

ABOUT ST. MARTIN'S-IN-THE-FIELD EPISCOPAL SCHOOL

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. Our 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 if applicable.
3. Maintaining open communication with your child's teacher by promptly responding to notes, attending conferences, and sharing with the teacher/administration and 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 letter/notices from your child's teacher(s).

POLICIES AND PROCEDURES

ARRIVAL, DISMISSAL, CARPOOL and BEFORE/AFTER SCHOOL CARE (MUSTANG and PONY CLUB)

DAILY ARRIVAL for PRESCHOOL and PREK

8:35 am for Half Day and Full Day Students – School Begins at 8:45

A safe and prompt arrival is important to your child's happiness in school. Pre-School children should be dropped off at the red church doors. Children are NEVER allowed to exit the car until a staff member arrives to assist them. Parents do not need to exit their cars, as a member of the staff will be on duty to open your car door and greet your child. If you would like to accompany your child to the classroom, please park your car in the parking area and enter through the school main entrance. An unattended car at the end of the sidewalk holds up the line and can be dangerous. Preschool and PreK 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 ARRIVAL FOR GRADES K-8

8:15am to 8:25 am arrival time. Class begins promptly at 8:30 am for Grades K-8.

Students are dropped off at the red church doors and may depart the car without assistance. Staff will be on hand to greet students and assist them as necessary.

Please remember that if you arrive late, you must park in the parking lot and accompany your student to the main office to sign them in and obtain a tardy slip if applicable. Students in grades K-8 arriving after 8:30 am to their classroom will be marked tardy by their grade level teacher. Students in grades 5-8 arriving after 8:35 am MUST go to the main office for a tardy slip. They may go to class unaccompanied afterwards. Students in grades K-4 must be escorted to the Elementary wing by an administrative staff member after signing in.

DAILY DEPARTURES

Students are dismissed from the front of the building outside the red church doors. Staff members are on duty at these times to assist your children. If you are unavoidably delayed, please call the school's main office so that we can make arrangements to take care of your child.

DISMISSAL TIMES

Half Day Pre-School and PreK	11:45 am
Full Day Preschool and PreK	3:00 pm
Grades K-8	3:30 pm

Note: For your convenience, pre-school siblings of elementary and middle school students may be picked up at 3:30 pm. No other carpool children will be accommodated. Siblings will stay in the Pony Club room until the 3:30 pm 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 on if a signed permission form is on file in the main office. A student is required to wear a bicycle helmet coming from and going to school while operating a bicycle or scooter.

LATE FOR PRESCHOOL OR PREK PICK-UP

Please park your car in the parking lot or in front of the red church doors and come into the main office through the main entrance. 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. Student will be taken to Mustang Club. Please use the ramp and door outside the elementary wing and come into the elementary reception desk for sign out and pick-up.

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 that the staff can readily see the carpool number as you approach the school entrance. 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 staff at dismissal time.

SPECIAL CARPOOL NOTICE

The following policies have been instituted to protect our children and to move through the carpool 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 dismissal time.
- Children will be released to an adult only – not to siblings.
- Two lanes in front of the church must be utilized to minimize the impact of a queue forming on Tewkesbury Lane. Please pull forward to close the traffic gap. Overflow for cars in the queue may form a long Tewkesbury Lane, however there shall be absolutely no unattended parking along the Tewkesbury Lane shoulder between 8 am and 4 pm.
- No unattended cars may be parked in the carpool line at any time. Please pull into a parking area/space if you need to talk to another parent or come into the school. If you need to physically pick up your child, for the safety of our children and staff, we ask that you drive through the carpool line and then park on the far side of Heck Hall and walk over to the carpool entrance (church red front doors). Do not park on Tewkesbury, the field or in front of the church.
- For added safety, and whenever possible, it is highly encouraged that Middle School cars use the far lane and Elementary School cars use the lane closest to the church/curb, as the older kids are more adept at navigating across the first lane of traffic. For families with both middle and elementary school student, please use your best judgement or pull into the shorter lane. Pre-School may use either lane as staff will be there to assist them.
- There must not be any parking or long term stopping between Benfield Road and the school driveway. If the two lane driveway is full, proceed down Tewkesbury to the first intersection (Lymington Road) and slowly and safely make a U-turn to queue up along Tewkesbury Lane shoulder. We must be mindful of our neighbors and drive safely while using Tewkesbury Lane. Please DO NOT make a U-turn in any other area other than at Lymington Road intersection.
- Please note: For Preschool drop off we ask that you do not arrive before 8:35 am which is when Preschool carpool begins. We do not want Preschool and K-8 cars intermingling in the carpool lanes. Inversely, for pickup, K-8 drivers must not intermingle and park in the way of the Preschool drivers.
- No children are permitted on the playground while you are waiting in the carpool line. Children are not allowed on the playground without adult supervision.
- 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 to hold a conference with a staff member. Please call or e-mail to set up an appointment to talk with a staff member if necessary.
- Please refer to our website (stmartinsmd.org) Parent Portal/Family Contact Information to facilitate the arrangement of carpools. Carpool forms are available in the 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 for 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

