

PARENT  
HANDBOOK  
FOR  
ST. STANISLAUS  
AND  
ST. STEPHEN  
SCHOOLS



2011/2012

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Dear Parent,

Thank you for choosing St. Stanislaus and St. Stephen Schools.

Our schools are very special places. We strive to provide your child with a very high quality education. Helping each child feel good about themselves and develop a positive self-esteem is a major focus of our work. Reading, math, language arts, social studies, Spanish, science and health, music, art, and physical education are also a regular part of our school day.

Our schools, though, are special for even greater reasons. The entire atmosphere and attitudes of our school are based on the gospel values taught by Jesus. These values are taught not only in daily religion class, mass and seasonal celebrations, but also throughout the entire day. The message and lessons of Jesus provide a solid foundation for all of us to base our lives on. We work very hard to make Jesus a living part of our day.

We are blessed to have wonderful teachers and staff who care greatly about your child. These people are devoted to providing for all your child's needs, not just academics. Our goal is to create a learning environment that will allow your child to grow mentally, spiritually, emotionally, physically, and socially.

To make our school all it can be, we need another ingredient - the family. As parent, you are the primary force in your child's life. You and your family, more than anything else, shape who your child will be. We need your involvement in both your child's personal education as well as in the entire school. A "family" school provides an even greater opportunity for learning and growth. We hope you'll become an active part of our school family.

Again, thank you for choosing St. Stanislaus and St. Stephen Schools. If you have any questions, concerns, or comments, please don't hesitate to contact the school.

Sincerely,

Gregg Hansel, Principal

***Major Awards earned by St. Saint Stanislaus and Saint Stephen Schools in the past three years.***

**United States Department of Education Blue Ribbon Schools Award**

This is the highest award any school in the United States, public or private, can earn. The award goes to approximately 300 schools each year out of the 100,000 schools in the country. To earn this award, schools must have test scores in the top ten percent nationally, and have a dynamic and creative educational program in all areas.

**Herb Kohl Fellowship Award**

Each year, the Herb Kohl Foundation recognizes 100 of the top teachers, public and private, in the state of Wisconsin for outstanding teaching. Teachers are selected based on an extensive survey, recommendations, and teaching performance. In the last three years, three teachers from St. Stanislaus and two from St. Stephen have been selected.

**Portage County Business Council Golden Apple Award**

Each year, the Portage County Business Council honors outstanding teachers in a three county for their performance. Teachers of Distinction and Golden Apple Award winners are selected on the basis of applications, interviews, and classroom observation. Over the past three years, the two schools have had three teachers selected as Golden Apple winners, and one teacher selected as a Teacher of Distinction.

## VISION STATEMENT

The Stevens Point Area Catholic Schools will be a beacon of hope and virtue, assisting the church and families with faith and educational growth for our students.

## MISSION STATEMENT

The Stevens Point Area Catholic School System, in an environment of Christ-centered faith, worship, and service, enriches the development of each student through academic and co-curricular excellence in partnership with family, parish, and community.

## GUIDING PRINCIPLES

1. Provide the highest quality Catholic education possible.
2. Emphasize faith and academics.
3. Provide a nurturing, supportive, welcoming atmosphere for families and students.
4. Increase the awareness that the schools and the parishes share this important ministry of the Church.
5. Provide opportunities for students to develop in a variety of areas.
6. Continue to be good stewards of fiscal resources for staff, families and parishes.

## NON-DISCRIMINATION POLICY

St. Stanislaus and St. Stephen Schools admit students of any race, color, national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. Furthermore, St. Stanislaus and St. Stephen Schools do not discriminate on the basis of race, color, national, or ethnic origin in the administration of any of its policies and procedures.

### Diocesan Policy 6225

Non-Catholic students fully enrolled in a Catholic school are required to participate to the same extent in all school activities and courses of study as Catholic students.

## Parent/School Partnership

Learning is not something that takes place only at school. Children and adults are constantly learning in areas of faith, values, academics, and community building. The most effective learning takes place when the home and school work together to challenge and meet the needs of their children.

Parenting is a difficult, twenty-four hour a day job. Parents need the support and encouragement of schools, churches and friends to parent effectively and not burn out. Being a parent is by far, the most difficult and challenging job a person will ever face.

An African proverb states that it takes an entire village to raise a child. Our goal is to obtain a Parent/School Partnership and begin to help create that village, providing encouragement for the school staff and parents in this most important work.

We believe that what happens to children in the early stages of life has a great impact on them, and we want your children to be part of a loving, nurturing environment. We feel the following statements are important in the development of a child.

1. Pray with your children daily, and teach them about their faith.
2. Read to your children daily (when possible), and have them read daily.
3. Take an interest in your child's schooling, and ask them how their day went, attend school conferences, and stay in close contact with school staff.
4. Take a close look at how much and what kind of TV, movies, and computer activities your children watch, and make wise choices based on our faith and value system.
5. Use positive discipline with your child, touch them, hug them, and share your love with them.
6. Make safety an important topic in your house, including safety about fire, weapons, chemical use, and personal safety.
7. Contact other parents if your child will be visiting, to learn what will be happening and offer support (times, videos, chaperones, etc.).

## **ABSENCES**

To ensure the safety of all students, parents are expected to call the school office no later than 9:00 a.m. if a child will be home for the day. When you call, please let the secretary know why your child is home. If parents do not call, the secretary will attempt to call the home for verification of the child's whereabouts.

If your child has a fever of 100 or more, the child should stay home for 24 hours after the temperature returns to normal. If your child has vomited or had diarrhea, the child should stay home for 24 hours after the last episode. If your child has any rash that may be disease-related or you do not know the cause, check with your family physician before sending to school.

It is the responsibility of the individual student to get assignments and to make up work that is missed because of absence from school. A possible procedure for getting such assignments is to leave a message for the teacher in the morning by another member of the family. This allows the teacher time to prepare the items to be assigned before the assignments are called for your pick up at the end of the day.

## **ABSENCES - EXTENDED**

In the case of extended absences, the principal should receive a written notice one week prior to the time the child(ren) will be out of school. The school takes no responsibility for students falling behind in their work because of family vacations during the school year. Teachers are under no obligation to give out work ahead of time for such vacations. Teachers, however, are to give students returning from such vacations a reasonable amount of time to complete missed work.

## **ADMISSIONS/WITHDRAWALS**

Age Requirement for System Preschool Program and Kindergarten Programs:  
Students must be three years old by Sept. 1, to qualify for our Level I preschool program and must be four years old Sept. 1, to qualify for our Level II preschool program. The Level III preschool program is for older four-year-old and five year old students. Student must be five years old by Sept. 1, in order to be admitted to Kindergarten.

For children entering school for the first time (preschool or kindergarten) verification of age is necessary. Baptismal or birth certificate will serve as this verification.

