



**WELCOME TO ST. PASCAL BAYLON MIDDLE SCHOOL
2017-2018**

Welcome to St. Pascal Baylon Middle School! Now that you are an official Middle School Knight, you are expected to understand and follow the guidelines stated in this student handbook. Remember, you are representing St. Pascal's wherever you go. Be proud and show your Knight spirit!

The middle school exists to help fifth, sixth, seventh, and eighth-grade students develop their potential and make a successful transition from elementary to high school. We foster decision-making and responsibility in a nurturing atmosphere, and we provide a variety of spiritual, academic, and extracurricular opportunities for student involvement.

As a Catholic school, St. Pascal Baylon supports and fosters Catholic Social Teaching which calls us to respect:

- the life and dignity of the human person;
- the importance of family, community, and participation;
- the rights and responsibilities of all people;
- the need to provide for the poor and vulnerable;
- the dignity and rights of the workers;
- our solidarity as one human family;
- our role as stewards and caretakers of God's creation.

Academics and Attendance Philosophy:

At St. Pascal Baylon, learning is of primary importance. Our academic program has been carefully chosen to meet a variety of student needs and learning styles. The curriculum, which is coordinated with that of area Catholic senior high schools, is intended to develop a student's present potential as well as prepare him/her for future education and life-long learning. We recognize that learning is hard work, but also an enjoyable and rewarding experience.

Absences/Arriving Late to School (Tardiness)

Parents are responsible for getting their student(s) to school on time each day. Parents are requested to call the school office between 8 a.m. and 9 a.m. to report a student's absence. If a student is absent and we do not receive a call, email, or note from home by 9:45 a.m., we will call to establish the student's whereabouts.

A student may be excused early or be admitted late if he/she brings a note from a parent. However, students are not allowed to "sleep in" after participating in activities the evening before. Students must sign in or out with the secretary in the school office. Parents picking up their child should meet him/her at the school office, or at the Conway Street entrance, not at the classroom. The school will make the final determination as to whether or not an absence/tardy is excused or unexcused.

Students should be at their desks and ready for instruction when class is scheduled to begin. Repeated tardies often influence a student's academic success.

Students who are absent assume full responsibility for making up the work they missed. All teachers are responsible for having a list of assignments available in their rooms for students to check. Students should check in with each teacher and see that the work is made up as soon as possible. If a student is absent frequently due to illness, a doctor's note may be required.

Consequences for Violation

- Students who skip school will be given a referral and one hour of detention for each class missed.
- For the third unexcused tardy the student will receive one hour of detention. Three tardy detentions will result in a referral.

Absences Over Three Days

Occasionally a student may miss three or more days of school due to illness or a family emergency. When this occurs, parents may call the school office and request a homework list from the teachers prior to the absence, if possible.

The faculty and administration recognize a parent's right to choose the personal or educational value of a family vacation over that of classroom instruction. However, parents must realize that their child's academic progress suffers when he/she is absent. Even if all assignments and tests are completed – a difficult process for both students and teachers – the student misses instruction that cannot be made up such as science labs, lectures, discussions, pop quizzes, demonstrations, and review.

It is particularly difficult when a student is absent at the end of a trimester. At this time teachers review material and give unit tests. When students miss the end of a marking period, the results are often incomplete or failing grades.

For these reasons, family vacations should be arranged to coincide with school vacations. A calendar is available from the school office. If vacations must be scheduled for other times, parents are expected to *notify the school office*, and the student must notify all his/her teachers prior to the extended absence.

Responsibility for missed work lies with the student. Many students are very conscientious about asking for work prior to their absence. However, it is often not possible to predict precisely how much will be covered while the student is gone. When a student returns to school after an extended absence, he/she will have *two weeks* to turn in missed work and make up tests, unless the teacher has specified otherwise. *Any work or tests not completed at that time will be treated as late work.*

Parents should be prepared to bring the student to school early or pick him/her up late during the make-up weeks. Since many teachers have extracurricular commitments after school, it is important to arrange test-taking times early in the week. The more quickly a student makes up missed work, the more likely he/she is to be successful.

