

2017-2018

ANCHOR ACADEMY
Parent- Student Handbook



Be an anchor in a world of shifting values

Introduction

Anchor Academy is a high-quality educational institute, based in St. John's, Newfoundland and Labrador. We are a registered non-profit organization, governed by an elected board of directors. Board governance will hold responsibility for overseeing the school, while hired administration/teaching staff will be responsible for the daily operations of the school.

It is the belief of Anchor Academy that each child has been made in the image of God, and therefore strives to educate the whole child in a faith-based setting. The goal is to provide an environment that fosters child-led learning opportunities, in a safe and caring atmosphere. The diverse, wholesome, supportive, and enjoyable classroom environment will prepare students for the real world, by providing a strong spiritual foundation and developing Christian character. The classroom is an inclusive learning environment that allows for the implementation of high-quality academic programming.

Small class sizes (capped at 12 students) result in a highly effective student-teacher ratio. Anchor Academy utilizes a 'multi-grade' classroom model. Multi-grade setting provides a number of advantages educationally, including greater flexibility to advance students in subjects where giftings are apparent. Anchor Academy's chosen curriculum has been designed with multi-grading in mind.

A partnership between home and school is essential for the success of the child. Parents can rest assured knowing the values and beliefs being taught at school. Parents will be supported in their God-given purpose: to raise, educate, and train their children.

Anchor Academy will prepare leaders for future generations: leaders that can stand in the face of adversity, equipped to battle the storms of life.



General Information

Mission

Anchor Academy strives to provide a Christ-centered, high-quality education. Working in unison with the home to nurture our students' intellectual, spiritual, social, and physical growth, we will prepare each of them for success in life.

Vision

To inspire young hearts and minds to flourish academically, spiritually and individually.

Philosophy of Education

A Partnership Between Home and School and Church.

Anchor Academy believes that each child has been made in the image of God, and therefore strives to educate the whole child in a value-based setting. It is our goal to provide an environment that fosters child-lead learning opportunities, is a safe and caring atmosphere where children feel loved and valued, is diverse, wholesome, supportive, and enjoyable. We strive to use a curriculum that is academically challenging, fulfils the Newfoundland and Labrador Department of Education outcomes, builds a strong foundation in both intellect and character and presents a biblical perspective. A staff of qualified, committed and passionate Christian teachers will demonstrate God's grace and love, will nurture the individual God-given gifts and abilities of their students and consistently communicate with parents.

Families are an integral part of a child's education. We value parents who are committed to fulfilling their God-given purpose: to raise, educate, and train their children with a biblical worldview. Furthermore, we value parents who nurture the spiritual, personal, and academic development of their children and encourage respectful communication and interaction with the school, as well as prayerful and financial support.

We value students who respect themselves and strive to do their personal best, respect others and their environment by showing compassion and empathy, and who are active participants, desiring to learn and discover. Finally, we value a community that is inclusive of home, school, and local churches and that supports the cause of Christian education, through prayer and financial giving.

Statement of Faith

1. We believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God (2 Timothy 3:16, 2 Peter 1:21).
2. We believe there is one God, eternally existent in three persons-Father, Son, and Holy Spirit (Genesis 1:1, Matthew 28:19, John 10:30).
3. We believe in the deity of Christ (John 10:33), His virgin birth (Isaiah 7:14, Matthew 1:23, Luke 1:35), His sinless life (Hebrews 4: 15, 7:26), His miracles (John 2:11), His vicarious and atoning death (1 Corinthians 15:3, Ephesians 1:7, Hebrews 2:9), His Resurrection (John 11:25, 1 Corinthians 15:4), His Ascension to the right hand of God (Mark 16:19), His personal return in power and glory (Acts 1:11, Revelation 19:11).
4. We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature, and that men are justified on the single ground of faith in the shed blood of Christ, and that only by God's grace and through faith alone are we saved (John 3:16–19, 5:24; Romans 3:23, 5:8–9; Ephesians 2:8–10; Titus 3:5).
5. We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life, and they that are lost unto the resurrection of condemnation (John 5:28–29).
6. We believe in the spiritual unity of believers in our Lord Jesus Christ (Romans 8:9, 1 Corinthians 2:12–13, Galatians 3:26–28).
7. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life (Romans 8:13–14; 1 Corinthians 3:16, 6:19–20; Ephesians 4:30, 5:18).

