



CONFIDENCE | COMPASSION | CHARACTER

2026-2027 FAMILY HANDBOOK

Table of Contents

OUR MISSION	4
OUR VISION	4
OUR CORE VALUES	4
ST. MARTIN’S PARENT/GUARDIAN REPSONSIBILITIES	4
POLICIES AND PROCEDURES	6
PARENTS PAGE (on website) and FACTS FAMILY PORTAL.....	6
DAILY SCHEDULE.....	6
CARPOOL RULES AND PROCEDURES.....	6
Arrival Procedures.....	7
Dismissal Procedures.....	7
EARLY PICK-UP	9
LATE PICK-UP	9
CARPOOL SIGNAGE & AUTHORIZED PICK-UP	9
MARYLAND’S CHILD PASSENGER SAFETY LAW	9
PETS.....	10
MUSTANG CLUB.....	10
REPORTING ABESENCES	10
COMMUNICATION	10
Student Images	10
TUITION & FEES.....	11
Tuition Payments.....	11
Tuition Assistance Plan	11
ACTIVITY AND BOOK FEE	11
TUITION OBLIGATION AND DEWAR INSURANCE.....	11
ADMISSIONS OPEN HOUSE AND REGISTRATION.....	12
AGE REQUIREMENT FOR ENROLLMENT: 2026 - 2027.....	12
PROGRESS REPORTS	12
PARENT CONFERENCES	12
TRANSCRIPTS AND RECOMMENDATION FORMS	13
ACADEMIC INTEGRITY STATEMENT	13
HOMEWORK AND CLASS WORK MAKE-UP POLICY.....	13
STUDENT BEHAVIOR EXPECTATIONS.....	13
SCHOOL COUNSELOR	14
TECHNOLOGY: ACCEPTABLE USE & CARE	14
Communication	15

Privacy.....	15
Honesty and Safety.....	15
Learning.....	15
Respect for self and others.....	15
Respect for school and personal property.....	15
UNIFORM REQUIREMENTS	15
CHAPEL	16
PHYSICAL EXAM AND IMMUNIZATIONS	16
ILLNESS	16
ADMINISTERING MEDICATION AT SCHOOL	17
VISITING/SECURITY	18
Security Measures.....	18
Volunteers and Coaches	18
FIELD TRIPS & CHAPERONING	18
EMERGENCY DRILLS	19
INCLEMENT WEATHER.....	19
Tornado Watch/Warning Procedures.....	19
MESSAGES/PACKAGES FOR STUDENTS	20
STUDENT BELONGINGS AND ITEMS BROUGHT TO SCHOOL.....	20
Tote Bags.....	20
Backpacks.....	20
RESTRICTED ITEMS FOR ALL STUDENTS	20
SHARED SNACKS AND BIRTHDAY/HOLIDAY TREATS	20
LUNCH	21
HOT LUNCH PROGRAM	21
FUNDRAISING	21
The St. Martin’s Fund, our School’s Annual Fund.....	21
Gala & Auction.....	21
PARENT ASSOCIATION	22
Room Parents.....	22
Addendum A: Preschool Discipline Policy	23
Addendum B: Lower School (Grades K-4) Discipline Policy.....	26
Addendum C: Middle School (Grades 5-8) Discipline Policy.....	30

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 they 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.

It is the policy of the State of Maryland that all public and publicly funded schools and school programs operate in compliance with: (1) Title VI of the federal Civil Rights Act of 1964; and (2) Title 26, Subtitle 7 of the Education Article of the Maryland Code, which states that public and publicly funded schools and programs may not: (i) Discriminate against a current student, a prospective student, or the parent or guardian of a current or prospective student on the basis of race, ethnicity, color, religion, sex, age, national origin, marital status, sexual orientation, gender identity, or disability; (ii) Refuse enrollment of a prospective student, expel a current student, or withhold privileges from a current student, a prospective student, or the parent or guardian of a current or prospective student because of an individual's race, ethnicity, color, religion, sex, age, national origin, marital status, sexual orientation, gender identity, or disability; or (iii) Discipline, invoke a penalty against, or take any other retaliatory action against a student or parent or guardian of a student who files a complaint alleging that the program or school discriminated against the student, regardless of the outcome of the complaint.

ST. MARTIN'S PARENT/GUARDIAN RESPONSIBILITIES

Being a St. Martin's parent carries certain responsibilities. St. Martin's parents/guardians, students, faculty and administration work together to fulfill the school's mission and embody our school's core values. Students will find their greatest success and security when there is a mutually respectful, collaborative relationship between home and school.

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

1. Emphasizing continuity in attendance as a priority in your student's life. Please plan family vacations to coincide with [school holidays](#).
2. Helping your student begin each day ready to learn by seeing that your student is on time, well-rested and healthy, has the necessary supplies, is dressed neatly according to [uniform guidelines](#) 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](#).

POLICIES AND PROCEDURES

PARENTS PAGE (on website) and FACTS FAMILY PORTAL

Parents/guardians may access up-to-date information in the Parents section of the School's website: stmartinsmd.org/community/parents-corner/. For parents/guardians 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/guardians should click on "Web Forms" under "School" in the left menu bar and proceed using the Family Demographic Form. When families make any updates, they should contact Office Administrator [Jan Wilder \(jwilder@stmartinsmd.org\)](mailto:jwilder@stmartinsmd.org).

DAILY SCHEDULE

Kindergarten through 8th Grade: 8:30 am-3:30 pm

Preschool: 8:45 am – 3:00 pm

Preschool Half-Day: 8:45 am – 12:45 pm

CARPOOL RULES AND PROCEDURES

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

Important Rules for Carpool and Driving on Campus

- All vehicles should maintain a safe speed limit of 10 MPH while on St. Martin's campus.
- **Parents/guardians may not use cell phones in the carpool line, or at any time while driving on campus, to ensure everyone's safety.**
- All vehicles should yield to walkers and bike riders.
- 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/guardians need to talk to another parent or come into the building, vehicles should pull into a parking space.
- All students must exit and enter vehicles from the passenger side during carpool for safety reasons.
- Please keep children secured in their car seats or properly belted until the vehicle is stopped for loading and unloading.
- 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.
- The carpool line is not a time for extended conversation with a staff member. When necessary, parents/guardians should call or email for an appointment to speak with a staff member.

Arrival and Dismissal Times

St. Martin's continues to offer carpool drop-off and pick-up procedures to allow ample time for students to enter the building and arrive to their classrooms in time for their first class.

