

ArrowsAcademy

Parent/Student Handbook
2019 - 2020

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PURPOSE & LEADERSHIP

Like arrows in the hands of a warrior are children born in one's youth.

- Psalm 127:4

Mission:

Partnering with families to sharpen children's hearts and minds for the Glory of God.

Vision:

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.

Purpose & Leadership: **Contact Information**

Arrows Academy- Columbia Campus
2700 Bush River Rd.
Columbia, SC 29210
Telephone:

Office: 803-798-4488

Administration: **803-220-4089***

*The best way to reach us on a school day is to text this number

Arrows Academy- Lexington Campus
420 Kitti Wake Drive
West Columbia, SC 292170
Telephone: **803-620-3220**

Administration:

Executive Director:

Jessica Jones Phone: 803-210-5902
Email: admin@arrowsacademy.org

Director of Facilities & Finance:

Sarah Epting: sarah@arrowsacademy.org

Director of Enrollment & Events:

Kathleen Kemp: kathleen@arrowsacademy.org

Director of Curriculum & Instruction:

Jennifer Tharp: jennifer@arrowsacademy.org

Director of the Lexington Campus:

Esther Oliver: esther@arrowsacademy.org

Event Coordinator & Parent Liaison- Lexington Campus:

Valeri Wilson: valeri@arrowsacademy.org

Administrative Assistant:

Stacey Jodie: stacey@arrowsacademy.org

ENROLLMENT

- Families registering for the first time need to submit a new student registration form along with a \$100 Registration Fee/Student.
- Returning families have a different form and will pay a \$75 Registration Fee/Student via FACTS payment plans.
- Enrollment fees are due by May 1st
- Tuition in full or the first payment is due in July.
- Arrows Academy does not discriminate on the basis of race, color, gender, nationality, or ethnic origin. However, because Arrows is a distinctly Christian organization, the administration reserves the right to discriminate in areas of religious beliefs and affiliations.

- 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 reserves the right to review any pertinent information, records, or circumstance of any applicant or enrolled individual.
- Arrows Academy 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 reserves the right to take whatever steps it deems necessary toward any individual or family in order to ensure that Arrow's 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.

Enrollment: Admission Procedures

1. Submit Registration form and fee
 - a. Students who have earned high school credit must submit a transcript with their registration form.
 - b. Students with Academic Needs/ Differences must fill our Registration Form B (on website)
 - c. Students with Medical Needs/ Allergies must fill out the corresponding form (on website)
2. Receive Enrollment Letter and course selection form if applicable
 - a. Course selection forms are provided to 5th grade and up
3. Submit requested forms including hold harmless form along with enrollment fee
4. Pay yearly tuition or first monthly payment
5. Attend New Parent orientation
6. Submit parent agreement and student expectation form

LATE ENTRY:

In addition to the steps listed above, students enrolling after the start of school will miss the information presented to students at the start of the year. Therefore, a new student orientation will be scheduled.

Enrollment: Financial Information

Class	Registration Fee (due at Registration) ----- 75= returning student 100= new student	Enrollment Fee (due 5/1/19)	Annual Tuition (due 7/15/19)	Monthly Payments (10 months, starting 7/15/19)
Nursery, 1s/2s, 3K & 4K (½ day)	75-100	100	900	90
Afternoon care*: 1 day or 2 days each week (nursery-4K)	n/a	n/a	320 or 640 1 day 2 day	32 or 64 1 day 2 day
Elementary K5-5 th	75-100	100	1300	130
Middle 6 th -8 th	75-100	150	1500	150
High 9 th -12 th	75-100	150	1700	170

*Afternoon care has limited spaces. Priority is given to Arrows staff, and remaining spots are granted on a first-come basis.

- Registration and Supply fees are non-refundable and non-transferable.
- Enrollment packet including enrollment fee(s) must be received by May 1st in order to continue to hold your child(ren)'s place.
- All families will need to enroll in FACTS tuition management through their ParentsWeb login. There will be an annual processing fee of \$50 applied to the first month's payment if using the monthly payment plan. The first payment is due July 15th.
- There will be a 5% discount for making one yearly tuition payment. Payment is due in one payment on July 15th. The 5% discount does not apply to students enrolling after July 15th. If paying in full, families will need to enroll in FACTS tuition management to pay, but there is no annual fee.
- Assistant positions are available in exchange for tuition credit. Please indicate interest on the registration form and complete the application located on the website. Positions will be offered after interview and according to qualifications and availability.

Enrollment: **Volunteers & Homeroom Moms**

- Families are asked to choose one event to help with during the year per child.
- This may involve sending in food, supplies, set-up, and/or clean-up.
- While families are only asked to assist with one event per child, involvement above and beyond that amount would be a welcome blessing and allows us to keep tuition low.
- Please feel free to contact homeroom moms to find ways to serve.