Academic Integrity

While cheating has not been a significant issue at St. Pascal's and we realize that it is unlikely to become one, we need to be proactive in setting forth the consequences for cheating. Students at St. Pascal's are encouraged and expected to develop integrity and pride in their work. While cooperative learning and group work are often encouraged, individual student assignments and tests are to be completed independently. Cheating is defined as deliberate misrepresentation of one's own work or taking credit for the work of another. Cheating includes, but is not limited to: plagiarizing; copying from another student's homework, paper, test, quiz, or project; using crib notes or "cheat sheets," or helping another student to cheat (i.e. texting answers) Consequences for cheating are outlined in the student behavior and discipline section of the handbook.

Students are responsible to know the rules and expectations regarding the integrity and honesty of their work. Listed below are some additional examples of cheating:

- Any time a student presents someone else's work as his or her own, it's cheating.
- When students copy assignments, they are cheating.
- When a student gives his or her work to someone else to copy, it is cheating.
- Students who plagiarize are cheating.
- When a student takes a test or quiz and then shares ANY information about it with someone who has not taken it, he or she is cheating, and so is the person who asks for or receives the information.
- Students who talk during a test or quiz, offer answers to someone else, look at someone else's paper, or look at their own notes or study guides during a test or quiz are cheating.
- When correcting in class, students who change answers, ignore wrong answers, report scores incorrectly, etc. are cheating. Students must use the utmost care when correcting because inaccurate marking or score reporting will be construed as cheating.

Activities and Field Trips

St. Pascal Middle School endeavors to enrich its curriculum through the use of activities and field trips. The cost of these events is not included in the activity fees and must be assumed by the individual student. If these costs prove to be a financial hardship, special provisions may be made through the school office. A written permission slip from a parent/guardian is requested each time the student leaves campus for a school-sponsored activity. Participation in these activities may be denied if negative behavior occurs either before or during the activity.

After School

St. Pascal's offers many after-school activities for our students. Included in these activities are sports, drama and clubs. These activities are always monitored by an adult supervisor, and a specific location is designated. Students who are not involved in an after-school activity are to go home at the end of the school day. Students who stay after school waiting for an activity to begin are to be in designated areas only. Because of the numerous academic activities going on in the classrooms after school, students who do not follow this policy may receive consequences, and loss of after-school privileges could follow. We ask that whenever possible, parents make transportation arrangements to have their son or daughter picked up immediately after school. Direct supervision is not provided for those who are not in an activity.

Alcohol and Drug Policy

No student shall possess, use, sell, distribute, deliver, supply, or be under the influence of alcohol or any illegal, controlled, or mood-altering substance, or possess, use, sell, distribute, deliver, or supply drug paraphernalia, or misuse prescription drugs, at any time, at any place, on or off school property.

Consequences for Violation

St. Pascal Baylon Catholic School reserves the right, at its sole discretion, to expel immediately any student who violates the above alcohol and drug policy.

If a violation occurs at school or at a school-related event, the student will receive a referral, his or her parents will be called to take him or her home, and he or she will be suspended from school for at least the remainder of the day, and possibly for a longer period. The school will contact proper law-enforcement authorities whenever deemed appropriate by the administration.

After a **first violation**, St. Pascal Baylon will require some or all of the following from the student and his or her family before and/or after readmission to school. The student may have to undergo a chemical assessment. The results of the assessment, as well as a recommendation regarding further assessments or treatment, will be given to the principal. If further assessment and/or treatment is recommended, continued attendance at St. Pascal's will depend upon involvement in, and successful completion of, a program. The student may have to submit to drug testing. All assessments, treatment programs, and testing will be conducted by qualified professionals, at the sole discretion and approval of the school. If the student or the family of the student fails to follow through on these policies or recommendations, the student will be expelled from St. Pascal's.

If a **second violation** occurs within the same school year, the student may be expelled from St. Pascal Baylon Catholic School (The school year is 365 days long. It begins on the first day after school ends for the previous year, and it ends on the last day of school.) After successful completion of a treatment program, the student may apply for readmission to St. Pascal Baylon Catholic School.

