



# TCCES Elementary Handbook

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In addition to the policies described in this handbook, TCCES abides by the policies and regulations of the Board of Total Catholic Education defined by the Catholic Diocese of Green Bay. Not all diocesan policies are duplicated in this handbook. A copy of all policies is available upon request in the school office.

TCCES retains the right to amend the handbook for just cause. TCCES families will be given prompt notification if changes are made.



### **Mission Statement**

Twin City Catholic Education System, in partnership with family, Church and community, provides a quality Catholic education that is focused on faith, academics, service and personal development from preschool through high school to influence a rapidly changing world.

### **Accreditation Information**

The Wisconsin Council of Religious and Independent Schools has accredited TCCES Schools. In addition, the schools are members in good standing of the National Catholic Educational Association.

### **TCCES Board of Education**

The TCCES Board of Education is a policy-making body responsible for the operation and evaluation of the school programs in all TCCES schools. This committee is accountable to the TCCES Corporate Board, the Ordinary of the Diocese of Green Bay and the Diocesan Board of Total Catholic Education.

#### ***TCCES Board of Education Members:***

Bob Andersen, Chairperson  
Michelle Dejno, Vice-Chairperson  
Sara Widener-Brightwell - Secretary  
Howard Healy - Treasurer  
Reverend Larry Abler  
Reverend Mike Ingold  
Reverend Paul Paider  
Reverend Larry Seidl  
Jeff Berg  
Meg Brew  
Marvin Daniels  
John Fuller  
Steward Koskinen  
Sue Pawlowski  
Ann Rasmussen  
Pam Seidl  
Michael Sullivan, TCCES President

### **TCCES Foundation**

The Twin City Catholic Educational System (TCCES) Forward Future Foundation was established in 2004. The TCCES Forward Future Foundation was initiated to provide a strong financial basis for the long-term stability of the school system and insure the future of Catholic education in the Neenah and Menasha area. Donations, which are tax deductible, can be directed into one of our four accounts described below.

#### ***TCCES Forward Future Operations Fund***

This fund provides revenue for TCCES to meet the annual operating expenses at our five schools. These expenses may include technology upgrades, building repairs, maintenance and a variety of other needed material and programs for the schools.

### ***TCCES Forward Future Tuition Assistance Fund***

Donations to this fund provide immediate tuition assistance to help make Catholic education accessible to everyone. Currently, 38% of all TCCES students receive tuition assistance or scholarships to fund their education. The balance of this fund is distributed annually.

### ***TCCES Forward Future Endowment Fund***

This endowment supports the long-term growth of the TCCES community. Each year, TCCES receives the interest from the funds donated to this endowment.

### ***TCCES Forward Future Tuition Assistance and Scholarship Endowment Fund***

The interest from this endowment provides tuition assistance and scholarship funds to all of the TCCES schools. Contributions to this endowment fund provide much needed scholarships and tuition assistance for our students and families. Donations can be made in the form of out right gifts or pledges. In addition, named scholarships can be endowed as a tribute or memorial.

### **Absences and Attendance Issues**

Children are required by state law to attend school, and the law that defines excused absences is very specific. According to state statutes, a child who is “absent part or all of one or more days from school during which the school has not been notified of the legal cause of the absence” is considered truant (Wisconsin State Statute 118.15). If a child is sick, we ask that he/she does not come to school. This is for the welfare of your child, as well as the other children. The school office needs to be notified by 8:30 a.m. as to the reason for the absence. If the office does not receive notification by 8:30 a.m., the school secretary will contact the parent/guardian to determine the reason for the absence. This is a safeguard for your child and helps to prevent truancy. If your child exhibits symptoms of illness, please keep your child at home. Children must be fever free and healthy before returning to school. A child who has a communicable or contagious disease is to be kept home until the child is no longer contagious. Please inform the school secretary if your child has a contagious disease or condition, e.g. strep throat, chicken pox, lice. Vacations are discouraged during school time. Grades may suffer due to missed daily participation, as classroom involvement cannot be made up. Personal contact with the classroom teacher is encouraged before a planned absence to see if alternate assignments can be arranged. The teacher will provide material after the child returns to school to help the parent cover the missed material.

### ***Tardiness***

Children must be in their classroom when the bell rings or they will be marked tardy. If it is necessary to schedule appointments during the school day, please make every effort to vary the time. This reduces the possibility of a child frequently missing the same subject. Students must sign in and out of the school office if they leave during the school day. Absence from school for one or more hours at any time will be recorded as a 1/2 day absent.

