

St. JOSEPH

S C H O O L

C o m m i t t e d t o H o l i n e s s a s a W a y o f L i f e .

January 2012

Dear Prospective Parents,

It is with great joy that I share information with you about Saint Joseph School. The best thing about Saint Joseph School is that we are an educational institute dedicated to God. He is the reason we exist. The second best thing about Saint Joseph School is our students. I appreciate your interest in our school as a treasure is best when it is shared!

Saint Joseph School provides a joy-filled environment, centered on the love of God. In 2010, Saint Joseph School was nationally recognized as a Blue Ribbon school. We are state certified Pre-K through eighth grade, accredited through the Southern Association of Colleges and Schools, and operate under the auspices of the Diocese of Knoxville Catholic Schools Office.

The mission of Saint Joseph School, in cooperation with parents and parish communities, is to teach and nurture the Catholic faith. We are a school dedicated to academic excellence with a challenging curriculum that promotes the growth of the whole child and service to others. At Saint Joseph School we are committed to holiness as a way of life.

If you are in need of supplemental tuition assistance, there are multiple options available upon request.

Please read and complete the enclosed admissions packet. If you have any questions, do not hesitate to call. We at Saint Joseph School look forward to the opportunity to partner with you in your child's education.

Sincerely in Christ,

Sister Mary Elizabeth Ann, RSM

Principal



... committed to Holiness as a way of life

ADMISSIONS PROCESS

ADMISSION PRIORITY

Students will be admitted to St. Joseph School in the following order:

1. Pre-K ONLY – Children of faculty and staff of St. Joseph School.
2. Currently enrolled students, who are in good standing, have pre-registered, and paid the registration fee.
3. Siblings of currently enrolled students who are in good standing.
4. Children of registered and contributing members of Roman Catholic parishes.
5. Children of non-Catholic families.

Incoming Kindergarten students must first meet screening test standards. Children of Catholic families who are not registered or contributing members of a Roman Catholic parish will not receive special consideration for registration.

All new families who have pre-registered students will be notified of their acceptance in early May.

AGE REQUIREMENTS

According to the laws of Tennessee, a child must be: five (5) years old by September 30 of the year entering kindergarten or six (6) years old by September 30 of the year entering first grade, unless transferring from an accredited school in another state whose age requirements differ. Those students entering first grade must have evidence of attending a state-approved kindergarten prior to admission.

ENCLOSED INFORMATION MATERIALS IN THIS PACKET:

1. Initial Letter from the Principal
2. Admissions Process
3. Instructions for Completing Pre-Registration Packet
4. Tuition, Fees, and Payment Options for SY 2012-2013
5. Knoxville Region Catholic Schools Tuition Schedule for SY 2012-2013
6. Application for Admission for each student
7. Parent Information Form for each student
8. Stewardship/Parish Contribution Form for SY 2012-2013 - fill out one per family, have your pastor sign, and return the appropriate colored copy with this pre-registration packet. Please note there are additional colored copies to be distributed to the high school and to Catholic Charities. For Non-Catholic families, a Non-Catholic Payment Plan Agreement is enclosed to replace the parish form.

9. FACTS Automatic Tuition Payment Agreement
10. FACTS Tuition Management Company brochure explaining the procedures for using FACTS and answering questions about FACTS.

TRANSFERS

To ensure that St. Joseph School can best serve all of its students, the following criteria will be considered for students transferring to St. Joseph School: parish affiliation (if Catholic), academics, conduct/deportment, suspension and/or expulsion from another school. Each applicant's history and situation will be carefully evaluated on an individual basis before admission.

All students entering St. Joseph School for the first time are accepted on a probationary basis. The probationary period is for 90 calendar days and is intended to benefit both the student and the school. We strive to provide a learning environment that promotes academic success and personal responsibility. At any time during the 90-day probationary period, if the school determines the student is unable to perform adequately in this environment, any prepaid tuition will be prorated and refunded. Grades will not be released until all accounts are current. Fees are non-refundable.

NON-DISCRIMINATION POLICY

St. Joseph School admits students of any race, color, national, or ethnic origin to all rights, privileges, programs, and activities generally accorded to or made available to its students. St. Joseph School does not discriminate on the basis of race, color, national, or ethnic origin in administration of its educational policies, admissions policies, and athletic or other school-administered programs.



INSTRUCTIONS FOR COMPLETING PRE-REGISTRATION PACKET

Please complete the pre-registration forms and return them to the Principal.

