Anchor Academy
High School
Parent and Student Handbook
2026 - 2027 School Year

At Anchor Academy we strive to educate the whole child. Educating from the heart to strengthen their relationship with the Lord while allowing them a place to grow academically and socially through developmentally appropriate curriculum.

Core Values
Love Like Jesus
Be Kind and Compassionate
Show Grace
Be Independent

Philosophy and Vision
Education of the whole child using the Montessori philosophy in a hybrid setting provided by certified teachers with many years of educational experience.

- **Following the child**
- **Structure**
- **Independence**
- **Kindness**

Building a knowledge of the Bible to strengthen the educational experience and educate the heart – thus educating the whole child.

School Hours
Anchor Academy is open from 9:00 am – 3:00 pm Mondays - Thursdays. We will open our doors for arrival beginning at 8:45 am, and parents need to pick students up by 3:15 pm.

Friday is an at home learning day. Anchor Academy is closed on Fridays.

Arrival/Dismissal
Student drop off is from 8:45 am – 9:05 am. Dismissal varies based on enrolled classes. The last class of the day ends at 3:00 pm.

High school students will need to be dropped off at the Mill. High school students do NOT have to use the drop off and pick up line. Parents may park in the Mill parking lot, and students can exit the Mill at arrival and dismissal to meet their rides home.

Inclement Weather Days
Anchor Academy will **loosely** follow the Wilson County and/or LSSD school schedule in relation to inclement weather days. We will use both school districts as a guide for inclement weather days, however ultimately the decision will be left up to the directors of the school. If Anchor Academy closes, opens late, or dismisses early, we will contact parents immediately. **Anchor Academy has eight inclement weather days to use each year.**

Parent Communication
Please download the REMIND app for parent communication. We will use this app to deliver information to our Anchor families quickly and effectively. You may also email us at anchoracademytn@gmail.com.

Student Dress Code
The student dress code for Anchor Academy is as follows –

- Modest dress (please be mindful of length of shorts)
- No pajamas
- No spaghetti strap tank tops
- No crop tops

Student Device Policy
Students are not allowed to have cell phones out during instruction. Cell phones are allowed in between classes, and at lunch time. If the student uses the cell phone inappropriately Anchor staff has the right to take up the cell phone and hold it for the remainder of the time that the student is in class.
**Please note that high school students are NOT allowed to have their devices out around upper elementary OR middle school students.*

Student Behavior
Classroom Behavior Plan/Discipline Policy
A sense of classroom family/community is essential to provide a place where each child feels safe and welcome. We will work with our students on building one another up, communicating effectively during conflict, and taking responsibility for their actions. The time it takes to establish a positive classroom community depends on the personalities and social makeup of the class each year. ALL our kids are ALL our kids, and are ALL to be treated with kindness, respect, and care not only by us but also, by one another.

It is important that as parents and teachers we work together with our children to be sure they feel comfortable communicating their concerns and conflicts. While we are aware or may become made aware of many conflicts and concerns by observation and communication with our students there are also situations where a parent needs to reach out to us so that we can be made aware of important situations. Please know that we will never think a situation is too small or meaningless to be addressed. If your child feels a need to communicate with you about something it is important enough that it be addressed appropriately with us, and we can decide a good way to resolve the situation together.

We will hold regular class discussions, follow scripture based classroom rules, establish jobs, understand choices, learn to use I-messages and build communication skills. These are just a few examples of structures within our classrooms that are used to fulfill and uphold our behavior and discipline plan policy.

School Wide Positive Behavior Incentive Program
We hold each student responsible for upholding the core values of Anchor Academy. Throughout the year the directors and/or teachers and assistants may recognize a specific student for being

the true example of what it looks like to live out Anchor's Core Values. This recognition is meant to encourage students to live by these core values on a daily basis.

