Cohutta Arrows Kingdom Academy
PO Box 96
Cohutta, Georgia 30710
706.222.0141
CohuttaArrows.org

Dear Prospective Family,

The staff and board of Cohutta Arrows Kingdom Academy consider it a privilege to assist you in what the Lord has for your family's kingdom education needs. As you begin the admissions process at Cohutta Arrows, we want the Lord's will for your family and our school.

We understand that your child's(ren's) education is an extremely important decision that involves a lot of time in thought and prayer. We hope to fully answer your questions and assist you as you make this important decision to educate and equip your child(ren).

After looking through this packet of materials, if you believe this is the Lord's will for your family and he is leading you to begin the admission and enrollment process, simply fill out the documents in this packet and submit to Cohutta Arrows Kingdom Academy. If you have any questions, you can email us at admissions@cohuttaarrows.org or contact us at 706.222.0141. We will be honored to partner with your family.

Peace & Blessings,

Neely Byers
Co-founder & Administrator

Mattie Chase
Co-founder & Administrator

Cohutta Arrows Kingdom Academy
PO Box 96
Cohutta, Georgia 30710
706.222.0141

APPLICATION & ENROLLMENT STEPS

- **Step 1 – Apply**
  -Submit the Student Application, Paper or Email to admissions@cohuttaarrows.org
  -Submit the $100 non-refundable fee (Payable to Cohutta Arrows Kingdom Academy) by check or Venmo
  -Authorization of the Release of Student Records
  -Pastoral Reference
- **Step 2 – Interview**
  Once the entire student application packet has been received you will be contacted for a family interview to discuss your child's(ren's) application, once the enrollment period has closed.
  -Interview with Family
- **Step 3 – Notification**
  You will be notified promptly on the status of your child's(ren's) acceptance to Cohutta Arrows Kingdom Academy.
- **Step 4 – Enrollment**
  In order to ensure your child's(ren's) place at Cohutta Arrows Kingdom Academy, you will need to complete this step.
  -Sign the Acceptance of our Statement of Faith & Student Code of Conduct
  -Complete & sign the Medical Form
  -Submit a Copy of Birth Certificate
  -Submit a Copy of Immunization Record AND/OR Religious Exemption Form AND the Eye, Ear, Dental Form

TOP-10 QUESTIONS
COHUTTA ARROWS

- WHAT IS THE COST OF TUITION?

K4 TUITION IS $3,300, GRADES K-8 $5,980 AND HIGH SCHOOL IS $6,500.

- WHAT CURRICULUM DO YOU USE?

ABEKA INCORPORATES A BIBLICAL WORLDVIEW IN EVERY SUBJECT.

- WHAT IS YOUR MAXIMUM NUMBER OF STUDENTS PER CLASS?

WE CAP OUR CLASSES AT 10 STUDENTS PER ACADEMIC CLASS. IN THE EVENT WE HIRE AN EMPLOYEE THAT HAS A CHILD IN A CLASS THAT HAS 10 STUDENTS, OR LEADERSHIP AT SBC HAS A CHILD TO ENROLL, THE SCHOOL HAS THE RIGHT TO MAKE AN EXCEPTION FOR STAFFING PURPOSES.

- ARE YOU ACCREDITED?

YES, WE ARE FULLY ACCREDITED BY GACS, GEORGIA ASSOCIATION OF CHRISTIAN SCHOOLS & AACS, AMERICAN ASSOCIATION OF CHRISTIAN SCHOOLS. IN ADDITION, OUR CURRICULUM, ABEKA IS FULLY ACCREDITED.

- WHAT IS THE REQUIREMENT FOR YOUR TEACHERS?

ALL TEACHERS K-12 MUST HAVE A DEGREE & BE CERTIFIED THROUGH GACS.

- WHAT ARE YOUR FUTURE PLANS FOR GROWTH?

OUR #1 PRIORITY IS TO REMAIN IN GOD'S WILL & GROW AS HE PROVIDES. WE ARE HOPING IT LEADS TO EXTRA CURRICULAR ACTIVITIES AND FACILITIES TO ACCOMMODATE.

- DOES YOUR SCHOOL TEACH ON DENOMINATIONAL PREFERENCE?

OUR FOUNDATIONS OF FAITH ARE UNAPOLOGETICALLY DEMONSTRATED AND PRESENTED DAILY THROUGHOUT OUR SCHOOL. WE BELIEVE THE WORD OF GOD REIGNS AS ABSOLUTE TRUTH. WE DO NOT TEACH TO ANY SPECIFIC DENOMINATION.

- DOES YOUR SCHOOL REQUIRE UNIFORMS?

WE DO HAVE A DRESS STANDARD/UNIFORM THAT CAN BE READ IN ITS' ENTIRETY IN OUR HANDBOOK.

- DO YOU USE TECHNOLOGY?

WE DO USE TECHNOLOGY. HOWEVER, WE BELIEVE IT HAS A PLACE. IT IS NOT OUR PRIMARY TOOL OF LEARNING. WE BELIEVE IN BALANCE.

- WHO GOVERNS COHUTTA ARROWS?

OUR SCHOOL BOARD, A COLLECTION OF APPOINTED INDIVIDUALS, WHO ARE KING[illegible]
COLLECTIVELY PROVIDE ACCOUNTABILITY AND WISDOM IN ALL DECISION MAK[illegible]

STEP 1: APPLY

Cohutta Arrows Kingdom Academy Ministries
Mailing: PO Box 96, Cohutta, Georgia 30710
Physical: 1448 Pleasant Grove Drive, Dalton, Georgia 30721

FAMILY INFORMATION

To Be Completed by Family

Family Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone Number: _____ Email: _____

Name(s) of child(ren) applying to Cohutta Arrows Kingdom Academy:

Student Name: _____ Grade: _____

Student Name: _____ Grade: _____

Student Name: _____ Grade: _____

Student Name: _____ Grade: _____

CHURCH INVOLVEMENT

To Be Completed by Pastor or Church Leader

Dear Pastor,

The family above has applied for admission to our school. Please give your candid evaluation of the involvement of this family in your church. Thank you.

1. How long have you known this family? _____

2. Is anyone of this family members of your church? Y/N

3. How would you describe this family's church attendance? _____

4. Does the above family take an active role in the life of your church? Y/N
5. Have any members of the family held a leadership position in the church? Y/N
If yes, describe position: _____

_____

6. Is/Are the child(ren) active in the youth program of the church? Y/N

Cohutta Arrows Kingdom Academy's Mission, Vision, Core Values and Core Concepts:

Our **Mission** is to immerse students in a culture of Christ centered education that equips them to operate in their unique kingdom identity spiritually, academically, socially and physically.

Our **Vision** is to raise a generation of children who understand their kingdom identity and operate in academic excellence in order to change the culture around them without the culture changing them.

Our **Core Values** involve serving the kingdom, honoring God and others, nurturing purpose and callings, preparing excellence, individuality and uniqueness, networking within the kingdom, responsibility and obedience.

Our **Core Concepts** are building a culture of worship, prayer, honor and respect, sowing and reaping, serving and obeying the Spirit.

1. Based on the vision, mission statement, and objectives do you recommend the above family and their student(s) for admission to Cohutta Arrows Kingdom Academy? Y/N

Church Name: _____Phone: _____

Church Address:_____

City: _____ State: _____ Zip Code:_____

Name of Pastor/Church Leader:_____

Signature of Pastor/Church Leader: _____ Date: _____

Please send to: Cohutta Arrows Kingdom Academy, PO Box 96, Cohutta, GA. 30710

AUTHORIZATION FOR RELEASE OF EDUCATIONAL RECORDS

STEP 1: APPLY

TO PARENT or GUARDIAN Please complete the authorization below and send this form to the guidance counselor or principal at your child's present school. (Please print)

Student's Last Name, First, Middle _____ Current Grade _____

Name of School and Address _____

In accordance with federal regulations regarding the privacy rights of parents and students under The Family Educational and Privacy Act of 1974, I hereby consent to the release of all educational records of the above named individual to Cohutta Arrows Kingdom Academy, including recommendations and other information that may be requested.

