

# 2023-2024 HANDBOOK



Washington New Church School

11914 Chantilly Lane  
Mitchellville, MD 20721

[www.WNCSchool.org](http://www.WNCSchool.org)

*Revised July 28, 2023*

## **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 53<sup>rd</sup> year. We hope it will be productive, challenging and rewarding for all 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 of our families read and sign a two-page Parent Information Sheet which lays out the key principles behind the Washington New Church School. This document will be given to you to sign as part of your application process

*“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.”*

*~ Emanuel Swedenborg – Arcana Coelestia 3066*

### **Contact Information:**

Main Office ..... 301-464-5602  
 Fax #..... 301-805-8835  
 Web site..... [www.wncschool.org](http://www.wncschool.org)  
 Tuition Payment ..... <https://giving.ncsservices.org/dl/?uid=ncs-2818>  
 School address: The Washington New Church School  
 11914 Chantilly Lane  
 Mitchellville, MD 20721

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## **CURRICULUM**

Our rigorous 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 textbooks. 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. Parents are encouraged to attend Sunday church services 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 are **due by April 30<sup>th</sup>** 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, test the student, to evaluate previous work, and to obtain records.

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, 2023, 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 1<sup>st</sup> 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 2023-2024**

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.

<b>Tuition Per student/year <sup>1 2</sup></b>	<b>\$8,670</b>
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**Actual cost per student/year > \$15,000**

Grades 7 & 8 surcharge <sup>3</sup> \$320 per child

Field Trips and Events Fee: \$100.

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

**WHEN FEES AND TUITION ARE DUE:**

**April 30<sup>th</sup> - Application and Registration Fee**

New applications must be accompanied by a non-refundable fee of **\$300.00<sup>4</sup>**. Applications are due by **April 30<sup>th</sup>**.

**August 15<sup>th</sup> - Pay Full Tuition**

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

**Sept 30<sup>th</sup> – First Monthly Payment Due**

Monthly payments matching your APP are due by the end of the month with the first one due by Sept 30<sup>th</sup> and the final payment due by April 30<sup>th</sup>.

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<sup>1</sup> Tuition does not include aftercare, uniforms, some school supplies, school lunches, some large field trips.

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

<sup>3</sup> This offsets the costs of art and science supplies and additional teaching staff.

<sup>4</sup> New applications which meet this deadline are often given a \$200 discount on the application and registration fee.

## HOW TO PAY TUITION

The *preferred payment method* is by automatic monthly payments from your checking account (OR ACH Debit) through our e-giving website<sup>1</sup> 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.
  - 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.

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



4. **Charitable Giving:** The school is (and has) been generously subsidized by alumni, church members and friends throughout our 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 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 2023-2024 SCHOOL YEAR**

This year's aftercare provider is Miss Lawona Green. The aftercare provider reports to the school principal but she is the direct point of contact for parents/guardians using the program (lawona312@gmail.com, 2024251176). Our program is designed to provide a safe, relaxing time, which gives children opportunity for homework and play. We will provide a small snack for those students in aftercare.

#### **Definition of Aftercare "Days"**

- Short Day - Aftercare starts at 2:45 pm; parents/guardians pick up child by 4 pm (\$13/day)
- Regular Day - Aftercare starts at 2:45 pm; parents/guardians pick up child by 6 pm. (\$23/day)
- Long Day - School out at noon (half day); aftercare runs 12 pm - 6 pm. (\$38/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 (payment must be made 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 a 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.

**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 must 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 happens to be the teacher involved, you may consult Candy Quintero (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 ***after*** the school day to address school concerns with the classroom teacher and/or principal. Do not expect a conversation in the middle of the teaching day or without notice.

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 the students will be learning and have an opportunity to visit the classrooms. Participation is expected every year. This is an important opportunity to build school community with the teachers 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 written comments to accompany the reports. As a faculty, we feel that the comments are the most important part of the report. Please note, that since these comments are communication intended for the parents, it may not be a good idea to share them directly with your child.

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).

**Classroom Visits:** We welcome classroom visits, but not unannounced. There can be great benefits for teachers, students, and parents when parents have the opportunity to spend a little time in their student's classroom. If you would like to make a visit to the classroom, please ask the homeroom teacher at least a day in advance. Please do not linger in the classroom after the late bell (8:15am) without a prior appointment. (Kindergarten is an exception, parents are welcome to linger at the start of the school day).