Lower and Middle School Students (K-8)

- K-8 Arrival: 8:15 – 8:30 am
- K-8 Students arriving after 8:30 am while morning carpool is still running may join the carpool. A faculty member will direct the student to the Main Office to sign in and receive a tardy slip before heading to class. For arrivals after 8:45 am, a parent must park and escort the student to the Main Office to sign in.
- K-8 Dismissal: 3:30 pm

Preschool Students

- Preschool Arrival: 8:30 – 8:45 am
- Preschool students arriving after 8:45 am must park and be escorted by a parent to the Main Office and signed in tardy. Students will be escorted to their class by a staff member.
- Preschool Dismissal: 12:45 pm (Half-Day) or 3:00 pm
- Preschool siblings of K-8 students who wish to be dropped off at the same time as their older siblings may attend Mustang Club at no charge between 8:15 - 8:30 am and 3:00 - 3:30 pm.

Arrival Procedures

Vehicles will enter via Tewkesbury Lane and form two lines beginning at the flagpole (Location A). When a faculty member signals, vehicles will merge into a single-file line (Location B). After signal from a faculty member, vehicles will continue to the rear lot and unload students. Only vehicles with a “Skip the Carpool Line” flag (winning bidders from the school auction) may enter via Benfield Road and will proceed in front of other vehicles, as directed by a faculty member posted near the flagpole (Location A).

Lower & Middle School Student Vehicles (including Preschool siblings): 8:15 – 8:30 am

Vehicles will remain in the order they arrive and proceed in a single-file line around the building to the back to drop off students at the farthest cone indicated by a faculty member. Middle School students will walk up the first set of stairs and enter the building through Parish Hall. Lower School students will proceed down the ramp to the LS entrance. Preschool students with siblings in Grades K-8 will exit the vehicle with their sibling(s) and enter Parish Hall with a faculty member. Faculty members will supervise the students exiting vehicles and entering the building. Vehicles continue around the blacktop and exit onto Benfield Road.

Preschool-Only Student Vehicles: 8:30 – 8:45 am

Vehicles will remain in order, proceed to the rear parking lot in a single-file line along the driveway to the second basketball hoop, which is the Preschool entrance ramp. Children are never allowed to exit the car until a staff member arrives to assist them. Students will exit to a faculty member and proceed down the ramp to the classroom. Vehicles will continue around the blacktop and exit onto Benfield Road.

Bicycle Riders and Walkers on Arrival

Bicycle riders and walkers will enter via the Benfield Road entrance and proceed to the pathway on the right side of the main church entrance. All walkers and bicycle riders will proceed around the right side of the church. The bicycle rack is located adjacent to the picnic area. Students are required to wear a bicycle helmet coming from and going to school while operating a bicycle, scooter, skateboard, etc.

All 5th-8th grade students riding or walking without an adult must have a [signed permission form](#) on file in the Main Office (to be updated each school year).

Dismissal Procedures

- **Carpool name signs must be visible in the front windshield when entering the driveway until the student is in the vehicle.**
- Preschool siblings of K-8 students may be picked up at 3:30 pm. On Early Dismissal Days, Preschool siblings will dismiss with K-8 siblings at noon.
- K-8 Students remaining at school 15 minutes after scheduled dismissal time will attend Mustang

Club at the drop-in rate. Preschool students are not eligible to drop in to Mustang Club and will sit with an Office Administrator and be charged at the Mustang Club drop-in rate.

- Students will be released to adults only – not to siblings of driving age unless a permission form is on file with the School. 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 their homeroom teacher and Office Administrator Jan Wilder by 8:00 am. For safety reasons, the person picking up students should be prepared to show identification.

Preschool Dismissal

Vehicles will enter via Tewkesbury Lane and remain in a single-file line around to the rear of the building and stop at the corner (Location C), no earlier than 2:45 pm (no earlier than 12:40 pm for half-day dismissal). If the queue extends beyond campus, then vehicles should drive along Tewkesbury Lane and make a U-turn at the first intersection to queue on the right-hand side of Tewkesbury Lane, next to the soccer field. Vehicles should not make 3-point turns on Tewkesbury Lane, nor should they block any driveways. Vehicles should not enter via Benfield Road.

Vehicles will remain in the order they arrived and await a faculty member signal to proceed (Location C). Vehicles will pull up to designated spots where faculty members will assist children into their vehicles. Vehicles will pull around to the playground side of the blacktop for buckling seatbelts. Vehicles will continue around the blacktop and exit directly onto Benfield Road. Vehicles may not exit via Tewkesbury Lane.

K-8 Dismissal

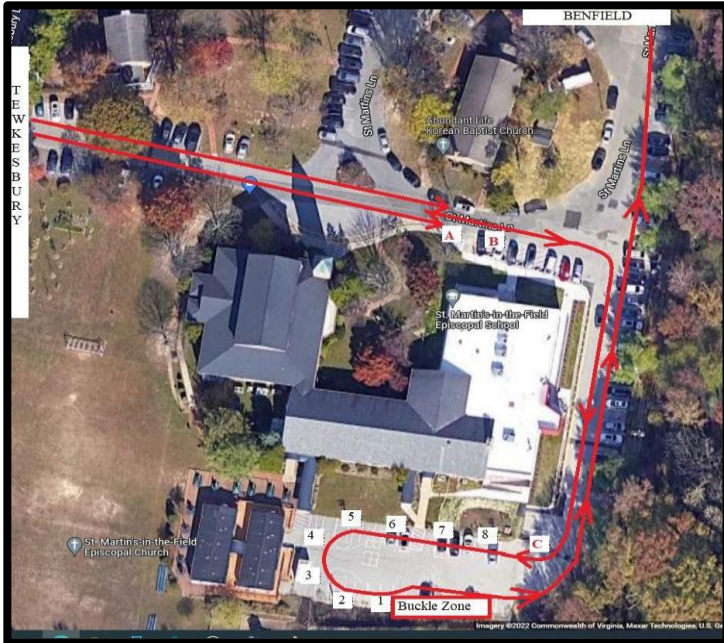
Vehicles will enter via Tewkesbury Lane and form two lines, stopping at the flagpole (Location A), no earlier than 3:20 pm. When both lanes are filled, cars should queue on the right side of Tewkesbury Lane by proceeding along Tewkesbury Lane and making a U-turn at the first intersection. Vehicles should not make 3-point turns on Tewkesbury Lane, nor should they block any driveways. Vehicles should not enter via Benfield Road.

When directed by faculty (Location B), the lanes will merge and proceed to the rear lot of the school building. A faculty member will signal vehicles to move forward for student dismissal (Location C). Vehicles must remain in the order they arrived throughout the dismissal process.