Core Family Values

We believe that the Bible is the inspired and infallible Word of God, and speaks with absolute authority regarding the proper conduct of mankind and is the unchanging foundation for all belief and behavior. Because of our understanding of the Old and New Testament, our school teaches these core family values:

1. It is unacceptable for Christians to teach hatred against any group or individual.
2. Human life begins at conception. An unborn child at any stage of development is a human being and should be treated as such.
3. Sexually intimacy is morally acceptable only within a marriage relationship.
4. Marriage is an exclusively heterosexual institution.

Admissions

Anchor Academy welcomes students and families from all backgrounds that meet the academic entrance requirements. Registration will begin in January and be open until the end of the first week of school. Once classes are full, subsequent applications will be put on a waitlist. Due to limited resources, Anchor Academy may not be equipped to handle students requiring accommodations. Each child will be considered on an individual basis.

The Anchor Academy Board and administration reserve the right to accept, reject, retain, or dismiss any student for the well-being of other students, staff, or the school community. Each student's record is reviewed annually for re-enrollment.

Admissions Procedure

Registration will open for new families at the end of January. Parents or Guardians who wish to enroll their child(ren) in Anchor Academy will go through an application process.

1. Complete the attached registration form and submit a \$250 registration/book fee.

- Registration form can be downloaded, filled and submitted electronically or by mail. One registration form per child.
- Registration payment can be made via email transfer or cheque. Emails should be sent to info@anchoracademynl.com
- If submitting by mail, forms and cheques (made payable to Anchor Academy Inc.) can be submitted by mailed.

2. Full application package will be mailed to families for review, and a mutually convenient interview time will be arranged.

- Once we receive your application, we will contact you to arrange an interview time. Please leave up to 10 days for processing.
- The application package includes a parent/student handbook, parent commitment statement, all release forms, a financial agreement, and volunteer information. This should be reviewed prior to the interview.

3. Parents/Guardians will attend an Interview with the Admissions team.

- The purpose of this interview is to provide opportunity for parents and the Anchor Academy team to learn about each other.
- Please bring completed application package, copy of child's birth certificate, immunization record, and most recent report cards (if applicable).

4. Final review and decision regarding admission will be made.

- Upon confirmation of acceptance, families will be contacted to confirm their space for the upcoming school year.
- If your child is currently enrolled in a different school, Anchor Academy will help parents contact the school to transfer student records.

Registration for Re-enrollment

Applications for re-enrollment will open to families beginning in January for the upcoming school year. Current families and their siblings will have priority enrolment until the end of January at which time enrolment is opened to students from new families. Parents or Guardians are required to fill out a re-enrollment application and submit a \$250 application / book fee.

Kindergarten Registration

Registration will open for Kindergarten in May (16 months before the academic school year). Parents who wish to enroll their child(ren) in Kindergarten will follow the same admissions procedure as outlined above.

Age Requirement

Children registering for Kindergarten must be five years of age on or before December 31st of the current school year.

KinderPrep

Anchor Academy is pleased to offer a KinderPrep program for students entering Kindergarten in the following academic year. This will include both a parent information session and student orientation sessions to familiarize families with the school.

Withdrawals

Withdrawals must be made by the parent in person through the school. Official withdrawal forms will be processed and the necessary signatures obtained. Records will not be released until all bills are paid and all textbooks and materials have been returned. A family that withdraws their children after September 30th will be charged an additional two months tuition payment.

Financial Information

Tuition and Fee Structure

1. There will be a registration and book fee of \$250 that is due upon registration.
2. Tuition (\$5750) can either be paid in full by the beginning of the school year or on a payment plan. Those choosing the payment method must sign a financial agreement on the final registration day stating that they will pay by post-dated cheques. The options for a payment plan will include:
 - a. 3 equal payments (due September, November and March)
 - b. 10 equal payments (September to June)

Overdue accounts

1. At any time throughout the school year overdue accounts will result in the withholding of student report cards and transcripts unless a financial plan has been approved by the administration.
2. Any family whose account is in arrears at the end of May, will not be provided report cards or transcripts until the account is paid in full.
3. Please Note: Failure to clear up outstanding tuition fee may result in student(s) not being re enrolled for the following school year.
4. N.S.F. cheques are subject to a \$45.00 charge per cheque. Interest on Past Due Accounts thirty (30) days or more in arrears will be charged interest at a rate of 1.0% per month (10% annually).

Fundraising

Anchor Academy is a registered non-profit school that will operate primarily through payment of tuition fees, proceeds from fundraising and partnership with community organizations. The goal is to make the school accessible to more people by offering a variety of payment options. To complement the tuition, families will be provided with fundraising opportunities in order to reduce the cost of their own tuition.

