



Growing in Achievement, Respect, Service and Faith!

2017-2018
Family Handbook

1757 Conway Street, Saint Paul, MN 55106

Phone: 651-776-0092 Fax: 651-774-9152

www.stpascals.org

Table of Contents

Introduction, Mission, Philosophy, Accreditation, History, and Information	3		
Admissions	4	• Yearbook	
Arrival/Dismissal Procedures	4	Student Records	11
Athletics	4	Telephone, Mobile Phone, and other Technology Usage	12
Attendance, Tardiness & Truancy	5	Testing	12
Birthdays	6	Transportation (Bus)	12
Book Fines (textbook and library)	6	Uniform Policy & Guide	12-13
Communication between School and Parents/Guardians	6	Valuables	15
• Communication to Parents		Visitors, Volunteers, VIRTUS training	15
• Parent Concerns, Suggestions, Questions		Weapons Policy	15
• Contacting the school		Bullying Policies	16-17
• Announcements, Notes and Notices		• Archdiocese policy	
Daily Schedule	6	• St. Pascal School policy	
Discipline	6		
Field Trips	7		
Financial Obligations	7		
• Fees			
• Tuition			
• Financial Aid			
• Fundraisers			
• Sending Money to School with Students			
Harassment, Threats, and Violent Subject Matter	8		
Health, Safety, and Emergency	8		
• Accident/Injury			
• Emergency Contact Information			
• Emergency Drills and Procedures			
• Emergency/Weather School Closings			
• Health Records			
• Health Screening			
• Illness During the School Day			
• Immunizations			
• Insurance			
• Medication			
• Mandatory Reporting of Child Abuse/Neglect			
Homework	9		
Honor Roll	9		
Lockers	9		
Lost & Found	10		
Lunch Program	10		
Non-discrimination Policy	10		
Parental Roles, Responsibilities, and Opportunities	10		
Playground	10		
Promotion/Retention of Students	10		
• Eighth grade graduation			
Religious Education	11		
Special Education & Title I	11		
Student Opportunities (including but not limited to:)	11		
• Altar Serving			
• Athletics (see Athletics)			
• Band			
• Counseling			
• Extended Day Care			
• School Patrol			
• School Store			
• Scouting			
• Study Hall			

Introduction

Welcome to St. Pascal Baylon Catholic School. Our namesake, St. Pascal Baylon, was known for his hospitality and his search for knowledge. St. Pascal Baylon School actively welcomes new people to share in our community.

We strive to meet the needs of each individual student. Our objective is to create a positive relationship between home and school. Our school has a proud tradition of academic excellence in a Christian, caring environment. Students and staff alike are encouraged to work together in their pursuit of knowledge. We are pleased and honored to welcome you into this tradition.

Mission Statement

St. Pascal Baylon is a school of excellence in the East Metro where our students' lives are transformed in a Catholic, faith-centered environment focused on innovation, service to our community and the cultivation of each student's potential.

Philosophy Statement

At St. Pascal Baylon Catholic School we strive to share the love of Christ with those around us as we learn and grow spiritually, emotionally and academically.

School Accreditation

St. Pascal Baylon School is accredited by the Minnesota Non-Public School Accrediting Association (MNSAA) and annual reports are submitted to this agency in order to meet Association Standards. Curriculum evaluation is an on-going process. Programs are selected after careful study and consultation on the part of the staff.

School History

St. Pascal Baylon Parish was established on May 28, 1946, when Archbishop John Murray assigned Fr. John Ryan as pastor. The first Mass was celebrated with 18 families in the gym of the Ramsey County Correctional School for Boys (Totem Town) at nearby Highwood. The first church was built from two army surplus barracks in the summer and fall of 1946, at the corner of Conway Street and White Bear Avenue. Archbishop Murray dedicated the church in January, 1947.

In later years, the barracks were converted to a convent for the sisters, then to school classrooms, and finally to a meeting place for the Youth Group and the Golden Age Club before being torn down.

Groundbreaking was held for construction of a new church and school on Sunday, October 2, 1949. In April 1950, the cornerstone was blessed. The first Mass was celebrated in June of that year. The first day of school in the new building was September 7, 1950, with nearly 200 students in attendance. Sister Alice Gertrude Hassing was the first principal, with Sisters Eunice Tussing, Blanche Rys and Aline Baumgartner on staff. Other principals have included Sisters Sophia Matuseski, Francis Carol Mulheran, Karen Wadsworth, John Ellen Rogers, Francis Mary Benz, Mrs. Kathleen Groettum, John Mooney and Mary Beth Badowich.

The rapidly growing parish of St. Pascal's was destined to have a grade school enrollment of more than 1,200 students. In view of that growing enrollment, more classrooms were added to the south end of

the school building and a large modern convent for the Sisters of St. Joseph was built on Conway Street. The dedication and Open House was held on Sunday, October 18, 1959.

A sizable addition to St. Pascal's – the West Wing – was finished in 1963. It was decided that the basement portion of the new addition would be the church. The old church area became what is now the school gym. The new West Wing classrooms were used for the upper grades, with half of that floor becoming parish meeting rooms.

In 1974, St. Pascal's decided to open a kindergarten. On February 9, 1975, a pancake breakfast was held to raise revenue for the purchase of used kindergarten furniture from the St. Paul Public Schools. At the same time, two additional classrooms were completed in the West Wing. Enrollment was at 559.

Our parish has flourished through the years due to the willingness and generosity of our people, who consistently give of their talents and resources. This spirit extends from the adults to the children of our school. Through this vitality our parish will continue to prosper and grow in the coming years.

St. Pascal School Contact Information

www.school.stpascals.org

School Office: 651-776-0092

Parish Office: 651-774-1585

Fax: 651-774-9152

Faith Formation: 651-774-0655

Extended Day Center: 651-776-5043

School Policies and Procedures

Admissions

It is the policy of St. Pascal Baylon School to comply with state and federal laws prohibiting discrimination, to the end that no persons shall be denied or excluded from enrollment or participation in any educational program or activity operated by the school on the basis of race, color, national or ethnic origin, gender, age, marital status or disability. St. Pascal Baylon Catholic School believes all persons deserve the right to attend the school of their choice when reasonably accommodated. We do, however, reserve the right to deny admission if we determine we cannot adequately meet the needs of individual students.

Registration for the school will be accepted in the following order:

1. Current families;
2. Parishioners;
3. Non-parishioners.

Kindergarten Enrollment

Families looking to enroll a student for Kindergarten must comply with the following requirements:

- Student must be 5 years old by September 1 of the year they start Kindergarten
- A copy of the student's birth certificate
- Student's immunization record
- A copy of the student's Baptism certificate (if applicable)

Forms to record all health and readiness information are provided by the school.

Arrival/Dismissal Procedures

Arrival Procedures

1. To maintain the safety and security of St. Pascal Baylon School, all doors will remain locked unless indicated otherwise, and the following procedures will be followed.
2. The playground is supervised from 9:00-9:15 AM. Students must not be left unattended prior to 9:00 AM. A fee-based Before School Care (K-4) and a non-fee Study Hall (5-8) are available for those students who need to be dropped off before 9:00 AM. Fee schedule and registration information are available in the school office.
3. At 9:15 AM, all students enter building through Breezeway door (#5).
4. Before School Care students enter at the Breezeway door (#5) starting at 6:30 AM. Between 8:00 & 9:00 AM the main Conway Street entrance (door #2) is also available for Before School Care arrivals.
5. Grade 5-8 Study Hall and other scheduled before-school activities enter at the main Conway Street door (#2), and sign in at the Welcome Desk.
6. In case of inclement weather (rain, below zero temperature or wind-chill), the staff will direct students to the Old Church.
7. In case of a funeral, the playground will be sectioned off with cones. The north side (3rd Street) will be for students and the south side will be for the people attending the funeral. **There will be no ball playing on these days.** To show respect for grieving families, Mrs. Jennrich and Fr. Mike request that everyone, students and adults, stand still and silently when the casket is being moved from the hearse to the building.
8. Preschool starts earlier than school. Parents should enter using Door #5 between 8:45-9:00 AM to meet the

preschool teachers who will walk the little ones to the room. Late preschoolers & parents must enter building at the main Conway St. door (#2) and sign in at the Welcome Desk.

