



2021-22 FAMILY HANDBOOK

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 inclusive Episcopal identity 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 academically qualified children without regard to race, color, religion, national origin, gender, sexual orientation, 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 according to dress code and appropriately for learning and weather conditions, eats a healthy breakfast, and brings a nutritious lunch and/or snack.
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 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 Family Handbook, website calendar, Mustang Blast, weekly newsletters, and classroom letters/notices from your child's teacher(s) and/or administrators.
6. Ensuring the health and safety of our community by adhering to general illness and Covid-19 guidelines.

POLICIES AND PROCEDURES

PARENTS CORNER, FACTS, AND PARENTSWEB

Parents may access up-to-date information in the Parents Corner section of the school's website: stmartinsmd.org/community/parents-corner/. For parents to log in to the FACTS Parent Portal/ParentsWeb, enter the district code: STM-MD and personal login information. For updates to student's information, including medical, emergency contacts, and transportation, parents should click on "Web Forms" under "School" in the left menu bar and proceed using the Family Demographic Form.

DAILY ARRIVAL for PRESCHOOL

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

A safe and prompt arrival is important to your child's happiness and success in school. Preschool children should be dropped off at the Preschool entrance ramp. 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. Preschool siblings of Lower and Middle school students may be dropped off at carpool for Grades K-8. NO other Preschool children will be accommodated earlier than 8:35am. Should parents arrive late, they must accompany the student to the Main Office and sign in.

DAILY ARRIVAL FOR GRADES K-8

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

Middle School (grades 5-8) students and their Preschool and Lower School siblings are dropped off at the MS entrance and may depart the car without assistance. Lower School (grades K-4) students are dropped off at the LS entrance in the rear of the building. Staff will be on hand to greet all students and assist them as necessary.

For late arrivals, parents must park in the parking lot and accompany their students 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. Once signed in at the Main Office, students in grades 5-8 may go to class unaccompanied. Students in grades K-4 must be escorted to the Lower School by an administrative staff member after signing in.

DAILY DEPARTURES

Middle School students are dismissed from the MS entrance. Lower School and Preschool students are dismissed from the rear of the building. Preschool and Lower School students with Middle School siblings will be dismissed from the MS entrance. Staff members are on duty at

these times to assist. If families are unavoidably delayed, parents should call the School's Main Office.

DISMISSAL TIMES

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

Preschool siblings of Lower and Middle School students may be picked up at 3:30 pm. Siblings will stay in the Pony Club room until the 3:30 pm dismissal. No other carpool children will be accommodated.

In order to release a student from school to anyone other than caregivers on record with the School, St. Martin's requires parent permission by email, handwritten note or telephone call to your homeroom teacher and Office Manager Jan Wilder by 8:00 am, For safety reasons, the person picking up students should be prepared to show identification.

Middle School students walking or biking home should report to the flagpole 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. Students are required to wear a bicycle helmet coming from and going to school while operating a bicycle or scooter.

LATE PICK-UP

Parents should notify the Main Office at 410-647-7055 in the case of an unavoidable late pick-up. In that event students will be taken to Mustang Club and billed the drop-in rate. Arriving parents must use the ramp and door outside the Lower School and come to the Lower School kindergarten room for sign out and pick-up.

CARPOOLS

Each student will receive a laminated carpool sign with the family name. This sign should be displayed on the FRONT WINDSHIELD of the car at pick-up time so that the staff can readily see the family name as the vehicle approaches the school entrance. Students must go home with the person or carpool with whom they regularly travel. As explained above, the School must receive written notification stating other arrangements. Staff will ask any person who is unfamiliar to us to identify themselves.

CARPOOL PROCEDURES

The following policies have been instituted to protect children and to move the carpool line efficiently. Please note, due to COVID-19, the School has modified the standard carpool procedures.

