



**PACELLI**  
CATHOLIC SCHOOLS

# Family-Student Handbook

Faith - Scholarship - Service

311 4th Street NW  
Austin, MN 55912  
507-437-3278

Right to Amend

The Pacelli Administrative Team reserves the right to amend this handbook for just cause.

Current as of 8/25/2023

# Pacelli Catholic Schools

## **School Song**

T-E-A-M rooting for you  
T-E-A-M show off your colors  
To show their team that  
We can fight too  
Rah for Pacelli High  
Rah-rah-rah-rah  
Rah for Pacelli High  
(repeat)  
Shoulder to shoulder, knee to knee  
Come on team, victory  
Victory, victory is our cry  
V-I-C-T-O-R-Y  
Are we in it?  
Well I guess  
Pacelli High School  
Yes, yes, yes!

## **School Colors**

Green and White

## **School Mascot**

Shamrocks

# PACELLI CATHOLIC SCHOOLS

## 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*

**Integrity and 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.

**Teamwork:** We work together in a culture of diversity, openness, and to achieve our goals.

**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.

**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.

**Continuous Improvement:** We are committed to evaluation, evolution, and innovation as a means to improve teaching and learning.

# **Governance**

## **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 Andrew Beerman	Faye Bollingberg
Father Raul Silva	Sarah Nelsen
Jeremiah Johnson	

Bishop Robert Barron  
Vicar General of the Diocese of Winona-Rochester

## **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 School Trustees and Principal implementing policies and procedures for the students and staff. The Pacelli Catholic School Board members are:

Jeremiah Johnson, Chair	Joni Roehl
Faye Bollingberg, Vice Chair	Holly LaVallie
Sarah Nelsen, Secretary	Amy Bickler
Julie Walski	Stephanie Meyer

# School Information

## CONTACT INFORMATION

Pacelli Catholic Schools	(507) 437-3278
Principal: Paula Ziems	(507) 437-3278
Assistant Principal: Robyn Bickler	(507) 437-3278
Administrative Assistant	(507) 437-3278
HR/Enrollment : Jenny Wobbrock	(507) 437-3278
L/P Athletic Director (Lyle): Bill Smith	(507) 325-2201
L/P Athletic Director (Pacelli): Ryan Bickler	(507) 440-9974
St. Augustine's Parish	(507) 437-4537
St. Edward's Parish	(507) 433-1841
Queen of Angels Parish	(507) 433-1888
Palmer Bus Company	(507) 433-5358
Visit our Website	<a href="http://www.pacellischools.org">www.pacellischools.org</a>

## Hours of Operation

### OFFICE HOURS

Monday-Friday 7:30-4:00

### SCHOOL HOURS

**Preschool:** Monday - Friday 8:30-3:00

**Kindergarten-12th Grades:** 8:30-3:20

Messages will not be delivered to students during school hours except for emergencies. Parents/Guardians **must** call or email the secretary with any changes in routine.

## **ACCREDITATION**

Pacelli Catholic School is a fully accredited Kindergarten-12 system. Accreditation is provided by Cognia.

## **ACADEMIC STANDARDS**

Pacelli Catholic Schools challenges each student in becoming an articulate, creative, and independent learner. A student attending Pacelli will find his/her coursework challenging, rewarding, and worthwhile.

Students are expected to complete homework on time in a careful and complete manner. At the beginning of the semester, teachers will explain Pacelli's policy on late work and make-up work. A copy of the syllabus for each 7-12 class will be given to students at the beginning of the course and in Google Classroom.

Teachers and staff at Pacelli Catholic Schools encourage all 7-12 students to keep track of their grades through RenWeb, come to teachers with questions and concerns, and take full responsibility for their learning. We appreciate parents' support in this mission.

## **NONDISCRIMINATORY POLICY**

Pacelli Catholic Schools admits students of any race, color, and national or ethnic origin, gender or non-prohibitive disability to all the rights, privileges, programs, and activities generally afforded or made available to students at this school, including but not limited to education policies, admissions policies, scholarship, loan, athletic, and other school-administered programs.

### **PARENT/GUARDIANS:**

The school and parents are partners in the education of your child. As with any partnership, mutual cooperation and shared responsibility are critical to the success of your child's education.

## **AUTHORITY**

Any student enrolled at Pacelli Catholic Schools, regardless of age, is seen as the responsibility of his parent(s) or legal guardian(s). Even if they are 18 years of age or older, students may not report themselves absent or sign school documents. Students are required to reside with, and live under, the care and authority of their parents or legal guardians.

Parents are expected to set rules, times, and limits so that your child:

- a. Arrives at school on time and is picked up on time at the end of the day,
- b. Is dressed according to the school uniform policy,
- c. Is respectful, and
- d. Completes assignments on time.

In addition, parents are expected to:

- a. Actively participate in school activities such as Parent-Teacher Conferences,
- B. Notify the school with a written note when the student has been absent or tardy,
- c. Notify the school office of any changes of address or important phone numbers,
- d. Meet all financial obligations to the school,
- e. Inform the school of any special situation regarding the student's well-being, safety, and  
health,
- f. Complete and return to school any requested information promptly,
- g. Read school notes and newsletters and to show interest in the student's total education,
- h. Support the religious and educational goals of the school,
- i. Support the guidance services provided by the counseling department,
- j. Support and cooperate with the discipline policy of the school,
- k. Treat teachers with respect and courtesy in discussing student problems, and
- l. See that the student pays for any damage to schoolbooks or property due to carelessness or  
neglect on the part of the student.

Failure for parents to adhere to these requests may result in dismissal of their student from Pacelli.

## PICK UP AND DROP OFF INFORMATION

The school day begins at 8:30 AM - Monday through Friday.

Students should not arrive before 7:45 AM. Breakfast is offered each morning from 7:45 AM - 8:00 AM. If your child does not ride a bus to school and is dropped off prior to 7:45, he/she will be placed in our Shamrock Zone Child Care Program, if in 6th grade or below, and assessed current fees of the child-care program. The school doors will open at 8:15.

The school day ends at 3:20 p.m. When you are picking up your student, please use extreme caution in the streets around the school. There is no supervision for students after school unless they are in the Shamrock Zone program.

## GRADING

Pacelli Catholic School recognizes that grades are an accurate reflection of what a student earns in their courses of study. Below are the grading scales for K-3 and 4-12.

### Lower Elementary Grading Scale K-3

<b>E-Exceeding</b>	Above grade level expectations for this quarter.	Students show that they mastered the skill with little to no mistakes.
<b>S-Satisfactory</b>	At grade level expectations for this quarter.	Students show that they understand the skill, but still make some errors.
<b>P-Progressing</b>	Just below grade level expectations for this quarter.	Students show that they are beginning to understand the skill, but will need more help to meet the grade-level expectation.
<b>N-Needs Improvement</b>	Students are not able to complete work at grade level in this subject.	Students are showing that they are struggling to meet grade-level expectations.



N/A	Not assessed	Students have not been assessed in this area yet.
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## Grading Scale

### 4th - 12th Grades

Percent	Grade	GPA	Percent	Grade	GPA
93 - 100	A	4.0	73 - 76	C	2.0
90 - 92	A-	3.66	70 - 72	C-	1.66
87 - 89	B+	3.33	67 - 69	D+	1.33
83 - 86	B	3.0	63 - 66	D	1.0
80 - 82	B-	2.66	60 - 62	D-	0.66
77 - 79	C+	2.33	0 - 59	F	0.0

## HONOR ROLL

Academic Honor Roll for grades 7-12 is based on a student's grade point average (GPA) during the two semesters of the year. There are two levels of qualification:

**High Honor - GPA of 3.5 - 4.0**

**Honor Roll - GPA of 3.0 - 3.499**

## ACADEMIC STANDARDS FOR ELIGIBILITY ( in accordance with the Lyle Public School Eligibility Policy)

All students in grades 6-12 must be eligible to participate in school activities (sports, extra-curricular, any non-academic activity, etc.). Students have the responsibility to check their grades on RenWeb. Grades will be checked by the administration each Friday. The following procedures will be adhered to in order to maintain eligible status. Be advised that administration will speak directly with students and coaches if they become ineligible.

