



# St. Joseph Catholic School

## Admissions Policy

### Admission and Wait List for Preschool through Grades 5

#### POLICY STATEMENT

In order to ensure an orderly and equitable admission for children to St. Joseph Catholic School (hereinafter referenced as the “School”), this policy and procedures is adopted and shall be periodically revised to allow for improvement based on the changing needs of parish membership, demographic trends and/or other pertinent factors. Once recommended by the School Commission and ratified by the Pastor, revisions of this policy shall supersede any prior admission policy of the School.

- **A. Primary Goal – Catholic Education**

The primary goal of the School is to provide a Catholic education to the children in the Parish in accordance with the mission statement of the School, archdiocesan policies, curriculum and guidelines. Therefore, all students once admitted are required to participate in religion classes and liturgies and otherwise conform to the religious expectations of the School.
- **B. Accommodation of Students with Special Needs**

The School strives to accommodate students with physical, emotional, social, or learning challenges. However, families must fully disclose the nature and known extent of such challenges at the time of registration. The School has limited resources to meet certain challenges and may recommend educational alternatives that may better serve the needs of some students.
- **C. Parishioner Status**

Regular attendance at mass and faithful and consistent stewardship of Time, Talent, and Treasure (financial support) to the Parish will be expected by Catholic families of students attending or wishing to attend the School. Parishioners are expected to contribute to the support of the parish through weekly church envelopes.
- **D. Financial Aid and Responsibility**

It is a goal of the School and Parish to provide financial support to economically disadvantaged parish families to the fullest extent possible. However, all School families must assume responsibility for paying the agreed-upon tuition charges in full and on time as prescribed by the School. Families of students who are not of the Catholic Faith will be expected to assume their portion of the financial responsibility for the education

provided through an increased tuition rate, since they do not participate in the investment (subsidy) received by School from the contributions of parishioners.

- **E. Agree to Abide by the School Rules**

Upon admission all parents and students agree to abide by the policies and rules of the School as specified in the School Handbook.

- **F. Non-Discrimination**

The School Commission, Administration and Pastor establish policies for admission of Catholic and non-Catholic students in alignment with archdiocesan policies. Catholic Schools administered under the authority of the Archdiocese of Indianapolis comply with those constitutional and statutory provisions as may be specifically applicable to the schools which prohibit discrimination on the basis of race, color, sex, age, disability, or national origin in the administration of their educational, personnel, admissions, financial aid, athletic and other school administered programs. This policy does not conflict with the priority given to Catholics for admission as students. This policy also does not preclude the ability of the school to undertake and/or enforce appropriate actions with respect to students who publicly advocate any practices or doctrines, which are inconsistent with the religious tenets of the Catholic faith. Catholic schools have not been, nor shall they become, havens for those wishing to avoid social problems confronting them in the public sector.

## **ADMISSION SELECTION PROCEDURES**

Beginning with the spring registration date each year, without exception, students registering for preschool who are at age 3 or 4; or for kindergarten, who are age 5 by August 1 of the school year for which they are registering will be eligible for consideration for admission. For grades 1 through 5, students will be eligible for consideration for admission based on proof of successful completion of the previous grade. Eligible students will be selected and placed in the school based on the maximum capacity of classrooms as set by the School Commission according to the following categories in order of preference:

1. Current students of the School.
2. Catholic children of parishioners who are siblings of students attending the School in the current school year.
3. Catholic children of parishioners who are siblings of a graduate of the School.
4. Catholic children of recently enrolled parishioners.
5. Catholic children of non-parishioners who are siblings of students attending the School in the current school year.
6. Catholic children of non-parishioners who are siblings of a graduate of the School.
7. Catholic children of non-parishioners.
8. Non-Catholic children.

Within categories numbered 1 through 4 above, priority will be given according to the parish registration date of any family deemed to be a “parishioner”. Within categories numbered 5 through 8 above, priority will be given according to the date of the School admission application.

For any student selected for the incoming class, his or her Catholic siblings will be placed in category #2 or #5 above for the school year for which they are registering depending on parishioner status.

## **WAIT LIST**

Students not selected for admission to the School will automatically be placed on a wait list. If an opening becomes available, students on the wait list will be given priority for those openings in the same order of preference as detailed in the Admissions Selection Procedures above.

## **TRANSFER STUDENTS**

Students in good standing from another school will be considered for transfer admission after the following has been accomplished:

1. Enrollment/Admission forms are completed.
2. A conference with the principal, parents and student has been held to discuss the goals, religious mission, and expectations of the School.
3. If requested, the parents have provided a written statement indicating their reasons for seeking enrollment for their child in the School.
4. Previous educational records have been supplied to the School including, if available and applicable: current grade transcript or report card, most recent standardized testing results, Individualized Education Plan (IEP), Service Plan, Section 504 Plan, or Individual Catholic Education Plan (ICEP).
5. If appropriate records are not available or if there are other educational concerns, the principal may require entrance testing of the child and direct consultation with the previous school to determine appropriate educational placement before admission is granted.
6. Updated immunization records have been received.
7. NOTE: Catholic schools support the disciplinary decisions of other schools. Therefore, a student expelled from another private or public school may not be considered for enrollment until one year after the expulsion date and then only at the discretion of the Principal in consultation with the Pastor.

If the Principal determines through the above procedures that the family and student have philosophies, educational goals and levels of preparation that are compatible with the religious mission and educational programs offered by the School, and that the student is likely to be successful in the Catholic educational setting, and an opening exists; the student may be admitted either on a probationary basis or without restriction. Prioritization of placement of applicants for transfer will occur in the same order and by the same criteria as defined in the Admission Selection Procedures above.