Behavior Contracts

A student is placed on a behavior contract when he/she receives a fourth referral or in other situations at the discretion of the principal. The contract is intended to make clear to parents and students the need for improvement in behavior and to secure from the student a written commitment to change.

Bullying

Created in the image and likeness of God, each child shares a fundamental human dignity. St. Pascal Baylon 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." 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 purposes of this Policy, the following definitions shall apply:

"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 Target, and that:

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

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

"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, 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, 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 or has 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.

“Target” 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;
- 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 or another school official designated by the Principal. In the selection of this person, care should be taken that both a male and female school official are designated to receive reports of bullying.

Any student or parent/guardian of a student are 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 or Assistant Principal, or directly to the Principal or Assistant 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 Target, witness of Bullying, a person who makes a good faith reporting of Bullying, or who provides information during an investigation of Bullying, is prohibited.

Response and Investigation

The school takes seriously all reports of bullying. Upon receipt of a report of bullying, the Principal or his or her designee will conduct an investigation. When possible, the investigation will begin within three school days of the report of bullying. The School reserves the sole discretion to determine the scope and adequacy of the investigation. 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 Target, the Aggressor, and any other affected persons about available community resources.

Training

Training on this Policy shall be provided for Staff at least once every three years and, at the discretion of the Principal, for volunteers who have significant contact with students.

Publication and Notice

The Principal or his or her designee shall provide written or electronic notice of this Policy to the Staff.

Written or electronic notice of the Plan shall be provided to students and their parents or guardians, in age-appropriate terms and in languages which are most prevalent among the students, parents or guardians.

This Policy shall be conspicuously posted in the administrative offices of the school.

Buses

Students who ride school buses are expected to comply with the bus driver's rules. Any student misbehaving on the bus or being disrespectful to the bus driver will be subject to the following:

1st Offense - A referral

2nd Offense - A phone call home, a referral, and one week without bus service

3rd Offense - A phone call home, a referral, and termination of bus service for remainder of school year

Cornerstone School Management System

Parents and students can access their information through the Cornerstone Household module. Students can view course information, grades and assignments, while parents can view account information and information about their child's progress.

Detention

Detention is a consequence assigned to students who choose to behave inappropriately. Parents are responsible for arranging transportation to or from school whenever necessary. Detention is not meant to be convenient; it is meant to correct undesirable behavior. If the detention is not served by the assigned time, the penalty will double, or alternative consequences could be given. Occasionally, a teacher may assign a student to serve a detention with him/her.

Exemption from Physical Education Classes

Students must bring a note from home if they are unable to participate in P.E. Any request for an exemption of more than three classes will require a doctor's note giving the duration of the excuse.

Extracurricular Activities (Clubs, Events, Fine Arts, Sports and Student Council)

Philosophy

In support of St. Pascal's mission statement, the Knight activities program provides a wide range of extracurricular opportunities which encourage broad participation for all students. The activities promote values, discipline and life skills which enable students to develop their potential in an atmosphere of fun and friendship.

If a student is absent due to illness more than four full periods during a school day, he/she may not participate in extracurricular activities after school (e.g., sports, theater, and parties).

Clubs/Fine Arts/Other Activities

Every effort is made to offer a wide range of clubs and activities at St. Pascal's. Some clubs and activities that may be available to students include student council, school patrol, school play, liturgical choir, band and orchestra.

Middle School Events

A number of middle school events are planned for the year. Attendance at these events is considered a privilege which will be denied for inappropriate school behavior. The policies governing school events are as follows:

- 1) Students must comply with all school rules.
- 2) Students will not be allowed to bring guests to St. Pascal events.
- 3) Students may not leave the event until the end unless accompanied by a parent or an authorized adult.
- 4) Students must be picked up at the time the event ends.

