



**PARENT & STUDENT
HANDBOOK**

2024-2025

School Office: (410) 269-1955

Admissions: (410) 263-8016

Finance: (410) 874-4128

1120 Spa Road, Annapolis, MD 21403

www.stmartinsonline.org

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: *Greg Whitley*, B.A. Business Administration – Eastern Nazarene College

Pastors: **Rev. Dr. James Cobb**, College of William and Mary, Gettysburg Seminary

Rev. Pastor Judy Cobb, Lutheran Theological Southern Seminary, Gettysburg

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

School Faculty

PreK3: *Alexis Porter*, B.S. – State University of New York at New Paltz

PreK4: *Malissia Stephens*, B.A. Business Arts – The New School, N.Y.

PreK4: *Jessica Streeks*, 90 Hr. Certification in Early Childhood Education, AACC

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

First Grade: *Stephanie Reagan*, B.A. – Towson University

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

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

Fourth Grade: *Karen Evangelista*, B.S. Elementary – Grand Canyon University, AZ

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

Middle School Math: *Hanna Johnston*, B.S. Education concentration Math – Wilmington University, DE

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: *Sarah Knapp*, B.M., Peabody Institute of the Johns Hopkins University, MD

School Staff

Office Manager: Sandy Filer

School Lunch Coordinators: Laurie Giuliani

Instructional Assistants: Dominic Evangelista, Mary Ann Fox, Anna Brown

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: *Marlene Barcenas*, M.S. Counseling Education; B.A. Psychology – McDaniel College

Learning Specialist: *Katherine Bourke*, B.S. Elementary Education – College of Saint Vincent

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; or

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 61 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 14 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
- Serving as ambassadors and promoting the school within the community
- Understand and help efforts in reducing the tuition gap

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 Administration 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 via Gradelink.

Inclement Weather

St. Martin's follows the decision of the Head of School 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 **Head of School** 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 and will need to enter through the front entrance and be signed in by a parent or designated guardian in the School Office.

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. Carline will open at 8:10 a.m., K-8 students enter through the courtyard.

Morning extended day students will enter through the PreK-3 classroom from the courtyard. PreK-3 and PreK-4 students who arrive at normal time will enter through the main entrance to the school from the circle.

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.

Afternoon Procedures

K-8 students are dismissed at 3 p.m. through the gym.

ALL PreK students will be picked up at the main entrance to the school from the circle, this includes those students who attend extended day (12:00 – 3:00) and their siblings. All Pre-K students will need to be signed out by a parent at the time of pick-up.

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. No individuals are permitted to get out of their vehicle during morning or afternoon car line other than the student entering or leaving the vehicle. All students that need help being unbuckled or buckled or assisting their child with their car seat must pull into a parking space to ensure safety as well as flow of traffic during our car line.

K-8 extended day students will be dismissed individually as their parents arrive at the playground parking lot. Parents will need to knock on the door to get their student.

School Security

All visitors must enter through the main entrance of the school (located off Spa Road) to be registered in the Raptor security system and receive a visitor badge (please bring a State issued ID if you have not been registered previously). 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, schooloffice@stmartinonline.org, to the main office. All exterior doors are locked 24 hours a day. Students **MAY NOT** open any of the doors, even for their parent.

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 Student 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 a student has more than 10 un-excused absences the student may qualify to be evaluated for the schools retention policy in result of an excess amount of missed days resulting in a hinderance of academic standing at the school.

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 School Medication Authorization Form. This form is available on the school website. There must be a current Authorization Form on record for each medication the student may need before the School Nurse can administer the medication. Over-the-counter medicine such as Tylenol must have a Permission to Dispense Over-the-Counter on file. Both forms need to be 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 Head of School.

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 under the direction of the Religion and Music teachers. Parents are invited to join us for chapel, please enter through the front entrance and sign in prior to going to the Chapel service. 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 period to students in grades K-8. Pre-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 a needed basis. A particular school-related issue may be discussed with the teacher by appointment; please email the teacher 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, class assignments, 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 Head of School or Lower School Vice Principal. This conference may result in a further conference involving the teacher and parents, or the Head of School 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, Head of School and/or Lower School Vice Principal and the parents or/guardians.

Retention

Purpose: To ensure that students receive the necessary support to achieve academic success and meet grade-level standards at St. Martin's Lutheran School.

Criteria for Retention: Retention decisions should be based on a comprehensive evaluation of the student's academic performance, including:

- Academic assessments and standardized test scores
- Classroom performance and grades
- Teacher and parent/guardian input
- Attendance records
- Social and emotional development

Intervention and Support: Before considering retention, the school should implement and document interventions, such as: Targeted academic support (e.g., tutoring, after-school programs), Individualized education plans (IEPs) or 504 plans if applicable, Regular progress monitoring and adjustments to instruction, Counseling or other support services.

Decision-Making Process: A team-based approach should be used to make retention decisions, including: Classroom teacher(s), School counselor, Principal or administrator, Intervention Specialist (if applicable), Parents/guardians. It will ultimately be the Head of School's decision if a student must be retained.

Support Plan for Retained Students: A tailored support plan should be developed for retained students, addressing their specific needs, which may include: An individualized learning plan with specific goals and strategies. Continued access to academic interventions and support services. Regular monitoring and evaluation of progress. Social and emotional support to address any potential negative effects of retention.

