

Pacelli Catholic Elementary School



Parent Handbook 2011-2012

One Faith, One Family, One School



Dear Families,

Welcome to Pacelli Catholic Schools. In our continuing quest to improve communication with our families, we have put together this elementary parent handbook, which is intended to serve as an aid in helping you answer some common questions about the school year. It is arranged in alphabetical order to help you easily find what you are looking for.

“Be it known to all who enter here that CHRIST is the reason for this school. He is the unseen but ever-present teacher in its classes. He is the model of its faculty and the inspiration of its students.” Jesus is truly a role model for us as Christian people. His teachings are what our character education program is based on. Daily religion classes, weekly masses, and our service projects along with our FISH Philosophy, are daily reminders of His presence in our school.

The key to a successful school year for your student is having parents, administration and teachers working together as a team. Open communication with teachers and administration will help ensure the success of your child. In this handbook, the term parent refers not only to a student’s natural or adopted parent, but to a student’s non-parent legal guardian or to any person or agency authorized to act in place of parents.

We are happy you have chosen a Catholic education for your child. We will do our best to offer a variety of opportunities for your child to discover their God-given gifts and talents and use them to glorify God.

Sincerely,

Mary P. Holtorf
Principal, Pacelli Catholic Elementary

Table of Contents

Mission Statement & Philosophy Statement	5
Absentees & Administration of Medications	6
Announcements	7
Appointments	7
Arrival Schedule	8
Birthdays	8
Bullying	8
Bus Rules & Safety Procedures	9-10
Catch Fire	10
Classroom Parties	11
Conferences	11
Contact Information	11
Dismissal Schedule	12
Dollar Jean Days	12
Field Trips	12
Fire/Emergency Drills	12
First Communion Mass	13
FISH! Philosophy	13
Fundraising	13
Grandparents' Day	14
Half Days	14
Health Services	14
Holy Days	14
Homework	14-15
Illness/Immunization/Lice/Injury	15-16
Jean Passes	16
Kidstime Program	17
Library	17
Lockers	17
Lost & Found	17
Lunch	17
Lunchroom Regulations	17-18
Masses	18
Matchbox Children's Theatre	18
Music Opportunities	18
Newsletter	18
Non-Catholic Students	19
NWEA MAP Tests	19
Parental Role	19
Parking	20
Pick - up Time	20
Photographs	20
POWER Group	20

PTCA	20-21
Reading Across the Street	21
Recess	21
SCRIP	21-22
Snack and Milk Break	22
Snow Days and Emergency Delays & Cancellations	22
Student of the Month	22
Supervision of Students	22
Tardiness	22
Telephone	23
Technology	23-24
Toys, Skateboards, Bikes & Electronics	24
Volunteer Policy	24-25

MISSION STATEMENT

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

PHILOSOPHY STATEMENT

Pacelli Catholic Schools are committed to a balance between a quality system of education and the extension of faith in Jesus Christ through His church. Education at Pacelli Catholic Schools is a flexible program of academic, cultural, vocational, physical, and spiritual development of students.

Pacelli Catholic Schools are dedicated to the formation of youth active in the spirit of the Gospel, in family and parish life, in prayer and the Eucharist, and in the daily affairs of living.

Pacelli Catholic Schools recognizes the unique talent of each individual, and seeks to provide an atmosphere of academic excellence in all areas of curriculum.

Pacelli Catholic Schools strives to help students develop the basic skills for learning, encourages mature interpersonal relationships, and inspires witness to God's love in one another.

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 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.

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

It is school policy that any student requiring medication at school shall be identified by parents to the nurse, secretary, or principal.

- Each school year, a physician order/authorization form (available from the school office) must be completed by the physician and parent before any medications will be given at school. 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.
- 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, the medication should be brought to school already cut.

All medication, both prescription and over the counter, will be administered by school staff. A student may carry and self-administer his own medication only if the doctor and parent agree he is competent to safely do this. The student must be able to demonstrate knowledge about and proper use of the medication. The appropriate forms for self-administration must be completed by the doctor and parent.