All vehicles will continue around the building as the line moves and collect students around the blacktop at teacher stations (Locations 1-8). Students will enter vehicles where a teacher is present. Vehicles will pull around to the playground side of the blacktop as far forward as possible for buckling seatbelts. Vehicles will continue around the blacktop directly to the Benfield Road exit.

Bicycle Riders and Walkers at Dismissal

Middle School bicycle riders will be dismissed by the duty teacher only if a [signed permission form](#) is on file in the Main Office. Those Middle School bicycle riders and Lower School bicycle riders accompanied by a parent will be dismissed at 3:25 pm. Vehicles begin moving at 3:30 pm; no walkers or bike riders will be dismissed while vehicles are moving. They must exit via Benfield Road or the driveway to Tewkesbury Lane. They may not exit using the gate on the athletic field. Bicycle helmets for students are required while operating bikes, scooters, etc.



Important Reminders about Tewkesbury Lane

- All cars enter the carpool line via Tewkesbury Lane – NOT via Benfield Road.
- There must not be any parking or long-term stopping between Benfield Road and the school driveway on Tewkesbury Lane. 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 the Tewkesbury Lane shoulder.
- Parents/guardians must be mindful of our neighbors and drive safely while using Tewkesbury Lane. Parents/guardians must not make a U-turn or 3-point turn in any other area nor block neighbors' driveways.
- **Parking along the Tewkesbury Lane shoulder is STRICTLY FORBIDDEN.**

EARLY PICK-UP

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

LATE PICK-UP

Parents/guardians should notify the Main Office at 410-647-7055 in the case of an unavoidable late pick-up. In that event, K-8 students will be taken to Mustang Club and billed at the drop-in rate. Preschool students are not eligible to drop in to Mustang Club and will sit with an Office Administrator and be charged at the Mustang Club drop-in rate.

CARPOOL SIGNAGE & AUTHORIZED PICK-UP

Each student will receive two laminated carpool signs with the family name. This sign should be displayed on the front windshield of the car during 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 staff to identify themselves.

MARYLAND'S CHILD PASSENGER SAFETY LAW

Drivers must abide by Maryland state law for children in safety seats. Every child under eight 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 eight to sixteen

years old who is not secured in a child restraint must be secured in a vehicle seat belt. Children under thirteen years old should ride in the back seat. For further information, see Maryland Kids in Safety Seats (KISS) (www.mdkiss.org).

PETS

Please remember that pets brought on campus – either by walkers or in vehicles – must be leashed and controlled by an adult. Pets must remain away from students, as some students are allergic to or afraid of animals. Except on special occasions and with permission in advance, family pets should not enter the School building.

MUSTANG CLUB

St. Martin's offers care before and after school through our Mustang Club programs. More information can be found at <https://stmartinsmd.org/community/mustang-club-extended-day/> or by contacting mustangclub@stmartinsmd.org. Preschool siblings of students in Grades K-8 may attend morning care between 8:15 am – 8:30 am and after-care between 3:00 pm – 3:30 pm without paying a fee.

REPORTING ABSENCES

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

COMMUNICATION

Weekly classroom newsletters and the Mustang Blast are the primary source of school communication. It is important for parents/guardians to check the [calendar](#) and school communication for school activities, events, and news. The St. Martin's website (www.stmartinsmd.org) provides school event information through a calendar that can be found in two places: 1) by hovering over "News & Events" from the homepage menu and clicking on "Events Calendar," and 2) scrolling to the bottom of the website homepage.

Teachers and families communicate via email, phone, or school platforms such as Seesaw and FACTS. Parents/guardians should not text or call teachers' personal 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.

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 or recording of any student in highlighting their 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/guardian as agreed upon in the enrollment packet.

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/guardians on a student's enrollment contract. Tuition payments should be processed through FACTS, the School's tuition management program. To enroll students in FACTS, parents/guardians should go directly to <https://online.factsmgt.com>. A service fee of \$50 will be assessed for any late payments or checks returned to the school for insufficient funds.

Tuition Assistance Plan

Families who wish to send their child to St. Martin's and would like to explore the possibility of receiving tuition assistance may apply through the School's partnership with School & Student Services (SSS) of the National Association of Independent Schools (NAIS). Applications must be submitted by December 15th 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, and a yearbook. Eighth graders are assessed an additional fee to cover graduation ceremonies. Additional fees may be assessed for overnight or larger class trips. Parent Association Fees for 2025-26 are \$75 per student and are separate from these Activity and Book Fees.

Preschool and Pre-K	\$150
Kindergarten – Grade 7	\$400
Grade 8	\$525

Yearbooks

One full-color yearbook per child is included as part of the Activity Fees paid. Yearbooks will be distributed to students during the last week of school.

TUITION OBLIGATION AND DEWAR INSURANCE

As set forth in the Student Enrollment Contract, parents/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 Plan is required. The plan insures the parents'/guardians' annual financial obligation under the terms of the Student Enrollment Contract. Upon selecting a payment option as noted in the student contract, the insurance fees will be collected along with the first tuition payment.

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 1st in the event of the student's inability to attend school due to a covered medical reason. The non-medical coverage (coverage for voluntary withdrawals and dismissals) becomes effective only after the student has attended school for fourteen (14) consecutive school days commencing with the first day of attendance in the school year.

ADMISSIONS OPEN HOUSE AND REGISTRATION

St. Martin's will host Open Houses for prospective families on October 13, 2026 and January 13, 2027. 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/guardians 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 in the School. This incentive will be applied to the current family's last payment of the school year in which the new student enrolls. The available incentive is \$1,000 for each Kindergarten through 8th grade referral. This is a one-time incentive and is not to exceed \$2,000 per family in a given school year. The referral bonus will be pro-rated if the new student enrolls after November 1st.

All currently enrolled students will be automatically re-enrolled through the completion of 8th grade. If a student wishes to withdraw during the current academic year for the upcoming academic year, they must do so via FACTS during the Opt-Out Period, which opens following the delivery of the Tuition & Fee Schedule and ends January 31. If the student withdraws during the academic year or for an upcoming academic year at any time other than the Opt-Out Period, the balance of any outstanding tuition and/or fees will be due immediately and payable to the School.

AGE REQUIREMENT FOR ENROLLMENT: 2026 - 2027

The School follows the licensing regulations per the Maryland State Department of Education's Office of Childcare and their eligibility of enrollment:

- Students must be three (3) years old prior to September 1st and must be independently toilet trained to enroll in the Preschool-3 program.
- Students must be four (4) years old prior to September 1st and must be independently toilet trained to enroll in the Pre-K 4 program.
- A student must be five (5) years old to be eligible for enrollment in Kindergarten and six (6) years old to be eligible to enroll in Grade 1, by September 1st.

