



# *The Brick Farmhouse School*

*Cultivating Our Future*

*Building a love of learning, life, and community*

# HANDBOOK

*Policy and procedures 2023-2024*

## *Mission:*

*Our goal is to create a flexible, rigorous, individualized, and comprehensive educational environment that serves the children and families in and around our community. Not only educating them but creating a wholesome learning environment that forms a love of learning, life, and community.*

## Leadership

Education director/teacher: Kendra Champion

Board: Daren Loy, Rebecca Loy, Lance Champion, Kendra Champion, Nathan Shelton, Mattie Shelton

Contact information:

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## Educational Values

- ∂ A flexible educational environment 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 their various stages of life.
- ∂ An individualized curriculum allowing students to pursue interests, goals, and in-depth understating of knowledge and concepts.
- ∂ A comprehensive education that honors the students' needs for unstructured play, time in nature, socialization, leadership, creativity, and personal growth.
- ∂ A learning environment with high moral values and expectations for all involved in the learning process.

- ∂ A family's right and responsibility to be an integral part of their child's education.

### Education Approach

We use a multi-age, competency-based approach to instruction. All students progress through the curriculum based on mastery of the material. Direct instruction in math and language arts is given in a small group or individual setting by the education director at the student instruction level. The parent assistant monitors independent practice and exploration. Science, social studies, and electives are taught in multi-age format with individualized assignments given at the student's academic level. All instruction as embedded spiral review to ensure retention over time.

### Education Philosophy

Our schoolhouse and our curriculum are not based on one specific educational method. Our primary curriculum will be from The Good and the Beautiful and uses supplemental resources to enrich the curriculum and meet our standards. We strongly believe 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.

We have selected The Good and the Beautiful curriculum because it emphasizes faith, family, nature, and high moral character. This curriculum is based on a Non-denominational Christian worldview, uses wholesome, clean literature and is academically strong.

## Admissions and Enrollment

### Application

Applications must be submitted by March 1, 2023 to The Brick Farmhouse School. We will review the application and the applicants will be notified within two weeks of the submission if it has been accepted. If the application is accepted, applicants will be assessed by the Education Director to determine academic level. At the time of the assessment the \$100 application/assessment fee is due.

### Class Size

Class size will be a ratio of one teacher, one volunteer and 20 students to maintain a productive learning environment.

### Grading and Level Placement

Students' academic levels will be assessed by the Education Director. Curriculum specifically designed for your child's ability will be ordered by you after the assessment with your child.

### Age Eligibility

Students who are 5 years old by September 1<sup>st</sup> are eligible to enroll for admissions. We will support students in Kindergarten through 6<sup>th</sup> grade with the concept of "growing with" our children through their academic years.

## Volunteer Commitment

To keep families learning together and support families in their academic goals we are asking parents to commit to volunteering in our classroom at least 1 day a month. If parents are unable to volunteer during the school day, we are asking for your support in various tasks that it will take to run our schoolhouse. These tasks will be outlined in the welcome packet upon admission. If this is also not an option, please see the volunteer buy-out option in the financial section of the handbook.

## Students with Disabilities

At this time, we are not equipped to provide a high-quality education for those with profound disabilities. Each student will be considered on a case-by-case basis. Students with a history of severe behavior problems will not be allowed to enroll.

## Classroom Rules/Discipline

Classroom rules:

1. Respect yourself, respect your peers, respect your teacher and volunteer.
2. Listen carefully and follow directions.
3. Keep hands, feet and objects to yourself
4. Stay within the sight and hearing range of an adult when outside.
5. Above all: Do unto others as you would have others do to you.

## Behavior Reports

Parents will receive a daily behavior report in your child's take-home folder.

Any severe situation will be discussed on the day of the incident. 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, and any other behavior that significantly disrupts the educational environment.

## Behavior Policy

A zero-tolerance behavior policy will be enforced. Your child will be expected to conduct themselves in the appropriate manner for our learning environment. If these expectations are not met, the student will be removed from the classroom and will need to be picked up by his/her parent immediately. We believe that each day is a new day and will welcome the student back the following day; however, if the behavior continues to affect our learning environment, enrollment in our school will be forfeited as well as tuition already paid.

## Financial Policies

School Supply list: A school supply list will be given to every student. Please be sure to start the year with these supplies and replenish them when needed:

Tuition fee: outlined in your packet

Volunteer buy-out option: \$500/yearly or \$50 monthly fee (10 months) this can be added to the monthly tuition fee if requested or paid in full at the beginning of the year.

## Payments Options

There are two payment options:

1. Pay in full on August 1<sup>st</sup>:
2. Pay tuition fee on a 10-month payment agreement: Tuition payments are due on the 1<sup>st</sup> of every month beginning in August thru May for each academic year. A \$50 late payment fee will be applied to any payment made after the 6<sup>th</sup> of the month.

If you must withdraw your child from class you will not be refunded for the month that you are withdrawing in. You will be refunded for the following months that are pre-paid.

**EXAMPLE:** It's January 10<sup>th</sup> and you notify that school that your child is withdrawing from school. January tuition will not be

refunded, however; if you have made payments for Feb, March, April; you will be refunded your tuition money for these months.

Notice of withdrawal must be given in writing and be signed by the parent. The Educational director will sign and date the paperwork and each party will keep a copy of the withdrawal statement. The date on the signed paperwork by BOTH parties will determine the tuition reimbursement and payment status.

