



**PACELLI**  
CATHOLIC SCHOOLS

# 7th-12th Grade Student & Parent Handbook

311 4<sup>th</sup> Street NW  
Austin, MN 55912  
(507)437-3278

Pacelli Office Hours  
7:30am - 4:00pm

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# PACELLI CATHOLIC SCHOOLS MISSION STATEMENT

## **PURPOSE**

*Why we exist*

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

## **MISSION**

*What we do*

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

## **VISION**

*Our desired future state*

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

## **CORE VALUES**

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

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

*Trustee Approved: 11/16/2011*

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## **Pacelli 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!

## **BOARD OF TRUSTEES EXECUTIVE COMMITTEE**

Pacelli Catholic School Board of Trustees Executive Committee is a group of individuals who oversee the legal and financial operations of the schools. Pacelli Catholic Schools Executive Committee members are:

Father James Steffes	Sarah Nelsen
Faye Bollingberg	Carter Wagner
Bishop John Quinn, Vicar General of the Diocese of Winona-Rochester	

## **BOARD OF TRUSTEES**

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

Sarah Nelson, Chair	Holly LaVallie
Amy Bickler	Joni Roehl
Faye Bollingberg	Carter Wagner
Jeremiah Johnson	

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

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

Randy Kramer, Chair	Father Raul Silva
Jim Sheehan, Treasurer	Father Jim Steffes
Neil Drees, Secretary	Gary Bickler
Walt Baldus	Jim Mino

## CONTACT INFORMATION

Pacelli Catholic School K-12th Grade	(507) 437-3278
Pacelli Catholic Preschool & Shamrock Zone	(507) 433-8859
President – Jean McDermott	<a href="mailto:jmcdermott@pacellischools.org">jmcdermott@pacellischools.org</a>
Principal - Kane Malo	<a href="mailto:kmalo@pacellischools.org">kmalo@pacellischools.org</a>
Dean of Students – Kelsey Stenzel	<a href="mailto:kstenzel@pacellischools.org">kstenzel@pacellischools.org</a>
Director of Business & Facilities - Sara Belden	<a href="mailto:sbelden@pacellischools.org">sbelden@pacellischools.org</a>
Director of Admissions & Main Office – Andrea Severtson	<a href="mailto:asevertson@pacellischools.org">asevertson@pacellischools.org</a>
Director of Food Services - Heather Rysavy	<a href="mailto:hrysavy@pacellischools.org">hrysavy@pacellischools.org</a>
Director of Early Childhood - Marie Vicker	<a href="mailto:mvicker@pacellischools.org">mvicker@pacellischools.org</a>
Lyle/Pacelli Athletic Director, Bill Smith	(507) 325-2201
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>

## DAILY SCHEDULE

### 7th-8th Grade - Junior High

Breakfast	8:15 - 8:25
1st Period	8:30-9:19
2nd Period	9:21-10:10
3rd Period	10:13-11:02
4th Period	11:05-11:54
5th Period	11:57-12:46
Lunch	12:49-1:12
6th Period	1:15-2:04
Convocation	2:07- 2:23
7th Period	2:26-3:15
8th Period	3:15 - 4:00

### 9th-12th Grade - High School

Breakfast	8:15 - 8:25
1st Period	8:30-9:19
2nd Period	9:21-10:10
3rd Period	10:13-11:02
4th Period	11:05-11:54
5th Period	11:57-12:46
Lunch	12:49-1:12
6th Period	1:15-2:04
Convocation	2:07- 2:23
7th Period	2:26-3:15
8th Period	3:15 - 4:00

## ACADEMIC STANDARDS

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

All students are expected to purchase a planner to help organize their day and to record assignments. Students are expected to complete homework on time and 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 7th-12th grade class will be given to students at the beginning of the course, and a copy will be kept in the office.

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

### GRADING

**7th-8th Grade:** The school year is divided into four quarters. Each quarter is considered a "marking period" in which students receive letter grades for each quarter.