Withdrawals: If a student is withdrawing from the Stevens Point Area Catholic Schools (SPACS) for any reason, the parents must:

1. Notify the school office as soon as possible and take care of unpaid fees or any other business.
2. Present a "Permission to Release Records" form to the school office.

## **ASBESTOS MANAGEMENT PLAN AND REPORT**

The Management Plan's Surveillance Report and Training Report is available for review in the office of the principal. Interested persons may contact the school principal to review the plans. Dated this 1st day of school, 2008.

## **ATHLETICS**

The Stevens Point Area Commission of Catholic Education has established policies for all sports programs in our schools. At the fifth grade level, these programs may include girls' volleyball, girls' basketball, boys' basketball, girls' and boys' track, and boys' wrestling.

Physicals are required every other year for all students participating in the elementary athletic program. Since fifth grade is the first year for our students to participate in the athletic program, ALL fifth grade sports participants MUST return their physical cards to the school office BEFORE they can participate in practices. A participation fee will be charged for participation in the athletic program. This fee is to be paid at the school office before participation in the program begins and made out to SPACS. If the gym at St. Steve's is used, coaches are required to obtain information from our office about necessary procedures.

While student participation in non-academic activities sponsored by the school is encouraged, care must be taken to ensure our primary focus, academics, is not neglected. If academic grades begin to drop or if behavior becomes unfavorable, suspension from the activity may take place. Each student will be dealt with on an individual basis.

## **BICYCLES**

Bicycles should be provided with a license and a lock before they are brought to school. Students riding bikes should know and observe safety traffic rules and ride correctly and courteously. Bicycles are to be walked on school grounds. Students who violate the above regulations can be prohibited from bringing their bicycles to school.

Students riding bicycles are expected to park their bikes in the racks provided as soon as they come to school. Bikes will not be used again until the end of the day for the trip home. The school does not assume responsibility for lost or damaged bicycles.

## **BUS TRANSPORTATION**

Bus schedules are mailed from the Transportation Office during August prior to the opening of school. New riders need to complete a registration card that contains the rules.

The staff supports bus regulations issued by the Stevens Point Area Public Schools and by the bus drivers. These rules are made for the safety of the children. Each family receives a list of these rules at the beginning of each new school year. These rules should be reviewed with the children at home.

Drivers have been instructed to notify the school and/or parents whenever a student violates a state law or a bus company regulation. If you have any questions concerning bus transportation, call the Transportation Office, 345-5477.

## **CHANGE OF ADDRESS, PHONE, GUARDIANSHIP, ETC.**

Parents or guardians **MUST** notify the school immediately when there is a change of address, phone number, or any change in custody or guardianship. If parents **request a second copy of any communication**, they need to put this in writing and if mailing is required, pay for this postage.

**According to policies for Catholic schools in the LaCrosse Diocese regarding proof of guardianship of children, "In any situation where there is a custody agreement, the school needs to obtain that portion of that agreement that stipulates custody and any other pertinent information for the school." (DSP5302)**

**Parents for whom this policy applies, should provide the necessary information to the school office by September 15, 2010.**

Many things affect a child's ability to study and learn. Events that occur within a family relationship are usually the most important. Please keep the school informed of deaths, illnesses, births, separations from friends or relatives, etc. Our awareness of what your child is coping with will help us in working with your child.

## **CONFERENCES**

Parent-teacher conferences are held twice within the school year at the completion of the first and third quarters. Conferences are an ideal time to check on study habits, classroom behavior, attitude, and other areas of your child's growth. Parents are required to attend the fall conference and are encouraged to keep in contact with their child's teacher throughout the year.

If at anytime during the year a parent would like a conference or a teacher feels a conference is necessary, one can be arranged. (DSP 5205- Diocese of LaCrosse)

## **DAILY SCHOOL SCHEDULE**

**Arrival:** 7:45 a.m. - 8:00 a.m. Playground supervision provided.

**School Day:** Grades K-5 8:00 a.m. - 2:50 p.m.

**Dismissal:** 2:50 p.m. - 3:00 p.m. Playground supervision provided.  
After 3:00 children will be sent to the After Care program  
and parents will be charged for an hour of service.

Adult supervision is provided at each building before school from 7:45 a.m. and after school until 3:00 p.m. Students should not be on school premises outside these times. The school is not responsible for persons who are on the premises when no adult supervision is scheduled. Students who come to the school before listed supervision time will be added to the Extended School Care Program. Students remaining on the school premises after 3:00 p.m. will be added to the After Care program. Parents will be charged for these services.

On days of extreme cold or bad weather, students are allowed to come into the building early, but report to the designated areas within the building.

Once on school premises, students are not allowed to leave without permission of the principal.

**ANY CHANGE IN THE WAY A STUDENT IS TO LEAVE SCHOOL - WALKING, BUS, CAR RIDING, ETC. - FOR STUDENTS IN GRADES KINDERGARTEN THROUGH 5, MUST BE PRECEDED BY A WRITTEN NOTE, OR PRESENTED TO THE SCHOOL OFFICE FROM THE PARENT OR GUARDIAN. WITHOUT THIS NOTIFICATION, WE WILL HAVE YOUR CHILD FOLLOW THEIR USUAL PROCEDURE.**

## **DAMAGE TO SCHOOL PROPERTY AND MATERIALS**

Parents or guardians are responsible for all damage done to school property or materials by their children. This includes responsibility for the payment for damages done to books, and the payments required for the replacement of damaged or lost materials and equipment.

## **DANCES AND PARTIES FOR GRADE SCHOOL**

Schools are not to sponsor mixed parties and dances for grade school students, when they are such as to promote dating, exclusive and particular boy-girl associations and the pairing off of couples. School activities which are well supervised and which are instructive in the social graces and productive of mature and wholesome relationships are encouraged. (Diocesan Policy 5790)

## DRESS CODE

**Dress and grooming reflect a person's self-respect and respect for others. Our main concern is that all students are clean and neatly dressed. Appropriate dress is a contributing factor to positive behavior, a productive learning environment, as well as a good Christian self-image.**

**“The same excellence and standards pursued in academics, discipline, and religious formation should be mirrored in a student's attire in a Catholic school.” (DSP 5690)**

**Cold Weather Apparel:** Required winter outerwear includes mittens or gloves, hat/scarf/earmuffs, warm jacket or coat, boots. (Snow pants are required for students intending to play on the snow hill.)

**Hot Weather Apparel:** During September, May, and June, the students may come in shorts (keeping the dress code in mind) if parents decide and the activities for the day are appropriate.

**We strongly recommend that clothing have student names on them so we do not build up a lost and found section.**

# STEVENS POINT AREA CATHOLIC SCHOOLS

## Student Dress Code

As a Catholic School system, SPACS promotes the virtues of modesty and self-respect. Student dress and personal grooming not only demonstrate respect for ourselves and others but also reflect the seriousness with which children and young people approach all their efforts as students. With a goal of promoting a genuine Christian learning environment, the SPACS commission has established the dress code outlined here will govern student dress in all SPACS schools. The SPACS administration reserves the right to deviate from the dress code at their discretion when circumstances warrant.