## Policies and Procedures

### Grades

Student performance will be based on grade-level standards-based assessments according to grade level and content. Student reports will be sent home quarterly.

### Parent-Teacher Conferences

Parent teacher conferences will be scheduled during the week of November 13-16 at the request of the parent. Parents may request a parent-teacher meeting at anytime during the school year if the need arises.

### Attendance

The 2023-2024 school year runs from September 5, 2023 to May 16, 2024. The detailed school calendar will be included in the Welcome Packet.



If a student is unable to attend school on a scheduled day, please call, text or email the Education Director before the start of the day. If a student needs to leave early, please send a note, call or text the Education Director. Email may not be checked during the day, so please do not use email for last minute schedule changes. Tuition refunds are not given for tardiness or absences.

### Snow Days

For official no in-person classes due to weather, we will follow the SWCUSD #9 announcements, if they are closed, we will be closed. If weather forecasts are looking questionable or inclement weather starts while we are at school, we will notify parents of closures through our REMIND 101 app and Facebook parent group.

### Dress Code

Students should arrive to class in clothing that they can move and play in comfortably. Please be neat, clean, and modest in your clothing selections.

Shorts are an acceptable clothing option but should always maintain a modest length, any student wearing shorts that do not

cover their body in the appropriate manner will be asked to change. Shorts or leggings should be worn under skirts to maintain modestly while playing. Footwear should be appropriate for both indoor and outdoor activities. Pictures and logos should not distract from classroom instruction and should never be vulgar or offensive.

Students will be playing outside in all weather conditions that are deemed safe. We could be playing in the rain, snow, cold, heat etc. Snow clothes, rain suits, boots, gloves, and hats are encouraged. Please make sure your child brings the necessary seasonal items to comfortably play outdoors. They are welcome to store the seasonal items at school.

Sunscreen will be applied to students for outdoor play during our summer and spring months. We will use the spray sunscreen on students and a sunscreen stick on the student's face.

If your child has a specific sunscreen need, you will need to supply that to the school with your child's name clearly marked on the bottle.

### Homework

Homework will not be given on a nightly basis; however, each child will have a weekly folder with grade specific skills. These skills will enhance the specific content your child is learning in class. Older students may have "study" time; meaning they have to prepare for a quiz, test, etc.

The following suggestions may be considered for student enrichment at home.

- ∂ Daily reading outside of the class is highly encouraged.
- ∂ Practice math fluency facts according to grade level.
- ∂ Practice reading sight words that are in your child's take-home folder.
- ∂ 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.
- ∂ It is recommended, at an age-appropriate time, that families complete The Good and the Beautiful Maturation and Sexual Reproduction unit at home. We believe this content is a family matter and will not be discussed or taught in our schoolhouse.

### Calendar

Please review the attached calendar and note the instructional days, holiday breaks, and field trips. A more detailed calendar will come home in the welcome packet after enrollment. We will hold special school events and notify families of these dates later.

### Snack & Lunch

Students should bring a snack, water bottle, and sack lunch every day to school. Food should be ready to eat and require no preparation. Students are welcome to use the microwaves in our kitchen to heat their lunch.

Please notify the school of any food allergies or special dietary needs because we will use food items during instruction, bake during the school day and have class treats at times.

### Birthday Treats

We LOVE to celebrate our students' birthdays!! Please feel free to send in birthday treats on your child's special day!

### Healthy and Safety

The safety of our 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 adults.

### Cell Phones and Computers

Students may bring a cell phone but need to keep the phone in their backpack during school hours. They may check their phones at lunch period if needed. Computers will be used at various times during the school week, students will be expected to use the computer appropriately; any use of the computer in an inappropriate manner will result in the loss of ability to use the computer.

### Weather Policy

We believe 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. Obviously, the safety of our students will always be top priority during rainy or

snowy days but we will plan to be outdoors as much as possible.

Parents are encouraged to purchase appropriate clothing for outdoor play in all types of weather. Outdoor clothing may be left at the schoolhouse if desired. If the temperature is above 32F (with wind chill) we will plan on being outside and allowing students a warmup break when needed. If the temperature is below 32F (with wind chill) we will play indoors.

### Illness

For the overall wellness of all students, volunteers and staff; please keep children who are ill at home. PLEASE keep your child at home until they are symptom free for **24 hours**. We can arrange for curriculum work to be picked up if requested.

### Illness at school

If a student becomes ill at school, the Education Director will contact the parent to immediately pick up their child. If a parent can not be reached, we will contact the emergency contacts listed on your child's informational sheet.

### Fire and Tornado Drill

Fire and tornado drills will be held at least 2 times a school year.

### Allergies

Please make the Educational director aware of any allergies your child may have when completing the registration packet; this includes food, dietary, medicine, animal, etc. Although we 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 first. Every effort will be made to contact the parent, and the child's doctor. If a parent cannot be contacted, 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 back-up if the parent is not available in cases of sickness, injury, or emergency. Please keep these contacts up-to-date with our school.

### Clearances

In compliance with Illinois law, all school house staff will have state-required clearances submitted to the schoolhouse before the start of the year. All volunteers will be required to submit background checks to the schoolhouse before they will be permitted to volunteer in the classroom or on field trips. Background checks will need to be updated every 3 years for our volunteers.



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I have read, understand, and agree to abide by the  
\_\_\_\_\_ schoolhouse handbook.

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Parent's name

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Parent signature

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Students enrolled: