

STUDENTS - ENROLLMENT

Diocesan Policy 4010

School Admission Policy

The admissions process of Bishop Dwenger High School is guided by the school's mission statement: "Bishop Dwenger, a Diocesan Catholic high school founded in the life and teachings of Jesus Christ, provides a faith-centered community dedicated to academic excellence, growth in the spiritual life, a Christ-centered active life outside of class, and a Christian life of service to the community."

Pursuant to the policies established by Diocese of Fort Wayne-South Bend, all students attending Bishop Dwenger are expected to participate in school religious activities and ceremonies, as well as respect the Catholic faith and traditions. (Diocesan Policy #4060)

The admission of any student into Bishop Dwenger shall be at the discretion of the administration based on student performance at and teacher recommendations from his/her former school in the areas of academics, discipline, and attendance. All applications and registration information shall be received by the Bishop Dwenger's Admissions on or before the stated deadline. Enrollment limits are established by the administration based on availability and building capacity. No registration can be considered complete until confirmation is received from the student's former school that a student's financial obligations therewith are current. (Diocesan Policy #5250)

Nondiscrimination Policy

Bishop Dwenger High School promotes an open enrollment policy accepting students without regard to color, race, gender, disability, or national origin, and uses its best efforts to accommodate the disabled in its educational programs. (Diocesan Policy #4010) This institution is an equal opportunity provider. Individual circumstances in all cases will be weighed with the final decision resting with the administration concerning admittance. Our admission policy is a general reflection of policies established by the Diocese of Fort Wayne-South Bend and the tradition that has been created over the years at Bishop Dwenger.

Children with Exceptional Educational Needs

Children with exceptional educational needs requiring special class placement are accepted if their needs can be reasonably accommodated within the school. Initial enrollment will be on a conditional basis with the understanding that in the event the exceptional needs of the child cannot be reasonably accommodated by Bishop Dwenger, the custodial parents or guardians will agree to enroll their child in another school system which can accommodate the special needs of exceptional children.

Ordinarily when Bishop Dwenger cannot reasonably accommodate the exceptional needs of a child, a recommendation for special class placement will be made to the custodial parent or guardian by the administration, after consultation with the child's teacher(s). This recommendation can be for either special class placement within a different diocesan school or referral to a public school for evaluation or placement. Once a recommendation has been made and alternate accommodations arranged, the student shall be withdrawn. However, should the child's continued presence, in the opinion of school personnel, pose an undue hardship on the operation of the school or a threat of harm to the student, other students, or school personnel, the student shall be withdrawn immediately.

Students or Prospective Students with Diseases

Catholic schools shall comply with all applicable state law and all Board of Health policies regarding school enrollment and attendance in relation to a student or prospective student having a communicable disease.

Prospective students who otherwise meet all entrance requirements may not be denied admission solely on the basis of a diagnosis of a disease unless required by applicable state law or Board of Health policy; similarly, students may not be excluded merely on the basis of a diagnosis of a disease.

However, as with any prospective student who is diagnosed as having or is suspected of having a communicable disease, a child with a communicable disease may be excluded, if after an individualized assessment of the child's condition, in accordance with the school's communicable disease policy/procedure, it is determined that the child's presence in the classroom may expose others to significant health and safety risks.

Upon being informed that a child is diagnosed as having or is suspected as having a communicable disease, a review panel consisting of the student; parent/guardian; his/her physician, a physician representing Bishop Dwenger and/or the diocese, and Bishop Dwenger administrators will be established to determine whether the child's admission or continued presence in school would expose others to significant health and safety risks. In making its determination the review panel will conduct an assessment of the child's individual condition. The review panel's inquiry will include findings of fact, based on reasonable medical judgments given the state of medical knowledge about:

- A. the nature of the risk – how the disease is transmitted;
- B. the duration of the risk – how long the carrier is infectious;
- C. the severity of the risk – the potential harm to the student and third parties;
- D. the probabilities the disease will be transmitted and will cause varying degrees of harm; and
- E. whether a reasonable accommodation exists and/or is required.

