



# St. Mary's Catholic Church & School

Faith. Scholarship. Leadership. Service.

## Admission and Enrollment Policies

St. Mary's School was established to educate children in East Texas whose families are committed to Christian education and whose academic and behavioral need are serviceable in our environment. St. Mary's School admits qualified students of all races, colors, genders, nationalities, and ethnicities in administration of its educational policies and financial assistance.

Admissions to St. Mary's Catholic School will be based on a first come – first served enrollment process pending our ability to meet academic and social needs and as long as an opening remains in the appropriate class. However, during early pre-registration, preference will be given to families with students currently enrolled.

### **Age Requirements** (as set by the Texas Catholic Conference of Bishops for Education – TCCBED)

Age requirements for classes are as follows:

EC1	- must be 3 years old on or before September 1 of current school year.
Pre-K	- must be 4 years old on or before September 1st of current school year.
Kindergarten	- must be 5 years old on or before September 1 <sup>st</sup> of current school year.
1 <sup>st</sup> Grade	- must be 6 years old on or before September 1 <sup>st</sup> of current school year.

### **Bathroom Needs**

All students enrolled at St. Mary's Catholic School must be able to take care of their personal bathroom needs. If your child has a bathroom accident, you will be contacted to come to school or send a representative to change your child. These situations will be handled in accordance with the Diocesan Ethics and Integrity Policy. Class scheduled have ample opportunities set up to visit restroom facilities throughout the day. Parents should talk to their children about not waiting until the last minute to communicate with I bathroom needs with their teacher. Inability to adhere to the normal bathroom habits expected during the school day to be eligible to enroll at St. Mary's Catholic School, may result in breach of contract without a refund.

### **Admissions and Enrollment Procedure:**

#### **1. Submit an Application for Admission including the following documentation:**

- Copy of birth certificate
- Copy of baptismal certificate (Catholics only)
- Copy of current immunization record
- Copy of medical insurance card
- Copy of most recent report card
- Copy of final report card from the previous school year
- Copy of most recent standardized test results
- Copy of testing for exceptional student's service and Service Plan (gifted, learning disabilities, speech, etc.) \*not required for EC and Kindergarten
- Disclosure Form
- Copy of attendance records
- Copy of disciplinary records
- \$50 nonrefundable application fee
- Copy of divorce decree or custodial guardianship if applicable

**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 appropriate records are not available or if there are other educational concerns, the President or Director of Instruction may require entrance testing of the child and direct consultation with the previous school to determine appropriate education

placement before admission is granted.

## 2. Admissions Steps Following Application

- Documents will be reviewed
- Submit tax return for My Fair Share
- Appointment made for admissions interview
- Interview with Principal or other Administrator
- Placement exam or essay if needed following review of records
- Commitment letter from parish priest (Catholics only)
- Once officially accepted, registration fees and first month tuition to be paid

All students who are new to St. Mary's Catholic School or seeking re-admission are admitted on *Academic or Disciplinary Probation for four and one-half weeks*. Any serious violation of the Academic or Disciplinary Codes will be subject to an immediate review by the Administrative Team and the student may then receive an extension of the probationary period or dismissal. If a student is granted admission, and at a later date it becomes known that information was inaccurate or withheld, the student will be subject to immediate dismissal and fees will not be refunded.

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 on a probationary basis. 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.

Applications for the following school year are accepted beginning the first week of February. Interviews will be conducted during March and April. Parents and Students will be notified in writing by May 1<sup>st</sup> regarding admission. Late applications will be processed according to availability. We offer rolling admission throughout the year as openings are available.

## ADMISSION OF SPECIAL NEEDS STUDENTS

Students with moderate special needs shall be given the same consideration as all applicants. We are not suited to educate students with severe and profound difficulties. Prior to admitting a student with diagnosed special needs, St. Mary's School shall make a determination as to whether or not it feels it can provide an appropriate education for that child. Each child will be considered on an individual basis. St. Mary's will consider:

- The severity and degree of the disability;
- The level of support needed from special services and any special equipment the student may require;
- The number of students with disabilities currently enrolled in an assigned class;
- The school's resources, such as available support personnel, class size, and accessibility of school facilities;
- The accommodations, if any are necessary, and the school's ability to meet those accommodations;
- The child's individualized education plan (IEP) if one exists, and the school's ability to meet the IEP or response to intervention (RTI).

Parents and/or the public school district in which the student resides shall be responsible for any additional special education services that a student may require.

## ADMISSIONS FOR RE-REGISTRATION PROCESS OF RETURNING STUDENTS:

Students who are enrolled for the current year may be re-registered for the next school year by:

Parents returning the mid-January intent form, stating their desire to re-enroll. If this form is not returned to the school office by FEBRUARY 1<sup>st</sup>, the student may be removed from the class list for the next school year. **Registration fees must be paid to ensure enrollment.**

After review of current year's tuition contract compliance, student's academic progress and compliance with all school rules and regulations outlined in the Student-Parent Handbook, a contract for the next school year may be offered, provided that all current contract obligations have been met. Review to include: current tuition payments, fund-raising obligation, participation in parish and school life, and current service hours recorded, and report card. **The registration fee is non-refundable and due with Letter of Intent.**

## CIRCUMSTANCES THAT REQUIRE FURTHER REVIEW:

The Administration will make appropriate recommendations and determinations concerning a student's continued enrollment at St. Mary's School using criteria that is consistent with Gospel values and church teachings.

- Students demonstrating an inability to progress satisfactorily due to physical, emotional, or mental disability, students who are pregnant, students who express an openness about a same sex attraction, and any situation or circumstance deemed necessary by the Principal.
- Failure to meet conditions of My Fair Share agreement.