

Pacelli Catholic Elementary School



Parent Handbook 2017-2018

311 4th Street NW (*mailing address*)
511 4th Avenue NW (*location*)
Austin, MN 55912
507-433-8859

Office Hours
7:30 a.m. - 4:00 p.m.

Revised 08-25-2017

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PACELLI CATHOLIC SCHOOLS

MISSION STATEMENT

PURPOSE

Why we exist

To provide our children each day with the opportunity to learn, to serve others, and to experience Christ's love.

MISSION

What we do

We establish in our children a lifelong foundation grounded in Christ's love, faith in God, service to community, and academic achievement.

VISION

Our desired future state

To consistently graduate students who will excel in their vocations and become leaders in service to God and to their community.

CORE VALUES

The shared beliefs that guide our actions, define our culture, and foster loyalty from those we serve

1. **Integrity & Respect:** We treat each individual with dignity and compassion. Students' best grow in personal responsibility and self-worth in a school characterized by trust, honesty and mutual respect among students, families, and staff.
2. **Teamwork:** We work together in a culture of diversity, openness, collegiality to achieve our goals.
3. **Commitment to serving our Students and Families:** We create a supportive and nurturing environment focused on preparing and developing our students to be successful at life.
4. **Learning extends beyond the classroom:** We instill in our students, families and staff, a sense of mission and purpose as citizens of the larger community and world.
5. **Continuous Improvement:** We are committed to evaluation, evolution, and innovation as a means to improve teaching and learning.

Trustee Approved: 11/16/2011

SCHOOL TRUSTEES

Pacelli Catholic Schools Trustees are a group of individuals who oversee the legal and financial operations of the schools. Pacelli Catholic Schools Trustee members are:

Father James Steffes
Faye Bollingberg
Sarah Nelsen

Bishop John Quinn, Vicar General of the Diocese of Winona

SCHOOL BOARD

The School Board of Pacelli Catholic Schools is a group of dedicated parents who are instrumental in making decisions for our school. This group works closely with the President and Principal implementing policy and procedures for the students and staff. The Pacelli Catholic School Board members are:

Sarah Nuss, Chair
Shelley King, Vice Chair
Coby Cost, Secretary
Holly LaVallie

Joyce Jennings
Jeff Schultz
Jeremy Johnson

UNITED CATHOLIC SCHOOLS FOUNDATION OF AUSTIN, MINNESOTA, INC. (UCSF)

The United Catholic Schools Foundation of Austin, Minnesota, Inc. was established in 1983 (and incorporated in 2005) to provide ongoing financial support to Pacelli Catholic Schools. Every year Pacelli Catholic Schools receive grant money to help with tuition assistance from the Foundation. They have helped in times of crisis and times of growth. The Foundation members are:

Randy Kramer, President
Jim Sheehan, Treasurer
Neil Drees – Secretary
Father James Steffes

Walt Baldus
Gary Bickler
Jim Mino

ABSENTEES

If your child will be absent for the day, please call the office at 433-8859 before 8:15 a.m. The office will notify your child's teacher. Please report your child's symptoms and/or the reason for the absence. Inform the office if the absence is due to chickenpox (also called varicella) or shingles (also called zoster) and if the illness was diagnosed by lab testing and/or examination by a healthcare provider. Schools are required to notify the Minnesota Department of Health (MDH) when these diseases occur in students. Please also report if the absence is due to influenza or pertussis as MDH is studying these diseases as well. During flu season, we need to know what the symptoms are to know when to report to the State.

Students must be in school and *healthy* for the latter half of the day in order to be able to participate in school music concerts in the evening.

To help prevent the spread of disease, please keep your child home from school if he/she has:

- fever of 100 degrees or higher (child should stay home until he/she is fever and symptom free for 24 hours ***without the use of anti-fever medication***)
- vomited in the past 12 hours
- diarrhea
- cold symptoms – cough, runny nose, fever
- influenza symptoms – fever, cough, sore throat, body aches (child should stay home for 7 days or for 24 hours after the resolution of acute symptoms, whichever is longer)
- just started an antibiotic (when antibiotics are used for pink eye, strep throat, etc., the child needs to be on their medication for 24 hours before returning to school).

ADMINISTRATION OF MEDICATIONS

The school does not stock or provide any over-the-counter medication (for example, Tylenol) or any emergency medications (for example, Epi-Pen).

Medications should be administered at home whenever possible. It is school policy that any student requiring medication at school shall be identified by parents to the nurse, secretary, or principal.

