



Parent/Student Handbook



Anchored in Faith Homeschool Co-op: “Christian-based Academics”

*Proverbs 22:6 “Train up a child in the way he should go,
and when he is old he will not depart from it.”*

Table of Contents

<i>Mission, Vision, Purpose, and Core Beliefs</i>	<i>p.2</i>
<i>Statement of Faith</i>	<i>p.3</i>
<i>Parental Responsibilities and Involvement</i>	<i>p.4</i>
<i>Conflict Resolution</i>	<i>p.5</i>
<i>Location</i>	<i>p.6</i>
<i>General Enrollment Policies</i>	<i>p.6</i>
<i>New Student Enrollment and Registration</i>	<i>p.8</i>
<i>Classes and Curriculum</i>	<i>p.9</i>
<i>Financial Policies</i>	<i>p.9</i>
<i>Academic Policies</i>	<i>p.10</i>
<i>Code of Conduct</i>	<i>p.12</i>
<i>Disciplinary Procedures</i>	<i>p.14</i>
<i>Lunch and Snack Breaks</i>	<i>p.15</i>
<i>Parking, Drop Off, and Pick Up</i>	<i>p.15</i>



It is expected that all parents and students participating in Anchored in Faith Co-op will read this Handbook. Each parent and student must sign a confirmation stating that he/she has read, understood, and agrees with this Handbook.

I. Who We Are

Anchored in Faith is a Christian based education and social network for homeschooling families, providing an opportunity for parents to come together and share their talents and resources for the mutual benefit of all students.

II. Mission Statement

Anchored in Faith Homeschool Co-op seeks to provide a place for relationship and fellowship with like minded families as we venture to homeschool our children. To that, we come together to offer an academically Christian based classroom experience that emphasizes strong friendships and hands-on-learning to help prepare students to bring the light of Christ into the world through the cultivation of knowledge, love of God, and love of people.

"Train up a child in the way he should go, and when he is old he will not depart from it."
Proverbs 22:6

III. Vision Statement

Our vision is to equip students with the tools they need to walk in truth, encourage them to find strength in their gifts and talents, and to prepare them to make a difference in this world doing each unique and awesome thing God calls them to do.

IV. Purpose & Core Beliefs

The purpose of Anchored in Faith ("AIF") is to provide classes to supplement the parent- directed education of home-schooled children. As we seek to glorify God through the facilitation of Christian based academics, we provide a nurturing environment that encourages parental involvement, strives for academic excellence, and promotes the development of godly character such as responsibility, respect, and cooperation in the students.

V. Statement of Faith

1. We believe that there is one God, eternally existent in three persons; Father, Son, and Holy Spirit. Each has distinct roles relating to his creation, and the act of redeeming His creation thru grace and salvation.

"May the grace of the Lord Jesus Christ, and the love of God, and the fellowship of the Holy Spirit be with you all." - 2 Corinthians 13:14

2. We believe that the Bible is the written word of God.

"All Scripture is inspired by God and is profitable for teaching, for rebuking, for correcting, for training in righteousness," - 2 Timothy 3:16



3. We believe that ALL children have been created in God's image with their own gifts, talents, and calling. Together through community we aim to foster their unique purpose to serve the greater good.

"(4) For just as we have many members in one body and all the members do not have the same function, (5) so we, who are many, are one body in Christ, and individually members one of another. (6) Since we have gifts that differ according to the grace given to us, each of us is to exercise them accordingly: if prophecy, according to the proportion of his faith;" - Romans 12:4-6

4. We believe that God has called us to love all, despite our differences, which make us each unique in His image.

"A new command I give you: Love one another. As I have loved you, so you must love one another" - John 13:34

VI. Parental Responsibilities and Involvement

A. Compliance with Homeschooling Laws

AIF is designed to complement the academic goals of families who have made a commitment to homeschooling their children. All students enrolled in AIF must be in compliance with the Homeschooling Laws of the Commonwealth of Virginia, including Virginia Code §§ 22.1-254 – 22.1-269.1, and with those of local school boards. The parents of the students are fully responsible for ensuring they are in compliance with the statutes. Proof of compliance may be requested by the Leadership prior to admission. This includes:

