

2019-2020 HANDBOOK



Washington New Church School

11914 Chantilly Lane
Mitchellville, MD 20721

www.WNCSchool.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 49th 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. This document will be given to you to sign with your acceptance.

“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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Tuition Payment	https://giving.ncsservices.org/dl/?uid=ncs-2818
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CURRICULUM

Our rigorously academic curriculum has been developed in conjunction with our denominational school administration in Pennsylvania consistent with 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 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.
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 asked to sign the parental agreement, and tuition payment information will be supplied.
8. Once their student is enrolled new parents are expected to attend orientation classes and/or Sunday church service 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-8 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 prospective students properly and completely, to test the student, to evaluate previous work, and to obtain records. New Junior Kindergarten and Kindergarten applications are open until August 1st. Beyond these deadlines the Principal may accept applications under special circumstances where space is available

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, 2019 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 2019-2020

All legal guardians *and* all signees of the student's application form are fully responsible for the on-time payment of the student's tuition and other fees.

Tuition Per student/year ^{1 2}	\$7,500
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Actual cost per student/year >\$14,000 (without church congregational subsidies)

Grades 7 - 12 surcharge ³ \$300 per child

\$400/family *Parent Service Program* deposit. (See P. 12 for *Parent Service Program* details).

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. **August 15th - Pay Full Tuition**

Pay full tuition using one of the methods listed **OR** apply for an Alternative Payment Plan (APP) and pay 20% of full tuition.

Sept 30th - Monthly Payment Due

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.

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.

HOW TO PAY TUITION

The *preferred payment method* is by automatic monthly payments from your checking account (OR ACH Debit) through e-giving website¹ 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 website.

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 which fall behind that plan. Failure of the treasurer to send a reminder does not excuse any required payment.
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, diplomas, and parent/teacher conferences.

¹ <https://giving.ncsservices.org/dl/?uid=ncs-2818> - information and instructions available from the school office and included with July payment information packet.

- 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.
4. **Charitable Giving:** The school is (and has) been generously subsidized by alumni, church members and friends throughout our almost 50 year history. This is the only way we can keep the tuition as low as it is. We gratefully accept charitable support from any families who are in a position to offer financial support beyond the minimum tuition amount.
5. **Financial Hardship:** Though most of our scholarship support is built into the listed tuition, families who are facing financial hardship may inquire of the principal to see if further help is available.

WNCS AFTERCARE PROGRAM FOR 2019-2020 SCHOOL YEAR

This year's aftercare provider is Jenny Smith, an alumnus of WNCS. The aftercare provider reports to the school principal but she is the direct point of contact for parents/guardians using the program (jennysmith296@gmail.com, 301-466-8783). 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 brought by your child..

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 if possible, please give the Aftercare provider 24 hours advance notice 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 31. 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, phone or text 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.

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

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.

In the middle of each semester you may receive a brief written mid-term report to accompany the in-person communication during a parent-teacher conference. We love to see parents at these meetings for some focused, face-to-face communication.

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.

Teacher and school communication is with the child’s parents and guardians, *not* through the child. Parents are to contact the school or teacher directly with any information you would like the school to know (vacation during scheduled school time, health concerns, social concerns, challenges with homework, behavior and discipline concerns, etc.).

Our effort is always to communicate with all legal guardians and signees of the child’s application form. Unless given a court-order specifying otherwise, we presume that all biological parents are also legal guardians entitled to full communication from and with the school.

To strengthen our goal for a community of mutual support, clear communication and shared vision, we use a *Parent Agreement Form* to clarify the key elements of the program expectations. (Provided at enrollment and upon request).

PARENT SERVICE PROGRAM

1. WNCS asks each parent to volunteer 10 hours in support of the school each school year. This is an easy, pleasant way to get to know other parents, make a big difference in the operation of the school, keep tuition costs lower and build a strong school community.
2. **PSP rules:** It is the **parent's responsibility** to 1) to identify tasks that interest you 2) complete the tasks you've chosen; and 3) report PSP hours. Reporting can be done by filling in PSP job card (available at the school) and turning it into the office (Brenna Sweeney's teacher box) or simply report to Brenna.Sweeney@washnewchurch. It is the **PSP team's responsibility** to provide information about available tasks and to review and verify parent reporting.
3. **Refund:** At the end of the school year you will be refunded up to \$400, for all whole hours completed (at \$20/hr.).
4. **Service Areas:**
 - a. **Grounds:** Help beautify and maintain landscape
 - b. **Building Maintenance: Special cleaning work (windows, cobwebs,** repair and improvement (indoor and outdoor)
 - c. **Classroom Help:** Classroom preparation and organization (academic and administrative)
 - d. **School-day Support:** Supervise lunch, recess, dismissal, after school detention and student chores
 - e. **Administrative Support:** Answer phones, help with filing and publications
 - f. **Events/Activities:** Set-up/clean-up for events, provide food & drink, chaperone field trips
 - g. **Library:** Assist librarian (Amanda Hyatt) per her direction
 - h. **Uniforms:** Managing uniform consignment
 - i. **School Board and other Committees:** Parents elected to serve on boards.
 - j. **Worship and Classes:** Sunday Services, classes and workshops.