- All medication, both prescription and over-the-counter, will be administered by school staff, ***only with written parent permission and a physician authorization form. (available in the school office or from your doctor)***. This also includes medication that is short term such as a ten-day course of antibiotics and over-the-counter medications such as Tylenol, cough syrup, cold tablets, allergy medicine, nasal spray, etc.
- Parents are responsible for informing the school of any changes in the medication order.
- Medications should be brought to the school by an adult. For daily medications, limit the amount brought to school to a one month supply.
- Prescription and non-prescription medications will be kept locked in the school office.
- Prescription medications must be brought in a prescription bottle, as issued by a pharmacist. Over-the-counter medications must be brought in the original purchased container.
- If pills need to be cut in half or fourths, parents should request the pharmacist do this. The medication should be brought to school already cut.
- A student may carry and self-administer his own medication ***only*** if the doctor and parent agree he is competent to safely do this and the school has a completed, signed physician authorization form. The student must be able to demonstrate knowledge about and proper use of the medication

When a medication needs to be administered by injection such as an Epi-pen or glucagon, school employees are permitted to administer the injection if:

- parents of students requiring such injections provide a consent form for emergency injections signed by a physician and the parents

- the parents advise the staff most directly involved with the student of the situations when the injection may need to be administered (e.g., symptoms indicating that a person is suffering from severe allergic reaction or symptoms of low blood sugar)
- staff have been instructed on the basic procedures for administering the injection

At the end of the school year, parents are responsible to pick up all medications. Any medication left in the school office after this time will be destroyed.

ANNOUNCEMENTS

Announcements are sent out daily via email to all parents as long as an email address is provided. Please sign up for daily announcements to keep you informed of sports, jean days, lunch menus, etc. In order to sign up, simply send an email request to kkahle@pacellschools.org or kdahl@pacellschools.org

APPOINTMENTS

We ask that you schedule appointments for your child after school hours or on days off, but we realize that this is not always possible. If you must schedule an appointment during school hours, please sign your child out in the office. If your child returns to school, please stop in the office to sign him/her back in.

ARRIVAL and DISMISSAL SCHEDULE

The school day begins at 8:00 a.m. - Monday through Friday.

Please drop your child off at school no earlier than 7:30 a.m. when a faculty member comes on duty at the playground. *If your child does not ride a bus to school and is dropped off prior to 7:30, he/she will be placed in our Shamrock Zone Childcare Program, and assessed current fees of the child-care program.* As long as the outside temperature and/or windchill is 0 or above, students in grades K-5 will play on the playground until 7:55 AM, so please be sure that they are dressed appropriately for the weather. So that teachers are free to greet their classes in the morning, please set up an appointment to talk to the teacher at another time if you have something you need to discuss

The school day ends at 2:30 p.m. Children wait in their classrooms and listen to the announcements for their turn to be dismissed. When you are picking your student up please use extreme caution in the streets around school. All students must wait for pick up *inside* the school building. There is no supervision for students after school unless they are in the Shamrock Zone program. Any student not picked up by 2:45 will be put in the Shamrock Zone at the expense of parents. So that teachers are free to get their students where they need to be after school, please make appointments to talk to the teachers for another time.

BIRTHDAYS

For class celebrations, the birthday child may bring in a treat for his/her classmates for their birthday (or half birthday in the case of a summer birthday). Please plan this with the teacher in advance. Some foods may need to be avoided due to student allergies.

BREAKFAST

Breakfast is available from 7:15 to 7:55 on school days. Cost is \$1.50 for Grades 1-5 and free for all kindergarten students. Students should report to breakfast immediately upon arrival and then go to recess after they finish breakfast.

BULLYING

Bullying is prohibited and is defined as intimidating, threatening, abusive, or harming conduct that is objectively offensive and: there is an actual or perceived imbalance of power between the student engaging in prohibited conduct and the target of the behavior and the conduct is repeated or forms a pattern; or materially and

substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities.

- a) physical intimidation or assault
- b) extortion
- c) oral or written threats
- d) teasing
- e) putdowns
- f) name calling
- g) threatening looks
- h) gestures or acts of aggression (overt and covert)
- i) cruel rumors and false accusations
- j) social isolation
- k) bystander behavior

School personnel will not tolerate any bullying on Diocesan school grounds or at any school-sponsored activity (on or off school grounds). In addition, the Office of Catholic Schools expects students and parents who become aware of an act of bullying to report it to appropriate school personnel (e.g. administration, teacher, school counselor). The Office of Catholic Schools expects staff members who become aware of an incident of bullying to take appropriate steps to intervene unless intervention would be a threat to staff members' safety. If a staff member believes that his/her intervention has not resolved the matter, or if the bullying persists, he/she shall report the bullying to the school director for further investigation.