PROGRESS REPORTS

Preschool parents/guardians receive a report on their child's progress twice annually: once in January and once 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/guardians should avoid distracting a teacher from the carpool line or from the classroom during school hours. Teachers may not take phone calls from parents/guardians during school hours. Should further assistance be necessary, parents/guardians should contact the appropriate division lead: [Heather Bosanko](mailto:hbosanko@stmartinsmd.org), Associate Head of School for Grades K-8 (hbosanko@stmartinsmd.org) or [Shannon Casteel](mailto:scasteel@stmartinsmd.org), Preschool Director (scasteel@stmartinsmd.org).

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/guardians may request to review their child's cumulative file.

TRANSCRIPTS AND RECOMMENDATION FORMS

All transcript requests and recommendation request forms should be sent to Office Administrator Jan Wilder (jwilder@stmartinsmd.org). 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.

ACADEMIC INTEGRITY STATEMENT

Academic integrity is fundamental to 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.

HOMEWORK AND CLASS WORK MAKE-UP POLICY

When a child is absent due to illness, their 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.

STUDENT BEHAVIOR EXPECTATIONS

St. Martin's-in-the-Field Episcopal School seeks to nurture students and to teach accountability for their words and actions. Class and school rules are integral to creating an environment that supports both teaching and learning. These guidelines help a student understand what is expected of them individually and as an Episcopal community. Classroom rules and expectations are age-appropriate. At the beginning of the year, these expectations are discussed with the students, and special emphasis is placed on positive behavior beginning the first week of school.

Students at St. Martin's are expected to conduct themselves 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 always display good manners. Members of the faculty have full responsibility and authority for all activities during the school day; however, parents/guardians assume responsibility for their children at school social gatherings where parents/guardians and children attend together after regular school hours. Students will be expected to adhere to the same school rules as those followed during the day.

St. Martin's 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 to other students as they move throughout the School. Students are also expected to show respect for school property. When off campus on field trips or at athletic events, students continue to represent St. Martin's and therefore are expected to conduct themselves in appropriate ways, displaying good manners and sportsmanship. Student athletes and their parents/guardians will sign an Athlete Code of Conduct for each season in which they will compete. Parents/guardians will be required to attend a Parent Meeting at the beginning of each athletic season in which their child will participate.

Students are expected to treat one another with kindness, respect, and compassion. Students should never put their hands on another individual. Rudeness, aggressive behavior, name-calling, or intentional exclusion (either in person or online) 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 school and home support each other to guide the child toward positive behaviors.

While St. Martin's strives to meet the needs of every child, this is not always possible. Behavior that disrupts the learning process cannot be permitted. The School has the right to develop a Behavior Improvement Plan to assist the student in modifying their behavior. However, if disruptive behaviors continue, 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. **Please see the division-specific discipline policies in the addendums to this Handbook.**

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 social and emotional well-being of students. Please contact the School Counselor Leona Schultz at lschultz@stmartinsmd.org if you wish to speak with her about your student.

TECHNOLOGY: ACCEPTABLE USE & CARE

St. Martin's is very pleased to bring a range of technologies to its students. The internet, computers and various equipment on our network are used to support the educational objectives of St. Martin's. Use of these technologies is a privilege and is subject to a variety of terms and conditions. St. Martin's reserves the right to change such terms and conditions at any time.

Communication

Students will use language that is appropriate when submitting academic work, participating in online forums and working collaboratively. Students will be thoughtful and mindful about the language they use when posting online or sending messages to someone else. Students will be mindful of how their words are interpreted by others. They will not use profanity or any language that is offensive to anyone.

Privacy

Students will be aware of privacy settings on websites to which they subscribe. They understand that anything they do online or electronically is not private and can be monitored. They will not share any personal information about themselves, their family or their teachers. This includes passwords, home addresses, phone numbers, ages, and birth dates.

Honesty and Safety

Students will not engage in behavior that puts themselves or others at risk. They will represent themselves honestly. They will seek help if they feel unsafe, bullied or witness unkind behavior. Students will only communicate with people they know. They will follow safety guidelines posted by sites to which they subscribe.

Learning

Students will have a positive attitude and be willing to explore different technologies. They will evaluate the validity of information presented online and understand that not everything online is true. Students agree to document and properly cite all information acquired through online sources including, but not limited to images, videos, and music.

Respect for self and others

Students will not upload or publish personal information, private communications or photos of other people without permission. They will respond thoughtfully to the opinions, ideas and values of others. They will not share mean or inappropriate emails, texts or photos.

Respect for school and personal property

Students will take care of all equipment on campus. They will report misuse and/or inappropriate content to their teachers. Students will use all technology at St. Martin's for school-related purposes only.

Parents signed the above general technology policy consent during the enrollment process. All students in Grades 6-8 will receive a Google Chromebook upon signing an additional mandatory Technology Acceptable Use Agreement for their student's Google Chromebook.

UNIFORM REQUIREMENTS

All students are required to wear uniforms which may be purchased from [Flynn O'Hara](https://flynnohara.com) (<https://flynnohara.com> or 1608 Furnace Branch Road, Glen Burnie, MD 21060), through [Lands' End School Uniforms](https://landsend.com/school) (landsend.com/school using school code #900073768) or through [SquadLocker](https://teamlocker.squadlocker.com/#/organizations/smes-spirit-wear) (<https://teamlocker.squadlocker.com/#/organizations/smes-spirit-wear>). Additionally, there is a limited

selection of used uniform items available through the Parent 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 K-8 classrooms. 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, between Thanksgiving Break and Spring Break. At St. Martin's, uniforms are intended to foster equity and simplicity for our students. Dress-down days occur monthly on the first 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:

www.stmartinsmd.org/community/uniform-requirements

Uniform infractions will be addressed in the following way:

Lower School students – communication will be sent to parents/guardians.

Middle School students will receive detention after three uniform infractions.

CHAPEL

All Students attend Chapel services every Wednesday (except for special occasions). Students should be dressed in their Chapel uniform on Chapel Day. Parents/guardians are invited to attend Chapel services with the school community; please check the school calendar on the website for specific times and days.