### I. PROCEDURES

- a. At the time of the Friday grade check, any student with a failing grade (F) will be ineligible from the following Tuesday - Monday of the following week. Grade improvement needs to be verified by the teacher or administration in order to reinstate eligibility.
- b. It will be the student's responsibility to meet with teachers to ensure student knows what is needed to improve grades, including any missing work.
- c. Restrictions may be placed upon a student with a failing grade (F) or near failing grade (D) in any course at any time to provide the best possible environment for improving grades. Such restrictions may include:
  - i. Before or after school detention
  - ii. A room during lunch or other break times to work on schoolwork. Students will not lose their normally allocated time to eat.
  - iii. The inability to attend practice or games if decided upon by the coaching staff, activities director, and/or principal. If student stays at school to work on studies and normally uses school transportation to get home, the parent or guardian will be required to provide transportation.
- d. End of the quarter and semester grades are considered final, unless granted an administrative pre-approved Incomplete. Because grades are final and cannot be changed, the following stipulations are in place:
  - i. Students (6 -12) will be ineligible to participate in school activities for two (2) weeks for every failing grade on their report card.
  - ii. All ineligible games are cumulative, meaning they will follow the student throughout their career.
  - iii. Student must remain an active participant for a full season (per sport) for ineligible games to count and must abide by all school and program rules. If student quits the team prior to the end of the season, he or she will forfeit any already served suspensions and will need to serve the suspension again in the next sports participation season.
  - iv. Students must attend all practices and games for games to qualify.
  - v. All other eligibility requirements (fees, registration, physicals) must be up-to-date.
  - vi. If student is failing a class when an "end of quarter suspension" ends, the student will remain ineligible until grades are passing or quarter ends.
  - vii. No two suspensions can be served at the same time.
  - viii. Administration is allowed to use discretion when applying these rules due to extenuating circumstances.

## II. OTHER CONDITIONS

- a. School activities, such as Homecoming and Flurries courts, dances and Prom:
  - i. Only eligible students will be granted permission to be able to participate in dances (Homecoming, Flurries, or Student Council dances). To be eligible, a student must not be failing during the grade-reporting date prior to the dance or Homecoming or Flurries courts.
  - ii. Prom: to be eligible for participation at Prom (April or May), a student must be passing all classes at midterm.

## **Attendance**

\*\* To be eligible for all school activities, students must be present for the entire school day to practice or participate.

\*\* Pre-approved absences are allowed. Doctor's notes are required for medical appointments.

\*\* Final ruling is the decision of the administration of Pacelli Catholic Schools.

## **CREDIT RECOVERY**

If a student fails a required course, he or she is expected to make up the credits prior to graduation. The student will work with the Principal and Assistant Principal to create the best possible plan for recovery. Students may make up credit recovery during the summer and during the school year as well.

## **FACTS**

FACTS 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 Parent Web is a private and secure parents' portal that will allow parents to view information specific to their child. Grades are updated by Monday morning each week by the teachers. If you provide the school an email address, you are able to access your child's grades through RenWeb (School Code: PC-MN). If you have any questions or need help connecting, please contact the School's Office.

## **ACADEMIC SUPPORT**

Pacelli Catholic Schools has designed a number of support systems for students who struggle with the increased expectations and responsibilities of school. In addition to the ideas listed below, we are available to discuss the needs of each student with his/her parents and work out appropriate recommendations. It is important to understand, however, that improvement will occur only if parents and school personnel work together. To that end, Pacelli Catholic Schools may provide the following services:

- Counselor availability for students and parents
- Teacher availability before and after school
- Online grade information
- Email access to all teachers
- Parent/Teacher conferences each year
- Special Education services provided by Austin Public Schools

## **MISSING WORK, LATE WORK, AND ABSENCE**

Pacelli administration and teachers believe it is our responsibility to prepare students to be successful in their future endeavors and productive members of society. We believe it is important for all students to

develop communication skills, problem-solving strategies, good work habits, and an understanding of time management.

We do realize there will be unexpected circumstances that come up, and we want to be compassionate to individual family situations. We encourage students to communicate with teachers. By practicing positive work habits, we hope to not only reduce homework anxiety, but increase student performance as well.

## **LATE WORK**

The acceptance of late work will be a teacher-by-teacher basis. Teachers will have their late work policy outlined in their class syllabus.

## **VIOLATIONS OF ACADEMIC INTEGRITY**

In keeping with our mission statement, Pacelli Catholic Schools calls for integrity in all situations. We believe that upholding these standards of high integrity follows Christ's teachings. Students are expected to submit their own original work on all assignments unless the teacher requests collaboration. Plagiarism is the copying of another person's ideas without citing the source from which these ideas come from. Plagiarism is the "wrongful act of taking the product of another person's mind and presenting it as one's own" (Alexander Lindey, Plagiarism and Originality qtd In Gibaldi 30).

The student has committed plagiarism if:

- they use websites like Chat GPT or apps such as Photomath.
- they took notes that did not distinguish summary and paraphrase from quotation and then they presented wording from the notes as if it were their own.
- while browsing the Internet, they copied text and pasted it into their paper without quotation marks or without citing the source.
- they presented the facts without saying where they found them.
- they repeated or paraphrased someone's work without acknowledgement.
- they took someone's unique or particularly apt phrase without acknowledgement.
- they paraphrased someone's argument, presented someone's argument, or presented someone's line of thought without acknowledgement.
- they bought or otherwise acquired a research paper and handed in part or all of it as their own.

Consequences for Plagiarism (grades 7-12) may be:

### **FIRST OFFENSE**

- student will receive a zero on the assignment - NO MAKEUP
- call or conference with parent/guardian and student
- paper placed in student's file with date and actions taken
- lose eligibility for Honor Roll that semester

### **SECOND OFFENSE**

- student receives a zero on the assignment - NO MAKEUP
- conference with parent/guardian, student, teacher, and administration
- paper placed in student's file with date and actions taken
- lose eligibility for Honor Roll for that semester
- lose eligibility or is withdrawn from the National Honor Society

### **THIRD OFFENSE**

- student receives a zero on the assignment - NO MAKEUP
- conference with Parent/Guardian, student, teacher, and Administration
- paper placed in student's file with date and actions taken
- lose eligibility for Honor Roll for that semester
- lose eligibility or is withdrawn from the National Honor Society
- failing grade in the class

In addition to plagiarism, violations of academic integrity also include:

1. Copying, sharing homework, or use of a teachers' edition when the expectation is that the student does the work himself/herself
2. Cheating: being in the possession of a cheat sheet or using another student's answers
3. Sharing quiz or test questions with other students who have not yet taken the quiz or test
4. Forging a signature
5. Using information stored in a calculator, such as formulas, without permission of a teacher
6. Creating false lab data
7. Lying to a teacher or administrator about work

### **NWEA MAP TESTING**

All students in grades K-12 participate in the NWEA MAP Testing three times per year (fall, winter, & spring), along with all other students in the Diocese of Winona. These web-based formative tests guide classroom instruction, and promote individual goal setting and achievement.

### **TECHNOLOGY**

Laptops are issued to all students in grades 4-12. Tablets are issued to all students in grades Kindergarten- grade 3. Before the laptop/tablet is given to a student, the technology policy must be signed by both a parent/guardian as well as the student. Students are also issued an email account and are responsible for checking it daily. Students in grades 4-6 do not have access to emails from outside of Pacelli's domain. Parents will be responsible for paying to fix or replace damaged or lost devices or chargers.

### **FIELD TRIPS**

Field trips are an extension of the classroom and an integral part of the learning program. Families will be notified of upcoming field trips including departure and arrival times and necessary fees. 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) and **have a background check** as required by our Diocese. Contact the school office to register for VIRTUS training. Please have this done two weeks prior to volunteering.

### **TRANSCRIPT**

Official transcripts are sent to any college, vocational school, technical school, or employer upon request. There is no charge for current students. Former students and graduates will be charged a \$5 fee per copy plus applicable postage.

### **POST-SECONDARY ENROLLMENT OPTIONS (PSEO)**

The Post-Secondary Enrollment Options (PSEO) program is available to eligible Juniors and Seniors to earn both high school and college credit while still in high school. Interested students need to meet both the eligibility requirements of each individual post-secondary institution and Pacelli. The purpose of the PSEO program is to supplement the educational experience of Pacelli. PSEO courses will be taken as electives.

### **Post-Secondary Requirements**

Each participating college or university sets its own admissions requirements for enrollment into the PSEO courses, usually determined by Accuplacer scores, grade point average, and earned credit standing. There is no charge to PSEO students for tuition, books, or fees for items that are required to participate in a course. However, students may incur fees for equipment that becomes their property when the course or program is completed, textbooks that are not returned to the postsecondary institution according to their policies, or for tuition costs if they do not meet registration deadlines. Students may direct questions to the Academic Advisor.