- Speed: 10 mph MAXIMUM throughout the campus
- Parents should refrain from using cell phones in carpool line or while driving on campus.
- Children will be released to an adult only – not to siblings of driving age unless a permission form is on file with the School.
- Vehicles should use two lanes in front of the church to minimize the impact of a queue forming on Tewkesbury Lane. Cars should pull forward to close the traffic gap. Overflow for cars in the queue may form a line along Tewkesbury Lane, however there shall be absolutely no unattended parking along the Tewkesbury Lane shoulder between 8:00 am and 4:00 pm. Cars should not arrive on campus before the designated time for their division (see below).
- No unattended cars may be parked in the carpool line at any time. If parents need to talk to another parent or come in to the school, vehicles should pull into a parking area/space. If parents must physically pick up a child--for the safety of our children and staff—parents should drive through the carpool line and then park in a parking space. Except when queuing to enter campus for drop-off and pick-up, parents should not park on Tewkesbury, the field, or in designated church parking spaces.
- There must not be any parking or long term stopping between Benfield Road and the school driveway. If the two lane driveway is full, vehicles should proceed down Tewkesbury to the first intersection (Lymington Road) and slowly and safely make a U-turn to queue up along Tewkesbury Lane shoulder. Parents must be mindful of our neighbors and drive safely while using Tewkesbury Lane. Parents must not make a U-turn or 3-point turn in any other area nor block neighbors' driveways.
- For Preschool drop-off, vehicles should not arrive before 8:30 am, when Preschool carpool begins. Preschool and K-8 cars should prominently display their color-coded family name and not intermingle in the carpool lanes. For Preschool full day pick-up cars should enter campus from Tewkeberry Lane before 3:10. For K-8 pick-up, drivers should queue on Tewkeberry Lane and not enter campus prior to 3:15 pm unless directed otherwise.
- No children are permitted on the playground while cars 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, parents should turn off engines to reduce emissions.

- The carpool line is not a place to communicate with a staff member. When necessary parents should call or e-mail for an appointment to talk with a staff member.
- Parents should refer to the School website (smartinsmd.org/community/parents-corner/) to facilitate the arrangement of carpools.

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 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

Mustang & Pony Clubs will be open and available to all SMES students on all REGULAR school days according to the official school calendar. This year will include prepaid yearly discounted school plans, prepaid monthly plans, as well as "Drop-ins". Additional siblings will be discounted 50%. Early Dismissal Days are NOT included in any of the school year plans. Availability of Mustang & Pony Club on Early Dismissal Days will be determined on a case by case basis in advance of each Early Dismissal Day.

Monthly Plans: Families who choose the monthly plan will have the opportunity to make a Mustang Club reservation each month for up to 3 months at a time. A reservation cannot be made unless payment is received.

Annual Plans: Families who choose the annual plan will have the opportunity to secure a reservation for the entire year at a discounted rate. Payment must be made in full at the beginning of the school year. All monthly and annual plan choices are FINAL. As staff costs remain constant, no credits or refunds for unused programs will be issued under any circumstances.

Drop-ins: Drop-in spots are available each day for Morning and Afternoon at the rate of \$15 per hour. Times will be rounded up in ½ hour increments. Drop-ins should be confirmed at least 24 hours in advance by emailing mustangclub@smartinsmd.org

Program Hours:

Morning Club (Open to all students) available beginning @ 7:30 am

Pony Club (Preschool) program available 3:00-6:00 pm

Mustang Club (Grades K-8) program available 3:30-6:00 pm

CHAPEL SCHEDULE

Parents, family and friends are welcome and encouraged to join our livestream Chapel (per COVID guidelines) for Morning Prayer or Eucharist services each week using this link: <https://www.facebook.com/stmartinsinthefield/>. Eucharist for grades K-8 is celebrated on the last Wednesday of each month, unless otherwise noted on the calendar.

Chapel Times

Grades K-4 – Wednesday at 9:00 am

Preschool – Wednesday at 9:45 am

Grades 5-8 – Wednesday at 10:30 am

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

*Times subject to change with permission for in-person worship.

SCHOOL COUNSELOR AND CLINICAL/CHILD PSYCHOLOGIST

St. Martin's employs a trained counselor who is available to students and families on a case-by-case basis or as a resource for supporting the student's social and emotional well-being.

The school may recommend the services of an outside 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. Parents are responsible for fees for individual appointments or group conferences.

