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# Parent Handbook

**Arrow Classical Education**

2024/25 Academic Year

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*GOOD WORK at a GOOD PACE to the GLORY OF GOD.*

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## Mission and Vision

**Our Mission:** Arrow Classical Education exists to assist parents in educating their children by providing a classroom experience that maintains traditional, classical excellence so that they may love the Lord with all their *heart, soul, mind, and strength*. (Matthew 22:37)

**Our Vision:** Rooted in Psalm 127, our vision is to see families strengthened by partnering with parents in the shaping of their children's faith by grounding their learning in a biblical worldview.

## Our Core Principles

**Good Work.** The classical Christian heritage has many unique characteristics, including the study of Latin, artes liberales (liberal arts), as well as the Great Books. This coursework is foundational for future educational excellence in the upper grades.

**At a Good Pace.** Our certified and spirited teachers provide a traditional classroom setting that is made complete with the commitment of strong parent partnership. In addition, we strive to make best use of our time by promoting the completion of work with precision and care instead of hurried work.

**To the Glory of God.** Arrow Classical Education upholds the Bible as the inerrant, divinely inspired Word of God and following Christ as the goal of all we do. Our staff remains dedicated to praying for its students to grow in stature and in favor with the Lord and man, doing all to His glory.

## Statement of Purpose

Located at Henderson's First Baptist Church, Arrow Classical Education is a **homeschool partnership** that meets Monday-Thursday from 8:00am-12:00pm. The 2024/25 year is for grades kindergarten through fourth. Our licensed educators use Memoria Press curriculum. We are also Partner Members of the Classical Latin School Association (CLSA). This is a Bible-based, Latin-based program.

As Psalm 127 says, we believe that children are a gift from God and are to be treasured. We also believe that parents are the primary party responsible for the training of their children. We want to help you do just that! Consider two unique characteristics of our program. First, we are classical in our educational design. ACE exists to assist parents in educating their children by providing a classroom experience that maintains traditional, classical excellence so that they may love the Lord with all their heart, soul, mind, and strength (Matthew 22:37). Second, we require strong commitment from parents. ACE affirms that based on God's good design for the family, primary responsibility for the training and discipline of children is in the home. A classical education is a time-honored practice that fortifies all those dedicated to raising their children to be not only academically prepared, but spiritually as well.

ACE is an outreach ministry of Henderson's First Baptist Church. It is our desire to help your family know God and have a real relationship with Him as we raise up future generations to cherish and glorify Him. If your family is not already attending a local church, we would be honored to have you join with us at Henderson's First Baptist Church.

## Overview of Program

The ACE staff is dedicated to making your student's learning experience safe, positive, and encouraging. Our classroom environment is quiet, ordered, and disciplined — two aspects that enhance the classical learning model. Instruction takes place through both education play and formal instruction. Each class has formal large-group instruction time, as well as small-group learning opportunities. While we should be able to complete all of the instruction together in class, it is imperative that parents continue reading aloud in the home and complete any extra practice. Curriculum manuals and teacher guides provide great consistency in our program.

Additionally, we strive to get your child into different learning environments, allowing them to enjoy hands-on experiments with everything from cooking in the kitchen to investigating nature. Be assured that your child will love to learn as they grow in their knowledge of how the world works around them. Another important component of our program is learning manners, respect, and social skills. We begin each day in morning assembly, a brief time to do the Pledge to the American Flag, Pledge to the Christian Flag, Pledge to the Bible, learn a manner of the week, as well as a code of conduct. An example of a code of conduct is: "We may appeal respectfully or courteously. We do not argue or negotiate." Morning assembly is ended in prayer before dismissing to class.

We invite you to worship with your child's class in our monthly chapel services. These services help introduce our students to a large church setting, with a message just for them. It is a wonderful time of worship through singing, prayer, and Bible study that you will not want to miss.