**Birthday Celebration:** Please communicate with the homeroom teacher *before* initiating birthday celebrations in the classroom. Please *do not* bring food for the whole school.

### PARENT SERVICE PROGRAM

1. WNCS asks each parent to volunteer 10 hours in support of the school each school year (20/family). 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. Grandparents, other guardians and children can all contribute to the family total.
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 or simply reporting to [bonnie.cowley@washnew-church.org](mailto:bonnie.cowley@washnew-church.org). *Hours must be reported no later than 3 weeks after the end of the quarter in which they occurred and at the end of the year they must be reported by June 10th.* 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 schoolyear, 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, garden weeding crew.
  - 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, promotions.
  - 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:** Participate in 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.

**Pandemic:** With regard to COVID-19 management, WNCS will continue to follow the guidance of Maryland's departments of Health and Education and the recommendations of the CDC. We also consider the decisions of our local PGC public school system. Distance learning will not be made available to students, except in the unlikely event that the school is again mandated to close the building.

**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.

**Medication:** WNCS will only administer medication (prescription and over the counter (OTC) medicine) 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 an updated 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 required evening and Saturday or Sunday events. 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. Evening graduation is required for 1<sup>st</sup> grade up, morning graduation is required for kindergarten up. School play is often required for students above 3<sup>rd</sup> grade. The Christmas concert or Tableaux is required for all students.

We require that a note be provided by the parents for *every absence, explaining the cause*. This note must be given to the home-room 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.21 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 7:45 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 or texting the School Office before 8:15 am. This is necessary to avoid undue concern about a child's safety.

Many entry level jobs in the area (such as 6 Flags, Safeway, etc) have strict tardiness policies for their workers. It is very valuable for students to internalize the value of timeliness.

### STUDENT PICK UP

Parents must complete a ***dismissal form*** for their children before 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 \$12.50 drop-in fee (for pick up by 4pm)*** (Full information about aftercare program options and fees on p. 9 or 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).
- *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**

*Please read this carefully as changes have been made from the 2022-23 policy.*

**The school uniform for grades Jr. K/Kindergarten through grade 8 consists of:**

- Top – WNCS logoed polo shirt (long or short sleeved) in black, burgundy, or white, or logoed oxford in white.
- Bottom\* – A pair of Docker style pants or shorts in tan/khaki or black.
  - Girls may wear a skirt, skort or jumper in black, tan or WNCS school plaid.
  - \*Students in Jr. K/Kindergarten and grades 1-2 may wear non-uniform pants/bottom items.
- Shoes and socks as specified in Rules below.
- Outerwear: In chilly conditions indoors or outdoors: WNCS logoed sweater in black or burgundy, or a WNCS logoed warm-up jacket in black, may be worn over the approved Top (see above).
  - A winter coat may be worn over the other layers **outdoors only**.

### **Where to buy uniform items:**

- From WNCS – school logoed items can only be bought at WNCS. We offer a variety of decent used uniform logoed shirts, cardigans, and fleeces as well as uniform style pants, plaid skirts & jumpers.
  - See Mrs. Stillman, Mrs. Ball or Mrs. Cowley with questions, or to pick up and pay.
- From A-1 Uniforms at 9592 Baltimore Avenue in College Park, MD. Call 301/277-9100.
  - They carry appropriate pants, shorts, skirts, skorts and all WNCS burgundy plaid items
  - Please save your receipts in case there are any compliance questions.
- From a store of your choice:
  - Appropriate pants, shorts, socks, leggings, tights or black spandex undershorts and shoes for school and PE.
  - Please save your receipts in case there are any compliance questions.

### **School Uniform rules:**

- Uniform items must be worn as designed.
- The uniform should be clean, well-fitting and in good condition.
- Oxford shirts must be worn tucked in.
- Pants with - Elastic ankle, front elastic or gathered waist, cargo pants or pants with extra pockets, and skinny or form fitting pants **are not acceptable.**
- Shorts are to be mid-thigh length (6 inches or less from floor, when kneeling).
- Under the skirts and jumpers: tights or leggings in black, white, or gray, or black spandex shorts, must be worn.
- Shoes must be clean and in good condition.
  - Shoes with laces must be tied securely.
  - Sandals must have a heel strap for safety.
  - Crocs, flip-flops, and slides **are not allowed.**
- No non-WNCS-logoed outerwear may be worn indoors, including hats and hoodies.

