

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 admission for their children are current, registered members, and are active in the fulfillment of their stewardship expectations.
- 1.3 St. Odilia School does not discriminate in its admission based on race, creed, color, 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 school families. New families may request a registration form starting the second Monday in January.
- 3.2 The registration form and registration fee must be returned to the school office by the last school day of January.
- 3.3 All students will be considered for admission based on the date the registration form and fee is received in the school office, after the formal registration period is concluded. 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 required to attend an information session with the Principal prior to registration. Dates and times for the information sessions are published in the St. Odilia Church Sunday bulletin, or the Parent/Guardian may call the school office during business hours to find out when the next information session will be held.

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.

3.7 PRIORITIZATION OF ADMISSIONS

3.7.1 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 Grade School Community 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 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.

3.7.2 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 Grade School Community will be accepted first.

- (2) Second Priority: Children of St. Odilia families who are still on the waiting list from the previous year will be accepted second. 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.
- (3) Third Priority: Children with a sibling attending the St. Odilia Grade School Community will be accepted third.
- (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.
- (5) Fifth Priority: Children of non-Parishioners, who are still on the waiting list from the previous year, will be accepted fifth. 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.
- (6) Sixth Priority: Children of non-Parishioners will be accepted sixth.
 - (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.