

2017-2018 HANDBOOK



Washington New Church School

11914 Chantilly Lane
Mitchellville, MD 20721

www.theWNC.org

Introduction

The guidelines set forth in this handbook are not intended as promises of specific treatment but serve to provide a foundation for the orderly administration of the school.

Obviously, every situation cannot be anticipated. And likewise, rules cannot govern every situation that might arise. Should a situation arise that is not covered by this guide, WNCS is not limited or otherwise precluded from taking appropriate measures to resolve the matter.

To promote the orderly administration of the school, WNCS will make decisions it deems appropriate but take into consideration the interests of the students, their parents, the School Board, and the Washington Church of the New Jerusalem (WCNJ).

This is our full version of the handbook. Each summer it is subject to review by the faculty and school board. Suggestions for changes throughout the year are warmly appreciated.

Welcome

Welcome to the beginning of the Washington New Church School's 47th year. We hope it will be productive, challenging and rewarding for all of the students in our care. Please familiarize yourself with our handbook so that we can work together for the success of our children. At the Washington New Church School the instruction is designed to develop the spiritual life of our students through daily chapel, religion classes and the integration of religious principles into all areas of the curriculum. We strive to provide a school environment which protects a child's innocence, maintains charity toward all and ensures personal safety. We hope to cultivate within each child an affection for the Lord and a will to follow the teachings contained in His Word.

Because strong partnership between home and school is so important for the successful education of a child, we ask that each year all our families read and sign a two-page information sheet which lays out the key principles behind the Washington New Church School.

“No one is ever instructed by means of truths, but by means of the affections of truth; for truths apart from affection do indeed come to the ear as sound, but do not enter into the memory; that which causes them to enter into the memory and to abide in it, is affection.”

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 Web site..... www.theWNC.org
 Tuition Payment website www.e-giving.org/washingtonchurch
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 11914 Chantilly Lane
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TABLE OF CONTENTS

INTRODUCTION & WELCOME 2
 CURRICULUM..... 5
 ADMISSION POLICY & PROCEDURE..... 5
 Applications 6
 Readiness/Entrance Testing 6
 TUITION INFORMATION & FEES – TIME LINE **7**
 Payment Options 8
 Enforcement Guidelines 9
 AFTERCARE 9
 PARENT-TEACHER COMMUNICATION 9
 PARENT SERVICE PROGRAM (PSP)..... 11
 POLICIES REGARDING MEDICAL ISSUES
 Health forms 12
 Medication..... 13
 Emergencies 13
 Non-emergency Illness or Injury 13
 ATTENDANCE POLICIES
 Absences..... 13

Appointments	14
Family Trips	14
Tardiness Policy	14
STUDENT PICK-UP	15
SNOW DAYS.....	15
WNCS UNIFORM POLICY	16
General Clothing & Uniform Rules	16
Uniforms for PE	17
GENERAL ACADEMIC POLICIES	
Homework.....	18
Study Hall.....	18
Office Hours.....	19
Retention	19
Academic Probation.....	19
STANDARDIZED TESTING	20
STUDENT SPECIAL SUPPORT.....	20
THE LIBRARY	
Overdue Library Book Policy	20
WNCS AWARDS	
Honors	21
Awards	21
SCHOOL TRIPS	22
STUDENT CONDUCT POLICIES	
General Rules	23
Obscenities	24
Plagiarism.....	24
Detention & Face-it & Fix-it Procedures	25
Suspension.....	25
Wheeled Apparatus Usage	25
Rules for After School Play.....	26
GOVERNANCE	27
CHILD PROTECTION POLICIES	28
WNCS FACULTY AND CONTACT INFORMATION.....	29
MEMBERS OF THE SCHOOL BOARD	30
Ten Religious Goals of New Church Education	31
2017-2018 WNCS CALENDAR	32

CURRICULUM

Our rigorously academic curriculum has been developed in conjunction with our denominational school administration in Pennsylvania consistent with state and national standards. In addition to our own material we use a variety of recognized text books. More information about our curriculum is available on request.

ADMISSION POLICY & PROCEDURE

The School first accepts applications from students who are baptized into the faith of the New Church and whose families support its religious instruction. Interested parents who wish to apply for a student who is not baptized are invited to do so in this order:

1. Schedule an informal tour of the school.
2. Schedule and attend an orientation with the Pastor for an overview of the teachings of the New Church to determine whether we can work together based on these principles.
3. Submit a formal application with parental agreement and accompanying fee.
4. Provide full records from the previous schools attended.
5. Schedule an appointment for the child(ren) to meet with a teacher for grade level testing to assess for acceptance and placement, and complete the testing.
6. Schedule and attend a meeting with the Principal/Admissions Director for an overview of the school and parental expectations.
7. After these steps are completed, the admissions team reviews for approval. Upon acceptance the applicant will be notified and tuition payment information will be supplied.
8. Once their student is enrolled new parents are expected to attend orientation classes and/or Sunday morning church to help them understand some of the spiritual concepts that form the basis of their children's instruction in the school.

Note:

- Parents are invited to bring their child(ren) to visit the appropriate classrooms at a mutually convenient time.

- Applicants for the primary grades may be observed at their current school by the homeroom teacher, if possible. A student may be invited to attend our school for one or more days.

Applications for new admissions and re-enrollment of current students in grades K-10 are **due by April 30th** prior to each new school year. The deadline is necessary so that the faculty and administration will have sufficient time to interview the parents and the prospective student properly and completely, to test the student, to evaluate previous work, and to obtain records. The Washington New Church School may not accept new applications for students entering the tenth grade. New Junior Kindergarten and Kindergarten applications are open until August 1st. Beyond these deadlines the Principal may accept applications under special circumstances.

Parents who miss the deadline may ask for their child(ren) to be put on a waiting list. They may be invited to go through the admission process after the deadline on a case by case basis.

The Washington New Church School complies with The Maryland State Board of Education's requirement that children must be age 4 before September 1, 2017 in order to enroll in Junior Kindergarten, age 5 for Kindergarten for that year.