Core Values
Love Like Jesus
Be Kind and Compassionate
Show Grace
Be Independent

Anchor Academy Classroom Expectations
1. Build others up.
1 Thessalonians 5:11

2. Listen well.
James 1:19

3. Be prepared.
Mark 13:33

4. Do your best.
Colossians 3:23

Each student that is new to Anchor Academy is admitted on a 30 day trial basis. This ensures that we are able to meet the academic, social, and emotional needs of all of our students. Any student that withdraws during the trial period will not be held financially responsible for remaining tuition payments.

Parent Visits / Volunteer
We want our Anchor Academy parents to feel like part of our community. We hope that you will volunteer to serve Anchor Academy in a variety of ways. Throughout the year we will reach out to you for help with fundraising, field trips, and class parties. We will also create a sign-up genius for volunteer opportunities. We hope that our families feel just as at home at Anchor Academy as our students do.

School Safety
Student safety is of our utmost importance. We want our students to feel safe and secure at Anchor Academy daily. Each teacher will receive safety training and procedures to implement in case of an emergency. Anchor Academy is also equipped with numerous exterior and interior security surveillance cameras to ensure that we are able to monitor our campus at all times.

Therapy Dog
Anchor Academy has a certified therapy dog at the Mill. Wallen is a standard size Australian shepherd, and is trained as an emotional support animal.

Illness
Children should not be sent to school unless they are free of fever (without fever reducing medicine), vomiting, or diarrhea for 24 hours. Parents will be contacted and asked to pick up their child from school should illness occur.

Communicable/infectious diseases such as pink eye, strep throat, etc. are highly contagious and any student with the appearance of these will not be allowed to remain at school.

Medication
Medication will be administered to students providing the parent provides a physician's statement. The following written information is required by the medical provider before administering medication by school personnel.

- Child's Name
- Name of medication
- Name of physician and phone number
- Time medicine is to be administered
- Dosage
- Possible side effects
- Termination date for administering medication
- Parental/guardian permission

Each dosage of medication administered shall be documented with the signature of the person assisting the student in self - administration.

Over the counter medication is permitted only with parent signature**.*This will be sent out via Google Forms.**

Grades
Anchor Academy will be utilizing google classroom for grade reporting purposes. At Anchor Academy grades are NEVER punitive. Grades are used as feedback for the student, teacher, and parent for where each child is in their individual learning process. However, grades are not permanent, and the teacher is committed to working with the student to reach his/her potential. The grading scale for high school is below.

100 - 90 - A
89 - 80 - B
79 - 70 - C
69 and below - D

***Students will not receive a passing credit if he/she earns less than a C in an assignment. There will be mandatory work required to bring the grade up to ensure that the student earns the credit in the course.**

Progress Reports will be sent home quarterly and report cards will go home at the end of each semester. Teachers will be in regular communication with parents regarding their student's learning.

If a student earns an A in the course at the end of the school year he/she is exempt from the final exam. ALL students must take mid term exams.

Homework Policy
At Anchor Academy we believe strongly in time spent as a family. As a result of this we will only assign homework on an as needed basis for intentional practice purposes. Otherwise, work outside of the school day will not be assigned.

Attendance
At Anchor Academy attendance is expected, but flexible. If for some reason your student cannot be at school, please email us and we will provide you with the work that he/she is missing. This will allow you to complete the assignments at home and not fall behind. We will work with you to ensure that your student reaches the required number of days by the state of Tennessee.

Umbrella HomeSchool
For your student to receive credit for required courses in the state of Tennessee you must submit the necessary documentation to show proof of attendance, and grades. At Anchor Academy we require that you enroll your student in an umbrella homeschool to complete the responsibilities. While we do not have a specific umbrella homeschool we require, we are happy to work with you to get this set up and know of several reputable umbrella home schools. We will provide you with electronic copies of attendance and grades quarterly for reporting purposes.

Resource Fee and School Supplies
Resource Fees vary by each class. An individual class resource fee will never be more than $75. Resource fees will be sent out by August 1st for each course. Each high school student must also have a laptop for class each day.
**The resource feel will include both school supplies and curriculum needed for the course.*

Events
There will be specific events for high school students. The high school will hold a semi - formal event in the fall in partnership with Tennessee HEAT Athletics, a Winter Formal in late January/ early February, a prom during the fourth quarter, and several other possible events unique to high school. High school students will purchase tickets for these on an as needed basis. High school students are also more than welcome to participate in school wide events at Anchor Academy.