PHYSICAL EXAM AND IMMUNIZATIONS

The School requires all students to have the following on file; all forms are available on our website on the Parents page. **No child will be allowed to attend school unless a record of immunizations is on file and in compliance with Maryland State Immunization Regulations.**

- Birth certificates (All students)
- Health Inventory Form (All students)
- Immunization Requirements (All students)
- Maryland Blood Lead Testing Certificate (All Preschool, Kindergarten & 1st Grade students)
- Maryland Immunization Certification Form (New students and students with new information)
- Prescription Medication Form (All students, if applicable)
- Pre-participation Physical Exam (Required annually for students participating on a school athletic team)

ILLNESS

Students must remain at home if they are ill, specifically children experiencing fever, vomiting or diarrhea. Children who are not well enough to play outside or participate in the classroom 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 Administrator, 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/guardians 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/guardians 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 Administrator, Jan Wilder, either by email or telephone.

Students who appear noticeably sick or who are running a temperature of 100.0 degrees or above will be sent home.

ADMINISTERING MEDICATION AT SCHOOL

Only certain trained employees are permitted to accept medication from parents/guardians. Please contact the Main Office to make arrangements for medication drop-off.

St. Martin's offers medication services for children enrolled in Grades K-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 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 "[Prescription Medication Form](#)" and "[Over-the-Counter Medication Authorization](#)" are available on our website's Parents page and in the Main Office.

Prescription medication furnished by the parent(s) or guardian must be provided to the School in the original, labeled 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

VISITING/SECURITY

Security Measures

All parents/guardians and visitors must enter the School through the secured main entrance and receive a visitor's badge. All campus doors are locked at all times during the school day. The School utilizes the RAPTOR Security system for all visitors, which screens for criminal sexual history. Those with a negative screening will not be allowed access. Visitors will be requested to provide their driver's license upon their entry into the School for screening. No one will be allowed to enter the School after 4:00 pm without making prior arrangements.

Volunteers and Coaches

Parent/guardian volunteers support our educational efforts in numerous ways. **All volunteers** must check in at the Main Office and receive a badge before heading to their volunteer post. Guest speakers, class readers or any other short-term visitor to a class or the School should observe the standard visitor RAPTOR protocol.

If you plan to serve in any of the following volunteer roles, you will need to complete additional background checks and/or training.

- **Volunteers who will be chaperoning and/or driving students** on a field trip and/or athletic event must complete background and driving checks prior to chaperoning and/or driving. Please send a copy of your driver's license to the Main Office to initiate the process.
- **Parents/guardians serving as Parent Association Executive Officers, Coordinators, and Committee Chairs** must complete background checks in addition to the Safe Church for School Volunteers online training offered by the Episcopal Diocese of Maryland.
- **All coaches** will be required to complete background and driving checks in addition to the Safe Church for School Volunteers online training offered by the Episcopal Diocese of Maryland prior to coaching students.

For all background checks, driving checks, and Safe Church for School Volunteers training information, please contact the Main Office to initiate the process.

FIELD TRIPS & CHAPERONING

Field trips offer students an opportunity to extend and enrich classroom learning. There will 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 Parent Portal.

No siblings will be allowed to attend 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. Parent chaperones are required to undergo a background and driving check prior

to chaperoning and/or driving any students. As stated above, please contact the Main Office to begin the process. Before leaving on a field trip or taking students to an athletic event, chaperones must check in at the Main Office to receive a badge.

Should a child be absent on the day of a field trip, parents/guardians must call the Main Office and email the student's teacher.

EMERGENCY DRILLS

St. Martin's performs emergency drills on a regular basis, so staff and students learn the evacuation and sheltering procedures. If there is a weather event, students will take shelter in the lower levels of the building as needed. In the event of a crisis incident where dismissal would be unsafe, students will be held at school until the event has resolved. 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/guardians, the School will communicate to the emergency contact designees concerning dismissal time and procedure. It is important that parents/guardians notify the Main Office or update their FACTS account with any contact changes.

INCLEMENT WEATHER

The School 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 – to the contact address(es) on record with the School
- WBALTV
- Social media (School's [Facebook](#) and [Instagram](#) pages)

In the event of a delay, school will open **two hours** late:

- K-8 carpool will run from 10:15 – 10:30 am; classes will begin at 10:30 am.
- Preschool carpool will run from 10:30 – 10:45 am; classes will begin at 10:45 am.
- There will be no morning Mustang Club.

Students arriving after carpool should be escorted into the School and signed in at the Main Office as per the policy outlined in the Carpool Procedures section of this handbook.

If the School closes early due to inclement weather, parents/guardians will be contacted via text message and email. Please make sure all emergency phone numbers are kept updated in the FACTS Parent Portal to ensure 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.

MESSAGES/PACKAGES FOR STUDENTS

Parents/guardians must report to the Main Office to drop off items for a student. The staff will handle delivery to students at a time when it is not disruptive. If a student forgets their lunch, parents must bring a lunch from home. No deliveries from restaurants or delivery services will be accepted.

STUDENT BELONGINGS AND ITEMS BROUGHT TO SCHOOL

Preschool Students

Preschool families will provide a backpack for their student. Backpacks need to be 14-15 inches in height and will be used each day to transport lunch boxes, snacks, refillable water bottles, take-home folders, and any other projects or items. St. Martin's will provide each full-day student with a small canvas tote bag and one cot sheet to use for their rest items. Families should provide a small blanket. All rest items must fit into the canvas bag. Big roll-up mats are not allowed. Rest items will be sent home every Friday for laundering. Replacement tote bags may be purchased for \$20 through the Main Office.

K-8 Students

Students in Grades K-8 may use a regular backpack (no rolling backpacks). All items brought to School, such as sweaters, coats, hats, mittens, and books should be labeled clearly with their family name.

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.
- 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/guardians only.
- Students are not permitted to bring any drinks into school, except their refillable water bottle and lunchbox-appropriate drinks. For example, coffee drinks, energy drinks, sodas, etc. are not allowed. Milk, juice boxes, and water are allowed.

SHARED SNACKS AND BIRTHDAY/HOLIDAY TREATS

Our Preschool is a **nut-free** area.

For Preschool through 8th grade, snacks brought in to be shared (i.e. birthdays and class celebrations) must be store-purchased and packaged with ingredient labels.

Parents/guardians should check with their homeroom teacher for food preparation/distribution for holiday and birthday celebrations.

LUNCH

Our Preschool is a **nut-free** area. Lower School classrooms are nut-free on a case-by-case basis to accommodate students' needs.

Students should bring a nutritious lunch and water bottle 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.

On Early Dismissal Days, Lower School will still have lunch, but the Hot Lunch program is not available; please provide your Lower School student with a packed lunch from home. Middle School students will not have a lunch period on Early Dismissal Days. Preschool students do not have lunch on Early Dismissal Days; please send a snack for your Preschool student

HOT LUNCH PROGRAM

The School has contracted with Main and Market to provide a nutritious hot lunch to students in Grades K-8. Sign up is monthly through [Boonli](https://mainandmarket.boonli.com/login) (<https://mainandmarket.boonli.com/login>). Information regarding the hot lunch program may be found on the Parents page of the School's website. Due to possible cross contamination of allergens, the hot lunch program is not offered to Preschool/Pre-K.

