

St. Odilia School Policy and Information Manual

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Admission

Policy Statement

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. It is the expectation of St. Odilia Parish that parishioners¹ seeking admission are current, registered members, and are active in the fulfillment of their stewardship expectations. Students entering St. Odilia School into grade 6-7-8 shall be on a probationary period during the first year, during which time the student must demonstrate an ability to be successful academically and socially. The Class Size Policy (6151) and the Tuition Responsibility Policy (3240) will also be utilized to determine the admission.

Procedure

Formal Registration Procedure

- I. During the formal registration period, Kindergarten students will be accepted in the following order:
 - A. Children from families already part of the St. Odilia Grade School Community will be accepted first.
 - B. Children of parishioners who previously had children in St. Odilia Grade School Community will be accepted second.
 - C. Children of St. Odilia parishioners who are registered members will be accepted third and given a priority ranking for registration based on length of membership in the parish.
Pre-registration will be offered to these families based on availability.
 1. Beginning the second Monday in January the school office will take names of prospective new students for two weeks.
 2. A registration form will be sent to all prospective parents. The registration form and registration fee must be returned by the second Tuesday of February.
 3. The returned registration forms will be given to the parish office to be coded with the length the parent/guardian has been a parishioner.
 4. The school office will advise prospective parents/guardians of their student's acceptance or place on the waiting list.
 - D. Children of non-parishioners will be accepted fourth. Pre-registration will not be offered.
 1. On the second Tuesday in February non-parishioners may register at (8 am) in the school office.
 2. Registrations accepted on a first come – first serve basis.

3. The school office will advise non-parishioners of their student's acceptance or place on the waiting list.

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- II. During the formal registration period, students in grades 1-8 will be accepted in the following order:
 - A. Children already attending St. Odilia Grade School Community will be accepted first.
 - B. Children who are parishioners and still on the waiting list from the previous year will be accepted second.
 - C. Children from families already part of the St. Odilia Grade School Community will be accepted third.
 - D. Children of parishioners who previously had children in the St. Odilia Grade School Community will be accepted fourth.
 - E. Children of St. Odilia parishioners who are registered members will be accepted fifth and given a priority ranking for registration based on length of membership in the parish. Pre-registration will be offered to these families based on availability.
 1. Beginning the second Monday in January the school office will take names of prospective new students for two weeks.
 2. A registration form will be sent to all prospective parents. The registration form and registration fee must be returned by the second Tuesday of February.
 3. The returned registration forms will be given to the parish office to be coded with the length the parent/guardian has been a parishioner.
 4. The school office will advise prospective parents/guardians of their student's acceptance or place on the waiting list.
 - F. Children of non-parishioners still on the waiting list from the previous year will be accepted sixth.
 - G. Children of non-parishioners will be accepted seventh. Pre-registration will not be offered.
 1. On the second Tuesday in February non-parishioners may register at (8 am) in the school office.
 2. Registrations accepted on a first come – first serve basis.
 3. The school office will advise non-parishioners of their student's acceptance or place on the waiting list.
- III. After the formal registration periods, all students will be accepted by date of registration.
- IV. If St. Odilia School determines it is unable to meet the needs of the student or if it is not in the best interest of the school community, St. Odilia School reserves the right to deny admission, registration or continued attendance at any time.
- V. New eighth grade students will only be accepted if coming from a district other than our home districts. This policy is in place due to concerns regarding the student's social, emotional and

academic

adjustment for a school that he/she would only be attending for one year.

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VI. St. Odilia School does not discriminate based on race, sex, creed, color, place of national origin, or age.

VII. Children of parish paid staff employed at least 1/4 time will be considered as children already attending St. Odilia School.

VIII. New parents interested in registering their child/children at St. Odilia are required to attend an information session with administration. Dates and times are published in our Sunday bulletin or you may call the school office during business hours.

*The Legal guardian of the prospective student should be personally registered with the parish; i.e. separate from parents or grandparents. The date parents/guardians register with the parish is available in the parish office.