For a family paying full tuition for their student at Pacelli, they can reduce their tuition by 1/7th for each class taken at Riverland. **There will be no discounts given if a family is not already paying full tuition.**

### **Pacelli Requirements.**

1. Juniors and Seniors must maintain a 3.0 cumulative GPA and be in good standing at Pacelli. Good standing includes, but is not limited to, being free from behavioral or attendance problems (“Eligible Student”, “Eligible Junior” or “Eligible Senior”)
2. Religion taken as PSEO courses will not meet the Religion course requirement to graduate from Pacelli but may be counted towards electives
3. PSEO students will attend all regularly scheduled school masses, school field trips, and school activities to be part of the Pacelli community.
4. Eligible students must assure that the PSEO courses do not overlap or conflict with Pacelli classes. Eligible students that are late to Pacelli classes will be subject to the Tardy and Absentee Policy.
5. Eligible students will not receive duplicative credits for the same class taken at both Pacelli and the post-secondary institution.

### **BEHAVIOR STANDARDS**

All students at Pacelli are expected to demonstrate Christian and ethical behavior by making positive contributions to the school. Students are expected to comply with school policies and be respectful of individual students, staff, and teachers.

Students who regularly refuse to meet school expectations will be referred to the Administration Team. Some kinds of behavior are more serious abuses of our philosophies and will be addressed with more severity. Conduct not reflective of the moral spirit of Pacelli Catholic will be referred to the

Administration Team immediately. The consequences of being involved in these behaviors may include, but are not limited to, verbal reprimand, conference with the student, parent contact, conference with parent/staff/counselor, detention, loss of school privileges, removal from class, suspension (in or out of school), probation, and dismissal.

### **GROUNDS FOR DISMISSAL**

Students are subject to probation or dismissal for failure to comply with school policies and procedures. Infractions include but are not limited to, a student's cumulative GPA dropping below the requirement, failure to complete the service requirements, breaking school rules or civil laws, and/or behaving in a manner contrary to the principles by which they were selected. Pacelli Catholic school takes a very strong stance against copying, cheating, lying, and stealing. It is clear that all members must refrain from giving or receiving aid on homework, quizzes, papers, tests, projects, reports, exams, and the like. The administration team will review probation and dismissal cases. Members may be dismissed without a warning or probationary period for a violation of school rules or civil laws.

### **ATTENDANCE POLICY**

#### **Absences**

The State of Minnesota and the school are concerned with the effect absenteeism may have on a child's academic success and social development. A student who misses seven days of school or seven class periods or more on seven different days can be charged with truancy (MN Statute §260C.007, subd.19).

An **excused absence or tardy** is when a student is ill and the parents have called and notified the school office. If a student is to be excused for an appointment, a note from a parent stating the reason for the absence must be presented to the office prior to the appointment.

#### **The following reasons shall be sufficient to constitute excused absences:**

- (1) Illness- Three or more absences in a week or a pattern of excessive absences due to illness may require a physician's note at the discretion of the principal(s).
- (2) A serious illness in the student's immediate family.
- (3) A death in the student's immediate family or of a close friend or relative.
- (4) Medical or dental treatment.
- (5) Court appearances occasioned by family or personal action.
- (6) Religious instruction not to exceed three hours in any week.
- (7) Physical emergency conditions such as fire, flood, storm, etc.
- (8) Official school field trip or other school-sponsored outing.
- (9) Removal of a student pursuant to a suspension. Suspensions are to be handled as excused absences and students will be permitted to complete make-up work.
- (10) Active duty in any military branch of the United States
- (11) A student's condition that requires ongoing treatment for a mental health diagnosis.
- (12) Vacations with family will be considered unexcused unless approved by administration with a signed permission of leave form (Pre-Arranged Absence Form).

The administration will use discretion when approving longer or multiple vacations, especially when it may cause truancy/attendance and/or academic concerns. When a vacation is not approved, the absences will be considered unexcused and may cause truancy notification.

- (13) Post-secondary visits with pre-approval from administration. Seniors are given two and Juniors in their second Semester may take one. (Pre-Arranged Absence Form is required.)

A **prearranged absence or tardy** is when a note from parents and dates for the absence from the parent is sent to the office. A prearranged form must be signed by each teacher and turned in to the office before the absence. The student is responsible for any classroom work missed.

All **unexcused absences or tardies** are unacceptable and will result in parent/guardian notification and appropriate and immediate consequences. Students will be ineligible for sports that day, including games and practices.

**The following are examples of absences which will not be excused:**

- (1) Truancy. An absence by a student which was not approved by the parent and/or the school.
- (2) Any absence in which the student failed to comply with any reporting requirements of the school's attendance procedures.
- (3) Work at home.
- (4) Work at a business, except under a school-sponsored work release program.
- (5) Vacations with family will be considered unexcused unless approved by principal(s) with a signed permission of leave form (Pre-Arranged Absence Form).  
The administration will use discretion when approving longer or multiple vacations, especially when it may cause truancy/attendance and/or academic concerns. When a vacation is not approved, the absences will be considered unexcused and may cause truancy notification.
- (6) Visits to post-secondary schools without pre-approval of administration and proof of attendance. (Pre-Arranged Absence Form)
- (7) Excessive tardies, at the discretion of administration, may result in unexcused absences or other disciplinary action.
- (8) Beautification appointments (i.e. formalwear fittings, hair appointments, tanning, photo sessions, concerts, shopping, or going out for lunch.)
- (9) Oversleeping and missing the bus.
- (10) Improper sign out.
- (11) Leaving class without permission
- (12) Any other absence not included under the attendance procedures set out in this policy.
- (13) Driver's training.

Illness longer than three consecutive school days may require a doctor's note for re-admittance. The fact that a parent/guardian calls in or sends a note does not automatically "excuse" the student. Excused absences are limited to illness and death in the family. All attempts should be made to have doctor appointments outside of school hours.

Attendance is taken each class period. When a student misses a class without permission from either the parent or the school, it is called a "cut class." Once the student is located, the Administration Team will determine the most reasonable response. All unexcused absences are unacceptable and will result in parent/guardian notification and appropriate and immediate consequences.

**State law does not distinguish between excused and unexcused when determining truancy. Parents should be concerned about the total number of days the student was not in attendance, regardless of reason. Consequences for truancy are as follows:**

- Referral to a Mower County Truancy Officer. Student and parent must participate in a truancy class and meet with truancy personnel to avoid further action from the court system.
- Loss of privileges (extracurricular activities, open lunch, athletic eligibility, etc.) and financial aid provided for tuition.
- Lack of improvement could result in probation and expulsion.

**Tardy to School or Class**



When students are late to class or to school, they must have a pass from another teacher or the office stating if their tardiness is excused or unexcused. Consequences are as follows:

- Three unexcused tardies in a quarter will result in that student being assigned detention.
- Each additional tardy will result in that student being assigned a detention.
- A parent meeting will be scheduled if a student displays chronic tardiness to class or school, which could result in loss of privileges (extracurricular activities, open lunch, athletic eligibility, etc.), alternate passing time, teacher escorts to class, and in-or-out of school suspension.

#### **DETENTION**

RenWeb may be filled out by teachers for inappropriate behavior conducted by a student. If a teacher or administrator deems it appropriate, detention will be the consequence. Detention will be given per the individual teacher or administration as they deem necessary.

#### **FIGHTING**

Any students involved in a fight involving physical contact and/or intense verbal confrontation may be suspended or dismissed from Pacelli Catholic School. If suspended, students may be required to meet with the Assistant Principal, Principal, and parent prior to re-entry.

#### **IN-SCHOOL SUSPENSION**

Behavior of extreme offense, or repeated violations of school policies may result in an in-school suspension. Parents will be notified that their child has been suspended. A conference may be requested with the parent before the child returns to class.

#### **OUT-OF- SCHOOL SUSPENSION**

Out-of-school suspension guidelines are set by the State of Minnesota, which include flagrant or dangerous violations of school guidelines. Parents will be notified immediately and a plan for re-admittance may be laid out in writing and signed by the student, parent, and administrator.

### **DIOCESE OF WINONA-ROCHESTER BULLYING PREVENTION PROGRAM**

#### **Introduction:**

The Diocese of Winona-Rochester and the Catholic Schools Office believe that each Catholic school in the Diocese must be aware that its purpose is rooted in the mission of the Church to bring the love of Christ to all people. Each Catholic school, in fulfilling its role within the educational mission of the Church, is to impart and live out the teachings of Jesus Christ found in the Catholic doctrinal and moral tradition, as well as be committed to providing an integrated Catholic educational environment that permeates all aspects of its daily life and operations.

Each child should be challenged to reach his/her full potential, develop a love of learning and learn in an environment that fosters respect and understanding of one another. Pastors, principals, faculty, staff, and volunteers are expected to hold students accountable for kind and respectful behavior. Bullying and Retaliation are not to be tolerated.

