



**Parent – Student Handbook
2024-2025**

*Newman Catholic Schools fosters disciples of Christ
through Catholic faith, service and academics.*

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Section I: Introduction, Goals, Directory, and Parish Information

Newman Catholic Schools (NCS) is firmly committed to Catholic school education and has built upon the original elementary program started at St. Mary's in 1883. Newman Catholic Schools remains committed to its long-term mission of providing excellence in education in a Catholic school environment, offering high quality faith formation and education to youth in the Wausau area from the cradle to high school graduation.

Newman Catholic Schools is a Catholic school system in the Diocese of La Crosse. As a Catholic school system, we will teach and advocate our Catholic Faith. All students are welcome in our school, and all parents and legal guardians must understand that Catholic Doctrine will be taught. The passing on of our Catholic Faith is our number one priority.

Purpose of Handbook

To answer some of the questions you may have concerning policies, we have prepared this handbook. This handbook is a summary of policies, procedures and general information we feel are important to every parent and student.

From time to time you may receive updated information concerning policy changes. If there is a conflict with any information contained in this handbook and other written documentation, then the terms of the handbook with the policy change and addendum will be controlled.

Please read this handbook thoroughly and retain it for future reference. You will be asked to sign a disclosure statement that indicates that you have thoroughly reviewed its contents and have it for reference throughout the academic year.

Mission Statement

Newman Catholic Schools fosters disciples of Christ through Catholic faith, service and academics.

Vision Statement

Newman Catholic Schools will be the choice for a Catholic education built on academic excellence, strong community and a deepening relationship with Jesus Christ.

Saint John Henry Newman

St. John Henry Newman is the namesake of our school system. He was an avid Catholic writer and in response to the modernist education movement, he illustrated in his seminal work, *The Idea of a University*, he illustrated beautifully how faith and education come together in a Catholic school. One of his prayers (excerpt from a longer prayer) below is important to our Newman identity.

*God has created me to do Him some definite service;
He has committed some work to me which He has not committed to another.
I HAVE MY MISSION; I may never know it in this life but I shall be told it in the next.
I AM A LINK IN A CHAIN, a bond of connection between persons.
He has not created me for naught.
I shall do good, I shall do His work.*

Newman Catholic Schools Locations

Newman Catholic Early Childhood Center: St. Michael 615 Stark St, Wausau, WI 54403	715-848-0206
Newman Catholic Early Childhood Center: St. Therese 112 W Kort St, Schofield, WI 54476	715-355-5254
Newman Catholic Elementary School: St. Anne 604 N 6 th Ave, Wausau WI 54401	715-845-5754
Newman Catholic Elementary School: St. Mark 602 Military Rd, Rothschild, WI 54474	715-359-9662
Newman Catholic Classical School: Holy Name 1104 S 9th Ave, Wausau, WI 54401	715-842-4543
Newman Catholic Middle & High School 1130 W Bridge St, Wausau, WI 54401	715-845-8274
Supporting Office:	
Newman Catholic District Office 1130 W Bridge St, Wausau, WI 54401	715-845-5735

Administrative Structure of Schools and System

Newman Catholic Schools is governed by:

Bishop of the Diocese of La Crosse	Most Reverend Gerard Battersby
Dean of Wausau Parishes	Father Sebastian Kolodziejczyk
NCS System President	Mr. Jeff Gulan

The Bishop appoints a Dean and local pastoral leadership. The Dean presides over local parishes and the system president. The President is responsible for the business and educational operations of the NCS system and has authority over all NCS personnel. The President, in consultation with pastors and diocesan authority, appoints school administrators and site directors to lead the operations at each school and early childhood center. The administrators and site directors do not have sole authority over the program as they are required to act with frequent consultation of the President.

Diocesan Administration

Bishop:	Most Rev. Gerard Battersby, <i>Bishop of La Crosse Diocese</i>
Office for Catholic Schools:	Mr. Thomas Reichenbacher, <i>Superintendent for Office of Catholic Schools</i>
Dean for Wausau Deanery:	Father Sebastian Kolodziejczyk, <i>Pastor of St. Matthew Catholic Church</i>

System-Wide Goals – Religious and Academic

1. Create an environment which stresses Catholic Christian values.
2. Assist students in forming the foundation of a spiritual life that will carry them through adulthood.
3. Provide an educational environment where all facets of each student; spiritual, intellectual, social, emotional, and physical potential is developed to its fullest potential.
4. Provide students opportunities to learn 21st Century skills; critical thinking, creative problem solving, research, writing, inquiry, collaboration, and other related skills needed for the world of tomorrow.
5. Accent an academic curriculum that includes studies in; religion, English Language arts/reading, mathematics, science, social studies, world languages, technology, art, music, and physical education.