### **SYSTEM-WIDE REQUIREMENTS**

**The following requirements apply to all students enrolled in SPACS grades K-12**

1. Clothing must reflect the virtues of modesty and respect for self and others.
  - a. Clothing must fit properly
  - b. Clothing must be free of slits, tears, holes, patches and other personal alterations
  - c. Midriffs must be covered
  - d. Skirts must be of an appropriate length
  - e. Shirts must have sleeves
  - f. Shirts must be buttoned, if appropriate
2. Hair must be neat and clean.
3. Dress clothing will be worn on Mass days, and other liturgical celebrations as determined by the school administration.
4. Body art, including tattoos and piercings, must be covered.
5. Appropriate shorts may be worn from May 1 through September 30.
6. Colored jeans (not blue) or khakis may be worn by all students. Pants must be worn with a belt, if appropriate.
7. The following apparel is not permitted for any SPACS students during the school day.
  - a. Outerwear, including hats, caps, and gloves
  - b. Tank tops or sleeveless tops
  - c. Beach shoes, including Crocs, wheelie shoes, flip flops and other non-traditional footwear
  - d. Camouflage clothing
  - e. Visible undergarments
  - f. Bandannas
  - g. Clothing with logos advertising illegal or illicit substances, sexual content/innuendo, other inappropriate messages, athletic teams, or product endorsements.
  - h. Sweatpants and sweatsuits.

### **MIDDLE SCHOOL AND HIGH SCHOOL REQUIREMENTS**

In addition to the requirements outlined above, the following items are not permitted for middle school and high school students

- a. Beards, mustaches, and excessive facial hair
- b. Athletic wear (except team or spiritwear apparel, when approved)

## **DRUGS AND ALCOHOL (DSP 5508)**

“Every individual, precisely by reason of the mystery of the Word of God who was made flesh (cf. Jn 1:14) is entrusted to the maternal care of the Church. Therefore, every threat to human dignity and life must necessarily be felt in the Church’s very heart; it cannot but affect her at the core of her faith in the Redemptive Incarnation of the Son of God, and engage her in her mission of proclaiming the Gospel of Life in all the world and to every creature” (cf Mk 16:15). (Evangelium Vitae, Introduction, Section 3; paragraph 1)

The Catholic schools of the Diocese of La Crosse are Christ-centered educational communities which proclaim the Gospel of Life and recognize the human dignity of each person. Therefore, it is the mission of each Catholic school to provide a Christian environment in which each member is able to develop his/her special talents and gifts to achieve his/her greatest potential.

The presence and abuse of drugs and alcohol presents a clear and present danger to the health, safety, and welfare of all pupils in our schools. Therefore, the Diocese has a paramount obligation of protecting its students from the dangers of drugs and alcohol.

Additionally, as Catholic institutions, our schools must provide an environment and opportunities for redemption, rehabilitation, and reform for those students who abuse drugs and alcohol.

RECOGNIZING the difficult and sometimes conflicting choices that our schools face in addressing drug and alcohol abuse;

RECOGNIZING the need to articulate strong, clear, and consistent policies and procedures in this area;

RECOGNIZING its obligation to set the moral and ethical standards we expect from our schools and pupils;

The Diocese of La Crosse adopts the following Drugs and Alcohol Policy for all our Diocesan schools.

### DEFINITIONS:

The phrase “drugs or alcohol” includes, but is not limited to:

- A. Illegal drugs;
- B. Alcohol;
- C. Illicit drugs (legal drugs used for illegal or improper purpose); and
- D. Look-alike drugs (substances represented as illicit or illegal drugs or alcohol).

The term “expulsion” is:

Termination of a pupil as a student from the school permanently (no opportunity for reinstatement).

The term “dismissal” is:

Termination of a pupil as a student from the school less than permanently (Indefinite or for a given term).

The term “suspension” is:

Temporary removal of a pupil from the school, either as a punishment or as a precautionary measure during investigation and/or assessment.

#### PROHIBITIONS

1. No student may distribute, offer, and/or conduct any transactions leading to the use, possession, distribution or exchange of drugs or alcohol on school property, within 1000 feet of school property, at or in route to school-sponsored or approved activities, functions, or events, and/or on school buses, rental vehicles or school-sanctioned vehicles.
2. No student may possess or use drugs or alcohol on school property, within 1000 feet of school property, at or in route to school-sponsored or approved activities, functions, or events, and/or on school buses, rental vehicles or school-sanctioned vehicles.
3. No student may be under the influence of, or knowingly remain in the continued presence of (except at school sanctioned adult functions), drugs or alcohol on school property, within 1000 feet of school property, at or in route to school-sponsored approved activities, functions, or events, and/or on school buses, rental vehicles or school-sanctioned vehicles.

#### REQUIRED MINIMUM SANCTIONS

1. For students who have violated Category 1 Prohibitions - dismissal or immediate expulsion.
2. For students who have violated Category 2 Prohibitions - suspension, dismissal or expulsion.
3. For students who have violated Category 3 Prohibitions - suspension or dismissal.

The local school authorities are charged with the responsibility of justly and equitably applying the required sanctions within each category. However, they may not fail to apply the required minimum sanction of each category.

In determining within each category which sanction to apply, at least the following factors shall be considered:

- the nature of the substance;
- the amount of the substance;
- the age of the student;
- the degree of risk posed to other students;
- the cooperation or lack of cooperation of the student; and
- the student’s prior record.

Nothing contained herein shall require or imply that a school may not impose more severe sanctions if the totality of the circumstances dictate.

The decision of the local school authority is final. If there is any disagreement with the decision of the local school authority, the student and/or parent has the right of administrative recourse.

## **INVESTIGATORY AND/OR REMEDIAL MEASURES**

1. The students and parents/guardians shall meet with school authorities.
2. Students suspected of violations of this policy may be required, as a condition of continuing as a student, to submit to Diocesan approved drug and alcohol testing.
3. The student shall be suspended pending completion of the investigation and be suspended during the assessment.
4. The student will be required to cooperate with and undergo an immediate assessment/evaluation by an approved licensed agency or professional approved by school authorities and without cost to the school.
5. The student and his/her parents or guardians shall sign a release authorizing the school to contact, speak with, and receive the results of the assessment and/or evaluation.
6. Following the receipt of the results of the assessment/evaluation, the minimum required sanctions shall be imposed on the student.
7. For students suspended or dismissed, before any student may be re-admitted and continue as a student, the following minimum conditions must be met and consistently maintained:
  - A. The student must provide the school with a written statement from a licensed professional certifying the student has and is fully cooperating with treatment and that the student presents no danger to other students.
  - B. The student must cooperate with any and all recommended actions and conditions of his/her treatment.
  - C. The student must refrain from any future drugs or alcohol offense.
  - D. The student and his/her parents or guardians must authorize local school authorities to communicate with and receive information from the student's licensed professional and/or agency to monitor compliance with these conditions.
  - E. The student must cooperate with local school authorities.

