



# Parent/Student Handbook 2021 - 2022

## I. Purpose & Mission

### Why “Arrows”?

*Like arrows in the hands of a warrior are children born in one’s youth-  
Psalm 127:4*

As parents we have been given the awesome privilege and responsibility of raising children whom God has blessed with unique gifts, talents, and personalities. God has a plan for their lives, and, like the arrows of a warrior, our children will one day be let loose to fly at the target set before them by the Lord. Our job as parents and educators is to shape those arrows in such a way that they will one day fly with precision and accuracy.

The mission of Arrows Academy of Georgia is to provide a quality Christian education at an affordable rate.

## II. Contact Information

### Administration:

- Crystal Bilbrey – Director: General Concerns
- Jenny Reaves – Accountant: Tuition and billing
- Michelle Craig – Upper School Principal:  
6<sup>th</sup> – 12<sup>th</sup> grade oversight & communication
- Rochelle Tynes – Elementary Principal:  
K – 5<sup>th</sup> grade oversight & communication
- Cheryl Smith – Enrollment Coordinator:  
Enrollment, FACTS, O365, lunch, incidental billing, PTA coordinator.
- Sharon Carmichael – Lead Administrator:  
Events, Assistants, Lunch, Carline

\*All staff emails are formatted first.last@arrowsacademyga.org

Telephone: **770-765-7923**

### Physical Address:

#### Mailing Address:

|  |   |
|--|---|
| Wildwood Baptist Church<br>4801 Wade Green Rd<br>Acworth, GA 30102 | Arrows Academy of Georgia, Inc<br>4801 Wade Green Rd<br>Acworth, GA 30102 |
|--|---|

### III. Statement of Faith

Our Statement of Faith, Guiding Principles, and Essential Beliefs can be found at <https://www.arrowsacademyga.org/statement-of-faith>.

Arrows Academy requires its teachers to agree to the following statement:

*Each employee of Arrows Academy must be a born-again Christian as evidenced by a written testimony of God's grace, and by the testimony they live. Employees should be exemplary in their faithful attendance in an evangelical church.*

A. In essential beliefs – we have unity “Be completely humble and gentle; be patient, bearing with one another in love. Make every effort to keep the unity of the Spirit through the bond of peace. Ephesians 4:2-3

B. In non-essential beliefs – we have liberty “Accept the one whose faith is weak, without quarreling over disputable matters.” 4 Who are you to judge someone else’s servant? To their own master, servants stand or fall. And they will stand, for the Lord is able to make them stand.” 19 “Let us therefore make every effort to do what leads to peace and to mutual edification” 22 “So whatever you believe about these things keep between yourself and God. Blessed is the one who does not condemn himself by what he approves.” Romans 14:1, 4, 19, 22

C. In all our beliefs – we show love. “If I have the gift of prophecy and can fathom all mysteries and all knowledge, and I have faith that can move mountains, but have not love, I am nothing.” I Corinthians 13:2

### IV. Admission Procedures

- Step One: (New students) Submit application form & non-refundable fee of \$100.
- Step Two: Administration will contact you to schedule an interview and student assessment. Copies of previous transcripts are required at this time.
- Step Three: Family Interview & Student Assessments
- Step Four: Acceptance Letter and Enrollment Packets will be sent to families. Non-refundable enrollment fee of \$250 due.

- Step Five: Return all enrollment forms.
- Step Six: \$150 supply fee is due August 1<sup>st</sup>.

Returning students will be given an early registration opportunity prior to new families.

New students of returning families must complete the application process.

*Arrows Academy Kennesaw admits students of any race, color, religion, or national or ethnic origin to all the rights, privileges, programs, and activities generally afforded or made available to students at the school. It does not discriminate on the basis of race, color, religion, or national or ethnic origin in the administration of its educational policies, admissions policies, scholarship and loan programs, athletic programs, or other school-administrated programs.*

Acceptance for enrollment in Arrows is at the discretion of the Administration. It is based upon the satisfactory completion of all application requirements and a thorough review of all responses on the application forms.

In order to maintain a wholesome Christian atmosphere and to prevent any negative reflection on the school itself, Arrows Academy of Georgia, Inc reserves the right to review any pertinent information, records, or circumstance of any applicant or enrolled individual. Arrows Academy of Georgia, Inc reserves the right to ask for letters of referral or may contact former schools, etc. to request references regarding any individual or family. Any information gathered will be kept confidential. Arrows Academy of Georgia, Inc reserves the right to take whatever steps it deems necessary toward any individual or family in order to ensure that Arrows' reputation and purpose are not hindered. Such action includes, but is not limited to, the denial of enrollment or removal of any student or family.

