

## **2011-2012 K-8 ADMISSIONS / RE-ADMISSIONS POLICY**

### **Acceptance**

St. Thomas More is a Catholic Elementary School primarily intended to provide a quality Catholic education. The admissions guidelines of St. Thomas More School are in accordance with the student acceptance regulations of the Diocese of Cleveland. The school admits students of any race, color, national, and ethnic origin, to all rights, privileges, programs and activities generally accorded or made available to students at this school.

In all cases, admission of students to St. Thomas More School will be made only in those cases where the student's needs can be met. A class limit may be reached when the school cannot provide for the social, moral or educational growth of a student and admittance may be refused.

All students admitted to St. Thomas More School are considered to be conditional for the first semester. It is during this time period that a determination will be made as to whether the needs of the student can be met at St. Thomas More School.

Decisions regarding the admission of students to St. Thomas More School will be made primarily after reviewing transcripts, report cards and testing scores; however, the pastor and principal reserve the right to digress from these guidelines where special concerns are factors. Acceptance is given to students in grades two through eight only after an interview with the parents.

**St. Thomas More School reserves the rights to refuse admittance, suspend, or expel any student who does not cooperate with these admissions policies or the policies in the parent handbook.**

### **REGISTRATION FOR KINDERGARTEN AND NEW FIRST GRADERS**

To enter Kindergarten, a student must be five years on or before September 30th. Parents who request early entrance will be directed to the principal for a meeting and to set up a screening date. Registration will be held for incoming kindergarten students in January or February. Following registration, all kindergarten students will be assessed in the spring to determine their level of readiness. The pastor and/or principal reserve the right to make the final decision for all admissions. A probationary status might be considered appropriate in certain cases.

A student must be six years of age on or before September 30th to be admitted into the first grade and meet readiness criteria. Parents registering a new first grader must submit a copy of the final Kindergarten report card showing satisfactory completion of a Kindergarten program approved by the principal.

### **PRIORITY GUIDELINES**

Students will be considered for admission to St. Thomas More School on the basis of academic ability and/ or readiness, conduct, and moral character. After determination is made by the administration and the student meets the above criteria, the following will then be given consideration before admission.

## PARISHIONERS

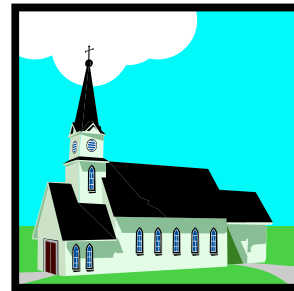
First priority will be given to parishioners. A parishioner is defined as one who attends weekly Sunday Mass, uses the offertory envelopes weekly and volunteers for special events of the church and school. Parishioner priority will be given in the following order:

- A. Parishioners - with siblings in the school with **active** parish involvement.
- B. Parishioners- without siblings in the school. Length of parish membership may also be considered, if necessary.

## NON-PARTICIPATING AND NON-PARISHIONERS

Non-participating parishioners will be given priority after consultation with the principal and/or pastor.

- A. Students of families from Cluster Parishes, who are registered in, attend, and contribute weekly to the Parish will be given first consideration as a parishioner in good standing and written verification and permission from their pastor.
- B. Students of families outside the cluster parishes.



## REGISTRATION

All currently enrolled students will automatically be enrolled for the upcoming academic year in January. A nonrefundable \$200 registration fee will be charged per child unless the office is notified differently by February 1, 2012 for enrollment for the 2012-2013 school year. An Account Summary reflecting the registration will be sent home on February 1, 2012, along with the necessary paperwork for signature. The Registration Fee must be paid in full by May 1st in order to secure your child(ren)s placement in a classroom for the upcoming year.

Any family who withdraws after August 1<sup>st</sup> for the upcoming school year, will be financially liable for additional fees, including supplies and textbooks.

## TRANSFERS

If you are transferring your child to another school, you are required by state law to sign a release form requesting STM to send your child's permanent record file to the school where he/she is being transferred. No academic records will be transferred unless all financial obligations have been met.