



EMMANUEL LUTHERAN SCHOOL

Grow in Christ; Enrich the Mind; Serve Others

Ingleside Avenue and Craigmont Road
Baltimore, Maryland 21228
410-744-0015

Web address is: www.elsbaltimore.org

EMMANUEL LUTHERAN SCHOOL CREED

I am a child of God.
God is love and He loves me.
He sent His Son to save me. Since God so
loves me, I will love and respect God,
others, and myself.

EMMANUEL LUTHERAN SCHOOL BIBLE VERSE

*"Fear not, for I am with you;
be not dismayed, for I am your God;
I will strengthen you, I will help you
I will uphold you with my righteous right
hand"
Isaiah 41:10 NIV*

MISSION STATEMENT

Emmanuel Lutheran School was established by the Church to provide a safe and nurturing environment where students and their families' lives are enriched through the sharing of the love of Jesus Christ. Through the partnership of school, home, and church, students are provided the highest quality Christian education through academic rigor, faith formation, and service toward others.

Grow in Christ; Enrich the Mind; Serve Others

VISION STATEMENT

Emmanuel Lutheran School will be recognized as a school of the Lutheran Church Missouri Synod who, through its mission, prepares students academically, spiritually, and honorably for high school and college.

2024-2025

SECTION I

Introduction	4
Organization for Christian Learning.....	5
Kindergarten Program.....	5
Lower School – Grades I and II.....	6
Intermediate School – Grades III, IV, and V	6
Middle School – Grades VI, VII, and VIII	6
Technology.....	7
Class Size.....	7
Staff Qualifications.....	7
Sexual Harassment.....	7

SECTION II

Commitment of Emmanuel Lutheran School.....	8
Obligations of Parents of Emmanuel Lutheran School Students.....	8

SECTION III

Admissions.....	9
Application Requirements.....	9
Termination Policy.....	9
School Uniforms.....	10
School Hours.....	10
Transportation.....	11
Lunch at Emmanuel.....	11
Field Trips.....	11
Parent-Teacher League of Emmanuel Lutheran School.....	11
Extended Care.....	12
Health Regulations.....	12

SECTION IV

Application Fee.....	13
Registration/Book Fee.....	13
Tuition and Other Charges.....	13
Financial Aid.....	14
Scholarship – Academic Excellence.....	14
Transcripts.....	14
Miscellaneous Fees.....	15
How to Pay All School-Related Charges.....	15
Application.....	15

SECTION I

INTRODUCTION

The Church Council of Emmanuel Lutheran Church has established January 1st as the beginning of the enrollment process for Emmanuel Lutheran School. Returning students have priority until April 1, 2024. New applications are 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 (#2840) 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.

“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.

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. Certainly, it is a blessing when Christ is kept consistently at the center of children's lives. *"Let the children come to Me", Matthew 19:14.*

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. Following Maryland State Policy, Emmanuel accepts children into the Kindergarten program who are five (5) by September 1st.

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. Report cards use Subjective and Objective grading such as Mastered (M), Satisfactory (S), and N (Needs Improvement).

INTERMEDIATE **Grades III, IV, V**

The intermediate program, grades III, IV, and V, also operates under a flexible, self-contained type of organization. Under the direction of the grade teacher, the curriculum areas of religion, mathematics, reading, science, 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 are introduced to, and participate in, the Accelerated Reading Program. Students in grades IV and V have Spanish class one day per week. Report cards use the Objective Grading Scale, using percentages, adopted by Emmanuel Lutheran School. Students also are administered the Stanford 10 Achievement Test Battery in May.

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

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

The middle school, grades VI, VII, and VIII, operates with a blocked, A-B Schedule academic program. Religion is taught by the grade teacher. The curriculum areas of mathematics, literature, English, Spanish, 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. Middle school students are required to obtain specific Accelerated Reader points each Trimester as part of their literature grade. Report cards use the Objective Grading Scale, using percentages, adopted by Emmanuel Lutheran School. Students are administered the Stanford 10 Achievement Test Battery in May.

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

TECHNOLOGY

Each classroom is outfitted with a projector used to facilitate and enhance lessons. Emmanuel maintains an inventory of Chrome Books for student usage during the school day. The amount of Chrome Book usage is determined by the teacher and grade level. Students in kindergarten, grade 1, and grade 2 visit the computer lab to become familiar with proper computer usage.

The computer curriculum is designed around a hands-on approach with the focus on students learning how to use the computer as an educational tool. Students create practical projects using a variety of computer application software packages, access online textbooks, and research information for class.

