



St. Charles Borromeo Catholic School

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2017-2018

TUITION POLICY - SCP1008

Families whose children attend St. Charles School are required to pay school tuition. The Parish Finance Committee, after consultation with the School Board, determines the school tuition for each school year. The school principal, in consultation with the School Board, determines the book fees.

ADMISSIONS - SCP1023

St. Charles School shall follow and promote an open enrollment policy, accepting students according to Diocesan Policy (4010) and Parish guidelines. (Before acceptance all registration requirements and deadlines must be met.)

SPC1023 - Admissions Procedures

Per Diocesan Policy 4010, all students new to St. Charles Borromeo School must be administered a placement test before beginning school. Diocesan policy allows the use of ISTEP+ test results and various standardized and local assessments to fulfill the placement testing requirements.

Classification A:

Families who are registered and actively involved at St. Charles parish who presently have their baptized Catholic children attending St. Charles School.

Classification B:

Families who are registered and actively involved at St. Charles parish in order of parish registration date, who do not currently have children enrolled at St. Charles School. Parents from St. Charles parish would have priority for admittance to St. Charles depending upon their date of parish registration and their active and/or contributing support of their parish church.

Every registered family has a moral obligation to support their parish through the weekly offertory envelopes by donating to the Sunday collection as much as they can afford to cover the actual cost of educating a child. Tuition for St. Charles does not cover the full cost, the balance is subsidized by the parishes of St. Charles. In addition, regular Sunday church attendance is required. Families must not only be registered in their parish, but be active members as well as participating in some of the programs of parish life.

Classification C:

If room permits, students whose parents are actively involved in other parishes may be admitted after March 1st. If a family is utilizing an Indiana Choice Scholarship (voucher), the student will be enrolled on the day of the annual voucher lottery if room permits. In the event of a voucher lottery, if there are more students applying than there are available enrollment spaces, then applying students must be enrolled in the order in which they are chosen in the lottery. This is a first-come first-serve system as required by State law.

Classification D:

If room permits, non-Catholic students may be admitted after March 1st. If a family is utilizing an Indiana Choice Scholarship (voucher), the student will be enrolled on the day of the annual voucher lottery if room permits. In the event of a voucher lottery, if there are more students applying than there are available enrollment spaces, then applying students must be enrolled in the order in which they are chosen in the lottery. This is a first-come first-serve system as required by State law. Character references from a minister or a school administrator may be required. If a student in this category is accepted into St. Charles, he/she may continue through graduation. Siblings, however, will be placed in Classification C.

Waiting Lists:

In the event that there is a waiting list for any grade, the following criteria will determine your placement on the list:

- A. Criteria are the same as the Admissions Guidelines.
 - 1. Regular attendance at Mass.
 - 2. Active participation in the parish.
 - 3. Dedication to Catholic education.
 - 4. Consistent financial support of the parish.
- B. When a family is offered an opening for a student and refuses, that student moves to the bottom of the list regardless of whether or not they have siblings.

Registration requirements are:

- A. Incoming students' records must be obtained before grade placement is finalized.
- B. Parents must complete and provide the registration form, immunization form, birth and baptismal certificate, payment of registration fee, & copy of current report card for grades K-8.

ENROLLMENT POLICY - SCP1007

Students will meet all enrollment requirements for a safe and healthy school environment. This is in compliance with Diocesan policy P4010.

Diocese of Fort Wayne-South Bend

P4010

Students

Enrollment

I. School Admissions Policy

Diocesan schools shall comply with state laws and regulations regarding school enrollment and attendance to the extent possible, as consistent with the teachings of the Catholic Church and diocesan policy.

II. Nondiscrimination Policy

Diocesan schools shall follow and promote an open enrollment policy, accepting students without regard to color, race, gender, or national origin, and reasonably accommodate the disabled in its educational programs.

III. All prospective students are required to complete a battery of academic assessment tests prior to admission to any diocesan school. Students applying for admission are required to be tested on Language Arts/English proficiency and Math. The principal is responsible for the administration of all placement tests and reporting test result data to teachers and parents. The principal must select placement tests for Language Arts/English and Math from an approved list provided by the Office of Catholic Education. Requests for waivers must be submitted to the superintendent of schools in writing prior to admission of students.