Enrollment: **Special Needs**

Arrows Academy desires to provide quality instruction to all students and does not discriminate against children with learning differences or special needs. 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 and/or delays. Registration Form B (on website and in appendices) should be completed and submitted at registration. If needs/diagnoses change, parents are expected to notify administration and submit an updated Form B. 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.

Enrollment: **Statement of Faith**

- An Arrows Academy employee must be a born again Christian as evidenced by a written testimony of God's grace and by the testimony they live.
- Employees are expected to attend an evangelical church regularly.
- Due to the varied backgrounds and denominations represented by our teachers and our student body, we will major on the majors and minor on the minors.

- While our teachers are all believers, it is not a condition for student enrollment.
- However, students and their families enrolling should be aware that some of our curriculum is faith based and some is not.
- Our teachers will incorporate Biblical truth and God's love into classes and daily life at Arrows.
- Our teachers are Living Curriculum teachers, who love the Lord and want their students to love the Lord as well. Living Curriculum teachers is a term coined by another school but applies beautifully to our school, our mission, and our vision.
- To withdraw, please contact the school to request a withdrawal form.

Enrollment: **Withdrawal**

- When transferring to other schools, families are responsible to provide information requested by those schools, with the exception of high school transcripts.
- If a student has earned high school credit at Arrows, their transcript will be provided upon request.

Enrollment: **School Records**

- Students will receive a report card at the end of each semester. Upon receiving the link via email, parents will need to download and save or print the report card for their records. The link will expire in 30 days.
- Students who have earned high school credit will have a transcript documenting their credits earned. This is updated at the end of each year.
- Students who take high school classes elsewhere (resource centers or home based) must complete the Accountability Forms and submit syllabi and grades in order for those credits to be included on their transcript.

ACADEMICS & SCHOOL DAYS

Academics & School Days: Communication

In order for your child to benefit the most out of Arrows Academy, parent-teacher communication is essential!

- Your child 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 their preferred method of communication, which is listed on each syllabus. A conference may be scheduled upon request.
- Car line and at the end of class are generally not good times to discuss concerns.
- In order to streamline accurate and timely communication and in an effort to fulfill our end of the partnership, we use a program called FACTS ParentsWeb to communicate homework, grades, missing work, announcements, and assignment details.
- ParentsWeb is the school's primary form of communication to families. ParentsWeb is a secure portal that helps keep parents connected in real time with everything that is happening with their students in school—maximizing convenience, allowing them to stay involved, and driving better academic performance. You will receive log in information after enrolling. You can use any computer with internet access and/or download an app on your tablet or phone. Please check weekly for schoolwide announcements as well as class assignments and announcements.
- A Syllabus and Long Range Plan for each class will be available on Facts ParentsWeb.
- Do not depend on the Long Range Plans on ParentsWeb 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.
- ParentsWeb Homework and communication folders will provide the most accurate and up to date assignments. If there is a discrepancy between the two, always refer to ParentsWeb, unless otherwise noted.

- We have a private Facebook group for parents of students, who are currently enrolled at Arrows Academy. The purpose of this group is to share and encourage other Arrows families with resources, ideas, and activities. Please do not use this group to ask administration or teachers specific questions. Please email sarah@arrowsacademy.org to be added.
- As in any family, things happen which do not please every member of the family. Should this, we ask that you take the Matthew 18 approach:
 - First and foremost, go to the Father. Prayer for wisdom and guidance should be the first step in resolving any issue.
 - Attempt to resolve the difference. Speak directly with the other party (i.e., teacher, administrator, school family, etc.) remembering to first pray for wisdom and guidance.
 - If the matter remains unresolved, schedule a meeting with leadership in an attempt to resolve the issue.
 - Don't broadcast it (directly or through social media). Express your complaint only to the person who should hear it. Needless worry, harm, and hard feelings result when problems and dissatisfactions are expressed to persons other than those directly involved with the problem. Telling others stirs up dissension and can lead to the undermining of teacher credibility in the classroom.

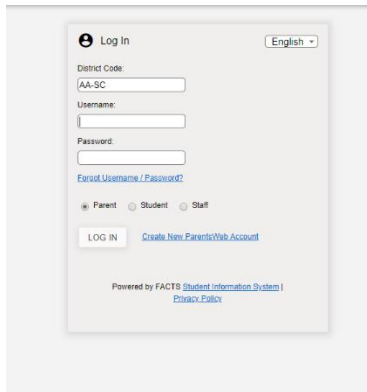
In order to provide more streamlined and effective communication, please contact the designated person with questions:

Contact Directory	
Both Campuses	
FACTS payment plan & billing/ facilities	Sarah Epting, sarah@arrowsacademy.org
General questions / concerns	Jessica Jones, admin@arrowsacademy.org
Facts ParentsWeb & Enrollment	Kathleen Kemp, Kathleen@arrowsacademy.org
Columbia Site	
Carline (day-of: text 220-4089)	Kathleen Kemp, Kathleen@arrowsacademy.org
Homeroom Mom's & Special Events	Meredith Davis, Meredith.davis@cru.org
Lunch	Kathleen Kemp, Kathleen@arrowsacademy.org
Special Events	Kathleen Kemp, Kathleen@arrowsacademy.org
Teacher/ class/ student concerns	Jennifer Tharp, jennifer@arrowsacademy.org
Lexington Site	
Carline (day-of text 803-620-3220)	Esther Oliver, esther@arrowsacademy.org
Homeroom Mom's, PTO & Special Events	Valeri Wilson, valeri@arrowsacademy.org
Lunch	Stacey Jodie, stacey@arrowsacademy.org
Teacher/ class/ student concerns	Jessica Jones, jessica@arrowsacademy.org or Esther Oliver, esther@arrowsacademy.org

Academics & School Days: **FACTS ParentsWeb**

To log in to ParentsWeb, use this link: <https://aa-sc.client.renweb.com/pwr/>
OR go to <https://factsmgt.com/> > Parent Log In > FACTS Family Portal (ParentsWeb).

Our district code is **AA-SC**.



There are three main areas of information: School, Student, and Family. There is often more than one way to access the same information (e.g. homework). Please note that not all information is available when school is out of session.

HOMEPAGE

The homepage will show School Announcements and the day's events. "Dates to Note" shows the beginning and end of each semester. You can always find the latest **Newsletter**.

SCHOOL INFORMATION

- Calendar: select **School** (school-wide events), **My Classrooms** (class specific events), or **Homework** (posted by each teacher)
- Classes: Each student will have a different tab. Click on each class for **Class Announcements**, **Class Calendar**, **Gradebook**, **Homework**, **Class Resources** (Class specific Documents: Syllabus, Long Range Plans, Homework Helps, Links to Websites, Rubrics, etc.). **Email your teacher** directly by selecting his/her email address.
- Directory: Enrolled families and staff
- Resource Documents: **newsletters, and school specific documents**: parent handbook, student expectation forms, accountability forms, reading logs/reading Bingo. Look for specific class resource documents under classes.

- Web Forms:
 - Family Demographic Form – **PLEASE CHECK THIS FOR ACCURACY!**
Order forms (lunch, yearbook, t-shirt, etc.)
 - Order forms (yearbook, t-shirts, CFA breakfast, etc)

STUDENT INFORMATION

Provides another way to look at some of the same information

- Grades: **See grades** for each assignment. **Check for missing assignments.**

Grade codes:

A= Absent

E = Excused

P = Pending (teacher has the assignment but has not yet assigned a grade)

M = Missing

I = Incomplete

Missing & Incomplete are zeros in gradebook until work is turned in.

- Homework: If you click on Homework you will be able to **print out HW for each child for the entire week.** Be sure you are printing the correct week! You can include the calendar events when you print. This is our favorite way to see homework!! Homework is posted for the following week no later than midnight on Wednesdays.
- Schedules: Print a copy of your child's schedule.

FAMILY INFORMATION

- See what contact information we have on file for you. You may also come here to **change your password.**
- Use the family demographic form under **school information > web forms** to make changes to your contact information.

Academics & School Days: **FACTS Payment Plan**

Arrows Academy uses FACTS for all payments, including tuition. Families must sign up for a payment plan (monthly or payment in full) via your ParentsWeb portal in FACTS. Below are instructions to set up a plan.

For helpful FAQs, please visit: <https://factsmgt.com/parent-faqs/> If you have questions about changing your agreement details, payment method, etc, please either contact FACTS Customer Service or Sarah Epting at sarah@arrowsacademy.org.

Setting up a FACTS Payment Plan

Items needed during this process:

- Financial Account information

1

Sign in to ParentsWeb. <https://aa-sc.client.renweb.com/pw/>

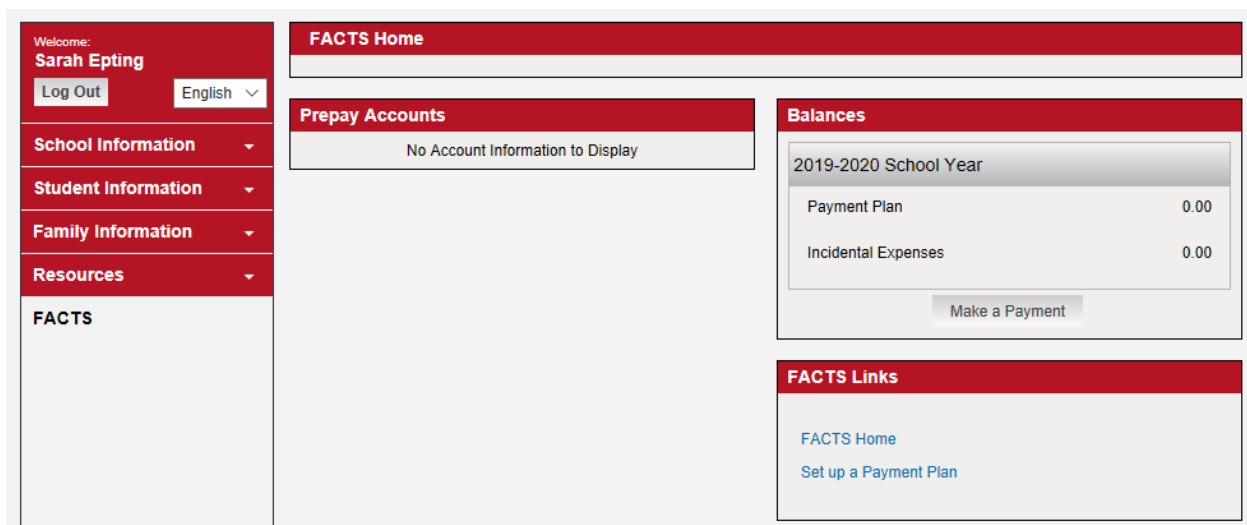
2

Click on the FACTS tab on the left side menu.



3

In the bottom right, select Set up a Payment Plan.



Welcome to Arrows Academy

We are pleased to offer you a convenient, online method to enroll in a payment plan with FACTS Management for Arrows Academy.

Please note: when you click the Authorize Button at the end of the process the sync back to FACTS SIS may take few moments, please be patient until you return to SIS.

If you have any questions, you may contact the school at [803-210-5902](tel:803-210-5902) or FACTS at [866-441-4637](tel:866-441-4637).



Click Begin to set up your payment plan.

5 **Plan Options:** Select a payment plan and click Next.

Payment Plan Options

Select a payment schedule

Show: All Items Selected

Full Payment

Arrows Academy has a 5.00% discount for this payment schedule.

Select	Payment Method	Number of Payments	Beginning Month	Available Payment Days	Last Day to Enroll	Enrollment Fee
<input type="radio"/>	Automatic Payments from <ul style="list-style-type: none"> Bank Account Credit Card 	1	July 2019	5th 20th	21 Jun 2019 08 Jul 2019	\$0.00

Monthly Payments

Select	Payment Method	Number of Payments	Beginning Month	Available Payment Days	Last Day to Enroll	Enrollment Fee
<input type="radio"/>	Automatic Payments from <ul style="list-style-type: none"> Bank Account Credit Card 	10	July 2019	5th 20th	21 Jun 2019 08 Jul 2019	\$50.00

7 **Payment Details:** Enter your financial account information.

6 **Payment Schedule:** Select your payment date and review your schedule.

8 **Review & Authorize:** You can select the “Change” links to the right to go back and edit the entries. Check the box to agree to the Terms & Conditions and click Done.

You may contact a FACTS representative at (866) 441-4637 with questions.

Academics & School Days: **FACTS Incidental Billing**

Incidental Billing offers the flexibility and convenience for families to pay for incidental expenses that fall outside of tuition (i.e. yearbook lunches, t-shirts, CFA Spirit Day, etc.). Incidental invoices may be sent periodically for charges that are not included in your payment plan with FACTS. It's important to note the difference between your tuition payment plan and billing for incidental fees: The incidental fees are various fees billed completely separate and will never be added to or subtracted from your tuition payment plan. You have the option to sign up for autopay or pay manually case-by-case. See your FACTS tab in ParentsWeb to signup and/or pay a bill.

Academics & School Days: **FACTS Finances**

- Families are required to sign-up for a payment plan before they attend their first day of school.
- Should extenuating circumstances occur which inhibit the family's ability to pay tuition, it is the responsibility of the parent/guardian to notify Arrows Academy as soon as possible at sarah@arrowsacademy.org
- Arrows Academy shall retain the right to refuse class admittance to any student(s) whose account is in arrears. The student(s) may return to class when the delinquent account is current and administration reinstates their active status.
- Transcripts, report cards, and diplomas are the property of Arrows Academy and may not be issued to the student(s), parent(s), or guardian(s) when a tuition account is delinquent. These documents will only be released once all financial responsibilities are met.
- Families with delinquent accounts will not be allowed to register their child(ren) for the following academic year.

Academics & School Days: Grades

- Syllabi and semester report cards will be given to families to help them keep records of the subjects taught at Arrows Academy.

NYA= Not Yet Assessed	A = 90-100
PA= Parent Assessed	B = 80-89
E= Exceeds Expectations	C = 70-79
M= Meets Expectations	D = 60-69
N= Needs Improvement	F = Below 60

- Parents will be able to track student progress via FACTS ParentsWeb.
- To allow for trips, etc. that are part of each homeschooling family's life, 1-3 homework grades will be dropped each semester (see individual syllabi for details).
- Additional exceptions will not be made aside from emergency and extreme situations.
- Students who miss a day should turn in work on the day they return. If they miss multiple days, special arrangements can be made with the teacher.
- 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.
- If a middle school or high school student's overall test/quiz grade is below a 70 in math, it is recommended that they repeat that class the following year.

