Parent & Student Handbook

Mission Statement

Anchored Christian Academy desires to partner with parents in the education of their children through strong academics and the teaching of Biblical truths while creating a community where students thrive, feel safe, and form healthy relationships. Hebrews 6:19 ESV: “We have this as a sure and steadfast anchor of the soul, a hope that enters into the inner place behind the curtain.”

Core Values

1. Faith: Belief in God and adherence to Christian teachings. Hebrews 11:6 NIV
“And without faith it is impossible to please God, because anyone who comes to him must believe that he exists and that he rewards those who earnestly seek him.”

2. Integrity: Upholding moral and ethical standards based on Biblical principles. We value honesty, telling the truth to the best of your knowledge and not hiding what you know, to abstain from unfair behavior, such as stealing or cheating. Proverbs 10:9 NIV “Whoever walks in integrity walks securely, but whoever takes crooked paths will be found out.” Also see Proverbs 11:1-6.

3. Community: Fostering a supportive and inclusive environment where students, staff, and families feel connected. Romans 12:5 NIV: “So in Christ we, though many, form one body, and each member belongs to all the others. “

4. Service: Encouraging students to serve others and make positive contributions to their communities. Ephesians 2:10 NIV “For we are God’s handiwork, created in Christ Jesus to do good works, which God prepared in advance for us to do.”

5. Excellence: Striving for high academic standards and personal growth, reflecting God's gifts and potential in each individual. 1 Corinthians 10:31 NIV “So whether you eat or drink or whatever you do, do it all for the glory of God.”

6. Respect: Valuing each person as inherently worthy, created in the image of God.1 Peter 2:17 NIV “Show proper respect to everyone, love the family of believers, fear God, honor the emperor.”

7. Stewardship: Responsibly managing resources and talents to honor God and benefit others. 1 Corinthians 4:2 NIV “Now it is required that those who have been given a trust must prove faithful.”

These core values guide decision-making, curriculum development, and interactions within the school community, aiming to integrate faith with learning and personal development.

Anchored Christian Academy Board of Directors

Kate Funk President	(412) 215-1503	kfunk@anchoredchristianacademy.org
Solene Malkamaki Vice President	(440)221-2302	smalkamaki@anchoredchristianacademy.org
Jenny Lafferty Treasurer	(724) 986-4585	jlafferty@anchoredchristianacademy.org
Laura McDaid Secretary	(724)584-6996	lmcdaid@anchoredchristianacademy.org
Faith Barrett Member	(814)591-0769	fbarrett@anchoredchristianacademy.org

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Please visit www.anchoredchristianacademy.org to see our social events and activities.

GENERAL INFORMATION

Statement of Faith

Anchored Christian Academy is a Christian non-profit organization. All families are required to sign our Statement of Faith acknowledging that they are aware of our Biblical beliefs. Parents must accept that these key elements of Christianity will be taught. Tutors will sign the Statement of Faith acknowledging they align with the key elements of Christianity listed in our Statement of Faith. They will uphold these statements in the classroom.

We believe:

1. The Bible is God's infallible Word (2 Timothy 3:16-17, 2 Peter 1:21).
2. There is one living and true God who exists in three persons (Matthew 28:19 & 2 Corinthians 13:14)
3. Jesus was born of a virgin (Isaiah 7:14, Matthew 1:18-25)
4. Jesus is God (Isaiah 9:6, John 1:1, Hebrews 1:8-10)
5. All people have sinned and are in need of a Savior (Romans 3:23-25)
6. Salvation is by grace through faith only (Ephesians 2:8-9, Romans 3:24)
7. Jesus died for our sins (Romans 3:25, Hebrews 9:22)
8. Jesus was literally and bodily raised from the dead (Matthew 28, Mark 16, Romans 1:4)
9. Marriage is between one man and one woman (Romans 1:18-32, Matthew 19:4-5)
10. God created the heavens and the earth. (Genesis 1:1)

Parents should have a clear understanding of the Biblical philosophy and purpose of Anchored Christian Academy. This understanding includes a willingness to have their child exposed to the

clear teaching (not forced indoctrination) of the Statement of Faith in various and frequent ways. The key elements of Christianity will be unapologetically taught through all the courses. Parents must accept and agree that they understand these key elements of Christianity will be taught. The Bible itself, as the inspired, infallible word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe.