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:

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

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. Announcements vary from the high school and the elementary school, so if you have a child at each school, please feel free to 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 smarx@pacellschools.org or ejohnson@pacellschools.org for the middle and high school announcements.

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 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 Early Bird Kidstime Program at a fee of \$3.00 per day. Students are expected to play on the playground until 7:55 AM, so please be sure that they are dressed appropriately for the weather.

Due to safety reasons, toys and balls are not permitted before school. If the actual air temperature or wind chill is below zero, then we gather inside.

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.

BIRTHDAYS

For class celebrations, the birthday child may bring in a treat for his/her classmates. Please plan this with the teacher in advance.

BULLYING

Bullying is prohibited and is defined as one or more actions of abusive treatment of another. Examples include but are not limited to:

- 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

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. director, 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 director or designee shall interview all students involved (i.e. the aggressor(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 may be subject to appropriate consequences.

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.

VANDALISM

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 433-5358.

CATCH FIRE

Catch Fire is a religious program offered through our religious education office at Pacelli. This program is for all ages young and old. There is a schedule distributed at the beginning of the year or you can stop by the Pacelli High School to learn more about it. Students in second grade will participate in Catch Fire because they will be preparing for First Communion.

CLASSROOM PARTIES

The elementary school has 3 classroom parties each year. They are for Halloween, Christmas and Valentine's Day. Grades preschool through 3rd grade have a "Room Mom or Dad" who organizes the party for the teacher with other classroom parents. You may be asked to be a "Room Mom or Dad" or assist at the parties. Please help if you can; the children love the parties and they are lots of fun.

At Halloween, the entire elementary school will participate in a costume parade at 1:00 p.m. on the school playground. This is a great opportunity for everyone to view costumes and take pictures. In the case of bad weather, the parade will be held in the cafeteria. 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 (one in November and one in February). 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	433-8859
Pacelli Catholic Middle & High School	437-3278
President – Joseph Steepleton	jsteepleton@pacellischools.org
Middle/High School Principal – Joseph Steepleton	jsteepleton@pacellischools.org
Middle/High School Secretary – Erin Johnson	ejohnson@pacellischools.org
Elementary Principal – Mary P. Holtorf	mholtof@pacellischools.org
Elementary School Secretary – Shirley Marx	smarx@pacellischools.org
Tuition/Cafeteria Accounts – Roberta Jones	rjones@pacellischools.org
Athletic Director – Jim Parlin	jparlin@pacellischools.org
Visit our Website!	www.pacellischools.org

DISMISSAL SCHEDULE

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. Students need to know their after school plans for transportation before school each day. 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.

DOLLAR JEAN DAYS

In most cases, the last Friday of every month is a dollar jean day when students may bring a dollar to school in exchange for wearing jeans on that designated day. This is optional for all students. Jean passes can be used on POWER jean days but we encourage your child to bring in the dollar instead as all money is donated to a worthy cause and teaches the students to give to others and to be involved in community service. Our POWER Group 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. POWER Dollar Jean Days will be listed on the monthly calendar and in the daily announcements.

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. 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 – April 26, 2012

We celebrate along with our families when our second graders receive the gift of the First 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. Special pictures are taken by a photographer. 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 in 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. Many families doing their small part in fundraising can really make a big difference. Our first fundraiser is the Walkathon which will be held

on September 30th. Other school fundraisers include online magazine sales, Discovery 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 various merchants. The school gets credit for these items with the various companies and the students who bring them in for our collection will be rewarded with one jean pass for every 200 labels/box tops/or milkcaps donated.

GRANDPARENTS’ DAY

Each spring, we celebrate Grandparents’ Day with our students and their parents, grandparents, and friends. This day begins with our All School Mass and is followed by refreshments and pictures.

HALF DAYS

On half days of school our elementary students will be dismissed at 12:35 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, our after school kidstime program will not be open and there will be no afternoon preschool.

