



# Handbook

## Policy and Procedures 2023-2024

### **Mission**

Building faith, knowledge, and character

### **Vision**

Our goal at A One-Room Schoolhouse is to create a flexible, rigorous, individualized, and comprehensive educational environment that reflects the counsel of Paul to learn and teach those things that are pure, lovely, virtuous, and praiseworthy (Philippians 4:8). We aspire to be an edifying classroom environment with the expertise of professional teachers to support all families seeking after these educational values in their homeschool endeavors.

## Educational Values

- A flexible educational environment, without the confines of grade levels, where students can progress as they reach concept mastery in each subject and are developmentally ready for further study.
- A rigorous academic curriculum preparing all students for post-secondary education, meaningful employment, civic involvement, and a lifetime of service.
- An individualized curriculum allowing students to pursue interests, goals, and in-depth understanding of knowledge and culture.
- A comprehensive education that honors the students' needs for unstructured play, time in nature, socialization, leadership, creativity, and personal accountability.
- A learning environment with high moral values as taught and exemplified by the life and teachings of Jesus Christ as each classroom learns and teaches those things that are pure, lovely, virtuous, and praiseworthy.
- A family's right to be an integral and motivating force in their child's education; that children are ultimately accountable to their parents and to God for their learning and behavior.

## Education Approach

A One-Room Schoolhouse uses a multi-age, competency-based approach to instruction. All students progress through the curriculum based on mastery of the material, not by grade or age level. Direct instruction in math and language arts is given in a small group or individual setting by the education director at that student's instruction level. The parent assistant monitors independent practice and exploration. History, science, and electives are taught in a multi-age format with individualized assignments given at the student's academic level. All instruction has an embedded spiral review to ensure retention over time.

## Educational Philosophy

Our Schoolhouse and our curriculum are not based on one specific educational method. A One-Room Schoolhouse primarily uses curriculum from *The Good and the Beautiful*. The curriculum creators "intensely studied many different philosophies over a period of years and compiled what they felt were the best elements from several different philosophies, pulling mainly from Charlotte Mason." At A One-Room Schoolhouse, we believe strongly in the value of a flexible, rigorous, and comprehensive education emphasizing the highest of moral values, the innate need for children to play and be in nature, and the family's central role in learning.

## Leadership

Executive Director: Genevieve Peterson

Board Members: Roberto Cirilo, Kyle Barry, Ashley Bennett, and Leah Bender

## Contact Information

[info@aoneroomSchoolhouse.com](mailto:info@aoneroomSchoolhouse.com)

801-830-6057

## Admissions and Enrollment

### Application

A One-Room Schoolhouse does not discriminate on the basis of gender, race, color, religion, or ethnicity when admitting students. Enrollment is open to all students meeting the age requirements and based on classroom availability. An application must be submitted to the Executive Director with the non-refundable application fee. Applications for the upcoming school year can be submitted starting February 1<sup>st</sup> for returning students (and their siblings) and March 1<sup>st</sup> for new students. These dates are subject to change. To be considered for the Schoolhouse, a \$100 non-refundable fee must accompany the application (\$50 for returning students and their siblings). The Executive Director will review the application and the applicants will be notified within two weeks of submission if it has been accepted. Upon notification, applicants will be provided with the enrollment packet, which must be completed.

### Class Size

Class size is limited to 20 students. One teacher and one volunteer will always be in the classroom. Each classroom will have a mix of ages and skill levels. Once enrollment reaches 21 students, a new classroom will be opened if space allows, and the original will be divided. New students will be added to both rooms to maintain a balanced mix of age and ability. Classroom requests can be made but may not be honored. Requests will be reviewed on a case-by-case basis. Classes are mixed and combined to best maximize student learning. A ratio of one teacher, and one volunteer, to 20 students will always be maintained.

### Age Eligibility

A One-Room Schoolhouse will provide support for families with students in grades kindergarten through twelfth grade, depending on campus and availability. In general, a student should be five years old by September 1<sup>st</sup> to start kindergarten. A One-Room Schoolhouse does allow for some flexibility on this eligibility date based on a student's academic and emotional maturity.

### Cluster System

The cluster system is at the core of the hybrid model. Our two-day academic cluster meets on Tuesdays and Wednesdays while the elective cluster meets on Thursdays. Students can attend both clusters if desired, or they can choose to just attend one cluster. Our academic cluster days cannot be split. The academic schedule covers morning time, language arts, math, science, and history. Elective day, on Thursday, covers morning time, art, music, nature study, field trips, or other elective classes as offered by individual teachers. Other electives may be added as logistics allow. While students are at home, they will need to cover the assignment language

arts and math lessons, generally a total of four per week. Older students will have independent work to complete in science and history.