Signature of Parent/Legal Guardian _____ Date _____

TO: GUIDANCE COUNSELOR and/or PRINCIPAL:

The student named above has made application for admission to Cohutta Arrows Kingdom Academy. We would appreciate your prompt attention in sending the following records:

1. A transcript of the student's permanent record to date, including grades for courses in progress.
2. A copy of the student's complete test profile.
3. Copies of all psychological reports.
4. Copies of Individual Educational Plan.
5. Copies of Special Education Placement forms.
6. Copies of all discipline reports or statement that student has no discipline record.
7. Copies of Attendance Records.

If this student is admitted to Cohutta Arrows Kingdom Academy, we will request a final transcript of the student's records at the end of this school year. Please hold this authorization form on file so that a second form will not be necessary at that time.
Please send information to: Cohutta Arrows Kingdom Academy, Admissions, PO Box 96, Cohutta, Ga 30721, or Email: admissions@cohuttaarrows.org

Cohutta Arrows Kingdom Academy
Physical: 1448 Pleasant Grove Drive, Dalton, Georgia 30721
Mailing: PO Box 96, Cohutta, Georgia 30710

2027-2028
Student Application

Legal Information:

Student's Full Legal Name: _____
Last First Middle

Name the student is called by: _____

Student's Date of Birth: _____
Month Day Year

Student's Enrollment Grade for the 2026-2027 School year: _____

Student's Permanent Address: _____
House/Apt # Street Address

_____
City State Zip Code

*If mailing address is different from above, please list below:

_____
Street Address City State Zip Code

Legal Parent/Guardian Names:

Mother's full legal name: _____ Phone #: _____

Father's full legal name: _____ Phone #: _____

Who does the student live with?
o mother o father o both parents o other: _____

Please list ALL siblings living in the home, their age and grade:

_____

_____

_____

_____

Release of Student:
List all individuals, including parent/legal guardians, as well as contact information and relation to **whom the student can be released.**

Name	Relationship to Student	Contact Information

Health Information:

Name & Contact Information of Child's Physician:

_____

Name Phone #

Hospital Preferred in an Emergency: _____

Health Insurance of Student: _____

Please list any allergies for the student: _____

Please list any medications for the student: _____

Please list any other health needs/information for the student:
_____

Transcripts/Previous School Information:

Please list all schools your child attended prior to CAKA:

School Name(s): _____

School Address(es): _____

AUTHORIZATION FOR RELEASE OF EDUCATIONAL RECORDS

STEP 1: APPLY

TO PARENT or GUARDIAN Please complete the authorization below and send this form to the guidance counselor or principal at your child's present school. (Please print)

_____

Student's Last Name, First, Middle Current Grade

_____

Name of School and Address

In accordance with federal regulations regarding the privacy rights of parents and students under The Family Educational and Privacy Act of 1974, I hereby consent to the release of all educational records of the above named individual to Cohutta Arrows Kingdom Academy, including recommendations and other information that may be requested.

_____

Signature of Parent/Legal Guardian Date

TO: GUIDANCE COUNSELOR and/or PRINCIPAL:

The student named above has made application for admission to Cohutta Arrows Kingdom Academy. We would appreciate your prompt attention in sending the following records:

1. A transcript of the student's permanent record to date, including grades for courses in progress.
2. A copy of the student's complete test profile.
3. Copies of all psychological reports.
4. Copies of Individual Educational Plan.
5. Copies of Special Education Placement forms.
6. Copies of all discipline reports or statement that student has no discipline record.
7. Copies of Attendance Records.

If this student is admitted to Cohutta Arrows Kingdom Academy, we will request a final transcript of the student's records at the end of this school year. Please hold this authorization form on file so that a second form will not be necessary at that time.
Please send information to: Cohutta Arrows Kingdom Academy, Admissions, PO Box 96, Cohutta, Ga 30721, or Email: admissions@cohuttaarrows.org

Faith/Beliefs Information:

Please tell us why you are applying to Cohutta Arrows Kingdom Academy:

Please provide us with a statement of faith for your family & child:

Please provide us with your current church name & address:

_____

_____

Please provide us with at least two personal references:

1. Name, number and relation of reference #1: _____

_____

2. Name, number and relation of reference #2: _____

_____

3. Name, number and relation of reference #3: _____

_____

4. Name number and relation of reference #4: _____

_____

After this application and the $100 non-refundable application fee is submitted to Cohutta Arrows, we will schedule an interview with the parents of the applied student. Please be aware that the interview is primarily to ensure the parents and student(s) personal spiritual commitment as well as their commitment and support of Cohutta Arrows' teachers, mission, vision, values and beliefs.

SPIRITUAL CONSIDERATIONS

- Personal Biblical commitment of parents and student(s).
- The willingness of parents and student(s) to be supportive of the Cohutta Arrows' Biblical mission, vision, values and beliefs of education.
- The willingness of parents and student(s) to support the CAKA's teachers in carrying out the goals and programs of each student.

BEHAVIORAL CONSIDERATIONS

- Agreement of parents and student(s) to abide by the behavior standards established by CAKA.
- The physical and spiritual safety of the children at CAKA is our number one priority.

AGE CONSIDERATIONS

- For preschool applicants, the child must be 4 years of age by September 1st of the academic year.
- For Kindergarten applicants, the child must be 5 years of age by September 1st of the academic year.

FAMILY CONSIDERATIONS

- We believe the family unit was created by God within the context of a Biblically defined marriage, between a man and woman. Families that embrace a lifestyle that contradicts this teaching will find themselves pretending to be something God did not design them to be and believe something that is not Biblical.
- We believe a family's faith in God should be the foundational roots of a home.

Articles of Faith & Code of Conduct Acceptance

STEP 4: ENROLLMENT

Cohutta Arrows Kingdom Academy's statement of faith does not exhaust the extent of our faith. The Holy Bible itself is the sole and final source of all that we believe. We believe and fully affirm, in its entirety, every statement declared in our articles of faith and every single word of the Holy Bible. By signing below, you are agreeing and accepting our statement and have full understanding your child will be taught with these Truths.

All students are expected to abide by the Codes of Conduct and policies as outlined in this handbook. Every teacher will use a system of classroom management to encourage the school codes. Students who do not follow the codes of conduct and policies will be subject to disciplinary action. In addition to the Codes of Conduct and policies previously stated, the following expectations also apply:

1. Students are expected to treat worship, prayer and class discussion with proper reverence.
2. Students are expected to obey and respect their parents, faculty & staff of Cohutta Arrows Kingdom Academy and any visiting, supportive adults.
3. Students will demonstrate honesty in all dealings with one another and staff because of fidelity to the truth that is commanded by God and in His word.
4. Students are expected to work diligently on their school work and strive to do their best at all times, as we are to do it heartily, as the Lord commands.
5. Students will refrain from language and actions that are vulgar, inappropriate and demeaning to either God or mankind. Teasing, criticizing, put-downs, insults and name-calling are not permitted.
6. Students are expected to conduct themselves in a manner that is consistent with Biblical principles of purity and holiness, students shall refrain from all forms of inappropriate sexual behavior, including fornication, viewing of pornography, immodest dress, and homosexuality.
7. Students nor staff should ever be in the possession of drugs, alcohol, tobacco or any other illegal substances and is strictly forbidden on the Cohutta Arrows Kingdom Academy and Salem Baptist Church campus. No student shall be permitted to have any type of weapon, including pocket knives on campuses.
8. Students are expected to treat all school and church materials and facilities with respect and care. Students are expected to keep the school and church campus neat and clean. Parents/Guardians agree to reimburse the school/church for any damages incurred by student.
9. Since spiritual disciplines are essential to a Christian walk, growth and discipleship, all students will strive to maintain a faithful daily walk with Christ and be active in a local church.
10. Since we are asked by God to serve as ambassadors for Christ and representatives of this Academy, it is expected students will give all effort to conduct themselves accordingly at all times.

As signing below, you are in full agreement of the Cohutta Arrows statement of faith, the Codes of Conduct, all policies and expectations as stated in the 2027-2028 handbook.

