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ST. PASCAL REGIONAL  
CATHOLIC SCHOOL

*Believe, Learn, Love, Connect*

Family Handbook  
2022-2023

*Revised 08/22*

1757 Conway Street, Saint Paul, MN 55106

[www.stpascalschool.org](http://www.stpascalschool.org) | 651-776-0092

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# Introduction

Welcome to St. Pascal Regional Catholic School, an archdiocesan regional school. Our namesake, St. Pascal Baylon (1540-1592), was known for his humility and love for the Most Holy Eucharist. In that spirit, St. Pascal Regional Catholic School actively welcomes new families to share in our community.

We strive to meet the needs of each individual student and cultivate a positive relationship between home and school. St. Pascal Regional has a proud tradition of academic excellence in a Catholic, caring environment where 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.

The formal study of the Catholic faith, weekly all-school Mass, classroom prayer, other prayer services and liturgies throughout the year, and curriculum which reflects Catholic values and tradition are integral parts of our total education. It is St. Pascal Regional policy that all students, including non-Catholics, attend religion classes and liturgies. Grade levels take turns fulfilling ministry roles during the Mass, giving students the opportunity to participate as lectors, altar servers (grade 5 and up), and in music roles. The all-school Mass is celebrated each Wednesday at 9:25am in the church. Families are welcome and encouraged to attend.

## Vision Statement

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

## Mission Statement

St. Pascal Regional Catholic School 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.

## The Four Pillars

**BELIEVE** – We believe in educating students in the teachings and traditions of the Catholic Church so they can form a personal relationship with Jesus Christ through the Scriptures, Sacraments, prayer, and service to God and their neighbor.

**LEARN** – We believe in a culture of excellence, instilled with a rigorous and diverse curriculum. We believe individual learning plans identify opportunities for each student to reach their full potential. We believe passionate and skilled teachers inspire great learning.

**LOVE** – We believe that each child is a unique and precious gift from God who is worthy of our love and respect and is highly capable of academic growth. We believe in educating the whole child by focusing on the spiritual, emotional, intellectual, social, and physical strengths and needs of every student. We believe that each child can experience the true joy in learning, and this can lay the path for success in high school and beyond.

**CONNECT** – We believe in partnership between home and school to raise a generation of citizens who respect and serve the local, national, and global communities. We believe that school should be a safe, loving environment, where each child can thrive in a diverse family of learners in the spirit of the Gospel.

## **School Accreditation and Recognition**

St. Pascal Regional School is accredited by the Minnesota Non-Public School Accrediting Association (MNSAA). Annual reports are submitted to this agency in order to meet association standards. Curriculum evaluation is an on-going part of this process, and programs are selected after careful study and consultation by the principal, faculty, and staff.

St. Pascal Regional School is nationally recognized by the National Federation of Nonpublic School State Accrediting Associations. NFNSSAA commends our school community for meeting the rigorous requirements for accreditation and providing a high-quality educational experience for the community we serve.

St. Pascal Regional is a member in good standing of the National Catholic Education Association (NCEA) and of the Minnesota Independent School Forum, connecting and strengthening Minnesota's independent schools through exceptional training, resources and advocacy so they can be student-centered and mission-driven.

## **School History**

St. Pascal Baylon Parish was established on May 28, 1946 by Archbishop John Murray, who assigned Fr. John Ryan as pastor. The original church consisted of two army surplus quonset huts. Groundbreaking was held for construction of a new church and school in October, 1949, and the school was officially opened on September 7, 1950 with nearly 200 students in attendance and Sr. Alice Gertrude Hassing, CSJ at the helm as the first principal.

Associated with the rapidly growing parish came a burgeoning school enrollment. More classrooms were added to the south end of the school building, and a large, modern convent for the Sisters of St. Joseph of Carondelet was built in 1959.

The West Wing building extension was finished in 1963, and included several classrooms and what was designed to be a cafeteria in the basement. The decision was soon made, however, to use the basement space as a "temporary" worship space (where it remained until 2002), and the existing church was converted to the school gymnasium. The new West Wing classrooms were used for the upper grades and parish meeting rooms.

In 1974, St Pascal Baylon School decided to open a kindergarten, and two additional classrooms were completed in the West Wing. School enrollment at this time was approximately 600 students.

Planning began for an ambitious project to build the first new church in St. Paul in over fifty years in 1998 and was completed in 2002. In addition to the construction of a new worship space, commons area and offices, a major remodeling of the school took place which saw the conversion of the "temporary" worship space into two classrooms and a large activities area.

Declining enrollment sparked the decision to add a preschool and pre-kindergarten program, which were licensed by the state of Minnesota in 2015.

Despite its best efforts, in 2019 St. Pascal Baylon School closed its doors. This marked the birth of a new school, St. Pascal Regional Catholic School, a non-parochial regional archdiocesan school, leasing space in the old school's building. Enrollment that fall at the new school was just over 150 students in preschool - 8th grade, many of them transferring from the old school.

The school is grateful to the many students, families, teachers, principals, administrators, pastors, and benefactors who have gone before us, participating in the life of our school and its predecessor over these many decades on the East Side of St. Paul in our vision to share the love of Christ with those around us as we learn and grow spiritually, emotionally, and academically.

Following careful consideration and prayerful reflection in spring 2022, the leadership of St. Pascal Regional Catholic School decided to become part of Ascension Catholic Academy (ACA). The Academy was established in 2016 and oversees three Catholic grade schools: St. Peter Claver in St. Paul, St. John Paul II in northeast Minneapolis, and Ascension in north Minneapolis. ACA provides centralized leadership to effectively ensure excellence, accessibility, and sustainability for the schools. As of July 1, 2022 St. Pascal Regional Catholic School is officially a part of Ascension Catholic Academy.

St. Pascal Regional's decision to join the Academy is consistent with ACA's mission of recognizing the importance of access to a rigorous, faith-based education as well as the need to strengthen our collective spirit of hope here in the Twin Cities. This expansion also represents a sense of stewardship to share blessings and help build long-term viability, vitality, and sustainability. As with all ACA schools, St. Pascal Regional will continue to honor and develop its own identity and make unique contributions to St. Paul's East Side at its current location.