If a lunch is forgotten, the parent/guardian will be called to provide lunch. The School **will not** accept lunches delivered by individual vendors or food delivery services such as Door Dash.

FUNDRAISING

As an independent, Episcopal school that operates as a non-profit organization, St. Martin's relies on financial support from its families, alumni, friends, corporate partnership, and grant opportunities. Tuition alone does not cover the school's expenses.

Fundraising at St. Martin's allows our School to enhance the quality of the academic, extracurricular, and athletic programs. All gifts to St. Martin's are tax deductible.

We recognize the financial sacrifice that each family makes to send their child(ren) to St. Martin's Episcopal School and appreciate each family's participation in the School's fundraising efforts, as they are able. St. Martin's two major fundraising initiatives are the Annual Fund (Fall) and the Gala & Auction event (Spring).

The St. Martin's Fund, our School's Annual Fund

Annual funds provide critical dollars that tuition alone does not cover. Donations to the St. Martin's Fund provide unrestricted operating support for our School, allowing us to enhance what happens every day in the classroom. We seek 100% participation from our parent/guardian community – no matter the amount – as this metric demonstrates our community's commitment to the success of our School and inspires support from foundations.

Gala & Auction

St. Martin's Episcopal School holds one main fundraising event each year, the Gala & Auction. A volunteer committee of parents, grandparents, and alumni work together with the Director of

Development & Marketing to produce an evening with a Live and Silent auction plus a special Raise the Paddle appeal. This event builds community and provides critical funds to our School.

Proceeds from this event, including the Live and Silent auction, support our school's unrestricted operating budget, which is used to enhance the academic, athletic, and arts programs. The Raise the Paddle special appeal raises restricted funds for a designated school project or need. Examples of recent Raise the Paddle appeals include *The Art & Science of Teaching* for the arts and sciences programs, *The Great Outdoors* for playground and outdoor enhancements, and *Innovation Lab-Innovation Play* for refreshed technology and STEM-learning toys and programs.

In an effort to minimize the requests for funds, all fundraising efforts must be approved by and coordinated through the Director of Development and Marketing. This policy protects our families from frequent solicitations and allows us to maintain positive donor relations with our community businesses.

PARENT ASSOCIATION

St. Martin's Parents Association (PA) supports the school through volunteer efforts that build and contribute to the spirit of the St. Martin's community. In addition to planning and producing extracurricular and in-school social events for the engagement of students and families, they also provide volunteers for various school-led events, plan Teacher Appreciation and other gratitude initiatives, and run the Scholastic Book Fair and Used Uniform closet. The PA operates on a universal dues structure; this format follows the lead of many other successful parent associations, including local public and private elementary schools, allowing the PA to run a fiscally responsible operating budget and hold consistent events for all students. 2026-27 Parent Association fees are \$75 per student and support all the activities, celebrations, and teacher support throughout the year.

The Parent Association will continue to support the school in meeting its annual St. Martin's Fund goal and with its annual Gala & Auction by providing volunteers for the School's fundraising efforts.

The Parent Association's general meetings are held on the first Friday of every month at 8:45 am. All parents/guardians are invited and encouraged to participate in meetings and activities.

Room Parents

One or two volunteer room parents per grade/class assist with coordination of class parties and provide other assistance as needed. If interested in volunteering, parents/guardians are encouraged to contact their child's teacher at the beginning of the school year.

Addendum A: Preschool Discipline Policy

Purpose

The purpose of this policy is to provide clear guidelines for managing student behavior at St. Martin's-in-the-Field Episcopal School, ensuring alignment with Maryland state regulations. Our goal is to create a supportive, safe environment that fosters self-discipline, emotional growth, and respectful behavior. Through positive guidance, clear expectations, and thoughtful interventions, we aim to help students learn to manage their behavior in a socially responsible manner.

1. Positive Guidance and Discipline Approach

At St. Martin's-in-the-Field Episcopal School, we are committed to promoting self-discipline through positive guidance and clear, consistent expectations. Our approach includes:

- **Positive Reinforcement:** We recognize and encourage positive behaviors, such as following directions, sharing, and resolving conflicts respectfully.
 - **Redirection:** Teachers will calmly redirect students who exhibit inappropriate behavior, helping them understand acceptable alternatives.
 - **Clear Expectations:** Teachers will consistently communicate age-appropriate behavior expectations, reinforcing them regularly.
 - **Modeling Positive Behavior:** Teachers will model respectful communication and conflict resolution, teaching students how to express themselves appropriately.
-

2. Brief Separation

If a student is unable to manage their behavior, a brief separation from the group may be used to help the student regain self-control. The separation will never be punitive but will provide the student with an opportunity to reflect on their actions and calm down. Teachers will explain the reason for the time-out and guide the student to rejoin the group once they are ready.

3. Natural Consequences

We believe that natural consequences can help students understand the outcomes of their actions. For example, if a student refuses to share a toy, they may temporarily lose the privilege of playing with it. This method encourages students to learn responsibility and self-regulation.

4. Aggressive Behavior Policy

Aggressive behaviors such as biting, hitting, or pushing are harmful and not acceptable. This policy ensures the safety of all students and staff and provides a framework for addressing aggressive behavior.

4.1 Responding to Aggressive Behavior

When aggressive behavior occurs, the following steps will be taken:

- **For the Injured Student:**

1. First aid will be administered as needed, and parents will be notified.
2. An incident report will be completed.

- **For the Student Who Exhibited Aggressive Behavior:**

1. The teacher will calmly explain that the behavior is unacceptable.
2. The teacher will help the student understand how their behavior affected others and encourage more appropriate alternatives.
3. Parents will be notified, and an incident report will be completed.
4. Depending on the severity, the student may be sent home for the remainder of the day.

4.2 Ongoing Aggressive Behavior

If aggressive behavior persists, the following steps will be taken:

1. **Parent Conference:** A meeting will be scheduled to discuss the behavior and explore strategies for improvement.
 2. **Behavioral Improvement:** If the behavior does not recur for three consecutive weeks (15 days of school), the policy will return to the initial steps of positive reinforcement and redirection.
 3. **Suspension:** If the aggressive behavior occurs again within a one-week period (five school days) and causes harm, the student will be required to stay home for at least one week. Further actions, including possible termination of enrollment, may be considered.
-

5. Toileting and Bathroom Matters

Students must be toilet trained to attend Preschool classes. Our accreditations, facility limitations, and health/safety regulations do not permit us to have students who are not potty-trained, in diapers, or wear pull-up trainer pants. Please send an extra set of clothing in case of an accident. We will put the student's first set of garments in a baggie and send them home.

