



2020-21 FAMILY HANDBOOK

OUR MISSION

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

OUR VISION

Dedicated to academic excellence, we will inspire students to discover their unique potential while learning with Confidence, serving with Compassion, and leading with Character.

OUR CORE VALUES

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

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

ST. MARTIN'S PARENT RESPONSIBILITIES

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

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

1. Emphasizing continuity in attendance as a priority in your child's life. Please plan family vacations to coincide with school holidays.
2. Helping your child begin each day ready to learn by seeing that he/she is on time, well rested and healthy, has the necessary supplies, is dressed neatly and appropriately for learning and weather conditions, eats a healthy breakfast, and brings a nutritious lunch and/or snack.
3. Maintaining open communication with your child's teacher by promptly responding to notes, attending conferences, and sharing with the teacher/administration and family concerns that may impact your child's learning, daily performance, and emotional well-being.
4. Guiding your student into increasing responsibility and ownership of homework, organization, and time management.
5. Being aware of school and classroom policies and activities by reading all sections of the Parent Handbook, teacher webpage and website calendar, monthly newsletters, and classroom letter/notices from your child's teacher(s).
6. Ensuring the health and safety of our community by adhering to general illness and Covid-19 guidelines. See 2020-21 Return to School Plan.

POLICIES AND PROCEDURES

PARENTS CORNER, FACTS, AND PARENTSWEB

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

DAILY ARRIVAL for PRESCHOOL and PRE-KINDERGARTEN

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

A safe and prompt arrival is important to your child's happiness and success in school. Preschool children should be dropped off at their classroom entrance after a temperature check in front of the church entrance. 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 and Pre-K siblings of lower and middle school students may be dropped off at carpool for Grades K-8. NO other preschool children will be accommodated. Please remember that should you arrive late, you must accompany your child to the main office.

DAILY ARRIVAL FOR GRADES K-8

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

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

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

DAILY DEPARTURES

Middle School students are dismissed from the MS entrance. Lower School and Preschool students are dismissed from the rear of the building. Staff members are on duty at these times to assist your children. If you are unavoidably delayed, please call the school's main office.

DISMISSAL TIMES

Half Day Preschool and Pre-K 11:45 am

Full Day Preschool and Pre-K 3:00 pm

Grades K-8 3:30 pm

Note: For your convenience, 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.

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

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

LATE FOR PRESCHOOL OR PRE-K PICK-UP

Please park your car and come into the main office through the main entrance. Please notify the Front Office at 410-647-7055 in the case of an unavoidable late pick-up.

LATE FOR LOWER AND MIDDLE SCHOOL PICK-UP

Please notify the Front Office at 410-647-7055 in the case of an unavoidable late pick-up. Students will be taken to Mustang Club. Please use the ramp and door outside the elementary wing and come to the Lower School reception desk for sign out and pick-up.

CARPOOLS

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

CARPOOL PROCEDURES

The following policies have been instituted to protect our children and to move through the carpool efficiently. Please note, due to Covid-19, we have made some modifications (ex. temperature taking) to the standard carpool procedure which have been implemented and communicated to current families.

- Speed: 10 mph MAXIMUM throughout the campus
- Please refrain from using cell phones in carpool line or while driving on campus. Send your child into school in the morning with warm wishes for a good day and welcome them back at dismissal time.
- Children will be released to an adult only – not to siblings.
- Two lanes in front of the church must be utilized to minimize the impact of a queue forming on Tewkesbury Lane. Please pull forward to close the traffic gap. Overflow for cars in the queue may form a 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.
- No unattended cars may be parked in the carpool line at any time. Please pull into a parking area/space if you need to talk to another parent or come in to the school. If you need to physically pick up your child, for the safety of our children and staff, we ask that you drive through the carpool line and then park in a parking space. Do not park on Tewkesbury, the field, or in front of the church.
- There must not be any parking or long term stopping between Benfield Road and the school driveway. If the two lane driveway is full, proceed down Tewkesbury to the first intersection (Lymington Road) and slowly and safely make a U-turn to queue up along Tewkesbury Lane shoulder. We must be mindful of our neighbors and drive safely while using Tewkesbury Lane. Please DO NOT make a U-turn or 3-point turn in any other area.
- Please note: For Preschool drop-off we ask that you do not arrive before 8:35 am, which is when Preschool carpool begins. We do not want Preschool and K-8 cars intermingling in the carpool lanes. For K-8 pick-up, drivers should not enter campus prior to 3:20 pm.
- No children are permitted on the playground while you are waiting in the carpool line. Children are not allowed on the playground without adult supervision.
- To protect the environment and our children, while waiting in the carpool line, please remember to turn off your engine to reduce emissions.