Newman Catholic Schools Supporting Parishes

Tier I Supporting Parishes	Tier II Supporting Parishes
Church of the Resurrection, Wausau, WI	Nativity of the Blessed Virgin Mary, Marathon, WI
Holy Name of Jesus Parish, Wausau, WI	St. Agnes Catholic Church, Weston, WI
Mary, Mother of Good Help Parish, Wausau, WI	St. Paul Roman Catholic Parish, Mosinee, WI
St. Anne Parish, Wausau, WI	
St. Mark Catholic Parish, Rothschild, WI	
St. Matthew Parish, Wausau, WI	
St. Michael Parish, Wausau, WI	
St. Therese Parish, Rothschild, WI	

** All other parishes within the Wausau Deanery are Tier III Supporting Parishes

District Office Administration

President:	Mr. Jeff Gulan
Director of Advancement and Alumni:	Mrs. Sarah Keene
Director of Enrollment, Communications and Marketing:	Mrs. Jacci Lepak
Controller:	Mrs. Ashley Zastrow
HR Manager:	Mrs. Amy Crowell
IT Coordinator:	Mr. Dave Radtke
Food Service Coordinator:	Mrs. Jenni Derks

District Office Contact Information

NCS District Office

1130 W Bridge St.
Wausau WI 54403
Phone: 715-845-5735

NCS SCRIP Office

1130 W Bridge St.
Wausau WI 54403
Phone: 715-849-7713

NCS Advancement & Alumni Office

1130 W Bridge St.
Wausau WI 54403
Phone: 715-842-4805

Newman Catholic Schools Website: www.newmancatholicschools.com

Newman Catholic Schools Education Commission

Parish/Committee	Pastor	Lay Member Representatives
Church of the Resurrection	Rev. Tom Lindner	Laura Reamer
Holy Name of Jesus Parish	Rev. Sam Martin	Mike Murphy
Mary, Mother of Good Help Parish	Rev. Al Burkhardt	Open
NCMS/HS Chaplain	Rev. Eric Mashak	
St. Anne Parish	Rev. Tom Lindner	John Knoll
St. Mark Parish	Rev. Albert Saleth	Rick Svennes – Chairperson
St. Matthew Parish	Rev. Sebastian Kolodziejczyk	Jack Reeves
St. Michael Parish	Rev. Tom Lindner	Mike Rosenthal
St. Therese Parish	Rev. Albert Saleth	Marcy Stenstrom
Finance Committee Chair	Chris Pfender	

Ex-Officio Education Commission Members:

Jeff Gulan	NCS President
Sarah Keene	Director of Advancement & Alumni
Caleb Feidt	NCES: St. Anne Principal
Pam Fochs	NCES: St. Mark Principal
Waylon Resch	NCMS/HS Principal
Tom Reichenbacher	Superintendent Office of Catholic Schools, Diocese of La Crosse

Newman Catholic School Non-Profit Corporate Status

Newman Catholic Schools operates as a not for profit 501(c)(3) religious, educational organization. For claiming tuition payments on Wisconsin State Income Tax yearly filings, use NCS Federal ID Tax Number: 39-1556442.

Catholic Sexuality and Chastity Curriculum

All NCS staff, parents and students are required to follow the directives and guidelines of the Diocese of La Crosse in regard to teaching the Diocesan Human Sexuality Curriculum. The parent is the primary educator of human sexuality and the school's role is to support, not replace, the parent. Chastity and the sanctity of marriage are vital messages for students to receive. Per Diocesan policy, explicit teachings of human sexuality are not allowed.

SAFE Environment Program of the Diocese of La Crosse: Child Sexual Abuse Policies and Procedures

The Diocese of La Crosse, including all NCS pastors and staff members, are fully committed to protecting students from child sexual abuse and maintaining a safe Catholic school environment. Therefore, the Diocese of La Crosse has developed a SAFE ENVIRONMENT PROGRAM.

All parents of enrolled students, staff members and volunteers working directly with students are required by the Diocese of La Crosse to read the safe environment policies and procedures regarding sexual abuse, complete required online training and provide the required background check information. The training program, governing decrees, the child sexual abuse policy and reporting manuals are available to all through the Diocese of La Crosse website at: <https://diolc.org/safe-environment/training/>.

NCS will notify parents at the start of each school year regarding Safe Environment requirements and deadlines.

Non-Catholic Student Participation Policy

As per Diocesan service policy (DSP 6225), non-Catholic students fully enrolled in a Catholic school are required to participate to the same extent in all school activities, both curricular and extra-curricular, and in courses of study as Catholic students, provided such activities are permitted by Catholic Church law.

Newman Catholic Schools will comply with regulations pertaining to Wisconsin Parental Choice Program (WPCP) students and the Special Needs Scholarship Program (SNSP) students with regard to religious participation.

Weather Related School Closing Procedures

See Addendum A to review the NCS Weather Related School Closing Procedures or visit <https://www.newmancatholicschools.com/parentfamily-resources> (click on the “General” dropdown link).

