

ArrowsAcademy

Parent/Student Handbook 2021 - 2022

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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- Upper Campus: Middle & High School

Christian Life Church

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- Lower Campus: Pre & Elementary School

Cornerstone Presbyterian Church

5637 Bush River Road

Columbia, SC 29212

Telephone: **803-766-1294***

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

Administration:

Executive Director, working from Upper Campus:

Jessica Jones Phone: 803-210-5902

Email: admin@arrowsacademy.org

Director of Facilities & Finance, working from Lower Campus:

Sarah Epting: sarah@arrowsacademy.org

Director of Enrollment, working from Upper Campus:

Kathleen Kemp: kathleen@arrowsacademy.org

Director of Lower Campus: Administration

Esther Oliver: esther@arrowsacademy.org

Director of Lower Campus: Curriculum & Instruction

Jennifer Tharp: jennifer@arrowsacademy.org

ENROLLMENT

- Families / students not currently enrolled should submit a new student registration form along with a \$100 Registration Fee/Student.
- Current families have a Webform in the Parent Portal and will pay a \$75 Registration Fee per student via FACTS incidental billing in January of each year.
- Enrollment Confirmation Forms are due by April 15th each year. Fees are due within 10 business days of billing and will be paid via FACTS.
- Registration and Enrollment fees are non-refundable and non-transferable.
- Tuition in full or the first payment is due in July. This will be paid via FACTS. There is a 5% discount on tuition when paid in full during the month of July. The 5% discount does not apply to families enrolling in FACTS after July 5th.
- Once a FACTS agreement is finalized in FACTS, families are responsible for the year's tuition. Tuition is pro-rated and only refunded if/when another student fills the vacated spot.

- 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 the Supplemental Registration Form (on [website](#))
 - c. Students with Medical Needs/ Allergies must fill out the Supplemental Registration Form (on [website](#))
2. Receive Enrollment Letter and course selection form if applicable
 - a. Course selection forms are sent to 5th grade and up
3. Submit requested forms along with enrollment fee
4. Pay yearly tuition or first monthly payment in July
5. Attend New Parent Info meeting
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: Admission Eligibility

- In order to enter 3k, 4k, or Kindergarten, a student must be toilet trained, and 3, 4, or 5 respectively by September 1st.
- Students must register for the grade level immediately following the grade level completed as evidenced by school records. If a student has been homeschooled prior to registration, their grade will be determined by age.

Enrollment: Financial Information

	3K & 4K (½ day)	Elementary K5-5 th	Middle 6 th -8 th	High 9 th -12 th
Registration <i>75= returning 100= new student</i>	75-100	75-100	75-100	75-100
Enrollment <i>(due 5/1/21)</i>	100	100	100	100
Annual Tuition (10 payments) <i>(agreement due 7/1/21)</i>	1000 (100/month)	1400 (140/month)	1650 (165/month)	1850 (185/month)
Total Due	1200= new 1175= returning	1600= new 1575= returning	1850= new 1775= returning	2050= new 1975= returning
Additional Fees	Afternoon care: 320 or 640 (32 or 64) 1 day 2 day		Honors courses: \$50 each (Option for physical science and algebra 1 classes)	Honors courses: \$50 each (Option for ELA, math, science, & social studies courses)

- Registration and Enrollment fees are non-refundable and non-transferable.
- Enrollment Confirmation Form must be signed by April 15th and enrollment fee(s) paid in full by due date in order to continue to hold your child(ren)'s place.
- All tuition payments (payment in full or payment via the 10-month tuition plan) are made online via FACTS (through the financial link in the Family Portal).

- If you pay in full in July, you will receive a 5% discount.
 - If you choose the 10-month tuition plan, you will incur a one-time fee of \$50. This fee goes directly to FACTS and is not collected by Arrows. The nonrefundable FACTS enrollment fee will be automatically processed within 14 days of the agreement being posted to the FACTS system. For families paying in full, Arrows covers the FACTS fee.
 - Families must sign up for a tuition plan by June 30th.
 - The pay in full 5% discount does not apply to students enrolling for a payment after July.
 - Once a FACTS agreement is finalized in FACTS, families are responsible for the year's tuition. Tuition is pro-rated and only refunded if/when another student fills the vacated spot.
- 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 school-wide 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 additional 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 Supplemental Form (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 Registration Supplemental Form. 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.

Enrollment: **Withdrawal**

- To withdraw, please contact the school to request a withdrawal form.
- When transferring to other schools, families are responsible to provide information requested by those schools, with the exception of high school transcripts.

- Tuition is pro-rated and only refunded if paid in full if/when another student fills the vacated spot.
- More information about course transfer or withdrawal found under the Middle & High School section.
- Students who withdraw for any reason must register as a new student should they decide to return the following year.

