



PARENT HANDBOOK



2015-2016

375 A Benfield Road * Severna Park, MD 21145 * 410-647-7055 * Fax 410-647-7411
www.stmartinsmd.org

Dear Parents,

Welcome to St. Martin's in-the-Field Episcopal School. We are glad to have you as members of our St. Martin's community.

Our school has been successfully ministering to the educational and spiritual needs of children in a nurturing Christian environment for 55 years. The preschool was founded in 1957 to respond to the need at that time for a kindergarten program in Severna Park. In 1999, the school expanded its educational base to include elementary grades. Located in the undercroft of the Church, this facility houses the elementary grades one through four. In 2004 we expanded to middle school. The middle school modular buildings, located behind the Parish Hall, are home to grades five through eight. To date, St. Martin's has graduated eight eighth grade classes. We feel blessed to have the opportunity to provide students with an excellent academic and spiritual foundation during the developmentally crucial preschool through middle school years.

This Parent Handbook is designed to provide basic, up-to-date information on the school and its policies and procedures. For the welfare of your child and the success of our programs, it is important that both returning and new parents read this book and follow all school rules and regulations as set forth in it. Please keep it close at hand for frequent reference throughout the year.

Should you have any questions or concerns about your child's educational program, please do not hesitate to contact your child's teacher, the Director of Academic Studies, or myself for an appointment. Your support and participation are always welcome and certainly needed as we work together to meet the needs of all our students.

Faithfully,

Mr. Jamey Hein
Head of School

Dear Parents,



It is always a joy for me to participate in the life of St. Martin's Episcopal School. The school year brings new beginnings — new students, new teachers, new grade levels for our children—and those new beginnings always hold great promise.

One of the many promises of the Episcopal school tradition is our welcome of diversity in all things. To live daily with all God's children, to live with their differing opinions, and to understand that God's children each have different journeys in life is at the root of all that we hold dear. Your children also learn to appreciate that God is with and within each of them no matter how they and their families choose to worship outside of school.

St. Martin's sees itself as a living testimony to the greatness, the love, and the mercy of God. God's love is celebrated every week in the classrooms with your children's teachers and in their relationships with one another. At the same time, your children have every opportunity to enrich their own relationship with God in the weekly chapels which expose them to the wonder of God's presence with them.

St. Martin's is about sharing. . . sharing in the cultivation of all the gifts and talents your amazing children hold within at the same time sharing with the world outside our doors and far beyond. It is my hope that you as parents will also share in the wonder and uniqueness of St. Martin's by your participation in chapel, special celebrations and sports activities. You can expect miracles... for God is at work at St. Martin's Episcopal School!

Thank you for allowing me to participate in the awesome responsibility of helping you raise children who will become learners, leaders and friends in God's creation.

In faith,

Rev. Bruce McPherson

Interim Rector

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ABOUT ST. MARTIN'S

Our Mission

St. Martin's in-the-Field Episcopal School seeks to inspire in students a love of inquiry, a sustaining faith, and a generous spirit open to ideas, peoples of the world, and a call to service. At our Episcopal school, students discover who they are as learners, leaders, and friends. We create a welcoming community encouraging individuals to grow in confidence, compassion, and character, grounded in the knowledge that each is a child of God.

Our Vision

Dedicated to academic excellence, we will inspire students to discover their unique potential while learning with confidence, serving with compassion, and leading with character.

Our Core Values

St. Martin's is proud of its Episcopal heritage and provides opportunities for spiritual growth in Chapel and through religious education programs. Our mission and vision are expressed in the core values that shape our daily life: respect for self and others, honesty, compassion, and a sense of worth that comes from understanding oneself as a Child of God. It is within this nurturing, Christian environment that each student is prepared as a whole person for the challenges he or she will meet in the school years that lie ahead.

St. Martin's in-the-Field Episcopal School welcomes families from all walks of life and all religious persuasions. Its enrollment is open to all children without regard to race, color, religion, national origin, sex or disability.

ST. MARTIN'S PARENT RESPONSIBILITIES

Being a St. Martin's parent carries certain responsibilities. St. Martin's parents, students, faculty and administration work together to fulfill the school's mission and embody our school's core values. Your child will find his/her greatest success and security in the mutually respectful relationship of the school and home environment.

The responsibilities of a St. Martin's parent include:

1. Emphasizing continuity in attendance as a priority in your child's life. Please plan family vacations to coincide with school holidays.
2. Helping your child begin each day ready to learn by seeing that he/she is on time, well rested and healthy, has the necessary supplies, is dressed neatly and appropriately for learning and weather conditions, eats a healthy breakfast, and brings a nutritious lunch (full-day pre-k, kindergarten, elementary, and middle school).
3. Maintaining open communication with your child's teacher by promptly responding to notes, attending conferences, and sharing with the teacher/administration any family concerns that may impact your child's learning, daily performance, and emotional well-being.
4. Guiding your upper elementary/middle school student into increasing responsibility and ownership of homework, organization, and time management.
5. Being aware of school and classroom policies and activities by reading all sections of the Parent Handbook, teacher webpage and website calendar, monthly newsletters, and classroom letters/notices from your child's teacher(s).

DAILY ARRIVALS: Preschool (3s and Pre-K)

8:35 a.m. for Half and Full Day Students—School begins at 8:45 AM

A safe and prompt arrival is important to your child’s happiness in school. Preschool children should be dropped off at the first awning. Children are NEVER allowed to exit the car at the end of the sidewalk until a staff member arrives. Parents need not exit their cars, as a member of the staff or a volunteer parent will be on duty to open the car door and greet your child. If you would like to accompany your child to the classroom please park your car in the parking lot and enter through the front door. An unattended car at the end of the sidewalk holds up the line and can be dangerous. Preschool and kindergarten siblings of elementary and middle school students may be dropped off at carpool for grades K-8. No other carpool children will be accommodated.

Please remember that should you arrive late, you MUST accompany your child to the classroom via the main office.

DAILY ARRIVALS: GRADES 1-8

8:15 a.m. – 8:25 a.m. for K-8th grades

Class begins promptly at 8:30 AM for K-8th grades

Students are dropped off at the rear of the Parish Hall and depart the car without assistance. Follow the lines and cones, and pull your car around to the last cone near the basketball hoop by the playground gate. Staff will be there to greet students and assist if necessary.

