

Raising Arrows Academy Handbook

2025-206



www.raisingarrows-academy.com

What is Raising Arrows Academy?

Raising Arrows Academy is a pay by class homeschool program for 9th through 12th grade students. It employs a university model where students may take all courses offered or select only what they need. Students attend in person instruction one day per week and spend the remaining days of the week completing assignments and studying at home. Courses offered in this program are credit worthy high school level courses.

*Raising Arrows Academy is an unaccredited program which means it is not approved by the KY Board of Education. The Academy is in no way responsible for guaranteeing the State of KY or higher education institutions will determine its classes as a sufficient standard.

Mission Statement

The primary mission of Raising Arrows Academy is to glorify God! One of the ways we seek to accomplish this is through supporting homeschool parents in teaching their children to love the Lord, walk in His ways, and obey His commands according to Scripture. Secondary to this is providing excellent academic instruction to further enhance the skills each student needs to become confident individuals in fulfilling the purposes God has placed on his or her life.

Core Beliefs

- We believe the Bible to be the inspired, the only infallible, authoritative Word of God.
- We believe that there is one God, eternally existent in three persons: Father, Son, and the Holy Spirit.
- We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory.
- We believe that through faith in Christ our sins are forgiven and we will join Christ in Heaven after our death where there will be no more sin, suffering or death. This faith is everlasting and salvation is not something that can be “lost.”

Age Requirement

Students must be a minimum of 14 years old before October 31st of the Fall semester of the year he/she starts their 9th grade year. If a student has a special consideration to this, you will need to reach out directly to leadership at raisingarrowsacademy912@gmail.com.

Do Raising Arrows Academy and Raising Arrows Co-op operate the same?

The short answer is no. While both programs will fall fiscally under Raising Arrows Co-op and will share many foundational similarities between their handbooks such as: Mission Statement, Core Beliefs, Instructor and Student Conduct Policies, Dress Code Policy, etc, each program will be managed as its own entity in order to better serve high school students and their families. If you are a Raising Arrows Co-op family, it will be important for you to read and comply with both program handbooks.

Letter of Intent and Parental Responsibility Policy

All students participating in Raising Arrows Academy must have a Letter of Intent with their districted school board. The homeschool and teachers listed on the student's Letter of Intent are solely responsible for their student's education. The homeschool and teachers listed on the student's Letter of Intent are also responsible for doing their own research on the standards and requirements set forth by the state of KY and higher education institutions that interest them.

Raising Arrows Academy is in no way responsible for meeting any requirements for their student's academic future and will not keep track of records via a transcript. Instructors will give a grade report at the close of the Fall semester, and a final grade report at the close of the Spring semester.

Where and when will classes be held?

In person classes will be held on Wednesdays from 8:15 – 2:05 at Ashland Church located at 700 S Keenland Dr. Richmond KY 40475. Classes will meet for 16 weeks in the Fall and 16 weeks in the Spring. See the Raising Arrows Academy calendar for more details.

Is Raising Arrows Co-op affiliated with Ashland Church?

No. While the program meets at Ashland Church's building it is an entirely separate entity.

Do parents have to serve?

Parents do not need to serve on Wednesdays. If you are a Raising Arrows Academy parent only, students may be dropped off and picked up according to which classes they are taking. If you have students in Raising Arrows Co-op, you will still be expected to serve in that program.

Although parents are not expected to serve, they should expect to be very involved in their student's day to day at home activities. We encourage parents to regularly check their student's accounts/email and be willing to assist with homework regularly

Student Drop Off and Pick Up Policy

If your family is not enrolled in Raising Arrows Co-op, your student/s will need to be dropped off and picked up from classes. Pick up and drop off will take place on the Tates Creek Side of the church building in the gravel parking lot. There will be signs to direct you where you should go. Parents waiting to pick up their student or students who are driving themselves, should park in the designated parking area for Raising Arrows Academy families.

Students may not arrive earlier than 5 minutes before the start of their class. They must quietly enter the building, sign in, and take a seat in study hall until their class begins. If a student does not have a study hall, they must sign out and leave the building immediately at the end of their class. If their ride is running behind, they should sit quietly in study hall until they can be picked up. If they are consistently using more than 5 minutes of study hall time at drop off or pick up, families will be charged the \$25 study hall fee.