School Readiness/Entrance Testing: If your child is 4 or 5 years old by September 1st and you are seeking Jr. K/Kindergarten enrollment at WNCS, your child will need to participate in our Kindergarten assessment process to determine his or her readiness for school. Readiness is not just based on chronological age, but also on social, emotional and academic development. We want your child's first school experience to be a happy and successful one.

All students new to WNCS will undergo testing to ensure they have the appropriate skill set to succeed in the grade for which they have applied. The tests will vary by grade level.

Parents agree to provide any medical records required under state and county law (SR-6 {Local}, Revised 5/30/91) the results of all psychological and academic testing, a copy of the birth certificate, and such other records as are of use to the School.

The reason for these requirements is not to exclude anyone who seriously desires to attend our school, but to preserve the goals of the Washington New Church School, to ensure that the applicant supports its purposes and that it is the best educational environment for the student. Re-enrollment of a student each year is at the discretion of the Principal.

WNCS does not discriminate against applicants on the basis of race, color, gender, or national or ethnic origin.

TUITION FOR 2017-2018

Tuition Per student/year ^{1 2}	\$7,100
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Actual cost per student/year >\$14,000 (without church congregational subsidies)

Grades 7 - 10 surcharge³ \$300 per child

Grade 9/10 book rental charge⁴ \$100 per child

WHEN FEES AND TUITION ARE DUE:

1. April 30th - Application and Registration Fee

New applications must be accompanied by a non-refundable fee of **\$100.00**. Applications are due by **April 30th**. (Jr. K & Kindergarten applications will be accepted through Aug 1st).

2. Mid-July - Receive Tuition Information Packet

Tuition information packet includes details about methods for payment and form for applying for an alternative payment plan.

3. August 15th - Pay Full Tuition

Pay full tuition using one of the methods listed **OR** apply for an Alternative Payment Plan (APP).

¹ Tuition does not include: aftercare, uniforms, some school supplies, school lunches, some field trips and special events, rental of some textbooks.

² Member discounts may be applied for students where at least one parent and the student are baptized into the faith of the New Church.

³ This offsets the costs of art and science supplies and additional teaching staff.

⁴ \$90 will be reimbursed in June if classroom books are returned in appropriate condition.

HOW TO PAY TUITION

The *preferred payment method* is by automatic monthly payments through e-giving. This method is easy to manage *and* it avoids the higher fees charged to the school for processing credit card payments. Alternatively, tuition may be paid by check made payable to WCNJ submitted to the school secretary or credit card withdrawals processed through the e-giving website¹.

ALTERNATIVE PAYMENT PLANS (APP)

1. **Aug 15th – You May Submit and APP and 20% of Tuition**
If you *do not* plan to pay tuition in full by Aug 15th, you must submit an alternative payment plan (APP) along with 20% of the tuition bill by August 15th. The APP form is in the tuition packet you will receive in July. Your APP must be *signed* and returned to the school (a scan or photo of the signed form is acceptable).
2. **Sept 30th - Monthly Payment Due**
Monthly payments matching your APP are due by the end of the month with the first one due by Sept 30th and the final payment due by April 30th.

BILLING AND NON-PAYMENT POLICIES

1. **Prorated Tuition:** In the event that a student is enrolled less than a full year, tuition will be charged by multiplying the number of calendar months in which the student is partially enrolled by 1/9th of the annual tuition charge. Additional adjustments to tuition will be considered on a case-by-case basis. All accounts *must* be settled before any records will be released in the case of a transfer to another school.
2. **Monthly Reminders:** When an APP has been approved, the treasurer will send monthly email reminders showing the status of payments against that plan. Failure of the treasurer to send a reminder does not excuse any required payment.

¹ www.e-giving.org/washingtonchurch - information and instructions available from the school office and included with July payment information packet.

3. **Arrears:** If tuition payments are in arrears compared to APP, academic records will not be released or disclosed to any person or entity until payments once again meet an agreed upon payment schedule. Such “academic records” include, but are not limited to, report cards, transcripts, electronic grade reports (Engrade), diplomas, and parent/teacher conferences.
 - a. Non-payment of tuition for more than a month compared to the approved *APP* may lead to notice followed by expulsion from the *current* school year.
 - b. Non-payment of tuition for a student at the end of the current school year disqualifies the student from re-admission for the following school year.

WNCS AFTERCARE PROGRAM FOR 2017/18 SCHOOL YEAR

This year's aftercare provider is Lyle Kingdon, a 1999 graduate of WNCS. The aftercare provider reports to the school principal but she is the direct point of contact for parents/guardians using the program (Lyle.kingdon@yahoo.com, 443-801-7645). Our program is designed to provide a safe, relaxing time, which gives children opportunity for homework and play. Please send your child with a snack - we will provide some shared popcorn - but drinks, fruit or other snacks will need to be provided by the parent.

Lyle will handle billing and collecting of fees. Her email is Lyle.kingdon@yahoo.com.

Definition of Aftercare "Days"

- Short Day - Aftercare starts at 2:45 pm; parents/guardians pick up child by 4 pm (\$10/day)
- Regular Day - Aftercare starts at 2:45 pm; parents/guardians pick up child by 6 pm. (\$20/day)
- Long Day - School out at noon (half day); aftercare runs 12 pm - 6 pm. (\$35/day)

Discounted Options:

In order to receive a discount, participants must pay for a total number of Short Days, Regular Days and Long Days *to be used in the month following with payment received before that month begins.*

- *Full-time* (5 days per week) users receive a 10% discount
- *Part-time* (fewer than 5 days per week) users receive a 5% discount

Cancellations: If school closes early or for the day for snow or other reasons, Aftercare participants who paid in advance will get credit (or refund) for the closure on the next billing cycle. If child cannot attend Aftercare due to sickness or vacation, fees will not be reimbursed.

Drop-ins are welcome at the standard cost but please give the Aftercare provider 24 hours advance notice, if possible and payment will be expected at pick up, either cash or check.

Late Pick Up will be charged \$1/minute late.

The principal will consider other pre-pay options upon request, including multiple child discounts.