Sports

St. Pascal Baylon offers a limited after-school sports program during the year to help meet the needs of our students. Following is a list of activities by season:

Fall – Girls Volleyball

Winter – Girls and boys Basketball

Spring – Baseball (boys) and Softball (girls)

Sports Eligibility

The school may choose to impose an athletic/activity ineligibility penalty on a student who is failing. The parents and the athletic/activities director will be notified by the school office if the student becomes ineligible. Ineligibility includes practices as well as games or performances and extends for a minimum of one week. **Once a student becomes ineligible, it is the student's responsibility to obtain from the teacher written notification that he/she is no longer failing.** A week of ineligibility is from Sunday through Saturday.

Student Council

St. Pascal's Student Council is organized to provide school activities for the entire student body, to sponsor activities that benefit the community, and to promote school spirit. All middle school students are considered members of the student council. Each fall, three representatives are chosen from each grade in a general election.

Health Services

Health Services are provided **in the school office** for students if they should be hurt or become ill. If a student is ill and misses class, he/she must report to Health Services for care or the absence will not be excused. Parents will always be notified concerning serious injuries and illness. *Normally, visits to Health Services will be limited to 10 minutes.*

Students who feel ill should first report to their teacher and then go immediately to Health Services. Students who feel sick but do not report to Health Services will not be excused from class. Likewise, students who abuse Health Services in any way will not be excused from their classes. Students who wish to go home from school due to illness must call a parent from Health Services. Verbal permission from a parent or guardian is necessary before a student can leave school.

Administering Medication at School

Before school personnel can administer prescription medications, the following must be provided to our school health aide:

- 1) a signed authorization from the student's parent/guardian,
- 2) a written order from a physician, and
- 3) the bottle of medication labeled by a pharmacy/physician.

Students are not allowed to have prescription or over-the-counter medications in their possession at school.

The school staff cannot administer non-prescription drugs, such as Ibuprofen or Tylenol, unless the school receives a signed permission form from the parent/guardian along with the bottle of medication with the student's name on it.

Expulsion

The decision to expel a student rests with the administration. A student may be expelled at any time if deemed necessary by the principal and teachers. The principal and teachers will also determine re-admission to St. Pascal's. Grades will be released only after outstanding fees have been paid and all textbooks, equipment, uniforms and iPad (including case, charger, and extension cord) have been returned. Students who are expelled may not attend school functions or be on the school grounds without permission.

Failure to Bring Materials to Class

Being prepared for each class is a very important aspect of the educational process and a necessary life skill. A teacher cannot properly teach, and a student cannot properly learn, if the student is unprepared for class. If a student comes to class without required materials, he/she will be marked as being unprepared. Students who habitually come to class unprepared will receive disciplinary consequences in the form of quiet lunch and then detentions. Three unprepared detentions will result in a referral being issued. We have limited "passing time" built into our schedule to maximize instructional time. Students will have locker breaks before and after physical education class and before and after lunch/recess.

Failure to Have Homework in Class When It's Due

To obtain full credit for homework, students must turn in assignments by the time and date they are due, in the format requested (printed, shared, etc.). Work turned in one day late will be accepted with a 10% penalty. Each day missing will incur a 10% penalty. Missing assignments are not accepted after 2 weeks. Teachers may set "no late work" rules the last week of the trimester.

Fighting/Violence

Students must not resort to violence for any reason. Fighting, as well as some acts of violence by an individual, will result in a referral being issued and may include suspension from school – sometimes automatic and immediate suspension. In the case of a fight, both/all parties involved will be given consequences/suspended, regardless of who started the conflict. A second incidence of fighting or violence may result in expulsion from St. Pascal's. Students who cause injury to other students, either through anger or jest, will be subject to additional consequences beyond referrals.

Food and Beverages

Food, drink, gum, and candy are not allowed in the classrooms or halls.

Forgery

A student who forges his/her parent or guardian's signature will receive a disciplinary referral.

Grading

Starting the 2015-2016 school year, an A will be any grade 93.34 percent or higher. An A- is between a 90 and 93.33 percent. Here is the new grading scale:

A	93.34 – 100	C	73.34 – 76.66
A-	90.00 – 93.33	C-	69.50 – 73.33
B+	86.67 – 89.99	D+	66.67 – 69.49
B	83.34 – 86.66	D	63.34 – 66.66
B-	80.00 – 83.33	D-	60.00 – 63.33
C+	76.67 – 79.99	F	59.99 and below

Failing Grade Policy

A failing grade in any subject indicates a need for immediate action.