Please DRIVE SLOWLY. We share the building with Raising Arrows Co-op on Wednesday mornings. They have young children that use the property for playing and physical fitness classes.

Study Hall Policy

If a student has a free class period, they may only remain in the building if they take a Study Hall. Study Halls will be offered for students who have a block of time between classes. This should be viewed as a quiet time to get homework done.

Computers and cell phones are permitted in Study Hall for ACADEMIC USE ONLY. No social media, gaming, news consumption, YouTube, or video content of any kind outside of academic content will be permitted. If your student is unsure of something they are doing, they can ask the instructor overseeing the Study Hall. Raising Arrows has a ZERO TOLERANCE policy on this issue. If this policy is violated, students will no longer have the option of computer or cell phone use during this time.

Please direct any questions you have about Study Halls to raisingarrowsacademy912@gmail.com.

Sign In/ Sign Out Policy

Students must sign in upon arrival and sign out upon departure. This is to keep track of who is in the building at any given time. Raising Arrows Academy is not responsible for your student after they sign out. If they leave the building and go with someone they shouldn't or go somewhere they shouldn't, Raising Arrows is not responsible.

Who is allowed in the building during class time?

In order to ensure a quiet, instructional environment and to maintain safety for all students and instructors, we will keep all doors locked, at all times. All instructors and Raising Arrows Co-op adults have a background check on file. Only students, scheduled volunteers, and instructors,

will be permitted into the building without approval from the director. If a parent would like to shadow a class or has concerns about this, they should reach out to leadership at raisingarrowsacademy912@gmail.com.

How are classes chosen?

Raising Arrows Academy is not affiliated with the Kentucky Board of Education or bound by any state or school district guidelines and recommendations. However, Raising Arrows Academy uses the standards set by the Kentucky Board of Education as a **guide** for determining its standards and choosing what classes to offer. Our program may interpret these standards differently than the state of KY.

There are 2 main criteria Raising Arrows uses to determine what classes will be offered to high school students:

1. The goal of every class is to earn high school credits that meet graduation credit requirements, that all KY high school students are working toward for graduation.
2. Classes should also meet the “other” graduation requirements and considerations such as:
 - Pass state-mandated civics test
 - Successfully complete a course in financial literacy
 - Receive instruction in essential workplace ethics
 - Demonstrate competency in technology
 - Pass a CPR course
 - Complete 2 science labs
 - Complete 2 foreign language courses
 - Complete a class in visual/performing Arts

How Are Credits Awarded by Raising Arrows?

Students can earn 1 high school credit through Raising Arrows Academy in two ways:

Core Classes: Core classes will fall under the standards-based credit and require a minimum of 120 instructional hours via in person instruction and homework. Students should expect to spend 3-4 hours outside of class time on instructional materials. This is a minimum. Course details will be outlined in the individual course descriptions.

Elective Classes: Elective classes will fall under a performance-based credit and require a minimum of 100 instructional hours. Students should expect to spend 2-3 hours outside of class time on instructional materials. This is a minimum. Course details will be outlined in the individual course descriptions.

*Performance-based credits refer to credits earned by a student outside of the traditional structure of a 120-hour instructional course. These courses will still earn a letter grade. Raising Arrows Academy awards performance-based credit for these types of courses:

- course work that allows satisfactory demonstration of learning

- standards-based portfolios, including projects from the instructional year
- standards-based online or other technology-mediated courses
- cooperative-learning experience or other supervised learning experiences in the school and the community

What courses will be offered?

The following chart contains courses that will be offered regularly as staples to our program. These courses fulfill the graduation criteria we have chosen to facilitate at this time. Our hope is to add more courses in the future. For up to date and detailed information on currently offered courses and course descriptions please visit www.raisingarrows-academy.com.