- i. Copy of your NOI (notice of intent) sent to the Superintendent of your County by August 15th
- ii. Copy of your child's Proof of Progress is due by August 1st

For new homeschooling families HEAV is a great resource for helping you get started. Only use the NOI that HEAV provides on their website which can be found at heav.org

B. Parental Involvement

Parents understand that it is their role to act as their child's academic advisor. Parents are responsible for establishing a study schedule with their child, for checking to be sure assignments are completed, for helping with time management for successful completion of assignments, and for ensuring that their child comes prepared for class. AIF is a co-operative program, not a private school. We request that parents be supportive of the objectives of AIF, and contribute to its success by being actively involved and providing sincere feedback or suggestions as needed.

C. Parent Volunteers

As a homeschool cooperative, AIF depends on the active involvement of our member families to ensure the success of this cooperative endeavor and to provide the best possible educational experience for our students. Our parent volunteers provide an additional set of eyes on campus and provide assistance wherever needed. This is an excellent way for parents to have an opportunity to experience what students are doing during their time at AIF. Examples of parent volunteer opportunities: assist with classroom set up, student drop-off or pick-up, clean up,



teaching, an elective, providing aid to teachers, substitute teaching, monitoring lunch and recess.

D. Partnership for Character Development

Parents are also expected to partner with the AIF community in modeling biblically established moral values in their relationships with AIF students, teachers, leaders, and other community members. Because we have a clear mission that supports the belief of parents in training up godly young men and women of character and competence, actions involving or directed toward other participants of AIF that compromise the spiritual testimony or educational ministry of the co-op may result in a mandatory meeting with Leadership in order to resolve the issue. Disciplinary actions may include student expulsion from AIF.

E. Parental Guidelines

Parents must adhere to and abide by the following guidelines:

- i. Enrolling Parent(s) must be in agreement with the school's purpose and spiritual objectives, and abide by the school's rules and regulations, including agreement and adherence to AIF's Statement of Faith.
- ii. Enrolling Parent(s) must use a Christian Conciliation Service rather than litigating in civil court.
- iii. Enrolling Parent(s) must provide the school with a completed application form annually for each child applying for admission, along with transcripts and transfer credit requests from previous schools, as necessary.
- iv. Enrolling Parent(s) must agree with, and supportive of, the school's procedures for handling student discipleship.
- v. Enrolling Parent(s) must provide updated medical records for each child annually and after any major medical change.
- vi. Enrolling Parent(s) must agree to have each family's name, phone number, and address listed in the school's directory. Parents should update a member of the Leadership team whenever there is a change as soon as possible.
- vii. Enrolling Parent(s) must adhere to this Handbook and be subject to the provisions herein. Furthermore, parents agree to cause their students to be subject to the provisions of this Handbook.

VII. Conflict Resolution

Unfortunately, personality conflicts and misunderstandings can happen, however, it is important that we agree on how to deal with these situations should they arise. The Bible commands us to make every effort to live at peace and to resolve disputes with one another, therefore all matters of concern or disagreement will be handled according to the principles of Matthew 18 and Matthew 5. We seek to resolve disputes with each other in private or within the AIF community in conformity with Biblical injunctions of I Corinthians 6:1-8, Matthew 5:23-24 and Matthew 18:15-20. Therefore, if a parent is displeased with the way a teacher is teaching or handling his/her class, the parent should first go to the teacher to discuss the issue on their own. We recommend that parents be prepared to provide recommendations or offer suggestions to implement the change they are seeking. If either party remains unsatisfied after a reasonable amount of time and effort has been put forth to the reconciliation process or are unable to meet a resolution, the parent should then contact a Leadership Member to further discuss the concern and potential solutions.

All families, teachers, and representatives of the AIF community agree to abide by a system of arbitration in an effort to settle any disputes that may arise and cannot be settled within AIF. The agreement reads as follows: The parties to this agreement believe that the Bible commands them



to make every effort to live at peace and to resolve disputes with each other in private or within the Christian community in conformity with Biblical injunctions of I Corinthians 6:1-8, Matthew 5:23-24 and Matthew 18:15-20. Therefore, the parties agree that any claim or dispute arising out of any aspect of the co-op relationship, including any claim or statutory claims, shall be settled by Biblically based mediation. The parties agree that these methods shall be the sole remedy for any controversy or claim arising out of the co-op relationship and expressly waive their right to file a lawsuit against one another in any civil court for such disputes, except to enforce a legally binding arbitration decision.