The school may choose to impose an athletic/activity ineligibility penalty on a student who is failing.

To improve, a student should choose the appropriate course(s) of action from the following:

- 1) Become more organized. Write down all assignments.
- 2) Set a structured, timed study period at home.

- 3) Review for tests.
- 4) Begin long-term projects early.
- 5) Ask the teacher for help during class or before or after school or during recess.
- 6) Work with a study buddy/student mentor.

Homeroom

During homeroom we

- 1) pray
- 2) say the Pledge of Allegiance
- 3) communicate important information of the day
- 4) take attendance
- 5) review activities for the day or week

Homeroom is also a time for students to get to know their classmates better and receive advice from their homeroom adviser.

Homework

Homework reinforces classwork through preparation and extension. Students are expected to work independently on homework unless told otherwise by their teacher. Frequency and length of homework assignments may increase throughout the school year. To obtain full credit, students must turn in assignments on the day they are due, in the format requested (e.g. printed, shared, etc.).

Honor Roll

At the end of each trimester an A honor roll and a B honor roll will be published to recognize students' academic achievement. Students and their parents/guardians will be invited to an Honor Roll Breakfast following first and second trimester.

iPads

In the beginning of the school year each middle school student is issued a school-owned iPad for academic use during the school year. Students are expected to treat their iPads with utmost care. Students are required to follow all the directives given by their teachers as well as the rules listed in the Acceptable Use Policy for the iPads and the Internet and the iPad 1:1 Technology Handbook. Appropriate consequences will be given for misuse of or physical damage to the iPads. The iPads (including case, charger, and sync cord) must be returned to Technology Director at the end of each school year or upon withdrawal.

Lockers

Each student is assigned up to two lockers the first week of classes. Students may not change lockers. Lockers containing books, iPads and personal phones are to remain locked at all times. There are four locker breaks each day: morning, before lunch, after recess and end of the day. It is the responsibility of each student to maintain the locker. Damage to lockers will be charged to the students. Broken lockers are to be reported immediately to the homeroom teacher. ***The school is not responsible for money and articles left in lockers. Valuables should be locked in student lockers.***

The lockers are the property of the school and are simply on loan to students. The school reserves the right to inspect them at any time.

Masses and Prayer Services

Students gather with the St. Pascal School and Parish community to celebrate liturgies throughout the school year. During this time students are expected to be respectful, quiet, and attentive. Students who misuse this opportunity or interfere with another student's right to celebrate liturgy will be disciplined, usually with referrals.

Non-Academic Items at School

Cell phones, smart watches, MP3 players, electronic games, or any other item that is distracting and inappropriate to the academic atmosphere must be powered off and kept in a student's locker and may not be used during the school day. St. Pascal teachers/staff may confiscate any item from a student at any time.

A confiscated item will be returned at the discretion of the principal, or the adult who confiscated it. A confiscated phone or smart watch will be returned to the student after school and behavior consequences will be assigned. Repeat offenders may be required to turn in the phones or other devices to the school office before school for a period of days. St. Pascal's reserves the right to examine, without the permission of the student or parent, the contents of any device or item brought to school, if the school has reason to believe inappropriate content is or may be present. This would include, but is not limited to the contents of school lockers, backpacks, books, cell phones, other electronics, binders, etc.

Parent/guardians should call or email the school if they need to contact a student during the school day.

Opportunity to Re-do Homework and/or Re-take Tests

Each middle school teacher will establish their own policy for redoing homework and retaking tests. This will be included on the class syllabus.

Positive Reinforcement

We, as a faculty and staff, enjoy giving our attention to the many students who are positive influences in our community. Students are frequently recognized for their good behavior.

Progress Reports

Middle school students are formally evaluated every trimester. All teachers post grades to Cornerstone, our online grading program.

Midterm first trimester parent/teacher conferences give an indication of how the student is doing halfway through the trimester. These grades may change significantly by the end of the trimester.

