

## The FAC<sup>T</sup>S

### Uniforms

Information about uniforms can be found in the Student & Parent Handbook and Code of Conduct - available online at [fatherallouezschool.org](http://fatherallouezschool.org) (Handbook page 16-18)

\* Please be sure to mark your child's clothing with his/her name in order to prevent losing items. \*

There are gently used-uniforms at both sites. It is a great place to start. You may donate what you no longer need or stop by before you shop, to see if anything will work for your family.

### Spirit Shirt Tuesdays

- Typically on a Tuesday but occasionally scheduled on another day
- Uniform bottoms must be worn, and students may wear any FACS, NDA, or SNC top (t-shirt, sweatshirt, pullover, hooded sweatshirts allowed)
- Available to purchase at the beginning of each school year (and at various times through the "school store")
- Spirit Shirts from previous years may also be worn
- Sometimes the Auction/Gala comes up with a t-shirt design. These will be available for purchase and are also an option to wear on Spirit Shirt days

### Football Dress Down Days

On the Friday before a **home** Packer game, students get to dress in football attire following the dress down policy in the Uniform Policy. If the home game is during the week and falls on a mass day, your child may wear team attire on top with uniform bottoms.

### Gym Shoes

Your child in K-8 should leave a pair of gym shoes at school. Gym shoes should have a non-marking sole. The shoes left here need not be a new pair of shoes. Please check the soles of the shoes and be sure they are clean and free of small pebbles or other debris that could scratch the gym floor.

### Open House

- Each year there will be an Open House shortly before the first day of school
- This is a time for you and your child(ren) to meet their teacher
- Your child may bring their school supplies and get their desks (lockers) organized

### Meet The Teachers' Night

On a weeknight in September, once school has been in session for a few weeks, there will be a "Meet the Teachers' Night". We are going to host this virtually for the ease of parents who need childcare. The teachers will go over general routines, classroom expectations and other important information. This is a great opportunity to ask questions.

### Early Dismissal Days

- Lunch is not served on Early Dismissal days
- St. Matthew Campus 11:15 AM
- Resurrection Campus 11:30 AM
- Early Dismissal Days are times for the staff to get together for planning or enrichment purposes
- There is after school care on these days but you confirm your child will be attending prior to the day.

### Daily Drop-off and Pick Up

The school day begins at:

- Resurrection Campus--  
Door Supervision begins: 7:30 AM  
Bell rings: 7:45 AM  
Students marked tardy: 7:50 AM  
Dismissal: 3:15 PM
- St. Matthew Campus--  
Drop off begins: 7:40 AM  
First bell: 8:05 AM  
Classes begin: 8:15 AM  
Dismissal: 3:00 PM

Please note that there is a designated traffic pattern at both campuses to ensure safety for students and ease for parents, as you drop off and pick up.

### Weekly Information

Each Wednesday parents will receive an email with a school newsletter, along with other attachments that pertain to the current school week or upcoming events. If there are any papers that require signatures or forms that need to be filled out, they can be sent back with the student and handed into the homeroom teacher. Parents should review the weekly email.

### Busing

Busing is provided by GBAPS. All information can be found on our website or by calling Green Bay Transportation with any question at 448-2130.

### School Mass

School Mass is scheduled most Wednesday mornings at 8:05 AM at the Resurrection Campus and most Thursday mornings at 8:30 AM at the St. Matt's Campus and lasts approximately 45 minutes. Mass schedules are posted on the website.

Families of all students are welcome to attend the masses at any time.

### All-School Masses/Events

Three times during the school year, the entire student body will gather for mass together at the same campus. Half of the masses will be held at Resurrection Parish and half will be at St. Matthew Parish. On the All-School Mass days, students will be dropped off at the appropriate campus and

then, after mass, students have the opportunity to participate in activities that are designed to deepen their faith while they get to know students at the other campus. These are very special days for fostering friendships across the two campuses. Following the mass and activity, students will be bussed back to their own campus (as applicable) for the remainder of the day.

### Lunch Dues

The 2021 - 2022 School Year, all meals will continue to be free of charge for *all students!! This includes all students, regardless of free, reduced, or paid lunch status, and includes lunch and breakfast, (if your site has a breakfast program). However, please note that this does not include purchasing a milk separately/individually. Finally, even though we are granted with SSO, know that normal program requirements and options remain the same. Ex. - If you typically applied for free or reduced price meals before, please continue to do so, as this information is used for other program benefits such as Pandemic Food Share (P-EBT). Any questions, please contact Jamie Hurley at [jhurley@gracesystem.org](mailto:jhurley@gracesystem.org).*

If you are interested in helping serve lunch at the St. Matt's campus, the cafeteria staff always welcomes help! Annette Rocque at the Elementary Campus and Patty Bradshaw at the Middle School Campus, each puts together a schedule of volunteers (they typically need two each day at each campus) by the month, so you can sign up to work one or more days every month.