## **Non-Discrimination Policy**

It is the policy of St. Pascal Regional 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, public assistance status, or disability.



## **School Policies and Procedures**

### **Admissions**

St. Pascal Regional 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.

Families interested in enrolling a student for kindergarten must comply with the following requirements:

- The student must be at least 5 years old by September 1 of the year he/she starts kindergarten
- The family must provide:
  - A copy of the student's birth certificate
  - The student's immunization record
  - A copy of the Early Childhood Screening from the Minnesota Department of Education

## **Arrival and Dismissal Procedures, Extended Day and Bus Service**

To maintain the safety and security of St. Pascal Regional School, all doors will remain locked unless indicated otherwise, and the following procedures will be followed.

### **Arrival**

Students are to be dropped off in the morning between 7:15am-7:25am. Students must not be left unattended prior to 7:15am. A fee-based Extended Day program is available from 6:30am-7:15am if students need to be dropped off early. (Please see the Extended Day Program description below for more information.)

K-4<sup>th</sup> grade students are to be dropped off in the church parking lot (enter via Flandrau St.) at Door 4. Follow directions given by staff who are monitoring the car line. 5<sup>th</sup>-8<sup>th</sup> grade students are to be dropped off at Door 1 using the turnaround off Conway St.

A family with students in elementary and middle school should drop off all their students at the church parking lot according to the K-4<sup>th</sup> grade procedure.

Bus riders are dropped off by 7:25am on Conway St. in front of the playground structure.

Students arriving after 7:25am should enter the building via Door 2 and check in at the office. Students who arrive after 7:25am are considered tardy.

### **Dismissal**

Students may be picked up between 2:15pm-2:25pm. K-4<sup>th</sup> grade students are picked up in the church parking lot. Enter the lot via the Flandrau St. entrance closest to Conway St., and follow the directions of the staff who are monitoring the car line. K-8<sup>th</sup> grade families may not park in the parking spaces labeled for preschool.

5<sup>th</sup>-8<sup>th</sup> grade students may be picked up at Door 1 using the turnaround off Conway St. There is no parking in the circle at any time, or in the handicapped spaces without the proper tags. If you must leave your car, please park in the parking lot or on the street.

A family with students in elementary and middle school should pick up all their students from the church parking lot according to the K-4<sup>th</sup> grade procedure.

Buses will depart by 2:20pm from the Conway St. stop next to the playground equipment.

Students who are not picked up by 2:25pm, will be escorted to the Extended Day room to await their rides. (Please see Extended Day Program description below for more details.)

### **Extended Day Program**

For the convenience of our families, a fee-based Extended Day program is available for students who need to be dropped off early to school or picked up later than the regular school hours.

Morning hours are from 6:30am-7:15am, and afternoon hours are from 2:15pm-5:30pm. Students will be offered a snack at afternoon Extended Day. Please use Door 5 to drop off and pick up students from Extended Day.



Please check with the office to register for this program. There is a \$25 registration fee. The daily fee is \$5 for morning extended day, and \$5 per hour for afternoon extended day. Fees are charged monthly via the TADS family billing account.

### **Bus Service**

Free busing to and from St. Pascal Regional is provided by St. Paul Public Schools. 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. Please contact the school office to see if you are within the busing boundaries for our school, and to get a copy of the School Bus Transportation Request Form to register for your child to ride the bus. This form is filled out annually.

According to Minnesota statute 123B.90, students receive bus training annually at the beginning of the school year which covers the following concepts:

- transportation by school bus is a privilege and not a right;
- district policies for student conduct and school bus safety;
- appropriate conduct while on the school bus;
- the danger zones surrounding a school bus;
- procedures for safely boarding and leaving a school bus;
- procedures for safe street or road crossing; and
- school bus evacuation.

In addition to training, the school will conduct a school bus evacuation drill at least once during the school year.

It is critical for parents/guardians and students to respect these rules and guidelines to ensure the safe transportation of students.

Please notify the office of any address changes, or changes in busing requirements for your child as the school year goes along.

### **Athletics**

The philosophy of the St. Pascal Regional Catholic School Athletic Program is to promote sportsmanship through skill building, discipline, team cooperation, and school spirit.

Please follow school newsletter announcements to learn more about what sports are available during fall, winter, and spring seasons, and how to register for those.

### **Attendance, Truancy and Tardiness**

#### **Attendance**

It is the policy of St. Pascal Regional Catholic School to adhere to all State of Minnesota regulations concerning school attendance. Excessive absences often result in poor schoolwork.

When an absence is necessary, these steps are to be followed:

- The student's parent/guardian must call the school office at 651-776-0092 each morning of a student's absence by 8:30am
- If absence is due to a medical appointment or illness, a doctor's note may be submitted to the office upon return to school.

- If absence is due to work, travel or otherwise known beforehand, the 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.
- If a child is to be picked up before the end of the school day, we ask that the parent/guardian please come to the school office via Door 2 to sign out the child.
- The student will make immediate plans to do all make-up work upon return to school.

### **Truancy**

Minnesota truancy law states that any elementary school child missing three full days in a school year without a valid excuse is considered "continually" truant. If a middle school student misses three or more class periods on three days in a school year without a valid excuse, he or she is considered "continually" truant.

A "habitual" truant means a child under the age of 18 years who is absent from attendance at school without lawful excuse for seven school days within a school year if the child is in the elementary school, or for one or more class periods on seven school days within a school year if the child is in the middle school or junior high school. Habitually truant children are categorized as in need of protection or services by the state (MN statute 260C.007 subd. 6 (14)).

The student's teacher may ask to meet with the family of a continually or habitually truant student to find a resolution to the problem. If the truancy persists, the principal will ask to meet with the family and/or send the family a truancy letter. Mandated reporting takes place in accordance with the State of Minnesota statutes for excessive absences.

### **Tardiness**

Students arriving late to school (after 7:25am) must report to the school office upon arrival. Excessive tardiness (more than three times a month) will result in a parent/guardian being contacted. This does not apply to excused absences.

### **Birthdays**

Please let your child's homeroom teacher know ahead of time if you would like to send treats to the class to celebrate your child's birthday. For the general health of the children, please do not send in chewing gum, pop, or homemade treats. It is best to send nutritious, store-bought treats.

