



## **BASIC INFORMATION**

### **ON FILE WITH THE MARYLAND DEPARTMENT OF EDUCATION**

#### **GOALS AND PURPOSE**

The purpose of Advent Lutheran Elementary School is to provide a traditional education based on the tenets of Scripture (i.e., The Holy Bible) to students in Harford County and the surrounding communities. The curriculum includes but is not limited to study in the following subjects: Religion, Reading, Math, Language Arts (i.e. English inclusive of grammar, mechanics and usage), Handwriting, Spelling, Social Studies (inclusive of the areas of geography, history, and government), Science, Music, Art and Physical Education. Technology is appropriately used to implement and augment the curriculum.

The goal of Advent Lutheran Elementary School is to move students through a continuum of learning, from knowledge at the listening and speaking level to proficiency in acquiring and expressing knowledge through reading and writing. Students who successfully complete the curriculum at Advent Lutheran Elementary School should be able to demonstrate the basic fundamentals of reading, writing, and arithmetic in a level commensurate with expectations for their age and grade level.

#### **TEACHER CREDENTIALS**

All general education teachers of record at Advent Lutheran Elementary School must meet at least the minimum qualifications for teaching in a nonpublic school in the state of Maryland. This means that he/she holds a B.A. or B.S. degree.

#### **RATIO OF STUDENTS TO TEACHERS**

The class size at Advent Lutheran Elementary School will not exceed eighteen students.

#### **SCHOOL DAY**

The doors of Advent Lutheran Elementary School open at 8:00 a.m. Students should enter the classroom no later than 8:15 a.m. to unpack, prepare for the day, and be at his/her desk or table. The school day starts promptly at 8:15 a.m. and ends promptly at 3:15 p.m. for full-day students. Students who are not in their seats at 8:15 a.m. are considered tardy and are marked late for the day. Parents of students who are not picked up by 3:30 p.m. are assessed the appropriate late fee. The school day starts promptly at 8:15 a.m. and ends promptly at 12:30 p.m. for half-day kindergarten students.

#### **ADMISSIONS PROCEDURES AND POLICIES**

Advent Lutheran Elementary School started in the fall of 2003 as an educational outreach to Harford County and the surrounding communities. While first preference for admission is given to current students of Advent Lutheran Elementary School and their siblings, or those who attend Advent Lutheran Child Development Center, consideration is then given to those from the community.

In order to be considered for admission, the completed application and the placement assessment fee have to be submitted to the school office. Once the student placement assessment and an interview with the parent(s)/guardian(s) have been completed, a letter of acceptance or rejection for the student is sent to the first address on the application.

Applications may be rejected due to lack of space, the lack of ability to provide a match for the educational style of the student or the philosophical expectations of the parent/s, or the lack of the necessary special educational resources and facilities that the student would need in order to achieve academic success.



No other results for the placement assessment are given. Should the parent feel that the student might not have performed to a level commensurate with his/her academic ability, the parent may request that a second placement assessment be given at no charge after the 15<sup>th</sup> of August of the year that the student is to be enrolled, if space still exists at that grade level.

Advent Lutheran Elementary School follows the State of Maryland regulations in terms of birth date requirements. Students must reach the age of five by September 1<sup>st</sup> to be eligible for enrollment in kindergarten. If it becomes necessary to limit enrollment, the following priorities for enrollment are applied:

1. Currently enrolled children and their siblings
2. Children of the ministries of Advent Lutheran Church
3. All other children

### **NON-DISCRIMINATION POLICY**

Advent Lutheran Elementary School does not discriminate on the basis of sex, race, color, national or ethnic origin in administration of its educational policies, admissions policies, scholarship and athletic programs, or other school-administered programs.

### **ENROLLMENT POLICY AND PROCEDURES**

Advent Lutheran Elementary School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. Admission may be denied due to lack of space, the lack of ability to provide a match for the educational style of the student or the philosophical expectations of the parent, or the lack of the necessary special educational resources and facilities that the student would need in order to achieve academic success. Students who are receiving resource help in any form (i.e., IEP, resource support, tutoring, etc.) must have this identified on the application.

- a. By the Code of Maryland Regulations  
To attend a qualified kindergarten program, a student needs to reach the age of five by September 1<sup>st</sup> of the kindergarten year. Should it be deemed that the student is not ready for a kindergarten program, the student's parent/s and/or guardian/s must request a waiver from the public school near their place of residence to which the student would be assigned according to the local educational agency. The non-public school is not responsible for obtaining the waiver.
- b. Applications are received on a rolling basis. When a class has reached its maximum capacity, student applications are then held on a waiting list until an opening occurs. Applications will be held on the waiting list until the reenrollment process for the following school year begins.

### **RE-ENROLLMENT POLICIES AND PROCEDURES**

Each year, upon successful completion of the previous and current grade requirements for behavior and academics, re-enrollment forms are sent out for each child enrolled in our school. These are to be completed and returned to the school office accompanied by a registration fee as stated. Upon receipt of the completed form(s), the student will be considered as reenrolled for the next school year; however, the reenrolled status may be reversed based on academic performance, behavior issues, or difficulties parental cooperation and participation. A reversal of reenrollment may be appealed to the School Board.