



Admission Policy

General Admission Policy

St. Mary Catholic School admits students regardless of gender, race, ethnicity, and national origin, to the full extent required by federal and state law. St Mary Catholic School commits to admitting students without regard to their academic ability, special educational needs, or primary language, provided there are good prospects of meeting their needs without unduly prejudicing the other pupils' education and welfare.

Priority of Admission:

1. Children with siblings already attending St. Mary Catholic School and who are registered, participating parishioners (defined below), and in good standing with the school and parish.
2. Children of registered and participating parishioners (defined below) of St. Mary Parish.
3. Children of registered and participating members of other Catholic parishes who do not have a school or are new to the area.
4. Children of families who are non-registered/non-practicing Catholics.
5. Children of families from other religious denominations or faith backgrounds.

Admission Requirements:

- Meet the age requirement: Kindergarten students should be five by September 1 of the year they apply for admission.
- Meet with the principal and complete a tour.
- Complete the registration form.
- Pay the registration fee (non-refundable unless the school cannot accept the student).
- Submit the Birth Certificate
- Submit the Baptismal Certificate (if not baptized at St. Mary Church)
- Provide a copy of transcripts and all test scores from previous school(s).
- Provide a copy of any IEP, ISP, 504, or ICEP for students receiving special services pertaining to academic, behavioral, social, or disciplinary issues (if applicable). Students must have a record free of major disciplinary incidents (e.g. suspension, expulsion, major infractions of school rules).
- If special educational services are requested:
 - Provide all treatment, therapy, and related records, and sign an authorization for St. Mary Catholic School to communicate with the student's treatment providers.

- Meet with the school’s intervention team to coordinate a service plan and what familial supports and contributions can supplement the school’s efforts
- Following the additional procedures of this policy which relate to special needs (see below)
- Provide a copy of the medical exam and immunization records (also required for current St. Mary students entering Kindergarten or 6th grade).
- Provide a copy of updated dental forms (also required for current St. Mary students entering 2nd and 6th grades).
- If there is a custody issue regarding your child/children, please be aware that legal documentation must be presented to the school and remain on file. This document must inform the school of the conditions of the custodial care.

Within 7 days of completing all admission requirements, a decision regarding admittance will be made and families will be contacted.

There will be a three-month probationary period for new students attending St. Mary Catholic School with previous academic, behavioral, social, or disciplinary issues. At the end of the probation period, a determination will be made by the principal, intervention team, and teachers to assess whether or not the student may continue to attend St. Mary Catholic School.

On-going Participation Requirements:

St. Mary Parish offers a tuition discount to St. Mary Catholic School families who are active, church-going participants. Because the parish makes a tuition discount available by contributing a significant sum to the operational expenses of the school, to be eligible for the discounted “parish member” rate, families must observe the following requirements of the Parish/School Participation Contract:

- Registered parishioner at St. Mary Parish or another local parish who does not have a school
- Attendance at Mass each Sunday and Holy Day of Obligation
- Annual renew their sacrificial giving pledge to the parish by updating information on the giving platform or envelopes and regular financial contributions of church ministries.
- Participation in at least one parish or school activity or ministry (lector, bible study, Home and School, MOSAIC, Knights of Columbus, Irish Fest, Adoration, etc.)

Parishioners’ status will be monitored each December and June. Families who fail to maintain active parish membership at St. Mary Parish will be charged the standard (non-parishioner tuition rate beginning the next semester). New families must be active at least 6 months before receiving a discounted rate or be able to show “good standing” at a previous Catholic school/parish.

Admission Guidelines for New Students with Special Learning Needs

As an advocate for inclusive education, St. Mary Catholic School is dedicated to providing a Catholic Education to any family who *truly* desires one for their child. In conjunction with the MOSAIC (Molding Outstanding Students Amid Inclusive Classrooms) Program, St. Mary Catholic School will advocate and fundraise to provide the needed resources to better support the teachers and to successfully meet the needs of students with special needs.

Multi-tiered Inclusive Educational System

To achieve successful inclusion, St. Mary Catholic School has a goal of providing and maintaining the following ratios of a Multi-Tiered Educational System as follows:

1. Tier 1 (80+% of the student population) – Students need core instruction only, and high-achieving students may participate in small-group enrichment activities upon recommendation by their teacher.
2. Tier 2 (Up to 15% of the student population) – Students participate in core instruction and may also need small group instruction using a specific educational practice based on the needs of the students.
3. Tier 3 (3-5% of the student population) – Students participate in core instruction, small group instruction, and may require 1:1 instruction. (Tier 3 students will currently only be considered from the First, Second, and Third Priority Admissions categories described in the above general admissions section).