Dismissal Procedures

1. Cars enter the parking lot from the Flandrau Street entrances. **Please do NOT park near the 3rd Street fence.** This is where the bus riders will walk to get to their bus.
2. All exits will be closed by 3:45 PM and remain closed until all children are safely on the buses or in their waiting cars.
3. Teacher with dismissal duty at the Flandrau Street nearest to 3rd Street driveway apron will lead the bus children from school to the parking lot.
4. Bus and car riders are to go directly to their vehicle.
5. When all children are in the waiting cars and buses, the "STOP" signs will be lowered and the supervisors will direct the cars to the exits.
6. If parents are not on the lot by 3:45 PM, their child will wait on the sidewalk with supervisors. If children are not picked up by 4:00 PM, we will attempt to contact the parent/guardian.
7. Any children not picked up by 4:00 PM will be sent to After School Care (Extended Day, Door 5), and the appropriate fee (\$4.50 per portion of an hour) will be applied.

Procedures for Circle Drive on Conway Street

- NO PARKING IN THE CIRCLE AT ANY TIME. If you plan to leave your car at any point, for even the shortest amount of time, you MUST park in the parking lot or on the street. The flow of traffic through the drop-off circle must remain clear at all times.
- NO BACKING UP IN THE CIRCLE AT ANY TIME. Children, especially the younger ones, can be easily hidden in the cars blind spots.
- NO PARKING IN HANDICAPPED SPOTS WITHOUT PROPER TAGS. It is illegal to stop or park for any amount of time in the handicapped spaces.

Athletics

The philosophy of the St. Pascal Baylon School Athletic Program is to promote sportsmanship through team cooperation, and to learn not only about the skills of each sport, but also the camaraderie that goes along with a growing team concept.

Students are eligible to participate in inter-school athletic teams beginning in grade 5. The sports program may consist of the following, if there is enough interest and athletes:

Girls: Basketball, Volleyball, Softball, Soccer

Boys: Basketball, Hockey, Baseball, Soccer

Fees assessed for the athletic programs vary. Coaches, parents/guardians, and the athletic director meet periodically to discuss rules, transportation and other procedures.

Athletics Policy:

St. Pascal Baylon School athletic program shall afford the students the opportunity to develop physical coordination, knowledge of the

applicable game, the development of friendship through athletic participation, and the development of school spirit.

Students shall represent themselves, their teammates and their school in a manner consistent with Christian concepts and fair play. Coaches and other volunteers shall conduct themselves and direct their teams in a manner consistent with Christian concepts and fair play and, as representatives of the school, they shall adhere to established policies and philosophies.

Each student on the team will be given an opportunity to participate in the sport. Only students attending St. Pascal Baylon Catholic School shall be participants in the sport unless other arrangements have been approved by the athletic director.

All coaches, like all other adults having contact with students, will be asked to complete an Archdiocesan background check and attend all required training.

For insurance purposes, the following policies are in effect:

- Only coaches, team members, the athletic director, and/or anyone designated by the principal are allowed at practices.
- • No athlete will be allowed to participate in games or practices until he/she has turned in a permission slip to the coach or the athletic director.
- • No athletic equipment (including balls) is to be used by athletes unless the coach is present to supervise.

Whenever practice is scheduled for a time other than immediately after school, athletes are expected to leave school premises and return for practice. If this is not possible, arrangements must be made for the athlete to be with a teacher until the beginning of practice. No student should be in the school halls or church area after school. All coming and going to and from practices should be done through the Conway entrance. All changing of clothes for games and practices is to be done in the locker rooms. Students are not to use the school bathrooms for changing.

A and B Teams

“A” squad teams are defined by the Catholic Athletic Association (CAA) as being made up of students in grades eight and under. “B” squad teams are defined as being made up of students in grades seven and under. “C” squad teams are defined as being made up of students in grade six and under. For this reason, all eighth graders will be placed on an “A” squad team and all seventh graders will be placed on the “B” squad teams unless needed to fill out an “A” squad. Sixth graders will not be allowed to play on the “A” squad teams unless that is the only team being offered in a particular sport.

Number and make-up of teams in a particular sport is at the discretion of the athletic director and coaches of the sport. Athletes will be placed on a team for the purpose of providing the greatest amount of skill development and challenging competition for the greatest number of athletes.

It is the expectation of the athletic department that all players on “B” and “C” teams be given roughly equal playing time as long as the following criteria have been met:

- Attendance and effort at practices and at games
- Observance of team and school athletics policies.

Playing time on “A” teams is at the discretion of the coach. “A” team coaches may choose to play “to win.” It is the expectation of the athletic department that all team members are given the greatest possible opportunity to play, but that opportunity may or may not be equal for all players.

Athlete Responsibilities

The Athletic Director or Principal will do athletic grade checks at approximately the midpoint of each trimester. Any student who is Unsatisfactory in any subject area or is Declining in three or more subject areas will be ineligible to play in any games or matches for a period of two weeks. (Athletes may practice with the team during this period.) If, at the end of two weeks, the athlete has improved her/his performance to a satisfactory level in all subject areas, he/she may return to the team. If a satisfactory level has not been reached in all subject areas, the athlete will be removed from the team for the remainder of the season to concentrate on academics. Athletes who are in serious academic jeopardy may be removed from a team at other times at the discretion of the athletic director and/or the principal. Any athlete who receives a grade of F on a report card in any subject area is ineligible to participate in extracurricular activities until the next mid-quarter.

Any student who receives a detention will not be allowed to participate in games or practices that day unless the detention has been served. Any student who receives an in-school suspension will not be allowed to participate in games or practices that day.

The athletic director and/or the principal may remove any student from a team who presents a continuous discipline problem.

In order for a student to participate in games or practices on a particular day, she/he must be in school for all afternoon classes that day. Exceptions to this policy may be made for doctor/dentist, funerals, and similar activities at the discretion of the athletic director.

Transportation of athletes to and from games and practices is the responsibility of the parents. School insurance regulations prohibit transporting more students in a vehicle than there are seat belts in the vehicle.

Athletes are responsible for the care and handling of uniforms issued to them. Replacement costs will be charged for lost or damaged uniforms.

Conflicts: Any conflicts that arise between a student or parent/guardian and coach, should be dealt with in the following manner:

1. Contact the coach and attempt to resolve the conflict.
2. If the conflict cannot be resolved after speaking with the coach, contact the athletic director.
3. If the conflict cannot be resolved with the athletic director, contact the school principal.

