



ANCHOR HOMESCHOOL ACADEMY

Family Handbook

Statement of Faith

Anchor Homeschool Academy is a Christian homeschool community. Although we do not endorse any specific denomination or church, we do believe and promote the following Biblical principles:

- We believe in the Trinity, God the Father, God the Son, and God the Holy Spirit, who are three distinct parts that form a single Holy God.
- We believe in the Son, Jesus Christ, in His virgin birth, in His perfect and sinless life on earth, in His miracles, in His death on the cross, and His shed blood as a payment for sin available to all those who believe and receive it. We believe in His bodily resurrection, His ascension to the right hand of the Father, and in His present ministry.
- We believe in the Holy Spirit, the baptism of the Holy Spirit, the continuing ministry of the Holy Spirit, and the fruit of the Holy Spirit in the life of the believer.
- We believe the Bible, the inspired and infallible Word of God, is truth, the final authority on all matters of life, and the source of all that we believe.
- We believe that life is sacred, and that Humankind was created in the image of God. Because sin entered the world, we are now all born with a sinful nature and need to be reconciled with God.
- We believe Salvation is a free gift of God, not of works, available to all who put their faith and trust in Jesus Christ and his shed blood as payment for our sins. Those who receive salvation through Christ are part of the Kingdom of God, the body of Christ. Those who are saved through faith in Jesus Christ will spend eternity with God in Heaven.
- We believe God has ordained “marriage” as the uniting of one biological man and one biological woman in an exclusive union, as delineated in Scripture.
- We believe God wonderfully creates each person as male or female. These are two distinct, complementary genders that together reflect the image and nature of God. We believe that God created each male and female perfectly and uniquely in the gender he intended them to be.
- We do not find homosexual behavior, bisexual conduct, transgender lifestyle, or other forms of sexual immorality to be in accordance with God’s biblical plan for humankind.
- We believe in treating every person with compassion, love, and dignity, and believe that God offers hope, redemption, and healing restoration to all.

(1 John 5:7; 1 Timothy 3:16; Romans 3:25,26; Ephesians 4:11; I Corinthians 12:8-11; Galatians 5:22,23; 2 Timothy 3:16-17; Psalm 139; Genesis 1:27; Romans 3: 24-26; John 3:16; Romans 6:23; Ephesians 2:8-9; John 14:2-4; Colossians 3:1-4; John 3:16; Genesis 2:18-25; Genesis 1:26-27; Matthew 15:18-20; 1 Corinthians 6:9-10; Matthew 5:16; Philippians 2:14-16; 1 Thessalonians 5:22)

In order to provide a biblical role model to our students and community, all leadership, tutors, and staff of AHA, agree to and abide by this Statement of Faith.



Membership Agreement

All tutors, students, and family members are expected to follow our code of conduct and dress code, and abide by our behavioral policies while on campus. Failure to comply will result in disciplinary action. Parents will be notified by the administration of any infraction. We expect parents to work hand in hand with their student and Anchor to resolve any issues that may arise. AHA reserves the right to ask any community member to leave the campus until said issues are resolved. By registering for Anchor Homeschool Academy you are agreeing to participate in a non-denominational Christian homeschool organization that strives to uphold and uplift biblical principles and teachings.