## **REPORTING REQUIREMENTS**

1. The conduct prohibited by these policies may be illegal. Therefore, contacting law enforcement authorities may be required.
2. The conduct prohibited by these policies may give rise to a reasonable belief that minor students in our schools may be the victims of abuse. Therefore, a Chapter 48 report may be required.

## **CONSULTATIVE REQUIREMENT**

Drug and alcohol offenses are serious matters. They involve complicated and at times contradictory and conflicting interests. They always implicate legal issues. Therefore, local school authorities shall immediately report and seek consultation from the Office for Catholic Schools when implementing and enforcing this policy, including approval for any dismissals or expulsions.

## **RELATIONSHIP TO OTHER STUDENT CONDUCT CODES**

This policy governs the minimum standards in the area of drug and alcohol abuse pupils in the Diocesan schools. Nothing here precludes any school from adopting more stringent standards and/or a broader application of the standards. Likewise, this policy is to be implemented in conjunction with all other student conduct codes governing other issues and is intended to supplement not replace those student conduct standards and procedures.

## **EDUCATION**

All schools are required to develop and implement a policy of parent/guardian and student drug/alcohol abuse education. This education program is to be in place no later than January 14, 1998, and is to be reviewed annually.

## **EFFECTIVE DATE**

This Drugs and Alcohol Policy is to be implemented no later than August 15, 1997, and is to be reviewed annually.

DIOCESE OF LA CROSSE

1/14/97

## **EMERGENCY SCHOOL CLOSINGS**

Should weather conditions or other unforeseen events necessitate the closing of school, notification will be made on local radio stations including WSPT 1010 AM and WSPT 98 FM as well as on our local television stations.

## **EXCUSING STUDENTS FROM SCHOOL**

Medical and dental appointments, when possible, should be scheduled for non-school hours. If this is impossible, the office must be notified in writing concerning the pick-up and return times. The child will be marked absent for the time gone.

**AT THE APPROPRIATE TIME, THE CHILD MUST BE SIGNED OUT BY THE PARENT, GUARDIAN OR APPROVED DESIGNEE IN THE SCHOOL SECRETARY'S OFFICE BEFORE LEAVING THE BUILDING.**

## **EXTENDED CARE PROGRAM**

Parents may choose to enroll their children in the Catholic Schools Extended Care Program (CSECP) which operates from 6:30 a.m. to 7:45 a.m. and 2:50 p.m. to 5:30 p.m. on days school is in session.

**BEFORE CARE AND AFTER CARE FOR STUDENTS AT ST. STANISLAUS AND ST. STEPHEN'S SCHOOLS WILL BE AT ST. STANISLAUS SCHOOL.** This program provides a well-organized, safe, secure, and caring Catholic setting with time for snacks, homework, rest, play, and other activities. Breakfast is an additional cost for any family participating in the program. Students from St. Stephen School will be shuttled from St. Stanislaus School at 7:50 A.M.

*Any student catching the shuttle bus at 7:50 A.M. must report to the cafeteria.* Students are not allowed to wait for a bus on High Street without a supervising staff member.

The children from St. Stephen School who require after care, will be bused to St. Stanislaus School. Parents are asked to make sure their children are picked up by 5:30. An extra charge will be given for late pick up. There is a \$5.00 fee for each 5 minutes after 5:30. This payment needs to be made on the day you are late. This is part of the payment procedure given to you at the beginning of the school year. This is a courtesy procedure. Our after care providers have other commitments after 5:30.

## **EXTRA-CURRICULAR ACTIVITIES**

The principal is responsible for the entire education program. All school-related activities are to be coordinated through the school office.

## **FIELD TRIPS**

A variety of student activities, including field trips, will be held during the school year. The Field Trip form for school related activities at UWSP, for the kindergarten, first and second graders at St. Stainless School and any trips that are taken within the Stevens Point area, will be sent home on the first day of school for parents to sign. Once this form is signed, it will be valid for the entire school year and will be kept on file in the school office. No student will be allowed to participate in these trips until the permission slip is signed and returned to the school office. Teachers will inform parents of any upcoming trip and parents have the option to keep their child from a trip.

A permission form for every other type of field trip will be sent home with your child. This is done to conform with the Diocesan requirements for safety. **Siblings of any age are not permitted to go on class trips.**

## **HEALTH CARE**

SPACS elementary schools are served by a public health nurse on a regular basis. Vision and hearing screening will be done at various times throughout the year. Parents will be contacted if a deficiency is discovered.

## **MEDICATION**

If medication is to be administered to a student at school, STATE LAW REQUIRES THAT:

1. Non-prescription medication in its **original container** must be accompanied by **written instructions/permission** to administer and signed by a parent or guardian.
2. PRESCRIPTION medication in its **original container** must be accompanied by a “**Physician’s and Parent’s Request for Giving Medicine at School (Wisc. Stat. 118.29)**”. The form must indicate the student’s name, the name of the drug, dosage, frequency and duration of administering the medication. The form **MUST BE SIGNED BY THE PHYSICIAN AND A PARENT OR GUARDIAN**. Forms are available through the school and physician’s office. **Medications sent to school not following the required state law may not and will not be administered.**
3. Restricted Phy Ed classes requires a written excuse from a doctor.

Should your child become sick or injured while at school, we will attempt to contact you immediately. No youngster is ever sent home without first contacting you or a designated neighbor/relative. **If we are unable to contact you for assistance or direction, either the principal or other school official will act in a prudent, caring manner to help your child. If your child becomes infected with a communicable disease (i.e., chicken pox), please contact the office. Students should not be sent to school if they have a fever or are still suffering from the effects of an illness.**

Students who come to school are expected to participate in all activities, including outside recess, unless we have a note from the physician stating that is not advisable.

### **HOME AND SCHOOL GROUP**

The SPACS Elementary Home & School Group is a medium of good parent-teacher relations and therefore, it is expected that all parents take an active part. The Home & School sponsors several activities throughout the year. Fund raising sponsored by the Home and School generates money used for extra school materials and improvements.

All parents are invited to the Home and School Advisory Meetings.

### **HOMEWORK**

Homework provides an opportunity for parents to participate in the education of their children. This work may consist of school assignments and projects, recreational reading, review and study of materials, voluntary activities as a natural outcome of interest, or individualized homework tailored to a child's specific needs. The student is responsible for completing all assignments on or before the due date. Assignments are considered complete when they are handed in to the teacher for correction and/or comment.

Realizing that there are some times when assignments are late for legitimate reasons, students will not be penalized for late work if a note from parents is received by the teacher in lieu of the assignments, explaining the circumstances, and indicating when the work will be completed. (Forgetting to take the needed materials home is not considered a legitimate reason.) Parents are encouraged not to use this option lightly. If a student seems to have an unusual amount of homework on a regular basis, the parents are encouraged to talk with the teacher(s) about the situation.