COMMUNICATION

Email and the Mustang Blast weekly newsletter are the primary source of school communication. It is important for parents to check the calendar and any communication from their teachers for school activities, events, and news. The St. Martin's website (www.stmartinsmd.org) provides school event information through calendars on the home page.

Teacher to home communication is handled via email, phone, or RenWeb (the school's information management system). Parents should not text teachers' personal cell phones. In general, teachers will aim to respond to emails or voicemails within a 24-hour timeframe. A voicemail may be left on a teacher's classroom phone extension by using the school's main number 410-647-7055.

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 & FEES

Tuition Payments

Parents/guardians are liable for the tuition fees for the entire academic year individually, jointly and/or severally even if the student is withdrawn from St. Martin's at any time after signing the enrollment contract. Payments are made according to the plan selected by parents on a student's enrollment contract. Tuition payments should be processed through FACTS, our tuition management program. To enroll students in FACTS, parents should reference the School website (www.stmartinsmd.org) and log in to the FACTS Parent Portal in the Parents Corner section or go directly to <https://online.factsmgmt.com>. A service fee of \$20 will be assessed for any late payments or checks returned to the school for insufficient funds. A 5% convenience fee will be assessed to those who opt out of the FACTS Tuition Management program.

Dewars Tuition Insurance

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 time frames. 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 for fourteen (14) consecutive school days commencing with the first class day of attendance in the school year.

The plan insures the parents' 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

Families who wish to send their child to St. Martin's but feel that the educational expense may cause a financial burden may apply for Financial Aid through the School's partnership with School & Student Services (SSS) of National Association of Independent Schools (NAIS). Applications must be submitted by January 31 for the following school year.

ACTIVITY AND BOOK FEE

A Fee will be assessed for each student to help cover school supplies (Preschool – 5th Grades), books, technology, field trips, special events, visitors, closing ceremonies, and a yearbook. Additional fees may apply for overnight class trips.

Preschool and Pre-K	\$100
Kindergarten	\$200
Grades 1-7	\$300

TUITION OBLIGATION UPON WITHDRAWAL

As set forth in the Student Enrollment Contract, parents and/or guardians are liable for the tuition and fees for the entire academic year, individually, jointly and/or severally even if the student is withdrawn from St. Martin's at any time after signing the Student Enrollment Contract. Mandatory participation in the Dewar Tuition Insurance is intended to insure a portion of tuition after the student has attended school for at least 14 consecutive school days.

Should the student withdraw for extraordinary circumstances prior to the effective date of the Tuition Insurance Plan, the School grant exceptions if requested by the parents in writing.

Requests for a waiver must be submitted in writing to the school and should be addressed to the Director of Finance and Operations, at which time the circumstances will be reviewed by the Administrative Committee.

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. All decisions as to whether to grant or deny a waiver are vested in the sole and absolute discretion of the Administrative Committee. The Administrative Committee's decision in this regard is final. As a general rule after the first day of the school year, the School will not waive a family's contracted financial obligations.

ADMISSIONS OPEN HOUSE AND REGISTRATION

St. Martin's hosts periodic open houses for prospective families. This event affords families an opportunity to meet administrators and teachers and to find out more about the School's academic and extracurricular programs.

Current and former parents are asked to serve as school ambassadors by recommending St. Martin's to family, friends, and neighbors. A Family Referral Incentive is offered to current families, who refer a new Kindergarten through 8th Grade student to St. Martin's. The new student must apply, be accepted, and enroll into the school. This incentive will be applied to the current family's last payment of the school year.

The available incentive is \$1,000 for each Kindergarten through Grade 8 referral. This is a one-time incentive and is not to exceed \$2000 per family in a given school year. Registration for the next academic year is held for Preschool immediately after conferences in January. Currently enrolled students entering Kindergarten through Grade 8 will receive re-enrollment forms in January and must submit them by the due date to guarantee placement for the following school year.

AGE REQUIREMENT FOR ENROLLMENT: 2021-2022

The School follows 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, by September 1. Copies of birth certificates are required for admission consideration. Children must be fully toilet trained upon entrance to the Preschool program.