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 (and updated each year)**, 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, 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 WNCS's health record.
- 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, diarrhea, nausea 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 until *24 hours* have passed since any signs of contagion such as: vomiting, nausea, diarrhea or running a fever.

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 WNCs scheduled 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.19 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. We will communicate with parents if a student is late more than four times in a quarter. The only excuse accepted for tardiness (beyond the four per term) is a doctor's visit.

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 which 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.

Location: 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.

No Return to Campus: If your child goes home before the normal end of the day (for illness, behavior, etc.) he/she is not invited back on campus before being cleared by the principal, homeroom teacher or in accordance with the applicable medical policy.

Dismissal from Classroom: A teacher may keep a student in the classroom during the normal dismissal period. In this case, the parent will need to pick up the student from the classroom. A teacher might make this choice if the student has been struggling with inappropriate behavior, needs extra guidance on homework or is having an especially hard day for any other reason.

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 6:00pm 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. Junior kindergarteners and kindergarteners only may wear black jeans as part of their uniform.

While in school, students are required to wear their choice of one uniform top and one uniform bottom (pants, shorts, skirt, skort, and jumper). 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. However a long-sleeved shirt of the same solid color may be worn under a polo shirt in the winter.
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 securely. 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. Drawing on hands, arms, bodies is not permitted. Nor are washable tattoos.
9. Knee-socks, tights and leggings are to be a solid black, grey or white.
10. Hats may not be worn by any student during school hours except outside or for special events. This includes hoods.

11. 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.

Students will be provided with a PE Bag on the first day of school with their name on it for only \$3.00. They are to use the bag to carry their PE clothes to and from school. This is to help reduce the number of lost uniform pieces as well as the mess of clothing being left in the bathrooms or in the classrooms. **Please send in \$3.00 on the first day of school to cover this cost if your child does not have our PE bag already.**

- WNCS logoed maroon T-shirt, to be purchased from the school \$10 each.
- WNCS logoed black athletic shorts, to be purchased from the school \$15.25 each.
- 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, non-hooded 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. 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. Students will be sent to aftercare (*and charged*) if not picked up by 3:30pm.

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 and Tutoring: Homeroom teachers (or other staff when available) may offer “tutoring support” for those students who would like extra help with course work. When available, this represents extra teacher time beyond their normal job description. There will be an additional charge for these services of \$20/half hour.

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, Language Arts, Mathematics, Science, and Social Studies/History.

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 –barryanderin@verizon.net.

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 emailed to the parent. The student will have one week to return the book. If the book is not returned a second email notice is sent to the parent. 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 of 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 under 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.

Cell phones are not permitted on field trips unless special permission is given specifically by the child's homeroom teacher.

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. Our goal is to provide an orderly and safe environment for all students to thrive. We strive for fair and balanced treatment of all families and students. Please note the rules listed below.

General Rules:

1. No bullying of any type (emotional, verbal, physical, etc.) 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. Children are not permitted inside the building before or after regular school hours except under the direct, onsite supervision of an adult. Students are not permitted to remain on school grounds after an evening event without a parent or guardian supervising.
5. 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 after-noon 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. (Aftercare guidelines p. 26.)
6. 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.
7. 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) discussed with students and sent home to be signed by parents the first few weeks of school.

8. 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.
9. 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.
10. Students are not permitted to use personal electronic devices during school hours or on school campus or on fieldtrips without specific permission from a teacher. Students in Junior Kindergarten 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*. Students who fail to turn in their devices may lose the right to bring them to campus. 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.
11. No chewing gum or spitting is permitted on the campus.
12. Students 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.
13. Students are to keep their hands to themselves: no wrestling, fighting, lifting or carrying each other.
14. Students are not permitted to climb trees.
15. Students may not play with rocks or sticks of any size or throw rocks or sticks.
16. Students are not to break branches off of trees, walk through flower beds, or damage any natural surroundings.
17. Games must be open to all who want to play: no exclusive clubs.