BEFORE CARE, MUSTANG and PONY CLUB

Before Care is open to all students. Before Care starts at 7:30 am. Mustang Club (Grades 1-8) and Pony Club (Preschool through Kindergarten) is our extended day program, and runs from 3 pm to 6 pm. Drop ins to these programs are accommodated as space allows. Please provide a snack for your child if they are participating in extended day programs.

To enroll your child or request a drop in day, please contact the main office. Sign-up sheets for "drop-in" students are located in the main office. The cost for drop in space is \$10 per hour.

Please note that during inclement weather, Before Care, Mustang and Pony Clubs hours may be reduced, changed or eradicated if school is on late arrival or closing early. Parents are expected to pick up their children within a reasonable timeframe if weather necessitates early closing of extended care programs.

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 on the last Wednesday of each month unless otherwise noted on the calendar.

Chapel Times

Preschool and PreK 3-day through Grade 2 – Wednesday at 9:30

Grade 3-8 – Wednesday at 10:20

Preschool 2-day program – Children attend Chapel on the 1st Thursday of the month at 9:30 am

All School Chapel

Preschool through Grade 8 students all gather for special Chapels usually at 9:30 am. Check the web calendar for scheduled dates.

On a rotating basis, children in Preschool 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.

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 the consultant. Fees for individual appointments or group conferences are the responsibility of the parent.

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 Activities Fees paid. Order forms and pricing for additional yearbooks will be sent home usually in February. Yearbooks will be distributed to students during the last week of school.

TUITION

Tuition Payments

Payments are made according to the plan selected by you on your child's enrollment contract. Tuition payments should be processed through FACTS, our tuition management program. To enroll your child(ren) in FACTS please go to our school website (www.stmartinsmd.org) and click on one of the Quick Links located on our home page and follow the instructions. Please do not send tuition payments to school in your child's tote bag. A service fee of \$20 will be assessed for any late payments or checks returned to the school for insufficient funds.

Dewars Tuition Assistance

St. Martin's requires a tuition insurance plan. This plan provides for an allowance of tuition fees in the event of a withdrawal of a student for any covered reason (including medical reasons, voluntary withdrawal or dismissal) within specified timeframes. The plan becomes effective on August 1 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 and Student Services by NAIS and must be submitted by February 28 for the following school year.

ACTIVITY and 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 and PreK	\$100
Kindergarten	\$200
Grades 1-7	\$300
Grade 8	\$400

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 time of the withdrawal, the existing tuition plan may not provide coverage for the withdrawing student. (For example; when student withdrawals after signing the Student Enrollment Contract, but before attending for attending 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 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, and/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/or 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 with 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 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.

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 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: 2019-2020

We follow the Maryland State Department of Education for eligibility of enrollment. A student must be 5 years old to be eligible to be enrolled in Kindergarten and 6 years old to be eligible to enroll in Grade 1, respectively, by September 1, 2018. Copies of birth certificates are required for admission consideration. The other grade levels are as follows:

Preschool	3 years by 9/1/19*
PreK Half & Full Day	4 years by 9/1/19
Kindergarten	5 years by 9/1/19
Grade 1	6 years by 9/1/19
Grade 2	7 years by 9/1/19
Grade 3	8 years by 9/1/19
Grade 4	9 years by 9/1/19
Grade 5	10 years by 9/1/19
Grade 6	11 years by 9/1/19
Grade 7	12 years by 9/1/19
Grade 8	13 years by 9/1/19

***Children must be fully toilet trained upon entrance in the Fall.**

PROGRESS REPORTS

Preschool and PreK 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 student in grades K-8. Please note that Progress Reports may be held in the business office until any outstanding balance is paid.