**9th-12th Grade:** The school year is divided into two semesters. Each semester is considered a "marking period" in which students receive letter grades. 9th-12th grade students will also receive grades at the end of Quarter 1 and Quarter 3. These grades do not go on report cards and are considered mid-semester reports.

Letter grades given out to be calculated as part of grade point average for all 7th-12th grade students are as follows:

Letter Grade	Percentage	Grade Point
A	95% - 100%	4.0
A-	92% - 94%	3.7
B+	90% - 91%	3.3
B	84% - 89%	3.0
B-	83%	2.7
C+	81% - 82%	2.3
C	76% - 80%	2.0
C-	75%	1.7
D+	74%	1.3
D	71% - 73%	1.0
D-	70%	0.7
F	0% - 69%	0.0

## **HONOR ROLL**

Academic Honor Roll is based on a student's grade point average (GPA) during the four quarters of the year. There are two levels of qualification:

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

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

7th-12th grade Honor Roll students and their parents are invited to an Honor Roll Brunch where we recognize those students who have achieved this status AND who have not had any failing grades at the end of the first, second, and third quarters. Students who are in violation of the cheating/plagiarism policy, have an incomplete in any class, or violations in any other student conduct policy are not eligible for the Honor Roll that quarter.

**2020 - 2021 Honor Roll Brunch Dates - 8:00 am - Pacelli Auditorium**  
**November 12    January 28    April 8**

9th-12th grade students on the Honor Roll for three quarters in a school year will receive a "P" for excellence in Academics to affix on a letterman's jacket. 9th-12th grade students with a 4.0 GPA first semester will be invited to be honored at a Hormel High Distinction Luncheon in the Spring.

## **ACADEMIC STANDARDS FOR ELIGIBILITY**

A student involved in any school activity (sports, extra-curricular, etc.) must receive a passing grade in each academic class at midterm and at the end of each quarter/semester.

If a student receives a failing grade (F or below):

1. At that time they have 5 school days to improve the grade to a passing grade.
2. If the grade remains a failing grade at the end of these 5 days, the student will be declared ineligible. This includes all sports, extra-curricular activities, and public performances.
3. A student who is declared ineligible will have the opportunity the Monday after a two week school period to show they are passing all of their classes. The student is expected to attend practices, meetings, rehearsals, etc., but will not dress or participate in any games, productions, competitions, etc. until they are declared eligible.
4. For the remainder of the marking period students who are ineligible will have weekly (Monday) reports due from all teachers to indicate the student is passing all classes. Eligibility weeks run Monday A.M. to Monday A.M.

Fourth-quarter grades apply to the first quarter of the next school year and students who do not attend summer school to rectify their non-passing grades in summer school will be declared ineligible and not able to participate in athletic contests until after the first two weeks of the start of classroom classes.

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

\*\*To remain eligible for all school activities, students must be present the day after an athletic contest or performance.

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

## **RENWEB**

RENWEB is your fast and easy access to get your child's schedule, lunch information, homework, grades, and much more. Schedules and grading information are available for grades 4-12. RenWeb's ParentsWeb is a private and secure parents' portal that will allow parents to view information specific to their child. Grades are updated by Monday morning each week by the teachers. If you provided 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 Office.

## **TEXT ALERTS**

You can sign up for Pacelli text alerts if you want to be notified of school closings due to weather and other important event happenings. **Parents:** Text @gc747d to 81010 **Students:** Text @c632kb to 81010

## **ACADEMIC SUPPORT**

Pacelli Catholic Schools has designed a number of support systems for students who struggle with the increased expectations and responsibilities of 7th-12th grade. 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:

- Assistant Principal for monitoring of student work
- Teacher availability after school
- Online grade information
- Email access to all teachers
- One formal Parent/Teacher conference and one Student-Led Conference each year
- Special Education services through 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 understand 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.

## **PLAGIARISM POLICY**

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 your source from which these ideas come. 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).