Trimester grades are final grades and are reported on the transcript (posted to Cornerstone each trimester). Unless an error has been made, it is not our policy to change trimester grades once the trimester has ended.

After reviewing the reports, if there is a concern, parents should first discuss the reports with their student. Next, if appropriate, the student should take the responsibility of talking with the teacher. Following this, if there is still a concern, parents should e-mail or call the teacher.

Quiet Lunch

Quiet lunch is a consequence for inappropriate behavior. It is a form of detention. The student will bring a lunch and eat in silence in the school office during the lunch period. A staff member will supervise quiet lunch. If a student fails to attend, his/her assignment will be doubled. When a student receives a sixth quiet lunch, he/she will receive a referral.

Referrals

Referrals can be given for a specific behavior or an accumulation of smaller, similar behaviors. If a student earns a referral, the parent is notified via mail immediately after the offense. If negative behavior continues, the principal will talk to and meet with the parents to discuss the student's behavior. Referrals are to be looked upon as serious consequences. (Please see the Referral Process below.) The referral process starts over at the beginning of each school year.

Referral Process

Consequences may be increased due to the severity of the offense. A student may be suspended or expelled at any point within the referral process if deemed necessary by the administration. However, the normal course of disciplinary action is as follows:

1st referral: One Detention

2nd referral: One Detention and Quiet Lunch

3rd referral: Conference with parents

4th referral: Behavior contract issued

5th referral: In-school suspension (ISS) – one to three days

6th referral: In-school suspension – two to four days

7th referral: Conference with parents and administration

School Hours

School is in session from 9:15 a.m. - 3:45 p.m. Generally, students who are not in supervised activities after school should go home at 3:45 p.m.

Student Assistance Program

It is the goal of St. Pascal Baylon Catholic School to provide a caring, nurturing, healthy environment for each student in our school community. At times, students may need help in sustaining academic and co-curricular performance as well as their emotional, physical, mental, social and spiritual well being. The school recognizes the need for a systematic approach to offering assistance to these students. The Student Assistance Program has been established to address this need.

The Student Assistance Program provides organized and confidential support to staff and students promotes healthy behaviors that help prevent future problems and responds to behaviors of concern. A Student Assistance Team and City Connects Coordinator conduct the program. Team members include trained teaching, administrative and support staff members who provide pre-assessment and suggest helping strategies. It is the intent of the team to work cooperatively with students, parents, on-campus resources, and when appropriate or necessary, off-site community agencies and resources.

The program also is established to more effectively use the many resources already available to students at St. Pascal's.

Student Behavior and Discipline Philosophy:

The discipline philosophy at St. Pascal Baylon Catholic School stems from our Christian faith, the mission statement of our school, and the values of the community we serve. We want to work with parents to foster the development of the whole student. Our goals include:

- 1) developing self-worth in a Christian community,
- 2) developing a wide range of talents in each student,
- 3) fostering responsible citizenship,
- 4) developing physical and mental well-being.

Learning to make good decisions is a challenging and rewarding part of growing up. Poor decisions often result in inappropriate behavior. This behavior, as well as conduct, whether inside or outside the school, that is detrimental to the reputation of the school, will be brought to the attention of the principal and a consequence will follow. Examples of consequences include the following: a phone call to the parents, a letter home, quiet lunch, detention, in-school suspension, out-of-school suspension, and expulsion.

Student Records

We respect the privacy of student records and recognize that only pertinent and factual information should be contained in the permanent records of the students. The school has adopted policies which are in compliance with the Family Education Rights and Privacy Act of 1974. These policies limit the information which can be contained in student records and make records available for parent review. Procedures for reviewing student records are available in the school office.

A parent who has legal custody (whether joint or sole) may receive a copy of the child's progress reports and information about school events unless prohibited by a court order. It is the responsibility of both parents to provide the school with the most current court order.

Snow Days

If school will close due to bad weather or other unforeseen reasons, the administration will notify parents via email (Cornerstone) and on local TV and radio stations. Parents should be sure their information in Cornerstone is correct and up-to-date in order to receive these notifications.