In cases of reported bullying, the administration or designee shall interview all students involved (i.e. the aggressor(s), the bystander(s), and the victim(s)) and investigate, as appropriate. This investigation may include interviews with students, parents, and school staff; review of school records; and identification of parent and family issues. Any student who retaliates against another for reporting bullying will be subject to appropriate consequences, which could include suspension or expulsion.

Consequences for students who bully others shall depend on the results of the investigation and may include:

- counseling
- parent conference
- detention
- suspension and/or expulsion

Depending on the severity of the incident(s), the director may also report incidents of bullying to law enforcement if appropriate.

BUS RULES AND SAFETY PROCEDURES

CONDUCT ON SCHOOL BUSES AND CONSEQUENCES FOR MISBEHAVIOR

Riding the school bus is a privilege, not a right. All school rules are in effect while a student is riding the bus or at the bus stop.

RULES AT THE BUS STOP

- Get to the bus stop five minutes before the scheduled pick up time.
- Respect the property of others.
- Keep your arms, legs, and belongings to yourself.
- Use appropriate language.
- Stay away from the street, road, or highway while waiting and wait until the bus stops before approaching it.
- After getting off the bus, move away from it.
- Always cross where the driver can see you. Wait for the driver to signal you before crossing the street.
- No fighting, harassment, intimidation or horseplay.
- No use of alcohol, tobacco, or drugs.

RULES ON THE BUS

- Follow the driver's directions immediately.
- Sit in your seat and face forward.
- Talk quietly and use appropriate language.
- Keep all parts of your body inside the bus.
- Keep your arms, legs, and belongings to yourself.
- No fighting, harassment, intimidation or horseplay.
- Do not throw any objects.
- No eating, drinking, or use of alcohol, tobacco, or drugs.
- Do not bring weapons or dangerous objects on the school bus.
- Do not damage the school bus.
- No sunflower seeds.
- No skateboards on the school bus.

CONSEQUENCES

If these rules are broken, the bus driver will report unacceptable behavior to the school. Depending on the nature of the offense, suspension of bus privileges and or expulsion from school may occur. Serious misconduct reports will be sent to the Department of Public Safety.

WEAPONS

Any student who brings a weapon to school could be expelled from school.

VANDALISIM

Students damaging school buses will be responsible for damages. Failure to pay such damages within two weeks may result in loss of bus privileges until such damages are paid.

CRIMINAL CONDUCT

In cases involving criminal conduct- for example, assault, weapons, illegal substance possession, or vandalism- the Director of Schools, Law Enforcement, and Department of Public Safety shall be informed.

PARENT AND GUARDIAN RESPONSIBILITIES FOR TRANSPORTATION SAFETY

- Become familiar with school rules, policies, regulations, and principles of bus safety.
- Assist students in understanding safety rules and encourage them to abide by them.
- Recognize their responsibilities for the action of their students.
- Support safe riding practices and reasonable discipline efforts.
- When appropriate, assist students in safely crossing the streets before boarding and after leaving the school bus.
- Communicate safety concerns to school administration.
- Monitor bus stops if possible.
- Support all efforts to improve school bus safety.

QUESTIONS

Any questions regarding student's transportation or this policy should be directed to Palmer Bus Company at 507-433-5358.

CLASSROOM PARTIES

The elementary school has 3 classroom parties each year. They are for Halloween, Christmas and Valentine's Day. Please help if you can; the children love the parties and they are lots of fun. When planning snacks for the party, some foods may need to be avoided due to student allergies. Please check with the room teacher.

At Halloween, the entire elementary school will participate in a costume parade at 1:00 p.m. in the high school gym. This is a great opportunity for everyone to view costumes and take pictures. The Halloween parties are in the afternoon. We ask that your child changes into their costume right before the party. We also ask that the costumes are not bloody, gory or violent in nature. No fake weapons can be brought to school as a part of the costumes.

CONFERENCES

Pacelli Catholic Elementary School has two scheduled conferences throughout the year. In addition, conferences may be scheduled outside the regular scheduled time to discuss matters as they arise. Communicating with parents on a regular basis is important to the educational process.

