



## PARENT/ STUDENT HANDBOOK

The Wesley School (410) 257-0642 updated 2024

### WELCOME

The Wesley School is a church exempt Christian school where the whole child is valued, relationships cultivated, and neuro-diversity is recognized and respected. Our classroom communities affirm the dignity of every child, lay a Christian moral foundation of critical and creative thinking and teach children how to listen, share and communicate across our differences. Our programs emphasize the importance of individualized learning models, collaborative learning, hands-on lessons, outdoor education and Christian living. Our aim in Christian education is to help children think, judge, and act like Christ. Learning is asking questions, exploring, and assessing knowledge.

As an outreach ministry of Mt Harmony-Lower Marlboro United Methodist Church, The Wesley School is inspired by our Wesleyan heritage that believes transformative growth results from a classroom community that celebrates the disciplines of Christian life such as worship, daily prayer and Bible study, and service to others. Our intention is we prepare life-long learners, who grow in devotion to Christ and service to the world. (Matthew 24:24-40) with hearts anchored in the hope of Jesus Christ. In the words of Jesus, we pray that “they may be in this world, but not of it.” (John 17:15).

### WHO WE ARE

**The Wesley School - Preschool Program** is regulated under **COMAR 13A.17** (“Letter of Compliance”) and licensed by Maryland’s Office of Child Care. The Preschool Program is located in the educational building at Mt Harmony Church in Owings, MD.

**The Wesley School** (K-5th) is a church exempt non-public school certified by the Maryland State Department of Education in 2022. Grades 3rd and higher are located in the education building at Centenary United Methodist Church in Shady Side, Maryland. (Anne Arundel County)

Both campuses and all programs follow the same calendar and five-day-a-week program operating across a 170 day academic year.

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### NON-DISCRIMINATION

The Wesley School is committed to providing equal educational opportunities for students without regard to race, color, national or ethnic origin. It does not unlawfully discriminate in the administration of educational policies, admissions policies, scholarship and loan programs or other School administered programs. As a private religious institution, however, The Wesley School reserves the right to discontinue enrollment or deny admission to any applicant whose academic preparation, character or personal conduct is determined to be inconsistent with the purposes and objectives of the School.

### THE HANDBOOK

The Parent/Student Handbook contains the rules, regulations, policies, and procedures for The Wesley School. Each year, parents/guardians are required to sign a “Handbook Receipt Acknowledgment Form” to be returned to the school office. At “Meet The Teachers” in August, parents will be given a hard copy of this booklet and an opportunity to sign the Handbook Receipt Acknowledgment Form (which is on the last page of this booklet.) This will be placed in the student record file. Failure to sign or return the “Handbook Receipt Acknowledgment Form” has no effect upon the applicability of this handbook’s provisions.

### RIGHT TO AMEND

This Handbook is updated annually and distributed to each incoming and returning student. The Pastor (or Head of School with the approval of the church council or other governing body) reserves the right to amend this Student/Parent Handbook at any time without advance notice. Parents/Guardians will be given prompt notice of amendments. Those changes will also be made available to the downloadable Parent/Student Handbook that is available online at the school website [www.thewesleyschool.com](http://www.thewesleyschool.com)

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## OUR CORE VALUES

*These phrases help to define our school culture and shape what we do:*

**“We uphold a Biblical worldview.”** We apply the biblical understanding that God is active and sovereign over all areas of our life. Worship and prayer is central to our school community through weekly chapel, daily prayer and celebration of holidays. Upper elementary students engage in study of the Word to understand the overarching story of Creation (how things ought to be), the Fall (what went wrong), and Redemption (how can this be made right through Jesus Christ). In the sermon 'On the Education of Children' John Wesley named that Christian training would help children overcome the sins of “self-worship, pride, deviation from truth, and living contrary to justice.”

**“Do All the Good You Can.”** As our primary core value, the school motto translates into showing understanding, respect, social responsibility, honesty, and kindness as staff, colleagues, and companions on our learning journey.

**“We are all different, and we learn from each other.”** We believe in an inclusive school community that supports multiple learning styles and teaches how to communicate across our differences. We model this through our interactions with each other as staff, and in our partnerships with families. Neurodiversity is celebrated as an opportunity to share our skills and talents and learn from one another.

**“Life-Long Learners.”** We understand that learning is not confined to childhood or the traditional classroom setting but is a continuous process that takes place across different times and contexts. When academic and life skills are intertwined, we achieve meaningful learning that reflects real life.

**“Developmentally Appropriate.”** We seek to know our children as whole persons and use their emergent ideas and strategies as a basis for developing understanding. We ensure experiences and goals are suited to learning while also challenging enough to promote their progress and interest.

**“You can do hard things.”** This motivating core value builds a mindset of resilience and encourages the appropriate risk taking that is needed for growth. It compels children to meet challenges, push through self-limiting beliefs and gain confidence. Children and staff grow to become cheerleaders of their own, and each other’s growth. No matter our age, we are capable of more than we believe!