Each party, regardless of the outcome of the matter, agrees to bear the cost of his/her own arbitration and one-half of the fees and costs of the neutral arbitrator and any other arbitration expenses.

VIII. Location

New Song United Methodist Church has graciously agreed to host AIF to rent their facilities in order to conduct our classes. However, AIF is completely autonomous from the church. As such, the church assumes no liability regarding AIF or its activities nor provides supervision or oversight of any kind. We need to behave as guests while using their facilities and equipment. Accidents will happen. This is expected. If however, property and/or equipment are damaged intentionally or as a result of disregarding rules of conduct set forth by this handbook, you as a parent may be held financially responsible for any repair or replacement of such damaged property and/or equipment.

- i. Students are to remain quiet in hallways and free of running.
- ii. No weapons permitted.
- iii. Children are not to open outside doors to allow strangers in the building.
- iv. Children should not enter church offices without permission first.
- v. Check several times prior to leaving to ensure that you have all of your belongings.
- vi. Ensure that shared spaces are clean and organized, store all AIF materials in designated spaces or remove them from the shared space at the end of the week.

Please be respectful of the church building and staff that are on campus during co-op hours and please strive to leave the facility better than when we arrived. We all have the responsibility to be good stewards of the physical resources God provides for our use.

IX. General Enrollment Policies

AIF homeschool co-op operates Monday through Thursday. Morning drop off begins at 8:15am and the school day runs through pick up at 3:00pm. We utilize the Hanover County Public School System Academic Calendar as a guide for school holidays and breaks. Classes will start the day after Labor Day and will be available through May.

A. Age Requirements

AIF maintains sole discretion over the admission of students. In general, students must be at least in Prekindergarten and 3 years of age on or before September 1st for the academic school year to attend. While younger students may be academically ready for elementary classes, AIF is not suited for students younger than 3.

- i. PreK will be available for the children of volunteers and teachers only. Preschoolers cannot be left at the co-op without parental supervision. In certain instances where there is an older sibling enrolled at AIF, this rule does not apply.
- ii. PreK will serve ages 3-4. ***Students must be potty-trained, there are NO exceptions.***



AIF is committed to providing God-centered instruction with Christian values. AIF is made up of a student body that is primarily from Christian families which share the vision and theological commitment of the co-op. Accordingly, parents must be agreeable to the school's purpose and spiritual objectives, and abide by the school's rules and regulations, including agreement and adherence to AIF's Statement of Faith. While we are open to admitting students from families which may not share the Christian faith, all families must be willing to entrust their children to the co-op for education which reflects the co-op's theological, educational, and moral convictions. The Co-Op reserves the right to refuse admission to students whose parent(s), or whose own personal, spiritual, and moral life is inconsistent with biblical teachings, or which may compromise the spiritual testimony and educational ministry of the co-op.

C. Non-Discrimination Statement

AIF makes no distinction in its admission or operating policies with regards to an individual's race, color, or national and ethnic origin because we do realize that there can be no preferential treatment with God. As such, we do not discriminate based on race, color, national, or ethnic origin in administration of its educational policies, enrollment policies, and other school-administered programs.

D. Disciplinary Exclusions

AIF's philosophy of education views homeschooling as an academic choice and not as a means of addressing disciplinary matters arising from other educational settings. AIF may decline to register or enroll a student whose prior educational history includes expulsion, suspension, dismissal, or withdrawal (whether voluntary or involuntary) from a public or private school, homeschool cooperative, or other educational facility for disciplinary reasons.

AIF may also decline to register or enroll a student who has been subject to significant disciplinary action during the current or a prior school year or whose circumstances indicate that AIF may not be able to provide the level of supervision or support the student requires.

Furthermore, AIF may decline to register or enroll any student who has been charged with an offense by law enforcement.

All decisions regarding registration or enrollment under this provision, including whether to make an exception, are at the sole discretion of AIF Leadership.