Code of Conduct

1. No gum, candy, soda, or open beverages outside designated areas. Closed water containers are permitted on campus. Label your belongings. Students needing to eat in class due to short breaks must get tutor permission, eat without distracting others, and clean up afterward.
2. Students may not leave Anchor Academy grounds without a parent or guardian. Written notice (via email) is required for a student to leave with another family. For regular carpools, submit written permission for the current school year, or revoke permission as needed by notifying administration.
3. Students driving themselves to school cannot transport other students during lunch or study periods. They are also prohibited from socializing or engaging in activities in other students' vehicles.
4. Student use of smart phones and social media of any kind are not allowed at Anchor Homeschool Academy. Using phones or devices during class can result in confiscation after one warning, retrievable at the end of the day from the director (except for emergencies). Smart watches may be confiscated if they become a distraction. Phone use is limited to contacting parents or guardians for urgent needs only.
5. No weapons, illegal drugs, cigarettes, chewing tobacco, or vapes of any kind are allowed on Anchor Academy grounds. Pocket knives are not permitted.
6. No skateboarding, scooter riding, or biking in the parking lot unless in an approved, barricaded location as determined by Anchor.
7. Students must communicate respectfully with staff, peers, and co-op parents. Any use of foul language, cursing, or discussion of mature or sexual topics is strictly prohibited. Parents, community members, and leaders are also expected to adhere to these guidelines.
8. Students, family members, and Anchor staff are responsible for cleaning up after themselves in classrooms, study areas, and the snack/lunch area. This includes using the vacuum, cleaner, towels, or mop as needed.
9. Bullying is not tolerated. Parents and students are involved in resolving issues, with a second offense leading to suspension and persistent issues resulting in expulsion.
10. All facilities, equipment, and resources provided by Anchor are subject to search without notice. Violations of laws or Anchor guidelines may result in discipline, including dismissal. Evidence may be shared with law enforcement if necessary. Parents or legal guardians are bound to the same requirements for students under 18. Personal technology brought to AHA classrooms must comply with these guidelines.
11. Students, staff, and community members must use the restroom designated for their biological gender only. Young children accompanied by a parent may use restrooms designated for the accompanying parent's biological gender.



Community Service Policy

It takes a village to create a healthy community, ensure student safety, offer hands-on learning experiences, prep and tear down for our days, and offer community wide activities! We depend on many helping hands to make each year a success. We welcome and encourage all of our families to be involved serving our students, staff, and each other.

- Tuition prices are listed with the \$80 *Option to Serve Discount*. This discount is for members who commit to serving one 2.5-hour shift per registered course, per semester. There is a maximum of six shifts per family.
- If you opt out of serving any shifts at Anchor an additional \$50 per course (up to six courses per family) will be added to your invoice. Families electing to pay the full tuition price will have it reflected in the invoice sent to the primary email address you have provided.
- Shifts will be assigned before the beginning of the school year to ensure they are evenly distributed and the needs of the co-op are met. Should you be unable to serve an assigned shift, you are responsible to find coverage or trade with another family.
- Specific roles during your assigned shift will be appointed on the day of service based on the needs of the co-op that day. You may not pick your specific role. Please note, on the registration form you can specify the time of day you prefer, if you need to bring a small child with you, or if you prefer whole days/condensed shifts. If you know you will be out of town or unavailable a certain week, please inform us on the registration form.
- Families that elect to serve and are unable or unwilling to meet their commitment will be charged \$100 per uncompleted shift. (Should you have an extenuating emergency circumstance, please reach out to Melissa Joseph or Renee Stewart)
- On occasion there may be an opportunity to serve additional shifts for tuition credit. Additional hours are not guaranteed, are available to only families that have already met their service commitment. Hours will be assigned based on our immediate needs and within the set availability and preferences of individuals. Additional shifts will be paid at an hourly rate to be determined after our overall budget is set.
- Members serving in classrooms or on security may be asked to complete a background check.

Communication Policy

Anchor Homeschool Academy uses the BAND app for daily and weekly communication needs. Please ensure at least one parent checks in on this channel on a weekly basis. Failure to check in can result in missing out on volunteer opportunities, Anchor events, field trips, and other pertinent information. You will also receive a monthly newsletter from our leadership team with a recap and upcoming events.

From our tutors you can expect a welcome email in the beginning of the semester introducing themselves, laying expectations to the class, and sharing the syllabus (you will receive a paper copy at back to school night.) In addition you will receive a mid semester update and an end-of-semester grade report. You are encouraged to reach out to your tutors at any time. Contact information is found on the Family Portal page of our website. If you have an urgent need please reach out to our director who will help resolve any issues.



