ST. MARY'S CATHOLIC SCHOOL NEW STUDENT REGISTRATION 2024-2025

1101 E. 5th Street, Natchitoches, LA 71457 318-352-8394 • Fax: 318-352-5798 <u>www.smstigers.org</u>

The mission of St. Mary's is to provide religious formation, based on the traditions and teachings of the Catholic Church. Credentialed and caring faculty and staff are dedicated to the promotion of academic excellence, while modeling Catholic Christian values and teachings and Gospel of Jesus Christ. *St. Mary's School admits students of any sex, race, color, national or ethnic origin, and awards all the rights, privileges, programs and activities accorded to any student of the school. St. Mary's does not discriminate on any national, ethnic or religious basis in the administration of the school's educational policies, financial aid, athletics or any school-administered activity.* St. Mary's Catholic School is accredited by the Southern Association of Colleges and Schools and is a ministry of the Minor Basilica of the Immaculate Conception Church of Natchitoches. The school's enrollment consists of students in preschool through 12th grade.

NEW STUDENT REGISTRATION

BEGINS March 15, 2024- Register before May 31 to secure enrollment and avoid wait lists

NEW STUDENT REQUIREMENTS				
Required documents provided for each student prior to				
registration.				
Tuition Worksheet (one per family)				
Registration fee of \$275 per child/non-refundable				
Student Information (per child) with signatures				
Loan Information (if choosing Loan Option)				
Copy of child's Baptismal Certificate – if Catholic				
Copy of social security card per child				
Copy of birth certificate per child				
Up-to-date immunization records with valid expiration				
date per child				
Discipline Record of each child				
School Records (if transferring) per child				
Separated/divorced parents - latest custody papers				
Consent forms per child				
Acceptance or denial of enrollment will be confirmed by e-mail.				

PRESCHOOL AGE REQUIREMENTS

 Students entering Preschool must be toilet trained and 3 or 4-years of age on or before September 30.

KINDERGARTEN AGE REQUIREMENTS

 Students entering Kindergarten must be 5-years of age on or before September 30.

FIRST GRADE AGE REQUIREMENTS

 Students entering first grade must be 6-years of age on or before September 30.



TUITION OPTIONS DEFINED

OPTION EXPLANATION	NEW STUDENTS/RETURNING STUDENTS
Payment in full by check/money-order/	New Students, Due the first week of August, 2024
online with credit card ~ NO CASH	Returning Students, due by June 1, 2024
Loan Tuition loans for St. Mary's families are serviced by the Bank of Montgomery of Natchitoches. Each loan is financed at 4.5% You have the option of a 10 or a 12-month term	Loan information must be signed at Bank of Montgomery by June 15th for a 10-month term and April 28th for a 12-month term. Special arrangements are made for new students registering after June 15. Loan information should be brought to the school prior to signing. Loan must be paid in full-even if student withdraws
Partial payment/Loan Combination	See loan information above. Partial payment must be received prior to signing loan.
<u>½ & ½</u>	1st half due June 1st. \$50 fee per child added to 1st half 2nd half due Jan. 30 Must be paid-even if student withdraws during the year



TUITION DEFINED 2024-2025

PARENTS MAY KEEP THIS PAGE FOR REFERENCE

TUITION SCALE

Catholic Student		Non-Catholic Student
*P3 & P4 \$4,700	each child	P3 & P4 \$5,200
K-12th	CHILD	K-12th
\$5,200	1st child	\$5,700
\$4,700	2 nd child	\$5,200
\$4,200	3 rd child	\$4,700
\$3,700	4 th child +	\$4,200

REGISTRATION FEES

Registration	<u>Amount</u>	Date Due
Returning Students	\$200 per student \$300 per student	Feb 1 - Mar.15, 2024 After Mar. 15, 2024
New Students	\$275 per student	Begins March 15, 2024

*P3 & P4 - Reduced tech fee + supplies + yearbook fee + PTO fee Optional After School Care (3:00-5:15 M-F) - \$25 registration fee (no monthly attendance charge thereafter)

TUITION ASSISTANCE

- St. Mary's is excited to offer (2) scholarships for new qualifying families, based on total family income and household size. Each scholarship offers a **limited number** of applications.
 - ACE-Maximum amounts for the 2024-25 school year are approximately \$4200 per year for K-8th and \$4500 for 9-12th
 - ARETE works with TADS to process applications. Maximum award amounts for the 2024-25 school year are approximately \$4350 for grades K-8th and \$4900 for 9-12th
 - Families are responsible for working out payment plan with the school for the remaining tuition
 - Application opens March 1st April 30th. Families must reapply each year,

To apply go to: www.smstigers.org >admissions > financial aid.. Scroll down to the ACE or ARETE tab. Check the guidelines to see if you qualify. Complete and submit your application.

For more information concerning tuition assistance please contact the Registrar.

UNIFORMS

All students, K through 12th grade are required to wear the official St. Mary's uniform. For policy please visit www.smstigers.org. This year SMS will be using Posey's in Natchitoches for all uniform needs.

EXPLANATION OF REQUIRED FEES FOR K-12th

FEE	AMOUNT	FEE PAID BY	PURPOSE OF FEE
Operations	\$800	K-12 / family	Building repairs, emergencies and day-to-day operations
Yearbook	\$60	PK-12 / family	Publishing costs of yearbooks
PTO	\$5	PK-12 / child	Cover costs of PTO activities
Technology Student Athletics Diocesan Fees	PK \$200 K-12 \$400	Per child	All instructional technology needs of the school. Admittance to all home regular season sporting events Diocesan insurance costs
Basic School Supplies	PK-6 \$60	PK - 6 / child	Supplies for each classroom purchased by the school.
Testing	\$35 \$50	1-10th 11th	Testing associated with Terra Nova (1-7) Pre ACT(8-10) National ACT Test administered at St. Mary's *new*
Senior/Graduation	\$200	Seniors	Graduation/Baccalaureate expenses



REGISTRATION TUITION WORKSHEET 2024-2025

THE MAIS US SILV	Family Name			Circle ONE: C	atholic	e / Non-Catholic
Last Name, First N	Name (responsible for tuition)	Email				
REGISTRATION	FEE: \$ Payment Type:	Dat	e:	Circl	e ONE	New / Returning
	TUITION CALCU	LATOR (see	Pg 2)			
	CHILDREN'S NAMES Oldest to Youngest			2024/25 Grade	Т	UITION Rate
					\$	
					\$	
					\$	
					\$	
			TUITI	ON SUBTOTAL	\$	
	FEE CAL	CULATOR				
	FEE	Cost		Quantity		FEE Rate
OPERATIONS (K-1	2)	\$800.00	1	PER FAMILY		\$
Yearbook (PK-12))	\$60.00	1 PER FAN	ΛΊΙΥ OR>	¢\$60	\$
РТО (PK-12)		\$5.00	\$5 X(per child)			\$
Technology, Stude	rechnology, Student Athletic Pass, Diocesan Fees (PK-12) PK \$200 K-12 \$400 X (per child)					\$
Basic school suppl	lies (PK-6)	PK-6 \$60.00	X(per child)		\$	
TESTING (1-11)		\$35.00	X (per 1 - 11 child)	l	\$
GRADUATION (Ser	niors)	\$200.00	X(per Senior)		\$
				FEE SUBT	OTAL	\$
PAYMENT OPTION SELECTION CIRCLE ONE				TUITION SUBT	OTAL	\$
#1 Full Payment DUE JUNE 1st				L TUITION AND	FEES	\$
#2 Loan SIGNED by April 29 or JUNE 15th (12-month term or 10-month term)				Amount		Balance Due
#3 Cneck/Loan Co #4 ½ and ½	mbination Partial payment DUE BEFORE SIGNIN 1st half due June 1	NG LUAIN				\$
π=+ /2 dilU /2	\$50 fee per child added to 1st half					
DACT DUE Description	2nd half due Jan. 30					
	nts will be assessed a late fee of \$250 monts will be assessed a late fee of \$25	O***				