Attendance, Tardiness & Truancy

It is St. Pascal Baylon School’s policy to adhere to all State of Minnesota regulations concerning school attendance. All work missed by students who were absent must be made up as soon as possible after returning to school. Excessive absences often result in poor schoolwork. When an absence is necessary, these steps are to be followed:

1. Parent/guardian will call the school each morning of a student’s absence by 10:00 AM: 651-776-0092.
2. Parents/guardians will write an excuse giving name, date, and days of absence and reason for absence, which the student will present to the homeroom teacher upon return.
3. Student will make immediate plans to do all make-up work due to absence upon return to school.
4. All homework should be requested on the day the student returns to school.
5. If absence is due to work, travel or some other reason, parent/guardian should notify the school prior to the absence. When possible, work will be issued ahead of time for students

who anticipate being out of school, otherwise work will need to be made up upon the child's return to school.

Truancy: Minnesota truancy law states that any elementary school child missing **three full days** without a valid excuse is considered "continually" truant. If a middle school student misses **three or more class periods on three days** without a valid excuse, he or she is considered "continually" truant. A "habitual" truant means a child under the age of 16 years who is absent from attendance at school without lawful excuse for **seven school days** if the child is in the elementary school, or for **one or more class periods on seven school days** if the child is in the middle school or junior high school.

Tardiness: Students arriving late to school (after the 9:25 AM bell) must report to the school office and sign in. Excessive tardiness (**more than three times a month**) will result in parent/guardian being called. Detention may be given for excessive tardiness in grades 5-8. This does not apply to excused absences.

Early Release: If a child is to be picked up before the end of the school day, we ask that parents please come to the school office to sign out your child. We will call your child from class.

Mandated reporting takes place in accordance with the State of Minnesota for excessive tardiness and absences.

Birthdays

Treats: please let the child's homeroom teacher know ahead of time if you would like to send treats to the class to celebrate your child's birthday. Please – NO chewing gum, pop, or homemade treats. For your own protection, you **MUST** send store-bought treats. We discourage pop as a treat, for the general health of all children. Please consider sending a nutritious snack or treat.

Birthday Party Invitations: Unless all students in your child's homeroom are invited to a party, **PLEASE DO NOT SEND INVITATIONS TO SCHOOL FOR DISTRIBUTION**. Many hard feelings are created when children discuss parties at school. Please discuss this with your child to help them to understand.

Book Fines (textbook and library)

Book fines will be assessed for damaged and lost books. With increasing costs of textbooks, it is in the best interest of families to make sure their children are taking care of their books. Textbooks should always be covered. Students/parents are liable for damage to school textbooks. Replacement cost of texts will be charge for broken bindings, water damage, graffiti, or rips and tears that are not repairable.

Communication Between School and Parents/Guardians

Communication to Parents

The school has established ways of communicating with the parents/guardians of its students in order to increase the understanding of the school's mission, programs and goals in general. The following means of communication are used to share information with parents/guardians concerning the functions of the school and programs of their students. Please note that teachers and the principal are only allowed to discuss parent concerns or student concerns with

parents or legal guardians unless other arrangements have been made with the school.

- Family Handbook: The Family Handbook is posted on the school website. A paper copy is available upon request.
- Newsletter – "News Notes": The weekly newsletter will contain information for students and parents. The newsletter is sent home via email the last school day of each week to all families as well as posted on our website. Paper copies are available from the school office.
- Report Cards: Report cards/progress reports are issued at the end of each trimester. Reports are sent home at the end of each trimester and are available online through Cornerstone.
- Parent/Teacher Conferences Parent/teacher conferences are held in the fall and in the spring. We strongly encourage attendance at conferences. Parents, teachers and the administrator may request a special conference at any time as the need arises.

Parent Concerns, Suggestions, Questions

In the event of a concern regarding school, the following actions should be taken:

1. Parent/guardian should make an appointment with their child's teacher.
2. If the parents/guardians have met with the teacher and are not satisfied, they should contact the principal to determine the appropriate next step.
3. If parents/guardians are still not satisfied with the results after working with the principal, they should make an appointment with the parish pastor.

Contacting the school

The school office hours are 8:00 AM-4:00 PM; the phone number is 651-776-0092. All staff members have voicemail and email. The staff directory can be found on the school Web site: school.stpascals.org/ourstaff157

Announcements, Notes and Notices

If you have an announcement, note or notice that pertains to students at St. Pascal Baylon Catholic School, it must go through the principal's office. No notices or announcements will be given out or announced without the principal's approval. Any announcement or notice should be submitted at least three days before the date you would like it announced or sent home. St. Pascal Baylon Catholic School will not make copies for distribution of any flyers for outside groups or individuals.

Daily Schedule

Please contact your child's teacher or the school secretary for specific class schedules. Also see "Attendance, Tardiness & Truancy."

Discipline

In order to maintain a Catholic learning environment it is necessary to have a Code of Conduct that provides a safe and secure setting for students, faculty and administration. Students are given clear specific expectations as they are led toward becoming self-disciplined individuals. Students are responsible and accountable for their behavior and must accept the consequences for their actions.

Our discipline goal is to do all we can to develop self-discipline in students that will enable them to be in charge of themselves. That

requires the staff to be positive and patient in dealing with students. It also means we practice good classroom management techniques. We will:

- Explain appropriate behavior before a learning activity begins, not after a problem has occurred
- Expect and accept different behaviors, within reasonable limits
- Give students leadership roles whenever possible
- Respect children's feelings enough to correct them in private, not in front of their classmates
- Reinforce appropriate conduct in a positive way
- Brainstorm with students consequences that would make them want to change inappropriate behavior
- Share successful methods with fellow teachers

The following procedures are encouraged:

- Talk the problem or situation over with the students to develop a plan to correct inappropriate behavior
- Discipline in private whenever possible, and with sincerity, kindness, and firmness
- Never send a child out of the room to stand in the corridor, coatroom or on the stairs

Self-discipline is a characteristic of the Christian community. As St. Pascal Baylon seeks to build a faith community, it strives to develop in its students the awareness that sensible, reasonable rules serve to safeguard, not restrict individual freedoms.

The basis of the policy is a belief that demonstrates respect. That demonstrated respect for each individual, whether student, faculty, or staff member, fosters a spirit of mutual respect in which orderly behavior flourishes.

Christian Behavior Expectations: The entire staff at St. Pascal Baylon School has the goal of establishing a Christian environment throughout the school in which children will feel safe, secure, and happy and, in addition, have a maximum opportunity to learn. In an effort to accomplish this goal, the following school-wide "Christian Behavior Expectations" are enforced.

- Be prompt and prepared: on time; with needed materials; with assignments completed.
- Respect authority: listen to authority; follow directions; accept responsibility for your own behavior.
- Respect the rights of others: use appropriate voice and language; listen to the speaker; respect opinions of others; refrain from harassment.
- Respect property of yourselves and others: use materials and equipment appropriately.
- Display a concern for learning: remain on task; allow others to remain on task; help others to learn.
- Display appropriate social skills: cope (learn to deal with disagreement, teasing, failure); display courtesy and tact; interact with others appropriately.
- Display appropriate Christian behavior: display positive and productive character.
- Follow specific behavior policies.

Discipline Steps: The order of the steps shall be progressive, but can be used out of order depending on the offense and severity.

1. Warning: verbal or written
2. Student sent to the Principal and possible notification to the parents/guardian.
3. Consequence given:
 - a. Responsibility Form

- b. Recess Detention
 - c. Before or after school Detention (grades 5-8)
4. Call to parent/guardian.
 5. Meeting with student, parent/guardian, teacher, and principal.

Extended Day Care (see *Student Opportunities*)

Field Trips

Field trips are part of the educational program. These trips are designed to support the curriculum and introduce the students to community resources. Students are expected to participate in field trips, and parent/guardians will be notified as soon as possible of the schedule field trips. Field trip participants travel by bus unless the destination is within walking distance of school. All student-sponsored field trips should have an educational purpose and outcome.