We do understand that toilet-trained students will occasionally have accidents. Accidents are unusual incidents and should happen infrequently. In these instances, we will assist your student with changing into fresh clothing, with most of the process being done independently by your student.

Our goal is to have every student feel happy, comfortable, and accident-free for the duration of the day. We look at each case individually when a student begins to have accidents with some frequency, and we will be in close conversation with families about this. We will call home if your student becomes overly upset about an accident, or if there is more than one accident during the day.

If a student has a third accident within one week, or four accidents within a two-week period, the school will ask the parent or guardian to keep the student home temporarily to focus on bathroom independence and help the student stay accident-free throughout the day.

We are committed to supporting each family's efforts. The teacher and Preschool Director will meet with the family to create a plan and timeline for the student's return to school.

6. Communication with Parents

Regular communication with parents is essential to ensuring consistency in addressing behavioral concerns. Parents will be informed of any significant incidents of aggressive behavior. Collaboration between home and school is vital to supporting the student's development.

7. Compliance with Maryland State Regulations

This discipline policy complies with the Maryland State Department of Education's regulations, including those outlined in the Maryland Code of Regulations (COMAR 13A.17.07.03). All disciplinary actions will be in line with state laws to ensure the safety and well-being of all students.

8. Policy Review and Acknowledgment

Parents are required to acknowledge their understanding of the discipline policy by signing the handbook acknowledgement in FACTS. This discipline policy will be reviewed annually to ensure compliance with Maryland state law and best practices in early childhood education.

By following this policy, we strive to create an environment where every student feels safe, supported, and encouraged to develop respectful and responsible behavior.

Addendum B: Lower School (Grades K-4) Discipline Policy

Purpose

The purpose of this policy is to provide clear guidelines for managing student behavior at St. Martin's in-the-Field Episcopal School, ensuring alignment with Maryland state regulations. Our goal is to create a supportive, safe, and respectful environment that fosters self-discipline, emotional growth, and responsible behavior. Through positive guidance, clear expectations, and thoughtful interventions, we aim to help students develop a strong sense of personal responsibility and respect for others.

1. Positive Guidance and Discipline Approach

At St. Martin's in-the-Field Episcopal School, we are committed to promoting self-discipline through positive guidance, clear expectations, and consistent support. Our approach includes:

- **Positive Reinforcement:** We recognize and encourage positive behaviors such as following directions, completing assignments on time, treating others with respect, and demonstrating honesty and responsibility.
 - **Clear Expectations:** Teachers will consistently communicate age-appropriate behavior expectations and reinforce them regularly.
 - **Modeling Positive Behavior:** Teachers and staff will model respectful communication, problem-solving, and conflict resolution to teach students how to manage their emotions and resolve disputes constructively.
 - **Classroom and School-Wide Rules:** Students are expected to follow the School's rules, which will be clearly communicated and reviewed regularly. These rules are designed to promote a respectful, safe, and productive learning environment.
-

2. Brief Separation

In some cases, a student may need a brief period away from the classroom or group activity to regain self-control. This separation will never be punitive but will provide the student with the opportunity to reflect on their actions and calm down. Teachers will:

- Explain the reason for the time-out in an age-appropriate manner.
- Encourage students to rejoin the class when they are ready and have reflected on their behavior.

Separation will be used for brief periods only, typically no longer than 10-15 minutes, depending on the student's age and needs.

3. Natural Consequences

We believe that natural consequences help students understand the impact of their actions. For example:

- If a student is disruptive in class, they may lose the privilege of participating in a preferred activity or recess.

This method encourages students to take responsibility for their actions and learn self-regulation. Natural consequences will always be logical and directly related to the behavior.

4. Aggressive Behavior Policy

Aggressive behaviors such as fighting, hitting, bullying, or any form of physical or emotional harm toward others will not be tolerated. The safety of all students and staff is our top priority, and the following steps will be taken to address aggressive behavior:

4.1 Responding to Aggressive Behavior

When aggressive behavior occurs, the following steps will be taken:

- **For the Injured Student:**
 1. First aid will be administered if necessary, and parents will be notified.
 2. An incident report will be completed, and a meeting may be arranged with the parents to discuss the incident.
- **For the Student Exhibiting Aggressive Behavior:**
 1. The teacher will calmly explain that the behavior is unacceptable.
 2. The teacher will help the student understand the impact of their behavior on others and discuss appropriate alternative behaviors.
 3. The student's parents will be notified of the incident, and an incident report will be completed.
 4. Depending on the severity, the student may be sent home for the remainder of the day.

4.2 Ongoing Aggressive Behavior

If aggressive behavior persists or is severe, the following steps will be taken:

1. **Parent Conference:** A meeting will be scheduled with the student's parents to discuss the ongoing behavior and explore strategies for improvement.
2. **Behavioral Improvement Plan:** If aggressive behavior continues after the parent conference, the School may create a Behavioral Improvement Plan (BIP) in collaboration with the student's parents. The plan will outline specific goals and interventions to address the behavior.
3. **Suspension:** If the aggressive behavior does not improve after the implementation of a BIP, or if the behavior is particularly severe (e.g., causing harm to others or threatening safety), the student may be suspended for a period of time. The length of the suspension will be determined on a case-by-case basis, in line with St. Martin's in-the-Feld Episcopal School policy and will involve consultation with the student's parents.

5. Communication with Parents

Open and ongoing communication with parents is essential to ensuring consistency in addressing behavioral concerns. Parents will be informed of any significant incidents of aggressive behavior, and regular updates will be provided on their student's progress toward behavioral goals. Communication will also be sent to parents/guardians for uniform infractions. Collaboration between home and school is vital to supporting the student's development.

6. Compliance with Maryland State Regulations

This discipline policy complies with the Maryland State Department of Education's regulations, including those outlined in the Maryland Code of Regulations (COMAR 13A.17.07.03). All disciplinary actions will align with state laws to ensure the safety, well-being, and legal rights of all students. The policy also respects due process procedures and ensures that disciplinary actions are not discriminatory or unfair.