## Becoming a Homeschooler

All students who study with A One-Room Schoolhouse will need to enroll with the state of Pennsylvania as homeschool students as we are a homeschool support group. In order to homeschool in the state of Pennsylvania, you need to do the following:

1. Pennsylvania law requires that the homeschooling parents have at least a high school diploma or its equivalent. Also, the parent cannot be a felon, nor can anyone in the household.
2. Submit a notarized affidavit and course objectives to your local superintendent by August 1<sup>st</sup> (returning homeschool students). Please list your own home address and phone number on this affidavit; A One-Room Schoolhouse is a support organization.
3. If your child has been identified under the federal Individuals with Disabilities Education Act (IDEA) as needing special education services (not including those that are gifted and/or talented); you must have your program approved by a state-certified special education teacher or licensed clinical/school psychologist. The written approval must be submitted with your notarized affidavit. (Genevieve Peterson, Executive Director of A One-Room Schoolhouse, is a Nationally Certified School Psychologist and can approve your program as needed.)
4. At the elementary level, ensure the following subjects are taught: English, including spelling, reading, and writing; arithmetic; science; geography, history of the United States and Pennsylvania; civics; safety education, instruction in fire safety; health and physiology; physical education; music; and art. If you are doing the three-day program (Academic and Elective Cluster) at A One-Room Schoolhouse, all these areas will be taught. The family will just need to cover the assigned work-at-home materials and fire safety. **Parents are advised to supplement at home with *The Good and the Beautiful Safety Unit*.** (Fire safety is covered in this unit.)
5. At the secondary level ensure the following subjects are taught: English, to include language, literature, speech, and composition; Mathematics, to include general mathematics, algebra, and geometry; social studies, to include civics, history of the United States and Pennsylvania, and world history; health; physical education; music; art; geography; science; and safety education, to include fire safety. If you are doing the three-day program (Academic and Elective Cluster) at A One-Room Schoolhouse, all these areas will be taught. The family will just need to cover the assigned work-at-home materials and fire safety. **Parents are advised to supplement at home with *The Good and the Beautiful Safety Unit and Maturation Unit*.**

6. Required high school graduation courses: 4 credits in English, 3 credits in math, 3 credits in science, 3 credits in social studies, and 2 credits in art and humanities.
7. Track your time: Students must log 180 school days or 900 hours for elementary students or 990 hours for high school students. Attendance logs are kept by A One-Room Schoolhouse. All schooling completed outside of our program should also be logged.
8. Take standardized tests in grades 3, 5, and 8. Test results must be included in the portfolio. A One-Room Schoolhouse will pay for testing each school year for these grade levels, but the testing will be completed at home. In the spring, students in these grades will be provided a link, via email, to complete the required testing. An outside testing service can be used if this better meets the family's needs.
9. Prepare a portfolio, including a reading log and work samples from all required subject areas, to present to a certified teacher by the end of the school year. A One-Room Schoolhouse will provide a portfolio evaluator to meet with our group members at the end of each school year. When your student's work is sent home or you see progress in an area, please add it to your portfolio. Also, the student planner should be added to the portfolio as a record of work, student reading, and attendance.
10. By June 30 of each year, parents must submit a copy of the evaluator's certification that their child is receiving an appropriate education to your local superintendent. A One-Room Schoolhouse will provide you with this document on the last day of class during the first week of June.

### Immunization/Health Records

Attendance at A One-Room Schoolhouse is conditional upon the student's compliance with the immunization and health requirement required in the State of Pennsylvania. Evidence of meeting this requirement should be submitted with the registration packet. The affidavit in the homeschool registration forms will be sufficient evidence of meeting this requirement. **A One-Room Schoolhouse accepts the affidavit as evidence that the appropriate medical services have been provided and are on file or a religious or medical or ethical exemption has been claimed.** A One-Room Schoolhouse is not responsible for the transmission of disease or sickness.

### Volunteer Commitment/Pennsylvania Clearances

A One-Room Schoolhouse is a homeschool support organization seeking to assist families in their homeschool endeavors. Although we have a drop-off component to our program, to keep families learning together and to keep costs low, a volunteer commitment is required.

Parents are expected to spend one day a month volunteering in the classroom. All students must have a parent chaperone on the field trips. A parent may arrange for

another Schoolhouse parent to take their child(ren) on a field trip with the prior approval of the classroom director. A parent can only take children from one additional family. For students attending only the elective cluster, a parent must volunteer once every other month during classroom instruction and attend the field trips.

For families with multiple students attending, volunteer times are pro-rated down. Please contact the executive director for more information.

Families with new babies will be given a 6-week “maternity leave” from the volunteer requirement. The Schoolhouse can provide many flexible options for nursing mothers. All family members are welcome to participate in field trips.

In compliance with Pennsylvania law, all Schoolhouse volunteers and monthly field trip participants over the age of 18 must submit all state-required clearances before the start of the school year.