E. Special Needs Students

Due to the demands placed on AIF, teachers, and resources, unless AIF makes an exception in its sole and absolute discretion, AIF does not enroll students with special needs. AIF, nor its tutors, have the equipment or special training to help students with disabilities.

F. Safety

AIF has a security system installed and monitored by New Song United Methodist Church. All current enrolled families will be granted access via Alta Open to enter during the designated drop off and pick up times. Doors will remain locked throughout the school day for the safety of



In the event of inclement weather, we follow the Hanover County Public School System closing schedule. We will send out communication as well regarding delayed openings or school closures as soon as it is available. We are aware that weather conditions can vary from place to place. If you do not feel that the roads are clear and you are not comfortable with bringing your students to school during times of inclement weather please notify a member of the AIF leadership team as soon as possible.

AIF has onsite, basic first aid supplies, an AED, and a LifeVac available should a medical emergency arise. We will immediately notify parents should any emergency arise and a teacher will remain with all students and make every effort to keep them calm during any emergency.

If your child has allergies it is your responsibility to notify the school and ensure that emergent medication interventions, if necessary, are available for administration.

X. New Student Enrollment and Registration

A. Enrollment Process

1. Please completely fill out the **Registration Form** online for each student who is seeking to enroll at AIF. Each family member planning to volunteer will also need to complete the Volunteer Form.
2. Enrollment Decision: All AIF enrollment decisions are at the sole discretion of the AIF Leadership. Enrollment responses may include full, conditional, limited, or denial of enrollment. New students will be informed of their acceptance/status by the Registrar.
3. At the time of enrollment, registration fees and first month's tuition are due. Registration fees are \$50 for the first child and \$25 for each additional child.

B. Course Registration, Pre-test, and Placement Testing

Once notified of acceptance into AIF through the enrollment process, class registration can proceed. Enrollment in AIF does not guarantee that a student's class registration will be accepted. Recent grades or test scores may be required prior to being accepted into a class. Tutors have the discretion to limit the number of students participating in their classes based on a student's academic level and their own ability to meet the educational needs of the students. Tutors reserve the right to require a pre-test to determine academic suitability of a student to be enrolled in the class. (Please discuss the needs of your child with the appropriate tutor **prior** to registering in specific classes.) All costs associated with the pre-testing or placement testing are the responsibility of the parent or guardian of the student.

- i. Parents will provide testing scores by June 30th before the start of the upcoming school year in order to have time to order and receive their curriculum. If scores are not submitted, testing will be completed on the first day of school, and a \$50 fee will be added to your September invoice.

XI. Classes and Curriculum

Core classes include Math, English, Science and History. Math and English are held 4 days a week. Science and History classes are held 2 days a week.

At AIF, we utilize The Good and The Beautiful as our core curriculum for all students for Math and English. We also utilize a diverse range of supplemental curricula materials in classrooms to shape our program and uphold high educational standards while being engaging for students. We view our role in education as an opportunity to help our students create a solid foundation for their



futures. We take into great consideration the time and commitment required from families, aiming to provide a successful learning experience without overburdening them. Electives offered include Art, Life Skills, Gym, Theatre, Foreign Language etc. These classes are subject to change throughout the year, and are not guaranteed on a specific day.

We also offer in house supplemental reading tutoring services for all our students who qualify.

XII. Financial Policies

A. Tuition

Admission fees, tuition fees, and all other necessary costs and expenses associated with enrollment at AIF are non-refundable. The overhead expenses of AIF do not diminish if a student withdraws after enrollment. Accordingly, the obligation to pay tuition for the full academic year is unconditional.

The student is not permitted to attend school unless and until tuition is fully and timely paid to AIF.

If a student leaves AIF at any time during the academic year, the family is still financially obligated for the entire remaining tuition for that month, if any, and there are no refunds for any previously paid tuition.

If any outstanding monies due are not paid in full within 30 days of written notice from AIF, the student will be automatically withdrawn from the school, and any services provided by AIF to such student or family shall immediately cease. AIF reserves any and all right to turn the outstanding balance over to a collection agency. In the event AIF employs legal counsel for the collection of such debts, the student's parent or guardian agrees to compensate AIF for any and all reasonable attorney's fees incurred.