We believe that families need time to spend together and weekends are a good time for this. Therefore, it should be rare that homework be given on weekends. It would also follow then that testing on a Monday would be inappropriate.

## **HOT LUNCH PROGRAM**

Our schools participate in the National School Lunch Program. Federal subsidies enable your children to receive a wholesome noon meal in the cafeteria at a fraction of the actual cost. CONFIDENTIAL applications for FREE or REDUCED price school lunches are available. Please read the materials carefully and if your children are eligible for free or reduced price lunches, please complete and sign the application form and return it to the school office as soon as possible.

Specific information regarding prices and policies will be provided to all parents by our food service managers. Parents are welcome to eat with their child provided they let the school office know at least 24 hours in advance and pay for lunch.

## **NOTICE TO PARENTS: RIGHT TO RESTRICT RELEASE OF STUDENT INFORMATION.**

*Parents/legal guardians of all students attending the Stevens Point Area Catholic Schools desiring to deny release of all or part of registration information about their children should send a letter to the school principal at the beginning of the school year by September 11th.*

*The letter should state the specific information to be withheld from public discourse. The information can include: 1. student name, 2. address, 3. telephone listing, 4. date and place of birth, 5. participation in officially recognized sports and activities, 6. weight and height of member of athletic teams, 7. dates of attendance, 8. degrees and/or awards received, and 9. name of the school most recently attended by the student.*

## **PHYSICAL EDUCATION**

Participation in physical education classes is mandatory. A student needs a written excuse to be excused from participating in a class or classes. If a student is not to participate for more than a week, the student must have a slip signed by his/her doctor. **All children are expected to wear tennis shoes whenever they use the gym.** Please make sure that each piece of gym clothing and each tennis shoe is clearly marked with the child's name. St. Stanislaus School and the Physical Education Majors Program at the University of Wisconsin have cooperatively established a physical education program for the children of our school. All children in kindergarten, first and second grade will attend one phy. ed. class a week at the University all year long in addition to their class here at school. This program is coordinated with the phy. ed. curriculum at St. Stanislaus School. **IT IS VERY IMPORTANT THAT YOUR CHILD HAS A SECOND PAIR OF TENNIS SHOES TO CARRY TO THE GYM. THESE DO NOT HAVE TO BE NEW SHOES.**

## **RECOURSE PROCEDURE FOR PARENTS Diocesan Policy 1391**

Any grievances by or on behalf of the students shall be resolved through Diocesan Administrative Recourse. Diocesan Administrative Recourse shall constitute the exclusive method for resolving such dispute and all employees, students and their parents or guardians are bound by its determination as final and binding upon them. No dispute shall be submitted to Diocesan Administrative Recourse unless, within thirty (30) days of the occurrence giving rise to the dispute, the first step of the Diocesan Administrative Recourse is commenced by or on behalf of the students.

When an individual believes s/he has been wronged by the decision or action of a person exercising pastoral or administrative authority in the Diocese of LaCrosse, s/he is to confront the person in question with the grievance and seek reconciliation with that person first. Afterward, if necessary, the chain of authority to be followed in resolving disputes is as follows: Teacher or other school employee, building principal, Area Administrator, Pastoral Authority, Dean, and the Diocese. (DSP/R 1391, DSP1392 - Diocese of LaCrosse)

In our attempts to operate in a fair and just manner, the following recourse procedure is provided for handling parental concerns.

1. Confer with the teacher or the supervisor of the activity.
2. If resolution has not occurred within ten (10) school days, then present the concern to the building principal.
3. If satisfaction is not reached at this point, present the grievance in writing, within ten (10) school days to the Lead Principal.
4. If the problem remains unsolved, present it in writing to the Dean.
5. Final recourse would then be the Diocesan Bishop.

## **RELIGION PROGRAM**

The religion program entails receiving religious instruction in the Catholic faith, participating in liturgical worship and prayer, reading and studying the Bible, taking part in Christian service, and sharing of faith life. Catholic values are integrated throughout the curriculum. The purpose of our religious education program is not intended to displace parish participation in worship or study, but rather we perceive its role as a supportive body to our cooperating parishes.

Weekly children's liturgies are usually celebrated as follows:

St. Stephen School	Wednesday 8:45 A.M.
St. Stanislaus School	Thursday 8:30 A.M.

Parents are asked to dress their children appropriately for this celebration.

Various special liturgies and opportunities for celebrating the sacrament of Reconciliation and seasonal prayer experiences are celebrated throughout the year. Parents will be notified when these are to occur.

Students receive a grade in religion on their report cards. However, this grade is a reflection of the religious knowledge a student has and is not intended to be a reflection of how religious a student is, nor does it measure his or her Christianity.

**SACRAMENTAL PREPARATION: SECOND GRADE PARENTS PLEASE**  
**NOTE!**

The sacramental programs are primarily run by the parishes. Students are also instructed in these sacraments in the school. Presently, students are prepared in First Reconciliation and First Eucharist at the second grade level. *The reception of these sacraments is at the home parish and it is the parents' responsibility to follow their parish's requirements regarding the sacramental program.*

Parental involvement at all levels is expected.

**REPORT CARDS**

Diocesan evaluation reports are issued four times a year. The reports are used to formally evaluate the child and communicate this information to the parents. Report cards also provide an opportunity for parents, teachers, and students to develop a better working relationship in accordance with each student's needs.

It is important to remember that your child is an individual and the information should not be compared with any other child's report card. This is especially true of children in the same family.

Report cards are not the only form of communication of a student's progress, but they are a primary form. Parents should be continually aware of their child's progress through assignments and other communications from the teachers.

**RETENTION/ACCELERATION OF A STUDENT (Diocesan Policy 5210)**

The school is responsible for making the decision to retain a child or to accelerate a child to another grade. The decision to retain or to accelerate should be made only after serious reflections and evaluation and consultation with the teacher and parents. The school administrator is the individual responsible for making the final decision.

## **PLAYGROUND SAFETY REGULATIONS**

### On the playground the students will:

1. Recognize the playground supervisor as the person with complete authority.  
During recess students will stay in the physical setting established on the first day of school.
2. Use playground equipment in a manner which is safe and proper, as directed by the supervisor.
3. Avoid excess physical contact, including pushing, tackling, hitting or tripping.
4. Respect all other persons verbally.
5. Refrain from throwing of non-play objects (snowballs, dirt, etc.)
6. No re-entering the building unless it is an emergency.
7. Go out on the playground unless there is a note from the doctor saying they must stay in.
8. No extra play equipment may be taken by the stationary equipment. Food is not allowed anywhere on the playground.
10. No play equipment will be brought from home for play. The school will provide equipment for outside and indoor play. This includes before and after care.
11. If a ball goes on the road or into the parking area, the student must report it to the supervisor who will give directions and supervise the retrieval.