Please remember that should you arrive late, you must park in the FRONT of the school and accompany your student(s) to the Main Office to sign them in.

Grade K through 8 students arriving in their grade level homeroom class between 8:30 and 8:35 a.m. will be marked tardy by their grade level homeroom teacher. Students in grades 5-8 arriving after 8:35 a.m. MUST go to the Elementary Reception area for a tardy slip. Students in grades K through 4 must be escorted to the Elementary reception area (Kindergartners to should be escorted to the Main Office) and be signed in by a parent/guardian before a tardy slip is issued.

DAILY DEPARTURES

Students are dismissed from the rear of the building. Staff members are on duty at these times to assist your children. If you are unavoidably delayed, please call the school so we can make arrangements for the care of your child.

DISMISSAL TIMES

Half-Day 3s & Pre-K:	11:45 a.m.
Full-Day 3s & Pre-K :	3:00 p.m.
Grades K-8:	3:30 p.m.

NOTE: For your convenience, preschool siblings of elementary and middle school students may be picked up at 3:30 p.m. No other carpool children will be accommodated. Siblings will stay in the Pony Club room until the 3:30 p.m. dismissal.

St. Martin’s requires your permission (by note or telephone call) to dismiss your child from campus in any instance that we would not be releasing him or her directly to your care or an approved carpool. For safety reasons the person picking up your child(ren) should be prepared to show identification.

Middle School students walking or biking home should report to the lunch deck at 3:30 pm. Students will be dismissed by the duty teacher only if a signed permission form is on file in the Main Office. A student is required to wear a bicycle helmet coming and going from school while operating a bicycle or scooter.

Late for Preschool Pick-up:

Park your car in the front of the school and come to the main office. There will be a charge if you are more than 10 minutes late.

Late for Elementary and Middle School Pick-up:

There will be a charge if you are more than 10 minutes late. Students will be taken to the Mustang Club. Please use the ramp and door by the elementary reception desk for sign-out and pick-up.

MUSTANG & PONY CLUB/BEFORE CARE

Mustang Club (Grades 1-8)& Pony Club (3s to Kindergarten), our extended day program, and Before Care is open to all students 3s through 8th grade. Morning care begins at 7:30 am. Pony/Mustang Club runs from 3:00 p.m. to 6:00 p.m. To enroll your child or request a drop-in day, please contact the main office at 410-647-7055. Sign up sheets for “drop in” students are in the main office. The cost is \$10.00/hour. Drop-ins are accommodated as space allows. **Please provide a snack for your child.**

SUGGESTIONS FOR DRESS FOR EARLY EDUCATION

Children should wear comfortable play clothes and have outerwear appropriate for daily outside play. Nonskid shoes and socks are required of all children. **No Ugg type boots, Crocs, jellies, flip-flops, or sandals allowed.**

UNIFORM POLICY

Kindergarten, elementary and middle school students are required to wear uniforms which may be purchased through Arthur's/DENNIS School uniforms (dennisuniform.com, school code BTAOMF) or through Lands' End School Uniform (landsend.com/school, #900073768) Non-uniform sports jackets, sweaters, and outerwear may not be worn in the classroom. Please label garments with the student's name.

ELEMENTARY SCHOOL UNIFORM POLICY (KINDERGARTEN-4TH GR.) GIRLS

Regular Uniform (2 days):

- ◆ Red or white polo shirt or turtleneck with logo (may be untucked)
- ◆ Navy pants or skort
- ◆ Plaid jumper with white Peter Pan collar blouse
- ◆ Navy cardigan sweater/fleece jacket/fleece vest, or red sweater vest with logo
- ◆ Athletic shoes (rubber sole, low-top, laced, non-distracting)
- ◆ Socks (ankle/knee), tights, or leggings (navy or white)

Chapel Uniform (Wednesday, unless otherwise notified):

- ◆ Plaid jumper with white Peter Pan collar blouse
- ◆ Navy cardigan sweater with logo
- ◆ Dress shoes (flat-style in brown, navy, or black)
- ◆ Socks (ankle/knee), tights, or leggings (navy or white)

P.E. Uniform (2 days):

- ◆ Red T-shirt with logo
- ◆ Navy crewneck sweatshirt/fleece jacket/fleece vest with logo
- ◆ Navy P.E. shorts or sweatpants with logo
- ◆ Athletic shoes (rubber sole, low-top, laced, non-distracting)
- ◆ Socks (athletic in navy, black or white)

BOYS

Regular Uniform (2 days):

- ◆ Red or white polo shirt or turtleneck with logo (May be untucked)
- ◆ Navy pants or shorts (Belts required for 3rd and 4th grade)

UNIFORM POLICY (continued)

- ◆ Navy cardigan sweater/fleece jacket/fleece vest or red sweater vest with logo
- ◆ Athletic shoes (rubber sole, low-top, laced, non-distracting)
- ◆ Navy, black or white socks

Chapel Uniform (Wednesday, unless otherwise notified):

- ◆ Gr. K-2: Red or white polo shirt with logo., tucked in.
- ◆ Gr. 3-4: White oxford shirt with logo, tucked in. (no tie required)
- ◆ Navy pants or shorts (belts required for 3rd and 4th grade)
- ◆ Navy cardigan sweater or red sweater vest with logo
- ◆ Dress shoes (oxford style in brown, navy, or black)
- ◆ Navy, black or white socks

P.E. Uniform (2 days):

- ◆ Red T-shirt with logo
- ◆ Navy crewneck sweatshirt/fleece jacket/fleece vest with logo
- ◆ Navy P.E. shorts or navy sweatpants with logo
- ◆ Athletic shoes (rubber sole, low-top, laced, non-distracting)
- ◆ Socks (athletic in navy, black or white)

KINDERGARTEN-4TH GR. OVERALL APPEARANCE

- ◆ Girls open-bottom sweatpants must be hemmed to the appropriate length.
- ◆ Clothing choices (dress-down days included) should be modest.
- ◆ Bike shorts (navy) may be worn under the girls jumper.
- ◆ Hair should be neatly kept and out of the eyes.
- ◆ Watches, post earrings, and small necklaces are permitted.
- ◆ Shoes and hair items should be non-distracting.
- ◆ Up to two bracelets are permitted.
- ◆ Undershirt tails or lettering must not be visible.
- ◆ A uniform sweater or sweatshirt should be kept at school.
- ◆ Fleece with logo are allowed on non-chapel days.