## V. Financial Policy

The financial agreement as signed and agreed to upon registration will apply to all accounts:

1. All fees are non-refundable.
2. Any student with outstanding fees/tuition more than 30 days past due will not be allowed to attend classes until account is current.
3. No transfer of tuition or fees to other families is allowed.
4. The remainder of the year's tuition will be due if a child withdraws for any reason.
5. All withdraw notifications should be made in writing using our Notice of Withdrawal form to the administrative department 30 days prior to the student's last day in attendance.
6. A fee of \$25 will be assessed for returned checks.
7. Arrows offers 3 tuition payment options chosen upon enrollment:
  - a. Pay in full by 7/15 to receive a 5% discount
  - b. Semi-Annual Payments: 1/2 of tuition balance drafted on 7/15 and remaining 1/2 drafted 12/15
  - c. 9 Monthly Payments: Equal tuition balance payments are drafted on 7/15-12/15 & 2/15-4/15. \*No tuition payments are due in January during open enrollment month.

\*Please note if any of these dates fall on a weekend or holiday, the draft date will be the next business day.

8. Accounts will be subject to a late fee of \$20 after the 20<sup>th</sup> of each month. Subsequent fees may be applied after the 30<sup>th</sup> of each month.
9. Tuition accounts must be in good standing before student records are released.

## VI. Drop off & Pick Up

8:15-8:25 Morning car line

- ❖ No students are, for any reason, to be dropped off before the doors are opened at 8:15.
- ❖ Please enter the parking lot to the right of the church

(toward church offices, away from the pre-school) and follow the outer edge of the lot to the back of the building. Turn left at the back of the building and drive to the double door back entrance. Car line will begin to line up directly in front of the double steps. Exit carline by proceeding forward around the building.

- ❖ Assembly starts promptly by 8:30, so drop off should be completed by 8:25.
- ❖ Students who arrive after 8:30 will be required to park and escort their child to the door and text the school office (770-765-7923) to be allowed access to the Arrows Entrance.
- ❖ \*Do not go to the church office or preschool for entrance to the building.

### 3:00-3:15 Afternoon car line

- ❖ Enter and exit the same as morning car line.
- ❖ Please have your carline tag visible.
- ❖ If you are picking your child up early, please send a note to school with your child or text the school number with this information.
- ❖ There will be a \$1.00 per minute charge after 3:15 for any late pick-ups added to your account.

## VII. Communication

For your child to benefit the most out of Arrows Academy, parent-teacher communication is essential! Elementary children will bring home a communication folder each day that will contain all their assignments for the week, any checked work, and a space for teacher comments. **Please check this each week.** Teachers may be contacted via email or a conference may be scheduled upon request. **Car line and at the end of class are not good times to discuss concerns, make payments, return forms, etc.**

To streamline accurate and timely communication and to fulfill our end of the partnership, we use a program called FACTS to communicate

homework, grades, missing work, announcements, and assignment details. You will receive log in information and can use any computer with internet access and/or download an app on your tablet or phone.

Do not depend on the Long Range Plans for homework assignments. While teachers have provided an overview of the year, plans may change and these documents will not be updated on a regular basis.

To provide more streamlined and effective communication, please contact the appropriate person with questions:

| <b>Contact Directory:</b>                                  |   |
|--|---|
| <b>Elementary Communication -</b>                          | <a href="mailto:Rochelle.tynes@arrowsacademya.org">Rochelle.tynes@arrowsacademya.org</a>                      |
| <b>Middle &amp; High School Communication</b>              | <a href="mailto:michelle.craig@arrowsacademyga.org">michelle.craig@arrowsacademyga.org</a>                    |
| <b>Special Events, Lunch, Carline, Assistant positions</b> | <a href="mailto:Sharon.carmichael@arrowsacademyga.org">Sharon.carmichael@arrowsacademyga.org</a>              |
| <b>FACTS, O365 accounts,</b>                               | <a href="mailto:cheryl.smith@arrowsacademyga.org">cheryl.smith@arrowsacademyga.org</a>                        |
| <b>Tuition Accounts/ Billing</b>                           | Jenny Reaves, <a href="mailto:billing@arrowsacademyga.org">billing@arrowsacademyga.org</a>                    |
| <b>Leadership, general school questions</b>                | Crystal Bilbrey, <a href="mailto:crystal.bilbrey@arrowsacademyga.org">crystal.bilbrey@arrowsacademyga.org</a> |
|  | (day-of texts: 770-765-7923)  |

**FACTS homework**

Homework will be posted by 8 am on Thursday mornings, do not print weekly homework prior to that time.

