

Anchor Christian Collaborative



Family Handbook
2020-2021 School Year

OUR MISSION STATEMENT

Homeschooling is a very special family lifestyle endeavor. We exist to mutually encourage, support, and enhance each family's homeschooling mission--not to replace it. We seek to create a community where families can come together to disciple their children in the fear and instruction of the Lord and to see the world as He does...created through Him and for Him.

(Deuteronomy 6:4-9; Colossians 1:16)

We desire to create a community that is both academically and artistically excellent for our children.

OUR PHILOSOPHY

Anchor Christian Collaborative is a non-denominational homeschool organization which exists to enrich our children's education. We recognize that all of our children learn differently and have different interests and needs. Our families desire to come together to offer a variety of classes that will encourage our students academically, creatively, socially, and spiritually.

We believe that it is beneficial to draw from the strengths and relationships of other Christian homeschool families within our community. While we as parents are still the main educators of our children, group discussions and participation are of great benefit to them. Some benefits that come from this setting include: learning to respect the authority of other adults, working together in group settings, thinking both creatively and critically to solve problems, meeting deadlines set by outside sources, and many other important life skills. We desire to offer creative ways to encourage a love for God and an excitement for learning in our children.

STATEMENT OF FAITH

The Trinity

We believe in one God, existing in 3 persons: The Father, The Son, and The Holy Spirit.

Deuteronomy 32:6 John 1:1–18 Ephesians 1:13-14

Jesus Christ

We believe Jesus Christ is God the Son became flesh through the virgin birth by the power of the Holy Spirit. He lived a sinless life, died a sacrificial death, resurrected from the grave, and now reigns at the right hand of the Father and mediates on our behalf.

Matthew 1:18-23; 3:17 Romans 1:3-4 1 Corinthians 15:3-4 Hebrews 4:14-15

Salvation

We believe salvation is only found through Jesus Christ, the eternal and only begotten Son of the Father. His birth, His perfect sinless life, His substitutionary death on the cross, and His resurrection from death completed the redemptive will of the Father.

Ephesians 2:8-9 Acts 4:12

Scripture

We believe the Holy Bible is the infallible, authoritative Word of God.

2 Timothy 3:16 Hebrews 1:1-2 Deuteronomy 4:1-2

The Church

We believe the Church is a body of believers, with Christ as the Head. All believers are brothers and sisters in Christ, unified together as a family.

Ephesians 1:22-23 Colossians 1:18

“For by grace we have been saved through faith.

And this is not our own doing;
it is the gift of God, not a result of works,
so that no one may boast.”

~Ephesians 2:8-9

STAY CONNECTED

Email

General and Middle/High: anchorchristiancollaborative@gmail.com

Elementary: anchorelem@gmail.com

We are very quick to return emails, and this is the best way to reach us.

Physical Address

Church by the Chesapeake
3255 Broomes Island Rd.
Port Republic, MD 20676

Mailing Address

Anchor Christian Collaborative
PO Box 1033
Prince Frederick, MD 20678

Phone

Anchor is a separate organization from Church by the Chesapeake, and the church office is not open on days which Anchor meets. **Please do not call the church about Anchor-related inquiries.** To contact someone from Anchor, please email us at the above email address.

Facebook

Anchor has a private Facebook page, *Anchor Christian Collaborative Families*, which we encourage our members to join. Members use the page to post pictures, share ideas and resources, ask advice, plan outings and get-togethers, and encourage and pray for one another.

BOARD OF DIRECTORS

Anchor's Board of Directors is composed of 7 members who represent the various interests of our Collaborative. The function of the Board is to assist the Leadership Council in making decisions which affect the Collaborative as a whole, including finances, insurance, discipline, curriculum, hiring of new tutors, policies, and other areas. These members are: Mr. Jason Brown (Chairman), Mr. Robert Kendall, Mrs. Caroline Allie (Secretary), Mrs. Kim Stolarik (Treasurer), Mr. Steve Van Rees and Mr. Thomas Craig Wayson. The Board is required to meet at least twice a year, with additional meetings being called as needed.

LEADERSHIP COUNCIL

Lower School Administrator

Melissa Hardesty

Upper School Administrators

Caroline Allie

Trisha Pellegrino

Communications Coordinators

Paula Kendall

Alisha Santiago

Financial Coordinator

Kim Stolarik

CBTC Liaison

Becky VanRees

The Lead Coordinators will handle any inquiries or issues which pertain to their grade levels. Anchor decisions, as a whole, will be decided on by the (2) lead coordinators and their team. *Any questions or concerns about a class should be brought to the attention of the tutor first.*

The Communications Coordinators will assist the Leads in coordinating events, responding to emails, delivering information out to families.