***** Note: Insurance regulations of the Archdiocese require the use of the Parent/Guardian authorization form EACH TIME the student participate in a field trip. Failure to return the form means that the student may not go on the field trip and must stay at school. PHONE CALLS TO OR FROM PARENT/GUARDIAN DO NOT FULFILL AUTHORIZATION REQUIREMENTS FOR PARTICIPATION. *****

Financial Obligations

Fees: In addition to tuition, some programs/activities require an additional participation fee.

Tuition: Parents/guardians will be required to sign a tuition agreement at the time of registration. St. Pascal Baylon School requires prompt payment of tuition obligations. Payments may be made by making one or two payments for the entire amount of tuition, or by making monthly payments to TADS, a tuition management company.

Monthly monitoring will be made to ensure payments are being made. If a family finds they are not able to meet their payment plan, they are asked to talk with the Principal or Enrollment and Systems Administrator immediately to make other arrangements for payments.

Fees added due to late payments will not be waived, unless the family has communicated prior to the missed payment to the Principal or Enrollment and Systems Administrator. Families not able to pay their tuition or meet a payment plan may be sent to collections and students will be asked to register at another school for the duration of the school year.

All tuition payments must be paid in full by June 30. Accounts past due for the previous year must be paid in full to allow the student entrance for the fall term.

Financial Aid: Application for financial aid can be made at the time of registration, by filling out the Financial Aid application during the registration process with TADS. Financial assistance is calculated by TADS (a professional need evaluation service). Parents/guardians return the tuition assistance forms directly to TADS with a fee payable to TADS. TADS calculates the need and sends their recommendation to the school. The school determines the financial award based on the TADS recommendation and available funds, and notifies the parents/guardians of the award amount. Families who are not current in tuition payments at the time of aid application will not be considered for financial aid.

Fundraisers: St. Pascal Baylon holds fundraisers throughout the year. These fundraisers may include: the Marathon for Non-Public Schools, Give to the Max Day, etc. Families are asked to participate in these fundraising activities.

Other fundraising opportunities include:

Box Tops for Education: The school saves Box Tops. They may be sent to the school office at any time. The school has been able to purchase many worthwhile educational materials with the help of the Box Tops. A list of product labels to save is sent home periodically. If you need a copy, call the school office.

In the spring, the 7th and 8th grade students travel to Washington D.C. for several days. This is an educational opportunity, which is available to all 8th grade students. To help defer the cost, which is the family's responsibility, a number of fundraising activities are held during the year. Parents of students in grades 7-8 are welcome to participate, but not required.

Sending Money to School with Students: When money is sent to school, it should be placed in an envelope and labeled with the student's name, homeroom/grade, and the purpose for the money. This should be turned in to the student's homeroom teacher or the school secretary as soon as the student arrives at school. The school is not responsible for money carried by individual students or kept in lockers.

Harassment, Threats (written or verbal), and Violent Subject Matter

Harassment Policy

No person has the right to harass another person in any way. This harassment may include inappropriate touching, pinching, punching, etc. of another person. It may also include hurtful verbal comments or cruel put-downs. All harassment cases will be listened to and dealt with by the administration.

Procedures:

Step 1: Communicate to your harasser (verbally or in writing):

- Your feelings
- That you expect the behavior to stop.

You may choose to get help and support from a friend, staff person, principal, parent, or other trusted adult.

Step 2: If the behavior is repeated, report it to your teacher or the principal as soon as possible.

Step 3: The teacher or principal to whom you reported the incident will work with you to get the incident in writing. The report will include things such as:

- What happened - What I said/did
- When it happened - Verbatim quotes
- How I felt - Where it happened
- Who harassed - Any witnesses
- How harasser responded
- Expectation that it will stop

Step 4: The written report will be given to the principal.

Possible consequences may include, but are not limited to:

- Detention
- Suspension/Expulsion
- An apology to the victim
- Writing a paper on the topic
- A parent or guardian, student, and principal meeting
- Not being allowed to participate in a school or extracurricular activity
- Police involvement.

Written or Verbal Threats: Students are not allowed to write or speak threats to other students, staff, or others on school or church property. If a student writes or speaks a threat it will be treated seriously.

Violent Subject Matter: Students are not allowed to use violent subject matter in assignments or in any other form such as drawings or doodles, video presentations, creative writings, graffiti in notebooks or on the school or church property.

Health, Safety, and Emergency Procedures

Accident/Injury

When an accident occurs, students are to report the accident to the teacher present. In extreme emergency situations, the school will call 911. In less serious accidents, the teacher or another student will take the student to the office for first aid, which will be administered by school office personnel. The school office personnel or the classroom teacher will call parents/guardian of those students injured.

Emergency Contact Information

An emergency card on each student is filled out at the beginning of each year and signed by the parent/guardian. If changes occur during the school year, it is the responsibility of the parent or guardian to notify the school in writing or by phone.

Emergency Drills and Procedures

As required by city ordinance, at least five fire drills are held during the course of the school year, as well as five lock-down drills. Inclement weather drills, as in the event of a tornado, are also conducted. Children are instructed as to which doors to exit and what areas of the building to use. There are procedures in place for other emergencies, such as strangers within the building or threats.

Emergency/Weather School Closings

WCCO will communicate school closings (Channel 4, 830 AM or wcco.com). No announcement means that school is in session.

St. Pascal Baylon School is closed whenever the St. Paul Public School System is closed because of severe weather conditions.

However, we will close school even when St. Paul Public Schools are in session, if we feel that the safety of the students is a concern.

Arrangements should be made for alternative care in case of early school closing.

Health Records

Health records are required for each student. It is recommended that the student have a physical before entering kindergarten or 1st grade, and again in the 4th and 7th grades. The State of Minnesota requires immunizations to be up-to-date.

Health Screening

Public school personnel will conduct annual vision, hearing and scoliosis examinations at selected grade levels throughout the school year.

Illness During the School Day

If a student becomes ill or injured during the school day, they are to report to the office when/if possible. The office staff will determine whether medical attention is needed, and whether the child should remain at school. If a student needs to go home, the school office staff will contact the parents/guardians to arrange pickup. If they are unable to come for the student, they must make arrangements for a relative or other authorized person to pick up the student in the school.

office within one hour. No student will be sent home due to illness if no one is at home to be with the student, or without permission.

A student should not be at school with any of the following conditions:

- **Fever of 100 or more degrees.** The student needs to stay home for 24 hours after the temperature returns to normal *without medication*.
- **Vomiting or diarrhea.** The student needs to stay home until 24 hours after the last episode.
- **Chickenpox.** The student may return to school after the last pox have scabbed over. This is usually 7-10 days.
- **Impetigo.** The student may return 24 hours after treatment.
- **Head Lice.** St. Pascal Baylon Catholic School has a no-nit policy. Students cannot be in school if nits are present. If a student is suspected of having head lice, health service or office staff will confirm the presence of live or dead lice or nits. If there is a positive confirmation, the parent will be contacted and the student will be sent home for treatment. The student will be excluded from school until treatment. If more than one student in a class is identified with head lice at the same time, then checking the entire class may be warranted and a notification letter will be sent. Re-admittance procedure: Once treated, the student can return to school. The morning of returning to school, the student with his/her parent will report to the office so staff can determine if treatment has occurred and nits removed. If any live or dead lice or nits are found, the student will not be allowed to return, and re-treatment will be needed. If there are no lice or nits found, the student may return to class.
- **Scabies.** The student may return 24 hours after treatment starts.
- **Strep Throat.** The student may return 24 hours after antibiotic treatment has begun.
- **Other illness.** The school shall follow all other illness safety policies as needed.