Science	Physical Science	Recommended for 9 th grade, but available to all grade levels
	Biology w/ Lab	10 th , 11 th , or 12 th grade course, *lab (Will be offered to 9th grade 2025-2026 only)
	Human Anatomy w/ Lab	11 th or 12 th grade course, *lab
Social Studies	World History w/ Biblical Perspective	All grade levels
	World Geography	All grade levels
	US History/Civics	All grade levels, *civics test
Electives	Foundations in Finance	10 th , 11 th , or 12 th grade course, can possibly count toward a math credit instead of an elective , *financial literacy
	Drama	All grade levels, *visual/performing arts
	Intro to Computer Science	All grade levels, can possibly count toward a science or math credit instead of an elective
	Life Skills	All grade levels, *CPR
	Career Studies/Entrepreneurship	Recommended for 9 th and 10 th , will accept all grade levels *workplace ethics
Foreign Language	Spanish 1	All Grade Levels *foreign language
	Spanish 2	All Grade Levels *foreign language

All courses are subject to change as needed. We will do our best to maintain the courses below for those using our program as a roadmap to plan other courses: 3 social studies credits, 3

science credits, 8 electives options (Including 2 foreign language credits). Currently we do not offer math or language courses, but hopefully this will change in the future.

- Please see the Recommended Course Progression Sheet located on the Raising Arrows Academy website if your student plans to take advantage of as many credits as possible.
- Drama will not be offered for the 2025-2026 school year.
- Biology labs will be every other week from 1:05-2:05 on Wednesdays for 2025-2026.
- Human Anatomy will be offered every other year.
- US History/Civics will rotate with Foundations in Finance every other year.
- The Civics Test administered by the state of KY is only required for students receiving a KY Board of Education Diploma. However, students in Raising Arrows Academy will take a test in class. It will not be the state mandated version public school students take, but it will reflect the same information. While it isn't essential to a homeschool student's graduation, we want students to have a firm foundation in the history of our country. The course will give them a clear understanding of how our government functions and what their civil rights and responsibilities are.
- Competency in technology will be an ongoing process throughout a student's years in Raising Arrows Academy. They will utilize the internet, email, google classroom, and take an intro to computer science class that will take them deeper into understanding computer processes.

Course Materials

A course materials list will be posted to the website in mid May. The course materials include all textbooks, workbooks, notebooks, etc. that are necessary to be successful in the course. These materials are not included in your course tuition.

How are instructors chosen?

Instructors must meet at least one of the following criteria:

- a. Have a college degree in education with experience in the course they are teaching.
- b. Have a college degree in the field of study the course focuses on.
- c. Have a professional background working in the field of or teaching the course they are teaching.
- d. Have a curriculum that is robust to the extent they can facilitate the class by being knowledgeable about the course content.
- e. Have an expertise that is recognized (beyond themselves) as masterful enough to teach and equip students in the skill or trade the course focuses on.

Instructors do not have to be parents of students in either Raising Arrows Co-op or the Academy.

What is the expectation for student academic performance?

Instructors will provide a course description before registration. It is the responsibility of parents and students to read each course description and decide if their student is academically ready to participate. If you are unsure, please reach out to raisingarrowsacademy@gmail.com .

Instructors will provide a course syllabus, homework schedule, and grading rubric at the start of the fall semester of each school year. The Academy wants to help students grow into capable, confident young adults. We believe requiring them to be accountable for organizing their schedules, completing homework, and earning their grades is one of the best ways we can do this. Instructors can help to some degree, but students and parents are ultimately responsible for keeping up with class expectations and homework.

Grade Reports

Grade reports will be distributed at the close of the fall semester and at the close of the spring semester. A mid-term will also be given mid-semester for both semesters. Students will not receive a passing grade for simply being present in class. Grade reports will come directly from the instructor via Google Classroom or email.

Student grades will be a reflection of the student's quality of work and course comprehension. However, parents have full control over their student's grades and transcripts. If parents believe the grade given by the instructor does not reflect their student's quality of work and comprehension, they can report it differently on the student's transcript. The student's homeschool of record will be responsible for keeping track of grades for transcripts. The Academy and its instructors will not keep records.

Overdue Homework Policy

All students will be given the opportunity of being held accountable for test readiness and homework due dates.

However, the Academy understands that punctuality and organization are a learning process for high school students. There are also special circumstances such as illness and unavoidable absences (funerals, family emergencies, etc.) that must be taken into account. The following guidelines will be applied:

- **Illness and Unavoidable Absence** - If a student is ill or has an unavoidable absence, they will have 1 additional week from the last day of illness or absence to complete their homework and turn in missed assignments. Every day beyond the new due date will result in a 5% reduction in the final grade for that specific homework assignment. After 7 days, the homework assignment will result in a 0.

- Late Homework - Every day beyond the due date will result in a 5% reduction in the final grade for that specific homework assignment. After 7 days, the homework assignment will result in a 0.

Special Considerations for Learning Disabilities

Raising Arrows Academy understands that some students may have special educational needs. The Academy does not require instructors to alter their in-class lecture or pace to meet the needs of individual students. Most of the reading, homework, and assignments required for mastery of the subject material will happen at home. It is the parent's responsibility to facilitate most IEP specific accommodations for their students during their at home activities. The Academy is not equipped to handle all IEPs. The Academy cannot be responsible for behavior disorders that are disruptive to the classroom. No exceptions will be made to the Student Conduct Policy.

The following academic accommodations are what Raising Arrows Academy can offer for students with an IEP.

- Tests given in class can be taken home and proctored by the parent if a student needs more time to complete the test. This can be done discreetly so as not to single students out. Once completed, the test should be sealed in an envelope, and the seal should be signed by the parent proctor.
- The length of a test may also be altered, at the discretion of the Academy and the instructor.
- Homework is still due on the day requested by the instructor. However, if the student has an IEP, they may be given less writing or fewer questions to complete (as long as it doesn't interfere with their comprehension of the subject material). No alterations will be offered for reading assignments. However, audio versions of text or a parent read along are perfectly acceptable.
- Instructors will give final grades based on the student's performance regardless of IEP's. However, this is confidential and meant as feedback to students and parents. Parents are in control of their student's grades. If parents feel, that based on their child's IEP, they have earned a higher grade, the parents can alter the grade on their student's transcript.

Unfortunately, not all classes will suit the needs of all students. The Academy does not offer refunds for fees already paid. It is up to the parents to know their student's capabilities before enrolling in courses. Please reach out to raisingarrowsacademy912@gmail.com with further questions or concerns.

Student Conduct Policy

- Cell phones are allowed, but they should always be kept on silent, in a purse or bag, at all times during class unless the instructor allows cell phone use for academic purposes.

- Students are expected to behave in a respectful manner towards all instructors and other classmates. Disrespectful behavior, bullying, or any disruptive behavior that distracts from instructional time will not be tolerated.
- No foul or derogatory language of any kind. Including but not limited to cursing, suggestive speech, etc.
- Students should not be disruptive of the Raising Arrows Co-op student's day, and should remain in their designated classroom or study hall at all times.
- Students are to respect the church building and the surrounding property. We are very appreciative that the church allows us to use their facilities. No student should be anywhere in the building other than in class, study hall, or the bathroom.
- No vaping, smoking, or drug use of any kind is allowed in or near the Ashland Church building.
- Gender identification: Students are only permitted to enter the restroom that matches their God-created gender. We will only refer to a student by the pronouns assigned to their God-created gender.
- If students are driving themselves, they should DRIVE SLOWLY. We share the property with children in much younger classes that may be using the outside area for playing or physical fitness.

Dress Code Policy:

This dress code applies to students and instructors.

- All clothing must be modest and unrevealing in cut, fit, and texture.
- All clothing should be neat and clean and contain no inappropriate messages or pictures.
- Pants must be secured at the waist.
- No tank tops of any kind. All shirts must cover the shoulder.
- Necklines must be modest in cut and fit. No cleavage may show.
- All shirts must be long enough to reach to the top of pants/shorts/skirts and should not allow the exposure of midriffs or backs.
- If leggings are worn, tops should reach the middle of the thigh and fully cover the gluteus maximus.
- Swimsuits worn at Raising Arrows functions must cover the midriff and be conservatively cut. Boys must wear shorts of some style and a shirt.

If your student does not meet the dress code policy, you may be called, and they may be asked to leave until their dress is in compliance with the policy. We hope this will not be an issue as it is not meant to offend or embarrass anyone. It is meant to encourage a comfortable, professional, academic environment.

Dismissal From Program Policy

If student conduct becomes an issue, the student and parent will need to meet with leadership. If a student's conduct remains an ongoing issue after meeting with leadership, at that time it may be necessary for the student to be dismissed from the Academy. It is of

utmost priority that all children are kept safe and provided an environment in which they can learn and feel respected by those around them week to week. Dismissal results in the loss of all fees already paid to the Academy for the year.

If any adult member or parent of the Academy repeatedly acts or speaks in a manner which is disruptive or leads to division within the Co-op or Academy or goes against our statement of faith, they will meet with leadership to attempt to reconcile their actions. If the conduct continues the adult member or if necessary, the family involved, may be asked to leave the Academy. Dismissal results in the loss of all fees already paid to Raising Arrows Co-op/ Academy for the year.

Inclement Weather and Illness Policy

In the event that classes cannot be held in person, classes will be moved to an online format via Zoom. All students are expected to log in for their class times. If a lab is missed, it will be made up as soon as possible. Cancellations will be announced no later than 6:00 am on the morning classes are to be held.

As long as the student has not had a fever or vomiting for 24 hours, he/she can participate in in person class time. If a student must miss a class, please let their instructor know ASAP.

Attendance and Communication Policy

All students must have a Google Classroom account. All documents such as class syllabus and homework schedules will be located in their classroom. Much of the communication that goes on between instructors and students will happen in their classroom. If a student must miss a class, please let their instructor know ASAP.

In class attendance is very important in order for your student to succeed, as this is the only hour of in-person instruction they will receive for the week. Instructors are not responsible for making up this in-person class time. Instructors will do their best to help students that must miss a class, but there is no substitute for being present in the classroom.

Students and parents should check their e-mail and google classroom regularly to stay up to date on what is happening in the program and in classes.

Registration Information

*Every new family must complete a parent interview with Raising Arrows Co-op/Academy leadership prior to registration. This will be scheduled upon request. Only 1 parent must be present.

Early Registration Information

There will be **in person** registration on April 28th at Ashland Church. A parent or proxy must attend registration or your student will not be able to participate in the program. Space in courses is limited. Receiving a spot in a course is based on a first come, first serve basis. All students beyond the first 12 registered will be placed on a waitlist.

Returning Raising Arrows Co-op Families 9:00am - 9:30am
All other homeschool families 9:30am - 11:00am & 6:00pm - 7:30pm

You must download the following forms from the Academy website and bring them with you to registration:

- Registration Form
- Handbook Acknowledgement Form
- Course Selection Form
- Medical Release Form
- \$75 Registration Fee (check made payable to Raising Arrows Co-op)
- Checks for half of course tuition for each course you are registering for. Checks for course tuition should be made payable to each individual instructor. Your student's name and the course they're registering for should be included on the memo line.

The remaining portions of course tuition will be due on the first day of Fall semester classes. If a course does not have a minimum of 3 students, that course will not be held. If this occurs, tuition money will be refunded. There will be **no refunds** for any other reason once payment is made, as the program bases what courses we'll hold and funding on family commitments at registration.

*Study Hall checks will not be due until the first day of Fall semester classes.

*All curriculum and course supplies should be purchased before the first day of classes.

Late Registration Information

There will be **in person** registration on June 23rd at Ashland Church from 9:30am - 11:00am & 6:00pm - 7:30pm . This is for families who did not attend early registration. A parent or proxy must attend registration or your student will not be able to participate in the program.

Please see the above Early Registration Information. All procedures are the same other than the date and times.

Refund Policy

Once payments are received, the Academy will not issue refunds for any reason other than insufficient enrollment. We base what courses we offer on family commitments at registration.

Mandatory Orientation

All families registering for the 2025-2026 school year will need to be present for orientation on Aug 14th from 6:30pm - 8:00pm. Orientation will be held at Ashland Church. Please arrive 10 minutes early for sign in.

If you have any questions or concerns about any policies contained in this handbook, please contact: raisingarrowsacademy912@gmail.com.