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 2 weeks.
- Students who have earned high school credit will have a transcript documenting their credits earned. This is updated at the end of each year and will be provided upon request.
- Students, who are members of our accountability group and take high school classes elsewhere (resource centers or home based), must complete Quiver Accountability Form C and submit syllabi and grades in order for those credits to be included on their transcript.
- School records are not provided for students transferring to another school. It is the responsibility of the parents to maintain and provide these records. The only exception to this is when students have earned high school credit. Arrows is happy to provide high school transcripts upon request.

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!

- Lower Campus students will bring home a communication folder each day that will contain checked work and a space for teacher comments. Please check this each week.

- A conference may be scheduled upon request.
- Carline 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 FACTS Family Portal to communicate homework, grades, missing work, announcements, and assignment details.
- Family Portal is the school's primary form of communication to families. Family Portal 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.
- Long Range plans along with a syllabus for each Upper Campus class will be available on Facts Family Portal. The Lower Campus will have Grade Overviews and Year at a Glance plans available on the portal as well.
- Do not depend on the Long Range Plans on Family Portal 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. Family Portal Homework will provide the most accurate and up to date assignments.
- 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. Do not use this group to ask administration or teachers specific questions. Please email sarah@arrowsacademy.org to be added.
- Things happen which do not please every member of our Arrows family. Should this occur, 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 tuition plan & billing/ facilities	Sarah Epting, sarah@arrowsacademy.org
General questions / concerns	Jessica Jones, admin@arrowsacademy.org
Facts Family Portal & Enrollment	Kathleen Kemp, kathleen@arrowsacademy.org
Lower Campus (Cornerstone)	
Carline (day-of: text 803-766-1294)	Esther Oliver, esther@arrowsacademy.org
Homeroom Moms	Merideth Davis, Merideth.davis@cru.org
Lunch & Special Events	Esther Oliver, esther@arrowsacademy.org
Teacher/ class/ student concerns	Jennifer Tharp, jennifer@arrowsacademy.org
Upper Campus (Christian Life)	
Carline (day-of text 220-4089)	Kathleen Kemp, kathleen@arrowsacademy.org
Teacher/ class/ student concerns	Jessica Jones, admin@arrowsacademy.org

Academics & School Days: **FACTS Family Portal**

FACTS Family Portal provides access to enrollment, FACTS billing, syllabi, Long Range Plans, class and school announcements and more. The FACTS Family Portal is primary method of communication and parents should access the FACTS Family Portal regularly.

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

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.

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 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.)

STUDENT INFORMATION

Provides another way to look at some of the same information

- Grades: **See grades** for each assignment. **Check for missing assignments.** *(more about grades found under Academic & School days)*
 - 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.
 - Grade & Behavior comments are only viewable on web browser, not on the app.
- 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 Tuition Plan**

Arrows Academy uses FACTS for all payments, including tuition. Families must sign up for a tuition plan (monthly or payment in full) via your Family Portal 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 Tuition Plan

1. Sign in to Family Portal.
2. Click on the Financial tab on the left side menu.
3. In the bottom far right, select Set up a Payment Plan.
4. Click Begin to set up your tuition plan.
5. Plan Options: Select a tuition plan & click next.
6. Payment details: Enter your financial account information
7. Payment schedule: Select your payment dates and review your schedule.
8. Review & Authorize: Check the box to agree to the terms and conditions and click done.



After you sign-up for a tuition plan, your school representative will enter the tuition amounts reflected on your Enrollment Confirmation Form. Agreements will be activated within a week of sign-up. You can make changes as necessary, at any point in time.

Please note, during the sign-up process you are agreeing to either pay in full or make monthly payments for 10 months and choosing your payment date. You will **NOT see a tuition amount until our Arrows representative charges your account according to the tuition amounts reflected in your ECF (Enrollment Confirmation Form). Please refer to your Enrollment Confirmation Form received via email for tuition amounts.

You may contact a FACTS representative at (866) 441-4637 with questions or your school

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

representative, sarah@arrowsacademy.org

Incidental Billing offers the flexibility and convenience for families to pay for expenses that fall outside of tuition. Incidental invoices may be sent periodically for charges that are not included in your tuition plan with FACTS. It's important to note the difference between your tuition 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 plan. You have the option to sign up for autopay or pay manually case-by-case. See your FACTS tab in Family Portal to sign-up and/or pay a bill.

- Families are required to sign-up for a tuition plan before they attend their first day of school.
- Should extenuating circumstances occur which inhibit the family's ability

Academics & School Days: **FACTS Finances**

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.
- Once a FACTS tuition agreement is finalized in FACTS, families are responsible for the year's tuition. Tuition is pro-rated and only refunded if/when another student fills the vacated spot.