#### **The Diocese's Anti-Bullying program:**

- 1) seeks to ensure that all children in Catholic schools are protected against bullying,
- 2) prescribes a specific set of action steps for each school, and
- 3) offers a model policy that provides minimum standards to which each student is entitled, while also allowing for adaptation based on a local school's needs.

#### **Prevention and Intervention Plan:**

On or before January 1, 2016, the Principal or designee (herein, the "Principal") of each school in the Diocese shall be responsible for overseeing the development of a prevention and intervention plan (a

"Plan"), in consultation with representative stakeholders, which may include teachers, professional support personnel, school volunteers, administrators (herein, "Staff"), community representatives, students, parents, and guardians consistent with the requirements of this Policy. The Plan shall include, but not be limited to the adoption or adaptation of the Model Bullying Prevention Policy. At minimum, each Plan shall include:

- statements prohibiting bullying and retaliation,
- procedures for staff, students, parents, guardians and others to report bullying or retaliation,
- procedures for responding to and investigating reports of Bullying or Retaliation,
- the range of disciplinary actions that may be taken against an aggressor for bullying or retaliation consistent with the school's disciplinary policies,
- strategies for protecting from bullying or retaliation a person who reports bullying,
- information during an investigation of bullying or witnesses, or reliable information about an act of bullying, and
- procedures for notifying the parents or guardians of a Targeted Student and an Aggressor.

The Plan shall afford all students the same protection regardless of their status under the law.

### **DIOCESE OF WINONA DISCOURAGES REPORTING BULLYING DATA TO THE MN DEPARTMENT OF EDUCATION**

#### **Background:**

The Safe and Supportive Schools Act was adopted on April 9, 2014. It created the framework of a comprehensive anti-bullying strategy to be implemented by public schools in Minnesota. Originally, its mandates applied to nonpublic schools as well, but that requirement was eliminated during the legislative debate on the bill.

The Minnesota Catholic Conference ("MCC") opposed the Safe and Supportive Schools Act. It argued that the primary purpose of the legislation was to normalize behavior, relationships, and lifestyles that do not promote human flourishing. Because the Catholic Church abhors bullying against all persons, MCC supported the adoption of legislation that would strengthen Minnesota's anti-bullying laws, based on proven, effective, and highly rated strategies adopted by the state of North Dakota and other places, and endorsed by Minnesota Attorney General, Lori Swanson. The Legislature declined to follow that approach.

Though the mandates of the Safe and Supportive Schools Act do not apply to Minnesota's Catholic schools, there is one section of the statute that eventually could provide the mechanism by which the mandates of the Safe and Supportive Schools Act will be imposed on Catholic and other nonpublic schools. Minn. Stat. § 121A.31, subd. 1(b) states: "A nonpublic school under section 1238.41, subdivision 9, consistent with its school accreditation cycle, is encouraged to electronically transmit to the commissioner its anti-bullying policy, if any, and any summary data on its bullying incidents."

#### **Catholic Schools Should Not Report Summary Bullying Data**

We believe that all students deserve protection from bullying, and that minimum bullying standards should be adopted by each school. There is a concern, however, that should nonpublic schools follow this recommendation en masse, public officials will use that to argue that the mandates of the law are not onerous or, in the alternative, that bullying in nonpublic schools needs to be redressed by state policy because the nonpublic schools are incapable of policing themselves. We know that our Catholic schools have the best anti-bullying policy because we teach that all children are created in the image and likeness of God.

Catholic schools continue to effectively address the problem of bullying without state interference and are committed to improving our practices. A model bullying policy for all Catholic schools is in

development and is forthcoming. In the meantime, the Minnesota Catholic Conference and the Diocese of Winona strongly discourage schools from reporting bullying data to the Minnesota Department of Education.

\*\*\*Please note that this guidance speaks only to the reporting of bullying data to the Minnesota Department of Education. It does not speak to whether a particular incident of bullying may require the intervention of law enforcement or other public authorities. \*\*\*

## **MODEL CATHOLIC SCHOOL BULLYING PREVENTION POLICY**

### **Preamble.**

Created in the image and likeness of God, each child shares a fundamental human dignity. A Catholic school provides an environment dedicated to protecting and fostering the development of that dignity. The school helps children learn how to exercise their God-given freedom responsibly, with the goal that good choices become good habits, that is, virtues. The highest virtue is charity, which God both requires and makes possible. "Here is my commandment," says Jesus, "that you love one another as I have loved you" (John 13:34). As bearers of the divine image, members of the school community deserve care and respect from all. Bullying and Retaliation are not to be tolerated.

This policy serves as a guide for when expectations of respect are not met, and for when reconciliation and restitution are needed.

### **Definitions.**

For the purpose of this Policy the following definitions shall apply, whenever the term "Bullying" is used it is to denote either Bullying or Cyber-Bullying.

**"Aggressor"** means a student who engages in Bullying or Retaliation.

**"Bullying"** is the repeated use by one or more students of a written, verbal, or electronic expression, or a physical act or gesture, or any combination thereof, that is objectively offensive, is directed at a Targeted Student, and that:

- causes physical harm or emotional harm that results in clearly identifiable physical symptoms to the Targeted Student or places the Targeted Student in reasonable fear of such harm;
- causes damage to the Targeted Student's property;
- places the Targeted Student in reasonable fear of harm to him/herself, or of damage to his/her property;
- creates a Hostile Environment at school for the Targeted Student;
- infringes on the rights of the Targeted Student at school, including defamation and invasion of privacy; or
- materially and substantially disrupts the education process or the orderly operation of a school.

**"Cyber-Bullying"** means Bullying through the use of technology or any electronic communication, which shall include, but shall not be limited to, any transfer of signs, signals, writing, images, sounds, photographs, data or intelligence of any nature, including a post on a social network, Internet Web site or forum, transmitted through a computer, cell phone, or other electronic device.

**"Hostile Environment"** means a situation in which Bullying causes the school environment to be permeated with intimidation, isolation/exclusion, ridicule or insult that is sufficiently severe or pervasive to materially and substantially alter the conditions of the student's education.

**"Retaliation"** means any form of intimidation, reprisal, or harassment directed against any person who reports Bullying, provides information during an investigation of Bullying, or witnesses

**The Plan may include, but not be limited to:**

- a provision for ongoing professional development to build the skills of all Staff members, including, but not limited to, the Principal, educators, faculty, staff, custodians, athletic coaches, advisors to extracurricular activities, and volunteers to prevent, identify, and respond to bullying,
- provisions for informing parents and guardians about the Bullying prevention curriculum of the school and shall include, but not be limited to: (i) how parents and guardians can reinforce the curriculum at home and support the school or school plan; (ii) the dynamics of Bullying; and (iii) online safety and Cyber-Bullying; and
- provisions related to the creation and maintenance of records of investigations, which is strongly encouraged by the Diocese.

The Plan shall be reviewed and updated periodically and as needed.

The Principal and/or his or her designee is responsible for the implementation and oversight of the Bullying prevention and implementation plan within his or her school.

Available Consultation:

If any staff member has questions concerning this policy, he or she is encouraged to contact the Diocesan Catholic Schools Office.

**Reliable information about Bullying.**

**"School Grounds"** mean property on which a school building or facility is located or property that is owned, leased, or used by a school for a school-sponsored activity, function, program, instruction, or training.

**"Staff"** includes, but is not limited to, educators, faculty, administrators, counselors, school nurses, cafeteria workers, custodians, bus drivers, athletics coaches, advisors to extracurricular activities, support staff, and paraprofessionals.

**"Targeted Student"** is a student against whom bullying or retaliation has been perpetrated.

**Prohibition Against Bullying and Retaliation.**

The school expressly prohibits bullying in all forms, either by an individual or group of aggressors. Bullying, including cyber-bullying is prohibited:

- on school grounds owned, leased or used by a school,
- at any school-sponsored or school-related activity, function or program whether
- on or off school grounds,
- at a school bus stop, or
- on a school bus or any other vehicle owned, leased, or used by the school, or through the use of technology or an electronic device owned, leased, or used by a school.

Bullying is also prohibited at a location, activity, function, or program that is not school-related. Similarly, the use of technology or an electronic device that is not owned, leased or used by a school to commit an act or acts of bullying that materially and substantially disrupt the education process or the orderly operation of a school is also prohibited.

**Reporting**

Any Staff or volunteer who has witnessed or become aware of any instance of bullying or retaliation must report that act to the principal.

Any student or parent/guardian of a student is strongly encouraged to report all acts of bullying. Reports can be made to the student's teacher, who must then report it to the principal.

Anyone with general questions or concerns about bullying or the school's policy should address those questions or concerns to the Principal.