**“Leaders are Readers”** A love of reading is contagious, and our school culture demonstrates a passion for books. We all read, and we all talk about what we have read. We create comfortable, inviting reading spaces for children, and source books which will interest and inspire them. We offer literacy support at every age level. When we teach children to read, we hand children the keys to discovering new knowledge, and to unlocking their imagination!

**“Celebration of Learning.”** At The Wesley School we understand the value and importance of taking pause for reflection. We reflect on what we have learned, the ways in which we learned it, the questions we have answered, and what our areas of strength and struggle have been. This is a practice which lays the foundation for children to become the self-reflective adults we all aspire to become, who can set and achieve goals.

## TEACHER CREDENTIALS

Our primary elementary academic teachers hold, at minimum, a bachelor’s degree from an accredited college or university. All our staff share the philosophical passion for the unique approach of the program. As per Maryland Law, we conduct national and state criminal background checks for all employees on or before the first day of hire.

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## STAFF BIOS 2023-24

### **Kassie Evans**

#### **Head of School and Early Childhood Special Educator**

Ms Kassie has been with The Wesley School since our roundtable discussions prompted the opening of the school in Fall 2019. She obtained her Master's from Fordham University and holds a Maryland professional teacher license. She has taught early childhood special education for 10yrs in New York City and has largely focused on working with children on the autism spectrum as well as a variety of special needs and helping to include these children in general education settings. Kassie and her husband Scott, who is in the Secret Service, are raising their sons in the school community.

### **Kelly Maurer**

#### **Kindergarten Teacher**

Ms Kelly obtained a Bachelor's in Elementary Education from Brigham Young University in Idaho and a Master's in Early Childhood Education from California University of Pennsylvania. Her experience includes living in South Korea, where she taught beginning reading/phonemic skills to remedial students as well as putting together lessons for an after school camp. Her culinary skills are a gift to the classroom where she creatively incorporates cooking into lessons. She came to us from Holy Trinity Episcopal Day School in Glenn Dale, Maryland where she taught kindergarten.

### **Megan Knicley**

#### **First Grade Teacher**

Ms Megan holds a Bachelor's degree from College of Notre Dame of Maryland and has obtained a Master's in Technology Education from University of Maryland-College Park as well as a Masters in Educational Psychology from Northcentral University in California. She has most recently been the director of Childcare at Station Imagination in Lothian, providing curriculum instruction for preschool age children. She has taught 5th grade at Edgewater Elementary in Anne Arundel County.

### **Erin McClelland**

#### **Second Grade Teacher**

Ms Erin graduated from McDaniel College in Westminster, Maryland and has taught grades K-5th in Anne Arundel County Schools and on the Eastern Shore. Erin lives in Huntingtown with her husband, a firefighter, and they are raising three children. Erin values being on the teaching staff of a school with small class sizes where the whole child is valued.

### **Gail Pepin**

#### **Third Grade Teacher**

Ms. Gail graduated from Virginia Commonwealth University and brings 35 years of experience in Christian Education. She was Director at Saint Matthews Weekday School in Annandale Virginia and Director of Children and Youth ministry at Centreville United Methodist Church. She was a permanent substitute at Manassas Park Elementary School. Gail and her husband, Andy, have been married over a decade and have a blended family with 9 grandchildren. Gail grew up in Wisconsin and remains a die-heart Packer fan!

### **Melissa Haynes**

#### **Fourth/ Fifth Grade Teacher**

Mrs. Melissa brings with her the experience of working with students from K-12th grade and currently holds a Professional Eligibility Certificate with MSDE. She completed her undergraduate

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Psychology and Education at Liberty University and is working to complete her MAT in Special Education at Notre Dame of Maryland University this fall. She and her husband live in Owings and are raising 3 children. She loves the Lord and praises Him for the opportunity to be a member of our staff here at The Wesley School. She strives to instill a love for learning in her students and utilizes differentiated practices within the classroom to ensure that all students feel confident and successful!

### **Jennifer Biehn**

#### **Preschool Director and Education (AM Pre-k and academic support K-2nd)**

Ms. Jennifer graduated from Winona State University in Minnesota with an undergraduate degree in Elementary Education and Special Education. She has taught special education at both the elementary level and high school level in addition to homeschooling two of her three children through their middle school years. She was a tutor at Classical Christian Tutoring Service (CCTS) in Owings, working with first and sixth graders. She holds a professional Maryland teaching certificate in the areas of Early Childhood Education, Elementary Education and Special Education

### **Jennifer Wolf**

#### **Preschool Teacher PM and Art**

Ms Jenn studied at Anne Arundel Community college while raising her amazing six children. She uses her creative gifts to lead our MakerSpace at the Lower School that provides space for students to design, create, experiment, build and invent. She enjoys sewing, gardening, and making goats milk products along with raising her children.

### **Julie Todzia**

#### **Physical Education, Biblical Studies and Worship**

Ms. Julie obtained her Bachelor of Arts degree in Religious Studies and Psychology at Mountain State University and has been a part of Mt. Harmony Church since childhood. She answered God's call to minister to children and youth in 2014 when she joined the Mt Harmony Lower Marlboro church staff. Julie and her husband Jeremy are raising two children. Along with working for The Wesley School, Julie is also The Family Ministry Director for children and youth for Mt Harmony Lower Marlboro Church.

