



ST. MARTIN OF TOURS SCHOOL

FOUNDED IN 1954

Dear Parents:

Thank you for your interest in St. Martin of Tours School. We are a Catholic co-educational elementary school for students in grades TK through Eight founded in 1954. St. Martin of Tours has a rich history of educating and nurturing the whole child. We strive to educate the heart and mind of our students by offering a challenging academic program infused with gospel values and guiding each student to reach their full potential. We also offer a wide variety of sports and other activities including after-school care. Because of our cooperative spirit, we welcome all faith traditions and welcome you into the St. Martin of Tours family and in so doing; we have an ever-evolving tradition of service to others and responding to the needs of our time. We realize that you, the parents, are the primary educators and hope that you will embrace this journey with us.

To that end, the following procedures have been established to aid us in the admission process.

The **Admission Packet** is mailed upon request beginning in September and is also available online. Please find included in this packet: the school brochure, the application for admission, forms and other information. The application form (please complete both sides), photocopy of the student's birth certificate and baptismal certificate (if Catholic) and a fee of \$125.00 should be returned to the admissions office no later than December 1, 2016.

For **TK-Kindergarten Admissions** your child's age is important to us. It is our policy that students for Kindergarten should be five years old by July 1, 2017. The rationale for this policy is that it is our experience that children who enter school at this age perform very well. For students who are not five years old by July 1, 2017, they may be considered for our **TK Admissions**.

Evaluation Dates and Parent Interviews: If you are applying to grades TK, K or 1, your child will participate in a School Readiness Screening by Chancy & Bruce, an educational resource company. They have been providing assessment services since the early 1980's. This individualized screening will take approximately thirty (30) minutes to administer. If you are applying to grades 2-8, the screening will take approximately thirty (30) to ninety (90) minutes depending on the grade. All screenings are completed on our campus. All applicants (both parents and child) will be interviewed by Dr. Colvert at a later date. **You will be**

contacted upon receipt of your application with the date and time of both the assessment and interview.

Transcript and Teacher Recommendations from the applicant's current school are requested as follows:

For TK/Kindergarten: Please have your child's current teacher send us an evaluation of your child's performance. This evaluation should not be completed until after December 1, 2016 but before February 1, 2017.

For Grades 1-8: Please have your current school submit a transcript and report card from the previous year and the current first semester (or quarter) report card along with the Teacher recommendation. This should be submitted by February 1, 2017.

All required forms and envelopes are enclosed in the application packet.

An **Open House** is scheduled for Wednesday, November 2 from 8:30am-10:30am. You will have an opportunity to meet both students and parents and visit the classrooms while school is in session. Also, for those interested in TK/Kindergarten, a brief presentation about our program will be given at 9:15am. Also, if you are interested in a private tour of the school, please feel free to contact me and we will be more than happy to assist you.

Lastly, **Acceptance Letters** notifying applicants of the decisions of the admissions committee will be mailed by March 10, 2017.

Again, on behalf of St. Martin of Tours School, we thank you for your interest and look forward to meeting you in the coming weeks. We hope that many of your questions have been answered in this packet; however, should you have any other questions or concerns, please feel free to contact us.

Sincerely,



Michelle Berlin
Admissions Coordinator
(310) 472-7419 ext. 236
mberlin@smtschool.net

Gavin T. Colvert, Ph.D.
Principal
gcolvert@smtschool.net



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Application for Admission

Student's Last Name			First	Middle	Application for Grade	For School Year
<input type="checkbox"/> Male	Student's Date of Birth	Age	Birthplace	Student's Social Security Number	Present Grade	
<input type="checkbox"/> Female	Legal Name of Father or Guardian		Legal Name of Mother or Guardian		Mother's Maiden Name	
Father's Birthplace	Father's Religion	Father's Occupation		Father's Marital Status	Deceased	
Mother's Birthplace	Mother's Religion	Mother's Occupation		Mother's Marital Status	Deceased	
Home Address			City	State	Zip Code	
Home Phone Number ()		Father's Cell Phone ()			Mother's Cell Phone ()	
Father's Employer/Firm		Father's E-Mail Address			Father's Work Phone ()	
Mother's Employer/Firm		Mother's E-Mail Address			Mother's Work Phone ()	
School Student is Presently Attending	Principal			Dates of Attendance		
School Address	City	State	Zip Code	Telephone ()		
Religious Denomination of Student	Name of Parish, Church or Temple to which you belong			How long have you been a member of Parish		
If Catholic, where was student baptized	Address	City	State	Date		

Siblings

Name	Date of Birth	Current School

Please print the name of the student on the back of a small, recently taken photograph and attach here.