Immunizations: St. Pascal Baylon follows the requirements of the Minnesota School Immunization Law (Minnesota Statutes Section 123.70). All immunization dates are to be submitted to the school prior to the fall start date of the school's present school year. Parent/guardian is responsible for providing this information in writing to the school office, and to include additional immunizations each year as they are administered by the family's physician.

Insurance: The Archdiocese sponsors a special Youth Accident Insurance Plan that provides excess medical coverage for accidents that happen at school and during school athletic programs. Students are automatically covered – no need to enroll. The plan pays for covered expenses that are not paid by your family insurance plan, such as copays, etc. If your child is injured as a result of an accident at school or during a school-sponsored athletic event, **YOU MUST REQUEST AN INCIDENT FORM FROM THE SCHOOL OFFICE.** A school staff member must complete the Incident Form with you. Call the school office for more information.

Medication: (Minnesota Statute 126.202) A medication form is required of the parent/guardian who requests and authorizes the giving of medication in the dosage prescribed by a physician, therefore releasing the school personnel from any liability should reactions result from the medication. Medication forms are available in the school office and must be completed annually. All drugs or medicines must be in the original container with a label prepared by a pharmacist. Administration of the medication during the school hours

shall be by qualified personnel and in a manner consistent with instructions on the label. Tylenol and similar over the counter medications should be considered the same as prescription medication. All medication must be stored in the school office. Teachers are not allowed to administer medication at any time. Students are not to carry medication with them.

Mandatory Reporting of Child Abuse/Neglect: The staff members of the school are legally required to follow the requirements of Minnesota law pertaining to reporting child neglect and/or abuse: Staff members are required to report a suspected case of child neglect/abuse to the local law enforcement agency or social service agency. A staff member who knows of or has reason to believe that a child is being abused or neglected, or has been abused or neglected within the past three years, must file a report. A written report must be filed within 72 hours of the verbal report. *Neglect* is defined as failure to provide food, clothing, shelter or medical care and parental exposure to controlled substance. *Abuse* is defined as physical or sexual abuse, or emotional maltreatment.

Homework

Homework refers to task that the student is assigned to do on his/her own time after school hours. Homework assignments serve as a means of providing a bond of common efforts between parent/guardian, child, and teacher. In order for homework to be effective, each participant – teacher, student, and parent/guardian – must understand and be committed to carrying out his/her responsibility. If any of the three (parent/guardian, teacher, student) do not fulfill their responsibilities, then the positive effects of homework will be reduced and may cause a negative impact on the student's learning.

Homework Responsibilities of Teachers:

- Communicate homework goals and expectations to students and parents/guardians.
- Set clear and concise expectations concerning assigning, returning, and evaluating homework.
- Coordinate homework assignments with other teachers with whom student works, and who may assign homework.
- Assign appropriate homework according to students' needs.

Homework Responsibilities of Students:

- Know and understand the purpose of the homework assignment.
- Copy assignments into assignment notebook, understand directions, and know what is required for completion of the assignment.
- Complete and return assignments.
- Understand when some assignments are to be completed independently, others as a team effort.
- Complete assignments neatly and do quality work.

Homework Responsibilities of Parents/Guardians:

- Maintain a positive attitude towards learning and the value of homework.
- Be aware of the homework policy and individual teacher requirements.
- Help your child find a study area that is quiet and relatively free of distractions

- Be patient with your child and praise him/her for any effort made.
- If the child has trouble understanding the directions, help her/him with explanations.
- DO NOT DO THE HOMEWORK FOR THE CHILD.
- Look over assignments to check completion and quality.
- Praise your child.
- Support the teacher and the child. Get both sides of a story before making a judgment.

Make-up Work: When a student is absent, class work must be made up as determined by the teacher. The teachers will do all they can to help the student by assigning work covered during his/her absence. The student must complete these assignments within a week. At times, teachers may request that assignments be done in a day or two. For long-term assignments, students will not be given more time for completion. Middle School students are responsible for obtaining assignments and work due.

Honor Roll

The honor roll is published each trimester to recognize students in grades 5-8 for their academic achievements. St. Pascal Baylon School has formulated an honor roll for the middle school students.

Requirements are as follows:

A Honor Roll: Grade Point Average of 3.5 or higher on a 4-point scale.

B Honor Roll: Grade Point Average of 3.0 to 3.49 on a 4-point scale.

The traditional 4-point scale gives 4 grade points for an A, 3 for a B, 2 for a C, and 1 for a D. Any student with a grade of "Incomplete" on the Report Card is ineligible for the Honor Roll. Grades in all subjects are used to determine honor roll status.

Lockers

School lockers are school property. The school may inspect locker interiors at any time, for any reason, without notice and without student consent. Students are assigned a locker (and a school lock if needed or wanted). You may only use a school lock. Cost to repair or replace lockers due to damage done by a student will be billed to the student.

Lost & Found

Lost items will be kept in the entrance to the 2nd floor off of the breezeway or in the school office. Encourage students to check for lost items in the Lost and Found area when something is missing.

Lunch Program

CKC Good Food Service caters our lunch program. Lunches are ordered ahead of time each month. Students may bring a cold lunch from home. Milk is available. If a student is absent on a day they had ordered a school lunch, they will not be charged for the lunch they do not take. Teachers confirm each student's lunch choice each day during attendance. If a student forgot to bring a cold lunch from home, they can have salad bar from school lunch program and/or call home to see if their cold lunch can be brought to school. The salad bar will not include the main entrée of the day. This option is only meant to be used in an emergency.

Families are required to maintain a positive balance in their lunch account. Families owing \$50.00 or more may be asked to supply cold lunches from home until their balance owed is paid in full.

2017-2018 Lunch prices:

Preschool and Pre K hot lunch = \$2.80

Grades K – 8 = \$3.30

Milk = .30 cents

Lunch assistance: St. Pascal Baylon School participates in the National School Lunch Program for free and reduced-price lunch. The application form and qualification information are available in the school office.

Non-discrimination Policy

It is the policy of St. Pascal Baylon Catholic School to comply with state and federal laws prohibiting discrimination, to the end that no person(s) shall be denied or excluded from enrollment or participation in any educational program or activity operated by the school on the basis of race, color, national or ethnic origin, gender, age, marital status, public assistance status, or disability.

Every local effort should be made to provide each qualifying Catholic child the opportunity to attend a Catholic school regardless of the financial situation of the family. Families should seek advice of their pastor or the school principal if a financial problem arises.

Parental Roles, Responsibilities, and Opportunities (Also see "Communications," "Financial Obligations," "Homework," and "Visitors & Volunteers")

To help your child, we require the following:

1. Familiarity with information contained in handbooks and other newsletters from school.
2. Inform the school in writing of:
 - a. Student illness or absence
 - b. Parental status and custodial constraints
 - c. Change in transportation routine
 - d. Change in address, phone, emergency contact, childcare arrangements, etc.
 - e. Arrangement that might affect communication with the school
3. Payment for financial obligations for tuition, fees, lunch accounts, or other accounts that apply.
4. Meet admission regulations.
5. Comply with policies, regulations, goals and objectives of the Catholic schools.

School Supplies

Parents/guardians are expected to provide school supplies for their child(ren). A list of needed supplies will be posted on the website; a hard copy will be provided upon request.