If hosting a birthday party for your child outside of school, please do not send invitations to school for distribution unless all students in your child's homeroom are invited to the party.

### **Bullying**

Created in the image and likeness of God, each child shares a fundamental human dignity. St. Pascal Regional 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. Consequently, 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 (if possible) are designated to receive reports of bullying.

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

## **Calendar and Daily Schedule**

The school calendar is published on our website, [stpascalschool.org](http://stpascalschool.org). Printed copies are available from the school office. Please visit our website for important information regarding our calendar and many other issues.

Minnesota statute 120A.41 delineates the minimum number of instructional hours and days for preschool-12<sup>th</sup> grade schools. St. Pascal Regional exceeds the number of hours and days required.

Your child's teacher can provide information about the daily schedule for your child's grade. Generally, depending on grade, the day begins with homeroom and morning circle. Academic subjects follow, and there is a lunch break at midday. Grades K-4 have recess outside around lunch time (weather permitting). Academic subjects fill out the remainder of the day until dismissal time. Please contact your child's teacher with any specific questions about your child's daily schedule.

## **Communication Between Home and School**

The school has established ways of communicating with the parents/guardians of its students in order to convey important information regarding the school's mission, programs and practical day-to-day information. The following means of communication are used to share information with parents/guardians:

- Family Handbook: This handbook contains the school's policies and procedures, and is updated each school year.
- "News Notes": This weekly newsletter, published every Friday and emailed to parents/guardians, contains current events at the school, deadlines, calendar items, and other practical information for students and parents/guardians.
- Remind App: This smartphone app allows two-way messaging between parents/guardians and their child's homeroom teacher. This is an excellent way to communicate attendance and other day-to-day information.
- Report Cards: report cards are issued at the end of each trimester.
- Parent/Teacher Conferences: parent/teacher conferences are held before school starts, in the fall and in the spring. We strongly encourage attendance at conferences.
- Parent/Teacher Meetings: In addition to conferences, parents/guardians, teachers, and the principal may request a special meeting at any time as the need arises.

In our home/school cooperative effort, we ask that the parents/guardians observe the following:

- Be familiar with information contained in the handbooks and other newsletters or communications from school
- Comply with the policies, procedures, goals, and objectives of the school
- Inform the school either verbally or in writing of:

- o Student illness or absence
- o Change in address, phone, emergency contact, childcare arrangements, etc.
- o Parental status and custodial constraints
- o Change in transportation routine
- o Arrangements that might affect communication with the school
- Pay tuition, fees, lunch accounts, and other charges in a timely manner

In the event of a concern, question, or suggestion by a parent/guardian regarding a school issue, the following actions should be taken:

1. The parent/guardian should make an appointment and meet with the child's teacher.
2. If the parent/guardian has met with the teacher and is not satisfied, he or she should contact the principal to determine the appropriate next step.

Please note that teachers and the principal are only allowed to discuss parent/guardian or student concerns with parents or legal guardians of a student unless other arrangements have been made with the school.

School office hours are 7:00am-3:00pm; the phone number is 651-776-0092. All staff members have voicemail and email. Please note that during school hours, calls are not transferred into classrooms as it disrupts the learning process. The office can take a message for a teacher to return later when available.

All announcements, notices, or flyers regarding extra-curricular events which parents/guardians would like to communicate to the St. Pascal Regional school community must be pre-approved by the principal before being disseminated via a school communication method to the school community.

## **Discipline**

The entire staff at St. Pascal Regional Catholic School has the goal of establishing a Christian environment throughout the school in which children will feel safe, secure, and happy, and as a consequence, will have the maximum opportunity to learn.

Students are expected to follow the rules and expectations and to do their part to provide a safe environment that is free from disruptive behavior, that does not pose a potential or actual danger and that is not disruptive to the learning and teaching process.

Self-discipline is an important characteristic of the Christian community. As St. Pascal Regional 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. Our goal is to develop self-discipline in students that will enable them to be responsible and accountable for their behavior and to accept the consequences for their actions.

Along with self-discipline, an environment of mutual respect among students, faculty, and staff members fosters a spirit in which orderly behavior flourishes.

This requires the staff to be positive and patient in dealing with students. It also means we practice good classroom management techniques. At St. Pascal Regional, we use the Nurtured Heart Approach and Responsive Classroom techniques.

The *Nurtured Heart Approach* uses a core methodology consisting of "The 3 Stands" as teachers and students work together in the classroom:

- Stand 1 Absolutely No! I refuse to energize negativity.
- Stand 2 Absolutely Yes! I will super-energize experiences of success.
- Stand 3 Absolutely Clear! I will set clear limits and provide clear, un-energized consequences.

*Responsive Classroom* is a student-centered, social and emotional learning approach to teaching and discipline. It is comprised of a set of research- and evidence-based practices designed to create safe, joyful, and engaging classrooms and school communities for both students and teachers. For more background about how this approach is implemented in the classroom, please visit the Responsive Classroom website at <https://www.responsiveclassroom.org/about/>.

Following these approaches, staff 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
- Discipline in private whenever possible, and with sincerity, kindness, and firmness
- Never send a child out of the room to stand in the corridor or on the stairs
- Reinforce appropriate conduct in a positive way
- Discuss the problem or situation with the student to develop a plan which includes consequences that would make him or her want to correct inappropriate behavior
- Share successful methods with fellow teachers

The following school-wide Christian Behavior Expectations describe guidelines for student behavior:

- Be prompt and prepared: on time, with needed materials, and 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 the opinions of others, refrain from harassment
- Respect the property of yourselves and others: use materials and equipment appropriately
- Display an earnestness for learning: remain on task, allow others to remain on task, help others to learn
- Display appropriate social skills: learn to deal with disagreement, teasing, and failure; display courtesy and tact; interact with others appropriately
- Display appropriate Christian behavior: display positive and productive character
- Follow specific behavior policies

The following stepwise approach will be used for addressing behavior issues. The order of the steps shall be progressive, but may be applied at the discretion of the staff member depending on the type and severity of the infraction:

- Re-teach expectations
- Verbal and/or written warning
- Call to parent/guardian
- Meeting with principal, student, parent/guardian, and teacher
- Behavior Contract listing expectations and consequences

St. Pascal Regional Catholic School reserves the right to determine in its sole discretion the appropriate consequence for any violations of its policies. Consequences for violations may include, but not be limited to: loss of privileges, detention, suspension, disciplinary probation, and expulsion.