The Finance Coordinator is accountable for all funds received by Anchor.

The CBTC Liaison will assist in communication between Anchor and the Church - especially regarding maintenance issues and events.

2020-2021 CALENDAR

Lower School (Nursery – 6th)--24 Weeks

Mapping the U.S. by Heart begins

All other classes begin

Fall Break (Lower School only)

Thanksgiving Break

Last Days of 1st semester

Christmas Party

Classes resume

Winter Break/Safe Nights

Easter Break

Last day of classes

August 25

September 1 & 3

October 13 & 15

November 24 & 26

December 1 & 3

December 8

January 12 & 14

February 23 & 25 (tentative)

April 1 (Thurs) & April 6 (Tues)

April 13 & 15

Upper School (7th – 12th)--32 Weeks

32-week classes begin

24-week electives begin

No 24-week electives (Lower School Fall Break)

Thanksgiving Break

No 24-week electives

Christmas Party

Last Days of Fall Semester

Winter Break/Safe Nights

Easter Break

Last week of classes if no make-ups needed

Make-up Days

August 25 & 27

September 1 & 3

October 13 & 15

November 24 & 26

December 8 & 10

December 8

December 8 & 10

February 23 & 25 (tentative)

April 1(Thurs) & April 6 (Tues)

May 18 & 20

May 25 & 27*

*The Upper School will only implement make-up days after two Tuesdays and/or two Thursdays have been missed. For the first two same-day cancellations, teachers will send out assignments for the week, and those days will not be made up in the classroom.

POLICIES

New Families

All new families applying to Anchor are required to meet with a member of the Leadership Team. We request at least one parent/guardian attend this interview with their children who are seeking enrollment in Anchor. This is to ensure that prospective members are in agreement with our overall mission at Anchor and that Anchor is able to meet the needs of each family. Interviews should be scheduled via email as part of the Family Application process. Anchor requests school records, including academic and behavior records, from students who have been homeschooled for less than one full academic year. Each new family should also fill out a New Student Questionnaire for each new student seeking enrollment.

Background Checks

Anchor requires each parent and tutor who will remain on the premises each day to submit to a background check. Any individual who will be at Anchor for one or more hours per month should participate in the background check. A link with an online form will be sent to participating individuals from Secure Search Faith, the background check company used by Anchor. This form should be completed within 7 days of receipt. The background check is for the safety and security of every family at Anchor and is required by our insurance company. No information will be shared with Anchor from Secure Search Faith unless it is deemed necessary for the safety of our Collaborative.

Payments

Families are expected to submit all payments by the determined deadlines. Anchor and our tutors accept payments via PayPal or cash. If paying **by cash**, all payments for the entire year must be submitted **in full** no later than July 31. You will be given a 3% discount off the tuition for each class when paying with cash. Once your class registration is submitted online, you will receive a Registration fee (\$125) invoice. This invoice will be due no later than one week from the date you submit your online registration. You will receive a second invoice that will include the payments due to tutors for the first semester and the fees for each class, as well as a \$100 building fee(per family) These invoices **MUST** be paid by July 31, (or for applications submitted after July 31, within 1 week of receiving your invoice), or your classes will be dropped automatically from the system.

Schedule Changes

Once you register for classes on our new online system, you will have a week to make changes before you will be billed for the \$125 registration fee and your class selections will be finalized. If you make changes after the registration is finalized, you will still owe supply fees due to the tutor for that class. A schedule change is either adding a class, switching from one class to another, or dropping a class before the August 1st cut-off. After August 1st, no refunds of any tutor fees or materials fees will be given for a dropped class. Please keep this in mind as you choose classes for your students.

Refund Policy

All tuition is paid through Paypal directly to our tutors for classes and supply fees. If a class is dropped after August 1st the tutor is NOT required to refund your payment. This includes 2nd semester auto-scheduled payments from split payments, even if the second semester of a class is dropped. The payment plan is strictly to provide financial flexibility to our families and is not a semester-by-semester choice of participation. This policy ensures that our tutors receive the pay they are entitled to when they agree to teach a class at the beginning of the year. Special exceptions will be allowed for families who are unexpectedly required to move out of the area or in the case of extreme family situations, which will then be decided by the Leadership Team. Consideration of a refund will be given if the tutor fails to uphold his/her obligations and a fair agreement cannot be reached between the tutor, parents, and the Grade Level Coordinator. Refunds of this nature will be determined by the Leadership Team. No refunds will be issued for a student who is asked to leave Anchor for disciplinary reasons.