## General Policies

### 1. HEALTH

If your child is under the weather, we prefer you play it safe rather than sorry. Before a child is allowed to return to school following an illness, they **must be without fever, vomiting, or diarrhea without the aid of medication for a full 24-hour period.** If your child has not been free of symptoms for a complete 24 hours *without the aid of medication*, please do not attempt to bring them to school. If a child exhibits symptoms or becomes ill during the day, we will immediately notify parents to pick them up. If the potential administration of medication such as Epi-Pens for non-contagious condition is necessary, the proper form must be filled out with the Director in advance. In case of emergency or severe illness, or if parents cannot be reached, the Director may contact the child's pediatrician at the parent's expense. (There are no tuition credits for absences due to illness or vacations.)

### 2. ARRIVAL AND DEPARTURE

Students should be in their classrooms by 8:00 a.m. and should be picked up by 12:00 p.m.. Teachers will be ready to receive children at their classroom at 7:50 a.m.. ***Parents must sign in their child every day*** to ensure the safety of students during an emergency evacuation and for attendance records. It is to your child's advantage to be on time, as they miss out on morning assembly and other planned activities when they are late. In the event that your child arrives late, please go to the Office Entrance off of Center Street. Press the call button, state your name and purpose, and the office staff will buzz you in. A member of the Arrow team will meet you in the lobby to escort your child to class.

Early Room is available from 7:30-8:00 a.m.. When using Early Room, please sign your child in at their classroom before going to Early Room. There is an additional charge of \$5.00 *per day for Early Room* for families who pay tuition monthly. Lunch Bunch is available from 12:00-12:30 p.m. for First Kids Preschool and Arrow Classical Education teacher students only.

The portico doors will be opened at 12:00pm sharp for dismissal. You must have a pick-up badge in order to enter the building. Please wait outside the classroom doors for teachers to dismiss students to you. All students must be signed out with the signature of the adult picking up and the time. (A late fee of \$15/day may be charged if a child is continuously picked up after 12:00.) Students are only released to adults on the pick-up list. To add to the list, a written note should be sent in the student's folder with that adult's full name. If someone attempts to pick up your child without prior consent from you, your child will not be released to them. A photo ID will be required from those picking up at dismissal until our teachers become familiar with the person picking-up.

**Now is the time to establish good attendance habits. Help your child realize that schoolwork is an important part of life and that it is important to be present on time. If your child will be absent, please notify Mrs. Coursey. While we understand that not all absences are anticipated, we do ask for reasonable notice when possible. This gives teachers time to plan and prepare coursework for the absence.**

### **3. VISITS**

To limit distractions, we ask that parents not enter the classrooms during the school day unless prior arrangements have been made with the teacher. There will be scheduled times throughout the year when parents are asked to volunteer for an event. If you would like to help out with a special activity, please sign up with your child's teacher, or call them and let them know. If you need to schedule an evaluation/observation of your child by an outside organization, arrangements must be made in advance with the Director.

### **4. FOOD**

Students will have a mid-morning snack each day. Please stick to packing a healthy snack with water. Snacks that makes for easy clean up are preferred.

### **5. RECORDS**

Arrow Classical Education keeps records of student attendance, progress, health, and identification. All registration information and health forms are required prior to enrollment. A current "Commonwealth of Kentucky Immunization Certificate" is required to be on file to be enrolled in our program. All immunization records must be on an official certificate, with a current expiration date. Your doctor or Health Department can fax this to 270-826-9415.

### **6. DRESS CODES**

Our desire is to instill values of modesty and neat appearance. Therefore, clothing should never be a distraction and should fit appropriately. No undersized or oversized clothing is acceptable. We seek your cooperation in carrying out these standards so that the Biblical teachings of respect for those in authority might be upheld. If a child comes to school dressed improperly, parents will be requested to bring him/her a proper change of clothing. The dress code is in effect for all school days, as well as school-sponsored events.

#### **Hair/Jewelry**

- Boys — hair cannot be in the eyes, earrings or other body piercings are not allowed.
- Girls — pierced ears are acceptable; other piercings, excessive jewelry, and excessive make-up are not allowed.
- Boys and girls — hair color, including, highlights, must be predominantly natural colors.

Shirts/tops: All shirts, including T-shirts, with positive graphics and language are acceptable. All shirts and dresses must have sleeves. Shirts and tops may not be more than one size larger than a student normally wears. Shirts must not reveal the body during normal activity. Shirts may not have a plunging neckline. All undergarments must be covered.