ST. MARY'S CATHOLIC SCHOOL STUDENT INFORMATION 2024-2025

PLEASE PRINT ALL INFORMATION: COMPLETE ONE FOR EACH CHILD

STUDENT NAME: (As I	isted on Birth Certificate)			C. I. I. 2
Last	First		Middle	Catholic? GENDER:M
2023/2024 Grade:	Date of Birth:	Social Securi	ty #:	Student's Cell: ()
Student's Race: (only 1)	American Indian _	Asian Black	White Student	's Ethnicity : Hispanic Non-Hispanic
Parents' Marital Status:	Married Se	parated Divorce	ed Mom Remarried	Dad Remarried
Student lives with:	both parents (married)	Mother (custo	dy/domiciliary parent) _	Father (custody/domiciliary parent)
both parents (joint	custody) oth	er		
Physical Address:		COPY OF LATEST	CUSTODY DOCUMENTA	TION MUST BE ATTACHED
Mailing Address:	Street	City	Stat	te Zip
	Street/ PO Box	City	Stat	e Zip
MOTHER/GUARDIAN Inf	formation			If SMS Alumni/Grad Year
	Last	First	Maiden	
Cell: ()	Home Phone:		Email:	
Mailing Address:				
Place of Employment:	Street/ PO Box	City	State	Zip
	Business Name	Phone	Position	Business Phone
Relationship (if other th	an biological Mother)			
FATHER /GUARDIAN Info	ormation			If SMS Alumni/Grad Year
Cell: ()	Last Home Phone:	First	Middle Email:	
Mailing Address:				
Place of Employment:	Street/ PO Box	City	State	Zip
Relationship (if other th	Business Name an biological Father)	Phone	Position	Business Phone



STUDENT INFORMATION 2024-2025

PLEASE PRINT ALL INFORMATION: COMPLETE ONE FOR EACH CHILD

STEP-MOTHER INFORMATION:				_	Information/child released? Yes N
	Last	First	Maide	n	
Cell#: ()	List num	nber for automated school c	alls? Y I	N	Email:
TEP-FATHER INFORMATION:					Information/child released? Yes N
	Last	First			
Cell#: ()	List num	nber for automated school c	alls? Y I	N	Email:
RELEASE INFORMATION: List t	hose persons	that you give permission to	pick-up you	r c	child from school.
Name		Cell #			Relationship
Name		Cell #			Relationship
Jame		Cell #			 Relationship
		DOCUMENTATION MUST BE	PROVIDED TO S	CH	100L
		DOCUMENTATION MUST BE F	PROVIDED TO S	CH	100L
Date of evaluation:	If diagn	osis provided please explain:			
Has student ever received Spe	ecial Education	services? Yes	_No If ye	s,	describe:
Does the student have an exis	ting IEP?	Yes No Medication p	orescribed: _		
Ever been classified as "504"?	Yes	No If yes, a copy must be p	provided to S	ŝt.	. Mary's.
Those undersigned, that re Catholic School:	epresent that th	ey are the parents and/or lega	al guardians o	of t	this child/student, acknowledge that St. Mary's
 Does not provide s 	pecial education	services or facilities			
 Does not perform of 	educational or b	ehavioral evaluations			
 Will make reasona 	ble adjustments	within the school's education pr	rogram to att	em	npt to accommodate special adjustments
 All adjustments are 	e within the sole	discretion of the school			
		hat even with reasonable acco rould be better served in a more	_		hat satisfactory progress of the student has not arning environment
I HAVE READ AND UNDERSTA	ND THE STATE	MENT REGARDING STUDENT	S WITH SPEC	ΞIΑ	AL NEEDS.
Signature of Parent or Le	egal Guardian	Printed Name of Pa	rent or Lega	ıl G	Guardian Date



TUITION LOAN INFORMATION 2024-2025

(Completion is necessary if Option 2 or 3 is chosen for payment of tuition)

- Loan information must be signed and received by St. Mary's by June 15, 2024 (for a 10 month loan)
- Sign by April 29, 2024 (for 12 month loan) Failure to pay tuition or to sign the prearranged installment loan program papers by June 15th will result in a penalty of \$250 per returning student.
- Monthly loan payments are automatically withdrawn on the 15th of each month. For a 10 month loan, the first draft will be July 15, 2024, and the last draft will be April 15th, 2025. For a 12 month loan, the first draft will be May 15, 2024 and the last draft will be April 15, 2025.
- \$25 Processing fee (check made payable to BOM) must be attached to this form for processing.