CHECKLIST OF FORMS AND DOCUMENTATION THAT MUST BE RETURNED TO THE SCHOOL OFFICE:

1. _____ Completed *Application for Admission* – Please fill out an application for each child you wish to enroll at SJS.
2. _____ ***Registration Fee of \$175***
3. _____ Completed *Parent Information Form* – Please fill out an information form for each child you wish to enroll at SJS.
4. _____ Completed *Stewardship/Parish Contribution Form* or *Non-Catholic Payment Plan Form*
5. _____ Completed *FACTS Automatic Tuition Payment Agreement*
6. _____ Copy of student's *birth certificate*
7. _____ Copy of student's *baptismal certificate*
8. _____ Copy of student's *social security card*
9. _____ Copy of student's *medical insurance card*
10. _____ Copy of student's *Tennessee Child Health Record (green) original card* (immunization record)
11. _____ Copy of *custodial records* (if applicable)
12. _____ Copy of student's *most recent standardized test scores* (if applicable)
13. _____ Copy of student's *current progress/report card* (Grades 1-8)
14. _____ Copy of student's *previous progress/report card* (Grades 1-8)
15. _____ Previous *psychological, special education, speech and language records* (if applicable)
16. _____ If you are Catholic, and new to the area, please have your former pastor write a letter of introduction addressed to the Principal stating your parish activity participation.
17. _____ An interview with our principal is also required for new students in grades 1-8.

ALL ABOVE DOCUMENTATION MUST BE IN TO THE SCHOOL OFFICE BEFORE THE ADMISSION PROCESS CAN BE COMPLETED.



...committed to Holiness as a way of life.

Tuition, Fees, and Payment Options for SY 2012-2013

Parishioner Tuition Rates

This Tuition Schedule shown here is for St. Joseph School only. If you have children in both St. Joseph School and Knoxville Catholic High School, please refer to the enclosed Knoxville Region Catholic Schools Tuition Form.

	<u>Estimated Catholic Student Cost per Pupil</u>	<u>Standard Parish Contribution</u>	<u>Net Catholic Tuition</u>	<u>10 Monthly Payments</u>
1 Child	\$6,275	\$200	\$6,075	\$607.50
2 Children	\$12,550	\$1,050	\$11,500	\$1,150
3 Children	\$18,825	\$3,225	\$15,600	\$1,560
4 Children	\$25,100	\$5,900	\$19,200	\$1,920

Non-Catholic Tuition Rate

	<u>Total Student Tuition</u>	<u>10 Monthly Payments</u>
1 Child	\$7,612	\$761.20
2 Children	\$15,224	\$1,522.40
3 Children	\$22,836	\$2,283.60

Supplemental Tuition Assistance

Catholic families who feel they cannot afford to pay the Net Catholic Tuition should request supplemental tuition assistance by processing a confidential Tuition Evaluation Packet from Catholic Charities of East Tennessee. These forms will be available in the school office. The deadline for applications is January 31, 2012.

Fees

In addition to tuition, a fee of \$275.00 is required. This fee includes a diocesan assessment fee, books, technology and Home and School fee. A deposit of \$175.00 is due when the registration packet is returned. This deposit is applied toward the fees and is non-refundable unless Saint Joseph School, for any reason, is unable to accept a student or a family relocates out of town.

Tuition Payment Plans

- **Option 1: Single Payment**

The total tuition is paid in full plus the balance of fees due ***on or before*** the first day of school. You may pay with cash, check, cashiers check, money order made payable to St. Joseph School.

- **Option 2: Monthly Payment through FACTS Tuition Management Service**

The total tuition amount is paid over a period of ten months. FACTS Tuition Management Service will electronically deduct the payment from your bank account on the 5th or the 20th of the month. If you would like to reduce the monthly amount due, you may make a down payment. The FACTS Tuition Management Company will charge an annual \$38.00 enrollment fee per family. Please have this amount available in your account to be deducted from your account by May 31, 2012. Do not send a check to the office for this amount as FACTS will deduct this from your account.

Cafeteria Charges

The cafeteria operates on a debit system. Money must be put into your child's account at the beginning of the school year and periodically as cafeteria statements are sent out. The daily lunch charge in addition to any extra entrée, ice cream, or extra milk is deducted when your child makes a purchase.