Academics & School Days: Grades

Grading Scale	Grading Scale
K3-2nd, 3rd-4th Bible & 3rd-5th Art	3rd-12th
M= Meets Expectations	A = 90-100
P = Progressing	B = 80-89
N= Needs Improvement	C = 70-79
NYA = Not Yet Assessed	D = 60-69
AP = Assessed by Parent	F = Below 60

- Syllabi and semester report cards 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 Family Portal.
- To allow for trips, etc. that are part of each homeschooling family's life, 2 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 and need an extension, parents should contact the teacher prior to returning to school.
- 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.
- Academic Probation: Students who earn less than a 60% for their final grade in any course may continue at Arrows the following year at the discretion of Arrows administration. Upon approval, that student will be on academic probation and must fulfill all requirements listed in their individual academic probation agreement.
- If a middle school or high school student's overall test grade is below a 70 in math, it may be recommended that they repeat that class the following year.

Grades 3-8= 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 Family Portal gradebook each week, so parents can view and follow up with their student accordingly.

Academics & School Days: Dress Code

Everyone on campus should dress appropriately. Our goal is to shepherd students' hearts and value modesty, not be legalistic.

- 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, which expose skin, above the knee.
- Tight pants (including leggings and bike shorts) must be worn with a shirt long enough (all the way around) to cover the rear end.
- 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.
- PE attire must adhere to dress code.

If the dress code is not followed 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 a school phone.
- If there are any emergencies at school, parents will be alerted via the FACTS Family Portal 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

Upper 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.
- School starts at 8:30, 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.
- For the safety and welfare of all, please remain in cars until 8:15 and do not congregate waiting for doors to open at 8:15.
- Late Arrivals: Students who arrive after 8:45 will need to sign in before going to class.

3:30-3:45 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.

- There will be a \$1.00 per minute charge after 3:45 for any late pick-ups.

LEAVING EARLY

- Send a note to school or text the school number if your student is leaving early. Students will need to sign out when leaving early.

Lower Campus:

8:30-8:40 Morning car line

- Enter the property from Bush River Road.
- Go all the way to the bottom of the parking lot before turning left to loop around by the playground.
- Stop in front of the 3 cones on the sidewalk to let your children out. Please have your child(ren) unbuckled BEFORE stopping at the cones.
- 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 drive past the cones and park in the parking spaces on the left, and walk them in.
- Students should go directly to their class.
- Assembly starts at 8:45, so drop off should be complete by 8:40.

12:15-12:20 Half-day dismissal (3k & 4k)

- Enter and exit the same as morning car line & follow afternoon carline procedures.
- There will be a \$1.00 per minute charge after 12:25 for any late pick-ups.

3:15-3:30 Afternoon car line

- 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 in an available parking space and walk up to the door by the basketball court and wait for your child to be called. Students will not be called until the first round of cars has been filled.
- If your child needs assistance getting buckled, please pull out of line, park, and assist them.
- If you are picking your child up early, please send a note to school with your child or text the school number.
- There will be a \$1.00 per minute charge after 3:30

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, attacking 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 Family Portal alert system.

Academics & School Days: **Answer Keys**

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.

Academics & School Days: Middle/High School

Honors: High school courses other than electives have an honors option that can be opted into at registration or the first two weeks of that course. The honors work is in addition to all other course work and is reflected on the transcript in title and weighting. Honors classes have an additional and non-refundable fee of \$50 per course. Students will not be awarded honors credit in a class where the final grade is below a C.

Adding or Dropping a Course: This form can be found on the Family Portal and must be submitted to and approved by administration.

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. Upon approval, that student will be on academic probation and must fulfill all requirements listed in their individual academic probation agreement.

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: Student drivers must submit a student driver form to the office. 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 & Covid

In the interest of every child's well-being, parents MUST keep their child home when he/she is sick.

- 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 and Covid, if one member of the household is diagnosed with influenza or Covid, please keep all siblings home.
- For positive Covid case, please follow the Covid Guidelines at the end of the handbook.

Medication: Parents must update the Family Portal with all medical information.

- Students are not permitted to carry medication (either over-the-counter or prescription) on their persons unless special permission is granted.
- School personnel are NOT able to administer any medications without parent 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 Family Portal 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 be 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 via our monthly order form found on the Family Portal. Packed lunches should also include all the necessary utensils needed, as we do not have extra utensils available.

Parents of students in grades 3K-5th are asked to participate in a healthy snack class rotation facilitated by that teacher/homeroom mom. Acceptable snacks (including birthday treats) are limited to produce or commercially packaged items. Remember that all snacks must be individually packaged. Aside from teacher request and special events, students should not bring food to class.

Water fountains may only be used to refill water bottles. Students may not drink directly from water fountains. If a student forgets their water bottle, they will be given one and their FACTS account will be charged \$1.

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 Festival, 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 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 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 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 in January.

Pie Day

Preschool and elementary students may participate in Scripture memorization and/or a reading program that awards monthly prizes. These optional programs culminate in a favorite Arrows tradition students “pie” teachers in May.

Wax Museum

Each fall, after weeks of preparation, our 3rd-5th graders bring history to life for one special day.