A student has committed plagiarism if:

- they took notes that did not distinguish between summary or paraphrase and 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 or unique or particularly apt phrase without acknowledgment

- they paraphrased someone’s argument or presented someone’s argument or presented someone’s line of thought without acknowledgment
- they bought or otherwise acquired a research paper and handed in part or all of it as their own.

Consequences for Plagiarism (grades 9-12) may be:

**FIRST OFFENSE**

- the student will receive a zero on the assignment - will be allowed to complete the assignment
- call or conference with Parent/Guardian and student
- paper placed in student’s file with date and actions are taken
- lose eligibility for Honor Roll that quarter

**SECOND OFFENSE**

- student receives a zero on the assignment - NO MAKEUP
- conference with Parent/Guardian and student
- paper placed in student’s file with date and actions are taken
- lose eligibility for Honor Roll for that quarter
- 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 and student
- paper placed in student’s file with date and actions are taken
- a possible failing grade in the class

**ADD/DROP POLICY**

Students in grades 9-12 may appeal for permission to add a class or drop a class within the first two weeks of the semester. Add/Drop forms are available in the High School Office. Appeals must be signed by 1) a parent, 2) drop class teacher, and 3) add a class teacher. Final decisions will be made by the administration.

**PASS/FAIL POLICY**

Students in grades 11-12 may appeal for permission to take one semester class per year as a pass/fail grade. Appeals must be received within the first two weeks of the semester. Only grades above 70% will receive a “pass” grade. Pass/Fail forms are available in the High School Office. Appeals must be signed by 1) a parent and 2) course teacher. Final decisions on all appeals will be made by the administration.

**HIGH SCHOOL GRADUATION REQUIREMENTS**

Students must earn 24 credits for graduation. At Pacelli, 24 credits in four years is the minimum requirement, most students earn more. Credits must be earned in the following areas:

Course	Required Credits for Graduation
English	4
Social Studies	4
Science	3
Mathematics	3
Religion	4
Fine Art	1
Physical Education*	1
Electives/Additional Credits	4
<b>Total credits required to earn a diploma</b>	<b>24</b>

\*Three-sport athletes may earn 1 credit for the Physical Education credit once during their HS career.

#### **NWEA MAP TESTING**

All students in grades K-12 participate in the NWEA MAP benchmark 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, monitor progress, and promote individual goal setting and achievement.

#### **TECHNOLOGY**

Laptops are issued to all students in grades 7-12. Before the laptop is given to a student, the technology policy must be signed by both a parent/guardian as well as the student, and technology fees must be paid. The laptop technology fee is \$150. Students are also issued an email account and are responsible for checking it daily. 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 in 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), as required by our Diocese. Contact the school office to register for VIRTUS training.

#### **FUNDRAISING**

Because we are a privately run school and do not receive funding from the government for operational costs, fundraising is **extremely** important for us and makes up 30% of our budget. All families doing their small part in fundraising can really make a big difference. Our first fundraiser is the Walkathon for Non-Public Education which is held in the fall. Other school fundraisers include our Annual Auction, and Readathon. Our school also participates in “painless fundraising” which is the collection of box tops for education. Download the Box Tops for Education APP and scan your receipts to earn \$\$ for Pacelli. Every 100 box top points will earn 1 Jeans Pass. Families can also help by signing up for Amazon Smile, and your everyday Amazon purchases can earn funds for Pacelli!

#### **SPORTS PASS**

All K - 12 students will be issued a Lyle/Pacelli Sports Pass at the beginning of the school year. This pass will allow free entrance to all Lyle/Pacelli sporting events played at Pacelli or Lyle. A student ID may also be used for free entrance to games. A student without their pass or ID will be charged the student rate. Lost passes may be replaced at a cost of \$5.00. Student passes can not be used for section, state, or tournament games. Preschool students and children under five years of age are admitted free.

