

## ADMISSION PROCESS

- ◆ **All children must be registered prior to attending school. Applications for admission to any grade at St. Martin School may be made at ANY TIME for future school years. The administration reserves the right to make admissions decisions that are in the best interest of the school, the current students, and the student making application.**
  - ◆ **No student will be excluded from St. Martin School solely because of race, color, national origin, or ancestry.**
1. Target homeroom size for kindergarten through third grade will be 25 pupils. Target class sizes for grades four through eight should not exceed 30 pupils. However, class sizes in any grade should not be any smaller than 18 to 1, student to teacher ratio. The school administration may supersede these targets under special circumstances if it is deemed in the best interest of the school.
  2. The student registration date deadline for St. Martin School will be determined yearly of that same year that the student is to be enrolled. Any registrations received after that date will be considered late as it relates to the selection process in Section 3.
  3. If it is determined that there is a situation when St. Martin School needs to limit enrollment because of size, the selection process for grades K through 8 as outlined below is to be followed:
    - First priority is to be given to all students registered from the previous school year at St. Martin of Tours School as of the effective date of this policy.
    - Second priority is to be given to parish members, in active standing\* in the parish, with children who have graduated from St. Martin or with children presently registered and attending this school in the year that the new registrant would start, with first priority given to parish member who has been registered the longest.
    - Third priority is to be given to those families who are registered with St. Martin Parish the longest time and are active members in same parish. Family as defined by this policy would include custodial parent.
    - Fourth priority is to be given to any St. Martin School teacher who wishes to register his or her child at St. Martin School. The teacher must be presently employed by the school and in good standing in the year that the new registrant would start school.
    - Fifth priority is to be given to non-parish members.
    - If capacity for student enrollment is not filled by the registration deadline, applications will be on a "first come, first serve" basis. If multiple applications would be received on the same day and it is determined that this would cause St. Martin School to exceed its enrollment size for any class, the above criteria in Selection Process would apply.
  4. St. Martin School requires a pre-tuition payment of \$50 per family--which is non-refundable. This must be included with the registration application to be applied to tuition. Should a family not be in a financial position to pay this fee at the time of registration they must meet with the business manager prior to the registration date deadline to make other arrangements. If this is not done until after the registration date deadline, the registration application will be considered late.
  5. In accord with the Christian philosophy and goals of our school:
    - No student may be excluded from St. Martin School because of race, color, religion, national origin, or ancestry.
    - Admission shall not be based solely on ability or achievement.
    - We accept the positive obligation from the Gospel message to promote and encourage integration in order to help provide for the total educational experience of students in the school.
    - Students who are not members of the parish and seeking admission to St. Martin School to avoid desegregation will not be admitted.
  6. A committee of the pastor, the school administrator/principal and the Chairperson of the Education Commission at St. Martin Parish will interpret and/or arbitrate any discussions and/or disputes concerning this policy.

\*Active standing is defined as one who registers in the parish, attends Sunday liturgy, and uses church envelopes on a regular basis.

## **Ohio EdChoice Program Participation**

This Ohio Educational Choice Scholarship (EdChoice) Program is administered by the Ohio Department of Education and was created to provide students from underperforming public schools the opportunity, through scholarship funding, to attend participating private schools.

St. Martin School's participation in the Ohio EdChoice program is consistent with and, indeed exemplifies the mission of our school in its broadest sense. It embodies our Catholic values and enriches the St. Martin School community. As such, the St. Martin Education Commission endorses our school participation in this program subject to existing operating policies and procedures of St. Martin School.

With participation comes the need to comply with all program policies and procedures required by the state as outlined in the Ohio Educational Choice Scholarship Program, Policy and Procedure Manual, available online at [www.ode.state.oh.us](http://www.ode.state.oh.us) under the school operations tab.

## **PROBATION**

As a condition for enrollment of any student new to St. Martin School, the student and the parent(s)/guardian(s) agree that the student will be on a probationary status for the first trimester of attendance. During the probationary period, the student will:

- Achieve appropriate academic progress
- Comply with the discipline code of the school
- Attend school regularly and promptly
- Meet all financial obligations

At the conclusion of the probationary period, a meeting may be held with the administration and parents(s)/guardian(s) and a decision will be made regarding the student's enrollment. The decision made by the faculty and administration is binding and must be accepted by the parent(s)/guardian(s) on behalf of the student.