- K-5<sup>th</sup>: Check student Communication Folders and FACTS weekly.
- 6-12<sup>th</sup>: FACTS is primary way to see homework, class announcements, etc.
- Schoolwide announcements for all grades will be posted on FACTS.

Rarely, high school students will have assignments to complete on Tuesday night. They will be informed in class and should check FACTS if the teachers instruct them to complete an assignment prior to Wednesday classes.

Each parent will have access to Parent Portal in FACTS. Upon registration your account is set up with the information you initially provided on your forms. It is the parent's responsibility to verify your information is correct by logging in to FACTS and reviewing your family information. Any updates or corrections to this including email, phone, address, etc will also be the parent's responsibility. Additional information, such as transportation forms may also be completed here.

### VIII. Dress Code

Everyone on campus should always be dressed appropriately. Our goal is to shepherd the hearts of our students and value modesty. First period teachers should recognize and address any dress code violations.

- No low-cut necklines on shirts, tanks with spaghetti straps, shirts that reveal midriffs or have inappropriate pictures/slogans. No lace or see-through tops without a dress code appropriate shirt underneath.
- Shorts should fall no more than 4 inches above knee.
- Little girls' skirts/dresses should have shorts underneath. Older girls' skirts should fall no more than 4 inches above knee.
- Pants should not show any part of a guy's undergarment due to bagginess or holes.
- No holes in jeans or pants higher than the limits for shorts and skirts.
- No tight clothing. Leggings must be worn with a finger-tip length shirt/skirt over them.
- Hats may not be worn in the building.
- Shoes should always be worn. Sturdy, closed toe shoes are strongly encouraged for elementary students on the playground.
- Students should not have visible tattoos or piercings other than girls' earrings.

If the dress code is not followed and/or attire is a distraction to others, the student will be asked to put on an over-garment provided by administration or be supplied a new garment by the parent.



## IX. Phones, Electronics, & Technology

Phones and electronics, including headphones, are not to be used on campus. If a student brings a phone, it will be confiscated and returned only to that student's parent at carline. Students taking computer classes or study hall may bring their laptop to school for use in that class. Use of laptops are limited to educational purposes only. Some classes will request students to bring a device to school for in-class activities. Any device seen in use outside of these classes will be confiscated and the student may forfeit their privilege to participate in such activities.

All students in grades 6 – 12 will receive a Microsoft Office 365 account. These accounts are intended for school use only. Student access has been limited where possible to prohibit unsupervised conduct. It is the parent's responsibility, however, to oversee the use of these accounts. If inappropriate conversations or activity is suspected, students may lose the privilege of this access.

## X. Care and Use of Facilities

We are privileged to be able to use our host church and are entrusted to be good stewards of this facility. If any damage has occurred to the property/facilities of the church or property of Arrows Academy, the student and/or student's family will be held responsible for replacement or compensation for the damages incurred.

## XI. General Guidelines

- All parents and children should enter the back of the building through the double doors. This is the official Arrows Academy entrance. **Do not use the door at the front of the church, the office, or the preschool doors.** Aside from carline times, doors will be locked, and our school phone must be contacted to gain entrance. *Please text 770-765-7923 if you will be arriving outside of normal carline times.*
- Students and parents must always remain in the Arrows area. Doors and areas will be clearly marked.
- Students should not be outside or on the playground during Arrows Academy hours unless under parent or teacher supervision.
- All trash, both inside and out, should be thrown away in proper

receptacles.

- Students should not be in the building after hours unattended.
- Siblings of Arrows Academy students must be supervised at all times when on campus.
- No gum
- No weapons
- No fireworks
- No drugs or alcohol
- Public displays of affection will not be tolerated at school. This includes opposite and same sex students from holding hands, embracing, rough physical contact, etc. Any concerns of this nature will be addressed immediately by school faculty.
- To protect our students, Arrows Academy reserves the right to conduct unannounced and random searches of belongings while students are on campus if we suspect potentially harmful contents.