Section II: Financial Information

Funding Sources for Newman Catholic Schools

Newman Catholic Schools has four primary funding sources that account for 90-95% of the system’s yearly budget.

1. Tuition & Fees
2. Parish Subsidy (Tier I,II,and III)
3. Donations & Fundraising
4. Wisconsin Parental Choice Program (WPCP) and Special Needs Scholarship Program (SNSP)

Delinquent Tuition and Fees Payment Policy for Preschool – Grade 12

Policy Approval: NCS Education Commission w/ Supporting Pastors: Tuesday, January 26, 2010; reviewed annually-last update July 17, 2024

NCS relies upon tuition and fees as an important revenue source, necessary to operate an excellent faith formation and educational program. Therefore, when tuition and fee payments become delinquent; it is a serious matter. If family financial circumstances change to such a degree that it warrants re-evaluation of the tuition and fees commitment, **it is the responsibility of the family to contact the system administration as soon as possible.** Typically, this occurs when a family experiences hardship through emergency circumstances; illness, change in family income, separation, death, etc.

When payments are not made in the manner described by a parent/guardian's tuition agreement form, the following steps will take place:

Current Balances: All families with students enrolled in Preschool – Grade 12 may check their tuition balance online through the Family Access program.

30 Days Past Due: At **30 days past due**, under the arrangements established by the Tuition and Fees Agreement Form or through an accepted alternate payment plan, a past due notice will be mailed along with a copy of this policy. It is the family's responsibility to contact NCS Controller within 15 days of receipt of the past due notice to correct the situation or request an alternate plan for payment.

60 Days Past Due: At **60 days past due**, under the arrangements established by the Tuition and Fees Agreement Form or through an accepted alternate plan for payment, the family shall receive written notification that their account is past due along with a copy of this policy. **Additionally:**

- Pastoral leaders will be informed of family account balance and activity.
- Report cards and transcripts will be withheld and/or family and students shall not have access to grades through Parent Access in Skyward.
- Students will not be permitted to participate in athletic activities.
- Students will not be permitted to participate in extracurricular activities.

- Students will not be permitted to participate in extended school, club, or organizational trips requiring overnight travel arrangements.
- Students will not be permitted to pre-register for classes or to return for the following academic year until the balance is paid in full or an acceptable alternate plan for payment is in place.
- A \$25.00 late fee will be added to the family account balance.

90 Days Past Due: At **90 days past due**, under the arrangements established by the Tuition and Fees Agreement Form or an accepted alternate plan for payment, the family shall receive written notification that their account is past due with a copy of this policy. **Additionally:**

- Pastoral leaders will be informed of family account balance and activity.
- The NCS Finance Committee will be informed of family account balance and activity.
- Report cards and transcripts will be withheld and/or family and students shall not have access to grades through Parent Access in Skyward.

In connection with overdue accounts, Newman Catholic Schools may pursue legal action against, or require promissory notes from, parents/guardians for failure to honor their Tuition and Fees Agreement. Such notes or legal action will only be sought in an amount equal to the fair market value of the educational goods and services provided as established annually by the commission of education, or the parent/guardian's unpaid tuition and fees commitment, whichever is less.

Parent/Guardian account information and activity will be submitted to the Bishop of the Diocese of La Crosse, Diocesan Office of Catholic Schools, and diocesan attorney for review.

180 Days Past Due: If a parent/guardian refuses to act in good faith, Newman Catholic Schools' administration, after consultation with the Wausau Deanery Dean and the families' local pastor, NCS may refuse to accept future enrollment requests from the family and may turn the delinquent balance over to a collection agency.

Families with Students in Grade 12: All account billing and fees for students in Grade 12 must be paid by April 30th or the family must have an alternate plan for payment approved by Newman Catholic Schools. Senior students will not be permitted to participate in the graduation ceremony or receive grade transcripts until the balance is paid in full or acceptable arrangements for payment are made.

End of School Year Balances: All account billing and fees must be paid by April 30th or the family must have an alternate plan for payment approved by the District Office.

Families with account balances and unpaid fees that do not have an alternate plan for payment approved by the District Office shall receive written notification that their account is past due with a copy of this policy. **Additionally:**

- Pastoral NCS Finance Committee will be informed of family account balance and activity.
- Report cards and transcripts (if permitted) will be withheld and/or family and students shall not have access to grades through Parent Access in Skyward.
- Students will not be permitted to participate in all off-season league activities. • Students will not be permitted to participate in extra-curricular activities.
- Students will not be permitted to participate in extended school, club, or organizational trips requiring overnight travel arrangements.
- Students will not be permitted to pre-register or return for the following academic year until the balance is paid in full or an acceptable alternate plan for payment is in place.
- Students will not be issued class schedules, letters of recommendations, etc. until the above conditions have been met.

