



## **Admissions Policy**

Catholic schools are a primary means of Catholic education. A Catholic school assists Catholic families in the formation and education of their children in the Catholic faith, gospel values, and traditions. An application means that the family is willing to comply with the programs and policies of the school and actively participate in the activities which support the school in its programs and philosophy. Applications for admission are considered by both the pastor and principal and attention is given to class size, number of years on the waiting list, and students transferring from other Catholic schools. Priority is given to practicing Catholics registered at St. Mary's Cathedral who:

- Support the concept that Catholic moral requirements are to be lived at home and in the community as well as in the school.
- Support the parish according to guidelines and with consistent financial support of at least \$500 per year.
- Support school programs.
- Actively support and participate in the various volunteer endeavors, completing some of their volunteer hours directly related to the parish.
- Give full cooperation to the administrators and staff of the school.
- Have been registered parish members for one year.
- Have completed the Baptism of their children.

### **A. Application Process/Policy**

Each school year, after the designated time for re-enrolling a student in Cathedral School, the school administration will survey and begin the admission policy for students new to the school. New students will be considered for possible enrollment based on the following criteria:

Parents will submit a completed Cathedral application form to the school office as per the timeline established.

Families will furnish pertinent educational, behavioral and social interaction background on students including standardized test results, and previous academic reports upon request.

When an opening occurs, applicants will be considered by the school administration in the following order:

1. Siblings of students enrolled at Cathedral School.
2. Baptised children from families new to Cathedral School who are registered members of Cathedral Parish.
3. Baptised children from families new to Cathedral School who are registered members of a Catholic Parish without a school.
4. Baptised children from families new to Cathedral School who are registered members of a Catholic Parish with a school.
5. Children from Catholic families who are not registered in a Catholic Parish.
6. Children from non-Catholic families.

**Parents are expected to agree to and comply with all aspects and expectations in supporting the school's mission and policies.** Applicants will be assessed as needed to determine their previous education preparation, which might include grades, test scores, teacher referrals, etc. Applicants and their families will take part in the Cathedral interview process. Students will visit the school and be evaluated. Upon satisfactory completion of the application process, admission to Cathedral School will be offered.

## **B. Entrance Requirements**

Pre-Kindergarten students must be four years old on or before September 1 of the year they enter school. Kindergarten students must be five years old on or before September 1 of the year they enter school. Students must have completed a year of kindergarten to be eligible for first grade. New students may be registered any time following these guidelines.

### **1. Records at Entrance**

Students entering school for the first time are required to bring a birth record, a baptismal record (if applicable), and a record of state required immunizations. Students cannot be admitted until confirmation of current immunization status.

### **2. Special Needs Policy**

Cathedral School provides intentional assessment driven instruction in all content areas in order to meet the needs of all students. Cathedral School does not offer additional outside support or psychological services.

### **3. Transfer Student Process and Requirements**

All transfer students, grades PK-8, regardless of the time of year admitted, will be on academic and behavioral probation for a period of 90 days.

## **C. Nondiscrimination Policy**

In accordance with the Department of Catholic Schools Policies and Guidelines 3020 for admissions, Cathedral School admits students of any race, color, or racial or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to all students at this school. The school does not discriminate on the basis of race, color, racial or ethnic origin, administration of its educational policies, admission policies, scholarship or loan programs, and athletic and other school administered programs.

## **D. Delinquent Accounts**

All accounts owed to the school are to be paid in a timely fashion. Families with overdue accounts will not be allowed to register for the following year. Parents are to contact the principal at the earliest opportunity if there are circumstances when this expectation cannot be met.

At the end of each trimester report cards will be held in the school office for all students with outstanding balances. Families will be notified of the amount owed and report cards will be released to the parent when payment has been made.

### **E. Withdrawal Process**

Families withdrawing a student from Cathedral School should notify the principal in writing as soon as possible to ensure a smooth transition of student records.

### **F. Cancellation of Contract**

By June 30 of each academic year, programs are designed, books purchased and staff hired for the upcoming year. At the same time, waiting lists for closed classes begin to decline quickly as parents seek to confirm a September school placement for their children.

Cathedral school has established the following policy on cancellation of enrollment. A family who wishes to cancel their registration, but has completed the registration process and paid all necessary registration fees must notify the school in writing of their intent to withdraw. The date of the written notification will determine the tuition amount due Cathedral School by the withdrawing family.

If written notification of withdrawal is received by June 1 of the year of enrollment, the family will not be held responsible for any further tuition or fees.

If written notification of withdrawal is received after June 1 but before August 15 of the year of enrollment, the family will be responsible for  $\frac{1}{4}$  of their total tuition fees.

If written notification of withdrawal is received after August 15 of the year of enrollment, the family will be responsible for  $\frac{1}{2}$  of their total tuition fees.

A family withdrawing from Cathedral will not be held accountable for tuition or fees beyond what is due at the date of withdrawal if:

The family relocates outside the metropolitan Portland area.

Serious events occur, which are beyond the control of the family, such as death of a family member or catastrophic illness.