## **Emergencies**

### **Emergency Contact Information**

Emergency contact information is kept on file for each student, and parents/guardians are asked to update this at the beginning of each school year and whenever significant changes occur; please contact the school office with updates.

### **Emergency Drills and Procedures**

As required by city ordinance and Minnesota statute 121A.035 subd. 2, at least five fire drills are held during the school year, as well as five lock-down drills and an inclement weather drill (as in the event of a tornado). Children are instructed in the proper procedures to use in each situation, and practice these procedures during drills.

### **Emergency and Weather-Related School Closings**

In the event of an emergency or weather-related school closing, St. Pascal Regional will broadcast this information via Channel 4 WCCO CBC Minnesota, Channel 5 KSTP, Fox 9 and Kare 11. An email and/or Remind message will also be sent from the school administration to all families notifying them of the cancellation. If no announcement is made, please assume that school is in session.

St. Pascal Regional is closed whenever the St. Paul Public School System is closed due to 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.

## **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 parents/guardians will be notified as soon as possible of the scheduled field trips.

Insurance regulations of the Archdiocese require the use of the Field Trip Parental Consent Form and Indemnity Agreement each time the student participates in a field trip. If a form is not returned, the student may not attend the field trip. A phone call does not fulfill the authorization requirement for participation.

Field trip participants travel by bus, unless the destination is within walking distance of the school. If you would like to volunteer as a chaperone for a field trip you will be required to have gone through Virtus training. Please see the Visitors, Volunteers, and Virtus Training section of this handbook.

## **Grades, Honor Roll, Report Cards, and Graduation**

### **Grades**

St. Pascal Regional divides the academic year into trimesters. Grades are recorded throughout the trimester, then reported to parent/guardians in the form of a report card at the end of each trimester which evaluates the student's progress throughout the academic term.

Age-appropriate subject grading rubrics are used as follows:

- Grades K-2:
  - O (Outstanding)
  - S+ (Satisfactory +)



- o S (Satisfactory)
- o S- (Satisfactory -)
- o U (Unsatisfactory)
- o N/A (Not Assessed)
- Grades 3-5:
  - o A (93.34-100%)
  - o A- (90-93.33%)
  - o B+ (86.67-89.99%)
  - o B (83.34-86.66%)
  - o B- (80-83.33%)
  - o C+ (76.67-79.99%)
  - o C (73.34-76.66%)
  - o C- (70-73.33%)
  - o D+ (66.67-69.99%)
  - o D (63.34-66.66%)
  - o D- (60-63.33%)
  - o F (0-59.99%)
- Grades 6-8:
  - o A (90-100%)
  - o B (80-89.99%)
  - o C (70-79.99%)
  - o D (60-69.99%)
  - o F (1-59.99%)

In addition to subject grades, report cards also show marks for standards within the subject area. The rubric for all grade levels for standards is as follows:

- 4 – Exceeds Standard
- 3 – Meets Standard
- 2 – Approaching Standard
- 1 – Partially Meets Standard
- NA – Skill Not Assessed This Trimester

### **Honor Roll**

The honor roll is published each trimester to recognize students in grades 5-8 for their academic achievements. The criteria are as follows:

- A Honor Roll: All grades must be an A- (90%) or above
- A/B Honor Roll: All grades must be a B- (80%) or above

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.

### **Report Cards**

Report cards are printed and sent home with students after the end of each trimester. Any questions by parents/guardians regarding their child's progress should be addressed directly with the child's teacher. Parent-Teacher Conferences are scheduled before school starts, in the fall and spring to provide an opportunity to meet with your child's teacher(s) in person. Teachers are also available throughout the year by appointment to meet with parents/guardians about any concerns they might have for their child.

## **Promotion or Retention of Students**

Promotion of students to the next grade at the end of an academic year or retention in the same grade 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. 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 be promoted to the next grade.

## **Graduation**

Eighth grade graduation is the culmination of a student's grade school academic experience. Students are eligible to graduate if:

- They have received passing grades (C or better) for two or more trimesters in each core subject area during their eighth grade year;
- They have worked up to their ability and have shown a desire to learn; and
- Their families have paid all tuition and fees -- report cards and certificates of graduation will not be issued until all accounts are paid in full

Those students failing to meet the academic requirements for graduation will receive a certificate of attendance rather than a certificate of graduation at the graduation ceremony. Parents/guardians will be notified as soon as possible that their child may not graduate.

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 certificate of graduation. The school will work with the students and parents/guardians to achieve graduation status.

## **Health and Safety**

St. Pascal Regional is committed to providing a healthy and safe learning environment for its students and staff. The following section describes our health and safety policy.

### **When Should a Child Stay Home?**

Students should stay home from school if experiencing any of the following conditions:

- Chickenpox: the student may return to school after the last pox have scabbed over -- this is usually 7-10 days
- COVID-19: the student who tests positive must stay home for 5 days and can return to school as long as he/she is fever-free for at least 24 hours. The student should also wear a mask for the next 5 days.
- Fever of 100°F or more: the student needs to stay home for at least 24 hours after the temperature returns to normal without fever-reducing medication
- Head Lice: the student cannot be in school if live lice are present. If a student is suspected of having head lice, the school nurse or office staff will confirm the presence of live or dead lice and nits. If there is a positive confirmation of live lice, the parent will be contacted and the student will be sent home for treatment. The student will be excluded from school until treatment is completed. When returning to school, the student with his or her parent/guardian will report to the office so staff can determine if treatment has occurred and nits have been removed. If any live lice are found, the student will not be

allowed to return, and re-treatment will be needed. If there are no live lice the student may return to class.

