

Anchor Christian Collaborative



Family Handbook
2021-2022 School Year

OUR MISSION STATEMENT

Homeschooling is an extraordinary 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 that 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 other Christian homeschool families' strengths and relationships within our community. While we as parents are still the primary educators of our children, group discussions and participation greatly benefit 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 essential 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 strive to return emails within 24 hours, so this is the best way to reach us!

Physical Address

New Life Calvert
3170 German Chapel Rd.
Prince Frederick, MD 20678

Mailing Address

Anchor Christian Collaborative
PO Box 1033
Prince Frederick, MD 20678

Phone

Anchor is a separate organization from New Life 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 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 for advice, plan outings and get-togethers, and encourage and pray for one another.

BOARD OF DIRECTORS

Anchor's Board of Directors is composed of seven members who represent the various interests of our Collaborative. The board's function is to assist the Leadership Council in making decisions that 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). The Board is required to meet at least twice a year, with additional meetings as needed.

LEADERSHIP COUNCIL

Elementary Administrator
Renata Janes

Middle/High Administrator
Caroline Allie

Nursery- Kindergarten Administrator
Paula Kendall

Communications Coordinator
Paula Kendall

Financial Coordinator
Kim Stolarik

New Life Calvert Church Liaison
Melissa Dell

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

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

The Financial Coordinator is responsible for Anchor's accounting.

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

2021-2022 CALENDAR

Nursery – 6th Grades 24 Weeks

Mapping the U.S. by Heart begins	August 31
All other classes begin	September 7 & 9
Last Day of 1st Rotation Mini Courses	October 14
Fall Break (Elementary only)	October 19 & 21
Thanksgiving Break	November 23 & 25
Last Day of 2nd Rotation Mini Courses	December 9
Last Day Fall Semester	December 9
Christmas Party	December 16
Classes resume	January 11 & 13
Winter Break	February 22 & 24
Last day of classes	April 5 & 7

Middle/High School (7th – 12th) 32 Weeks

32-week classes begin	August 31 & Sept 1
Thanksgiving Break	November 23 & 25
Christmas Party	December 16
Last Days of Fall Semester	December 14 & 16
Winter Break/Safe Nights	February 22 & 24
Easter Break	April 19 & April 21
Last week of classes if no make-ups needed	May 10 & 12
Make-up Days	May 17 & 19

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.

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 attend this interview with their children who are seeking enrollment in Anchor. The interview ensures that prospective members agree with our overall mission at Anchor and that Anchor can meet each family's needs. Interviews are scheduled via email as part of the Family Application process. Anchor requests school records, including academic and behavior records, from students homeschooling for less than one full academic year. After the interview, each new family should also fill out a New Student Questionnaire for each new student seeking enrollment.

Payments

All of Anchor's registration and payments are handled electronically through our website www.anchorchristiancollaborative.com. Families must submit all payments by the determined deadlines, or Anchor will drop classes from the online system. 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, and you will receive a 3% discount on the tuition.

2021-22 Fee Schedule

1st Payment Due

May 1st- Current Families

May 15th for New Families-(or within one week of registration)

\$125 Registration fee per family

2nd Payment Due

June 15th- These fees will be invoiced after registration. (or within two weeks of registration if after June 15th)

\$100 Building Fee- PER FAMILY

\$75 Admin fee for Elementary PER FAMILY(if applicable)

\$75 Admin fee for Middle/High PER FAMILY (if applicable)

\$100 for each student- Tuesday CORE (if applicable)

\$150 for each student- Thursday Enrichment program (if applicable)

July 31st- (or at time of registration if after that date) will include all tuition and course supply fees to individual tutors.

Schedule Changes

Once you register for classes on our new online system, you will have 2 weeks to make changes on your own, before you are billed the \$125 registration fee, and we finalize your class selections. A schedule change is either adding a class, switching from one class to another, or dropping a course before the July 31st cut-off. After July 31st, there will be no refunds for a dropped class and you will be required to pay the tuition for the year. If tuition for a dropped class after July 31st is not made, you will be dropped from your other courses at Anchor. Please keep this in mind as you choose courses for your students.