**If a family cannot meet their volunteer commitment due to extreme extenuating circumstances, a few days can be bought out with the approval of the executive director. Each day will cost \$100. We want to encourage all families to meet their volunteer commitment as this is a fundamental feature of our program. If a family is not able to meet their volunteer commitment, our program may not be the right homeschool program for your family and may be grounds for dismissal from the program.**

## Students with Disabilities

A One-Room Schoolhouse is not equipped to provide a high-quality education for those with significant disabilities. We would be happy to consult with families of students with special needs and offer resources in your educational journey. If a disability is mild, A One-Room Schoolhouse may be able to accommodate the student’s needs. Each student will be considered on a case-by-case basis. **Students with a history of severe behavior problems will not be allowed to study with us. Families that are not transparent in their application about their student’s academic and behavioral needs risk mid-year dismissal from the program. Please be upfront with us so we can best help your family.**

## Financial Policies

### Tuition and Fees

**Registration fee:** \$100 per student to reserve the student’s spot for the upcoming school year. This fee is non-refundable.

**Books and Materials:** This fee depends on the level of the student and what cluster is being taken. The exact fee will be determined after placement testing and cluster selection. Every effort will be made to make this fee as affordable as possible. Books and materials **both clusters** will range from \$300 to \$500 per year. This covers all books and learning materials. At your student's level evaluation, parents will be directed as to what curriculum materials to buy. Each student will also need to pay a **\$75 school supply fee**. Families do not need to provide any school supplies to AORSH. **Parents do need to supply daily lunches and clothing appropriate for outdoor play.**

**Tuition:**

Cluster 2023-2024 School Year	Fee Per School Year
Elective Cluster (1 day)	\$600*
Academic Cluster (2 days)	\$1,400*
Academic and Elective Cluster (3 days)	\$2,000*
Volunteer Buy-Out	\$100/a day

**\*These rates are subject to change based on the revenue generated from the Summer Fundraising Gala. The AORSH board works tirelessly to keep tuition rates low.**

### Payment Options

Tuition payments are due on the 15<sup>th</sup> of each month, August-May. Please make checks payable to A One-Room Schoolhouse with your child's name on the memo line. Payments may also be made right from the invoice that you will via email. Please mail checks to PO Box 263, Hickory, PA 15340. **Please do not give cash or checks to your classroom teachers.**

There are three options for tuition payments. When you complete your registration packet, you will be asked to choose from one of the payment options.

**Option One:** Pay in full on or before August 15<sup>th</sup>

**Option Two:** Pay the first semester on or before August 15<sup>th</sup> and the second semester on or before January 15<sup>th</sup>.

**Option Three:** Monthly Payment starting on August 15<sup>th</sup> and continuing until May 15<sup>th</sup>.

No discounts are given for siblings or early payments. The tuition costs are calculated at the actual cost of operations. If tuition costs are a financial burden (especially for those with multiple children attending), an application can be made to the board of directors for tuition assistance. Hardship scholarships may also be available.

Cluster	Payment Option 1 (Pay in Full)	Payment Option 2 (Pay by Semester)	Payment Option 3 (Pay by the Month)
Elective	\$600.00	\$300.00	\$60.00

Academic	\$1,400.00	\$700.00	\$140.00
Academic and Elective	\$2,000.00	\$1,000.00	\$200.00

**\*These rates are subject to change based on the revenue generated from the Summer Fundraising Gala. The AORSH board works tirelessly to keep tuition rates low.**

### Withdrawal Policy

If you must withdraw your child from the Schoolhouse any time after your registration is received, we require a minimum of two weeks' notice prior to the end of the month. If notice is not received at least two weeks prior to the end of the month, you will be responsible for paying the next month's tuition in full.

Tuition paid in advance will be refunded for the months the student is no longer attending. If two weeks' notice is not given prior to the end of the month, you will not be refunded the next month's tuition.

**Example:** A parent notifies the Executive Director that they will be withdrawing from classes on December 1<sup>st</sup>. They give this notice on November 10<sup>th</sup>. They will be responsible for tuition through the end of November. They will no longer be responsible for tuition passed November, and tuition money already paid will be refunded from December to the end of the school year. However, if the same situation transpires but notice is not given until November 20<sup>th</sup>, they would also be responsible for December's tuition.

Notice of withdrawal must be given in writing and be signed by the parent. When received by the Executive Director, she will sign and date it. The date on which the Executive Director receives the notification is the date used for tuition reimbursement and payment purposes.

### Fundraising

In an effort to keep tuition affordable, fundraising efforts are made through the summer gala, donations, and other fundraising sources. The tuition figures given are the MAX cost for the given school year. If fundraising efforts are successful, the board may determine to reduce the tuition fee. Notification of any reductions will be given at the beginning of August. Students will never be asked to sell fundraising items. The best way to help with fundraising is to actively participate in social media by sharing blog posts, commenting on social media posts, participating in the gala, and inviting friends to follow our journey on social media.