### **Kathy Bone**

#### **Music Teacher**

Ms. Kathy is the Sunday morning pianist and accompanist for the choir and congregational singing in worship services at Mt Harmony-Lower Marlboro United Methodist Church. Ms. Kathy taught music for 10 years at Cardinal Hickey before coming to Wesley. She received her Bachelor's of Arts degree in Music Education from University of Maryland and has taught graduate courses at Towson State, Old Dominion, Capital University in Columbus, Ohio.

### **Robbie McGaughran**

#### **Wesley School Librarian**

Ms. Robbie is a retired professional librarian who brings her gift of maintaining and growing our library at both the Lower and Upper School. Each week, students check out books from our school library with Ms Robbie. She also is a support to our teachers when needing to gather resources for themed units throughout the year. Ms. Robbie holds a Bachelor of Arts degree in History from Western Maryland College and a Master of Library Science degree from University of Arizona.

**Caren Hardesty**

**Upper School Teaching Assistant**

Ms. Caren is very passionate about making a difference and watching students progress. She came to us from Shady Side Elementary School where she worked as a Teaching Assistant. Caren is a member of Centenary United Methodist Church in Shady Side, Maryland where our Upper School is located.

## OUR APPROACH

Our small-group classroom makes it possible for us to implement some of the best models of education to encourage collaborative learning, self-initiated discovery, hands-on lessons and individualized learning. We seek to create the best learning environment for your child so that they have the ability to concentrate, think critically, express ideas and communicate respectfully.

By working with the unique learning profile of each student, we can better understand each child's pattern of development to ensure they master the knowledge and improve their grade level skills. Our special educators develop Instructional Service Plans in collaboration with teachers, parents, and any other related service professionals.

## GOALS AND PURPOSES OF OUR EDUCATIONAL PROGRAM

Our guiding principles are founded on the biblical understanding that every student is created in the image of God and that learning is a life-long discovery of the knowledge and love of God among all people. Therefore at The Wesley School,

(1) we uphold an biblical-based educational approach that celebrates the diversity of learning styles, valuing each person as a unique child.

(2) we collaborate as a community of support between students, teachers, and families to succeed in each student's academic pursuit.

(3) we encourage the development of life-long learners with an awareness of personal and collective responsibility to care for others and the world.

## HOW WE WILL ACHIEVE THESE

Our daily schedule encourages creative and critical thinking, collaborative learning, self-initiated discoveries, and hands-on learning.

In grades 3-6th, the Christian disciplines of prayer, worship, biblical study and service to others round out the educational experience. Along with integration of the arts including music, media, fine arts and performing arts.

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Project work and systematic instruction work together through four, interrelated practices:

1. Systematic knowledge and skills instruction
2. Activities which employ those skills to solve problems in real-life application
3. Child-led projects which investigate and explore topics deeply, integrating a range of subject areas, and providing opportunities for children to transfer the skills bank they have built up, across their projects
4. Project presentation, Celebration, and Assessment for Learning

### SCHOOL YEAR

The school year begins the Tuesday after Labor Day each September and fulfills the MSDE requirement of 170 instructional days per academic year. The school calendar is established in January each year for the following year. The calendar is online at <https://www.thewesleyschool.com/calendar>

### DAILY SCHEDULE AND LOCATIONS

Preschool classes are held Monday - Friday 8:30am - 12:30pm and 12:30pm - 3:30pm Elementary classes are held Monday - Friday 9am - 3pm.

The Lower School meets in the education building at Mt Harmony United Methodist Church: 155 E. Mt Harmony Road Owings, MD 20736.

The Upper School meets in the education building at Centenary United Methodist Church: 6248 Shady Side Road Shady Side, MD 20764. All schools use the same phone number 410-257-0642. You may text or call this line.

### OUR CURRICULUM

Our curriculum areas align with the licensing regulations for each of our programs, Elementary instruction is across the areas of Literacy, Math, Social Studies, and Science and aligns with standards set by Maryland State Department of Education. Resource areas such as art, music, performing arts, multi-media and physical education are taught by resource teachers in each area of focus.

### CURRICULUM PRE-K

Knowing the importance of early childhood education we value learning through play! We use developmentally appropriate teaching practices introducing academics such as letters, sounds, numbers, and counting in order to prepare them for Kindergarten. We help to develop social emotional skills which are vital in the development of the whole child. We connect to thematic units throughout the year and integrate multi sensory learning.

### CURRICULUM GRADES K- 2ND

First and foremost, the curriculum used at Wesley School for early elementary education has been vetted and approved by the Maryland State Board of Education. We follow their guidelines for our curriculum in the core areas of literacy, mathematics, social studies and science. The curriculum is available on our website and provided to parents at the start of each year. The curriculum map serves as a summary of topics and standards taught throughout the school year.