HEALTH SERVICES

Pacelli Catholic Schools contract with Mower County Public Health 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, immunization clinics, 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, November 1st

Immaculate Conception, December 8th

Ash Wednesday, February 22nd

First Communion Celebration for our 2nd Graders, April 26th

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.

INFECTIOUS / COMMUNICABLE DISEASES

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.

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. While an infestation can happen to anyone, the goal is to prevent the spread to others.
2. If evidence of head lice is discovered at school, you will be asked to take your child home
3. If evidence of head lice is found, either at school or at home, you must treat your child with appropriate medication
4. Children may not return to school until they have had one complete application of head-lice removal medication and a thorough nit combing.

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, band-aids, and washing with soap and water when treating cuts and/or scrapes to avoid any allergic reactions to salves and creams. 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 are earned through our Painless Fundraising Program. For every 200 participating box tops for education, milk caps, and Campbell's soup labels collected, a student will be given a jean pass. **JEAN PASSES CANNOT BE USED ON A MASS DAY** and a student who wears them on a Mass day will be given something to wear from the used uniforms or will be asked to call home for a change of clothes.

KIDSTIME PROGRAM

Pacelli Catholic Schools offers both a before-school and an after school care program called Kidstime for its students when school is in session. Parents can register for this program by contacting the main office and paying a registration fee of \$20 per family for the entire year. Early Bird Kidstime begins at 6:30 a.m. on school days and at 8:30 a.m. on late start days. After-School Kidstime begins after school at 2:30 and goes until 5:30. Parents are expected to check-out with the Kidstime personnel before taking their children home and should clearly communicate who is allowed to pick up their children. Please be sure your child knows if they are going to Kidstime after school or call the office and let them know by noon each day.

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 Box 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 or their parents. Our lunch times are:

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 with all of our students. Classes take turns leading the Mass and once a month, we celebrate with an all school (kindergarten through twelfth grade) Mass. For the most part, Mass days for the elementary school are held on Thursdays and Mass days for the middle school/high school are held on Wednesdays. 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-3 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 at the beginning of 5th grade

Clover Choir: Offered to 4th & 5th graders

St. A's Children's Choir: Students in grades K-8 can join the St. A's Children's Choir. Their practices are on Tuesdays from 6:45 - 7:30 p.m. at St. Augustine's Church. The students sing at a weekend Mass at St. Augustine's Church once a month from September through May. Opportunities for this choir will be announced in the daily announcements and/or sent home with your child.

Lessons: Instrument lessons are offered from our Pacelli music teacher for a fee. She will distribute lesson brochures to students to let them know what instruments she teaches or you can email her at kkorfhage@pacellischools.org

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. Marx at smarx@pacellischools.org

NON-CATHOLIC STUDENTS

The presence of students from other faiths provides a wonderful diversity to the school. However, the presence of non-Catholic 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:

- non-Catholic students are expected to participate in the religious formation and education programs of the school;
- non-Catholic students must participate in liturgies, retreats, other religious functions, and religion classes for credit;
- non-Catholic students may be exempt from formal co-curricular or extra-curricular sacramental preparation programs, but not from the catechesis held during the school day;
- 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.

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 director 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 3:00 pm will go to Kidstime 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.

POWER GROUP

POWER stands for Prayer and Outreach WherEver Required. The Pacelli Elementary School POWER group is comprised of students in the fifth grade who are leaders for our school in community service. Four officers are chosen from the 5th grade who plan and implement programs to help our school focus on community service. POWER Dollar Jean Days are sponsored by the POWER Group.

PTCA

The PTCA is our Parent Teacher Communication Association group. This group of dedicated parents works to provide “extras” for students, staff, and teachers. They are responsible for the Readathon, visiting authors, the Back to School BBQ and Track & Field Fun Day, just to name some events. Our PTCA president is Rachel Weigel and you can email her with any questions or if you are interested in volunteering for various school events at rchlwgl@yahoo.com

READING ACROSS THE STREET

Reading Across the Street (RATS) is a system-wide reading program between all of our Catholic school classes from preschool through 12th grade. Our younger classes are matched with an older class and the two teachers work in conjunction to provide fun reading-centered activities that instill the love of reading in our students while helping them connect with another student in our school.