Financial Grievance Resolution: Any grievance by a parent/guardian against the school or its employees shall be resolved through Diocesan Administrative Recourse. (See Diocesan Policy DSP 1391/1392)

Small Claims Court and Collection Agencies: It is an important mission of the Catholic Church that children receive an education rich in faith formation and outstanding academics, and a Catholic school education is the ideal way to accomplish that. NCS is committed to reach out and work with families to find payment solutions to meet their family's needs.

We believe each party has a responsibility to work together for account resolution. Failure to communicate and work with NCS for resolution of accounts in arrears is a serious matter. Therefore, in cases when the debtor has failed to appropriately communicate and work with NCS to resolve his or her tuition account, NCS will be forced to pursue other options for account reconciliation including but not limited to small claims court and/or outside collection agencies.

Tuition: The tuition for each academic year is approved by the Bishop of the Diocese of La Crosse and is recommended to the Bishop by the Pastors in consultation with Newman Catholic Schools' Education Commission and Finance Council. NCS makes every effort to maintain a moderate tuition while justly fulfilling its own financial obligations. The school system is helped with this objective by a financial investment from local parishes, contributed services of its religious and lay faculty, major advancement activities, state funding for vouchers, public 4K partnerships and the generosity of parent organizations and donors.

Tuition Schedule: An updated schedule is posted on the Admissions page within the NCS website and is included within the online registration form. Visit the NCS website to learn more:
<https://www.newmancatholicschools.com/admissions/tuition-and-fees>

Tuition Assistance Opportunities: Description of available funding opportunities with application procedures are posted on the NCS website under “Tuition and Fees” on the Admissions page: <https://www.newmancatholicschools.com/admissions/tuition-and-fees>

- ***Grant and Aid Program (GAP):*** GAP is the system’s financial aid program which is managed through the NCS District Office under the authority of the President. Families interested in applying for Financial Aid must do so annually and are required to complete the online application: <https://www.newmancatholicschools.com/admissions/making-tuition-affordable/grant-aid-program>
- ***Wisconsin Parental Choice Program (WPCP):*** Students are not eligible for tuition assistance since there is no tuition charge while receiving a state voucher.
- ***Special Needs Scholarship Program (SNSP):*** Students are not eligible for tuition assistance since there is no tuition charge while receiving this state scholarship.
- ***Scholarship:*** Opportunities for returning students are communicated to parents and applications are issued. Scholarships vary in amount, selection criteria, and eligibility per donor instructions. Families seeking tuition assistance are also encouraged to apply for financial aid.

Scholarship awards for returning students are credited to a family’s tuition account. In most cases, cash is not awarded directly to the family or student.

- ***SCRIP Gift Card Fundraising – Tuition Rebate Program:*** A year-round way to use everyday purchases to earn tuition credit and help offset the cost of tuition.
- ***eFunds Online Payment Account:*** all registered NCS families with tuition and fee obligations will have an eFunds account automatically set up at the time of registration, which can be accessed in Skyward Family Access under Fee Management.

Step-by-step description of eFunds can be viewed via:

<https://resources.finalseite.net/images/v1718981913/newmancatholicschoolscom/r5j1tq04mozqs33ydhyh/eFundsFAQ20June2024.pdf>

To access the eFunds system: <https://payments.efundsforschools.com/v3/districts/56251>

Tuition Policy for Families Not Registered with an NCS Supporting Parish: Catholic parishes, through the support of their parishioners, provide an important level of financial support needed to operate our schools and their support is specifically set aside for parishioners. Published tuition rates include a discount for families who are members of supporting parishes. Registered families who are not parish members are billed a higher level of tuition which accounts for the lack of parish support.

Early Withdrawal: Families who withdraw their children during the school year are responsible for tuition up to and including the quarter in which they leave the system. The only exception is preschool, which is prorated weekly.

Section III: Health and Safety Procedures and Policies

Asbestos Management Plan

The asbestos management plan for each NCS building is located in each school/site office. This document is available for review by all parents with reasonable notice. Copies may be obtained upon request and a modest copying fee will be required.

Communicable Diseases (Including HIV & AIDS) DSP 8000

NCS follows the Diocesan Policy on Communicable Diseases which includes HIV- and AIDS-related conditions. The policy is located in the principal's/site director's office and is available to parents at any time with reasonable notice.

Communication – In Times of Crisis or Disaster

National Level Crisis or Disaster: In times of national crisis or disaster, the school will generally interrupt a class to inform high school and middle school students and will either keep them updated or allow them an opportunity to watch news coverage of the event. The school will have crisis counselors available for students directly affected by such an event or tragedy. Generally, NCS elementary schools will temper the release of crisis information to young students and will communicate to parent's information pertaining to what the students have been told and suggestions on how parents can handle sensitive information with young children.