Arrival and Dismissal

We ask that students arrive no earlier than 7:30 am (for those starting classes at 7:40 and siblings 6th grade and up) or 7:50 am (for those starting at 8:00) each morning and are picked up no later than 2:20 pm each afternoon. Please understand that our Anchored Christian Academy administrators have additional commitments that require them to leave promptly when classes end. We thank you for your consideration. Please note: Students are not permitted to be on the 5th floor after 2:20 pm.

Check-in/Check-out

All students must sign in upon entering the building and sign out before leaving. There will be a check-in/out desk located on the 5th floor. Students are not permitted to leave the 5th floor while attending classes unless they are leaving for the day or have a signed waiver to leave the building.

Waiver to Leave the Building

Students 13 years of age or older are permitted to leave the building during unscheduled class time if their parents have signed a waiver for their child to leave the building. Students will sign out when they leave and sign in when they return. No one is to enter or exit the building through any doors other than the main entrance doors to the church.

Dress Code

Students in all grades (K-12) are expected to dress modestly and appropriately.
Shorts, dresses, and skirts should be modest and mid-thigh length or longer. For girls, leggings are to be worn with a top that covers their bum. Absolutely no shirts with an open back, a low neckline revealing cleavage, or revealing the midriff. No tank tops (applies to both boys and girls), halter tops, crop tops, or spaghetti straps are to be worn. T-shirts with Biblical messages are welcome, but clothing touting offensive messages or lifestyles is prohibited.

Students who are not compliant with the above dress code will be asked to change their clothing accordingly. If they do not have any items with them, a t-shirt and/or sweatpants will be supplied to them for the day.

Closings/Delays

We will follow the Mars school system for closings and delays. If the Mars school system closes for inclement weather, so will Anchored Christian Academy. However, **we will not close or delay because of cold weather**. If Mars has a two-hour delay, we will open at 9:00, and classes

will follow our modified schedule. We will always send out a text through the website to confirm a delay or closing. We suggest NOT opting out of the SMS texting system on your profile so you stay abreast of the cancellations before leaving to drop your child off.

STUDENT LOUNGE

While at Anchored Christian Academy, students are required to be in class or in the Student Lounge. Students are not permitted to roam the building during Anchored Christian Academy hours. The Student Lounge is available to students in 6th grade or older. **Younger siblings are not permitted**. Snacks and drinks are available for purchase all day, each day, and students are expected to clean up any messes made while in the Student Lounge.

Lunch:
We now have a designated lunch break from 11:00 to 11:20 am. Students taking Algebra 1 during the lunch period may take and eat their lunch in class if they have no break between classes. On select Thursdays, there will be an option to purchase pizza. The pizza days are posted on the website calendar. All pizza orders must be placed on the Tuesday before pizza day.

TUITION

Tuition Payment Schedule
Please be diligent about paying tuition on time. Overhead required to operate Anchored Christian Academy comes out of your tuition payment, most notably payroll for tutors.

- **A non-refundable** registration fee of $350 is due July 10. Invoices will be ready for payment July 1.
- Monthly tuition payments will be due the first of every month. ALL payments will be made online.
- Annual $250 administrative fee will be broken out monthly October through May. This covers part of student supervision and part of the administrative payroll costs.
- Annual $200 building fee will be broken out monthly October through May. This helps to cover our lease. A fundraiser is available to offset this cost if you so choose.
- Materials Fee payments are due August 1. All payments will be paid online.

Late Tuition
There will be a $25 automatically generated and applied to your account for any late tuition payments. If tuition is late, students cannot attend classes until payment is made.

Drop/Add Policy
At the start of the year, students have 3 weeks to drop a course with no charge. After the three-week window, you will be charged for the full tuition.

SERVING

As any non-profit organization, Anchored Christian Academy would not function without the many hands and countless hours graciously volunteered by many. As a member of this community, we welcome your input and your time. We all have busy schedules and commitments elsewhere, so we only ask that you serve twice a year in one of the following positions:
-Parent of the Day (POD),
-Cleaning Crew,
-Special Event Help
Of course, we welcome any other help besides or beyond these positions.
You will receive an email in early August with a link to SignUp.com. You will have till mid August to choose your preferred serving spots. Those who have not signed up by August 16 will have their 2 serving positions assigned to them. You will receive a schedule and a contact list so you can ensure to be present on the days you are assigned, and if you find yourself unable to serve that day, **it is your responsibility to find a replacement.** Changes need to be communicated to Solene Malkamaki at smalkamaki@anchoredchristianacademy.org.
We appreciate your time and involvement building community and partnering with us in the education of your children.

