

ARROW ACADEMY

Parent- Student Handbook



Psalm 127:4-5, "Like arrows in the hands of a warrior are children born in one's youth. Blessed is the man whose quiver is full of them. They will not be put to shame when they contend with their opponents in court." This is the verse we've built upon to assist us in our mission. Our children are arrows and need to be crafted and molded as such in preparation to be launched into their calling and destiny.

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Table of Contents

INTRODUCTION			18
Organization	2	Textbooks	18
Arrow Academy Mission Statement	2	Assignments	19
Arrow Academy Vision Statement	3		
Arrow Academy Mascot	3	DRESS CODE	19
Arrow Academy Colors	3	Shirts/Tops	19
	3	Pants/Dresses/Skirts	19
	3	Shoes	19
	3	Jewelry	19
		Consequences of Dress Code Violations	20
HISTORY & PHILOSOPHY			
STATEMENT OF FAITH	4	ATTENDANCE POLICY	20
OBJECTIVES OF THE SCHOOL	6	School Hours	20
PARENTAL RESPONSIBILITIES	7	Preschool Hours	20
Volunteer Service	7	Elementary & Middle School Morning Arrival	21
		- Drop Off Procedure	
STUDENT CONDUCT	8	Afternoon Dismissal – Pick Up Procedure	21
Student Behavior	8	Individual Dismissal Request	21
Anti-Bullying Policy	9	Closed Campus	22
Rationale	9	Tardies/Early Departures	22
Definition	9	Excused / Unexcused Absences	22
Policy Statement	9	Family Days	23
		Make-Up Work	23
STUDENT ANTI-HARASSMENT POLICY	10	ATTENDANCE POLICY	23
Definition of Sexual Harassment	10	Homework for Grades K-4	23
- Unwelcome And Offensive	11	Homework for Grades 5-8	23
- Verbal Harassment	11	Grading	24
- Physical Sexual Harassment	11	Report Cards	24
- Sexual Harasser	12	Progress Reports	25
- Race, Color, National or Ethnic Origin, Age and		Standardized Testing	25
Disability Harassment	12	Academic Integrity Policy	25
- Examples of Harassment, Bullying or Intimidation	12	Cheating	25
Definitions of Bullying or Intimidating Behavior	13	Consequences	26
Prohibited Actions	13	ADMITTANCE POLICY	26
What to do if you experience or observe Harassment,		Non-discriminatory Policy	26
Bullying or Intimidation	13	Admissions	26
Confidentiality	14	FINANCIAL POLICY	27
Protection against Retaliation	14	Tuition	27
Procedure for Investigation of a Complaint and		Late Tuition Fees / Delinquent Accounts	27
Taking Corrective Action	14	Sending Money, Order, Etc.	27
Discipline	14	Re-Enrollment Policy	27
Detention	14	Late Enrollments	28
Suspension	15	Withdrawals	28
Probation	16	Refunds	28
Expulsion	16	Discounts	28
ELECTRONIC DEVICES	17	Before School Program	29
Computer Use	17	After School Program – After Care Study Hall	29
Internet Use	17	Abuse Reporting	29
Penalty for Inappropriate Use	18	Fire Drills/Security Drills	30
Weapons	18	Fire Alarms	30

Table of Contents

Student Physicals	30
WELLNESS	30
Health & Safety	30
Sick Policy	31
Medication	31
First Aid Emergencies	32
GENERAL INFORMATION	32
Chapel	32
Nutritional Guidelines	33
Gum Chewing	33
Birthdays / Holidays	33
Treats	33
Holiday Practices	34
Physical Education	34
Labeling Children's Belongings	34
Field Trips and Off Campus Events	34
Lost and Found	35
School Supplies	35
Elementary School Rewards	35
- Annual Awards	35
Middle School Awards	36
- Annual Awards	36
Attendance	36
Transportation	37
INCLEMENT WEATHER INSTRUCTIONS	37
EVACUATION PROTOCOL	38

ARROW ACADEMY

SCHOOL BOARD COMMITTEE:

Pastor Joseph Arminio

Elder Donnie Rosa

Elder Marc Siegel

Elder Bruno D'Innocenzo

Jessica Jaruczyk, Principal

INTRODUCTION

Dear Parents and Students:

Welcome! We are very excited about this school year and we hope that you are, too. Arrow Academy is counting on your support to make this year the best.

The staff at Arrow Academy is dedicated to discovering your needs, and helping you benefit as much as possible from your experience with us. Many opportunities for spiritual and personal growth, as well as deep and lasting friendships will be made possible through our school program.

This handbook is designed to give you an understanding of the basic policies and procedures of Arrow Academy. We hope it is a benefit to you. If you have any questions, please feel free to contact us.

We look forward to getting to know each one of you. Please join us in praying daily for our school. By working together, Arrow Academy can become all that God has destined it to be.

Sincerely in Christ,
The Administration, Teachers, Staff, and School Board of Arrow Academy.

Organization

Arrow Academy of Whippany, New Jersey operates within the structure of the Constitution and by-laws of Abundant Life Worship Center.

Arrow Academy Mission Statement

Our mission is to raise a generation that will change the world. By providing an excellent academic curriculum within a Christian worldview we strive to empower students to excel in both who they are and what they do. To have the heart of Christ, serve their neighbor and walk-in Christ-like leadership.

Arrow Academy Vision Statement

We at Arrow Academy believe that it is not just about what God can do for us and in us, it's about what God wants to do through us! We believe it to be an honor and our responsibility to educate the next generation with academic excellence. At Arrow Academy we aspire that as students learn within the context of a Christian worldview and come into a personal relationship with Jesus, they would walk in their calling and set out to be agents of change. We embolden and disciple students to be arbiters of change. We challenge them to see the needs of the world they live in and step in to serve as Christ taught.

Arrow Academy Mascot

The Gladiators

Arrow Academy Colors

Royal Blue, gold and white

HISTORY & PHILOSOPHY

Pastor Joseph Arminio is the Founder and Senior Pastor of Abundant Life Worship Center of Whippany, New Jersey. The Worship Center is a multi-ethnic church, where people, from all walks of life, come together to worship God and learn how to live a godly life in Christ Jesus.

The Church, established in 1991 to the praise and honor of the Lord Jesus Christ, has been experiencing wonderful moves of the Holy Spirit. Pastor Joe has been in full time ministry since 1981 and believes that this is the hour that God is releasing His power to teach and raise up His people among future generations.

Arrow Academy, formerly Abundant Life Christian School, was birthed out of Abundant Life Worship Center of Whippany Community Center Corp. in 2008. It is a private Christian school, serving students in grades preschool through eighth grade. The Community Center was

organized to develop programs and services for the enhancement of the community in Hanover Township and the surrounding townships, including but not limited to the development of programs to promote the health and well-being of the body, mind, and spirit of the community.

Specifically, Arrow Academy (formerly ALCS) has been established to help parents with their God given responsibility to train their children in the nurture and admonition of the Lord. In partnership with you the parent(s), we seek to develop your child as a whole person: spirit, soul, and body. Our program is designed to develop your child's education, social skills, emotional well-being, physical health, and spiritual awareness of the love of God. Working together, we desire to promote Christian character in every child in a loving, nurturing, educational environment and friendly, caring atmosphere.

STATEMENT OF FAITH

ABUNDANT LIFE WORSHIP CENTER OF WHIPPANY, INC. embraces the following statements concerning the truth. The Bible is our all-sufficient rule for faith and practice. This Statement of Fundamental Truths is intended simply as a basis of fellowship among us (i.e., that we all speak the same thing, and that there be no division among us | Corinthians 1:10; Acts 2:42). No claim is made that it contains all Biblical truth, only that it covers our need as to these fundamental doctrines.

- The Holy Scripture, both Old and New Testaments, is the inspired Word of God. It is the sufficient, authoritative, infallible rule of faith and conduct and guide to salvation. (Isaiah 40:8; Acts 20:32; I Thessalonians 2:13; II Timothy 3:15-17; Hebrews 4:12; I Peter 1:23-25; II Peter 1:20-21).
- Scripture teaches that there is one and only one True and Living God, Who is self-existent, and the eternal. He has chosen to reveal Himself as Father, Son, and Holy Ghost, in the same essence, though distinct in personality, relationship and association (Deuteronomy 6:4; Isaiah 43:10-13, 48:12-13,16; Matthew 28:19; Mark 12:29; Luke 3:22; I John 5:7).
- God created man in His own image as a triune being, according to Genesis 1:26-27, consisting of spirit, a soul, which is made up of the mind, will and emotions, and a body (I Thessalonians 5: 23).
- Primitive Man and His Fall: Our first parents, in their original state, were upright. The only tendency of their nature was to do righteousness. They naturally preferred and desired to obey their Creator, and had no preference or desire to transgress His will until they were influenced and inclined by Satan to disobey God's commands. In consequence of the first transgression, the state under which the posterity of Adam came into the world is so different from that of Adam that they have not that righteousness and purity which Adam had before the fall; they are not willing to obey God but are inclined to evil. Hence

none by virtue of any natural goodness and mere work of their own can become the children of God (Genesis 1:26-31, 3:1-24; Eccl. 7:29; Psalms 51:5; John 6:44, 8:44; I John 3:7-9; Romans 5:12-21; I Corinthians 2:14).