Pants/Shorts: Casual wear, including jeans and sweatsuits, are acceptable daily attire. Belts are optional. Shorts, dresses, and skirts are to be of modest length. These must be neatly hemmed without frayed edges or holes.

Shoes: Shoes and sandals must have a back strap or an enclosed heel.

## **7. TOYS**

*Please, do not allow your child to bring toys or items from home.* At certain times throughout the year, we may invite children to share special items from home. In this case, please label your child's belongings so that every effort may be made to see it safely home. No toy guns, weapons, or war toys are allowed at any time. We cannot be responsible for the loss or damage of any personal toys.

## **8. CELEBRATIONS**

We host parties to celebrate several special holidays throughout the year and parents are invited to participate. (Christmas, Valentine's Day, End of School, etc.) If you would like to send something special for a birthday, please check with your child's teacher in advance. This allows the teacher time to plan the day appropriately, and for precautions to be taken for any food allergies.

## **9. ACADEMIC CALENDAR AND NEWSLETTERS**

Academic calendars are provided to highlight important dates and events. Please keep these posted visibly in your home. Your child's teacher will also send newsletters summarizing class activities so you know what is happening in the classroom. This will be helpful as you to talk with your child about what they are learning in class and work with them at home.

## **10. FOLDERS**

Children are required to bring a folder in their backpack everyday. This serves as a "mailbox" between the parent and teacher. The teacher will check folders daily for notes from home, tuition payments, permission slips, etc. It is very important that you check your child's folder at the end of each day for any information you may need for your child's next school day.

## **11. PROGRESS MEETINGS**

Progress Meetings for all students will occur twice an academic year. These reports are designed to help you understand how your child is progressing in his/her cognitive, spiritual, academic, and social development.

Meetings may be scheduled directly with your child's teacher. The conferences will consist of a meeting to go over your child's progress through the year and an evaluation of his/her readiness to begin the next grade.

## 12. DISCIPLINE

Arrow Classical Education believes that the most effective way to build exemplary character and commendable behavior in our students is to lovingly and consistently deal with the motives of their hearts. Jesus taught that personal holiness should not be measured by actions of the individual. Rather, He said that holiness must be weighed by the motives of the heart. Therefore, our focus will be on the motives of the heart in order to attain true and lasting change. Love is the core element of discipline, and is a constant part of how we guide each child to grow a heart for Christ. In all things, we come back to: GOOD WORK at a GOOD PACE to the GLORY OF GOD. Please help us as we seek to instill first time obedience.

Our classroom management process begins by following five classroom rules at all times: 1) be safe, be kind, be honest; 2) raise your hand before speaking; 3) look and listen to the speaker; 4) keep your hands and feet to yourself; 5) follow directions quickly.

This process takes time for the students to learn, and thus apply. Our teachers will spend time each day reviewing these values and helping our students understand how to apply them. Then, when children disobey, the correction process is as follows:

- *Redirect: a reminder to follow the classroom rule that was broken.*
- *Sideline: time aside from the rest of the class to reflect on what classroom rule was broken.*
- *Think time: time aside from the rest of the class in another classroom to reflect on what classroom rule was broken and write/draw how he/she could have behaved differently.*
- *Letter home: a note to parent/guardian indicating classroom rules broken.*

The goal of sideline and think time is repentance rather than punishment. The length of the break is determined by the child (though timers may also be used in the event that a student does not reasonably comply), and it ends when he/she is willing to listen/talk about what they did wrong. It focuses on the heart and *why* the behavior occurred, rather than the behavior itself. A break also emphasizes the teacher's desire for the child to return to the group, rather than distancing the child from their teacher. Another positive aspect is that this method of classroom management prevents other students from being distracted in their play and learning time by the misbehavior.

We always try to work closely with the child and parent if serious problems arise, but we also must consider what is best for the classroom as a whole. Should the child continue to have the same problem without noticeable improvement in their behavior, the Director will call the parent to pick up the child.

