

EMMANUEL LUTHERAN SCHOOL

2007-2008

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SECTION I

INTRODUCTION

The Board of Education of Emmanuel Lutheran Church has established February 1st as the beginning of the enrollment process for Emmanuel Lutheran School. REAPPLICATIONS WILL BE GIVEN PRIORITY UNTIL MARCH 1ST. New applications will be processed on a first come first served basis. Acceptance of all students at Emmanuel is contingent upon an understanding of the policies established by the Board of Education of Emmanuel Lutheran Church by both the student and the student's parents.

Emmanuel Lutheran School was established for the purpose of furnishing students with a complete Christ-centered education in prekindergarten, kindergarten and grades one through eight. In addition to the essential spiritual training, Emmanuel Lutheran School maintains academic standards which meet or exceed the requirements of the State. Emmanuel Lutheran School has been awarded the Certificate of Approval from the Maryland State Department of Education.

This approval is awarded after examination of the curriculum, staff, the building and the courses of study. To maintain this certification, Emmanuel is required to submit an annual report to the Maryland State Department of Education.

Emmanuel Lutheran School admits students of any race, color, national and ethnic origin to all of the rights, privileges, and programs, and activities generally accorded or made available to students of the school. Emmanuel does not discriminate on the basis of race, color, national and ethnic origin in administration of the educational policies, admission policies, financial aid, athletic and other school-administered programs and employment practices.

In addition, Emmanuel Lutheran School believes that educational opportunities and programs should be open to males and females on an equal basis. We therefore, do not discriminate on the basis of gender in administration of the educational policies, admission policies, financial aid, athletic and other school-administered programs, and employment practices.

ORGANIZATION FOR CHRISTIAN LEARNING

Emmanuel Lutheran School is supported by Emmanuel Lutheran Church as a part of the teaching function of the church. This school intends to be an essential part of a team consisting of the home, the school, the church, and the Sunday School. Only if each of these members does its part to keep Christ consistently in the center of the child's living and thinking, can the child be assured of a truly complete and balanced educational program.

Emmanuel Lutheran School is not merely a secular school with added periods of religious instruction. All instruction is presented from a Christian view point and in Christian surroundings. Formal religious instruction and devotional periods, including weekly chapel held in the church, and Christian supervision of all school activities, educational and recreational, provide valuable instruction and practice in Christian living.

Emmanuel Lutheran Church also operates a Sunday School, and adult Bible Class program as well as Vacation Bible School. Adult Information Classes are offered as enrichment, and are designed to prepare people for confirmation and membership at Emmanuel. It becomes apparent that Emmanuel Lutheran Church is well aware of its teaching responsibility.

PREKINDERGARTEN PROGRAM

The prekindergarten class meets from September 15 - May 15. This class is a three-day program held on Tuesday, Wednesday, and Thursday. The hours are from 9:00 - 11:30 A.M. This program is subject to adequate enrollment.

The prekindergarten program includes numerous learning experiences--in an informal atmosphere, especially at the beginning of the year. Stories, music, devotions, indoor and outdoor play, rest, etc. provide opportunities for cultivating habits of listening, speaking, participating, co-operating, sharing, questioning, discovering, worshiping, and logical reasoning. Also incorporated into the program are field trips, preschool readiness activities, special classroom visitors, and other individual and group projects.

KINDERGARTEN PROGRAM

The kindergarten class meets from 8:15 AM - 3:00 PM.

The curriculum forms its core around religion, reading, mathematic readiness, and language with foundation subjects in literature, writing, science, social studies, music, art, physical education, and computer technology. Incorporated into the kindergarten program also are discussions, indoor and outdoor play, time for sharing, rest period, snacks, foreign language phrases, field trips, special classroom visitors, and individual and group projects.

LOWER SCHOOL

The lower school, grades I through IV, functions under a flexible, self-contained classroom type of organization. It is organized so that varying abilities and needs may be met by flexible groupings. Under the direction of the grade teacher, the curriculum areas of religion, mathematics, reading, language arts, science, health and social studies are taught. Music, computer technology and physical education are taught by specialists.

Students entering Grades III and IV have summer requirements in reading.

UPPER SCHOOL

The upper school, grades V through VIII, operates as self-contained units for religion, social studies, art, music, physical education, science, computer technology and health. This means these activities are carried on with groups of students, all of the same grade and the same age.

The basic skill subjects, mathematics, reading, English, and spelling, are grouped by ability with students of like ability. These groupings are determined by standardized test scores, academic achievement and teacher recommendation. Advanced placement students move from section to section during the school year as their unique needs and abilities dictate. These skill sections are normally limited to 24 children per teacher.