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### CURRICULUM GRADES 3RD - 5TH

For grades 3rd-5th, we draw from several Christian resources in order to meet the scope of learning for each grade level in accordance with state standards. Learning resources from *The Good and the Beautiful* as well as academically rigorous textbooks from *Purposeful Design Publications* and *Modos Press* are our sources for teaching from a biblical worldview.

### SCREEN TIME POLICY

There are no screens such as tablets, computers, televisions in the preschool and early elementary classrooms. In the event that teachers determine students will watch a movie for a special event or as part of an educational supplement we will inform parents in advance. Students in The Upper School will access computers and tablets for supervised research and multimedia arts.

### CLASS RATIOS

Our classroom ratios are as follows: (1:8) preschool (1:12) kindergarten - fifth grade. These ratios enable us to utilize small group and individualized learning models. Teaching assistants, special educators and resource teachers are not included in this ratio.

### TUITION AND FEES

A Tuition Agreement Form is completed annually showing the amount of a family's tuition obligation. Payments can be made monthly by check, cash or credit card (credit card fees will apply) Note the start date for year round (12 month), full and half payments begin in August whereas the 10-month option runs September through June. For newly enrolled students, a non-refundable deposit is due upon acceptance of agreement. Ten month payment plan begins Sept 5, 2023 and continues through June 5, 2024. Twelve Month Payment Option begins August 5, 2023 and continues through July 5, 2024

#### Preschool Tuition

8:30am - 12:30pm Morning Session: \$5,000 per school year

12:30pm - 3:30pm Afternoon Session: \$4,250 per school year

*Includes resource materials, daily snack and 1 uniform school shirt. Not Included: Additional Field Trip Fees, Additional School Shirts, After School Clubs, before and after care.*

#### Kindergarten - 6th Grade

\$9,500 for Academic School Year 9:00am - 3:00pm

*Includes resource materials, supplies and 1 uniform school shirt for new students only. Not Included: Daily Lunch, Additional Field Trip Fees, Additional School Shirts, After School Clubs, Transportation between campuses, before and after care.*

### SIBLING DISCOUNT

All families who have more than one child enrolled will qualify for a sibling discount of 10% off the youngest child's tuition.

### PAY IN FULL DISCOUNT

Because of our commitment to keep the cost of tuition low, we are not able to offer a discount for families who pay in full.



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### SCHOLARSHIPS

Scholarships are reviewed and awarded on a rolling basis, it is best to apply early.

Upon application, please note if you are eligible for scholarship based on any of the following: (1) Returning students (enrolled in Wesley School as Kindergartener in 2019-20)

(2) Parents holds church membership at Mt Harmony-Lower Marlboro United Methodist Church or Centenary United Methodist Church.

### RETURNING STUDENTS

All current students will automatically be registered for the next academic year. If you do not wish to return, you will notify the Head of School by February 1. All families will receive the Tuition Agreement in January to be signed and returned by February 1.

### STUDENT TRANSFERS

Requests for student transfers must be completed by the parent or legal guardian of the student.

**Incoming Transfers:** Students enrolling in our program from another school will receive a letter from The Wesley School stating that your child has been accepted into our school and we are requesting the release of records. This letter, along with any signed documentation that is needed from your former school, will initiate the transfer of records. Transfer of records is handled between schools.

**Outgoing Transfers:** When requesting to transfer from The Wesley School, please contact the new school first. The receiving school will initiate the process with us through documentation that your child will be enrolled in their program. Records will not be released to parents or guardians directly.

### SICK POLICY

“If sick, stay home.” We encourage staff, teachers and students who are sick to stay home. There will be no awards for perfect attendance as we recognize that such an award could influence safe decision making. Any child with respiratory symptoms (cough, runny nose, or sore throat) accompanied by a fever must be excluded from school and may return after the fever associated with these symptoms has resolved for 24 hours (without the use of fever-reducing medicine) Children with a fever (>100.4) or other signs of illness or who have persons in the household with symptoms of COVID-19 will not be admitted to school.

Employees and students who become ill are encouraged to stay at home without fear of reprisal. If a child or staff member develops a fever during the school day, they will be asked to be picked up.

### STUDENT DROP-OFF

**Preschool AM + PM** drop off is handled at the door near the preschool classroom (west side of building). (8:25am) and (12:25 pm) Parent or guardian will walk the child to the door., and sign the child in. Parents may NOT have preschool children walk up to the door alone or with another student. Parent or guardian must “hand off” the child to the teacher. Specific protocols regarding temperature checks for preschool drop off will be reviewed and distributed to the families at the Meet + Greet with teacher before the school year begins.

**Kindergarten - 2nd** Student drop off begins at 8:45am. The location of drop off is the office doors on the

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west side of the building (entrance to secretary office and library) Parents are not to enter the classroom with their child.

**Third Grade + Up** For students arriving at the Centenary campus, they may enter the building at 8:45. For students taking transportation to the Upper School, drop off is at the lower level parking lot before 8:30am. The bus leaves promptly. Children who miss the bus will need to have their parents make arrangements for transportation to Shady Side. Teachers may not drive students to or from the location.