Parent-Teacher Partnership (PTP): PTP facilitates the coordination and communication of engagement opportunities and comprehensive fundraising efforts. All parents and guardians of current St. Pascal Baylon Catholic School students and all staff of the school are members. Other stakeholders include St. Pascal's parishioners, alumni, and former parents. The PTP meets once a month. This is a casual setting and a time for parents/guardians to socialize and work on future projects of the school.

Playground

The playground is a place for children to release energy and share fun with friends. All school rules and expectations for safe, respectful behavior are applicable on the playground.

- Students are not allowed on the street or the street side of the fence, or off school property.
- No tackling, or throwing of snowballs, sticks/branches/twigs, wood chips or rocks.
- Playground equipment shall be used appropriately and safely.
- Snow: During the winter, our playground and parking lot will have snow piles that students may play on. Students should never play on the street side of any snow hill. Students are expected to play safely on the hills. Students are not allowed to dig tunnels or enclosed forts into the snow hills. Students may not touch any fence abutting a snow hill.

The playground is available to all students during the school year. Staff will decide if parts of the playground or parking lot areas are not “open” during a recess. This may be done as a safety measure or if the area is not suitable for playing (i.e. the snow is melting, therefore the snow hills are not able to be played on).

Promotion/Retention of Students

Promotion/retention will be based on academic achievement and physical, emotional, psychological and developmental maturity. In the case of retention, parents/guardians will be notified of their child’s situation as soon as possible. If a recommendation is made to retain a child and parents/guardians reject it, the parents/guardians sign a written acknowledgment of the school’s recommendation. That acknowledgement shall serve to release the school from any responsibility for failure to follow the school’s recommendation. Likewise, if it is a parent/guardian’s wish that a child be retained and the school disagrees with the decision, a written acknowledgement must be signed by the parent/guardian. If a student fails a particular subject area it will be up to the student and parent to make arrangements for make-up work or summer school classes in order to pass.

Eighth-grade graduation

Eighth-grade graduation is a culmination of a strong academic program. Students are eligible for graduation if:

1. They have received passing grades (C or better) for two or more trimesters in each core subject area.
2. They have worked up to their ability and have shown a desire to learn.
3. All tuition and fees are paid; report cards and diplomas will not be issued until all account are paid in full.
4. Students who have exhibited inappropriate behavior will be evaluated to determine whether they will be allowed to attend the graduation ceremony. Those failing to meet the academic requirements will receive a certificate of attendance rather than a certificate of graduation at the graduation ceremony. At the discretion of the principal, students may be required to attend summer school to improve in a particular subject area or to complete unsatisfactory work before they are issued a diploma. Parents/guardians will be notified as soon as possible that their child may not graduate. The school will work with the students and parents/guardians in an effort to achieve graduation status.

Religious Education

The formal study of the Catholic religion, as well as curriculum which reflects Catholic values and tradition, are integral parts of our total education. It is St. Pascal Baylon Catholic School policy that all students, including non-Catholics, attend religion classes and liturgies. Students must participate in religion classes.

Classes at St. Pascal Baylon Catholic School take turns preparing weekly liturgy and prayer service as well as filling ministry roles. Days and times will be announced in the weekly newsletter. Parents/guardians are invited to attend.

Safety (see Health and Safety)

Special Education & Title I

Special Education

The special needs of students in the non-public school are addressed through the St. Paul Public Schools. The following steps shall be put into place when concerns arise about a student.

1. Classroom teachers see the needs of their students and consult with the St. Pascal principal. Interventions may be suggested to meet a student’s needs. The needs may be in the areas of academic, behavior, health, or motor skills. St. Pascal’s may also use an ISP (Individual Service Plan) team to assist with accommodations.
2. If the interventions/accommodations are not successful, either the school or the parent/guardian may refer the student for assessment.
3. If the assessment is initiated, written parental/guardian permission will be required. Sometimes assessment/testing is not warranted, and more interventions are suggested by the public school. If an assessment is completed, a meeting is set up to report on the results and possibly develop an IEP (Individual Educational Plan).
4. The IEP may be written with goals to help improve the areas of need. The services may be direct or indirect. Indirect service is done at St. Pascal’s. Direct service is done off site and transportation is provided by the public school, if needed.

Title I

Title I provides assistance to state and local education agencies to meet the needs of children in the areas of math and reading. Working with the classroom teacher, the building Title I teacher or non-public school proctor identifies students and schedules them for appropriate, consistent Title I services, which are provided on-site at St. Pascal Baylon Catholic School.

Student Opportunities

(including but not limited to):

- **Altar Serving:** Boys and girls from St. Pascal Baylon Catholic School and Faith Formation classes in grades 4 and up may serve as altar servers. Recruitment and training take places annually, and scheduling is done by parent/guardian volunteers. Servers are scheduled to assist at weekend and weekday liturgies, as well as special liturgies.
- **Athletics** (see Athletics)
- **Band and Orchestra:** Band and orchestra instruction is offered to grades 4-8 through the Hill-Murray Pathways Program. Opportunity is available for instrumental lessons

and band practice during the school day. Instruments may be rented through a program offered by the Hill-Murray Pathways Program. An information meeting is offered each fall for families in this program.

- **Counseling:** The State of Minnesota has authorized the public school districts to provide guidance and counseling services to students enrolled in non-public schools. These services afford the educational benefit provided to public school students. Services may be offered through group or individual settings. Parents or teachers can make referrals, or students may request the opportunity to talk with the counselor. The counselor will make contact with the parents/guardians to keep them involved and informed.
- **Extended Day Care:** Extended Day Care is a Before and After School child care program open only to St. Pascal Baylon students in Kindergarten through 4th grade. Hours for the center are 6:30 AM until the first bell at 9:00 AM, and from 3:45 PM until 5:30 PM after school. Call the school office at 651-776-0092 for more information.
- **School Patrol:** Fifth graders may serve as safety patrols at nearby intersections to help younger students. Patrols must be at school by 9:00 AM to carry out their duties. Patrols are supported by the local police department who reward them with special activities and provide training and support materials.
- **School Store:** The School Store is open every other Tuesday beginning in October. Each class will have an opportunity to visit the store to purchase various school related items, such as pencils, erasers, folders, book covers, etc. Purchasing items is optional. Prices range from \$0.25 to \$2.00. The School Store is located near the library and elevator.
- **Scouting:** Inquire in the school or parish office.
- **Study Hall:** Available before school for students in grades 5-8.
- **Yearbook:** The school publishes a yearbook each school year. Individual and/or classroom pictures are featured in the yearbook, as well as other photographs portraying the many activities and events that take place. Notification regarding the cost and time when the yearbook is available is sent to the parents/guardians.

Student Records

(Archdiocesan Policy #5410) The school shall collect and maintain the records of students while they attend the school. To transfer records, parents/guardians are asked to inform the school office as soon as possible when transferring a child to another school. If the tuition and other financial obligations of the student have been paid in full, school records will be sent directly to the new school upon request of that school. No one except appropriate school personnel, parents/guardians of minors, and students who have reached legal age, shall have access to individual pupil records without either a subpoena or appropriate written authorization from either the parent/guardians (in the case of a minor student), or from a now-adult student. Parents/ guardians may ask to review the contents of records or data on their child. Any or all of the following defines "Records or Data":

1. Identity data
2. Academic work completed
3. Level of achievement (grades, standardized achievement test scores)

4. Attendance data
5. Standardized testing scores
6. Health data
7. Family background information
8. Teacher or counselor ratings and observation
9. Verified reports of serious or recurrent behavior patterns

In accordance with state and federal laws, parents/guardians are entitled to see their child(ren)'s records. An appointment with the principal should be made in advance. The principal is to respond to the request in a reasonable amount of time.