### ***Arrival/Departure During the Day***

Any time that a student leaves the school building during school hours, the parent/guardian must come in to the office and sign the child out of the building in the Student Sign-Out book. Students must report to the office to sign in when they arrive late or return to school after leaving. Notification of early dismissals or late arrivals for medical or other reasons should be made to the school office by a written note or email. A student who enters school after the morning bell and before 9:30 a.m. will be tardy. A student who enters school after 9:30 a.m. will be considered absent for the entire morning; a student who leaves school between 12:00 p.m. and 1:30 p.m. will be considered absent for the entire afternoon session.

## After School Care

After school care (ASC) is available at each elementary campus on the days when school is in session (as per the school calendar). Supervision will be provided from 3:00 p.m. - 5:30 p.m., Monday through Friday. Families enrolled in ASC will receive a separate handout explaining program fees, expectations and other pertinent information.

## Arrival and Dismissal of Students

All campuses:

Parents/guardians of preschoolers should enter and exit the school with their child. Preschoolers should be accompanied to their classrooms. Preschool teachers will dismiss the students to their parents/guardians. The teacher needs written notification if another person will be picking up the child after school.

### St. Gabriel Campus:

Parents who drop off and pick up students by car should follow the cones in the parking lot. Traffic should flow by entering the “in” driveway off of Geiger Street and proceed around the “U” shaped markings and exit the “out” driveway. There is NO PARKING by the school building. Buses will line up on Geiger St. in front of the parish offices. Students may enter the school building after 7:30 a.m. They should go to the gym where supervision is provided until the bell rings.

### St. Margaret Mary Campus:

Parents/guardians drop students in grades K – 5 at the gym entrance on Division Street. (DROP OFF ONLY - NO PARKING ON DIVISION ST.) Students are supervised in the gym beginning at 7:30 a.m. Make sure the school is on the passenger side of your car and have your children exit the car from the passenger side only. Do not drop your children on the south side of Division Street. If parents/guardians are going into school for more than a few minutes (or to accompany early childhood students) they should use the school parking lot or park on Washington Street.

### St. Mary Campus:

St. Mary Elementary School will begin supervising the arrival of students at 7:30 a.m. They should go to the gym where supervision is provided until the bell rings. **Parents dropping off their children by car should NOT park in the “school bus zone” during this time.** This area in front of the school is reserved for the school buses. Violators will be ticketed by the Menasha Police Department. At dismissal, students’ homeroom teachers will lead them out of the building. Parents may pick up their children in front of the school building by the statue. Students not picked up within 15 minutes of dismissal will be sent to the school office to wait for their parents or their respective rides (parents will be contacted).

## Athletics, Activities and Programs

### *Basketball*

During the basketball season, students in grades 3 and 4 may attend training sessions on Saturday mornings to learn basic basketball skills. This is dependent on parent volunteers. Students in grade 5 play competitive basketball games with other schools in the area and may participate in tournament games beyond the regular season. All students on the team participate in each game. Good sportsmanship and skill development, rather than winning, is emphasized.



### ***Soccer***

Students in grades 3, 4 and 5 may participate in the TCCES soccer program in the fall. Students in grades 3 and 4 are placed on TCCES soccer teams to compete with local teams. Students in grade 5 join the 6th grade students from Seton Middle School to compete with local teams.

### ***Forensics***

Students in grade 5 participate through school and system programs.

### ***Band***

Students in grades 4 and 5 may participate. A fee is charged for band beyond tuition fees. Band members are from all TCCES elementary schools.

### ***Mass Servers***

Available for students in grades 4 & 5.

### ***Scouting***

Students in grades K – 5 may participate. This activity is dependent on parent volunteers.

### **Bicycles**

Every family should keep a record of the serial number of their bikes. Students are asked to wear helmets whenever they ride their bikes. Students are encouraged to lock their bicycles while they are at school. The school assumes no responsibility for bicycles. Any student who ignores the safety and courtesy rules while riding a bike to and from school will have this privilege taken away. Students must walk bikes on school grounds.

St. Gabriel Campus: Bicycles are to be parked in the racks on the west parking lot.

St. Margaret Mary Campus: Bicycles are to be parked in the racks located on the side of the gym.

St. Mary Campus: Bicycles are to be parked in the rack located on the east side of the '52 building (kindergarten/preschool wing).

### **Birthday Treats**

Students may bring a treat for their birthdays. The schools encourage nonedible treats (e.g. stickers, pencils, etc.). However, if bringing an edible treat, please consider the nutritional value of the snack and food allergies of other children in the classroom. All families are asked not to distribute birthday party invitations at school unless the entire class of all boys/all girls is included.