In the event that location of pick up or drop is subject to change or adapted, parents will be communicated by alert system or through online communication tools or texting.

### STUDENT PICK-UP

**Preschool AM + PM** students are picked up from the ramp on the upper level parking lot (east side of building beside the mailbox.) Children wait under the awning and are dismissed one by one to their parents' cars. Children are not to run out toward parents or in between cars. If you greet your child, please accompany them directly to the car.

**First - 2nd Graders** Student pick up is 3:00pm at the back lower level parking lot or cafeteria doors. Location of pick up for Kindergarten and all PreK classes are subject to change or adapted, but will be communicated by alert system or through online communication tools or texting.

**Upper Schoolers** - Upper elementary students may be picked up directly from the Shady Side Campus at 3:00pm. Or students may ride back to the Lower School campus and be picked up at 3:30pm.

### TRANSPORTATION BETWEEN CAMPUSES

For a fee, transportation is available for those students attending The Upper School. The bus will depart Owings campus at 8:30am from the lower level parking lot and students will return to The Wesley School in Owings by 3:30pm. Children will be expected to review and abide by the rules of bus transportation. Any student who is not able to follow these rules will lose bus privileges.

Our transportation company is Mac Transportations of Chesapeake Beach, Maryland. In the event that Mac cannot provide transportation for a day, parents will be promptly notified to make individual arrangements.

### BEFORE SCHOOL CARE

For an additional fee, Mt Harmony-Lower Marlboro UM Church offers before school care for children who need to arrive before 8:45am. Before care begins at 7:40am. The children are dropped off at the Lower Level parking lot, at the cafeteria doors. The cost is \$8 a day (covers both before and after included) or \$40 a week, space is limited. For drop-ins-\$10 a day, we accept checks written out to MHLM Church or cash.

### AFTER SCHOOL CARE

For an additional fee, Mt Harmony-Lower Marlboro UM Church offers after school care for children who need to stay until 5pm. Parents must inform the Head of School via text on the school phone (410-257-0642) when a child needs to stay, so that the teacher can direct the child properly and after school staff can

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prepare. The cost is \$8 per day (both before and after included) or \$40 a week, space is limited. For drop-ins it is \$10 per day and we accept checks written out to MHLM Church or cash.

### AFTER SCHOOL CLUBS

For an additional cost, Mt Harmony-Lower Marlboro UM Church may periodically offer clubs, including Kids Bible Academy, throughout the year. Information will be sent out for families to sign up in advance.

### EMERGENCY SCHOOL CLOSING PROCEDURES

The Wesley School uses a wide alert notification system should an emergency issue arise with a need to communicate rapidly. This system will notify you by phone and text. A robo-call from the Head of School **may** be used if necessary to explain the emergency. Notifications like these are not used for communicating regular information, and will only be used to announce unscheduled school cancellations, news of inclement weather delays or building emergencies such as loss of heat, water pressure or electricity.

### INCLEMENT WEATHER

The Wesley School doesn't necessarily follow the same closings for weather as any of our neighboring county school districts. Our assessment is on a smaller geographical area and depends upon our ability to clear our parking lot and open building safely. We encourage all families to employ best judgment on your safety to reach school. School closings that accumulate may require an extension of the school calendar, as we require a 170 day academic year.

### PARENT/GUARDIAN-TEACHER COMMUNICATION

It is very important that you know what your child is discovering in the classroom and that we get to hear your feedback. Teachers are available for parent/guardian-teacher conversations and conferences are formally held three times per year, please see calendar. For emergencies, please call or text the school office. We prefer that your child's teacher not receive texts during instructional hours.

### PARENTAL INVOLVEMENT

Parental involvement and cooperation with teachers is essential for the success of a child's learning and growth. It is expected that parents and teachers sustain communication attending parent-teacher conferences, as well as conferring regularly with their child's teacher about changes in academic, social and emotional development.

Parents are encouraged to become involved in the PARENT TEACHER ORGANIZATION which assists with fundraisers, special events, and community dinners.

Families are encouraged to grow in their faith together through worshiping together, serving others together and family retreats with the school and church. Monthly service project opportunities are texted for families to help deliver meals to those in need.

### PARENTAL CONCERNS

If a family has a question or concern regarding their child or would like to schedule a conference, they should contact the classroom teacher or Head of School promptly. Parents are asked to refrain from engaging

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teachers in informal conferences in the classroom, hallway, carpool lane or at special events, as it is unprofessional and does not allow teachers to complete their assigned duties during these times, such as remain attentive to their students and other responsibilities. When scheduled in advance, teachers are happy to meet with parents before or after school to discuss academic progress, discipline issues, or other matters.

If, in the opinion of the administration, any parent or teacher exhibits behavior that interferes with the teaching/learning process, action may be taken. Interference with the teaching learning process or the peaceable unity of the school may result in removal of staff member or parents may be asked to withdraw their children and sever their relationship with the school. Behavior may include, but is not limited to: communications via emails, blogs, text messages, social media, or website postings, verbal comments reported by other community members whether they occur on school property or after school hours that are disparaging to the school or its members. We will not allow adults in our community (whether teachers or parents of students) to threaten, libel, slander, malign, disparage, bully, harass, or embarrass members of the school community; or cause harm to the school community.