ACADEMICS

Parent/Tutor Communication
Please check the website for a materials list of supplies needed for class. They are posted under publications. **Parents: It is your responsibility to communicate directly with your child's tutors**. Assignments and grades will be posted on the website. Math uses an online platform where all lessons and grades are listed. The math tutor has the right to adjust the grade listed on the math online platform if the student has not fulfilled the completion of those lessons in a timely manner as directed by the tutor. The students will be expected to keep up with work even if you are on vacation unless you have made prior arrangements with the tutors. If your child is sick, please reach out to the tutor.

Homework
Students are encouraged to write down all homework assignments. All homework will be posted on the website. Also, some tutors upload a syllabus for the year. Please check the /Resources/ tab on the class page.

Grading
Tutors will send grade updates to parents at 16 weeks and final grades at the end of the school year. Below is the grading scale that will be used at Anchored Christian Academy:

A (90-100%) (4.0)
B (80-89%) (3.0)
C (70-79%) (2.0)
D (60-69%) (1.0)
F (59% and below) (0.0)

Students must maintain a "C" average and complete assignments to remain in a class. If this standard is not followed, the student will be removed. Anchored Christian Academy values academic excellence.

NOTE: In order to obtain a grade from Anchored Christian Academy, a student must complete ALL coursework required by the tutor that academic year. A failure to do so will result in an "incomplete" designation instead of a grade.

Cell Phone Policy
It is at the discretion of each tutor to collect silenced cell phones at the beginning of each class to avoid distractions. When class is dismissed, phones will be returned to students.

Absences
If you know in advance that your child will be absent, please let their tutors know so your student can obtain their assignments. If the student misses a class due to illness or an emergency, it is the student's/parent's responsibility to reach out to the teacher to make arrangements for assignments. All assignments are listed on the website for each class except Math, which uses the Teaching Textbooks platform.

VISITORS

All visitors are required to receive permission from administration prior to attending Anchored Christian Academy. Visitors will receive a badge upon check-in so staff can easily identify them.

Current Anchored Christian Academy students who wish to preview a class that they are not currently enrolled in must receive permission from administration and the teacher.

STUDENT CONDUCT

Cell Phone and Earbud Policy
Students are not permitted to wear ear buds in class or while walking in the hallway. Also, students may not wear their hoodies up over their heads in any classroom or while in the hallways. Earbuds and hoods are permitted in the Student Lounge.

Behavioral Issues
As we do not expect behavior issues, if they arise in the classroom, tutors will address them with your child immediately.

Anchored Christian Academy Behavioral Expectations:
Respect for tutors and other students.
Be prepared and ready to work at the start of class
Cheating and plagiarism will not be tolerated, and parents will be notified

Disciplinary Guidelines:
We believe that the best kind of discipline is self-discipline, one that comes from within rather than that which is imposed. We believe that discipline is best when it is preventative rather than punitive. In working with children, the Anchored Christian Academy Administration Team and tutors will use those means that will promote and build good attitudes and respect for others.

The severity of the infraction will be taken into consideration in determining the specific consequence. For example, a mild infraction may be handled with a reprimand and warning, while other infractions may warrant notification to the parents.

The number of times the offense has been repeated will also be considered in determining the specific consequences.

Structure of consequences:

1- Warning to student (depending on severity of infractions)
2- Phone call to parents (with Anchored Christian Academy administration) with follow-up email
3- In-person meeting with student, parent, and Anchored Christian Academy administration
4- Removal from program

*Depending on the severity of the infraction, the Anchored Christian Academy Board reserves the right to choose at what level we deem appropriate for the situation. (i.e. we can jump directly to #4 if the infraction is severe.)
*The Anchored Christian Academy Administration Team will be involved with all stages of disciplinary action. In most situations, one representative from the Anchored Christian Academy Administration Team will be present during all verbal and in-person communication

Academic Integrity Policy:

Academic dishonesty includes but is not limited to cheating, plagiarizing, assisting academic dishonesty by/for others, or tampering with other student work. Plagiarism is defined as submitting material written or created by someone else or something else such as artificial intelligence or any other artificially generated sources without giving the author/creator credit or naming the source, paraphrasing or summarizing someone else's ideas without crediting the original source, or submitting work created by family or friends.

Academic dishonesty is initially handled within the classroom at the teacher's discretion. Parents will be notified as soon as possible of every incident. School administration may take additional action if necessary. Students in violation of academic dishonesty may incur the following consequences, which include but are not limited to: lowering of grade on the activity, assignment, or assessment; suspension; or expulsion (for gross and/or multiple offenses).