Parent/Guardian: _____Date: _____

Student: _____Date: _____

COHUTTA ARROWS KINGDOM ACADEMY
DRESS STANDARD
2027-2028 SCHOOL YEAR

We do require a dress code standard. We do expect all staff and students to dress modestly and respectfully, as described in the Holy Bible. No clothing should promote, encourage or display drugs, weapons, or graphic symbols/emblems. No clothing should be revealing on any area of the body. We expect children to be clothed that display dignity and respect to themselves and others. We also expect children to be clothed in a way that displays Christ-like character and integrity. Our school desires to glorify and honor our Heavenly Father in every aspect, including the way we clothe ourselves.

- A woman shall not wear a man's garment, nor shall a man put on a woman's cloak, for whoever does these things is an abomination to the Lord your God. Deuteronomy 22:5
- Likewise, also that women should adorn themselves in **respectable apparel, with modesty and self-control**...1 Timothy 2:9-10
- Or do you not know that your body is a temple of the Holy Spirit within you, whom you have from God? You are not your own, for you were bought with a price. So glorify God in your body. 1 Corinthians 6:19-20
- Clothe yourselves with the Lord Jesus Christ and do not think how to satisfy the desires of the flesh. Romans 13:14

All t-shirts, collared shirts, long-sleeve shirts, or sweatshirts must be plain OR purchased by an approved vendor that contains our logo and/or t-shirt screen print that has been approved.
In addition to these vendors, parents do have the options to purchase the shirts and jackets separately through Target, Wal-Mart, The Children's Place, etc. and take them to Accent Embroidery to have them made.

Approved shirt/jacket/pant/dress colors: White/Off-White, Cream, Grey, Navy Blue, Green, Black & Brown
Approved pants: jeans, joggers/sweatpants, khakis, overalls, leggings or plain athletic shorts (No holes above the knee.)

*All shorts must go to mid-thigh, when standing.
*Shirts: No sheer fabrics, crop-tops, see-through, lace, camisoles or tank-tops. Chest must be fully covered all the way to the clavicle bone. Sleeveless is okay as long as it extends from the collarbone to the shoulder bone. No cleavage or undergarments should ever be showing.
*Girl's skirts or dresses need to cover ¾ of their thigh, or no shorter than 3" above the knee, when standing.
*Pants, shorts, and skirts that meet requirements may also be purchased by any store of their choice.
*Girls who chose to wear leggings must have their rear fully covered by a long sweatshirt or tunic.
***Any shirts that promote Jesus or the Kingdom of God are also APPROVED**, example: Scripture sweatshirts, worship concert t-shirts, etc. **as long as they still fall into the specified approved colors as listed above.**
***Any logo or emblem on shirts that are not Cohutta Arrows should be smaller than a debit/credit card.**
***Approved patterns: camo, stripes & plaids as long as they are the specified approved colors.**
*No hats (unless spirit days).
*ONLY natural hair colors.
*No facial piercings.

Cohutta Arrows Kingdom Academy
Physical: 1448 Pleasant Grove Dr, Dalton, Georgia 30721
Mailing: PO Box 96, Cohutta, Georgia 30710

Parent & Student Handbook

[Revised 11/01/2026]

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Welcome to Cohutta Arrows Kingdom Academy,

It excites us to know you are interested in our school! We pray that God has guided you here for the same reasons this school was established.

PHILOSOPHY & PURPOSE

History

Cohutta Arrows Kingdom Academy was formed when two public educators were both given a calling to "carry the Ark of the covenant" for their personal children and God's children within the Cohutta and Dalton communities in order to equip them to face giants of the future and be prepared to carry the Ark into the next generation. Because of their obedience, CAKA was formed. Psalm 127:3 tells us, "Children are a gift from the Lord". It is our job, as believers, to equip them to be kingdom minded in every aspect of their life so that they can take stands, be prepared as Arrows before the giants as Warriors with the full armor of God and pass the Word of truth to the next generation. "Train children in the way they should go; they won't depart from it." Proverbs 22:6 We will hold tightly to our mission, vision, values and concepts. It is who we are, and we will not waver under any circumstances.

Our **Mission** is to immerse students in a culture of Christ centered education that equips them to operate in their unique kingdom identity spiritually, academically, socially and physically.

Our **Vision** is to raise a generation of children who understand their kingdom identity and operate in academic excellence in order to change the culture around them without the culture changing them.

Our **Core Values** involve serving the kingdom, honoring God and others, nurturing purpose and callings, preparing excellence, individuality and uniqueness, networking within the kingdom, responsibility and obedience.

Our **Core Concepts** are building a culture of worship, prayer, honor and respect, sowing and reaping, serving and obeying the Spirit.

Statement of Faith

Our foundations of faith are unapologetically demonstrated and presented daily throughout our school.

1. WORD OF GOD: We believe every word of the Holy Bible.
   The word of God is living and operative. Hebrews 4:12

   All scripture is inspired by God and is profitable for teaching, for rebuking, for correcting, for training in righteousness so that the man of God may be complete, equipped for every good work. 2 Timothy 3:16-17

2. TRUTH: We believe the Word of God reigns as absolute Truth.
   I am the way, the truth, and the light. No one comes to the Father, except through me. John 14:16

   Sanctify them in the truth; your word is Truth. John 16:13

   Every word of God proves true; he is a shield to those who take refuge in Him. Proverbs 30:5

3. CREATION: We believe ALL things were created by God, through him and for him.
   In the beginning God created the heavens and the earth. Genesis 1:1

   By faith we understand that the universe was created by the word of God, so that what is seen was not made out of things that are visible. Hebrews 11:3

   For by him all things were created, in heaven and on earth, visible and invisible, whether thrones or dominions or rulers or authorities—all things were created through him and for him. Colossians 1:16

4. FAITH: We believe faith is the cornerstone of our relationship with Jesus and without faith it is impossible to believe God.
   Trust in the Lord with all your heart, and do not lean on your own understanding. In all your ways acknowledge him, and he will make straight your paths. Proverbs 3:5-6

   For truly I say to you, if you have faith like a grain of mustard seed, you will say to this mountain, 'Move from here to there', and it will move and nothing will be impossible for you. Matthew 17:20

   Therefore, since we have been justified by faith, we have peace with God through our Lord Jesus Christ. Through him we have also obtained access by faith into this grace in which we stand and we rejoice in hope of the glory of God. Romans 5:1-2

Faith is the substance of things hoped for and the evidence of things not seen. Hebrews 11:1

5. SALVATION: We believe by grace, through faith in Jesus, we are saved; "born again".
   For it is by grace you have been saved, through faith and this is not from yourselves, it is the gift of God. Ephesians 2:8-9

   But to all who did receive Him, who believed in His name, he gave the right to become children of God, who were born, not of blood nor of the will of the flesh nor of the will of man, but of God. John 1:12-13

   For God so loved the world that He gave His only Son, that whoever believes in Him shall not perish but have eternal life. John 3:16

   For the wages of sin is death, but the free gift of God is eternal life in Christ Jesus our Lord. Romans 6:23

6. IDENTITY: We believe God identified us when he created us in his image and likeness and by calling us His people.
   Know that the Lord is God. It is He who made us, and we are His people, the sheep of His pasture. Psalm 100:3

   I knew you before I formed you in your mother's womb. Before you were born, I set you apart. Jeremiah 1:5

   For we are God's workmanship, created in Christ Jesus to do good works, which God prepared in advance for us to do. Ephesians 2:10

   Just as each of us has one body with many members, and these members do not all have the same function, so in Christ we who are many form one body, and each member belongs to all the others. As part of the body, you are set apart and you have unique purpose within the body of believers. Romans 12:4-5

   So God created mankind in His own image, in the image of God he created them; male and female he created them. Genesis 1:27

7. GIFTS: We believe God has placed physical and intellectual gifts, and talents in every person and we believe God can empower us with spiritual gifts as well.
   A gift opens the way and ushers the giver into the presence of the great. Proverbs 18:16

   Each of you should use whatever gift you have received to serve others, as faithful stewards of God's grace in its various forms. 1 Peter 4:10