**For the 2023-24 school year only:**

- Students may continue to wear previously purchased logoed items in good condition.
  - If you own non-logoed polo shirts, sew-on patches will be available.
- Used items can be picked up from the school for free, until September 3, 2023.
- Beginning September 4, 2023:
  - Used logoed items may be turned in for \$10 credit per item.
  - Used logoed items may be purchased for \$10 per item.
- You may exchange used items for a different size used item.
  - This is an honor system:
  - Please note your trades/purchases on the provided clipboard
  - Do not trade in stained or worn-out items
    - Pay at the school office, cash or check only

**Physical Education Uniform**

- Plain (no logo or graphics) t-shirt in burgundy or black, loose fit style
- Plain (no logo or graphics) athletic shorts in black, mid-thigh length or longer (6 inches or less from floor when kneeling).
- Running or athletic shoes
  - No treadless, rugged tread, slip-ons, Crocs, or boots.
- For cold weather:
  - Plain sweatshirt in black, blue, or burgundy (no logo or graphics) or WNCS logoed warm-up jacket.
  - Plain sweatpants in black, blue, or burgundy (no logo or graphics)
- A logoed WNCS PE bag, labeled with student's name (purchase from WNCS).
- No dangling jewelry (earrings, bracelets, anklets, etc.)

## UNIFORM PANTS YES's

Standard cotton Twill (may have some stretch) Black or Kaki color.

*Preferred -*

Top stitched, zip and button or snap, belt loops, flat front. No elastic waist.

OR

Elastic waist band in the back only is acceptable.

FRONT



BACK



BACK



Shorts same style as pants. Mid-thigh. Length



## UNIFORM PANTS NO's



**All uniform items MUST be labeled with your student's initials. Don't let your items end up in the Lost and Found, while you pay to replace them.**

**Consequences for being out of uniform will be at the discretion of the homeroom teacher.**

## 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!

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.

**After School Study Hall:** This year (2023/34) we will be testing a short study hall offering to help students who are struggling to stay on top their homework. When available, this will be a half hour after school with a distraction-free space and the support of a monitoring adult. Note, this is not a substitute for one-on-one tutoring.

**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 their 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.15.*

**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 (ITBS). 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.

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](mailto:barryanderin@verizon.net).

We also administer the Cognitive Abilities Test (Cogats) to grades 3 and 7 every year.

### 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 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 cannot be located by eight weeks past the book's due date, the student/parent is responsible for replacement. The librarian will purchase a replacement book and the parent will reimburse the school for the cost.

## 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 7<sup>th</sup> and 8<sup>th</sup> grades when the weighted average of all subjects for the year is 90 or above.

*The following are the major awards and recognition that may be 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."



**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

Included with your summer mailings, we will ask each family to sign general permission for your child to participate in field trips. Before each off-campus trip, we will inform you about the upcoming trip. You are welcome to withdraw your permission for that specific trip by letting us know in writing. Each child will also be assessed a \$100 charge as part of your tuition invoice. This charge offsets the cost of travel, parking, admissions, and other special programs. The school covers the balance of these costs. (Contributions to WNCS’s Field Trip Fund are always welcome and much appreciated). **Note:** larger, overnight trips for the older grades may require additional charges and/or fundraising.

Our policy is that students are generally 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 General Field Trip Permission Form.

**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, provided by the parents, 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)

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 for students on field trips unless special permission is given 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. We have a detailed policy about this, which is available on request.
2. Students are expected to resolve disagreements with conversation and/or to involve a teacher as necessary. Defending oneself or one's friends through physical fighting and retaliation is not appropriate.
3. Roughhousing and running are not permitted in the building.
4. Students must have permission from a teacher to leave the campus for any reason during school hours.
5. Children are not permitted inside the building before or after regular school hours except under the direct, on site supervision of an adult. Students are not permitted to remain on school grounds after an evening event without a parent or guardian supervising.
6. Students should leave campus by 3:15 PM. If they are not picked up by then, they will be put into aftercare and the family charged accordingly.
7. 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.