PARENT-TEACHER COMMUNICATION

Parent-teacher communication is key to the success of our children. If our school is to be in partnership with your home, we have to talk to each other! The faculty values parental input. The Principal is always available to help if a parent and teacher are having difficulty reaching an understanding, but it is better to start with direct communication, verbal preferred over email. If the Principal also happens to be the teacher involved, you may consult Kim Maxwell (teacher liaison) or any member of the School Board. The names of the School Board members are listed on page 30. Please schedule a time during the school day to address school concerns with the classroom teacher and/or principal.

Written reports are another important form of parent-teacher communication. The most common methods of communication are email and hard copy notes or forms sent with the children. In the lower grades homework forms come home daily. Please be on the lookout for daily communication and confirm receipt when requested.

In September we have a Back to School Night when parents come to the school to meet with their child's teacher, learn specifics about what they will be learning and have an opportunity to visit

the classrooms. Participation is expected every year. This is an important opportunity to build a school community with the teacher and other parents.

We send a regular “e-News” bulletin with important school information, coming events and reports on fun activities.

In the middle of each semester you will get a brief written mid-term report detailing your child’s academic progress along with the main communication, in person, of a parent-teacher conference.

At the end of each term (January and June) we send out the formal report cards. In addition to the academic grades, we prepare comprehensive written comments to accompany the reports. As a faculty, we feel that the comments are the most important part of the report. Please note, however, that they are written as private communications between the teachers and the parents, and are *not intended to be read by the children*. If you plan to allow your child to read the comments, PLEASE let the teachers know in advance so that the comments can be composed accordingly.

PARENT SERVICE PROGRAM

1. Parent Service Program (PSP): WNCS asks each parent to volunteer 10 hours in support of the school each school year. This is a fun way to get to know other parents, make a big difference in the operation of the school and build a strong school community.
2. PSP rules: It is the **parent’s responsibility** to 1) use the online sheets to identify tasks that interest you and sign up 2) complete the tasks you’ve chosen; and 3) report PSP hours. It is the **PSP team’s responsibility** to provide information about available tasks and to review and verify parent reporting.
3. Service Areas:
 - a. **Grounds**: Help beautify and maintain landscape
 - b. **Building Maintenance**: Repair and improvement (indoor and outdoor)
 - c. **Classroom Help**: Classroom preparation and organization (academic and administrative)
 - d. **School-day Support**: Supervise lunch, recess, dismissal, and student chores

- e. **Administrative Support:** Answer phones, help with filing and publications
 - f. **Events/Activities:** Set-up/clean-up for events, food & drink, chaperone field trips
 - g. **Library:** Assist librarian (Dorothy Radcliffe) per her direction
 - h. **Uniforms:** Managing uniform consignment
 - i. **School Board and other Committees:** Parents elected to serve on boards – please report hours online or in person.
 - j. **Worship and Classes:** Student concerts, introductory classes
4. How to sign up:
- a. **Online:** Go to PSP folder: www.tinyurl.com/wncspsp
Click on spreadsheet to look for tasks, enter your name
 - b. Complete chosen task.
 - c. Go back on line to the same folder and report completed hours on same spreadsheet.
5. PSP Contacts:
- a. Becca Smith (beccalek@gmail.com)
 - b. Jazzmone Coby (mrsjc515@gmail.com)

POLICIES REGARDING MEDICAL ISSUES

The School considers the safety and well-being of the students a top priority. To that end we have the following rules.

Health Forms: Health Inventory forms **must be filled out for each student**, signed by a parent, dated, and returned to the School office before September. This is to establish parental preferences: for primary and secondary emergency contacts, where parents wish to have their children evacuated to in the case evacuation from the premises is necessary, and other pertinent health information that may be needed in an emergency situation.

Medication: The Washington New Church School will only administer medication (prescription and over the counter medicine (OTC) after submission of a completed "Medication Prescriber/Parent Authorization Form" (form is available upon request) and providing the prescribed or OTC medication *in a bottle with the*

child's name on it. **NO** medication of ANY kind can be given without this documentation.

Notice of any changes must be made directly to the *secretary and be accompanied by a new, signed physician form.*

Emergencies:

- 1) If an illness or injury appears to be serious or life-threatening, the School will use the 911 service to summon emergency care.
- 2) Parents will be notified of any serious injury, illness or emergency, and all such incidents will be noted in the student's health records.
- 3) The parents will be expected to pay any costs incurred for emergency treatment.

Non-emergency Illness or Injury:

- 1) Playground bumps or scrapes will be cleaned and bandaged and/or treated with ice packs, as appropriate.
- 2) If a student reports feeling ill, the teacher will send the student to the office. Appropriate action will be taken according to the preferences indicated on the Health Inventory form. If nonprescription painkillers or other remedies are needed, they will be administered **only according to the Medical Care Forms on file**. If the student has a fever or symptoms of a reportable or contagious illness, the parents will be asked to take the student home.
- 3) Students should not return to school if signs of contagion remain or they have run a fever within the past 24 hours.

ATTENDANCE POLICIES

Absence: Students are required to attend school daily from opening to closing, including all evening and Saturday or Sunday events such as Graduation or special performances. Absence (other than illness) from required evening or weekend events will be noted in the students' records. Please notify the school by phone for emergency absence and in writing (or text) for all other absences.

We require that a signed note be provided by the parents for *every day of absence, explaining the cause*. This note must be given to the homeroom teacher when first returning to school. To simplify this requirement, the absentee homework form has a space at the bottom to explain the absence. Please fill out and return. *Verbal notification by the student alone is **not sufficient***.

A student may be reviewed for possible retention (to repeat a grade) if he or she misses 20% or more school days, or if there is a pattern of absences not obviously related to illness.

Regarding absence and missed homework please see p.16 under the heading of “*Homework*” for possible extension guidelines.

Appointments: Please try to schedule outside appointments for your child after school hours, particularly when WNCS is giving standardized tests or during the end of grading periods. Notify the homeroom teacher and the secretary in writing as soon as you know of an expected absence (e.g. medical appointments).