School Level Crisis or Disaster: According to the NCS Safety Response Plan, the nature of the crisis or disaster tends to dictate how communication is disseminated to parents and students. Each staff member has a unique role in times of crisis. Announcements to parents may be made through the system website, email, local media, notes home with students, or some other means that are efficient and sensitive to the nature of the situation. Specific means as to how NCS families are informed is under the direction of the NCS president or delegate. Parents are reminded that in some emergency situations, calling the school or coming in person to the school may not be possible.

Confidentiality Clause: NCS strives to maintain confidentiality and is not permitted to discuss or disclose personal information regarding a child, a child's family, professional or personal staff information to outside parties without written permission from the parties involved. Information concerning a specific child or family will be shared in a professional manner with the appropriate staff members only. Staff

members are expected to avoid discussions of NCS business, staff, students or families in nonprofessional settings. Additionally, staff members who work in multiple buildings are to avoid discussions of one NCS building's business with staff from another NCS building.

Health Services

The Marathon County Health Department provides limited services to our schools. School communications are issued when communicable health related matters arise as directed by our local health department. Per regulations:

- Immunizations – State immunization standards must be met. Schools monitor immunizations through the Regional Early Childhood Immunization Network (RECIN). NCS issues noncompliance notifications as required by law.
- Vision/Hearing Screenings – Local Lions Clubs provide free vision screening for preschool students. The Marathon County Health Department, with sponsorship from the Marshfield Clinic, provides vision and hearing tests for students in 4K, kindergarten, first, second, third, and fifth grades. Other students can be screened by parental requests, or parents may contact a private provider at their own expense if they need this type of service. Parents are notified if there are concerns. Parents are to report the results of professional exams if they have received a letter outlining a vision or hearing concern.
- Emergency Information Forms – An emergency information form is required for each child and is to be completed at the beginning of the school year. Parents must list all adults who are allowed to pick up their child from school on the emergency card. It is important that parents inform the school if emergency information changes.
- Medical Insurance – Student accident/illness insurance is not provided by the school.
- Health Issues Relating to Students and Student Learning – Parents are asked to please inform school officials of physical, emotional, or mental health issues related to their student in writing and in person. Examples include learning disorders, ADD, ADHD, depression, eating disorders, anxiety, chronic illness, Autism spectrum disorders, etc. The school maintains your child's confidentiality and uses this information in planning your child's educational program.
- Outside Medical or Psychological Assessments – The school may require a parent to provide at their own expense an outside professional medical and/or psychological evaluation as a condition of continued enrollment.
- Health Education for Students – General health instruction is offered throughout the curriculum.

Mandatory Reporting of Suspected Child Abuse and Neglect

Section 48.981 of the Wisconsin Children's Code requires administrators, educators, child care providers, coaches, counselors, and other individuals employed to work with children in a school or child care setting to report any suspected or observed abuse or neglect of a child, or threatened abuse or neglect of a child to the appropriate law enforcement authorities. Wisconsin's a mandatory reporting requirement also protects the identity of the individual making the referral. Abuse categories included physical, sexual, emotional, or neglect.

Lockdown Drills

As part of each school safety plan, soft and hard lockdown drills will be practiced periodically with students. There are two kinds of lockdowns, and drills for each will help prepare both staff and students how to respond appropriately in the event of an emergency.

- **Soft lockdown** requires that all students are held in their assigned room with the door locked and students are not allowed to enter or leave the room. The teacher may continue teaching depending on the circumstances. A school may declare a soft lockdown if there is a disturbance in the vicinity of the school.
- **Hard lockdown** requires that all students are held in their assigned room with the door locked, lights out, and students are not allowed to enter or leave the room. In addition, students and staff will be taking cover in the room using closets, classroom furniture, etc. and staying away from windows and exits. A school will declare a hard lockdown in situations when there is an immediate threat to the life and safety of staff and students.

Safety Plans

NCS has in place school safety plans for each of the school buildings which cover a variety of school emergencies. In addition, each school has an individual plan which is specific to that building.

Section IV: Administrative Recourse - Diocesan Policy #1391

This policy outlines the appeals process and chain of authority to be followed in resolving differences. Parents and students may be required to put appeals requests in writing. There are specific timelines set for appeals as it relates to dismissal and expulsion. Each school/site holds a parent-student handbook that expands policies to include situations specific to their student development level. This includes, Conduct and Discipline policies and how to handle appeals process when concerned with interactions between:

- Teacher, Coach or other school employee
- Athletic Director if applicable to an athletic issue
- Principal
- President
- Pastoral Authority
- Dean, Wausau Deanery
- Diocese of La Crosse