IV. School Entrance Requirements

A child can be enrolled only by a person having the legal custody of the child. A certified copy of the student's birth certificate or a baptismal certificate shall be required for original entrance at all grade levels. Proof of legal custody may also be required in cases where a child does not reside with both natural parents.

If these required documents are not provided to the school within thirty (30) days of the student's enrollment or appear to be inaccurate or fraudulent, the school shall notify the Indiana Clearing House for Information on Missing Children (See P4030) and will cooperate with local authorities if the child has been reported missing.

The custodial parent or legal guardian shall provide the name and address of the school the student last attended, if any. The school shall request the records from the last school the student attended within fourteen (14) days of enrollment.

Written proof that the child meets state and county health requirements (immunization record) for enrollment shall also be required.

IV. Kindergarten Age Requirement

Schools shall follow state law guidelines in enrolling kindergarten students.

A child entering kindergarten must be five years old on or before August 1, or date set by the state.

A school may choose to administer formal or informal assessment for determining proper placement in kindergarten.

NOTE: A child coming into a diocesan school from an out-of-state kindergarten program or an instate kindergarten program and who does not meet the Indiana state age-eligibility requirement should be admitted to a kindergarten program, unless it can be determined that enrollment in such a program was intended to circumvent Indiana law.

V. First Grade Entrance Requirements

Indiana compulsory education begins when a child is officially enrolled in school, or the school year of the child's 7th birthday, whichever is earlier.

Students enrolling in a diocesan school after successfully attending kindergarten in another accredited school that has different age requirements shall be allowed to continue in school without interruption because of chronological age.

VI. Children with Exceptional Educational Needs

Children with exceptional educational needs requiring special class placement are accepted if their needs can be reasonably accommodated in the school. Initial enrollment should be on a tentative basis with the understanding that in the event the exceptional needs of the child cannot be reasonably accommodated by the school, the custodial parents or guardians will agree to enroll their child in another school system which can accommodate the special needs of exceptional children.

Ordinarily when a diocesan school cannot reasonably accommodate the exceptional needs of a child, a recommendation for special class placement should be made to the custodial parent or guardian by the principal, after consultation with the child's teacher(s).

This recommendation will be either for special class placement within the Catholic school or referral to a public school for evaluation or placement. If the custodial parent or guardian does not accept the school's recommendation, it is expected that he/she will place the decision in writing. In some instances the custodial parent or guardian will be required to withdraw the child if the child's continued presence, in the opinion of school personnel, would pose an undue hardship on the operation of the school, or poses a threat of harm to the student, other students or school personnel.

VII. Students or Prospective Students with Communicable Diseases

Catholic schools shall comply with all applicable state law and all Board of Health policies regarding school enrollment and attendance in relation to a student or prospective student having a communicable disease.

Prospective students who meet all entrance requirements may not be denied admission solely on the basis of a diagnosis of a communicable disease unless required by applicable state law or board of health policy; similarly, students may not be excluded merely on the basis of a diagnosis of a communicable disease.

However, as with any prospective student who is diagnosed as having or is suspected of having a communicable disease, a child with a communicable disease may be excluded, if after an individualized assessment of the child's condition, in accordance with the school's communicable disease policy/procedure, it is determined that the child's presence in the classroom would expose others to significant health and safety risks.

Upon being informed that a child is diagnosed as having or is suspected of having a communicable disease, a review team consisting of the student; his/her parent/guardian; his/her physician; a physician representing the school, parish or diocese; and school or parish administrators will be established to determine whether the child's admission or continued presence in the school would expose others to significant health and safety risks. In making its determination the review team, will conduct an assessment of the child's individual condition. The review team's inquiry will include findings of fact, based on reasonable medical judgments given the state of medical knowledge about:

- A. The nature of the risk – how the disease is transmitted;
- B. the duration of the risk – how long the carrier is infectious;
- C. the severity of the risk – the potential harm to third parties;
- D. the probabilities the disease will be transmitted and will cause varying degrees of harm; and
- E. whether a reasonable accommodation exists and/or is required.

