



**PARENT & STUDENT  
HANDBOOK**

**2023-2024**

**School Office: (410) 269-1955**

**Admissions: (410) 263-8016**

**Finance: (410) 874-4128**

**Fax: (410) 280-2024**

**1120 Spa Road, Annapolis, MD 21403**

**[www.stmartinsonline.org](http://www.stmartinsonline.org)**

**[schooloffice@stmartinsonline.org](mailto:schooloffice@stmartinsonline.org)**

## Administration, Faculty & Staff

All St. Martin's Lutheran School of Annapolis administration, faculty and staff can be reached at their school e-mail addresses: First initial of first name, last name, @stmartinsonline.org.

### School Administration

**Head of School:** Vacant

**Pastor:** *Dave Oravec*, D.Div. – Wesley Theological Seminary; M.Div. – Lutheran Theological Seminary at Gettysburg; B.A. – Western Maryland College

**Director of Finance:** *Tracey Cogliano*, M.S. – Taxation, University of Baltimore; B.S. – Frostburg State University

**Lower School Vice Principal/Director of Admissions:** *Bobi Glava*, M.Ed. – Western Maryland College; B.S. – Towson State University

**Middle School Vice Principal:** *Sandra Sanders*, Ph.D., Instructional Leadership – MD University of Notre Dame; M.A. Adolescent Literature – Stony Brook University, N.Y.; B.A. English and Teacher Education – Stony Brook University, N.Y.; English 7-12 Advanced Professional Certification

### School Faculty

**PreK:** *Alexis Porter*, B.S. – State University of New York at New Paltz

**PreK:** *Stephanie Reagan*, B.A. – Towson State University

**Kindergarten/Director of Social Media and Marketing\:** *Nichole Thompson*, B.S. – Towson University

**First Grade:** *Chloe Kotch*, M.Ed. and B.A. – Cairn University

**Second Grade:** *Laura Machovec*, B.A. – Washington College

**Third Grade:** *Michelle Gardner*, B.S. Communications – Appalachian State; Teaching Certificate AACC

**Fourth Grade:** *Katherine Bourke*, B.S. Elementary Education – College of Mount Saint Vincent

**Middle School English:** *Laila Breakbill*, B.A. English – Louisiana State University

**Middle School Math:** *Theresa Palumbo*

**Middle School Science/Director of Extended Care:** *Briana Hargett*, M.ET. and B.S. – University of Delaware

**Middle School Social Studies:** *Jim Hennessy*, B.A. – University of Maryland

**Religion:** *Marta Wallace*, B. A. Social Work – Texas Lutheran University

**Spanish:** *Rosa Giraldo*, Universidad Católica Columbia

**Physical Education:** *Kim D'Amico*, B.A. Physical Education and Recreation – High Point University

**Art:** *Stephanie Fraser*, B.A. Interior Design – Michigan State University

**Music:** Vacant

### School Staff

**Office Manager:** Sandy Filer

**School Lunch Coordinators:** Laurie Giuliani

**Instructional Assistants:** Jessica Streek and Malissia Stephens

**Librarian:** Malissia Stephens

**Director of Facilities:** Linda Wetz, B.S. – Bowling Green State University

**Maintenance:** Chris Marsh

**Maintenance:** Bobby Rudy

**School Nurse:** *Mariah Benedict*, B.S. in Nursing – Chamberlain College of Nursing, Chicago

**School Counselor:** Vacant

### **Requirements for Faculty**

St. Martin's Lutheran School faculty must have a minimum of a bachelor's degree or equivalent work experience. Many teachers hold master's degrees and state teaching certifications.

### **Mission Statement**

St. Martin's Lutheran School, in partnership with its families and the community, will assist in carrying out the God-given privilege and responsibility of raising children by providing Christian instruction, academic education and extracurricular activities with the goal of equipping children for God-pleasing and productive lives.