- Jesus Christ the Son of God and the Son of Man, was born miraculously of the Virgin Mary (Matthew 1:23; Luke 1:31, 35).
- The Holy Spirit: Sanctification is the process by which through the Holy Spirit, according to the will of God, we become partakers of His holiness; that it is begun at regeneration; and that it is carried on in the hearts of believers by the presence and power of the Holy Spirit (I Thessalonians 4:5; I John 2:29; Romans 8:5; Philippians 2:12-13).
- The Salvation of Man: The grace of God, which brings salvation, has appeared to all men, through the preaching of repentance toward God and faith toward the Lord Jesus Christ; man is saved by the washing of regeneration and renewing of the Holy Ghost, and, being justified by grace through faith. (Romans 8:16-17, 10:8-17; Luke 24:47; Titus 2:11, 3:4-7; Ephesians 2:8-10).
- Final Result of Salvation: The spirit and soul of the believer who dies in Christ immediately goes to be with the Lord (Ecclesiastes 12:7; Luke 23:42-43; II Corinthians 5:1:22-24). The body of believers will put on immortality (I Corinthians 15:50-54; Philippians 3:20-21).
- Marriage: The Church will recognize only marriage as defined by God as between one man and one woman.
- Baptism in Water: The ordinance of baptism by immersion for the believer is a burial with Christ, to be observed, whenever physically possible as commanded in the Scriptures by all who have repented and truly believed in their heart on Christ as Savior and Lord. The method of baptism will be by immersion. (Matthew 28:18-20; Mark 16:16; Acts 2:38; 10:47-48; Romans 6:4; Colossians 2:11-12).
- Baptism in the Holy Ghost: The baptism of believers in the Holy Ghost is evidenced by the initial physical sign of speaking with other tongues as the Spirit gives utterance, and by the subsequent manifestation of spiritual power in public testimony and service in love. (Acts 1:8, 2:4, 42-43, 10:44-47, 11:14-17, 15:7-9, 19:2, 6; Isaiah 28:11; Mark 16:17; I Corinthians 4:1-5, 5:16).
- Sanctification is a daily, progressive act of separation from that which is evil, and of a dedication unto God (Romans 12:1-2; I Thessalonians 5:23; Hebrews 13:12).
- The Church is the body of Christ, the habitation of God through the Spirit, with divine gifts and ministries for the fulfillment of her great commission and purpose. (Ephesians 1:22-23, 2:19-22; I Corinthians 12:12-28; Hebrews 12:23).

- The Church is to be taught and led by the apostles, prophets, evangelists, pastors and teachers for the purpose of every believer seeing and exercising his priestly and kingly ministry. (Ephesians 4:11-13)
- Divine healing is an integral part of the Gospel. Deliverance from sickness and disease has been provided for in the atonement and is the privilege of all believers to receive. (Psalms 103:1-6; Isaiah 53:4-5; Matthew 8:16-17; Mark 16:17-18; James 5:14-16; I Peter 2:24)
- The resurrection of those who have died in Christ and their translation together with those who are alive and remain unto the coming of the Lord is the imminent and blessed hope of the Church. (I Thessalonians 4:16-17; Romans 8:23; Titus 2:13; I Corinthians 15:50-54)
- The second coming of Lord Jesus Christ from heaven includes the rapture of the saints, which is our blessed hope, followed by the visible return of Christ with His saints to reign on the earth for one thousand years (Zechariah 14:1-9; Matthew 24:27-31; Revelation 1:7, 19:11-16, 20:1-6). This millennial reign will bring the salvation of the national Israel (Ezekiel 37:21-22; Zephaniah 3:19-20; Romans 11:26-27) and the establishment of universal peace (Isaiah 11:6-9; Psalm 72:3-8; Micah 4:3-4).
- There will be a final judgment in which the wicked dead are judged according to their works. And if anyone's name is not found written in the Book of Life, together with the devil and his angels, the beast and the false prophet; will be sentenced to everlasting punishment in the lake which burns with fire and brimstone, which is the second death (Matthew 25:46; Mark 9:43-48; Hebrews 6:1-2; Hebrews 9:27; Revelation 19:20, 20:11-15, 21:8).
- The New Heaven and the New Earth: "We, according to His promise, look for new heavens and a new earth wherein righteousness dwelleth." (II Peter 3:13; Revelation 21:22).

OBJECTIVES OF THE SCHOOL

- To help parents fulfill the responsibilities given them in Scripture to bring up their children "... In the nurture and admonition of the Lord." (Ephesians 6:4)
- To provide opportunities for learning through the use of appropriate developmental curriculum.
- To direct each child's heart toward God and help him/her to follow His Word and His purpose for his/her life. (Proverbs 1:7)
- To help each child attain a satisfactory emotional and social adjustment.

- To help each child develop an appreciation for themselves and others as being created in the image of God with due love and respect.
- To establish an educational environment that is safe and conducive to learning. (Deuteronomy 6:6-7)

PARENTAL RESPONSIBILITIES

Parents/Guardians of Arrow Academy students agree to wholly support the school's Biblical standards and environment of holiness and love in word and deed as based.

Additionally, parents agree to:

Make a concerted effort to attend the school activities in which your student is involved and attend the Parent-Teacher conferences.

Volunteer service

1. Support Arrow Academy with your **volunteer service**. Any adult family member (i.e. grandparent, aunt, uncle, etc.) may serve to contribute to service hours.
2. Provide prayer support for our school. This is essential. This is a spiritual battleground, and the battle must be fought with spiritual weapons. [Ephesians 6:13-20]
3. Support and uphold Arrow Academy's standards and policies.
4. Maintain communication with Arrow Academy. When you have questions concerning school procedures or policies, contact the person most immediately involved by calling the office for an appointment or return call.
5. Not share problems you have concerning the school or its members with anyone who is not directly involved or part of the solution to your concern (i.e. other parents or students).
6. Refrain from taking your student out of school unnecessarily. Independent study (self-directed study) must be arranged in advance.
7. Be informed and involved with your student's work. If your child is having a problem, make an appointment with his/her teacher. Don't wait for the teacher to contact you.

STUDENT CONDUCT

All students are expected to conduct themselves according to the highest Christian standards of honesty, honor, integrity, responsibility, and love toward his fellow Christians. The administration reserves the right to dismiss a student who, in its judgment, does not conform either to the stated regulations governing student conduct or to the expressed principles, policies, and programs of the school.

Student Behavior

Listed below are guidelines regarding standards of student behavior. Students are expected to act according to these guidelines at all times, whether on or off school campus, including sports events and school related activities:

1. Arrow Academy students are expected to treat others with the same respect with which adults in school treat them.
2. A student's actions, dress, possession, etc., on or off campus may not cause a problem for anyone else.
3. Problem actions include, but are not limited to: Not following school staff's instructions, misuse of facility, misuse of computers/Internet, lying, bullying, teasing, cheating, stealing, loitering, playing or visiting in restrooms or out of bound areas, inappropriate language, being unsafe, violence, romantic displays of affection, discussions regarding sexual matters and innuendo. Students are to follow a hands-off policy; no hitting, slapping, wrestling, or play fighting.
4. Problem dress includes, but is not limited to: Violations of the Arrow Academy dress code during school activities.
5. Problem possession includes, but is not limited to: Unauthorized electronic devices, weapons, illegal drugs, alcoholic beverages, and tobacco products.
6. Arrow Academy students will conduct themselves in Christian character, which includes but is not limited to: Being respectful of all others, honesty, fair play, good sportsmanship, modest dress, and sexual abstinence.
7. If a student's actions, dress, or possessions cause a problem for anyone else, they will be asked to solve that problem.
8. If any student cannot or chooses not to solve the problem, appropriate consequences will be imposed by staff members. These consequences will depend upon the situation and the person or persons involved. Staff members will use their best judgment based upon the information they have at the time.
9. If students and/or parents feel that the consequences appear not to be fair, they can request a "due process" hearing. A due process hearing does not need to be formal in nature. It is simply a time for concerned individuals to meet together and share information related to the situation in question. In the event that this discussion provides additional information that sheds different light on the situation, or shows the consequences to be unfair, the consequences may be changed or eliminated to better fit the unique situation.

Anti-Bullying Policy

Biblical illustration of relationships: John 15:12

"My command is this: Love each other as I have loved you."

Rationale: In an effort to instill biblical values and create a loving environment, our school has adopted this policy. From time to time, conflict can occur. Arrow Academy realizes that while bullying may occur, it is never acceptable. We have zero tolerance for such conduct and consistent with this policy a true violation will result in appropriate action. We seek to implement a clear framework for dealing with bullying incidents in order to protect our students and help the bully to learn how to relate in a way that is in line with our schools biblical standards of honoring and caring for all persons.

Definition: Bullying occurs when a person or group is intimidated, frightened, excluded or hurt by a pattern of behaviors directed at them by others. (Greg Griffiths, "Bullying in Schools-The Hidden Curriculum" (2003).

The following actions in an ongoing form may be forms of bullying and are included in all references to "bullying" herein:

- Physical aggression-including hitting, punching, kicking
- Teasing or verbal abuse-including insults, name calling or racial/sexual remarks
- Intentional exclusion from activities or friendship groups
- The setting up of humiliating experiences
- Damaging a person's property/possessions or taking them without permission
- Threatening gestures, actions or words
- Written/verbal/ electronic messages that contain threats, putdowns, gossip or slandering
- Cyber bullying through Facebook, texting, tweeting, Instagram or other electronic means

Policy Statement: From time to time in a community such as a school, conflict and offense can occur. Bullying can result when one doesn't relate to others, as they should, trying to exert power and influence over others.

Arrow Academy realizes that while bullying may occur, it is never acceptable and we seek to implement a clear framework for dealing with bullying incidents. The school's response to bullying is based on the pattern of relating to one another found in the Bible. God intended for us to live in a way that acknowledges differences and accepts others because we are all made in God's image.

Arrow Academy will not tolerate any mean-spirited, unlawful or disruptive behavior, including any form of bullying, cyber-bullying, or retaliation in our school buildings, on school grounds, in school-related activities, or that occurs outside of school and creates a hostile school environment for the targeted student. We will investigate promptly all reports and

complaints of bullying, cyber-bullying, and retaliation, and take prompt action to restore a safe learning environment for students who are bullied and to prevent further bullying or harassment by students who are identified as perpetrators of bullying.

Arrow Academy recognizes that not all inappropriate behaviors should be considered bullying or willful violation of this policy. Behaviors will be assessed by the teacher and/or administrator.

STUDENT ANTI-HARASSMENT POLICY

The policy of Arrow Academy is to provide an academic environment free from harassment, whether based on sex (gender), race, color, national or ethnic origin, age or disability and one in which all individuals treat each other with dignity and respect; free from all forms of intimidation, exploitation and harassment, including sexual harassment. The School includes in the definition of harassment: bullying. The School is prepared to take action to prevent and correct any violations of this policy. This policy applies to the actions of administration, teachers, staff, parents, volunteers, and students. Anyone who violates this policy will be subject to discipline, up to and including termination or expulsion. The School does not tolerate harassment of students, nor does it tolerate reprisals against any student who makes a harassment complaint. Administration, teachers, staff, volunteers and students who violate this policy are subject to disciplinary action, including expulsion from School or discharge from employment. Any administrative personnel who receive a complaint of harassment and fails to appropriately report it or take corrective action pursuant to this policy is also subject to disciplinary action, up to and including discharge.

A. Definition of Sexual Harassment

"Sexual harassment" means unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the work or educational setting, under any of the following conditions:

- Submission to the conduct is explicitly or implicitly made a term or condition of an individual's academic status, or progress. This may occur by clearly stated acts or words, or implied acts or words.
- Submission to, or rejection of, the conduct by the individual is used as the basis of academic decisions affecting the individual.
- The conduct has the purpose or effect of having a negative impact upon the individual's academic performance, or of creating an intimidating, hostile, or offensive educational environment.
- Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through this school.

1. UNWELCOME AND OFFENSIVE

The fact that a student may not openly object to the actions or words of others does not prove it was unwelcome. Under the law of harassment, or bullying and intimidation, a student does not have to openly object to the actions or words of others to prove that the actions or words are unwelcome. Harassment, bullying or intimidation may occur even if the student originally remains silent or fails to show disapproval. Acts and statements that may not offend some people may be highly offensive to others. Therefore, all employees, volunteers and students should be sensitive to the feelings of others whether they object or not.

2. VERBAL HARASSMENT

Examples of prohibited statements include, but are not necessarily limited to, derogatory or vulgar comments regarding a person's gender, sexually vulgar language, and remarks about a person's physical anatomy or characteristics, dirty jokes, sexual innuendo or display of written or graphic materials. Also prohibited are suggestive pictures, magazines, posters, offensive cartoons, and other words or pictures of a suggestive nature. Also prohibited are statements that demean women.

Prohibited statements include, but are not necessarily limited to, the following examples: Use of derogatory descriptions of a student or group of students based on race, color, disability, ethnic or national origin, or age. It is also a violation of this policy to state stereotypical classifications concerning race, national or ethnic origin, color, age or disability of a student or group of students, especially if they are repeatedly made. Although some students or individuals may enjoy discriminatory identifications and jokes, the school on its premises or during working hours does not tolerate such.

3. PHYSICAL SEXUAL HARASSMENT

Prohibited actions include, but are not necessarily limited to, touching a student in a sexually suggestive way, or touching another so as to invade their personal privacy. This includes intentional touching or intentional movements made in order to observe another in a sexual manner. Also prohibited are physical acts such as hitting and pushing, and making physical gestures of a sexual nature. As a general rule, any act or touching of a person that most individuals refrain from doing with a stranger should not be done with a student.

Prohibited actions include, but are not necessarily limited to:

- (1) Display of signs, pictures, cartoons, written statements or other material that denigrates, intimidates, bullies or otherwise discriminates against any student based on race, color, national or ethnic origin, age or disability; and
- (2) General harassment, pushing, shoving or other intentional acts perpetrated in whole or in part because of the students race, color, national or ethnic origin, age or disability.

4. SEXUAL HARASSER

A harasser may be a male employee, volunteer or student harassing a female student, a female employee, volunteer or student harassing a male, a male employee, volunteer or student harassing a male student, or a female employee, volunteer or student harassing a female, just as long as the harassment is sexually based or because of the gender of the student.

5. RACE, COLOR, NATIONAL OR ETHNIC ORIGIN, AGE, AND DISABILITY HARASSMENT

Unwelcome statements, name calling, or other verbal or physical conduct based upon a student's race, color, national or ethnic origin, age, or disability is prohibited if and when any of the following occurs:

Submission to the conduct is explicitly or implicitly made a term or condition of an individual's academic status, or progress. This may occur by clearly stated acts or words, or implied acts or words.

Submission to, or rejection of, the conduct by the individual is used as the basis of academic decisions affecting the individual.

The conduct has the purpose or effect of having a negative impact upon the individual's academic performance, or of creating an intimidating, hostile, or offensive educational environment.

Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through this school.

6. EXAMPLES OF HARASSMENT, BULLYING OR INTIMIDATION

Unwelcome conduct of this type can include a wide range of verbal, visual or physical conduct of a sexual or other nature. Among the types of conduct that would violate this policy are the following:

- Unwanted advances or propositions;
- Offering academic benefits in exchange for sexual favors;
- Making or threatening reprisals after a negative response to sexual advances;
- Visual conduct such as leering, making inappropriate gestures, displaying sexually suggestive objects or pictures, cartoons or posters;

- Verbal conduct such as making or using derogatory comments, epithets, slurs and jokes about a student's race, color, national or ethnic origin, age or disability;
- Verbal abuse of a sexual or other nature, graphic verbal commentaries about an individual's body, race, color, national or ethnic origin, age or disability, sexually degrading words used to describe an individual, suggestive or obscene letters, notes or invitations;
- Physical conduct such as touching, assaulting, impeding or blocking movements; and
- Any conduct that has the effect of insulting or demeaning a student or group of students in such a way as to disrupt or interfere with the school's educational mission or is severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment.