Registration

- Fall 2025 semester registration will open April 1st, 2025 for current families and April 11th, 2025 for new families.
- There is a non-refundable yearly family membership fee of \$60 per student up to three students. Students beyond three per family will be charged \$1 per student.
- A non-refundable deposit of \$60 per class will be required to hold class seats.
- Enrollment will remain open through July 1st, 2025.
- Should you need to make changes to your schedule after July 1st and before the first day of school, you will be charged a \$20 administrative change fee per class.
- After July 1st, 2025 no tuition is refundable and families are responsible for the full balance of their registration.
- All outstanding invoices must be paid in full before students can be enrolled for additional classes.
- Each class registration is for one school year consisting of two 13 week semesters.
- Our family open gym fee is charged once per year at the time of enrollment at a rate of \$55 per family. (Open gym is opt-in, and the fee counts for the whole school year).
- Families utilizing open gym are required to serve one 2.5-hour shift per year.

Add/Drop Policy

Due to limited class size and tutors being budgeted on a class capacity basis, once your registration is complete and the registration period has closed, class fees are non-refundable due to limited class size and budgeted tutor capacity. However, if you find within the first weeks of the semester that a class isn't suitable for your student, please contact the director immediately. We'll make every effort to transfer your student to a more appropriate class with available space. Supply fees and annual family fees are also non-refundable.

If you wish to add classes for your student during the year, full tuition and supply fees must be paid upfront before your student can start the class. Please note that many classes cannot accommodate new students beyond the first few weeks of the semester, depending on seat availability. Supply fees will not be prorated or discounted during the semester.

Financial Agreement

- All students are beholden to AHA policy. By completing your registration and paying your membership you are agreeing to uphold AHA policy, rules, and community guidelines.
- After registration you have the option to pay your remaining annual invoice in one payment or in seven equal payments.
- All payments received five or more days past the invoiced due date will be subject to a 10% late fee. Anchor Homeschool Academy reserves the right to send accounts 90 days or more past due to collections, additional fees apply. Should your family have an extenuating circumstance, please reach out to Melissa Joseph to make arrangements before the payment due date.
- Dropped classes are NOT refundable. Supply fees are non refundable after open enrollment closes. (July 1st, 2025)
- After July 1st, 2025 no tuition is refundable and families are responsible for the full balance of their registration.
- All field trips that have a cost and cannot be paid at the door must be paid in full before attending. Field trips can be paid online, Venmo, cash, or check.



Drop-Off Policy

We welcome families to stay on-site during the time that their students are participating in classes. There is plenty of community space designated for families to study, eat, play, and socialize while students are in classes.

Students registered for courses at Anchor Homeschool Academy may be dropped off for class at their parent's discretion. We ask that parents only drop off students whom they trust, can reliably navigate between classes unassisted, and who can be trusted to behave appropriately at all times. Absolutely no drop-offs for students aged 5 and under.

Students:

- Must be at least six years old.
- May not be dropped off more than 15 minutes before their first class.
- Must be picked up no more than 20 minutes after their last class.
- May not have more than one "free" class period between classes if attending without a parent or guardian.
- Must remain in the building in designated class and community areas only.
- Who drive independently may check themselves in and out.

Parents/Guardians:

- Must sign the student in at the time of drop-off.
- Must sign the student out at the time of pick up.

Anchor Homeschool Academy reserves the right to revoke drop-off privileges or enforce a probationary period for students who are unable to behave appropriately without parental supervision.

Student Illness

- Parents or guardians are responsible for notifying the director if their child is unable to attend a session due to illness. Please inform us as soon as possible.
- Students diagnosed with a contagious illness should stay home until they are no longer contagious as advised by healthcare professionals or relevant guidelines.
- Students showing signs of illness during class will be sent home. If a student becomes ill at co-op, they will be cared for until a parent or approved guardian arrives.
- We encourage regular hand washing with soap and water.



Food/Allergy Policy

Anchor Academy families are welcome and encouraged to pack healthy lunches and snacks for your students as needed to support a positive learning environment. In addition each week you will find an assortment of items for sale at the snack bar in the Family Lounge. Each family is responsible for choosing appropriate foods for their families health needs. We do not offer a peanut-free environment, and will not have the option to do so in the future due to our shared space.