## Policies and Procedures

### Attendance



AORSH classes run from the day after Labor Day to the Thursday before Memorial Day. (The week after Memorial Day is reserved for parent-teacher-student conferences and portfolio reviews.) The detailed school calendar is included on the AORSH website. Classes are held Tuesday through Thursday from 8:30 a.m. to 2:30 p.m. Students may be dropped off starting at 8:15 a.m. but should arrive no later than 8:30. After registration for the year is complete, you will be given a target drop-off and pick-up time. This will help the flow of traffic.

**Drop-Off:** When you drop off your student at any Schoolhouse location, please pull forward to the end of the drop-off lane and let your student(s) out. Do not pull into the parking lot, unless you plan to park and walk your child to class. The classroom Director or parent volunteer will direct your student into the Schoolhouse. If you need to talk to the Classroom Director, please park in the parking lot to conduct your business. **If you are the volunteer parent for the day, please arrive at 8:10 and park in the parking lot.**

**Pick-Up:** Like drop-off, you will be assigned a staggered pick-up time between 2:30 p.m. and 2:45 p.m. Please make every effort to NOT arrive early but at your scheduled time. At your scheduled pick-up time, please follow the same pattern as the morning, pulling forward to the end of the drop-off lane. If you need to speak to the Classroom Director, please park in the parking lot and come in. Students not picked up by 2:45 p.m. (without prior notice and approval) will be charged a \$15.00 late fee after the third occurrence.

If a student is unable to attend schoolhouse on a scheduled day, please call, text, or email the Classroom Director before the start of the school day. If a student needs to leave early, please send a note, call, or text the Classroom Director. Email may not be checked during the day, so please do not use that method of communication for last-minute schedule changes. **Refunds will not be given for absences or tardiness.**

### Snow Days (Delays and Closures)

For official, no in-person classes due to weather, we will follow the local school district announcements. If they cancel/go remote due to weather, no in-person classes will be taught, however, Morning Time and Science/History classes will be taught via Facebook Live. If you feel it is not safe to travel, please stay home. You can do classes at home that day. Log your time, and it can still “count” as a school day. If you are going to take a snow day or snow delay, please notify the Classroom Director (call or text) as soon as this course is determined. If you are staying home due to the weather and would like any of the group-taught classes done live via Facebook Live, please let the Schoolhouse know.

### Dress Code

Students should arrive to class in clothing that they can move and play comfortably. Please be neat, clean, and modest in your clothing selections. Clothing should be appropriate for the weather. Shorts or leggings should be worn under skirts to maintain modesty while playing. Footwear should be appropriate for both indoor and outdoor activities. **Even with play outside,**

**clothing should always cover the child's underclothing and tummy.** Pictures and logos should not distract from classroom instruction and should never be vulgar or offensive. Please refrain from cross-dressing and grooming extremes.

Since students will be encouraged to play outside as much as possible during recess, please make sure clothing is sent to the Schoolhouse that will help children play comfortably outside in the current weather conditions. Snow clothes, rain suits, boots, gloves, and hats are encouraged. These items may be able to be stored at the Schoolhouse if needed (depending on location).

Students should practice taking on and off their outdoor clothing to build independence. Please contact the Classroom Director if you have questions about quality outdoor clothing selections. **Finally, please make sure your child (of any age) has a complete change of clothing in their backpack (including socks and underwear).**

### Dating

A One-Room Schoolhouse is a homeschool support organization. Part of that support is providing wholesome social opportunities for children, youth, and parents. Healthy friendships can develop across genders, ages, and family backgrounds when nurtured in a healthy environment. A One-Room Schoolhouse welcomes these friendships as a healthy and vital part of a student's education.

As Schoolhouse students enter their teen years, interest in romantic relationships often develops. While learning and socializing at Schoolhouse activities, romantic behavior is not permitted. Although romantic relationships might develop between students, this should be monitored and permitted by the student's parents outside of Schoolhouse classes.

During the Schoolhouse day and evening activities, friendships should be the top social priority while boy/girlfriend or dating is not permitted during these times. Physical affection should be saved for a time when families feel comfortable with their teens engaging in such expressions of affection and never during the Schoolhouse day or evening activities.

### Grading and Level Placement

Students' academic level will be assessed the summer before attending class at A One-Room Schoolhouse. Since instruction is given in a multi-age classroom environment, grade level is not relevant. Once parents feel a student has reached the appropriate age and maturity and the Director believes the student is academically prepared, the student can start studying high school material.

Before high school, students will not be given letter grades or report cards. A One-Room Schoolhouse uses a multi-age, competency-based approach to instruction. All students progress through the curriculum based on mastery of the material, not by grade or age

level. In general, students will be five before starting at A One-Room Schoolhouse, but case-by-case situations will be considered.

Prior to the start of high school, students will be assessed and progress will be closely monitored to ensure mastery of the material. If a student does not show mastery of a skill on an assessment, the material will be reviewed until the skill has been learned. Both portfolios and academic assessments will be reviewed at the end of each semester during parent-teacher conferences. Please make sure you are adding to your student's portfolio during the school year. The Classroom Directors will review it at both the mid-year conference and the end-of-school-year conference. Extra conferences may be scheduled with the Executive Director or Classroom Director at any time.