MIDDLE SCHOOL UNIFORM POLICY (5TH-8TH GR.)

GIRLS

Regular Uniform (2days):

- ◆ White oxford shirt with logo (must be tucked-in while on campus)
- ◆ Navy or white polo shirt with logo (may be untucked)
- ◆ Khaki or plaid skort or khaki pants (belt required for pants)
- ◆ Navy sweater/fleece jacket/fleece vest with logo
- ◆ Athletic shoes (rubber sole, low-top, laced, non-distracting)
- ◆ Navy or white socks (knee or ankle), tights, or leggings

UNIFORM POLICY (continued)

Chapel Uniform (Wednesday, unless otherwise notified):

- ◆ White oxford shirt with logo (must be tucked-in while on campus)
- ◆ Plaid skort
- ◆ Navy sweater with logo
- ◆ Dress shoes (flat-style in brown, navy or black)
- ◆ Navy or white socks (knee/ankle), tights or leggings

P.E. Uniform (2 days):

- ◆ Red T-shirt with logo
- ◆ Navy hooded pullover sweatshirt/fleece jacket/fleece vest with logo
- ◆ Navy mesh shorts or sweatpants with logo
- ◆ Athletic shoes (rubber sole, low-top, laced, non-distracting)
- ◆ Socks (athletic in navy, black or white)

BOYS

Regular Uniform (2 days):

- ◆ White oxford shirt with logo (must be tucked-in while on campus)
- ◆ Navy or white polo shirt with logo (may be untucked)
- ◆ Khaki pants or shorts (belt required)
- ◆ Navy sweater/fleece jacket/fleece vest with logo
- ◆ Athletic shoes (rubber sole, low-top, laced, non-distracting)
- ◆ Socks (navy, black or white)

Chapel Uniform (Wednesday, unless otherwise notified):

- ◆ White oxford shirt with logo (must be tucked-in while on campus)
- ◆ Khaki pants or shorts (belt required)
- ◆ School tie (striped navy/green)
- ◆ Navy sweater with logo
- ◆ Dress shoes (oxford style in brown, navy or black)
- ◆ Socks (navy, black or white)

P.E. Uniform (2 days):

- ◆ Red T-shirt with logo
- ◆ Navy hooded sweatshirt/fleece jacket/fleece vest with logo
- ◆ Navy mesh shorts or sweatpants with logo
- ◆ Athletic shoes (rubber sole, low-top, laced, non-distracting)
- ◆ Socks (athletic in navy, black or white)

MIDDLE SCHOOL (GR. 5-8) OVERALL APPEARANCE

- ◆ Girls open-bottom sweatpants must be hemmed to the appropriate length
- ◆ Clothing choices (dress-down days included) should be modest
- ◆ Hair should be neatly kept and out of the eyes

UNIFORM POLICY (continued)

- ◆ Watches, post earrings, and small necklaces are permitted
- ◆ Shoes and hair items should be non-distracting
- ◆ Up to two bracelets are permitted
- ◆ Undershirt tails or lettering must not be visible
- ◆ A uniform sweater or sweatshirt should be kept at school
- ◆ Fleeeces with logo are allowed on non-chapel days

SPIRIT WEAR FOR BOYS AND GIRLS—OPTIONAL

Spirit Wear may not be worn in the classroom

- ◆ Navy hooded nylon jacket with logo
- ◆ Navy squall parka with logo

CARPOOLS

Each student will receive a laminated number. This number should be displayed on the **FRONT WINDSHIELD** of the car at pick-up time so the teachers can readily see the carpool number as you come around the corner of the building. Children must go home with the person or carpool with whom they regularly travel. We must receive written notification stating other arrangements. We will ask any person who is unfamiliar to us to identify themselves. Please understand that this is for the safety and well-being of your child. It is requested that special pick-up arrangements be kept to a minimum to avoid confusion by children and teachers at dismissal time.

SPECIAL CARPOOL NOTICE

The following policies have been instituted to protect our children and to move through the carpools efficiently.

- ◆ **SPEED: 10 mph MAXIMUM throughout the campus**
- ◆ Please refrain from using cell phones in carpool line or while driving on campus. Send your child into school in the morning with warm wishes for a good day and welcome them back at pickup time.
- ◆ Children will be released to an adult only—not to siblings.
- ◆ In order to keep the carpool line moving, pull up past the Annual Fund sign to buckle your child. Park close to the grass so others may pass.
- ◆ **NO** cars may park behind the school in the pick-up/drop-off areas at ANY time. Pull into a parking space, on the side or front, if you need to talk to another parent or come into the school.

SPECIAL CARPOOL NOTICE (continued)

- For the safety of our children, we ask all families to drive through the carpool line. If you must park and walk to the carpool area to pick up your child, park on the far side of Heck Hall near the exit. Do not park on Tewksbury or in the parking areas near the church office and field.
- Once past the church parking area, please form a double line to prevent cars from waiting out on Tewksbury.
- No children are permitted on the playground while you are waiting in carpool line. Children are not allowed on the playground without a supervising adult.
- To protect the environment and our children, while waiting in the carpool line, please remember to turn off your engine to reduce emissions.
- The carpool line is not a place for a conference. Please call to set up an appointment to talk with the teachers if necessary.
- Please refer to the website (stmartinsmd.org) Parent Portal/Family Contact Information to facilitate the arrangement of carpools. Carpool forms are available on the website Parent Portal/Welcome Package. All carpoolers must be registered with the school and will be assigned a number for easy identification.

MARYLAND'S CHILD PASSENGER SAFETY LAW

- Every child under 8 years old must ride in an appropriate child restraint unless the child is 4 feet, 9 inches or taller. "Child restraint" includes car seats, booster seats, or other federally approved safety devices.
- Every child from 8 to 16 years old who is not secured in a child restraint must be secured in a vehicle seat belt.
- Children under 13 years old should ride in the back seat.
- For further information see Maryland Kids in Safety Seats (KISS), www.mdkiss.org.

CLINICAL/CHILD PSYCHOLOGIST

At times the school may use the services of a psychological consultant throughout the year. Any time a parent feels the need to discuss an individual issue or concern, an appointment may be made with a consultant. Fees for individual appointments or group conferences are the responsibility of the parents.