## **VOLUNTEER POLICY**

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

## **TRANSCRIPT**

Official transcripts are sent to any college, vocational, 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 PSEO program allows eligible juniors and seniors to take courses at Riverland Community College and PSEO classes at Pacelli. Eligibility is determined by Accuplacer scores, grade point average, and earned credit standing. Once accepted by Riverland, the Accuplacer test must be passed (provided by the college). It is the responsibility of the student to let the office know of their schedule as well as if a PSEO class is added or dropped. The program is designed to provide students who meet the program guidelines with a greater variety of offerings and the opportunity to pursue challenging course work at a college level. Religion classes must be taken at Pacelli if a student participates in this program, as well as any high school-related field trips or school activities. Students must be on campus at Pacelli when they are not in PSEO classes. There are designated student study areas in the building provided for PSEO students and upperclassmen.

If a student cannot maintain passing grades while participating in the PSEO program they will not be allowed to continue until their academic standing has been rectified. College tuition, fees, and required textbooks are at NO cost to the students. Students may be required to purchase workbooks. Students interested should contact the School Office for more information and/or necessary forms.

## **BEHAVIOR STANDARDS**

Pacelli is invested in the growth of each student. Occasionally it is necessary to discipline a student for inappropriate behavior. It is the hope that the disciplinary experience will bring the student to a greater level of responsibility.

## **EXPECTATIONS OF REASONABLE AND RESPONSIBLE CONDUCT**

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.

### A student will exhibit:

1. Respect for the safety of themselves and others.
2. Respect for property.
3. Respect for the right of teachers to conduct a class without interruption. All students are to be on time for classes and other commitments.
4. A willingness to cooperate with authority in a positive and responsible manner.
5. A willingness to work with other students in a variety of situations in a respectful and caring manner.
6. Respect and tolerance for others, despite individual differences, abilities, struggles, and backgrounds.
7. A willingness to present, by dress and behavior, a positive and appropriate image to the community.
8. Compliance with the dress code.

9. Use of civil language, both written and verbal, at all times.
10. Respect for One's self.

### **INAPPROPRIATE BEHAVIOR**

Some behavior for which a student may expect a corrective response (warning, insistence on change and/or apology, detention, etc) from a faculty or staff member:

- Disruptive classroom conduct
- Disrespect to others
- Disrespect for property
- Skipping class or wandering the halls
- Improper dress
- Noncompliance with school expectations

Students who regularly refuse to meet school expectations will be referred to the Administration Team. Some kinds of behavior constitute more serious abuse of our philosophies and will be addressed with more severity. Conduct not reflective of the moral spirit of Pacelli Catholic School will be referred to the Administration Team immediately. The consequences of being involved in these behaviors may result in a behavior report recorded in RenWeb and 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/expulsion.

### **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.

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.

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, death in the family, and legitimate medical appointments. **Oversleeping, missing the bus, other superfluous appointments, and late to school, regardless of cause, are always UNEXCUSED.**

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 is not in attendance, regardless of the reason. Consequences for truancy are as follows:**

- Referral to 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 without a pass they are Tardy.

Consequences are as follows:

- Three Tardies in a quarter will result in that student being assigned morning detention.
- Each additional Tardy will result in that student being assigned morning 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**

Office Discipline Referral forms may be filled out by teachers for inappropriate behavior conducted by a student. If a teacher or administrator deems it appropriate, detention will be a punishment. Detention will be given per the individual teacher or administrator as they deem necessary and served BEFORE school from 7:45 - 8:25 am, or AFTER school 3:20 - 4:00 pm.

**BULLYING POLICY**

Bullying is prohibited and is defined as intimidating, threatening, abusive, or harming conduct that is objectively offensive and: there is an actual or perceived imbalance of power between the student engaging in prohibited conduct and the target of the behavior, and the conduct is repeated or forms a pattern, or materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities.

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

- j) social isolation
- k) bystander behavior

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

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

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

- counseling
- parent conference
- detention
- loss of school-owned technology
- in or out of school 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.