We have different gifts, according to the grace given to each of us. If your gift is prophesying, then prophesy in accordance with your faith. Romans 12:6

8. WORSHIP: We believe worship is a continuous act of honoring and glorifying God in spirit and truth.
I will praise you, O Lord my God, with all my heart, and I will glorify your name forevermore. Psalm 86:12

Sing praises to the Lord, for he has done gloriously; let this be made known in all the Earth. Isaiah 12:5

Ascribe to the Lord the glory due his name; bring an offering and come before Him. Worship the Lord in the splendor of holiness. 1 Chronicles 16:29

Therefore let us be grateful for receiving a kingdom that cannot be shaken, and thus let us offer to God acceptable worship, with reverence and awe. Hebrews 12:28

9. PRAYER: We believe that prayer is constant communication with God and an act of worship in supplication, thanksgiving, adoration and confession.
I call on you, my God, for you will answer me; turn your ear to me and hear my prayer. Psalm 17:6

The Lord is at hand; do not be anxious about anything, but in everything by prayer and supplication with thanksgiving let your requests be made known to God. Philippians 4:5-6

Therefore I tell you, whatever you ask in prayer, believe that you have received it and it will be yours.
Mark 11:24

Continue steadfastly in prayer, being watchful in it with thanksgiving. Colossians 4:2

Praying at all times in the Spirit, with all prayer and supplication. To that end, keep alert with all perseverance, making supplication for all the saints Ephesians 6:18

10. WORKS/SERVE: We believe we are his workmanship, created in Christ Jesus to do good works and serve for His kingdom.

In the same way, let your light shine before others, that they may see your good deeds and glorify your Father in heaven. Matthew 5:16

God is not unjust; he will not forget your work and the love you have shown him as you have helped his people and continue to help them. Hebrews 6:10

Be sure to fear the Lord and serve him faithfully with all your heart; consider what great things he has done for you. 1 Samuel 12:24

For even the Son of Man did not come to be served, but to serve and to give his life as a ransom for many. Mark 10:45

11. OBEDIENCE: We believe in complete surrender to His authority to hear the voice of God and basing our decisions and actions on His word.

Jesus replied, "Anyone who loves me will obey my teaching. My Father will love them, and we will come to them and make our home with them". John 14:23

Let no one despise you for your youth, but set the believers as an example in speech, in conduct, in love, in faith, in purity. 1 Timothy 4:12

Love the LORD your God and keep his requirements, his decrees, his laws and his commands always. Deuteronomy 11:1

This calls for patient endurance on the part of the people of God who keep his commands and remain faithful to Jesus. Revelation 14:12

12. EVANGELISM/MINISTRY: We believe, as Christ followers, sharing the gospel should be a part of our daily walk.

And he gave the apostles, the prophets, the evangelists, the shepherds and teachers, to equip the saints for the work of the ministry, for building up the body of Christ, until we all attain to the unity of the faith and of the knowledge of the Son of God, to mature manhood, to the measure of the stature of the fullness of Christ. Ephesians 4:11-13

But as for you, exercise self-control in everything, endure hardship, do the work of an evangelist, fulfill your ministry. 2 Timothy 4:22

13. THE TRINITY: We believe in God the Father. We believe in Jesus Christ. We believe in the Holy Spirit.

Therefore go and make disciples of all the nations, baptizing them in the name of the Father and of the Son and the Holy Spirit. Matthew 28:19

I and the Father are One. John 10:30

Yet for us there is one God, the Father, from whom are all things and for whom we exist, and one Lord, Jesus Christ, through whom are all things and through him we exist. 1 Corinthians 8:6

But the Helper, the Holy Spirit, whom the Father will send in my name, he will teach you all things and bring to your remembrance all that I have said to you. John 14:26

14. THE GOSPEL: We believe that Jesus brought the reign of God to our world through his life, death and resurrection from the dead. We believe it is the power of God that brings salvation to everyone who believes.

He said to them, "Go into all the world and preach the gospel to all creation". Mark 16:15

"The time has come," Jesus said. The kingdom of God has come near. Repent and believe the good news!" Mark 1:15

"The good news...Regarding God's Son, who descended from David in his physical lineage, and who was appointed by the Holy Spirit to be the Son of God in power through his resurrection from the dead: Jesus, the Messiah, our Lord." Romans 1:3-4

15. THE CHURCH: We believe the church is the body of Christ. The church is not a building; it is the people who follow Jesus Christ.

For where two or three are gathered in my name, there I am among them. Matthew 18:20

So we, though many, are one body in Christ, and individually members of one of another. Romans 12:5

Foundations

Administration & Authority

The Board of Trustees under Cohutta Arrows Kingdom Academy Ministries has given the authority for the daily operations of Cohutta Arrows Kingdom Academy to the Directors of the School (Administrators). The Administrators have been given responsibility and authority to handle most behavioral and disciplinary action, as well as the daily operations of the school. Issues that result in probation, non-renewals and/or expulsion, as well as policies and procedures will be reviewed by the Directors and Board of Trustees.

Administration:

Mattie Chase, President of Board of Trustees, Co-founder
Neely Byers, Head of School , Co-founder
Darey Kittle, Pastor of Salem Baptist Church & Board of Trustees Chaplain

Board of Trustees & Partnership

Cohutta Arrows Kingdom Academy operates as a school, but is also a ministry of the Kingdom. We believe every family should be given the opportunity to provide their child with a Kingdom-minded education that fundamentally equips them to stand before the giants of their generation and defend the Faith. Our school has a Board of Trustees and Administrators. We have a beautiful partnership with several churches in the area, including Salem Baptist Church and Cohutta First Baptist Church. Anyone desiring to

contact the Board of Trustees may do so by written correspondence to the school office, addressed and sealed to "Board of Trustees".

Non-Discriminatory Policy

Cohutta Arrows Kingdom Academy Ministries does not discriminate on the basis of race, color, socioeconomic status, national or ethnic origin in the enrollment and admissions of students, nor in the hiring policies, educational policies, financial aid, or any other school administered programs. As a private Christ-centered educational entity, admission to Cohutta Arrows is a privilege rather than a right. We reserve the right to refuse admission to any family we believe may cause disruption to the mission, vision, and values of our school, our community and the spirit that is omni-present among the families involved in Cohutta Arrows Kingdom Academy. It is vital that each family is fully supportive of the mission and vision of Cohutta Arrows Kingdom Academy Ministries, therefore, we require a partnership amongst our students and families.

Certification

While it is not required under the Georgia Department of Education for private institutions, ALL academic instructors at Cohutta Arrows Kingdom Academy hold a degree and are certified through GACS with educational or ministry experience.

Accreditation

It is not required by the State of Georgia Department of Education, nor by the Federal Department for Education that private schools be accredited, nor is there any registration or licensing with the state or federal departments. We consider this a true blessing. This allows Cohutta Arrows to look past bureaucracy that public schools are placed under and the freedom to teach ALL curriculums from a Biblical standpoint. We are fully accredited through GACS, Georgia Association of Christian Schools, as well as AACS, American Association of Christian Schools. We believe these organizations hold us accountable. To read more about accreditation, please visit: https://www.aacs.org/ and/or https://www.gacs.org.

Liability Disclaimer

This parent & student handbook should not be considered an exhaustive compilation of school rules but rather a general guideline for our philosophy and procedures. The administration reserves the right to amend this handbook whenever necessary. Additional instructions may be announced at any time. This handbook does not serve to contractually bind Cohutta Arrows Kingdom Academy Ministries in any way.

Admissions & Finances
General School Information

School Operating Hours

Our operating hours are 8:00 a.m. to 3:00 p.m. Monday through Friday on every day of the instructional calendar. Doors will NOT open until 8:00 a.m. No exceptions!

Our day begins with worship, devotion and prayer starting at 8:10. Worship, Devotion & Prayer time are NOT optional. This is the most sacred part of our school day and should not be treated as an extended time for arrival. Our school day begins at 8:10 and ends at 2:40. You cannot drop off your child(ren) any earlier than 8:00 a.m. unless you have made us aware of an unusual circumstance. Hybrid students will need to abide by their agreed scheduled time.