Supplies

When a student comes to school, it is important that he/she brings the necessary supplies. Teachers will explain which supplies are required for class. Unless instructed otherwise, students should always have pen, pencil, and paper. All students are required to carry a portfolio and the school supplies designated for the year.

Middle School Supplies

- 24 sharpened #2 pencils
- 2 boxes of 12 count pencils
- 2 red pens
- 1 pack of black pens
- 1 pair of scissors
- 2 zippered pencil pouches
- 1 highlighter
- Colored pencils
- 1 box of 24 crayons
- Water-based markers in assorted colors (wide and narrow)
- 1 4-pack of dry-erase markers
- 2 bottles of glue
- 1 soft white eraser
- 1 package (200 sheets) wide-rule loose-leaf paper
- 1 plastic expandable portfolio (with at least 13 sections)
- 3"x5" colored index cards
- 8 wide-rule spiral notebooks (8"x11")
- 2 three-subject notebooks
- 1 Calculator: TI-30x IIS
- 4 boxes of Kleenex
- 2 rolls of paper towels
- 2 containers of disinfecting wipes

Suspension

Suspension is a serious warning that a student's behavior is not in keeping with the St. Pascal Catholic school philosophy and that such conduct may lead to expulsion. Suspension may be "in-school" or "out-of-school." A student may be suspended at any point in the referral process if deemed necessary by the principal.

A student who is to serve in-school suspension must report to the school office no later than **9:20 a.m.** (Being late may result in further consequences.) At that time the student will hand in assignments due that day and pick up assignments for the next day. All work is expected to be done, and partial credit may be given for completed assignments. A student on ISS should be picked up immediately after school. A serious situation may result in an out-of-school suspension.

A student who has received either in-school or out-of-school suspension may participate in school sponsored extracurricular or co-curricular activities on the day of the suspension at the discretion of the principal. The student may not attend middle school events (sledding, game night, etc.).

Textbooks

Each student will be issued necessary texts. Students are expected to maintain texts and materials in good condition. The student to whom a book is assigned will be charged for loss of the book or damage to it, regardless of who damaged or lost the book. Students may be asked to purchase other special materials or supplies for a class. Student grades and diplomas will be withheld until all charges have been paid.

Threats

Making threats against another person is against school rules and, in many cases, is against the law, as well. A violation of this rule will result in suspension and/or expulsion from school, and the police may also be brought in if the situation so warrants.

Tobacco Use

St. Pascal's is an officially designated tobacco-free environment. Our school takes a strong stand against adolescent tobacco use. Because we want to discourage the use of tobacco products, the following policies will be in force regarding the possession and/or use of tobacco products:

1st Offense - A fine of \$20 must be paid within 24 hours or the student will not be allowed to return to

school.

2nd Offense - The student will pay another \$20 fine and serve a one-day in-school suspension.

3rd Offense - At the discretion of the administration, it is possible that the student may be expelled from St. Pascal's. If not expelled, the student will pay a \$40 fine, and serve a two-day in-school suspension.

All offenses result in referrals, and parents will be notified when violations occur.

Uniforms

Boys Uniform

Pants: Navy blue, cotton twill, uniform style pants

Shirts: Blue oxford or black knit polo style (long- or short-sleeved) with NEW school logo

Shorts: Navy blue uniform-style walking shorts

Sweatshirt: Royal blue with NEW school logo

Sweater: Navy cardigan or pullover with NEW school logo

Girls Uniform

Pants: Navy blue, cotton twill, uniform style pants

Skirts: Navy blue pleated, A-line, flat front, or plain, with hem no more than 2" above the knee

Shirts: Blue oxford or black knit polo style (long-or short-sleeved) with NEW school logo

Shorts: Navy blue uniform style walking shorts, with hem no more than 2" above the knee

Sweatshirt: Royal blue with NEW school logo

Sweater: Navy cardigan or pullover with NEW school logo

Leggings: Plain white, navy, or black, full-length, straight leggings may be worn under a skirt