Review and Appeals Process: Allow for a review and appeals process to ensure fairness, including: A formal review

of the retention decision if requested by parents/guardians. An opportunity for parents/guardians to present additional information or evidence. A final decision by a designated school or district administrator.

Grade Acceleration Policy

Purpose: To provide guidelines for evaluating and implementing grade acceleration for students who demonstrate exceptional academic abilities and social-emotional readiness.

Eligibility Criteria:

- The student consistently performs at or above the 95th percentile on standardized tests.
- The student demonstrates mastery of the current grade level curriculum.
- The student shows advanced critical thinking and problem-solving skills.
- Social-emotional readiness, including maturity, motivation, and adaptability to change.

Referral Process: Referrals for grade acceleration can be initiated by teachers, parents, or the student. A written request must be submitted to the school principal or designated staff member.

Assessment and Evaluation:

- A comprehensive evaluation will be conducted, including:
 - Standardized academic assessments.
 - Teacher evaluations and classroom performance reviews.
 - Observations of the student's social and emotional development.
 - Input from parents or guardians.
- The evaluation team may include teachers, school counselors, administrators, and other relevant staff.

Decision-Making: The evaluation team will review the assessment results and make a recommendation. A meeting will be held with the parents/guardians, the student (if appropriate), and relevant school staff to discuss the recommendation. It will ultimately be the Head of School's decision

Implementation: If grade acceleration is approved, an individualized transition plan will be developed. The transition plan may include: Academic support to address any potential gaps in knowledge, Social-emotional support to help the student adjust to the new grade level and monitoring and follow-up to ensure a smooth transition.

Appeals: If the request for grade acceleration is denied, parents/guardians have the right to appeal the decision. The appeal must be submitted in writing to the school principal or designated administrator. A review of the appeal will be conducted, and a final decision will be communicated to the parents/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 10th
- Completion of an ongoing 8th grade service project

Discipline Policy

St. Martin's will utilize the demerit point system to assist with discipline and create a positive school experience for all students. Students will receive demerits according to their behaviors, either minor or major. All students will start each quarter with zero demerits. Demerits that require suspension will not be expunged. Teachers and/or administration will notify parents when students receive a demerit. Students will receive two warnings before receiving a demerit unless the behavior falls under major.

Minor

- Excessive tardiness
- Refusing to complete classwork
- Not following directions
- Classroom Disruption
- Use of Profanity
- Fighting: verbal
- Misuse of electronics
- Out of Uniform

Major

- Fighting: Physical
- Theft
- Vandalism
- Bullying
- Sexual Harassment
- Inappropriate language
- *Threats

Any discriminatory behavior, including racial slurs, jokes, drawings, comments, and negative actions toward others regarding differences (race, religion, sexual orientation, etc.), will be considered major. A parent conference will be required, and administration will determine the consequences. Students will also meet with school counselor.

*Threats of harm, such as "I will kill you" and other threats of violence, will be considered major. The school counselor and administration will evaluate the validity of each threat. A parent conference will be required, and consequences will be administered accordingly.

Consequence list

Minor Demerits	Response
3	Lunch detention
4-5	Loss of recess for the day
6	Parent conference with the teacher, school counselor, and administration
More than 6	To be determined by the administration

Major Demerits	Response
1+	Consequences for major referrals will get

Admissions

Admission is on a rolling basis for grades PreK through eight. Admissions decisions are made when all required documents 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 25th of the month preceding the due date. All payments for tuition and fees are due by the 1st 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.

Jewelry: Stud or small dangle earrings only. No large or distracting jewelry is permitted. **No facial piercing jewelry is permitted.**

Hair Color/ Cut: Hair must be out of eyes and not a distraction to student learning. Hairstyles are to be neat and in good taste. Hair color may be only those colors which are genetically possible. Hair should be a natural color (no pink, green, blue, etc.).

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.

Jewelry: Earrings and/or facial piercing jewelry is not permitted.

Hair Color/ Cut: Hair must neat and clean. The hair must be cut as not to extend below the

bottom of the earlobe and to be out of eyes and not a distraction to student learning. Hair ties, bandanas etc. are not permitted to be worn by boys.

St. Martin's recognizes that particular hairstyles may be part of ethnic and cultural identities. In those cases, an individual family may receive an exception to this policy per administrative approval. Hair color may be only those colors which are genetically possible. Hair should be a natural color (no pink, green, etc.).

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.

Jewelry: Stud or small dangle earrings only. No large or distracting jewelry is permitted. No facial piercing jewelry is permitted.

Hair Color/Cut: Hair must be out of eyes and not a distraction to student learning. Hairstyles are to be neat and in good taste. Hair color may be only those colors which are genetically possible. Hair should be a natural color (no pink, green, blue, etc.).

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.

Hair Color/ Cut: Hair must neat and clean. The hair must be cut as not to extend below the bottom of the earlobe and to be out of eyes and not a distraction to student learning. Hair ties, bandanas etc. are not permitted to be worn by boys.

Jewelry: Earrings and/or facial piercing jewelry is not permitted.

St. Martin's recognizes that particular hairstyles may be part of ethnic and cultural identities. In those cases, an individual family may receive an exception to this policy per administrative approval. Hair color may be only those colors which are genetically possible. Hair should be a natural color (no pink, green, etc.).

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, **without rips or holes**, 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, or classrooms.

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.