Science Fair

Utilizing the scientific method, 3rd-5th graders research a testable question and present their findings to the Arrows community. 2nd Grade gets their feet wet with a modified version of the science fair.

Family Days

We love to celebrate our Arrows families! Lower Campus 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. A special **Breakfast Buddy** is welcome to attend in lieu of a grandparent, dad, or mom when preferred. Volunteers are needed to set up, clean up, and provide monetary or food donations in order to have these celebrations.

Fall Festival

This is a school wide event for both campuses. Before winter break, the Lower Campus will host a festival for all ages. This event is a great chance to celebrate first semester with friends from both campuses. Volunteers are needed for setup and cleanup.

Night at the Museum

The Upper Campus will be hosting its first Night at the Museum event after winter break. This will be an interactive event showcasing the work of our social studies, art, and stem students. Volunteers are needed for setup and cleanup.

Art Show

This is a school wide event for both campuses. Before spring break, the Upper Campus gym is transformed into an art gallery showcasing our students' finest pieces. The evening is a great chance to celebrate our students' creativity and hard work with friends from both campuses. Volunteers are needed ahead of time to mount artwork and the day of for setup and cleanup.

Fun Run

Students spend several weeks 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!

Kindergarten Graduation

Our kindergarten families will have the opportunity to celebrate this milestone together one morning in May. After a brief ceremony (complete with graduation caps), families are invited to enjoy a picnic together.

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 you to sign up for snack on the week of your child's birthday if you wish to send in a special birthday snack for the class.

- These items must be commercially packaged and, if the snack is a sweet, please limit it to one item. Please notify teachers a week in advance to allow them time to communicate with parents of students with allergies.
- 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.

Academics & School Days: Lost & Found

The lost and found collection is kept in 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.

Academics & School Days: School Closings

In the event of **inclement weather**, Arrows Academy will follow the closing policy of Richland/Lexington District 5 as closely as possible.

- Please note that there may be occasions when our closings/delays may differ that district 5 based on the situation.
- We will alert parents via FACTS Family Portal alert system

SAFETY & FACILITIES

Safety & Facilities: Alert System

Contact information for ParentAlert is generated from the FACTS Family Portal system. **It is extremely important that parents keep their demographics updated in Family Portal with correct contact information**

Arrows Academy uses the Parent Alert system via FACTS. In the event of a true emergency or another situation that requires immediate communication to our school community, we will send information quickly and reliably through multiple methods (phone, text, email). The Parent Alert system will allow us to contact you and keep you informed, providing you with instructions on what is happening and what actions you should take.

Examples of the safety issues that may warrant a Parent Alert are:

- gas leak
- water main break that requires early dismissal
- power outage that requires early dismissal
- school cancellation (power outage or imminent safety concern for example)
- lockdowns
- class quarantine

Based on the situation, Parent Alerts will include instructions and / or next steps. In the event of an emergency, parents can assist the school by:

- remembering to be patient. The administration and staff's priority is the safety of the students, and they take that trust and responsibility extremely seriously. Administrators can communicate with each other and have specific duties in times of crisis. Information will be released as soon as the crisis is over and when verified, accurate information is available.
- refraining from rushing to the school in an emergency—this will allow the staff or emergency response team members to perform their duties without interference or distraction in the event of an emergency.
- don't call the school. Remember that all school staff have a role in the response, and your calls may be distracting. In addition, the school phone lines need to remain open and available for emergency responders.

We will attempt to provide parents and guardians with accurate information as

quickly as possible. However, please understand that events of this nature are very fluid and constantly changing. Also, be aware that information coming from other sources, such as news media, personal Facebook or Twitter, may

Safety & Facilities: **Facilities**

not be accurate.

We are privileged to be able to use our host churches and are entrusted to be good stewards of these resources. 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. Please see the "Conduct and Expectations" section of the handbook for specific rules.

UPPER CAMPUS:

All parents and children should enter through the double doors off the lower lot nearest the intersection of Ashland Road and Bush River Road. This is the gym entrance and the official Arrows Academy entrance. Do not use the door to the church offices located off the upper lot. Aside from carline times, doors will be locked, and a doorbell/intercom must be used to gain entrance. *Please text 803-220-4089 if someone doesn't answer the door promptly.*

LOWER CAMPUS:

During school hours, all parents and children should enter the building through the Fellowship Hall. This is the building with the glass doors below and behind the main entrance. It is accessible by the parking in the rear lot. Aside from carline times, doors will be locked, and a doorbell/intercom must be used to gain entrance. *Please text 803-766-1294 if someone doesn't answer the door promptly.*

Safety & Facilities: **Safety**

Arrows Academy takes safety of our students, teachers and facilities very seriously. We are grateful to our host churches who also value the importance of safety procedures. We have numerous safety protocols in place to help provide a safe learning & work environment for our students and staff. Several of our procedures include:

- Teachers and assistants receive training prior to the start of school on our safety plans and procedures

- All teachers and assistants are required to undergo a background check before working in the classroom
- All staff MUST be wearing their ID while on campus, which includes student allergy information on the backside of IDs
- External doors always remained locked & are monitored
- Only authorized personnel are permitted to open the external doors
- Visitors, students and staff are required to enter and exit through authorized doors only
- Visitors are required to sign in and sign out by the main school entrance and wear an ID tag in plain sight (see the Visitor section of this handbook for detailed information and expectations)
- Teachers that take their classes outside during the school day carry emergency bags, walkie talkies, and have a system in place for quick entry into the building in the event of an emergency

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 few weeks of school.

