



# Anchor Christian Collaborative

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Family Handbook  
*2026-27 School Year*

## OUR MISSION STATEMENT

Anchor exists to support and encourage each family's homeschooling journey by fostering spiritual and academic growth within a Christ-centered community. Parents are ultimately responsible for ensuring their children pursue education with excellence in a God-honoring way.

Homeschooling is an extraordinary family lifestyle endeavor. Anchor exists to support and encourage each family's homeschooling journey by fostering spiritual and academic growth within a Christ-centered community. Parents are ultimately responsible for ensuring their children pursue education with excellence in a God-honoring way. We desire to create an academically and artistically excellent community for our children.

## OUR PHILOSOPHY

Anchor Christian Collaborative is a non-denominational homeschool organization that enriches our children's education. We recognize that our children learn differently and have different interests and needs. Therefore, 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 drawing from the strengths and relationships of other Christian homeschool families within our community is beneficial. While we, as parents, remain the primary educators of our children, group discussions and participation greatly benefit them. Some benefits 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 essential life skills. In addition, 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 who became flesh through the virgin birth by the power of the Holy Spirit. He lived a sinless life, died a sacrificial death, was 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

### Sexuality

We believe God created us in His image as male and female from birth. We define marriage as between one male and one female, and we are called to find our identity in Christ alone. Therefore, we do not identify with any other form of gender identity or sexual orientation. We believe that sexual intimacy is a gift from God reserved only for one man and one woman joined in marriage.

Matthew 19:4-6

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## STAY CONNECTED

### Email

General and Middle/High: [anchorchristiancollaborative@gmail.com](mailto:anchorchristiancollaborative@gmail.com)

Elementary: [anchorelem@gmail.com](mailto:anchorelem@gmail.com)

We strive to return emails within 24 hours, so this is the best way to reach us!

### Physical Address

Emmanuel Church  
3800 Old Town Rd.  
Huntingtown, MD 20736

### Mailing Address

Anchor Christian Collaborative  
Please send us an email!

### Phone

Anchor is a separate organization from Emmanuel Church. **Please do not call the church about Anchor-related inquiries.** To contact someone from Anchor, please send an email.

### Facebook

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

## LEADERSHIP TEAM

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Anchor Director  
**Caroline Allie**

Lead Elementary Coordinator  
**Lauren Steakley**

Lead Middle/High Coordinator  
**Angela Somers**

Communication Coordinator  
**Jennie Carr**

Financial Coordinator  
**Vicky Bickford**

**The Lead Coordinators** will handle any inquiries or issues that pertain to their grade levels. As a whole, the lead coordinators and the other leadership team members will make program-related Anchor decisions. *Please bring any questions or concerns to the tutor's attention first.*

**The Communication Coordinator** will assist the Leads in coordinating events, responding to emails, and delivering information to families.

**The Financial Coordinator** is responsible for Anchor's accounting.

Our Leadership Team is committed to open communication, active listening, celebrating our outstanding tutors, parents, and students, constructive feedback, and grace-filled conflict resolution. To help facilitate these and other community interactions, we have created the Connect with Leadership Form. This form allows all Anchor members to share praise or concerns with the leadership team. We desire to work with you to foster a supportive and educational environment for everyone. We hope that this form will help do just that. <https://forms.gle/v89bNY7Nk9xT5Ysb7>

# BOARD OF DIRECTORS

Anchor's Board of Directors comprises seven members representing our Collaborative's interests. The board's function is to assist the Leadership Council in making decisions that affect the Collaborative, including finances, insurance, discipline, curriculum, hiring of new tutors, policies, and other areas. These members are Dr. Robert Kendall (Chairman), Mrs. Mariam Canning (Secretary), Mrs. Caroline Allie (President of Anchor Christian Collaborative), Mrs. Kim Stolarik (Treasurer), Mrs. Vicky Bickford (member), Mrs. Shannon Brown (member), and Mrs. Felicia Perry (member). The Board will meet at least twice a year.

