



# Handbook

## Policy and Procedures 2024-2025

### **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 Joshua Dadeboe

## Contact Information

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

724-249-6228

# Admissions and Enrollment

## Application

A One-Room Schoolhouse does not discriminate based on 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 A One-Room Schoolhouse 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 and campus teachers will review the application and the applicants will be notified within three to four weeks of the submission deadline of application status (accepted, declined, or waitlist).

## Class Size

Class size is approximately 20 students. One teacher and one volunteer will always be in the classroom. Each classroom will have a mix of ages and skill levels. 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 to the best of our ability.

## 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 1st 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. To remain enrolled as a schoolhouse family, your student needs to complete at least 80% of the lessons assigned during the school year.

## 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. (See the law for more details.)
2. Submit a notarized affidavit and course objectives to your local superintendent by August 1<sup>st</sup> (returning homeschool students). Please list your 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. Also, Classroom Directors who are special education certified can approve these objectives as well.)
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 fall, 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 requirements 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 that a religious, 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.

Families will owe the following volunteer commitment: Academic Cluster Students: 9 days for the first student, 6 additional days for the second child, 3 additional days for the third child, and 1 additional day for every child thereafter. For students attending only the Elective Cluster: 5 days for the first student, 3 days for the second child, 2 days for the third child, and ½ a day for each additional student.

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.

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. Non-enrolled siblings are not allowed to attend Schoolhouse classes. Young nursing babies can attend with their mothers, but once babies are noisy, mobile, and/or distracting other case arrangements should be made. All family members are welcome to participate in field trips.

In compliance with Pennsylvania law, all Schoolhouse volunteers and 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 new student application fee and \$50 per current student application fee and current student siblings to reserve the student's spot for the upcoming school year once the application has been accepted. 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 in **both clusters** will range from \$300 to \$500 per year. This covers all books and learning materials. At your student's level of evaluation, parents will be directed as to what curriculum materials to buy. There will be a small fee payable to AORSH for History and Science for teacher materials. For Elective classes, there may be an additional fee collected from families to cover the cost to run the elective class.

Each student will also need to pay a **\$100 non-refundable school supply fee in August of each school year**. Families do not need to provide any school supplies to the schoolhouse.

**Parents do need to supply daily lunches and clothing appropriate for outdoor play.**

**Tuition:**

<b>Cluster 2024-2025 School Year</b>	<b>Fee Per School Year</b>
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, enrollment, and grant opportunities. The AORSH board works tirelessly to keep tuition rates low.**

**Payment Options**

Tuition payments are due by the 15<sup>th</sup> of each month, August-May. There is a 14-day grace period before the \$25 late fee is applied. To stay a schoolhouse family, your account must be paid on time regularly. Having a delinquent account for three or more will be grounds for dismissal. If you dispute a charge through the invoice program, you will be charged the applicable fee for doing so. **It is best to email the administrative assistant for any questions on your invoices. (questions@aoneroomschoolhouse.com)**

**If you have unforeseen financial difficulties, please contact the Executive Director immediately so arrangements can be made. (Genevieve Peterson, info@aoneroomschoolhouse.com) Every effort will be made to help you, but you must let the schoolhouse know about your situation promptly.**

Payments may also be made right from the invoice that you will receive via email. You may submit payment by check by making checks payable to A One-Room Schoolhouse with your child's name on the memo line. Please mail checks to PO Box 263, Hickory, PA 15340. **Please do not give cash or checks to your classroom teachers or AORSH staff.**

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) Due by Aug 15	Payment Option 2 (Pay by Semester) Due by Aug 15 and Jan 15	Payment Option 3 (Pay by the Month) Due each month by the 15th
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, grants, and changes in enrollment. The AORSH board works tirelessly to keep tuition rates low.**

### Withdrawal Policy

A One-Room Schoolhouse understands that there may be times that you must withdraw your student from the Schoolhouse after your application was received in February/March. A notice of withdrawal must be given in writing and provided to the Executive Director ([info@aoneroomschoolhouse.com](mailto:info@aoneroomschoolhouse.com)), Campus Director (lead teacher at your campus), and Administrative Assistant ([questions@aoneroomschoolhouse.com](mailto:questions@aoneroomschoolhouse.com)).