PARENT CONFERENCES – EARLY EDUCATION and ELEMENTARY

One conference with the teachers will be scheduled during the school year for Preschool, PreK and students in grades 1-4. Parents of children in Kindergarten will have two scheduled conference per school 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 from the carpool line or from the classroom during school hours. Teachers may not take phone calls from parents 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 home and school.

PARENT CONFERENCES – MIDDLE SCHOOL

Middle school students and parents participate in student-led conferences once a year. Students evaluate themselves, chose 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 transcripts request and recommendation forms should be sent in to the main School Office. Transcripts will not be sent out until after the 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 decided 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 field trips planned for PreK, 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 the 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 that the class is not waiting for him/her.

REPORTING ABESENCES

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. You may also e-mail the school at info@stmartinsmd.org. If your child must leave school early, please send a note to school for the teacher.

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 day of absent to return missed work.

Should your family choose to take an unscheduled vacation during school time, missed classwork and homework will be given after, not prior to the vacation. Please do not ask teachers to make an exception to this policy. Student will be given one 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 completed 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 submit a new form. A summary of immunizations requirements by age and grade level is available on our 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 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 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., Pediculosis (head lice), Strep, Conjunctivitis (pink eye) and Chicken Pox) to the school immediately. Please read the children at Increased Risk of Infectious Disease" policy. If your child is not well enough to play outside, do not send him/her to school. Children who appear noticeably sick will be sent home.

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

- ✓ Fever – A child should be without fever for 24-hours without the use of fever reducing medication before returning to school.
- ✓ Extreme runny nose where mucus is yellow or green
- ✓ Persistent cough and/or sore throat
- ✓ Vomiting or diarrhea in a 24-hour period

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 forms completed by both the parent and the physician need to be on file in order for both prescription and over-the-counter (OTC) medication to be administered to the student. By law, the school cannot take verbal requests from a parent or student for medication administration. The forms "Prescription Medication Form" and "Over-the-Counter Medication Authorization" are available on our website parent portal and in the Main Office.

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

Name of the Child

Name of the 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's medical issue 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 private 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 the child.

5. If the school experiences and 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 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 pivotal 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 anywhere in the school. St. Martins utilizes the Raptor Check-in System. On your first visit, a driver's license must be presented for screening. A visitor sticker/badge must be worn while in the building. Anyone seen on the premises or in the building without a sticker will be escorted to the main office.

Security Measures

All parents and visitors must enter through the main entrance 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 to her 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 and express written request not to do so from the students' parent or guardian. This includes recording image and/or voice on photographers, 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 claim 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-field has the right and permission to publish photographs or any other recorded image of students without limitation.

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 pets safely in your car.

MESSAGES/PACKAGES FOR ELEMENTARY AND 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 when it 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 balance between a commitment to both nurture students and teach accountability. The object of the class and school rules is to promote courteous behavior at all time and in all places during the school day and to enable 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 gentleman by being respectful of other people and their property, by being truthful, by acting responsibly and by striving to achieve their best in academic and non-academic tasks. Students are expected to display good manner 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 day.

Students are expected to follow school rules beyond the classroom; in the 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 interferes with the teaching and learning within the school or when behavior reflects negatively on the reputation of the school.

TOTE BAGS

Preschool, Prek and Kindergarten

Tote bags with the School's logo are sold at Arthur's/DENNIS School Uniforms; 8227 Cloverleaf Drive, Suite 308, Millersville or www.dennisuniform.com
School Number: BTAOMF

We request that a tote bag be used as it holds school projects and other large items well.

BACKPACK

Grades 1-8 students may use a regular backpack. Please label all items brought to school; e.g., sweaters, coats, hats, mittens, and books.

RESTRICTED ITEMS FOR 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 item will be stored by the teachers until the end of the school day and may be retrieved by parents only.

SNACKS

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

to school. If you are uncertain as to the appropriateness of a snack you wish to send in, please contact your child's teacher. Preschool, PreK and Kindergarten are a nut free area, therefore all snacks need to be nut free.

LUNCH (Full Day PreK 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 your child's lunch.

Optional lunches sponsored by the Parent Associations, using an outside vendor and volunteers, are available for kindergarten through 8th grade. See our website parent Portal for sign up forms.

SIBLINGS

For your 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 the only exception to this policy.

HOLIDAY PARTIES

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

BIRTHDAY RECOGNITION

Chapel for Preschool 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 that 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 sure that your talents and interests are known to the teachers.