TORNADO DRILL PROCEDURE:

Students will participate in a tornado drill during the first few 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

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.

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.

This is a brief overview. Additional information can be found in the Quiver Accountability Group Handbook. This can be accessed through the Facts Family portal.

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

The Quiver accountability group is not an option for students who are taking flexible courses at Arrows. An exception is made for seniors, who were members during their junior year and are taking at least 1 class at Arrows their senior year.

Seniors who are not part of the Quiver accountability group may participate in graduation for a fee of \$200, which includes a personalized yearbook page, a personal video montage, a diploma cover, professional photographer and reception.

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 grade or upon enrollment for transfer students entering 9th-12th grade.
- 90 & 180 Day Compliance Forms: Completed online and due upon completion of day 90 and day 180 respectively. Timely submission of all forms is of utmost importance, therefore, a \$10 late fee will be added every 15 days a compliance form is past due.

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 Family Portal 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

- arriving on time & follow directions
- giving them my attention & participating in class
- completing my assignments to the best of my ability
- not cheating or turning in another person's work calling it my own
- not copying and plagiarizing information from the internet or any other source
- speaking respectfully to my teachers

3. Respect for fellow students

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

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

4. Respect for property

- not taking anything that doesn't belong to me
- not damaging or misusing any property
- not chewing gum, eating/drinking in class without teacher permission

5. Respect for authority

- turning in cell phone at the designated location upon arrival at school.
- using laptops, tablets or other electronic devices at school only for school purposes.
- remaining in designated school areas and signing out before leaving school early
- not bringing weapons (including pocket knives), tobacco, drugs, alcohol, or pornographic material on campus
- not using inappropriate language

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: _____

Student Name (printed): _____

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: _____

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 the grade overview sheets for my child(ren)'s classes.*

Parent Signature and Date: _____

Academics & School Days: Covid Guidelines

These guidelines were updated in July of 2021. The school will continue to review and update this guidance as the situation evolves. This guidance applies to people who are not vaccinated. See options on final page for individuals who are fully vaccinated.

At this time, there are no mask requirements at either campus. Should we need to reinstate a mask policy, students and staff will be required to wear a mask or face covering when entering/exiting the building, during transition and when mixing groups. Masks will not be required in classrooms. All students and staff are welcome to wear face coverings beyond the requirements if preferred. This plan will be modified if government and/or host church requirements dictate.

The following Covid Guidelines are subject to change according to CDC guidelines and state mandates. Should procedures change, parents will be notified via the Family Portal & Newsletter.