## XII. Visitor Policy

We love family support and visitors! In order to help our classes run smoothly, we do have a few requests:

- Be sure to sign-in, sign-out, and wear a visitor name tag at all times.
- Please limit your visit to no more than 30 minutes.
- Please do not interrupt or interact with the teacher or assistants during class and transitions. If you have questions, save them for an arranged conference time.
- If helping with snacks, please do not distribute food or drink to any students without teacher permission. Many of our Arrows have food allergies, some severe.

Thank you for your cooperation in helping our students have a productive and healthy learning environment!

### XIII. Emergency Plans

Emergency Plans are in place and practiced throughout the year.

**FIRE DRILL PROCEDURE:** Emergency Evacuation plans are posted inside each classroom. Students usually participate in a fire drill during the first semester of school.

**TORNADO DRILL PROCEDURE:** Students usually participate in a tornado drill during the 2<sup>nd</sup> semester.

**INTRUDER PROCEDURE:** Exterior doors remain locked during the school day. Should an intruder gain access, teachers will be notified via our school two-way radio system.

### XIV. Discipline

The Bible clearly indicates that parents are responsible for the discipline (that is, training for instruction) of their children. Arrows Academy exists to assist parents in their God-given responsibilities. Arrows Academy does not seek to assume a task that God has given to parents, but only to serve, in a limited way, as the parents' appointed and authorized representatives in the child's training process. During school hours and at other school related and school supervised functions, students are to respond to school faculty and supervisory staff members with obedience in action and respectfulness in attitude. Failure to maintain an appropriate attitude of respect and obedience toward school authority, which manifests itself in improper behavior or violated standards, will result in appropriate disciplinary action. The school expects that parents will support the administration of such disciplinary action by encouraging obedience and respectfulness to the authorities in the school, as well as the staff of the church who also minister in the facility.

### XIV. Disciplinary Process

**Classroom rules:** Each teacher will develop a set of rules to govern their classroom to provide a safe and positive environment for learning. These rules will be the basis for conduct for those students throughout the year. Classroom guidelines for behavior and work may vary slightly among teachers. Students are expected to adjust and accommodate these differences and are expected to be a good example. Attitudes, behavior,

and speech that discourages an atmosphere conducive to learning will not be tolerated. Behavior modifications that create a distraction in class will not be allowed and, in the interest of protecting limited class time, will be permitted at each teacher's discretion.

**Positive Reinforcement:** Teachers will have a plan in place to encourage and reward hard working students. Some examples may include class coupons, stickers, class treats, and awards.

**Correction:**

1. Verbal correction/counsel- the teacher may privately and prayerfully have a discussion with a student concerning misconduct, poor attitude, lack of responsibility, etc. At this point the teacher is free to explain the concerns. If the student is responsive and has a teachable heart no further discipline will be needed.
2. If, after two warnings in class, a student continues to be disruptive he/ she will be taken to the office to protect class time. The administrator will discuss the student's actions with them and decide further consequences. Consequences will be weighed according to the severity of the situation and the student's response. Examples of consequences could be: Silent Lunch, In-school suspension, walking laps at recess, cleaning, and age-appropriate work.
3. Parent notification – If an ongoing pattern of behavior issues develops, parents will be notified via FACTS about their student's behavior or attitude and be asked to fulfill their God-given role of correction. All middle and high school students also receive a daily behavior grade which is designed as an indicator to parents of their child's behavior in class.
4. Disciplinary Probation - Probation gives the student the opportunity to correct a serious problem. Reasons for probation are as follows:
  - a. Continued, deliberate disobedience.
  - b. An unchanged rebellious spirit that continues after counseling and prayer.
  - c. A continued negative attitude and bad influence upon other students.

- d. A serious breach of conduct inside or outside of the school that negatively affects the testimony of the student/school.
5. Silent Lunch will be assigned at teacher discretion. After 3 silent lunches have been served, parents will be contacted. A 4<sup>th</sup> silent lunch will result in a parent chaperone within one week of the incident.
6. Any student found to be in possession of drugs or weapons of any kind, including pocketknives and imitation weapons, engaged in fighting, or a student on disciplinary probation who continues to act out in deliberately and negatively may be suspended or expelled from arrows Academy depending on the severity of the behavior.