## 2026-27 Elementary CALENDAR

*Nursery – 6<sup>th</sup> Grade | 24 Weeks*

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**Mandatory Elementary Orientation | August 20 (Thurs)**

**FALL SEMESTER | September 1 - December 10**

Elementary Classes begin: Week 1 | September 1 & 3

Week 2 | September 8 & 10

Week 3 | September 15 & 17

Week 4 | September 22 & 24

Week 5 | September 29 & October 1

Week 6 | October 6 & 8

Fall Break (Elementary only) | October 13 & 15

Week 7 | October 20 & 22

Week 8 | October 27 & 29

Week 9 | November 3 & 5

Week 10 | November 10 & 12

Week 11 | November 17 & 19

Thanksgiving Break | November 24 & 26 and December 1 & 3  
(Anchor closed for Church event on Dec 3rd)

Week 12 | December 8 & 10

Christmas Break | December 14 - January 21

**SPRING SEMESTER | January 26 - April 30**

Week 13 | January 26 & 28

Week 14 | February 2 & 4

Week 15 | February 9 & 11

Week 16 | February 16 & 18

Week 17 | February 23 & 25

Winter Break (Elementary only) | March 2 & 4

Week 18 | March 9 & 11

Week 19 | March 16 & 18

Spring Break | March 23 & 25

Week 20 | March 30 & April 1

Week 21 | April 6 & 8

Week 22 | April 13 & 15

Week 23 | April 20 & 22

Last week of Elementary Classes- Week 24 | April 27 & 29

# 2026 - 2027 Middle and High School CALENDAR

Middle/High School (7<sup>th</sup>-12<sup>th</sup>) | 30 Weeks

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**Middle/High School Mandatory Orientation** | August 19(Tuesday)

## **FALL SEMESTER | August 25 - December 16**

Middle/High Classes Begin | August 25 & 27

Thanksgiving Break | November 24 & 26

Anchor CLOSED for Church event| Thurs, Dec 3rd, Classes online

Last Day of Fall Semester Tuesday, Dec 10th, Thursday, Dec 12th

Christmas Break | December 14 - Jan 21

## **SPRING SEMESTER | Jan 26 - May 13**

Spring Break | March 23 & March 25

Last Days of Spring Semester | May 11 & 13

Make-up Snow Days | May 18 & 20

*Middle/High 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 we will not make up those days in the classroom.*

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## **Background Checks**

- All parents and tutors who remain on-site are required to complete a background check every two years
- A link to the required online form (through Sterling Volunteers) will be provided to participating individuals
- If you have already completed a background check through Sterling Volunteers for another organization:
  - You may forward your existing report through their website
- Background checks are the responsibility of each parent/tutor
- The required fee (approximately \$7) must be paid directly through the Sterling Volunteers website
- Completion of a background check is required to:
  - Maintain compliance with insurance requirements
  - Ensure the safety and security of all families at Anchor

# New Family Information

## Application & Interview Process

- All new families must meet with a member of the Leadership Team before acceptance.
  - At least one parent must attend the interview with the enrolling student(s).
  - We schedule interviews via email as part of the Family Application process.
  - The purpose of this meeting is to:
    - Ensure alignment with Anchor's mission and values
    - Determine whether Anchor is an appropriate fit for the family
    - Assess how Anchor can best support the student's needs
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## Family Participation Expectations

- Anchor operates as an **all-hands-on-deck community** that requires active family involvement.
  - Families with students in **6th grade and below**:
    - Must remain on-site during all program hours
    - Must actively engage in classroom support and supervision
  - Families with **middle and high school students**:
    - Are responsible for assisting with **weekly cleaning, setup, and takedown**
  - Parents, as the primary educators, are responsible for:
    - Ensuring students complete assignments
    - Holding students accountable for academic expectations
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## Student Records Requirement

- Anchor requires **academic and behavioral records** for any student who has been homeschooled for **less than one full academic year**.
- Acceptable records may include:
  - Public or private school transcripts, report cards, Behavioral or disciplinary records

## Financial Obligations and Policies

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- You will complete all class registrations through the Anchor website: *anchorchristiancollaborative.com*
- The website generates invoices for both Anchor fees and tutor payments
- Anchor fees (registration and building) are paid via PayPal on the website
- Families make Tutor payments directly via Zelle, cash, or check
- A detailed payment list (who to pay and when) will be provided by June 1
- Families can view balances and invoices by logging into their account and selecting "My Account → Balance"
- Late payments, unless previously arranged, may result in a student's withdrawal.

