



Arrow Academy
of Excellence

CHARTER SCHOOL

PARENT – STUDENT HANDBOOK

2016-2017

654 Semmes Street, Memphis, TN 38111

PHONE: 901-207-1891

A School-wide Title 1 Program

Dr. Raychellet Williamson



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Dear Parents and Students:

Welcome to Arrow Academy of Excellence Charter School. Our school has been designed with the future of young students in mind. Our intent is to prepare students for a life of sustainable excellence through practical, creative, and intentional methods of teaching and learning in a motivational environment of success. We are excited that you have chosen our school for your child.

As a K-3 learning environment, we focus heavily on the foundational skills in reading, writing, and mathematics. We are guided by the National Common Core Standards. Our unique curriculum design will launch our Arrows on a trajectory for college and career readiness.

We invite you to join us throughout the year to learn more about our school. We need each of you in order to be successful. Together, we will develop a solid K-3 foundation set in Excellence.

Educationally yours,

Dr. Raychellet Williamson
Principal, Arrow Academy of Excellence Charter School

Arrow Academy of Excellence Public Charter School

MISSION

End Illiteracy
End Innumeracy

OUR BELIEFS

Arrow Academy of Excellence School believes that:

- There is a positive correlation between learning and attendance.
- All students can learn at higher levels through quality instruction, differentiated instruction, research-based strategies, and data driven decisions based on best practices.
- Varied methods of student assessment must be used to enhance learning skills.
- Schools have the responsibility to help students to develop and achieve proficiency in all areas and to prepare them to become life-long learners.
- Stakeholders will utilize the collaborative process for school-wide policies and procedures.
- District, state, and federal policies should be followed at all times by all stakeholders.

OUR VISION IS...

We envision Arrow Academy as a microcosm of an ideal city, where imagination, creativity, empathy, self-direction, and collaboration thrive among our students.

School Motto: Always Ready to Learn

School Colors: Hunter Green, Gold, and White

School Uniform: **Gold, hunter green, or white top with collars or turtleneck (Arrow's emblem)**
Khaki, black, or navy blue bottoms
Green cardigan, blazer, vest, jacket with Arrow's emblem
Plaid neckties and crossties
T-Shirt with Arrow emblem
Walking shorts must be knee length. Shorts can be worn underneath skirts
Leggies can't be worn as pants
Mid-section can't be visible when seating or standing
Closed-toes shoes for recess
No dangling earrings for safety reasons

SCHOOL HOURS, ATTENDANCE AND DISMISSAL

SCHOOL HOURS: School hours are 8:00 a.m. to 3:00 p.m.

Breakfast- 7:30-8:00am

Instruction starts at 8:00am

Lunch KK- 11:00am 1st grade 11:15am 2nd 11:30am 3rd 11:45am

Dismissal 3:00pm

We do offer Before and Aftercare. Contact the main office at 901-207-1891
Aftercare includes a snack and dinner.

Early arrival:

Please do not allow students to walk into the foyer before 7:30am alone. There is no staff on duty to greet and supervise students until 7:30am. If you need to bring them before 7:30am, we offer before care starting at 7:00am each day for only \$10 for the entire week.

We educate in an atmosphere set Excellence. Please understand that students arriving after 8:00am are considered late and must be signed in by an adult. There is no grace period on learning. Thank you for arriving on time each day.

ATTENDANCE POLICY: There is a mandatory attendance policy in the state of Tennessee. Parents are responsible for ensuring that their children attend school/class for 180 days each school year and is on time each day. All absences will be classified as **EXCUSED OR UNEXCUSED**. In order for an absence to be excused, parents must send a note to the teacher stating the reason for the absence. Pupil absences shall be excused for the following reasons: (1) personal illness of the student, (2) death or serious illness in the immediate family of the student, (3) validated court appearances of the student, (4) recognized religious holiday/event, (5) school sponsored/sanctioned events, (6) deployment for and return from military service of student's parent/guardian or custodian (one day excused for the parent's deployment and one day excused for the parent's return, and (7) visitation with a parent/guardian or custodian who is a member of the United States armed forces when the member is granted rest and recuperation leave and is stationed out of the country (up to 10 days of excused absences).