**Reports may be made confidentially when requested.**

Reports may be made anonymously. The anonymous nature of the report may make it difficult to investigate or corroborate the alleged bullying. No disciplinary action may be taken against a student solely on the basis of an anonymous report.

False accusations of bullying are absolutely prohibited and may result in discipline in accordance with the school's discipline policy.

**Retaliation**

Retaliation against a Targeted Student, witness of Bullying, a person who makes a good faith reporting of Bullying, or who provides information during an investigation of Bullying, is prohibited. Every effort will be made to keep the identity of the reporter confidential.

**Response and Investigation**

The school takes all reports of bullying seriously.

Upon receipt of a report of bullying the principal or designee will conduct an investigation. When possible, the investigation will begin within three school days of the report of bullying. Due to unforeseen circumstances, if three school days is not feasible to investigate, the targeted student must be provided a timeline when the investigation will take place.

The School reserves the sole discretion to determine the scope and adequacy of the investigation. The investigation may be reported to local law enforcement.

Anyone with questions about the investigation should direct those questions to the Principal.

**Violations.**

A student who violates this policy shall be subject to discipline in accordance with the School's disciplinary policy.

The School retains the sole discretion to determine whether Bullying has occurred and what the response should be.

Depending on the circumstances, the school's response could include:

- taking appropriate disciplinary and remedial action,
- notifying the parents or guardians of the Aggressor of the determination,
- notifying the parents or guardians of the Targeted Student, the Aggressor, and any other affected persons about available community resources: Social Services, family service worker, social worker, counselor, Catholic Charities, or
- notify law enforcement if circumstances warrant notification.

**Training**

All staff will receive initial training of this policy, followed by an annual review here after, and at the discretion of the Principal, for volunteers who have significant contact with students.

**Publication and Notice**

The Principal shall provide written or electronic notice of this Policy to the Staff, and include this policy in the school handbook.

### **DRUGS AND ALCOHOL**

When Pacelli is informed (by self-report, parent report, school official report, or other official report) of a student's using or possessing an illegal drug or alcohol, the following will occur:

The appropriate MSHSL penalty will be assessed (as applicable).

When a student is found on school premises or at a school-related function using, or in the possession of or under the influence of alcohol or any chemical, that student will be immediately suspended from Pacelli Catholic Schools. Parents will be called and a conference will be held with the Principal and the Assistant Principal. A formal assessment by the drug counselor sponsored by Mower County must be completed. A recommendation will be given to Pacelli administration regarding the need for assessment and treatment.

If assessment or treatment is recommended, further attendance at Pacelli may depend upon successfully completing the program.

If a second offense regarding chemical dependency occurs, the student may be dismissed from Pacelli for a minimum of one grading period. In order to return to Pacelli, that student must successfully complete the following:

1. An assessment of his/her chemical use
2. An approved educational chemical dependency program, if not found chemically dependent
3. One successful grading term at another institution (i.e. exhibit freedom from chemicals, positive academic performance and a positive record of behavior).

Any student found selling chemicals or illegal drugs before, during, or after the school day, on or off school premises, or at any school related function will be immediately suspended and subject to further consequences which could result in expulsion.

### **TOBACCO USE OR POSSESSION ON CAMPUS**

Pacelli is a tobacco free campus. Smoking, vaping, chewing tobacco, or being in possession of tobacco or tobacco related products in the school or on school grounds is prohibited. Violation of this policy will result in disciplinary action. Students athletes ignoring this regulation will be subject to consequences based on state law and Minnesota State High School League rules. A student's second offense will result in more serious consequences which could include intervention by law enforcement.

#### **MSHSL BYLAW 205.00 CHEMICAL ELIGIBILITY**

1. At any time during the calendar year, a student shall not, regardless of the quantity:
  - a. use or consume, have in possession a beverage containing alcohol,
  - b. use or consume, have in possession tobacco, or
  - c. use or consume, have in possession, buy, sell or give away any other controlled substance or drug paraphernalia.
  - d. use or consume, have in possession, buy, sell or give away products containing or products used to deliver nicotine, tobacco products, and other chemicals. "Tobacco products" means any product containing, made, or derived from tobacco that is intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, or any component, part, or accessory of a tobacco product, or
  - e. use or consume, have in possession, buy, sell or give away any substance or product where the intent of such use of the substance or product is to induce intoxication,

excitement, or stupefaction of the central nervous system, except under the direction and supervision of a medical doctor. Such substances or products shall include, but are not limited to, synthetic drugs, gasoline, glue, aerosol devices, bath salts, and any substances addressed by Minnesota or Federal Law.

**2. Penalties for Category I And Category II Activities Definition**

- a. **Category I Activities:** Those League-sponsored activities in which a member school has a schedule of interscholastic contests, exclusive of League-sponsored tournaments. **Category II Activities:** Those League-sponsored activities in which a member school does not have a schedule of interscholastic contests, exclusive of League-sponsored tournaments.
  - i. Athletic Activities
  - ii. Fine Arts Activities
  - iii. Debate
  - iv. Speech Activities including One Act Play - when a school schedules a season of interscholastic contests.
- b. **Category II Activities:** Those League-sponsored activities in which a member school does not have a schedule of interscholastic contests, exclusive of League-sponsored tournaments.
  - i. Fine Arts Activities
  - ii. Speech activities including One Act Play when a school schedules no interscholastic contests and participates only in the League-sponsored tournament series.
  - iii. Music Activities.
  - iv. Visual Arts Activities.

3. **First Violation Penalty** The student shall lose eligibility for the next two consecutive interscholastic contests or two weeks, 14 calendar days, whichever is greater, of a season in which the student is a participant.

4. **Second Violation Penalty** The student shall lose eligibility for the next six consecutive interscholastic contests or three weeks, 21 calendar days, whichever is greater, in which the student is a participant.

5. **Third or Subsequent Violation Penalty** The student shall lose eligibility for the next 12 consecutive interscholastic contests or four weeks, 28 calendar days, whichever is greater, in which the student is a participant.

6. A student who chooses to become a participant in a treatment program may become eligible for participation after a minimum period of six weeks after entering treatment if all of the following conditions are met:
- a. The student is assessed as chemically dependent,
  - b. enters treatment voluntarily, and
  - c. the director of the treatment center certifies that the student has successfully completed the treatment program.
  - d. The treatment option cannot be used for the first or second violation. Successful completion of a chemical dependency treatment program will satisfy only the most recent violation. Any other violations for which the penalty has not been satisfied must still be served in full.

**7. Applying the Penalty**

- a. Penalties shall be progressive beginning with the student's first violation and continuing throughout the student's high school career. Penalties shall be served

- consecutively.
- b. Violation Confirmation Definition: The violation shall be confirmed when the administrator responsible for the athletics/activities program has informed the student that the student has violated a bylaw and is now under the penalty. The notification shall be verbal and also in writing.
  - c. Counting Weeks:
    - i. The weeks shall begin on the date that the violation is confirmed by the school administrator and extend for the required number of calendar days.
    - ii. For the purpose of this bylaw, a week is seven calendar days. The week starts the date the violation is confirmed and the student/student's parents or guardians are notified.
    - iii. At the beginning of the season, practice and conditioning weeks are counted.
  - d. The student must participate in and complete the entire season in which the penalty has been applied for the penalty to count. As examples: a student cannot begin participation in a program at the start of the season, serve the penalty and then quit after the suspension has been served; nor can a student join a program after the season has begun, and serve the penalty.
  - e. A student who is under penalty for a violation of a League bylaw may not join a second sport in the same season in order to fulfill a penalty.
  - f. Practices, jamborees, inter-school scrimmages and previews are not interscholastic contests and may not be counted, however, the student is eligible to participate.
  - g. A student who participates in both Category I and Category II activities shall serve the penalty prescribed for that violation in both Category I and Category II activities in which the student participates.
  - h. Denial Disqualification: A student shall be disqualified from all interscholastic athletics for nine additional weeks beyond the student's original period of ineligibility when the student denies violation of the rule, is allowed to participate and then is subsequently found guilty of the violation.

### **WEAPONS**

Any student who brings a weapon to school will be immediately removed from school and subject to further consequences upon investigation of purpose by administration and/or law enforcement.

### **SEARCHES**

In the interest of student safety and to ensure that schools are drug free, administration may conduct searches. Students violate school policy when they carry contraband on their person or in their personal possessions or store contraband in their desks, lockers, or vehicles parked on school property.

“Contraband” means any unauthorized item, the possession of which is prohibited by school policy and/or law.