CONTACT INFORMATION

Pacelli Catholic Elementary School	507-433-8859
Pacelli Catholic Middle & High School	507-437-3278
Elementary School Principal – Jean McDermott	jmcdermott@pacellschools.org
MS/HS Principal – Laura Marreel	lmarrreel@pacellschools.org
Middle/High School Secretary – Krista Kahle	kkahle@pacellschools.org
Elementary School Secretary – Katie Dahl	kdahl@pacellschools.org
Athletic Director – Tim Brennan	tbrennan@pacellschools.org
Visit our Website!	www.pacellschools.org

EARLY RELEASE DAYS

On half days of school our elementary students will be dismissed at 12:20 and our middle school/high school students will be dismissed at 12:55. All students will be served lunch before dismissal. On half days of school, there will be no afternoon preschool, but our Shamrock Zone Child Care Program will be open until 6:00 p.m.

FIELD TRIPS

Field trips are a privilege planned by teachers and approved by school administration with educational purposes as the primary objective. Field trips are considered an extension of the school day and school rules apply. Your child's teacher will send a permission slip home for you to sign before s/he takes the class on an outing off campus. You may be asked to chaperone on school outings or class trips, and your support is most appreciated. Chaperones must take VIRTUS training, (Protecting God's Children Awareness Session), as required by our Diocese. Contact the school office to register for VIRTUS training. Teachers will take first aid kits and necessary medications with them on class outings.

FIRE/EMERGENCY DRILLS

Pacelli Catholic Schools conduct fire drills, tornado drills, code green drills, and emergency preparedness drills according to Minnesota state law. Students are expected to abide by the rules of the particular drill (evacuation of the building, going to underground tunnel, etc. without delay. Teachers will be well trained in the event of an emergency and will be the primary people responsible for children in their care during the particular drill. Teachers also will teach their students the proper procedures associated with each drill.

FIRST COMMUNION MASS

We celebrate along with our families when our second graders receive the gift of the First Holy Communion in the Spring. We have a special Mass where students in second grade wear their first communion garments and are recognized by our school community. Parents are free to take photos of their child(ren). A reception is held after the Mass. This is special time for our first communicants and it reminds us of the special gift that we receive in Jesus through the Eucharist.

FISH! Philosophy

What is FISH! FISH! is a skill that provides the process, tools, and language to generate an environment full of inspiration, creativity, and innovation. FISH! creates a common language that will help to improve our culture by using four simple practices – **Be There, Play, Make Their Day and Choose Your Attitude™**. It is an invitation that enables people to care about each other and their commitments. FISH! is an ongoing journey.

To begin to change anything, we have to change the way we speak about it, the way we feel about it and definitely the way we act about it day in and day out. That's the beauty of the four simple but powerful practices that are the bedrock of the FISH! Philosophy:

- **Be There**- When we interact with others, we really need to focus on that moment, with that person. We take responsibility for “being who we are while we are doing what we’re doing.”
- **Play**- This does not mean to goof off, but it does bring a light hearted spirit to life. Think about how much little children learn from exploring, experimenting, and playing. Why shouldn't we all approach life with the same curiosity and interest? Besides it's more fun!
- **Make Their Day**- Too often we ask, “What have you done for me lately?” instead of, “How can I make your day?” If we turn our focus around and do little things to make people feel good, we can have a powerful impact on the people in our lives.
- **Choose Your Attitude**- We can't control what happens to us, but we do have a choice about how we respond. By accepting responsibility for the attitude we choose, we also empower ourselves to change it.

FUNDRAISING

Because we are a privately run school and do not receive funding from the government for operational costs, fundraising is **extremely** important for us and makes up 30% of our budget. All families doing their small part in fundraising can really make a big difference. Our first fundraiser is the Walkathon for Non-Public Education which will be held October 7. Other school fundraisers include online magazine sales, Annual Auction, Readathon, and SCRIP.

Our school also participates in “painless fundraising” which is the collection of Campbell's soup labels, box tops for education, and Milk Moola milkcaps from Kwik Trip. The school gets credit for these items with the various companies.

HEALTH SERVICES

Pacelli Catholic Schools contract with Mower County Health & Human Services to provide school health services. The school nurse is available for a limited time each week in the school buildings. Nursing services offered include vision, hearing and scoliosis screenings and referrals, first-aid, medication management, immunization reviews, health education and maintenance of health records for the schools.