## Supply List

You will be assessed a \$75 supply fee due August 1<sup>st</sup> of the coming school year. For course-specific material, you will be given a supply list based on the cluster and level (of language arts and math) your student is completing. This special list does not start until your student is at level four of language arts. Please purchase these items and if these items are depleted, please replace them. This special list can be found in the front of your level 4 ELA book.

## Discipline

### Classroom Rules

1. Listen carefully and follow directions.
2. Keep hands, feet, and objects to yourself.
3. Walk inside the Schoolhouse.
4. Raise your hand to talk or ask questions.
5. Stay within the sight and hearing range of an adult when outside.

Above all: Do unto others as you would have others do to you.

### Positive Behavior Support

Frequent positive behavior supports will strengthen all student behavior. To keep students interested and engaged, different reward and motivation systems may be employed at the direction of the Executive and/or Classroom Director during the course of the school year. Regular and specific praise of effort and achievement will be employed to shape positive behaviors.

In addition to praise and positive behavior support efforts, the *Habits of Learning and Friendship*© curriculum will be taught. This curriculum, developed by Genevieve Peterson, is based on the most current research in behavior intervention, historical wisdom of great educators, and years of practical experience in both the educational and therapeutic settings of the author.

Specifically, Positive Behavior Interventions and Support (PBIS) heavily influenced this work as it provides a process to understand and develop positive behavior in students that is based on both values and empirical research. Both the models of classical education and the work of Charlotte Mason are melded together when considering teaching models and behavioral development. Finally, the author's years of professional experience as a school physiologist, education director, and special education teacher honed this curriculum.

### **Behavior Management**

At the beginning of each class day, all students will start with three popsicle sticks in their personal behavior pocket. If a student is not obeying a classroom rule, they will be given a verbal reminder and be redirected (in private, if possible). If the inappropriate behavior continues the student will lose a popsicle stick. If further rule-breaking behavior continues, the student will lose another stick and then another. If a student does lose a popsicle stick during the day, the parent will be notified at pick-up.

If two of the popsicle sticks are taken, their parent will be contacted. If three of the popsicle sticks are taken, the student will be separated from the group and given a time-out period and their parent will be called and asked to come get their child (or other intervention as necessary). If the student's behavior troubles become chronic, a conference will be called between the parents and the Executive Director (with the Classroom Director) and a clear behavior contract will be agreed upon.

A One-Room Schoolhouse reserves the right to dismiss any student at any time for severe behavior infractions as determined by the Executive Director in consultation with the Board of Directors. If a student is dismissed, tuition will be forfeited for the remainder of the month. Tuition that had been paid in full will be refunded starting with the month following dismissal.

Severe behavior infractions include but are not limited to habitual swearing (**including taking the Lord's name in vain**), chronic violation of the dress code, violent behavior, grave disrespect, possession or use of weapons, use and/or possession of controlled substances, and any other behavior that significantly disrupts the educational environment at A One-Room Schoolhouse.

### **Homework**

A One-Room Schoolhouse is a homeschool support organization that will provide families with the coursework, pacing, and accountability needed for a successful school year. A One-Room Schoolhouse supports the family's educational journey. The following suggestions should be considered:

- Daily reading outside of class is highly encouraged. This can be to the student, with the student, or by the student. All reading should be logged for the end-of-year portfolio.
- A One-Room Schoolhouse is an active participant in the #1000hoursoutside challenge. The Education Director will issue this challenge at the beginning of the school year and

logs will be given. Every student is encouraged to log 1000 hours of outside time each year, including summers.

- All students are highly encouraged to participate in the science fair program hosted by A One-Room School Schoolhouse.
- To complete the Pennsylvania state requirement regarding fire safety, it is recommended that each family purchase and complete *The Good and the Beautiful's* Safety unit. Make sure to keep work samples from this unit to submit in your student's end-of-year portfolio. **If this unit is not completed, your family will need to submit other work samples showing your completion of the fire safety requirement.**
- It is recommended, at an age-appropriate time, that families (individually or as a group) complete *The Good and The Beautiful's* Maturation and Sexual Reproduction unit. Evidence can be submitted in the end-of-year portfolio in the health section if desired.
- In the science and social studies unit studies, students in the upper elementary and secondary grades may have projects they need to complete at home to finish the assignment on time and with adequate effort. Students are also encouraged to play the history game as a family to review history content.
- If a family or student has the desire, math and language arts can be worked on during free time at home in order to finish the curriculum at a faster pace.

## Calendar

Please review the attached calendar and note the significant days. The 2023-2024 calendar includes 64 academic cluster days, 26 elective cluster days, and seven family field trip days. The Schoolhouse will have six festival days and four days of portfolio reviews with parent-teacher conferences. Parents attend 10% of the instructional days and all the field trips.