CHAPEL SCHEDULE

Parents, family and friends are welcome and encouraged to worship with us in chapel for Morning Prayer or Eucharist services each week. Eucharist for Grades 3-8 is celebrated in chapel on the last Wednesday of each month unless otherwise noted on the calendar.

On a rotating basis, children in grades 3s through 2nd grade are asked to offer special prayers or thanksgiving for whatever they wish. The names of the children offering prayers are listed on the teacher webpage. Please read it carefully to know when it is your child's prayer day.

- **Grades 3-8:** Chapel service is on Wednesday at 8:35 a.m.
- **3D3s, 5D3s, PKAM, PKFD through Grade 2:** Students attend Chapel weekly on Wednesdays at 9:30 am.
- **2D3s:** Children attend chapel once a month on the first Thursday at 9:30 am.

All School Chapels: 3s through grade 8 students all gather for special chapels usually at 9:15 am. Check the web calendar for scheduled dates.

COMMUNICATION

The St. Martin's website (www.stmartinsmd.org) is the primary source of communication. It is important for parents to check the calendar and any communication from their teachers for school activities, events, and news. There is a weekly Mustang Blast issued that gives the weekly highlights, some announcements, and upcoming events.

YEARBOOKS

One full-color yearbook per child is included as part of the activity fees paid. Order forms and pricing for purchasing additional yearbooks will be sent home in February. Yearbooks will be distributed to students during the last week of school.

TUITION PAYMENTS

Payments are made according to the plan selected by you on your child's student enrollment contract. Tuition payments should be processed through FACTS, our tuition Management Program. To enroll your child(ren) in FACTS, simply go to our school website (stmartinsmd.org), click on one of the Quick Links located on the home page and follow the instructions. Please do not send tuition payments

TUITION PAYMENTS (continued)

to school in your child's tote bag. **A service fee of \$20.00 will be assessed for any late payments or checks returned to the school for insufficient funds.**

DEWARS TUITION INSURANCE

St. Martin's requires a tuition insurance plan. This Plan provides for an allowance of tuition fees in the event of the withdrawal of a student for any covered reason (including medical reasons, voluntary withdrawal or dismissal) within specified time frames. The Plan becomes effective on August 1st in the event of the student's inability to attend school due to a covered medical reason. **The non-medical coverage (coverage for voluntary withdrawals and dismissals) becomes effective ONLY after the student has attended school fourteen (14) consecutive calendar days commencing with the student's first class day of attendance in the academic year.**

The Plan is a means to insure your annual financial obligation under the terms of the Student Enrollment Contract. **All parents must participate in the plan.** Upon selecting a payment option as noted in the student contract, the insurance fees will be collected along with the first tuition payment.

FINANCIAL AID

Financial aid is available through School & Student Services by NAIS and must be submitted by February 28 for the following school year.

ACTIVITY FEE/BOOK FEE

A fee will be assessed for each child to help cover field trips, special events, and consumable books in elementary and middle school. Additional fees may apply for overnight class trips.

Preschool 3 and 4 year olds: \$100.00

Kindergarten: \$200.00

Grades 1-7: \$300.00

Grade 8: \$400.00

POLICY ON WITHDRAWAL OF STUDENTS

It is the policy of the school to permit the withdrawal of a student at any time. However, because the School incurs costs, including the cost of providing staff, educational materials, and other supplies, in preparation for the arrival of any enrolled student, there are financial obligations that must be met, even in the event of withdrawal. Further, depending on the timing of the withdrawal, the existing tuition insurance plan may not provide coverage for the withdrawing student. (For example, when a student withdraws after signing the Student Enrollment Contract, but before attending for 14 consecutive days, the tuition insurance provides no coverage.)

This policy is designed to address and describe those obligations that arise in the event of a withdrawal that (i) occurs after the execution of the Student Enrollment Contract and (ii) is not covered by the tuition insurance plan. As set forth in the Student Enrollment Contract, it is the general policy of the School that a student's parent(s), guardian(s) or other responsible party becomes responsible for the **full** year's tuition upon signing the Student Enrollment Contract, even in the event of a withdrawal. However, in certain circumstances, the Executive Committee of the Episcopal School Board of Trustees, in its sole and absolute discretion, may waive the obligation to pay the full year's tuition. Requests for a waiver must be submitted in writing to the School and should be addressed to the Executive Committee of the St. Martin's in-the-Field Episcopal School Board of Trustees.

Tuition, fees, or other sums due and/or paid to the school prior to the date on which the school receives the written request for waiver are not eligible to be waived and will not be refunded under any circumstances. Moreover, any request for a waiver received by the school on or after the first day of the school year generally will be denied.

Tuition, fees, and other sums due and/or paid to the school on or after the date on which the school receives the written request for waiver are eligible to be waived, if the school is able to fill the spot vacated by the withdrawing student on or before the first day of the school year. In the event that the withdrawing student's spot is not filled at that time, then the request for a waiver will be denied. The withdrawing student's spot will only be considered "filled" after all other vacant spots in the particular class for which the withdrawing student had enrolled have been filled. If the withdrawing student's spot is filled on or before the first day of the school year, the party requesting the waiver will be advised in writing of the granting of the waiver.

POLICY ON WITHDRAWAL OF STUDENTS (continued)

In determining whether to grant a waiver, the determinative fact will be whether the withdrawing student's spot is filled on or before the first day

of the school year. Other facts brought to the attention of the Executive Committee by the party requesting the waiver may be considered, but will usually not be determinative.

All decisions as to whether to grant or deny a waiver are vested in the sole and absolute discretion of the Executive Committee. The Executive Committee's decision in this regard is final.

ADMISSIONS OPEN HOUSE AND REGISTRATION

St. Martin's hosts open houses annually in the Fall, Winter and Spring. This affords parents an opportunity to visit the classroom they anticipate enrolling their child in for the following academic school year.

Parents are asked to serve as school ambassadors by recommending St. Martin's to family, friends and neighbors. Please consider bringing someone new to the school for a visit and tour.

Registration for the next academic year is held for preschool immediately after conferences in January. Currently enrolled students entering kindergarten through eighth grade will receive re-enrollment forms in January.