**Disciplinary process:** Students who are sent to the office by teachers for repeatedly disrupting class can expect the following:

- First – third offense = Silent lunch, 3<sup>rd</sup> silent lunch will result in parent notification
- Fourth offense = Silent lunch and required parent chaperone within one week of the incident & student placed on academic probation
- Fifth offense = In-school suspension

**Behavior Module in FACTS: Demerits will be entered into FACTS when students are sent to the office and parents will be notified by email.**

Examples of demerits that may be sent to office:

1. Continued disruption after teacher's 3 step behavior plan
2. Destruction of property
3. Cell Phone Use
4. Bullying
5. Cheating
6. Dress Code Violation
7. Fighting
8. Inappropriate language

## XV. Parent Volunteer Positions

*Events ONLY take place with parent support!* As part of the enrollment process, families are asked to choose an event to help with during the year. This may involve sending in food, supplies, set-up, and/or clean-up. Please consider donating your talent or expertise as well. While families are only asked to assist with one event, involvement above and beyond that amount would be a welcome blessing. Please feel free to contact our PTA to find ways to serve.

## XVI. Grades and Progress Reports

Syllabi and Semester reports will be given to families to help them keep records of the subjects taught at Arrows Academy. Parents will be able to track student progress via FACTS.

- Report cards will not be released if tuition accounts are delinquent.
- Parents are responsible for maintaining records (hard & soft copies) of report cards. As a homeschool family it is your responsibility to provide accurate records for transferring schools.
- AAGA staff are not high school academic advisors or counselors. We will provide resources to assist in planning for graduation. Verifying graduation requirements is each parent's responsibility.

| Grading Scales                 |   |
|--------------------------------|---|
| Grades K-2                     | <u>Grade 3 &amp; up: Core subjects:</u> |
| <b>E= Exceeds Expectations</b> | A = 90 - 100                            |
| <b>M= Meets Expectations</b>   | B = 80 - 89                             |
| <b>N= Needs Improvement</b>    | C = 79 - 70                             |
|                                | F = 69 or below                         |

Assignments will be weighed within the following parameters. Please see your course syllabus for weights specific to each class.

25%-45%= Homework

15%-30%= Class work & Participation

20%-45%= Quizzes, Tests, & Projects

5% = 6<sup>th</sup> & up will also have behavior/participation incorporated into their class grade.

To allow for trips, etc. that are part of each homeschooling family's life, up to two regular homework grades per course may be dropped each semester (see individual syllabi for details). Dropped grades will be applied at the teacher's discretion and will not apply to quizzes, tests, projects, or special assignments. Additional exceptions will not be made aside from extreme situations and with administrative approval.

The homework policy for students who miss a day or two is that a student's work is due on the day they return. If they miss multiple days, special arrangements can be made with the teacher. Please refer to each course syllabus for specific late work policies. No work will be accepted after two weeks have passed since the due date without special approval from the principal.

**Students who are in class on the day of a test or quiz are responsible to take that assessment on the day it is given.**

## XVII. Middle & High School Students

**Accreditation: (Middle and High School)** AAGA is not an accredited school, however we do have a relationship with an accreditation service to ensure that the high school courses we offer meet requirements. In order to maintain this service, all high school level students will be held to the same academic standards despite medical conditions, academic exemptions, IEPs, or other agreements. We will provide a set of on-campus accommodations such as extended test time, but no modifications to work will be made. For more details, please request a copy of our [Accommodations and Modifications](#) document. This requirement also applies to the courses required for graduation. While homeschool parents do have some flexibility in the courses they choose, we reserve the right to hold all Arrows Academy students to the recommended course of study for all students.

### **High school courses not taken at AAGA:**

We recognize that some parents may choose alternatives for high school courses, either before joining AAGA or during their time as a student. Only classes taken on campus at AAGA will be included in our transcript.

- ✓ Parents choosing to register with an accreditation service will provide our transcript/ report card to the accrediting service along with reports from dual enrollment or any other institution.

- ✓ Parents choosing to not register with an accreditation service are responsible for verifying graduation requirements are met and record keeping of all courses, including those taken at AAGA.
- ✓ Any student seeking a diploma from AAGA must meet the prescribed course of study as indicated on our Graduation Requirements documentation. For required courses not taken at AAGA or an accredited school, the following must be provided to the school as evidence of successful completion before a diploma is approved:
  - A course syllabus including the course term, course title, curriculum used, instructor's name and email, and grading requirements.
  - Two samples of course work (for literature classes these should be essays.
  - Two graded tests
  - Final grade report for the course

**Math students:** Please note that solutions manuals and/or teacher editions are to be in the parent's possession, not the student's. To protect our students from temptation or the suspicion of cheating, please use the solution manuals and teacher editions according to each math teacher's request.