When one of Christ's faithful judges himself or herself injured by the decision or action of a person exercising pastoral or administrative authority in the Diocese of La Crosse, he or she, first, is to confront the person in question with the grievance and seek reconciliation with the person. If the party who judges himself or herself injured is not able to achieve reconciliation by conversation with the authority involved, he or she may present the grievance to the pastors of the church within thirty calendar days of time of the alleged injury. The recourse is to be made in writing and is to state the facts of the conflict and the reason or reasons why the party judges himself or herself injured. The response to the recourse also is to be made in writing and is to state the reason for the response given. If the grievance is against an authority of the parish, the appeal first is to be made to the pastor who is to seek to reconcile the two parties. At this level and at the successive levels, the pastor may seek the assistance of others, especially those respected for their ability to reconcile; but in the end, the pastoral authority remains responsible for seeking the resolution of the conflict. No consultative body such as members of consultative bodies, in virtue of their membership, should be given the pastoral responsibility for assisting the pastor in clarifying policies in cases of conflict or interpretation. It does not, however, engage in the administration of the policies. The pastor is obliged to respond to the recourse, the conflict is considered reconciled, unless the pastor's response is appealed to the dean within fifteen calendar days from the date the parties in conflict receive the response.

If reconciliation is not achieved with the pastor's help or if the grievance is against the pastor himself, the appeal is to be made to the local dean who by office has special responsibility for promoting harmony of pastoral action and unity of Church life in his deanery. (cf. Can. 555, 1, 10; 2, 20) If the grievance is against the pastor, and the pastor is the local dean, then the appeal is to be made to the dean of the closest neighboring deanery; with this case, the diocesan bishop is obliged to respond to the recourse within fifteen calendar days from the date he receives it.

If the grievance is against the diocesan bishop, the legislation in the Code of Canon Law is to be followed. (cf. Cann. 1732-1739) It should be kept in mind that the Code of Canon Law requires a special procedure to be followed by the diocesan bishop in the case of the removal of a pastor (cf. Cann. 1740-1747) or the transfer of a pastor unwilling to be transferred. (cf. Cann. 1749-1752) **PENALTY STATUS DURING ADMINISTRATIVE RECOURSE (DSP 1392)** The penalty for a violation of a school or diocesan policy or regulation is to be enforced during the recourse procedure. However, a request can be made to the diocesan director of schools to speed up the recourse procedure. This request can be made by the school, employee, student, or parent affected. The request can be granted or denied.

Section V: Food Service Program Policies and Procedures

General Information regarding the school lunch program is posted on the NCS website at: <https://www.newmancatholicschools.com/parentfamily-resources> under the Food Service Resources section.

Payment, Collection, and Refund Policies

- Prepayment program – Payment is required in advance of service for student and adult meals. Deposits to family accounts are required for continued service.
- Account Information – is available in Skyward through Parent Access. Contact your student's school or the NCS food service coordinator for assistance accessing account information.
- Low-Balance Notification – Parents may elect phone, text, or email low-balance notifications. Notifications are issued when an account falls below \$10.00.
- Account Set Up and Students PIN Numbers – Accounts are established by family at the time of initial entrance into NCS and each student is assigned a Personal Identification Number (PIN). Students enter their PIN on a touchpad located at the end of the lunch line. An assigned staff member will verify each meal meets the minimum Wisconsin Department of Public Instruction (DPI) criteria and that the meal, additional entry servings, and/or additional milk is charged correctly to the family's account. Students are responsible for keeping their PIN confidential. Students intentionally providing their PIN to another student or intentionally using another student's PIN are subject to disciplinary actions which may include, but is not limited to, restitution of charges to the proper party and/or the loss of participation in the NCS Food Service Program.
- Payment Options:
 - Checks – mail to the Food Service Office at 619 Stark Street, Wausau, WI 54403
 - Cash – cash payments accepted at each school or food service office.
 - Same-Day Payments – payment received at NCS District Office each school day by 9:00AM will be applied for same-day account credit.

Negative Balance Procedures: Per program requirements issued by the Department of Public Instruction, meals should not be served without advance payment. Students affected will be denied lunch (and ala carte purchases at NCM/HS). Parents will be contacted by the school administrator and requested to bring lunch for his/her student(s). In the event a parent/guardian does not provide lunch for their child, the student will receive a bag lunch with a sandwich and a milk, and a \$2.00 charge will be applied to the family's account. In this case, the school administrator will communicate with the parent/guardian either by email or note requesting the student be provided lunch.

Mandatory Reporting of Neglect: It is a parent's legal responsibility to feed his/her child regardless if the student is in school or at home. If it appears to school officials that a family is neglecting to provide lunch for a child, the school is required, as a mandatory report of child abuse and/or neglect, to notify the
Marathon County Department of Social Services/Child Protection Agency.

Free and Reduced Lunches: Information and application materials regarding the Free and Reduced-Price Meal benefit are included on the NCS website
<https://www.newmancatholicschools.com/parentfamily-resources>

Per federal guidelines for students receiving free and reduced-price meals:

- Meals (all or part) may not be shared with other students.
- Student PIN numbers may not be shared with other students.
- Qualifying Free/Reduced meal students who bring a sack lunch in lieu of taking the regular school lunch and wish to have a carton of milk will be charged the full price for milk as that is not covered as a separate item under the F/R meal program.
- Qualifying F/R students are eligible to receive one serving of the main entrée and one carton of milk. Additional servings of the main entrée or extra milk will be charged to the family account at the full price.