RECESS

All students in grades K-3 are expected to go outside for morning recess. Grades 4 & 5 will go upstairs to 3rd floor in the mornings before school. 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.

SCRIP

SCRIP is a vital program for our school that enables you to purchase gift cards from us that you can use at numerous merchants for items like gas and groceries that you buy every day. Our school buys the SCRIP at a discount and sells the certificates to families for full face value. The discount from the merchants is the school's revenue; but our families also receive a percentage of their total purchases each year back as a tuition credit! We allow families who are not enrolled at this time but who intend to enroll in the future to "bank" SCRIP for future K-12 tuition. This is credit that will be put towards your tuition to offset the expense of that first year in school.

Anyone can help you with your total SCRIP purchases for the year. Friends, grandparents, and other relatives can purchase SCRIP and designate your family to receive the credit.

SCRIP is available for sale at the following locations. (Watch for the SCRIP signs in the windows/doors to indicate where SCRIP is being sold each day).

Monday:	St. Augustine Parish Office – 8:00 – Noon and 1:00 – 5:00
Tuesday:	Mower County Catholic Parishes Credit Union – 10:00 – 4:00
Wednesday:	Pacelli Middle / High School Office – 8:00 – 4:00
Thursday:	Pacelli Elementary School Office – 8:00 – 4:00
Friday:	St. Augustine Parish Office – 8:00 – Noon and 1:00 – 5:00

Hours and locations may vary depending on school schedules and holidays.

Find out more by calling Erin Johnson at 437-3278 or by email

ejohnson@pacellischools.org

SNACK AND MILK BREAK

Grades K–3: 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. The kindergarten gets free milk at snack time. Older students may purchase milk for snack for \$.35. Snack milk is optional. 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 as well as on our webpage at www.pacellschools.org. 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 if you'd like to receive these notifications.

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.

SUPERVISION OF STUDENTS

The school day begins at 8:00 a.m. Students should not arrive at the school prior to 7:35 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 Kidstime. **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.

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.

TELEPHONE

There is a phone in the office which students may use during the day with the receptionist's permission for emergency only. It is a business phone and we need to keep the line open. Students must have a phone pass from their teacher in order to use the office telephone. 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 technology and 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).

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) walkmans, and other electronic gear (ipods and cell phones) 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

All families with children attending Pacelli Catholic Elementary School will be required to donate five hours of volunteer time per year. Any member of a student's family can fulfill the volunteer requirement, including parents, grandparents, or any other designated family member. The five hour requirement is per **family**, not per student. Volunteer hours can be performed in the classroom, after school, during special events, at home, in the Development Office, or any other designated location appropriate to the activity.

Each person completing volunteer hours will be responsible for signing in at either school office so that hours can be tracked. The Volunteer Coordinator will track volunteer hours turned in by each family and will endeavor to identify and advertise the volunteer needs of our school to ensure sufficient opportunity is provided for fulfillment of the hours required.

Unless prior arrangements are made with the Volunteer Coordinator, all hours must be completed by the last day of the fiscal year, June 30th. After the close of the fiscal year, the Volunteer Coordinator will identify families who have not fulfilled their obligation. These families will be charged a \$100.00 fine due before the beginning of the next school year. Families can directly pay the fine to the school. Delinquent fines will be collected through one of the following methods:

- a) The unpaid amount will be added to the tuition for the following school year;
or
- b) Families who receive TADS assistance will have their assistance for the following school year reduced by the unpaid amount.

Money generated through fines will be applied towards student enrichment programs.

For the protection of our children, and as required by our Diocese, volunteers who have contact with students must complete VIRTUS Training. (Protecting God's Children). Training sessions will be held as needed throughout the school year.