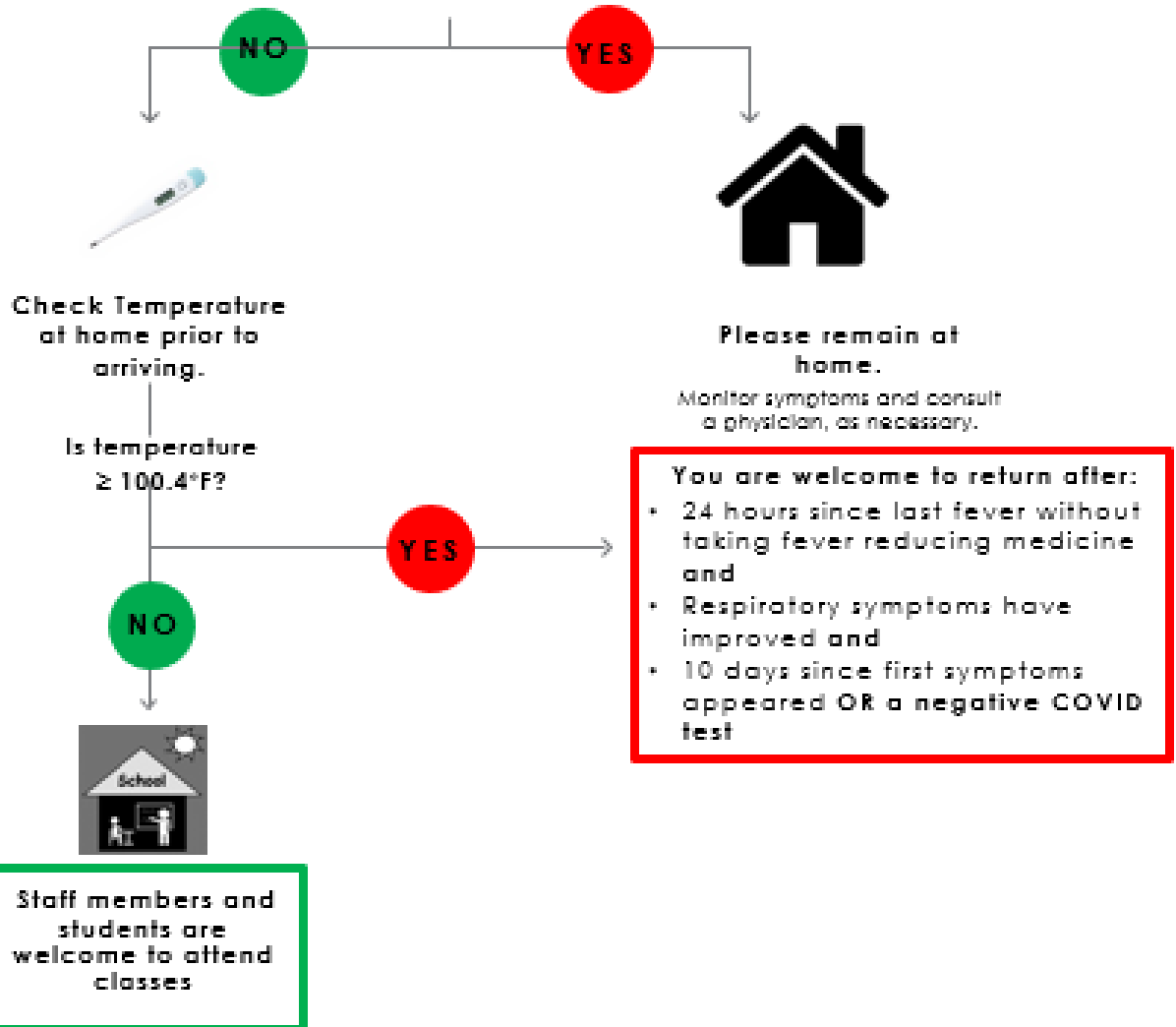
Families will play a crucial role in overall student safety by triaging students prior to arrival by checking temperatures at home.

Attendance at Arrows Academy

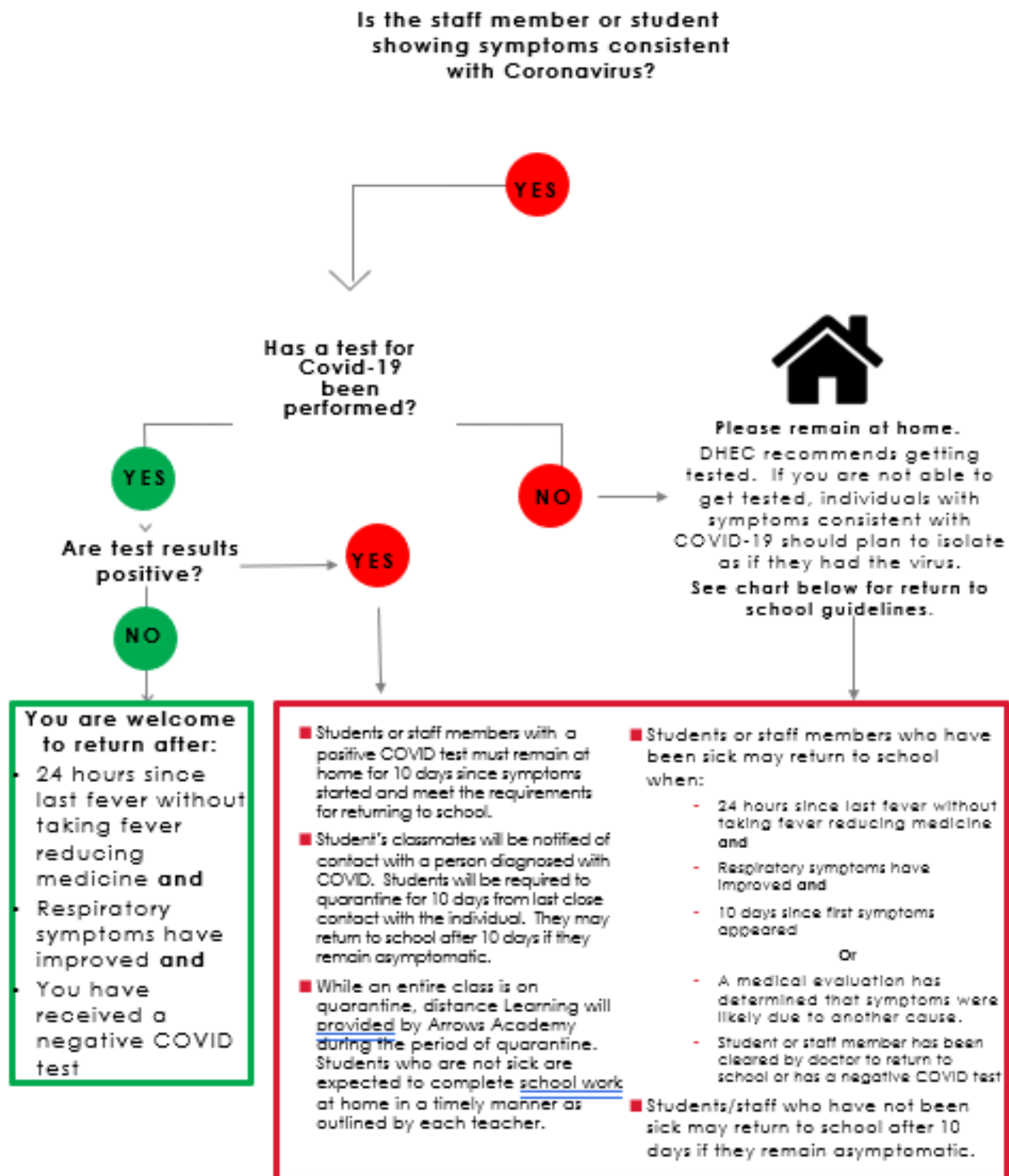
Does the staff member or student have symptoms associated with Coronavirus?