Refund Policy

All tuition is paid through Paypal directly to our tutors for classes and supply fees. If you drop a course after August 1st, the tutor is NOT required to refund your payment. You are responsible for all tuition payments after August 1st, even if you need to drop a course. If payments are NOT made for dropped classes, your other Anchor classes will be dropped. This policy includes 2nd-semester auto-scheduled payments from split payments, even if you drop the second semester of a class. The payment plan strictly provides 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. Notable 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 the Leadership Team will then decide. Consideration of a refund will be given if the tutor fails to uphold his/her obligations and we cannot reach a fair agreement between the tutor, parents, and the Grade Level Coordinator. The Leadership Team will determine refunds of this nature. We will not issue refunds for students who must leave Anchor for disciplinary reasons.

Background Checks

Anchor requires each parent and tutor to remain on-site at Anchor to submit to a background check every two years. We will send a link to an online form to participating individuals from Protect My Ministry, the background check company used by Anchor. Please complete within seven days of receipt. The background check is for every family's safety and security at Anchor and is required by our insurance company. No information will be shared with Anchor from Protect My Ministry unless deemed necessary for our Collaborative safety. You will be invoiced \$7 for this service.

Conflict

As Matthew 18:15-20 gives direction, we are to go to our brother or sister one-on-one to resolve any conflicts. If an issue remains unresolved, we should ask another to help mediate and report the matter to the appropriate Lead Coordinator as soon as possible. Should problems continue to persist, you should seek the Leadership Team's counsel to help gain resolution. This resolution 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 have a conflict with another member or with Anchor's philosophy as a whole, and attempts to resolve the issue are unsuccessful, Anchor may ask an individual to leave temporarily or permanently, by the decision of the Leadership Team. No payments will be refunded.

Dress Code

We desire to provide an environment that is God-honoring. We expect students to dress modestly. We ask everyone at Anchor to adhere to the following guidelines:

- Pants, shorts, and skirts should be worn at or above the waistline.
- No undergarments should be exposed at any point.
- No midriff or low-cut shirts or otherwise suggestive/revealing clothing.
- Shorts should be mid-thigh or longer. 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 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 violates the Anchor Dress Code, a verbal warning will be given, and we will ask parents to bring a change of clothes. If this continues to be a problem, further disciplinary actions will be warranted.

Behavior & Disciplinary Procedures

Behavioral issues will first be addressed individually by the tutor or parent-in-charge. If the behavior is not quickly corrected, we will contact the parents. The student may be removed from classes for the remainder of the day or a more extended period, depending on the circumstance. 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 severe and will result in the parents' immediate notification and possible removal from Anchor for an extended period 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 images of oneself or others.

- Theft or destruction of property
- Plagiarism, cheating in any form, lying, or other forms of dishonesty
- Students leaving the premises without a parent or authorized adult
- Inappropriate sexual behavior; sexual harassment
- Hitting, fighting, or other physical violence
- Smoking (including vaping, e-cigs, juuls), drug use, alcohol consumption, or the possession of any of these substances or items.
- Possession of a weapon of any kind, including pocket knives with a blade
- 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 technology for educational purposes and understand that students would like to use their devices during free time, we have some guidelines. 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 initially and may not have their phones during class time unless the tutor gives permission. Suppose special activities are going on in class that students would like to photograph/video or use a device (calculator, research, dictionary, contacting a parent, etc.). In that case, the student must request permission from the teacher. 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, we will inform the parent.