The students will learn and adopt the BONES mantra:

- B**- Blessed, show gratitude
- O**- Orderly, following rules and expectations
- N**- Neighborly, Helping others (The good Samaritan, Luke:10)
- E**- Ethical, showing hard work
- S**- Serves, the community

### **School Philosophy**

In a Christ-centered community, the teachers and staff of St. Martin's Lutheran School foster spiritual and academic excellence in their students. In keeping with our mission statement, we have developed and implemented the following philosophy:

- To witness that Jesus Christ is Savior and Lord
- To teach, build and practice Christian values and character
- To model the love of God and respect for self and others
- To teach acceptance of responsibility for one's own actions
- To provide a safe, secure, nurturing, educational and spiritual environment
- To promote academic excellence and develop a meaningful work ethic
- To become responsible citizens in a global society and to actively serve the needs of our community
- To teach multicultural competencies to prepare our students for an increasingly diverse world
- To guide the development of critical thinking, problem solving, cooperation, creativity and self-expression
- To recognize and support the value, gifts, and talents of each child

### **Diversity Statement**

Diversity enriches our lives and is an essential part of a child's education. The entire St. Martin's community recognizes and respects that diversity exists in sexual orientation, the languages we speak, the colors of our skin, the genders, and ages we are, the traditions we observe, the religions we practice, the structures of our families, the financial and educational resources available to us, and the special needs we may have.

We believe in teaching multicultural competencies to prepare our students for an increasingly diverse world. We encourage creativity and self-expression. We teach tolerance in our practices and acceptance of responsibility for one's own actions.

Mindful of a competitive academic environment, and through our open enrollment policy, we seek to create a school whose membership represents the diverse Annapolis community as well as the larger global society. St. Martin's provides an environment in which students model the love of God with respect for themselves and others. We seek to help students develop their own God-given values, talents, and gifts as well as to maintain a high regard for the differences they see in each other.

### **Nondiscrimination Policy**

"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."

### **History**

St. Martin's was founded in 1963 as a mission of St. Martin's Lutheran Church to its members and the community. The school has grown from a nursery and kindergarten to include PreK3 through the eighth grade. We are proud to celebrate 60 years of excellence in education in the Annapolis community.

### **Accreditation & Membership**

St. Martin's is approved by the Maryland State Department of Education (MSDE). We are also members of the Evangelical Lutheran Education Association (ELEA).

### **Class Sizes**

St. Martin's believes in small class sizes for maximum student learning. Our target average class size is approximately 12 students.

### **Parental Involvement**

The success of every child is dependent upon the cooperation of the school and family. As each entity supports one another, the child learns the value of education. As school and family work together, the child is nurtured in a way that allows for positive growth in intellect as well as physical, social, emotional, moral and spiritual development. In order to foster such growth, the family is expected to provide an environment which encourages good habits. By enrolling your child in a Christian school, you agree to certain important responsibilities.

*These include:*

- Being models of active faith in both the home and the community
- Understanding and supporting the religious nature of the school
- Attending meetings and other scheduled school events
- Actively volunteering to promote the school in the greater community
- Volunteering time and talent in school operations
- Supporting faculty and staff by bringing any concerns to school as they occur
- Reading all communications from the school and responding to all requests by due dates
- Organizing your schedule so that your child arrives and departs school on time
- Providing your child with all supplies needed
- Labeling clothing, backpacks and lunch boxes
- Limiting your child's non-academic screen time
- Inspiring a love of learning through family activities and reading
- Recognizing and praising your child for willingness to try regardless of the level of success
- Meeting your financial obligations in a timely manner
- Supporting the fundraising efforts of the school
- Get involved in the PTO

### **School Year**

St. Martin's follows the state requirement of at least 170 instructional days for private schools. The calendar for the school year is available on the school's website.