### **Book Care**

The school furnishes all books. Children are expected to take good care of the books they use. A book bag/backpack is required for taking books home. Children are responsible for any damage done through carelessness or neglect.

### **Bus Service and Rider Conduct**

#### ***Menasha:***

Menasha Public School District has contracted with Lamers Bus Company to provide transportation service. As a general rule, Lamers will bus students living two or more miles from their school. The driver of the bus is responsible for the orderly conduct of his/her passengers. When on the bus, the student is under the authority of and directly responsible to the driver. If a student behaves inappropriately on the bus, the driver will notify the school and parent/guardian of the problem. Continued disorderly conduct may lead to a student being denied transportation by bus. All parents and children who will use the bus service are required to sign a transportation agreement. This agreement states the policies and regulations that the school district and Lamers



expect of all individuals using this service. Violations of the rules/agreement may result in the loss of busing services for the student. Questions regarding busing should be directed to the school office or Lamers (832-8800).

*Neenah:*

As of July 2007, any student living within the City of Neenah and attending a school located within the City of Neenah will not be eligible for transportation. Neenah Joint School District will contact families who are eligible for busing.

### **Change of Address**

It is imperative that the parent/guardian keep the school office informed of any changes in address, phone numbers, email address or emergency information. If changes occur during the school year, contact the school office immediately.

### **Field Trips**

At various times throughout the year, teachers may choose to take students on a field trip to expand the curriculum beyond the school walls. The parent/guardian must sign a permission form and return it to the campus office. Information describing the field trip will be provided with the permission form. At times, parents are asked to chaperone. All chaperones must have completed VIRTUS-Protecting God's Children training and be approved in all diocesan requirements for volunteers.


### **Legal Information**

#### ***Alcohol/Drug/Smoking***

The possession, sale or use of alcohol, drugs or any other controlled substance on the school campus is strictly forbidden. There is no smoking on school premises at any time during school hours or any school-related activity. Violations will be reported to appropriate law enforcement agencies.

#### ***Harassment/Sexual Harassment***

It is the policy of the educational programs governed by the Diocesan Board of Total Catholic Education to maintain learning- and working environment that is free from any form of harassment. No employee, volunteer or student associated with these programs shall be subject to harassment or sexual harassment. Any form of harassment on the basis of sex, race, color, religion, gender, national origin, age or disability constitutes discrimination and, as such, violates civil law and the policies of TCCES. Harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an individual or his/her relatives, friends or associates that creates an intimidating, hostile or offensive environment, interferes with an individual's performance, or otherwise adversely affects an individual's opportunities. Sexual harassment means unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature. Any person who alleges harassment by an employee, volunteer or student of an educational program governed by the Diocesan Board of Total Catholic Education may complain directly to a teacher, immediate supervisor, principal, administrator, TCCES President, pastor, the TCCES Board or the Director of Total Catholic Education (or designee) for the Diocese of Green Bay. The filing of a grievance or otherwise reporting of harassment/sexual harassment will not reflect upon the individual's status, nor will it affect future employment or work assignments. Retaliation against a complainant is strictly prohibited. The right to confidentiality, both of the complainant and of the accused, will be respected consistent with legal obligations and with the necessity to investigate allegations of misconduct and to take



corrective action if necessary. All reports of harassment by students will be communicated to the parents involved.

***Immunizations***

Immunization schedules are available at school and through the Neenah and Menasha Departments of Health. When children's immunizations are current, they are better protected from childhood diseases and help prevent the spread of those diseases to others. Current information must be provided for each child.

***Kindergarten Age***

Children entering kindergarten are required to be five years old on or before September 1 of the school year in which they are enrolling.

***Lockers/Desks***

Desks and lockers are the property of the schools. The school reserves the right to search them. School authorities cannot be responsible for missing money, clothes, food or personal belongings. All belongings should be labeled.

***Medications***

Teachers are not permitted to administer any medicine. Children must report to the office to receive their medication. In order for the campus to dispense prescription medication to a student, the parent/guardian must provide the school office with a Medication Consent Form that has been signed by the child's doctor. Medication must be brought to school in a bottle/container labeled by the pharmacist that indicates the proper dosage. Parents may send non-prescription medicine (i.e. aspirin, cough drops) for office personnel to disburse as long as a signed permission slip that contains dosage directions and timing of the medication is included with the medication. The medication must be in the original container. Until these steps are completed, it is illegal for the school to dispense any medication.