Students should refrain from social media sites and other online entertainment forms during class time, including video games. Students should never photograph or video others without their knowledge and consent. Out of respect for others, we ask 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 have a free time block must report to study hall. Each study hall period that lasts longer than 30 minutes is \$30 **per 45-90 minute block per semester**. Students must work quietly and be respectful of others during that time. If a student is not using the study hall time in a quiet, respectful way, we will notify their parents. Ongoing disciplinary issues will result in removal from study hall, and the parent will need to make other arrangements for their child. There are no refunds for study hall fees. The first hour of each 90-minute block will be quiet study time. Students may only use electronic devices to contribute 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 study hall. In the last 30 minutes of each 90-minute block, students may whisper to others.

Schoolwork Expectations

While the parent is the primary teacher, our tutors work very hard to provide engaging classroom instruction and academic excellence in their classes. 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 unprepared for class, it

affects the entire class, shows disregard for the tutor, and ultimately reflects the Collaborative's integrity. If the student does not notify the tutor 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 an email notification to the parents and Anchor Administration. This is also the course of action for the 2nd non-consecutive offense.
- Suppose work is not completed and turned in for two consecutive weeks or three non-consecutive weeks in a semester. The Lead Coordinator will issue a written warning and put an accountability plan 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 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 provide 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 help the parent develop a plan to ensure the student understands how to properly document sources to avoid the 2nd offense.
- 2nd offense— The Lead Coordinator will call a meeting with the tutor, parent, and student. The incident will be reviewed and documented, and the coordinator will place the student on probation.
- 3rd offense— If all violations have occurred in the same class, Anchor will remove the student permanently from the class. If violations have appeared in multiple courses, the student may potentially be removed from Anchor. There will be no refunds.

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

Tardiness

Tardiness mainly pertains to Middle and High school classes. Students must arrive for class on time so that instruction is not interrupted or delayed.

- 1st tardy—The tutor will give a verbal to the student and parents.
- 2nd tardy—The tutor will give a written warning and will arrange a conference with the parents.
- Chronic tardiness (3 or more unexcused tardies [5+ minutes late] in a semester or four tardies across both semesters) will remove 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.

Assessment of Work

Anchor tutors will assess students' work through verbal and written feedback and grading percentages, but Anchor will not issue letter grades. Middle and High School tutors may post grades through Google Classroom. Parents may use published percentages to assign grades. It is the parents' responsibility, 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. Suppose a parent has concerns about their student's ability to handle a course's workload or to be a regular attendee in class for any reason. In that case, they should consult with the tutor and Administrator about possible accommodations before enrolling in the class. The parent and tutor, with input Administration, 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 complies 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 meet the needs of every family and student interested in enrolling in Anchor. We will support our families to the best of our ability, but Anchor may not best accommodate some special learning needs and situations. Suppose the Leadership Team and tutor(s) feel our Collaborative cannot sustain a student's needs. In that case, 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

New Life Calvert 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 access the church safely, we will remain closed. An email will be sent to each family by 8:00 a.m. with closing or delay information. The Anchor Families Facebook page will post the same information. 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 are excused. Our calendar has make-up days built-in for this reason.

Illness

When dealing with an illness other than COVID: If a student, parent, or tutor is exhibiting illness symptoms, we ask that individual not to participate in Anchor activities until symptom-free for 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 entire collaborative mind's health and well-being. 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 must turn their assignments in on time, although reasonable exceptions may be possible for certain circumstances. 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 substitute for your position and let Elementary leadership know who that will be.

Covid-19 Protocol

Anyone in attendance at Anchor and subsequently tested positive for COVID-19 after experiencing symptoms within two days of attendance shall adhere to the following guidelines.

- Inform Anchor leadership of the date of your positive COVID test result.
- Anchor will notify the community by email of the exposure. Families can then take further precautions as to quarantine and COVID testing.
- You and your entire family cannot return to Anchor until 10 days from the positive COVID test result AND at least 24 hours fever-free. Suppose additional family members subsequently test positive for COVID. In that case, the family cannot return to Anchor for at least 10 days from the latest positive COVID test result, AND the most recent COVID positive family member has been 24 hours fever-free.
- Anchor will close its facility for one week after any known on-site COVID exposure.