Family Trips during School: We recognize that it is sometimes necessary to take a child out of school for compelling family reasons. However, in a small school, the absence of even one child can make it necessary to change the whole day’s plan. Parents must evaluate the usefulness of family trips relative to the challenges involved in their child(ren) missing school and the extra demands it puts on them and the teachers.

If you must take your child(ren) from school, here are some reminders to make it easier for all concerned:

- Please submit a **written** request well in advance to the Principal explaining the circumstances of the child’s expected absence.
- Allocate some extra time when you return to help your child(ren) make up missed material.

Expect your child(ren) to spend additional time after school on homework when they return. Some homework may be assigned in advance, which can then be done while a student is absent.

Tardiness: The entry door will be unlocked at 7:50 a.m. each school day. Students are expected to arrive between 8:00 and 8:15

a.m.; the earlier the better. A student who has not greeted the roll taker by 8:15 a.m. will be marked tardy.

Each student will be excused for four tardies each quarter for any reason at all but afterwards will have to sit during recess. Parents will be brought into communication if a student is late more than four times in a quarter.

Parents should notify the school any day that their child will be late or absent, telephoning the school office before 8:15 am. This is necessary to avoid undue concern about a child's safety.

STUDENT PICK UP

Parents must complete a *dismissal form* for their children before school the first day of school which outlines whether they are permitted to walk home or whether they are attending WNCs Aftercare and what days. The form also notes authorized pickup people. Each day a staff member on duty will ensure the safe pick up of every student.

Please call the office if you are running late for pick up, so we know that your child will need extended supervision. ***If a child is not picked up by 3:15pm, he/she will be sent to Aftercare and the parents will be charged the \$10 drop-in fee (for pick up by 4pm)*** (Full information about aftercare program options and fees available from the office)

If there is any change (either someone else is picking up or your child is to walk to a neighbor's home) you ***must*** call the office and inform us – again, for the safety of the child.

Also for safety, the basketball court and the gravel lot will be blocked off at pick up time. ***On rainy days*** students will be kept in the lobby until their ride arrives.

SNOW DAYS

- ✱ In the event of a winter storm, WNCs will follow the plan for Prince George's County. (PG County delays and closings can be found on your local news, WTOP radio, 103.5 FM or on the PG County website). You can also sign up for notifications <https://public.govdelivery.com/accounts/PGCPS/subscriber/new>

* *However*, if we feel that safety is not an issue for our students we may re-open earlier than PGCPS. In this case parents will be notified by *telephone, text or e-mail* by 6:00am the day before. Follow Prince George's County *until and unless* you hear otherwise from WNCS.

WNCS Uniform and Policy

General Clothing Requirements: This year's uniform consists of a burgundy, white or black WNCS logoed polo shirt or a white oxford WNCS logoed shirt, a pair of khaki or black pants or shorts or skirt or skort, or a plaid skirt, skort or jumper, and a burgundy or black WNCS logoed fleece or WNCS logoed sweater.

While in school, students are required to wear their choice of one uniform top, one uniform bottom (pants, shorts, skirt, skort, jumper), with appropriate socks, leggings, tights or black spandex shorts. Students should bring to school one of the logoed outerwear choices to be used in the classroom on chilly days. Students may also wear their WNCS logoed outerwear on the playground or they may wear other appropriate jackets and coats as needed.

The logoed items can be purchased from Risse Brothers Uniforms - <https://www.rissebrothers.com>, as well as uniform pants, shorts, skirts, skorts and jumpers. Socks, leggings, tights and black spandex shorts may be purchased at other stores.

Uniform Rules:

1. The uniform must be worn as designed.
2. The uniform should be clean, well-fitting and neat. It should be in good condition, not stained, frayed, torn, or have holes.
3. Clothes layered under the uniform should not be visible.
4. Black, white or gray tights or leggings OR black spandex shorts must be worn under skirts and jumpers.
5. Oxford shirts must be tucked. Brown or black belt must be worn when shirt is tucked.
6. Shoes are to be clean, in good condition and provide proper foot support. Shoes with laces must be laced and tied se-

curely. Sandals must have a heel strap for the sake of safety. Flip-flops and slides are not allowed.

7. Shoes, makeup or accessories should not be distracting to others.
8. Knee-socks, tights and leggings are to be a solid black, grey or white.
9. Hats may not be worn by any student during school hours except outside or for special events. This includes hoods.
10. If wearing a white shirt, a white t-shirt or camisole should be worn underneath.

PE Uniform Requirements:

Grades JK-2:

Students should wear a well-fitting school uniform and running or athletic shoes only – no boots.

Grades 3-10:

Students should wear a well-fitting PE uniform and running or athletic shoes only.

- WNCS logoed maroon T-shirt, to be purchased from the school. (Old grey PE shirts are still acceptable this year, but cannot be purchased.)
- WNCS logoed black athletic shorts, to be purchased from the school.
- Running or athletic shoes – no treadless, rugged tread, slip-ons, elevated soles, or boots and no ripped or worn-out shoes.
- White or black athletic socks.
- Any solid-colored sweatpants and solid-colored sweatshirt, however, nonhooded uniform outerwear may be worn in PE classes instead of a sweatshirt. These can also be purchased at Risse Brothers Uniforms.
- No dangling jewelry is allowed in PE class (earrings, bracelets, anklets etc.)

GENERAL ACADEMIC POLICIES

Homework: The main purpose of homework is to practice things learned in school to reinforce the child's knowledge and understanding. Homework will also help a student develop responsibility. Managing assignments, transporting necessary materials and learning to budget time for short and long-term projects are all skills that we want each student to develop.

Parents can best help their children with homework by providing a suitable place in the home and a consistent schedule for work. Parents can check their child's homework form or assignment book to determine each day's work. We encourage parents to let the children complete homework on their own so that the teacher does not get a false message about the mastery of a subject. Help, yes, of course, but don't do it for them! *Note: students are not permitted to return to school after regular hours to retrieve forgotten work.*

Our general policy is that grades 1-2 may get about 20 - 30 minutes of homework per night, grades 3-4 about 45 minutes, grades 5-6 about 1 hour, grades 7-8 1 ½ hours and grades 9-10 up to 2 ½ hours per night. Please let us know if your child regularly spends more (or less!) than the target time on homework or has regular difficulty completing his/her homework in any course.