B. Definitions of Bullying or Intimidating Behavior

Bullying or intimidation means any written, oral, physical act or gesture, that a reasonable person under the circumstances should know will have the effect of harming a student or damaging his or her property or placing a student in reasonable fear of harm to his or her person or damage to his or her property, or that has the effect of insulting or demeaning any student or group of students in such a way as to disrupt or interfere with the school's educational mission or the education of any pupil. Harassment, intimidation, or bullying includes a gesture or written, verbal, or physical act that is reasonably perceived as being motivated by a characteristic such as sex (gender), race, color, national or ethnic origin, age, or disability.

C. Prohibited Actions

1. Employee-Student Harassment, Bullying or Intimidation
Employee-student harassment, bullying or intimidation of any type is prohibited.
2. Student-Student Harassment, Bullying or Intimidation
Student-student harassment, bullying or intimidation of any type is prohibited.

D. What To Do If You Experience or Observe Harassment, Bullying or Intimidation

Students who feel that they have been subjected to conduct of a harassing, bullying or intimidating nature are encouraged to promptly report the matter to one of the school officials designated below.

Students who observe conduct of a harassing, bullying or intimidating nature are also encouraged to report the matter to one of the school officials designated below. All complaints will be promptly investigated.

E. Confidentiality

Every effort will be made to reasonably protect the privacy of the parties involved in any complaint. However, the school reserves the right to fully investigate every complaint, and to notify a student's parent/guardian and appropriate government officials as the circumstances warrant.

F. Protection against Retaliation

It is against the school's policy to discriminate or retaliate against any person, including any student, who has filed a complaint involving harassment, bullying or intimidation or has testified, assisted or participated in any manner in any investigation, formal proceeding or hearing concerning harassment, bullying or intimidation. However, if in the course of an investigation or subsequently the school learns that a student or others have made a complaint that was not in good faith or it was known to be false at the time of the complaint, the school reserves the right to take appropriate action. Making false complaints or complaints not made in good faith can jeopardize someone's reputation.

G. Procedure for Investigation of a Complaint and Taking Corrective Action

When one of the school officials or staff receives a complaint, he or she shall immediately inform the [principal] [administrator]. The [principal] [administrator] will direct an investigation. If the investigation confirms the allegations, prompt corrective actions shall be taken. The individual who suffered the harassing, bullying or intimidating conduct shall be informed of the corrective action taken. In addition, any employee or student found to be responsible for harassment, bullying or intimidation in violation of this policy will be subject to appropriate disciplinary action up to and including expulsion or termination. The severity of the disciplinary action will be based upon the circumstances of the infraction.

Discipline

Discipline is a word that means "to train": guiding, molding, encouraging, teaching, reproofing, and correcting, all with a goal of students learning to manage their own behavior. When a student is trained they will become self-disciplined.

Detention

Detention may be assigned to a student for, but not limited to the following:

1. Attitude or behavior unbecoming a student at this school.
2. Repeated dress code violations.
3. Failing to report to an assigned detention on time.
4. As a consequence of a teacher's classroom discipline plan.

5. Fighting or aggressive behavior.
6. Incidents of lying, cheating, stealing, profanity, or vulgarity.
7. Willful damage to school property.
8. Defiance of authority.
9. Excessive tardies. (3 or more unexcused)
10. Unexcused absence.

Detention will be served after school for a minimum of one hour. The parents and student will be notified at least 24 hours prior to the detention period. Detention is a disciplinary action that must be served on the day assigned. Failure to report to detention will result in a doubled detention. Detention may include some form of public service, such as, but not limited to, picking up litter, light cleaning, or pulling weeds. Detentions will accumulate. Students who receive repeated detentions will be dealt with in the following manner: A conference will be held with the student. The conference may also include the parent(s), school administration, and school board. The student will be placed on probation or may be suspended. Further detentions may be grounds for expulsion.

Suspension

For gross misconduct by a student or a student who continually fails to respond to disciplinary procedures, the administration reserves the right to suspend the student. Suspension deprives the student of the privilege of attending his/her classes. During the period of suspension, the student will be responsible for all assignments given prior to the suspension. All work will be due upon the student's return. No credit will be given for class work or tests that are missed during the suspension. Students may not attend or participate in extra-curricular activities during suspension. The following is a list of behaviors that shall/may constitute good cause for suspension. (Just cause for suspension is not limited to this list.)

1. Continued willful disobedience, profanity or vulgarity, or open, persistent defiance of authority.
2. Possession, use, or sale of drugs, alcoholic beverages, tobacco or other controlled substances.
3. Possession of any weapons, i.e. guns, knives, etc.
4. Gambling.
5. Stealing.
6. Fighting.
7. Misconduct, when other means of correction fails to bring about proper behavior and conduct.
8. Willfully cutting, defacing, or otherwise injuring or damaging property (real or personal) belonging to the school or school personnel. The parent/guardian will be liable for all damages by the student.

The day(s) of suspension should be spent doing assigned work. We encourage parents to support the policy and not allow the day to become a free day.

Probation

Probation is defined as that period of time in which his/her teachers and the administration will evaluate the student in order to monitor student progress. When a student's conduct, attitude, or academics repeatedly falls below the standards outlined by the school, a student may be placed on probation. During this period, a student will forfeit the privilege of participating in extra-curricular activities for the full trimester. A student may be placed on probation when:

1. GPA falls below 2.0.
2. Conduct is repeatedly below school standards.
3. He/she is suspended.

Parents will be notified when a student is placed on probation. The student's progress will be regularly monitored. At the end of the trimester the School Board will evaluate each student on probation. The School Board will make a decision regarding the student's continuation.

Expulsion

After probation, if the student's academic work or behavior has not shown sufficient progress, the student may be expelled from the school. The following are examples of, but not limited to, reasons justifying immediate expulsion without probation:

1. Immorality.
2. Possession of obscene literature.
3. Possession, use or sale of illegal drugs, alcoholic beverages, or controlled substances.
4. Possession and/or use of weapons.

A student who has been expelled or withdrawn by request of the administration may apply for re-admission after a waiting period of two full trimesters following the date of expulsion or withdrawal.

Parents are expected to support the Code of Conduct and work cooperatively with the teachers and the school to model, encourage, and require exemplary behavior and love for others. At special school events where supervision is not expressly provided, parents are expected to accompany their children and be responsible for their behavior. The Student Code of Conduct form was completed and signed during the admissions procedure. With the act of signing this form, parents and students (even minors) are acknowledging the Code of Conduct and its contents.

THE ADMINISTRATION HAS ABSOLUTE DISCRETION IN REGARD TO MATTERS OF DISCIPLINE.

ELECTRONIC DEVICES

An Electronic Device is any electronically or battery powered device which is capable of accessing through internet, or stored memory: music, movies, photos, games or other devices. Electronic devices are not to be used during the school day or Before Care or After Care Study Hall, without the specific consent of the teacher or administration. All electronic devices are to be turned over to the homeroom teacher, immediately at 8:30AM, at the start of the school day, or upon student's late arrival. At the request of the student at the end of the school day or at dismissal from After Care Study Hall (whichever applies), the electronic device will be returned; however, no device is to be used to surreptitiously take photos, videos, images, or audible recordings of any person at any time on the school campus. If parents need to contact their children during the school day, they must do so by calling the school office.

Disciplinary Actions: If a student fails to turn over his device to his homeroom teacher or is found using the above mentioned prohibited devices during school hours or is improperly using a device for which permission was given for proper usage:

- 1. The device will be taken; usage of the device barred; and an Electronics Violation Fee will be assessed.**
- 2. The student's parents will have to pick up the device after school hours from the main office.**

COMPUTER USE

Computer instruction is provided and monitored by Arrow Academy staff for all students. Computer use will be only for educational purposes.

INTERNET USE

Networked computers are provided, allowing all computers to have direct access to the Internet. Within the classrooms, students will be allowed limited supervised online learning experiences. Internet access will be password and filter protected. Only teachers have sign-on capacity. Once online, a student, under close supervision of an adult, will be able to access a specific and approved website that has been screened by a teacher.

The Students will:

- not install or remove any software
- not install or remove any hardware
- not download files to the school's computers without permission for the teacher.
- not use the system without signing the Arrow Academy Computer/Internet User Agreement.

