



St. Mark Catholic Schools Admissions Policy

POLICY STATEMENT – Admission and Wait List for Preschool through Grade 8

In order to ensure an orderly and equitable admission for children to St. Mark Catholic 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. Revisions of this policy shall supersede any prior admission policy of St. Mark Catholic School.

A. Primary Goal – Catholic Education

The primary goal of St. Mark Catholic School is to provide a Catholic education in accordance with the mission statement of St. Mark Catholic 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 St. Mark Catholic Schools.

B. Accommodation of Students with Special Needs

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

C. Parishioner Status

Regular attendance at Mass at St. Mark Catholic Church and faithful and consistent stewardship of Time, Talent, and Treasure (financial support) will be expected by Catholic families of students attending or wishing to attend St. Mark Catholic School and to receive active parishioner status. Families meeting these criteria will be deemed “Active parishioners” for purposes of determining the rate of tuition. All other families will be considered —non-parishioner for purposes of tuition. Approximately 30% of St. Mark Catholic School annual budget is funded by St. Mark parish financial support, therefore, it is essential that active parishioner families attend weekend Mass at St. Mark regularly and make weekly contributions to the parish to offset the difference in tuition rates.

Definition of terms Active parishioner: One who regularly attends Mass, contributes time, talent, and financial resources to the St. Mark parish. Non-parishioner: anyone not fitting the definition of a Active Parishioner.



D. Financial Aid and Responsibility

It is a goal of St. Mark Catholic School to provide financial support to economically disadvantaged families to the fullest extent possible through the participation in the Indiana Choice Scholarship program, the SGO Scholarship program, and through parish support. However, all St. Mark Catholic School families must assume responsibility for paying the agreed-upon tuition charges in full and on time as prescribed by St. Mark Catholic School. Families who do not fulfill their responsibility for paying their agreed part of tuition in a timely manner will be subject to having their students lose their right to attend St. Mark Catholic School.

E. Agree to Abide by the School Rules

Upon admission all parents and students agree to abide by the policies and rules of Seton Catholic Schools as specified in the Student/Parent School Handbook.

F. Non-Discrimination

The establish policies for admission of St. Mark Catholic School for Catholic and non-Catholic students are 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 the administration of their educational, personnel, admissions, financial aid, athletic and 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 respect 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 confronting them in the public sector.



G. Admission Policies

St. Mark Catholic School Admission Policy for Kindergarten Class

The following guidelines will be used to determine admission to Kindergarten class if there are more students enrolled than there are spots available. Priority will be based on the following:

1. Student that attended Pre-Kindergarten class the previous year at SMCS, whose family is considered a registered active parishioners at St. Mark Parish*, and that have siblings currently at, or have graduated from, St. Mark Catholic School
2. Student that attended Pre-Kindergarten class the previous year at SMCS, and whose family is a registered active parishioners at St. Mark Parish
3. Student whose family is a registered active parishioners at St. Mark Parish and that have siblings currently at, or have graduated from, St. Mark Catholic School
4. Student whose family is a registered active parishioners at St. Mark Parish
5. Student that attended Pre-Kindergarten class the previous year at SMCS whose family is not currently registered at St. Mark Parish and has siblings attending SMCS.
6. Student that attended Pre-Kindergarten class the previous year at SMCS whose family is not currently registered at St. Mark Parish
7. All other students.

The following guidelines will be used to determine application for admissions for students in grades 1-8.. Priority will be based on the following:

1. Returning St. Mark Catholic School students (grades K-7) from the previous year
2. Active Parishioners students that were not enrolled at St. Mark Catholic School from the previous year
3. Students of non-parishioner families that had students enrolled at St. Mark Catholic School the previous year
4. All other interested families
5. A LOTTERY WILL BE USED ON THE DAY AFTER THE OPEN HOUSE (FEBRUARY 5, 2015) IF THERE ARE STUDENTS ELIGIBLE FOR A INDIANA CHOICE SCHOLARSHIP ON THE WAITING LIST. AFTER THE LOTTERY TIME, THE ORDER WHICH THE REGISTRATIONS ARE RECEIVED WILL DETERMINE ENROLLMENT.



H. 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 has been held to discuss the goals, religious mission and expectations of the School.
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 supplied to the School including, if available and applicable: current grade transcript or report card, most recent standardized testing results, Individualized Education Plan (IEP), Service Plan, Section 504 Plan or Individual Catholic Education 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 Policy above.