

# **St. Thomas More School Academic Enrichment Program**

## **Goals**

The Academic Enrichment Program is an educational program that typically complements St. Thomas More Student's curriculum in the classroom, but is additional as it is taught by parents, staff and teachers. Academic Enrichment programs can also be current issue programs, guest speakers and programs that are important to particular age groups with meeting times after school hours. St. Thomas More Home and School Association (HSA) sponsors these programs with the school and provides funding each year to help bring these out-of-the-classroom experiences to their students.

## **Process**

- 1) Any St. Thomas More teacher, student, staff or family member may request funding for academic enrichment programs by completing a Funding Request Application. These applicants may (with prior approval from HSA President) be placed on the agenda to make a verbal presentation to the Board in addition to their written request.
- 2) The request will provide a proposal that outlines the program, including the anticipated educational benefits to the students and/or teachers. It must support one grade level or more and will typically complement St. Thomas More School curriculum in the classrooms. The request is not for field trips, normal classroom expenses or equipment, but rather for enhancing the student and/or teacher's education by financing special programs that go beyond standard classroom teaching.
- 3) The HSA President, along with the Academic Enrichment Committee, will evaluate the requests based on clarity of the request, the potential contribution to the academic enrichment

of students and/or teachers and the agreement of the project with St. Thomas More School curriculum. Funding above \$500.00 will be brought to HSA Board for review and will be granted only by majority vote to fund. In addition, the Academic Enrichment Committee and HSA Board may choose to fully, partially or deny fund requests.

- 4) Approved funding will be provided directly to the vendors with an original invoice or as a reimbursement as long as original receipts are provided.

## **Timeline**

Academic Enrichment Request due dates are the third of September, October, November, December, January, February and March.

In addition, the academic funding year will be divided evenly between fall and spring semesters and half the budget is allocated to each semester.