For changes made before July 15, there will be no charge to do so. After July 15, you are committing to the academic and elective days you have registered for and will be expected to pay the August invoice which includes tuition, book fees, elective fees, and material fees.

After August 1, if you must withdraw or add your student from academic or elective days, you will be responsible for the whole month of tuition and any fees incurred on that month's invoice no matter the day during the month you withdrew or requested the change. If you have paid tuition yearly or per semester, you will be reimbursed in future months (not the current month you indicated the withdrawal).

You are allowed only one change per school year to your student's registration. (Adding or subtracting clusters)

### Fundraising

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 decide 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.

To stay a schoolhouse family, your student needs to attend 60% of the days you signed up for.

**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 may follow the local school district announcements. If they cancel/go remote due to weather, AORSH will most likely have no in-person classes, however, 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. Class cancellations due to weather will be posted to GroupMe, Facebook, and via email by 6 am of that day.

### Dress Code

Students should arrive in class in clothing so 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.

### Driving

Students at the One-Room Schoolhouse who wish to drive to school must hold a valid driver’s license and ensure their vehicle is registered, insured, and well-maintained. They must adhere to

all traffic laws, drive safely, and park in designated areas. Students should arrive no later than 15 minutes before classes begin and leave within 15 minutes after classes end unless involved in supervised activities. Schoolhouse students may only drive members of their household unless prior written consent is given by both party's parents. Unauthorized passengers and leaving the premises during school hours without permission are prohibited. Violations, including unsafe driving or misconduct, will result in a warning with temporary driving privileges at AORSH suspended (along with a parent conference), and then revocation of driving privileges permanently. This policy ensures the safety and orderliness of the schoolhouse environment.

### 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.

Before 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 \$100 materials supply fee due August 15<sup>th</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 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, the 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.

### **Discipline Policy**

To create a fair, clear, and consistent approach to student behavior management, addressing all forms of inappropriate behavior, including bullying. All discipline matters are confidential, and any behavior management strategies and plans will not be shared with other parents or students.

### **Daily Behavior Management:**

#### **1. Starting the Day:**

- Each student begins the day with three popsicle sticks in their personal behavior pocket.

#### **2. Initial Response to Rule-Breaking:**

- If a student does not obey a classroom rule, they will receive a verbal reminder and be redirected privately, if possible.

#### **3. Progressive Discipline:**

- If inappropriate behavior continues after the verbal reminder, the student will lose a popsicle stick.

- Continued rule-breaking will result in the loss of additional popsicle sticks, one at a time.

#### 4. **Parental Notification:**

- Loss of one popsicle stick: The parent will be notified at pick-up.
- Loss of two popsicle sticks: The parent will be contacted during the day. Parents will be asked to collaborate with AORSH on home and schoolhouse consequences and preventing further problem behavior.
- Loss of three popsicle sticks: The student will be separated from the group for a time-out period, and the parent will be called to come get their child or to discuss other necessary interventions.

#### **Chronic Behavior Issues:**

- If a student's behavior problems become chronic, a conference will be held between the parents, the Executive Director, and the Classroom Director to agree upon a clear behavior contract.

#### **Severe Behavior Infractions:**

- 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 for the remainder of the month will be forfeited. Tuition paid in full will be refunded starting with the month following dismissal.

#### **Severe Behavior Infractions Include:**

- Habitual swearing (including taking the Lord's name in vain)
- Chronic violation of the dress code
- Violent behavior
- Grave disrespect
- Ongoing bullying
- Possession or use of weapons
- Use and/or possession of controlled substances
- Any other behavior that significantly disrupts the educational environment

#### **Definition of Bullying:**

Bullying is a repeated, intentional behavior by an individual or group that causes harm, distress, or fear to another individual or group. It involves an imbalance of power, where the person or group engaging in bullying has more power—whether physical strength, social status, or access to embarrassing information—over the victim, making it difficult for the victim to defend themselves. Bullying can take various forms, including:

**Physical Bullying:**

- Hitting, kicking, pushing, or other forms of physical aggression.
- Damaging or stealing someone’s belongings.