If a search yields contraband, the administration will seize the item(s) and, where appropriate, give the item(s) to legal officials for ultimate disposition. Students found to be in violation of this policy are subject to discipline in accordance with the school district's “Student Discipline” policy, which may include suspension, exclusion, expulsion, and, when appropriate, the student may be referred to legal officials.

### **Lockers and Personal Possessions within a Locker**

According to state law, school lockers are the property of the school district. At no time does the school district relinquish its exclusive control of lockers provided for the convenience of students. School officials, for any reason, may conduct inspection of the interior of lockers at any time, without notice, without student consent, and without a search warrant. Students' personal possessions within a school locker may be searched only when school officials have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practicable after the search of a



student's personal possessions, the school officials will provide notice of the search to students whose lockers were searched, unless disclosure would impede an ongoing investigation by police or school officials.

#### **Personal Possessions and Student's Person**

The personal possessions of a student (i.e., backpack, bags, etc.) and/or a student's person may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law or school rules. The search will be reasonable in its scope and intrusiveness.

#### **Patrols and Inspections**

Administration may conduct routine patrols of student parking lots and other school district locations and routine inspections of the exteriors of the motor vehicles of students. Such patrols and inspections may be conducted without notice, without student consent, and without a search warrant.

#### **HAZING**

Any act committed against a student or faculty member that creates any risk of harm to that person, others, or their property for any reason will not be tolerated. All complaints will be investigated and appropriate actions taken.

#### **PUBLIC DISPLAYS OF AFFECTION**

School property and school events are not the places for demonstration of affection. Embracing, kissing, or other activities of this nature are not acceptable. A student involved in such contact will be reminded to cease the action immediately.

#### **COMPUTER/INTERNET USE**

The use of school computers is a privilege, not a right. The Pacelli Acceptable Use Policy is signed at the beginning of the year. Students must respect the privacy of others and are not allowed to take photos or videos of other students and/or teachers without their consent.

#### **LOCKERS**

All students are issued lockers. These lockers can be locked if desired; combinations must be turned into the Pacelli office. Vandalism, theft, and destruction of school or personal property will not be tolerated. Pacelli Catholic is not responsible for damage to or loss of possessions in an unlocked locker.

#### **MASS**

The central expression of the Catholic Faith is the celebration of Mass. All students, regardless of religious tradition, must attend weekly school masses. The level of participation may vary for different people, but everyone who is a student of Pacelli should participate with reverent presence.

#### **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, and

- 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.

### **CONVOCATION (7-12TH GRADE ONLY)**

In grades 7-12 convocation is a scheduled time for community formation. This is a time when students and staff gather for conversation. These meetings may be used to discuss things that are including, but not limited to, school updates, awards, prayer time, college readiness, or character development presentations/activities. Convocation is usually held Monday, Tuesday, Thursday, and Friday. There is no convocation on Mass days.

### **OPEN LUNCH**

Open lunch is a privilege for Pacelli students in grades 11-12. Students and parents are required to sign and return a liability waiver at the beginning of the school year. Students in grades 9-10 must remain on school property during the lunchtime. If students in grades 9-10 leave school property for lunch, they will receive a detention, and they will lose the first semester of Open Lunch privileges their 11th grade year. Students can lose their Open Lunch Privilege for any behavior.

### **CELL PHONES/MP3/IPOD/SMARTWATCH POLICY FOR GRADES K-12**

\*\*Cell phones/MP3/IPOD/Smartwatches are not allowed to be used during the school day.

**First Offense:** A student who breaks the cell phone policy will have their phone taken away to be kept in the office until the end of the school day. That student may pick up their phone when school is over.

**Second Offense:** A student who has their phone taken away the second time will need a parent/guardian to pick their phone up in the office after the school day is over.

**Third Offense:** A student who has their phone taken away for the third time will need to check their phone into the office before school each day for 30 school days. They will be allowed to pick their phone back up at the end of each school day.

**Continued Offenses** - will result in suspension and may result in removal from Pacelli.

### **EXTRACURRICULAR OPPORTUNITIES**

When participating in athletics, students and their parents must attend a sports meeting before each season in which they participate. Students must complete, sign, and return to the Athletic Director or office the following forms:

1. MSHSL Athletic Eligibility form and student code of conduct
2. Sports Physical Form (if needed)
3. Sports Fees, \$100 for the first sport, \$75 for the second sport, and zero for the third sport

### **SPORTS**

- (A) Sport that we co-op with Austin Public Schools
- (L) Sport that we co-op with Lyle Public Schools
- (P) Sport that is strictly Pacelli Catholic Schools
- (C) Club Sport that is open to all area students

<b>FALL</b>	<b>WINTER</b>	<b>SPRING</b>
Boys/Girls Cross Country (P)	Boys/Girls Basketball (L)	Track/Field (L)
Volleyball (L)	Wrestling (A)	Baseball (L)

Football (L)	Hockey (A)	Softball (L)
Boys/Girls Cycling (C)	Boys Swimming/Diving (A)	Boys Tennis (A)
Girls Tennis (A)		Boys/Girls Trap Shooting (C)
Boys/Girls Soccer (A)		Adaptive Bowling (A)
Girls Swimming/Diving (A)		

All athletes are expected to abide by:

1. The rules and expectations of MSHSL
2. The rules and expectations of Pacelli Catholic School
3. Specific team expectations as determined by the head coach in consultation with the school's athletic director and principal

**EXTRACURRICULAR (Current)**

Drama	Student Council	6th Grade Math Masters	5th Grade Math Masters
School Yearbook	National Honor Society	Junior NHS	Pacelli Singers
Band	Clover Choir	Strength/Conditioning	HOSA
One Act	Students For Life	Knowledge Bowl	Peer Power Partners*

**PACELLI CATHOLIC SCHOOL DRESS CODE**

Pacelli Catholic Schools believes common uniformity in terms of appearance assists the learning environment in many ways. Our dress code serves to reinforce Catholic values, limit social pressures on students, minimize financial pressures on our families, and maximize the time available for teachers to instruct students.

At all times a student's appearance must be appropriate to a Catholic school environment. Any student whose dress appears to circumvent the spirit and intent of the dress code is not in compliance. *If students choose not to follow the intent of the dress code, students will either call their parents for a change of clothing to be brought to school or borrow a uniform from the office to wear.*

For a detailed list of approved dress code items for K-6 and 7-12, please visit the Pacelli School website. The page can be found under "Pacelli Families" in the drop down menu.

**Footwear:**

- Shoes must be closed toe with full sides/back and worn with socks.
- Flip flops, slippers and Crocs are **NOT** allowed.

**Physical Education (Gym Class):**

- Athletic shorts must be modest and mid-thigh length, no short-shorts, no spandex, and no see-through. Undergarments CANNOT be visible.
- T-shirts must be modest; no cut offs, no tank tops. Undergarments CANNOT be visible.

**Formal Attire Regulations:**

- Dresses must cover the knees and slits in the dress may not go above the knee.
- The front of the dress may not be any lower than three inches (3”) from the clavicle. Cleavage must not be visible.
- Backs cannot be open below where the bra-line would be.
- There should be no cut-outs--not on the side, the belly button, etc.
- If these standards are not met, admittance will not be granted unless:
  - If your dress is too short, leggings are worn.
  - If your dress is too low, a shawl is worn.

#### **Physical Appearance:**

- Pierced jewelry is limited to the ears only. No other piercings allowed.
- No visible tattoos are allowed.
- Hair must be a natural color and well groomed.
- Boys must keep their facial hair short, well groomed, and maintained.

#### **Other Dress Code Notes:**

- Students will remain in dress code on Mass days.
- No leggings allowed, unless they are worn under skirt or jumper
- Hooded sweatshirts are not allowed as part of the uniform.
- Hats and sunglasses are not to be worn in the building.
- All clothing must be free from rips or holes and undergarments CANNOT be visible.
- Final interpretation of the dress code will be the responsibility of the Administration. *This ruling will be final.*
- Anyone choosing to violate dress code policy will be sent to the office to change into appropriate attire.

#### **Out of Uniform Days**

Students will have the opportunity to be out of uniform occasionally through Jeans Passes, Spirit Days, and Jeans for Jesus days. The following rules apply to out of uniform attire:

- All clothing must be free from rips, holes, references to drugs or alcohol, or inappropriate words and phrases.
- Students may wear jeans or loose-fitting athletic pants. Leggings, jeggings, tight fitting pants, yoga pants, etc. are not appropriate at any time, unless a knee length shirt, skirt, or dress is worn over them.
- Clothing must cover midriff, shoulders, and cleavage, and may not be sheer. Tight fitting clothing is not allowed. Any item of clothing that is or appears to be an undergarment should not be visible.