The photograph is requested and in no way is used in the admission process. It serves as a good reminder for the interviewer who meets many children and aids this person in associating a face with an application.

St. Martin of Tours School admits students of any race, color, racial or ethnic origin to all the rights, privileges, program, and activities generally accorded or made available to students at the school. The school does not discriminate on the basis of race, color, racial, or ethnic origin in the administration of its education policies, admission policies, scholarship and loan program, and athletic and other school administered programs. St. Martin of Tours School does not discriminate against any applicant because of sex; and does not discriminate against any applicant or pupil because of sex in admissions, educational programs and activities.

Is any member of your family a graduate of St. Martin of Tours School? If so, who?

If applicable, please provide step-parent information:

Name:	Name:
Home Phone:	Home Phone:
Cell Phone:	Cell Phone:
Email:	Email:

Student Background (add additional sheet if necessary)

	Yes	No
Do you currently owe any outstanding balance at the applicant's current school?		
Is the applicant ineligible to return to any previously attended school(s)?		
Have the applicant's absences and/or tardies exceeded school attendance policies?		
Has the applicant ever skipped a grade?		
Has the applicant ever repeated a grade?		
Has the student ever had any disciplinary difficulty in school? If yes, please explain:		
Has the applicant ever been suspended, expelled or asked to leave any school? If yes, please explain:		
Has the applicant ever been placed on academic probation? If yes, please explain:		
Has the applicant ever been placed on disciplinary probation? If yes, please explain:		
Does your child have any condition(s) for which he or she would need a Minor Adjustment? If yes, please explain:		
Are there any legal decisions involving your child of which the school should have knowledge? If yes, please explain:		

Parent/Guardian Agreement

I/We understand that St. Martin of Tours School has been established for the purpose of providing a Catholic education to all students enrolling in the school. I/We further understand that the proper spirit, attitude and commitment of each parent and student are vital to the achievement of that purpose.

I/We understand that while my/our student is in attendance I/We will promote and encourage academic excellence, observance of all school policies and procedures and will maintain a respectful and cooperative attitude with the faculty, administration and other parents. St. Martin of Tours School reserves the right to terminate this enrollment agreement during the term of the agreement in accordance with school policies.

I/We pledge to meet all of the financial agreements I/We make with St. Martin of Tours School, including financial obligations that may remain after the applicant graduates or is withdrawn from St. Martin of Tours School. I/We understand that delinquency in payments may result in attendance at school and/or re-enrollment being withheld from the student.

I/We affirm that all of the information contained in this application is true and accurate to the best of my/our knowledge. I/We understand that providing false information is sufficient grounds for the rejection of the applicant and/or withdrawal of the student.

Parent/Guardian Signature



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Admission Policy for Pupils

- A pupil entering St. Martin of Tours School must first take the entrance test and display proficiency for the grade for which application is made.
- Pupils of families registered who are members and who regularly contribute to the parish will be given first preference.
- Students will be considered on merit and none denied admission because of race or national origin.
- Admission to Kindergarten and first grade will depend on READINESS, not CHRONOLOGICAL AGE.
- The selection of a student shall be determined by the pastor and principal.

Nondiscrimination Policy

The school, mindful of its mission to be a witness to the love of Christ for all, admits students regardless of race, color or national and/or ethnic origin to all rights, privileges, programs and activities generally accorded or made available to students at the school.

The school does not discriminate on the basis of race, color, disability, sex or national and/or ethnic origin in the administration of educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs, although certain athletic leagues and other programs may limit participation and some archdiocesan schools operate as single sex schools.

While the school does not discriminate against students with special needs, a full range of services may not always be available to them. Decisions concerning the admission and continued enrollment of a student in the school are based upon the student's emotional, academic and physical abilities and the resources available to the school in meeting the student's needs.

This Catholic Elementary School publishes the above policy in the staff and parent/student handbooks, public relations/recruitment brochures and in other publications such as the parish bulletin and school newspaper. The school also publishes applicable grievance procedures in the staff and parent/student handbooks.



