

## **Seton Catholic Schools Admissions Policy**

### **POLICY STATEMENT – Admission and Wait List for Preschool through Grade 12**

In order to ensure an orderly and equitable admission for children to Seton Catholic Schools, Inc. (hereinafter referred to as —Seton Catholic Schools), 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 Board of Directors and ratified by the Pastor, revisions of this policy shall supersede any prior admission policy of Seton Catholic Schools.

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

The primary goal of Seton Catholic Schools is to provide a Catholic education to the children in the greater Richmond area in accordance with the mission statement of Seton Catholic Schools, 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 Seton Catholic Schools.

#### **B. Accommodation of Students with Special Needs**

Seton Catholic Schools 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. Seton Catholic Schools 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 Richmond Catholic Community will be expected by Catholic families of students attending or wishing to attend Seton Catholic Schools. Families meeting these criteria will be deemed —parishioners for purposes of determining the rate of tuition. All other families will be considered —non-parishioner for purposes of tuition.

Parishioner tuition rates for Seton Catholic Schools apply to families that are active members of the Richmond Catholic Community and who have students enrolled in elementary classes.

Approximately 30% of Seton’s annual budget is funded by parish financial support, therefore, it is essential that parish families participating in the school also attend Mass regularly and make weekly contributions to the parish to offset the difference in tuition rates.

The Board of Directors of Seton Catholic Schools, Inc. is committed to ensuring that a quality education, grounded in Christian perspective, is affordable for all families in eastern Indiana and western Ohio. At both the Junior High and High Schools, the distinction between parishioners and non-parishioners no longer applies; the rates are the same for both.

Definition of terms

- Active parishioner: One who regularly attends Mass, contributes time, talent, and financial resources to the parish.
- Non-active parishioner: One who does not contribute time, talent, or financial resources to the parish.
- Non-parishioner: A parishioner of a church other than the three parishes that comprise the Richmond Catholic Community.

#### **D. Financial Aid and Responsibility**

It is a goal of Seton Catholic Schools to provide financial support to economically disadvantaged families to the fullest extent possible. However, all Seton Catholic Schools families must assume responsibility for paying the agreed-upon tuition charges in full and on time as prescribed by Seton Catholic Schools. Families of students who are not active in the Richmond Catholic Community 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 Seton Catholic Schools 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 Seton Catholic Schools as specified in the School Handbooks.

#### **F. Non-Discrimination**

The Board of Directors, 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 12, 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 Seton Catholic Schools based on the maximum capacity of classrooms as set by the Board of Directors according to the following categories in order of preference:

1. Current students of Seton Catholic Schools.
2. Catholic children of parishioners (as defined in C above) who are siblings of students attending Seton Catholic Schools in the current school year, followed by children of non-parishioners who are siblings of students attending Seton Catholic Schools in the current school year
3. Catholic children of parishioners who are siblings of a graduate of Seton Catholic Schools.
4. Catholic children of parishioners.
5. Non-Catholic children.

#### **Wait List**

If more students of the same status have applied than the positions available for a grade level, a lottery will be conducted. All students that are at the same priority level will be placed in the

lottery first. Once all of those students have been admitted, a lottery will be conducted for the students at the next level of priority until all spots have been filled, and a wait list order established. After the annual lottery date, any student that applies will be placed on the wait list on a first come, first admitted basis after those students already on the wait list, with priority given to students of parishioners. The wait list will exist from year to year only and the wait list for each school year shall be established after the selection process for the upcoming school year has ended and shall terminate when that school year ends.

### **Transfer Students**

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

1. Seton Catholic Schools Application is completed.
2. A conference with the principal, parents and student has been held to discuss the goals, religious mission and expectations of Seton Catholic Schools;
3. If requested, parents have provided a written statement indicating their reasons for seeking enrollment for their child in Seton Catholic Schools;
4. Previous educational records have been supplied to Seton Catholic Schools including, if available and applicable: current grade transcript or report card, most recent standardized testing results, Individualized Education Plan (IEP), Service 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 if the child and direct consultation with the previous school to determine appropriate educational placement before admission is granted;
6. Updated immunizations have been received;
7. Applicants for admission to grades 6-12 are generally scrutinized more closely than applicants for lower grades as educational preparation and disciplinary records are of more concern at the junior high and high school levels;
8. 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 Seton Catholic Schools, 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 by the Admission Selection Procedures above.

### **Non-Discrimination Policy**

As a Catholic education institution, Seton Catholic Schools denounces any attempt at discrimination or discriminatory overtones. SCS does not unlawfully discriminate on the basis of age, race, religion, national origin, gender, or disability in admission or access to, or treatment or employment in, its educational programs or activities.

### **Probation Enrollment**

All Transfer students (students who have not gone through the Seton Catholic School system) are subject to a nine-week or semester probationary period. Their academic progress will be reviewed at the end of the semester at which time they will be removed from academic probation, retained on academic probation or not allowed to return to Seton Catholic for the next semester.