Academics & School Days: Dress Code

Everyone on campus should dress appropriately. Our goal is to shepherd students' hearts and value modesty, not be legalistic. However, due to the abuse of this approach we are adding more specific requirements:

- No low cut necklines on shirts, shirts with straps less than 1 inch, shirts that reveal midriffs or have inappropriate pictures/slogans including but not limited to alcohol, tobacco products, drugs, weapons, & sexual content. No lace or see through tops without a dress code appropriate shirt underneath.
- All shorts, including athletic shorts, must be no shorter than mid-thigh all the way around leg.
- Little girls' skirts/dresses should have shorts underneath. Older girls' skirts and dresses should be no shorter than 2 inches above the knee while sitting or standing.

- Pants should not have any holes above mid-thigh.
- Tight pants must be worn with a shirt long enough all the way around to cover the rear end.
- Leggings must be worn with a shirt no shorter than mid-thigh.
- Hats may not be worn in the building. Exceptions will be made for special days/events and will be communicated ahead of time.
- Shoes should be worn at all times. Flip flops and sandals are acceptable for both boys and girls.

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. Multiple offenses will result in reduced dress code options.

Academics & School Days: Phones & Tech

Phones brought on campus must be turned in upon arrival, and they will be returned upon departure.

- Phones are kept in the office in labeled envelopes.
- Parents and students may contact each other during the school day via the school phone.
- If there are any emergencies at school, parents will be alerted via the FACTS ParentsWeb alert system.
- If a student brings a phone, iPod, etc., and does not turn it in, it will be confiscated and returned to the parent, and the student will serve a silent lunch. Repeat offenses will result in an additional consequence of a \$10 fee per incident.
- Students taking computer classes or study hall may bring their laptop to school for use in that class. Computer use is limited to educational purposes only.

Academics & School Days: Drop Off/Pick Up

Columbia Campus:

8:15-8:25 Morning car line

- Please use the parking lot entrance off Ashland Road and drive under the portico so that when you drive out from the portico, you are facing Bush River Road.
- Students should drop off their lunch and go directly to their first class.
- Preschool students must be walked in by a parent or a sibling.
- Assembly starts at 8:35, so drop off should be complete by 8:25. Due to safety concerns, students are not to be dropped off before 8:15. There is no supervision until 8:15, when doors open.

LATE ARRIVALS

- Students who arrive after 8:40 will be required to remain in the gym until classes have returned from assembly.
- Parents, who would like to take their children to assembly, must get a visitor's tag and sit with their child in the back of assembly. To avoid disrupting assembly and their child's class, students can join their class when assembly is over.

12:00-12:10 Half-day dismissal (nursery, 3k & 4k)

- Enter and exit the same as morning car line.
- Have your carline tag visible.
- If you prefer to park and pick up your child, you will need to walk across the carline and wait at the door for your child to be called. You will then need to walk child(ren) across carline.
- There will be a \$1.00 per minute charge after 12:10 for any late pick-ups.

3:00-3:15 Afternoon car line

- Enter and exit the same as morning car line.
- Have your carline tag visible.
- If you do not have your carline tag, park and then walk up with your ID.
- Pull out of carline before assisting children who are unable to buckle themselves.
- If you prefer to park and pick up your child, you will need to walk across the carline, have your carline tag with you, and wait at the doorbell for your child to be called. You will then need to walk child(ren) across carline. Students will not be called until the first round of cars has been filled.
- There will be a \$1.00 per minute charge after 3:15 for any late pick-ups.

LEAVING EARLY

- If you are picking your child up early, please send a note to school with your child.
- You will need to enter the building to sign out your student.

Lexington Campus:

8:15-8:25 Morning car line

- Please use the parking lot entrance off Kitti Wake Drive and drive around the outer edge of the parking lot.
- For the safety of all concerned, the driver may NOT get out of the car. We will have people assisting your child(ren) for you. If you need to help your child(ren), please park on the left side of the parking lot, and walk them in.
- Students should make every effort to arrive as close to 8:15 as possible, as they will use pre-assembly time to begin their work.
- Students should go directly to their first class.
- Assembly starts at 8:30, so drop off should be complete by 8:25.

12:00-12:10 Half-day dismissal (2K, 3k & 4k)

- Enter and exit the same as morning car line.
- Please have your carline tag visible.
- If you prefer to park and pick up your child, you will need to park on the left side of the parking lot, walk to the car line drop off/pick up area, and wait at the door for your child to be called.
- There will be a \$1.00 per minute charge after 12:10 for any late pick-ups.

3:00-3:15 Afternoon car line

- Enter and exit the same as morning car line.
- Please have your carline tag visible.
- Please pull out of carline before assisting children who are unable to buckle themselves.
- If you prefer to park and pick up your child, you will need to park on the left side of the parking lot, walk to the car line drop off/pick up area, and wait at the door for your child to be called. Students will not be called until the first round of cars has been filled.
- If you are picking your child up early, please send a note to school with your child.
- There will be a \$1.00 per minute charge after 3:15 for any late pick-ups.