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. For kindergarten thru grade 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 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, 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

The school was established by Emmanuel Lutheran Church to fulfill its teaching mission. Christian parents are aware of the duty of keeping their children, whom they brought to Christ through Baptism, close to Christ. Children receive their earliest religious instruction from their parents, and the challenge of continuing and broadening the impact of Christ's teaching becomes more difficult as children make contact with the world around them. This is particularly true today as many schools are forbidden by law to have prayers or Bible readings. To supplement the Christian influence of the home, the Christian elementary and middle school provide continued emphasis on the teachings of Christ in a Christian environment. It is, therefore, the purpose of Emmanuel Lutheran School to furnish its students a complete elementary and middle school program, keeping GOD always in the center of study and activity. Thus, in this formative period, children are taught how to strengthen their loyalty to Christ in their increasing contact with 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, Code of Maryland Regulations (**COMAR**), the following guideline is applicable:

A kindergarten student must be five years of age by September 1st of the year of enrollment per: COMAR 13. A.09.09.10C. (3)(a).

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. Students entering grades 3-5 are required to have a **student referral form** completed by their previous school. Assignment to grades and sections will be made at the discretion of the

principal. **Entrance testing in the subject areas of Reading and Math is required for students applying for Middle School. Entrance testing of students entering grades 3-5 will be at the discretion of the principal.** 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 skirt or jumper or khaki skort.

(VI – VIII) Plaid skirt 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. Shoes are to be no higher than the ankle. Earrings are limited to studs and females only.

Additional guidelines for grades VI – VIII:

1. On designated Chapel days, girls are to wear the uniform kilt, skirt, or skort. Boys are to wear an oxford shirt with tie or bow 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 -VIII: 8:15 – 3:00

Scheduled Half Days: 8:15 – 11:45am (no lunch)

Before Care/After Care (BASS): 7:00am-8:00am and 3:00pm-6:00pm

TRANSPORTATION

The school's location is easily accessible to families in 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. Some families have made arrangements with private bus companies. Emmanuel is conveniently located near MTA bus lines. **Emmanuel does not operate its own bus system.**

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

Currently, students bring their lunch to school Monday – Thursday. On Fridays, hot lunch is offered at a nominal cost for those students who wish to participate. Juice, cookies, and chips are available for purchase Monday – Friday.

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-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. Members of the PTL host various events, including the May school musical, throughout the year. PTL also organizes fundraisers several times per year. Fundraisers help to support student life, including funds to offset field trips.

EXTENDED CARE

Before/After school care is provided by **BASS (Before/After School Service)**. This service, provided by Emmanuel Lutheran Church and School, is committed to providing quality supplementary care for your child. BASS operates under the Maryland State Department of Education Office of Child Care with a **Letter of Compliance**. This Letter of Compliance is issued pursuant to Family Law Article, Section 5-574 and COMAR 13A.17.01-.17. Operating hours are: Mornings 7:00am – 8:00am; and afternoons 3:00pm – 6:00pm. Hours may vary due to weather conditions and the school calendar. Enrollment forms are available only to Emmanuel students upon request. Student must be Enrollment in **BASS** in order to take advantage of its services.



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, generally during the first months of school.

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 \$100.00 Application Fee. **This fee is not refundable.**

REGISTRATION FEE

Upon acceptance, each new student application requires a Registration Fee. Returning students are 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, this fee is due, with the application, by the date on the application in order to hold a seat. After April 1, 2024, the registration fee increases for returning students. For new students, the registration fee is due one month (30 days) after date of acceptance, and will increase after that period of time. **The Registration Fee is not refundable.**

TECHNOLOGY FEE

All students pay a \$150.00 Technology Fee. Technology fee is due for all students by August 1. **This Technology fee is not refundable.**

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 1st); by the half year (due September 1st and January 15th); or monthly using the Blackbaud Tuition Management Plan (August-May). Families enrolling in Blackbaud will be provided with the website and any enrollment information. Families receive a 5% discount if tuition is paid in full by September 1st.

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

Withdrawal during:	1 st trimester	35%
	2 nd trimester	65%
	3 rd trimester	100%

Academic periods 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 **May 1st**. Financial statements filed after this date are subject to time and/or monetary constraints. Notification of eligibility will be made by mid-June.

SCHOLARSHIP – ACADEMIC EXCELLENCE

Students enrolled in Middle School may qualify for Emmanuel's Academic Excellence Award. Using the Stanford Achievement Test, a student score of 90th 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 1st 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 as academic records will not be sent for students whose families owe tuition. Transcripts are mailed 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 prepare 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

Should you desire to enroll your child/children, please:

- ◆ Complete the online application in full
- ◆ Attach a scanned copy of your child's birth certificate or adoption papers
- ◆ Attach a scanned copy of the most recent report card and standardized test scores
- ◆ Submit online application and forms

- ◆ Remit the application fee (\$100) by mailing a check or money order to:

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

*** Cash is also accepted in-person.

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.