

I. ADMISSION POLICIES

Non-Discrimination [Diocesan Policy]

Schools in the Diocese of Beaumont do not discriminate on the basis of race, sex, or national origin in accepting applications of school personnel and students. Annually at registration time, the Office of Catholic Schools will publish in the *East Texas Catholic* a non-discrimination statement for admission of students.

All students entering school must turn 4 for pre-k, 5 for kindergarten, and 6 for 1st grade on or before September 1.

ORDER OF ACCEPTANCE

1. Siblings of Catholic and non-Catholic students who are currently enrolled and children of teachers.
2. Any Catholic children not currently enrolled.
3. Non-Catholic students.

PROCESS OF ACCEPTANCE

Admission of New Students [Diocesan Policy]

From out-of-state

Children seeking admission to Pre-K, K or grade 1 who are under age according to admission requirements, may not be admitted to the respective grade unless:

- The student has moved from a state where the age requirement differs from that listed above.
- The student has successfully completed the respective grade in that out-of-state Catholic or accredited school.

Admission of New Students

All students are put on a waiting list or probation until the academic records from the previous school have been requested and received by the principal. Academic records brought by the registering students are not acceptable. Original birth or baptismal certificates must be seen. Notation is made on the school registration form and the certificate(s) given back to the parent.

Upon receipt of the cumulative records and results of a recent standardized test, the principal makes a decision regarding the acceptance and grade placement of the new student for a trial period of 4 to 6 weeks. Parents are informed of this arrangement which should also be noted in the local school handbook for parents. No later than the fourth week that the new student is in school, the principal and the teacher discuss the progress of the student. If performance indicates that a change of grade would be beneficial for the student, the parents must be called in for a conference to explain reasons for a grade change. A change of grade after six weeks is extraordinary.

The principal is the person responsible to see that only students with proper credentials are admitted.

SPECIAL NEEDS, DIOCESAN VISION STATEMENT

The Diocese of Beaumont promotes a model of inclusion for children with mild learning disabilities/differences in our schools. We believe that children with mild learning differences can be

successful within the regular classroom setting when strategic teaching methods are utilized and appropriate planning are implemented. This philosophy is based on the understanding that parents are active partners with the school and play a critical role in their child's success.

Unlike the public school system, Catholic schools do not receive state and federal monies to fund special education programs. Therefore, we do not write or accept Individualized Education Plans as public schools are mandated to do. A plan may be written at each school for those students who are experiencing learning or behavioral differences. Each school will designate the proper personnel to collaborate on this plan with the parents. The plan's content is dependent on each school's ability to make **reasonable** accommodations to assist a student or to provide personnel who may participate in the plan.

Parents are expected to provide copies of all assessment information to schools in order that an appropriate student intervention plan can be written. If an assessment has not taken place, the school may require that an assessment is necessary to determine the student's strengths and weaknesses. This assessment can be done by a local ISD at no charge to the parents. Contact your administrator for information.

In some cases it may become evident the severity of the *learning* or *behavioral* disability/difference exceeds the level of accommodations the school may be able to offer the student. The question of what will best benefit the student's success may indicate that a different educational placement is necessary. This decision will be based on knowledge of the resources of the school and the severity of the problem. In all cases, the decision will be based on Christian compassion.

Students in all schools in Diocese of Beaumont are on probation until all school and immunization records have been received.

II. REGISTRATION PROCEDURES

Registration fees must be paid in the spring at the time of registration for the following year or at the time a new student is registered. Such fees are non-refundable. Registration for next school year will not be complete until the tuition and fees for the current year are paid.

FACTS Tuition Management Service handles all tuition payments. Tuition is payable from July through April only by bank draft. Parents may make a one-time lump-sum payment by July 1.

Families applying for tuition categories 1-7 must complete a *Grant & Aid* application and submit all the necessary supporting documentation to FACTS *Grant & Aid Assessment* at www.factstuitionaid.com. Your registration is not complete until all forms and registration fees are received at St. Anne Catholic School and you have fully enrolled in FACTS. Families enrolling into income category 8, Pre K, and non-Catholics can skip the application to FACTS *Grant & Aid* by letting the school know your intent to pay category 8, Pre K, or non-Catholic tuition.

Tuition and Fees: Available from office.

Insurance Policy: A secondary insurance policy is carried on all students.