## Snack and Lunch

Students should bring a snack and sack lunch every day to the schoolhouse. Food should be ready to eat and require no preparation, heating, or adult assistance. Students should bring a water bottle to class daily. **Please make every effort to use re-useable containers to keep garbage to a minimum as we pay for any access trash pick-up.** Students that are unable or unwilling to pick up their litter will need to exclusively use a bento-style lunch box and a reusable water bottle.

## Backpack Items

In addition to any school supplies and outside reading material, students also need to keep a complete change of clothing (not shoes) in their backpacks. Please keep this outfit in a Ziplock

bag with the child's name on the bag. If clothes are soiled during outside play, art, or any other activity, dirty clothing will be placed in the Ziplock bag after the student has changed.

## Collaboration

### Curriculum

A One-Room Schoolhouse primarily uses *The Good and the Beautiful* curriculum. This curriculum is described as a comprehensive “non-denominational Christian” program with a robust emphasis on “faith, family, nature, and high moral character.” At times, as the Executive Director deems it appropriate, she might recommend to a family that supplementary material is used. For a full description, please view *The Good and the Beautiful* curriculum website.

#### **Subject Areas:**

**Language Arts:** includes phonics, reading, writing, spelling, literature, grammar, punctuation, vocabulary, art, and geography. Handwriting, typing, and listening comprehension are also practiced during this period.

**Math:** emphasizes a multi-sensory, balanced approach to math instruction including direct instruction, hands-on activities, and exploration. (It should be noted that *The Good and the Beautiful* math is still in development. If children place above the levels that have been released, other curriculum sources will be recommended.) At the secondary level students use Saxon or Denison math curriculums.

**Social Studies:** multi-age, classroom-style, Bible-based curriculum focusing on principles of freedom, God, civics, character, and traditional principles of government. Social Studies is taught on a four-year rotation with each course going from ancient history to modern history stopping at different points each year for an in-depth unit study.

**Science:** multi-age, classroom-style curriculum focusing on hands-on unit studies in the areas of Physical Science, Chemistry, Engineering, Biology, Earth Science, Space Science, and Health & Safety. Twenty-one units are taught on a four-year rotation with adaptable assignments across age and ability. At the secondary level, students use a curriculum from the Friendly Science company.

**Physical Education:** a minimum of one hour of daily, active, outdoor (if possible), unstructured play which is supervised by the Classroom Director and parent assistant.

**Elective Study:** consists of creative writing, nature study, arts and crafts, and music appreciation.

**Field Trips:** offered monthly and will coordinate with either the science or history unit study.

## From Home to Classroom

All students will be expected to complete language arts and math lessons at home. *The Good and the Beautiful* curriculum is an open-and-go book that allows for a seamless transition between home and classroom. It is suggested that a student completes at least four lessons a week from both language arts and math to finish in a standard school year. Subjects not studied at A One-Room Schoolhouse are the responsibility of the families to complete.

## Logs

It is important for the end-of-year portfolio required by the state that all reading material be logged. Each student will be provided with log sheets, and it is the responsibility of the family to log all outside-of-class reading material. (Read to/with/by). Material read at A One-Room Schoolhouse will be kept in the classroom log.

Another important log sheet to keep is a “school-days” log. Attendance at A One-Room Schoolhouse is logged daily. All “school-days” done at home should also be recorded. Both attendance logs should be included in the end-of-year portfolio.

## Festival Days

Included in the calendar are five holiday festival days and one end-of-year celebration. These days are part of the elective cluster even though one falls in the middle of the week. The whole family is invited to these special days which will include games, stories, songs, food, and performance events. We look forward to building a fun community during these celebrations. If you are not part of the elective cluster, you may still participate in these festival days for a small add-on fee of \$18 for each day. (This is to cover the Classroom Director’s time in planning and directing the event). Each family may be asked to contribute to these days in the way of pot-luck food items, prizes, games, and/or decorations.

## Portfolios

Portfolios are an important part of the learning process and help assess student learning. In addition to their educational value, the state of Pennsylvania also requires homeschool students to complete yearly portfolios. A One-Room Schoolhouse students will be encouraged to update their portfolios regularly. Work done at home should be added by the family. Portfolios will be reviewed at parent/teacher conferences.

## Field Trips

Field trips are done once a month and support what is being taught in the science and history unit studies. These field trips, however, will be of significant value even if your student is not participating in our unit studies. One parent must attend all field trips and provide transportation for their student. Parents may give another Schoolhouse parent permission to bring and supervise their children on a field trip. Only Schoolhouse students may attend with a non-related chaperone, no younger siblings. A Schoolhouse parent may only bring one extra family with their own children.

Admission fees will likely be reduced based on group and educational rates, but each family will be required to pay admission. Non-enrolled siblings are welcome to attend with their parents. Students that are not part of the elective cluster can attend field trip events.

