



Parent/Student Handbook  
2017 - 2018

## I. Purpose

### Why "Arrows"?

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

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

## II. Contact Information

### Administration:

#### Directors:

Crystal Bilbrey	Phone: 615-796-9565	Email: <a href="mailto:crystal@arrowsacademy.org">crystal@arrowsacademy.org</a>
Tammy Gentry	Phone: 770-337-2856	Email: <a href="mailto:tammy@arrowsacademy.org">tammy@arrowsacademy.org</a>

### Kennesaw Campus

Arrows Academy Kennesaw  
4801 Wade Green Rd  
Acworth, GA 30102  
Telephone: **770-765-7923**

## III. Statement of Faith

Arrows Academy requires its teachers to agree to the following statement. Due to the varied backgrounds and denominations represented by our student body, we will major on the majors and minor on the minors.

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

## IV. Admission Procedures

1. Submit Registration form and fee
2. Receive Enrollment Letter and course selection form if applicable
3. Submit requested forms along with supply fee
4. Pay yearly tuition or First Monthly payment
5. Attend Parent orientation
6. Submit parent agreement and student expectation form

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

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

In order to maintain a wholesome Christian atmosphere and to prevent any negative reflection on the school itself, Arrows Academy 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.

## V. Drop off & Pick Up

### **Kennesaw Campus:**

#### 8:15-8:25 Morning car line

- ❖ Please enter the parking lot to the right of the church (toward church offices, away from the pre-school) and follow the outer edge of the lot to the back of the building. Turn left at the back of the building and drive to the double door back entrance. Car line will begin to line up directly in front of the double steps. Exit carline by proceeding forward around the building.
- ❖ Assembly starts at 8:30, so drop off should be complete by 8:25.
- ❖ Students who arrive after 8:30 will be required to text or call the school office (770-765-7923) to be allowed access to the Arrows Entrance. \*Please do not go to the church office for entrance to the building.

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

- ❖ Enter and exit the same as morning car line.
- ❖ Please have your carline tag visible.
- ❖ If you prefer to park and pick up your child, you will need to park in the back lot and 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. 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.

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

Do not depend on the Long Range Plans on RenWEb 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. RenWEb Homework updates and communication folders will provide the most accurate and up to date assignments.

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

<b>Contact Directory</b>	
<b>All Campuses</b>	
Leadership questions / concerns	Jessica Jones, admin@arrowsacademy.org
Renweb	Kathleen Kemp, Kathleen@arrowsacademy.org
<b>Kennesaw Location</b>	
General questions, concerns	Crystal Bilbrey, crystal@arrowsacademy.org
PTO & Special Events	Crystal Bilbrey, crystal@arrowsacademy.org
Teacher/ class/ student concerns	Tammy Gentry, tammy@arrowsacademy.org

## VII. Dress Code

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

- No low cut necklines on shirts, tanks with spaghetti straps, shirts that reveal midriffs or have inappropriate pictures/slogans. No lace or see through tops without a dress code appropriate shirt underneath.
- Shorts should fall at least half way between the hip and the knee.
- Little girls’ skirts/dresses should have shorts underneath. Older girls’ skirts should be finger-tip length.
- Pants should not show any part of a guy’s undergarment due to bagginess or holes.
- No tight clothing. Leggings must be worn with a finger-tip length shirt/skirt over them.
- Hats may not be worn in the building.
- Shoes should 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.

## VIII. Phones and Electronics

Phones and electronics are not allowed on campus. If a student brings a phone, iPod, mp3 player, etc., it will be confiscated and returned only to that student's parent. Students taking computer classes or journalism may bring their laptop to school for use in that class. Use of laptops are limited to educational purposes only.

## IX. Care and Use of Facilities

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.

### **Kennesaw Campus:**

- All parents and children should enter the back of the building through the Double doors. This is the official Arrows Academy entrance. **Do not use the door at the front of the church, the office or the preschool doors.** Aside from carline times, doors will be locked, and our school phone must be contacted to gain entrance. *Please text 770-765-7923 if you will be arriving outside of normal carline times.*

### **All Campuses**

- Students and parents should remain in the Arrows area at all times. Doors and areas will be clearly marked.
- Students should not be outside or on the playground during Arrows Academy hours unless under parent or teacher supervision.
- All trash, both inside and out, should be thrown away in proper receptacles.
- Students should not be in the building after hours unattended.
- Siblings of Arrows Academy students must be supervised at all times when on campus
- No gum
- No weapons
- No drugs or alcohol
- In order to protect student's safety, Arrows Academy reserves the right to conduct unannounced and random searches of student's belongings while they are on campus if we suspect potentially harmful contents.

## X. Visitor Policy

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

- Be sure to sign-in / sign-out, and wear a visitor name tag at all times.
- Please limit your visit to no more than 30 minutes.
- Please do not interrupt or interact with the teacher or assistants during class and transitions. They have limited class time, and we want them to use it to the fullest, in addition to provide full attention to the 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 have food allergies, some severe.

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

## XI. Emergency Plans

Emergency Plans are in place and reviewed during teacher training.

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

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

**INTRUDER PROCEDURE:** Exterior doors remain locked during the school day. Should an intruder gain access, teachers will be notified in one or more of the following ways: emergency alert via bell system, cell phone alerts, direct contact from administration.

## XII. 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.

## XIII. Disciplinary Process

**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 should have a plan in place to encourage and reward hard working students. Some examples may include class coupons, stickers, class treats, school wide fruits of the spirit awards and a school store.