***Non-custodial Parent***

The school will release a child to either parent in absence of a court order. If there are any court orders related to a child custody or placement, the parents are responsible for supplying the school with the most current orders.

***School Records***

A student's official file is kept in the campus office. This file contains the student's reports cards, standardized testing results, attendance records and health information. A parent/guardian wishing to review this file must provide a written request to see the file 24 hours before the desired time to review the file. In the absence of a court order, the school will provide the information to either parent. Each parent has the right to challenge the accuracy of his or her child's records and to deny release of these records.

***Weapons/Firearms***

The possession or use of firearms, weapons or other dangerous objects by employees, volunteers or students is not permitted in the school building or on parish/school grounds. A weapon is any device that may inflict harm on a person or animal. Any object that is used or used to threaten another in a manner that may inflict harm on a person or animal is considered a dangerous object. Weapon replications are not allowed. Police shall be notified if an employee, volunteer or student possesses or uses or threatens to use a firearm, weapon or other dangerous object in school or on parish property. Parents of students who bring firearms, weapons or dangerous objects to school or who use or threaten to use objects in a dangerous manner will be notified immediately.



## **Liturgy**

All campuses: Students in grades K to 5 will attend Mass on a weekly basis. Parents are always welcome and encouraged to join the students at Mass. Changes to the Mass schedule will be announced in the weekly newsletter.

St. Gabriel Campus: Mass is on Tuesday mornings.

St. Margaret Mary Campus: Mass is on Friday mornings.

St. Mary Campus: Mass is on Friday. The first Friday of the month will be a special dress up day for the students.

## **Lost and Found**

Lost and found articles are kept in a container in the school office. Students should check the container for lost articles. Please encourage your child/children to be responsible for their belongings. Make sure all items are labeled. Any unclaimed items that are usable are given to a worthy cause.

## **National School Lunch Program**

TCCES Foodservice participates in the National School Lunch Program. Healthy school meals provide the energy and nutrients children need for sound minds and bodies. Studies confirm what parents and teachers have said for years – children who are not well nourished have difficulty learning. The variety of healthy foods offered in school meal programs allows children to learn to enjoy many different foods and develop healthy eating patterns.

TCCES Foodservice has a computerized debit system that allows families to pay in advance for meals. Each student has his/her own specific PIN number. The PIN number will stay the same throughout the remaining years your child is enrolled in TCCES. Specific details regarding payment coupons, milk money and payment options are available in your school office.

Parents are invited and encouraged to join their children for lunch at any time. If you wish to do so, please notify your school office in advance of the day you plan to have lunch at school. Whether you are purchasing a lunch or bringing a sack lunch from home, TCCES strongly discourages bringing “fast food” or soda into the cafeteria. TCCES Foodservice also offers a sack lunch for field trip days. Check the appropriate box on the field trip permission slip to purchase a sack lunch.

All menus meet nutrition standards established by the U. S. Department of Agriculture, conform to good menu planning principles and feature a variety of healthy choices that are tasty, attractive, of excellent quality and are served at the proper temperature. A monthly menu is sent home as an attachment to your school newsletter, is posted in the school office and on the TCCES website ([www.tcces.org](http://www.tcces.org)). Please keep in mind that the menus may be subject to change. Every effort will be made to notify you of any change in advance.

Application forms for free lunches are available to all families at any time during the school year. Parents are encouraged to take advantage of this offer if you feel you may be eligible.

Student Lunch - \$2.30

Adult Lunch - \$3.25

Super Lunch – additional \$1.00



## **Parent and School Communication and Phone Calls**

Communication with the principal and teachers is encouraged. If it is necessary to contact a teacher during school hours, a message may be left in the office or through TCCES email. TCCES email addresses are the first name initial and last name @tcces.k12.wi.us (e.g. Nancy Stevenson's email is [nstevenson@tcces.k12.wi.us](mailto:nstevenson@tcces.k12.wi.us)).

Only extremely important phone messages will be delivered to a student during school hours. Arrangements for picking up your child after school or after school activities should be made before they leave home. Cell phones are not allowed in classes.

## **Parent/Teacher Conferences**

Parent/teacher conferences are scheduled at various times throughout the school year. However, parents/guardians are encouraged to confer with the teacher at any time during the school year, and the child's teacher should be contacted directly to schedule an appointment when desired. Preschool parent/teacher conferences will not be held at the same time as other parent/teacher conferences. Each campus will provide this schedule.