EARLY DISMISSAL: STUDENTS WILL NOT HAVE PERFECT ATTENDANCE IF THEY CHECK OUT EARLY.

DISMISSAL PROCEDURE: If your child's dismissal procedure changes, you must send a note to your child's teacher **and** contact the main office.

Example: Your child rides the bus but you are going to pick them up, you must send a note and contact the office. The note will be placed in your child's file. **WE WILL NOT ALLOW THE CHILD TO RELAY A VERBAL MESSAGE FROM THE PARENT. THEREFORE, THE CHILD WILL FOLLOW THE ESTABLISHED DISMISSAL PROCEDURE.**

In order to ensure a safe, efficient, and orderly dismissal, please help by adhering to the following procedures:

- 1. During arrival and dismissal, turn west onto Waverly so that your passenger door is next to the sidewalk near the building.**
- 2. When you exit, travel west on Waverly, turn left at the end of the street, and then you can circle back around to Semmes.**
- 3. Please do not leave your car unattended on Waverly during the hours of 3:00pm-3:15pm.**
- 4. Please do not motion for your child to run across the street to you. An adult must escort all students before crossing the street.**

BEHAVIOR EXPECTATIONS: THE ARROW WAY

DISCIPLINE POLICY: Our goal at Arrow Academy is to create a climate in which everyone wants to achieve self-discipline. While discipline does not appear as a subject, it underlies the whole educational structure. Discipline is the training that develops self-control, character, orderliness, and efficiency. It is the key to good conduct and proper consideration for other people.

Therefore, it is the responsibility of each student to operate as a responsible citizen. Administration and faculty of Arrow Academy of Excellence uphold the policies governing student conduct and policies as established by Shelby County Schools.

SCHOOL-WIDE RULES: The school-wide rules were developed by the administrative staff to provide an environment conducive to learning. We are committed to providing an environment that is safe, secure, and orderly. The following rules; which we refer to The **Arrow Way** will be consistently reinforced throughout the school. See attachment for a separate copy.