We have partnered with VISTA fundraising and we invite families to participate in the voucher incentive program as a way to generate funds towards school fees. Registered families will receive further information on this way to offset tuition.

Academics

Curriculum

Anchor Academy will use a curriculum which is academically challenging, fulfills developmentally appropriate outcomes, builds a strong foundation in both intellect and character, and presents a biblical perspective. *Anchor Academy implements a blended curriculum, consisting of A Beka Book Curriculum and Newfoundland and Labrador Curriculum.*

Chapel

Church involvement is important to Anchor Academy. Students will be involved in weekly chapel. Children and youth leaders from across the Metro region will be invited to share during chapel segments; Anchor Academy will connect churches and denominations together in its student body.

Bible Classes

In addition to the presentation of all curriculum from a Biblical perspective, strategic Bible teaching will be implemented daily. The purpose of this devotional time is to develop a foundational understanding and deep love of God's word. As they grow, children will be exposed to many viewpoints and encouraged to discover what they believe and why.

Community service

All students will be engaged in one major community service project per year. There will also be regular opportunities for smaller service projects throughout the year. Parents and children will be encouraged to volunteer together outside of school hours. This missional focus aims to develop an action-faith among the school community.

Physical Education

Anchor Academy will conduct regular Physical Education classes in a full-size gymnasium. Phys Ed class is mandatory for all students, unless there is a written excuse from parents. There may be special sport events announced throughout the year such as skating, swimming or bowling. Parents will receive prior notice for these events and will be required to sign a separate permission form.

Computers

Anchor Academy will make computers and/or computer Internet access available to students to permit students to perform research and learn how to use computer technology. Use of computers will be for educational and/or instructional purposes only. No student will be granted Internet access until and unless a computer-use agreement is signed by both the student and the parent or legal guardian.

Homework

The purpose of homework is to develop study habits. As a general rule, students will be expected to do assigned homework (in addition to any unfinished class work) for a period of time approximately equal to ten minutes times their grade level. Periodically, major projects or exams may require additional time.

Assessment

Teaching and student learning will be assessed on a regular basis. Students attending Anchor Academy will be subject to Provincial testing programs required by the Minister, under the *Schools Act*.

Report cards

Report cards will be issued at the end of each grading period. All entries made by the teachers on a student's report card are made after careful evaluation of classroom learning, attitudes, and effort. Report cards are issued in November, March and June.

Promotion and retention

Students must meet the outcomes in core subjects to be promoted to the next grade level. School staff will work with parents to ensure that all possible intervention is used before retaining a student for a second year in a grade. The best interest of students will be the highest priority.

Student records

The administration will maintain an accurate and complete set of educational records for every student. The school will release a copy of these files only at the request of the parents when moving to another school. Records and/or transcripts will not be released when a student's tuition is not paid in full.

School Information

Schedule

8:10 am	School doors open for students	11:45 am	Lunch
8:30 am	Classes begin	12:30 pm	Classes resume
10:30 am	Recess	2:30 pm	Dismissal
10:45 am	Classes resume		

Recess/ Lunch

Students need to bring their own recess and lunches to school. Recess will be supervised by the classroom teacher. Lunch time will be supervised by a classroom teacher or parent volunteers. A portion of lunch time will be designated for play. Outdoor play will be weather dependent, with alternatives being unstructured gym or classroom usage.

Students are to bring a healthy bag lunch to school each day. To assist in maintaining school cleanliness, students will eat food in the assigned area and are responsible for cleaning up their own area after lunch. Students are to return home all food-related items and containers (instead of throwing them in the garbage).

*Any food allergies will be communicated in September.

Attendance

Regular attendance at school provides a student with the richest classroom experience. This experience is composed of participation in class activities and direct instruction conducted by the classroom teacher. The instructional program designed by each teacher is a progressive and sequential experience. Students are expected to be on time to each class throughout the day. If a child is more than five minutes late after the morning bell, they must be signed in by a parent or guardian.

Some absences from school for all or part of the school day shall be recognized as unavoidable, such as personal injury and doctor's appointment, and therefore "Excused" upon receipt of email or phone call from the home. Teachers are expected to assist students in whatever way possible to make up work that was missed during their excused absences. Some absences are avoidable and will be considered "Unexcused."