### Wintertime Regulations Students will:

1. Keep snow on the ground (Making and throwing snowballs is never allowed.)
2. Building forts and snow creatures is permitted.
2. Play on snow hills only with permission of the supervisor.
3. Wear appropriate clothing, including boots. Snow pants, boots, hand and head covers are required to play on the snow hill.
4. Snow boots are required when snow is present. These snow shoes are not to be another pair of shoes.

If it starts to rain or if it is below zero, the supervisor will ring the bell and students will finish recess in their classroom. Classroom recess activities are restricted to sitting games. Students should be in their respective homerooms or assigned gym area for such recess times. Remember to use indoor voices.

### In School:

The student will:

1. Use the railings on stairways.
2. Walk in the hallways and on stairs.
3. Keep hands off other children, especially at the drinking fountain.
4. Spend recess and noon periods outdoors unless permission has been granted by the teacher or doctor to remain indoors.
5. Follow teacher's directions in using caution in every activity.
6. Use proper manners and a quiet voices on the halls, steps and in the washrooms.

**WEAPONS** No weapons or toys portraying weapons can be brought to school. Students who bring these items to school will face severe disciplinary action.

Occasionally, other temporary rules need to be set up for safety. All students are expected to follow these rules.

### **SEXUAL HARASSMENT** DIOCESAN SCHOOL POLICY 5512

All students of the Catholic schools of the Dioceses of LaCrosse are entitled to learn in an atmosphere free from sexual harassment.

Provisions:

1. Sexual harassment is defined as any unwelcome sexual advances, unwelcome physical contact of a sexual nature, or unwelcome verbal or physical conduct of a sexual nature. "Unwelcome verbal or physical contact of a sexual nature" includes, but is not limited to, "the deliberate, repeated making of unsolicited gestures or comments, or the deliberate, repeated display of offensive, sexually graphic materials which is not necessary for school purposes."
2. No student shall be subject to sexual harassment as a Catholic school student.
3. Any student or employee who engages in sexual harassment shall be subject to severe disciplinary measures.
4. Any student who believes that he or she is being sexually harassed shall report immediately such information to the school principal. Any information reported shall be treated as confidential. All claims of sexual harassment shall be thoroughly investigated by the school principal after consultation with the diocesan director of schools.
5. No student shall receive any retaliation or disciplinary action for reports of sexual harassment, made in good faith.

### **STUDENT CONDUCT AND DISCIPLINARY PROCEDURES**

Our students are expected to conduct themselves as young members of the Christian community to which they belong. Courtesy and respect are to be shown to all school members, staff, guests and fellow students. All school materials, whether personal or belonging to the school, are to be maintained in good condition. Careful use of school property, such as library materials and textbooks, will be the responsibility of the student. Therefore, damages and replacement costs will be at the student's expense.

In carrying out the responsibility to maintain a safe and healthy environment, the administration and faculty are sometimes faced with the decision of balancing the school's interest in conduct and safety against the student's interest in freedom and intrusion into his/her privacy. With all due respect to the student, it may be necessary at times to check an individual student's desk, coat rooms, back-pack, etc. to get out assignments and books when absent, to pull out inappropriate materials, to check out an illegal substance, etc. The students should understand that school and students have a joint ownership of desks and that it is the right of the administration and faculty, when necessary for the well being of all, to check or inspect these items.

All students, whether on the bus or going home on the city streets, are expected to act as befits Christian manners, conduct, and language.

Disciplinary Procedures:

Discipline is an essential element in education. Without it, little can be accomplished for the good of the child. Consistent negative behaviors which undermine classroom discipline, impede the academic progress of the entire class, or are harmful to the morale and conduct of the other students, may constitute a valid reason for suspension or expulsion.

Diocesan School Policy 5115

The expulsion of a student from a Catholic school is a very serious matter and should be invoked only in extreme cases. Care should be taken that fundamental fairness is offered the student in the process of expulsion. All expulsions are to be approved by the diocesan director of the Office for Catholic Schools.

The disciplinary procedures for St. Stanislaus School and St. Stephen School are based on the following principles:

1. Since the primary responsibility for a child's behavior lies with his/her parents, the school needs the support of the parents to help the child learn self-discipline.
2. Justice demands that any disciplinary policy must protect equally the rights of the child, his/her parents, other students, teachers, and the school administration.

Therefore, these steps will be taken:

1. The first step in correcting misbehavior is the responsibility of the child's teacher.
2. The second step is to have the teacher have a conference with the child's parents either by phone or in person. The teacher will point out what corrective measures are expected. The calls are logged and the principal is notified of the calls.

3. If the child's conduct does not improve sufficiently, additional forms of discipline may be necessary. These may include:
  - loss of privileges such as recess
  - assignment of extra duties
  - after-school detention (with parent notification)
  - conferences with the principal
  - behavioral contracts
  - in school/out of school suspension
  - expulsion

### **TARDINESS**

Students are tardy if they are not in their classrooms by 8:00 a.m. Failure to comply with this regulation must be accomplished by a written admit slip from the office. Unexcused or excessive tardiness can result in disciplinary action. Late bus arrival does not constitute tardiness.

### **TELEPHONE**

Telephone use is limited to **emergency calls only**. Students will not be called to the phone from their classrooms. Messages will be delivered to the student.

Parents wishing to contact their child's teacher to discuss the progress of their child are encouraged to leave a message and the teacher will return the call and/or set up an appointment time.

Students are not permitted to phone home to ask for gym clothes, assignments, or instruments they may have forgotten unless the teacher deems it necessary to conduct the entire class.

Calls to stay overnight at another student's home or to arrange for rides are not permitted. These arrangements should be made before they come to school in the morning.

### **TESTING**

1. Achievement tests will be administered in the second and fourth grades
2. The fourth graders will have a formal diocesan religion assessment.
3. Special academic and psychological tests are administered by the Stevens Point Area Public Schools upon request of parents or teachers. Arrangements are made through our school office.  
Testing takes place after written parental permission is given.
4. Formal Writing Assessment for grades 3 and 5 will be administered in spring.

## **TRAFFIC**

For the safety of our children, the following traffic and parking procedures must be followed:

### **ST. STANISLAUS SCHOOL**

**When bringing children to school please drop them off on the North side of the playground cones. Once these cones are set up, do not enter the playground area past these cones.** We do not want car traffic in this area of the playground from 7:30 a.m. to 3:15 p.m. for the safety of all the children. If you need to park in the lot before school, please park in the 2nd or 3rd row of the marked parking.

When picking children up after school, park in the marked parking area without driving past the cones. Children waiting for parents after school will be asked to stay by the office entrance of the school building with the supervising adult until 3:00 p.m. Adults are asked to park in marked parking spaces and not to block areas of traffic. Please stop your car, get out of the car and come to get your children. This will help insure the safety of the children. After 3:00, children will be sent to after care and parents will be billed for this service. Parents of 4K students must come into the building to pick up their child.