Knoxville Region Catholic Schools Tuition for 2012/2013 School Year

Children per Family	Elementary Schools			High School			Split Families		
	Gross Catholic Tuition	Standard Parish Contribution	Net Catholic Tuition	Gross Catholic Tuition	Standard Parish Contribution	Net Catholic Tuition	Gross Catholic Tuition	Standard Parish Contribution	Net Catholic Tuition
One-child family	\$ 6,275	\$ 200	\$ 6,075	\$8,115	\$ 200	\$ 7,915			
Two-child family	12,550	1,050	11,500	16,230	1,050	15,180			
Three-child family	18,825	3,225	15,600	24,345	3,225	21,120			
Four-or-more-child family	25,100	5,900	19,200	32,460	5,900	26,560			
Non-Catholic				9,900					
Two-child split - 1E + 1HS	6,275	525	5,750	8,115	525	7,590	14,390	\$ 1,050	13,340
Three-child split - 1E + 2HS	6,275	1,075	5,200	16,230	2,150	14,080	22,505	3,225	19,280
Three-child split - 2E + 1HS	12,550	2,150	10,400	8,115	1,075	7,040	20,665	3,225	17,440
Four-child split - 1E + 3HS	6,275	1,475	4,800	24,345	4,425	19,920	30,620	5,900	24,720
Four-child split - 2E + 2HS	12,550	2,950	9,600	16,230	2,950	13,280	28,780	5,900	22,880
Four-child split - 3E + 1HS	18,825	4,425	14,400	8,115	1,475	6,640	26,940	5,900	21,040
Five-child split - 1E + 4HS	6,275	1,260	5,015	32,460	5,040	27,420	38,735	6,300	32,435
Five-child split - 2E + 3HS	12,550	2,520	10,030	24,345	3,780	20,565	36,895	6,300	30,595
Five-child split - 3E + 2HS	18,825	3,780	15,045	16,230	2,520	13,710	35,055	6,300	28,755
Five(or more)-child split - 4E(or more)+ 1HS	25,100	5,040	20,060	8,115	1,260	6,855	33,215	6,300	26,915
Six(or more)-child split - 4E(or more)+ 2HS	25,100	3,780	21,320	16,230	2,520	13,710	41,330	6,300	35,030



**APPLICATION FOR ADMISSION
SCHOOL YEAR 2012 – 2013**

GRADE _____

Office Use Only	
<input type="checkbox"/>	Parish Affiliation Form - Parish _____
<input type="checkbox"/>	FACTS / Re-Enrollment Form
<input type="checkbox"/>	Registration Fee Amt. _____ Ck# _____
<input type="checkbox"/>	Non-Catholic Agreement
Date Application Received _____	

STUDENT INFORMATION

Child's Full Name: _____

Last
First
Middle
Goes By
Sex

Street Address: _____ Home Phone: _____

City/State/Zip: _____ Public School Zoned for: _____

Date of Birth: _____ Place of Birth (City and State): _____

Social Security Number: _____--____--____ U.S. Citizen: _____ Foreign Resident (Country): _____

Ethnic Origin: _____Caucasian _____Hispanic _____African-American _____Asian _____American Indian _____Other _____

Religion: _____ If Catholic: _____Practicing _____Non-Practicing _____Candidate _____Catechumen

Parish Affiliation (If Catholic, please circle one): Holy Ghost, Immaculate Conception, St. Albert the Great, Other _____

If you do not regularly attend Mass at this parish, where do you most regularly attend? _____

List all Siblings: _____ Date of Birth: _____ School: _____

(if applicable)

_____ (if applicable)

_____ (if applicable)

_____ (if applicable)

PERMANENT RECORD – SACRAMENTAL INFORMATION

SACRAMENT	DATE	NAME OF CHURCH	CITY AND STATE
Baptism			
First Penance			
First Communion			

PARENT/GUARDIAN INFORMATION

Father's Name: _____	Mother's Name: _____
Address: _____ (if different from student's)	Address: _____ (if different from student's)
City/State/Zip: _____	City/State/Zip: _____
Cell Phone Number: _____	Cell Phone Number: _____
Email Address: _____	Email Address: _____
Employer: _____	Employer: _____
Occupation: _____	Occupation: _____
Day Phone: _____	Day Phone: _____
Religion: _____ If Catholic: _____Practicing _____Non-Practicing _____Candidate _____Catechumen	Religion: _____ If Catholic: _____Practicing _____Non-Practicing _____Candidate _____Catechumen
Marital Status: _____ Is marriage recognized by the Catholic Church?: _____ Yes _____ No	Marital Status: _____ Is marriage recognized by the Catholic Church?: _____ Yes _____ No

If Divorced or Separated, please indicate Parental Rights: _____Mother _____Father _____Joint _____Other _____
 (IF CHILD DOES NOT RESIDE WITH BOTH PARENTS, A COPY OF CUSTODIAL RIGHTS MUST BE ON FILE.)