Tardiness & Truancy (see Attendance)

Telephone, Mobile Phone, and other Technology Usage

A child may not call home to make arrangements to go home with a friend or have a friend come over. As a rule, neither teachers nor pupils are called to the phone during the hours of class. Messages may be left with the school office or via voicemail if it is necessary to contact either a student or teacher. Children may use the phone as directed by the classroom teacher and/or office. St. Pascal's understands that mobile phones are regularly used by families. We expect that students with mobile phones will have them turned off and stored during the school day. Students may not use their mobile phones at any time during the school day, which is defined as the moment they arrive to the moment they leave school grounds. Students may use their mobile phone with permission and in front of the staff member who granted such permission.

Students who violate St. Pascal's mobile phone policy will have the following discipline plan:

1. Verbal warning to turn the phone off and put it away.
2. The phone will be taken away from them and returned to them at the end of the day.
3. The phone will be taken away and given to the principal, who will return it to them at the end of the day.
4. The phone will be taken away and parents will be notified. Phone will be returned at the end of the day. Students are responsible for ensuring that their confiscated phones are returned to them at the end of the day. They must go to the staff member who has their phone. These steps are adjustable to each student and their situation. Repeat offenders may have steps 1, 2, and or 3 skipped. Other electronic devices (Kindles, iPads, Nooks, etc.) are allowed at school for students to use as a learning tool. Students are required to follow the Internet and Related Technologies Use Agreement while using any device at school.

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Testing

Students are tested for achievement through the Northwest Evaluation Association's Measure of Academic Progress or MAP. The tests are computer-generated and measure individual academic growth over time. The tests are administered in the fall, winter and the spring to students in grades K-8. Parents are sent a summary of test results. The main objective of this type of assessment is to aid

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teachers and administrators in developing programs and curricula that will better meet the individual needs of our students.

Transportation (Bus)

(Also see Arrival/Dismissal Procedures)

Bus arrangements are handled by the local school district. Bus transportation is a privilege. The students must conduct themselves properly and respect the rights of others. The school bus driver is the authority on the bus and has been directed to maintain order to insure the safety of passengers. Therefore, parents/guardians and students need to support the rules and guidelines regarding the safe transportation of students. Only K-8 students who are eligible for transportation according to the St. Paul District Transportation guidelines may ride the bus to and from school. Field trip transportation is handled in a different manner.

Tuition (see Financial Obligations)

Uniform Policy

St. Pascal Baylon Catholic School requires all students in grades K-8 to wear a uniform and adhere to the uniform policy and dress code described below. Uniforms help our students develop self-expression creatively rather than through clothing – through their personality, academic achievement, the arts, music etc. Our uniforms also create an atmosphere of belonging and help build a sense of community at St. Pascal's. Uniforms contribute to a less-competitive environment where students can identify with one another and remain focused on learning.

General Uniform/Appearance Policies and Reminders:

- Uniforms must be clean, neat in appearance, and appropriately sized.
- Shirts must be tucked in at all times.
- Only plain white, short sleeve t-shirts may be worn under uniform shirts.
- Wearing pants under skirts or jumpers is not allowed.
- Uniform-style walking shorts, jumpers, and skirts must have hems no more than 2" above the knee.
- School sweatshirts and sweaters must be worn over (not in lieu of) uniform shirt.
- Athletic-style school sweatshirts are permitted on non-uniform days only.
- Belts (optional) must be plain black or brown.
- Cargo, flare, or tight-fitting pants or shorts are not permitted.
- Hair must be worn neatly and be well-groomed. Only natural hair color is permitted.
- Girls in grades K-4 may not wear makeup.
- Girls in grades 5-8 may wear light, tasteful makeup in neutral colors.
- Tattoos, body markings, and body piercings (other than pierced ears) are prohibited. This includes drawing on self or others with markers.
- Distracting jewelry and accessories, such as tiaras and over-sized non-prescription glasses, are not permitted.
- St. Pascal's staff and administration may use their discretion regarding appropriateness of all attire. If faculty or staff finds any student's appearance to be inappropriate, parents will be called to remedy the situation. This may include bringing a change of clothing to school for their child.

2017-18 Uniform Guide

Elementary School (Grades K-4)	Pants: Navy blue, cotton twill, uniform-style pants Shirts: Royal blue knit polo-style (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 school logo	Pants: Navy blue, cotton twill, uniform-style pants Jumper: Blue school plaid, pleated, with hem no more than 2" above the knee (white blouse under jumper) Skirts: Blue school plaid, pleated, with hem no more than 2" above the knee Shirts: Blue polo-style shirt (short-sleeved) with NEW school logo Shorts: Navy blue uniform-style walking shorts, 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 or jumper
Middle School (Grades 5-8)	Pants: Navy blue, cotton twill, uniform-style pants Shirts: Blue oxford 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	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 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 Leggings: Plain white, navy, or black, full-length, straight leggings may be worn under a skirt
Footwear (All Grades)	<ul style="list-style-type: none"> • All shoes must have closed heel and closed toe with non-marking soles. • No heels greater than 1" high are permitted on any shoe. • No boots, slippers, sandals, or flip-flops are allowed. • Tennis shoes are required for gym class. • Socks or tights (black, white or navy) must be worn at all times. • Patterned, lace, and sheer socks/tights/leggings are not permitted. 	

Out-of-Uniform Days

Periodically, students are not required to wear their school uniforms. This includes regularly scheduled non-uniform days:

- 1st Friday of each month
- 3rd Friday of each month (Spirit Wear Days)

If there is no school on a first Friday of the month, an alternative day will be listed on the school calendar for students to be out-of-uniform day. Additional non-uniform days (often associated with holidays or special events) may be announced periodically. Students are usually asked to dress in certain colors for these days: red for Valentine's Day, green for St. Patrick's Day, etc.

The guidelines for non-uniform days are as follows:

- Attire must be neat with no inappropriate logos, symbols or words.
- No attire that makes reference to alcohol, tobacco, drugs or depicting violent acts (scenes, weapons etc.) is permitted.
- Clothing must be in good condition, with no rips, tears, or holes.
- Hats may not be worn unless specified for the occasion.
- Out-of-uniform passes (if/when issued) may not be used on days when students attend Mass or participate in field trips that require a uniform.
- No sandals, flip-flops, or slippers are allowed unless specified for the occasion.
- Socks or tights are required at all times.
- Clothing that fails to cover the midriff, back, shoulders, or student's posterior is not permitted.
- Undergarments must not be visible.
- No tight-fitting shorts or skirts with hems more than 2" above the knee are permitted.
- Spirit Wear Days: On the third Friday of each month, students are invited to wear school-branded apparel (such as St. Pascal's Knights t-shirts and/or sweatshirts) or clothing featuring our school colors: blue and gold. "Spirit Wear" is available for purchase periodically during each year. Contact the school office for information. **If students choose not to dress in spirit wear on Spirit Wear days, they should come to school in their uniform.**

Purchasing Uniforms: St. Pascal's uniforms are available for purchase at Donald's Uniform Store: 972 Payne Avenue, St. Paul, MN 55130 - (651) 776-2723 - www.donaldsuniform.com. Other retailers (such as Kohls, Target and Old Navy) may also carry uniform-style pants, etc.