HOLY DAYS and SPECIAL MASSES

Catholic Holy Days and other special Masses that occur during our school year will be observed with our All School Masses, including the following:

- All Saints Day
- Grandparents Day
- Immaculate Conception
- Ash Wednesday
- First Communion Celebration for our 2nd Graders
- May Crowning
- Baccalaureate

HOMework

In order to reinforce daily work and develop good study habits, Pacelli Catholic Schools promote the use of homework by teachers.

The amount of homework a child may have will vary on a given day depending on the amount of work the child completes in school, and the speed as to which the child completes the work. Here are suggested time allotments for homework:

Kindergarten and First Grades	10 minutes
Second Grade	20 minutes
Third Grade	30 minutes
Fourth Grade	40 minutes
Fifth Grade	50 minutes
Sixth Grade	60 minutes

Each teacher sets their own homework policy. If a child is sick, it is suggested that a parent call and arrange to pick up homework or send it home with a neighbor or sibling. Homework will not be available in the office until after 3:00 each day.

For students in grades 4-5 there is Homework Club after school on Tuesdays and Thursdays from 2:30 – 3:30 to help students get their homework done while a teacher is in the room to answer questions that may arise.

ILLNESS / IMMUNIZATIONS / LICE / INJURY

MEDICAL CONDITIONS OF STUDENTS

If your child has a medical condition that requires accommodations during the school day, it is the parents' responsibility to notify school personnel. Parents will work with the school staff to develop a plan of care.

MODIFICATION OF PHYSICAL ACTIVITY

When a student is requesting a waiver from participating in physical education classes and/or recess, parents are required to submit a written statement from their child's physician that states any activity restrictions. The statement is expected to include a specific time frame for the activity restrictions.

IMMUNIZATIONS

The protection and welfare of each individual student is of great importance in the schools of the Diocese of Winona. In an effort to enhance protection of students:

- No preschool, elementary, or secondary student may attend class without documentary proof of adequate immunization in accordance with Minnesota Department of Health's school entry requirements.
- Parents or guardians who object to the administration of immunizing agents for their child on the grounds that this conflicts with their religious tenets or practices must produce a notarized Certificate of Exemption form, which will be retained in the student health record.
- Students may be exempted from receiving immunizations if they have a medical contraindication, history of disease or laboratory evidence of immunity. The parent or guardian must provide the school with a medical exemption form signed by a physician. This will be retained in the student health record.

INFECTIOUS / COMMUNICABLE DISEASES

Children with fevers and/or contagious or infectious diseases will be sent home promptly and will be excluded from school while in that condition. A child with a fever of 100 degrees F. or more will be sent home. A child who appears ill but whose fever is less than 100 degrees F. may be sent home at the discretion of the staff. Once the student is confirmed to be free of communicable illness by a health care provider or is fever free/symptom free for 24 hours, without taking anti-fever medication, the student may return to school.

LICE

1. Head lice infestations occur in persons from all socioeconomic levels without relation to age, sex, or personal hygiene. Lice do not harbor or transmit disease or infection. While an infestation can happen to anyone, the goal is to prevent the spread to others.
2. If live lice are found at school, the parent/guardian will be notified so that the student can be treated at home that day after school. The student may remain in school and ride the bus home as usual. The parent/guardian may choose to remove the student from school if they wish to start the treatment sooner.
3. Once the student has been treated at home, he/she may return to school the next day.

INJURY

If an incident results in an injury or medical situation, the school's staff is authorized to administer reasonable, basic first aid if such assistance would minimize the severity of the person's condition. Reasonable, basic first aid is defined as applying ice and, when treating cuts and/or scrapes, washing with soap and water and applying antibiotic ointment, Band-aids or dressing if indicated. The school's staff may ask for a professional diagnosis and/or treatment if such action appears to be reasonably warranted. The school's staff and officials will be held harmless from any liability costs or expenses associated with professional intervention (including but not limited to the cost of transportation), with such costs being the responsibility of the injured person or, if a student, the student's parents or guardians.

JEAN PASSES

Jean passes may be earned for outstanding efforts in daily or special events as determined by school staff.
JEAN PASSES MAY ONLY BE USED ON MONDAYS AND MAY NOT BE USED ON A MASS DAY.