### **School Hours**

PreK classes meet from 8:30 a.m. – Noon. Grades K-8 meet from 8:30 a.m. – 3:00 p.m. Morning car line opens at 8:10 a.m. Students are dismissed promptly at 3:00 pm. Children who arrive earlier than 20 minutes before the scheduled start of the school day or are picked up more than 15 minutes past dismissal time will be placed in the extended day program and charged accordingly.

### **Communication**

Open communication between home and school is imperative. St. Martin's fosters communication through electronic communication, its website and regular correspondence from teachers to parents. The Vice Principals will hold town hall sessions at the beginning of each marking period. In addition, a monthly Bulldog Bulletin will be emailed to the families and will be posted on the website. Student grades are posted for parents and students in grades 3-8 in the online gradebook.

### **Inclement Weather**

St. Martin's follows the decision of the Vice Principals regarding school closings, delays or early dismissals. If school is delayed, morning extended day will open respectively late for those students who signed up to attend. If the school is closed, extended day will also be closed. In the event of early dismissal, all after-school programs, including afternoon extended day, will be cancelled. Please be sure to have a back-up plan arranged with a relative or friend to pick up your child upon early closing in case you are unable to get to school promptly. It is important that all children are picked up so that the staff can also get home safely.

Parents are notified electronically by the Vice Principals when there is any change in the school's normal operating schedule. Should there be changes to your contact information, please notify the school office.

If school is delayed, PreK will arrive at the delayed time along with K-8 students and will be dismissed at their normal time.

### **Transportation**

Transportation to and from school is the responsibility of the parents or another designated guardian. Any student arriving after 8:30 a.m. will be considered tardy.

### **Morning Procedures**

St. Martin's teachers will report for the day by 8 a.m. and report directly to their classrooms to prepare for the school day. Car line will open at 8:10 a.m., and all students enter through the courtyard.

Parents may enter via Forest Drive or Spa Road where they will be directed to merge in an alternating manner into the drop off circle. All cars must exit by making a right-hand turn onto Spa Road. There will be no access to Forest Drive as there will be two lanes of traffic entering. There will be no left-hand turns onto Spa Road as it will clog the parking lot.

Morning extended day students will enter through the PreK-4 classroom in the courtyard. PreK students who arrive at normal time will also enter through the PreK-4 classroom. K-8 students who arrive at normal time will enter through the doors by the gym.

### **Afternoon Procedures**

K-8 students and PreK extended day students are dismissed at 3 p.m. through the gym. PreK students must be signed out after extended day. PreK students, who are picked up at Noon, are dismissed through the courtyard. They must be signed out by a parent at the PreK-4 room.

Parents may enter via Forest Drive or Spa Road where they will be directed to merge in an alternating manner into the pickup circle. All cars must exit by making a right-hand turn onto Spa Road. There will be no access to Forest Drive as there will be two lanes of traffic entering. There will be no left-hand turns onto Spa Road as it will clog the parking lot.

K-8 extended day students will be dismissed individually as their parents arrive.

### **School Security**

\All visitors must enter through the main entrance of the school (located off Spa Road) and sign in at the main office and pick up a name badge. If you are picking up children early from school, you will be required to sign them out. Notification of a student's early dismissal may be done via email to the main office. All exterior doors are locked 24 hours a day.

### **Classroom Management**

The teacher is in charge of the classroom. Any classroom concerns will follow the Expected Behavior and Discipline policy. Please refer to the website for the Expected Behavior and Discipline Policy.

### **Code of Conduct**

St. Martin's embodies Christian principles through the behavior of its student body. Students are expected to show respect for each other and adults, for school and personal property. All students are expected to adhere to high standards of integrity and to share in the responsibility that school rules are followed. It is expected that students will demonstrate this behavior at school, on school grounds, in extended day and at all school-related activities such as field trips, athletic practices and games. Please refer to the website for the Expected Behavior and Discipline Policy.