- Impetigo: the student may return 24 hours after treatment
- Scabies: the student may return 24 hours after treatment starts
- Strep throat: the student may return 24 hours after antibiotic treatment has begun
- Vomiting or diarrhea: the student needs to stay home for at least 24 hours after the last episode
- Other illness: the school shall follow all other state-mandated illness safety policies as needed

### **Allergies, Asthma, and Other Medical Conditions**

If your child has a medical condition which his or her teacher or the office should be aware of, such as allergies, asthma, a seizure disorder, or another medical condition which may require staff vigilance or a specific medical response, please notify the child's teacher and the school office. The best way to communicate this information to the school is via a medical action plan from the child's physician with details about the condition and the required response. These forms should be updated and submitted annually to the school office.

### **Medication**

St. Pascal Regional School follows the requirements of Minnesota Statute 121A.22 regarding the dispensing of medication at school. A Medication Authorization Form is required of the parent/guardian who requests and authorizes the giving of prescription medication to a student in the dosage prescribed by a physician. 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 and stored in the school office, unless the student is authorized by his or her physician to carry the medication on his or her person (e.g., EpiPens and inhalers). Administration of medication during the school hours shall be by qualified personnel and in a manner consistent with instructions on the label. Teachers are not allowed to administer medication at any time.

### **Illness or Injury at School**

If a student becomes ill or injured during the school day, he or she is to report to the office when/if possible. In a grave emergency, the teacher present will call 911 as warranted, and notify the office. In less serious cases, the teacher or another student will take the student to the office for first aid, which will be administered by school office personnel or the school nurse if present. The office staff will determine whether further 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. No student will be sent home due to illness or injury if no one is at home to be with the student, or without permission.

In the case of an accident at school, once the child has been attended to or sent home (as the situation warrants), those who witnessed the accident should fill out an Incident Report and turn it in to the principal, and possibly a Participant Accident Insurance Claim Form. (Please see Insurance section below.)

### **Insurance**

The Archdiocese sponsors a special student 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 a Participant Accident Insurance Claim Form from the school office, fill it out, and return it to the school office for further processing.

### **Health and Immunization 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 as per Minnesota Statute 121A.15. The parent/guardian is responsible for submitting all immunization information to the school office prior to the start of the school year, and as updates occur throughout the school year.

### **Vision and Hearing Screenings**

St. Paul Public School personnel conduct annual vision and hearing examinations for students in selected grade levels: kindergarteners, 1st graders, and 5th graders receive vision screenings and kindergarteners and 1st graders receive hearing screenings. A parent/guardian or teacher of a child who is not scheduled to be screened may request that the child be screened out of cycle to identify a possible deficiency.

### **Mandatory Reporting of Child Maltreatment**

All staff members of the school are legally required to follow the requirements of Minnesota law and the guidelines of the Archdiocese of St. Paul and Minneapolis pertaining to reporting child maltreatment.

*Maltreatment* includes physical abuse, psychological/verbal abuse, sexual abuse and neglect (failure to provide adequate food, clothing, shelter, medical care, education, supervision or protection from conditions or actions that endanger the child).

Please refer to the *Resource Guide for Mandated Reporters of Child Maltreatment Concerns* which can be found at <https://edocs.dhs.state.mn.us/lfsrver/Public/DHS-2917-ENG>. This is an important resource for families and school staff which includes process steps, definitions, links to Minnesota statutes, and much more vital information. Here is a brief summary:

1. The law requires mandated reporters (which includes all school faculty and staff) to make a report if they know of or have reason to believe a child is being neglected or abused, or has been neglected or abused within the preceding three years. Reporters are required to report suspected abuse or neglect of any child, regardless of their immigration status, nationality or race.
2. Verbal reports must be communicated immediately (no longer than 24 hours). Written reports must be submitted within 72 hours (weekends and holidays excluded). Begin by contacting the principal, who will assist you.
3. If the child is in immediate danger, call the police. (911)
4. If the child is not in immediate danger, call Child Protection Services at 651-266-4500.

### **Homework**

Homework refers to tasks 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 the teacher, student, and

parent/guardian. 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 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 the student works, and who may assign homework
- Assign appropriate homework according to a student's age and needs

### **Homework Responsibilities of Students**

- Know and understand the purpose of the homework assignment
- Copy assignments into assignment notebook if applicable, understand directions, and know what is required for completion of the assignment
- Complete and return assignments
- Understand which assignments are to be completed independently and which 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 encourage him/her
- 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
- Encourage your child
- Support the teacher and the child

### **Make-Up Work**

When a student is absent, class work must be made up as determined by the teacher. The work can be requested the day the student returns to school after an illness or in advance if the student is being taken out of school due to a family vacation, travel, appointments or other pre-planned events. The teacher will do all he/she 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.

### **Violent Subject Matter**

Students are not allowed to use violent subject matter in homework assignments or in other forms such as drawings or doodles, video presentations, creative writings, graffiti in notebooks or on the school or church property.

## **Lunch Program**

### **Hot Lunch**

St. Pascal Regional Catholic School is pleased to offer your child the option of a hot, nutritious lunch at school. Lunch consists of an entrée, vegetable, fruit, and a carton of 1% white milk.

### **Cost**

The lunch (including milk) costs \$3.85; extra cartons of milk are available for \$.35 each. Charges are applied monthly to your family tuition account on TADS. Families who qualify for free or reduced-price lunches (per the Application for Educational Benefits form they have submitted) will receive the lunch for free (see below).

### **Ordering**

A paper copy of the menu for the upcoming month will be distributed to families via your child's homeroom teacher around mid-month. Families will circle on the menu which days they would like their child to receive a hot lunch. Menus must be returned to the homeroom teacher by the due date printed on the menu (usually about a week before month end).

Pre-ordering is required for your child to receive a school lunch. Children will not be served a hot lunch who have not ordered one in advance. Your TADS account will be charged for all lunches ordered.

If your child will not be participating in the hot lunch program this school year, please notify the office. Please ensure that you provide a lunch from home for your child on all days that you have not ordered a hot lunch for him/her.

### **Questions?**

If you have questions about the lunch program, please contact Andrea Mathison at 651-776-0092 or [amathison@stpascalschool.org](mailto:amathison@stpascalschool.org).