18. Students are not to play behind the building or in areas out of adult view.
19. Encouraging or involving other students to break rules or to spread conflict or gossip will lead to consequences just as if the student had broken the rule him/herself.
20. Students are not to use crude or profane language, nor are they allowed to name-call or make angry accusations at others.

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.*** We require that children wear proper helmets when riding any wheeled apparatus on the WNCS campus.
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.
6. The school is not responsible for bicycles or other equipment left on the property.

We Discipline What We See: Each day there are many things that teachers do not hear or see. Often the students do not communicate these concerns to the teacher. We request that if parents hear about any negative pattern of interactions that you make sure to inform the school promptly so that we know what to watch for.

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 rules above continue

to apply to students in aftercare and to students who return to the WNCS campus after school under parent's responsibility.

Teamwork: Supporting the correction and improvement of student behaviors is one of the most important parts of raising and preparing them for success. We seek a partnership with the families involved characterized by clear and respectful communication.

Though we are grateful to hear information and concerns from families, we try to maintain some privacy for the children of other families by not discussing the details of behavioral consequences.

Appeals: Because teachers can't possibly see everything that happens, we welcome communication from students or families offered respectfully and at appropriate times. Students may request conversations with teachers over recess or afterschool if they have concerns about how a decision was handled. They may not dispute or argue with a teacher's decision during class or at other inappropriate times.

Searching of Possessions: The school reserves the right to search through a student's possessions and/or locker. Reasons for such searches include: weapons, cell phones and illegal substances.

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 to find 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. A detention is earned from repeated minor infractions or a single major infraction. The fourth detention earned in a school year will prompt a face-to-face conversation with the family to set up a plan to address the behavior problem. Further detentions will likely result in suspension and a seventh detention is grounds for possible expulsion.

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 then 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. Before suspending or expelling a student, we seek to first exhaust other methods of correcting behavior. When we have strong communication, trust and shared goals with the family, we can often successfully help a child through a difficult stage.

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.

MEMBERS OF THE SCHOOL BOARD

For 2019-2020

Principal: Brian Smith

Brian.smith@washnewchurch.org

School Pastor: "Mac" Frazier

mac.frazier@gmail.com

Board of Trustees Representative: Kathy Johns

kcjswim@aol.com

Brad Johns
brad@americanvoicepower.com

Wanda Moore
Wanda.moore@carefirst.com

Erin Stillman
barryanderin@verizon.net

Amanda Hyatt
amghyatt@gmail.com

ADDITIONAL POLICIES AND GUIDING DOCUMENTS

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

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

In addition, the following documents are available from the front office on request and/or on our website:

1. Aftercare program description
2. Uniform Description and Procedures
3. Parent Service Program letter
4. Technology Acceptable Use Policy
5. Library Policy
6. Anti-Bullying Policy
7. Face-it and Fix-it form
8. Parent Information Agreement
9. Maryland Bulletin on Church-Exempt Schools

WNCS FACULTY - 2019-2020

Rev. Mac Frazier	512-694-9474
<i>School Pastor</i>	mac.frazier@gmail.com
Rev. Michael Ferrell	301-390-3457
<i>Rel. 7-8</i>	michael.ferrell@washnewchurch.org
Rev. Brian Smith	301-850-3029
<i>Principal, Rel. 5-6</i>	Brian.smith@washnewchurch.org
Candy Quintero	301-805-8628
<i>Jr. K/Kindergarten Homeroom</i>	qfamily321@aol.com
Carina Heinrichs	561-632-6448
<i>1-2 Homeroom, 5/6 Music</i>	carina.heinrichs@gmail.com
Anne Ball	301-464-2434
<i>3-4 Homeroom</i>	Agball@verizon.net
Kim Maxwell	571-236-5544
<i>5-6 Homeroom, 7 Math, faculty liaison</i>	Kimumaxwell@aol.com
Jana Sprinkle	410-220-9003
<i>7-8 Homeroom, JK-8 PE</i>	janasprinkle@aol.com
Rev. Judah Synnestvedt	267-315-2421
<i>High School Homeroom</i> ,.....	jurisnaturalis@gmail.com
Carole Waelchli	301-249-7689
<i>8th Math</i>	Carole.waelchli@washnewchurch.org
Erin Stillman	301-577-7534
<i>3 - 8 Art, 7- 8 Music</i>	Barryanderin@verizon.net
Shäron Kunkle	301-464-9548
<i>5-6 TT/WP, Music JK-4 and substitute teacher</i>	Sharon@wlk.name
Bonnie Cowley	301-518-3628
<i>Church & School secretary</i>	Bonnie.cowley@washnewchurch.org
Amanda Hyatt	301-352-5757
<i>Librarian</i>	amghyatt@gmail.com
Brenna Sweeney	301-957-5110
<i>Remediation Specialist, Art 1-2</i> ..	brenna.sweeney@washnewchurch.org