<b>Payment Details</b>				
<u>Date</u>	<u>Pay type</u>	<u>Description</u>	<u>Pay to:</u>	<u>Amount</u>
Time of Registration	Paypal thru Website	Registration fee	<u>Anchor Christian Collaborative</u>	\$150
		Building fees		\$125
6/15/2026	Zelle	Director Admin fee	<u>Caroline Allie</u>	\$75(per family)
		Admin Fee: Babies thru 6th Grades	<u>Lauren Steakley</u>	\$75 (per eligible family)
		Admin Fee: Middle/High Students	<u>Angela Somers</u>	\$75 (per eligible family)
8/1/2026	Check the tutor payment sheet	MS/HS- Fall Tuition and Material Fees Due to tutors <i>Elementary school full-year payments are due</i>	<u>Each Tutor</u>	varies
post-dated 12/1/2025	Check the tutor payment sheet	Spring Tuition and Spring Class Material fees for MS/HS	<u>Each Tutor</u>	varies

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## Schedule Changes

- Schedule changes (add, switch, or drop classes) are allowed through July 31
- After July 31:
  - Classes dropped will not receive a refund
  - Families are responsible for full-year tuition, regardless of attendance.

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## Refund Policy

- The following fees are non-refundable under all circumstances:
    - Registration fees
    - Building fees
    - Administrative fees
  - Tuition is non-refundable and remains due even if a class is dropped after August 1
  - These policies ensure tutors—many of whom are members of our community—receive reliable compensation.
  - Exceptions may be considered only in extreme family situations, or if a tutor fails to fulfill their responsibilities and are at the discretion of the Leadership Team.
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## Building Use

- Anchor is a guest in our host church, and all members are expected to show respect and care for the property.
  - We will leave all spaces used by Anchor in excellent condition and in accordance with the church's standards.
  - All families will contribute to cleaning and maintaining the building, regardless of assigned duties.
  - We will use only predesignated Anchor areas.
  - Any damage to the building or property must be reported immediately to a Coordinator.
  - Members must be mindful that church activities may be taking place simultaneously.
  - Students will use a respectful tone of voice at all times
  - Students will refrain from excessive noise, running, or rough play inside the building
  - All behavior should reflect positively on the Anchor community, as others may be present in the building
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## Outside Play-Lunch time

- Parents must supervise their children at all times when they are outside, including the parking lot.
  - Parents should not send their students outside without parental supervision.
  - Students may play outdoors during lunch and recess in designated areas, weather permitting and with adult supervision.
  - Students may bring approved outdoor equipment (e.g., scooters, skateboards, bikes, balls). These items must be used in the parking lot, away from vehicles, and are not permitted inside the building.
  - Use all equipment responsibly and clean up at the end of the day or before you leave.
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## Behavior & Disciplinary Procedures

- We will be addressing behavioral concerns in the following progression:
  - Tutor/parent-in-charge addresses the issue directly with the student
  - **We will contact parents** if the behavior is not corrected
  - We may **remove a student from class for the day or longer**, depending on the severity of the behavior.
- Tutors may report incidents to the appropriate **Coordinator**
- Anchor reserves the right to address **any behavior not listed** at the discretion of the tutor or Leadership Team

### Minor Incidence

- The following behaviors will result in correction by the tutor/parent-in-charge and may lead to further disciplinary action:
  - Gossiping

- Disruptive behavior in class or the study hall
- Loitering instead of attending class or the study hall
- Disobedience or disrespect toward any tutor, leader, or parent-in-charge
- Cussing or inappropriate, hurtful, or disrespectful speech
- Using the Lord's name in vain
- Refusal to complete work or participate in class
- Public displays of affection (e.g., hand-holding, hugging, kissing, inappropriate talk or behavior)
- Inappropriate use of technology (e.g., unauthorized device use, inappropriate sites, bullying)
- Dress code violations