- follow all teachers' instructions regarding the use of the Arrow Academy's computers and computer network.
- only use the Internet when a teacher is present in the classroom and in full view of the teacher.
- handle hardware and software tools with care and respect.
- respect other student's privacy by not viewing or altering their files or settings.
- not send or receive or view material or messages that are likely to be obscene, immoral, racist, sexist, illegal, unethical, or inappropriate in language for this Christian school environment.
- not send a message with someone else's name as author or send a message that is inconsistent with the school's Internet Etiquette, Student Limitations and Biblical standards of conduct. "You shall not bear false witness against your neighbor." Exodus 20:16.
- not send any material in violation of federal or state law regulation. This includes non-exclusively copyrighted material, threatening or obscene material, or material protected by trade secret. Impair or damage the school's system operations or disrupt the use of the system by another user.
- not share your individual account and password or use another person's password.
- not participate in online chat or discussion groups unless specifically directed by my teacher.
- will only use e-mail when authorized by instructor for school related activates.
- not use school's computers or web access to manage personal web site.
- not sign up for or visit any web site or services that would require me to falsify my identify.

Penalty for Inappropriate Use

Inappropriate use may result in your losing access to the computers and or the Internet and could result in suspension or expulsion. The student may also be subject to additional disciplinary action. **Students that (either intentionally or accidentally) introduce a computer virus could be held liable for the cost of restoring the computer system.**

Weapons

Students are not allowed to have weapons or toy weapons on campus unless a teacher has requested an item be brought to class as part of lesson or report.

Textbooks

All hardback books must have book covers within the first week of school. Lost, stolen, or damaged text or library books are the responsibility of the student to which they are assigned and replacements costs will be charged to that student's account. The Bible is the standard text used for every class. A modern translation of the Bible, such as New International Version, is required for all students (no storybook Bibles).

Assignments

Reasonable neatness and readable penmanship are expected or the teacher may not accept the assignment. Assignments are due on the day announced. "I forgot it at home" is not an acceptable excuse for late work. Assignments will not be accepted when handed in past the teacher's final deadline.

DRESS CODE

All clothing shall be modest, neat and clean.

Student attire and appearance is a very important part of the self-image that a student presents. Since appearance is important and has an influence upon others, students at Arrow Academy are to abide by the following dress code of "Smart Casual" for boys and girls:

Hair must be kept clean and well groomed.

Shirts/Tops must be long enough to cover the waistband of student's pants when their arms are fully extended above their heads.

- No snug fitting or stretchy shirts.
- Blouse must have modest neckline, covered shoulders
- Age appropriate modesty applies for older girls
- Approved are dress shirts, blouses, polo shirts or collard shirts

Pants/Dresses/Skirts may not be shorter than fingertip length or mid-thigh which ever is shorter. Leggings and tights are not considered pants. Dress pants or slacks are required. No jeans allowed.

Shoes:

- Dress type shoes, boots or tennis shoes are acceptable.
- Open-toed shoes are allowed for all grades.
- No moccasins (soft-soled), flip-flops, or wheeled shoes.
- All shoes must fasten to the student's feet with a back strap or fitted heel so that the shoe will not easily slip off their foot when running or playing.

Jewelry: No facial piercing or nose rings. Earrings are allowed. Only post earrings may be worn for gym.

Students are responsible for meeting dress code and will be required to change inappropriate clothing before attending class. Subsequent violations will be considered disrespectful behavior and addressed.

THE ADMINISTRATION RESERVES THE RIGHT OF FINAL JUDGMENT REGARDING PROPER DRESS.

Consequences of Dress Code Violations:

1. A \$10.00 Dress Code Violation Fee will be assessed and charged to the parent's account for each day of violation.
2. Where the violation renders the appearance of immodesty, appropriate Arrow Academy Physical Education attire will be loaned for the day and returned at the end of the day, or the parents will be called to bring appropriate clothing or to pick-up their child.
3. On gym days, the Dress Code is the gym uniform with sneakers. Violations of Dress Code on gym days will result in the assessment of a Dress Code Violation Fee and will be reflected in the student's gym grade.
4. Gym uniforms are only to be worn on gym days. Students may not change into their gym uniforms at school.

Since the teacher has an opportunity to see the student in different classroom activities where modesty is challenged, the teacher's determination of violation is final. Students and parents who chronically refuse to comply with the dress code may face expulsion at the discretion of the administration. ***The administration has the right to question the acceptability of particularly bizarre fashions and hairstyles not specifically outlined in the dress code and require that students conform to the spirit of the written dress code.***

ATTENDANCE POLICY

Regular attendance is required by law and is vital to the student's success in school. When a student is absent, he/she misses classroom instruction and discussion that is impossible to adequately make up and therefore decreases the student's ability to do the best he/she could do. All parents are asked to use good judgment and not allow their student to be absent unless it is absolutely necessary. While it is not always possible, parents are asked to make all appointments, including doctor and dentists, outside of school hours. State law requires us to keep accurate attendance records.

School Hours

A.M. Drop-off time 8:20am	8:10am –
<u>Monday – Friday</u> All Grades-K5-8th 3:05pm	8:20am –

Preschool Hours

<u>Full Day:</u> 7:00 am - 6:30 pm
<u>Half-Day</u> 7:00 am – 12 noon

Elementary & Middle School Morning Arrival – Drop Off Procedure

School morning drop off is between 8:10AM and 8:20AM. School begins promptly at 8:20AM. During drop off time, parents and students should stay in their cars and form an orderly line of cars around the far end perimeter of the parking lot leading to the school entrance. Parents should drive up to the school entrance and drop the children off by the door. Children should exit the car on the passenger side to avoid stepping out into traffic. Parents are asked to move forward as students exit the car to allow all cars to access the drop off area in a safe and orderly fashion.

Afternoon Dismissal – Pick Up Procedure

The following procedure should facilitate a smooth and orderly dismissal. It will also coincidentally accommodate those parents who prefer to arrive a bit early to pick up their children. Any pickups after the ten-minute grace period (3:15PM) will be assessed the After Care Study Hall fee as set forth in the Logistics section. Parents, picking up their children, should stay in their cars and form an orderly line of cars around the far end perimeter of the parking lot leading to the school entrance.

Parents are asked to drive in a slow cautious manner while on school grounds. Parents, in line to pick up their children, should not leave their cars while waiting in line. Any changes in regular parent pick up or drivers must be communicated in writing, in advance to the school.

Individual Dismissal Request

Request for dismissal changes including early departure and authorization for release to another parent or other individual must be submitted in writing to the teacher at the beginning of the school day. End of the day phone calls, to the office to change your child's dismissal authorization, are not reliable and create many problems for the school. Any changes occurring at the end of the day should be limited to true emergencies and not to accommodate planned or unplanned "play dates". In such a true emergency, please follow up any call to the school with instructions in an e-mail from your account, or a fax bearing your signature. The school will do its best to assist you in your emergency.

In the instance when proper advanced written authorization has been submitted to the teacher, at the requested time of dismissal, the parent must go to the school office and ask that their child be paged for dismissal. The office staff will then contact the student's teacher. Parents are NOT to page the classrooms during school hours by means of the outside phone system/pager. They must wait in the main office.

If someone other than a parent/legal guardian is picking up a child from school **a note must be written by the child's parent/guardian stating that individual's first and last name and relation to the student. At the time of dismissal, the individual may be asked to present identification (driver's license).**

Closed Campus

Arrow Academy operates under a closed campus policy. All visitors must register at the school office and receive and wear a visitor name badge while on campus. Before leaving campus at any time, prior to the normal dismissal bell, students must have administrative approval and be signed out in the office by a parent/guardian. Upon returning all students must be signed back into school. If you would like to confer with the teacher, *an appointment must be made.*

Tardies/Early Departures

A student is considered tardy (late) for class if he/she is not in their seat when the tardy bell rings. Early departures from school will be counted as a tardy. Students that arrive late to school must check in at the school office. The school office may excuse a tardy for the following reasons: medical appointments, illness, car trouble, or unexpected traffic delays. If a student misses three or more periods (half the school day) the tardy will become an absence. Each three (3) unexcused tardies/early departures will be counted as one (1) absence.

Unexcused Tardies/Early Departures up will receive one after-school detention for every three unexcused tardies.

Un-excused tardies will include, but are not limited to the following: overslept, running errands or doing work for parents, lack of proper clothing or shoes, hair appointments, forgetting items needed for school, delays due to ongoing road construction or similar reasons for delay. If a parent feels that their child's unexcused tardies or absences are the fault of the parent, that parent may serve one hour of additional school volunteer service in place of their child's detention.

Excused Absences

Excused absences will include the following: illness (after 3 days absence a doctors note will be required), medical appointments, funerals, family emergencies, court appointments, and approved family days off.

Unexcused Absences after-school detention for every unexcused absence.

Unexcused absences will include, but are not limited to, the following: running errands or doing work for parents, lack of proper clothing or shoes, hair appointments, taking a day off school, etc.

