

## **SECTION 2 – ADMISSIONS AND ENROLLMENT**

### **2.1 – NOTICE OF NONDISCRIMINATION POLICY**

Holy Family School serves Holy Family Parish and the larger Southern Indiana community. Holy Family School admits students of any sex, race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of sex, race, color, national and ethnic origin in administration of its policies, admissions, scholarships, or athletic and other school-administered programs.

### **2.15 – INDIVIDUAL STUDENT NEEDS**

Students with physical or learning disabilities who apply for admission will be evaluated on an individual basis and will be accepted if Holy Family School, with reasonable accommodations, can meet the students' programmatic needs. Students with learning differences or Catholic school accommodations plans will receive an annual case conference review with Holy Family staff.

Note: Individual Education Plans (IEPs) and 504 plans are agreements between the local LEA (New Albany-Floyd County School Corporation). Holy Family does not recognize nor write these plans as agreements between Holy Family and students but may write a Catholic school accommodation plan as needed. Holy Family collaborates the Office of Catholic Schools (OCS) to provide the most appropriate environment for students.

### **2.2 – VOUCHERS AND TAX CREDIT SCHOLARSHIPS**

Holy Family School is approved for the Indiana School Voucher and SGO Tax Credit Scholarship programs, and eligible families may receive tuition assistance through the CHOICE program. To ensure fairness of selection in the event of full enrollment and waiting lists, the school will conduct a lottery to determine the waiting list candidates according to guidelines provided by the State of Indiana and drafted for Holy Family School.

### **2.3 – NON-CATHOLIC FAMILIES/STUDENTS**

The school respects the personal conscience of individual students and their families. This freedom is recognized by the Catholic Church. However, as a Catholic school, it cannot relinquish its own freedom to proclaim the Gospel and to offer a formation based on the teachings of the Catholic Faith and the values to be found in Christian education. Students are expected to participate in attendance of liturgy and other services, religious instruction and Catholic formation, including Christian service, offered at the school, except those actions that are intended only for Catholics (e.g. reception of the sacraments.)

## **2.4 – STUDENT TRANSFERS**

Transfers are generally made at the beginning of a semester; however, exceptions are made for students transferring from out-of-town during a semester. Other midyear transfers may be made at the discretion of the principal and pastor. At the time of application, health records, birth and baptismal records, and transfer records from any previous school are required. All transfer students to Holy Family must be in good academic and behavioral standing with their previous school and must be eligible in the previous school system for the grade which they are requesting at Holy Family. Parents of students transferring to another school from Holy Family are required to notify Holy Family of the transfer and to provide a release of information for a transcript of records. Records will be forwarded when all outstanding bills are paid in full. The following criteria is used to determine if the transfer is in the best interest of both the student and Holy Family School:

- The student has progressed at a normal rate throughout elementary and/or middle school;
- The transcript does not contain significant deficiencies;
- There is evidence that the student can be successful in our program;
- There is room in the particular classes/grade level needed by the student;
- The student is not under suspension, withdrawal, or expulsion from a previous school;
- The student does not have a record of extreme absences, tardiness, or disciplinary actions from the previous school;
- There are no personal circumstances that would seriously hinder success;
- The student has demonstrated a sincere interest in attending Holy Family and fulfilling all requirements;
- The student's family must have all financial obligations with the previous school met prior to acceptance at Holy Family School.

## **2.5 – CONTINUOUS ENROLLMENT**

Acceptance of registration fee does not guarantee admission for the following year. Continued admission will be based upon student achievement, attendance, behavior, parental cooperation, and meeting financial obligations to the school. Note: returning families who fail to complete early pre-enrollment could jeopardize their status in the event of a waiting list. Continuous enrollment is the decision of the school principal and the pastor.

## **2.6 RETENTION FOR ATHLETIC PURPOSES**

The State of Indiana prohibits the retention of any student at any grade level for the sole purpose of improving a student's ability to participate in extracurricular athletics.

## **2.7 - PRESCHOOL AND CHILDCARE**

Since August 2006, Holy Family Pre-school Ministry program has been serving the pre- school and aftercare needs of children ages 3-5. Pre-registration for Holy Family Pre-school is held in January and continues until late July. Three year-olds must be of age by July 1 of the current academic year. Admission to the Pre-school does not guarantee future admission to Holy Family School; waivers may be granted only by the Pre-school Director and Principal.

Holy Family Childcare is a registered program with the State of Indiana and is not a state licensed childcare facility. It is a Church ministry program that serves the needs of our parish/school community. Admission to the childcare program is contingent upon registration in the pre-school and available space in the program. In the event of a waiting list, Holy Family parishioners will be given first priority and families with siblings already enrolled would receive next highest priority. Early registration period is considered to be January 1 through March 31<sup>st</sup>. Students enrolling after March 31<sup>st</sup> are subject to availability regardless of prior year enrollment.