The review panel shall also consider the scope of the problem, education-related issues, and the student's right to confidentiality.

The recommendation of the review panel and the decision of Bishop Dwenger administrators as to the admission and/or continued admission of the subject student shall be and remain confidential and submitted, if necessary, for review only to the Superintendent of Schools, Secretariat of Education, Vicar of Education, and diocesan attorney.

In the event it is determined that a child shall be denied admission to or withdrawn from Bishop Dwenger, the school will use its best efforts to assist the parent or guardian in locating alternative educational service and obtaining religious and catechetical instruction for such student.

School Admission Requirements-General

All prospective students are required to complete a battery of academic placement exams for admission to Bishop Dwenger. Students applying for admission are required to be tested in the areas of Language Arts, English proficiency (if applicable), and Math. The school is responsible for the administration of all placement exams. Upon review of test data and other relevant information, the administration will make a determination regarding the school's ability to meet the needs of the student tested.

Additionally, a child can be enrolled only by a person having the legal custody of the child. A certified copy of the student's birth certificate shall be required for original entrance at all grade levels. Proof of legal custody may also be required in cases where a child does not reside with both natural parents.

If custodial documents are not provided to the school within thirty (30 days) of the student's application for enrollment or appear to be inaccurate or fraudulent, the school may reject the application and shall notify the Indiana Clearing House for Information of Missing Children (Diocesan Policy #4030) and will cooperate with local authorities if the child has been reported missing.

The custodial parent or legal guardian shall provide the name and address of the school the student last attended, if any. The school shall request records from the last school the student attended within fourteen (14) days of receipt of said information from the parent/guardian.

Written proof that the child meets state and county health requirements (immunization record) for enrollment shall be required.

Generally, subject to the sole discretion of the Bishop Dwenger administration, Bishop Dwenger does not accept a student who has been suspended or expelled from another school within the past six (6) months.

Returning Student Process

All returning students are expected to submit a registration card and registration fee by the set deadline annually. Subject to the student meeting all other terms and conditions of his/her continued enrollment at Bishop Dwenger, this registration card reserves a student's spot at Bishop Dwenger for the ensuing academic year. Students who fail to submit their registration card and registration fee by the deadline risk their spot at Bishop Dwenger for the next academic year.

Ninth Grade Admission Process

In addition to satisfying the general school admission requirements set forth, applicants for ninth grade admission are required to complete the following steps and submit information throughout the application and registration process.

The following must be submitted to Admissions for a student to be considered for acceptance:

- Completed Enrollment Application Form
- Copy of Birth Certificate
- Registration Card
- Registration Fee
- IEP, ICEP, School Service Plan and 504 Copy (if applicable)
- Transcript or report card
- Recommendation form completed by teachers at student's current school
(Applicants from a Catholic non-feeder or public school will need to acquire and deliver completed recommendation form provided by Bishop Dwenger.)
- Completed placement exam(s) on dates determined by Bishop Dwenger

Bishop Dwenger reserves the right to request additional information on a student from his/ her current school or parents/guardians.

Admission determination will commence following the deadline for applications. Applications submitted after the deadline may be rejected or subject to the wait list. If the number of applicants exceeds the number of available spots in the class, the priority list below will be applied and the remaining applicants will be put on a wait list. Subject to a student's fulfillment of all other admission requirements, Bishop Dwenger shall prioritize all incoming ninth grade applicants based on the following:

- Catholic student from Catholic feeder schools (Queen of Angels, St. Charles Borromeo, St. Joseph, Garrett, St. Jude, St. Mary's, Avilla, St. Vincent DePaul, Our Lady School)
- Catholic student from Catholic non-feeder schools

- Catholic student from non-Catholic schools
- Sibling of current Bishop Dwenger student or alumni
- Child of current Bishop Dwenger faculty and staff
- Child of current employee of the Diocese of Fort Wayne-South Bend
- Child of Bishop Dwenger alumni
- Non-Catholic student from Catholic feeder schools
- Non-Catholic student from Catholic non-feeder schools
- Non-Catholic student from non-Catholic schools

