

SUBJECT: Admissions -- PS, SS, RE
NUMBER: 5005
EFFECTIVE DATE: 5/1/2014

I. POLICY

It is the policy of the Diocese of Green Bay that, when space is available that parent(s) or guardian(s) accept the premise that Catholic religious formation is our primary purpose. Students of appropriate age and qualifications are admitted to our schools and religious education programs, following proper admission procedures, with no bias to national origin; ethnicity, religion; gender; sexual orientation; physical attributes; physical or mental ability or disability; and social, economic or family status.

Parent(s)/guardian(s) of students in Catholic schools must accept and understand that the teachings of the Catholic Church are an essential and required part of the curriculum.

II. PURPOSE

It is the purpose of this policy to allow students to have fair access to our Catholic school and religious education programs, at an age and/or qualification level where they may succeed, and with support from parents/guardians for the Catholic teaching and environment which we offer.

III. RESPONSIBILITY

It is the responsibility of the administrator to ensure that clear admissions protocols are in place and followed in the case of each and every program admission.

It is the responsibility of all faculty, staff and volunteers to alert the administrator should a discrepancy to a policy be found.

IV. PROCEDURE

- A. The administrator of each Catholic school/system and religious education program under the auspices of the Diocese of Green Bay shall have in place admissions protocols which set age and/or qualification level, any educational prerequisites and other qualifications and procedures for entry into each grade level program.
- B. Before admission is approved, all appropriate procedures, including submission of required forms, shall be followed.
- C. Because of limitations in resources, individual schools, school systems, and religious education programs, within the Diocese of Green Bay, may not be able to accommodate all students with special needs.
- D. Admission of an applicant shall require communication between the administrators of the prior and admitting school or parish faith formation program, plus appropriate documentation including official transcript and, as needed, an interview with parents/guardians.
- E. With all other factors being equal between two candidates for admission, if space is limited to just one candidate, preference shall be given to:
 - a candidate from the local Catholic parish who has or had one or more siblings in a program
 - one who is Catholic from the local parish
 - a Catholic from another parish
 - a non-Catholic local resident