

## ADMISSION POLICY

### **Active Parish Membership:**

Priority registration for attendance at Saint Susanna Parish School will be given to active members of Saint Susanna Parish. Active Parish Membership is defined as: REGULAR MASS ATTENDANCE AT SAINT SUSANNA CHURCH AND THE REGULAR USE OF STEWARDSHIP ENVELOPES BY THE FAMILY. ACTIVE PARTICIPATION IN THE COMMUNITY LIFE AND MINISTRY OF SAINT SUSANNA PARISH IS CONSIDERED AN INTEGRAL PART OF ACTIVE PARISH MEMBERSHIP. Stewardship, as an expression of faith, is a sign of our gratitude and trust in God. It is the responsibility of the parents to teach stewardship to their children through the use of stewardship envelopes. Registered parish families are required to fulfill the expectations of Active Parish Membership to qualify for the parish tuition rate. Parents seeking tuition assistance must be actively involved in the parish and complete a Tuition Assistance Application for the next school year by March 31, or by another deadline as set by the Parish.

\*\*\*\*Please note: According to Archdiocesan Policy, Territorial boundaries are no longer in effect at Saint Susanna Parish School.

### **Admission Priority:**

1. First registration priority will be given to all students who complete the current school year and whose families meet the **Active Parish Membership** criteria. Re-applicants will be reviewed for **Active Parish Membership** during the application process. All current tuition and fees must be up to date and met by March 1st. Parents must re-register students currently enrolled in St. Susanna Parish School by the designated time to retain "first priority".
2. Second registration priority will be given to new students from families who currently have other children enrolled in St. Susanna Parish School. The conditions of **Active Parish Membership** will apply.
3. Third registration priority will be given to new students who are current members of the Parish and have at least one sibling who graduated from St. Susanna Parish School. Priority is determined according to the length and quality of active membership in the Parish as well as the conditions of **Active Parish Membership**.
4. Fourth registration priority will be given to new students who are current members of the Parish. Priority is determined according to the length and quality of active membership in the Parish as well as the conditions of **Active Parish Membership**.
5. Fifth registration priority will be given to new students whose families have returned to the area and the Parish following a move out-of-town. To qualify for this priority, one or more students within the families must have previously attended St. Susanna Parish School. Priority is determined according to the length and quality of active membership in the Parish as well as the conditions of **Active Parish Membership**.
6. Sixth registration priority will be given to new students whose families have registered in St. Susanna Parish following a move from out-of-town. To qualify for this priority, the families must provide evidence from their former parishes that they are "Parishioners in Good Standing." The Pastor will make the final determination as to whether or not the families qualify for this priority.

7. Seventh registration priority will be given to new students of local families newly registered in St. Susanna Parish. These families (1) have not recently moved into the area from out-of-town, and (2) are newly registered in the Parish. The students will be admitted to the school at the full cost of tuition. In order to receive parishioner tuition status, the family will be required to:

a. Become active, participating members of the Parish according to "My Covenant with St. Susanna Parish"

b. Pay the non-parishioner rate of tuition for the first six months. After the first six monthly payments, an evaluation will take place to determine if the family has indeed met the **Active Parish Membership** requirements of St. Susanna Parish. If the criteria for **Active Parish Membership** are met, then tuition will be prorated for the remainder of the school year based on the parishioner rate (i.e., the total tuition paid for the year will not exceed the parishioner rate of tuition).

8. Eighth registration priority will be given to new students who have a non-parishioner parent employed at St. Susanna. They will be admitted to school at the full cost of tuition.

9. Ninth registration priority will be given to new, non-Catholic students from families who currently have other children enrolled in St. Susanna Parish School or have a child who recently graduated from St. Susanna Parish School. They will be admitted to school at the full cost of tuition.

10. Tenth registration priority will be given to Catholic students who are members of another Parish and do not wish to register in St. Susanna Parish. Priority is determined according to the number of years of participating membership at their Parish. They will be admitted to school at the full cost of tuition.

11. Eleventh registration priority will be given to new, non-Catholic students. They will be admitted to school at the full cost of tuition.

Saint Susanna Parish School admits students on a space availability basis as outlined above. Saint Susanna Parish School does not discriminate on the basis of race, color, sex, national or ethnic origin in administration of admission policies. The Pastor will make the final determination in all decisions regarding admission priority.

Saint Susanna School accepts children that qualify under the Ohio Department of Education and the Archdiocese of Cincinnati guidelines. For admission to kindergarten, children must be five years of age by September 30. Early placement in kindergarten will be considered after initial screening through the local public school has been completed and the recommendations made in writing have been forwarded to Saint Susanna School.

Students expelled from private, public or parochial schools, or students who have successfully completed the academic requirements of eighth grade at a private, public or parochial school other than St. Susanna School, shall not be considered for admission until they and their parent(s)/legal guardian(s) have met with the review committee. The review committee shall consist of the principal and an academic representative from St. Susanna School. Other professionals/school officials from the student's previous school may be involved in the evaluation process. The final decision shall be made by the principal. The parent(s)/legal guardian(s) shall be notified of the decision in writing.

(Approved by the School Commission March, 2018)