**Plagiarism:** Cheating will not be tolerated. Students must complete all work by themselves unless designated by the teacher as a partner or group assignment. All manners of cheating, including plagiarism will result in an automatic zero for that assignment. This includes but is not limited to copying sources such as Spark notes, Cliff Notes, internet sites, etc. and will also result in disqualifying a student from honors credit for that course. Passive plagiarism will be treated in this same manner and both parties will be held responsible. Examples of passive plagiarism include: allowing a friend to "borrow" a workbook, text, or assignment with the necessary work completed or already in progress.

**Academic Probation:** Students who earn less than a 70% for their final grade in any course may only continue at AAGA the following year at the discretion of school administration. If approval is given, the student will be on academic probation and must fulfill all requirements listed in their



individual academic probation agreement.

**Weekly Behavior/Participation Grade:** After each class, students will receive a grade according to the following scale:

- 10= Student was on task, actively participated and was not a distraction to others
- 8= Student needed redirection more than once and/or was a distraction to others
- 6= Student was not on task and/or was a significant disruption to others.

This score will be added to the FACTS gradebook each week, so parents can view and follow up with their student accordingly.

**Student Drivers:** Students with driver's licenses will be permitted to drive with written notification to the AAGA staff. Upon receipt of a copy of the student's driver's license, a parking pass will be issued and must be displayed in the windshield while student is on school grounds. Early dismissal will not be permitted without written consent from the parent. Transportation of other students will not be permitted unless previous arrangements have been made between all parental parties involved and Arrows Academy. Students will be instructed to park in a designated area of the parking lot at all times. Failure to park as instructed or any display of unsafe behavior while operating a vehicle on campus may result in loss of this privilege.

### **XVIII. School Closings**

In the event of inclement weather, AAGA will follow the closing policy of Cobb County. When possible, we will alert via Facebook, email, and/or FACTS.

In the event of community spread of a virus such as flu or COVID-19, we will follow recommendations of governing authorities and of our host facility. During a prolonged closure we will implement our distance learning protocol.

Arrows Academy of Georgia, Inc does not reduce or refund tuition for days missed due to emergency closings for weather, severe and widespread

illness, or other unforeseeable circumstances. We will, when feasible, use digital resources to continue to provide structure and learning opportunities for students of all ages.

### **XIX. Illness**

In the interest of every child's well-being, parents **MUST** keep their child home when he/she is sick. If a child has symptoms such as elevated temperature, rash, vomiting, excessive nasal discharge or diarrhea, please keep your child home. If a staff member notices any of the above, they will have the student escorted to the school office.

Students who have a fever of 100.4 degrees or more or are vomiting will be sent home. These students may return when the fever is below 100.4 and/or the vomiting has stopped for 24 hours (without medication).

Temperature checks may take place during morning carline during illness outbreaks to protect the health and well-being of our students and staff.

To prevent the spread of the flu, if one member of the household is diagnosed with influenza, please keep all siblings home for one week from the diagnosis or onset of symptoms.

**COVID-19:** If your student has a known exposure (meaning they were with someone who tested positive for COVID-19 for 15 or more accumulated minutes over a 24-hour period) and is not fully vaccinated, they must remain home for 10 days after their most recent exposure if they have no symptoms. That time can be shortened to 7 days after the most recent exposure with no symptoms and proof of a negative PCR test. If your student is fully vaccinated, they may return to school at any point unless there is an onset of symptoms.

**Medication:** Parents must update FACTS with all medical information. Students are not permitted to carry medication (either over-the-counter or prescription) on their persons. School personnel are **NOT** able to administer any medications without written permission and directions. All drugs must be in the original Pharmacy or Manufacturer's labeled container. A signed consent form is to be on file for those students who need regularly scheduled medications. These will need to be kept in the school office.

**Allergies:** Parents must update FACTS with all allergy information. Students whose allergies may require the use of an Epi-pen must turn in a labeled Epi-pen to be kept in the school office for the duration of the school year. All teacher Ids have allergy information for students listed on the back with epi-pen info highlighted.

First Aid: Faculty and staff will administer first aid treatment as needed. Emergency medical treatment will be sought for students whose medical needs warrant such action.

## XX. Lunches & Snacks

Student lunches should not include soda, red or other dye-filled drinks that may stain flooring. Students are encouraged to pack a healthy snack to be consumed mid-morning. Students will have a teacher designated snack time and may not snack throughout the day.

**Allergies:** Parents of students with food allergies are asked to send in snacks for their children.

## ARROWS ACADEMY FOOD ALLERGY POLICY

### Lunch Room

Foods with nuts can only be eaten in the lunchroom.