Calendar

According to the Georgia Department of Education, public and private, as well as homeschool students are required to fulfill "180 days of school, or the equivalent of", every 12-month calendar year. The official academic school calendar will be released in the spring.

Daily Schedule

Each class's schedule will vary and will follow a different schedule. Your child's teacher will provide you with an exact daily schedule and the school provides a monthly newsletter for special events and updates.

Arrival & Departures/Dismissal Procedures

Students may begin to arrive at 8:00am. A student arriving between 8:00-8:20 am should be dropped off in the school car rider line. All students will report to the worship room. In the event a child arrives after 8:20 am, the student will need to check-in at the front office and report to worship.

Traffic for Drop-off: All students being dropped off in grades PK-12th grade should use the morning car rider line for drop-off. Drivers should pull into the north parking lot and enter through the Family Ministry entrance of campus. A staff member must be present before your child can exit the vehicle. Drivers dropping students off should then continue around the back of the building and exit through the north parking lot. All drivers should remain aware of the students walking throughout the parking lot. If a parent/guardian desires to park and walk a student in, they will need to park in the north parking lot and use the crosswalk to assist their child into the building.

All students will be dismissed at 2:40 pm. Checkouts will not be permitted after 2:15pm. Should your child be riding home with another student, all changes need to be documented and communicated with the front office prior to 2:00 pm. In the interest of safety, Cohutta Arrows will not allow a student to be released to anyone other than the individuals listed on the MySchoolWorx pick-up list. We reserve the right to ask for identification from anyone we do not recognize.

Student Drivers

Students who drive themselves and possibly their siblings to school should park their vehicle in the north church parking lot. Student drivers and their siblings must use the crosswalk to enter the school. No student should be walking through the parking lot. For afternoon dismissal, our staff will allow those students to exit the building and have them go directly to their vehicles. Student drivers remember the following expectations:

- Loitering before or after school is not permitted.
- While on campus, students should not be playing loud music.
- Reckless behavior in or around vehicles is not permitted.
- Students are not allowed to ride with other students without documented permission submitted by the parent to the school office.
- Students may not go out to their vehicles during the day without a pass from an administrator.
- Students must have a parking pass within the first two weeks of school, or within two weeks of the student receiving his or her driver's permit. In order to obtain the parking pass, the student must provide the office with a copy of the student's driving permit and a copy of the student's insurance card.The student will owe a $25.00 fee for the parking pass per academic year. All cars in the parking lot must have a pass on the driver's side windshield at all times.

Parents & Visitors

Cohutta Arrows Kingdom Academy requires a partnership with every family. We will always encourage and promote parental participation. At Cohutta Arrows Kingdom Academy, parents play an important part in the educational process. Parents should remember that their part in their children's education is essential. We do ask every parent and/or visitor, check-in with the front office. We reserve the right to ask for identification before anyone is granted access into the building.

Communication

We want you to always communicate with us in regard to any aspect of your child(ren). You can reach out to us by phone, 706.222.0141, email, Class Dojo, and in-person during a teacher's planning period. Teachers welcome conferences with parents at scheduled times during the school year. To arrange for a private conference, please message your

child's teacher through Class Dojo. If a parent has a specific concern with an instructor, they should adhere to the following procedures:

1. Schedule a meeting with the instructor.
2. If you are not satisfied with the outcome of the meeting, contact the front office to schedule a meeting with an administrator.
3. In the event you still have concerns, please request a meeting with the Board of Trustees through a written and sealed letter submitted to the front office.

ADMISSIONS & ENROLLMENT

The admission and enrollment process contains 4 steps: apply, interview, notification and lastly, enrollment. The specific details of this process is found in the application packet.

Applications can be submitted beginning November 1st of every calendar year for the following school year. We will begin enrollment after the interview portion of the application, which begins in January. The re-enrollment process for current Cohutta Arrow's students begins in February.

The administrators and Board of Trustees of Cohutta Arrows Kingdom Academy Ministries reserves the right to establish and maintain standards for student's spiritual walk, codes of conduct, dress/attire and academics.

Procedures of Enrollment

Complete all required enrollment forms and submit all required documentation via email or mail. Please see the "Application & Enrollment Steps Form" that is included in the enrollment packet.

K4 Program

Our K4 program utilizes Bible based curriculum, Abeka, and does include kindergarten readiness. We are not licensed by the state of Georgia.
Our K4 program is full-day, 5 days a week: Monday thru Friday, 8:10-2:40. Lunch and snacks must be provided from home. We also provide a nap time, in which nap mats must be provided by parents.

Transfer Students

It is solely the parent/guardian responsibility to withdraw a student from a previous education entity and if the parent is filing homeschool with the state, the letter of intent is the sole responsibility of the parent/guardian. The transcript release form will be required to obtain your child's transcripts from their previous school.

If hybrid students participate in extra-curricular activities with any public education school districts, we are not responsible for decisions of the local school boards.

Fees & Financial Responsibility

All tuition fees include curriculum. Other financial responsibilities may include and not be limited to: personal school supplies, lunch (optional), yearbooks, class photos, field trip fees, class activities and other unforeseen expenses. Please refer to the school website for tuition rates and additional information. All financial policies are stated in the payment plan agreement.

If you're interested in part-time or a hybrid education through Cohutta Arrows Kingdom Academy, please inquire through phone and/or email. We will be happy to share this information with you. It is important to note that this is limited as we have more interest in full time status.

All applications will involve a $100 application fee per child. This fee is directly used to pay for the MySchoolWorks records account for each child and goes towards the annual accreditation fee. Re-enrollment fee is $75 per child.

Tuition payment invoices are issued by Quickbooks on the 1st of every month. Quickbooks allows a 10-day grace period on payments. Full tuition payments are also accepted. Cash and/or Check payments are also due on the 1st of every month. After the 10th of the month, a late fee of $50 will be assessed. If payment is not received by the 20th of the following month, the student will be withdrawn. Please communicate all payment questions, issues or any financial hardships with Cohutta Arrows Kingdom Academy Admissions & Financial Department. We will do our best to work with your family to secure your child's Biblical education. Any returned checks will be charged a $30 fee.

A student will not be re-enrolled in the following school year until all invoices are paid in full from the previous academic school year. Cohutta Arrows Kingdom Academy reserves the right to hold all student records in the event there are outstanding tuition invoices and/or fees.

Cohutta Arrows Kingdom Academy is a Christian ministry, a non-profit 501c3 corporation. We operate strictly off of tuition funds to pay operational costs. When tuition accounts go unpaid, this puts the school's financial responsibilities at risk. The best educational services can be rendered if fixed obligations can be met with fixed resources. We understand there are unexpected changes that can occur in your financial situation. If this occurs, we want to help as much as possible. Regardless of

your current financial status, it is the responsibility of the person or persons who sign the financial agreement to submit payment.

We offer 2 billing options when paying tuition: an annual option where all tuition is paid by June 1st or a monthly option where your tuition is billed over 10 or 12 months and is due on the 1st of each month beginning in June.

Financial Aid & Fund Raising

As Cohutta Arrows Kingdom Academy grows, we are believing God for ways to offer financial scholarships and grants to families who need assistance. Cohutta Arrows Kingdom Academy Ministries is an official non-profit educational entity. Please be in prayer with us. We pray God will rain down financial blessings on this school in order for us to provide your child the best Kingdom education we can offer and financial aid where needed.

Cohutta Arrows utilizes fundraising promotions during the academic year. Any monies raised through a school fundraiser may only be used for the specified fundraising item or event, per our 501c3 non-profit legal agreement with the IRS.

Independent Fundraising: No parent or student may use the name or the school on any radio, television, social media or publication without prior authorization from the administration to gain personal funds.

Breakfast, Lunch & Snack Policies

Due to our current facility, we cannot offer a food program. Please send your child with lunch, snacks and breakfast, if they're arriving early. There will be opportunities to order lunch from restaurants nearby three times a week. We will communicate the opportunities in a timely manner through a Google form and you will pay for lunches by cash, check or Venmo. There is a microwave provided. Please send items to be heated in a microwavable safe container. Students below second grade do not have permission to use the student microwave. Lunch periods are only 35 minutes. Please keep this in mind when preparing your child's lunch.