PROGRESS REPORTS

Preschool 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. Please note that Progress Reports may be held in the business office until any outstanding financial obligations have been satisfied.

PARENT CONFERENCES

One conference with the teachers will be scheduled during the school year for Preschool, Pre-K and students in grades 1-8. Parents of children in Kindergarten will have two scheduled conference per school year. The purpose of conferences is to partner around each student's learning progress, social and emotional development, strengths, and areas for improvement.

If parents have a special concern about a student'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. Parents should avoid distracting a teacher from the carpool line or from the classroom during school hours. Teachers may not take phone calls from parents during school hours except in an emergency. Should further clarification or resolution assistance be necessary, parents should contact the Director of Academics or Head of School. It is very important to keep the lines of communication open between home and school.

At St. Martin's, the relationship between School and home is of critical importance. The School will be responsive and available should a conference be requested. At any time during the year, parents may request to review their child's cumulative file.

TRANSCRIPTS

All transcript requests and recommendation forms should be sent in to the Main 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 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.

FIELD TRIPS

There may be field trips planned for Pre-K, Lower and Middle School classes during the school year. Parental consent to participate in field trips is included in the enrollment/re-enrollment packet completed in the FACTS parental portal.

No siblings will be allowed on any field trips. 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 a child be ill on the day of a field trip, parents must call the Main Office and email the student's teacher.

REPORTING ABSENCES

If a student cannot attend all or part of the school day, parents must call the Main Office at 410-647-7055 or email the homeroom teacher and Office Manager, Jan Wilder. If a child must leave school early, parents should email and/or send a note to school for the homeroom teacher.

HOMEWORK AND CLASS WORK MAKE-UP POLICY

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

Should families choose to take an unscheduled vacation during school time, missed classwork and homework will be given after, not prior to the vacation. Teachers may not make exceptions to this policy. Students will be given one day for each day absent to return missed work.

COVID-19

With professional counsel, the School has developed separate guidelines in response to the COVID-19 pandemic. The most recent version of the Return to School Plan is available on the School's website www.stmartinsmd.org where parents, employees, and the community can access all details of the plan.

ANNUAL PHYSICAL EXAM AND IMMUNIZATIONS

The State requires all students 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 a child has a complete record on file and has not required any updates, a new form is

unnecessary. A summary of immunizations requirements by age and grade level is available on our website parent portal, in the Main Office, or from pediatricians. 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 prevent an outbreak of possible contagious or infectious illness, students must remain at home if they are unwell or feverish. If a child is not well enough to play outside or participate in class, they should not be in school. If children attend school with rashes or non-communicable cough (e.g. allergies), a note or email should be sent to the child's teacher expressing the nature of these symptoms as determined by the child's physician.

If a child is absent from school due to illness, please call or email the child's teacher and the Office Manager/Health Assistant Jan Wilder as soon as possible on the day of absence.

If a child goes to a physician or urgent care facility because they are not feeling well, parents should provide a doctor's note stating that the child is well enough to return to school. Any student who is absent from school for three or more days due to illness must provide documentation of that illness and that they are cleared to return to school according to a medical professional.

Children should remain at home if they have any of the following issues:

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

As soon as possible parents must report all cases of highly contagious illness or conditions (e.g. Head Lice, Strep, Pink Eye) to the student's teacher and to the Office Manager/Health Assistant Jan Wilder either by email or telephone.

Students who appear noticeably sick or who are running a temperature at 100.4 or above will be sent home.

COVID-19 PROTOCOL

In accordance with current guidelines and subject to change, students who are tested for Covid-19 must remain at home until the test results come back. If a student tests negative and has been fever free for 24 hours, they may return to school. If a student tests positive, they must remain at home for 10 days from the test date or the start of symptoms, whichever comes first. Students must be without fever for 24 hours without the use of fever reducing medication in order to return to school.

ADMINISTERING MEDICATION AT SCHOOL

St. Martin's offers medication services for children enrolled in Grades 1-8. For the school to administer medication to a student, the Maryland State Board of Education and Nursing requires forms completed by both the parent and the physician to be on file in order for both prescription and over-the-counter (OTC) medication. 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

Only certain trained, certified employees are permitted to accept medication from parents. Please contact the Main Office to make arrangements.