ROOM PARENTS

There are generally two room parents per grade. They facilitate the activities of the classroom, help with coordination of class parties, organize drivers for field trips, and other assistance as needed. If you are interested, please contact your child's teacher at the beginning of the school year.

INCLEMENT WEATHER

St. Martin's follows the Anne Arundel County Public School schedule for school closings for inclement weather only. When the county schools are closed for inclement weather, St. Martin's is closed. 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, e-mail, and our school website. Preschool through Grade 8 classes will begin at 10:00. On these days, we will begin carpool for the whole school at 9:45 am. Carpool will end at 10:00 am or whenever the line is finished. Students arriving after this time will have to walk into school and signed in.

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 that we may contact you immediately.

SCHOOL CLOSING/DELAYS COMMUNICATION

Website Homepage.

Emergency text message – a completed form is required for this communication. The form is on our website in the Parent Portal.

E-mail

WBALTV – Channel 11

TORNADO WARNING PROCEDURES

This procedure only 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 time of severe thunderstorms or tornado watches, a tornado warning issued to 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 (modular 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 will be dismissed from school during the time that a tornado warning is in effect, unless parents park and enter the school to retrieve 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 the church. If the building is unsafe we will take the students to Hack Hall, the building directly in front of the school. If we cannot reach you, we will then 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 main office of any contact changes.

UNIFORM REQUIREMENTS

All students are required to wear uniforms which may be purchased from Arthurs'/DENNIS School Uniforms (dennisuniform.com – School code BTAOMF) or through Land's End School Uniforms (landsend.com/school - #900073768). Additionally, there is a limited selection of clothing available in the Used Uniform cabinet. Items are \$5 per piece. Please check with the main office for assistance. Non-uniform sports jackets, sweaters and outerwear may not be worn in the classroom. Please label garments with student's name.

Preschool and PreK

Children should wear comfortable appropriate clothing within the guidelines listed below. Children should have appropriate outerwear for daily outside play (gloves, hats, boots... etc.) Non-skid, rubber soled shoes and socks are required. No Ugg type boots, Crocs, Jellies, Flip-Flops or Sandals are allowed.

Chapel

Red or Blue Polo Shirt, or Polo Dress for girls

Blue or Khaki Bottoms

Regular School Day

Red or Blue polo shirt or Red PE T-Shirt
Blue or Khaki Bottoms

PE Uniform

Red PE Shirt
Athletic Shoes (Sneakers)

Elementary School (K-4th grade)

Girls

Chapel Uniform

Plaid Jumper with Light Blue Peter Pan Collar Blouse
Dress Shoes (Flat Sole in Brown, Navy or Black)
Socks, Ankle/Knee, Tights or Leggings in Navy or White.

Regular Uniform

Red Polo Shirt
Navy Pants, Skorts or Shorts
Navy Cardigan/Fleece/Vest with Logo
Flat Shoes or Athletic Shoes

PE Uniform

Red or Grey T-shirt with Logo
Navy sweatpants or navy gym shorts
Navy sweatshirt/Fleece Jacket/Fleece Vest with Logo
Athletic Shoes

Boys

Chapel Uniform

Light Blue Oxford
Navy Pants or Shorts – Belt required
School Tie – Plaid or Red/Navy Stripe (optional)
Navy Cardigan with Logo
Socks – Navy, Black or White
Dress Shoes – Oxford Style in Brown, Navy or Black

Regular Uniform

Red Polo Shirt
Navy Pants or shorts – Belt required for Grades 3 and 4
Navy Cardigan/Fleece Jacket or Vest with Logo
Navy, Black or White socks

Athletic Shoes – (rubber sole, low top, laced, non-distracting)

PE Uniform

Red or Grey T-shirt with Logo

Navy crewneck sweatshirt/fleece jacket/fleece vest with logo

Navy PE shorts or navy sweatpants with Logo

Navy, black or white socks

Athletic Shoes – (rubber sole, low top, laced, non-distracting)

Grade 5

Girls

Red or navy Polo Dress

Navy Ponte Dress (Land's End)

Red Polo Shirts

Khaki pants, shorts or skorts

Khaki Ponte skort or skirt

Plaid skort for Chapel Days (no jumpers)

Red or Grey T-shirt with navy gym shorts for PE Days

Navy Sweatshirts and sweatpants for PE Days

Athletic shoes (rubber sole, low top, laced and non-distracting)