In general if a student has an excused absence, a two day extension is given on an assignment that was due or assigned on a day that was missed. In the case of extended absences a make-up plan will be generated by the homeroom teacher in consultation with other subject teachers.

Homework Detention: Students who fail to turn in a homework assignment will be required to stay and complete the assignment on the day it was due for one half hour.

After School Study Hall: In order to help students stay on track academically we have developed the following plan. Students in 5th through 10th grades who have a grade lower than 70% in any subject for any grading period (i.e. progress reports, mid-term, or full term) may be required to attend after-school study hall until grades improve. A grade of 60-69% will result in ½ hour per week for each course. A grade below 60% will result in one hour per week for each course. This is an additional service provided by the

school. It is only offered with the full support of the parents and when the student is able to behave appropriately.

Students who receive an “incomplete” as a grade for any course may be required to attend after-school study hall until the work is completed.

Students who have been absent, especially for prolonged periods, may need to attend study hall to complete missed assignments.

Study hall begins at 3:00 p.m. on a mutually agreed day. Students should report promptly to the teacher in charge after checking out from the dismissal area.

Office Hours: In addition, homeroom teachers may offer “office hours” for those students who would like extra help with course work. When offered, this represents extra tutoring time from the teachers and contributions toward the school are appropriate and appreciated.

Retention: A student will be reviewed by the faculty for possible retention in his or her current grade if he or she has earned a failing average (less than 60%) in one or more of the core subjects, or if he or she has an average of 60%-69% in two or more core subjects.

The core subjects in Grades 1 - 8 are: Religion, Composition, Grammar, Literature, Mathematics, Reading, Science, Spelling, and Social Studies/History.

The core subjects in Grades 9 and 10 are: Religion, English, Foreign Language, History, Mathematics, and Science. *Regarding retention due to poor attendance see: p.14*

Academic Probation: A student who is unable to achieve a passing average in any core course may be placed on academic probation. This involves developing a student action plan or contract with designated outcomes. If outcomes are not achieved, alternative school placement may be recommended. A student may begin the school year on probation based on his or her report at the end of the previous year.

STANDARDIZED TESTING

Although our curriculum is not regulated by the state, it is important to know that we are preparing our students to succeed in any school system. For this reason, each spring the students in grades 3 through 8 are given the Iowa Tests of Basic Skills (IOWAS). Our tests are included with those from other New Church schools for evaluation so that we can compare ourselves both to other schools like our own, and to national standards. We also administer the Cognitive Abilities Test (CATs) to grades 3 and 7 every year.

IOWA Test results are usually received by the end of May and the results are available to parents at that time. If you would like to see and fully understand your child's scores, please make arrangements to meet with Erin Stillman.

STUDENT SPECIAL SUPPORT

We want every child to succeed, and we do our best to promote this in every case. However, when learning disabilities or special needs are identified, the school will determine the support we are able to offer. In order to create the best program for a student, within budgetary and personnel constraints, we need the understanding and affirmative cooperation of parents. We do not have a separate special education program. We are not able to accommodate children with serious emotional or behavioral problems.

THE LIBRARY

WNCS Overdue Library Book Policy: In order to maintain our extensive library, from which all students may borrow, the school has adopted the following policy:

If a student has an overdue book, a first notice from the librarian will be given to the child by his/her homeroom teacher. The student will have one week to return the book. If the book is not returned a second notice is sent to the parent by way of the child. If the book is returned, no further action is required. If the book is determined by the parent to be lost, then replacement procedures must be implemented. Since there are many scenarios for lost books, the librarian's assistant will confer with the parent to make the best possible arrangement. If the book cannot be located by

eight weeks past the book's due date, the student/parent is responsible for replacement. The librarian will purchase the book using the librarian's discount rate. The parent is responsible to pay up to \$10.00 of the cost. If the parents are able or if they decide the student should pay for the replacement, we would gratefully have them cover the full cost of the missing book.

WNCS AWARDS

Students are recognized in many ways throughout the year for a great variety of achievements. Below are some of the more prominent awards, with descriptions taken from the award plaques.

Honors: Honors will be awarded to students in the 7th and 8th grades when the weighted average of all subjects for the year is 90 or above.

Honors will be awarded to students in the 9th and 10th grades for those whose G.P.A. is 3.50 or greater. The 10th Grade diploma will be awarded "with honors" if the cumulative G.P.A. for 9th **and** 10th grades is 3.50 or greater.

The following are the major awards and recognition given at the WNCS graduation ceremony:

The WNCS Appreciation Award: This is "the School's highest award, given in appreciation of an affirmative attitude, a spirit of cheerful cooperation, and goodwill toward fellow students."

The Justin D. Zuber Award for Scholarship: "The Justin D. Zuber Award for Scholarship is presented in recognition of a thirst for knowledge acquired with diligence and integrity, culminating in the highest level of academic achievement."

Criteria for receiving this award: **Silver Awards** for Scholarship will be available each year to 9th & 10th grade WNCS students who have attained a cumulative GPA or 3.75 or higher for that year.

Gold Awards for Scholarship will be available each year to 10th grade WNCS students who have attained a cumulative GPA of 3.75 or higher for both 9th & 10th grades.

The Levi D. Cowley Sportsmanship Award: “The Washington New Church School strives to foster the important qualities of good sportsmanship. This award is presented to the students who willingly include all others, encourage teamwork, participate with full ability, and win or lose graciously.”

SCHOOL TRIPS

A field trip form will be sent to parents explaining the nature of any trip, together with the date, time, means of travel and any special requirements. At the bottom of the permission slip there is a tear-off form that must be signed by a parent and returned to the school before a student may participate.