Anchor will do its best to keep the names of the COVID-positive family confidential. We desire to handle these situations swiftly and to reduce the chances of additional exposures. While we know this isn't always possible, we can only do this with your help and cooperation. Please visit this CDC link for more information: [CDC Guidelines for communities](#)

Medications

Anchor tutors and Administrators are not certified to administer medications. The student and parent ultimately assume all responsibility for any drugs taken while at Anchor. Elementary students may not carry medications with them during the day. Middle and High School students who do not have parents on the premises may bring necessary medications with their parent's permission. (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 medicines 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.) that requires or could require medication and/or special medical attention, you must submit a Medical Form with your Family Application packet (found at the bottom of the family registration page)

Building Use

New Life Calvert has graciously and generously allowed us to use their building and property; therefore, we must 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. We 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. Any damage to the church's property should be immediately reported to an Administrator. Use only spaces that are designated for Anchor. 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, and those at Anchor's behavior is a reflection of our community. **All parents will be required to sign up for CLEAN-UP LEAD at least twice per year.**

Outside Play

Parents must monitor the parking lot area any time there are children outside. Please do NOT send your child to play outside without your supervision. **Elementary parents will be REQUIRED to sign up for 3 playground monitor positions each semester!** 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. Students should use wheeled items in the parking lot away from vehicles. Please use play equipment responsibly and store everything at the end of the day.

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.

AmazonSmile Donations

Be sure to designate Anchor Christian Collaborative as your Non-Profit of choice on AmazonSmile. This is an easy way to give a small amount to Anchor!

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 following the Anchor Statement of Faith, Beliefs, Philosophy, and Mission Statement.
- Every tutor must submit 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 student's best interest, 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 should be sufficient for a week's worth of study at home, and tutors should spend class time preparing the students to complete the week's tasks. Tutors should also be available throughout the week via phone, text, and email should students/parents question the classwork. All assignments should either be given out in class or emailed to the students, preferably by midnight the day of the course, but no later than 24 hours after the class.
- Tutors should regularly check their email for communication from parents/students and respond promptly.
- Tutors must make up any classes missed in an agreed-upon manner (i.e., rescheduled class, class Skype, video recording, substitute teacher, etc.). If there is a substitute, 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. We prefer tutors choose subs from within Anchor, but outside subs may be used with approval from the Leadership if

necessary. The Lead Coordinator should be informed anytime a substitute is needed.

- Tutors should arrive on time and be prepared for the start of class. Chronic tardiness (10+ minutes late, three 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 the following school year again.
- Middle School tutors can keep numerical grades for classwork and use Google Classroom to post any grades given. Tutors should give written and verbal feedback to parents regularly, and tutors should communicate any concerns about students' work 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 Google Classroom regularly so that parents can access this information for transcript purposes. Tutors should give regular verbal and written feedback to students and parents as well, and any concerns about students' work should be communicated effectively and immediately. Suppose the tutor is unable to assign grading percentages due to the structure of the class. In that case, 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 entire 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 tutor's negligence, 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 prorated 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 extreme family situations. We ask our tutors to cooperate with refunds in these circumstances, which the Leadership Team shall decide.
- 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. The tutor must find another adult to sit in their class if they will be out for more than 5 minutes.
- Suppose a Middle or High School tutor needs to be alone in Anchor students' behavior or 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 the 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 at 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 that 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.
- Students must be in their classroom or 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 the 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 on time. 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 stay 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-site 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-site, that parent should designate another parent to be responsible for their children in their absence, and the Elementary Administrator 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.
- 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 no more than 15 minutes before their first class unless they are signed up for study hall. Please make sure your Middle and High Schoolers are picked up promptly after their last class of the day. All students *must* be picked up by 4:00.
- 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. Verbal corrections should be done firmly but with gracious words.