

# St. Odilia School Policy and Information Manual

---

## 5111 Admission / Registration

---

### 1.0 Policy Statement

- 1.1 Any child is eligible to attend St. Odilia School based on the ability of the school to meet the needs of the individual child as well as the needs of the school community as a whole.
- 1.2 It is the expectation of St. Odilia Parish that Parishioners seeking prioritization in admission for their children are current, registered and active members.
- 1.3 St. Odilia School does not discriminate in its admission based on race, creed, color, religion, place of national origin or economic status. A commitment is made to provide cultural, academic, economic, and social diversity within the school.

### 2.0 Definitions

- 2.1 Parishioner – Parent/Guardian is considered a Parishioner of St. Odilia Church when they are personally registered with the parish. The date the Parent/Guardian has registered with the parish is available in the Parish Office.

### 3.0 Procedure

- 3.1 On the second Monday in January, the school office will send registration forms to current and prospective school families.
- 3.2 The registration form and registration fee must be returned to the school office by the last school day of January.
- 3.3 After the formal registration period is concluded, all students will be considered for admission based on the date the registration forms, fee, and any prevalent documents such, as but not limited to, evaluation forms, and special education forms, are received in the school office. Additionally, Policy No. 6151 “Class Size Policy” and Policy No. 3240 “Tuition Responsibility” will also be used to determine the admission.
- 3.4 The Principal reserves the right to deny admission, registration or continued attendance at any time, if s/he determines that St. Odilia School is unable to meet the needs of the student, or if it is not in the best interest of the school community.
- 3.5 Children of parish paid staff employed at least 1/4 time will be considered as children already attending St. Odilia School.

- 3.6 New Parent(s)/Guardian(s) interested in registering their child/children at St. Odilia are strongly encouraged to attend an information session with the Principal prior to registration.
- 3.7 Students entering grades 6, 7 and 8th, at St. Odilia School, will be on a probationary period during the first year, during which time the student must demonstrate an ability to be successful academically and socially.

### 3.8 PRIORITIZATION OF ADMISSIONS

#### 3.8.1 Students Entering Kindergarten

Students entering into Kindergarten will be accepted in the following order, during the formal registration period:

- (1) First Priority: Children with a sibling attending St. Odilia School will be accepted first.
- (2) Second Priority: Children who are presently attending preschool at St. Odilia will be accepted second.
  - (a) Priority will be determined by the earliest date of preschool enrollment.
  - (b) The Principal will advise Parent(s)/Guardian(s) of their student's acceptance or place on the waiting list.
- (3) Third Priority: Children of St. Odilia Parishioners will be accepted third.
  - (a) Priority will be determined by earliest date of registration in the parish.
  - (b) The Principal will advise Parent(s)/Guardian(s) of their student's acceptance or place on the waiting list.
- (5) Fourth Priority: Children of non-Parishioners will be accepted fourth.
  - (a) Registrations are accepted on a first-come, first-served basis.
  - (b) The Principal will advise Parent(s)/Guardian(s) of their student's acceptance or place on the waiting list.

#### 3.8.2 Students Entering Grades 1 through 8

Students entering into grades 1-8 will be accepted in the following order, during the formal registration period:

- (1) First Priority: Children already attending St. Odilia School will be accepted first.
- (2) Second Priority: Children with a sibling attending the St. Odilia School community will be accepted second.

- (3) Third Priority: Children of St. Odilia families who are still on the waiting list from the previous year will be accepted third. The Principal will advise the family when there is an opening and registration materials will be made available to the family if there is an interest.
- (4) Fourth Priority: Children of St. Odilia Parishioners will be accepted fourth.
  - (a) Priority will be determined by earliest date of registration in the parish.
  - (b) The Principal will advise Parent(s)/Guardian(s) of their student's acceptance or place on the waiting list.
- (6) Fifth Priority: Children of non-Parishioners will be accepted fifth.
  - (a) Registrations are accepted on a first-come, first-served basis.
  - (b) The Principal will advise Parent(s)/Guardian(s) of their student's acceptance or place on the waiting list.