The School Board has established the policy that students are not to ride in the front seats of cars because of the dangers posed by air bags. If you feel your child is large enough that air bags do not pose a significant risk, you may grant permission for your child to ride in the front seat on a trip-by-trip basis by signing the appropriate area on the permission slip.

The School Board has established that all students must wear seat belts on all school trips (unless on a bus trip). All drivers on school trips are reminded of this policy and agree to enforce it to the best of their ability.

Child safety seats will be used according to age, weight and height requirements set by MD law. (The law requires that all children younger than eight years of age be secured in a federally approved child safety seat according to the safety seat and vehicle manufacturer’s instructions, unless the child is 4 feet 9 inches or taller, or weighs more than 65 pounds)

We will collect funds on a “per trip” basis to offset the cost of trips. A fund has been established to help defray some of these costs to keep the “per trip” fee more affordable for families. Contributions to the field trip fund are welcome and much appreciated.

When groups of students leave the immediate area of the school building for official School functions, all teachers will carry cell phones for security and medical emergency reasons. The teacher or designated chaperone carrying emergency medication for a student

will travel in the same vehicle, and stay in the same tour group as the affected student.

STUDENT CONDUCT POLICIES

We expect that our students will act with courtesy and kindness toward others and observe all rules for good school behavior and safety. Please note the important rules listed below.

General Rules:

- 1) No bullying of any type (emotional or physical) will be tolerated at WNCs. We have a detailed policy about this, which is available on request.
- 2) Roughhousing and running are not permitted in the building.
- 3) Students must have permission from a teacher to leave the campus for any reason during school hours.
- 4) Students are not permitted to use either church or school equipment without permission. This includes, but is not limited to computers, copiers, phones, and PE or kitchen equipment.
- 5) Any use of school computers at any time outside of school hours without a teacher's permission will result in one hour of detention. Students must abide by the AUP (Acceptable Use Policy) included in the summer mailing and signed at the beginning of the year.
- 6) Church or school property broken through negligence is the responsibility of the student(s) and parents to repair or replace. The school will notify the parents promptly when such an incident occurs. Children are not permitted inside the building before or after regular school hours except under the direct, onsite supervision of an adult.
- 7) Students are not permitted to bring weapons of any type to school. These include, **but are not limited to** firearms, slingshots, swords, lighters and pocket knives *or toys that look like weapons*. Special permission may be granted for students to bring items related to a course of study.
- 8) Students are not permitted to use personal electronic devices during school hours or on school campus without specific per-

mission from a teacher. Students in Junior Kindergarten up through 8th grade must store personal electronic devices in the school office upon arrival and may retrieve them upon dismissal to their vehicle *but may not use them until they are off campus*. Personal electronic devices brought by High School students must be stored in the designated box in the homeroom. WNCS is not responsible for any damage caused to personal electronic devices. A student who needs to call parents should seek and receive permission to use a school phone.

- 9) Students must be off campus by 3:15 PM and may not return to the school grounds until after 3:30 PM. This is to ensure that they go home after school to check in before returning for afternoon play. This helps clarify that it is the parents, not the teachers, who are responsible for the supervision of children on the playground after school hours. (See After School Guidelines.)
- 10) Students are not permitted to remain on school grounds after an evening event without a parent or guardian supervising.
- 11) No chewing gum or spitting is permitted on the campus.

Obscenities: We take the use of profane, blasphemous, crude or obscene language (as well as obscene words or graffiti) very seriously. Such language destroys the sphere we are trying to establish, and distracts from the educational process. We also recognize that, sadly, the use of such words has become so common that sometimes a young child may use them without thinking about it. In the first instance our response will be to instruct and correct. If the situation is repeated, punishments may be given. If the problem is habitual, the parents will be consulted in the search for a lasting solution.

Plagiarism: Plagiarism is the use of someone else's words or ideas without proper citation of the source. It is a very serious offense. It consists of lying and stealing, in order to pass off copied work as one's own. With the extensive use of the Internet it becomes increasingly necessary to teach our students the proper protocols for research. At WNCS we have implemented a progressive instruction plan, so that as they grow they will know what plagiarism is and how to avoid it.

At the lower elementary levels (1st-4th) the students will learn to gather information and put it into their own words. In the upper grades the students will be taught specific rules of appropriate computer use and Internet research. Emphasis will be placed on ethical use of sources, including a full introduction to and understanding of plagiarism.

Plagiarism will not be tolerated at any level. A paper or project deemed to contain plagiarized material will not receive credit. Further consequences will be imposed at the discretion of the teacher and the principal.

Detention: Students may be required to perform useful chores for the school in consequence of rule infractions or disorders. A verbal warning and a small, immediate consequence will result from minor infractions.

Face-it and Fix-it: Certain actions may lead to instant detention. When one of these incidents occurs, the student(s) involved will complete a Face-It and Fix-It procedure. This entails phoning a parent immediately to explain the circumstances, followed by filling out the form at home, signing and returning it, and completing appropriate consequences.

Disciplinary Suspension and Expulsion: There are circumstances involving a single instance of a serious offense where, in consultation with the parents, the Principal may place a student on either an in-school suspension or home suspension for a stated period. If the student shows flagrant repetition of the original offense or an equally serious offense, a full suspension from WNCS may be necessary. Any illegal activity (such as drinking or drug use) is treated as a serious offense.

Suspension and expulsion may also result from less serious offenses repeated frequently, especially in instances of a pattern of bullying.

Bicycle, Scooter, Roller Blade or Wheeled Apparatus Usage:

1. Wheeled apparatus includes but is not limited to bicycles, scooters, skateboards, rip sticks or roller blades.

2. Due to the number of students using the playground area during breaks wheeled apparatus may not be used during school hours.
3. In accordance with Maryland State Law helmets are required on all public property for children under 16 using bicycles, scooters and in-line skates. ***In addition, WNCS includes all wheeled vehicles (rip sticks, skate boards etc.) under this requirement.*** Therefore we require that children wear proper helmets when riding any wheeled apparatus on the WNCS campus. If a student returns to campus after hours, the primary responsibility of policing helmet use shifts to the parents (*see Guidelines for After School Play see below*).
4. We request that wheeled apparatus be ridden on paved areas.
5. All wheeled apparatus should be parked in the bike rack when not in use and taken home each day. Bicycles, etc. left on campus for extended periods will be impounded and sold.
6. The school is not responsible for bicycles or other equipment left on the property.