ADDITIONAL INFORMATION

First language student learned to speak: _____

Language student speaks most often: _____

Language most spoken at home: _____

MEDICAL INFORMATION

Doctor's Name: _____ Office Phone: _____

Dentist's Name: _____ Office Phone: _____

Medical History: _____

Date	Type	Description
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Date	Type	Description
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Date	Type	Description
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Allergies: _____

EMERGENCY CONTACT INFORMATION

Please list someone other than parent or guardian who may be contacted in an emergency or who may pick up your child:

Name	Relationship	Home Phone	Work Phone	Cell Phone	Pick-up? Y or N
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Name	Relationship	Home Phone	Work Phone	Cell Phone	Pick-up? Y or N
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Name	Relationship	Home Phone	Work Phone	Cell Phone	Pick-up? Y or N
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NON-DISCRIMINATION POLICY

St. Joseph School admits students of any race, color, national, or ethnic origin to all rights, privileges, programs, and activities generally accorded to or made available to its students. St. Joseph School does not discriminate on the basis of race, color, national, or ethnic origin in administration of its educational policies, admissions policies, and athletic or other school-administered programs.



Parent Information Form - Part One

Name of Student _____ Grade _____ Year _____

Dear Parent,

Please complete both sides of this form and return it to us so that we may better evaluate and place your child as a new student at St. Joseph School.

1. Has your child been in a program for the gifted and talented? _____
2. Has your child been in any resource classes? _____
3. Has your child had a speech/language evaluation? _____
 - a. If yes, when? _____
 - b. Outcome of the testing _____
 - c. Is your child currently receiving speech therapy? _____
4. Has your child ever been retained? _____
 - a. If yes, what grade? _____
5. Has your child been tested for A.D.D. or A.D.H.D.? _____
 - a. If yes, when? _____
 - b. Outcome of the testing _____
 - c. If not, should he/she be considered for such? _____
6. Is your child on any medication? If so, what? _____
7. Has your child ever been dismissed or suspended from school? _____
 - a. If yes, when? _____
 - b. For what reason? _____
8. Has your child ever served In-School Suspension (ISS)? _____
 - a. If yes, when and why? _____
9. Does your child have any public or school involvement with drugs or alcohol? _____

10. Has your child ever been arrested, placed in juvenile detention, or been on probation?

 - a. If yes, when and why? _____

Parent Information Form - Part Two

Please evaluate your child in the following areas by placing a check mark in the appropriate column:

	Above Average	Good	Fair	Needs Improvement
Organization and use of time				
Quality and consistency of academic work				
Eagerness to take on responsibilities				
Social and emotional maturity				
Compatibility with peers				
Openness with adults				
Leadership				
Sense of humor				
Study habits				
Reaction to criticism				
Involvement in school and community activities				
Self-esteem (self respect)				

This information is true to the best of my knowledge. I understand that any deliberate misrepresentation may result in the immediate expulsion of my child from St. Joseph School.

Parent Signature: _____ Date: _____

Parent Signature: _____ Date: _____

Principal: _____ Date: _____



Non-Catholic Payment Plan Agreement
For SY 2012 - 2013

Parent's Name _____

Address _____

City/State _____ Zip _____ Phone _____

I accept my responsibility to be the first teacher of my child(ren). I commit them to the care of St. Joseph School to continue the education we start at home.

Table with 2 columns: Names of children attending St. Joseph School, Grades for Fall of SY 12 - 13. Rows 1-5.

PAYMENT PREFERENCE: We would like to remit our payment of _____ in the following method. Please choose only one option.

- 1. Single payment of _____ due directly to St. Joseph School by the first day of school for SY 2012 - 2013. This option includes a 2% discount on tuition, plus the full amount (no discount) for books and fees.
2. FACTS monthly payment plan. Electronic bank draft of tuition on the 5th or the 20th of each month for ten months beginning in August. A FACTS enrollment form (or re-enrollment form) is included in this packet.

Please note: If you select option 1 and payment is not made by the first day of school, then no discount will apply and payment must be made through the FACTS payment plan.

We understand that this agreement does not cover fees, books, supplies, lunch, after school care, or uniforms.

This form must be returned to the school office promptly in order to reserve space for your child(ren) for the 2012 - 2013 school year. If you have questions, contact the school office.

Parent/Guardian Signature _____

Date _____