### PARENT TEACHER ORGANIZATION

The Parent Teacher Organization promotes events and activities that draw families together as a school community. The PTO focuses on creative involvement of families for community building events and family service projects that promote the spirit of our core value, "Do All The Good You Can." The PTO coordinates the monthly Wednesday Night Community Dinners, the Monthly Birthday Lunches for children, the Bake Sale Table for the Ham & Oyster Dinner and leads targeted fundraisers annually.

Each Fall, the PTO will be open to all who are interested in participating. The initial meeting will include the establishment of a President, Vice-President, Secretary. For details of job descriptions, please contact the Head of School or the current leadership of the PTO. All funds are handled in accordance with the procedures set forth by the The Finance Committee of Mt. Harmony-Lower Marlboro Church.

### CONFLICT

Conflict is defined as a disagreement between two students or a group of students. The results of a conflict can often lead to an argument; however, conflicts are a natural, everyday occurrence between children. Through conflict, we assist children so that they will learn to exercise self-control and establish boundaries.

### DISCIPLINE POLICY

School is an important place for children to learn the social skills they will need to be successful in life. Misbehavior is an opportunity to teach the child kindness, self-discipline, trustworthiness and respect. Developmentally appropriate consequences related to the misbehavior are the most effective approach in addressing concerning behavior.

Our staff uses "teachable moments" of discipline situations to support changes in behavior and to build problem solving skills.

In or out of the classroom unsafe or disrespectful behavior must be immediately addressed. The goal is to use the problem as an opportunity for the misbehaving child to affect positive change at this teachable moment and to provide an appropriate consequence.

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Appropriate behavior is defined as following three basic rules:

1. We respect self and others.
2. We respect and care for school and personal property.
3. We observe playground boundaries, lunchroom, library, and school safety rules.

Unsafe or disrespectful behavior must be taken seriously. It is important to remember that there is no one right way to address this type of behavior in that the circumstances, age of child, frequency, complexity, and special needs are all considerations when determining appropriate consequences. At the same time the following guide provides a starting point for determining a suitable strategy to extinguish unwanted behavior, encourage appropriate social conduct and provide an appropriate consequence.

### DISCIPLINARY ACTIONS

When methods of positive reinforcement, motivation, and conferencing with students have not proved successful, or when seriously disruptive conduct has taken place, the student may be suspended or expelled.

### INTOLERABLE BEHAVIORS

Aggressive, reckless, harassing or bullying behavior which jeopardizes the health, safety, or welfare of the student, other students, the greater community, or staff members an **Incident of Harm Report** is filed and disciplinary action follows.

Any student involved in fighting, play fighting, hitting, biting or promoting fighting shall prompt the filing of an Incident of Harm Report that could result in disciplinary action. A conference with the parents may be requested, and a student may be suspended, expelled, or the parents may be asked to withdraw their child from the school.

### INCIDENT OF HARM

An incident of harm is an occurrence where a student is injured in some way. Teachers do all that they can to keep our students safe from accidents and injuries. When a student is significantly injured, the teacher or staff member documents the incident on an **Incident of Harm Report**. This report is shared with parents/guardians of the children injured and the Head of School. The parent/guardian of each child involved in such incidents receives an Incident of Harm Report on the same day via email which should be electronically acknowledged that it was received by the parents/guardian and staff member through a responding email.

When a child has been significantly injured, the parent is also notified by phone promptly and the incident is documented with the Form. All copies of Incident of Harm Reports should be placed in student files, one copy each in the file of anyone involved. If the Head of School is not on site, the staff member should email, text, or call him/her immediately to let the Head know about the incident.

Incidents of harm resulting from an intolerable behavior of another child can result in immediate suspension or expulsion from school.

## PARENT/ STUDENT HANDBOOK

### EXPULSION OR WITHDRAW

Parents who withdraw a child in the course of the year, or students who are expelled, will be expected to complete payment obligations as per their signed agreement. Tuition will be prorated, based on the 10 month schedule. In other words, if a child withdraws on the 15th of the month, the family will be required to pay for

the whole month. Remaining balance will be calculated and sent to them for a final payment. Deposits on accounts are non-fundable. Parents who have pre-paid will be reimbursed at the 10 month scale.

### ATTENDANCE POLICY

When a student will be absent from school, parents must verify the absence by calling or texting the school office 410-257-0642. If there is no contact from the parents, the school will call for verification. If parents cannot be reached, persons listed on the emergency form will be contacted.

Planned absences should be discussed with the teacher in advance in order to work with a plan for the time missed from instruction. If a student is absent more than 20 days or more in a school year, this may be grounds for retention or refusal of future academic services. This will be handled by the Head of School in consultation with the student's teacher(s) and reported to the family by certified letter. Individual circumstances for the reason for the absences will be taken into consideration.