Navy sweaters/fleeces/vests with Logo

Boys

Red Polo Shirts

Light blue Oxford shirts for Chapel Days

Khaki Pants or shorts – Belts are required on chapel Days

Plaid or Red/navy striped tie for Chapel Days

Red or Grey T- shirt with navy gym shorts for PE Days

Navy sweatshirts and sweatpants for PE Days

Athletic shoes (rubber sole, low top, laced and non-distracting)

Navy sweaters/fleeces/vests with Logo

Middle School Uniform (Grades 6-8)

Girls

Navy Polo shirts

Light Blue Oxford and Plaid Skort for Chapel Days

Khaki pants, shorts or skorts

Flat dress shoes, Bucks or Boat shoes required for all days except PE days

Red T-shirt and Navy shorts with athletic shoes for PE Days

Sweatshirts and sweat pants for PE Days

Navy sweaters/fleeces/vests with Logo

Boys

Navy Polo shirts

Light Blue Oxford shirt along with plaid or red/navy striped tie for Chapel days

Khaki pants or shorts – must have belt

Dress shoes, bucks or Boat shoes required for all days except PE

Red or Grey T-shirt and Navy gym shorts with athletic shoes for PE

Navy Sweat shirts and sweatpants for PE days

Navy sweaters/fleeces/vests with Logo

Middle School – Grades 5-8 Overall Appearance

- Girls open bottom sweatpants must be hemmed to appropriate length
- Clothing choices (dress down days included) should be modest
- Hair should be clean and neatly kept 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 – fleeces with logo are allowed on non-chapel days.

COMMUNITY PROJECT - OUTREACH

We encourage our students to develop a compassionate attitude toward others by participating in several outreach projects during the school 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 and Christmas

Homeless

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

Children's Hospital – Washington DC
Small toy donations from Preschool holiday parties

Homeless Shelter
Church and School feed homeless men in Parish Hall

Sarah's House
Donations during the holidays through the school year

St. Jude Children Hospital Trike-a-Thon

Lighthouse Shelter in Annapolis

Ronald McDonald House

St. Martin's-in-the-Field School Staff

Head of School	Mr. Jamey Hein
Academic Director	Mrs. Kim Carson
Rector	The Rev. Matthew Hanisian
Chaplin	The Rev. Nathan Erdman
Director of Finance and Operations	Mrs. Janet Mosher
Finance Assistant	Mrs. Kathy Key
Director of Marketing and Development	Mrs. Jill Rowlett
Director of Admissions	Mrs. Kelly Danahy
Office Manager	Mrs. Janet (Jan) Wilder
Administrative Assistant	Mrs. Kate Cleven
Nurse Practitioner	Mrs. Allison Barrett
Facilities Manager	Mr. Mike Fridy
Preschool	Mrs. Karen Campbell
	Mrs. Cheryl Lamon
	Mrs. Carolyn Younkin
PreK – 3PKFD	Ms. Deborah Vroblesky
	Ms. Lexi Gottermeyer
PreK – 5PKFD	Mrs. Deborah Pittenger
	Mrs. Allison Bohr
PreK Loft	Mrs. Karen Wollentin
	Mrs. Carol Welle
Kindergarten	Mrs. Danielle Gibbons
	Mrs. Amy Wong
Grade One	Mrs. Alex Wilson
Grade Two	Mrs. Heather Bosanko
Grade Three	Mrs. Stephanie Andrisse

Grade Four	Mrs. Tracy Alexander
Grade Five	Mrs. Michelle Kuemper
Grade Six Homeroom/English	Ms. Alice Trainor
Grade Six History	Mrs. Julie Svendsen
Grade Seven Homeroom/Science	Mrs. Karen Sabins
Grade Eight Homeroom/Math	Mrs. Julie Bonner
Art	Mrs. Caitlin Keller
Spanish	Senora Patricia Firmani
Librarian/Special Projects	Mrs. Penny Murnane
Sacred Studies/Godly Play	Mrs. Missy Kelly
Band	Mr. Mel Kessler
Music/Chorus	Mr. Geoffery Rohrbach
PE/Athletic Director	Mrs. Kira Dickson
Learning Specialist/Counselor	Mrs. Leona Schultz
Technology	Mrs. Julie Bonner
Mustang Club	Ms. Lexi Gottermeyer
	Ms. Rachel Savani