## State Testing

At the end of 3<sup>rd</sup>, 5<sup>th</sup>, and 8<sup>th</sup>-grade students must take a standardized test according to state homeschool law. Testing results must be included in the portfolio. A One-Room Schoolhouse will pay for testing each school year. An outside testing service can be used if this better meets your family's needs. A student not in the mandatory grades for testing may still test if the family desires and the fee is paid. A testing link will be emailed to the parents during the spring of the school year and the test will be completed at home. If individual testing is desired, please contact the Education Director for scheduling and fees.

## Health and Safety

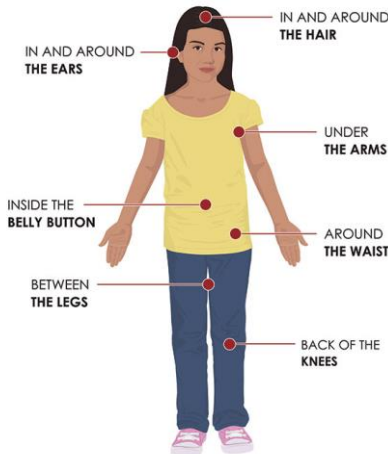
### Safety

The safety of A One-Room Schoolhouse students is of the utmost importance. Doors to the Schoolhouse will remain locked during class hours. When outside students must stay within the field of vision and hearing of the supervising adult. Students are never permitted to swim in the pond, hike alone, or climb trees. At the supervising adult's discretion, students may wade in the creek/pond with adult supervision and appropriate footwear. Wading is defined as getting wet below the knee. All adults will have charged and turned on cell phones for constant communication.

Ticks are a problem in Pennsylvania. A One-Room Schoolhouse will have bug spray with 20% to 30% Deet available for student use. Please indicate to the Schoolhouse if you would like your



child to use this spray. If you do not use this spray, you are welcome to send in other preferred sprays or lotions. Consider treating clothing and gear with products containing 0.5% permethrin. Please make sure your child knows how to apply whatever you send to the Schoolhouse. Above all, please do daily tick checks. If you need information on tick checks or removal, please contact the Classroom Director.



Safety drills will be held at least two times a school year for each cluster. Safety will be reviewed at the time of the drill. Please read below for details on drills.

In recent years, violence at educational facilities has become more public. The board of directors and the Executive Director has spent a significant amount of time learning about safety in an educational setting. Four areas have been developed to keep schoolhouse students safe: responding preemptively, controlling access, securing the classroom, and responding to an incident.

- 1) Overwhelming research concludes that the most effective way to keep children safe is through preemptive response. This is done by building a tight community, teaching pro-social skills, and engaging parent involvement. These are areas of fundamental strength for A One-Room Schoolhouse. The Schoolhouse continues to develop our community through parent social events, evening programming, shared volunteerism, and summer social events. Students are taught the social skills needed for conflict resolution, emotional regulation, and executive function. Of course, since the Schoolhouse is primarily a volunteer organization, parents are constantly engaged with our learning community.
- 2) The Schoolhouse has a locked door policy. When possible, video surveillance will be employed. We have also removed any reference to our particular locations from our social media accounts and website.
- 3) Securing a classroom during a dangerous situation is important but scaring children during drills is not productive. Since doors are always locked, this prevention is already in place. In an emergency, a Classroom Director may also draw the shades on the classroom. Students will drill two times a year and practice what to do if they need to go outside and what to do if they need to stay inside. Students will not be traumatized by dramatic simulations, hiding in strange places, or building barricades.

The Classroom Director will lead the drills. Students will be instructed that an adult will always tell them if an emergency is a “go outside” situation or a “stay inside” situation.

- 4) In any emergency, 911 will be contacted. Parents and teachers with concealed weapons permits must abide by the laws and regulations of the facilities and jurisdiction AORSH rents. At each location, local law enforcement will be notified before the start of the school year, that a homeschool support group is operating at a particular location. The Schoolhouse welcomes collaboration and visits from local law enforcement and emergency responders.

## Cell Phones and Computers

Students may bring a cell phone if desired. Students will not be allowed to take cell phones (including call and text-enabled watches) to their desks or around the recess yard. All student’s cell phones that are brought to school will be put into a cell phone basket where they will remain during school hours. If they need to check them, send a message, or make a call, they need to ask the classroom director first. Video games, YouTube, and social media are not appropriate activities while at the Schoolhouse. Once high school level math is started, please make sure your student has a calculator that is not on their cell phone.

High school students are required to have a laptop computer. Middle school students may bring a laptop computer but are in no way required to do so. Computer screens must always be positioned in a way that the teacher can see the screen. The wi-fi password will be typed into the computer. Typing practice will be done on computers without an internet connection. Essays and reports that need to be typed will be typed at home.

Any use of video games, YouTube, social media, or inappropriate websites (violence, sexuality, pornography, language, etc.) will result in the loss of the ability to bring a computer or cell phone to the Schoolhouse and may also result in dismissal.