Official transcripts, report cards, and records will not be released or sent to another school with any outstanding balance.

*****Tuition is due on the 1st day of each month.*****

Payments may be sent to school with your child.

Checks should be made payable to **"Anchored in Faith"**

Venmo payment should be sent to @AIFanchored

Part time students (1 day a week) - \$100/month/per child

Part time students (2 days a week) - \$200/month/per child

Part time students (3 days a week) - \$300/month/per child

Full time students - \$400/month/per child

Individual electives are available - \$100/month

*****All families who volunteer to teach or assist with teaching will receive a tuition discount. *****

B. Course Registration and Course Drop Policy

At AIF we make commitments during Summer Break for the upcoming school year. This includes obtaining teachers, confirming volunteer hours and needs, purchasing additional



curriculum materials and supplies and arranging facility rentals. Enrollment numbers are used to plan and allocate resources. By registering your child, you are agreeing to a commitment for the entire academic school year and therefore you are financially responsible for the tuition for all classes enrolled for that academic year.

If a parent enrolls a student in a class and later decides to drop the enrollment, the parent must inform the Leadership team of the drop. All fees paid for the class are non-refundable. The last day that a course may be dropped without penalty is the second Friday of October, or two weeks after registration if enrolling mid-year. After that date the family will owe the full monthly tuition for the entire duration of the course. Parents must sign and comply with the registration agreement concerning payment for the classes in which their students are enrolled.

XIII. Academic Policies

A. Absences

Whenever possible, advanced notice of absence is requested so teachers can make arrangements for providing make up work. Tuition will not be pro-rated or discounted for absences.

B. Makeup Work

It is the responsibility of the student and parent to clearly communicate with the teacher(s) on the day of absence about which assignments need to be made up. If a parent/co-teacher or student does not speak with his/her teacher or fails to complete the make-up work as agreed upon, the teacher has the discretion to take appropriate action.

C. Teacher Responsibilities

Each teacher is in charge of his or her classroom and/or designated areas and has the responsibility of maintaining guidelines and standards for the conduct of the students during their presence at AIF.

D. Respect and Attitude

Students must be respectful of their teacher, their classmates, and any other adults who volunteer their services during the day. Attitudes, actions, or tendencies of unruliness, physical altercations of any type, and psychological or verbal bullying will not be tolerated.

E. Dress Code

AIF's dress code is intended to reflect the co-op's commitment to its stated purpose of honoring God and discipling students in moral excellence. It is designed to encourage modesty, decency, and propriety in the area of dress and to discourage the use of clothing as a significant means of establishing self-identity or gaining attention of social status. Students' dress should demonstrate respect for themselves as well as the entire AIF Christian community. While most neat casual clothing is acceptable, the following items are considered inappropriate: exposed midriff, excessively tight clothing, clothing with inappropriate messages or designs, spaghetti straps, shorts or pants that ride below the waist revealing undergarments, dresses or skirts shorter than fingertip length; or less than a 5 inch inseam. Hats are not to be worn inside the building.

It is expected that AIF participants will present themselves with good personal hygiene at all times.

Makeup styles resembling ghou, goth, punk, or excessive makeup, are not acceptable on a daily basis.



In all instances of dress code infraction, parents will be contacted and asked to immediately assist in remedying the situation. This may include bringing correct clothing or assisting their child in cleansing themselves prior to being able to reenter the classroom to participate in classes.

F. Use of Phones, Electronic Devices, and Internet

The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. Students, teachers, staff members, and administrators are expected to abide by the generally accepted rules of network etiquette. Only staff-approved music, videos, and programming may be played at the co-op. Computers and tablets are to be used solely for schoolwork and must be approved and monitored by teachers.

Recreational use of cell phones during class time is prohibited. Students must have their phones put away and turned off or set to silent during school hours. If a student needs to make a phone call, they must first obtain permission from their teacher. This ensures classroom activities are not interrupted.

G. Property Destruction

In the event that property is damaged, the student or teacher who caused the damage will be responsible for appropriate repairs. If it is determined that the damage or destruction was an intentional act of vandalism, parents will be responsible for repair costs. These actions will be grounds for automatic expulsion.