JEANS FOR JESUS

In most cases, the last Thursday of every month is a jean day when students, if they wish, may bring a dollar to school in exchange for wearing jeans on that designated day. This is optional for all students. If a student does not want to participate, he/she can wear the school uniform as always. Jean passes can be used on these designated jean days. All money is donated to a worthy cause and teaches the students to give to others and to be involved in community service. Student Council decides which non-profit organization receives the money from this day. Past donations have been to the Mower County Humane Society, Red Cross, and Birthright. Jeans for Jesus Days will be listed in the daily announcements.

LIBRARY

Students have library time once per week and are allowed to check out a book at that time. They are due the following week. If you misplace a book, please inform your teacher that it is not being turned in that week to allow more time to locate it. If the book cannot be found at all, the librarian will make you aware of its cost for reimbursement.

LOCKERS

Students have lockers at school. The lockers are not locked. Students should not keep valuables or money in their lockers. The school is not responsible if things are stolen.

LOST AND FOUND

The Lost and Found Table is located in the south entrance way. Please check it regularly for lost items. All items not claimed at the end of each semester will be given away.

LUNCH

You are welcome to come and have lunch with your child. **Please call ahead (by 8:45 a.m.) to reserve a lunch for the day. This ensures that we have ample food on hand and won't run out for the students. No fast food is allowed in our school cafeteria by our students, their parents, or staff.** Families who wish to apply for free/reduced lunches, can pick up an application form in either of the school offices. Kindergarten students go to recess prior to lunch. Grade 1- 5 students go to recess when they finish their lunch (must remain in cafeteria for a minimum of 15 minutes to eat.) Middle and High school students do not have recess.

Our lunch/recess times are:

11:05-11:35	Shamrock Zone and Preschool
11:00-11:30	Kindergarten (recess is before lunch from 10:40-10:55)
11:15-11:55	1st Grade
11:20-11:55	2nd Grade
11:25-11:59	3rd Grade
11:45-12:15	4th Grade
11:45-12:15	5th Grade
11:32-12:02	Middle School
12:23-12:53	High School

LUNCHROOM REGULATIONS

Courtesy and respect of our school and kitchen staff are expected at all times from every student. Proper lunchroom etiquette will be followed. There will be no yelling back and forth from tables: noise will be kept to a normal volume, and correct behavior will be honored by the administration. Disrespect and inappropriate behavior at lunch will result in disciplinary action taken by the child's teacher.

MASSES

Celebrating the Eucharist is central to our Catholic school education. Time spent in prayer and singing helps each student grow in their relationship with God. Masses will be celebrated weekly on Friday at 8:15 a.m. or on Holy Days with all K-12 students attending. Classes take turns leading the Mass. Parents, grandparents and friends are always welcome to attend with our students.

MATCHBOX CHILDREN'S THEATRE

Each year, the Matchbox Children's Theatre invites our K-5 students to attend all three of their performances at the Paramount Theatre at a reduced cost. Students will walk to the theatre under the supervision of their classroom teachers or they will take a bus in the case of inclement weather. Parents pay a one-time, nominal fee to cover the cost of all three performances. A note will be sent home with students to let you know the three plays they will see and the fee involved.

MUSIC OPPORTUNITIES

Band/Orchestra: Offered to 4th and 5th graders

Clover Choir: Offered to 4th & 5th graders

NEWSLETTER

During the last week of each month, our school will distribute its monthly newsletter entitled, *Campus Connections*. In our effort to reduce paper waste and "go green," we prefer to email the newsletter to our families. If you have an email address where you would like us to send it, please call the office or email Mrs. Kahle at kkahle@pacellschools.org

NOTICE CONCERNING USE OF PEST CONTROL MATERIALS

Our school District personnel may apply pest control materials inside or on school grounds as needed. Pest control materials are registered by the US Environmental Protection Agency (EPA) and are selected and applied according to label directions. The long-term effects on children from the application of such pest control materials, or the class of materials to which they belong, may not be fully understood. An estimated schedule of interior pest control inspections and possible treatments is available for review or copying at each school office. Parents of students may request to receive, at their expense, prior notification of any application of any application of a pest control material, should such an application be deemed necessary on a day different from the days specified in the schedule.

NWEA MAP TESTS

Students in grades K-12 are tested three times a year (Fall, Winter, and Spring) using the MAP tests. The advantages of this test is tracking the progress of your child throughout the year, comparing your child's score to other children in their age group, and finding your child's instructional level. The first test scores will be given at our first conferences and explained by the teacher.

PARENTAL ROLE

The Catholic Church recognizes parents as the primary educators of their children. The Catholic school exists to assist parents in the Christian formation of their children.