Academics & School Days: Visitors

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 (the exception of special events).
- Please do not interrupt or interact with the teacher or assistants during class and transitions. They have limited class time, and we want them to use it to the fullest, providing full attention to their students. If you have questions, save them for after school or via email.
- If helping with snacks, please do not distribute food or drink to any students without teacher permission. Many of our Arrows students have food allergies, some severe.

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

Academics & School Days: Conduct/Expectations

Arrows Academy Students are expected to:

- respect God, teachers, fellow students, and property.
- remain in the Arrows area at all times. Doors and areas will be clearly marked.
- not be outside or on the playground during Arrows Academy hours unless under parent or teacher supervision.
- Be in class on time.
- Not eat/drink in classroom without teacher permission.
- throw away trash, inside and outside, in proper receptacles.
- not be in the building after hours unattended.
- not chew gum on campus.
- not use electronics inappropriately or when not permitted.
- not bring weapons (including pocket knives), tobacco, drugs, alcohol, or related paraphernalia on campus.

In order to protect students, Arrows Academy reserves the right to conduct unannounced and/or random searches of students' belongings.

Arrows Academy Administration retains, at their discretion, the prerogative to assign consequences up to and including suspension & expulsion. Possible infractions may include:

- disobedience & disrespect
- lying
- cheating/plagiarism
- stealing
- destruction of school property
- threatening others
- fighting and/or Bullying*
- inappropriate Language
- possession of weapons, drugs, alcohol, or pornographic materials.
- improper physical contact
- personal displays of affection (PDA)
- negative attitude/gossip

*According to www.stopbullying.gov, bullying includes actions such as making threats, spreading rumors, attaching someone physically or verbally, and excluding someone from a group on purpose.

Any student initiating and/or participating in any form of harassment, including bullying is subject to admin intervention and discipline.

Expressing disagreement with or disapproval of another's actions or decisions is not bullying.

THREATS OR PERCEIVED THREATS:

Arrows Academy takes seriously any threat of harm to the school and/or its students and employees. Students making what the administration and/or law enforcement perceives to be a threat will be automatically suspended and possibly expelled. In the case of a credible threat, a campus-wide notification will be sent via the ParentsWeb alert system.

Academics & School Days: **Middle/High School**

Answer Keys/Solution Manuals: Please note that solutions manuals and/or teacher editions are only to be in the parent's possession. In order to protect our students from temptation or the suspicion of cheating, please use the solution manuals and teacher editions according to each 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 60% for their final grade in any course may only continue at Arrows the following year at the discretion of Arrows administration. If approval is given, that student will be on academic probation and must fulfill all requirements listed in their individual academic probation agreement.

Weekly Behavior 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 ParentsWeb gradebook each week, so parents can view and follow up with their student accordingly.

Silent Lunch & After school Detention: Teachers will assign silent lunches to students for infractions such as talking out of turn, disobedience, and/or disrespect. Administration will follow up with students once silent lunches have been assigned by a teacher. Parents will be contacted once three have been served. Students who are assigned four silent lunches will automatically receive an after-school detention.

Student Drivers: Early dismissal will not be permitted without written consent from the parent. Transportation of students other than siblings will not be permitted unless previous arrangements have been made between all parental parties involved.

Academics & School Days: 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. Off-campus behavior issues should be handled by the parents and parties involved.

Classroom rules: Each teacher will develop a set of rules to govern their classroom in order 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. Students are expected to be a good example and testimony. Attitudes, behavior, and speech that discourages an atmosphere conducive to learning will not be tolerated.

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

Correction:

1. Verbal correction/counsel
2. Examples of further consequences: Silent Lunch, afterschool detention (1 hour on Tuesday), walking laps at recess, cleaning, and age-appropriate work.
3. Meeting with a director
4. Disciplinary Probation and/or Suspension: These give the student the opportunity to correct a serious problem. Reasons for probation and/or suspension are as follows:
 - a. Continued, deliberate disobedience.
 - b. A continued negative attitude and bad influence upon other students.

- c. A serious breach of conduct inside or outside of the school that negatively affects the testimony of the student/school.
5. If disciplinary probation is unsuccessful, a parent will be required to accompany their child to all Arrows Academy classes.

Academics & School Days: 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 you notice any of the above, please 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).
- To prevent the spread of the flu, if one member of the household is diagnosed with influenza, please keep all siblings home.

Medication: Parents must update ParentsWeb 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 medication must be in the original Pharmacy or Manufacturer's labeled container. A letter is to be on file for those students who need regularly scheduled medications. These will need to be kept in the school office.

Academics & School Days: Allergies

Allergies: Parents must update ParentsWeb 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.
- Each teacher will have a copy of their students' emergency plans.