There will be a designated nut free table for students with allergies to sit at during their lunchtime. All tables and chairs will be wiped down between each lunch period.

All students will wash hands after lunch to prevent cross contamination.

### Classroom Snacks and Parties

No foods with nuts in classrooms for snacks or parties.

We reserve the right to amend this policy at any time for the health of each student in our care.

### XXI. Parties

A child's birthday is a special occasion. We encourage your child to celebrate by sending treats to class the day of their birthday if you wish. Since class time is limited, birthdays need to be limited to a 10-minute time period and limited to just treats and not full-blown affairs. Invitations to birthday parties off-campus may be passed out at school if all students in the class are invited. If all students are not invited, the invitations need to be passed out somewhere besides the school grounds. Afternoon car line is not appropriate for birthday party pick-up.

### XXII. Assembly

Each day starts with Assembly. In addition to devotions, praise & worship, students will be encouraged to learn scripture each month. Parents are welcome to join us during assembly but will need to sign in as a visitor at the school office first. This is an important time and is part of our school day. Students should arrive no later than 8:25 so they can participate with their class.

### XXIII. Special Needs

Arrows Academy desires to provide quality instruction to all students and does not discriminate against children with learning differences or disabilities. Out of consideration to our teachers and other students, parents must inform administration in advance of any academic and/or behavior concerns and/or learning difficulties. Arrows Academy will keep teachers informed, and in many cases, will meet with the parents and teachers to determine what would be in the best interest of the academy and the student. Arrows Academy cannot meet all needs and reserves the right to deny enrollment upon such consideration.

### XXIV. Lost and Found

The lost and found collection is kept in front of the school office. Unclaimed items are given to Goodwill at the end of each semester. Please help us by labeling lunch boxes, jackets, water bottles, pencil boxes, and backpacks.

## XXV. Parent Expectations

Believing that parents are the primary educators of their children, the ministry of Arrows Academy exists to provide support, structure, and encouragement to homeschooling parents as they undertake this weighty responsibility. Families that choose to join in a partnership with Arrows Academy agree that their children's education takes place both at home and at school. With this partnership, parents and school staff commit to be mutually supportive, working together to enhance each child's growth. Based upon this agreement, students, parents, and staff accept certain responsibilities as partners in this educational endeavor.

This Family Partnership Agreement is a requirement for initial and continued enrollment. In order to continue to serve the community through the ministry of Arrows Academy, certain criteria are required for each enrolling student. These are: verification of guardianship in the form of a birth certificate or other legal document and current immunization record or notarized exemption thereof. Additionally, each family is responsible for filing their annual Declaration of Intent with the DOE and maintaining accurate records as required by the state. For high school students, additional record keeping is strongly encouraged. AAGA is not responsible for your record keeping or legal requirements.

Listed below are the collective responsibilities of everyone needed for the success of each child at Arrows Academy:

### **Responsibilities of the Parents:**

\* To model attitudes and behaviors that support Arrows Academy by:

- Showing respect to the teachers and Arrows staff in words and attitude
- Modeling effective conflict resolution by handling concerns appropriately, directly, and honestly, with only those involved.

\* To show respect for the importance of school by having students:

- Arrive on time and remain the full length of the school day.
- Prioritize compliance with the school calendar for vacations.
- Keep student supply boxes stocked with needed materials.
- Complete and turn in assignments on time.

\* To enhance learning by:

- Checking FACTS weekly and reading monthly newsletters.
- Monitoring the completion of all student work.
- Assisting with any remedial instruction if such a need is indicated through quiz/test scores or as noted in conferences with teachers.
- Planning to obtain make-up assignments and monitoring the completion of those assignments when necessary.
- Attending parent conferences to obtain detailed information about your child's strengths, weaknesses, and progress.

### **Student Responsibilities**

\* To join staff and peers in creating a healthy supportive and safe environment for learning to take place by:

- considering the needs of others
- encouraging the efforts of classmates
- refraining from behavior that would belittle or discourage others.

\* To understand that learning takes work and to give his/her best effort.

\* To come to school prepared to learn with necessary materials and completed assignments.

\* To make good use of time by:

- arriving on time
- exhibiting attitudes and behaviors that encourage a learning environment.

\* To communicate honestly and respectfully with the Arrows staff.

\* To complete and turn in homework and projects, as directed, and on time.

\*To adhere to the school's dress code.

## **Responsibilities of Arrows Academy**

\*To provide, encourage, and train qualified instructors who are passionate about inspiring and encouraging students.