Students entering Grades V-VIII have summer requirements in reading and/or other academic areas.

BAND INSTRUCTION

Band instruction is available to students in grades IV-VIII through a special program administered by Baltimore Lutheran School in Towson. Enrollment forms are available each fall. Additional fees apply.

COMPUTER PROGRAM

The computer technology program, provided by Computer Head Start/Futurekids, is designed to provide students in kindergarten through grade VIII with practical computer literacy training in a challenging academic environment.

The computer curriculum is designed around a hands-on approach with the focus on students learning how to use the computer as a tool. Students create practical projects using a variety of computer application software packages.

CLASS SIZE

It is the policy of the school to limit student enrollment in all classes to a size which will permit teachers to devote a maximum amount of individual attention to all pupils. Instruction is designed to promote maximum development of talents and abilities of each child so these God given talents may be used to God's glory and the welfare of man. For prekindergarten the average class size is 15 students. For kindergarten thru grades VIII the average class size is 18-24 students.

STAFF QUALIFICATIONS

In accordance with Maryland State Department of Education guidelines, all homeroom teachers have a Bachelor's Degree or higher. Many of the staff also have a Master's Degree.

SEXUAL HARASSMENT

Sexual harassment is a form of discrimination prohibited by Title VII of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972. Sexual harassment is any unwanted attention of a sexual nature that interferes with one's ability to do one's job or benefit from one's education.

Emmanuel Lutheran School is committed to maintaining a learning environment that is free from sexual harassment and in which all employees and students can work and study together comfortably and productively. Emmanuel Lutheran School prohibits and will not tolerate any form of sexual harassment. It shall be a violation of this policy for any student or employee of Emmanuel Lutheran School to harass a student or an employee through conduct or communication of a sexual nature as defined by this policy. Emmanuel Lutheran School will act to investigate all complaints, either formal or informal, verbal or written, of sexual harassment and will discipline any student or employee who sexually harasses a student or an employee of Emmanuel Lutheran School.

SECTION II

COMMITMENT OF EMMANUEL LUTHERAN SCHOOL

Our school was established by Emmanuel Lutheran Church to fulfill its teaching mission. Every Christian father and mother is aware of the duty of keeping the children whom they brought to Christ in Baptism close to Christ. The child received his earliest religious instruction from his parents. The child emerges from the home and makes contact with the world about and the challenge of continuing and broadening the impact of Christ's teaching upon the child becomes more and more difficult. This is particularly true today when many schools are forbidden by law to have prayers or Bible readings. To supplement the Christian influence of the home, no better means has been devised than the Christian day school with its continued emphasis on the teachings of Christ and the Christian environment which such a school makes possible. It is, therefore, the purpose of Emmanuel Lutheran School to furnish its children a complete elementary and middle school program keeping GOD always in the center of all study and activity. Thus, in this formative period, the child is taught how to strengthen his loyalty to Christ in his increasing contact with the outside influences.

OBLIGATIONS OF PARENTS OF EMMANUEL LUTHERAN SCHOOL

Parents whose children are accepted at Emmanuel Lutheran School must agree to:

- cooperate in promoting the aims and objectives of the school;
- attend and encourage their child's attendance at church services;
- attend Sunday School and other opportunities for Bible study;
- maintain a Christian atmosphere in their home, by regular prayer, devotions and Christian conduct;
- insure their child's compliance with rules, regulations, or instructions given by his teacher, the principal, or the Board of Day School Education;
- attend regular parent-teacher interviews;

support the school financially and pay promptly when billed such sums as they may owe the school. (As indicated under the Tuition portion of the application, your child's continued enrollment at Emmanuel is contingent upon payment of charges in accordance with the specified schedule.);
attend all scheduled Parent-Teacher League meetings;
support the school program by assisting as a volunteer to the extent possible;
review the Student Handbook with their child and agree to the stated policies and procedures.

The principal will be glad to discuss any questions concerning enrollment with you. Please call the office if assistance is needed.

SECTION III

ADMISSIONS

Emmanuel Lutheran School seeks an able and diverse student body for grades prekindergarten through grade VIII. Each applicant is evaluated on academic readiness, intellectual curiosity, academic achievement, (prior) classroom performances, and test results and personal qualities of citizenship and responsibility. Careful consideration is given each applicant. **A review of the transcript may necessitate further testing or evaluation.** Admission is granted to those students exhibiting the ability to achieve academic, social and personal success in our educational program.

In accordance with the Maryland State Department of Education guidelines, the following guidelines are applicable:

A prekindergarten student must be four years of age by 9/1/07 for enrollment.

A kindergarten student must be five years of age by 9/1/07 for enrollment.