Utensils, bowls, plates, etc will need to be sent with the student's lunch. The school cannot provide these items on a regular basis.

Students are not permitted to order lunch through GrubHub, UberEats, etc and have it delivered. This is a breach in our security policy.

Health Policies

Vaccines

We strongly believe that a child's health and vaccine(s) decision is a personal freedom and the decision should be left up to the parent/guardian of each child. Therefore, as we do not require proof of vaccination status, we do have to keep a copy of your vaccination record on file required by the Georgia Department of Education and the Georgia Department of Health. Or, we can provide you with a religious exemption affidavit.

Health & Wellness Policy

We do ask that if your child is ill or running a fever, please allow them to stay at home to limit the spread of sickness to others. Any temperature equal to or greater to 100.1 F, is considered a fever. Students must be fever-free for 24 hours and without the aid of a fever-reducing medication in order to return to school.
If your child(ren) gets sick while at school, we will notify parents/guardians immediately.

A student is unable to participate in any physical activity, must have a note from home or a doctor's note to excuse participation.

IF a minimum of 40% of our student body and faculty become ill, Cohutta Arrows has the right to be closed for a few days to stop the spread of sickness and allow healing to take place.

Asbestos

Cohutta Arrows resides in the new addition of Salem Baptist Church which was built after 1981.

Medications

Any medications to be dispensed to a child during school hours need to be turned in to the teacher or one of our administrators with our Medication Administration Form before any medication can be distributed to a student. Any request for administration of medicine must include the student's name, description, dosage of medication and the time(s) it is to be given.
No over-the-counter medication will be dispensed to a student without parental consent being given. Over-the-counter medication must be provided by the parent/guardian.
Medical consents and health concerns are filled out in the application/enrollment process. This can be updated through the front office.
Under no circumstances should a student ever be in possession of or share any medication with another student.

In the case of an emergency, the appropriate authorities will be notified, transportation will be provided and if necessary, the student will be transported to the hospital.

Cohutta Arrows Kingdom Academy recognizes that children suffer from health problems. These health problems range from mild to life-threatening in regards to the degree of severity. It is the sole responsibility of the legal parent/guardian to communicate all health problems to the teachers and administration at Cohutta Arrows Kingdom Academy.

Student Expectations & Conduct

Technology Acceptable Use Policy & Internet Access

The school will have WiFi and internet access. Technology will be used at Cohutta Arrows Kingdom Academy. However, it will not be used in excess. We believe technology has its place. Kids can learn in various ways that do not involve the use of daily technology. Students are expected to use technology appropriately and with accordance of our student code of conduct, as well as the following guidelines:

- Electronic devices are only to be used in the classroom for educational purposes under direct supervision.
- Inappropriate use of an electronic device will warrant penalties which may consist of loss of technology privileges and use, up to expulsion, depending on the severity of the infraction.

Cell Phone Policy & Other electronic devices

Students are allowed to have their cell phones on school property. However, we will ask students to keep ALL cell phones in their book bags to limit distractions. Cohutta Arrows Kingdom Academy is NOT responsible and will NOT be liable for any lost cell phone. It will be the student's responsibility to be responsible for such devices. Students are never allowed to have their cell phone/electronic device out and in use during any academic class, worship, Bible and/or lunch. If your child's cell phone is collected due to having it out during school hours, the parent/guardian will be required to pick it up in the front office.

Dress Code Standard

***PLEASE read the dress standard flier for more detailed and specific information.**

We do require a dress code standard. We do expect all staff and students to dress modestly and respectfully, as described in the Holy Bible. No clothing should promote, encourage or display drugs, weapons, or graphic symbols/emblems. No clothing should be revealing on any area of the body. We expect children to be clothed that displays dignity and respect to themselves and others. We also expect children to be clothed in a way that displays Christ-like character and integrity.

-A woman shall not wear a man's garment, nor shall a man put on a woman's cloak, for whoever does these things is an abomination to the Lord your God. Deuteronomy 22:5
-Likewise also that women should adorn themselves in respectable apparel, with modesty and self-control...1 Timothy 2:9-10
-Or do you not know that your body is a temple of the Holy Spirit within you, whom you have from God? You are not your own, for you were bought with a price. So glorify God in your body. 1 Corinthians 6:19-20
-Clothe yourselves with the Lord Jesus Christ and do not think how to satisfy the desires of the flesh. Romans 13:14

All t-shirts, collared shirts, long-sleeve shirts, or sweatshirts must be plain or purchased by an approved vendor that contains our logo and/or t-shirt screen print that has been approved. In addition to these vendors, parents do have the option to purchase the shirts and jackets separately through Target, Wal-Mart, The Children's Place, etc. and take them to Accent Embroidery or Advantage Sports to have them made.
Approved shirt/jacket/pant colors: White, Grey, Navy, Green or Black
Approved pants: jeans, khakis, leggings or plain athletic shorts. All shorts must have a minimum of a 5" inseam. Girl's skirts or dresses need to be no shorter than 2" from the knee. Pants, shorts, and skirts may also be purchased by any store of their choice. Girls who chose to wear leggings must have their rear fully covered by a long sweatshirt or tunic.

Free Dress Days & Formal Event Dress Code
Dress Code for Free Dress Days should follow these general guidelines:
-No clothing should ever show undergarments.
-No clothing with inappropriate symbols, messages or language.
-Shirts may not be worn tightly or show the chest or bare midriffs.
-Leggings are permitted as long as it is paired with a top long enough to cover the backside. This pertains to biker shorts as well.
-Skirts, dresses and shorts must still meet the normal requirements.
-No hats unless it contains the school logo OR it is a specific spirit day. Hats of student's choice on spirit days are allowed as long as there are no inappropriate symbols, messages or language.
*ONLY natural hair colors.
*No facial piercings.

Winter Formal Dress Standard: School standard applies. Students will be required to sign and return a dress code agreement in order to purchase a ticket to the event. The administration reserves the right to ask a student to leave the event and change before returning if the dress code is not followed.

Dress Standard Violations

1st Offense: A letter notification is sent home to the parent/guardian of the violation.
2nd Offense: The parent/guardian notified and expected to bring the child a change of clothes.
3rd Offense: The parent/guardian notified, expected to bring a change of clothes and will be documented as an office referral.
After the 5th offense, the parent/guardian should expect a meeting with the Board of Cohutta Arrows Kingdom Academy to discuss the consistent disobedience.

Please see Discipline Handbook pages 14-16.

Dress Code for Parents & Visitors

Parents and visitors that are volunteering at the school and/or school activities are asked to be modest in their dress when attending these functions.

Student Conduct

Student Expectations & General Discipline Guidelines

We expect all students and staff to follow Cohutta Arrows Kingdom Academy policies, procedures, expectations and guidelines. While we do not desire a lengthy list of rules and regulations; we do hold our students to a high standard of conduct. We believe that each student is a son or daughter of the most High King, which makes them part of a royal family and royalty is expressed through noble character. We desire each student to elevate their actions and behaviors to match their Christ-given identity as a beloved son and daughter. We believe it is an honor to attend Cohutta Arrows Kingdom Academy and it is our goal to see each student match that level of honor in their hearts and through the way they carry themselves and treat those around them.
We expect all students and staff to treat one another with honor, respect, as well as the facilities.
We expect all students to give full effort into their academics, relationships with God and others.
We expect all students and staff to remember their manners.
We expect all students and staff to be honest, trustworthy and forthcoming.
We expect all students and staff to uphold moral character and integrity.

Disciplinary Actions

We are aware that we will have to handle certain actions correctively and in those instances our staff will communicate with the parents/guardians to inform them of the situation, how it was handled, and how we can partner together to see the student avoid those behaviors in the future. If certain negative behaviors and actions become habitual or ongoing, our staff will coordinate a meeting with the parents/guardians to discuss further action and any potential plans. All disciplinary actions will be discussed and decided upon by the administrators, and the Board of Cohutta Arrows, if suspension, release or expulsion is necessary. Parents/Guardians will be notified if a disciplinary action is documented. After the 2nd documented disciplinary action, the student will meet with the administrators, as well as a chaplain or pastor on the Board of Trustees. After the 3rd documented disciplinary action, the student will be discussed with the board to decide on a possible behavior plan, suspension, or expulsion, if necessary.