#### **DRUGS AND ALCOHOL**

When Pacelli is informed (by self-report, parent report, school official report, or another official report) of a student's using or possessing an illegal drug or alcohol, students will be subject to the appropriate MSHSL consequences, and the following will occur:

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 administration and counselor. A formal assessment by the drug counselor sponsored by Mower County must be completed. A recommendation will be given to the 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 or intending to sell 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. If a student is found using or in possession of tobacco, tobacco-related products, vaping devices, etc., law enforcement will be called to issue a citation. Other consequences will occur 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 expulsion.

#### **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.
  - 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 participate 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 by the administration and/or law enforcement.

## **SEARCHES**

In the interest of student safety and to ensure that schools are drug-free, the administration may conduct searches. Searches may be random or based on reports. 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 an 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. The personal possessions of a student (ie. 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 exterior 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 will be taken.

## **PUBLIC DISPLAYS OF AFFECTION**

School property and school events are not the places for demonstrations 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 will be signed before students may use school devices. **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 School 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.

**OPEN LUNCH**

This 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 lunchtime. If students in grades 9-10 leave school property for lunch, they will receive detention, and they will lose the first quarter of Open Lunch privileges their 11th-grade year.

**CELL PHONES/MP3/IPOD POLICY FOR GRADES 6-12**

Cell phones are not allowed to be used from 8:30 am - 3:15 pm unless permission is given.

This includes lunch and passing periods.

At individual teacher’s discretion, Cell Phones might be used during class time if the student asks for permission

**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 up their phone 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. They will be allowed to pick their phone back up at the end of each school day.

**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, \$75 per sport - 3rd sport is free

**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

FALL	WINTER	SPRING
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)		Boys Golf (A)

**EXTRACURRICULAR (include but not limited to)**

Drama	Student Council	Strength/Conditioning	Pacelli Singers
School Yearbook	National Honor Society	Knowledge Bowl	HOSA
Band/Orchestra	One Act	Peer Power Partners	Robotics

**LETTERING POLICY**

Coaches/Advisors of sports and extracurricular activities have the right and privilege to issue the Pacelli Varsity “P” or the “LP” as well as pins, chevrons, and other awards to those students who meet the standards for each activity.

**DANCES**

Dances are open to all Pacelli students. High School students who wish to invite another student who is not currently attending Pacelli must inform the office before the dance and have a Guest Permission slip signed. High School guests must be enrolled in high school, under the age of 19. Permission may be required from the administration at the guest’s home school. Pacelli administration may approve or deny the request. Guests are not allowed at 7th & 8th-grade dances.

**PACELLI CATHOLIC SCHOOL 7th-12th GRADE DRESS CODE**

Pacelli Catholic School 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.*

**Tops:**

- Short or Long Sleeve Polo Shirts
- Approved Solid Colors: Greens, Blues, White, Gray, & Black
- Optional: Non-hooded\* solid sweatshirt, sweater, or fleece - Pacelli/LP or solid colors greens, blues, white, gray, or black. A uniform polo shirt must be worn underneath and visible.
- Brand logos must be small, one square inch or less.

**Bottoms:**

- Dockers Style Dress Pants
- Optional Female Bottoms: Knee-Length Uniform Skirts
- Optional Knee Length Shorts Sept 4 - October 15 & April 15 - June 6.
- Approved Bottom Solid Colors: Navy Blue, Khaki, & Black
- Boys may not sag their pants and should have their shirts tucked in for Mass.
- No tight-fitting pants, yoga pants, jeans, jeggings, leggings, or knit pants allowed.

**Footwear:**

- Shoes must be closed-toe with full sides/back worn with socks.
- Sandals with a back can be worn Sept 5 - October 15 & April 15 - June 6.
- Flip flops and slippers are NOT allowed.