8. 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.
9. Church or school property broken through intention or 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.
10. Students are not permitted to bring weapons of any type to school. These include, *but are not limited to* firearms, slingshots, swords, lighters and pocketknives *or toys that look like weapons*. Special permission may be granted for students to bring items related to a course of study.
11. 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 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.
12. No chewing gum or spitting is permitted on the campus.
13. No food at dismissal, in the hallways or outside of designated areas during recess and lunch periods.
14. 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.
15. Students are to keep their hands to themselves: no wrestling, fighting, lifting, or carrying each other.
16. Students are not permitted to climb trees.
17. Students may not play with rocks or sticks around other children and there is to be no throwing of rocks or sticks.

18. Students are not to break branches off trees, walk through flower beds, or damage any natural surroundings.
19. Games must be open to all who want to play: no exclusive clubs.
20. Students are not to play behind the building or in areas out of adult view.
21. 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.
22. Students are not to use crude or profane language, nor are they allowed to name-call or make angry accusations at others.
23. WNCS is to stay 100% free of tobacco, smoking, vaping and associated paraphernalia.

### **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, skateboards etc.) under this requirement.*** We require that children wear proper helmets when riding any wheeled apparatus on the WNCS campus.
4. 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.
5. 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 even while under a 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 specific details of the behavioral consequences of other students.

**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 after school 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. This includes casual or flippant use of the names of the Lord. 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 (1<sup>st</sup>-4<sup>th</sup>) the students learn to gather information and put it into their own words. In the upper grades the students are taught specific rules of appropriate computer use and Internet research. Emphasis is 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 2023-2024**

Principal: Brian Smith

*Brian.smith@washnewchurch.org*

School Pastor: “Mac” Frazier

*mac.frazier@gmail.com*

Board of Trustees Representative: Kathy Johns

*kcjswim@aol.com*

Jean Allen

*Jean.allen7@me.com*

Michael Ferrell

*michael.ferrell@washnewchurch.org*

Amanda Hyatt

*amghyatt@gmail.com*

Gillian Frazier

*gillianfrazier@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 – 2023-2024**

**Rev. Mac Frazier**.....**512-694-9474**

*School Pastor, religion 5<sup>th</sup> & 6<sup>th</sup>* ..... mac.frazier@gmail.com