Parents are expected to display an attitude of respect and support toward the school, the staff, and the educational process by:

- supporting the school's mission and commitment to Christian principles;
- supporting the school policies and regulations as outlined in the school handbook. In addition, parents are to ensure their son/daughter has read this handbook;
- participating fully in school programs that are developed to support the education of their children;
- remaining informed about and involved in the religious instruction of their children.

In the event a parent desires to discuss a problem with their child's teacher, the parent should make an appointment for a private meeting with the child's teacher. Teachers welcome the opportunity to discuss a matter of concern with parents before it becomes an actual problem. Any parent who wishes to speak with the principal or administration may do so, but only after an initial meeting with the classroom teacher.

PARKING

For the safety of our students, there is no parking on the west side of the playground during the school day. Also, no parking along the sides of the school as we have buses dropping off students at various times in the mornings. If you need to park your car and come into the building, please find a legal parking spot by our school that is not marked by NO PARKING signs. Orange cones are often placed on the playground to keep students safe. Please respect these cones when you are looking for a parking spot.

PICK UP TIME

Our daily dismissal time is 2:30 p.m. Please arrange to have your child picked up at the dismissal time. Children still at school at 2:45 p.m. will go to Shamrock Zone Child Care and you will be charged accordingly. Please make sure that your child knows each day what the after school plan is. Phone calls to the office should be limited.

PHOTOGRAPHS

The school arranges for individual and class photographs each year in the fall. Look for dates in a note that will be sent home or look on the school calendar or the daily announcements.

RECESS

All students in grades K-5 are expected to go outside for morning recess. All grades will go outside for a recess at lunchtime. If a child is well enough to be in school, we believe s/he is well enough to go outside. Exceptions are made only with a written note from home or if a student needs to complete work for a teacher. Please be sure your child is dressed for the weather. The students play outside each day unless the temperature falls below zero.

RENWEB

RENWEB is your fast and easy access to get your child's schedule, lunch information, homework, grades, and much more. (schedules and grading information are available for grades 4-12). RenWeb's ParentsWeb is a private and secure parents' portal that will allow parents to view information specific to their child. All you need is an internet-capable computer. Please see the school office or your back to school packet for information on how to download and access Renweb.

SHAMROCK ZONE CHILD CARE

Shamrock Zone is an all day, child-care program. This program is open from 6:30 a.m. – 6:00 p.m., Monday through Friday, year round with the exception of holidays. Shamrock Zone is open to Pacelli students and the public for students who are ages 3 (and potty trained) and older. Shamrock Zone is \$3.00 per hour for hours that are contracted monthly. Shamrock Zone is \$3.75 per hour for hours over the contracted time and for drop-in child care.

Shamrock Zone serves breakfast daily until 8:00 a.m. for \$1.50/day. Milk only can be purchased for \$.40. The curriculum for all ages is based on discovery, guided exploration and play. Throughout each week children are challenged through child-directed art opportunities, special snack projects, science experiments, crafts, stories and games. Christian influence is sprinkled throughout each day.

In addition to child care, Pacelli offers options for morning or afternoon preschool classes. Preschool curriculum focuses on daily practice of name writing, phonemic awareness, counting and singing, pattern recognition, coloring, use with scissors, sensory exposure, gross motor skills, and social/emotional growth.

SNACK AND MILK BREAK

Grades K-5: Students eat a snack that you provide during the school day. We encourage wholesome, ample snacks for your child, with no soda, soft drinks, candy or gum. Kindergarten students get free milk at snack time. Students in grades 4-5 also have the option of bringing a water bottle to school to carry with them and use throughout the day.

SNOW DAYS AND EMERGENCY DELAYS AND CANCELLATIONS

The school calls a snow day or early dismissal when the local superintendent and bus company determines that roads are unsafe and informs the schools in our area to close school for the day. Snow days and delayed openings are announced via the local TV and radio stations. To sign up for free text alerts from KAAL, please visit www.kaaltv.com. You can sign up for Pacelli text alerts as well (Please see Text Alerts section below for instructions). Please have a plan in place with your student to avoid calls to the school. In the case of an early dismissal due to weather, a mass email will be sent to inform parents. Please be sure the office has your email address to receive these notifications.