		SE PRINT ALL INFORMATIO	<u> </u>	5
REQUESTING LOAN	Last First Middle (Maide		Middle (Maiden)	
SSN:				
MAILING ADDRESS:	g	C'h.	Charles	7'-
	Street	City	State	Zip
PHYSICAL ADDRESS:	Street	City	State	Zip
DRIVER'S LICENSE #: _		STATE:ISSU	JE DATE:	EXP DATE:
WORK PHONE:		HOME/CELL P	HONE:	
EMAIL ADDRESS: ATTACH COPY OF: VOIDED CHECK DRIVER'S LICENSE Automated withdrawals made from established bank account:				
Name of Bank:				
Routing Number: Account Number:				
FOR OFFICE USE ONLY Date Received by SMS	Date deliv	ered to bank:	Term:10 m	onth 12 month
Loan Amount: \$		Term of Loan		
\$25 processing fee must be attached. (Check made payable to BOM) Payment Type: LOANS WILL NOT BE PROCESSED WITHOUT THIS FEE				



ST. MARY'S CATHOLIC SCHOOL PUBLIC RELATIONS/IMAGE CONSENT/MEDIA RELEASE

All St. Mary's official websites and Facebook pages are venues for official school business and approved student organizations, athletic teams and clubs. All are maintained and monitored by the Technology Coordinator and administrators. All postings are official school related articles, events, pictures, etc. of approved student organizations, athletic teams and clubs. All press releases, news articles, advertisements and marketing must be approved by the administration. St. Mary's provides frequent media communications and images for release to include, but not limited to the following:

- The Church Today Catholic newspaper
- The Natchitoches Times
- St. Mary's Facebook Page
- St. Mary's Alumni Facebook Page
- St. Mary's Tiger Athletic Association Facebook Page
- St. Mary's Tiger Pride Facebook Page
- School's official website <u>www.smstigers.org</u>
 Tiger Athletic Association official website <u>www.smstigerstaa.com</u>
- The school's yearbook
- School brochures
- School videos
- Individual school picturesIndividual school IDs
- Class pictures
- Church activities
- Awards days
- Religious events

Rights Waiver Disclosure

St. Mary's utilizes images of students for promotional purposes. These promotional materials may or may not be used for internal, diocesan, community and/or national publications that promote the mission of the Minor Basilica of the Immaculate Conception. Images may include, but are not limited to those listed above. By signing this consent, parents provide their permission for the use of their child's image for the purposes of promotion by St. Mary's.

Guardian's Signature	Guardian's Printed Name	Date
Student's Name	Student's Name	
Student's Name	Student's Name	
Student's Name	Student's Name	



ST. MARY'S CATHOLIC SCHOOL PERSONAL INFORMATION CONSENT FORM

The Children's Online Privacy Act (COPPA) requires parents to make an election as to whether you give or deny consent for this school to use your child's personal information in the form of their name to be used in digital form to disclose it to entities that use the information for purposes specific to school activities.

These activities include using your child's name in digital form to:

- Create and maintain school records,
- Create email accounts for student use at school,
- Create user accounts to allow them to use online programs such as, but not limited to, foreign language courses, typing courses, and online core content courses that are delivered by computer. This includes Google and Lightspeed Relay accounts set up for student Chromebook usage on campus.

Privacy policies for each online program are obtained and can be provided at request. All such digital uses are listed on the school website, accessible at www.smstigers.org.

Please read the consent statements below choosing the option that applies to your decision to grant or deny consent and sign and date the bottom.

PLEASE CHOOSE ONE OF THE FOLLOWING OPTIONS:

	CHOOSE ONE OF	THETOLL	OWING OF THE	7110.	
	I CONSENT	to my child's school collecting my child's personal information and disclosing th personal information collected to outside entities for purposes such as those describe above and listed on the school website. I understand and acknowledge that the conserprovided herein shall be valid from this point until my child's graduation or I make th necessary changes in writing in person.			
	I <u>DO NOT</u> CONSENT	disclosing the those describ declining con the school wi	e personal informated above and listed sent for the collectial not share the in	ntion collected to outs ed on the school distr tion and disclosure of information with entiti	al information named above and side entities for purposes such as rict website. I understand that by f my child's personal information, ies outside the school system for outlined above) and disclosure of
ignature o	f Parent/Legal Guardian		Ch	ild's Full Name	Grade
rinted Nan	ne of Parent/Legal Guardian		Ch	ild's Full Name	Grade
lata				ild's Full Name	Grada



ELECTRONIC COMMUNICATIONS POLICY

St. Mary's Catholic School recognizes the educational value of using electronic information services for communication and information access and encourages the use of such sources to enhance student learning. The school uses Lightspeed Relay and Google Education Suite to filter internet content and monitor all SMS user accounts.