### **Attendance**

In accordance with Maryland State law, parents are responsible for their children's attendance and punctuality. Attendance will be taken in each classroom at the beginning of the day. Please email your child's teacher and the school office when your child is going to be absent. Lack of proper notification may result in an unexcused absence. Absences in excess of five consecutive days may require a physician's note. A student who is absent will be allowed to make up missed work for credit; however, missed assignments must be turned in within the same number of days the student was absent. Excused absences include illness, religious holidays, a death in the family, court appearance, suspension or state of emergency. A parent conference may be scheduled to discuss a student's excessive absence. If you need to pick up your child for early dismissal, please e-mail the teacher and main office.

The school discourages absenteeism for vacations. Thanksgiving, Christmas and Easter breaks have been included in our calendar to accommodate vacations during the school year. If a student is absent for a pre-approved vacation, homework and classwork will be given out prior to the trip. The student will be expected to make up the work within the same number of days he or she was away from school. These assignments will be graded, recorded and returned to the student. Work not completed within that time period will be recorded as a zero.

### **Medication**

According to Maryland State law, no medication — prescription or over the counter (including cough drops) — can be administered to a student without a completed Physician's Medical Order Form (PMOF). This form is available on the school website. There must be a current PMOF on record for each medication the student may need before trained school personnel can administer the medication. Over-the-counter medicine such as Tylenol must have a PMOF on file in the office signed by a physician. Prescription medicines must be in the original prescription container with the pharmacy label intact. Over-the-counter medicines must be in the original bottle and clearly marked with the student's name.

### **Lunch & Snack**

Students in Grades K-8 may order lunch every day from a preset menu which is sent home in advance and must be returned by a designated deadline. PreK students in afternoon extended day may order pizza on Wednesdays. Lunches are charged to your account. Credits are automatically given for field trips or when school is closed due to inclement weather. Credit is not given if your child is absent. A fruit drink is provided with each purchased lunch.

Students are allowed a morning snack. This is built into the daily schedule. When selecting snacks, please include ones that can be eaten without assistance or making a mess (e.g., goldfish, pretzels, carrot sticks). Please do not send sweets for snacks. When packing your child's lunch, please pack a nutritious, well-balanced meal and try not to send more than your child will eat. Be sure to send proper utensils when necessary.

Do not send food that needs to be heated. The kitchen is not open to students, and the school does not provide microwaves or refrigerators for student use. Please write your child's name on their lunchbox, so it can be returned if lost.

Students are not permitted to chew gum during school or extended day hours.

Students are encouraged to bring personal water bottles or containers. Refilling stations are placed on the first and second floors. The school will not provide cups to the students.

#### **Elevator**

Students are also not permitted to use the elevator unless there is a health concern that has been approved by the school nurse and the Vice Principals.

#### **Field Trips**

Field trips are an integral part of the instructional program and provide experiences that enrich classroom teaching. The cost of field trips that are part of "Outdoor Education" are included in the tuition and fee schedule; however, for "regular" field trips, a fee may be charged per student. Any parent who chooses to chaperone a trip to a place that charges a fee may be billed. Students are expected to follow the dress code for all field trips. Exceptions to the dress policy may be made for certain field trips.

*To ensure the safety of all passengers, the following driving rules must be observed:*

- Students must be in seat belts and speak in a quiet voice
- If the radio is on, it must be at a volume that is not distracting to the driver
- Students are expected to treat the driver with respect and do what is asked of them
- The driver must transport the students directly to and from their destination

#### **Religious Education**

Each child enrolled in St. Martin's will participate in the religious education program including classroom instruction and weekly Chapel services.

#### **Chapel**



On Wednesdays, the St. Martin's community gathers as a school community for chapel service in the sanctuary of St. Martin's Church. Chapel includes singing, praying and reading from scripture. Students are asked to bring a non-perishable food item or monetary donation to help the less fortunate of our area. Each grade will be responsible for producing at least one chapel service each school year. Parents are invited to join us for chapel. Students are expected to be in uniform and to act in a respectful manner at all times in the church.