H. Harassment

AIF has a zero tolerance policy for sexual harassment and it will NOT be tolerated in any circumstance. "Sexual harassment" means unwelcome sexual advances, conduct or speech, a request for sexual favors, sending or requesting inappropriate photos, or other verbal, visual, or physical conduct of sexual nature, made by someone from or in the work or educational setting, including students and staff. Anyone, including students, who feel that they have been subjected to or observed conduct of a harassing nature shall immediately report the matter to a member of the AIF Leadership team. All complaints will be promptly investigated. Every effort will be made to protect the privacy of the parties involved in any complaint. However, disclosure of the identity of the accuser may be necessary in order for AIF to properly investigate the complaint, and therefore the school reserves the right to notify a student or a student's parent or guardian as well as appropriate authorities of the identity of the accuser should circumstances warrant.

XIV. CODE OF CONDUCT

The purpose of this Code of Conduct is to promote a Christ-like attitude in the learning environment and to encourage the development of positive Christian relationships among students. We want to ensure a safe and orderly environment that supports learning, achievement, and appropriate, enjoyable social interaction among students and staff. However, we fully expect the students of AIF to be willing to follow these guidelines on and off campus, striving to represent a positive image at school, at home, at church, and in the community. Therefore, we have set the following guidelines regarding student behavior that should help to build the character qualities and work ethic of every student. The student should use every opportunity at AIF to develop and strengthen these qualities.

The AIF classroom will be a place of learning where the teacher is able to teach and the student is able to learn. Teachers will strive for consistency and fairness for all students. Conduct that disrupts teaching or learning is not acceptable. Students should ALWAYS:

- i. Respect and obey all those in authority and follow directions in the classroom
- ii. Arrive on time and prepared with required materials for all classes and activities.



iii. Conduct yourself in a safe, orderly, and respectful manner. Students are expected to move from one class to another quietly with dignity and promptness; there is no running, wrestling, or yelling indoors.

iv. Respect your peers. Be kind to one another, treat each other with respect, work together by encouraging one another through positive words and actions, and keep your hands to yourself. There is no pushing, hitting, shoving, biting, or bullying allowed.

v. Make an effort to learn by participating in class activities, following teacher instructions, and listening while others are speaking.

vi. Strive to stay on task the entire class period and not engage in activities such as social conversations, grooming, sleeping, personal note-writing, or unauthorized electronic use.

vii. Obey all written and verbal school rules and regulations

viii. Respect the church property and all school materials at all times.

ix. Comply with the resulting discipline when in violation of these guidelines

“And whatever you do, whether in word or deed, do it all in the name of the Lord Jesus, giving thanks to God the Father through Him.” Colossians 3:17

A. Respect and Courtesy

Students have the responsibility to respect the rights and property of fellow students, teachers, administrators, and visitors. At all times, adults should be addressed with respect. Students should treat each other with respect, kindness, and compassion. Harassment, bullying, or rude behavior by a student will not be tolerated. AIF desires to encourage students to learn to edify one another.

B. Fighting

Students are not allowed to fight physically or verbally. There should be no horseplay, wrestling, rough play, running, or yelling during or between classes.

C. Immoral or Illegal Behavior

Students should refrain from any distribution or display of materials which are obscene, slanderous, or which advocate the commission of unlawful actions. Students should not be involved in or create an impression of involvement in immoral activities. Tobacco products, e-cigarettes, vaping, Juul, non-prescription drugs, alcohol, or weapons are not allowed on campus, including inside a student's car, or at an AIF-sponsored event. Students who bring medications to school must notify Leadership and leave them with proper administration instructions including dose and frequency to be administered by an AIF Leader. Students may not participate in, promote, condone or endorse sexual intimacy outside of marriage or any other unbiblical lifestyles or identities (as defined by the school's Statement of Faith) or he or she will be subject to the consequences set forth by the school.

D. Language

Improper or disrespectful speech (e.g., profanity, lying, back-talking, etc.) in the presence of classmates or staff will not be tolerated on campus during or between classes or while involved in any school-related activity. As AIF representatives, students should strive to speak in a godly manner both on and off campus. Students shall not engage in profane or vulgar language or gestures. Negative or discouraging slang will not be tolerated. Students are not to use the Lord's name in vain.

