

---

## **EMMANUEL LUTHERAN SCHOOL**

Ingleside Avenue and Craigmont Road

Baltimore, Maryland 21228

410-744-0015

Web address is: [www.elsbaltimore.org](http://www.elsbaltimore.org)

**EMMANUEL LUTHERAN SCHOOL**

**2016-2017**

**SECTION I**

Introduction .....2  
Organization for Christian Learning .....3  
Kindergarten Program.....3  
Lower School – Grades I and II.....4  
Intermediate School – Grades III, IV, and V .....4  
Middle School – Grades VI, VII, and VIII .....4  
Computer Program.....5  
Class Size.....5  
Staff Qualifications.....5  
Sexual Harassment.....5

**SECTION II**

Commitment of Emmanuel Lutheran School..... 6  
Obligations of Parents of Emmanuel Lutheran School Students..... 6

**SECTION III**

Admissions..... 8  
Application Requirements..... 8  
Termination Policy..... 8  
School Uniforms..... 9  
School Hours..... 9  
Transportation..... 10  
Lunch at Emmanuel..... 10  
Field Trips..... 10  
Parent-Teacher League of Emmanuel Lutheran School.....11  
Extended Care..... 11  
Health Regulations..... 11

**SECTION IV**

Application Fee..... 12  
Registration/Book Fee..... 12  
Tuition and Other Charges..... 12  
Financial Aid..... 13  
Scholarship – Academic Excellence..... 13  
Transcripts..... 13  
Miscellaneous Fees..... 14  
How to Pay All School-Related Charges..... 14  
Application..... 14

# **SECTION I**

## **INTRODUCTION**

The Church Council of Emmanuel Lutheran Church has established February 1<sup>st</sup> as the beginning of the enrollment process for Emmanuel Lutheran School. **REAPPLICATIONS WILL BE GIVEN PRIORITY UNTIL MARCH 1<sup>ST</sup>**. New applications will be processed on a first come first served basis. The acceptance of all students at Emmanuel is contingent upon an understanding of the policies established by the Leadership 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 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 education 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 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 viewpoint 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.

## **KINDERGARTEN PROGRAM**

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

The curriculum forms its core around religion, reading, mathematics, 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**  
**Grades I and II**

The lower school, grades I and II, 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. Art, music, computer technology and physical education are taught by teachers having specific training and/or expertise in the curriculum area.

**INTERMEDIATE**  
**Grades III, IV, V**

The intermediate program, grades III, IV, and V, operates a departmentalized program for the basic skill subjects of mathematics, reading and language arts, science, and social studies.

Under the direction of the grade teacher, the curriculum areas of religion and spelling are taught. Art, music, computer literacy and physical education are taught by teachers having specific training and/or expertise in the curriculum area.

Students entering grades III, IV and V have summer requirements in reading.

**MIDDLE SCHOOL**  
**Grades VI, VII, VIII**

The middle school, grades VI, VII, and VIII, operates with a seven (7) period academic program. Religion is taught by the grade teacher. The curriculum areas of mathematics, literature, English, science, social studies, physical education, art, music and computer literacy are each taught by teachers having specific training and/or expertise in the curriculum area.

Students entering Grades VI, VII, and VIII have summer requirements in reading and/or other academic areas.

## **COMPUTER PROGRAM**

The computer technology program 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 kindergarten thru grades VIII the average class size is 15-22 students.

## **STAFF QUALIFICATIONS**

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

## **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 comfortable 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, 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 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:

- Operate 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;
- Ensure their child's compliance with rules, regulations, or instructions given by his teacher, the principal, or designated school personnel.
- Attend regular parent-teacher conferences;
- 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 kindergarten 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. Prior to acceptance, new students entering middle school will be given an entrance exam covering math and reading skills. For students entering lower grades, a review of transcripts 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 guideline is applicable:

A kindergarten student must be five years of age by 9/1/16 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. An interview 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

Emmanuel Lutheran School is authorized to terminate the enrollment of any pupil at any time, if, in the opinion of the school's leaders, 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 School Uniform Company**  
**1110-C N. Rolling Road**  
**Baltimore, Maryland 21228**  
**410-869-4682**

### BOYS -- Kindergarten 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 – Kindergarten 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.

(Kindergarten – V) Plaid kilt or khaki skort.

(VI – VIII) Plaid kilt or khaki skort.

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

### **General guidelines for ALL students:**

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

### **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

## **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 on Tuesday, Wednesday and Thursday from October to mid-May. Volunteer lunch parents regularly assist and help make this program possible.

## **FIELD TRIPS**

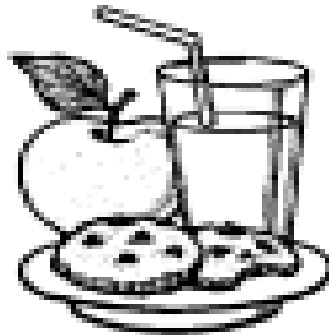
During the year, parents will be asked to sign permission slips for each field trip planned by members of the faculty. Students failing to return the original permission slip signed by the parent or guardian will not be permitted to participate in the field trip. Emmanuel's staff will utilize designated 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.

## **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 (Before/After 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.



**AFTER SCHOOL  
PROGRAM**

## **HEALTH REGULATIONS**

In accordance with the Annotated Code of Maryland, the Baltimore County Health Department provides hearing and vision 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 FEE

Upon acceptance, each new student application requires a registration fee. Returning students are also required to submit the registration fee with their application. This fee is designed to cover the cost of student evaluation, textbooks, curriculum materials, and technology. This registration fee is kept at a reasonable rate due to money received from the State and administered by the Maryland State Department of Education. For returning students and new students accepted by May 31<sup>st</sup>, this fee is due June 1<sup>st</sup>. After June 1<sup>st</sup>, the registration fee increases. New students accepted after June 1<sup>st</sup> will have a prorated due date for the registration fee. Registration fees are due for all students before the start of school. **This registration 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 reflects 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 1<sup>st</sup>); by the semester (due September 1<sup>st</sup> and January 15<sup>th</sup>); or by the monthly SMART Tuition Management Plan (July-April). Enrollment forms for SMART will be provided.

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

Withdrawal during:	1 <sup>st</sup> quarter	30%
	2 <sup>nd</sup> quarter	50%
	3 <sup>rd</sup> quarter	80%
	4 <sup>th</sup> 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 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 Church Council.

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 15<sup>th</sup>**. Financial statements filed after this date are subject to time and/or monetary constraints. Notification of eligibility will be made by mid-June .

### **SCHOLARHIP – ACADEMIC EXCELLENCE**

Students enrolled in Middle School may qualify for Emmanuel's Academic Excellence Award. Using the Stanford Achievement Test, a student score of 90<sup>th</sup> percentile or higher on Math Composite or Reading Composite would qualify for \$500 (1 qualifying score) or \$750 (for 2 qualifying scores). New applicants for Middle School would need to take the Stanford Test at Emmanuel prior to July 1<sup>st</sup> for consideration of this special award.

### **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. No part will be transferred without the parent's consent. The school accountant must certify that all financial obligations have been met. Transcripts are 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 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.

**\$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 \$30.00.

### **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: ADMISSIONS**  
**929 Ingleside Avenue**  
**Baltimore, Maryland 21228**  
**410-744-0015**

Upon receipt of the application, documents and application fee, an interview will be scheduled.

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