Free Uniform Exchange: Used St. Pascal's school uniforms are also available for free at the Uniform Exchange Room (Room 109 of the school.) Families are encouraged to bring any gently used uniforms which your children have outgrown to this room throughout the school year, and you are welcome to select uniforms for your family's use at no cost.

Valuables

School insurance does not cover loss of personal possessions; therefore students are to refrain from bringing valuable devices and items to school. If such objects are brought to school and become distracting, they will be confiscated and returned at the end of the day. Parents may be contacted. Dangerous items, including pocketknives and lighters, will be confiscated immediately. (See Weapons Policy.)

Visitors, Volunteers, VIRTUS training, and Privacy/Confidentiality

Visitors: Parents, guardians and visitors are welcome at the school. Visitors are required to report to the school office to sign in and take a visitors badge. We ask that parents/guardians and visitors not go directly to the classroom. If the need arises to drop something off for a student, please deliver it to the school office.

Volunteers: We welcome parent/guardian volunteers in the school. We also need volunteers on committees, School Advisory Committee, Parent Teacher Partnership (PTP), as well as office and extracurricular activities. Time, talent, and love combine to make the volunteers vital to the continuation of St. Pascal's.

The Archdiocese has mandated that all Catholic Schools, Religious Education and Parish volunteers complete VIRTUS training before they have contact with children or vulnerable adults. As of July 1, 2006, all volunteers in programs must complete VIRTUS training, or they will not be allowed to be around children or vulnerable adults in the church or school settings. For St. Pascal's, this means that anyone who works or volunteers in the classroom, lunchroom, at recess; coaches, activity advisors and field trip chaperones; must all have a cleared background check and have attended the VIRTUS – Protecting God's Children session. **You MUST meet these requirements to volunteer.** VIRTUS trainings are held at St. Pascal's and other parishes in the Archdiocese. Please visit www.virtus.org and click on "Registration" to find where classes are being offered. We appreciate your help and cooperation in completing this training.

Note: Those who work in the school are sometimes, through normal daily activities, privy to private information about students. When you volunteer in the school, it is vital that information about students and/or families remains private. Student progress, evaluation, and other information is the responsibility of the teachers and school staff. It is important to remember that children are very precious and sensitive, and are loved regardless of their achievements. If a situation arises where this confidentiality is broken, you will be asked, by the principal, not to return to your volunteer position.

Weapons Policy

It is the policy of St. Pascal Baylon Catholic School to maintain a positive, safe, secure learning and working environment. In striving to attain such an environment, the school takes the position of No Tolerance for weapons in school. All weapons or instruments which have the appearance of a weapon are prohibited within all school environments and the school zone, except for educational purposes as authorized by the pastor, principal, or business manager. "Weapons" means any firearm whether loaded or unloaded; any chemical

substance, device or instrument designed as a weapon or through its use capable of threatening or producing bodily harm or death; or any device or instrument that is used to threaten, strike terror, or cause bodily harm or death.

Students and non-students, including adults and visiting youths, are forbidden to knowingly or voluntarily possess, store in a area subject to one's control, handle, transmit, or use any instrument that is considered a weapon or a "look-alike" weapon in school, on school grounds, at school activities, at bus stops, on school buses, or school vehicles, or entering upon or departing from school premise, property, or events. This prohibition applies to all school/church owned buildings and grounds.

A. Possession of Weapons. The school takes a position of "No Tolerance" on the following objects:

1. All firearms, whether loaded or unloaded, etc.
2. Other guns of all types including pellet, B-B, stun, look alike, and non-functioning guns that could be used to threaten others, etc.
3. Knives, switchblades or automatically opening blades, daggers, swords, razors, etc.
4. Artificial knuckles or other objects designed to be worn over the fist or knuckles, etc.
5. Blackjacks, clubs, numchucks, throwing stars, etc.
6. Explosives
7. Poisons, chemical or substance capable of causing bodily harm
8. Bow and arrows, sling shots, etc.
9. Bomb or pyrotechnic devices
10. Any other device or instrument used to intimidate, threaten or inflict harm.

B. Violation by Students. The procedure for all offenses is:

1. Confiscation of the weapon (if it can be done safely), request assistance, or call 911.
2. Notification of the Principal, Pastor, Business Manager.
3. Hold an administrative hearing with the student(s) that will include:
 - a. Notification of parent/guardian
 - b. Initial suspension from school for five days
 - c. Involvement of police with recommendation to charge as determined by Principal or Pastor
 - d. Discussion with Pastor and Principal with regard to expulsion

C. Violation by other Youths and Adults, including Employees

1. Immediate police involvement with recommendation to charge
2. Employees will also be subject to investigation and disciplinary procedures.

D. Administrative Discretion Regarding Possession.

1. A student who finds a weapon on the way to school, on school property, or in the school building and reports the weapon immediately to a teacher, office, or principal shall not be considered in possession of a weapon.
2. While this policy represents a "No Tolerance" position on weapons' possession on school property and on or at those places or vehicles listed in the first paragraph of this document and is intended to prohibit all weapons for any reason, there could be a very rare occasion when a weapon is inadvertently brought onto school

property or is in one's possessions. If such an occasion is clearly the case, the principal, after a thorough investigation, may use discretion in determining the appropriateness or applying consequences.

D. Authorized Instruction and Work Related Equipment and Tools: While this policy represents a "No Tolerance" position on weapons and look-alike weapons, it is not meant to interfere with instruction or use of appropriate equipment and tools by employees and students. Such equipment, when properly used and stored, shall not be considered a weapon for the purposes of this policy. However, when authorized instructional and work equipment and tools are used in a potentially dangerous or threatening manner, the guidelines and consequences of this policy will be enforced.

E. Length of Expulsion: The length of expulsion shall be determined by the severity of the offense.

Bullying

**CATHOLIC SCHOOL
BULLYING PREVENTION PROGRAM
APPROVED BY THE MINNESOTA CATHOLIC
CONFERENCE BOARD OF DIRECTORS**

December 3, 2014

**ARCHDIOCESE OF ST. PAUL AND MINNEAPOLIS
BULLYING PREVENTION PROGRAM**

Introduction:

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

Each child should be challenged to reach his/her full potential, develop a love of learning and learn in an environment that fosters respect and understanding of one another. Pastors, principals, faculty, staff and volunteers are expected to insist that all students behave appropriately and treat others with civility and respect. Bullying and Retaliation are not to be tolerated.

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

Prevention and Intervention Plan:

The Principal of each school in the Diocese shall be responsible for overseeing the development of a prevention and intervention plan (a "Plan"), in consultation with representative stakeholders, which may include teachers, professional support personnel, school volunteers, administrators (herein, "Staff"); community representatives; students;

parents and guardians consistent with the requirements of this Policy.

The Plan *shall* include, but not be limited to the adoption or adaptation of the Model Bullying Prevention Policy. At minimum, each Plan shall include:

- Statements prohibiting Bullying and Retaliation;
- Procedures for Staff, students, parents, guardians and others to report Bullying or Retaliation;
- Procedures for responding to and investigating reports of Bullying or Retaliation;
- The range of disciplinary actions that may be taken against an Aggressor for Bullying or Retaliation consistent with the school's disciplinary policies
- Strategies for protecting from Bullying or Retaliation a person who reports Bullying, provides information during an investigation of Bullying or witnesses or has reliable information about an act of Bullying;
- Procedures for notifying the parents or guardians of a Target and an Aggressor;

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

The Plan may include, but not be limited to:

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

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

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

Available Consultation:

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

**ST. PASCAL BAYLON CATHOLIC SCHOOL
BULLYING PREVENTION POLICY**

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.

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.