If your student has a food allergy, please let your tutor know. On occasion small treats or tokens may be used as rewards for meeting learning goals, or to celebrate holidays or birthdays. If your child has a severe life threatening allergy, please contact the director as soon as possible so we can make our staff and tutors aware. Your student's safety is a top priority. Ultimately, parents, you are responsible to manage your student's health concerns including but not limited to allergies while at Anchor Homeschool Academy.

In addition to our snack bar, we will be offering lunch for purchase several times per month. "School lunch" will be purchased through the snack bar and available for pre-order throughout each month. Lunch will consist of a main dish such as pizza or a sub sandwich and fruit or vegetable. Lunch must be paid for before service. (If your student was dropped off and forgot their lunch please notify leadership, we will extend snack bar credit as needed and ensure your student has something to eat that day.)

Snack bar accounts are available for your convenience. Snack bar accounts will be available for set up on our back to school night, and each day of co-op. Students will not be allowed to go negative in their snack bar account without permission from a leadership member. Our snack bar accepts cash, check, or Venmo (cash or check are preferred to save on processing costs.) All snack bar proceeds help fund our beginning of the year and end of the year picnics, holiday festivities, and purchase refreshments for performances.

Dress Code

1. All attire must be clean, neat, without holes, and modest.
2. Clothing should be weather-appropriate for outdoor activities.
3. Hats are allowed indoors but must be removed if they cause distractions, during class upon request, and during prayer/Pledge of Allegiance.
4. Clothing should not have inappropriate or anti-Christian language or imagery. AHA staff has the discretion to assess appropriateness.
5. No shorts or pants with writing on buttocks allowed.
6. No spaghetti strap tops, crop tops, tube tops, or muscle shirts for both boys and girls. No exposed bras or excessive cleavage.
7. Baggy clothing, including sagging pants, exposed underpants, or oversized tops with visible bra straps, is not allowed.
8. Shorts should be of a modest length, with fingertips reaching the bottom when arms are at the sides for both girls and boys.
9. All undergarments must be fully covered even when bending over.
10. All clothing must be gender appropriate. Students should choose clothing that is appropriate for the gender God created them in their mother's womb.



Behavioral Management Policy

Our behavioral management policy works in conjunction with our code of conduct and statement of faith to address issues that arise at AHA. We value working with hand in hand with our community families to resolve issues with a focus on Christian character development.

Parent involvement is crucial in addressing any behavioral issues and guiding your child as they grow. Together, we foster a positive community environment for every member.

Parent expectations are as follows:

- Collaboration and support in upholding AHA policies and behavior expectations
- Active involvement in resolving disagreements, disputes, or behavioral infractions
- Gentle reminders to correct observed misbehaviors (such as rough or inappropriate play, unkind language, disrespectful attitudes or language, leaving messes unattended)
- Immediate involvement of AHA leadership regarding any serious misconduct or bullying or reports of misconduct by a student.
- Support and uphold classroom policies and tutor expectations
- Communicate with tutors regarding class questions
- Communicate with AHA leadership any concerns regarding all other issues
- Help to foster a culture of character, respect, and Christ-like behavior within our community.

Anchor Homeschool Academy Corrective Action Policy

We understand that as human beings, we are all imperfect, and from time to time, behavior issues may arise. We recognize that these challenges are a natural part of a student's growth and development. However, in order for students to continue growing in their faith and character, as well as in their academic learning, it is important to address and correct inappropriate behaviors with a restorative approach.

Minor Misbehaviors:

Our tutors are trained to redirect student attention and action as necessary within the classroom for minor distractions such as occasional silliness, whispering, reluctance to participate, or inattentiveness. Frequent redirection will result in tutor notification to both the parent and the director.