### **Correction:**

1. Verbal correction/counsel- the teacher may privately and prayerfully have a discussion with a student concerning misconduct, poor attitude, lack of responsibility, etc. At this point the teacher is free to explain the concerns and potential difficulty. If the student is responsive and has a teachable heart no further discipline will be needed.
2. Examples of consequences could be: Silent Lunch, afterschool detention (1 hour Tuesday or Wednesday), walking laps at recess, cleaning, and age-appropriate work may be assigned to students.
3. Parent notification – Parents will be notified about the student’s behavior or attitude and asked to fulfill their God-given role of correction via RenWeb.
4. Meeting with the director: if the misconduct continues, the student will be sent to the School’s office. The Administrator will discuss the student’s actions with them, pray with them and decide further consequences.
5. Disciplinary Probation. Probation gives the student the opportunity to correct a serious problem. Reasons for probation are as follows:
  - a. Continued, deliberate disobedience.
  - b. An unchanged rebellious spirit that continues after counseling and prayer.
  - c. A continued negative attitude and bad influence upon other students.
  - d. A serious breach of conduct inside or outside of the school that negatively affects the testimony of the student/school.
6. If disciplinary probation is unsuccessful, a parent will be required accompany their child to all Arrows Academy classes



## XIV. Parent Volunteer Positions & PTO

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

## XV. Grades and Progress Reports

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

### **Grade 3 & up: Core subjects:**

35%-45%= Homework  
15%-30%= Class work & Participation  
25%-45%= Quizzes, Tests, & Projects  
5% = 6<sup>th</sup> & up will also have behavior/participation incorporated into their class grade.

Grading Scales	
E= Exceeds Expectations	A = 90-100
M= Meets Expectations	B = 80-89
N= Needs Improvement	C = 70-79
	D = 60-69
	F = Below 60

To allow for trips, etc. that are part of each homeschooling family's life, grades will be dropped each semester (see individual syllabi for details). Additional exceptions will not be made aside from emergency and extreme situations.

The homework policy for students who miss a day or two due is that a student's work is due on the day they return. If they miss multiple days, special arrangements can be made with the teacher. 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.

## XVI. Middle & High School Students

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

**Plagiarism:** Cheating will not be tolerated. Students must complete all work by themselves unless designated by the teacher as a partner or group assignment. All manners of cheating, including plagiarism will result in an automatic zero for that

assignment. This includes, but is not limited to copying sources such as Spark notes, Cliff Notes, internet sites, etc. and will also result in disqualifying a student from honors credit for that course. Passive plagiarism will be treated in this same manner and both parties will be held responsible. Examples of passive plagiarism include: allowing a friend to "borrow" a workbook, text, or assignment with the necessary work completed or already in progress.

**Academic Probation:** Students who earn less than a 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/Participation Grade:** After each class, students will receive a grade according to the following scale:

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

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

**Silent Lunch & After school Detention:** Admin will track and follow up with students once silent lunches have been assigned by a teacher. Administration will track silent lunches and contact parents once three have been served. Students who serve four lunch detentions will automatically receive an after school detention.

**Student Drivers:** Students with driver's licenses will be permitted to drive with written notification to the Arrows Academy staff. Upon receipt of a copy of the student's driver's license, a parking pass will be issued and must be displayed from the rear view mirror while student is on school grounds. Early dismissal will not be permitted without written consent from the parent. Transportation of other students will not be permitted unless previous arrangements have been made between all parental parties involved and Arrows Academy.

## XVII. School Closings

In the event of inclement weather, Arrows Academy will follow the closing policy of Cobb County. When possible, we will alert via text, website, and/or RenWeb.

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

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

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

## XIX. Lunches & Snacks

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

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

## XX. Parties

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

## XXI. Assembly

Each day starts with Assembly in Kidz Place Chapel. In addition to devotions, praise & worship, students will be encouraged to learn scripture each month. Parents are welcome to join us during assembly but will need to sign in as a visitor at the school office first.

## XXII. Special Needs

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

## XXIII. Lost and Found

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

## XXV. Parent Expectations

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

This Family Partnership Agreement is a requirement 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
  - Modeling effective conflict resolution by handling concerns appropriately, directly and honestly, only with those involved
  
- \* To show respect for the importance of school by having students:
  - Arrive on time and remain the full length of the school day
  - 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 RenWeb weekly and reading bi-weekly newsletters 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

## **Student Responsibilities**

- \* To join staff and peers in creating a healthy supportive and safe environment for learning to take place by:
  - considering the needs of others
  - encouraging the efforts of classmates
  - refraining from behavior that would belittle or discourage others
- \* To understand that learning takes work and to give his/her best effort
- \* To come to school prepared to learn with necessary materials and completed assignments
- \* To make good use of time by:
  - arriving on time
  - exhibiting attitudes and behaviors that encourage a learning environment
- \* To communicate honestly and respectfully with the Arrows staff
- \* To complete and turn in homework and projects, as directed, and on time
- \*To adhere to the school's dress code

## **Responsibilities of Arrows Academy**

- \*To provide, encourage, and train qualified instructors who are passionate about inspiring and encouraging students
- \*To partner with parents in the instruction of Christian values and principles
  - by encouraging and modeling Christ-like behavior
  - praying with and for students
- \*To research resources, activities, and curriculum to continuously improve Arrows Academy
- \*To act as mediator to resolve conflicts
- \*To promote and recognize Christ like behavior and academic excellence

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

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

# XXVI. Student Expectations

## 1. Respect for God

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

## 2. Respect for teacher

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

## 3. Respect for fellow students

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

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

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 each of the syllabi for my child(ren)'s classes.*

Parent Signature and Date: \_\_\_\_\_



## XXVII. Student Expectations (younger version)

### 1. Respect for God

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

### 2. Respect for teacher

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

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

### 3. Respect for fellow students

I will treat fellow students with respect and kindness. 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: \_\_\_\_\_