Users should never consider electronic communication to be either private or secure. The school's administration and technology coordinator have access to all email. St. Mary's Catholic School also has the right to monitor any and all aspects of its computer system. Users consent to allowing the school to assess and review all materials users create, store, or receive on the computer system, Internet, or any other component of the computer network.

Users understand that the school may use human or automated means to monitor use of the computer resources. Such monitoring may include, but is not limited to, monitoring sites visited by users on the Internet, reviewing material downloaded or uploaded by users to the Internet, and reviewing email sent and received by users.

As a parent or guardian of this student, I have read the school's Responsible Use of Technology Policy, Internet User Policy and Rules, and the No Expectation Of Privacy of Electronic Communications Policy of the St. Mary's Catholic School's Technology Resources Policy. I understand that these services are designed for educational purposes and the school has taken available precautions to eliminate controversial material. However, I also recognize that it is impossible for the school to restrict access to all controversial materials and I will not hold them responsible for materials acquired by my child with these services. I also understand that although student accounts are monitored, school system employees are not responsible for monitoring student activity online outside of school hours. If something is disclosed or written outside of school hours, employee monitors may not be aware of a situation until regular school hours resume.

Parent/Guardian	X
(Please print)	Signature
Please list your children(s) names in the spa	ices provided.
Student Name	
Sibling Name	<u></u>
Sibling Name	
Sibling Name	



Responsible Use of Technology, Internet Usage Agreement, and Chromebook Agreement Form for K-12th Grades

This form must be completed in order to receive a school issued device.

- Parent

- I have read and understand the Responsible Use of Technology and Personal Responsibility/Liability Agreement and the Internet User Policy and Rules.
- I will comply with this agreement and the St. Mary's Internet Usage Policy.
- I understand that electronic device privileges may be revoked and that discipline may be imposed as a result of inappropriate behavior, damage, neglect, or loss to any school owned device.
- I understand that I am financially responsible for user damage (deliberate or accidental) to any school owned device (or its replacement if repairs cannot be made).
- I understand that my high school child is responsible for keeping school issued devices charged and ready for use each school day and for maintaining and caring for the assigned device.

 Parent/Guardian Printed Name

 Parent/Guardian Signature

 Date

Student Signature (4th - 12th grade)

- I have read and understand the Responsible Use of Technology and Personal Responsibility/Liability Agreement and the Internet User Policy and Rules.
- I will comply with this agreement and the St. Mary's Internet Usage Policy.
- I understand that electronic device privileges may be revoked and that discipline may be imposed as a result of inappropriate behavior, damage, neglect, or loss to any school owned device.
- I understand that I am financially responsible for user damage (deliberate or accidental) to any school owned device (or its replacement if repairs cannot be made).
- I understand that as a high school student, I am responsible for keeping my school issued device charged and ready for use each school day and for maintaining and caring for the assigned device.

		_/	<u>/</u>
Student Printed Name	Student Signature	Date	Э

Office Use Only: Form MUST be given to the Technology Coordinator.



ST. MARY'S CATHOLIC SCHOOL REGISTRATION PACKET ADDENDUM

FAMILY NAME: (LICT ALL CTUDENTS NAMES)				
(LIST ALL STUDENT'S NAMES)				
PARENT NAME:				
ENROLLMENT St. Mary's Catholic School administration reserves the right to deny enrollment of any child due to parent non-compliance of rules or misrepresentation of child or family information (i.e. age, health information, past academic records, church affiliation). Admission may be denied if the student needs cannot be properly served. Denial of enrollment or enrollment termination may occur when class size does not allow for proper placement of a student, if there is a need for highly specialized counseling or treatment, or if a student's discipline record indicates a disruptive pattern. Present or prior enrollment at St. Mary's is not an automatic assurance of continued admission.				
PLEASE INITIAL:				
TUITION AND FEES				
The fiscal operations of St. Mary's Catholic School is dependent on student enrollment and associated tuition. REGARDLESS OF the OPTION CHOSEN, FULL TUITION PAYMENT IS EXPECTED - DEBT MUST BE PAID IN FULL REGARDLESS OF MY CHILD'S ENROLLMENT.				
PLEASE INITIAL:				
I understand that a \$250 fee will be applied if tuition is paid after the due date.				
PLEASE INITIAL:				
TUITION AND REFUND POLICY If a student attends one day of school of any academic year, school policy states that no refund is provided. PLEASE INITIAL:				
STUDENT SCHOOL ISSUED ACCOUNT				
I understand that my child (1st - 12th) will be issued a Google account through the school's domain: @smstigers.org. PLEASE INITIAL:				
<u>INVOICES</u>				
I understand that all Tuition, After School Care and School Store invoices are emailed.				
PLEASE INITIAL:				
PARENTAL INVOLVEMENT				
I understand that each family is required to volunteer at least 10 hours each school year or pay a \$300.00 fee. Due May 1 or final report card will be held.				
PLEASE INITIAL:				