Annette Rocque can be emailed at [arocque@gracesystem.org](mailto:arocque@gracesystem.org)

Patty Bradshaw can be emailed at [pbradshaw@gracesystem.org](mailto:pbradshaw@gracesystem.org)

### Paying with Checks

Checks for Lunch Accounts to be made out to GRACE

Checks for SCRIP to be made out to St. Matthew Parish (not GRACE)

Checks for Before & After School Care to be made out to St. Matthew Parish

### Specials

There are a few class subjects that classroom (homeroom) teachers do not teach. We call these "specials." Each week your student will go one or more times to Library, Phy. Ed., Spanish, Music, and Art.

### Snacks

Students may have a healthy snack each day. Each teacher will let you know if there will be a snack time, when it will be, and how he or she plans to handle it. The Resurrection Campus has a morning break when the students can have a snack from 9:30 - 9:40.

### Birthday Celebrations

School and teacher will share communication on how birthdays will be celebrated at Father Allouez Catholic School. We ask that students do not bring in a classroom treat for their birthday. Please see ideas in the Family Handbook on page 21

### Classroom Parties

Classes may celebrate Halloween, Christmas and Valentine's Day with a small party in the classroom. Parent volunteers may be asked to plan and facilitate these parties in the lower grades.

### Class Pictures

- Class pictures take place early in the school year (within first 2-3 weeks of school)
- This is a dress-up day, but uniform dress is also an option
- Individual photos of your child will be taken
- A class group photo will be also taken
- The individual picture will be used in the FACS yearbook
- You will receive more information, including how to order, from the the company that is doing the photography

### Protecting Our Children - VIRTUS Training

The Diocese of Green Bay is committed to creating, providing and maintaining safe environments in all its parishes, schools, and other institutions so that all persons, especially children, youth and individuals at risk, will be protected as far as possible from all harm including physical and sexual abuse.

VIRTUS® is the brand name that identifies best practices programs designed to help prevent wrongdoing and promote "right doing" within religious organizations. The National Catholic Risk Retention Group Inc. created VIRTUS to empower organizations and people to better control risk and improve the lives of all those who interact with the Church through a continuous process of training and information.

All priests, deacons, other ministers, and employees who may or may not have regular contact with children, young people and individuals at risk and volunteers who have regular contact with children, young people and individuals at risk are required to complete the VIRTUS Adult Awareness Training Session.

All volunteers and employees at Father Allouez Catholic School must complete VIRTUS training, complete a background check, and sign a Code of Conduct. All of this information can be found on our website.

### Father Allouez Sports and Booster Club

Students can participate in a number of athletic teams (Gr. 3-8). All teams are coached by parent or community volunteers. All coaches must go through VIRTUS training. Volleyball, Soccer, Basketball and Track generally begin in 5<sup>th</sup> grade (and basketball in 3<sup>rd</sup>) with a few exceptions. If we do not have enough students to form our own team, we will combine with another GRACE school.

Parents with student athletes are automatically members of the Booster Club. Our Concession Stand is often open during games/tournaments and staffed by parent volunteers. The Booster Club also has some fundraising events. If you have an athlete, please try and attend the monthly Booster Club meetings, volunteer to staff the Concession Stand, and volunteer to help with other fundraising events. Athletic fundraising volunteer hours are separate from school requirements.

There is still time to register for Athletics. Registration can be found on our website, questions can be emailed to [FACSathletics@gracesystem.org](mailto:FACSathletics@gracesystem.org)

### Band

Students are eligible to take Band Class in 5<sup>th</sup> - 8<sup>th</sup> grades. The 5<sup>th</sup> grade Class forms their own Band and performs as a group. In grades 6 - 8, the students may participate in Concert Band. The Band will participate in a Christmas Concert and Spring Concert. As other events arise for Band Students to participate in, the Band Teacher will communicate with you.

### SCRIP

SCRIP is a form of fundraising or a third source of funding for non-profit organizations. Each Father Allouez School family is required (as outlined in 'Tuition Agreement' section below) to purchase SCRIP to help earn money for our school.

When you purchase SCRIP, you are buying gift certificates that are used just like cash. SCRIP is issued by national and local retailers where many families already shop. Each retailer donates a percentage of the certificate's face value to St. Matthew Parish. You pay and use the full face value of the certificate and St. Matthew retains the percentage from the retailer. It costs you no more to shop with SCRIP and it can be used to purchase everyday expenses like gas, food, clothing, and other essentials; with every purchase, you will earn revenue for the parish at which it was purchased. The proceeds add up quickly! If you are good at planning ahead, it can also be used for vacationing such as airline tickets, Disney, or restaurants at your destination. You can go to [www.shopwithscrip.com](http://www.shopwithscrip.com) to get a list of merchants who participate.