CHILDREN AT INCREASED RISK OF INFECTIOUS DISEASE COMPLICATIONS

Purpose: To assure 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 or designee.
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 Delegating Nurse, the child's physician (or a written report from the physician), and the Director of Academics. 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 an 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 relayed 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

As a general rule unless permission is approved in advance, no visitors will be allowed on campus during the school day due to COVID-19 restrictions. The Anne Arundel County Health Department has approved parent volunteers to assist with outdoor activities and attend scheduled outdoor meetings. All visitors and volunteers must check in at 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 making prior arrangements. Classrooms and other areas not used by Mustang Club will be locked and inaccessible.

Student Images

Each year the School publishes pictures and narratives about students, parents, grandparents, alumni and friends in advertisements, social media posts, and promotional pieces. The 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 students' parent 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 claim and damages. St. Martin's may edit or in any way use these recordings at its discretion, based on the school's responsible and honorable philosophy. St. Martin's has the right and permission to publish photographs or any other recorded images of students without limitation.

PETS

Except on special occasions and with permission in advance, family pets should not enter School buildings.

MESSAGES/PACKAGES FOR LOWER AND MIDDLE SCHOOL STUDENTS

Parents must go to the Main Office in order to drop off a lunch, an item or a message for a student. The staff will handle delivery to students at a time when it is not disruptive.

ACADEMIC INTEGRITY STATEMENT

Academic integrity is fundamental in the learning process. St. Martin's; therefore, instructs students, when developmentally appropriate, concerning the proper use of sources as well as our expectations for homework completion and test taking. Plagiarism and cheating are serious infractions of the School's expectation for honesty and will respond to each incident with re-teaching and appropriate consequences.

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 times and in all places during the school day and to enable children to know and understand what is expected of them. Classroom rules and expectations are always age appropriate. At the beginning of the year, these 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 adults 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 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 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 and parents of students participating on interscholastic teams will sign an Athlete Code of Conduct for each season in which they will compete.

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.

Appropriate discipline of a student can be carried out when parents, teachers, administrators and counselors work in partnership to encourage the child to behave appropriately.

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, and as such the School has the right to develop a Behavior Improvement Plan to assist the student to modify behavior appropriately. However, if it becomes clear that improvements are not being made within a prescribed time frame, a student may be required to withdraw, especially 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.

In the Middle School (6th-8th Grades), teachers rely on a merit and tier (record warning) system for managing minor behavioral infractions (ex. dress code violation, disruption, etc.) A series of three tiers within one week will result in a lunchtime detention. A pattern of detentions will result in a call home and eventually a conference with the family and students.

TOTE BAGS

St. Martin's tote bags will be provided for all Preschool students. Students should use their tote bags each day to transport lunch boxes, snacks, refillable water bottles, take-home folders, and any other projects or items.

BACKPACKS

Grade K-8 students may use a regular backpack. All items brought to school; e.g., sweaters, coats, hats, mittens, and books should be labeled clearly with their family names.

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

Our Preschool is a nut-free area, therefore all snacks and birthday treats must be nut free.

LUNCH

Students need to bring a nutritious lunch and drink daily. The child's name must be written on the lunch box or bag. No sodas, candy, gum, or glass containers should be included in student lunches.

HOLIDAY PARTIES

Parents should check with their homeroom teacher for food preparation/distribution for holiday parties.

BIRTHDAY RECOGNITION

Each child's birthday is recognized in Chapel with a lighted candle and birthday blessing. Parents should refer to the COVID-19 guidelines for food preparation/distribution for student birthdays.

ROOM PARENTS

One or two room parents per grade are assigned to facilitate the activities of the classroom, help with coordination of class parties, organize drivers for field trips, and provide other assistance as needed. If interested in serving, parents are encouraged to contact the 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 decide and communicate independently regarding the same weather event. If county schools are not in session during an inclement weather day, St. Martin's will decide independently and communicate accordingly.