## Transportation

Parents are to provide transportation to and from the Schoolhouse and to and from any Schoolhouse events. Carpools and ride-share can be arranged between families, but A One-Room Schoolhouse will not provide any such coordination.

## Weather Policy

A One-Room Schoolhouse believes strongly in a child’s need for unstructured play, especially outdoors. During our generous recess periods, students are generally expected to be outside, rain or shine. Parents are encouraged to purchase appropriate clothing for outdoor play in all

types of weather. Students should practice putting on and taking off outdoor clothing independently. At times, outdoor clothing can be left at A One-Room Schoolhouse if desired. The temperature will be noted daily before recess times. If the temperature is below 32F (with wind chill) students will be permitted to go inside for warming breaks but still encouraged to stay outside for as long as they are comfortable. If the temperature is below 20F (with wind chill) and an indoor recess period will be given.

## Weapons

No weapons of any kind are permitted at A One-Room Schoolhouse while in session or during programs, events, or activities. A weapon is any knife, cutting instrument, cutting tool, firearm, shotgun, rifle, lighter, and anything else capable of inflicting serious bodily injury. A violation of this policy will result in immediate dismissal. The one exception to this rule is if a classroom director requests these items for nature study. Then the students will turn in these items at the beginning of the day and they will be distributed by the classroom director.

## Illness

A student should stay home if they are not feeling well enough to participate in the educational process of the classroom day or if they have an illness that may be contagious. If an antibiotic has been prescribed for the treatment of an illness, the child may not return until the antibiotic has been taken for 24 hours. A clear, runny nose and/or mild cough are permitted at the Schoolhouse if the student is feeling well enough to participate. Please follow this chart for further guidelines:

### I NEED TO STAY HOME IF...

I HAVE A FEVER	I AM VOMITING	I HAVE DIARRHEA	I HAVE A RASH	I HAVE HEAD LICE	I HAVE AN EYE INFECTION	I HAVE BEEN IN THE HOSPITAL
						
Temperature of 100.4 or higher	Within the past 24 hours	Within the past 24 hours	Body rash with itching or fever	Itchy head, active head lice	Redness, itching, and/or "crusty" drainage from eye	Hospital stay and/or ER visit

### I AM READY TO GO BACK TO SCHOOL WHEN I AM...

Fever free for 24 hours without the use of fever reducing medication i.e Tylenol, Motrin	Free from vomiting for 24 hours	Free from diarrhea for at least 24 hours	Free from rash, itching, or fever I have been evaluated by my doctor if needed.	Treated with appropriate lice treatment at home and proof is provided to nurse	Evaluated by my doctor and have a note to return to school	Released by my medical provider to return to school
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## Court Orders

In cases where A One-Room Schoolhouse student is the subject of a court order, parents must provide A One-Room Schoolhouse with a certified copy of the most recent order and all amendments.

## Illnesses at School

If a student becomes ill at school, the Classroom Director will contact the parent to immediately pick the child up. The child will be allowed to rest away from other children until they can be picked up. If the parent cannot be reached, the people on the emergency contact form will be called.

## Prescriptions Drugs

Every effort should be made to give children their prescribed medication at home. When written authorization is given by the parent requesting a specific dosage of medication be given at school, the Classroom Director will follow those directions. This authorization must be renewed each time there is a change in instructions. The written authorization from the parent must also include a signed order from the prescribing doctor to the school. The parent must provide the medicine and any measuring instruments. These items must all be labeled with the child's name and continued in a zip-top bag also labeled with the child's name. Medication will not be stored at A One-Room Schoolhouse. Doses will need to be provided daily. Over-the-counter drugs will need to follow the same procedure as prescription drugs but without the doctor's order.

## Allergies

Please make A One-Room Schoolhouse aware of any allergies your child may have when completing the registration packet. Although A One-Room Schoolhouse cannot be an allergen-free space, efforts will be made to be sensitive and safe to all allergy concerns.

## Medical Emergencies

In the event of an illness or accident that requires immediate medical treatment, 911 will be contacted. Every effort will be made to contact the parent, the child's doctor, and other persons listed for emergency contact. If a parent cannot be contacted, A One-Room Schoolhouse staff may authorize emergency treatment including transportation for the child to any hospital reasonably accessible.

## Emergency Contact

As part of the registration packet, parents will be asked to provide emergency contacts. These contacts will be a backup if the parent is not available in case of sickness, injury, or emergency. Please keep these contacts up-to-date with A One-Room Schoolhouse.

## Clearances

In compliance with Pennsylvania law, all Schoolhouse volunteers and regular field trip participants over the age of 18 must submit copies of all state-required clearances before the start of the school year. If you have questions about this requirement, please contact the board vice-president or treasurer.



# A One-Room Schoolhouse

*Building faith, knowledge, and character*

I have read, understand, and agree to abide by the Policy and Procedures Handbook for A One-Room Schoolhouse.

\_\_\_\_\_  
Parent's Name

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Names of Students in Family