THE ARROW FOUR RULES

**Be Respectful
Be Responsible
Be Ready
Be Committed**

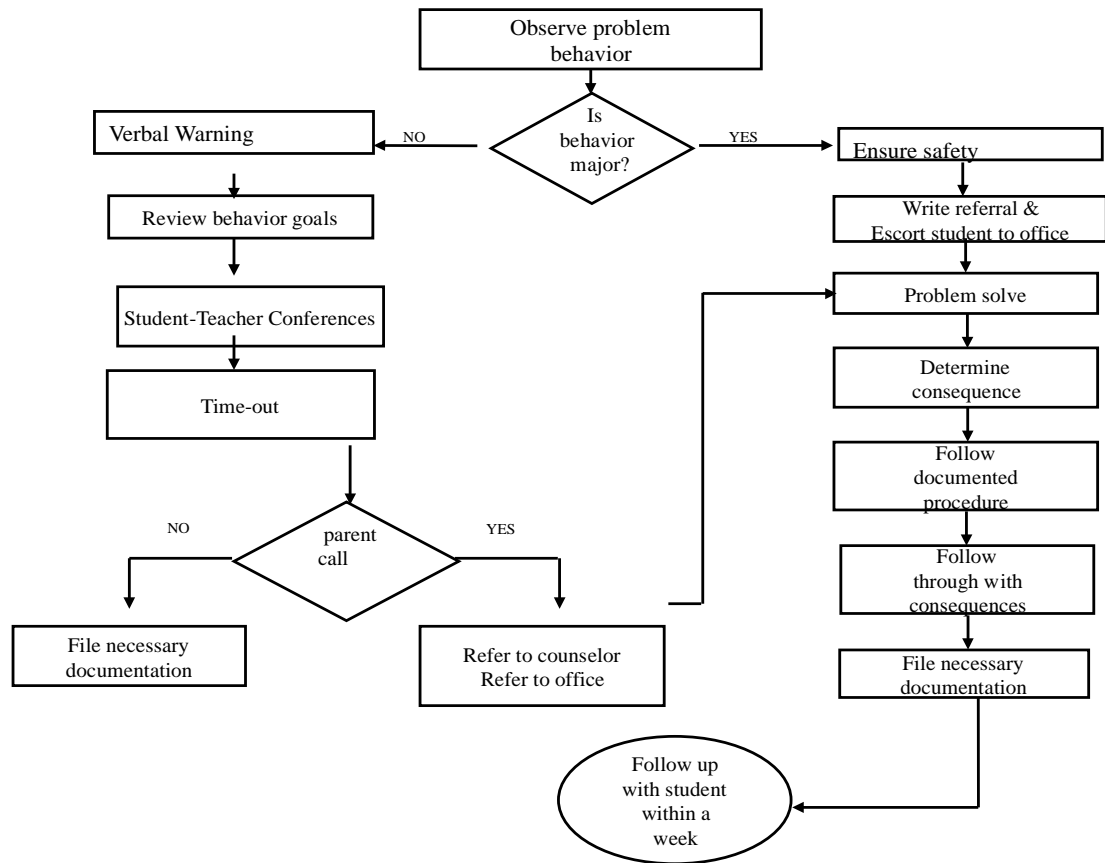
School Wide Rules	Classroom	Cafeteria	Hallway	Restroom
Be Committed	Come prepared with necessary materials. Keep personal items, desk, and cubbies neat. Follow classroom rules and procedures. Be prepared to learn.	Remember your lunch. Allow your teacher to eat lunch without interruption. Keep food in your tray or lunch box. Be respectful of other's space. Talk in a conversational tone with those who are sitting near you. Chew with your mouth closed.	Keep quiet. Nod or wave quietly to student, teacher, or principal. Stay in your place in line.	Check under stalls before entering. Flush toilet after use. Leave the area clean. Inform teacher when supplies are low or out.
Be Respectful	Follow classroom rules and procedures. Use only your materials. Share and cooperate with others.	Practice self control in the line, at the table, and when lining up to return to class. Talk softly. Keep cafeteria tables and floors clean.	Remain in a single file line. Keep quiet and legs walking at appropriate speed. Walk with eyes forward. If running an errand carry hall pass and return quickly back to teacher.	Quietly wait your turn to use a stall. Go in and use the restroom discretely. Exit quickly without talking. Wash hands. Clean up after yourself.
Be Responsible	Keep everything in its proper place. Follow classroom rules and procedures.	Wash hands/ sanitize hands before entering. Have everything you need before sitting down. Use quiet voices to talk and good manners.	Honor the hard work of others on display. Keep hand off of the walls. Pay attention to where you are walking.	Use one paper towels to dry hands. Pick up after yourself. Clean any spills. Inform teacher if restroom is unsafe.
Be Ready	Participate in lessons and or discussions.	Use time wisely. When it is time to line up to go the class be ready by having your lunchbox or anything that you need to take back to class.	Hands by your side. All eyes forward. Legs straight. Keep up in the line.	Use restroom when you are given time to.

HOW WE TEACH THE ARROW WAY:

WE SAY IT, SHOW IT, PRACTICE IT, REWARD IT

The school provides each student the maximum opportunity to receive a quality education. **NO STUDENT** has the right to interfere with this opportunity by his/her actions, poor manners, or lack of consideration of others. All rules and regulations are enforced (**POLICY #6022**). SCS employees do not administer corporal punishment; however, inappropriate behavior will have consequences. The Student Code of Conduct is SCS discipline code.

General Procedure for Dealing with Problem Behaviors



Student Discrimination/Harassment and BULLYING/Intimidation (CYBER-BULLYING) are not allowed at any time (Category D Policy #6022.7). Discrimination, harassment and bullying is defined as conduct, advances, gestures, or words either written or spoken that is based on race, color, religion, national origin, handicap/disability, or sex (**Category D Policy# 6022.9**). If a student feels their rights have been violated, they should report the incident immediately to their teacher, counselor or administration.