Closings or delayed starts are announced through:

- Website Homepage.
- Emergency text message – to the contact address on record with the School

- E-mail
- WBALTV
- Social media (Facebook and Instagram)

In the event of a delay, Kindergarten through Grade 8 classes will begin at 10:00 am with drop-off beginning at 9:45. K-8 Carpool will end at 10:00 am when drop-off begins for Full-day Preschool students. Preschool classes will begin at 10:15. On these days ½ Day morning classes will not meet. Students arriving after this time will have to walk in to school and sign in at the main office.

In the event of unforeseen circumstances (no heat, electricity, threatening weather, etc.), St. Martin's may need to close early. Parents will be contacted if and when such occasions occur. Please make sure all emergency phone numbers are kept up to date in Renweb to insure contact.

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. The School 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 will shelter all students in the lower level classrooms, halls, or bathrooms away from windows. No student will be dismissed from school during the time that a tornado warning is in effect.

CRISIS INCIDENT PROCEDURE

If there is a crisis incident where dismissal would be unsafe, all students will take shelter in the lower levels. If the building is unsafe, students will assemble in Heck Hall, the building directly in front of the school. If the School cannot reach parents, the School will communicate to the emergency contact designees concerning dismissal time and procedure. Parents notify the Main Office or update their RenWeb account with any contact changes.

UNIFORM REQUIREMENTS

All students are required to wear uniforms which may be purchased from Flynn O'Hara (1608 Furnace Branch Road, Glen Burnie, MD 21060) or through Lands' End School Uniforms (landsend.com/school using school code #900073768). Additionally, there is a limited selection of used uniform items available through the Parents Association for \$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 all garments with each student's name. Note that all students are required to have their legs covered with long pants, leggings, or tights during the cold weather months, November 1 – March 1. At St. Martin's, uniforms are intended to foster equity and simplicity for our students. Dress down days occur monthly on the 1st Friday of each month, in which students are permitted to wear tasteful, appropriate, and comfortable clothing.

Uniform requirements may be found on the School's website: smartinsmd.org/community/uniform-requirements

SERVICE LEARNING

Students 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 underprivileged 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
- Homeless Shelter: Church and School feed homeless men in Parish Hall
- Sarah's House: Donations during the holidays through the school year
- Lighthouse Shelter in Annapolis
- Ronald McDonald House

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

Interim Head of School	Charlie Sachs
Director of Academics	Kim Carson
Rector	The Rev. Matthew Hanisian
Chaplain	The Rev. Nathan Erdman
Director of Finance and Operations	Janet Mosher
Finance Assistant	India Savage
Director of Marketing and Development	Christine Hickey
Director of Admissions	Kira Dickson
Office Manager/Health Assistant	Janet (Jan) Wilder
LS Administrative Assistant	Beth Howard
Facilities Manager	Mike Fridy
Preschool	Julia Harris
	Sallie McCollum
	Laura O'Connor

	Rachel Savani Carolyn Younkin Aleigh Vancaster
Pre-K	Marie Ahearn Allison Bohr Miranda Durner Cheryl Lamon, Preschool Team Leader Jessica Lundeen
Kindergarten	Suzanne Baker Sarah Fretwell Taylor Morris Amy Wong
Grade 1	Lauren Tate Alex Wilson
Grade 2	Heather Bosanko, Lower School Team Leader
Grade 3	Stephanie Andrisse
Grade 4	Angela Melfi
Grade 5	Michelle Kuemper, Middle School Team Leader
Grade 6 Homeroom/Science	Melissa Barrett
Grade 7 Homeroom/Math	Josefina Chafe
Grade 7 Homeroom/History	Tracy Alexander
Grade 8 Homeroom/English	Beth Linsenmeyer
Middle School Math	Paris Turnquist
Art	Kate Cleven
Spanish	Julie Bacot
Library/LS Technology	Kelcey Yannuzzi
Sacred Studies/Godly Play	Missy Kelly
Band/Music/Chorus	Jonathan Bright
Athletics/PE Director	London Fitzhugh
Learning Specialist	Kelsey Wohlgemuth
Counselor	Leona Schultz
MS Technology	Tom Adams