- The carpool line is not a place to hold a conference with a staff member. Please call or e-mail to set up an appointment to talk with a staff member if necessary.
- Please refer to our website (stmartinsmd.org/community/parents-corner/) to facilitate the arrangement of carpools. All carpoolers must be registered with the school and will be assigned a number for easy identification.

MARYLAND'S CHILD PASSENGER SAFETY LAW

Every child under 8 years old must ride in an appropriate child restraint unless the child is 4 feet 9 inches or taller. "Child restraint" includes car seats, booster seats, or other federally approved safety devices.

Every child for 8 to 16 years' old who is not secured in a child restraint must be secured in a vehicle seat belt.

Children under 13 years old should ride in the back seat.

For further information, see Maryland Kids in Safety Seats (KISS) (www.mdkiss.org).

BEFORE CARE, MUSTANG and PONY CLUB

Due to Covid, Morning and Afternoon Mustang Club will be managed in three separate cohorts, preschool, lower school, and middle school. Outdoor playtime will be maximized for Mustang Club, so please be sure to send your child to school with the appropriate attire to spend an extended period of time outdoors after school.

Mustang & Pony Clubs will be open and available to all SMES students on all REGULAR school days according to the official school calendar on a monthly, pre-paid, reservation only basis. Each cohort will have a maximum capacity of 13 students with two (2) supervisors in order to comply with the state allowance of 15 people per space. Note: Early Dismissal Days are NOT included in any of the school year plans. Availability of Mustang & Pony Club on Early Dismissal Days will be determined on a case by case basis as we get closer to each Early Dismissal Day.

"Drop-ins" will not be accepted until further notice. Families will have the opportunity to make a Mustang Club reservation each month on a first-come, first-served basis for up to 3 months at a time. A reservation cannot be made unless payment is received. Each monthly reservation must be accompanied by a separate check. The Finance Office will hold each monthly check until the week prior to the start of the new Mustang Club month. Should Mustang Club services not be available for the reserved month due to governmental restrictions, the check will be returned. Please understand that all monthly plan choices are FINAL once we have entered into the new Mustang Club Month. No Credits for unused programs will be issued under any circumstances.

Program Hours:

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

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

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

CHAPEL SCHEDULE

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

Chapel Times

Preschool – Wednesday at 9:30 am

Grades K-4 – Wednesday at 10:00 am

Grades 5-8 – Wednesday at 10:25 am

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

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

SCHOOL COUNSELOR AND CLINICAL/CHILD PSYCHOLOGIST

St. Martin’s Counselor employs a part-time 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.

At times, the school may use 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. Fees for individual appointments or group conferences are the responsibility of the parent.

COMMUNICATION

The St. Martin’s website (www.stmartinsmd.org) is the primary source of communication. It is important for parents to check the calendar and any communication from their teachers for school activities, events and news. There is a Mustang Blast email newsletter issued every Friday during the school year that provides weekly highlights, announcements, and upcoming events. Other major all school communications are managed periodically as well.

Teacher to home communication is handled via email, phone, or Renweb (the school’s information management system). Please avoid texting your child’s teacher on his/her personal cell phone. 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

Tuition Payments

Payments are made according to the plan selected by you on your child's enrollment contract. Tuition payments should be processed through FACTS, our tuition management program. To enroll your child(ren) in FACTS please go to our school website (www.stmartinsmd.org) and log in to the FACTS Parent Portal in the Parents Corner section or go directly to <https://online.factsmgmt.com>. Please do not send tuition payments to school in your child's tote bag or backpack. A service fee of \$20 will be assessed for any late payments or checks returned to the school for insufficient funds.

Dewars Tuition Assistance

St. Martin's requires a tuition insurance plan. This plan provides for an allowance of tuition fees in the event of a withdrawal of a student for any covered reason (including medical reasons, voluntary withdrawal or dismissal) within specified 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 calendar days commencing with the student's first class day of attendance in the academic year.