**Rev. Brian Smith**.....**301-850-3029**

*Principal, Rel.7-8*..... brian.smith@washnewchurch.org

**Candy Quintero**.....**301-805-8628**

*Jr. K/Kindergarten Homeroom, 5-6 Art* ..... qfamily321@aol.com

**Carina Heinrichs**.....**561-632-6448**

*1-2 Homeroom.* ..... carina.heinrichs@gmail.com

**Anne Ball**.....**301-464-2434**

*3-4 Homeroom* ..... agball@verizon.net

**Jordan Brunne** .....**267-632-4520**

*5-6 Homeroom, Kindergarten*..... jordan.brunne@washnewchurch.org

**Ariel Martin**.....**267-684-5250**

*7-8 HR, JK-8 Music, 1-2 Art* ..... ariel.genzlingermartin@gmail.com

**Jordan Kinsey**.....**301-452-5563**

*Various and Special Support,* ..... jordan.kinsey@washnewchurch.org

**Carole Waelchli**.....**301-249-7689**

*8 Math* ..... carole.waelchli@washnewchurch.org

**Erin Stillman** .....**301-577-7534**

*7- 8 Art* ..... barryanderin@verizon.net

**Shäron Kunkle** .....**301-464-9548**

*1-4 PE , and substitute teacher* ..... sharon@wlk.name

**Amanda Hyatt**.....**301-352-5757**

*Librarian*..... amghyatt@gmail.com

**Gillian Frazier** .....**512-694-4403**

*Librarian* ..... gillianfrazier@gmail.com

**Bonnie Cowley**.....**301-518-3628**

*Church secretary* ..... bonnie.cowley@washnewchurch.org

## **Ten Religious Goals of New Church Education**

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

- 1) There is one God who creates and saves us, and He is visible to us as Jesus Christ.
- 2) The Father, the Son, and the Holy Spirit are three aspects of the one person Jesus Christ.
- 3) The Lord wants us to love Him and love our neighbor, which we do through following the 10 Commandments and being useful to one another.
- 4) The Lord speaks to us through His Word, which includes the Old Testament, the New Testament, and the Writings of Emanuel Swedenborg.
- 5) The Old and New Testaments have layers of deeper meanings that are explained by the Writings.
- 6) Salvation by the Lord is a lifelong process of transformation through ceasing to do evil and learning to do good. The Lord works on this transformation with every person, regardless of their religious creed.
- 7) Each of us continues life as a complete person immediately after the death of the body.
- 8) Every person is created as a man or a woman.
- 9) Marriage love between one man and one woman is a sacred blessing that the Lord provides for us in heaven if not on earth. We can strengthen this love to eternity.

## Academic Calendar 2023-2024

	Sun	Mon	Tue	Wed	Thu	Fri	Sat	
<b>Aug</b>	27	28	29	30	31	1	2	<b>SEPTEMBER</b> <b>4 - Labor Day Holiday – WNCs Closed</b> 14 – Back to School Night – 7pm
<b>Sep 2023</b>	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	
<b>Oct 2023</b>	1	2	3	4	5	6	7	<b>OCTOBER</b> <b>13 - Charter Day Holiday – WNCs Closed</b> <b>27 – End of 1<sup>st</sup> Quarter</b> 31 – Halloween Party – 12:30pm
	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	
<b>Nov 2023</b>	5	6	7	8	9	10	11	<b>NOVEMBER</b> 10 – Veteran's Day recognition – 10:30am 15 – Parent Conferences – 12:45pm, <b>Noon Close</b> 20-21 Project Days <b>22 – 24 Thanksgiving Break – WNCs Closed</b> 23 – Thanksgiving Day
	12	13	14	15	16	17	18	
	19	20	21	22	23	24	25	
	26	27	28	29	30	1	2	
<b>Dec 2023</b>  <b>Jan 2024</b>	3	4	5	6	7	8	9	<b>DECEMBER</b> 1 - Decorating Day – 12:30pm <b>17 (Sun) – WNCs Christmas Pageant (Tableaux)</b> <b>19 – WNCs Christmas Party, 10am – Noon close</b> <b>20- 5 Christmas Break – WNCs Closed</b> 25 Christmas Day
	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	
	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	<b>JANUARY</b> <b>15 MLK Holiday – WNCs Closed</b> 16 – 19 – C.A.T.s to 3 <sup>rd</sup> & 7 <sup>th</sup> 19 – 1 <sup>st</sup> Term ends 30 – Swedenborg's BD lunch and Trip

FEBRUARY *continued*

Sun	Mon	Tue	Wed	Thu	Fri	Sat	FEBRUARY (Black History Observance) 14 - Valentine's Day 19 - Presidents' Day - WNCs Closed
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	1	2	
3	4	5	6	7	8	9	
10	11	12	13	14	15	16	MARCH 4 - WNCs closed - teacher day 22 - End 3 <sup>rd</sup> Quarter 25-28 Spring Break - WNCs Closed 29 - Good Friday - WNCs Closed
17	18	19	20	21	22	23	
24	25	26	27	28	29	30	
31	1	2	3	4	5	6	
7	8	9	10	11	12	13	
14	15	16	17	18	19	20	APRIL 1 - Easter Monday - WNCs Closed 17 - Parent Conferences Noon Close 22 - May 6 IOWA test window 27 - Community BBQ (rain date 4 <sup>th</sup> )
21	22	23	24	25	26	27	
28	29	30	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	MAY 4 - Plant Sale Fundraiser 10 - WNCs closed - teacher day 27 - Memorial Day - WNCs Closed 31 - END 2 <sup>nd</sup> Semester
26	27	28	29	30	31	1	
2	3	4	5	6	7	8	
9	10	11	12	13	14	15	
							JUNE 3 - Field Trip Day 5 - Field Day - 10:30am - Noon Close - School Play 6 - WNCs Graduation - Last Day, Noon Close