### **Free and Reduced-Price Lunch**

St. Pascal Regional participates in the National School Lunch Program for free and reduced-price meals. The application form and qualification information are available in the school office. We encourage every family to fill out this form at the beginning of each school year even if you think you might not qualify. A letter will be sent home after your application has been processed letting you know if your family's application was approved or not for free or reduced-price lunches. Even though the state labels certain income levels as free or reduced, if you qualify for either of these categories, meals at St. Pascal Regional will be no charge to your family. The only charge you might incur if your family qualifies for free or reduced meals is for any additional milks purchased beyond the one that is included with your student's meal.

## **Music, Band and Orchestra**

Band and orchestra instruction are offered to grades 4-8 through the Hill-Murray Maestro Music Program. As part of this program, instrumental lessons for all ability levels and band practice are offered at St. Pascal Regional during the school day by instructors from Hill-Murray. Performances are at our school and other locations. There is a fee associated with this program, and instrument rental is available. An informational meeting is offered each fall for families interested in this program. For more information, go to [www.maestromusicclasses.com](http://www.maestromusicclasses.com)

## **Personal Property**

### **Lockers**

Students in most grades are assigned a locker for use during the school year. School lockers are school property, and therefore school staff may inspect locker interiors at any time, for any reason, without notice and

without student consent. If needed, students may request a school-issued lock for the locker. No other locks are allowed. The cost to repair or replace a locker due to damage done by a student will be billed to the student's TADS account.

### **Valuables**

Students are to refrain from bringing valuable 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 pocket knives and lighters, will be confiscated immediately. (See Weapons Policy.)

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 office as soon as the student arrives at school. The school is not responsible for money carried by individual students or kept in lockers.

### **Care of Textbooks**

Please make sure your child is taking care of his or her textbooks by having all hard-cover textbooks covered at all times. Parents are liable for damage to their child's school textbooks or library books. The replacement cost of texts will be charged for books that are lost, have broken bindings, water damage, graffiti, or rips and tears that are not repairable. Book fines will be assessed via the TADS tuition account.

### **School Supplies**

Parents/guardians are expected to provide school supplies for their child. A list of needed supplies will be posted on the website and shared via the school newsletter and a hard copy will be distributed to each re-enrolling family before the beginning of the school year. You can also request one from the office at any time. Whenever supplies can be labeled with the child's name, this helps students keep track of their own items. The school has a supply of many of the needed items available to families for whom the cost of school supplies is a hardship. Please contact the office to browse these items.

### **Lost & Found**

Lost items will be kept in the entrance to the 2nd floor off of the breezeway near Door 5 or in the school office. Encourage students to check for lost items in the Lost and Found areas when something is missing. At the end of each school year, all lost and found items are donated.

## **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 in the classroom are also applicable on the playground.

For the safety of our students:

- Students are not allowed on the street or the street side of the fence, or off school property
- Tackling, or throwing of snowballs, sticks, wood chips or rocks is not allowed
- Playground equipment shall be used appropriately and safely

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 snow 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 otherwise not suitable for playing.

## **Special Education, Title I, and Counseling**

### **Special Education**

The special needs of students in our school are addressed through the services offered by the St. Paul Public Schools. The following steps shall be followed when concerns arise about a student.

Classroom teachers may see the needs of a specific student in the areas of academic, behavior, health, or motor skills, and consult with the principal. Interventions may be suggested to meet a student’s needs. St. Pascal Regional may also use an ISR (Individual Student Review) team to assist with accommodations.

If the interventions or accommodations are not successful, either the school or the parent/guardian may refer the student for assessment by St. Paul Public Schools personnel. Written parental/guardian permission will be required for this assessment. Once the assessment is completed, a meeting is set up to report on the results and possibly develop an IEP (Individual Educational Plan) for the student. The IEP is written with goals to help improve the areas of need. The services provided to achieve those goals may be direct or indirect. Indirect service is done at St. Pascal’s. Direct service is done off site, and transportation, if needed, is provided by the public school.

### **Title I**

Title I is a federal program which provides financial assistance to schools with high numbers or high percentages of children from low-income families to help ensure that all children meet challenging state academic standards in the areas of math and reading. Working with the classroom teacher, the on-site 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 school.

### **Counseling**

St. Pascal Regional offers several on-site counseling opportunities for students of all grade levels provided by counselors from outside counseling service organizations as described below.

City Connects is a program that looks at the strengths and needs of every student in academic, social-emotional, family, and health domains. We identify the areas in which students need more support or enrichment and look for services to meet the needs. Besides finding community partnerships, the City Connects coordinator also conducts friendship groups and meets with students one-on-one to attend to their social-emotional needs. Please, do not hesitate to contact this counselor if you have concerns or questions about your students.

Also available onsite is a Peace of Mind counselor who helps us learn and implement the Nurtured Heart Approach at our school. According to this approach, we learn how to reward positive behavior with our extra attention, give no energy to negative behavior, and be consistent when providing consequences. The Nurtured Heart counselor meets with students one-on-one and does guidance classes.

Dr. Jules Nolan is a licensed psychologist from Phoenix School Counseling who follows the Nurtured Heart Approach as well. She is a great resource for our families, providing webinars for families to navigate different social-emotional issues. Families who attend our school are privileged to schedule one individual zoom



meeting with her for free to gain her expertise on any issue you are having with your children. Please take advantage of it. If you have any questions about how it works, please contact the principal or Dr. Jules directly, and let her know that your student attends St. Pascal Regional so that you qualify for a free meeting with her.

Parents/guardians or teachers can make referrals, or students may request the opportunity to talk with a counselor. The counselor will contact the parents/guardians to keep them involved and informed.

## **Student Records and FERPA**

Pursuant to Archdiocesan policies, St. Pascal Regional shall collect and maintain the records of students while they attend the school.

Student records and data include:

- Identity data
- Academic work completed
- Grades
- Standardized achievement test scores
- Attendance data
- Health data
- Family background information
- Teacher or counselor ratings and observation
- Verified reports of serious or recurrent behavior patterns

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
  - School officials with legitimate educational interest;
  - Other schools to which a student is transferring;
  - Specified officials for audit or evaluation purposes;
  - Appropriate parties in connection with financial aid to a student;
  - Organizations conducting certain studies for or on behalf of the school;
  - Accrediting organizations;

- o To comply with a judicial order or lawfully issued subpoena;
- o Appropriate officials in cases of health and safety emergencies; and
- o State and local authorities, within a juvenile justice system, pursuant to specific State law.

