

St. Barnabas Catholic School

Admission Policy

In order to ensure an orderly and equitable admission for children to St. Barnabas Catholic School (hereinafter referenced as the “School”), this policy and procedures is adopted and shall be periodically revised to allow for improvement based on the changing needs of parish membership, demographic trends and/or other pertinent factors. Once recommended by the School Commission, with input from the Principal and ratified by the Pastor, revisions of this policy shall supersede any prior admission policy of the School.

A. Primary Goal – Catholic Education

The primary goal of the School is to provide a Catholic education to the children in the Parish in accordance with the mission statement of the School, archdiocesan policies, curriculum and guidelines. Therefore, all students once admitted are required to participate in religion classes and liturgies and otherwise conform to the religious expectations of the School.

B. Accommodations of Students with Special Needs

The School strives to accommodate students with physical, emotional, environmental or learning disabilities. However, families must fully disclose the nature and known extent of such challenges at the time of registration. The School has limited resources to meet special needs and may recommend educational alternatives that may better serve the needs of some students.

C. Parishioner Status

Regular attendance at mass and faithful and consistent stewardship of Time, Talent and Treasure (financial support) to the Parish is expected by Catholic families of students attending or wishing to attend the School. Tithing should target 5% of gross income. Lack of reasonable commitment and effort toward tithing could result in tuition. All School families will participate in a registration process to establish each family’s gifts of Time, Talent and Treasure. Families meeting these criteria will be deemed “participating parishioners” for purposes of determining rate of tuition. All other families will be considered “non-participating” for purposes of tuition. School families will sign the tuition and participating parishioner fee payment policy which acts as a binding contract between family and parish. Both participating and non-participating parishioners are required to attend mandatory school meetings annually.

D. Responsibility

All school families must assume responsibility for paying agreed-upon charges in full and on time as prescribed by the School. Non-participating parishioners (as defined in the tuition and participating parishioner fee payment policy) and non-Catholic families are expected to assume their portion of the financial responsibility for the education provided

since they do not participate in the investment (subsidy) received by the school from the contributions of participating parishioners.

E. Agreement to Abide by the School Rules

Upon admission all parents and students agree to abide by the policies and rules of the School as specified in the School Handbook. Parents and students will sign a copy of the handbook which acts as a binding contract between family and School.

F. Non-Discrimination

The School Commission, Administration and Pastor establish policies for admission of Catholic and non-Catholic students in alignment with archdiocesan policies. Catholic Schools administered under the authority of the Archdiocese of Indianapolis comply with those constitutional and statutory provisions as may be specifically applicable to the schools which prohibit discrimination on the basis of race, color, sex, age, disability or national origin in administration of their educational, personnel, admissions, financial aid, athletic or other school administered programs. This policy does not conflict with the priority given to Catholics for admission as students. This policy also does not preclude the ability of the school to undertake and/or enforce appropriate actions with regard to students who publicly advocate any practices or doctrines which are inconsistent with the religious tenets of the Catholic faith. Catholic schools have not been, nor shall they become, havens for those wishing to avoid social problems they may be confronting in the public sector.

ADMISSION SELECTION PROCEDURES

Beginning with the spring registration date each year, without exception, students registering for kindergarten, who are age 5 by September 1 of the school year for which they are registering will be eligible for consideration for admission. For grades 1 through 8, students will be eligible for consideration for admission based on proof of successful completion of the previous grade. Applicants must complete School registration forms and submit a non-refundable registration fee. Eligible students will be selected and placed in the school based on the maximum capacity of classrooms as set by the School Commission according to the following categories in order of preference:

1. Current students of the School.
2. Catholic children of participating parishioners (as defined in C above) who are siblings of students attending the School in the current school year.
3. Catholic children of participating parishioners who are siblings of a graduate of the School.
4. Catholic children of participating parishioners.
5. Catholic children of non-participating parishioners who are siblings of students attending the School in the current school year.

6. Catholic children of non-participating parishioners who are siblings of a graduate of the School.
7. Catholic children of non-participating parishioners.
8. Non-parishioner Catholic children.
9. Non-Catholic children.

Within categories numbered 1 through 4 above, priority will be given according to the Parish registration date of any family deemed a “participating parishioner” (See Section C above). Within categories numbered 5 through 9 above, priority will be given according to the date of the School admission application.

Each year’s incoming student class will be selected soon after the registration/re-registration process is closed. For any student selected for the incoming class, his or her Catholic siblings will be placed in category #2 or #5 above for the school year for which they are registering depending on parishioner status (See Section C above).

WAIT LIST

Students not selected for admission to the School or students who register after spring registration will automatically be placed on a wait list. If an opening becomes available, students on the wait will be given priority for those openings in the same order of preference as detailed in the Admissions Selection Procedures above. The wait list will exist from year to year only and the wait list for each school year shall be established after the selection process for the upcoming school year has ended and shall terminate when that school year ends.

TRANSFER STUDENTS

Students in good standing from another school will be considered for transfer admission after the following has been accomplished:

1. Enrollment/Admission forms are completed.
2. A conference with the Principal, parents and student to discuss goals, religious mission and expectations of the School has been held.
3. If requested, the parents have provided a written statement indicating their reasons for seeking enrollment for their child in the School.
4. Previous educational records have been provided to the School including, if available and applicable: current grade transcript or report card, most recent standardized testing results, Individual Educational Plan (IEP), Service Plan, Section 504 Plan or Individual Catholic Educational Plan (ICEP).
5. If appropriate records are not available or if there are other educational concerns, the Principal may require entrance testing of the child and direct consultation with the previous school to determine appropriate educational placement before admission is granted.
6. Updated immunization records have been received.
7. Applicants for admission to grades 6, 7 and 8 are generally scrutinized more closely than applicants for lower grades as educational preparation and disciplinary records at this level are of more concern to the School.

8. NOTE: Catholic schools support the disciplinary decisions of other schools. Therefore, a student expelled from another private or public school may not be considered for enrollment until one year after the expulsion date and then only at the discretion of the Principal in consultation with the Pastor.

If the Principal determines through the above procedures that the family and student have philosophies, educational goals and levels of preparation that are compatible with the religious mission and educational programs offered by the School, and that the student is likely to be successful in the Catholic educational setting, and an opening exists; the student may be admitted either on a probationary basis or without restriction. Prioritization of placement of applicants for transfer will occur in the same order and by the same criteria as defined in the Admission Selection Procedures above.