AGE REQUIREMENT FOR ENROLLMENT: 2015-2016

3s Classes	3 yrs. by 9/01 *
Half Day Pre-K	4 yrs. by 9/01
Full Day Pre-K	4 yrs. by 9/01
Kindergarten	5 yrs. by 9/01
Gr 1	6 yrs. by 9/01
Gr 2	7 yrs. by 9/01
Gr 3	8 yrs. by 9/01
Gr 4	9 yrs. by 9/01
Gr 5	10 yrs. by 9/01
Gr 6	11 yrs. by 9/01
Gr 7	12 yrs. by 9/01
GR 8	13 yrs. by 9/01

Copies of birth certificates are required.

*** Children must be toilet trained upon entrance in the fall.**

A child must be five years old and six years old by September 1, 2015 to be

age eligible to enroll in Kindergarten and Grade 1, respectively, per the Maryland State Department of Education.

PROGRESS REPORTS

3 year old and Pre-K parents receive a report on their child's progress twice a year, in January and at the end of the school year. Progress reports will be issued each trimester for students in grades K-8.

PARENT CONFERENCES ~ EARLY ED. AND ELEMENTARY

One conference with the teachers will be scheduled during the school year for 3 year old, Pre-K, and students in grades 1-4. Parents of children in Kindergarten will have two scheduled conferences per year.

If you have a special concern about your child's progress or classroom procedures, a conference with the teachers may be arranged before or after school hours. Parent conferences must be scheduled in advance. Please do not divert a teacher's attention from the carpool line or from the classroom during school hours. **Teachers may not take phone calls during school hours unless it is an emergency.** Should further clarification or resolution assistance be necessary, contact the Head of School. It is very important to keep the lines of communication open between the home and the school.

PARENT CONFERENCES ~ MIDDLE SCHOOL

Middle school students and parents participate in student-led conferences once a year. Students evaluate themselves, choose work that represents their achievement for the trimester and confer with their parents and teachers about triumphs, areas needing improvement, and goals for the year. Parents may call the school if an additional conference is needed.

TRANSCRIPTS

All transcript requests and recommendation forms should be sent in to the School Office. Transcripts will not be sent out until after first trimester grades are released. If the student's financial account is in arrears, the transcripts and recommendation forms will be delayed pending settlement of the account. If the school decides to furnish such materials while the account remains in arrears, the report to the other school will indicate the status of the financial account.

STUDENT FILES AND FACULTY DATA INFORMATION

At any time during the year, parents may request to review their child's cumulative file. Parents may also request to review faculty qualifications and certifications as supplied on the school's Faculty Data Sheet. The Faculty Data Sheet includes name, position, educational background and past employment records.

FIELD TRIPS

There are several trips planned for Pre-K, Elementary and Middle School classes during the school year. You must sign a field trip permission slip with emergency numbers listed so your child may participate.

School policy states that **no siblings** will be allowed on any field trip. Parent chaperones are responsible for their child and several other classmates during field trips and must have the ability to give school children their undivided attention.

Should your child be ill on the day of a field trip, please call the main office so the class is not waiting for him/her.

REPORTING ABSENCES

Please contact the school if your child cannot attend all or part of the school day. You may call the main office at (410) 647-7055 or 544-7167. You may also email the school at info@stmartinsmd.org. If your child must leave school early, please send a note to school for the teacher. Missed homework and class assignments will be available the following day.

HOMEWORK and CLASS WORK MAKEUP POLICY

Should your child be ill, his/her homework will be ready for pick-up the following school day. Students will be given one school day for each day absent to return missed work.

Should your family choose to take an unscheduled vacation during school time, missed class work and homework will be given to students after, not prior to, the vacation. Please do not ask teachers to make an exception to this policy. Students will be given one school day for each day absent to return missed work.

ANNUAL PHYSICAL EXAM AND IMMUNIZATIONS

All students are required by the state to have an annual physical exam. The Health Inventory Form or a report from your child's physician will fulfill this requirement.

All students **MUST** have a complete Immunization Certificate or a computer generated immunization form from their pediatrician, on file in the main office, prior to the first day of school. If your child has a complete record on file and has not required any updates, you do not need to resubmit a new form. A summary of immunization requirements by age and grade level is available on the website Parent Portal, in the main office or from your pediatrician. **No child will be allowed to attend school unless a record of immunizations is on file and in compliance with the Maryland State Immunization Regulations.**

ILLNESS

To avoid an epidemic of illness, please keep sick children at home. If children are to attend school with rashes or coughs that are non-communicable, a note should accompany them stating the nature of these symptoms as determined by your physician. **We appreciate your reporting all cases of highly contagious illness and conditions (e.g., head lice, strep, pink eye, and chicken pox) to the school immediately.** Please read the “Children at Increased Risk of Infectious Disease” policy on the following page. If your child is not well enough to play outside, do not send him/her to school. Children who are noticeably sick will be sent home.

Your child should stay home if he/she has any of the following:

- ◆ **Fever should be gone for 24 hours before returning to school, without using fever reducing medications.**
- ◆ Extreme runny nose where mucus is green or yellow
- ◆ Persistent cough
- ◆ Vomiting or diarrhea in a 24-hour period
- ◆ Sore throat

ADMINISTERING MEDICATION AT SCHOOL

St. Martin’s offers medication services for children enrolled in Grades 1-8. The Maryland State Boards of Education and Nursing requires that forms, completed by the parent and the physician, need to be on file in the school in order for both prescription and over-the-counter (OTC) medication to be administered to the student. **By law, the school is not able to take verbal requests from a parent or student for medication administration.** The forms, “Prescription Medication Authorization” and “Over-the-Counter Medication Authorization” are available on the website Parent Portal and in the Main office.

ADMINISTERING MEDICATION AT SCHOOL (continued)

The medication furnished by the parent(s) or guardian in a container labeled by the pharmacist or physician must state the following:

- ✓ Name of child
- ✓ Name of physician
- ✓ Name of the medication
- ✓ Dosage, route and time
- ✓ Conditions for proper storage
- ✓ Prescription date and expiration date

CHILDREN AT INCREASED RISK OF INFECTIOUS DISEASE COMPLICATIONS

Purpose: To assist parents/guardians and the Head of School to provide a safe environment for any child whose medical condition(s) would place them at an increased risk of acquiring an infectious disease and developing complications while attending school.