Out of Uniform Clothing Restrictions

No worn-out, faded, patched, written-on or torn jeans, pants, or shorts

No clothing that is cut, ripped, torn, or ragged

No shorts, skirts or dresses that are no more than 2" above the knee (even if leggings are worn underneath)

No tops that reveal any amount of cleavage

No tight or see-through clothing

No sagging pants or shorts

No tank tops or halter tops or bare midriffs

No biking shorts; No cut-offs

No clothing with indecent or inappropriate language, pictures, or ads

No facial jewelry or piercings other than earrings

No hats, hoods, jackets, chains

No hair color that does not exist in nature, no multi-colored hair, no hairstyles that attract undue attention

The dress code will be enforced during the school day and on school-sponsored field trips. Students who do not adhere to the dress code will be asked to change clothes and will be given a dress-code violation.

Repeat offenders of the dress code may be told to call their parents and remain in the office until suitable clothes can be brought from home. Consequences for violations: 1st: Warning; 2nd: Quiet Lunch; 3rd:

Detention; 4th (and any others): Referral

Vandalism/Theft

A student will be given a referral and be suspended if found guilty of vandalism (deliberate destruction or defacing of school or personal property) or theft (stealing from school or from persons within the school).

The police may be brought in if the situation so warrants. A parent conference will be required before the student is re-admitted to school. A second offense will result in a recommendation for expulsion.

Visitors

Prospective students are encouraged to visit St. Pascal's during the school day. Parents must make arrangements through the enrollment admissions office. Prospective students who have received confirmation will be given a student guide. Prospective students will need to bring a lunch.

Any student who wishes to bring a prospective friend or relative to visit for a day must receive prior

permission from the principal. On the day of the visit, the student must bring his/her visitor to the school office before school to complete a Visitor Information Form and receive a pass for the day.

Student guides should introduce the visitor to each of their teachers. All visitors are expected to follow middle school rules and procedures.

Volunteers who work with St. Pascal's students:

In 2008, the Minnesota legislature made changes to the laws related to criminal background checks used in schools. Among the changes made is a requirement that all Minnesota schools notify parents and guardians each year about the school's criminal background check policy. In accordance with Minnesota law and Archdiocesan policy, this serves as notification to parents that St. Pascal's requires background checks for all employees (which include coaches and advisors) and for all volunteers who chaperone, supervise or work with students.

The Archdiocese of St. Paul and Minneapolis requires three things for volunteers who work with students in Catholic schools or parishes. In compliance, St. Pascal's requires these three things of our volunteers who work with or chaperone students:

1. Attend a Virtus awareness session. Sessions are offered at various times, days and locations (see www.virtus.org for a list of sessions).
2. Successfully complete a background check. Background check forms are available at our website. Completed forms should be returned to the school office.
3. Sign a Volunteer Code of Conduct form and return it to the school office. The form is available at our website.

These three things are part of the Protection of Youth and Children Initiative which has been mandated by the Archdiocese. The reason for this mandate is connected to the Charter for the Protection of Children and Young People (the full text of this document can be found at www.usccb.org/ocyp/charter.shtml) which was written by our United States Catholic bishops. Essentially, the Bishops want to do everything they can to create the safest possible environment for our children and youth. Your help in this endeavor is greatly appreciated. Please visit the Archdiocesan Web site at www.archspm.org/pcyi for more information.

Weapons

Weapons of any kind are not allowed anywhere on the school/parish campus, on school buses, or at school-related activities off campus. A violation of this rule may result in suspension and/or expulsion school. The police may be brought in if the situation so warrants.

Withdrawal from School

If a decision is made to withdraw from St. Pascal's, parents are requested to fill out a withdrawal form available in the school office. At the time of withdrawal all textbooks, equipment, team uniforms and iPad (including case, charger, and sync cord) must be returned. Questions concerning outstanding fees and tuition should be directed to the school office.

The administration and faculty of St. Pascal's Middle School reserve the right to interpret the policies stated in this handbook, to amend existing policies, and to implement new policies, at any time, as needed. We reserve the right to waive and/or deviate from any and all disciplinary regulations for just cause at our discretion.