A family or eligible student has a right to file a complaint with the U.S. Department of Education regarding an alleged failure by St. Pascal Regional Catholic School to comply with the requirements of the Family Education Rights and Privacy Act (FERPA). The name and address of the office administering the Family Education Rights and Privacy Act is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue S. W.  
Washington, D. C. 20202-5901

The school may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. Parents may request that the school not disclose directory information about their children by filling out the appropriate form available from the school office. St. Pascal Regional will notify families annually about their rights under FERPA via this student handbook.

When transferring a child to another school, parents/guardians are asked to inform the school office as soon as possible. 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.

All requests for copies of records are to be made to the school office, and they will respond with the requested documents in a reasonable amount of time.

## **Telephone and Technology Usage**

### **Telephones**

As a rule, neither teachers nor pupils may receive phone calls during the hours of class. Messages may be left with the school office 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 Regional understands that families regularly use mobile phones. However, we expect that students with mobile phones, Smartwatches, and other personal electronic devices will have them turned off and stored 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 and other personal electronic devices with permission of a staff member and in front of the staff member who granted such permission.

Students who violate St. Pascal Regional policy will have the following stepwise consequences (depending on the severity and repetition of the offense):

1. Verbal warning to turn the device off and put it away
2. Device will be confiscated; student may retrieve it at the end of the school day
3. Device will be confiscated and given to the principal; student may retrieve it at the end of the school day
4. Device will be confiscated and parents notified; student may retrieve it at the end of the school day

## **Technology**

Other electronic devices (Kindles, iPads, Nooks, etc.) are allowed at school for students to use as a learning tool under teacher supervision.

St. Pascal Regional restricts students from accessing any kind of inappropriate content on school-issued devices, such as pornography, extreme violence, hate sites, etc., by use of a firewall when students are at school. Google Admin allows us to block similar content for Chromebooks if students take them home.

Students are required to follow the Internet and Related Technologies Use Agreement while using any device at school. Copies of this policy are disseminated at the beginning of the school year and signed by both students and parents. Please contact the school office if you would like a copy of this policy document.

## **Testing**

Students are tested for achievement using the Northwest Evaluation Association's Measure of Academic Progress or NWEA MAP. The tests are computer-based and measure individual academic growth over time. The tests are administered in the fall, winter, and spring to students in grades K-8. Parents/guardians are sent a summary of test results. The main objective of this type of assessment is to aid teachers and administrators in developing programs and curricula that will better meet the individual needs of our students.

## **Tuition, Fees and Financial Aid**

### **Tuition**

St. Pascal Regional Catholic School is committed to offering families an affordable Catholic education for their children. Once a student is accepted into the school, his or her parents/guardians will be required to sign a tuition agreement at the time of registration. The school requires payment of tuition obligations via TADS, our tuition management system. Tuition payment options include one-payment, two-payment, or monthly-payment schedules. If a family finds they are not able to meet their payment plan, they are asked to talk with the principal or the tuition manager in the school office immediately to make other arrangements for payments. TADS-imposed late fees will not be waived unless the family has communicated to the principal or the tuition manager in the school office prior to the missed payment.

All tuition payments for the academic year must be paid in full by June 30. Accounts past due from the previous year must be paid in full in order for the student to re-enroll for the fall term.

### **Fees**

In addition to tuition, some programs or activities require an additional fee. These include: hot lunch program, extended day program, field trips, technology replacement fees, library fines, sports fees, and other fees. These fees will be applied to the TADS tuition account and will be due the month after they are assessed.

### **Financial Aid**

St. Pascal Regional offers needs-based financial aid to our families. Every effort is made to provide each qualifying child the opportunity to attend our school regardless of the financial situation of the family. Application for financial aid can be made at the time of registration by filling out the Financial Aid application on the TADS website and paying the associated fee. The amount of financial need is then calculated by TADS and sent 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.

## Uniforms

St. Pascal Regional 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 Regional. Uniforms contribute to a less competitive environment where students can identify with one another and remain focused on learning.

|                                | BOYS  | GIRLS   |
|--------------------------------|---|---|
| Elementary School (Grades K-4) | Shirt: Blue polo-style shirt (long- or short-sleeved) with school logo<br>Pants: Navy blue, cotton twill, uniform-style pants<br>Shorts: Navy blue uniform-style walking shorts<br>Sweatshirt: Quarter Zip Royal Blue with logo<br>Sweater: Navy Cardigan or V-neck   | (K-2nd) Shirt: white blouse or blue polo-style shirt (long- or short-sleeved) with school logo<br>(K-2nd) Jumper: Blue school plaid, pleated<br>(3rd-4th) Shirt: Blue polo-style shirt (long- or short-sleeved) with school logo<br>(3rd-4th) Skirt: Blue school plaid, pleated<br>Pants: Navy blue, cotton twill, uniform-style pants<br>Shorts: Navy blue uniform-style walking shorts<br>Sweatshirt: Quarter Zip Royal Blue with logo<br>Sweater: Navy Cardigan or V-neck<br>Leggings: Plain white, navy, or black, full-length, straight leggings may be worn under a skirt or jumper |
| Middle School (Grades 5-8)     | Shirt: Blue polo-style shirt (long- or short-sleeved) with school logo<br>Pants: Navy blue, cotton twill, uniform-style pants<br>Shorts: Navy blue uniform-style walking shorts<br>Sweatshirt: Quarter Zip Royal Blue with logo<br>Sweater: Navy Cardigan or V-neck   | Shirt: Blue polo-style shirt (long- or short-sleeved) with school logo<br>Skirt: Navy blue pleated, A-line, flat front, or plain<br>Pants: Navy blue, cotton twill, uniform-style pants<br>Shorts: Navy blue uniform style walking shorts<br>Sweatshirt: Quarter Zip Royal Blue with logo<br>Sweater: Navy Cardigan or V-neck<br>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"> <li>• All shoes must have closed heels and closed toes with non-marking soles.</li> <li>• No heels greater than 1” high are permitted on any shoe.</li> <li>• No boots, slippers, sandals, or flip-flops are allowed.</li> <li>• Tennis shoes are required for gym class.</li> <li>• Socks or tights (black, white or navy) must be worn at all times.</li> <li>• Patterned, lace, and sheer socks/tights/leggings are not permitted.</li> </ul> |   |

### General Uniform/Appearance Policies and Reminders:

- Uniforms must be clean, neat in appearance, and appropriately sized.
- Hems of skirts, jumpers and shorts must be no more than 2” above the knee.