### **ST. STEPHEN'S SCHOOL**

When bringing children to school please drop them off on Ellis Street. You may not park on this street or you will be ticketed. Children will walk to the playground area or if the weather is bad they will enter the building and report to the lunchroom.

When picking children up after school, you are asked to come into the playground through the Clark Street Entrance. Once you come onto the playground, please park with the back end of your car up against any fence area. This will free the middle of the parking lot and allow children to walk to their cars easily. Once your children are in the car, please leave through Ellis Street.

## **VISITORS**

We welcome and encourage parents and other visitors to the school. All visitors and volunteers must sign in at the school office and obtain a hall pass before going to a classroom. Should a visitor wish to spend a considerable amount of time with the principal or in visiting the school, he/she is requested to make an appointment prior to the visit.

**VOLUNTEERS**

SPACS elementary schools are always in need of volunteers to help in a number of areas. Interested persons should call the school office or contact individual teachers. Each teacher will send home a list of ways parents can get involved in the classroom. We encourage you to spend the equivalent of one workday throughout the year with your child as minimum involvement. Prior to starting any volunteer service in the school, stop at the office to fill out the required Safe Environment Forms.

ANY TERMS OR ITEMS STATED IN THIS HANDBOOK ARE UNDER THE CONTROL AND DISCRETION OF THE PRINCIPAL OR HIS DELEGATE. ITEMS NOT MENTIONED ARE ALSO UNDER THE DISCRETION OF THE PRINCIPAL.

## SPACS OFFICE INFORMATION

### OFFICE HOURS

SPACS office is located at 1004 First St. Office hours are 7:30-4:00 Monday through Friday and closed for holidays and various in-service days. During the summer, office hours are 7:30–3:00 Monday through Thursday and 7:30-1:00 on Friday. Contact the SPACS office by calling 341-2445. Our website address is [www.spacs.k12.wi.us](http://www.spacs.k12.wi.us).

### POSTING POLICY

All materials for public display related to SPACS or one of its schools is to be approved in advance to posting by the building principal or the SPACS office.

### DEVELOPMENT

#### **Steps to be Taken Before Fundraising Can Begin**

1. Share fundraising plans with the appropriate school personnel.
2. Complete the SPACS “Request For Fundraising” form.
3. Submit the form directly to your principal. If your principal approves your request, he/she will submit the form to the SPACS Development and Alumni Relations Office for final approval.
4. The SPACS Development & Alumni Relations Office will notify school personnel if the request has been approved or denied. If approved, the fundraiser will then be put on the system-wide calendar.
5. Fundraising may begin only after final approval is granted. This approval process normally takes two weeks, so plan ahead and get your request form in at least 2 weeks before your fundraiser is scheduled to begin.
6. If you have any questions please call the Development & Alumni Relations Office at 341-2445.

Complete  
Fundraiser Form

Approval by  
Principal

Final Approval  
by Development  
& Alumni  
Relations Office

Fundraiser may  
begin after all  
required  
approvals

### Facts to Know

1. All checks will be made payable to: SPACS. On memo line of the check, please write in the fundraiser that the check is credited to.
2. All legal issues (contracts, etc.) should be handled by the SPACS staff person in charge of the fundraiser with a copy of any contract(s) going to the SPACS Development & Alumni Relations Office.
3. All raffles need to have a license. The SPACS raffle license is available for your use with prior approval.
4. Please send thank you notes to all donors.
5. Contact the SPACS Finance Office for policies concerning depositing funds and issuing checks.  
**ALL FUNDRAISERS MUST UTILIZE THE SPACS FINANCE OFFICE.**  
**NOTE:** SPACS is a tax-exempt entity. Purchases made will be reimbursed at cost. Sales tax will not be reimbursed. Tax-exempt forms are available to employees and volunteers by contacting the SPACS finance office
6. Do not fundraise for personal ownership or purposes (clothing, equipment, parties). All fundraising must be for the general benefit of SPACS students and schools.

7. Preference should be given to SPACS families, alumni, and supporters when purchasing anything. At the very least, local bids should be solicited. Contact SPACS Development & Alumni Relations Office if you need help in identifying these SPACS friends.
8. Once your fundraiser has been approved, you can continue to hold that fundraiser each year without submitting additional request forms only if there are not changes from prior year/years. Please notify the Development & Alumni Relations Office each year of the date(s) your fundraiser will be held or if you do not plan to hold the fundraiser.

### **Reasons for Guidelines**

1. Groups using the SPACS name, SPACS facilities, and activities of SPACS automatically include our schools, parishes, and Diocese in liability issues.
2. **School liability insurance protects the school agents (staff) and volunteers only if the individuals are acting on behalf of SPACS and with approval of SPACS administration. SPACS wants to protect the individual assets of our generous volunteers who are so important to the organization.**
3. Checks are to be made payable to SPACS, to protect our volunteers from any personal liability.
4. SPACS (and the Diocese) works diligently to protect its tax-exempt status. Unreported or inaccurate reporting/records could lead to IRS fines for SPACS and personally for the volunteer. In addition, such reporting/records could have negative ramifications on SPACS (our parishes & the Diocese) tax-exempt status. Groups that are working and handling finances independently are not included in SPACS 501(C)(3) status and the individual is responsible for reporting any income personally if working outside of SPACS guidelines.
5. Money raised with the expectation that it is for school activities could result in personal exposure for conversion if those funds are not used for SPACS purposes.



Stevens Point Area Catholic Schools
1004 First St.
341-2445
Request for Fund-raising

Name of Group/Organization: \_\_\_\_\_

Your Name: \_\_\_\_\_ Telephone #: \_\_\_\_\_

Your Relationship to SPACS: \_\_\_\_\_

School Personnel you are working with: \_\_\_\_\_

What will the funds be used for? \_\_\_\_\_

\$ Goal: \_\_\_\_\_ Date/time frame of fund raising: \_\_\_\_\_
beginning date end date

Raffle: Type A \_\_\_\_\_ Type B \_\_\_\_\_ Products to be sold or raffled: \_\_\_\_\_
Presale tickets Same day ticket sale

List groups of people and/or businesses & organizations that you plan to solicit for donations/support:

\_\_\_\_\_
\_\_\_\_\_

SPACS Finance office has been contacted for handling of funds? \_\_\_\_\_ Yes

Is this a new fund-raising activity or has it been done previously? \_\_\_\_\_

Other information: \_\_\_\_\_

Your Signature: \_\_\_\_\_ Date: \_\_\_\_\_

TO BE FILLED IN BY SPACS PERSONNEL

\*\*\*\*\*

Approval of appropriate SPACS administrator for this fundraiser: (Athletic Director, Principal)

1) \_\_\_\_\_ Date: \_\_\_\_\_
Signature of Administrator

2) \_\_\_\_\_ Date: \_\_\_\_\_
Signature of Athletic Director (if it is an athletic fund-raiser, form must be signed by A.D. & Principal)

3) \_\_\_\_\_ Date: \_\_\_\_\_
V.P. Development & Alumni Relations

Special Instructions: \_\_\_\_\_

\_\_\_\_\_
\_\_\_\_\_

PLEASE RETURN FORM TO SPACS DEVELOPMENT & ALUMNI RELATIONS OFFICE

## **Ways to Support Our Stevens Point Area Catholic Schools**

### **Annual Fund Drive**

The Annual Fund Drive is held each year from November through June. These unrestricted contributions help to bridge the gap between tuition received and the actual cost of education per student. Funds from this annual drive support various needs such as classroom resources, staff wages & benefits, technology, athletic and fine arts programs, and campus ministry through the annual budget for all our schools.