Instances (included but not limited to) that may result in immediate disciplinary action including suspension or expulsion of the Cohutta Arrows Staff, Administration and/or Board.

Prohibited Behaviors & Probation

Fighting

Fighting will never be tolerated. Imposing or threatening harm to another student by any means of violence. In a situation that involves violence or fighting, all parents/guardians will be contacted. The school administrators will have meetings with both parties to discuss the incident and appropriate consequences.

Drugs, Alcohol & Weapons

As we do believe in abundant grace, Cohutta Arrows Kingdom Academy must maintain a zero-tolerance policy on possessing or distributing any drugs, alcohol, illegal substances and weapons for the safety of all students and staff. We have established policies, procedures, expectations and guidelines that will be observed on a daily basis to ensure maximum safety at all times. Prevention is the key. Your child(ren)'s safety and protection are our number one concern at all times.

Inappropriate Use of Electronic Devices

Engaging in and/or exposing other students to any inappropriate use of electronic devices including pornography, inappropriate or threatening messages, or sharing personal/private information of a fellow student or staff member.

Probation

In the case a student is given a suspension or probation period, the terms and time will be discussed and decided upon by the administrators and the Board of Trustees.

Expulsion or Dismissal
Any student with more than 3 documented disciplinary actions, or a zero-tolerance behavior, will be considered in breach of code of ethics and conduct. Suspension, expulsion and/or release of contract will be determined and decided upon by the Cohutta Arrows Board of Trustees.

Policies, Procedures & Guidelines
The following Cohutta Arrows Kingdom Academy policies, procedures and safety guidelines are first and foremost to ensure the safety and protection of your child, staff members and visitors. Therefore, Cohutta Arrows has a full emergency and operations plan. The content of the various components of the Cohutta Arrows Kingdom Academy Ministries Emergency Plan is intended for the use of the administrators and staff of the school/church to help ensure the safety of all students, staff, and visitors in the event of an emergency.

If you desire more details on our policies, procedures and guidelines, you can request more specific information on safety procedures and protocols, inclement weather, and other policies from our front office.

In the event of inclement weather that causes safety concerns, the Academy will follow Whitfield County Schools in regards to starting delays, early dismissals and cancellations. Parents should monitor local radio and television stations for announcements. We will also do our best to notify parents/guardians via email, Class Dojo and other various means of communication. All final school delays, dismissals and cancellations are at the discretion of Cohutta Arrows Kingdom Academy.
Please refer to the Discipline Handbook for additional policies and procedures.

Academics

Curriculum
We truly do not believe that educating children is a one size fits all concept. The following are the core curriculums per subject area that may possibly be used, but not limited to. We will teach the content of these curriculums but will also use various approaches, strategies and techniques to meet the needs of every learner.

We use the Abeka curriculum for all core academic subjects: Language Arts, Reading, Math, Social Studies, Health and Science. We also use Answers in Genesis as supplemental science material. We also reserve the right and the freedom to provide supplementary material to meet the needs of all students.
Bible studies will vary from week to week and month to month depending on the grade groups, our learning themes and concepts.

In addition to these curriculums, we believe learning takes place beyond the four walls of a building or classroom. We want them to become servants, be given hands-on experiences and cultivate a love for working with their hands by cooking, sewing, woodworking, planting, farming, building, crafting and other skills that are vitally important for our children to learn and pass on to future generations.

***Hybrid homeschool families will also use the above curriculums.

Class Sizes
Our class sizes will be capped at 10 students in all academic subjects. K4 is capped at 10 students, with a 6 student minimum. In the event, we hire an employee that has a student in a class that has 10 students, or the leadership from SBC has a student to enroll, the school has the right to make an exception for staffing purposes.

Grading Scale & Report Cards
A grade report will be issued every 9-week grading period. Students K4 will receive grades as well as a progress report accessing their growth. Kindergarten & 1st grade will be assessed on a gradual learning progression scale: (NYD)-Not yet demonstrating, (E) emerging, (DV) developing & (DM) demonstrating. The 2nd-12th grading scale is as follows: A (90-100), B (89-80), C (79-70), Below 70 is considered as failing.

Grading Periods
Each school year is separated into 4 grading periods, approximately every 9 weeks. The first and second grading period form "Semester One" and the third and fourth grading period form "Semester Two". Exact dates are published every year on the approved calendar.

Daily Assignments, Late Work & Homework
A majority, if not all of your child's assignments should be completed at school. If a child misses a day, they are still expected to make the work up. A child may have homework if they are absent, a teacher may assign a special project, or a teacher may give recommendations to improve a skill that would require some practice at home. At Cohutta Arrows Kingdom Academy, we want to ensure academic rigor; however, our most important concern is that your child feels safe, loved and learns the righteous ways of the Kingdom. We hope to equip them to do so in every academic area through their daily assignments. When they go home, we want their focus to be on family and for parents to enjoy the short time they can just be children.

Assessment/Testing Policy

We do not believe in constant assessment of our students. We do believe that the evaluation of every child's learning should take place on a daily basis and we will update every parent/guardian on the progress of their child(ren) through progress reports. Graded work will be sent home weekly. The Georgia Department of Education requires us to administer a nationally recognized norm referenced test for every student enrolled in Cohutta Arrows Kingdom Academy every third year starting in grade three. Cohutta Arrows has chosen to administer the MAP test, Measurement of Academic Progress, a nationally normed referenced test, given in the spring for every student, except PK. This not only gives you, the parent, a good indication of your child's growth, but it also gives us data to evaluate your student's academic strength and weaknesses specific to each subject area.

Exceptional Education Services

Grade Advancement:

In the event that interest is expressed in a student potentially advancing an academic grade, the steps are followed:
Step One: A written request from the student's family documenting their interest is submitted to administration.
Step Two: A review of the student's past report cards, standardized testing, attendance, self-motivation and behavior records is completed by the Board of Cohutta Arrows.
Step Three: Previous teachers of the student are asked for evidence to support their opinion of the student's potential grade advanced placement.
Step Four: All factors are weighed and are discussed by Administration and the Board before a finalized decision is documented and shared with the family.
*Additional placement testing may also be used in making the determination.

Academic Learning Plans:

While we acknowledge and recognize IEPs & 504 learning plans, we do not write federal IEPS or 504 documents. Cohutta Arrows Kingdom Academy Board of Education will be transparent with every family if we cannot meet the exceptional needs of a student/child. The overall goal of the learning plan is to recognize and equip students to become independent and self-sufficient learners. The accommodations will be appropriate for the success of the student. If the student continues to show need for additional accommodations or does not meet the goal established by learning plans, additional accommodations may be needed.

Awards

Academic Excellence Awards & Character Development Awards will be issued at our annual awards ceremony at the end of every academic school year.

Graduation Requirements

Starting in 9th grade, every student will receive a visit from a graduation advisor annually through high school to discuss their high school credits and future plans of graduating, possible dual enrollment, and college/trade school. When entering 9th grade, each student will receive a list of graduation requirements and credits.

Requirements for graduation and diploma begin in the 9th grade. The three diploma programs at Cohutta Arrows Kingdom Academy are:

1. College Prep with Distinction: Minimum of 23 credits, including foreign language and at least one DE course
2. College Prep: Minimum of 23 credits, including foreign language
3. General Studies: Minimum of 23 credits

The graduation policies of Cohutta Arrows Kingdom Academy meet or exceed the requirements of the state of Georgia in order to satisfy entrance requirements for state and private universities. Students must earn a minimum of 23 credit hours in grades 9th through 12th, in addition a Bible credit should be earned each year that the student is in attendance.

Dual Enrollment

Students in grades 11 and 12 may take college classes while attending Cohutta Arrows.