HARASSMENT

Policy :

Anchored Christian Academy is committed to maintaining an environment in which all individuals treat each other with dignity and respect and which is free from all forms of intimidation, exploitation, and harassment, including sexual harassment. Anchored Christian Academy is prepared to take action to prevent and correct any violations of this policy. Anyone who violates this policy will be subject to discipline, up to and including expulsion.

Definition of Harassment:

"Harassment" means any verbal, visual, or physical conduct that is unwelcome and designed to denigrate or belittle another person for any reason, including but not limited to race, color, national origin, gender, disability, or age. This includes inappropriate touching or suggestions of such, made by someone from, or in, the school setting.

Examples of Harassment:

Unwelcome conduct of this type can include a wide range of verbal, visual, or physical conduct. Such behaviors include, but are not limited to, the following:

1. Unwanted touching, physical contact, or requests for, discussion of, and inappropriate touching (does not have to be of a sexual nature).
2. Threats for refusal to cooperate with such requests;
3. Visual conduct such as leering, glaring, or other bodily movements designed to depreciate another person;
4. Presentation of written material or pictures that show hostility or aversion toward an individual or group because of race, color, gender, national origin, age, or disability circulated or placed anywhere within the school;
5. Any words or actions designed to intimidate or slander another person;

6. Physical conduct such as touching, obstructing or blocking movements, or assaulting another person.

Confidentiality:
Every effort will be made to protect the privacy of the parties involved in any complaint. However, the school reserves the right to fully investigate every complaint and to notify appropriate government officials as the circumstances warrant.

Protection against Retaliation:
It is against the school's policy to discriminate or retaliate against any person who has filed a complaint concerning harassment or has testified, assisted or participated in any manner in any investigation proceeding or hearing concerning harassment.

DISPLAYS OF AFFECTION

Students are expected to exercise self-control in navigating romantic interests. Public expression of these feelings is prohibited, including, but not limited to: hand-holding, hugging, snuggling, and kissing. Students should regard one another as brothers and sisters in Christ who seek to encourage godliness in one another.

WEAPONS

Any student possessing a weapon on school property or on the school bus will receive out-of-school suspension (OSS). This safety violation will be reported to the police. "Weapons" shall include, but not be limited to, any knife, cutting instruments or tools, firearms, explosive device, pepper spray, and other tools or instruments capable of inflicting serious bodily harm. The term "weapon" does not include any device which is authorized by the school for a legitimate educational purpose, such as tools, scissors, pencils and the like, unless a student uses the object in an aggressive, threatening and/or intimidating manner, or to attack another person.

ILLNESS

We ask that students, tutors, and volunteers watch for symptoms and stay home if they experience any, including: fever of over 100.4°F, cough, shortness of breath, difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, or diarrhea.

While in the building, all students are asked to avoid close contact with their friends, including keeping their hands to themselves, washing their hands after eating, and not sharing food or

drink. Students are to cover their coughs and sneezes and wash their hands after. Hand soap and paper towels are in every room.

Students are not permitted to carry medication (either over-the-counter or prescription) on their persons or store them in their desks or backpacks. Office staff must administer all medications. All medications must be in the original pharmacy or manufacturer's labeled container. A signed parent/physician consent form must be on file for those students.

Graduation

As a courtesy, Anchored provides a graduation ceremony for any students who have completed their coursework according to PA homeschool law and have attended Anchored at some point in their education. Anchored provides the use of a cap and gown, and we purchase a tassel with the graduation year for the graduates. We ask that graduates do not add to the attire during the Anchored ceremony or wear special cords during the ceremony. Please do not add decorations to the provided attire as we reuse them from year to year. We want to celebrate all graduates for their accomplishment of completing high school and bless them as they begin their new leg of the journey, whether they are entering the workforce, starting a business, apprenticeship, attending college, or a trade school.

Social Media Policy

Social media refers to online tools and services that allow any Internet user to create and publish content. Many of these sites use personal profiles where users post information about themselves. Social media allows those with common interests to share content easily, expanding the reach of their ideas and work. Popular social media tools include Facebook, X (Twitter), blogs, YouTube, and Flickr, to name a few.

Below are guidelines to follow when members of the Anchored Christian Academy community (students, faculty, board members, and staff) are representing Anchored Christian Academy in social media spaces, regardless of whether these are considered professional or personal spaces.