Inappropriate or disruptive behavior in class results in:

- Two verbal warnings allowing the student the opportunity to correct their behavior.
- A third infraction will result in the tutor promptly notifying appropriate AHA leadership. At this point, the student will be temporarily removed from the classroom to discuss appropriate behavior and expectations with parent and leadership. The student may be returned to the classroom at AHA leadership discretion and with parent consent.
- Any subsequent infractions by the student within the same class period will result in the dismissal of the student from the classroom for the remainder of the class period.
- Recurrent behavior issues throughout the semester will result in a collaborative action plan that may include direct supervision, suspension, or class reassignment.
- AHA may suspend or expel a student when persistent behavior issues occur without positive resolution.



Serious disrespect or belligerent behavior:

- Disrespectful language and belligerent attitudes will not be tolerated.
- Depending on the severity of the disrespectful or belligerent behavior, one warning may be issued at the tutor's discretion. In severe instances, no warning will be issued, immediate correction will occur.
- Student will be dismissed from the classroom and placed under the care of an AHA leadership member or parent for the remainder of the class period.
- The student will be expected to submit a written apology to the tutor, as well as to any person towards whom the disrespect was directed.
- Recurring issues of serious disrespectful or belligerent behavior throughout the semester may lead to further consequences, including suspension or expulsion from classes.

Physical Assault or Physically Aggressive Bullying:

- We maintain a zero-tolerance policy for physical assault or physically aggressive bullying. If a student engages in physical aggression or causes harm to another person, immediate action will be taken:
- Student will be immediately placed into the care of AHA leadership or parent.
- If parent is not onsite, parent will be notified immediately of the incident and may be required to pick up student.
- Aggressive behavior must be resolved before the student is allowed to reengage in co-op activities. This includes communicating fully with the student on resolving issues, and developing a plan for positive restoration, and making appropriate apologies.
- Subsequent offenses may result in temporary dismissal from AHA for the remainder of the day.
- Recurring offenses of bullying or physically aggressive behavior may result in suspension and/or expulsion from our program.

Special Needs Considerations:

If you have a student with a specific developmental or behavioral challenges that may require special grace, intervention, or understanding beyond the guidelines outlined in any part of this behavioral management and corrective action policy, please notify AHA's director, leadership, and tutors to shape a plan that meets the needs of your child's specific conditions while still respecting and supporting a positive learning environment for our other students. AHA is not responsible to provide one-on-one assistance or paraprofessional support. We are happy to accommodate families who provide their student with paraprofessional support.



Electronic Devices

Laptops, Tablets, and Phones

Laptops, tablets, and phones may only be used for educational purposes. Students using devices during class time must have tutor approval and adult supervision. Non-educational use, such as gaming, social media, or video streaming, is prohibited. Students who need to use their devices for schoolwork during breaks or study periods must do so in designated areas with a supervising adult present. All devices should be labeled with the student's name.

Smartphone Use

Smartphones are not allowed in classrooms during class time unless specifically approved by a tutor for educational purposes or in case of an emergency. Phones must remain in backpacks or designated storage areas during school hours. Violations will result in confiscation, with devices returned at the end of the day.

Smartwatches and Other Devices

Smartwatches may be worn but are to be used only for checking time or contacting parents in emergencies. Any other use, including messaging, browsing, or games, is prohibited. If a smartwatch becomes a distraction, it will be confiscated and returned at the end of the day.

Device Supervision

All electronic devices must be used under adult supervision at Anchor Academy. Students using laptops or tablets must remain in areas where tutors or co-op staff can monitor usage. Unauthorized or unsupervised use of devices will result in immediate confiscation. Devices are only permitted in class if required for schoolwork and used responsibly.

Consequences for Misuse

Misuse of any electronic device will lead to the following actions:

- First offense: Verbal warning and reminder to use devices appropriately.
- Second offense: Confiscation of the device for the remainder of the day.
- Continued violations will result in parent involvement and possible restrictions on device use during co-op.

Contact

Melissa Joseph - Owner/Administration

Renee Stewart - Director

Laura Broekema - Assistant Director

Matthew Repke – Registrar/Operations Coordinator