### UNIFORM POLICY FOR ALL STUDENTS

Children must wear the school uniform every day with closed-toe athletic shoes preferably in white, black, or gray each day. Play sneakers are the best for daily wear as we love the outdoors where we can run and climb. Sweaters and sweatshirts in the school colors (Navy blue, light blue, black, gray) are accepted for layering while in the classroom. Shoes must be closed-toe, no flip-flops or sandals. Shoes must be worn with socks.

All children must have rain boots and a light jacket that remain at the school. These do not need to be in the color scheme of the school uniform. Outdoor wear such as coats, hats, etc, do not need to be in the color scheme of the school uniform.

### **PRE-K:**

**UNIFORM TOP:** Boys and girls may wear uniform polo shirts with or without The Wesley School Logo. Girls may also wear the uniform style polo or skater dresses. Long sleeve shirts may be worn underneath the uniform shirts in school colors of navy, light blue, white, or black without logos or patterns. They may also wear sweatshirts, or sweaters in the school colors as well.

**UNIFORM BOTTOM:** Boys and girls may wear khaki, navy, or black pants or shorts. Girls may wear leggings as well. Please ensure there are no holes in pants.

### **BOYS K-6th**

**UNIFORM TOP:** Each uniform polo shirt must be in the approved colors (light blue or navy) and include the Wesley Logo. Long or short sleeve shirts are approved. Shirts are available in cotton or moisture wicking breathable material. Sweaters, or crewneck sweatshirts can be added in winter, but must be WITHOUT graphics or logos in light blue, navy blue, white, black, or gray. Boys may wear a long sleeved shirt in blue,

black, or white underneath their uniform polo shirt when the weather is cold OR a long sleeve polo uniform shirt with the patch.

**UNIFORM BOTTOM:** Boys may wear uniform style shorts or pants in Khaki, Black, gray, or Navy Blue. No sweatpants or athletic shorts. No denim. Pants may not have holes in them.

**SOCKS:** Socks must be in a solid color of white or black. Socks may be “no-show”, or crew. **SHOES:**

Shoes must be closed-toe athletic shoes. NO, cowboy boots, crocs, flip flops, or Ugg boots etc.

## **GIRLS K-2nd**

**UNIFORM TOP:** Girls may wear an approved uniform style dress from Children’s place, Target or Old Navy, in colors light blue or navy blue with The Wesley School logo. The Uniform Dress option is available in your choice of polo style dress or skater style and short or long sleeve. A school logo can be added to this option through Wear Your Spirit Warehouse. OR a uniform polo t-shirt or long-sleeved shirt in light blue or navy blue with The Wesley Logo. Girls may wear a long sleeved shirt in blue, black, or white underneath their uniform t-shirt in cold months. Sweaters, cardigans, or crewneck sweatshirts can be added in winter, but must be WITHOUT graphics or logos in light blue, navy blue, white, black, or gray.

**UNIFORM BOTTOM:**

Girls may pair the uniform polo shirt with pants, skirt, shorts or skorts in Khaki, Black, or Navy Blue. Children’s place, Target, and Old Navy have several options for these. Girls in the lower school may wear solid color leggings in navy blue or khaki with the uniform shirt. Pants/leggings may not have holes in them.

Under their dress or skirt they may wear tights, stockings or shorts in light blue, navy blue or black. No denim, no sweatpants or athletic shorts are to be paired with the dress.

**SOCKS:** Socks must be in a solid color of white, light blue, navy blue or black. Socks may be “no-show”, crew or knee high. No stripes or designs unless it is the light blue argyle.

**SHOES:** Shoes must be closed-toe athletic shoes. NO, cowboy boots, crocs, flip flops, or Ugg boots,

etc.

## **Girls 3rd - 6th**

**UNIFORM TOP:** Upper School girls may continue their uniform from the previous years or may elect to adopt the plaid dress or skirt that is available from Land’s End, Target, or French Toast.

Our school plaid is “Clear Blue Plaid” and you may select the jumper, skirt, or dress option from these outlets and pair them with a uniform polo shirt in white or navy blue. You do not need a logo on the shirt when paired with the plaid.

**UNIFORM BOTTOM:** Upper School girls may wear uniform shorts of appropriate length or pants in navy blue, khaki, or black. They may NOT wear leggings as pants. Under their dress or skirt they may wear tights, leggings, or stockings in light blue, navy blue, or black. No denim, no sweatpants or athletic shorts are to be worn under the skirt or dress. Pants, leggings, and tights may not have holes in them.

**SOCKS:** Socks must be in a solid color of white, light blue, navy blue or black. Socks may be “no-show”, crew or knee high. No stripes or designs unless it is the light blue argyle print.

**SHOES:** Shoes must be closed-toe athletic shoes. NO, cowboy boots, crocs, flip flops, or Ugg boots etc.

## **ENFORCEMENT OF UNIFORM POLICY**

If students come in without appropriate uniform:

\* Parents will be notified by the teacher that the student did not have the appropriate uniform, and they were instructed to take off the article of clothing, or be sure to wear the appropriate clothing the next day. \* If it happens again, the teacher will notify the Head of School and they will call the parent to let them know the student will need to be brought a change of clothes that comply with the Uniform policy, Or pick up the student from school.