Rules for Aftercare and After School Play: If you allow your child on school grounds after school is dismissed you are responsible for your child and his/her behavior. The following rules are enforced by the teachers at breaks during school hours ***and by aftercare providers***. So that we can work together to maintain a safe environment, it would be very helpful if you would expect the same behavior from your children as they play with others on the school grounds after dismissal.

- 1) Please instruct your child(ren) in parking lot safety and etiquette. We have the children stand on the grass when cars are backing up and moving. Please make sure they do not run into the parking lot. It is very difficult for a driver to see little ones when backing up.
- 2) Children are not to use equipment from the school storage sheds without permission from a teacher or from the aftercare supervisor, who may allow use of aftercare items.
- 3) Children are to keep their hands to themselves: no wrestling, fighting, lifting or carrying each other.

- 4) Children are not permitted to climb trees.
- 5) Children may not play with rocks or sticks of any size or throw rocks or sticks.
- 6) Children are not to break branches off of trees, walk through flower beds, or damage any natural surroundings.
- 7) Games must be open to all who want to play: no exclusive clubs.
- 8) Children are not to play behind the building or in areas out of adult view

GOVERNANCE

The Washington New Church School (WNCS) was established and is supported by the Washington Society of the General Church of the New Jerusalem (Washington New Church). The Pastor of the Church oversees the religious instruction in the School and the Board of Trustees oversees the finances. The Principal is responsible for the day to day operation of the school.

The Board of Trustees has established a School Board and delegated specific areas of responsibility to it. The School Board consists of six members elected by the membership of the Church, and the Principal and treasurer, who are *ex officio* members. The School Board counsels the Principal in all matters relating to the life of the School including issues of policy and staffing, budgeting, tuition and any other operational concerns. The first portion of School Board meetings are open to parents to present any concerns.

The School functions under a combination of principles drawn from the doctrine of the church, by-laws that govern the business operation of the Church, and policies that have grown out of more than forty years of experience. While the final responsibility for making and implementing all academic decisions is given to the Principal, no decision is made without full consultation with appropriate parties.

Issues that relate to scheduling, academics and classroom management are discussed and resolved by the faculty, which meets throughout the year to discuss School business and engage in professional development activities.

Child Protection Policies

The Washington New Church School maintains a Child Protection (abuse prevention) policy applicable to all staff members and volunteers. Teachers are mandated reporters.

A copy of the complete policy and guidelines is available at the school office.

WNCS FACULTY - 2017-2018

- Rev. Mike Gladish**.....**301-461-3521**
School Pastor..... mike.gladish@washnewchurch.org
- Rev. Michael Ferrell****301-390-3457**
..... michael.ferrell@washnewchurch.org
Assistant Pastor, Rel.5-6, 7-8
- Rev. Brian Smith**.....**301-850-3029**
..... Brian.smith@washnewchurch.org
Principal, 9-10 Religion
- Candy Quintero**.....**301-805-8628**
.....qfamily321@aol.com
Jr. K/Kindergarten
- Carina Heinrichs**.....**561-632-6448**
.....carina.heinrichs@gmail.com
Homeroom 1-2, JK-2 PE
- Amy Glenn****240-640-2245**
..... Amydwyer08@gmail.com
Homeroom teacher grades 3-4, 3-6 PE
- Kim Maxwell****571-236-5544**
..... Kimumaxwell@aol.com
Homeroom teacher grades 5-6, 8 Math, faculty liaison
- Anne Ball****301-464-2434**
..... Agball@verizon.net
Homeroom 9-10, 9-10 History, Latin, Sci., 9 Math & 7-10 PE
- Jana Sprinkle**.....**410-220-9003**
.....janasprinkle@aol.com
7-8 Homeroom, 9-10 English
- Carole Waelchli**.....**301-249-7689**
7 & 10 Math..... Carole.waelchli@washnewchurch.org
- Erin Stillman****301-577-7534**
..... Barryanderin@verizon.net
Art 3-10, 5-10 Music
- Aubrey Hernandez**.....**301-379-3469**
Art 1-2, baubs84@gmail.com
- Sharon Kunkle****301-464-9548**
..... Sharon@wlk.name
5-6 TT/WP, Music JK-4 and substitute teacher
- Bonnie Cowley**.....**301-518-3628**
..... Bonnie.cowley@washnewchurch.org
Church & School secretary, Wood shop 9-10
- Dorothy Radcliffe**.....**301-464-1587**
Librarian..... dorrad@comcast.net

MEMBERS OF THE SCHOOL BOARD
For 2017-2018

Principal: Brian Smith

Brian.smith@washnewchurch.org

School Pastor: Michael Gladish

mike.gladish@washnewchurch.org

Board of Trustees Representative: Kira Zuber

kezuber@gmail.com

School Treasurer - Nicodemus Morfaw

morfaw@hotmail.com

School Board Chairman - David Glenn

dglenn1@umd.edu

Marie Kazeem

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Brad Johns

brad@americanvoicepower.com

Wanda Moore

Wanda.moore@carefirst.com

Paige Sweeney

Phsweeney7@aol.com

ADDITIONAL POLICIES AND GUIDING DOCUMENTS

The following additional documents are available from the front office on request and/or on our website:

1. Aftercare program description
2. Uniform Description and Procedures
3. PSP Program
4. Acceptable Use Policy
5. Child Protection Policy
6. Library Policy
7. Anti-Bullying Policy
8. Parent Information Agreement

Ten Religious Goals of New Church Education throughout the General Church System

In all our work we try to foster in children an age-appropriate knowledge, understanding of, and affection for the following spiritual truths:

- 1. The Lord Jesus Christ** is the one God of heaven and earth, including all things in our individual lives.
- 2. The Lord's Word** (the Bible) is the source of light and inspiration for our spiritual lives.
- 3. The spiritual world** is real and the influence of good and evil spirits affects us every day.
- 4. True marriage** is an everlasting covenant between one man and one woman.
- 5. The life of charity** and morality, and opportunities to practice are critical aspects of all education and human interaction.
- 6. Public and private worship** play important roles in all aspects of our lives.
- 7. Prayer** is essential to everyone's spiritual life.
- 8. The New Church** has a special role in our lives, but there are positive things to understand and appreciate about all religions.
- 9. Sharing the teachings** of the Lord's Word with others is a vital and rewarding skill.
- 10. Divine Providence** is all encompassing and an acknowledgment of the Lord's continual provision for our needs is a genuine blessing.