- Fever?
- Cough?
- Shortness of breath/trouble breathing?
- Loss of taste or smell?

*This is not a complete list of all symptoms of COVID -19. Please see www.scdhsc.gov or www.cdc.gov for a complete list.



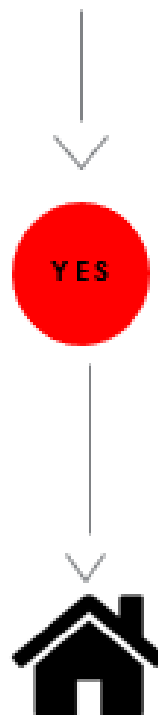
Staff and Student Health



Contact with COVID

Has an Arrows student or staff member been in close contact (defined as being within 6 ft. for a cumulative 15 minutes) with a person diagnosed with COVID-19?

Note: A person is considered able to spread the virus up to 2 days prior to having symptoms.

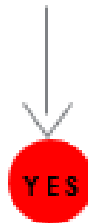


Please remain at home.

- Students or Staff who have been in close contact with a person who has tested positive for COVID-19 must remain at home for 10 days from last contact with the individual. People who have tested positive for COVID-19 within the past 3 months and recovered do not have to quarantine or get tested again as long as they do not develop new symptoms.
- Students are expected to keep up with schoolwork via FACTS ParentsWeb while they are on quarantine and not sick.
- Students and Staff may return to school after 10 days if no symptoms were reported during daily symptom monitoring.
- Classmates will remain at school and will not be affected. *If a teacher must quarantine due to contact with a person diagnosed with COVID-19, the teacher's class will continue meet in person at Arrows Academy.

Household Member Health

Has an asymptomatic Arrows student or staff member been in close contact with a household member who has symptoms consistent with COVID – 19?



Has the household member been tested for COVID-19?

NO

YES

Did the household member test positive for COVID-19?

YES

NO

*If a household member is waiting for COVID results, staff/students should remain at home until a diagnosis is made or COVID is no longer suspected.



Please remain at home.

Monitor symptoms and consult a physician, as necessary.

If the ill household member does not get tested, DHEC advises the person to isolate as if they had the virus until cleared by a medical professional or the individual receives a negative COVID test.

The student/staff member living in the same household with an ill individual should follow protocols for contact with COVID.

The required 10 day quarantine period begins the day that the student had their last close contact with the ill household member. Student or staff member must remain asymptomatic throughout the 10 day quarantine period in order to return to school.

If the student/staff member remains in direct contact with the ill household member, quarantine begins on the date the household member has been cleared from their isolation period.

Students and staff may attend school if household member's health does not worsen.

Students and staff should use an abundance of caution when returning to school.

Q & A

Please note that we cannot address all scenarios and questions in this document. Please email admin with individual questions or concerns.

