



Family Handbook

2023-2024 Academic Year

“Children are a heritage from the Lord, offspring a reward from him. 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 the opponents in court.” Psalms 127:4-5

For general information please contact us at:

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For campus specific information:

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Mission of Raising Arrows

Mission Statement:

Raising Arrows Academy partners with homeschool parents to provide full curriculum education within a Christian setting to develop each child not only academically but spiritually, to foster the love of learning, and equipping each child to show the love of Christ in their community and around the world.

Philosophy:

“Children are a heritage from the Lord, offspring a reward from him. 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 the opponents in court.” Psalms 127:4-5

God gives us our children to carve, shape and balance. It is our job as parents to “Straighten what is crooked. Sand the rough spots. Sharpen the point. Adjust the feathers. Dedicating time to target practice and making sure this arrow understands its purpose, the reason it will someday be free in flight.” It is the parents job to train up their child, not only in academic instruction, but in spiritual instruction as well. Raising Arrows Academy is here to partner with homeschool parents in their journey to educate their children. Our staff covers academic subjects in a small group setting to maximize the learning experience of the child. Through daily prayer, and Christian based curriculums, our hope is to enhance students' learning and growth. Through commitment to continuous learning, we are able to create an environment that will encourage students to become confident, self-directed, and lifelong learners.

Community Service

Local Missions and Community Service

At Raising Arrows Academy, students and staff are involved in a variety of community outreach and missions in various ways. Each class selects a special outreach project for the year. From food drives to collections, assisting local mission groups to writing letters for service members and nursing homes, our students will learn the importance of giving back, being good stewards, and through the projects become familiar with local mission fields.

Raising Arrows Academy wants students to learn the value of developing a heart for service. We want all 6th - 8th graders to complete a minimum of 15 hours of community service, and high school students to complete a minimum of 20 hours of community service each year they attend Raising Arrows Academy. Elementary grades will complete their hours during the class day. To assist students with meeting this goal, it is our desire to expose them to an array of missions. Missions that occur on this campus, locally in our community, and beyond the borders of our country.

We believe that teaching the Bible means teaching about missions.

1. You start with yourself- finding your passion and how you can use that to the greater glory of God.
2. Start small- begin by the needs you see right in front of you.
3. Pray- Once children are aware of the need to spread the Good News of Jesus to the world, we need to teach them that the most important job they have is to pray for missions. God works and changes lives through prayer.

General Raising Arrows Academy Information:

Registration Requirements:

3yr and 4yr old preschool - Registration is open to the public.

To enter the 3 year old class, it is suggested that your child be 3 by September 1st, and is required to be potty trained. To enter the PreK class, it is suggested that your child be 4 by September 1st.

Kindergarten - High

Students should be a registered homeschooler (you do not have to register until age 7) with the state (we can help in this process). Kindergarten students should be 5 by September 1st. A family interview will need to be scheduled prior to approval.

Attendance:

- It is the parent's responsibility to keep attendance. Raising Arrows Academy does not provide attendance records to the state.
- If a child is unable to attend tutoring on a particular day, we can assist with any material covered – as requested by parents.
- Parents/guardians are asked to call/email the tutor before 10:00am if a student will be absent for the day.
- For safety and security, parents must come to the office and sign their student out if the student is to leave early. If you are planning on your child being checked out early, please let the Director know in writing or by email at morning drop-off.
- If someone other than the legal guardian is picking up the student, please notify the Director in written form or by email prior to 12:30pm that day or before.