- Policy:**
1. Parents/guardians of any student who has a medical condition for which the child would be considered at an increased risk of complications from any infectious disease that could be acquired while attending school are required to notify the Head of School.
 2. The Head of School (or designee) will discuss the student and determine if there is a potential problem with providing the student with an education in a medically safe environment.
 3. If the Head of School (or designee) determine that no potential problem exists, the Head of School will keep this information in a confidential file.
 4. If the Head of School believes that a potential problem exists, the Head of School will convene a panel consisting of the Head of School, the child's physician (or a written report from the physician), and the chair of the School Board of Trustees. The panel will make a recommendation to the Head of School regarding the need for any modification of the educational environment for that child.
 5. If the school experiences any outbreak of infectious disease, the Head of School (or designee) will notify the parents or guardian of any child for whom the Head of School has been made aware of an increased risk of complications from an

CHILDREN AT INCREASED RISK (continued)

infectious disease about the outbreak and document the notification.

6. The Head of School will determine the frequency of reassessment for the educational environment for these children.
7. All information provided to the Head of School will be kept confidential.
8. St. Martin's follows the health guidelines and precautions prescribed by the Center for Disease Control and the Maryland Department of Health and Mental Hygiene regulations.

VISITING/SECURITY

Parents are always welcome at St. Martin's. All visitors must sign at the main office before going to the preschool classrooms or at the Elementary reception desk for Elementary and Middle School.

A visitor's sticker must be worn.

Security Measures

The school has an intercom system at the front doors of the Parish Hall. **All parents and visitors must enter through these doors.** All other doors are locked. For additional safety/security no one will be allowed to enter the school after 4:00 pm without prior arrangements. Classrooms and other areas not used by Mustang Club will be locked and inaccessible to retrieve homework or other items.

Student Images

In addressing our students, parents, grandparents, alumni and friends, St. Martin's in-the-Field Episcopal School creates numerous publications, advertisements and promotional pieces each year. St. Martin's in-the-Field Episcopal School reserves the right to use the image of any student in highlighting his/her accomplishments while at St. Martin's, and in portraying the School, ***unless St. Martin's in-the-Field Episcopal School receives an express written request not to do so*** from the student's parent and/or guardian.

This includes recording image and/or voice on photographs, film, video or audio tape, on the School's website, or any combination of these media, and expressly releases St. Martin's in-the-Field Episcopal School from liability from claims and damages. St. Martin's in-the-Field Episcopal School may edit or in any way use these recordings at its discretion, based on the School's responsible and honorable philosophy. St. Martin's in-the-

VISITING/SECURITY (continued)

-Field has the right and permission to publish photographs or any other recorded image of students without limitation.

A note regarding pets

We are all animal lovers at St. Martin's, however, for the safety of our students and cleanliness of our campus, we would ask that you keep your pet safely with you in your car.

Messages/Packages for Elementary/Middle School Students

Parents must go to the Main office in the parish hall in order to drop off a lunch, an item or a message for a student. Please do not go to the student's classroom or locker to make deliveries during the school day as this interrupts the flow of activity and classroom dynamics. The staff will handle the delivery to your student at a time that is not disruptive.

ACADEMIC INTEGRITY STATEMENT

Academic integrity is important to St. Martin's; therefore, we teach students the appropriate use of sources as well as our expectations for homework completion and test taking. We take any form of plagiarism or cheating seriously and will respond to each incident with re-teaching and appropriate consequences for the grading of the assignment.

STUDENT CONDUCT AND DISCIPLINE POLICY

St. Martin's practices a balance between a commitment to both nurture students and teach accountability. The object of class and school rules is to promote courteous behavior at all times and in all places during the school day and to enable the children to know what is expected of them. Classroom rules and expectations are always age appropriate. At the beginning of the year, the expectations are discussed with the students and special emphasis is placed on proper behavior beginning the first week of school.

Students at St. Martin's are expected to conduct themselves as young ladies and gentlemen by being respectful of other people and their property, by being truthful, by acting responsibly and by striving to achieve their best in both academic and non-academic tasks. Students are expected to display good manners at all times. Members of the faculty have full responsibility and authority for all activities during the school day; however, parents must assume responsibility for their children at school social gatherings where parents and children attend together after regular school hours. Children will be expected to adhere to the same school rules as those followed during the school day.

STUDENT CONDUCT AND DISCIPLINE POLICY (continued)

Students are expected to follow school rules beyond the classroom—in hallways, on the playground, in the lunchroom, and at school events, exercising respect and courtesy for all classrooms and students as they move throughout the school. When off campus for field trips or sports events, students continue to represent St. Martin's and therefore are expected to conduct themselves in appropriate ways, displaying good manners and sportsmanship at all times.

Students are expected to treat one another with kindness, respect, and compassion. Students should always speak to each other in a polite way. Rudeness, aggressive behavior, name-calling, or intentional exclusion by a student or group of students toward another student will not be tolerated. At no time should computers, cell phones or other forms of electronic communication be used in such a way as to belittle or harass another student.

We believe that appropriate discipline of a student can be carried out when parents, teachers, and the Head of School work in partnership to encourage the child to behave in an appropriate manner.

While St. Martin's strives to meet the needs of every child, this may not always be possible. Behavior that disrupts the learning process will not be permitted. A student may be required to withdraw if behavior or attitude toward school work, teachers, or fellow students consistently interferes with the teaching and learning within the school or when behavior reflects negatively on the reputation of the school.

TOTE BAGS

3 year old, Pre-K and Kindergarten

Tote bags with the school's logo are sold at Arthur's/DENNIS School Uniforms (8227 Cloverleaf Dr. Suite 308, Millersville or www.dennisuniform.com, School number: BTAOMF). **We request a tote bag be used as it holds school projects and other large items well.**

BACKPACK

First grade through Middle School students may use a regular size backpack. **Please label all items brought to school;** e.g., sweaters, coats, hats, mittens, and books.

RESTRICTED ITEMS (all students)

- ◆ Guns and war toys, ropes, or weapons of any kind are not allowed at St. Martin's. Our school is a “ peaceable kingdom.”
- ◆ **Cell phones, iPods, and other electronic items** may not be used during the school day.
- ◆ Any inappropriate items will be stored by the teachers until the end of the school day and may be retrieved by parents only.

SNACKS (3 year old, Pre-K)

A snack and water is provided each day for your child.