Family Days (1 to 2 days)

The school understands the importance for family time and allows parents the choice to take an occasional family day for family connection. A family day will count as an excused absence. All missed assignments are expected to be completed within 2 days of return to school. It is important that this privilege not be abused. It is intended for children to strengthen their bond with family members; it is not simply a day off from school.

Make-Up Work

After excused absence or family days: All work assigned before the illness is due the day the student returns. All work assigned while absent will be due in one day for each day absent, not to exceed one week. Any tests missed during an absence will be given at the teacher's discretion. Special arrangements will be made for long-term absences due to illness.

ACADEMIC POLICY

Homework for Grades K-4

Homework will consist of students completing unfinished classroom assignments, as well as memorization, research projects, studying spelling, reading, working on or re-writing of long-term assignments/reports, and studying for tests. In addition, work may be given to reinforce skills and provide necessary practice for that skill retention. Reading practice is considered necessary at every grade level. Teachers have the freedom to assign homework as necessary to cover the skills in their curriculum.

Grades K – 4th Grade will have a reading log and additional homework. All students in grades K-4 are required to complete the weekly reading log.

Homework for Grades 5-8

In preparation for the rigors of high school, homework is an important part of grades 5-8. Homework consists of students completing unfinished classroom assignments, as well as memorization, research projects, studying vocabulary, weekly reading log, working on or re-writing of long-term assignments/reports, and studying for tests. However it is not limited to the listed items. Teachers have the freedom to assign homework as necessary to cover the necessary skills in their curriculum.

All students in grades 5-8 are required to complete weekly reading log.

Grading

The purpose of grading at Arrow Academy is to help students and their parents know how they are progressing, and provide an evaluation of the student's performance for use by institutions of higher learning in admittance procedures. Much emphasis is placed upon grades in relationship to the success and worth of an individual in our society. We want to encourage each student to become all he/she is capable of becoming and to do his/her very best at all times. Grades and evaluations should never be used as measure of value or worth, but as an indicator of how much the student has learned compared to what was expected. All tests and examinations will be given a percentage grade, which can be translated into the following letter grade scale:

GRADES, GRADE POINTS AND GRADE REPORTING:

Grade	Percent	Grade Points	Grade Report
A+	98 – 100		
A	95 – 97	4.00	Advanced Proficiency
A-	90 – 94		
B+	87 – 89		
B	83 – 86	3.00	Proficiency
B-	80 – 82		
C+	77 – 79		
C	73 – 76	2.00	Basic Understanding
C-	70 – 72		
D+	68 – 69		
D	66 – 67	1.00	Lacking Fundamentals
D-	--- – 65		
F	64 and Below	0.00	Failed to meet requirements

Any subject, for which regular grades are given, will be included with equal weight. The regular numerical value of each grade is as follows:

A+	4.2	B+	3.5	C+	2.5	D+	1.5	F	0.0
A	4.0	B	3.0	C	2.0	D	1.0		
A-	3.8	B-	2.8	C-	1.8	D-	0.5		

Report Cards

Official grades are given at the end of each marking period. If accounts are current, report cards will be emailed home. Parent Teacher Conferences will be held at the end of the first trimester for all students and at the second trimester at the teacher's discretion.

Progress Reports

Parents may check the progress of their student at any time. Students' academic records are available through RenWeb. Contact the school office to gain access to your child's information.

STANDARDIZED TESTING

Testing is given to students in grades K-8 in the spring (check classroom calendars). Please do not plan appointments or trips that will take students out of school for any period of time during the testing week. Any student arriving after testing begins will be administered the test, if possible at the discretion of the teacher and administration. If possible, he/she will be allowed to make up the test during a future scheduled time under the supervision of an Arrow Academy teacher or administrator.

ACADEMIC INTEGRITY POLICY

Arrow Academy is committed to promoting ethical conduct appropriate as a responsible member of our Culture of Honor. Cheating and plagiarism are serious violations that undermine learning, hamper competence, and tear down ethical behavior. This conduct prohibits both teachers and students from knowing a student's true academic ability; furthermore, it breaks down the honor that is so vital in our school community.

Cheating

There are many varied forms of cheating including but not limited to:

- Copying another student's answers or homework
- Letting another student copy your answers or work
- Sending or receiving answers by text message
- Using or distributing copies of test questions, answers, or answer keys
- Secretly using "crib notes" or the Internet to help you answer test questions
- Having someone else do your homework or take a test for you, or doing the same for another student
- Changing your answers on a test after it's been graded and then asking for the grade to be changed.
- Putting your name on group work that you did not participate in Plagiarism—From Copy-and-Paste to Bespoke Research Papers

Plagiarism is passing off someone else's work as your own—is another form of cheating that becomes more of an issue as students move from middle and high school to college and beyond. Some forms of plagiarism are:

- Taking credit for something that is not your work
- Copying text (or even an entire paper) from a website, book, or other source without putting the copied words in quotes and giving credit to the source

- Buying, stealing, borrowing, or downloading a paper written by someone else
- Passing off someone else's work as your own.

Consequences

1st Offense: Parent/Guardian will be notified. Student will receive a zero on the assignment.

2nd Offense: Parent/Guardian will be notified. Student will be expected to attend one detention in which they write a paper on what it means to cheat or plagiarize. They will receive a zero on the assignment.

ADMITTANCE POLICY

Non-discriminatory Policy

It is, and shall be, the policy and practice of Arrow Academy, in admission of students or the hiring of employees, not to discriminate on the basis of the applicant's race, color, gender, or national origin.

Arrow Academy reserves the right to select students on the basis of academic performance, religious commitment, and personal qualifications including a willingness to cooperate with Arrow Academy's administration and to abide by its policies.

Admissions

Attendance at Arrow Academy is a privilege and admittance is by application only. Acceptance, including terms and conditions, is determined by the administration. Applications are available online at thearrowacademy.org and must be completed in detail.

Arrow Academy is open to eligible students who are interested in securing a highly academic and Christ-centered education. Arrow Academy offers classes from preschool through eighth grade. The school determines admission qualifications. Students and their parents must agree to abide by Arrow Academy policies and procedures.

All students must agree to honestly and wholeheartedly apply themselves to "study to show themselves approved unto God." It is required of students to be courteous and respectful to their peers, staff, faculty, and other daily associates.

The School Board Committee of Arrow Academy reserves the right to change any policy or procedure at any time at its sole discretion.

FINANCIAL POLICY

All tuition payments are to be made by automatic debits or credits and are serviced by Facts Tuition Management. Late payments are subject to a late fee.

Tuition

Tuition is based on an annual fee, with a monthly payment option. The annual tuition amount may be paid over a maximum of ten months. The first payment is due August 1st with the last payment due May 1st. Annual tuition, if paid in full at the beginning of the year a 5% discount will be applied. Monthly tuition payments are available. The monthly payments are set up to be paid electronically through FACTS Tuition Management System.

Late Tuition Fees / Delinquent Accounts

In the event an account becomes over 30 days delinquent, we reserve the right to remove your children from the school. Late fees will be added to past due balances and report cards will be withheld until accounts are brought current. Families with delinquent accounts will not be allowed to re-enroll their students. The Arrow Academy late fee is 15% of past due amount with a \$5.00 minimum.

Sending Money, Orders, Etc. into School

(For Field Trips and/or School Activities... Does NOT Apply Towards Tuition Payments!)

When money for fees is sent into school, it is very important that it:

1. Be placed with the appropriate form.
2. Be placed in an envelope.
3. Have your child's name on it.
4. Write the intended purpose (class trip, book order, etc.).

This will help ensure that the purpose and child for whom it was sent is properly credited. Please do not send a check or cash without instructions enclosed.

RE-ENROLLMENT POLICY

Students enrolled in Arrow Academy will be **automatically re-enrolled** for the next school year, including enrollment in FACTS TUITION for the next year, unless the office receives notice no later than January 15th of the current school, a written letter with information that the student will not be returning to Arrow Academy for the next academic school year. The non-refundable enrollment fee included in the FACTS TUITION enrollment is not applied toward tuition.

The Administration may deny re-enrollment at its discretion, or for specific academic and/or disciplinary reasons, or if the administration determines that the needs of the student cannot be met by existing programs, or lack of Christian commitment, lifestyle choices, or lack of student/family willingness to abide by Arrow Academy's Christian values and policies.

In addition, parental support of Arrow Academy's philosophy and objectives will be considered by the administration in making a determination for student re-admittance for the next academic school year. A student will not be permitted to re-enroll if there are outstanding financial obligations, unless otherwise determined at the discretion of the Administration.