ZERO TOLERANCE POLICY: For the safety of the students and staff, Arrow Academy will adhere to the State-Mandated Zero Tolerance Violations **Policy# 6.309** which states: It is the policy of Shelby County Schools to be in compliance with state and federal laws that protect students and school personnel. Thus, a minimum of one (1) calendar year expulsion shall be issued for the following actions or conduct:

- a. Assault (injury or extremely offensive or provocative physical contact)/aggravated assault (serious injury) against school personnel
- b. Possession/sale/distribution of illegal drugs or unauthorized prescription drugs

- c. Possession/concealment/use/sale/distribution of explosive devices and firearms (assembled or unassembled parts), except toy guns – real/look alike

GANG PREVENTION, INTERVENTION, AND ENFORCEMENT

(Policy# 6.312) Elementary students engaging in activities implying gang affiliation/membership including gang fights, gestures actions, signals, literature, colors, drawings, signs, jewelry, apparel, manner of grooming, writings, gang graffiti, verbal or nonverbal communication, solicitation, or hazing/initiation activities, coordinating/ordering gang activities at school, gang-related threats, intimidation and extortion, and other gang activity or acts that imply affiliation or membership – Mandatory Gang Prevention Counseling

VISITORS AND CONFERENCES

SCHOOL VISITORS: All visitors and parents are welcome at Arrow Academy. **STOP BY THE OFFICE TO STATE THE NATURE OF YOUR VISIT, SIGN IN.** A forgotten item (i.e., a lunch box or door key) should be brought to the office where the child may pick it up.

PARENT CONFERENCES: Conferences are encouraged and welcomed by the faculty. To ensure we meet your needs, we request that conferences be scheduled.

CHILD CUSTODY/PARENTAL ACCESS: Shelby County Schools (**Policy#6.209**) requires students to be enrolled in and registered for school by their custodial parent or legal guardian or a person who provides the school with written permission from the custodial parent/guardian to register the child.

Parents (**listed on the birth certificate**) or guardians have the right to receive information contained in school records concerning their minor child. However, the personal information of a custodial parent shall not be released to a non-custodial parent with the child's education records. AAE, unless informed otherwise, assumes there are not restrictions regarding the non-custodial parent's rights to be kept informed of the student's progress and activities. If restrictions are made relative to the rights of the non-custodial parent, the custodial parent shall be requested to submit a certified copy of the court order that curtails these specific rights.

Unless there are specific court-imposed restrictions, the non-custodial parent, upon request, shall be granted reasonable access to the child at the school and shall be given access to all the student's educational records including but not limited to the student's cumulative file and the student's special education file, if applicable.

COMMUNICATION

PARENT COMMUNICATION: A key part of partnership with parents is the daily and weekly folder. The folder may also contain information concerning honors programs, report card dates, progress report dates, and parent conferences. Be sure to check it and return the next school day.

MESSAGE TO STUDENTS: We would like to avoid all classroom interruptions therefore, you may leave a message with the main office during the school day and your child's teacher will be notified. Students are not allowed to accept phone calls.

CHANGE OF ADDRESS/TELEPHONE NUMBER: For your child's safety, current and up-to-date student information must be maintained. It is the responsibility of parents/guardians to inform the school of any address and/or telephone number changes.

HEALTH & WELLNESS

MEDICATION: If your child is required to take medication during the school day, please come to the office to pick up a medical release form. This form must be signed and accompanied by a statement from the doctor that this medication is necessary. Most medication schedules can be arranged for doses to be taken before school, after school, and/or at bedtime, therefore do not send medication to school unless it is absolutely necessary. **All medication must be kept in the office.** The school certified medical personnel would dispense medication at the time specified by the doctor. An exception; all asthma inhalers will be kept in student's backpacks.

WELL-CHILD: Well-Child provides FREE comprehensive vision and health examinations for all Arrow students. Be sure to sign the permission forms each year.

SCHOOL NURSE: Arrow Academy offers nursing services through a contractual relationship with Well-Child.