Students shall not be released early from school unless they are accompanied by someone authorized by a parent or guardian. A student who is present for the at least half of a morning or afternoon will be marked as present for that half day.

Health and Safety

Parents are asked not to send their child to school if he/she has a temperature, a cough, cold, flu or other contagious condition. Illnesses spread quickly in the school environment – even to the teachers and volunteers. The parent should call or email in the morning to inform the school of a student's absence.

Classroom Management

Parents, by enrolling their children at Anchor Academy, delegate some of the responsibility for training their children to school representatives. Along with this responsibility comes the authority to take appropriate disciplinary measures which will further the character training begun at home and maintain a positive educational setting.

The school will focus on positive behaviour elements which encourage good behaviour and reduce the occurrence of bad behavior. Classroom management is the responsibility of the individual teacher. Discipline, when required, shall be administered fairly and consistently in an attitude of love, not vengeance. This approach seeks to be extensively preventative and restorative. At times teachers may seek parental input and assistance in working through a difficult area with a student, realizing that parents know their child far better than teachers do.

It is important that parents support the school in the management of their child(ren), even if they do not fully agree. Students are responsible to understand, support, and obey all school rules and graciously submit to correction when it is given. Any student who is not in harmony with the school's philosophy, discipline, or standards may be dismissed from the school

Personal Property and Electronic Devices

In order to promote interpersonal relationships and enhance the learning environment, upon entering school property, all cell phones and electronic devices are to be powered down. If staff members see a student device, they may take it from the student and hold on to it for safekeeping.

Parents should be advised that Anchor Academy is not responsible for any damage or loss of personal electronics that enter the facility. It is advised that all electronics remain at home.

School Phone/ Telephones

Students needing to relay a message to parents may do so only through their teacher. The teacher or administrator will place the call at their discretion.

Parent/ Teacher Communication

Communication between school and home is a priority at Anchor Academy. Regular updates will be communicated by newsletters, emails and social media. Frequent communication at school or by e-mail between parents and their child's teacher is encouraged.

Formal parent/teacher conferences will be scheduled twice per school year, after Term 1 and Term 2 report cards. Parents/Guardians will be expected to attend this meeting to discuss their child's progress. Other meetings can be arranged at mutually convenient times during the school year.

Conflict Resolution

Anchor Academy has adopted a policy for misunderstandings or problems between staff, students and parents. The most effective and expected way to deal with issues is for the offended party to go to the other person to discuss the offense with a view to solve it, as modeled in Matthew 18:15-17. Should this be ineffective, another individual such as the Administrator will be called to help resolve the problem.

School Cancellation

Anchor Academy will follow the NLESD (Metro Region) announcements for school cancellations due to weather or road conditions. If the decision is made prior to the beginning of the school day, announcements will be made on the local radio stations and through an email to parents.

The Anchor Academy Administration reserves the right to commence closure through the day if the weather becomes inclement. All parents will be contacted by phone in such a case, and staff will stay with students until all students are picked up by parents. Parents must use their discretion in situations where school is not cancelled but their own driving conditions are in question.

School Visitation/ Volunteers

Anchor Academy appreciates and values our volunteers. We feel that they enhance our educational and spiritual content of the school. The school has a responsibility in ensuring the personal safety and well-being of the students, and it seeks to keep them safe from unauthorized or unwarranted contact by non-school personnel. All volunteers are required to complete the Anchor Academy Volunteer form and require a current police check in order to volunteer at the school in any capacity.

All non-staff visitors to Anchor Academy (including parents, volunteers and community members) should register with the administrator upon arriving and leaving from Anchor Academy. Visitors will be asked to sign in and wear an identification badge during their visit.

Uniforms

Boys	Girls
<ul style="list-style-type: none">• Khaki pants or shorts• Navy polo shirts (long or short sleeved)	<ul style="list-style-type: none">• Khaki pants, jumpers, shorts, skirt or skort• Navy polo shirt (long or short sleeved)• Navy polo style dress• Optional items: solid-coloured navy or black tights/leggings may be worn under skort, skirt, dress or jumper

*Uniforms can be purchased at any store. Some suggested vendors are: Old Navy, Children's Place, Sears, Walmart.

Footwear

Shoes or sneakers are to be worn at all times - no bare or socked feet. Winter boots are not to be worn in class.

Physical Education Dress

Students will be expected to wear navy gym pants or shorts and a white t-shirt and non-marking gym shoes. Phys Ed clothes can be worn to school on Phys Ed days as to avoid children having to change throughout the day.