The review team must also take into consideration the scope of the problem, education-related civil rights, and the student's right to confidentiality. The recommendation of the review team and the decision of the parish and school administrators shall be considered confidential and will be submitted for review only to the Superintendent of Schools, Vicar of Education, and diocesan attorney.

In the event it is determined that a child is unable to attend regular Catholic day school, the parish, school and diocese will assist the parent or guardian in locating alternative educational services and obtaining religious and catechetical instruction.

Recommended: April 12, 2012
Ratified: November 16, 2012

Diocesan School Board
Diocesan Bishop

TRANSFER POLICY - SPC1014

The St. Charles School's transfer policy applies to all transfer students wishing to attend St. Charles School. A transfer student is defined as anyone not starting at St. Charles within the first two weeks of kindergarten. The provisions of this policy are not all inclusive. St. Charles reserves the right to waive the provisions of this policy, if in the opinion of the principal or pastor waiver is merited. This is in compliance with Diocesan policy P4020.

SCP1014 - Transfer Procedures

1. Application for admission to St. Charles must be made during a personal interview with the school administration.
2. Transfer students who are Catholic may not be admitted to any grade from a non Catholic school unless the student is actively enrolled in a religious education program (either at St. Charles or at the child's previous parish), and a letter of recommendation from the child's religious education director is submitted along with the application for admission to St. Charles School.
3. A student may not be admitted if he/she has been involved in a serious infraction of a previous school's rule during the preceding year. This includes, but is not limited to, violation of drug, alcohol, vandalism, and smoking rules, attendance problems, harassment, threat of violence and/or violence against another, stealing, suspected gang activity, grades that reflect a preponderance of under achievement or under supervision of the judicial system.
4. A student may not be admitted if he/she has been expelled from another school, or has voluntarily withdrawn from another school because of threat of expulsion.
5. Transfer students will be placed on probation for a period of 60 school days from the date of transfer. During this probationary period, St. Charles School reserves the right to ask transfer students to withdraw if serious academic or behavioral problems arise.

Students

Diocese of Fort Wayne-South Bend

P4020

Student Transfers

- I. Accepting Transfer Students
Once the academic year has begun, students shall be discouraged from transferring to another diocesan school except in the case of a change of residence.

The principal of the school from which the student requests to transfer should be notified immediately once the request is made. It is expected that the principals involved can arrive at a decision agreeable to both schools regarding the requested transfer. All unpaid bills at the original school must be satisfied before an official transcript may be sent to the receiving school.

In the case of high school students, all rules and regulations of the Indiana High School Athletic Association (IHSAA) regarding athletic eligibility shall be strictly followed.

II. Accepting Expelled or Suspended Transfer Students

A principal may consider accepting a student from another school who has been expelled, suspended, or has been a party to a major discipline problem as defined by the former school or interpreted by applicable school operating policies and/or parent/student handbook or appropriate state law only after a full and complete explanation of all facts pertinent to an individual case has been evaluated. This provision will not be followed when a student has been expelled for violating the “Gun Free” diocesan policy, which is required by state and federal law (Policy 4560).

Discovery that any information provided to the receiving school was falsified will automatically be grounds to refuse the transfer request or to immediately dismiss the child from the school if the discovery occurs after the child has been enrolled.

All unpaid bills at the original school must be satisfied before an official transcript may be sent to the receiving school. The final decision of accepting a transfer student rests in the discretion of the principal (in consultation with the pastor in the case of an elementary school).

III. Accepting Students from Non-Accredited Private School or Home Schools

Credits from a non-accredited instate or out-of-state private school or home school shall not be accepted at face value, and parents shall be notified of this at the time of enrollment. In order to determine grade placement and/or credit, the principal may require a battery of tests or evidence of equivalency. Evidence of equivalency shall include an evaluation of the certification of the instructional staff and an evaluation of the course of study followed from the private or home school (refer to Diocesan Policy 4010). If testing is required, it shall be administered under the auspices of the enrolling principal. The principal shall place the student and grant credit based upon the test results according to local school policy. The tests and procedures used to appraise eligibility for credit and/or placement may include, but are not limited to, standardized achievement tests, criterion referenced tests, intelligence tests or other ability tests, departmental achievement tests, oral testing, teacher semester tests, interviews, and teacher recommendations.

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