

# Admissions Procedures for New Students to St. Martin's Lutheran School Pre-Kindergarten through 8<sup>th</sup> Grade

## **History and Governance**

St. Martin's Lutheran Church School was founded in 1963 as a mission of St. Martin's Lutheran Church to its members and to the community. The school has grown from a nursery and kindergarten to include grades one through eight. The school's policies are supervised by the Church Council via the School Board.

The School is administered by a full-time Principal with support from a full-time Admissions Director, two Administrative Assistants, and a part-time Business Manager. Faculty members include individual classroom teachers, two assistants, art, music, computer, physical education, foreign language and enrichment teacher, and a trained librarian.

## **Affiliations**

St. Martin's Lutheran School is a member of:

AIMS (Association of Independent Maryland Schools) <http://www.aimsmd.org>

ELEA (Evangelical Lutheran Education Association) [www.elca.org/elea.html](http://www.elca.org/elea.html)

NMSA (National Middle School Association) <http://www.nmsa.org>

## **General Information**

St. Martin's Lutheran School is a co-educational school serving the needs of children between Pre-Kindergarten through Grade 8. No child will be denied admission due to color, race, religion, or national origin. A child must be 4 years old by September 1 to be eligible for our Pre-Kindergarten program. According to regulations for the State of Maryland, to be eligible for Kindergarten a child must be 5 years old by September 1<sup>st</sup>. Students entering First Grade must be 6 years old by September 1<sup>st</sup>.

St. Martin's Lutheran School provides a rigorous academic curriculum for its students in a Christian setting. We support children with learning differences through our Guiding Potential Scholars (GPS) Program. Parents should discuss any learning issues clearly with the Director of Admissions.

## **Tours and Visits**

Parents are invited to schedule a tour of our campus and visit with the Admissions Director, teachers, and administration. Please call 410-263-8016 to schedule an appointment. Parents are also encouraged to attend our Open Houses which are scheduled on November 12, 2009 (9-11 am); January 20, 2010 (9-10:30 am and 7-8 pm); March 11, 2010 (9-11 am).

## **Application**

Applications are welcome at all grades. Applications for the next academic year will be accepted beginning October 1, 2009. In order to apply, please submit: the Application for Admission form, including parent signature; a \$35.00 nonrefundable application fee (check or money order). Class openings will vary and may be limited due to our goal of maintaining small class sizes.

## **Testing**

Interested candidates will be screened using standardized testing materials. Each applicant will be scheduled for testing and notified in advance of the testing date. A \$50.00 testing fee is required for Pre-Kindergarten or Kindergarten applicants. A \$75.00 testing fee is due for students applying for Grades 1-8. Payment by check or money order is due on the date of testing. Due to limited class sizes, a favorable screening does *not* guarantee placement.

At the time of testing, parents will be asked to complete a record release form. The candidate's previous school(s), if applicable, will be contacted to obtain student records and the completion of the teacher recommendation form. Applicants are also encouraged to visit our school or shadow in the appropriate grade-level classroom where they will participate in the activities of the class that day.

## **Placement**

A candidate will be considered for placement upon completion of standardized testing; formal visit to the school (shadow day); receipt of teacher recommendation form; receipt of current scholastic reports from current and/or previous school(s).

Acceptance and class placement is at the sole discretion of the Admissions Committee. The decision is based on factors that include available space; interest of the school; academic composition of the class; for the best interest of the applicant. Priority will be given to:

1. Currently enrolled students
2. Children of staff members
3. Siblings of church member students
4. Children of church members
5. Siblings of students currently enrolled who are not church members
6. Non-church member children

Notice of acceptance for new students will be made after February 2010. A completed Registration Form with signed Enrollment Agreement, nonrefundable registration fee, tuition deposit, and Family Escrow Bond are due at the time of class placement.

***Family Escrow Bond:*** A requirement for a new family enrolling a student is the purchase of a St. Martin's Family Escrow bond. Each family with one or more children entering the school must make a one-time purchase of a \$500 bond. This bond will become a part of an endowment fund for the years during which a child is enrolled. Upon written request, the \$500 will be returned to each family when their last child graduates or withdraws from the school. If desired, the \$500 can also be donated to the school.

### **Waiting Status**

The Director of Admissions will keep the names of accepted students who could not be placed in the appropriate class until October 1 of the following school year. After this date, these students will be asked to re-apply for the next school year. Updated transcripts and teacher recommendation forms are required for re-application.

### **Withdrawals**

If a student is withdrawn from St. Martin's after June 1 or at any time during the academic school year, the parents are obligated according to contract to pay any remaining tuition for the withdrawing student for the entire academic school year. The school reserves the right to withhold records of withdrawing students until all accounts are paid in full.

### **Summer Applicants**

Students applying for any available openings during the summer before school begins will follow all admissions procedures concerning transcripts, recommendations, testing and screening.