Enrichment activities may be provided to students as appropriate, upon recommendation by their teacher and in consultation with parents and administration.

Management Guidelines of New Students with Special Needs

Before Admission

Students with special needs will be subject to the general guidelines of the school registration process as well as additional guidelines as listed below.

Prior to enrollment, parents/guardians will be expected to adhere to the following:

- Parents / Guardians need to request an interview with the principal.
- ALL documentation regarding the special needs of the student such as medical diagnosis, individual education plans, behavioral plans, etc. must be presented to the principal at that time.
- Within 21 days after the parent/guardian has provided ALL of the required paperwork, the principal, classroom teacher, and intervention team will review the current individual education plan and/or medical diagnosis, determine the educational resources and assistance needed, and decide if the student will be admitted.
- If necessary, the administrative team may request pre-testing, outside testing, or another meeting with the parents/guardians to gather additional information. The administrative team reserves the right to determine if the faculty and staff are currently able to successfully meet the needs of the student (as per Diocesan Policy 5156).

- If St. Mary School cannot currently enroll the student, the administrative team would be open to devising a plan regarding the necessary steps that need to be taken for admission to be reconsidered in the future.

After Admission

After enrollment, parents/guardians will be expected to adhere to the following:

- The family and the intervention team must meet regularly to assess the needs of the student. The family is expected to take an active role in the child's education by providing the support needed at home. If the family is not meeting these expectations, the school has the right to terminate the student's enrollment.
- All families whose children receive special education services at St. Mary School are required to participate in the MOSAIC program and assist with fundraising activities and events. If the families do not actively support and participate in MOSAIC, the parents will be responsible for the extra costs needed to successfully support their child's needs as determined by St. Mary School.
- As with non-special needs students, there will be a three-month probationary period for new students attending St. Mary School who have had previous academic, behavioral, social, or disciplinary problems. If the school finds it cannot properly educate a student after implementing accommodations and/or modifications, if a student continually disrupts the learning of other students, or if the student's abilities were misunderstood or misrepresented and the school does not have the resources to accommodate the student's special needs, the school may need to terminate the student's enrollment. If this is the case, the administrative team will, however, assist the family with the placement of the student in another educational program and participate in any necessary referrals. They will also consider devising a plan regarding the necessary steps that need to be taken for admission to be reconsidered in the future.

Management Guidelines of Currently Enrolled Students with Special Needs

Management of current St. Mary students with special learning needs who were not originally identified before admission to the school are as follows:

- The intervention team and administration will perform a Needs Assessment during the first quarter of each year to thoroughly understand the needs of the entire school population.
- If the findings present evidence of learning difficulties, the school has the right to request additional assessments by the:
 - St. Mary Academic Resource teacher
 - Public School District
- If the findings present evidence of medical/health problems, the school has the right to request additional assessments by:
 - Appropriate Health Professionals (starting with the child's pediatrician)
- If the findings present evidence of emotional/social difficulties, the school has the right to request additional assessments by:
 - Public School District
 - Private therapists/doctors

- During these assessments, if a diagnosis is made or special needs are identified that were not identified before admission, the parents/guardians are expected to adhere to the above guidelines that apply to new students admitted with special needs.



Admission Policy Agreement

Family Name: _____

- I agree to take an active role in my child's education by providing the support needed at home, including treatment outside the home. I agree to meet with the intervention team _____ time(s) per year to assess my child's needs. If our family does not meet these expectations, I understand that St. Mary Catholic School may terminate my child's enrollment.

- I agree to volunteer with the MOSAIC program and assist with fundraising activities and events.
 - Yes. If our family is not active in supporting the MOSAIC program, I understand that St. Mary Catholic School may terminate my child's enrollment.
 - No. I will pay for the extra costs needed to support my child's needs, in the amount as determined from time to time by St. Mary Catholic School.

- I understand there will be a three-month probationary period for my child based on past academic, behavioral, social, and/or disciplinary concerns. If the school finds that it cannot properly educate my child after implementing accommodations and/or modifications, if my child continually disrupts the learning of other students, or if my child's abilities were misunderstood or misrepresented and the school does not have the resources to accommodate their special needs, St. Mary Catholic School may terminate my child's enrollment.

- Finally, I understand that St. Mary Catholic School is a private, Catholic educational institution, and has the discretion to terminate the enrollment of any student regardless of this agreement. I understand that compliance with this agreement is a necessary condition, but not a sufficient condition, for my child to be enrolled at St. Mary Catholic School.

Parent/Guardian Signature: _____

Date: _____