### **Homework**

St. Martin's recognizes the importance of regular homework assignments in all grades. All homework assignments are designed to reinforce and extend material presented in class or to prepare students for the following day's lesson.

### **Report Cards & Student Evaluation**

Report cards are issued at the end of each marking to students in grades 1-8. Pre-Kindergarten and Kindergarten students receive report cards in January and June. Exams are given in Grades 5-8 at the end of each semester.

Parent conferences are scheduled for students each November. Conferences may also be held throughout the year on an as needed basis. A particular school-related issue may be discussed with the teacher by appointment; please call the school office to arrange a date and time.

Standardized testing for Grades 3-8 is administered in the spring. Results will be provided to the parents.

### **Grading Procedures**

Students in PreK through second grade receive a standards-based report card that lists the most important skills and concepts students should learn in each subject at a particular grade level. It sends a clear, identifiable message about what a student understands and is able to do. It is designed to inform parents about their child's progress toward specific learning standards.

Students in third through eighth grades receive letter grades in the core academic subjects (including Spanish and religion) based on tests, quizzes, class participation, projects, homework and other appropriate assessments.

Special subjects such as art, music and physical education are graded on a Pass/Fail basis.

### **Procedure for Academic Grievance**

Parents need to bring academic grievances to the attention of their child's teacher(s). If they feel their concerns have not been properly addressed, they may request a conference with the associated Vice Principal. This conference may result in a further conference involving the teacher and parents, or the Vice Principal may decide to meet individually with the teacher.

### **Promotion**

At the end of the school year, a child will be promoted to the next grade if he or she has successfully completed the curriculum for his or her class. In the event a child is not progressing or has not mastered

the prescribed skills, the child may be retained at that level after consultation with the teacher, associated Vice Principal and the parents or/guardians.

### **Requirements for Eighth Grade Graduation**

Graduation from St. Martin's is an honor and a privilege. To earn this, students and parents must meet the requirements of scholarship, service and finance.

*These requirements are as follows:*

- A passing grade or better in all academic subjects
- Payment in full of all tuition and fees by May 10<sup>th</sup>
- Completion of an ongoing 8<sup>th</sup> grade service project

### **Admissions**

Admission is on a rolling basis for grades PreK through eight. Admissions decisions are made when all required materials and assessments have been completed. Applicants for PreK programs must be toilet trained at the time of entrance. Children who will be five years old by September 1 are eligible for kindergarten.

### **Re-Enrollment**

In January of each year, students who are currently enrolled at St. Martin's are given the opportunity to re-enroll for the next school year. Parents are required to pay the re-enrollment fee at that time.

### **Financial Policy**

Statements are issued on or near the 25<sup>th</sup> of the month preceding the due date. All payments for tuition and fees are due by the 1<sup>st</sup> of each month with a grace period of 10 days. A late fee of \$25.00 is attached to the next statement for each account in arrears. A returned check fee of \$35.00 is assessed for any check returned from the bank for non-payment. Checks returned for insufficient funds are not re-deposited. Replacement checks should be a certified check or money order.

The enrollment contract states in part that for delinquent accounts, the school may pursue the following courses of action:

- Report cards are held
- Transcripts or letters of recommendation are held
- The child is put on financial suspension and is not allowed entrance to the school

*For students who have left St. Martin's and still owe:*

- Report cards and transcripts are held
- Delinquent accounts may be referred for legal action

Tuition can be paid through PayPal by using the link on our website. Tuition does not constitute a donation, and no donation letters will be issued for tuition. PayPal notes "donation" due to our non-profit status.

### **Library**

Teachers and students may utilize the library for research, reading time and other academic activities.

PreK may check out one book for one week, and the book remains in the classroom. Kindergarten through second grade may check out two books and keep those books for one week. Third grade through eighth grade may check out four books and keep those books for two weeks. Grades K-8 may take their books home.

Reference materials are to be used in the library and may not be checked out. Parents will be charged for lost or damaged books.