## Major Incidence

- The following behaviors are considered **severe** and will result in **immediate parent notification** and may lead to **removal from Anchor (temporary or permanent)** at the discretion of Leadership:
    - Bullying (in person or through technology/social media)
    - Distribution of inappropriate images, links, or content (including of oneself or others)
    - Theft or destruction of property
    - Plagiarism, cheating, lying, or other forms of dishonesty
    - Leaving campus without a parent or authorized adult
    - Inappropriate sexual behavior or sexual harassment
    - Hitting, fighting, or any form of physical violence
    - Smoking (including vaping, e-cigarettes, or similar), drug use, alcohol use, or possession of these items
    - Possession of any weapon, including pocket knives
    - Any behavior deemed harmful to the student, other individuals, or the Anchor community
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## Schoolwork Expectations

- Parents remain the primary educators, but we expect students to take ownership of their work
  - Students will come to class prepared, on time, and ready to participate
  - Students will complete and submit assignments to the best of their ability
  - Being unprepared:
    - Disrupts class learning
    - Shows disregard for the tutor
    - Reflects on the integrity of the Anchor community
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## Assignment Accountability

- If a student does not communicate a valid reason (corroborated by the parent and accepted by the tutor) for missing work, the following will occur:
    - 1st missed assignment:
      - Email notification to parents and Leadership
    - 2nd non-consecutive missed assignment:
      - Email notification to parents and Leadership
    - 2 consecutive or 3 total missed assignments in a semester:
      - Written warning issued by the Lead Coordinator
      - Student placed on a 3-week accountability (probation) plan
    - Failure to improve during probation:
      - We will remove the student from the class for the remainder of the year
      - No refunds will be issued
      - The student may not participate in any class-related activities
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## Technology Use

- Students will keep devices silenced and put away during class unless permitted by the tutor
- Students may use their device with permission for educational purposes (e.g., calculator, research, contacting a parent with permission)
- Students will not:
  - Use social media, games, or entertainment during class
  - Visit chat rooms or inappropriate websites
  - Photograph or record others without their knowledge and consent
- Students should limit screen time at lunch and engage in the Anchor community
- If students do not follow these rules, we will confiscate a student's device and contact the parents.

## AI/ChatGPT Use

- AI may be used as a learning tool, not as a shortcut to complete assignments
  - Acceptable uses include:
    - Brainstorming ideas
    - Clarifying concepts
    - Creating study tools (e.g., flashcards)
    - Checking understanding
  - All submitted work must reflect the student's own thinking and effort
  - We will treat misuse of AI as plagiarism. We will use tools to detect AI use in all assignments.
  - If misuse is suspected:
    - The tutor will address the issue with the student, and we will notify the parents.
    - Continued misuse will result in disciplinary action under the dishonesty policy.
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## Study Hall (Middle/High School)

- Students with a free period must be registered for and attend study hall.
  - Families can add Study hall blocks on the website for \$50/year during or after registration.
  - Students may not remain in the 2:30-4 pm study hall block period unless they have a sibling in class.
  - During study hall:
    - Students will work quietly and respectfully
    - The first portion of each block is quiet study time
    - They can use devices for academic purposes only
    - Listening to quiet music with earbuds is permitted
    - Video games and entertainment are not permitted
    - Limited quiet socializing may be allowed at the end of the block
  - If students display persistent disruptive behavior, we will notify parents, and the student may lose the privilege of attending study hall.
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## Dress Code

- Anchor seeks to maintain a God-honoring environment, and all students should dress modestly.
- These guidelines apply on-site and at all Anchor-sponsored events

### Clothing Requirements

- Undergarments may not be visible at any time
- No midriff, low-cut, or revealing clothing
  - No skin should show when arms are raised above the head
- Shorts and skirts must extend beyond fingertip length
- Leggings/yoga pants must be worn with a top that extends beyond fingertip length
- Rips or holes in clothing must fall below fingertip length
- Clothing may not display offensive language or inappropriate content

### Enforcement

- First violation:
  - Verbal warning- clothing correction
  - Parent contacted to provide a change of clothing if necessary
- Repeated violations:
  - Subject to further disciplinary action as determined by Leadership