

SAINT LUKE THE EVANGELIST CATHOLIC SCHOOL

ADMISSION POLICY

In order to ensure an orderly and equitable admission for children to St. Luke the Evangelist Catholic School (hereinafter referenced as the “School”), this policy 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 the School.

A. Primary Goal – Catholic Education

The primary goal of the School is to provide a Catholic education to the children in the Parish and surrounding communities in accordance with the mission statement of the School, diocesan 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 the School.

B. Accommodations of Students with Special Needs

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

C. St. Luke’s Parishioner

St. Luke’s parishioners are defined as those who regularly support the parish of St. Luke’s financially and through parish ministries as verified by the parish office. Families meeting these criteria will be deemed a St. Luke’s parishioner for purposes of determining rate of tuition and admission. **To be considered a current St. Luke’s parishioner, families must register in the parish or have special approval of the pastor.**

D. Agreement to Abide by the School Rules

Upon admission all parents and students agree to abide by the policies and rules of the School as specified in the School Handbook. Parents and students will sign a copy of the handbook which acts as a binding contract between family and School.

ADMISSION SELECTION PROCEDURES

Beginning with the registration date each year, without exception, students registering for kindergarten, who are age 5 by September 15 of the school year for which they are registering will be eligible for consideration for admission. For grades 1 through 8, students will be eligible for consideration for admission based on proof of successful completion of the previous grade.

Applicants must complete School registration forms and submit a non-refundable registration fee. Refunds will be given to students who cannot be admitted and choose to not have their name placed on a waiting list. Eligible students will be selected and placed in the School based on the maximum capacity of classrooms according to the following categories in order of preference.

1. Current students
2. Students who are children of faculty or full-time employees of the school
3. Siblings of current students
4. Members of an Ankeny Catholic parish
 - a. If need arises, date of school registration may be considered
5. Active parishioners from other Catholic parishes*
6. Non-Catholic students

*A letter from the pastor is needed to verify they are actively participating parishioners. Priority will be given according to the time and date the school registration application was received.

Administration of these criteria is the responsibility of the principal. In unusual circumstances the final decision of the pastor will determine admission or, if he so directs the School Board.

Parents must re-enroll their children for each coming school year since acceptance for the next school year is not automatic. The School reserves the right to accept or decline applications for the next school year at the discretion of the school administration. Such decisions are based on parental cooperation, student conduct and/or achievement, student attendance, and records of meeting financial and other obligations. Denial of readmission will be made in writing.

CLASSROOM ENROLLMENT SIZE

We desire to have classroom sizes that best facilitate student learning. In general, our policy is that classroom enrollment remain limited to 24 students per classroom, but there may be exceptions to this size as our school continues to grow. We will be transparent with parents regarding any significant changes to enrollment size in classrooms.

Consideration of a second class will be decided by the School Administrator and School Board if there is a wait list.

WAIT LIST

Students not selected for admission to the school may choose to be on a wait list. If an opening becomes available, students on the wait list will be given priority for those openings in the same order of preference as detailed in the Admissions Selection Procedures above. The waitlist will exist from year to year only, and the waitlist for each school year shall be established after the selection process for the upcoming school year has ended and shall terminate when that school year ends.

If there is a wait list that occurs in one grade of the preceding school year, there will be consideration for a second class. If a second class is added, it will be determined no later than May of the preceding school year.

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 to discuss goals, religious mission and expectations of the School has been held.
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 provided to the School including, if available and applicable: current grade transcript or report card, most recent standardized testing results, Individual Educational Plan (IEP), Service Plan, or Section 504 Plan.
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 education placement before admission is granted.
6. Updated immunization records have been received.
7. 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 Selection Procedures above.