Parent Responsibilities and Tasks:

- **Register as a home school and meet all NC State requirements issued by the NC Department of Nonpublic Education:** Parents are responsible for their legal standing with the state of NC. Raising Arrows Academy is not affiliated with the North Carolina Department of Non-Public Instruction.
- Maintain requirements, paperwork, and attendance in accordance with NC Homeschool Policy and Regulations. Tests and assessments given in class will be sent home for you to keep for your records. For grade levels K-high school, grades recorded at RAA are accessible for parents, but parents are responsible for maintaining and setting what grades students get for them at home.
- Support students at home by reinforcing assignments, projects, and lessons and providing additional instruction as deemed necessary by the parents / family/ tutors. If work from home is not complete, students will be behind, and tutors will not be able to keep a timely schedule. A pacing guide is provided throughout the year, so when students are not here, that material is covered at home.
- We are a close-knit learning center with a goal to have a fun-filled learning experience, and we want to honor God in all that we do, especially in our interactions with one another. We strive to teach the children about mutual honor and respect and appreciate parent support in modeling and reinforcing Christ-Like behaviors. We encourage you to communicate with tutors – questions, concerns, extra assistance, and needs of individual children.
- We ask that you, as parents, help us teach our students to turn problems over to God first, and then work it through with the person. Of course, let your tutor know if they need to be involved and then, if need be, the Director as well.
- Participate in volunteer opportunities – helping with specific projects and events, plan and chaperone field trips, etc., as you are able.
- Adhere to Raising Arrows Academy guidelines and encourage students to follow them.
- Curriculum material that is not provided by Raising Arrows Academy is attained before the first day of tutoring and in ready to use condition (not written in by previous owner, no missing pages, correct edition). Students need to have their curriculum to be able to come to class.
- Return all student paperwork prior to the first day of classes.
- It is important that we have an up-to-date phone number and address, as well as an emergency number to reach parents/guardians. If emergency information changes during the year, please send a handwritten note with this information to the RA office via a note, phone call or text.

Staff Responsibilities and Tasks:

- Create an encouraging and engaging learning environment that is Christ-centered, safe, stable, and inspiring. This helps students to grow spiritually and academically.
- Create and follow a syllabus/pacing guide with planned lessons and activities. In grades K-high school, issue report cards/progress cards.
- Provide parents with a weekly email of what will be covered in class, or have assignments available online.
- Answer questions and provide extra assistance with concepts and assignments as requested by parents.

Parent Conferences:

- The goal of Raising Arrows Academy is to work alongside parents in the education of their child. To schedule a parent conference, please send a note or email requesting a time.

Code of Conduct

Raising Arrows Academy is committed to providing a Christian learning environment that is safe and is conducive to learning. It is important for parents to work in partnership with Raising Arrows Academy staff to successfully enforce the discipline policies and rules. We also have high expectations of parent/guardian behaviors while on campus and academy sponsored events.

When a student's behavior violates the rights of others and/or disrupts the process of learning, it becomes subject to disciplinary measures. The tutor will take all discipline issues to the Raising Arrows Academy Director to be handled on an individual basis. If corrective conduct measures are to be taken, parents will be notified and a conference will be called. The same expectation is for parents/guardians- if a behavior happens on campus or at an academy sponsored event that violates the rights of others, disrupts the process of learning, seeks to intimidate or spread gossip/rumors - RAA has the right to terminate the student contract immediately without refund or compensation.

- Respect the authority of all adults, abide by their decisions, and follow directions. Come to class each day prepared to listen, participate, and learn.
- Respect and honor the opinion and property of fellow students and staff.
- Respect and be good stewards of the host church property.
- Students are expected to work without interfering with instruction or the studying of other students.
- Exercise self-control and conduct themselves in an appropriate manner while on campus, including events and trips. Students are expected to be honest, respectful, and obedient.
- Students should work to the best of their abilities and ask for help if needed. Students are expected to try all tasks given by staff.
- If a student is unable to attend class for an extended period of time, the staff can assist parents by providing assignments. Please, if possible, provide the tutors with two weeks notice.
- Students are expected to follow all rules while on campus, be it before or after enrichment, in class, or on field trips.
- If you would like to see our behavior management plan for preschool-high, please email the front office to have that emailed to you.

Non-Raising Arrows related Discipline Policies:

- Offenses that are “non-Raising Arrows Academy related”

With the rise in text-messaging, email and cell phones it is necessary to clarify the responsibility of Raising Arrows Academy regarding discipline associated with any problems.