### **Athletics**

Students in grades 5-8 are eligible for middle school sports. The school offers cross country in the fall and girls' and boys' basketball in the winter. There is a fee to participate in after-school sports. Students who participate in the athletics program must maintain a C average in each of their core courses. A student who falls below a C in a class cannot participate in practices or games unless approved by administration.

### **Emergency Preparedness Plan**

Emergency management plans are reviewed each Summer and updated as needed. The school would activate its alert system to notify families should an emergency arise. Please refer to the Emergency Management Plan located in the school office.

### **Electronics**

Cell phones, laptops, tablets or any other technology devices are only permitted at the specific direction of a teacher or extended day staff. Students who bring cell phones to school will not be allowed to carry or use them during the school day unless permission has been granted by their classroom teacher. Unless permission has been granted to use them, they must be kept in the student's backpack or locker. Cell phone use is not permitted during lunch time or recess.

### **Plagiarism**

Plagiarism is the act of passing off another's words or ideas as one's own with the motive of earning undeserved credit. Another person's words or thoughts may be used, but the sources must be cited. Examples of plagiarism include downloading or buying a paper off the internet or copying material from a source text without citing the source. Paraphrasing without acknowledging the source is also considering plagiarism. There is a difference, however, between plagiarism and a citation error. Teachers are expected to teach these differences and guide students in the right direction.

Students caught plagiarizing any assignment will receive a zero on that assignment. The parent/guardians will be contacted if plagiarism is suspected. A second offense may result in the student failing that subject for the marking period. Additional offenses may result in further disciplinary action.

### **Internet Accepted Use Policy**

The use of the Internet is a privilege, and unacceptable use will end this privilege. Students are expected to follow these rules when on the Internet:

- Students will be polite and use appropriate language when communicating online

- Students will respect copyright laws
- Students will respect the privacy of themselves and others, and will not reveal their own name, personal address or telephone number or that of any other student
- Students will not use the Internet at school for non-school related activities

Any Internet abuse may result in the student losing all Internet privileges at school.

### Dress Code

The purpose of the St. Martin's dress code is to support a positive learning environment. We want to create an environment that will be comfortable for students and conducive to learning. One of the social skills that can be developed in school is how to dress appropriately for a specific environment or event. Throughout our lives, we dress according to the situations we are in, and school is no exception. PreK students are welcome to wear the school uniform but are not required.

### K-8 First & Fourth Marking Periods

#### Girls

**Shirt:** St. Martin's logo polo shirt is required and may be ordered from Land's End. It can be long sleeved or short sleeved. The colors can be cobalt blue, classic navy or white. The shirt must be tucked in for grades 3-8.

**Dress Pants, Capri Pants & Dress Shorts:** Students may wear solid khaki or navy. Shorts must be of a modest length. A belt is required with pants for grades 3-8. Shorts

**Skirts, Jumpers, Skorts & Dresses:** Students must wear solid khaki or navy skirts, jumpers, skorts or dresses. Jumpers must have a sleeved shirt underneath. The school logo is required on jumpers. The bottom of skirts, jumpers, skorts and dresses must not be shorter than three inches from the knee.

**Shoes:** Students must wear flat, closed-toed and closed-heeled, tied or Velcro-strapped shoes. Athletic shoes are acceptable. Crocs, or any version thereof, are not permitted. Solid white, khaki or navy socks or tights must be worn with shoes.

#### Boys

**Shirt:** St. Martin's logo polo shirt can be ordered from Land's End. It can be long sleeved or short sleeved. The colors can be cobalt blue, classic navy or white. The shirt must be tucked in.

**Dress Pants & Dress Shorts:** Students must wear solid khaki or navy. Shorts must be a modest length. A belt is required in grades 3-8.

**Shoes:** Students must wear flat, closed-toed and closed-heeled, tied or Velcro-strapped shoes. Athletic shoes are acceptable. Crocs, or any version thereof, are not permitted. Solid white, khaki or navy socks must be worn with shoes.