Promotion Requirements

In order for a student K5-8th to be promoted, a student must complete the Abeka curriculum and maintain a 70 or above average and/or demonstrate grade level content in each academic subject/course. Should a child not meet the requirements as stated above, a data-meeting will be held with the parents, instructors and administrators to discuss the possible retention and/or placement of the student.

If any student is not on target at the end of the first grading period, a data meeting will be arranged to discuss the needs and assistance of the student. The student will be progress-monitored and documentation will be collected to assess needs. These forms will be saved in a data binder.

Attendance Policy

Even though Cohutta Arrows Kingdom Academy is not required by law to report a child's attendance to the State Department of Education, the state does require the Academy to keep record of attendance. It is the authority of the State Department of Education, as well as our local superintendent (Ga St Code section 20-2-690), to ask for our attendance records at any time and they also have the authority to report excessive absences to truancy. A child is

expected to not miss more than 10 school days per fiscal year. Parents and instructors must work together to ensure each child receives the absolute best education. In order to accomplish this, students must attend school with minimal absences. Your child's academic and spiritual success is very important to us. Please send excuse notes for us to file and record.

A student should not miss more than 5 days per term (2 semesters). For every 10 school days missed, an attendance notification letter will be sent home. If a student misses 15 or more per year, the student's attendance situation will go before the Board of Cohutta Arrows for an admissions review. More than 10 days of absences in a grading term will result in loss of credit for the class because of the minimum attendance requirements for each class.Parent notes may be accepted for up to 10 absences in a full school year and must be turned in five (5) days after the absence. After 10 absences, parents will be required to provide written medical excuses or documentation. Excused absences are as follows: personal illness that would endanger the student's health or the health of others, serious illness or death in the student's immediate family, recognized religious holidays observed by the Christian faith, court mandated appearance, conditions rendering school attendance impossible or hazardous to health or safety, or approved by administration college visitation. If your child is a full-time Cohutta Arrows student, they are expected to be here every day, Monday through Friday. If your child is in our co-op hybrid program, they will report on their contracted days. If they do not report on contracted days, this counts towards their attendance missed.

As stated in the lower and upper school syllabus, if you, the student, miss a day, you are still expected to make the work up. Typically, if you miss an instructional day or days, you receive five (5) school days from the time you return to make up the work.

At Cohutta Arrows Kingdom Academy, we believe in abundant grace and mercy. However, every child will take advantage of grace and mercy if no late policy or expectation is in place. It is our duty as a school and parents to prepare them for responsibility and accountability. We ultimately desire to promote honorable work ethic, responsibility and teach time management, to ensure successful life skills. The late policy on assignments is as follows:

*For everyday an assignment/project/paper etcetera is late, this will result in 10 points off the total per day the assignment is late. For example: If a student receives a 95 on a math assignment, but was turned in two days late, their score would result in a 75.

After 5 consecutive days, the assignment/project/paper/work will result in a zero in the grade book.

Attendance Policy enforcement:

- After 10 days of absences, a family will receive a letter from the school and a Board member will call parents. <u>All high school students will be required to take a final if they miss 10 days or more</u>. *ANY exceptions, the family must petition the board.

Checkouts/Tardies:
We understand children will have doctors and dentist appointments. If you check your child out, please bring an excuse note for us to file and record for the child's missing time. A child will be considered present for the school day if they attend the minimum requirement of 4.5 hours, or 1:00 p.m.

- 5 checkouts will result in a full-day absence.
- 5 tardies will result in a full-day absence.

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For every 10 school days missed, an attendance notification letter will be sent home. If a student misses 15 days or more per grading period, the student's attendance situation will go before the Board of Cohutta Arrows for an admissions review. More than 15 days of absences in a grading period will result in loss of credit for the class because of the minimum attendance requirements for each class.

If your child is a full-time Cohutta Arrows student, they are expected to be here every day, Monday through Friday. If your child is in our co-op hybrid program, they will report on their contracted days.

Early Dismissals and At-Home Learning Days
We will have a couple early dismissal days during the school year. These days are considered full days. Children will always be dismissed at 1:00 p.m. on early dismissal days.In situations where the school is closed for an extended period of time, Cohutta Arrows has the right to establish an at-home learning day.

In the event of expected bad weather, a high percentage of sickness or other unexpected issues that result in the school needing to close, we may declare at-home learning day(s). Your child's assignments will be sent home if this were to occur and parents/guardians will be notified if this decision is made by the Administrators.

Juniors & Senior College Visits
Juniors and seniors are permitted to take days out of school for the purpose of visiting college campuses. They need to provide proof of visit in order for these days to count as a NA (non-absent) for the day. All work missed is expected to be made up.

Student Life

Activities, Opportunities, Field Trips & School Sponsored Events
One of the ways we believe children learn best is experiences. We hope to give students real life experiences through field trips and hands-on activities. Field trips, activities and school sponsored events will always be announced with ample notice. All school expectations and code of conduct are required at the activities, field trips and any school sponsored events.

FCA, AIM and other clubs
Cohutta Arrows has a partnership with FCA, Fellowship of Christian Athletes, and gives our students the opportunity to be leaders within the school and community.

AIM is our student council committee that allows selective students the opportunity to lead their peers in a positive way.

Running Club is completely voluntary and is led by Mr. Grubbs. All races and practices are at the discretion of the club sponsor.

Worship Team practice is held every Thursday morning. Only students in grades 7th through 12th are permitted.

Backpacks
Backpacks are allowed at Cohutta Arrows Kingdom Academy. The students will bring home reading books and a green folder that should be checked daily for communication purposes.

Textbooks and/or Reading Books
All textbooks and reading books are property of Cohutta Arrows Kingdom Academy. All school property that is borrowed and/or used is expected to be returned. Any items not returned, or damaged items, are the financial responsibility of the parent/guardian.

Cohutta Arrows Kingdom Academy's statement of faith does not exhaust the extent of our faith. The Holy Bible itself is the sole and final source of all that we believe. We believe and fully affirm, in its entirety, every statement declared in our articles of faith and every single word of the Holy Bible. By signing below, you are agreeing and accepting our statement and have full understanding your child will be taught with these Truths.

All students are expected to abide by the Codes of Conduct and policies as outlined in this handbook. Every teacher will use a system of classroom management to encourage the school codes. Students who do not follow the codes of conduct and policies will be subject to disciplinary action. In addition to the Codes of Conduct and policies previously stated, the following expectations also apply:

1. Students are expected to treat worship, prayer and class discussion with proper reverence.
2. Students are expected to obey and respect their parents, faculty & staff of Cohutta Arrows Kingdom Academy and any visiting, supportive adults.
3. Students will demonstrate honesty in all dealings with one another and staff because of fidelity to the truth that is commanded by God and in His word.
4. Students are expected to work diligently on their school work and strive to do their best at all times, as we are to do it heartily, as the Lord commands.
5. Students will refrain from language and actions that are vulgar, inappropriate and demeaning to either God or mankind. Teasing, criticizing, put-downs, insults and name-calling are not permitted.
6. Students are expected to conduct themselves in a manner that is consistent with Biblical principles of purity and holiness, students shall refrain from all forms of inappropriate sexual behavior, including fornication, viewing of pornography, immodest dress, and homosexuality.
7. Students nor staff should ever be in the possession of drugs, alcohol, tobacco or any other illegal substances and is strictly forbidden on the Cohutta Arrows Kingdom Academy and Salem Baptist Church campus. No student shall be permitted to have any type of weapon, including pocket knives on campuses.
8. Students are expected to treat all school and church materials and facilities with respect and care. Students are expected to keep the school and church campus neat and clean. Parents/Guardians agree to reimburse the school/church for any damages incurred by student.
9. Since spiritual disciplines are essential to a Christian walk, growth and discipleship, all students will strive to maintain a faithful daily walk with Christ and be active in a local church.
10. Since we are asked by God to serve as ambassadors for Christ and representatives of this Academy, it is expected students will give all effort to conduct themselves accordingly at all times.

As signing below, you are in full agreement of the Cohutta Arrows statement of faith, the Codes of Conduct, all policies and expectations as stated in this handbook.

Parent/Guardian: _____ Date: _____

Student: _____ Date: _____