Use good judgment

- We expect good judgment in all situations. Behave in a way that will make you and others proud and reflect well on Anchored Christian Academy.
- Regardless of your privacy settings, assume that any information you have shared on your social network is public information.

Be respectful

- Always treat others in a respectful, positive, and considerate manner.

Be responsible and ethical

- Because you represent Anchored Christian Academy, please stick to discussing only educational-related matters that are within your area of responsibility.
- Adults should be open about their affiliation with Anchored Christian Academy and the role/position they hold.
- If you are someone's peer, interact with them online if you are so inclined. If you are an employee thinking about interacting with a student, consider the following questions before proceeding. What is the purpose of my interaction with a student? (If it is not related to your classroom activities, reconsider using a social network.) What is the social network in which I propose to interact with a student? (If the social network in question has limited professional applications – Facebook, for instance – reconsider using that social network.) If you are uncertain how to proceed, consult Kate Funk.
- Share and interact in a way that will enhance your reputation, the reputation of others, and the reputation of the school, rather than damage them.

Be accurate and appropriate

- Check all work for correct use of grammar and spelling before posting.
- A significant part of the interaction on blogs, Twitter, Facebook, and other social networks involves passing on interesting content or sharing links to helpful resources. However, never blindly repost a link without looking at the content first.

And if you don't get it right ...

- Be sure to correct any mistake you make immediately, and make it clear what you've done to fix the mistake.
- Apologize for the mistake if the situation warrants it.
- If it's a major mistake (e.g., exposing private information or reporting confidential information), please let Kate Funk know immediately so Anchored Christian Academy can take the proper steps to help minimize the impact it may have.

Be confidential

- Do not publish, post, or release information that is considered confidential or private. Online "conversations" are never private.
- Use caution if asked to share your birth date, address, and cell phone number on any website.

Respect private and personal information

- To ensure your safety, be careful about the type and amount of personal information you provide.

- Avoid talking about personal schedules or situations.
- Never share or transmit personal information of students, parents, faculty, staff, or colleagues online.
- While taking care when posting to safeguard people's privacy, be sure – as necessary and appropriate – to give proper credit to sources. In cases of doubt, privacy should be the default.
- Generally use only the first names of students. There may be special circumstances where a student is widely known for a particular achievement, in which case the use of the full name may be appropriate. If there is any doubt, use only first names or ask Kate Funk.
- Always respect the privacy of school community members.

Post images with care

- Respect brand, trademark, copyright information and/or images of the Anchored Christian Academy.
- Do not caption photos with the names of current students.

Anti-Bullying Policy

I. Introduction

Homeschool Education Learning Partnership (Anchored Christian Academy) is a tutorial center, not a school. Although we only meet 2 days per week, while students are in our care, we are committed to providing a caring, friendly, and safe environment so they can learn in a relaxed and secure atmosphere. As part of the socialization process, all students experiment with a range of behaviors as they learn about social skills. However, students sometimes push the limits of this range and engage in behaviors we would consider bullying.

Bullying and other forms of peer mistreatment are detrimental to the learning environment, as well as student learning, achievement, and well-being. Bullying and other forms of peer mistreatment affect not only students who are targets, but also those who participate in and witness such behavior. These behaviors must be addressed to ensure student safety and an inclusive learning environment.

It is not our intent to prohibit students from expressing their ideas or from engaging in civil debate. However, Anchored Christian Academy does not condone and will take action in response to conduct that interferes with students' opportunity to learn, our educational mission, and the operation of Anchored Christian Academy.

II. Prohibited Behavior

The following behaviors are prohibited:

1. Bullying;
2. Cyberbullying;
3. Harassment;
4. Retaliation against those reporting such defined behaviors; and
5. Making knowingly false accusations of bullying behavior.

Any person who engages in any of these prohibited behaviors that constitutes bullying shall be subject to appropriate disciplinary actions.

III. Bullying and Cyberbullying Defined

A. "Bullying," including "cyberbullying," is any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

1. *Placing the student in reasonable fear of harm to their person or property*
2. *Causing a substantially detrimental effect on the student's physical or mental health*
3. *Substantially interfering with the student's academic performance*
4. *Substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by Anchored Christian Academy*

B. "Cyberbullying" is defined as bullying through the use of technology or any electronic communication, including, but not limited to, a transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted by the use of any electronic device, including, but not limited to, a computer, telephone, cellular telephone, or text messaging device.