ST. MARY'S CATHOLIC SCHOOL MEDICAL INFORMATION STUDENT FORM

In cases of emergencies, individual medical information can be critical for proper care. The school nurse will monitor all information and will share only what is necessary. Please complete this information and return to school as soon as possible.

STUDENT'S NAME:		GRADE:
Food and/or medications which students are allergic to. If none please write "None": All medication taken at home, consistently or occasionally. If a child does not take any medication please print "none"		
Time administered:	Circle One: Daily As Needed	
Reason for medication:		
Medication #2 Name	Dosage	
Time administered:	Circle One: Daily As Needed	
Reason for medication:		
	Dosage	
Time administered:	Circle One: Daily As Needed	
Reason for medication:		
Medication #4 Name	Dosage	
Time administered:	Circle One: Daily As Needed	
Reason for medication:		
Any other medical concerns (sei	izures, diabetes, etc):	
If your child does not have a	any medical issues or take any medication on a r	egular basis please check here
*In the event of an emergency,	, I give the administration of St. Mary's the authorizalld if ever deemed necessary-whether on or off campu	ation to call for medical personnel and
I,(Parent's printed name)	authorize the above information	n is accurate and correct.
(Parent's Signature)		



ST. MARY'S CATHOLIC SCHOOL TOPS, COLLEGE SCHOLARSHIPS, GRANTS, AID PROGRAMS, & COLLEGE ADMISSIONS CONSENT FORM Grades 8th - 12th

If you consent, your child's data will be shared with the Louisiana Office of Student Financial Assistance (LOSFA) through the Louisiana Department of Education (LDE) and its technology partner, the Office of Technology Services (OTS)1 and the postsecondary education institution(s) to which your child applies (Institution) through the Board of Regents (BOR),LDE, and OTS to allow: You to track your child's progress in taking the courses and earning the grades required to be eligible for a Taylor Opportunity Program for Students (TOPS) Scholarship and to monitor your child's TOPS eligibility status by having an account on LAS (www.losfa.la.gov/AwardSystem/). LOSFA to determine whether your child is eligible for TOPS and other college aid using the Louisiana Award System (LAS). LOSFA to make TOPS and other aid payments. The Institution(s) to process his/her application for admission. The data which is necessary to determine your child's eligibility for TOPS and for admission to an Institution and which may be shared with LOSFA and Institutions for these purposes includes: Full name Birthdate Social Security Number Student transcript data (includes but not limited to, courses taken, type of course, the grades for each course, and when and where the courses were taken).

If you do not consent to the disclosure of your child's data to LOSFA and to postsecondary Institutions, the evaluation of your child's eligibility for TOPS and for admission to college will be delayed until the information necessary to make a determination is provided.

I CONSENT to my child's school collecting my child's personal information named above and disclosing the personal information

I CONSENT

-	tities named above. ided herein shall be valid for my child's cumulative transcript records as of the date of the graduates from high school or I withdraw consent by completing the bottom portion
Signature of Parent/Legal Guardian	My Child's Full Name
Printed Name of Parent/Legal Guardian	Date
•	ng my child's personal information named above and disclosing the personal I may provide consent at a later date by completing the consent portion of this form
Signature of Parent/Legal Guardian	My Child's Full Name
Printed Name of Parent/Legal Guardian	Date

1 LDE and OTS will not have access to students' personally identifiable information to facilitate this process