- 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.
- School sweatshirts and sweaters are to 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.
- Tattoos, body markings, and body piercings (other than pierced ears) are prohibited. This includes drawing on self or others with markers.
- St. Pascal Regional 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/guardians will be called to remedy the situation. This may include bringing a change of clothing to school for their child.

**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.
- 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.

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

**Free Uniform Exchange:** Used school uniforms are also available for free at the school; please check in at the office. Families are encouraged to bring any gently used uniforms which your children have outgrown.

## **Visitors, Volunteers, and VIRTUS Training**

### **Visitors**

Parents, guardians, and other visitors are welcome to the school. All visitors are required to report to the school office to sign in and get a visitor's 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 parents/guardians and other volunteers to the school. Volunteers help with office projects, extracurricular activities, and special events. They may be classroom aides, chaperones for field trips, lunchroom or recess monitors, helpers with special classroom activities, and athletic coaches. Time, talent, and love combine to make these volunteers vital to the continuation of St. Pascal Regional Catholic School.

At times, in the course of their duties, volunteers come in contact with confidential information about students and their families. It is critically important that the confidentiality of this type of information is respected. If you have any questions, please speak with the staffer with whom you are working, or with the school office.

Your involvement at St. Pascal Regional as a volunteer who interacts with children warrants compliance with the Archdiocese's Safe Environment requirements. All parents, guardians, or other adults planning to volunteer with children or youth at St. Pascal Regional Catholic School are required by the archdiocese, before they have contact with children, to complete the "Essential 3":

- VIRTUS Safe Environment Training – Protecting God's Children
- a criminal history background check
- a signed Volunteer Code of Conduct form

These are described in more detail below.

### **VIRTUS Safe Environment Training - Protecting God's Children**

VIRTUS training better equips adults to protect children in the world around them. It helps trainees understand the signs of child sexual abuse, the methods and means by which offenders commit abuse, and five empowerment steps one can use to prevent child sexual abuse. It is required of all clergy, deacons, school and parish employees as well as all volunteers who are in regular or unsupervised contact with children under the age of 18.

VIRTUS training is held online. You can access the training, submit information for background check, and sign the code of conduct online by going to <http://www.virtusonline.org>. Complete instructions for registering and submitting information can be found at <http://www.stpascals.org/VolunteerInformation>.

Once you have completed the Essential 3, you are able to volunteer! Volunteers are required to be re-credentialed every 3 years. The re-credentialing involves a background re-check, re-signing of the code of conduct, and watching a 30-minute VIRTUS video online.

Please note that if you are currently or have previously been involved in another Catholic parish or school, and have already attended a VIRTUS session, you can update your compliance information by logging into your account at [www.virtusonline.org](http://www.virtusonline.org). *Please DO NOT create a new account.* Once you log in to your account, you will have access to the background recheck, re-training video, and Code of Conduct within the Toolbox tab. You will want to be sure to update your account to include St. Pascal Regional as a primary or secondary site where you volunteer. If you have forgotten your USER ID for your VIRTUS account, you can contact the Safe Environment Coordinator at Ascension Catholic Academy or the Safe Environment Coordinator at your previous location.

### **Personal Safety Training for Children and Youth**

In addition to requiring adults to complete the Essential 3, the Archdiocese also requires Catholic schools and faith formation programs to teach lessons on personal safety to the students. This is in order to comply with the U. S. Bishops' *Charter for the Protection of Children and Young People*. The lessons are designed to teach children skills to help keep them safe from dangerous and abusive situations, safety concepts, and the importance of telling an adult when a dangerous situation arises. Especially in the older grades, information about Internet safety is included. Your child's teacher will send information home at the time these lessons are to be taught.

## Weapons

It is the policy of St. Pascal Regional 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 principal.

For purposes of this policy statement, “weapon” is defined generally as any firearm (whether loaded or unloaded), device, instrument, or chemical substance designed as a weapon or through its use is 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.

Specifically, the following items are considered weapons, and fall under the No Tolerance rule:

- All firearms, whether loaded or unloaded
- Other guns of all types including pellet, B-B, stun, look alike, and non-functioning guns that could be used to threaten others
- Knives, switchblades or automatically opening blades, daggers, swords, razors
- Artificial knuckles or other objects designed to be worn over the fist or knuckles
- Blackjacks, clubs, num-chucks, throwing stars
- Explosives
- Poisons, chemicals or substances capable of causing bodily harm
- Bows and arrows, sling shots
- Bomb or pyrotechnic devices
- Any other device or instrument used to intimidate, threaten, or inflict harm

Students, staff, and visitors are forbidden from knowingly or voluntarily possessing, storing in an area subject to one’s control, handling, transmitting, or using a 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 premises, property, or events. This prohibition applies to all school/church owned buildings and grounds.

The procedure for students who violate this policy is as follows:

1. Confiscate the weapon (if it can be done safely), request assistance, or call 911
2. Notify the principal
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
  - d. Discussion with principal concerning expulsion (the length of expulsion shall be determined by the principal depending on the severity of the offense)

Infractions by employees, other adults, visitors, and non-students will warrant immediate police involvement with recommendation to charge. Employees will also be subject to investigation and disciplinary procedures.

There are circumstances under which administrative discretion in applying the consequences listed above may be used which include the following situations:

- 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, the office, or principal shall not be considered in possession of a weapon.

- 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 section 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 possession. If such an occasion is clearly the case, the principal, after a thorough investigation, may use discretion in determining the appropriateness of applying consequences.
- This policy is not meant to interfere with authorized instruction or use of appropriate equipment and tools by employees and students for work-related reasons. Such equipment or tools, 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.