WNCS 2017-18 Calendar

	S	M	T	W	T	F	S
Aug	27	28	29	30	31	1	2
Sep 2017	3	4	5	6	7	8	9
	10	11	12	13	14	15	16
	17	18	19	20	21	22	23
	24	25	26	27	28	29	30
Oct 2017	1	2	3	4	5	6	7
	8	9	10	11	12	13	14
	15	16	17	18	19	20	21
	22	23	24	25	26	27	28
	29	30	31	1	2	3	4
Nov 2017	5	6	7	8	9	10	11
	12	13	14	15	16	17	18
	19	20	21	22	23	24	25
	26	27	28	29	30	1	2
Dec 2017	3	4	5	6	7	8	9
	10	11	12	13	14	15	16
	17	18	19	20	21	22	23
	24	25	26	27	28	29	30
	31	1	2	3	4	5	6
	Jan 2018	7	8	9	10	11	12
14		15	16	17	18	19	20
21		22	23	24	25	26	27
28		29	30	31			

AUG.	(2 teaching days)
28 Faculty PD meeting R. Russel – 9am 30 WNCS Opens 8:00am - Whole school photo–after chapel WNCS closes at Noon - 12:30pm Faculty Biz meeting	
SEPT. 4	(20)
Labor Day Holiday 13 Faculty Meeting (Possible) 14 Back to School Night -7:00pm 24 (Sun) Harvest community picnic-after church 26 Individual School Photos 27 Faculty Meeting (PD)	
OCT.	(21)
11 Faculty Biz Meeting 11 PSATs or Sat 14th 18 Faculty Biz Meeting (Possible) 20 Charter Day Holiday – WNCS Closed 25 Faculty Behavior Meeting 27 End 1 st Quarter	
NOV. 1	(19)
Harvest Festival 1:00pm 1 Faculty Biz PD 6 Grades Due to Secretary 8am 8 Faculty Biz Meeting 10 Vets’ Day flag pole ceremony 10:50am 16 WNCS Closes at Noon 16 Parent/Teacher Conf. 12:45pm 20-21 Project Day 22-26 WNCS TG break 23 Thanksgiving Day 29 Faculty Meeting (possible)	
DEC.	(11)
4 Decorating Day 12:30pm 6 Faculty Meeting 8 Tableaux rehearsal 10 Christmas Tableaux - 15 Christmas Party – 10:30pm, close at NOON Staff Party – 1:00pm 16-1/1 WNCS Christmas break 24 Candlelight Christmas Eve Service 7:00pm 25 Christmas Service – 11:00am	
JAN. 1	(21)
New Year’s Day 2 WNCS resumes –8:00am 3 Faculty Biz Meeting 15 MLK Day – WNCS Closed 16-19 C.A.T.s for 3 rd & 7 th & HS Exam Week 17 Faculty Meeting (PD) 19 1 st Semester End 20 SB meeting with Teachers 29 Swedenborg’s BD Lunch and trip 29 Grades due to Secretary	

	S	M	T	W	T	F	S
					1	2	3
Feb 2018	4	5	6	7	8	9	10
	11	12	13	14	15	16	17
	18	19	20	21	22	23	24
	25	26	27	28	1	2	3
Mar 2018	4	5	6	7	8	9	10
	11	12	13	14	15	16	17
	18	19	20	21	22	23	24
	25	26	27	28	29	30	31
Apr 2018	1	2	3	4	5	6	7
	8	9	10	11	12	13	14
	15	16	17	18	19	20	21
	22	23	24	25	26	27	28
	29	30	1	2	3	4	5
May 2018	6	7	8	9	10	11	12
	13	14	15	16	17	18	19
	20	21	22	23	24	25	26
	27	28	29	30	31	1	2
Jun 2018	3	4	5	6	7	8	9
	10	11	12	13	14	15	16
	17	18	19	20	21	22	23
	24	25	26	27	28	29	30

FEB. 7 Faculty Biz Meeting (19 teaching days)
 5 – 16 Personal Safety weeks
14 Valentine's Day
 15 Black History Observance
19 WNCS (ANC) closed Presidents' Day
21 Faculty Meeting (possible)
28 Faculty Meeting (PD) Rebekah

MAR. 2 Musical performance for Blk Hist.
5-9 WNCS Spring Break (16)
 14 Faculty Biz Meeting
 20 WNCS Open House - 7:00pm
 28 Behavior Meeting
 29 End 3rd Quarter
30 Good Friday Holiday

APR. **2 Easter Monday Holiday** (20)
 4 Faculty Biz Meeting (possible)
 9 Grades due to Secretary
11 Faculty Biz Meeting
18 WNCS closed at Noon
18 Parent/teacher Conf.
 4/18-5/1 IOWA test window
25 Faculty Meeting (PD)

MAY 2 Faculty Biz Meeting (22)
 6 (Sun) BBQ community Picnic
 9 Faculty Meeting (PD)
 23 Faculty Biz Meeting
 26 BAC Graduation
28 Memorial Day Holiday
31 End 2nd semester

JUN. **4 Field Trip Day** (5)
 4 Grad Grades Due to Secretary
 5 School Play Dress rehearsal
 6 Field Day – 10:30am - WNCS closes at Noon
7 WNCS Closes at Noon
7 WNCS Graduation – 7:00pm
11-13 Faculty Meetings
 20 Grades and Comments due to Secretary