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

FINANCIAL AID

Families who wish to send their child to St. Martin's but feel that the educational expense may cause a financial burden may apply for Financial Aid through our partnership with School & Student Services (SSS) of National Association of Independent Schools (NAIS). Applications must be submitted by February 20 for the following school year.

ACTIVITY and BOOK FEE

A Fee will be assessed for each child to help cover field trips, special events, and consumables. Additional fees may apply for overnight class trips.

Preschool and Pre-K	\$100
Kindergarten	\$200
Grades 1-7	\$300
Grade 8	\$400

POLICY ON WITHDRAWAL OF STUDENTS

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

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

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

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

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

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

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

ADMISSIONS OPEN HOUSE AND REGISTRATION

SMES will host an outdoor open house for prospective families on October 24. This affords families an opportunity to meet administrators and teachers and to find out more about our 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. Please consider sending someone new to the school for a virtual tour. 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 2021-2022 school year.

The available incentive is \$1,000 for each Kindergarten through 8th grade referral. This is a one-time incentive and is not to exceed \$2000 in a given year. Registration for the next academic year is held for Preschool immediately after conferences in January. Currently enrolled students entering Kindergarten through 8th grade will receive re-enrollment forms in January and must submit them by January 31 to guarantee placement for the following school year.

AGE REQUIREMENT FOR ENROLLMENT: 2020-2021

We follow the Maryland State Department of Education for eligibility of enrollment. A student must be 5 years old to be eligible to be enrolled in Kindergarten and 6 years old to be eligible to enroll in Grade 1, respectively, by September 1, 2020. Copies of birth certificates are required for admission consideration. The other grade levels are as follows:

Young 3's	Considered on a case-by-case basis*
Preschool	3 years by 9/1/20*
Pre-K	4 years by 9/1/20
Kindergarten	5 years by 9/1/20
Grade 1	6 years by 9/1/20
Grade 2	7 years by 9/1/20
Grade 3	8 years by 9/1/20
Grade 4	9 years by 9/1/20
Grade 5	10 years by 9/1/20
Grade 6	11 years by 9/1/20
Grade 7	12 years by 9/1/20
Grade 8	13 years by 9/1/20

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

PROGRESS REPORTS

Preschool and Pre-K parents receive a report on their child's progress twice a year; in January and at the end of the school year. Progress reports will be issued each trimester for student in grades K-8. Please note that Progress Reports may be held in the business office until any outstanding balance is paid.

PARENT CONFERENCES

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

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

At St. Martin's, the relationship between school and home is of critical important. Please know our goal is to be responsive and available should a conference, at any time during the year, be requested.

TRANSCRIPTS

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

STUDENT FILES AND FACULTY DATA INFORMATION

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

FIELD TRIPS

There may be field trips planned for Pre-K, lower and middle school classes during the school year. You must sign a field trip permission slip with emergency numbers listed so your child may participate. This form is included in the enrollment/re-enrollment packet completed in ParentsWeb.

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

Should your child be ill on the day of a field trip, please call the Main Office.

REPORTING ABESENCES

Please contact the school if your child cannot attend all or part of the school day. You may call the main office at 410-647-7055. You may also e-mail the school at info@stmartinsmd.org. If your child must leave school early, please email and/or send a note to school for the homeroom teacher.

HOMEWORK AND CLASS WORK MAKE-UP POLICY

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

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

COVID-19

The School has developed a separate Return to School Plan that has been developed in response to the COVID-19 pandemic. The most recent version of the Return to School Plan is available on the School's website www.stmartinsmd.org where parents, employees and the community can access all details of the plan. For the 2020-21 school year, all families are required to acknowledge their understanding of the plan and the risks therein.

ANNUAL PHYSICAL EXAM AND IMMUNIZATIONS

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

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

ILLNESS

To prevent an outbreak of possible contagious or infectious illness, please keep your child at home if they are not feeling well. If your child is not well enough to play outside or participate in class, they should not be in school. If children are to attend school with rashes or non-communicable cough (e.g. allergies) a note or email should be sent to your child's teacher expressing the nature of these symptoms as determined by your child's physician.

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

If you take your child to a physician or urgent care facility because they are not feeling well, it would be appropriate for you to 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 from a medical professional.

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

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

Please report all cases of highly contagious illness or conditions (e.g. Head Lice, Strep, Pink Eye) to your child's teacher and to the Office Manager (Jan Wilder) either by email or telephone immediately.