Community Service
All high school students at Anchor Academy are expected to serve at two mandatory community service days each school year. The first community service date will be Wednesday, December 16th, and the second community service date will be Wednesday, May 19th. These service dates earn a total of fourteen hours of community service for each high school student annually.

Lunch
Lunch must be brought from home. Please be aware that we have students enrolled with severe nut and dairy allergies. If your child needs a snack, please send that in their lunch box. **Students may also choose to leave campus for lunch if you as the parent allows the student to do so.** **Door Dash is allowed for high school students only, but it is the student's responsibility to fulfill the order, and pick up.*

Daily Schedule
8:45 am – 9:00 am – Arrival
9:00 am - 10:15 am - Block 1
10:20 am - 11:35 am - Block 2
11:35 am - 12:05 pm - LUNCH BREAK
12:10 pm - 1:25 pm - Block 3
1:30 pm - 2:45 pm - Block 4
2:45 pm - 3:00 pm - Dismissal

Biblical Truth at Anchor Academy
All students who attend Anchor Academy full time are required to take three courses of Bible during their time here at Anchor Academy. The purpose of Bible classes is to develop an understanding of who God is, why He made us, and our role as Christians in this society. Our goal is to introduce each student to the saving knowledge of Jesus Christ, and to nurture those students who have the assurance of salvation. Application of biblical principles into daily life is emphasized. Our desire is to create within each student a security in the fact that God created them uniquely and in His image and that He has a plan and purpose for their lives.

In addition to the three Bible classes biblical truths are embedded into our curriculum across content areas. We strongly encourage each family to evaluate their truths in alignment with the Bible and ensure that they are like minded. Here at Anchor Academy our mission is to create a space where acting, speaking, and loving like Jesus is who we are, and how we treat others consistently.

Office Hours
Monday – Thursday
8:00 am - 4:00 pm

FAQ
Office Hours are when teachers, directors, and staff are expected to communicate with parents. If you reach out to a staff member outside of office hours please understand that the individual's response time may be delayed. We will respond to all inquiries within 48 hours.

If it is a parent emergency and it is outside of the office hours the parent needs to send a text to the Anchor Academy **remind group** notifying the directors that it is an emergency, and the call needs to be returned ASAP.

There are no office hours on Friday, Saturday, and Sunday. All voicemails made over the weekend will be returned by Tuesday of the following week.

Financial Information

Financial information is detailed in the current Enrollment Contract completed for each student during the application/re - enrollment process.

Student tuition will be invoiced to each parent via email. This is true whether the family is paying by cash, check, ACH, or credit card. If a check is returned at any point during the school year the family will be charged a $35 returned check fee. If the returned check happens more than once to the same family the fee will increase to $50 for each time it occurs.

Annual tuition for all new and re - enrolling students must be paid by June 1st, 2026.

Tuition is due by the 1st of each month beginning on June 1st, 2026.. If tuition is not paid by the 15th of each month there will be a late fee invoiced to the family through Quickbooks. If a family falls behind on tuition more than one month the student will potentially be withdrawn from Anchor Academy.

If a new or re-enrolling student withdraws during the month of July tuition paid for June is non refundable.

If a new or re - enrolling student withdraws or is dismissed between August 1st, and fall break, 50% of the annual tuition is owed to Anchor Academy.

If a new or re - enrolling student withdraws or is dismissed after fall break, 100% of the annual tuition is due to Anchor Academy.

We know and understand that unique financial situations arise. Please do not ever hesitate to reach out to the directors with questions around financial consequences for withdrawal.

Anchor Academy
Procedures

Restrooms
All students must ask to use the restroom. There are multiple restrooms in each building available for student use. Please be mindful of the need for privacy when others are using the restroom and always be respectful..

Hand Washing
All students are expected to wash their hands after they use the restroom, and before and after they eat.

Food and Drink
Food is permitted in the classroom at teacher's discretion. Only water is allowed in the classrooms, however students may pack their choice of drink for lunch.