### **HEALTH AND SAFETY INFORMATION**

#### **BUSSING**

All students are eligible for bus transportation to school if they live more than one mile away. Bus passes and schedules are issued each fall. Transportation is a privilege, not a right (MN Statute 123.801). A student's eligibility to ride a bus may be revoked for a violation of school bus safety or conduct policies, or for violation of any other law governing student conduct on a school bus. The Pacelli Catholic Schools administration will support and enforce the code of bus conduct established by the Austin Public Schools and its contracted transportation provider.

#### **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 to 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.

### **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(i.e., assault, weapons, illegal substance possession, or vandalism), the Director of Schools, Law Enforcement, and Department of Public Safety shall be informed.

### **PARENT AND GUARDIAN RESPONSIBILITY 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 actions 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.**

## **HOLD, FIRE, AND TORNADO DRILLS**

A **Hold** means there is a threat, medical emergency, or disturbance outside our building. During a **Hold**, per direction from local law enforcement, we lock our doors, students and staff are not allowed to leave, and we may not open our doors for anyone, including parents. **Holds** occur for various reasons, and are a precautionary measure.

**Fire and Tornado Drills** are held periodically throughout the school year. An Emergency Action Procedure manual is posted in each classroom along with evacuation routes.

## **FOOD SERVICE**

Our hot lunch program maintains high standards in food preparation. It is available to students at Pacelli. **Breakfast and Hot Lunch are free to all students for the 2023 -2024 school year.** Students are welcome to bring cold lunch as well. The school is not equipped to heat up food from home. There will be no microwave available for student use. Students in grades K-10 have a closed campus lunch period. Students in grades 11 and 12 may have open lunch privileges and may leave the school campus for lunch. However, they must return to their next class on time. All high school students when not in the cafeteria or the student Lounge must remain on the first floor of the Pacelli MS/HS building.

Breakfast is offered daily from 7:45AM - 8:15AM.

## **HEALTH SERVICES**

Pacelli Catholic Schools contract with Mower County Health and 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. Pacelli has a nurse's assistant on site each day of the week to assist with minor illnesses or injuries.

## **HEALTH RECORDS**

Pacelli is serviced by a Public Health Nurse provided by Mower County Public Health. According to MN law, each student must provide a record of immunizations upon enrollment. Mandatory state immunizations laws include:

- Varicella vaccine (chickenpox) is required in grade 7. Two doses are required or a doctor's note confirming disease or lab test results.
- Measles, Mumps, and Rubella (MMR#2) vaccines are required in grades 7-12.
- Tetanus Diphtheria booster is required after age 11. Three shots are required; one after age 11.
- Hepatitis B series (required in grade 7).
- Polio (Three doses in total)

All dates of vaccines must include the month, day, and year.

. Students with asthma or allergies must provide an Epi-Pen to the Pacelli office and/or have it on their person.

## **MEDICATION ADMINISTRATION**

***Pacelli Catholic Schools does not stock or provide any over-the-counter medication (i.e., Tylenol) or any emergency medications (i.e., an Epi-Pen). All medication must be provided by the parent/guardian.***

Medications should be administered at home whenever possible. However, some students require administration of medications or medical procedures performed during the school day. The following procedures need to be followed:

1. A physician's order for medication and a parent/guardian authorization form must be on file.
2. Medication needs to be brought to the school office by a parent/guardian. Medication remaining at the end of the school year must be picked up by the parent/guardian.
3. Prescription medications must be provided in an original pharmacy container with a current label. Over the counter medications must be provided in their original container.
4. Medication will be dispensed by staff. In some cases (i.e., inhalers, Epi-Pens, etc.) the parent/guardian and doctor may complete the Authorization for Self-Administration of Medication form, which allows the student to carry and self-administer medication. The student must demonstrate correct use of the medication.

### **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.

### **COMMUNICATION CALENDARS**

The school calendar is posted and public. Please make it a priority to familiarize yourself with the events listed throughout the year. You can find a link to the calendar on the Pacelli school website.

### **SNOW DAYS AND EMERGENCY DELAYS AND CANCELLATIONS**

The school calls a snow day or early dismissal when the local superintendent and bus company determine that roads are unsafe and inform 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. You can sign up for Pacelli text alerts as well. The closing or late start will also be posted on our webpage and Facebook page. 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.

### **USE OF STUDENT INFORMATION/PHOTOS**

Pacelli Catholic Schools reserves the right to use a student's name and/or picture in advertising, publications, or on the school website. Any parent who does not wish to have his/her student's name or picture used must notify the principal in writing within the first week of school.

## **Diocese of Winona-Rochester Catholic School Policy on Gender Identity for Students for the Pacelli Catholic Schools**

### ***Mission***

Catholic schools in the Diocese of Winona-Rochester perform an essential ecclesial ministry, the ultimate purpose of which is evangelization and formation leading to salvation.<sup>[1]</sup> Because of the nature of this ministry and the profound responsibilities associated with it, Catholic schools must faithfully impart the truth of Jesus Christ and his Church in all they teach and do. In addition, a Catholic school is subject to the authority of the Church through the diocesan bishop, and its curriculum must be founded on and consistent with the principles of Catholic doctrine.<sup>[2]</sup>

Catholic education focuses on the integral development of the human person: body, mind, and spirit. Specifically, with regard to issues surrounding gender identity, Catholic schools in the Diocese of Winona-Rochester shall teach students the truth about the human person (anthropology) and human sexuality, as well as counter any ideology or cultural trend that denies this truth. This applies in a special way to *gender ideology*—the belief, along with the social and cultural movement it fosters, that sex is not an objective, biological reality but rather that notions of male and female are determined by individuals’ subjective and changing perceptions of self.<sup>[3]</sup> Essential beliefs and doctrinal principles to be addressed in the school curriculum include the following:

1. Human beings are created as male and female in the image and likeness of God (Gen. 1:27). Human dignity is grounded in this special creation.<sup>[4]</sup>
2. Sexual difference is willed by God as part of the divine plan. The complementarity that results from sexual differentiation is ordered to the human good and in particular to marriage and family life (*Catechism*, nn. 369, 2333).<sup>[5]</sup>
3. The human person is a body–soul union, and the body is a constitutive aspect of the human person (*Catechism*, nn. 364, 365).<sup>[6]</sup>
4. Human biology demonstrates that sex is determined at conception (XX/XY chromosomes) and can be objectively observed even before birth.
5. Humans are called to accept their sexual identity, manifested through the body, as a fixed and unchanging element of self (*Catechism*, n. 2393).<sup>[7]</sup>
6. Humans must care for and respect their bodies, which is a constituent dimension of their being. The human body may not be treated as a “piece of property” or “manipulate[d] as a thing or an instrument over which one is master and arbiter.”<sup>[8]</sup>
7. All students and families deserve interactions with Catholic school communities that are marked by respect, charity, and the truth about human dignity and God’s love.

In addition to addressing these essential beliefs, Catholic schools in the Diocese of Winona-Rochester shall be prepared to offer to students, faculty, staff, administrators, volunteers, and parents well-founded and developmentally appropriate educational resources regarding gender ideology, including but not limited to resources that: (1) clarify the terms commonly employed, particularly *gender dysphoria*, *transgender*, and *disorder of sexual development*; (2) accurately present the realities of contemporary, medically accepted interventions for gender dysphoria, including gender-affirming therapy, puberty-blocking and cross-sex hormones, and sex-reassignment surgeries;<sup>[9]</sup> and (3) demonstrate how the Catholic Church responds to gender ideology with truth and love based on the writings of Pope Francis, Pope Benedict XVI, and other sources of ecclesial guidance.<sup>[10]</sup>

#### *Policy Elements*

##### 1. Admission and Retention

A student diagnosed with gender dysphoria may be admitted to the Pacelli Catholic Schools as long as the student, along with his or her parents or guardians, agrees that the student will abide by standards of conduct set by the school:

- a. The student, along with his or her parents or guardians, agrees that while enrolled in the school, he or she will respect Catholic teaching concerning faith and morals, including those teachings that address human sexuality.
- b. A student may be ineligible for continued enrollment if the student’s expression of gender, gender identity, or sexuality causes confusion or disruption at the school or if it appears to mislead others, cause scandal, or have the potential for causing scandal.
- c. Respectful, critical discussion of Catholic teaching in the classroom is encouraged as long as its goal is to help the student progress toward greater awareness and understanding. Open hostility toward or defiance of Church teachings indicates that a student is not a proper fit for the school. The student code of conduct shall address this potentiality, and the code shall be signed by the student and parents or guardians at the beginning of each school year.