Strategies Implemented for allergy safety:

- Tables will be wiped before and after lunches
- Hands will be washed after lunch for classes with students who have severe allergies
- Nut free snack classroom (for those classes with severe allergies)
- Nut free table at lunch (lunch boxes must be approved)
- Allergy plans are required for each student
- Allergy info is located on the back of teacher IDs
- Epi-Pens will be kept in the office
- Admin will meet with parents of students with allergies prior to school starting
- Letter will be given to families for classes with students with allergies
- Staff will be trained on allergy protocol during teacher training
- An allergy waiver will signed by each family with allergies

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.

Academics & School Days: Lunches & Snacks

Lunches: Students may pack their lunch or purchase lunch. Packed lunches will not be refrigerated nor may they be heated up. Those who wish to purchase lunches will have the opportunity to purchase Pizza and/or Chick fil a via our monthly order form found on Parentsweb.

Parents of students in grades 3K-5th are asked to participate in a healthy snack class rotation facilitated by that teacher/homeroom mom. Aside from teacher request and special events, students should not bring food to class.

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

Academics & School Days: Special Days

Special Arrows days and traditions create community and fabulous memories for our students and families. We worship together during assembly. We celebrate families with Grits for Grands, Donuts for Dads, and Muffins for Moms. We showcase academic and artistic achievement with the Art Show & Fall Program, the Wax Museum, and the Science Fair. We exhibit school spirit each

semester with fierce competition for the Spirit Day trophy. We make memories with field trips, cooperative learning experiences, and service projects. We award prizes for reading challenges and scripture. We take over the Great Wolf Lodge water park in Charlotte and have family fun at the ski slope. We enjoy a school-wide celebration after the Fun Run. We learn. We laugh. We have fun. We are more than a school; we are family

Prayer Assembly/Prayer Days

Once a month, the Arrows friends and family gather at the Columbia campus to pray for the entire Arrows community. We also have a special assembly early in the year to cover our teachers, students, and families in prayer.

Spirit Day/ Chick-fil-A Breakfast

Each semester, competition for the Spirit Day trophy is fierce. For our Fall Spirit Day, classes compete to show off their school spirit with skits during assembly. The Spring Spirit Day focuses on service to the community. Each Spirit Day starts with an optional Chick-fil-A breakfast.

Picture Day

A professional photographer comes to each campus in the fall to take individual and class photos for the school yearbook. Families can purchase pictures if they choose. Seniors have a special photo shoot.

Pie Day

Preschool and elementary students may participate in an optional reading program that awards monthly prizes. The reading program culminates in a favorite Arrows tradition where one lucky participant from each class will “pie” a teacher in May.

Wax Museum

Each fall, after weeks of preparation, our 3rd-6th graders bring history to life for one special day.

Science Fair

Utilizing the scientific method, 3rd-6th graders research a testable question and present their findings to the Arrows community.

Family Days

We love to celebrate our Arrows families! Students are encouraged to invite their grandparents (**Grits for Grands**), dads (**Donuts for Dads**), and moms (**Muffins for Moms**) to breakfast before school and a special assembly. Volunteers are needed to set up, clean up, and provide monetary or food donations in order to have these celebrations.

Art Show and Fall Program

The fall semester culminates in a special evening featuring class performances. In addition, the lunchroom is transformed into an art gallery showcasing our students' finest pieces. The evening is a great chance to celebrate the end of a successful semester with friends, new and old. And food....it wouldn't be an Arrows celebration without food! Volunteers are needed ahead of time to mount artwork and the day of for setup and cleanup.

Fun Run

Without a doubt, the most anticipated day of the year! Students spend several months getting sponsors and raising donations for the school. Students earn prizes based on their level of participation. The day of the run, students compete to complete the most laps on the Fun Run course. After the run, there is a HUGE school-wide party to celebrate. Many volunteers are needed to pull off this event!

High School Formal

Our teens look forwards to the High School Formal where they are able to take a limousine for photo opportunities and dinner, before attending a local homeschool formal.

Graduation

Come join us at the end of the school year to celebrate our graduates! It's a special time of celebrating their years of work to reach this milestone. Arrows graduations are fun and personalized, and you don't want to miss it.

Academics & School Days: **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.

- Please notify teachers a week in advance to allow them time to communicate with the parents of students with allergies.
- Birthday celebrations need to be limited to snack time and limited to just one treat.
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, invitations must be delivered off school grounds.
- Afternoon car line is not appropriate for birthday party pick-up.

Safety & Facilities: Emergency Plans

Emergency Plans are in place and reviewed during teacher training. Each campus also conducts annual fire and tornado drills with the students. Intruder procedures are reviewed with staff however, we do not practice an intruder drill with students.

FIRE DRILL PROCEDURE:

Emergency Evacuation plans are posted on the back of each classroom door. Students will participate in a fire drill during the first three weeks of school.

TORNADO DRILL PROCEDURE:

Students will participate in a tornado drill during the first three weeks of 2nd semester.

INTRUDER PROCEDURE:

Emergency plans are in place. Authorities will be notified, and teachers will implement intruder procedures in the case of an intruder.