Conflict

As Matthew 18:15-20 gives direction, we are to go to our brother or sister one-on-one in an effort to resolve any conflicts. If an issue remains unresolved, then another should be asked to help mediate, and the issue should be reported to the appropriate Lead Coordinator as soon as possible. Should problems continue to persist, the counsel of the Leadership Team should be sought to help gain resolution. This includes any conflicts between tutors, parents, and/or students. Our desire should be to seek forgiveness, reconciliation, and restoration--not to hold grudges and gossip, as these behaviors are un-Christ-like and destructive to our mission. Should a member continue to be in conflict with another member or with Anchor's philosophy as a whole, and attempts to resolve the issue are unsuccessful, that individual(s) may be asked to leave Anchor temporarily or permanently, by the decision of the Leadership Team. No payments will be refunded.

Dress Code

It is our desire to provide an environment that is God-honoring and conducive to learning. Students and adults are expected to dress modestly in a way that is not distracting or a stumbling block to others. We ask all participants at Anchor to adhere to the following guidelines so that we are striving to represent Christ in all areas.

- Pants, shorts, and skirts should be worn at or above the waistline.
- No undergarments should be exposed when sitting, standing, bending, running, jumping, etc.
- Women and girls should not wear midriff or low-cut shirts or otherwise suggestive/revealing clothing. This includes camis, spaghetti straps, tight-fitting tank tops, racerback/open-back shirts, halter tops, tube tops, cropped tops, or form-fitting clothing (i.e. workout clothes or clingy fabrics).
- Shorts should be mid-thigh or longer in length. Skirts should be no more than 2 inches above the knee, with shorts worn under any skirt falling above the knee.
- Yoga pants and leggings are only allowed to be worn with a top that hangs below the rear end, covering the front and backside.

- Students should refrain from wearing clothing that has offensive language or content.

If a student or adult is in violation of the Anchor Dress Code, a verbal warning will be given the first time, and an over-sized T-shirt will be provided to cover the offense for the remainder of the day. If a second violation occurs, the student/adult will be asked to return home to change into appropriate clothing. More than two violations will result in a meeting with the Leadership Council to determine the best course of action and any disciplinary procedures which will be implemented.

Behavior & Disciplinary Procedures

Behavioral issues will first be addressed individually by the tutor or parent-in-charge. If the behavior is not quickly corrected, the parents will be contacted and the student may be removed from classes for the remainder of the day, or for a longer period of time as decided by the teacher or Administrator until the behavior has been changed. Students engaging in the following behaviors will be addressed first by the tutor/parent-in-charge, and then reported to the appropriate Administrator. (Other behaviors not listed here may be subject to disciplinary action at the discretion of the tutor or Leadership Council.)

- Gossiping
- Disruptive behavior in class or study hall
- Loitering in the building during class time instead of going to class or study hall.
- Disobedience or disrespectfulness to any tutor, leader, or parent-in-charge
- Cussing or other inappropriate, hurtful, or disrespectful speech
- Using our Lord's name in vain (using Christ's or God's name as a casual expression rather than in a manner of reverence)
- Unwillingness to complete work or participate in class
- Public displays of affection between students of the opposite sex (including hand-holding, hugging, lap-sitting, kissing, overt flirting, inappropriate sexual talk, etc.)
- Inappropriate use of technology (including using a device during class time without a tutor's permission, visiting inappropriate sites, bullying, etc.)
- Dress code violations

The following behaviors are considered more serious and will result in the immediate notification of the parents and possible removal from Anchor for an extended period of time or permanently, to be determined by the Leadership Council. Please be familiar with Anchor's specific policies regarding many of these offenses.

- Bullying, either in-person or via social media/technology use
- Distribution of inappropriate pictures or links to other content while on Anchor property. This includes inappropriate pictures of oneself or others.
- Theft or destruction of property
- On-going failure to complete assignments or participate in class
- Plagiarism, cheating in any form, lying, or other forms of dishonesty
- Chronic unexcused tardiness
- Skipping class while on the premises
- Students leaving the premises without a parent or authorized adult
- Inappropriate boy-girl/sexual behavior; sexual harassment
- Hitting, fighting, or other physical violence

- Smoking (including vaping, e-cigs, juuls), drug use, or alcohol consumption, or the possession of any of these substances or items.
- Possession of a weapon of any kind, including pocket knives
- Ongoing disrespect of authority
- Ongoing disregard for Anchor policies
- Any other behavior deemed inappropriate or harmful to the student, other members of Anchor, or the Collaborative as a whole.