MEALS

BREAKFAST & LUNCH- FREE FOR ALL STUDENTS

Birthday Parties – Parents may bring store-bought cakes and other treats to be eaten in the cafeteria during the scheduled lunch break. A parent will be responsible for all clean up related to the birthday treats. Notify the front office and teacher at least one day in advance.

DINING ROOM RULES:

- Students must enter the cafeteria quietly and remain in their assigned serving line.
- Students must get all that they need while they are in line.

- Students may not return to the serving line for additional items or condiments.
- Students must raise their hand and wait to be acknowledged if assistance is needed.
- Students must pick-up any trash from the table, chair or floor.
- Students must follow the directions of all adults.
- **Enjoy this time with friends.**

GRADES, RECOGNITIONS AND FIELD TRIPS

GRADING SYSTEM: Arrow Academy of Excellence follows a grading system for grades kindergarten through third grade that adheres to both the Shelby County Schools and Tennessee Uniform Grading System.

Report Cards and Interim Reports

Report cards are provided to parents at the end of each nine-week period. Parents must be notified within a report card period when a student is not doing acceptable work. At the midpoint of the nine weeks, parents will be notified of students' progress; all will receive an interim report. Parent-teacher conferences should be held for gaining parental support in an effort to improve student performance.

Kindergarten:

The kindergarten report cards show progress toward the state standards. The grade level standards are set by the state and indicate what a student should know and be able to do. Students are evaluated based on their progress toward meeting benchmarks for each standard. This is indicated by symbols expressing mastery or non-mastery for each skill. Additionally, the letter grades "E", "S", "N", or "U" will be used to express basic grading for art, music, world languages, and physical education (P.E.).

Grades 1-3

Conduct Grades

In all schools, students' conduct is graded as "E", "G", "S", "N", or "U" and is to be reported at each grading period on the report card. Self-contained classes receive one homeroom conduct grade. Departmentalized classes each give a conduct grade.

Academic Grades

The basic grading system for knowledge/subject area is expressed by the letters "A", "B", "C", "D", and "F" according to the numerical values listed under the Grading Scale below except for first (1st) grade science, social studies classes, prek-5 art, music, world languages, and P.E. which will be expressed by the letter grades "E", "S", "N", or "U".

Grading Scale

1. A 93-100
2. B 85-92
3. C 75-84
4. D 70-74

F Below 70

Nine-Week Grades

In grades 1-5 Integrated Language Arts and Math, a minimum of twelve (12) grades per subject per nine-week term should be recorded for every student. For all other subjects (i.e. science, social studies, art, music, world languages, and P.E.) in grades 1-5, a minimum of nine (9) grades per nine-week term should be recorded. Fifty percent of the required grades must be earned and recorded by the interim of the nine- week term. Term grades given at the end of each nine-week period will be determined by the average of daily work, oral, and written assignments, individual and group assignments, quizzes, projects, and tests. The teacher will assess all student assignments and weigh the value of grades given for various assignments within the nine-week term in computing the term grade. This procedure will enable the teacher to allow for individual student differences in the grading process. Grades for homework assignments should be given with care, since the student himself may not always complete homework. Homework assignments are of value in affording students needed practice, and such assignments should be made within practicable limits.

Make-up Work

Regular attendance should be necessary for passing grades. In the event of an excused absence, students are expected to make up work missed within a reasonable time. In the event of an unexcused absence, one day of makeup time shall be allowed for each day of unexcused absence. A student with an unexcused absence must submit a written request to the teacher to makeup the work and must participate in an appropriate intervention (e.g., student or parent conference with the teacher, Saturday school, online tutorial, other appropriate intervention determined and scheduled by the teacher).

Semester Grades

Semester grades for grades 1-5 are determined by an average of grades for each of the two nine-week terms.

NOTE: Semester examinations are not given in grades 1-5.

Final Grade

Final grades are determined by averaging the two semester grades.

Grading Restrictions

A student's academic grade is solely intended to reflect the student's acquired knowledge, ability, and/or skills in the designated subject. Therefore, academic credit / points may not be awarded or

deducted for any purpose that is not directly related to the student's academic performance. For example, academic credit/points may not be awarded as an incentive to participate or achieve a certain goal in a school fundraising event. Academic credit/points may not be deducted for failure to purchase certain brands or types of school supplies. A reasonable number of academic points may be deducted from a student's academic grade for failure to submit homework or other assigned academic work on the date specified by the teacher.