PARENT NOTIFICATION: The Safety of our students is our top priority. In the event of an emergency, parents will be notified as soon as the safety of students and staff has been addressed.

SUSPENDED / EXPELLED STUDENTS

As an extra layer of precaution, when students are suspended or expelled, they are no longer permitted on campus or allowed to attend any Arrows hosted event until the term of their suspension has ended. Please note – Arrows keeps student names and consequences confidential.

ACCOUNTABILITY

In order to fulfill legal requirements as a homeschooler, a decision must be made between option 1, option 2, and option 3. There are several option 3 groups to choose from, including our Arrows Accountability Group. This is an option, not a requirement for our families with elementary and middle school students. High school students are required to join the Arrows accountability group. The Arrows Accountability group is only available to students attending Arrows Academy.

Purpose: To aid Arrows Academy families with their legal documentation and record keeping.

Our responsibility	Your responsibility
Provide syllabus for courses taken at Arrows Academy	Provide complete course of study plan for subjects not taught at Arrows Academy.
Review course of study for subjects not taught at Arrows Academy.	Keep daily plans, attendance records and sign 90 & 180 day attendance cards
Provide grades for classes taught at Arrows Academy.	Create progress reports and keep portfolio/evidence of student work
High School: In addition to the above, maintain records/transcripts, provide DMV letters, and rank high schoolers.	High School: In addition to the above, maintain syllabi and records for non-Arrows courses. Complete and submit Form D prior to Freshman and Junior year

Accountability: Law

South Carolina Homeschool Law

Parents or guardians may choose to home school their children instead of enrolling them in a public, private, or parochial school. South Carolina statutes provide parents or guardians with three different options for home schooling their children.

Quiver, Arrows Academy's Accountability Group, operates under Section 59-65-47 and is an "Option 3" Accountability Group.

Accountability: Important Dates & Info

Calendar Year:

- Membership year is from August – July. Courses can begin on June 1st and must be completed by May 30th.
- Application (Form A)- 1 per family- due: on or before August 30th
- Course of Study (Form B) – 1 per student- due: on or before August 30th
- High School Courses taken outside of Arrows (Form C): Due at the beginning of the semester in which the course is taken.
- Individual Graduation Plan (Form D): Due at the beginning of the 9th and 11th grade.
- 90 & 180 Day Compliance Forms: Due upon completion of day 90 and day 180 respectively.

Required Subjects: The core subjects of Language Arts, Math, Science, and Social Studies must be taught within the school year. High school students must meet graduation credit requirements.

Records must be kept in a plan book or log. They must give an overview of what is studied and completed as well as documentation for the 180 required days. In addition, samples of student work must be kept.

Grades for high school courses taken outside of Arrows Academy are due on or before May 30th. All senior grades must be submitted by May 15th.

EXPECTATIONS & RESPONSIBILITIES

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 of initial and continued enrollment. 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 the Arrows Academy's mission by:

- Showing respect to the teachers and Arrows staff in words and attitude, in private, in public, and on social media.
- Modeling effective conflict resolution by handling concerns appropriately, directly and honestly, only with those involved. This includes refraining from posting criticism and complaints on social media.
- Enforcing the dress code prior to student arriving on campus.

- * To show respect for the importance of school by having students:
 - Arrive on time and remain the full length of the school day.
 - Comply with the school calendar for vacations as much as possible.
 - Keep their supply box stocked with needed materials.
 - Complete and turn in assignments on time.

- * To enhance learning by:
 - Checking ParentsWeb weekly and reading bi-weekly newsletters and announcements in order to stay informed.
 - Monitoring the completion of homework, projects and class work.
 - Assisting with any remedial instruction if such a need is indicated through quiz/test scores or as noted in conferences with teachers.
 - Making a plan 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.
 - Supporting school and classroom discipline policies.

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 Student Expectations, including the school's dress code and technology rules.

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 to continuously improve Arrows Academy

*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 for the students

* 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 appropriate behavior and academic growth

*To support parents in their instruction at home by:

- Communicating honestly and frequently regarding student progress

Student Expectations (Middle and High School)

1. Respect for God

I will honor God by striving to serve and obey Him. 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 complete 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.

3. Respect for fellow students

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

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

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 will not defame, misuse, or misplace any property.

5. Respect for authority regarding technology use, location and snacks (initial each)

_____ If I bring a cell phone to school, I agree to turn it in at the designated location upon arrival at school. It will be returned at the end of the school day.

_____ I will only use laptops, tablets or other electronic devices at school for specific class use during school hours.

_____ I will remain in designated school areas and not leave school grounds without signing out.

_____ Apart from teacher request and special events, I will not bring snacks/food to class.

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.

Student Signature: _____ Date: _____

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

Parent Signature and Date: _____

Student Expectations (Elementary School)

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. Specifically,

I will:

- Compliment and say nice things
- Include others in what I am doing
- Be honest in my words and actions

I will not:

- Tease or name call
- Exclude my peers

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 and Date: _____