

# Anchor Christian Homeschoolers

## HANDBOOK

### Who We Are

Anchor Christian Homeschoolers (ACH) seeks to provide a place for relationship and fellowship with like-minded families as we endeavor to homeschool our children. To that end, we come together to offer group classes in order to supplement and enrich our children's education and provide the opportunity for parents to come together and share their talents and resources for the mutual benefit of all participants.

ACH meets in West Springfield, on Mondays from 9am to 1pm. Co-op runs September through April with several breaks observed throughout the year. For further information, including address, please email us at: [anchorchs@gmail.com](mailto:anchorchs@gmail.com) ACH is an HSLDA discount group. Members of ACH receive a \$15 discount on HSLDA membership. Please see leadership to be added to HSLDA discount member's list or to receive our HSLDA discount code.

### Mission Statement

The purpose of Anchor Christian Homeschoolers (ACH) is to encourage and engage with the local community of Christian homeschool families by providing educational and enrichment opportunities. ACH is designed to supplement, not replace, parental instruction at home. We are committed to cultivating a safe, respectful, and cooperative environment for all members. To support this goal, all participants are expected to follow our [Code of Conduct](#), [Bullying Policy](#), and [Dress Code](#).

### Statement of Purpose

- To serve God as we serve and encourage each other.
- To provide educational opportunities as a group.
- To provide social involvement through activities.
- To teach our children responsibility, respect, and cooperation.

## **Statement of Faith**

Anchor Christian Homeschoolers is a community of home educators from diverse backgrounds united by a shared Christian faith. It is important for potential members to understand that our desire is to glorify the Lord Jesus Christ and we are committed to educating our children from a Biblical worldview. As such, Christian practices—such as devotion, prayer, and reading from the Bible—play an integral part in our weekly program. All classes provided through Anchor Christian Homeschoolers will be taught from a Biblical perspective. In order to maintain a spirit of unity and fellowship, each family seeking to join Anchor Christian Homeschoolers is asked to sign our [Statement of Faith](#).

## **Organizational Roles**

### **Leadership Team / Board**

The purpose of the Leadership Team is to provide vision, guidance, and accountability in alignment with the mission and Biblical foundation of Anchor Christian Homeschoolers. This team is responsible for upholding the group's mission and Statement of Faith, developing and enforcing policies and procedures, overseeing finances and group structure, and guiding long-term planning. Additionally, the team mediates conflicts and supports families as needed. The Board is composed of at least three members who have participated in the co-op for a minimum of one year. The Leadership Team is entrusted with the overall operation of the group and serves as the final authority in decision-making matters.

### **Director / Program Coordinator**

The Director, or Program Coordinator, is responsible for overseeing the daily operations of the co-op. This role involves coordinating schedules, class assignments, and calendars, maintaining communication with families, volunteers, and teachers, and ensuring that all activities align with a Biblical worldview. The Director manages membership applications, interviews prospective families, and guides new members through registration and onboarding. As the primary point of contact and leader on co-op days, the Director ensures smooth operations, presides over board meetings, and provides oversight for all serve positions.

### **Treasurer**

The Treasurer is responsible for managing all financial aspects of the co-op. This includes collecting dues, class fees, and event payments, maintaining accurate financial records, and reporting to the Leadership Team. The Treasurer also creates the annual budget, assists with financial planning, oversees the co-op's bank account, handles invoicing and reimbursements, and tracks supply expenses. She or he reports directly to the Director and provides updates on unpaid balances for necessary follow-up.

## **Lead Teachers**

Lead teachers are responsible for maintaining the consistency, quality, and Biblical alignment of all academic offerings. They are in charge of their own curriculum planning and are to review class content for alignment with the Statement of Faith. Teachers are responsible for developing lesson plans appropriate to the age group they teach, as well as prepare a backup plan for their Assistant Teacher in case of their absence. They determine necessary supplies, submit requests to the Treasurer, and are responsible for classroom setup and cleanup. End-of-day duties include notifying the Director of any room damage, vacuuming and trash removal.

## **Primary Assistant**

Primary Assistants are expected to foster a Christ-honoring and respectful classroom environment and maintain communication with parents about student progress or behavior. They must remain attentive during class, complete attendance sheets, and adhere to the established guidelines in case of an emergency. Primary assistants should be the go-to adult for student needs during class and are responsible for classroom management, including removing disruptive students as necessary in accordance with the discipline procedures. Primary Assistants will also substitute, as needed, when their Lead Teacher is absent.

## **Secondary Assistant**

Secondary assistants should check in with their lead teacher each week to confirm whether their help is needed that day and to step in as a substitute when the primary assistant is unavailable.

## **Set-up / Clean-up Crew**

As a cooperative we expect that each family will assist in either set up or clean up for each co-op day. Assignments will be made at the beginning of each semester and will need to be completed each week.

All third hour teachers are responsible for cleaning and spot vacuuming their own classrooms as needed.

## **Teen Leadership**

On days when lunch takes place at the church, teens are expected to spot sweep, mop (as needed) and wipe down the tables.

## **Building Use Rules**

As guests of the church, we must treat their facilities and equipment with respect. While accidents are understood, parents may be held financially responsible for any damage caused intentionally or due to a failure to follow the rules outlined in this handbook.

Food and drinks are not allowed in classrooms, with the exception of water. Children must not open outside doors for others. Only adults are allowed in the supply room and the church kitchen. The co-op is not responsible for any personal belongings left behind, so members should check all their areas before leaving.

## **Communication**

Email will serve as the main form of communication, and members are responsible for checking it regularly to stay informed about important co-op updates. Key information will also be shared in our private Facebook group, which is accessible only to ACH members.