## 13. DISMISSAL OF A CHILD

Arrow Classical Education reserves the right to dismiss any child if he/she seems unable to function safely in a group setting, exhibits behavior that consistently prevents the rest of the class from learning, or if tuition has not been paid. At the same time, a parent has the privilege to withdraw a child when deemed in the best interest of the child. If a child's enrollment is terminated, a tuition refund will be given for any monthly installments paid in advance, however tuition will not be reimbursed for the current month's installment. All Registration and Supply/Book Fees are non-refundable.

#### 14. INCLEMENT WEATHER

*As a homeschool partnership, we enjoy flexibility in a variety of ways.* One of these ways is in our inclement weather policy. In case of severe weather or snow, we generally follow Henderson County Schools. However, our schedule allows us the flexibility to take each instance of inclement weather case by case.

Please sign up for the REMIND app which provides text alerts that notify you of delays or cancellations. Our username is ArrowClassicalEducation and our code is @1a2c3e. Arrow Classical Education does not add days to the school calendar to make up missed days.

#### 15. OUTDOOR PLAY

Students at Arrow Classical Education will frequently go outside for recess and for nature walks when weather permits. Please dress your child appropriately to enjoy God's beautiful world by sending a coat/jacket on cooler days. Please be sure to label jackets, hats, gloves with the student's first & last name.

#### 16. FEES/TUITION

Registration Fees are due at the time of registration. The yearly Supply/Book Fee is due July 10th, and the first tuition payment is due August 10. Tuition statements are billed up-front and will be emailed to the address on file at the beginning of each month. Tuition is due no later than the 10th day of the month. *If payment is received after the 10th, a late fee of \$15 will be assessed.* If tuition is not paid for two consecutive months, a child's enrollment may be terminated. Early Room charges will be billed the month *after* they are incurred. Payments may be mailed in, sent in the child's folder, or turned in at the church office. When writing a check, please include your child's name in the memo line. Accounts must be current to schedule Progress Meetings and to enroll children for an upcoming school year. If enrolling more than one child, there is a 15% discount on the younger child's tuition rate. Rates are as follows:

**Registration Fee:** \$100.00 (Non-refundable and due at time of registration for each child.)

**Supply/Book Fee:** \$300.00 (Non-refundable and due by July 10th)

**Tuition:** \$2900 (if registration fee and enrollment application is received before May 1)  
\$3100 (if registration fee and enrollment application is received after May 1)

Tuition is payable in one yearly payment, two semester payments, or nine monthly installments - August through April.

17. CHAIN OF COMMAND

The teachers of Arrow Classical Education are under the direct supervision of the Director. The Director serves as the on-site administrator for the day-to-day operation of the program. The Director is accountable to the Children’s Ministry Committee. If a consultation is requested with attorneys, children’s service representatives, or pediatricians, a Committee member will also be present. Any questions, comments, or suggestions should be addressed to the Director.

2024/25 Arrow Classical Education and Children’s Ministry Committee:

- Carley Coursey, Director, Arrow Classical Education*
- Jill Meadows, Administrative Assistant for Children’s Ministry, HFBC*
- Ellie Coursey, Director of Children’s Ministry, HFBC*
- Rev. Chuck Henderson, Executive Pastor, HFBC*

2024/25 Arrow Classical Education Staff Members:

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| <i>Mrs. Carley Coursey</i>   | <i>Director of Arrow Classical Education</i>                  |
| <i>Mrs. Barbara Bobo</i>     | <i>Classroom Aide</i>   |
| <i>Mrs. Sarah Jenkins</i>    | <i>Kindergarten Teacher</i>                                   |
| <i>Mrs. Nathana Scheller</i> | <i>First Grade Teacher</i>                                    |
| <i>Mrs. Tricia Cummings</i>  | <i>Second Grade Teacher</i>                                   |
| <i>Mrs. Debby Burgett</i>    | <i>Third Grade Teacher</i>                                    |
|                              | <i>Fourth Grade Teacher</i>                                   |
| <i>Jill Meadows</i>          | <i>Administrative Assistant for Children’s Ministry, HFBC</i> |
| <i>Ellie Coursey</i>         | <i>Director of Children’s Ministry, HFBC</i>                  |

\* Arrow Classical Education leadership reserves the right to make changes to this document. \*