**Verbal Bullying:**

- Teasing, name-calling, or making inappropriate comments.
- Threatening harm or intimidation.
- Social/Relational Bullying:

Excluding someone from a group or activity.

- Spreading rumors or gossiping.
- Encouraging others to bully or shun someone.

**Cyberbullying:**

- Using digital platforms (social media, text messages, emails) to harass, threaten, or intimidate someone.
- Posting harmful or false information about someone online.
- Sending mean or threatening messages or comments electronically.

Bullying can be direct, such as face-to-face confrontations, or indirect, such as spreading rumors or manipulating social relationships. It creates an imbalance of power between the bully and the victim, making the victim feel helpless and fearful. Addressing and preventing bullying is essential for fostering a safe and respectful educational environment.

**Addressing Bullying:**

- Bullying behavior, including verbal, physical, and cyberbullying, will not be tolerated.
- Any student engaging in bullying will immediately lose two popsicle sticks, and the parent will be contacted. Parents will be asked to collaborate with AORSH on home and schoolhouse consequences and prevent further bullying behavior.
- If bullying behavior continues, the progressive discipline policy will be followed, with possible immediate action depending on the severity of the incident.

**Policy for Investigating Behavior Infractions and Resolving Disputes**

When a behavioral infraction is reported, the incident will be documented, including the date, time, and details, and accounts will be collected from the student involved and any witnesses. The Classroom Director and Site Director will review the report and any evidence, deciding on the validity of the infraction and appropriate action. Parents will be contacted to discuss the incident and the investigation findings, with a meeting scheduled if needed.

If parents deny the problem behavior, a meeting will be arranged with the parents, the Classroom Director, the Site Director, and the Executive Director to review the incident and evidence, allowing parents to share their perspectives. If the dispute remains unresolved, mediation with a neutral third party (another classroom director/site director) will be arranged to reach a mutual understanding and agreement. If an agreement is reached, a behavior plan outlining expectations and support strategies will be developed. If parents are still dissatisfied, they can appeal to the Board of Directors, which will review the case and make a final decision. Confidentiality and respect will be maintained throughout the process.

## 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:

- To stay a schoolhouse family, your student needs to complete at least 80% of the lessons assigned during the school year.
- Daily reading outside of class is highly encouraged. This can be for 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.
- 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 to finish the curriculum at a faster pace.

## Calendar

Please review the attached calendar and note the significant days. The 2024-2025 calendar includes 66 academic cluster days, 25 elective cluster days, and seven family field trip days. The calendar is subject to change based on field trip availability. Some field trip days may be spent on campus with guest speakers and demonstrations. The academic fair will be at a special location and students will not be on campus that day. The Schoolhouse will have six festival days and four days of portfolio reviews with parent-teacher conferences. **Parents attend roughly 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 who 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. As needed, breaks from this flow may be taken to spend a year on PA state history.

**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 in 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. To stay a schoolhouse family, your student needs to complete at least 80% of the lessons assigned during the school year.

## 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). If desired, parents can contact the Classroom Director for a list of in-class reading materials.

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. 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 \$20 for each day. (This is to cover the schoolhouse's time in planning and directing the event). Each family may be asked to contribute to these days in the way of potluck 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 roughly 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. A Schoolhouse parent may only bring one extra family with their children.

Admission fees will likely be reduced based on group and educational rates, but each family will be required to pay admission on their monthly invoices. Once the family has completed the field trip RSVP, they will be expected to pay AORSH the amount indicated. Families are not encouraged to contact the field trip facility directly nor will they be unable to pay the facility directly to attend. We all attend together for the price indicated on the RSVP forms and we pay all together. Non-enrolled siblings are welcome to attend with their parents if the field trip facility allows. Students who 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 fall of the school year and the test will be completed at home. **If your family will use an outside testing service, please tell the Executive Director before the end of September.**

## 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

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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 have 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) 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, or 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 (ie 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

## 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.

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Parent/Guardian's Name

Date

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Parent/Guardian's Signature

Date

Names of Students in Family:

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