



# 2022 – 23 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 school and in life.

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 when there is a mutually respectful, collaborative relationship between home and school.

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, respectful communication between school and home, sharing with the teacher/administration any family concerns, promptly responding to notes, attending conferences, and sharing information that may relate to 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 guidelines, as well as those specific to Covid-19.

## POLICIES AND PROCEDURES

### PARENTS CORNER and FACTS FAMILY PORTAL

Parents may access up-to-date information in the Parents Corner section of the school's website: [smartinsmd.org/community/parents-corner/](http://smartinsmd.org/community/parents-corner/). For parents to log in to the FACTS Family Portal, enter the district code: STM-MD and personal login information. For updates to student 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. When families make medical updates, they should contact Health Assistant Jan Wilder.

### CARPOOL PROCEDURES

The following policies have been instituted to protect children and to move the carpool line efficiently.

- Speed: **10 mph maximum** throughout the campus
- Parents should refrain from using cell phones in the carpool line, or at any time 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 into the building, vehicles should pull into a parking area/space. If parents must physically pick up a child, then 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 Tewkesbury Lane before 3:10. For K-8 pick-up, drivers should queue on Tewkesbury 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 email for an appointment to talk with a staff member.
- Parents should refer to the School website ([stmartinsmd.org/community/parents-corner/](http://stmartinsmd.org/community/parents-corner/)) to facilitate the arrangement of carpools.

### **DAILY ARRIVAL for PRESCHOOL**

8:35-8:50 am for Half Day and Full Day Students

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.

All students are dropped off at the entrance in the rear of the building, at monitored carpool stations (cones). 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**

All students are dismissed from the rear of the building. Staff members are on duty at these times to assist. If families are unavoidably delayed, parents should call the School's Main Office.

### **AFTERNOON CARPOOL START 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 bike rack at 3:25 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.

### **EARLY PICK-UP**

Parents should notify the Main Office at 410-647-7055 in the case of an unavoidable early pick-up. Parents park, come into the Main Lobby, and sign children out. Early check-out must be completed by 3:00 pm in order to avoid dangerous cross-traffic during carpool.

### **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.

### **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](http://www.mdkiss.org)).

### **MUSTANG CLUB EXTENDED DAYCARE**

St. Martin's offers care before and after school through our Pony Club and Mustang Club programs. Please see our website for details (go to the Parents Corner and select "Mustang Club Extended Daycare" on the sidebar). For more information, please contact us at [mustangclub@stmartinsmd.org](mailto:mustangclub@stmartinsmd.org). Preschool siblings of students in grades K – 8 may attend morning care between 8:10am – 8:30am and aftercare between 3:00pm – 3:30pm without paying a fee.

### **CHAPEL SCHEDULE**

Parents, family and friends are welcome and encouraged to join our livestream Chapel for Morning Prayer or Eucharist services each week using this link: <https://www.facebook.com/stmartinsinthefield/>. Eucharist for grades 5-8 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 9:30 am

Grades 5-8 – Wednesday at 10:30 am

Preschool 2-day program – Children attend Chapel on scheduled Tuesdays at 10:30 am.

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

### **SCHOOL COUNSELOR**

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.

## **CLINICAL/CHILD PSYCHOLOGIST**

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](http://www.stmartinsmd.org)) provides school event information through calendars on the home page.

Teachers and families communicate via email, phone, or school platforms such as SeeSaw and RenWeb. 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](http://www.stmartinsmd.org)) and log in to the FACTS Parent Portal in the Parents Corner section or go directly to <https://online.factsmgt.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'/guardians' 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 and wish to explore the possibility of receiving Financial Aid may apply 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 – 5<sup>th</sup> 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	\$150
Kindergarten	\$250
Grades 1-7	\$350
Grade 8	\$450

### **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 may 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. These events afford families the opportunity to meet teachers and administrators 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: 2022 - 2023**

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 parent-teacher conference will be scheduled for each student, each year, in all grades. A second parent-teacher conference date is scheduled later in the school year for optional conferences to be held at teacher or parent request. The purpose of conferences is to partner around each student's learning progress, social and emotional development, strengths, and areas for improvement.

Individual conferences may be scheduled on an as-needed basis. 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. Should further assistance be necessary, parents should contact the appropriate Division Coordinator. 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 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.

## **FIELD TRIPS**

There may be off-campus field trips planned for Lower and Middle School classes during the school year (students in Preschool participate in on-campus field trips). 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 ABESENCES**

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 (jwilder@stmartinsmd.org). 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. Upon their return to school, students will have one school day for each day of absence to complete and turn in 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. Upon their return to school, students will have one school day for each day of absence to complete and turn in missed work.