Applicants will receive a letter by mail indicating the status of acceptance, placement upon the wait list, or rejection. Admission will be probationary until Bishop Dwenger receives confirmation from previous school regarding good financial standing, that the student has successfully completed the eighth grade, and all other requirements for admission have been fulfilled to the satisfaction of Bishop Dwenger . (Diocesan Policy #5250)

Transfer Student Process

Diocesan Policy 4020

Bishop Dwenger High School considers accepting transfer students from other high schools. Transfer students must be current on the number of credits for their corresponding grade level. Transfer students are normally accepted at the beginning of each semester, unless the student has recently moved into the Fort Wayne area. Subject to the sole discretion of the Bishop Dwenger administration, Bishop Dwenger generally does not accept senior transfers. The number of transfer students will be set by the administration based on availability and building capacity. Transfer student applications will be prioritized in the same manner as ninth grade student applications as set forth above.

A transfer student applicant must submit all information required from a ninth grade applicant as specifically set forth above. In addition, a transfer student applicant shall complete an enrollment interview with Bishop Dwenger administration and sign a Probationary Transfer Contract.

Bishop Dwenger reserves the right to request additional information on a student from his/her current school. In cases where a student has been arrested or on active probation, Bishop Dwenger reserves the right to request and review a completed drug test screening.

The student's former school will be contacted once a transfer request is received and before a transfer will be considered. A student must be withdrawn from his/her former school before a transcript can be released. All financial matters at the former school must be satisfied before an official transcript may be sent to the receiving school. (Diocesan Policy #4020)

All rules and regulations set by the Indiana High School Athletic Association (IHSAA) regarding athletic eligibility shall be considered and strictly enforced at Bishop Dwenger.

Families and transfer student applicants will be notified by Bishop Dwenger once said student's application has been accepted or rejected. Bishop Dwenger will strive to complete this in a timely manner following the submission and review of all application materials as well as the fulfillment of all admission requirements.

If accepted, students will work with the Guidance Department to establish a schedule and complete placement exam(s).

Homeschool Transfer

At the discretion of the Bishop Dwenger Administration with advisement from the Director of Guidance, homeschool students may be admitted. A curriculum from the homeschool

program enrolled in, a report of current grades, and a list of courses taken, must be submitted to the Director of Guidance and Administration in order for credits to be determined. A maximum of one year/two semesters of homeschool credits can be issued by Bishop Dwenger. All students admitted, including homeschool students, to Bishop Dwenger High School must take a placement exam in Math and English per school policy.

International Student Admission Process

Bishop Dwenger High School welcomes students from other countries for study and social integration. Admission is subject to space availability. In general, the following requirements apply:

- International students must be part of a formal exchange program approved by Bishop Dwenger, or the student must live with a host family approved by Bishop Dwenger.
- It is the responsibility of the exchange program or the student's family to locate, prepare, and supervise the host families for the international students. Bishop Dwenger is not responsible for finding housing or a host family.
- All international students pay full tuition and fees at the non-parishioner rate. Payment of tuition and fees is due before the first day of classes.
- International students must demonstrate proficiency in reading, writing, listening, and speaking the English language. Students must submit a SLEP or TOEFL score. Admission may be denied because of an unsatisfactory score.
- International students requesting admittance on an F-1 Visa must submit to the Admissions Office three to four months in advance the necessary information, forms, and documents for completion of the I-20:
 - o Bank statement of family, showing sufficient funds for covering all expenses at Bishop Dwenger High School
 - o Letter from the host family stating that it accepts full responsibility for the student
 - o Student's complete foreign address, including parent demographic information
 - o Host family demographic information, including email address and phone number
 - o Copy of Birth Certificate, translated into English
 - o Copy of student's English proficiency test scores
 - o Copy of student's transcripts, translated into English
 - o Bishop Dwenger Enrollment Application
 - o Bishop Dwenger Registration Card + fee
- Up-to-date immunization records (Requirements are the same as for all other students)
- Students must meet school attendance and disciplinary requirements and abide by all school and diocesan policies.