Please write SCRIP checks out to St. Matthew Parish(not GRACE)

### Tuition Agreements

When you register your child for FACS, you are required to agree to complete some service hours and an obligation to buy SCRIP:

#### **For K-8**

- **SCRIP Agreement:**  
Generate \$250 IN PROFIT through SCRIP  
(Once a family has reached \$250, 50% of any additional profit will be applied toward their Father Allouez Catholic School GRACE tuition for the next school year, or if their child is in 8th grade, it will be applied to Notre Dame Academy tuition for the next school year.)
- **Site Fundraising Agreement:**
  - Purchase two tickets to the school's major fundraiser event
  - 10 fundraising hours (5 of these must be in support of the Gala/Auction)
  - \$35/hr charge for hours not worked
  - Opt out: \$350
- **Service Hour Agreement:**
  - 10 volunteer hours
  - \$15/hr charge for hours not worked
  - Opt out: \$150

#### **For EC**

- **Scrip Agreement:**  
Generate \$50 IN PROFIT through SCRIP  
(Once a family has reached \$50, 50% of any additional profit will be applied toward their Father Allouez Catholic School GRACE tuition for the next school year)
- **Site Fundraising Agreement:**
  - Purchase two tickets to the school's major fundraiser event
  - 10 fundraising hours (5 of these must be in support of the Gala/Auction)
  - \$35/hr charge for hours not worked
  - Opt out: \$350

- Service Hour Agreement:
  - 5 volunteer hours
  - \$15/hr charge for hours not worked
  - Opt out: \$75

All service hours are logged by yourself on our website and can be viewed as well, an invoice will be sent home in May for what you owe.

All SCRIP purchases are logged by the SCRIP coordinators and an invoice/statement will come home around Nov/Dec and again in April/May.

#### Visiting During the School Day

If you will be visiting school during the day, you must stop at the School Office window to check in, before getting buzzed in. Please sign the visitor sheet and get a Visitor's Pass Lanyard. Upon departing please sign out with the time you are leaving, and return the lanyard to the Office.

#### Appointments During the School Day/Picking Up Early

Please call or email the School Office staff along with your child's homeroom teacher. When you pick up your child, please sign them out on the form at the school office window. If you are bringing your child back to school please sign them back in on the same form.

#### Site Advisory Council

Rather than have a parent-teacher organization and a board of education, Father Allouez Catholic School has adopted the model of a Site Advisory Council (SAC). This Council provides feedback, support and consultation for our Principal, the GRACE System President, and the Board of Trustees. SAC has responsibility for fundraising, marketing of our school, promoting enrollment, parent and parish support as well as organizing events and coordinating volunteers.

SAC meetings are held at one of the campuses the 3<sup>rd</sup> Thursday of the month, (with a few exceptions). An accurate list of meeting dates can be found on the website, and are included in the monthly calendar. Meetings begin at 6:00 PM. There is an open forum on each agenda and people are invited to share their thoughts and concerns at that time. People interested in speaking during open forum should contact the SAC Chair in advance.

#### Events Which Make FACS feel like a PACK

Father Allouez Catholic School team name is WOLVES. Our motto is recited each morning at school: "We are Wolves: Welcoming Others, Loving Vibrantly, Encouraging Service as Disciples of God". We have a number of events that foster our motto.

#### FACS Events:

- Grandparents Day/Special Person Day
  - Typically happens in the Spring at the St. Matthew Campus from 10:00 - 11:15
  - Early release day
  - With the parents permission students can leave with their special person at dismissal time.

Goodies for Grown Ups - Oct 14 2021 St Matthew Campus PreK - grade 4

- 2 important *Grown Ups* in a child's life are invited to a continental breakfast prior to the beginning of the school day
  - Typically falls on a day with mass if you are interested in joining
- School Gala/Auction November 13, 2021
  - Biggest fundraiser of the school year
  - A very fun adults-only evening of community building that benefits the kids at FACS
- Christmas Programs
  - Students in kindergarten through grade 4 and band students from the Resurrection Campus participate
  - The final song incorporates all students and alumni
  - Plan to arrive early: the parking lot and seating fill up quickly
- Catholic Schools Week
  - Last week of January
  - A week recognized by the National Catholic Education Association to celebrate Catholic Education
  - The week will have special events for the students, teachers, staff and families
  - Each year brings something new and different, but the kids always look forward to the celebration
- Service Carnival
  - Middle School students and staff will work on planning a carnival for the elementary students
  - Proceeds from the carnival are donated to an organization that is decided upon
- Wild Game Feed
  - This is not a school event, but a St. Matthew Parish Men's Club event
  - All members of the parish and community are invited to attend. Parents welcome!
  - The event is held in the evening, but the preparations begin early in the day
  - This is a huge money maker for the Men's Club and they help fund a great deal of things at the school and parish
- Fine Arts Fair
  - Typically held in the Spring and falls on a weekend
  - Showcases the students' hard work from throughout the whole year
- Kindergarten Round-up/Step-Up Day
  - This is a day in May for the following year's incoming class to see what it is like to be in the grade they will be in in the following school year.

#### Last Day of School Year

- The last day of school is typically an Early Dismissal Day
- Teachers and staff will put together a closing prayer service and end of the year send-off for the children
- With many families having children at both campuses it will be scheduled so you are able to attend both if you would like

#### And finally...

This booklet is not an official Father Allouez publication, rather a synopsis put together by Father Allouez parents with suggestions from recent new families to help you better understand the

FAC<sup>T</sup>S of Father Allouez Catholic School.