Foods prepared at home (cupcakes, cookies, etc.) are welcome on special occasions such as birthdays and holidays. The Health Department requires that all foods be covered when brought into school. If you are uncertain as to the appropriateness of a snack you wish to send in, please contact your teachers. **3 year old, Pre-K and Kindergarten is a nut free area, therefore all snacks should be nut-free.**

LUNCHESES (Full-Day Pre-K through Middle School)

Students need to bring a nutritious lunch and drink daily. Your child's name must be written on the lunch box or bag. **We request that no sodas, candy, gum, or glass containers be packed in the lunches.**

Optional lunches sponsored by the Parent Association, using outside vendors and volunteers, are available for kindergarten through 8th grade. See the website Parent Portal for sign up forms.

HOLIDAY PARTIES

Sign up sheets for holiday parties will be available on Visitation Day and Parents' Night. Room parents will contact you prior to parties. Please remember school policy states that **no siblings are allowed at holiday parties.**

BIRTHDAY RECOGNITION

Chapel for 3s through Grade 2

Each child's birthday is recognized in Chapel with a lighted candle and birthday blessing.

Birthday Books

Should you wish to further commemorate your child's birthday, we recommend the gift of a book to the school library. Special bookplates for inscribing your child's name and the date are placed in the donated book.

Birthday Snacks

You are welcome to send in a birthday snack, however please check with each teacher regarding any food allergies in the classroom. Please advise the teacher(s) of your intent in case of duplicate birthdays. We ask that no "goodie bags" or favors are distributed. School policy prohibits us from distributing party invitations at school unless the entire class is invited. If you plan to join your child for his/her birthday snack, please remember school policy states that no siblings are allowed.

PARENTAL INVOLVEMENT IN THE CLASSROOM

Parents are invited to share their talents in the classroom. Your participation will enrich your child's school experience. Please make your talents and interests known to the teachers.

ROOM PARENTS

There are generally two room parents per grade. They facilitate the activities of the classroom, helping with the coordination of class parties, organizing drivers for field trips, and the like. If you are interested, please contact your child's teacher at the beginning of the year.

SIBLINGS

For your child's benefit and to have minimal disruption in the classroom, the school requests that volunteer parents make arrangements for siblings. It is the policy of the school that NO SIBLINGS are allowed at school classroom parties or on field trips. CHAPEL SERVICES are an exception to this policy.

INCLEMENT WEATHER (Closings/Delays/Emergencies)

St. Martin's follows the Anne Arundel County Public School schedule (www.aacps.org) for school closings for inclement weather only. When the county schools are closed for inclement weather, St. Martin's is closed.

However, in the case of public schools remaining closed because of power outages, St. Martin's may open if we have power, in which case this would be announced.

If county schools are not in session during an inclement weather day St. Martin's will announce that we are closed.

If a delay is needed, we will make this announcement through text messaging, email, and our school website. Preschool-grade 8 classes will begin at 10:00 am. On these days, we will begin carpool for the whole school at 9:45 am. Carpool will end at 10:00 am or when the line is finished. Students arriving after this time will need to be

INCLEMENT WEATHER (continued)

walked into school.

Due to unforeseen circumstances (no heat, electricity, threatening weather, etc.) St. Martin's may need to close early. You will be contacted if and when such occasions occur. Please make sure all emergency phone numbers are kept up to date so we can contact you immediately.

SCHOOL CLOSING/DELAYS COMMUNICATION

- Website homepage
- Emergency Text Messaging—A completed form is required for this communication. The form is on the website Parent Portal.
- Email
- WBAL-TV Channel 11

TORNADO WARNING PROCEDURES

This procedure applies to tornado warnings issued within Anne Arundel County only.

A **tornado watch** means that conditions may produce a tornado.

A **tornado warning** means that a tornado has been sighted. We will take cover immediately.

While the Administration uses discretion in times of severe thunderstorms or tornado watches, a tornado warning issued to an area within Anne Arundel County requires a system-wide approach and action.

In the event of a tornado warning, the school shall receive and shelter all students (modulars included) in the basement halls or bathrooms away from windows. Our preschool and elementary basements are a fortress and your child will be safe! No student shall be dismissed from school during the time that a tornado warning is in effect, unless parents park and enter the school to receive their child.

CRISIS INCIDENT PROCEDURE

If there is a crisis incident where dismissal would be unsafe, all students will take shelter in the basements of the Parish Hall and Church. If the building is unsafe we will take the students to Heck Hall, the building directly in front of the school. If we cannot reach you, we will then try to contact the individuals designated on the Emergency Form when it is safe to dismiss. Anytime we must close early, we implement the phone tree beginning with our room mothers who have your contact information. Please notify the office of any contact changes.

PARENTS' ASSOCIATION BOARD 2015/2016

Chairperson: Diana Phillips, 410-647-1123, dianacphillips@comcast.net

Co-Chair: Bridget Jakovics, 410-987-0936

Secretary: Lorine Smith, 410-360-2649, lorines@smithfamilynet.us

Treasurer: Carl Treff, 410-987-0936, carltreff@yahoo.com

Coordinators:

Preschool Chair: Jamie Reece Angichiodo, 321-217-2583,
jamiereece@gmail.com

Elementary Chair: Sharon Hilder, 410-987-0182, hilzoo@verizon.net

Middle School Chair: Diana Phillips, 410-647-1123,
dianacphillips@comcast.net

PARENTS' ASSOCIATION

The primary goal of the PA is to enrich educational experiences for the children. It provides resources to the school through various fundraising efforts as well as helping with school sponsored outreach programs. There is always an ongoing project. The Association requires no dues, only parents' active interest and willingness to participate. Parent involvement adds strength to all St. Martin's programs. The Parents' Association meets on a monthly basis. Parents should check the website for the dates and times of the meetings.

COMMUNITY PROJECTS - OUTREACH

We encourage our students to develop a compassionate attitude toward others by participating in several outreach projects during the year including the following:

SPAN

Severna Park Assistance Network

CHESAPEAKE BAY FOUNDATION

THE MITTEN TREE

New mittens and underwear for the needy at Christmas.