## **Registration, Admission and Withdrawal of Students**

### ***Registration***

Registration for the following school year will begin in early January. In order to complete the registration process, the following criteria needs to be met:

- A non-refundable registration fee must be turned in with the registration form
- All tuition charges from the current year must be up to date
- All TCCES parish members must be active, registered members of a supporting TCCES parish in order to receive the parish tuition rate

### ***Admission***

TCCES does not discriminate on the basis of sex, race or natural origin in the enrollment and participation of students or the employment of personnel. Any child transferring from another school must present official certification of grade level. This is usually a transfer slip and a progress report from the former school. A record of immunizations is required before a child can be admitted.

### ***Transferring to Another School***

The parent/guardian of a child transferring to another school must:

- Notify the principal in advance
- Settle fees and other business
- Obtain progress report

In addition, TCCES reserves the administrator's right to accept an individual child based on social or academic needs.

## **Religious Formation**

To assist parents in their lifelong duty as the primary faith instructors of their children, the school provides instruction in the doctrine and beliefs of the Catholic faith at all grade levels. Students plan and participate in liturgies. Sacramental preparation is a parish responsibility and is coordinated with the parish religious education departments.



## **School Closings**

If either the Neenah or the Menasha public schools close due to inclement weather, all TCCES schools will close.

Whenever there is a delayed beginning of school, all half-day morning kindergarten and morning preschool programs are automatically cancelled. All afternoon programs are held at the regular times. If school is cancelled at any point during the day, all events that are in any way connected to school are automatically cancelled.

The local television stations will provide school closing information. The following radio stations will also broadcast school closing information: WAPL (105.7 FM), WIXX (101.1FM), WROE (94.3 FM), WNAM (1280 AM), WOSH (1490 AM). If severe weather forces schools to close after children have arrived, the radio stations listed above will announce that information.

## **School Library**

The library provides material to enrich and encourage interest in a variety of areas and monitors books to reflect Catholic philosophy. Reference materials are available. Books may be checked out if prior checked books have been returned. A fine may be charged for overdue books, and the child must pay for a lost or damaged book.

## **School Pictures**

School pictures are taken. Parents/guardians have the option to purchase their child/ren's pictures. Please check the TCCES calendar for these dates.

## **School Policies**

### ***Complaint/Grievance Procedure***

Any person who has a concern with a staff member must first discuss the issue with the person involved. If a resolution cannot be reached, the next step is to communicate with the principal regarding the issue. If a resolution is not reached at this point, contact the TCCES president. Each grievance to the TCCES president must be in writing. A copy of the grievance will be given to the party against whom the grievance is filed. If a resolution is still not reached, contact the TCCES Personnel Committee chairperson in writing. The TCCES Personnel Committee will decide whether or not to hear the grievance. Until the above sequence of steps has occurred, the TCCES Board cannot become involved in any dispute related to the school. No individual member of the TCCES Board or Personnel Committee has the power to speak for the TCCES Board or the Personnel Committee.

### ***Illness/Injury***

In case of illness or injury while at school, school personnel will render minimal first aid treatment only. In case of minor illness/injury, if a parent/guardian cannot be contacted, the school will contact the alternate emergency contact as indicated on the emergency information card completed at the beginning of the school year. If emergency medical treatment is necessary, the school will call 911 and contact the parent/guardian or emergency contact. For this reason, it is very important that the school have up-to-date emergency contact information. Expenses incurred from emergency treatment will be borne by the parent/guardian.



## **School Security**

In an effort to maintain a safe environment, all entrances to the schools are locked during the day. All persons including volunteers coming into the school building (other than to drop off or pick up their child/ren) are expected to check in at the office and sign the register. A badge should be worn while in the school and returned to the office when leaving. Visitors are to sign out when they have finished their business at school.

A parent/guardian bringing items such as forgotten books, lunches or picking up a child for early dismissal is to come to the office and drop off the items rather than disrupt the child's classroom. The items will be forwarded to the child.

Parents/guardians/visitors who would like to visit a classroom should make arrangements with the principal prior to the visit.

## **Snacks**

Mid-morning and/or mid-afternoon snacks may be allowed, as directed by the child's teacher. Snacks should be healthy.

## **Student Assessment and Homework**

The evaluation and communication of pupil progress is an essential element of the teaching/learning process. Parents, as the primary educators of the children, need to know the educational expectations of the school and how effectively their child is meeting those academic, behavioral and affective expectations.

Progress reports are distributed quarterly. Parents/guardians are to review their child/ren's progress report and sign and return the envelope to the school.

