Anchor Academy
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 3:00 pm.

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

Arrival
Student drop off is from 8:45 am – 9:00 am.

Primary and lower elementary students will need to be dropped off at Hankins Station on Greenwood Drive. We ask that parents enter the Anchor Academy parking lot on the Baddour Pkwy side and exit on the Greenwood side. We are not allowed to back cars up on Baddour Pkwy therefore parents MUST remain in either the train parking lot OR the Mill parking lot until you can fit your car into the Hankins Station parking lot without going out on the road. Students will enter the building through the door nearest to Greenwood Drive.

Upper elementary, middle school, and high school students will need to be dropped off at the Mill at the Edgerton entrance. We ask that parents enter The Mill parking lot off of Greenwood into the Mill parking lot. You will drive up to the Edgerton side (look for the awning across from Intrigue gymnastics), and drop your students off under the awning at Edgerton Hall. You will then exit the Mill on the Maple side of The Mill.

If you have students at BOTH buildings we recommend doing arrival and dismissal at Hankins FIRST, and then The Mill to help with the flow of traffic.

**If your child will be arriving after 9:00 am please take them to the main entrance of either facility, and ring the doorbell where a staff member will greet you.

Dismissal
Dismissal from Hankins Station (PK - 3rd grade) begins at 2:35 pm.

Dismissal from The Mill (4th - 8th grade) is from 2:45 - 3:00 pm. P**lease follow the same enter and exit procedures for dismissal as you do for arrival.**

If your student(s) is not picked up by 3:05 pm we will begin charging one dollar per minute that you are late to pick your student(s) up. This fee will be required to be paid by the end of the month in which it is applied.

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
We ask that students please do not bring cellphones to school. If a student does bring their cell phone to school, we ask that it be turned into Ms. Brandi or Ms. Mary for the time the student is in the building. If a student has a laptop or iPad that he/she would like to use for class, it is allowed. However, the classroom teacher will monitor appropriate usage of the device.
**The student device policy is slightly different for high school students, and will be shared with parents through the Anchor Academy Highschool Student and Parent Handbook.*

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 for middle school and high school students only with parent signature**.*This will be sent out via Google Forms.**

School Wide Events
We will host several events throughout the year. We will do Anchor's Aweigh, Fall Festival, Cookies & Caroling with Santa, and more. These events will serve as a time for the Anchor Academy community to be together and potentially raise money for items for our students. We will always be completely transparent with our families regarding fundraising, and will share ongoing information around the reasoning behind each request.
See the events calendar document at the end of the handbook for a more detailed list of events.

Grades
Anchor Academy will be utilizing standards-based grades. Students will receive a score of a 1 through a 4 for grading 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. Please see the explanation for each grade below.

1 – below grade level / not there yet / more work to be done
2 – approaching grade level / almost there / keep trying
3 – at grade level / you have got it / keep working hard
4 – above grade level / you are doing awesome / stay focused and keep learning

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.

Teachers will utilize an assessment(s) to progress monitor each child throughout the course of the school year. This data will not be used for grading purposes, but instead to share with parents, and Anchor Academy staff where the child is in his/her learning journey.

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 attending grades kindergarten – eighth in the state of Tennessee you must submit the necessary documentation to show proof of attendance. At Anchor Academy we recommend 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.
All students in grades fourth - twelfth are **required to enroll in an umbrella school.*

Resource Fee and School Supplies
All school supplies are included as part of the monthly tuition plan for students in grades PK - 8th grade. There is no supply list for any grade.
**High school students will receive an individual curriculum and supply list from each teacher.*

Event Fee, Yearbook, and Apparel Fee
Each student pays a fee as part of the twelve month tuition plan. This specific fee covers events throughout the year (including Thanksgiving lunch), a beginning of the year t-shirt, a mid year sweatshirt, and a yearbook.
**This is not included for high school students, however there will be an opportunity to purchase these items separately.*

Lunch and Snack
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. We will allow for a snack time in the morning during work cycle, and in the afternoon before extracurriculars.
**There is an optional hot lunch served through Black Sheep Cafe at The Mill, however parents order this through the Black Sheep website, and it is not a part of Anchor Academy programming.*

Birthdays
We welcome birthday celebrations at lunch. Please consult with your child's teacher to confirm lunch time, and any dietary restrictions.

Daily Schedule
8:45 am – 9:00 am – Arrival
9:05 am - 9:20 am - Whole School Announcements and Morning Prayer and Devotional Time
9:20 am - 1:30 pm - CORE Instruction
1: 45 pm - Extracurriculars begin
2:45 pm - 3:00 pm - Dismissal

Biblical Truth at Anchor Academy
We will offer fifteen to thirty minutes of Bible to all students each day. 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 teaching Bible to our students each day 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.

Clubs

We will also offer additional club classes. Below are some examples of the club courses we will be offering, however please note that we are not limited to only these specific classes.

- Visual Arts
- Physical Education
- STEM
- Drama / Theatre*
- Philanthropy
- Martial Arts*
- Performing Arts*
- Club Soccer*
- Sustainability Club
- Foreign Language
- Sewing*

**Outside club classes are not included in Anchor Academy's tuition pricing, and a more extensive list can be found on our website.*

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

Snack is permitted in the classroom at the designated snack time. 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. This applies to snack time and lunch time.

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.

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
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
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**