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Enrollment Application Checklist

Form	TK-Kindergarten	Grades 1-8
Application (due Dec. 1)	<input type="checkbox"/>	<input type="checkbox"/>
Application Fee (\$125.00)	<input type="checkbox"/>	<input type="checkbox"/>
Birth Certificate (photocopy)	<input type="checkbox"/>	<input type="checkbox"/>
Baptism Certificate (Catholics only)	<input type="checkbox"/>	<input type="checkbox"/>
Preschool Student Evaluation (due Feb. 1)	<input type="checkbox"/>	N/A
Authorization for Release of Records	N/A	<input type="checkbox"/>
Teacher Recommendation (due Feb. 1)	N/A	<input type="checkbox"/>
Administrator Form (due Feb. 1)	N/A	<input type="checkbox"/> For Grades 5-8 only
National Test Scores	N/A	<input type="checkbox"/>
Report Cards -- (previous year and most recent)	N/A	<input type="checkbox"/>

Statement of Fees

The following are the fees for the 2016/2017 academic year:

Tuition

Grade TK (Support of Parish) \$10,250
 Grade TK (Non-Support of Parish) \$12,500
 Grades K-8 (Support of Parish) \$9,600
 Grades K-8 (Non-Support of Parish) \$12,100
 Annual Student Fee \$640

Rates for the 2017/2018 school year will be set in early 2017



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Authorization for Release of Records

Parents: Please submit this form to your child's current school. Please request that they mail your child's transcripts including grades and standardized test results after the first term grades have been posted to the following address:

Applicant's Name: _____
(please print name)

For the student named above, I authorize the release of school records, including an official transcript of all grades and evaluations as well as the results of academic and other educational testing, I acknowledge that I waive my rights to read the confidential administrator and teacher recommendations.

Signature of Parent/Guardian

Date

Please mail the above requested information to:

St. Martin of Tours School
11955 Sunset Boulevard
Los Angeles, CA 90049
Attn: Admissions Office



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Administrator Recommendation Form

Please return to the Admissions Office by February 1.
For students applying to Grades 5-8

Section I

This section is to be completed by the Parent/Guardian and given to the Current School Administrator of the applicant.

Applicant's Name _____ For Grade _____

For the student named above, I authorize the release of school records, including an official transcript of all grades and evaluations as well as the results of academic and other educational testing, I acknowledge that I waive my rights to read the confidential administrator and teacher recommendations.

Parent/Guardian Signature

Date

Section II

This section is to be filled out by the Administrator.

The Sisters of St. Joseph of Carondelet founded St. Martin of Tours School in 1954 to provide students with an excellent Catholic education. Our mission remains the same today, providing an excellent Catholic education and forming students dedicated to faith, service and excellence. Our school is co-educational for children in Kindergarten through grade Eight with a vibrant, loving, and caring learning environment.

Name: _____ Title: _____

School: _____

School Telephone: _____ Email: _____

How long and in what capacity have you known the applicant? _____

Section II (continued)

Comments about this student (academic ability, maturity, behavior etc.):

What factors, if any, should St. Martin of Tours School be made aware of that may have had an impact on this applicant's academic progress to date?

Applicant Information

Academic Achievement	<input type="checkbox"/> Below expectations	<input type="checkbox"/> At grade level	<input type="checkbox"/> Above grade level	<input type="checkbox"/> Outstanding
Behavior/Conduct	<input type="checkbox"/> Frequent disruptions	<input type="checkbox"/> Occasionally disruptive	<input type="checkbox"/> Usually good behavior	<input type="checkbox"/> Always good conduct
Social Development	<input type="checkbox"/> Relates poorly	<input type="checkbox"/> Occasional problems	<input type="checkbox"/> Usually relates well	<input type="checkbox"/> Healthy relationships
Stability	<input type="checkbox"/> Easily frustrated	<input type="checkbox"/> Seeks attention	<input type="checkbox"/> Somewhat tense/stress	<input type="checkbox"/> Stable