### **SPACS Endowment Trust Fund**

The Endowment Trust Fund was established in 1992. Revenue generated from contributions invested in this fund is used to perpetually support SPACS. The Endowment Trust Fund contains the Endowment Trust Fund for SPACS Staff, which supports just wages and benefits for SPACS' dedicated staff. The Endowment Trust Fund also contains a number of individual tuition assistance and scholarship funds, including the Edward A., Abigail A., and Adam E. Okray Scholarship Fund.

### **Pacelli High School Education Foundation**

The Pacelli Foundation was established in 1975. Foundation funds are invested and distributed to support the needs of Pacelli High School. The Foundation has funded a variety of projects and programs that ensure a high-quality, values-based education at Pacelli. These funds have been used for classroom resources, general educational opportunities, capital improvements, student scholarships, tuition assistance, and/or special projects.

### **Restricted Gifts**

Donors can choose special projects, programs, or areas that are earmarked for a specific purpose. These funds are put in a restricted account and can only be used for the donor's designated purpose.

### **Scholarships**

Scholarships may be established as one-time only gifts, gifts over a number of years, or as an ongoing endowment for continuing support. The donor may decide on specific criteria for eligibility. Scholarships may be named or anonymous.

### **Heart of Education - Tuition Assistance Fund**

Money from this Fund is used annually to support those families who may otherwise be unable to afford Catholic education for their children. SPACS is committed to providing Catholic education to all who choose by offering assistance when needed.

Portesi Fund for Catholic Schools (Invested through the Community Foundation of Portage County)  
Interest earned from this fund is distributed annually to SPACS staff for various enhanced and creative learning opportunities for students. SPACS teachers apply for the Portesi Fund grants in the fall and spring of each year.

## **ENROLLMENT**

### **Registration**

Registration is handled at either the SPACS office or any school building. SPACS families will receive registration material in January. We encourage all registrations to be returned as soon as possible as numbers determine staffing needs for the new school year. Parents are welcome to set up an appointment to discuss any financial issues with the SPACS office.

### **Referral Program**

**YOU ARE SPACS BEST RECRUITERS!** The SPACS Enrollment Referral Program rewards current SPACS families for recruiting new families into our schools, grades 1-12. If there is a family that you feel might be interested in learning more about our Catholic schools, simply complete a SPACS referral form and submit it to SPACS Administrative Office. The office staff then forwards appropriate informational material to the family. Later a phone call to the prospective family will be placed to answer any questions. If the

prospective family enrolls in SPACS and remains enrolled for at least one semester, the referring family will receive a \$100.00 tuition credit on their current year's tuition statement.

Referral forms may be picked up at SPACS Administrative Office or any SPACS school, or can be mailed to you upon request. **Please note that the referral form must be received prior to the official registration of the new family.**

## **TUITION**

### **Family Fee**

The opportunity to earn money for the K-12 family fee is available from April 1 through March 31. Families may pay \$400.00, earn the equivalent through the SPACS Gift Card program, fall magazine sale, or any combination. Purchases from April 1 will be credited to the families' account. The family fee obligation must be fulfilled by March 31.

☞ **ADVANTAGE PLUS PROGRAM: 50% of all profits will go toward a family's tuition after their fee has been met. Preschool families can earn for kindergarten tuition by purchasing Gift Cards.**

### **Payment Agreement**

Tuition for SPACS shall be paid according to the FACTS Tuition Payment Agreement, which is mailed with the billing statement in July. At that time, parents are asked to select a payment plan for the school year. No student having outstanding tuition shall be allowed to attend any Catholic school without a completed agreement on file with the SPACS Finance department, together with the payment due under the agreement. The agreement and payment must be submitted to the SPACS office no later than August 1.

Payments can be made in 1, 2, 4, or 9 installments. Special arrangements can be made after a personal meeting with SPACS Finance department. Special arrangements require submission of financial information. The first payment shall be due on/before August 1. The last payment shall be paid in full on/before June 1. Cash, check, MasterCard, or EFT are accepted for payment.

### **Tuition Support (Assistance)**

Tuition support is available to SPACS families. Tuition support forms are available at all SPACS schools, the SPACS office and all parish offices. All tuition support requests will be processed in confidence. A personal interview may be required prior to approval of requests. For priority consideration of this application, please submit by May 1 preceding the school year for which application is being made. If family circumstances change, applications are accepted throughout the year. Preschool students ARE NOT eligible for tuition support.

## **STEVENS POINT AREA CATHOLIC SCHOOLS TUITION COLLECTION POLICY**

A guiding principle of the Stevens Point Area Catholic Schools is the accessibility to quality Catholic education for all families who seek it, regardless of financial constraints. This principle is evidenced within those who contribute to the financial well-being of SPACS: generous annual parish subsidy support, responsible payment of tuition, and a comprehensive tuition assistance program funded by donors and administered by the school system. We recognize the significant economic sacrifices many families make to provide faith-based education for their children during their critical formative years. In a spirit of true partnership, families, parishes and schools can make Catholic education affordable for virtually all families.

At the same time, the school system must meet its annual budget, of which tuition represent nearly 40% of annual revenues. Failure to collect all anticipated tuition places an enormous burden on our budget and risks the potential reduction or elimination of programs and services. Thus, we must rely on all sources of income, including our families, to faithfully meet their contracted obligations as partners in this educational enterprise.

**Effective July 1, 2010, the following tuition collection procedures will become the governing policy of the Stevens Point Area Catholic Schools.**

- I. Tuition accounts must be set up each year through the FACTS Tuition Management Co. by August 15 unless alternate arrangements are approved in advance by the SPACS finance office.
- II. Financial aid/tuition assistance awards will be credited to a family's tuition account after the family has met its tuition obligations in full as determined by the SPACS finance office (including the \$400 family fee).
- III. Tuition balances must be current no later than one week prior to the end of a semester in order for a child to continue enrollment the following semester. Exceptions to this policy can be made only by the SPACS finance office.
- IV. Past due balances exceeding 60 days will be forwarded to an outside agency for collection unless arrangements are made in advance with the SPACS finance office. Students will not be allowed to participate in co-curricular or extracurricular activities, including public performances and competitions, and extended field trips unless tuition accounts are current.

Approved by SPACS Area Commission