## **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 immunization 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**

Students must remain at home if they are unwell or feverish. Children who are not well enough to play outside or participate in 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
- ✓ 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**

With professional counsel, the School has developed separate guidelines in response to the COVID-19 pandemic. The most recent version of the *Updated COVID-19 Policies and Student Health Guidelines* is available on the School's website at [www.stmartinsmd.org](http://www.stmartinsmd.org), where parents, employees, and the community can access all details of the plan.

### **ADMINISTERING MEDICATION AT SCHOOL**

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

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.

Prescription medication furnished by the parent(s) or guardian must be provided to the School in the original, labelled container provided by the pharmacist or physician, which 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 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 determines 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**

### **Security Measures**

All parents and visitors must enter through the main entrance doors and receive a visitor's badge. 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, and neither students nor parents may enter the building at this time to retrieve forgotten items.

### **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 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 the School will respond to each incident with re-teaching and appropriate consequences.

## **STUDENT CONDUCT AND DISCIPLINE POLICY**

St. Martin's strives for appropriate balance between the commitment to nurture students and the commitment to 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 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 with courtesy, integrity, and kindness 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.

Students learn appropriate behavior and speech when parents, teachers, administrators and counselors work in partnership to guide the child toward kindness, empathy, and respect.

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 schoolwork, 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 (6<sup>th</sup>-8<sup>th</sup> 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.

## **STUDENT BELONGINGS AND ITEMS BROUGHT TO SCHOOL**

### **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**

- The School does not permit guns, war toys, ropes, or weapons of any kind on campus or at School events or trips. Our school is a peaceable kingdom.
- Cell phones, iPads, "smart" watches and other electronic items should be left at home unless they are to be used for school activities under teacher supervision. If brought to school when not to be used for such activities, each division has standards for their storage so that these devices are neither seen nor heard 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.

## **ROOM PARENTS**

One or two room parents per grade are assigned to facilitate the activities of the classroom, help with coordination of class parties 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 will decide and communicate independently regarding weather events.

Closings or delayed starts are announced through:

- Website Homepage.
- Emergency text message – to the contact address on record with the School
- Email
- 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 WATCH/WARNING PROCEDURES**

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

A tornado watch means that conditions may produce a tornado. The administration uses discretion in time of severe thunderstorms or tornado watches.

A tornado warning means that a tornado has been sighted. The School will take cover immediately. 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. It is important that 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](http://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 1<sup>st</sup> 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](http://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
- 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
- Light house Shelter in Annapolis
- Ronald McDonald House

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

Head of School	Tony Shaffer
Preschool Coordinator	Laura O'Connor
Lower School Coordinator	Heather Bosanko
Middle School Coordinator	Michelle Kuemper
Rector	The Rev. Matthew Hanisian
Chaplain	The Rev. Nathan Erdman
Director of Finance and Operations	Janet Mosher
Director of Marketing and Development	Christine Hickey
Director of Admissions	Kira Dickson
Office Manager/Health Assistant	Janet (Jan) Wilder
Academic Administrative Assistant	Beth Howard
Facilities Manager	Mike Fridy
Maintenance Support	Greg Carrick
Director of Technology	Tom Adams
Extended Day Coordinator	Jessica Mahfoudi
Preschool	Julia Harris
	John Korvin
	Laura O'Connor
	Rachel Savani
	Ursula York
	Carolyn Younkin
Pre-K	Sara Fretwell
	Jessica Matthews
	Sallie McCollum
	Cheryl Lamon
	Jessica Lundeen
	Alegh Vancaster

Kindergarten	Anne Fava Jaime Feldmaier Lisa Roney Amy Wong	
Grade 1 Wilson		Alex
Grade 2 Lisa Wilson	Toni DeRenzo	
Grade 3	Stephanie Andrisse	
Grade 4	Angela Melfi	
Grade 5	Phyllis Everette	
Grade 6 Homeroom/History	Melena Smith	
Grade 7 Homeroom/Math	Krista Nasr	
Grade 8 Homeroom/Science	Melissa Barrett	
Grade 8 Homeroom/English	Beth Linsenmeyer	
Middle School Math	Paris Turnquist	
Art	Kate Cleven	
Spanish	Julie Bacot	
Library/LS Technology	Kelcey Yannuzzi	
Sacred Studies/Choral Director	Tracy Alexander	
Band/Music	Jonathan Bright	
Interim PE Teacher	Wally Bixby	
Learning Specialist	Kelsey Wohlgemuth	
Counselor	Leona Schultz	