## K-8 Second & Third Marking Periods

### Girls

**Shirt:** St. Martin's logo polo shirt is required and may be ordered from Land's End. It may be long sleeved or short sleeved. The colors can be cobalt blue, classic navy or white. The shirt must be tucked in for grades 3-8.

**Dress Pants:** Students must wear solid khaki or navy. There are to be no shorts or capri pants worn in the second and third marking periods. A belt is required with pants.

**Skirts, Jumpers, Skorts & Dresses:** Students must wear solid khaki or navy skirts, jumpers, shorts or dresses. Jumpers must have a sleeved shirt underneath. The school logo is required on jumpers. The bottom of skirts, jumpers, skorts and dresses must not be shorter than three inches from the knee.

**Optional Sweater or Sweatshirt:** Students have the option to wear cobalt blue, classic navy or white. The sweater style can be cardigan, V-neck, crewneck or sweater vest. The school logo is required on sweaters and sweatshirts. Hoods must be kept down while inside the building.

**Shoes:** Students must wear flat, closed-toed and closed-heeled, tied or Velcro-strapped shoes. Athletic shoes are acceptable. Solid white, khaki or navy socks or tights must be worn with shoes.

### Boys

**Shirt:** St. Martin's logo polo shirt is required and may be ordered from Land's End. It can be long sleeved or short sleeved. The colors can be cobalt blue, classic navy or white. The shirt must be tucked in for grades 3-8.

**Dress Pants:** Students must wear solid khaki or navy. Shorts are not to be worn in the second and third marking periods. Belts are required for grades 3-8.

**Optional Sweater or Sweatshirt:** Students have the option to wear cobalt blue, classic navy or white. The sweater style can be cardigan, V-neck, crewneck or sweater vest. The school logo is required on sweaters and sweatshirts. Hoods must be kept down while inside the building.

**Shoes:** Students must wear flat, closed-toed and closed-heeled, tied or Velcro-strapped shoes. Athletic shoes are acceptable. Solid white, khaki or navy socks must be worn with shoes.

### Out-of-Uniform Days

Per the school calendar, students will be permitted to wear non-uniform clothing. Modesty and appropriateness are expected. Jeans and shorts are acceptable. Sweatpants or sweat shorts of any kind may not be worn. The bottoms of shorts must not be shorter than 3 inches from the knee.

### Outdoor Recess

Students will go outside each day for recess unless the weather or temperature makes it unsafe. Should

the weather be inclement, recess will be held in the gym or in Fellowship Hall.

*Playground Rules:*

- There is to be no food or drink at recess
- Any trash should be placed in the proper receptacle
- Children are to play away from the building and stay inside the fence
- Students should not play in the area below the soccer field
- Students should not climb trees or pick leaves from trees, flowers or plants
- Stones, mulch, snowballs or any other objects should not be played with or thrown
- Skateboards, roller skates and roller blades are not permitted on playground
- Pushing, shoving, tripping or tackling is not allowed
- Students are not allowed to hang on the school fence
- Students are not permitted to run into the street or parking lot to retrieve balls
- Only one person is allowed on the any at a time going in the down direction
- Students are not allowed to walk up the slide or sit inside the tube
- Students are not permitted to climb the outside of the slides
- Children are not allowed to hang or play on the soccer goals
- Jumping from equipment is not permitted
- A safe distance should be maintained between children using equipment
- Children should be seated on the swings with only one to a swing
- Running and tag games should not be played in the playground equipment area
- Contact sports are not permitted
- Hard balls are not permitted
- Hopscotch and four-square may be played on the marked areas of the blacktop
- The basketball hoop is to be raised or lowered by a teacher
- There are to be no electronics, toys or trading cards at recess

**Please Note:** Each of the above playground rules applies to the extended day program.

**Extended Day**

Please refer to the Extended Day program on the website.