



The Brick Farmhouse School

“Cultivating Our Future”

Building a Love of Learning, Life, and Community

Student Handbook

Policy and Procedures 2025–2026

Our Mission:

Our goal is to create a flexible, yet rigorous, individualized, and comprehensive educational environment that serves to form a love of learning, life, and community.

Leadership:

Education Director: Sarah Johnson

Teachers: Julie Jordan, Ally Manus, Becky Miller

Founders: Daren and Rebecca Loy

TBFS Board of Directors:

President/CEO: Daren Loy

Vice President: Bryan Orban

CFO/Treasurer: Rebecca Loy

Secretary: Catherine Milner

Sharon Behme

Steven Stone

Matthew Cunningham

Contact information:

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Educational Values

- A flexible, educational environment in which students progress as they reach concept mastery in each subject and are developmentally ready for further study
- A rigorous academic which curriculum prepares students for the various stages of life
- An individualized curriculum that allows students to pursue interests, goals, and in-depth understanding 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
- Parents' right and responsibility to be an integral part of their child's education

Educational 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 or Teacher at each students' instruction level. Classroom aides and parent volunteers monitor independent practice and exploration. Science and social studies, as well as, electives are taught in a multi-age format with individualized assignments given at the students' academic level. Math & Language Arts instruction includes an embedded spiral review to ensure retention overtime.

Education Philosophy

Our schoolhouse and curriculum are not based on one specific educational method. Our primary curriculum is The Good and the Beautiful. TBFS utilizes supplemental resources to enrich the curriculum and meet our high educational 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

Applications must be submitted to The Brick Farmhouse School by March 1, 2025. The applications will be reviewed and the applicant will be notified within four 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 aide, and no more than 14 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 five years old by September 1 are eligible to enroll. We currently support students in kindergarten through eighth grade with the concept of "growing with" our children through their academic years.

Volunteer Commitment

In order to keep our school running efficiently, families are asked to volunteer in the classroom at least once monthly. If families are unable to meet this obligation, they may choose to buy-out the volunteer commitment at a rate of \$50 per

month from September to May. This payment should be added to tuition payments or paid in full at the beginning of the year. Additional volunteer opportunities are available if families are unable to be in the classroom during school hours. Please see the Education Director for additional volunteer options. Please select volunteer preference on the signature page of this packet. Bi-yearly fee statements will be sent home for those unable to volunteer or pay the monthly fee.

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 volunteers.
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/guardian 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 the supplies and replenish them when needed.
- Tuition fee: \$3,000 per student, see below.

- Parents/Guardians are responsible for providing the curriculum for certain subjects, as directed by the Education Director/Teacher. Students should have their curriculum in hand on the first day of school.
- Volunteer buyout option: \$450 yearly or a \$50 monthly fee for nine months; this can be added to the monthly tuition fee or paid in full at the beginning of the year. Volunteer payments are due on the first day of each month September through May.

Payment Options

There are two payment options:

1. Pay in full on August 1.
2. Families may pay the tuition fee on a 10-month payment schedule: tuition payments are due on the first of every month beginning in August through May for each academic year. A \$50 late payment fee will be applied to any payment made after the sixth of the month. If you have an outstanding late payment that is not paid by the first of the following month, attendance will be paused and not permitted until tuition is made current.

Placement Guarantee

Once enrollment is requested and accepted, a spot will be guaranteed for that student for the upcoming school year. Often times, we cannot accommodate all interested families, and students are turned away. To prevent significant financial

loss to the school due to withdrawals after the school year has begun, the following policy has been implemented for the 2025–2026 school year:

If for any reason, the family chooses to withdraw their student(s) after the semester has begun, payment for the entire semester in which the student(s) attended school and subsequently withdrew will be due in full.

For example, if a student enrolled and attended school for the month of September and October before they chose to withdraw, payment for the entire first semester– August through December– will be due to the school immediately upon withdrawal. Exceptions may be considered under grave circumstances and only granted by the Board of Directors.

Policies and Procedures

Grades

Student performance will be based on grade level standards – based assessments according to grade level and content.

Student grade reports will be sent home quarterly.

Parent-Teacher Conferences

Parent-teacher conferences will be scheduled in November at the request of a parent/guardian. Parents may request a parent-teacher meeting at any time during the school year if any need arises.

Attendance

The 2025–2026 school year runs from September to May. 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 or text the teacher before the start of the day. If a student needs to leave early, please send a note, call, or text the teacher or 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 absence.

Snow Days/Inclement Weather Days

For official cancellation of classes due to inclement weather, we will follow the SWCUSD #9 announcements. If they are closed, we will be closed. The only exception is for cold weather days with the absence of road hazards. In general, TBFS will continue to be in session if the SWCUSD cancels only due to cold temperatures. If weather forecasts are looking questionable or inclement weather starts while we're at school we will notify parents of closures through our 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 modesty while playing. Clothing 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.

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 that your child is learning in class. Students may have “study time” : i.e. preparation for a quiz, test, etc.

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

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

Calendar

Please review the school calendar posted on the websire and note the instructional days, holiday breaks, and field trips. We will hold special school events and notify families of these dates later.

Snack and Lunch

Parents should send 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 with supervision. 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 a birthday treat on your child's special day! Summer birthdays may be celebrated on a prearranged day during the school year.

Health and Safety

The safety of our students is of the utmost importance. Doors to the schoolhouse will remain locked during classroom hours. When outside, students must stay within the field of vision and hearing of the supervising adults. The school is not liable for accidents or injuries and students should be counseled by parents to not engage in behavior that would constitute unnecessary risks.

Cell Phones and Computers

The students may bring a cell phone to school, but need to keep the phone in their backpack during school hours. They may check their phones at lunch 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 as well as consideration of other disciplinary measures.

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 and all types of weather. Outdoor clothing may be left at the school house if desired. If the temperature is below 32°F 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.

Illness at School

If a student becomes ill at school, the Education Director/teacher will contact the parent to immediately pick up their child. If a parent cannot be reached, we will contact the emergency contact list listed on your child informational sheet.

Fire and Tornado Drill

Fire and tornado drills will be held at least two times per school year.

Allergies

Please make the Education 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 considerate of all allergy concerns.

Medical Emergencies

In the event of an illness or accident that will require immediate medical treatment, 911 will be contacted first.

Every effort will be made to contact the parent. 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 case of sickness, injury, or emergency. Please keep these contacts up-to-date with our school.

Clearances

All staff & volunteers will be required to have an updated background check before they will be permitted in the classroom. Background checks will need to be updated every

three years for our volunteers. It is the responsibility of anyone present in the schoolhouse to ensure administration is aware of any changes to an individual's criminal record.



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I have read, understand, and agree to abide by the policies and procedures outlined in the 2025–2026 TBFS school handbook.

Parent/Guardian’s Name:

Parent/Guardian Signature:

Students Enrolled:
