

### **Frequently Asked Questions**

*These are brief answers. All policies can be read in full online on our school website:  
<https://arrowacademyofexcellence.org>*

#### **When does school start and end each day?**

We open the doors at 7:30 am each morning so students may have breakfast and get to class on time. Class begins at 8:00 am. The school day ends at 3:00 pm. Before care is from 7:00 am-7:30 am. Aftercare is from 3:30 pm-6:00 pm. There are fees associated with our before and aftercare program. If a student who is not enrolled in the aftercare program has not been picked up by 3:30 pm, Parents/Guardians are responsible for paying these fees. It is the parent's responsibility to ensure their child is picked up on time each day. Car riders should be dropped off on Waverly only. Parents are not to park on Semmes during morning arrival or dismissal. We ask that parents be mindful of the posted speed limits and do not block our neighbors' driveways.

#### **When are students late?**

Students are late at 8:16 am. It is important that they are here on time to receive instruction. Students must receive a tardy slip upon entry to present to their teacher. Students arriving after 8:16 am must have an adult age 18 or older sign them in. Students who are excessively late will be required to have a parent meeting with administration.

#### **What do I do if my student is absent?**

Your child should come in with a written note from a health care professional, government agency, or parent (with reason for absence, signature, phone number, and date). The note must be from a doctor if the absence is for 3 days or more. The note should be given to the secretary upon entry into the building. It is the responsibility of the family to ensure notes are provided to the office. Students will be able to make-up assignments for excused absences.

#### **Can I call for an early dismissal for my child?**

Students are able to be dismissed early until 2:15 pm. If a student must be dismissed after 2:15 pm but prior to the 3:00 pm dismissal, the parent must provide documentation of an emergency. Guardians or emergency contacts must come physically into the building and sign out the student for early dismissal.

#### **What do students need to bring to school every day?**

Students are to bring their paper, pencils, and any other materials required by their teacher to school every day.

### **Frequently Asked Questions (cont'd)**

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#### **What should my child wear to school every day?**

Students are required to wear uniforms every day. Students must be in school appropriate shoes. Spirit Fridays will not occur weekly, but as directed by the administration. Students may only participate in Spirit Fridays by paying a fee of \$1. Students may only wear school appropriate denim jeans on these assigned days. Parents will be contacted if a student is out of uniform.

#### **Can my child bring outside food or receive food deliveries?**

Lunches must be sent to school with the student. Food deliveries from vendors are not permitted due to security and safety concerns. If a parent must bring a student's lunch, meals must be brought no later than 10:30 am. Meals must not contain tree nuts or fish due to allergies within the school. Staff is not permitted to warm or refrigerate any outside meals/beverages on behalf of any student. Students are permitted to bring refillable water bottles that they may refill at specific times set by their teacher. If a student has a verified medical concern, please inform the administration regarding any necessary medical accommodations.

#### **Can students bring cell phones to school?**

Students who are found to be in use of a cell phone during instructional time will have it confiscated and receive consequences such as loss of recess and a required parent meeting. If you need to reach your child for an emergency, please call the school at (901) 207-1891.

#### **Altercations and Bullying**

We at Arrow Academy of Excellence take physical altercations and bullying of any kind (verbal, mental, physical, social media, etc.) very seriously. Arrow Academy must be a place where all students feel safe and have an environment where they may learn without distractions. **Students who commit such offenses may face suspension, expulsion, loss of privileges such as recess, awards programs, or any other activities as deemed appropriate by administration.**

Dr. Bridget Chambers Lee  
Principal, Arrow Academy of Excellence Charter School

Jamaica Pryor  
Administrative Secretary

***Arrows Aim High!***