Social Media: Please refrain from posting photos of children on public social media platforms without permission from their parents. We use a private Facebook group for sharing photos, informal communication, and fostering community connections.

## **Conflict Resolution**

Members are encouraged to use Matthew 18 as a guide on how they should be handled in the event of any conflicts or misunderstandings. Parents and teachers are first encouraged to try to resolve issues directly. If unresolved, they should seek help from Leadership. As a last step, the Leadership Team will make a final, prayerful decision.

Membership is a privilege that can be revoked for misconduct at the Board's discretion. Members are expected to uphold the Code of Conduct at all group activities, both on and off-site, as their behavior reflects on Anchor Christian Homeschoolers. The Board maintains the right to dismiss members or change policies as needed. Refusal to abide by the Board's decision or these guidelines, may result in dismissal from the group.

## **Weather-Related Cancellation**

Cancellations will be communicated by 7:00 a.m. through email and/or text. In the event of bad weather, please check your email and text before leaving for co-op to confirm whether classes are canceled. We recognize that weather conditions can differ by area. If we decide that roads are safe for co-op but your local roads are hazardous, please text or email Leadership at anchorchs@gmail.com by 6:45 a.m. so they can assess the situation.

## **Illness**

For the health and safety of everyone, please keep anyone in your immediate household home if they are experiencing any of the following symptoms:

- Fever within the past 24 hours
- Excessive mucus
- Diarrhea, vomiting, or nausea within the past 48 hours
- Anything known to be contagious (virus, infection, rashes, ringworm, head lice, colored or copious mucus, etc.)

The Leadership Team reserves the right to send home any family whose student shows these symptoms on Monday morning.

## **Allergies & Special Needs**

### **Allergies**

Please make Leadership and your child's teacher aware if your child has allergies. ACH makes reasonable efforts to minimize allergen exposure, however, parents are ultimately responsible for ensuring the well-being of their child. We do not operate in a facility that is nut-free.

### **Special Needs**

ACH is not specifically equipped or staffed to provide specialized education services. Families with children requiring additional support must inform the Leadership Team before the semester begins. While ACH will make reasonable efforts to accommodate special needs, parents are ultimately responsible for ensuring their child has the necessary adaptations and support to participate effectively.

## **Absences**

To ensure this, we have an absence policy limiting members to no more than two absences per semester, with exceptions made for extenuating circumstances on a case-by-case basis. If you must be absent or late, please support the smooth running of co-op by informing Leadership, as well as your Lead Teacher or Primary Assistant.

### **Planned Absences**

If you know in advance that you will be missing co-op, please notify leadership and:

- Teachers: Communicate with your assistants and provide them with the materials needed to lead in your absence.
- Assistants: Notify your lead teacher and inform your secondary assistant that they will need to substitute for you during your absence

### **Unplanned Absences**

If you are unable to attend on the morning of co-op, please notify leadership immediately so they can inform your team.

## **Refund and Reimbursement Policy**

All registration and membership fees are non-refundable. Student supply fees may be refunded, if supplies have not yet been purchased by the co-op.

Classroom expenses should be clearly outlined in the Class Suggestions submitted for the semester. Teachers may either request materials be purchased by Leadership or seek reimbursement for up to \$40 per class. This allowance is intended for items not available in the co-op supply closet. All reimbursement requests must be submitted during the same semester the purchase was made; no reimbursements will be issued after the semester ends.

Reimbursement requests should be submitted online and must include a physical receipt. Reimbursements will be made up to the amount allocated for each class. If a class requires more than the \$40 allowance, teachers must submit a class plan along with a justification and list of required items for approval.

For classes that need additional funding beyond the student supply fee, a separate class fee may be added. Teachers are responsible for determining if this is necessary and must notify both the treasurer and the appropriate coordinator. This fee must be clearly listed in the class description when submitting class offerings for the semester.

# Disaster Plan Policy

## Fire Response Standard Operating Procedure

1. Discovering a Fire – Fire extinguishers can be found in the Family Life Center:

- Kitchen
- Lower level, west end (2)
- Upper level, west end (2)

o If the fire is **small (the size of a trash can)**, use a fire extinguisher and follow the R.A.C.E. protocol (explained below).

o If the fire is **larger than a small trash can**, locate and activate the nearest wall fire alarm.

2. **R.A.C.E. Protocol** (for small, manageable fires):

o **R – Rescue:** Evacuate and guide anyone in immediate danger to the nearest exit.

o **A – Alarm:** Pull the nearest fire alarm if the fire cannot be controlled with an extinguisher.

o **C – Contain:** Contain the fire by closing doors and windows around it, if it is safe to do so.

o **E – Evacuate:** Evacuate the building through the nearest exit if the fire cannot be controlled.

3. Communication and Coordination:

In the event of a fire, or other emergency requiring evacuation, Leadership will inform church staff and assist in Evacuation Procedures. All teachers should lead their classes outside to the field adjacent to the parking lot on the south side of the building. Assistant teachers are responsible for bringing the attendance roster with them. Once safely outside, have students sit down so teachers can take role. If any student is missing, notify leadership immediately. Do not re-enter the building. Keep students together and calm while leadership coordinates family reunification.

## Tornado Response Standard Operating Procedure

In the event of a tornado, all lower level classes should seek shelter in the lower level bathrooms and hallways; upper level classes should seek shelter in upper level bathrooms and/or under stairwells. Close doors if time permits. If a tornado is imminent and there isn't time to reach these areas, take shelter in the nearest hallway or bathroom, staying away from doors and windows. Assistant teachers are responsible for bringing the attendance roster with them. Once safely sheltered, take role and notify leadership immediately, if any student is unaccounted for. Keep students together and calm until leadership gives an "All Clear".