STUDENTS OF OTHER FAITHS

The presence of students from other faiths provides a wonderful diversity to the school. However, the presence of these students in the school shall not alter the primacy of Catholic religious formation as an integral component of the educational program in the school. As such:

- all students are expected to participate in the religious formation and education programs of the school;
- all students must participate in liturgies, retreats, other religious functions, and religion classes for credit;
- Students of other faiths may be exempt from formal co-curricular or extra-curricular sacramental preparation programs, however, all students are required to participate in all catechesis held during the school day;
- All students are expected, for testing and discussion purposes, to be knowledgeable of the Catholic Church's positions on scripture, revelation, and moral practices. While Catholic teaching respects the various faith traditions of the students attending the Catholic school, parents must be aware that it is the Catholic position that will be taught.

STUDENT OF THE MONTH

Selected by Catholic school teachers and staff, various students are nominated as a Student of the Month. They are recognized in the monthly newsletter and by the Principal for their excellent behavior and helpful qualities during our FISH assemblies.

SUPERVISION OF STUDENTS

The school day begins at 8:00 a.m. Students should not arrive at the school prior to 7:30 a.m. when they will be taken outside for supervised playtime (weather permitting). The school day ends at 2:30 p.m. and the school is not responsible for providing supervision for students who remain on school property after the conclusion of the instructional day, unless the student is participating in a school-sponsored activity such as choir, athletics, homework club, or Shamrock Zone. ***Students are not allowed to play on the playground while waiting for a parent to pick them up.*** All students must wait inside of the south doors when watching for their ride. Any student not picked up by 2:45 will be placed into the Shamrock Zone program at the expense of the parents.

TARDINESS

If your child arrives at school after 8 am, s/he must go to the office to check in before going to the classroom. The State of Minnesota truancy guidelines for schools will be followed.

TELEPHONE

There is a phone in the office and in each classroom which students may use during the day *with permission for emergency only*. These are business phones that must be available for school use. The phone cannot be used to arrange after school play dates.

TECHNOLOGY

Pacelli Catholic Schools do their best to keep up with the demands of technology. A \$10.00 technology fee is charged at the beginning of the year to offset the expense of online programs in Accelerated Reader. The following is an example of our Electronic User Agreement that students and parents in grades 4-5 will be asked to sign each school year. A copy will come home with your student in the first weeks of school.

Electronic User Agreement

We are pleased to offer students, staff and volunteers of the Pacelli Catholic community access to electronic resources, including computers, the internet, e-mail, telephones, fax machines, etc. The Pacelli Catholic community is committed to doing all that it can to promote a safe, healthy community of faith and education. It is

also committed to intervening immediately and fairly when there is misconduct. Access to these resources is not automatic; administrator(s) may close an account or deny access to electronic resources at any time.

All users of Pacelli Catholic community electronic resources are responsible for their conduct as agents of the Catholic community. Use of these resources will be monitored; misuse and/or abuse will be reported to the respective administrator(s). If criminal activity is suspected, it will be reported immediately to the appropriate authorities.

All users of Pacelli Catholic community electronic resources agree to the following items:

Transmission of the following material is prohibited:

- Copyrighted material
- Threatening, obscene or pornographic material
- Commercial activities
- Advertising
- Political lobbying
- Online chatting (unless otherwise granted)

Users are expected to abide by general communication etiquette, including:

- Politeness
- Use of appropriate language
- Granting others equal access when necessary
- Agreeing not to install, alter, or change hardware or software configurations
- Agreeing not to publish personal information about others without their knowledge or expressed consent,
- Agreeing not to abuse equipment,
- Agreeing that electronic communications on Pacelli Catholic community property are not private, including the use of personal equipment on church or school property (except when bound by confidential privilege).

TEXT ALERTS

You can sign up for Pacelli text alerts if you want to be notified of school closings due to weather and other important event happenings. Just Text @mrpacelli to 81010.

TOYS, SKATEBOARDS, BIKES, & ELECTRONICS

The school does not allow use of these items during the school day. Students should not bring toys, skateboards, electronic games (such as Gameboys and Nintendo DS, iPods, and iPads), and other electronic gear to school. Bikes should be parked and locked in the bike racks on the west side of the school and should remain there during the day.

VOLUNTEER POLICY

The school year runs so smoothly when families help out by volunteering their time and talents. We encourage all families with children attending Pacelli Catholic Elementary School to donate their time by volunteering throughout the year. Volunteer time can be spent in the classroom, after school, during special events, at home, in the Development Office, or any other designated location appropriate to the activity. VIRTUS training is required by our Diocese of Winona for any person volunteering with our students.