Technology Use

While we welcome the use of technology for educational purposes, and we understand that students would like to use their devices during free time, we do have some guidelines to which we ask students to adhere. Each classroom will have a basket or pockets for phone storage during class. Students will be required to leave their phones in the storage area at the beginning of class and may not be in possession of their phone during class time unless the tutor gives permission. If special activities are going on in class that students would like to photograph/video, or if there is another reason to use a device (calculator, research, dictionary, contacting a parent, etc.), permission from the teacher must be requested first. The teacher will confiscate a device for the remainder of class if a student is not compliant with the teacher's policy. If this is necessary, the parent will be informed.

Students should refrain from social media sites and other forms of online entertainment, including video games, during class time. Students should never photograph or video others without their knowledge and consent.

We do ask, out of respect for others, that students limit their "screen time" while at Anchor and pursue relationships with fellow students and parents in the co-op. At no time should a student visit an online chat room or other questionable sites at Anchor.

Study Hall

All students who are not enrolled in a course during a time block must report to study hall. Each study hall period which lasts longer than 30 minutes will be invoiced at a rate of **\$25 per 30-90 minute block, per semester**. Students not enrolled in study hall will not be allowed to just drop in occasionally as a social time. We also prefer students not arrive at Anchor more than a few minutes before their first class of the day, and we ask that they be picked up shortly after their last class. If this is not doable for your family, and your student needs to be at Anchor for these additional study halls, please ensure they have enough work to stay busy throughout their time in study hall. It is expected that all students using the study hall space will work quietly and be respectful of others who are studying during that time. A parent volunteer will monitor the study hall room, and students are expected to show the same level of respect to the study hall monitor as they would any other tutor or leader. If a student is not using the study hall time in a quiet, respectful way, their parents will be notified. Ongoing disciplinary issues in study hall will result in the student not being allowed to return to study hall, and the parent will need to make other arrangements for their child during that time. No refunds will be given of the study hall fees. Students should come to study hall with enough schoolwork or quiet activities to fill their time there or the parent will be notified. The first hour of each 90-minute block will be silent study time. Electronic devices (smart phones, iPads, etc.)

may only be used during the silent portion of study hall for the purpose of contributing to the student's studies (dictionary app, online research, calculator, etc.). Listening to quiet music with earbuds is allowed, but **students may not play video games** during the silent study hall. During the last 30 minutes of each 90-minute block, students may talk quietly or be engaged in structured, monitored activities (board games, seated talking, group project activities, etc.) Students may not use this time for hanging out in other areas of the building, or for loud or rowdy talking or playing.

Schoolwork Expectations

While the parent is the primary teacher, our tutors work very hard to provide engaging classroom instruction and academic excellence in their subject areas. We expect students to do their best to be prepared for class each week so that class discussions and participation will be as productive and beneficial as possible. When a student is not prepared for class, it affects the entire class, shows disregard for the tutor, and ultimately reflects the integrity of the Collaborative.

Please notify your teachers as soon as possible of any planned absences (vacations, field trips, appointments, etc.) so that they may prepare assignments for your student. Should a student be absent from a class, it is the parent's/student's responsibility to contact the tutor for missed work and assignments.

If the tutor is not notified of a valid reason for assignments not being completed/submitted, then the following actions will be taken by the Collaborative:

- The 1st failure to turn in assignments will result in the parents being notified by the tutor via email, and Anchor will be copied. This is also the course of action for the 2nd non-consecutive offense.
- If work is not completed and turned in for 2 consecutive weeks or 3 non-consecutive weeks in a semester, a written warning will be issued by the Lead Coordinator, a conference will be scheduled with the tutor, parents and student, and an accountability plan will be put into place for the student for three weeks. This is considered a probation period.
- If, after the three-week accountability plan, the student is still not completing assignments, he/she will be permanently removed from the class for the remainder of the academic year. No refunds of any kind will be issued, and the student will not be allowed to participate in any activities related to the class.

Plagiarism, Cheating, & Dishonesty

Plagiarism is taken very seriously at Anchor. According to the Merriam-Webster Dictionary, "plagiarism" is defined as: *"to steal and pass off (the ideas or words of another) as one's own : use (another's production) without crediting the source : to commit literary theft : present as new and original an idea or product derived from an existing source."* Students should use proper documentation of sources for their assignments. It is the parents' responsibility to ensure their students understand what constitutes plagiarism and how to properly document work. Our tutors and Lead Coordinators can assist in providing information and resources on the topic if necessary, although there is plenty of information easily accessible on the internet.

- 1st offense—The tutor will notify the parent and student of the plagiarism incident. The tutor will assist the parent in developing a plan to ensure the student understands how to properly document sources to avoid a 2nd offense.
- 2nd offense—A meeting will be called with the tutor, parent, student, and Lead Coordinator. The incident will be reviewed and documented, and the student will be placed on probation.
- 3rd offense— If all violations have occurred in the same class, the student will be permanently removed from the class. If violations have occurred in multiple classes, the student may potentially be removed from Anchor. No refunds will be given.

Likewise, cheating and dishonesty in any form are serious offenses, and will be treated in the same way as plagiarism, with 3 violations resulting in the removal from a class or from Anchor.

Tardiness

This mostly pertains to Middle and High school classes. Students are expected to arrive for class on time so that instruction is not interrupted or delayed. Promptness shows courtesy and consideration to the tutor and other students and benefits everyone in the class.

- 1st tardy—A verbal warning will be given to the student and parents.
- 2nd tardy—A written warning will be given and the Lead Coordinator will arrange a conference with the parents.
- Chronic tardiness (3 or more unexcused tardies [5+ minutes late] in a semester or 4 tardies across both semesters) will result in the removal of the student from the class for the remainder of the academic year. No refunds of any kind will be issued, and the student will not be allowed to participate in any class activities.

Late Work

Tutors are not required by Anchor to grade assignments submitted after deadlines. Some tutors ask for assignments to be submitted electronically throughout the week. If a deadline is missed, it is left to the tutor's discretion whether or not to grade the late work. Students should still submit assignments, even if they are late, so the tutor can see that the work has been completed and so that the student is in compliance with Anchor's Schoolwork Expectations. If an extension is needed on an assignment, communication should take place between the parent/student and the tutor as soon as possible.

Assessment of Work

Anchor tutors will provide assessment of students' work through the use of verbal and written feedback and/or grading percentages, but letter grades will not be given. Middle and High School tutors may post grades through online grade-tracking and classroom networking websites. (You will receive account login information from the tutors for your Middle and High School-level students if one of these sites will be implemented in a class.) Parents may use posted percentages to assign grades. It is the responsibility of the parents, as primary instructors of their children, to keep accurate records and be in good standing with their county or umbrella group. Anchor does not operate as an umbrella and does not provide transcripts or official documentation.

Special Academic Needs

We understand that some students may struggle with learning challenges, anxiety/depression, or other situations that make regular coursework completion a challenge. If a parent has concerns about their student's ability to handle the workload of a course or to be a regular attendee in class for any reason, they should consult with the tutor and Grade level Coordinator about possible accommodations before enrolling in the class. The parent and tutor, with input from the Lead Coordinator, will need to agree on a plan of altered expectations. Once this plan is in place, the accommodations will need to be upheld by everyone involved, so that the family is in compliance with our schoolwork expectations policies.

Because Anchor Christian Collaborative is a homeschool cooperative/tutorial, with many of our tutors and teachers being homeschool parents, we cannot ensure that we will be able to meet the needs of every family and student who is interested in enrolling in Anchor. We will support our families to the best of our ability, but some special learning needs and situations may not be best accommodated at Anchor. If the Leadership Team and/or tutor(s) feel our Collaborative cannot sustain the needs of a student, we reserve the right to deny acceptance into the Collaborative or into a specific class. The New Family Interview serves the purpose of ensuring Anchor is an appropriate and beneficial fit for our families and the Collaborative as a whole.

Inclement Weather

Church by the Chesapeake follows Calvert County Public Schools for weather closings; therefore, if Calvert County schools are closed, Anchor will be closed. If Calvert County schools are delayed, Anchor may still be open and on schedule, since we begin our day later than the public schools; however, if the church parking lot is unable to be cleared enough to safely access the church, we will remain closed. An email will be sent to each family by 8:00 a.m. with closing or delay information, and the same information will be posted to the Anchor Families Facebook page. Ultimately, you should use discretion concerning your family's ability to travel safely to Anchor, regardless of whether we are open or delayed. All weather-related absences will be excused. Make-up days have been added to the end of our school year calendar.

Illness

If a student, parent, or tutor is exhibiting symptoms of illness, we ask that individual not to participate in Anchor activities until symptom-free for a period of 24 hours or a minimum of 24 hours after beginning an antibiotic. This includes, but is not limited to:

- persistent coughing, sneezing, and/or severe congestion
- fever above 99.5
- stomach illness of any kind
- sore throat/pink eye/non-allergenic skin rashes
- any other contagious or potentially contagious condition

While we understand that it is inconvenient to miss a class, Anchor must keep the health and well-being of the entire collaborative in mind. Please be respectful of others if there is any question about your health or the health of your child.