## **OUTDOOR RELATED GEAR**

"There is no such thing as bad weather, only bad gear!" Weather changes and time out of doors is part of our curriculum. It is essential your child has waterproof footwear (rain boots) in the fall and spring. These remain in the school along with a light coat. In winter, boots with insulated lining in the winter and winter jacket.

## **BELONGINGS & ITEMS FROM HOME**

Extra items such as toys, blankets, board games, cards, trading cards, dolls and sporting equipment are permitted at the discretion of the classroom teacher. The teacher or Head of School may adjust this policy as needed. Parents should not allow children to bring items from home that are valuable or cannot be shared with other students. Lunch boxes and water bottles will be transported to and from school daily. Rain boots and extra coat or weather related clothing will remain at school (see uniform policy)

Parents of preschool children who would like to bring a backpack to-and-from school each day are welcomed to. There is no uniform or color restriction on backpacks.

## **CELL PHONE AND ELECTRONIC DEVICES**

Students are not to bring cell phones, tablets, iPods or any electronic devices (including electronic games to school. If there is a legitimate reason to make a phone call home, students will be assisted by a faculty or staff member to call parents. Devices that are found will be held by the Head of School until returned to the parent at the end of day.

## **BIRTHDAYS**

On the first Friday of each month, The PTO will coordinate a Birthday recognition during lunchtime. We will sing and celebrate all those who have birthdays that month during lunchtime. They will send out a sign-up genius. In class, on the day of your child's birthday, your teacher may recognize the birthday as a class. Contact your teacher on how she recognizes birthdays.



# Receipt Acknowledgment Form - ANNUAL FORM

This written agreement is required by the Maryland State Law that The Wesley School(s) and The Wesley School - Preschool Program, “negotiate and maintain a written agreement with the child’s parent” that specifies:

1. Fees for & provision of care
2. Discipline Policy
3. Screen Time Policy
4. Provide the Guide to Regulated Care
5. Photo Policy
6. Pet Policy

## Fees:

I am aware of the fees for the program(s) I have enrolled in with either The Wesley School, The Wesley Upper School or The Wesley School Preschool Program enroll. I have signed a **tuition agreement** for the following programs(s)

**Please circle.**

AM Preschool( M-F 8:30am-12:30 pm)

PM Preschool ( M-F- 12:30pm-3:30pm)

K-6th Grade (M-F 9am-3pm 170 days)

\_\_\_\_\_initial

## DISCIPLINARY POLICY (COMAR13A.17.07.03c Child Discipline)

The Wesley School, The Wesley Upper School and The Wesley School Preschool Program will abide by this regulation and each teacher manages his/her classroom by appropriate age levels. See page 14 - 15 in Handbook. There will never be physical punishment of any kind.

\_\_\_\_\_Initial

## SCREEN TIME POLICY - (COMAR13A.17.09.01.E6 Program Requirements)

The Wesley School, The Wesley Upper School and The Wesley School Preschool Program will abide by this regulation and will limit the use to those children 2 years and older to view age appropriate interactive technology that will NOT replace creative play, hands-on learning and social interaction. The Wesley School also understands that our classes will view no more than 30 minutes of age appropriate educational passive technology per week the only exception being a special event. \_\_\_\_\_Initial

## GUIDE TO REGULATED CHILD CARE

By signing this document you have acknowledged that you received the Guide to Regulated Child Care. A copy of this pamphlet is also available anytime from the Preschool Director.

\_\_\_\_\_Initial

### COMMUNITY RESOURCES (COMAR 13A.17.6.02.K Community Resources)

The following special services are available to all persons in our community. **Child Find** 443-550-8373.

**Special Needs Enhanced Service** 800-999-0120

**Barstow Acres Children Center** 410-414-9901 \_\_\_\_\_Initial

### PHOTO POLICY

During the school year, staff take photographs, videos and recordings of school activities in the classroom or at events to share on Facebook, emails to parents in our newsletter or on our bulletin boards or printed publicity materials. Some photographs may capture your child's participation, directly or indirectly and may be published through our website, social media pages, news bulletins, billboards, and ads. With this, we seek your consent in allowing us to publish photos which may involve your child to the said platforms. Please do provide your response by selecting your choice below;

- I hereby ALLOW the reproduction and publication of my child's photograph(s) \_\_\_\_\_
- I DO NOT allow the reproduction and publication of my child's photograph(s) \_\_\_\_\_

### PET POLICY

Maryland state law allows service animals to accompany individual students, guests or staff in schools under the criteria provided by the Individuals with Disabilities and Education Act. During the school year, animals may be invited to the classroom for special events or as a class pet. The Wesley School will notify parents in advance of any animals taking part in a school-sponsored activity. \_\_\_\_\_initial

Parent/ Guardian Name: \_\_\_\_\_  
on behalf of student(s): \_\_\_\_\_  
\_\_\_\_\_

Sign and date: \_\_\_\_\_  
\_\_\_\_\_/\_\_\_\_\_/ 2024