. Students are responsible for their own transportation and pay for their own fees and materials at the college. Students desiring to take classes must be at level academically.

Students who take courses at EAC while enrolled at **Truthful Beginnings** will receive both high school and college credit for their college course work.

FIELD TRIPS

Pupils who meet the minimum requirements for the Field Trip scheduled have the privilege of attending the school field trip. This educational excursion is held as scheduled to provide an incentive to those who meet all the minimum responsibilities for their academics. **Attending a School Field Trip is a Privilege and not a Right therefore, student participation is at the discretion of the Principal.**

Field trips are scheduled as a part of instructional programs. Signed parental permission is required. Field trips are considered an academic activity for students. Therefore, any student not attending a field trip receives an Unexcused Absence for that day, unless absence meets criteria for being excused.

PROGRESS REPORTS

Our grading system is designed to give parents a true indication of the student's progress. Quarterly Progress Reports are given out the week following the end of the quarter.

The Original Report Card is to be signed by the parent and returned to the school promptly. A fee will be charged for duplicate cards.

A Parent-Teacher Conference may be scheduled at this time if necessary.

HOMework

The responsibility for scholastic achievement is placed on students. Most students should not need to take academic work home. The goals set by the student and reviewed by the supervisor usually are no more than the student is capable of completing during the school day. Should the student not meet his goals for that day, he will be required, at the discretion of the supervisor, to complete the work at home or after school in the class room. Should the student be assigned a homework slip, the Subject and pages to be completed will be sent home. **This Homework Slip is to be signed by the parent after they have checked to see the work was completed and sent back the following day.** No resource books may be taken home, unless Supervisor gives permission. Students are to take responsibility to make sure homework is completed. Parents need to follow up and check to see if homework is completed. Parental involvement is **CRUCIAL** to a child's success.

PARENT-TEACHER CONFERENCES

At least one parent is required to attend the first scheduled parent-teacher conference that take place after the student is enrolled. These may be scheduled twice a year – halfway through first and third quarters. The second scheduled conference (if applicable) will be required on a case-by-case basis. Parents will be notified if a second conference is required. Conference times are scheduled through the office. If at least one parent does not attend a required conference during regularly scheduled conferences, administration will schedule a make-up conference within one week. If a make-up conference is not held within one week, the student may not return to school until the conference is completed.

If a parent desires a conference outside of regularly scheduled times, an appointment should be arranged directly with the teacher via text msg. Please allow at least two days' notice to schedule a conference. Teachers will not interrupt their instructional time with conferences, no matter how brief.

HONOR ROLL CATEGORIES AND QUALIFICATIONS

Honor roll participation will be recognized on a semester basis. There is not a cumulative honor roll for the school year.

A - Honor Roll

94 to 100 PACE Test average

B - Honor Roll

88 to 93 PACE Test average

REQUIREMENTS FOR GRADUATION

All students must meet the following minimum requirements to graduate from high school in Arizona. It is the right of any district or school to establish additional graduation requirements for their students. *

AZ DEPT OF EDUCATION REQUIREMENTS		TRUTHFUL BEGINNINGS REQUIREMENTS	
ENGLISH	4	ENGLISH	4
MATH	4	MATH	4
SCIENCE	3	SCIENCE	3
SOCIAL STUDIES	3	SOCIAL STUDIES	3
CTE/VOCATIONAL ED OR FINE ART	1	VOCATIONAL ED OR FINE ART	1
ELECTIVES	7	ELECTIVES	8
		PE	1
		**Bible	4
		Foreign Language	1
		Other Electives	2
TOTAL	22	TOTAL	23

*<http://www.azed.gov/hsgraduation/>

**One credit per year required at Truthful Beginnings – applies toward elective requirements

CHRISTIAN AMERICANISM

Christian Americanism places emphasis upon the greatness of America's heritage and the sacrifices of her heroes. America's Constitution guarantees liberties to educate in order to preserve freedom. We unashamedly teach the Biblical doctrines of self-discipline, respect for those in authority, obedience to law, and love for God, flag, and country.

SCHOOL PLEDGES- RECITED DAILY

PLEDGE OF ALLEGIANCE TO THE AMERICAN FLAG

"I pledge allegiance to the Flag of the United States of America, and to the Republic for which it stands, one Nation under God, indivisible, with liberty and justice for all."

PLEDGE OF ALLEGIANCE TO THE CHRISTIAN FLAG

"I pledge allegiance to the Christian Flag and to the Savior for whose Kingdom it stands. One Savior, crucified, risen, and coming again with life and liberty to all who believe."

PLEDGE OF ALLEGIANCE TO THE BIBLE

"I pledge allegiance to the Bible, God's Holy Word, I will make it a lamp unto my feet and a light unto my path, I will hide its words in my heart that I might not sin against God."