Parent Notification

Parents are to be notified within a report card period when a student is not doing acceptable work. Parent-teacher conferences should be held for gaining parental support in an effort to improve student performance.

ACADEMIC RECOGNITION

In grades K –3, all students will be recognized for academic achievement at Arrow Academy of Excellence. Awards will be given for exceeding, meeting, and making progress towards academic and behavior expectations.

Perfect Attendance – No absences, No tardies, and No early checkouts
Perfect attendance will also be recognized each grading period.

FIELD TRIPS: No child will be allowed to leave the school without a signed permission slip from a parent. Since it is necessary to have buses and tickets purchased in advance, a refund is not available to a student who pays for a school trip but cannot attend. Money for field trips must be paid by the designated trip deadline.

Only Arrow Academy students in that class are permitted to attend field trips. Siblings will not be allowed to attend (Policy# 6004).

TEXTBOOKS & TECHNOLOGY

TEXTBOOKS: Textbooks/instructional materials are issued to the students with the understanding that the textbooks/instructional materials will be properly maintained and returned at the appointed time. Sanctions will be invoked in the event that a student refuses to pay for lost or damaged textbook/instructional materials at the replacement cost less reasonable depreciation. Sanctions are intended to prohibit lost or damaged textbooks/instructional materials through willful intent or neglect and include:

1. The withholding of all grade cards, diplomas, certificates of progress, or transcripts until restitution is made.
2. The refusal to issue any additional textbooks/instructional materials until restitution is made. (However, access to textbooks/instructional material shall be provided.)

Nothing in this policy shall prohibit any student or parent from voluntarily purchasing textbook/instructional materials.

- A. The Principal is responsible for administering this policy, including ensuring that students are provided access to textbooks/instructional materials.
- B. Parents are responsible for lost and/or damaged textbooks/instructional materials.
- C. Students are responsible for maintaining the proper care and protection of textbooks/instructional materials.

TECHNOLOGY: Students have access to computers in the classroom.

SAFETY

INCLEMENT WEATHER: School may be closed early due to bad weather. When this occurs, the local public media will announce the early closing. Always inform your child of emergency arrangements. Indicate special arrangements on registration forms. Do not rely on telephone messages to your child during a weather emergency because the telephones may not be working.

EMERGENCY DRILL: Fire, tornado, and earthquake drills are necessary for the safety of the students, staff, and faculty. These drills are practiced throughout the school year. Specific safety guidelines are posted in all classrooms and offices. When the alarm is sounded, students are expected to follow the directions and/or procedures outlined in the emergency plans that are posted. Teachers will provide students with additional information concerning each drill. Students are reminded to pay close attention to the instructions given by their teacher during these drills.

APPROPRIATE BEHAVIOR SHOULD BE EXHIBITED AT ALL TIMES.

MISBEHAVIOR DURING AN EMERGENCY WILL BE ADDRESSED FIRMLY, AS POTENTIAL HARM TOWARD OTHER STUDENTS CAN RESULT.

Title 1 School-wide Program

Parental Notice Requirements

You may request information about the qualifications of teachers and paraprofessionals who instruct your child.

You have the right to request that their child's name, address and telephone number not be released to a military recruiter without prior written consent.

Paraprofessionals work under the direct supervision of a highly qualified teacher.

Family & Community Engagement

Arrow Academy will convene an annual parent meeting to inform parents about the school's parental involvement programs and right of parents to be involved. We will offer a flexible number of meetings-morning and evenings, to allow an opportunity for parent participation.

We need the help of our parents as we develop our school improvement plan. To be 100% Successful, we need everyone's input.

We will provide parents a description and explanation of the (1) curriculum we use, (2) forms of academic assessment used to measure student progress, and (3) proficiency levels that Arrow students are expected to meet.