Students are expected to be able to clean up after themselves after lunch and keep their eating area clean during and after they are finished eating.

Kind Words
Students are expected to use kind words towards one another at all times. We want to encourage our Anchor Academy students to love like Jesus does. Therefore we will avoid name calling, telling secrets about another student, and laughing at another student. We are all different, however each of us is unique and loved by Jesus. We will love one another in the same way.

Kind Hands and Feet
Students are expected to keep hands to themselves, and to never attempt to resolve conflict by hitting, pushing, punching, biting, etc… Any type of physical action toward another student will result in a parent meeting immediately. Students must learn how to resolve conflict in a way that is positive and exemplifies Jesus' love for others.

Technology Usage
Students are expected to utilize technology in a responsible, and age appropriate way. If at any point a student's technology usage becomes a disruption to the learning process it will be suspended for either a temporary, or permanent amount of time.

Student Free Time
Students are expected to behave in appropriate manner during their "free" periods throughout each day. The Mill is a place of business, and students are not permitted to run, chase, yell, or

scream in the building. Students must conduct themselves in a way that is honorable to Anchor Academy core values and principles.

Anchor Academy School Calendar 2026 - 2027

August
Phase In Days for primary and lower elementary students - 08/10 and 08/11
students in grades 4th - 12th report for normal school days beginning 08/10
First Full Day for ALL students - 08/12

September
No School - LABOR DAY - 09/07

October
No School - FALL BREAK - 10/05 - 10/13

November
Early Dismissal (no extracurriculars - Thanksgiving Lunch) - 11/17
No School - THANKSGIVING BREAK - 11/18 - 11/27

December
Mid Term Exams - 12/09 - 12/16
Early Dismissal at 10:30 am (Cookies & Caroling with Santa) - 12/17
Christmas Break - 12/21 - 01/05

January
Teachers 1st Day Back - 01/05
Students 1st Day Back - 01/06
No School - MLK Jr Day - 01/18

February
No School - Presidents' Day - 02/15

March
No School - SPRING BREAK - 03/18 - 03/29

April

May
Final Exams - 05/12 - 05/19
Early Dismissal at 11:00 am (Last Day with Students) - 05/20

****Please note that dates are subject to change if necessary.**

Events Calendar 2026 - 2027

Senior Sunrise (highschool only)
08/06/26
The Mill

Meet The Teacher Night (grades 4th - 12th)
08/06/26
The Mill

Phase In Days (grades PK - 3rd)
08/10/26 - 08/11/26
Hankins Station

Anchors Aweigh
08/14/26
TBD

Homecoming Week
09/08 - 09/10
*Flag football game & Family Day on 09/10

Book Fair
09/08/26 - 09/14/26
The Cafeteria at The Mill

Grandparent's Day
09/14/26
Atrium / Cafeteria at The Mill

Homecoming Dance (highschool only)
TBD
TN HEAT

Harvest Celebration (Trunk or Treat)
10/29/26
The Mill

Veterans Day
11/11/26
The Loft at The Mill

Anchor Academy Maker's Market
11/16/26
The Atrium at The Mill

Thanksgiving at Anchor
11/17/26
Edgerton Hall at The Mill

Cookies & Caroling with Santa
12/17/26
The Atrium at the Mill

Senior Signing Day
02/04/27
The Mill

Winter Formal (middle school & high school)
02/05/27
The Loft at The Mill

Father Daughter Dance (primary, lower elementary, and upper elementary)
TBD
Legacy Tutorial

Spring Worship Night
04/02/27
The Mill

Prom (highschool only)
TBD
Tuckers Gap

Muffins with Mom
05/06/27
Cafeteria at The Mill

Senior Sunset (highschool only)
05/06/27
The Mill

Cap & Gown Walk & Senior Breakfast
05/11/27
Hankins Station & The Mill

Highschool Graduation
05/14/27
Location - TBD

Kindergarten Graduation
05/19/27
The Loft at The Mill

***dates are subject to change based on venue availability and participation**