Account Balance and Refund Policy: Account balances carry forward from one year to the next while enrolled in NCS. Food service refunds can be issued at the written request of the family when withdrawing from NCS due to a family move, school transfer and when the youngest student in the family is a high school senior and will graduate at the end of the school year? The following conditions must be met for refunds:

- All food service family account members are inactive.
- The account balance is more than \$10.00. NCS will not process refunds for account balances of \$10.00 or lower.
- The family owes no other payments to Newman Catholic Schools and its entities, clubs, etc.

Meal Standards: Each meal includes all required meal components based on standards mandated by the U.S. Department of Agriculture (USDA). NCS has a state contract with the WI Department of Public Instruction.

- "Offer vs Serve" lunch program – Students are offered components from all major food groups and may freely refuse food from two of the food groups offered.
- Before a student enters his/her PIN, the lunch tray is checked by a trained staff member to assure the student has received the required meal components.

- Calories make up a school lunch are federally determined in consideration to the average US student's daily activity and with the understanding that school lunch is one of 3-4 meals a students eat on a given day. Students with high energy output, burning many calories in a day, should supplement the regular school lunch with morning/afternoon snacks and/or additional entrees at lunch time.

Second Helpings Policy – All grade levels: One serving of the main entrée is included in the price of the meal. An additional charge is incurred when a student takes additional servings of the main entrée. Students may receive unlimited servings of fruits, vegetable, and salad at no additional charge. This policy reflects NCS's compliance of school lunch regulations. NCS is required to set and enforce lunch policies to ensure all families are receiving equal value for an equal price paid for meals.

Ala Carte – Middle and High School Only: During the lunch hour, students may also purchase food and beverage items not included in the regular lunch program. Purchases of ala carte items are charged to the family lunch account.

Addendum A: Weather Related School Closing Procedures

When considering schedule changes due to inclement weather, Newman Catholic Schools (NCS) will follow the procedures outlined in this document.

- NCS **will not always follow** the public-school districts, Wausau School District (WSD) and D.C. Everest School District (DCE), for full-day closures. NCS **will follow** the public-school districts, WSD and DCE, for delayed starts and early releases.
- A school-by-school breakdown of procedures is laid out below. Any changes to these procedures will be communicated through Constant Contact, newsletters, etc. Be sure to read **ALL** announcements and updates to avoid missing information.

The following tools will be the standard of communication used to announce schedule changes due to inclement weather:

- **Facebook:** Visit the Newman Catholic Schools page.
- **NCS Website:** A pop-up notification will appear upon entering www.newmancatholicschools.com.
- **TV Stations:** Channel 9 (<https://www.waow.com/weather/closings/>) and Channel 7 (<https://www.wsaw.com/weather/closings/>)
- **Midwest Communications Radio:** 95.5 WIFC, 101.9 WDEZ, Rock 94.7, 550AM WSAU, 1390AM Fox Sports
- **Skylert Messaging:** Digital messaging sent via email, phone, and text. You can manage your Skylert Messaging through your Skyward Family Access account. **Skylert may not be the fastest method for last minute changes. Please refer to the other communication tools first.*

Delays: The definition of delay varies by district.

- **Wausau School District–Bus Delays** – This only affects students who are picked up by First Student. Students bused by First Student will be picked up based on the delayed time. Classes at NCES: St. Anne and Newman Catholic Middle/High School will continue to run on their normal schedule. Students that are dropped off, walk, or ride the city bus are expected to be at school at the regularly scheduled time. Three-year-old Preschool and 4K AM/PM classes at NCECC: St. Michael will be canceled when busing is delayed. Unless specified differently, child care programs at NCES: St. Anne and NCECC: St. Michael will run as regularly scheduled.
- **D.C. Everest School District–School Delays** –
 - **NCECC: St. Therese** – 4K AM/PM classes will be canceled. Unless specified differently, child care at NCECC: St. Therese will run as regularly scheduled.
 - **NCES: St. Mark** – This affects students who are picked up by Lamers. Students bused by Lamers will be picked up based on the delayed time. Classes at NCES: St. Mark will continue to run on their normal schedule. Students that are dropped off or walk are expected to be at

school at the regularly scheduled time. Three-year-old Preschool at NCES: St. Mark will be canceled when busing is delayed. Unless specified differently, child care programs at NCES: St. Mark will run as regularly scheduled.