Family Information

Communicates openly with school	<input type="checkbox"/> Rarely	<input type="checkbox"/> Sometimes	<input type="checkbox"/> Usually	<input type="checkbox"/> Consistently
Participates in school activities	<input type="checkbox"/> Rarely	<input type="checkbox"/> Sometimes	<input type="checkbox"/> Usually	<input type="checkbox"/> Consistently
Cooperates with faculty/administrator	<input type="checkbox"/> Rarely	<input type="checkbox"/> Sometimes	<input type="checkbox"/> Usually	<input type="checkbox"/> Consistently
Follows rules and school policies	<input type="checkbox"/> Rarely	<input type="checkbox"/> Sometimes	<input type="checkbox"/> Usually	<input type="checkbox"/> Consistently
Has realistic expectations for child	<input type="checkbox"/> Rarely	<input type="checkbox"/> Sometimes	<input type="checkbox"/> Usually	<input type="checkbox"/> Consistently
Meets financial obligations	<input type="checkbox"/> Rarely	<input type="checkbox"/> Sometimes	<input type="checkbox"/> Usually	<input type="checkbox"/> Consistently

Recommendation

Academic Potential	<input type="checkbox"/> Not Recommended	<input type="checkbox"/> With Reservation	<input type="checkbox"/> Strongly Recommended	<input type="checkbox"/> Highly Recommended
Character Development	<input type="checkbox"/> Not Recommended	<input type="checkbox"/> With Reservation	<input type="checkbox"/> Strongly Recommended	<input type="checkbox"/> Highly Recommended
Overall Recommendation	<input type="checkbox"/> Not Recommended	<input type="checkbox"/> With Reservation	<input type="checkbox"/> Strongly Recommended	<input type="checkbox"/> Highly Recommended

Administrator Signature _____ Date _____

Thank you for taking time to complete this recommendation. Your comments will be held in the strictest confidence and will not become a part of the student's permanent file. We appreciate your time and thoughtfulness in preparing this recommendation and thank you for your commitment to education.



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Teacher Recommendation Form

Please return to the Admissions Office by February 1.

For students applying to Grades 5-8

Section I: To be completed by the Parent/Guardian and given to the Current School Teacher of the applicant.

Applicant's Name _____ For Grade _____

The above named student has applied for admission to St. Martin of Tours School. In order to better assess this student, we are asking that you serve as a reference.

Parent Authorization Signature

Date

Section II: This section is to be completed by the Current School Teacher of the applicant.

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Teacher Information

Teacher Name: _____ Grade Level: _____

Subject(s) Taught: _____

School: _____

School Telephone: _____ Email: _____

How long and in what capacity have you known the applicant? _____

Applicant Information

What are the first words that come to mind in describing this student? _____

Comments about this student (academic ability, maturity, behavior etc.):

What factors, if any, should St. Martin of Tours School be made aware of that may have had an impact on this applicant's academic progress to date?

Applicant Development

Academic Achievement	<input type="checkbox"/> Below expectations	<input type="checkbox"/> At grade level	<input type="checkbox"/> Above grade level	<input type="checkbox"/> Outstanding
Behavior/Conduct	<input type="checkbox"/> Frequent disruptions	<input type="checkbox"/> Occasionally disruptive	<input type="checkbox"/> Usually good behavior	<input type="checkbox"/> Always good conduct
Social Development	<input type="checkbox"/> Relates poorly	<input type="checkbox"/> Occasional problems	<input type="checkbox"/> Usually relates well	<input type="checkbox"/> Healthy relationships
Stability	<input type="checkbox"/> Easily frustrated	<input type="checkbox"/> Seeks attention	<input type="checkbox"/> Somewhat tense/stress	<input type="checkbox"/> Stable

Recommendation

Academic Potential	<input type="checkbox"/> Not Recommended	<input type="checkbox"/> With Reservation	<input type="checkbox"/> Strongly Recommended	<input type="checkbox"/> Highly Recommended
Character Development	<input type="checkbox"/> Not Recommended	<input type="checkbox"/> With Reservation	<input type="checkbox"/> Strongly Recommended	<input type="checkbox"/> Highly Recommended
Overall Recommendation	<input type="checkbox"/> Not Recommended	<input type="checkbox"/> With Reservation	<input type="checkbox"/> Strongly Recommended	<input type="checkbox"/> Highly Recommended

Teacher Signature _____ Date _____

Thank you for taking time to complete this recommendation. Your comments will be held in the strictest confidence and will not become a part of the student's permanent file. We appreciate your time and thoughtfulness in preparing this recommendation and thank you for your commitment to education.