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

COVID-19 PROTOCOL

In accordance with current guidelines and subject to change, students who are tested for Covid-19 must remain at home until the test results come back. If a student tests negative and has been fever free for 24 hours they may return to school. If a student tests positive, they must remain at

home for 10 days from the test date or the start of symptoms whichever comes first. Students must be without fever for 24 hours without the use of fever reducing medication in order to return to school.

ADMINISTERING MEDICATION AT SCHOOL

St. Martin's offers medication services for children enrolled in Grades 1-8. The Maryland State Board of Education and Nursing requires forms completed by both the parent and the physician need to be on file in order for both prescription and over-the-counter (OTC) medication to be administered to the student. By law, the school cannot take verbal requests from a parent or student for medication administration. The forms "Prescription Medication Form" and "Over-the-Counter Medication Authorization" are available on our website parent portal and in the Main Office.

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

Name of the Child
Name of the Physician
Name of the Medication
Dosage, Route and Time
Conditions for Proper Storage
Prescription Date and Expiration Date

CHILDREN AT INCREASED RISK OF INFECTIOUS DISEASE COMPLICATIONS

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

Policy:

1. Parents/guardians of any student who has a medical condition for which the child would be considered at an increased risk of complications from any infectious disease that could be acquired while attending school are required to notify the Head of School or designee.
2. The Head of School or designee will discuss the student's medical issue and determine if there is a potential problem with providing the student with an education in a medically safe environment.
3. If the Head of School or designee determine that no potential problem exists, the Head of School will keep this information in a private file.

4. If the Head of School believes that a potential problem exists, the Head of School will convene a panel consisting of the Head of School, the child's physician (or a written report from the physician), and the Chair of the School Board of Trustees. The panel will make a recommendation to the Head of School regarding the need for any modification of the educational environment for the child.
5. If the school experiences 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

No visitors will be allowed on campus during the school day until further notice due to Covid-19 restrictions. The Anne Arundel County Health Department has approved parent volunteers to assist with outdoor activities and attend scheduled outdoor meetings. All visitors and volunteers must check in at the Main Office.

Security Measures

All parents and visitors must enter through the main entrance doors. All other doors are locked. For additional safety/security, no one will be allowed to enter the school after 4:00 pm without making prior arrangements. Classrooms and other areas not used by Mustang Club will be locked and inaccessible.

Student Images

In addressing our students, parents, grandparents, alumni and friends, St. Martin's-in-the-Field Episcopal School creates numerous publications, advertisements and promotional pieces each year. 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-in-the-

Field Episcopal School may edit or in any way use these recordings at its discretion, based on the school's responsible and honorable philosophy. St. Martin's has the right and permission to publish photographs or any other recorded images of students without limitation.

PETS

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

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 your student at a time when it is not disruptive.

ACADEMIC INTEGRITY STATEMENT

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

STUDENT CONDUCT AND DISCIPLINE POLICY

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

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

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

Students and parents of students participating on interscholastic teams will sign an Athlete Code of Conduct for each season in which they will compete.

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

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

While St. Martin's strives to meet the needs of every child, this may not always be possible. Behavior that disrupts the learning process will not be permitted, and as such the School has the right to develop a Behavior Improvement Plan to assist the student in restoring his/her behavior. However, if it becomes clear that improvements are not being made within a prescribed timeframe, a student may be required to withdraw especially if behavior or attitude toward school work, teachers, or fellow students consistently interferes with the teaching and learning within the school or when behavior reflects negatively on the reputation of the school.

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

TOTE BAGS

St. Martin's tote bags will be provided for all preschool and Pre-K 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.

BACKPACK

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

RESTRICTED ITEMS FOR ALL STUDENTS

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

SNACKS

Our preschool is a nut-free area, therefore all snacks need to be nut free.

LUNCH

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

HOLIDAY PARTIES

Refer to Covid-19 guidelines for food preparation/distribution for Holiday Parties.

BIRTHDAY RECOGNITION

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

Birthday Books

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

Birthday Snacks

Refer to Covid-19 guidelines for food preparation/distribution for student birthdays.

ROOM PARENTS

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

INCLEMENT WEATHER

St. Martin's follows the Anne Arundel County Public School schedule for school closings for inclement weather only. When the county schools are closed for inclement weather, St. Martin's is closed. If county schools are not in session during an inclement weather day, St. Martin's will announce that we are closed.