7. Suspension and Expulsion Procedures

In accordance with St. Martin's in-the-Field Episcopal School policy, suspensions and expulsions are handled in the following manner:

1. **Suspension:** If a student's behavior warrants a suspension, the following steps will be followed:
 1. Parents will be notified immediately, and a meeting will be scheduled to discuss the behavior and the duration of the suspension.
 2. A written notice will be provided outlining the reasons for the suspension and the length of time the student will be excluded from school.
 3. A plan for the student's return to school will be discussed, including any behavioral expectations and supports to prevent further incidents.
2. **Expulsion:** Expulsion will be considered only in extreme cases of repeated, severe behavior that threatens the safety or well-being of the School community. The expulsion process will follow due process requirements, including a meeting with the parents and an opportunity for the student to present their side of the situation.

Please note, St. Martin's in-the-Field Episcopal School, as an independent institution, reserves the right to expel a student at its sole discretion, based on the circumstances deemed appropriate by the administration.

8. Policy Review and Acknowledgment

Parents are required to acknowledge their understanding of the discipline policy by signing the handbook acknowledgement in FACTS. This discipline policy will be reviewed annually to ensure compliance with Maryland state law and best practices in early childhood education.

This policy will be reviewed annually to ensure compliance with Maryland state law, best practices in education, and to maintain a safe and positive school environment.

By following this policy, we aim to create an environment where every student feels safe, supported, and encouraged to grow in a manner that promotes respect, responsibility, and self-discipline.

Addendum C: Middle School (Grades 5-8) Discipline Policy

Purpose

The purpose of this policy is to provide clear guidelines for managing student behavior at St. Martin's in-the-Field Episcopal School, ensuring alignment with Maryland state regulations. Our goal is to create a supportive, safe, and respectful environment that fosters self-discipline, emotional growth, and responsible behavior. Through positive guidance, clear expectations, and thoughtful interventions, we aim to help students develop a strong sense of personal responsibility and respect for others.

1. Discipline Approach

Teachers handle most behavior issues by redirecting, giving verbal warnings, and rewarding positive behavior. However, there can be occasions when a teacher requests the support of the School Counselor or Associate Head/Head of School. Parents will be contacted should this occur. Students who ignore continued redirection/warning will be issued a detention. When negative behaviors persist, teachers will contact the Associate Head of School who will in turn contact the parents for a conference.

Behaviors that could result in a detention include but are not limited to:

- Dishonesty
- Inappropriate language or conduct
- Cheating or plagiarism
- Misuse of technology
- Repeated warnings for disruptive behavior
- Aggressive play at lunch/recess
- Uniform infractions (after three)

Serious infractions that may result in a suspension or expulsion from St. Martin's include but are not limited to:

- Fighting or striking another person
 - Theft
 - Vandalism
 - Endangering the safety of self or others
 - Possession of drugs, alcohol, or tobacco products (including vapes)
 - Discriminatory speech/language
 - Abuse of Technology
-

2. Detention

When a student continues to exhibit inappropriate or disruptive behavior, a teacher may issue a detention. The Associate Head will consult with the teacher, and a parent/guardian will be notified within 24 hours via email from the teacher about the behavior that resulted in the detention. Detention will be scheduled approximately twice a month for 50 minutes. **Students will not be excused from a scheduled detention.** Detentions are opportunities for students to take responsibility for their behavior and will provide students the opportunity to give back to St. Martin's through campus improvement projects (cleaning lunch tables, trash pick-up, classroom clean up are examples). Students will be supervised by either the Head of School or the Associate Head of School. *

**Other School personnel may assume this responsibility should the Head/Associate Head be needed elsewhere.*

3. Behavior Improvement Plan

Should a student receive three (3) detentions in a trimester, the student will be placed on a **Behavior Improvement Plan**. This plan is intended to provide the student with an opportunity to show behavioral growth and development. If a student continues to demonstrate a lack of regard for classroom/school behavior or academic expectations, a conference with parents will be scheduled about the student's continued enrollment at St. Martin's.

4. Suspension and Expulsion Procedures

In accordance with St. Martin's in-the-Field Episcopal School policy, suspensions and expulsions are handled in the following manner:

1. **Suspension:** If a student's behavior warrants a suspension, the following steps will be followed:
 1. Parents will be notified immediately, and a meeting will be scheduled to discuss the behavior and the duration of the suspension.
 2. A written notice will be provided outlining the reasons for the suspension and the length of time the student will be excluded from school.
 3. A plan for the student's return to school will be discussed, including any behavioral expectations and supports to prevent further incidents.
2. **Expulsion:** Expulsion will be considered only in extreme cases of repeated, severe behavior that threatens the safety or well-being of the School community. The expulsion process will follow due process requirements, including a meeting with the parents and an opportunity for the student to present their side of the situation.

Please note, St. Martin's in-the-Field Episcopal School, as an independent institution, reserves the right to expel a student at its sole discretion, based on the circumstances deemed appropriate by the administration.

Disciplinary issues are confidential. They are not discussed with anyone other than the student and their family.

5. Bullying vs. Teasing

There are similarities between teasing and bullying. Teasing can develop into bullying behaviors. An example of teasing could be a student hurting someone's feelings for something they wear, new glasses, or braces. Or if they're on a sports team and they miss a goal or allow the other team to score, they may be the recipient of unkind words or even anger, but an isolated incident of unkind behavior is not

bullying. While isolated occurrences of mean words or actions are not bullying, they are still mean and must be redirected.

Bullying tends to involve a power imbalance between the bully and the target. Differences in physical size, social status, or popularity are often causative factors. The bully exerts power and control over the victim, usually repeatedly and for a sustained period. Bullies seek to hurt, intimidate or humiliate their targets. Their actions are intentional and may include physical, verbal or psychological abuse.

With the availability of cell phones and computers, cyberbullying has become a tactic to intimidate, demean, isolate, or target others. Any kind of bullying is a serious offense and should be reported to the School.

6. Compliance with Maryland State Regulations

This discipline policy complies with the Maryland State Department of Education's regulations, including those outlined in the Maryland Code of Regulations (COMAR 13A.17.07.03). All disciplinary actions will align with state laws to ensure the safety, well-being, and legal rights of all students. The policy also respects due process procedures and ensures that disciplinary actions are not discriminatory or unfair.

7. Policy Review and Acknowledgment

Parents are required to acknowledge their understanding of the discipline policy by signing the handbook acknowledgement in FACTS. This discipline policy will be reviewed annually to ensure compliance with Maryland state law, best practices in education, and to maintain a safe and positive school environment.

By following this policy, we aim to create an environment where every student feels safe, supported, and encouraged to grow in a manner that promotes respect, responsibility, and self-discipline.

Notice of Revision: This handbook supersedes and revokes all prior versions of a handbook or any memo, bulletin, policy or procedure on any subject discussed in this handbook that has been issued prior to August 2026.