- When does a person need to stay home? Please exercise an abundance of caution and self-quarantine if you have fever or symptoms of COVID-19.
- Students/Staff must stay home from Arrows Academy for a period of 10 days if:**
- Student/Staff has tested positive for COVID-19
 - Student/Staff has been in direct contact with a person diagnosed with COVID-19 including household or non-household members
 - Student/Staff has been in close contact with a fellow student or staff diagnosed with COVID-19
- What instruction will Arrows Academy provide while my family is quarantined due to contact with a person diagnosed with COVID-19?
- If an individual family is quarantined, the students should follow along with schoolwork posted on FACTS ParentsWeb. All work will be due when they return to school unless otherwise noted by the teacher.
- What instruction will Arrows Academy provide while my child's class is quarantined due to a student or staff diagnosed with COVID-19?
- If an entire class is quarantined, distance learning (Zoom or pre-recorded video instruction) will be provided. Students who are not sick are expected to complete schoolwork in a timely manner as outlined by the teacher.
- How will my child's grades or schoolwork be affected if we self-quarantine due to suspected virus?
- It is the desire of Arrows Academy that all families exercise an abundance of caution when determining if your children are well-enough to attend classes.** Arrows Academy will work with families to ensure students have the information they need to complete assignments at home in a timely manner. Communication is critical to the success of your student. Please communicate regularly with your child's teacher if you have any questions or concerns.
- Who should I contact if my child has COVID-19?
- Please contact 803-220-4089 (Columbia Campus) or 803-766-1294 (Cornerstone Campus) if your child has been diagnosed with COVID-19. An administrator will respond to your call or text as soon as possible.
- How will I be notified if my child's class is quarantined due to a person in the class diagnosed COVID-19?
- If your child has been in contact with a person diagnosed with COVID-19 while attending Arrows Academy, you will be notified via the FACTS Parent Alert system or email. All close contacts will be on quarantine for 10 days from last contact and initiate distance learning. The teacher and/or administration will provide directions for distance learning via email or Facts ParentsWeb/LMS.

Option for Shortening Quarantine Period

The CDC has provided an option for shortening the time period of quarantine for students and staff who have had close contact with a person diagnosed with COVID-19.

Quarantine can end after **Day 7** if a viral test is negative **AND** if no symptoms were reported during daily symptom monitoring. The following criteria must be met:

1. The viral test must be collected **no sooner than Day 5** to be used to shorten quarantine, but quarantine cannot be discontinued earlier than completion of Day 7.
2. Viral tests include those collected by a swab of the nose or throat (PCR or antigen tests). Blood tests for antibodies may not be used to shorten quarantine.

Option for fully Vaccinated People

Vaccinated persons with an exposure to someone with suspected or confirmed COVID-19 are not required to quarantine if they meet **all** of the following criteria:

1. Are fully vaccinated (i.e., ≥ 2 weeks following receipt of the second dose in a 2-dose series, or ≥ 2 weeks following receipt of one dose of a single-dose vaccine).
2. Have remained asymptomatic since exposure.
3. Persons who do not meet the above criteria should continue to follow current quarantine guidance after exposure to someone with suspected or confirmed COVID-19.

Academics & School Days: Distance Learning

While our aim at Arrows Academy is to always have school on campus, we want to give a clear picture of what to expect from Arrows Academy if distance learning is required school-wide or for an individual grade if quarantined due to Covid exposure.

Pre-school – 2nd grade classes

- Core teachers will facilitate an online zoom class on Tuesday and Wednesday for 30-45 minutes
- Special Area teachers (art, music, missions, PE & hands on sci/ss) will facilitate an online zoom class on Tuesday and Wednesday.
- Pre-recorded instruction may be available via the Family Portal for parents to access at their convenience in addition to or in lieu of an online class.
- Student attendance is optional. Teachers will post homework on the Family Portal as normal.

3rd- 8th grade classes

- Core teachers will facilitate an online zoom class on Tuesday or Wednesday for 30-45 minutes for each subject
- Special Area teachers (art and Bible) and/or Elective teachers will facilitate an online zoom class on Tuesday or Wednesday.
- Pre-recorded instruction may be available via the Family Portal for parents to access at their convenience in addition to or in lieu of an online class.
- Student attendance is optional unless the course is for High school credit (Physical Science, Art 1, and Spanish 1). Teachers will post homework on the Family Portal as normal.

High School classes

- Core teachers will facilitate an online zoom class on Tuesday or Wednesday for 45-60 minutes for each subject
- Elective teachers will facilitate an online zoom class on Tuesday or Wednesday for 30-60 minutes.
- Pre-recorded instruction may be available via the Family Portal for parents to access at their convenience in addition to or in lieu of an online class.
- Student attendance is required. Teachers will post homework on the Family Portal as normal.

Distance Learning Classes via Zoom

In order to keep our zoom meetings secure and our students safe, teachers will post zoom invitations and links on the Family Portal, password protect each meeting, utilize the wait room until class begins, and not allow students to share their screens.

Code of conduct for distance learning

- Students must have their video turned on.
- Students are to mute their microphone and use the “raised hand” button and wait to be called upon by their teacher.
- Students are not allowed to use the chat feature during class time unless instructed to do so by the teacher.
- Students need to be in a setting with minimal distractions.
- Parents need to be readily available to facilitate the needs of their student.
- Assignments completed during distance learning days will be held to the same grading standards as when learning on campus.