Late Enrollments

Application/registration fee/curriculum and technology fee for late enrollments will not be pro-rated. Tuition will be pro-rated based on the number of weeks remaining in the school year. The partial year tuition may be paid in full or will be divided into equal payments.

Withdrawals

If a student withdraws during the school year, tuition will be pro-rated based on the number of weeks the student(s) have/has attended in the school year. **PLEASE NOTE: The last day to withdraw and have tuition pro-rated in this manner will be March 30th. After March 30th each family will be expected to pay their full annual tuition.** It is our goal that all Arrow Academy students complete their education by remaining in school until the posted end date.

Refunds

Refunds will not be made for absences due to illness, holidays, or other causes. The tuition is based on the annual amount not the monthly payment.

Discounts

Multiple child discounts are available within the following schedule:

1st child - largest annual tuition, full payment, no discount

2nd child - 25% of annual tuition

3rd child - 50% of annual tuition

Additional Child(ren) see administration for discount prices.

BEFORE SCHOOL PROGRAM

The Arrow Academy before school program is a safe, structured, place for students who attend on a **daily or drop-in basis**. No registration required. The before care program is supervised by a staffed teacher.

- Students may eat breakfast during Before Care. Each child must bring his/her own food that requires no preparation by the supervisor.
- Before Care is \$5.00 for the hour.

***Note: Any student dropped off between 7:00AM - 8:00AM will automatically attend Before Care.

AFTER SCHOOL PROGRAM - AFTER CARE STUDY HALL

The Arrow Academy after school program is a safe, structured, fun place for students who attend on a daily or drop-in basis. Each afternoon, students supervised by an Arrow Academy staff member will enjoy snack, do their homework if assigned, play games and or do crafts.

Attendees must be picked up by 5:30PM. The program follows the Arrow Academy school calendar. In the event of a school closing, or scheduled holidays, there will be no aftercare. Scheduled ½ days or early dismissal, the after school program may not meet; Speak with the Supervisor to confirm whether or not it will be open.

- Any student in grades K-12 not picked up pursuant to the Pick Up Dismissal Procedure by 3:05pm will automatically be enrolled in After Care; parents will be billed, as of 3:05pm.
- No registration necessary
- Any student picked up 20 minutes past the hour will be charged for the whole hour.
- After School Program – After Care Study Hall is \$5.00 per hour
- A Late Fee of \$10 will be applied for any child picked up after 5:30pm

*****THERE WILL BE NO AFTERCARE THE LAST DAY OF SCHOOL*****

Once you are 15 minutes into the next hour you will be billed for the full hour (i.e., if you pick your child up at 2:45 or after you will be billed until 3:30, 3:45 or after billed until 4:30, and so on). If your child is picked up after 5:30pm you will be charged a late fee for every minute you are late.

ABUSE REPORTING

In accord with New Jersey state law and Arrow Academy policy, the school staff is mandated under penalty to report the reasonable suspicion of physical abuse, sexual abuse, or child neglect. In this very serious and legally narrow area, Arrow Academy will not contact parents in advance of making a report to authorities, which would be the procedure followed in most other legal matters. The clear intent of the law is to mandate that a report of reasonable

suspicion of abuse be made. Arrow Academy staff will make such reports in the best interest of the affected child and does not, once reasonable suspicion is suspected, have any legal alternative except to report to the proper authorities for their investigation and review.

FIRE DRILLS/SECURITY DRILLS

Fire drills and Security Drills are conducted at regular intervals. These drills are required by state law and are an important safety precaution. It is essential that when the signal is given, all talking stops, everyone obeys orders promptly and, in case of a fire drill, students and staff are to clear the building by the prescribed route as quickly as possible in silence. All children are shown how and where to exit the building, and where to meet at the end of the fire drill. Times and days for the drills vary monthly. The students are reassured that there really is no fire, but that we have to practice in order to be safe. In the case of security drills, students will practice procedures that respond to an emergency situation including the necessity for school lockdown.

FIRE ALARMS

It is against the law to pull a fire alarm for any reason other than a fire/emergency. Persons caught activating these systems will be disciplined by the school and are also subject to legal prosecution in accordance with municipal ordinances.

STUDENT PHYSICALS

A physical examination is required at the point of entry in our school system. At the time of registration you will receive two Physical Forms. Physical Form A is to be filled out by a parent/guardian and returned to the school. Physical Form B is to be filled out by the student's physician and returned to the school. If this requirement is not met, your child will be prohibited from participating in any type of physical school activity until the requirement is fulfilled.

WELLNESS

HEALTH & SAFETY

All teachers are trained in handling minor cuts, bumps, and bruises. Good sanitation is emphasized so that we may reduce the risk of spreading infectious diseases. Our sick policy is strongly enforced. If a child develops a fever during his/her school day, we will contact the parent or guardian to come and pick up the child as soon as possible. This is for the sick child's sake as well as the health of the other children in the school. The staff is also committed to pray for the health and well being of each individual child.

If your child is sick with a communicable disease, please keep him/her home and contact the school at once so we can let other parents know.

SICK POLICY

Your child is not to attend school with any of the following conditions: severe pain or discomfort, vomiting, fever 100 degrees or higher, red itching eyes with discharge, sore throat, excessive coughing, sneezing, or runny nose, swollen joints, blood in urine, diarrhea, rashes, infected untreated skin patches, and bleeding, oozing, or wet lesions or abrasions that are not or cannot be covered.

PLEASE REPORT ANY OF THESE CONDITIONS TO YOUR CHILD'S TEACHER! If your child shows any of these symptoms, please keep your child home. If we send your child home with any of these symptoms, he/she must return to school with a doctor's note stating the child can be admitted back into school. This policy protects all the children enrolled at Arrow Academy.

During the school day, if a student comes to the attention of the teacher/school personnel and presents obvious signs and/or symptoms of any of the above conditions, the parents will be notified immediately and required to take the child home.

Your child's temperature should remain within the normal range without the aid of medication (i.e. Tylenol) for 24 hours before returning back to school.

Students must be symptom free for 24 hours before returning to school.

A child with strep throat, pink eye, or bronchitis must be on a prescribed and be on antibiotics for at least 24 hours before returning to school.

Students recovering from chicken pox must have intact scabbing before returning to school.

Any child having had head lice must remain home until the first treatment and exam.

MEDICATION

We will dispense any prescription (with doctor's written prescription) after you fill out the appropriate form on the day you bring the medication. The written statement from the physician must identify the medication, dosage, time schedule, purpose of the medication and possible side effects. In lieu of the written statement, it will be permissible to accept the prescription bottle as the physician's request, provided that the bottle is labeled with the physician's name, the child's name, the name of the medication, and the dosage schedule. The medicine must be in its original container! The medication must then be given to a staff member who will store it out of the children's reach.

The parents/guardians of the child must sign the medication log book giving permission for authorized personnel to administer the medication as requested, relieving the Board and its employees of liability for administration of medication.

Students may not carry any medication, prescription or non-prescription, in school. The only exceptions are inhalers and Epi Pens for life-threatening circumstances.

With regard to communicable diseases and immunizations, each parent is responsible for providing accurate and current records. If there is a problem with your child's health record, you will be contacted by school personnel. Please act promptly. It is important that you inform the school of any communicable disease your child may have.

*****Elementary levels, K-5, are not permitted to have or use cough drops when on school grounds.**

First Aid Emergencies

First aid for minor injuries will be given at school. In case of more serious accidents or sudden illness, the parent is notified. It is essential that the emergency call number is current and updated in RenWeb. We would encourage every parent to have at least two emergency numbers available. The school office CANNOT:

1. Treat skin disease (itch, impetigo, poison oak, etc.)
2. Treat pinkeye.
3. Administer any remedy (cough drops, aspirin, etc.) without a Medical Authorization Form properly filled out by a doctor and parent.
4. Diagnose illness.

We are unable to transport children to a physician or hospital. We will call the Whippany First Aid Squad, and they will transport your child to the hospital if needed. A staff member will accompany the child in the ambulance, and we will meet you at the hospital Emergency Room.

GENERAL INFORMATION

CHAPEL

Chapel services are mandatory. Chapel is held once each week on Fridays and is designed to be an opportunity for the expression of worship and praise to God. Chapel consists of music, testimonies, teaching, and sharing from the Word of God. Parents are welcome to attend chapel services.

Nutritional Guidelines

Arrow Academy provides a hot lunch program through a local vendor, "No Fuss Lunch" www.nofusslunch.com at the cost of parents. Parents who do not wish to participate in the lunch program are required to provide a lunch from home for their child. There are no opportunities to heat items.