Examples of Bullying and Cyberbullying

Bullying may take various forms, including, but not limited to, one or more of the following:

1. Repeated or pervasive taunting, name-calling, belittling, mocking, put-downs, or demeaning humor
2. Behavior that is likely to harm someone by damaging or manipulating his or her relationships with others, including, but not limited to, gossip, spreading rumors, and social exclusion
3. Non-verbal threats and/or intimidations
4. Hate speech, such as the use of words or images to harass individuals or groups based on gender, gender expression, race, religion, sexual orientation, or any other aspect of identity

Cyberbullying may take various forms, including, but not limited to, the following actions on any electronic medium:

1. Posting slurs or rumors or displaying any defamatory, inaccurate, disparaging, violent, abusive, profane, or sexually oriented material about a student on a website, an app, in social media, or any other electronic platform;
2. Posting misleading or fake photographs or digital video footage of a student on websites or creating fake websites or social networking profiles in the guise of posing as the targeted student;
3. Impersonating or representing another student through the use of that other student's electronic device or account to send e-mail, text messages, instant messages (IM), phone calls, or other messages on a social media website;
4. Sending e-mail, text messages, IM, or leaving voice mail messages that are mean or threatening, or so numerous as to bombard the target's e-mail account, IM account, or cell phone; and
5. Using a camera phone or digital video camera to take and/or send embarrassing photos or "sexting" photographs of other students.

Obviously, Anchored Christian Academy cannot control the bullying behavior of students through the transmission of information from a computer or hand-held electronic device that is accessed at a non-Anchored Christian Academy related location, activity, function, or program. If the off-site bullying causes a substantial disruption to the educational process or orderly operation of Anchored Christian Academy, parents of all parties will be contacted, and the Anchored Christian Academy administration team will determine the appropriate consequences. This applies if a Anchored Christian Academy administrator or teacher receives a report that bullying through this means has occurred.

C. "Retaliation" means an act or gesture against a student for asserting or alleging an act of bullying. "Retaliation" also includes knowingly falsely reporting an act of bullying.

IV. Reporting

Bullying or suspected bullying should be reported in person or in writing (including anonymously) to Kate Funk, President of Anchored Christian Academy, at 412-215-1503 or kfunk@anchoredchristianacademy.org

A. Students who are believed to have been bullied or are aware of incidents of bullying are strongly encouraged to report this behavior to Mrs. Funk.

B. Parents and other adults who believe that an incident of bullying has occurred are encouraged to report this behavior to Mrs. Funk.

C. Acts of reprisal or retaliation against any person who reports an alleged incident of bullying are prohibited.

V. Responding

The President of Anchored Christian Academy, Kate Funk, will:

A. Promptly (usually within 24 hours) investigate and respond to allegations of bullying behavior;

B. Inform parent(s) or guardian(s) of the student(s) who was alleged to have bullied AND of the student(s) who was believed to have been bullied that a report of an alleged incident of bullying has been made;

D. Communicate to the parent(s) or guardian(s) of a student(s) who was believed to have been bullied the measures being taken to ensure the safety of the student(s) who was believed to have been bullied and to prevent further acts of bullying;

E. Inform parent(s) or guardian(s) of the students involved the findings of the investigation and actions to be taken;

VI. Remediation

The President of Anchored Christian Academy, in consultation with the Anchored Christian Academy Board, will:

A. Identify the specific nature(s) of the incident.

B. Apply disciplinary actions. In determining the appropriate response to students who engage in bullying behavior, the Anchored Christian Academy Board will consider the type of behaviors, the frequency and/or pattern of behaviors, and other relevant circumstances. The following is the order in which all bullying matters will be handled:

- *First offense:* The Anchored Christian Academy President and/or a member of the Anchored Christian Academy Board will speak with a student accused of bullying, as well as have a phone conversation with his/her parent, letting them know of the conversation with their child.
- *Second Offense:* The Anchored Christian Academy President and/or members of the Anchored Christian Academy Board will have a personal meeting with the parent of and student accused of bullying.
- *Third Offense:* Permanent removal of a student who is bullying from the Anchored Christian Academy program.

VII. Assignment of Responsibility

A. The Board of Directors of Anchored Christian Academy is responsible for:

1. Annually providing written versions of this policy and related procedures to students, parent(s) and guardian(s), volunteers, administrators, teachers, and school staff;

2. Posting this policy and related procedures on the school website;
3. Including in the Student Handbook a section that addresses in detail this policy and related procedures;
4. Oversight, implementation, and enforcement of this policy and its procedures

The Anchored Christian Academy Board of Directors reserves the right to make revisions to this handbook.

Updated 8/26/26