- **NCMS/HS** – Busing will be delayed by two hours for students who reside in DCE and are picked up by Lamers. Classes at NCMS/HS will continue to run on their normal schedule. Parents can choose to drop their students off to avoid delays.
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School-by-School Procedures:

Newman Catholic Middle and High School (NCMS/HS)

- **Delayed Starts** – Delays only affect students riding a yellow school bus. Classes will continue to run on the normal schedule for all other students. Delayed busing is considered an excused absence. Parents can choose to drop their students off to avoid delays.
- **Early Release** – When closing early, NCMS/HS follows the WSD. All students must be picked up by the stated release time. Bused students will be picked up according to the WSD early release schedule included in this document. Pick-up times are flexible during travel delays. At times, the two public school districts do not align in their decisions to close early or at the same time; for example:
 - DCE closes early but WSD does not; this will affect DCE bused students only. In this case, parents of DCE bused students will be contacted letting them know when busses will arrive for pick-up. If parents wish for students to remain the entire day, they must arrange for transportation at the end of the day and notify the school.
 - WSD closes early but DCE does not; all students must be picked up by the stated release time. If a student who is bused from DCE does not have alternative transportation other than the bus home, parents should contact the office to discuss arrangements.
- **Closing** – NCMS/HS follows the "Newman Catholic Schools" closing announcements. Busing will not be available if the WSD and/or DCE closes and NCS does not.
- **NCES: St. Anne & NCCS: Holy Name**
- **Delayed Starts** – Delays only affect students riding a yellow school bus. Classes will continue to run on the normal schedule for all other students. Delayed busing is considered an excused absence. Parents can choose to drop their students off to avoid delays.
- **Early Release** – When closing early, NCES: St. Anne follows the WSD. All students must be picked up by the stated release time. Bused students will be picked up according to the WSD early release schedule included in this document. Pick-up times are flexible during travel delays.
- **Closing** – NCES: St. Anne follows the "Newman Catholic Schools" closing announcements. Busing will not be available if the WSD closes and NCS does not.
- **Before and After Care** – In the event that there is a delayed start, before care will still be available. In the event that there is an early release, after care will not be available. Additionally, if there is a closing, before and after care will not be available. At times, when inclement weather is anticipated in the evening, after school activities are canceled, we ask that you please pick up your child from after care as soon as possible, prior to the 5:30pm closing time.

WSD Dismissal & Bus Pick-up Times – Early Release
(NCES: St. Anne, NCCS: Holy Name and NCMS/HS)

<i>Dismissal Time (parents pick up if not riding the bus)</i>	11:30 am	12:00 pm	12:30 pm	1:00 pm	1:30 pm
<i>Bus Pick-up Time (First Student)</i>	11:20 am	11:50 am	12:20 pm	12:50 pm	1:20 pm

NCES: St. Mark

- **Delayed Starts** – Delays affect students riding a yellow school bus. Classes will continue to run on the normal schedule for all other students. Delayed busing is considered an excused absence. Parents can choose to drop their students off to avoid delays. Three-year-old Preschool will be canceled at NCES: St. Mark.
- **Early Release** – When closing early, NCES: St. Mark follows DCE. All students must be picked up by the stated release time. Bused students will be picked up according to the DCE early release schedule. Pick-up times are flexible during travel delays.
- **Closing** – NCES: St. Mark follows the "Newman Catholic Schools" closing announcements. Busing will not be available if DCE closes and NCS does not.
- **Wrap-Around and Before & After Care** – In the event that there is a delayed start, before care will still be available. In the event that there is an early release, after care will not be available. Additionally, if there is a closing, wrap-around and before & after care will not be available. At times, when inclement weather is anticipated in the evening, after school activities are canceled, we ask that you please pick up your child from after care as soon as possible, prior to the 5:30pm closing time.

NCECC: St. Michael

- **Delayed Starts** – Three-year-old Preschool and 4K AM/PM classes will be canceled at NCECC: St. Michael.
- **Early Release** – When closing early, NCECC: St. Michael follows the WSD. All students must be picked up by the stated release time. Pick-up times are flexible during travel delays.
- **Closing** – NCECC: St. Michael’s Three-Year-Old Preschool follows the “Newman Catholic Schools” closing announcements. NCECC: St. Michael’s 4K AM/PM classes follow the “WSD” closing announcements.
- **Licensed Child Care** – Delayed starts, early releases or closures may occur to ensure the safety of students, families and employees. In these rare instances, site directors will make the best decision for the safety of all, and families will be notified directly or using the standard of communication tools.

NCECC: St. Therese

- **Delayed Starts** – 4K AM/PM classes will be canceled at NCECC: St. Therese.
- **Early Release** – When closing early, NCECC: St. Therese’s 4K AM/PM classes follows DCE. All students must be picked up by the stated release time. Bused students will be picked up according to DCE’s announcement, which will be determined on the day of the early release. Pick-up times are flexible during travel delays.

- **Closing** – NCECC: St. Therese’s 4K AM/PM classes follow the “DCE” closing announcements.
- **Licensed Child Care** – Delayed starts, early releases or closures may occur to ensure the safety of students, families and employees. In these rare instances, site directors will make the best decision for the safety of all, and families will be notified directly or using the standard of communication tools.