If a delay is needed, we will make this announcement through text messaging, social media, e-mail, and our school website. Preschool through 8th grade classes will begin at 10:00 am. On these

days, we will begin carpool for the whole school at 9:45 am. Carpool will end at 10:00 am or whenever the line is finished. 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 so that we may contact you immediately.

SCHOOL CLOSING/DELAYS COMMUNICATION

Closing and Delays are communicated via:

- Website Homepage.
- Emergency text message – a completed form is required for this communication. The form is on our website in the Parent Portal.
- E-mail
- WBALTV – Channel 11
- Social media (Facebook and Instagram)

TORNADO WARNING PROCEDURES

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

A tornado watch means that conditions may produce a tornado. A tornado warning means that a tornado has been sighted. We will take cover immediately. While the administration uses discretion in time of severe thunderstorms or tornado watches, a tornado warning issued to Anne Arundel County requires a system-wide approach and action.

In the event of a tornado warning, the school shall receive and shelter all students 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, unless parents park and enter the school to retrieve their child.

CRISIS INCIDENT PROCEDURE

If there is a crisis incident where dismissal would be unsafe, all students will take shelter in the lower levels. If the building is unsafe, we will take the students to Heck Hall, the building directly in front of the school. If we cannot reach parents, we will then contact the individuals designated as emergency contacts when it is safe to dismiss. Any time we must close early, we implement the phone tree beginning with our room parents who have your contact information. Please notify the main office or update your ParentsWeb account with any contact changes.

UNIFORM REQUIREMENTS

All students are required to wear uniforms which may be purchased from Flynn O’Hara (1608 Furnace Branch Road, Glen Burnie, MD 21060) or through Lands’ End School Uniforms (landsend.com/school using school code #900073768). Additionally, there is a limited selection of used uniform items available through the PA 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 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 SMES, uniforms are intended to foster equity and simplicity for our students. Dress down days occur monthly on the 1st Friday of each month, in which students are permitted to wear tasteful, appropriate, and comfortable clothing.

- Chapel Day: Socks, tights, and leggings must be navy, white, or black.
- Athletic shoes must be rubber soled and non-distracting.
- Dress shoes must be flat and brown, navy, or black. Suede bucks and docksiders are acceptable.
- Bike shorts may be worn under jumpers.
- Polo shirts may be untucked on non-chapel days.
- Skirts, jumpers, and skorts should be no shorter than fingertip length.
- Watches, simple earrings/bracelets/necklaces are the only permitted jewelry.
- Undershirt tails and lettering must not be visible.
- Hair must be neatly kept and above the collar (boys only).
- Hair should be natural colored, clean and neatly kept out of the eyes.
- Girls open-bottom sweatpants must be hemmed to appropriate length.
- Clothing choices (dress down days included) should be modest and school appropriate.
- Please keep a labeled uniform sweatshirt or sweater at school.

Preschool and Pre-K

Children should wear comfortable, appropriate bottoms that they can pull up and down independently. In addition to following the guidelines listed below, children should have appropriate outerwear for daily outside play (gloves, hats, boots, etc.) Non-skid, rubber soled shoes and socks are required. No Ugg-type boots, Crocs, jellies, flip-flops, or sandals are allowed.

Chapel Uniform

- Red or navy St. Martin’s polo shirt, or polo dress for girls
- Blue or khaki bottoms (no belts or buttons)

Regular Uniform

- Red or navy St. Martin’s polo shirt, or polo dress for girls

PE Uniform

- St. Martin's PE shirt
- Athletic shoes (sneakers, not slip-ons)

Lower School (Grades K-4)

Chapel Uniform

- Plaid jumper with light blue Peter Pan collar blouse
- St. Martin's cardigan, fleece, sweatshirt, or vest
- Socks, ankle/knee, tights, or leggings in Navy or white
- Flat-soled dress shoes in navy, brown, or black

- Grades K-2: Red St. Martin's polo shirt
- Grades 3-4: Light blue St. Martin's oxford shirt
- Navy pants or shorts with belt
- Optional: School tie – plaid or red/navy stripe
- St. Martin's cardigan, fleece, sweatshirt, or vest
- Navy, black, or white socks
- Oxford-style dress shoes in navy, brown, or black

Regular Uniform

- Red St. Martin's polo shirt or red or navy St. Martin's polo dress
- Navy pants, skorts, or shorts
- St. Martin's cardigan, fleece, sweatshirt, or vest
- Navy, black or white socks
- Flat shoes or athletic shoes