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 it 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 2019-2020 Calendar

Month	Sun	Mon	Tue	Wed	Thu	Fri	Sat
	25	26	27	28	29	30	31
Sep 2019	1 Week No 1	2	3	4	5	6	7
	8 week No2	9	10	11	12	13	14
	15 Week No 3	16	17	18	19	20	21
	22 Week No 4	23	24	25	26	27	28
	29 Week No 5	30	1	2	3	4	5
Oct 2019	6 Week No 6	7	8	9	10	11	12
	13 Week No 7	14	15	16	17	18	19
	20 Week No 8	21	22	23	24	25	26
	27 Week No 9	28	29	30	31	1	2
Nov 2019	3 Week No 10	4	5	6	7	8	9
	10 Week No 11	11	12	13	14	15	16
	17 Week No 12	18	19	20	21	22	23
	24 Week No 13	25	26	27	28	29	30
Dec 2019	1 Week No 14	2	3	4	5	6	7
	8 Week No 15	9	10	11	12	13	14
	15 Week No 16	16	17	18	19	20	21
	22	23	24	25	26	27	28
	29	30	31	1	2	3	4
Jan 2020	5 Week No 17	6	7	8	9	10	11
	12 Week No 18	13	14	15	16	17	18
	19 Week No 19	20	21	22	23	24	25
	26 Week No 20	27	28	29	30	31	1

AUG. 26 – ANC opens
SEPT. 2 Labor Day Holiday (20) 3 WNCS Opens, Noon Close Whole school photo–after chapel. 12 Back to School Night -7:00pm 24 Individual School Photos
OCT. (22) 4 Charter Day Holiday – WNCS Closed 8 Vision and Hearing testing 9:30am
NOV. (18) 1 Harvest Festival 11 Vets’ Day flag pole ceremony 10:50am 20 WNCS Closes at Noon 20 Parent/Teacher Conf. 12:45pm 27 - 29 Thanksgiving break
DEC. 6 Decorating Day 12:30 (15) 19 Christmas Program 7:00pm 20 Christmas Party 10:30, close NOON, staff party 23 – 1/3 WNCS Christmas break PGC Break 12/23 – 1/1
JAN. 6 WNCS resumes (19) 20 MLK Day – WNCS Closed 21-24 C.A.T.s for 3rd & 7th 28 Swedenborg’s BD Lunch and trip 11:30am

Feb 2020	2 Week No 21	3	4	5	6	7	8
	9 Week No 22	10	11	12	13	14	15
	16 Week No 23	17	18	19	20	21	22
	23 Week No 24	24	25	26	27	28	29
Mar 2020	1 Week No 25	2	3	4	5	6	7
	8 Week No 26	9	10	11	12	13	14
	15 Week No	16	17	18	19	20	21
	22 Week No 27	23	24	25	26	27	28
	29 Week No 28	30	31	1	2	3	4
Apr 2020	5 Week No 29	6	7	8	9	10	11
	12 Week No 30	13	14	15	16	17	18
	19 Week No 31	20	21	22	23	24	25
	26 Week No 32	27	28	29	30	1	2
May 2020	3 Week No 33	4	5	6	7	8	9
	10 Week No 34	11	12	13	14	15	16
	17 Week No 35	18	19	20	21	22	23
	24 Week No 36	25	26	27	28	29	30
Jun 2020	31 Week No 37	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				

FEB. (19)

- 13-14 Project Days
- 14 Valentine's Day
- Black History Observance
- 17 WNCs closed Presidents' Day

MAR. (17)

- 7 - 15 ANC Spring Break
- 16-20 WNCs Spring Break
- 12 - School Play
- 31 WNCs Open House - 7:00pm

APR. (20)

- 6-13 - PGC Easter and Spring Break
- 10 - 13 ANC Easter Break
- 10 Good Friday Holiday
- 12 Easter
- 13 WNCs closed Easter Monday
- 21 WNCs Closed Noon
- 21 Parent/teacher Conferences

MAY (20)

- 17 community BBQ
- 25 Memorial Day Holiday
- 29 Registration deadline

JUN. 4 Field Trip Day (5)

- 4 Field Trip Day
- 5 Field Day - 10:30am -
- 5 Close at Noon, WNCs Graduation

Total Days: 175