Please contact your teachers/tutors as soon as possible about missed assignments.

Students are still responsible for any missed work and are expected to turn in their assignments in a timely manner, although reasonable exceptions will be made. Our tutors have a plan in place for making up any classes they miss due to planned or unplanned absences.

If you are an *Elementary parent*** and will be absent due to illness, you must try to find a sub for your position and let Lower School leadership know who that will be. If your child will still attend Anchor, you also must let the Lower School Leadership know which mom will be in charge of your child for the day.

Medications

Anchor tutors and coordinators are not certified to administer medications. The student and parent ultimately assume all responsibility for any medications taken while at Anchor. Elementary students may not carry medications with them during the day. Middle and High School students who do not have a parent on the premises may bring necessary medications with permission from their parent. (i.e. Epi-pen and/or Benadryl for allergic reactions, an inhaler for asthma, Motrin/Acetaminophen for headaches, etc.) Students ***may not*** share medications with other students. All medications should be kept safely away and out-of-sight in a backpack or purse until needed. Any failure to adhere to these guidelines will result in disciplinary action.

If your student has a potentially life-threatening condition (severe allergy, asthma, etc.) which requires or could require medication and/or special medical attention, you must submit a Medical Form with your Family Application packet and supply written instructions as to how to handle an emergency, should one arise.

Building Use

Church by the Chesapeake has graciously and generously allowed us the use of their building and property; therefore, it is imperative that we treat their property with the utmost respect and care. The building spaces that we use should always be left in better condition than we find them, and it is our hope that members of Anchor will go above and beyond what is required in maintaining the property. While some parents will have specific duties of cleaning the building each school day, we expect *everyone* to contribute to this effort and do what needs to be done—students and parents alike. Any damage to the church's property should be immediately reported to a Coordinator. Please refrain from entering spaces that are not designated for Anchor use. Also, be mindful that the work of the Church continues while we are there. Students should always use a proper tone of voice and refrain from excessive noise, running, and rough play inside the building. People from outside the church may be in the building on a regular basis, and the behavior of those at Anchor is a reflection of the Church and of Our Lord Jesus Christ. Always be courteous to church staff and other visitors, and look for ways to serve them as well.

Outside Play

During lunch and recess time, students are welcome and encouraged to play outside on the church property, as long as the weather is permitting and an adult is available to monitor outdoor activities. Students may bring scooters, skateboards, bikes, balls, and other outdoor play equipment to be used in the designated areas. Wheeled items should be used only in the parking lot away from vehicles. Play equipment should be used in a responsible manner, with the utmost care given to others and to the property. All belongings must be gathered and put away by the end of the lunch period and may not be left on church property at the end of the day. No student may leave the premises during this time unless accompanied by a parent. Students should be mindful of cars coming and going and stay clear of the driveway area as much as possible. Students may not play on the driveway beyond the crosswalk.

Box Tops for Education

Anchor participates in the Box Tops for Education program. We encourage your family to collect Box Tops from participating items and place them in the Box Tops mailbox at Anchor. Also, invite your family members, neighbors, and friends to join in the collection.

TUTOR EXPECTATIONS

Our tutors agree to the following expectations when they contract with Anchor to teach:

- The tutor should be an active member of a Bible-believing church, in good standing with his/her church body, and actively pursuing a right relationship with the Lord. All classes at Anchor are to be taught in accordance with the Anchor Statement of Faith, Beliefs, Philosophy, and Mission Statement.
- Every tutor must submit to a background check, as required by our insurance company.
- The tutor should always set a good example for his/her students in word and deed, following biblical principles in all areas. He/she may not use the Lord's name in vain (using Christ's or God's name as a casual expression rather than in a manner of reverence) and should maintain professionalism at all times.
- Tutors must adhere to Anchor's Dress Code and all other applicable policies.
- Classroom discipline should be firm, consistent, and grace-filled, with the best interest of the student, class, and Collaborative in mind.
- The tutor agrees to come fully prepared for class each week. A semester syllabus should be given out to students/parents and emailed to Anchor no later than two weeks before the starting date of each semester, but can be adjusted as needed as the class progresses. Assignments given should be sufficient for a week's worth of study at home, and class time should be spent preparing the students to successfully complete the week's assignments. Tutors should also be available throughout the week via phone, text, and/or email should students/parents have questions about the class work. All assignments should either be given out in class or emailed to the students preferably by midnight the day of the class, but no later than 24 hours after the class.
- Tutors should regularly check their email for communication from parents/students, and respond promptly.

- Any classes missed due to tutor absence should be made up in an agreed upon manner (i.e. rescheduled class, class Skype, video recording, substitute teacher, etc.). If a substitute is used, Anchor requests that the tutor pays the sub 50% of the tutor's pay for each class taught. Lesson plans should be prepared and provided by the tutor. All grading is the responsibility of the tutor. It is preferred that subs be chosen from within Anchor, but if necessary, outside subs may be used with approval from the Leadership Council. The Lead Coordinator should be informed anytime a sub is needed.
- Tutors should arrive on time and be prepared for the start of class. Chronic tardiness (10+ minutes late, 3 or more times) will be treated as a missed class and should be made up as if it were an absence, or a refund equal to the cost of one class period should be issued to the parents by the tutor. Chronic tardiness will result in the Board and Leadership Council evaluating whether the tutor will be asked to teach again the following school year.
- Middle School tutors have the option of keeping numerical grades for classwork and should use an approved website to post any grades given. Written and/or verbal feedback should be given to parents on a regular basis, and any concerns about students' work should be communicated effectively and immediately.
- High School tutors should give numerical grades on tests and selected assignments turned in by the students. These grades should be posted to an approved website in a timely manner so that parents are able to access this information for transcript purposes. Regular verbal and/or written feedback should be given to students and parents as well, and any concerns about students' work should be communicated effectively and immediately. If the tutor is unable to assign grading percentages due to the structure of the class, he/she should provide a written assessment of the student's progress to assist the parent in accurately reflecting the student's performance for transcript purposes.
- If a student drops a class because of personal preference, the tutor shall receive the full payment for that course, and Anchor will give its full support to the tutor. If a student desires to drop a class because of the fault of the tutor, due to any negligence or failure on the part of the tutor to uphold his/her responsibilities, and after an unsuccessful attempt to resolve any issues per procedures laid out in the Anchor Handbook, the tutor will be required to relinquish any pro-rated payments to the student. The Leadership Team will make the final decision concerning refunded payments. Anchor allows exceptions to the tutor payment refund policy for sudden moves out of the area and for extreme family situations. We ask our tutors to cooperate with refunds in these circumstances, which shall be decided by the Leadership Team.
- Nursery thru Elementary students should never be left unsupervised. Two adults will be responsible for each group of students up through 6th grade.
- Middle and High School tutors should not leave students unsupervised in class for more than a few minutes. If a tutor needs to be out of the class for more than 5 minutes, she should find another adult to step in during that time.
- If a Middle or High School tutor needs to be alone in a classroom with only one student who is not his/her child, (i.e. to address classroom concerns or for one-on-one tutoring) the door should remain open at all times and a leader should be informed of the situation.

STUDENT EXPECTATIONS

Parents of Elementary-age students should ensure their children understand the rules laid out in the Anchor Handbook. Middle and High School students should read and become very familiar with all of Anchor's policies. Each Middle and High School student must sign the Student Agreement, stating that they have read and agree to Anchor's standards of behavior. By doing so, students accept all of Anchor's policies and consequences of non-compliance.

- Students should show the utmost respect to all adults at Anchor. All parents, tutors, and church staff present are in authority to correct the behavior of Anchor students or to report more serious offenses to the Leadership Team. Students should heed the correction of any adult at Anchor.
- Students need to be prepared for class, with all assignments completed to the best of his/her ability and turned in on time. Students should arrive to class on time and with all necessary supplies. Chronic tardiness or failure to complete and/or turn in assignments may result in the student's permanent removal from class.
- Students should treat all other students with dignity and respect.
- Foul or vulgar language is not permitted. Students may not use the Lord's name in vain (using Christ's or God's name as a casual expression rather than in a manner of reverence.)
- Honesty is expected in all areas, including telling the truth at all times, taking responsibility for accidental or purposeful wrong-doing, and refraining from cheating, plagiarism, and stealing.
- Plagiarism is a serious offense which will not be taken lightly. Students should make sure they are clear on what constitutes plagiarism and how to avoid it. If unsure about how to properly document sources, the student should ask their parent or tutor for help and clarification in this area.
- Students should not be in unsupervised locations around campus, including closed rooms during lunchtime without an adult present. A single student and single adult who is not the student's parent should never be in a closed room together.
- Students must be in their classroom or in study hall during class time and not wandering the premises or loitering in bathrooms or other areas inside or outside the building.
- Students should abide by all Dress Code policies while at Anchor or off-premises at any Anchor-related/sponsored event.
- There are to be no public displays of affection between students of the opposite sex and no sexual talk of any kind.
- Students are expected to be familiar with and follow all rules and policies Anchor has set in place. All additional classroom rules instituted by the tutors/teachers should also be adhered to.