ONLY WATER IS ALLOWED IN THE CLASSROOMS

Things to consider in packing lunch:

- Healthy and nutritional food
- Limited sugar
- No sodas or energy drinks
- Snacks: Some Elementary classroom teachers may schedule a period during the day to have a snack time. If your classroom teacher allows for snack, please provide your child with a small *healthy* snack and beverage (water, juice box, etc.). **Please confer with your child's teacher if your child has a food allergy!**

Gum Chewing Gum chewing is not allowed at any time on the school campus during school hours.

BIRTHDAYS/HOLIDAYS

Parents are very strongly urged to be concerned about the feelings of ALL our students. When planning a birthday party, feel free to ask your child's teacher for a class list to be sure that ALL the boys or ALL the girls, or the WHOLE class is invited. The same is true for holiday cards, gifts, birthday treats, etc.

Birthdays are very special. They make a child feel important and unique. We encourage you to prepare the child's chosen snack to share with their classmates for the day of his/her birthday. Maybe a pizza lunch or special cupcakes would make his/her day one to remember!

TREATS

When sending treats into school, please clear it with the teacher in advance for the following reasons:

1. So it is not interfering with other events within the classroom.
2. Make sure you have enough treats for the entire class.
3. **To become aware of any food allergies that may be within the classroom.**

HOLIDAY PRACTICES

Holidays are times for fellowship with family members and loved ones, restoration, and a time for reflecting on the Christian meaning of such seasons of the year. Therefore, Arrow Academy desires that its activities will manifest these Christian ideals and thereby help the school community to appreciate God's blessings in their lives.

Halloween: Due to the history of Halloween and nature of most Halloween costumes and customs, Arrow Academy does not choose to celebrate this date.

Christmas: Christmas is a celebration of the birth of our Savior, Jesus Christ. Therefore, in keeping with the holiness of the season, it is Arrow Academy's desire to place emphasis on the birth of Christ and His reason for coming. Stories, songs, and activities that would promote Santa, or other non-biblical ideas, will be omitted from holiday activities.

Easter: Easter is the glorious celebration of the Resurrection of the Lord Jesus Christ. The reality of the risen Savior and His victory over death will be emphasized. For Christians, this is a very holy season and for that reason celebrations will revolve around the risen Lord rather than bunnies, Easter eggs, and the like.

PHYSICAL EDUCATION

Physical Education is provided for all grade levels two times per week. **It is mandatory that children are in full gym uniform and sneakers for all P.E. classes; Failure to do so will be reflected in the child's gym grade.** Students who are not properly attired for gym will not be permitted to participate. Consistently being unprepared for and failing to participate in gym could lead to a failing gym grade.

Gym uniforms can be ordered at any time of the year through our online Arrow Academy Spirit Store on our schools website under the "more" tab.

LABELING CHILDREN'S BELONGINGS

Your child needs his/her name on all articles of clothing that get removed such as hats, mittens, coats, boots, sweaters, etc. Anything else that your child brings to school (water bottles, lunch boxes, backpacks, etc.) must also be labeled!

Field Trips and Off Campus Events

On occasion students may participate in off campus field trips, ministry trips or sporting events. Students must have a travel consent form signed by their parent or guardian before being allowed to participate in any school sanctioned travel. The school will not be responsible for any event that is not officially sanctioned by the school administration.

Lost And Found

All students' personal belongings must have identification labels on them. All abandoned personal articles will be placed in lost and found. As the lost and found becomes full, items will be donated (at least every two weeks) to a local charity or thrown out.

School Supplies

A school supply list will be available online after the admissions procedures have been completed and the student has been accepted to BCS. Teachers may request some extra materials as needed.

ELEMENTARY SCHOOL AWARDS:

The following are the criteria used to select students who receive the Arrow Academy end-of-the-year awards. Please keep in mind that many of our students have commendable Christian character. The Christian Character Award does not overlook the fine qualities we see in other students; rather, it identifies a student who has excelled in this area.

Annual Awards:

1. Christian Character Award
2. Academic Excellence Award
 - Given to student receiving the highest academic average.
 - Includes all major subjects.
3. Most Improved Student Award
4. Perfect Attendance Award
5. Sportsmanship Award
 - Has average or above average skills and uses them to the best of his/her ability.
 - Plays cheerfully, fairly, and cooperatively.
 - Is supportive and considerate of teammates, opponents, and teachers.
 - Accepts victory and defeat gracefully and modestly.
6. Art Award
7. Music Award
8. Physical Education Award

In addition, classroom teachers may present various awards during the school year and at the end of the school year.

MIDDLE SCHOOL AWARDS:

The following are the criteria used to select students who receive the Arrow Academy end-of-the-year awards. Please keep in mind that many of our students have commendable Christian character. The Christian Character Award does not overlook the fine qualities we see in other students; rather, it identifies a student who has excelled in this area.

Annual Awards:

1. Christian Character Award
2. Academic Achievement Awards
 - a. Outstanding Achievement in Major Subject Areas of:
 - English
 - Mathematics
 - Science
 - Social Studies
 - Bible
 - b. Academic Achievement in Elective Subjects:
 - Music
 - Art
 - Physical Education
3. Perfect Attendance Awards
4. Academic Excellence Award
 - Given to student receiving the highest academic average.
 - Includes all major subjects.
5. Citizenship Award
 - Participates and shows positive leadership in class activities.
 - Shows genuine friendship and concern for classmates.
 - Assumes and follows through with responsibilities independently.
 - Shows perseverance and diligence towards assigned tasks.
 - Obeys school rules and authority consistently and cheerfully.
6. Sportsmanship Award
 - Has average or above average skills and uses them to the best of his/her ability.
 - Plays cheerfully, fairly, and cooperatively.
 - Is supportive and considerate of teammates, opponents, and supervisors.
 - Accepts victory and defeat gracefully and modestly.

ATTENDANCE

Regularity of attendance is essential for steady progress throughout a child's school experience. If a child is ill, however, please do not attempt to send him/her to school. If a child is sent to school while ill, his/her accomplishments may be minimal, and other students may be affected.

Perfect Attendance Reward – To receive an award for perfect attendance a student must be present each day. The only exceptions are:

- A court subpoena
- Family funeral
- District school closing
- Church approved Youth activity involvement

All exceptions must be pre-approved by the classroom teacher.

TRANSPORTATION

Parents and guardians are required to bring their child to school and pick up their child from school. **B6T Transportation** forms are available and should be filled out by parents (one per child) and submitted promptly to your child's teacher. This is a form that we submit for you to the Board of Education's Transportation Department of the School District in which you reside and based on certain standards and qualifications you may be eligible to receive aid in lieu of transportation per child. You can print out the form ahead of time from the following NJDOE website:

(<http://www.state.nj.us/education/finance/transportation/procedures/b6t.xls>)

ARROW ACADEMY INCLEMENT WEATHER INSTRUCTIONS

In the case of inclement weather, parents will be notified, by the automated voice system at the phone number designated by the parents in Renweb, whether school is closed or a delayed opening is scheduled. Parents should stay abreast of the weather conditions throughout the winter months. If inclement weather is forecasted, parents should assure the functioning of designated phone numbers.

- **Delayed Openings:** In the case of an emergency/weather related delayed opening, the revised opening time will be announced in the notification.
- **Due to inclement weather or an emergency situation, parents will be notified promptly to pick up their child.**
- **Early Dismissals:** In the case of an early dismissal, Arrow Academy will close at 12:30PM. (Times may vary due to unpredictable circumstances!)

ARROW ACADEMY EVACUATION PROTOCOL

1. Principal (or Administrative Assistant, or any School Board Committee Member, if the principal is not on site) determines if there is a need to evacuate the school:
 - a. Fire emergency
 - b. Bomb threat
 - c. Building crisis
2. Principal (or Administrative Assistant, or any School Board Committee Member, if the principal is not on site) initiates fire alarm. Teachers will usher students out of the building following Fire Drill Protocol.
3. Principal (or Administrative Assistant, or any School Board Committee Member, if the principal is not on site) will determine length of time needed to be out of the building and will either ring all-clear signal to re-enter building or give instructions for teachers to lead students out to a safe house.

In the event of evacuation to an alternate facility:

1. Police will be notified.
2. Parents will be notified through the automated voice system.
3. Arrow Academy Church Office will be notified.
4. Teachers should bring emergency cards and medical kits/student medications with them.
5. Once at alternate site, teachers will take attendance and report any missing students to the principal (or Administrative Assistant, or any School Board Committee Member, if the principal is not on site).