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Frequently Asked Questions

Q. What type of school is St. Martin of Tours School?

R. St. Martin of Tours School was founded in 1954 and is a Catholic co-educational elementary school for Grades TK through Eight.

Q. How many students are at St. Martin of Tours?

R. St. Martin of Tours has approximately 220 students. We have only one class per grade and each grade has approximately 25-30 students. In Grades TK through 5 there is an aide in the classroom along with the teacher.

Q. Is there a required age to begin TK?

R. Yes, a child must be at least 4 years of age by July 1 of the year they are to begin TK.

Q. Is there a required age to begin Kindergarten?

R. Yes, a child must be at least 5 years of age by July 1 of the year they are to begin Kindergarten.

Q. Are non-Catholics admitted?

R. Yes, approximately 20% of our student body is non-Catholic. All students are required to participate in Religion class and attend Mass.

Q. Is St. Martin of Tours School accredited?

R. Yes, by both the Western Association of Schools and Colleges and the Western Catholic Education Association.

Q. What can you tell me about the faculty and staff?

R. All teachers are credentialed and most have higher degrees. Some of our teacher aides are also credentialed. We also have an Athletic Director and certified Health and Safety Coordinator.

Q. What subjects are taught?

R. Our curriculum includes: Religion, English, Literature, Mathematics, Science, Social Studies, Foreign Language, Computer Science, Art, Music and Physical Education.

Q. What languages are taught?

R. Spanish is taught in TK through Grade 5. Latin is taught in Grades 6 through 8.

Q. How is technology used in the classroom?

R. All classrooms and labs are equipped with SmartBoards and computers with wireless Internet access. The computer lab has a state-of-the-art network with thirty-six iMacs. In addition, we have iPads available for classroom use with a 1:1 model in Grades 2-8. Students use a variety of software including: productivity tools such as Word, Powerpoint and Excel, and iMovie to create, produce, and edit videos, etc. In partnership with Planet Bravo our fifth through eighth grade students learn computer programming.

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WWW.SMTSCHOOL.NET

Q. Does St. Martin of Tours participate in any academic activities?

R. St. Martin of Tours is proud to participate in many activities for both personal achievement and school competition. We participate in the National Geographic Geography Bee as well as the Daughters of the American Revolution Essay Contest and Science Fair. Junior High students have an opportunity to join the Junior High Academic Decathlon team, which competes, against over 100 other Catholic schools.

Q. What are some of the high schools that St. Martin of Tours graduates attend?

R. Our students attend their first choice high schools consisting of: Loyola, Crespi, Notre Dame High School, Marymount, Notre Dame Academy, Louisville, Harvard-Westlake and Marlborough to name a few.

Q. Does St. Martin of Tours offer a sports program?

R. In addition to the required Physical Education classes, St. Martin of Tours belongs to the Catholic Youth Organization (CYO) League and participates in many competitive sports. Beginning in Grade 3, students may participate in flag football, volleyball, basketball and track & field.

Q. What other extracurricular activities are offered?

R. Many activities are offered such as: chess, cooking, drama, lego robotics, fencing and more.

Q. Is there any after-school care?

R. Yes, we offer two programs for after school care: Homework Club, which is offered Monday through Thursday from 3:20-4:20pm. A teacher is available to help students get a jump-start on their homework. Also, After-School Care is offered Monday through Friday from 3:20-6:00pm. Two teachers are available to help with homework and to also provide a snack and outside play.

Q. How does St. Martin of Tours annual tuition compare with other private elementary schools?

R. St. Martin of Tours School provides a superior elementary education at a cost considerably lower than other private schools. Parent involvement and annual fundraisers make enrichment programs possible and help keep tuition affordable for most Westside families.

Q. What lunch service options are available?

R. St. Martin of Tours is pleased to offer two choices: every Thursday, we offer a Hot Lunch program provided by our parents. We also offer FreshLunches, which delivers your lunch order to our school on the other days of the week. Also, many students bring their own "brown bag" lunch.

Q. How may I obtain more information about St. Martin of Tours School?

R. Please visit our website: www.smtschool.net or contact our Admissions Coordinator, Michelle Berlin via email at mberlin@smtschool.net.