##### 2. Conduct and Expectations

Students shall conduct themselves in accord with their biological sex at all times, both on campus and when representing the school at off-campus events. In this policy, *sex* is defined as “the biological condition of being male or female as based upon physical differences at birth.”<sup>[11]</sup>



- a. Any expression of a student's gender identity that causes disruption or confusion regarding the Church's teaching on human sexuality is prohibited.
  - b. Students shall abide by the dress code that corresponds with their biological sex.
  - c. Students shall participate in competitive athletics in accord with their biological sex.
  - d. Students shall use bathrooms and locker rooms that correspond with their biological sex. Students who have been clinically diagnosed with gender dysphoria may request the use of a single-person, unisex facility. Such requests for accommodation will be assessed by the appropriate school administrator on an individual basis.
  - e. When applicable during school-related functions, students shall have access to and use facilities and accommodations that correspond with their biological sex.
  - f. When attending school-sponsored functions as a "couple," especially dances and prom, students may only bring a member of the opposite sex.
3. Names, Pronouns, and Records
- a. Students shall be addressed at all times by their legal names and referred to with pronouns consistent with their biological sex.
    - 1) Addressing students by a preferred name instead of a legal name (even when the name is gender-neutral), or referring to them by a preferred pronoun that is inconsistent with their biological sex, is not acceptable. Doing so would express a falsehood (i.e., the child is the wrong sex) and signal that the school accepts gender ideology. Addressing a student by a gender-neutral nickname could be permissible in some circumstances. This is a matter of prudential judgment.
    - 2) Using preferred names and pronouns will cause confusion for other students and could act as a source of scandal. *Scandal* is defined as "an attitude or behavior which leads another to do evil." It "takes on a particular gravity by reason of the authority of those who cause it or the weakness of those who are scandalized." Scandal is particularly serious, or grave, when it is "given by those who by nature or office are obliged to teach and educate others (*Catechism*, nn. 2284, 2285).
  - b. Student schedules, identification cards, class lists, correspondence (including college recommendation letters), and permanent records shall reflect the student's legal name and biological sex. School records are historical documents. If a graduate of the school legally changes his or her name and seeks to have records changed, the records will be released in the following format: "*Original name, a.k.a. New Legal Name.*"
4. Counseling and Health Services:
- a. The school shall communicate with parents or guardians about their child's behavior at the school and inform them of any concerns relating to the physical, emotional, social, and spiritual health, safety, and welfare of their child except when advised otherwise by law enforcement or a social service agency.
  - b. The school may require counseling to address behavioral health issues for students diagnosed with gender dysphoria. Such counseling shall be provided by a licensed mental health provider who understands and respects Catholic anthropology, preferably one who is a practicing Catholic. Catholic schools shall not provide or refer students for so-called gender-affirming psychotherapy.
  - c. The school shall not allow, or otherwise cooperate in, the administration of puberty-blocking or cross-sex hormones for students.
  - d. While the Catholic Church does not approve of gender-affirming therapies or the use of hormones and surgeries that assist a person in transitioning his or her gender, the Church recognizes that appropriate medical care may be necessary in cases of true genetic or physical anomalies, also known as disorders of sexual development.

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<sup>[1]</sup> Sacred Congregation for Catholic Education, *The Catholic School* (March 19, 1977), nn. 7–9.

<sup>[2]</sup> Canon Law Society of America, *Code of Canon Law: Latin-English Edition* (Washington, DC: CLSA, 1999), cann. 803 §§1–2, 804 §1, 806.

<sup>[3]</sup> “Transgenderism and Interventions for Gender Dysphoria,” in *Catholic Health Care Ethics: A Manual for Practitioners*, 3rd ed., ed. Edward J. Furton (Philadelphia: National Catholic Bioethics Center, 2020), 37–1.

<sup>[4]</sup> *Catechism of the Catholic Church*, 2nd ed. (Washington, DC: United States Conference of Catholic Bishops/Libreria Editrice Vaticana, 2000 update), n. 2393. All subsequent citations appear in the text.

<sup>[5]</sup> See Francis, *Laudato si’* (May 24, 2015) n. 155.

<sup>[6]</sup> See National Catholic Bioethics Center (NCBC), “Brief Statement on Transgenderism,” *National Catholic Bioethics Center Quarterly* 16.4 (Winter 2016): 600–601, doi: 10.5840/ncbq201616457; and John A. Di Camillo, “Gender Transitioning and Catholic Health Care,” *National Catholic Bioethics Quarterly* 17.2 (Summer 2017): 219–220, doi: 10.5840/ncbq201717221.

<sup>[7]</sup> See Pontifical Council for Justice and Peace, *Compendium of the Social Doctrine of the Church* (Washington, DC: US Conference of Catholic Bishops, 2004), n. 224; and Congregation for Catholic Education, *Male and Female He Created Them* (February 2, 2019), n. 4.

<sup>[8]</sup> Pontifical Council for Pastoral Assistance to Health Care Workers, *New Charter for Health Care Workers* (Philadelphia: NCBC, 2017), n. 47.

<sup>[9]</sup> “Transgenderism and Interventions for Gender Dysphoria,” 37.5–37.11.

<sup>[10]</sup> Francis, *Amoris Laetitia* (March 19, 2016), n. 56; Francis, *Laudato si’*, n. 155; Benedict XVI, Address to the Roman Curia (December 21, 2012); and Congregation for Catholic Education, *Male and Female He Created Them*, n. 19.

<sup>[11]</sup> Denise Donohue and Dan Guernsey, *Human Sexuality Policies for Catholic Schools* (Manassas, VA: Cardinal Newman Society, 2016), 5. Policy elements in this section are adapted from this document.

## LIBRARY

Students in grades PreK-6th will have library time once per week and are allowed to check out a book at that time. Books 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.

## SHAMROCK ZONE/PRESCHOOL-SPECIFIC INFORMATION:

Pacelli Shamrock Zone offers licensed all-day, everyday childcare for children ages 33 months (toilet-trained) to 12 years from 6:30 am - 6:00 pm. School aged childcare is available before and after school. We have experienced professionals who offer developmentally appropriate educational experience using a curriculum of discovery, exploration and guided play. Catholic Christian influence is sprinkled throughout each day. We provide a safe play environment that encourages creativity and growth of each child. The program’s principles and practices are designed to promote social, emotional, cognitive, language, physical, and aesthetic skills, arts, literacy, mathematics, science, and technology.

### Licensing Information

Pacelli Shamrock Zone is a drug and alcohol-free facility. We will not allow any use of these substances on the property and will not allow the child to be transported by the parent under the influence. Pacelli is licensed by the State of Minnesota, Department of Human Services, St. Paul, MN 55101. Their phone number is 1-651-431-6500.

### Student /Staff Ratios:

Preschool Age (33 months and toilet-trained) - 5 years old) 1:10

School-Aged (6 - 12 years old) - 1:15

We are licensed to hold 60 preschoolers and 50 school aged children.

### Shamrock Zone Hours:

School Days 6:30 am - 8:30 am, 3:00 pm - 6:00 pm

Non School Days 6:30 am - 6:00 pm (must request childcare to attend)

**PACELLI PRESCHOOL CLASSES:**

- Tiny Shamrocks for children 33 months old and toilet-trained  
Monday - Friday from 8:30 a.m. - 3:00 p.m.

- Kindergarten Prep for children 4 and 5 years old:  
Monday - Friday from 8:30 a.m. - 3:00 p.m.

- Montessori Preschool for children 33 months old (toilet trained), 4, and 5 years old:  
Monday - Friday from 8:30 a.m.- 3:00 p.m

Children are allowed to arrive 5 minutes before class starts and stay no later than 5 minutes after class is over. Parents must make sure a staff member is in the 4 classrooms before leaving your child for Shamrock Zone Care. All children who stay past 5 minutes after class is over will be sent to Shamrock Zone and will be charged \$5.00, and \$5.00 for each 5 minutes thereafter. If the child is not registered for Shamrock Zone, a parent will be called after 10 minutes. Children are not admitted prior to 6:30 a.m. and are to be picked-up no later than 6:00 p.m.

**BILLING AND FEES**

Pacelli Shamrock Zone has a registration fee of \$25 per child/ \$50 per family required each year (following the school calendar July-June).

Monthly schedules need to be filled out and given to the Shamrock Zone director in advance. Rate is \$4.00 per hour. Tiny's & K-Prep's Tuition : \$4100/year; \$341.66/month

Montessori's Tuition : \$4850/year; \$404.16/month

There will be a late charge in Shamrock Zone of \$5.00 for the first 5 minutes after 6:00 p.m. and an additional \$5.00 for every 5 minutes after 6:05 p.m. Tuition statements will be e-mailed from FACTS.