GIVING BACK

Gifts for the homeless at Christmas

HOMELESS FOOD BASKET DONATIONS

Thanksgiving / Christmas

HOMELESS

New or slightly used toys and clean coats for distribution to Baltimore homeless shelters on Christmas Eve

CHILDRENS' HOSPITAL-WASHINGTON, DC

Small toy donations from preschool holiday parties

HOMELESS SHELTER

Church and Day School feed homeless men in the Parish Hall

SARAH'S HOUSE

Donations during holidays through the school year

ST. JUDE CHILDREN'S HOSPITAL TRIKE-A-THON

LIGHTHOUSE SHELTER IN ANNAPOLIS

RONALD MCDONALD HOUSE

ST. MARTIN'S SCHOOL STAFF

Head of School	Mr. Jamey Hein
Academic Director	Kim Carson
Interim Rector	The Rev. Bruce McPherson
Business Manager	Janet Mosher
Business Assistant	Kathy Key
Development /Marketing	Kristin McMahon
Office Manager	Shannon Smearman
Admin. Assist./Med. Tech	Kate Clevon
Nurse Practitioner	Allison Barrett
Facilities Manager	Mike Fridy
2 Day 3s & 5 Day 3s	Kim Duncan, Liz Salton
3 Day 3s & 5 Day 3s	Kim Duncan, Cheryl Lamon, Liz Salton
3 Day Pre-K Full Day	Stacey Lyons, Kristin Bortnick
5 Day Pre-K AM	Karen Wollentin, Carol Welle
5 Day Pre-K Full Day	Linda Cielewich, Allison Bohr
Kindergarten	Debbie Pittenger, Heather Bosanko
Grade One	Karen White
Grade Two	Ellen Stanton
Grade Three	Donna Manuel
Grade Four	Donna Manuel
Grade Five Homeroom	Tracy Alexander
Grade Six/Seven Homeroom	Cam Bowdren
Grade Eight Homeroom	Ginny Ready
Middle School Math	Julie Bonner, Teri Kotkiewicz
Middle School English	Tracy Alexander, Cam Bowdren
Middle School Science	Ginny Ready
Art	Sue Maloney
Spanish	Emily Caballero
Librarian/Special Projects	Cynthia Barry
Sacred Studies	Missy Kelly, Tracy Alexander, Jamey Hein
Godly Play	Missy Kelly
Music	Sonya Knussen, Mel Kessler, Patra Malloy (chapel)
PE/Athletic Director	Danielle Gibbons, Dawn Bathras
Learning Specialist	Leona Schultz
Technology Teacher	Sue Maloney
Mustang Club	Michelle Angeli, Stacey Lyons

KEY DATES 2015-2016

Sept 1	SCHOOL CLOSED for Labor Day
Sept 10	9:00 a.m. Parent Association Meeting.
Sept. 25	SCHOOL CLOSED-Faculty In-service
Oct. 1,2,3	Scholastic Book Fair
Oct. 1	PA Breakfast & Parent Book Fair Shopping Day
Oct 13	SCHOOL CLOSED for Columbus Day
Oct 17	SCHOOL CLOSED-Conferences: K-8 Preschool Teacher In-service
Oct. 28	Fall Open House
Oct. 31	EARLY DISMISSAL-Faculty In-service
Nov 12	9:00 a.m. Parent Association Meeting
Nov. 14	End of 1st Trimester
Nov 25	EARLY DISMISSAL—ALL SCHOOL
Nov 26,27,28	SCHOOL CLOSED – Thanksgiving Holiday
Dec. 10	9:00 a.m. Parents Association Meeting
Dec. 18	6:00-7:00 p.m. Christmas Program: 1st-8th gr.
Dec. 19	9:30-10:30 a.m. Preschool Christmas Program
Dec. 19	10:45 a.m. Lessons & Carols Gr. 1-8
Dec. 19	EARLY DISMISSAL-ALL SCHOOL
Dec.22-Jan 2	SCHOOL CLOSED—Christmas Holiday
Jan. 5	School resumes
Jan. 14	9:00 a.m. Parent Association Meeting .
Jan. 19	SCHOOL CLOSED—Martin Luther King Jr.
Jan. 22	Winter Open House
Jan. 26	SCHOOL CLOSED—Preschool Conferences Faculty In-service
Jan. 27	NO <u>PRESCHOOL</u> CLASSES-Preschool Conferences
Jan. 30	Spaghetti Dinner

Feb. 11	9:00 a.m. Parent Association Meeting
Feb 13	EARLY DISMISSAL – Faculty In-Service
Feb 16	SCHOOL CLOSED for Presidents’ Day
Mar. 3	End of 2nd Trimester
Mar. 6	SCHOOL CLOSED—Faculty In-service
Mar. 11	9:00 a.m. Parent Association Meeting
Mar. 26	Spring Open House
Mar. 30-Apr.6	Spring/Easter Vacation
Ap. 7	Classes resume
Ap. 8	Parent Association Meeting
Apr. 16, 17	Book Fair
Apr. 17	Grandparents’/Special Friends Day
May 13	Parent Association Mtg & Appreciation Breakfast
May 22	EARLY DISMISSAL-ALL SCHOOL
May 25	SCHOOL CLOSED-Memorial Day
May 28	Last Day of School—2D3
May 29	9:30 am Preschool Spring Program-dismissal following program
May 29	EARLY DISMISSAL-K-GR. 8, Mustang Club 12-6
June 1	Last day of School-3D3s, 5D3s,3DPKFD
June 1	EARLY DISMISSAL-Preschool-GR7, GR 8 after practice Mustang available
June 2	Last day of school-5DPKFD, 5DPKAM, 5PKPM
June 2	10:00 a.m. 8th Gr. Graduation-dismissal following
June 2	EARLY DISMISSAL-Preschool-GR7, Mustang available
June 2	6:00 p.m. Elementary Program
June 3	10:00 a.m. Moving-Up Ceremony
June 3	LAST DAY OF SCHOOL & EARLY DISMISSAL K-8, No Mustang Club available
June 3	End of 3rd Trimester

NOTES



CHILDREN LEARN WHAT THEY LIVE

If a child lives with criticism,
he learns to condemn.
If a child lives with hostility,
he learns to fight.
If a child lives with ridicule,
he learns to be shy.
If a child lives with shame,
he learns to feel guilty.
If a child lives with tolerance,
he learns to be patient.
If a child lives with encouragement,
he learns confidence.
If a child lives with praise,
he learns to appreciate.
If a child lives with fairness,
he learns justice.
If a child lives with security,
he learns to have faith.
If a child lives with approval,
he learns to like himself.
If a child lives with acceptance and friendship,
he learns to find love in the world.

Dorothy Law Nolte

St. Martin's in-the-Field Episcopal School
375-A Benfield Road
Severna Park, MD 21146

Phone: 410-647-7055
Fax: 410-647-7411
www.stmartinsmd.org