- Red St. Martin's polo shirt
- Navy pants or shorts
- St. Martin's cardigan, fleece, sweatshirt, or vest
- Navy, black, or white socks
- Flat shoes or athletic shoes

PE Uniform

- Grey St. Martin's t-shirt
- Navy St. Martin's sweatpants and/or athletic shorts
- St. Martin's sweatshirt, fleece or vest
- Athletic shoes (sneakers, not slip-ons)

Middle School (Grades 5-8)

Chapel Uniform

- Plaid short with light blue St. Martin's oxford shirt

- St. Martin’s cardigan, fleece, sweatshirt, or vest
 - Socks, ankle/knee, tights, or leggings in Navy or white
 - Flat-soled dress shoes in navy, brown, or black
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- Light blue St. Martin’s oxford shirt
 - School tie – plaid or red/navy stripe
 - Khaki pants or shorts with belt
 - St. Martin’s cardigan, fleece, sweatshirt, or vest
 - Navy, black, or white socks
 - Oxford-style dress shoes in navy, brown, or black

Regular Uniform

- Navy St. Martin’s polo shirt
 - Khaki pants, skorts, or shorts with belt
 - St. Martin’s cardigan, fleece, sweatshirt, or vest
 - Navy, black or white socks
 - Flat shoes or athletic shoes
-
- Navy St. Martin’s polo shirt
 - Navy pants or shorts
 - St. Martin’s cardigan, fleece, sweatshirt, or vest
 - Navy, black, or white socks
 - Flat shoes or athletic shoes

PE Uniform

- Grey St. Martin’s t-shirt
- Navy St. Martin’s sweatpants and/or athletic shorts
- St. Martin’s sweatshirt, fleece or vest
- Athletic shoes (sneakers, not slip-ons)

SERVICE LEARNING

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

- SPAN (Severna Park Assistance Network)
- Chesapeake Bay Foundation
- The Mitten Tree: New mittens and underwear for the underprivileged at Christmas
- Giving Back: Gifts for the homeless at Christmas
- Homeless Food Basket Donations: Thanksgiving and Christmas
- Homeless: New or slightly used toys and clean coats for distribution to Baltimore homeless shelters on Christmas Eve

- Children’s Hospital – Washington DC: Small toy donations from Preschool holiday parties
- Homeless Shelter: Church and School feed homeless men in Parish Hall
- Sarah’s House: Donations during the holidays through the school year
- St. Jude Children Hospital Trike-a-Thon
- Lighthouse Shelter in Annapolis
- Ronald McDonald House

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

Head of School	Jamey Hein
Director of Academics	Kim Carson
Rector	The Rev. Matthew Hanisian
Chaplain	The Rev. Nathan Erdman
Director of Finance and Operations	Janet Mosher
Finance Assistant	Kathy Key
Director of Marketing and Development	Christine Hickey
Director of Admissions & Athletics	Kira Dickson
Office Manager	Janet (Jan) Wilder
LS Administrative Assistant	Annie Bailey
Facilities Manager	Mike Fridy
Preschool	Karen White-Campbell
	Suzanne Baker
	Julia Harris
	Rachel Savani
Pre-K	Deborah Pittenger
	Allison Bohr
	Cheryl Lamon
	Carolyn Younkin
	Lexi Gottermeyer
	Miranda Durner
Kindergarten	Amy Wong
	Taylor Morris
	Beth Howard
Grade One	Alex Wilson
Grade Two	Heather Bosanko
Grade Three	Stephanie Andrisse
Grade Four	Angela Melfi
Grade Five	Michelle Kuemper
Grade Six Homeroom/History	Tracy Alexander
Grade Six Homeroom/Science	Melissa Barrett
Grade Seven Homeroom/Math	Josefina Chafe
Grade Eight Homeroom/English	Alice Trainor
Art	Kate Clevon

Spanish
Library/LS Technology
Sacred Studies/Godly Play
Band
Music/Chorus
PE/Wellness
Learning Specialist/Counselor
MS Technology
Mustang Club

Patricia Firmani
Penny Murnane
Missy Kelly
Mel Kessler
Jonathan Bright
Carleen Birnes
Leona Schultz
Karen Sabins
Lexi Gottermeyer
Rachel Savani