If requested by parents, we will provide opportunities to (1) formulate suggestions, (2) participate, as appropriate, in decisions relating to the education of your child, (3) and respond to any suggestions as soon as practically possible.

Arrow Academy of Excellence Policy on Standards of Conduct

Standards of Conduct

Printed copies of the policy or policies are for reference and may be reviewed for changes and update by school principal and board of directors:

I Purpose

School rules and regulations are necessary for both efficient day-to-day operations as well as for the safety, comfort and to maintain a professional work environment for Arrow Academy of Excellence Charter School. All parents, legal guardians and otherwise adults authorized to visit, pick-up, drop-off or travel with students, staff and other parents are expected to conduct themselves in a manner that does not interfere with school operation, does not discredit Arrow Academy of Excellence, and is not offensive or harassing to other parents, students, staff or other individuals involved.

II Scope

Unless prohibited by law, or otherwise, this Policy applies to all Arrow Academy of Excellence parents, legal guardians or adults authorized to participate in student activities with Arrow Academy of Excellence.

III Content

Parents, guardians, and/or adults authorized on behalf of the student are expected to:

- Treat Arrow Academy Staff, students, visitors and other parents and adults with respect and courtesy;

- Refrain from behavior or language that may be considered offensive or harassing;
- Wear clothing appropriate for the event attended at the time;
- Comply with all School policies; and standard of conduct
- Maintain a clean and safe environment for students, staff and other parents.

VI Procedure

Any violation of School policy or reports of conduct that may be inappropriate will be investigated, and, if determined may result disciplinary action up to and including student(s) being suspended.

This list of examples of behavior or conduct that may be inappropriate is not all-inclusive. Parents, legal guardians or other authorized adults should know that any conduct not listed but which adversely affects, or is detrimental to the School, students, staff or other parents will also be considered a violation of this Policy, and would warrant investigation to determine the facts of the matter.

Also it should be noted that nothing in this Policy should be construed as a promise of specific treatment in any given situation nor does it alter in any way the at-will relationship between Arrow Academy of Excellence and the parents, legal guardian or authorized adult of its students. The School retains the discretion to evaluate a situation based on the facts and circumstances and to advance to a more serious disciplinary action if the School deems such action warranted.

Arrow Academy of Excellence Board of Directors will be consulted in all matters where the School Principal deems necessary. Once the investigation is completed a solution will be derived which the end result can range from any of the following but is not limited to – clearance of the situation, verbal counseling, written warning, or student suspension. The determination of student suspension will be the decision of the School principal. If warranted by circumstances or nature of the alleged incident a matter may be referred for legal counsel.

Level 1 Violations

The following types of misconduct will be considered extremely serious and will result in immediate violation of Policy with immediate actions:

1. Unauthorized use of or possession of firearms, live ammunition explosives or other weapons on School property
2. Taking, diverting, receiving or possessing, fraudulently, without authorization, goods, equipment or other property belonging to the School, its staff or other parents or authorized school adults.
3. Engaging in any form of willful or deliberate, fraudulent, or sexual behavior or other behavior that would inflict physical or mental harm to students, staff or other parents.
4. Any involvement in criminal or illegal activities on School or associated premises.

Conduct off School Premises

Conduct outside School premises or associated with school activities outside School premises that have the potential to create a negative image of Arrow Academy or having a negative effect on student, staff or other parents may result in disciplinary actions by School Principal.

V Responsibilities

Parent, Legal guardian or other Adults authorized to participate in student activities:

- Comply with the School's established policies, procedures and standards of conduct.

Principal and Staff:

- Report any observed actions of misconduct or personal involvement of misconduct.

Principal:

- Counsel those who do not comply with School policies and standard of conduct.
- Ensure that a prompt and thorough investigation is conducted
- Consult with Arrow Academy Board of Directors before implementing disciplinary actions.

*Handbook may be updated as necessary during the school year. Parents will be notified of any pertinent changes and updates.

Acknowledgement of Receipt of Handbook

I, _____ (print parent name)
acknowledge receipt of Arrow Academy of Excellence Charter School's Parent/Student
Handbook.

Student Name

Date

Parent or Guardian Signature

Date