

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

### **2.1 – NOTICE OF NONDISCRIMINATION POLICY AS TO STUDENTS**

All schools operated by schools and parishes under the guidance of the Roman Catholic Archdiocese of Indianapolis admit students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. The schools do not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

*In accordance with Federal Law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability.*

*To file a complaint of discrimination, write USDA, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (866) 632-9992 (Voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.*

It is the policy of the Indiana Department of Education not to discriminate on the basis of race, color, religion, sex, national origin, age, or disability, in its programs, activities, or employment policies as required by the Indiana Civil Rights Laws (I.C. 22-9-1), Title VI and VII (Civil Rights Act of 1964), the Equal Pay Act of 1973, Title IX (Educational Amendments), Section 504 (Rehabilitation Act of 1973), and the Americans with Disabilities Act (42 USCS § 12101,et.seq.).

Inquiries regarding compliance by the Indiana Department of Education with Title IX and other civil rights laws may be directed to the Human Resources Director, Indiana Department of Education, 151 West Ohio Street, Indianapolis, IN 46204, or by telephone to 317-232-6610, or the Director of the Office for Civil Rights, U.S. Department of Education, 111 North Canal Street, Suite 1053, Chicago, IL 60606-7204

### **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. As a CHOICE school, Holy Family will follow State guidelines and assurances as provided for eligibility in the CHOICE program.

### **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.

**Note:** Families seeking a transfer to/from another New Albany Deanery Catholic School must have approval signature of the pastor and principal of the former school.

*Holy Family School reserves the right to pre-test students transferring from home-school or other non-accredited school for the grade level they are seeking.*

## **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.