\*To partner with parents in the instruction of Christian values and principles.

- by encouraging and modeling Christ-like behavior
- praying with and for students

\*To research resources, activities, and curriculum in order to continuously improve Arrows Academy.

\*To act as mediator to resolve conflicts.

\*To promote and recognize Christ-like behavior and academic excellence.

## **Responsibilities of the Arrows Academy Staff**

\* To prepare lessons that are interesting, challenging, and appropriate.

\* To maintain a safe and positive school environment by:

- Recognizing each child's value as unique individuals created in God's image.
- Treating each student with respect and kindness.
- Rewarding exemplary behavior and academic growth
- Participating in Mandatory Reporter training and reporting concerns of children's welfare to authorities.

\*To support parents in their instruction at home by:

- Communicating honestly and frequently regarding student progress

## XXVI. Student Expectations

### 1. Respect for God

I will honor God by striving to serve Him, pursuing deeper knowledge about His nature and kingdom, and participating in the spiritual life of the school. I will work for the Lord with all my heart (Colossians 3:23-24) and seek to keep his commandments (Ecclesiastes 12:13)

### 2. Respect for teacher

I will show respect for my teachers by giving them my attention, constructively participating in class, and following their directions. I will pursue excellence in all I do, faithfully meeting my obligations and completing my assignments to the best of my ability. I will tell the truth. In my academic work, I will not cheat or turn in another person's work calling it my own. I won't copy and plagiarize information from the internet or any other source. I will speak respectfully to my teachers and seek to honor them with my words and actions. I will obey all the way, right away and with a happy heart.

### 3. Respect for fellow students

I will treat fellow students with respect and kindness, looking-out for their welfare as much as my own.

Above all, I will seek to honor others above myself (Romans 12:10)

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| <p><b>I will:</b></p> <ul style="list-style-type: none"><li>• Compliment and affirm</li><li>• Respect others' personal space<ul style="list-style-type: none"><li>• Respect others' possessions</li></ul></li><li>• Take my concerns or problems to the source</li><li>• Include others in what I am doing<ul style="list-style-type: none"><li>• Take responsibility for my own actions<ul style="list-style-type: none"><li>• Stop rumors with truth</li></ul></li><li>• Be honest in my words and actions</li></ul></li></ul> | <p><b>I will not:</b></p> <ul style="list-style-type: none"><li>• Tease, provoke, threaten, name call, or say words that are cruel and hurtful</li><li>• Engage in any inappropriate physical contact<ul style="list-style-type: none"><li>• Gossip or spread rumors</li><li>• Exclude my peers</li></ul></li><li>• Blame someone for something I did<ul style="list-style-type: none"><li>• Cheat</li></ul></li></ul> |
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#### 4. Respect for property

I will take care of the property of Arrows Academy and the host church. I will not take anything that doesn't belong to me. I will not defame, misuse, or misplace any property.

I have read the student expectations and commit to follow them with the help of my teachers and parents as I attend Arrows Academy for this school year.

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Student Signature

Date

Parent agreement: *I have read and agree to the parent expectations in the parent student handbook. I have also read each of the syllabi for my child(ren)'s classes.*

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Parent Signature

Date

XXVII. Student Expectations (younger version)

1. Respect for God

I will work for the Lord with all my heart (Colossians 3:23-24) and seek to keep his commandments (Ecclesiastes 12:13)

2. Respect for teacher

I will show respect for my teachers by giving them my attention, participating in class, and following their directions. I will tell the truth.

**I will obey all the way, right away and with a happy heart.**

3. Respect for fellow students

I will treat fellow students with respect and kindness.

|  |  |
|--|--|
| <p><b>I will:</b></p> <ul style="list-style-type: none"> <li>• Compliment and say nice things</li> <li>• Include others in what I am doing</li> <li>• Be honest in my words and actions</li> </ul> | <p><b>I will not:</b></p> <ul style="list-style-type: none"> <li>• Tease or name call</li> <li>• Exclude my peers</li> </ul> |
|--|--|

Above all, I will seek to honor others above myself (Romans 12:10)

4. Respect for property

I will take care of the property of Arrows Academy and the host church. I will not take anything that doesn't belong to me.

I understand the student expectations and will follow them with the help of my teachers and parents as I attend Arrows Academy this year.

Student Name or Signature:

\_\_\_\_\_  
Parent agreement: *I have read and agree to the parent expectations in the parent student handbook. I have also read each of the syllabi for my child(ren)'s classes.*

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date