- Raising Arrows Academy is responsible for the safety of your child while he/she is at campus or at a Raising Arrows Academy-sponsored event only.
- If there is an incident involving a threat, danger or illegal activity involving your child outside of Raising Arrows Academy, it is the responsibility of the parent to bring the threat, danger or illegal activity to the attention of the parents of the child involved and to report it to the proper legal authority.

- In the event that outside incidents affect the learning environment or safety of a Raising Arrows Academy student during the academic day, the director should be notified and the appropriate actions will be taken.

Dress Code

Neatness and modesty in dress is always the expectation when choosing attire to wear to Raising Arrow Academy functions. Your cooperation is appreciated in nurturing this awareness in your child. Please Note: A student's clothing that does not reflect modesty will be discussed with families. Clothing that is distracting or disruptive to the learning process is not permitted.

- Clothing that shows undergarments or a bare stomach or jeans with rips above fingertip length should not be worn.
- Clothing that is "see through" or that has offensive writing or pictures are also not allowed. Tank tops are accepted if the straps are 2 inches in width.
- The length of skirts, skorts, and shorts should extend below the student's fingertips when the student's arms are extended at his/her sides. Pants should be worn at the waistline.
- Tights, leggings, or other types of hosiery must be accompanied by a fingertip length or longer top or dress.
- Everyone has daily recess, so shoes should be appropriate for the playground.

Cell Phones/Devices/Toys

- Cell phones/devices/toys can be disruptive to the learning process. It is best that cellphones and other devices, as well as toys, be left at home and not brought to class. If a student must have a cell phone, they need to keep their phones in their backpacks unless directed to do something different by staff.
- Raising Arrows Academy will not be responsible for loss, damage, or theft of any device brought to campus.
- Devices, including but not limited to cell phones, or toys that become an interruption to learning will be taken and kept in the Director's office until a parent can pick them up and an incident form will be filed per the discipline policy.

Internet

Raising Arrows Academy offers internet access for students, tutors and staff. Because the Internet can support our tutoring goals, it can be an important part of the instructional program for all tutors and students.

5th grade - high school students will have to have internet/computer/printing accessibility at home. Research and writing projects will be required while not in class.

Lost and Found

Lost and Found is in the Director's office. Please label all clothing, lunch boxes, water bottles and personal belongings brought to campus.

Birthday Parties and Celebrations:

- For your student's birthday, you may furnish store bought cupcakes, brownies, or other small treats. We want to protect those with allergies- please bring store bought so that we can check the ingredients list for allergens. Please contact the tutor to organize the event for your child's special day.
- We may have special campus wide celebrations for holidays. Individual classroom parties may also happen at the discretion of the individual classroom tutor.

Snacks

The tutor sets time aside each day for children to have a healthy snack. We ask that **only water be sent for a drink at snack time. No glass water bottles please.** Families are responsible for sending snacks for their children.

Lunch

Children are to bring packed lunches from home, but we do not have a refrigerator large enough for all students. Lunch boxes need to be packed with an ice pack. Lunchtime is only 30 minutes and this is also when the tutors eat their lunch. Pack lunches that are easy for your student to unpack. Please take this into consideration when packing lunches. Students do not have access to a microwave.

We are pleased to offer hot lunch once a week at a cost of \$5.00-\$7.00 per day from a variety of local restaurants. Lunch can be pre-ordered weekly/monthly through our online portal.

Hot lunches will be ordered for any student who pays weekly, or monthly, in advance. Because we place orders with the vendors before the day that lunch is provided, **orders cannot be taken nor canceled on the day food is being delivered. Orders will not carry over if a child is absent for the day he/she ordered food.**

Please note that ordering hot lunch is completely optional and a privilege. We are grateful to be able to offer this option and thankful to the local restaurants for working with us.

Arrival and Departures:

Arrival and departures depend on campus chosen. Please refer to campus registration documents for specific information.