Grade level specific information will be shared during Parent Night, or parents/guardians may discuss specific questions with their child/ren's teachers.

### ***Homework***

Students can expect to receive homework assignments. Individual teacher's expectations will be communicated to parents/guardians.

The purpose of schoolwork is to reinforce the understanding of the class study. Any work that is not completed during provided study times in school must be taken home to be completed. Parents should encourage good study habits in their child at home. However, it is not the parent's responsibility to do or correct the work for them. Parents are asked to take an interest and look over the completed work to make sure students have accomplished the necessary assignments.

Students in grades 3 through 5 will be provided with an assignment notebook at the start of the school year. It will be used to communicate homework assignments. At times, parents are asked to sign these books.

## **Supervision**

The TCCES Elementary Schools accept the responsibility to supervise students from the first bell until dismissal bell, except for students who are involved in a school-sponsored activity or after school care program. Students need to leave school grounds as soon as they are dismissed.

## **Testing Program**

Kindergarten Development Inventories (KDI) are administered to children enrolling in kindergarten.

Measurement of Academic Progress (MAP) is administered to elementary students in grades 3-5. The tests are designed to measure a student's performance in terms of skills and/or subject areas. The purpose of giving the tests includes: a) to give students and their parents an opportunity to see how students perform in comparison with other students in the nation; b) to assist teachers in individualizing their instruction; c) to help identify areas of strengths and weaknesses in the curriculum; and d) to help students develop a realistic self-concept in terms of their achievement, aptitude and interests.

The ACRE Test will be administered to children in grade 5. This assesses the strengths and weaknesses of the religion curriculum in the schools.

## **Tuition, Tuition Assistance and Fundraising**

### ***Tuition Payment Policies***

A discount of \$100 per family will be given to those who pay their family's entire tuition bill in full by 8/1. Payment can be sent directly to the TCCES Business Office. Those who prefer to make monthly payments should call Shelley Wautlet in the TCCES Business Office to enroll in the monthly payment program. For families paying monthly, tuition is due in full by June 30. For more information, please call 967-0021 ext. 851 or email [swautlet@tcces.k12.wi.us](mailto:swautlet@tcces.k12.wi.us).

### ***Tuition Assistance***

Tuition Assistance applications for the following school year will be available with registration paperwork in early January. Families must complete a Tuition Assistance application (each year) and return the completed application with a copy of their most recent tax form and W-2s to the TCCES Business Office prior to February 28. All applications are strictly confidential and all applications received in the TCCES Business Office by February 28 will be considered.

### ***Fundraising and Third Source Funding***

TCCES provides opportunities for families to earn tuition credit, as well as fundraisers that benefit the individual schools and events that help TCCES meet its operational budget each year. The TCCES Finance & Facilities Committee must approve all fundraisers.

### ***Tuition Credit Fundraising***

A percentage of profits generated from Scrip, Market Day and the Spring Plant Sale are allocated to family accounts for tuition credit. Scrip can be purchased at all TCCES campuses. St. Gabriel, St. Margaret Mary and Seton have Market Day deliveries scheduled throughout the school year.

### ***Jumbo Gumbo***

This system-wide event is held in November at Waverly Beach. The funds generated will be applied to the TCCES operational budget.

### ***Special Projects Fundraisers***

The profit from these fundraisers will be used to complete special projects at the individual campuses.



### ***Third Source Funding***

TCCES Schools currently participate in these third source funding opportunities:

Campbell Soup Labels for Education  
Education Express  
Funding Factory  
General Mills Box Tops for Education  
Kids Caps & Cash  
Kimberly-Clark Community Partners Program  
Lands' End  
Menasha Corp. Dollars for Doers  
Pick'n Save Rebate Program  
Target – Take Charge of Education  
Theda Care Program

### **Uniform and Dress Code**

It is always expected that one's clothing and personal appearance will be respectable and appropriate. Extremes in hairstyles, dress, jewelry, and accessories will not be permitted. Please refer to the individual campus for the current dress code.

### **Winter Clothing**

Children in all grades go outdoors for morning and noon recess as weather permits. Children should dress appropriately for the weather.

### **Publicity & Photo Permission**

Registration in a TCCES school grants permission for photos, publicity & inclusion in a participant list unless the TCCES Advancement Office is notified in writing prior to September 1<sup>st</sup> of each school year. The Advancement Office can be contacted at [aengelhard@tcces.k12.wi.us](mailto:aengelhard@tcces.k12.wi.us) or 920-722-7796 ext. 201.