APPLICATION REQUIREMENTS

For new students, parents MUST supply a copy of the child's birth certificate or adoption papers. For new students in grades one through eight, a copy of the most recent report card and standardized testing must accompany the application. Applicants who have previously attended other schools must arrange for submission of transcripts of the records of previous schooling. Assignment to grades and sections will be made at the discretion of the principal. **As noted above, a review of the transcript may necessitate further testing or evaluation.** This testing MUST be completed prior to acceptance. Testing/evaluation dates will be determined. A home visit will be scheduled by the principal upon receipt of the application. All new students are subject to a six week probationary status to ensure proper placement.

TERMINATION POLICY

The Board of Day School Education is authorized to terminate the enrollment of any pupil at any time, if, in the opinion of the Board, continued enrollment would not be in the best interest of the child or the school.

SCHOOL UNIFORMS

Emmanuel Lutheran School has adopted a school uniform policy. The required uniforms are available from **DENNIS/Neil Roberts School Uniform Company, 1110-C N. Rolling Road, Baltimore, MD 21228, 410-869-4682.**

BOYS -- Prekindergarten thru VIII:

Khaki and navy pants, khaki and navy shorts, white and navy polos, white and light blue oxfords, white and navy turtlenecks, navy sweaters.

GIRLS -- Prekindergarten thru VIII:

(All Girls) White and light blue oxfords, white and navy turtlenecks, khaki and navy slacks, navy sweaters, khaki and navy shorts, white and navy polos.

(Prekindergarten - V) Plaid jumper and skirts, white and light blue Peter Pan blouses.

(VI - VIII) Plaid kilt.

NOTE: ALL POLOS AND SWEATERS MUST BE EMBROIDERED WITH EMMANUEL LOGO AVAILABLE AT NEIL ROBERTS SCHOOL UNIFORM COMPANY.

General guidelines for ALL students:

Dress for non-uniform days should be appropriate for a Christian school.

Designated non-uniform days will be noted on the school calendar.

Uniform shorts may be worn from April 1 - October 30.

Additional guidelines for grades V - VIII:

1. On designated Chapel days, girls should wear jumper or skirts (grade V); or plaid kilt (grades VI-VIII). Boys should wear a tie.
2. Any slacks, skirts, etc. designed to be worn with a belt **MUST** be worn with a belt. Suspenders worn in their intended fashion may take the place of a belt.

SCHOOL HOURS

Doors open at 8:00 AM

Kindergarten - 8:15 - 3:00

Grades I-VIII - 8:15 - 3:00

Prekindergarten (Sept. 15 - May 15) - 9:00 - 11:30

3-day (Tuesday, Wednesday and Thursday)

TRANSPORTATION

The school is located close to several main roads and is easily accessible by auto to most areas of western suburban Baltimore, eastern Howard County as well as southern Baltimore County. Most students are transported by private car or car pool. Emmanuel does not operate its own bus system. The school is located near the MTA bus lines 15, 20, and 77. Some families have made arrangements with private bus companies for transportation.

Staff members are prohibited from supplying transportation to and/or from Emmanuel in their private vehicles, and should not be asked to do so by parents.

LUNCH AT EMMANUEL

Hot sandwiches are available to students in grades I-VIII from the first Monday in October to mid May. Volunteer lunch parents regularly assist and help make this program possible. Milk and/or orange juice for grades K-VIII is furnished at lunch time at a nominal cost.

FIELD TRIPS

During the year, parents will be asked to sign permission slips for each field trip planned by members of the faculty. Students failing to return the original permission slip signed by the parent or guardian will not be permitted to participate in the field trip. Emmanuel's staff will utilize designated school vehicles or school chartered vehicles for each field trip and verify that these vehicles carry the proper insurance required by the state of Maryland. Under no circumstances will Emmanuel assume responsibility for students being transported in privately owned automobiles, or any vehicles designated as school vehicle.

PARENT-TEACHER LEAGUE OF EMMANUEL LUTHERAN SCHOOL

The Parent-Teacher League (P.T.L.) of Emmanuel is an organization, auxiliary to the school. It is designed to provide a means of contact between parents and teachers for consideration of mutual concerns through the school year. All parents are expected to participate in the P.T.L. program. This organization meets six times a school year: in September, October, November, February, March and May.

EXTENDED CARE

Before/After school care is provided by BASS (**B**efore/**A**fter School Service). This service, provided by Emmanuel Lutheran Church and the Board of Family, Youth and Parish Education, is committed to providing quality supplementary care for your child. Enrollment forms are available upon request.

HEALTH REGULATIONS

In accordance with the Annotated Code of Maryland, the Baltimore County Health Department provides hearing and vision screening and scoliosis screening for students at designated times.