- **Early pickup:** You must bring in identification to pick up early.
- **Late pickup:** Parents will be contacted and charged the rate of \$1.00 per student per minute for being late. This fee starts 10 minutes past dismissal time.

Car Line:

Your child can only be picked up by persons listed on your registration form. To ensure safety, we will check I.D. In the event, your child needs to be picked up prior to dismissal time, please communicate that with a staff member and we will have your child ready.

- Do not pass other cars in the line unless directed to do so by a staff member.
- Have the car tag displayed with the child(rens) number. If you do not have your car rider tag you will have to park and wait till the car rider line is over for us to check your identification.
- No cell phone use while in the car rider line - we like to keep an efficient safe line.
- To keep the car line moving efficiently - Do not get out of the car in the car line to buckle your child in. We will place the child in the car seat and then you will need to please pull forward and park in a parking space to buckle them in. Please pull into a parking space if you need to speak to the director/tutor.

Permission to Photograph/Video

Raising Arrows Academy and the host church may occasionally use names and/or photographs and/or video of enrolled students in, but not limited to, their newsletters, publications, websites, emails, and social media postings. If you prefer that your child's name and/or photograph/video **NOT** be included in these publications, you must notify the Director verbally and in writing.

News and Information:

- Information updates are sent out by email and/or paper copy.
- Information may also be found on the Raising Arrows Academy Facebook group (these are campus specific - please join your campus), and website.

Snow/Weather/Emergencies

Adverse weather conditions or other emergencies may require that we close or release students early. If a schedule change is deemed necessary, parents/guardians will receive a Facebook group posting and an email from their child's tutor. We do not automatically follow any Cabarrus or Stanly County School's decisions; however, we will always err on the side of caution. Program Fees will not be discounted or reimbursed due to weather/snow/emergency closings. Raising Arrows Academy days missed due to snow/weather/emergencies are not rescheduled.

Field Trips:

We offer a variety of additional opportunities for families, including field trips.

- Field Trip permission forms must be filled out and signed before attending any trip. Verbal permission **can not** be accepted in lieu of the proper form.
- Most field trips will involve parent chaperones. All parents are welcomed and encouraged to participate in field trips.
- Parents of students in Kindergarten through 2nd grade will be asked to drive their student on a field trip. This is a precaution because of car seat safety.
- All chaperones must have background check paperwork in accordance with guidelines set by the host Church.
- If a student's behavior is below Raising Arrows Academy expectations, parents may be asked to accompany their child on the trip.

Health and Wellness

Emergency Information:

Parents must complete emergency paperwork for each student so that the Director can reach parents/guardians quickly if the child is injured or becomes ill while on campus. Health problems and allergies should be indicated and updated as issues arise. An important part of that information is listing emergency contact persons who may be available to assume responsibility and/or pick up the child if the Director is unable to reach a parent. It is helpful to let these persons know that they are listed so that they can be prepared to help. If any of this information changes during the academic year, we ask that it be updated promptly.

Health Concerns:

Parents are required to communicate verbally and in writing, any health problems, allergies, or special needs to the Director so that we can be prepared to help your child. If medical equipment and/or supplies are required, it is the parent's responsibility to provide the necessary equipment and supplies.

Medications:

If possible, all medication should be given at home. However, medications can be administered to students as needed to sustain attendance. It is the responsibility of the parent/guardian to provide any required prescription or over-the-counter medication in the original labeled container. Parents are to complete the required forms and provide complete directions concerning the administration of medication. All prescription and over-the-counter medications must be brought to the Director in its original container, properly labeled with the child's name and dosing information. It is the responsibility of the parent to communicate any changes in medication. **Students are not allowed to carry, share, or take over the counter medications. ALL MEDICINES MUST BE LOCKED IN THE DIRECTOR'S OFFICE.**

Student Health:

We have members of our staff that are CPR and First Aid certified and able to manage most situations that may develop. While we can provide the initial evaluation of the child's injuries or illness, we are not allowed to provide more than an initial evaluation. The staff will notify you in the event of suspected illness or injury. The parent is asked to pick up the student as quickly as possible if further medical attention is deemed necessary.