PARENT EXPECTATIONS

We believe God has given parents the immense responsibility of raising their children in “the fear and admonition of the Lord.” And, according to Maryland homeschool law (COMAR), the parent is to be the primary instructor for their children. Anchor exists to be an encouragement and help to the families whom we serve, but ultimately, the responsibility is that of the parents to ensure their children are pursuing their education in an excellent and God-honoring way.

Therefore, we have the following expectations of our parents:

- Parents should read and become very familiar with all of Anchor’s policies and should also ensure their children understand our expectations. Please keep this Handbook in an accessible place so you may refer to it as needed. Each family must sign a statement that they have read and agree to the terms within. By doing so, families accept all of Anchor’s policies and consequences of non-compliance.
- Parents should always set a good example in word and deed, following biblical principles in all areas. Our Lord’s name may not be used in vain (using Christ’s or God’s name as a casual expression rather than in a manner of reverence.)
- Parents are expected to teach and discipline their children at home and at Anchor in a biblical way and should support our tutors who strive to reinforce biblical principles within their classrooms.
- Parents are expected to assist their children with any assignments given by the tutor. If any confusion arises over assigned work, it is the parent’s or student’s obligation to communicate with the tutor to seek clarification. Parents are to ensure that all assignments are turned in on time and completed to the best of their child’s ability.
- It is the parent’s responsibility to inform the tutors if their child will be absent due to illness, an appointment, vacation, etc. Please give your tutors as much notice as possible, since make-up work will need to be given by the tutor. If a planned absence is scheduled, and the parent would like the student to be excused from any assignments, this needs to be discussed with the tutor at least one week ahead of the absence. Otherwise, the work will be counted as a missing assignment, and a verbal warning will be given to both the student and parent. We realize circumstances arise unexpectedly which could prevent a student from turning in work in a timely manner. Ultimately, communication is key, and it is the parent’s responsibility to make sure their students’ tutors are as informed as possible.
- Tutors and Anchor Leadership will use email as the main form of communication outside of Anchor. Please make a habit of regularly checking your email throughout the week. Also, make sure your email address and other contact information stays up-to-date with Anchor and with your children’s tutors. We also post updates on our private Facebook page. If you have not yet liked our Facebook page, please request to follow us: *Anchor Christian Collaborative Families*
- While we desire our students to move towards independence in their work and study skills, it is still the responsibility of the parent to teach and oversee these important life skills. Parents should provide oversight in time management, homework completion, preparedness, neatness, accuracy, and critical thinking. These are skills that are taught, not caught.

- Since most of our students are not of driving age, this means they rely on their parents to get them to Anchor on time. Punctuality is extremely important to the function of the classroom and the integrity of the Collaborative. Anchor has a tardiness policy and there are consequences for chronic tardiness.
- At least one parent of our Elementary students needs to remain on the premises at all times, unless arrangements have been made in the parent's absence, which should only be on occasion. If an Elementary parent cannot remain on the premises, that parent should designate another parent to be responsible for their children in their absence, and their Grade Level Coordinator should be informed of the arrangements. It is also the parent's responsibility to arrange for another parent to carry out the absent parent's responsibilities at Anchor during the absence.
- Parents of infants through 6th graders should be *actively* contributing each day with their assigned task(s). Our Nursery thru K and Elementary programs are cooperative settings, meaning the work is accomplished through the volunteer efforts of the parents. Everyone's gifts, talents, time, and energy are needed to make our programs run smoothly.
- Parents of elementary students and younger are responsible for their children when they are not in class.
- A parent should never be in a closed room alone with a student who is not their child.
- Middle and High School parents who do not stay on the premises are encouraged to actively participate through volunteer opportunities.
- Middle and High School students may be dropped off for classes. We prefer students not arrive more than a few minutes before their first class of the day. Please make sure your Middle and High Schoolers are picked up promptly after their last class of the day. Once their classroom obligations end for the day, Anchor cannot be responsible for students lingering with nothing to do. If your student needs to be placed in study hall for additional time, please inform Anchor of this. All students *must* be picked up by 4:00 on Tuesdays and 3:30 on Thursdays.
- All parents/tutors present are in authority to verbally correct the behavior of Anchor students and should report more serious offenses to a member of the Leadership Council. Verbal corrections should be done firmly but with gracious words.