E. Stealing

Stealing will not be tolerated. Committing or attempting to commit a theft is considered a serious

F. Use of Property and Buildings

Students have the responsibility to be good stewards of the physical resources God provides for our use. Students should actively protect and take care of the school's property and assist the school staff in operating a school that is safe for everyone. Students should demonstrate consideration of others and school property by keeping the facility and grounds clean at all times, assisting in daily cleaning routines, and by refraining from any action that may cause property damage (e.g., throwing trash on the grounds, leaving trash in the classrooms or lunch area, writing on tables, walls, or other property, standing on tables or chairs, leaving personal property in the hallways, etc.).

XV. Disciplinary Procedures

In situations where students are guilty of an infraction against the AIF Code of Conduct disciplinary action will ensue.

- i. First the child will be given a verbal warning by the adult in charge.
- ii. If the unacceptable behavior continues after the child has been redirected with verbal warning, the child will be asked to sit out of the activity for a time.
- iii. If the child still exhibits unacceptable behavior, the child will be removed from the classroom to avoid further disruption of the classroom and learning environment and the child's parent will be notified.
- iv. If the child consistently disrupts the classroom the above procedures will be followed and a note will be sent home. The student is responsible for carrying any teacher notes home, presenting them to the parents, and returning it signed to the teacher the next day.
- v. If after multiple attempts to redirect a student and the outlined disciplinary procedures have failed the child will be permitted back into the classroom when accompanied by a parent.
- vi. If the unacceptable behavior continues the following week after a parent has sat through class with the child, the child will be removed from the class until a meeting can take place between the teacher, parent, child, and a member of the Leadership team to discuss the progression of student's behavior and a final determination will be made which may include a final chance action plan determining whether the child will be allowed back in that class for the remainder of the academic school year.

Please note a record is kept of all notes issued throughout the year. If at any point throughout the year a student's unacceptable behavior fails to cease and a meeting is required between the teacher, parent, student, and a member of the AIF Leadership team during the meeting it will be established how and why things have progressed to the point that they have, and the AIF representatives will attempt to discern the commitment of the family to bring correction and resolution to the issues at hand. The results of the meeting will be discussed and a final determination will be made. The final determination may include a final chance action plan, a final chance action plan could include dismissal from certain AIF classes, or complete dismissal from AIF. If a student is dismissed from a class, he/she may not be readmitted to that class during the current school year.

Depending on the severity of the infraction, AIF reserves the right to immediately dismiss the student regardless of the student's progression in the Behavior System.

Students that have received more than two parent involved behavior remediations may be denied future AIF enrollment and class registration. Leadership approval for future enrollment will be required.



XVI. Lunch and Snack Breaks

There will be designated areas provided for lunchbreak and snacks. Students should bring a packed lunch daily. Clean-up will be the responsibility of each student. A microwave is available for student and teacher use. Students are expected to bring with them daily

- i. Backpack (required school supplies and textbooks)
- ii. Lunchbox with a morning and afternoon snack
- iv. A water bottle; water only. Please avoid packing sugary drinks or colored drinks for students during the school day as this provides a distraction.
- v. Students are NOT permitted to bring toys to school unless permission has been granted by the teacher to do so.

XVII. Parking, Drop Off, and Pick Up Procedure

Please observe and obey all posted signs on the church and school grounds. Parents may briefly stop in the driving lanes to drop off students, but please park in designated parking spots when picking up students after class. Please do not park in driving lanes. Congregating for extended periods of time in the parking lot or on the grounds outside of co-op hours is prohibited. Students should wait to be picked up in the lobby or other area as directed by staff. For the safety of everyone, loitering in the parking lot is prohibited. There will be a late fee assessed of \$10 for every 10 minutes that parents are late, payable to the last volunteer waiting with the student. Students must be picked up by an approved adult. If someone else is picking your child up you need to communicate that directly with a member of the AIF Leadership team and the individual's name must be provided, they will be required to show ID at time of pick up. All students must be picked up by 3:00pm unless afterschool arrangements have been made in advance.

If you have any questions, please contact: anchoredinfaithva@gmail.com

Last Updated 08/10/2026