Cautionary:

As we all know, children do, despite our best efforts, become sick. Please do not send your child to Raising Arrows if he or she has experienced **any** of the following within the past 24 hours:

- Fever (Temperature of 100.4 or over **without** the use of fever reducing medication)
- Vomiting/Diarrhea
- Rashes which may be infectious or contagious
- Drainage from the eyes or ears
- If your child has been diagnosed with a communicable disease (i.e. strep throat, conjunctivitis/pink eye, flu...), it is required that you keep him/her home until he/she is no longer contagious. For strep throat, this means 24 hours **after** the medication has been started, and no fever is present.

- If your child has been exposed to anyone with COVID, or if your child develops COVID you will be asked to notify Raising Arrows Academy immediately and will have to stay out for the days currently recommended by the state health guidelines.

We do not refund for sick days/quarantined days missed.

Head Lice Policy:

If your child has head lice, you must notify the Tutor and the Director. Your child will be allowed to return to campus at the discretion of the Director. Students must be lice and nit free before being allowed to return.

Visitors, PTO & Volunteers and Fundraising

Visitors

- All visitors must check in with the Director.
- All visitors will remain in the office until the Director, or an appointed staff member, can bring them to the class.
- All visitors must wear a visitor badge while on campus.
- Students are instructed not to open the door to visitors. Doors may only be opened by the Director or staff. Doors remain locked at all times.

PTO and Volunteers

- Active participation by parent volunteers in Raising Arrows Academy is considered an integral part of your student's experience. There are many activities in which parent volunteers may participate: worship services, lunch/recess helpers, field trips, etc.
- All screened volunteers (regular volunteers who spend time one on one with students) are required to complete paperwork /background check paperwork in accordance with Raising Arrows Academy and the host church. You may request these forms from the Raising Arrows Academy Director. All volunteers must have a background check and pay the \$30 background check fee.
- All volunteers must check in with the Director before beginning to volunteer.
- All volunteers are asked to wear a Raising Arrows Academy visitor badge.

Fundraising: At the discretion of the Director and with help from the PTO, Raising Arrows Academy will participate in fundraising. This is if we see an opportunity such as improving the classrooms, helping with curriculum costs, etc. All fundraising must be to provide for ministry opportunities and will be clearly explained as such when fundraising information goes out. We understand that fundraisers can be taxing and hard on families, we will strive to keep these limited, but also fun and worthwhile.

Program Fees and Curriculum

Program Fees

- Program Fees can be paid monthly, bi-annually, or annually. All program fee payments made monthly are to be made on the **1st** day of the month by 5pm.
- Program fees become late when they are not paid by the **7th** day of the month (by 5pm). Late payments (after the 7th at 5pm) will be invoiced with a \$25 late fee. If not paid by **8th** of that month, student(s) will not be allowed to return until the bill is paid or other arrangements have been made.
- All fees listed below are per child unless otherwise noted.
- Payments are made online.
- No refunds will be issued for any program fees.
- There will be no pro-rating for partial month program fees.
- A \$35 fee will be imposed for any returned checks
- A 30 day notice is required to withdraw a student.
- **Curriculum and Other Supplies:** Students enrolled in the Raising Arrows Academy program are required to purchase the appropriate curriculum, books, and materials as set by Raising Arrows Academy. Enrolled families will receive a list of materials needed. Curriculum and materials should be purchased before the first day of tutoring. At the request of the parents, Raising Arrows Academy may be able to assist families with the ordering of materials. Purchased curriculum outside of Raising Arrows Academy must be in user-friendly condition (no missing pages, written in, etc.). Some textbooks may be provided by Raising Arrows Academy. These textbooks should be cared for and maintained in new condition. Any textbooks that are lost, not cared for properly, or misused will be subject to a fee at the discretion of the Director.