**Physical Education (Gym Class):**

- Athletic shorts (modest, mid-thigh length; no short-shorts, no spandex, no see-through.) Undergarments CANNOT be visible.
- T-shirts (modest; no cutoffs, 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.\*
- Students may only redeem a jean pass on Mondays.\*
- 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.
- The final interpretation of the dress code will be the responsibility of the Administration. *This ruling will be final.*
- Anyone choosing to violate the 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 Jean Passes, Spirit Days, and Jeans for Jesus days. The following rules apply to Out of Uniform attire:

- Students may redeem a Jean Pass on Mondays only.
- Out of Uniform clothing needs to be appropriate, modest, and not distracting for school.
- 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.

**JEANS FOR JESUS/JEANS FOR PACELLI**

The 2nd Thursday of each month is designated a “Jeans for Jesus” day. The 4th Thursday of each month is designated a “Jeans for Pacelli” day. Students may bring \$1.00 to school in exchange for wearing jeans on that designated day. If a student does not want to participate, he/she can wear the school uniform as always. Jean passes can be used on these designated jean days. “Jeans for Jesus” money is donated to a worthy cause and teaches the students to give to others and to be involved in community service. Student Council decides which non-profit organization will be the recipient of the donation from this day. Past donations have been to the Mower County Humane Society, Red Cross, and Birthright. “Jeans for Pacelli” money goes to support Pacelli student organizations including Knowledge Bowl, Prom, One Act Play, and HOSA. Special jeans days will be listed in the daily announcements.

## **HEALTH AND SAFETY INFORMATION**

### **BUS TRANSPORTATION**

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 School 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 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- 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 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.**

## **SOFT LOCKDOWN, FIRE, AND TORNADO DRILLS**

**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.

A **Soft Lockdown** means there is a threat, medical emergency, or disturbance outside our building. During a **Soft Lockdown**, 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. A Soft Lock Down occurs for various reasons and is a precautionary measure.

## **FOOD SERVICE**

Our hot lunch program maintains high standards in food preparation. It is available to students at Pacelli. Hot lunch may be purchased on a daily basis or extended plan. Students are welcome to bring cold lunch as well. Students in grades 7-10 have a closed campus lunch period. Students in grades 7 - 10 must eat in the cafeteria. Students in grades 11 and 12 have open lunch privileges and may leave the school campus for lunch, however, they must return to their next class on time. Students returning early from open lunch must report to the school cafeteria. Students should not loiter in school classrooms or hallways.

## **HEALTH SERVICES**

Pacelli Catholic School contracts with Mower County Health & Human Services to provide school health services. The school nurse is available for a limited time each week in the school building. 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. On the days that the school nurse is not in the office, a Pacelli employee manages drug administration and deals with day-to-day illness and 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 include:

- Varicella vaccine (chickenpox) (required in grade 7), 2 doses or doctor's note confirming disease or lab test results
- Measles, mumps, rubella (MMR#2) (Vaccine required grades 7-12 grade)
- Tetanus-Diphtheria booster is required after age 11(3 shots total, 1 after age 11)
- Hepatitis B series (required in grade 7)
- Polio (3 doses 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 on their person

## **MEDICATION ADMINISTRATION**

***Pacelli Catholic School does not stock or provide any over-the-counter medication (for example, Tylenol) or any emergency medications (for example, Epi-Pen).***

Medications should be administered at home whenever possible. 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 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 the 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 the correct use of the medication.

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

The school calls a snow day or early dismissal when the local public school 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 (Please see Text Alerts section.) 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.

## **NOTICE CONCERNING USE OF PEST CONTROL MATERIALS**

Our school district personnel may apply pest control materials inside or on school grounds as needed. Pest control materials are registered by the US Environmental Protection Agency (EPA) and are selected and applied according to label directions. The long-term effects on children from the application of such pest control materials, or the class of materials to which they belong, may not be fully understood.

An estimated schedule of interior pest control inspections and possible treatments is available for review or copying at each school office. Parents of students may request to receive, at their expense, prior notification of any application of a pest control material, should such an application be deemed necessary on a day different from the days specified in the schedule.