In addition, the immunization records of all students are reviewed by the Baltimore County Health Department to determine compliance with minimum vaccine requirements.

Emmanuel Lutheran School staff does not administer medication to any student.

SECTION IV

APPLICATION FEE

Each **NEW** application **MUST** be accompanied by the application fee. This fee is not refundable.

REGISTRATION/BOOK FEE

Each student application requires a registration/book fee. This fee is designed to cover the cost of student evaluation, textbooks, curriculum materials, student accident insurance, and stocking and maintaining the school's lending library.* The registration/book fee may accompany the application if so desired. This fee is due June 1st. The registration/book fee is not refundable.

*Students are responsible for the replacement cost of any lost or damaged books.

TUITION AND OTHER CHARGES

Member families of Emmanuel Lutheran Church are urged to prayerfully consider their regular Sunday stewardship offering that it reflect a special thankfulness for the Christian school sponsored by their church.

Student tuition shall be paid pursuant to the schedule of charges as set out on page 2 of the Emmanuel Lutheran School enrollment application.

Tuition may be paid by the year (due September 1st); by the semester (due September 1st and January 15th); or by the monthly SMART Tuition Management Plan (August - May). Enrollment forms for SMART will be provided.

Upon withdrawal for any reason, tuition will be assessed as follows:

Withdrawal during: 1 st quarter	30%
2 nd quarter	50%
3 rd quarter	80%
4 th quarter	100%

Academic quarters are noted on the school calendar. Even if you have not completed your applicable tuition payment and decide to withdraw, you will still be charged according to when you withdrew from Emmanuel.
A student's enrollment will be subject to termination, if the account is in arrears in excess of **forty (40) days** unless a formal payment plan has been agreed upon. If any charges from the previous school year are outstanding at the beginning of the school year, a student will not be permitted to start school until payment is made or satisfactory arrangements for payment are made.

FINANCIAL AID

Emmanuel Lutheran Church has established funds to assist families seeking financial aid for tuition costs. To apply for assistance, applicants must complete a financial statement prepared by the School and Student Service for Financial Aid. Upon completion of this form and its evaluation by the School and Student Service, financial recommendations will be made to Emmanuel's Board of Education.

Please contact the school office for additional information and/or the necessary forms required by the School and Student Service for Financial Aid. To insure adequate consideration, submit to the School and Student Service for Financial Aid prior to **April 15th**. Financial statements filed after this date are subject to time and/or monetary constraints. Notification of eligibility will be made by mid June.

TRANSCRIPTS

In the issuing of transcripts from Emmanuel Lutheran School to the school of the parents' choice, a signed release for these records is required. This release must be signed by the parents or guardians. The transcript itself, or any information transferred from Emmanuel to another school, may be examined by the parents or guardian prior to the transcript. No part will be transferred without the parent's consent. The school accountant must certify that all financial obligations have been met. Transcripts can then be mailed or hand delivered by school personnel.

The release of copies of the student transcript or any other student information (student evaluations, referrals and recommendations) requires a parent/guardian release and a notification period of **ten (10) business days**. All financial obligations must be current. Academic quarters are noted on the school calendar.

MISCELLANEOUS FEES

Included in these fees are milk and/ or orange juice (optional for kindergarten through VIII) and juice and cookies (prekindergarten and kindergarten only). You will be billed and your payment is due upon receipt.

Also included are late fees for after school pick-up. Your cooperation is necessary to allow teachers ample time to make preparations for the next class/day. Any student in kindergarten or grades I-VIII remaining after 3:30 PM will be charged the following late fee. Any student in prekindergarten remaining after 11:45 AM will be charged the following late fee.

\$5.00 per child for every 10 minute period of time.

HOW TO PAY ALL SCHOOL-RELATED CHARGES

All school-related costs are to be paid by check. Please make all checks payable to “**EMMANUEL LUTHERAN SCHOOL**”. The charge for checks returned by the bank will be \$25.00.

APPLICATION

The application for enrollment is located in the back of this brochure. Should you desire to enroll your child/children, please:

Complete the application in full;

Attach the application fee. (This fee is not refundable.);

Attach a copy of your child’s birth certificate or adoption papers;

Enclose a copy of the most recent report card and standardized test scores;

Return to the school office...

EMMANUEL LUTHERAN SCHOOL
929 Ingleside Avenue
Baltimore, Maryland 21228
410-744-0015

Upon receipt of the application, documents and application fee, a home visit will be scheduled by the school office within three weeks.

Should you have any questions concerning any portion or portions of this brochure, please feel free to call the school office, 410-744-0015.

OPEN HOUSES

Please call the school office, 410-744-0015, to find out the dates for the next open house.