



ST. PASCAL REGIONAL CATHOLIC SCHOOL

Believe, Learn, Love, Connect

Family Handbook 2026-2027

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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, [Monthly Convocation and Rosary](#), 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.

Before students come to school, families should do a visual screen for wellness. If your student is exhibiting any symptoms of illness, please keep your child home and call the office at 651-776-0092 by 8:00am to report his/her absence.

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 call the office at 651-776-0092 for more information about Extended Day.

K-8th grade students are to be dropped off at Door 1 using the turnaround off Conway St.

Bus riders are dropped off by 7:15am on Conway St. in front of the playground structure and proceed to Door 1.

Students arriving after 7:25am should enter the building via Door 1 and check in at the office. Students who arrive after 7:25am are considered tardy.

Dismissal

Students may be picked up between **2:00pm-2:15pm**.

K-8th grade students are to be picked up at Door 1 using the turnaround off Conway St

Buses will depart by 2:00pm from the Conway St. stop next to the playground equipment.

Students who are not picked up by 2:15pm will be escorted to the Extended Day room to await their rides. They can be picked up at Door 5. Please contact the office at 651-776-0092 for more information about the Extended Day program.

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

St. Pascal Regional Catholic School is making a special effort to ensure that all students fully benefit from their education by attending school regularly. Too many absences or excessive tardiness can cause children to fall behind in school, particularly in the foundational areas of reading, math, and relationship-building with peers. Further, absences and tardiness affect the whole classroom environment by disrupting the class with late arrivals or having to slow down the learning pace to allow students to catch up with their classmates.

We want to see your child succeed in school, and we value his or her contributions to the classroom and to the whole school. Regular attendance is a critical part of this effort. Therefore, we are asking you to please make it a priority for your child to get to school every day on time. Minnesota law requires that all children aged 7-17 attend school (120A.22 Subd. 5). Parents/guardians are legally responsible for making sure their children attend school every day it's in session (120A.22 Subd. 1).

At times, there are valid excuses for missing school. According to Minnesota law (120A.22 Subd.12), valid excuses include:

- child illness, medical, dental, orthodontic, or counseling appointments;
- family emergencies;
- the death or serious illness or funeral of an immediate family member;
- active duty in any military branch of the United States;
- the child has a condition that requires ongoing treatment for a mental health diagnosis; or
- other exemptions included in the district's school attendance policy

Other situations, including missing the bus, family vacations, etc. are not valid excuses for missing school.

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 8:00am.
- 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. In order for this type of absence to be considered excused, it needs to be

pre-approved by the principal using the [Pre-Approved Excused Absence Request Form](#). 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 1 to sign out the child.
- The student will make immediate plans to do all make-up work upon return to school.

Truancy

According to Minnesota law (MN statute 120A.22), the parent/guardian of a child is primarily responsible for assuring that the child attends school. Truancy is a violation of Minnesota state law.

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 (MN statute 260A.02).

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 (MN statute 260C.007 subd. 19). Habitually truant children are categorized as in need of protection or services by the state (MN statute 260C.007 subd. 6 (14)).

Our goal is to understand the reasons children are missing school and work with students and their families to remove those barriers so they are present every day and succeed in school and in life.

To ensure children are present every day and succeed in school, we use a three-step process following the guidelines of Ramsey County's School Attendance Matters (SAM) program:

Steps:

- 1. Attendance Alert Letter:** If a student has accrued 3 or more unexcused absences in a school year, the school office will send the family an Attendance Alert Letter. At this point, the student is considered continually truant.
- 2. Informational Meeting Video:** If a student has accrued 5 or more unexcused absences in a school year, parents will be required to come in to school to view an informational video, meet with a counselor, and sign an attendance contract. The [Informational Meeting Video](#) is provided for the families of students who have been referred to our program by their school for having 5 or more unexcused absences.

The video is about 12 minutes long and provides information on the lifelong benefits of education, legal requirements for school attendance, and the consequences of truancy/educational neglect. *If a student is 12 years of age or older, they should watch the video with their parent or guardian.* To receive credit for viewing the video, email RCAOSAMInfo@ramseycounty.us with your name, your child's name and date of birth, and the ID# from the letter you received (if available).

- 3. SART Meeting:** If a student has accrued 10 or more unexcused absences, a Student Attendance Review Team (SART) meeting will be scheduled with Ramsey County personnel. SART meetings are scheduled for families of students who have been referred to our program by their school for having 10 or more unexcused absences, and have already been offered the Informational Meeting Video.

SART Meetings are facilitated by an Assistant Ramsey County Attorney and also include Ramsey County Child Protection (if student is 11 years of age or younger), Ramsey County Youth Engagement Program (if student is 12 years of age or older) and a representative from the student's school. The purpose of a SART meeting is to assist in identifying any barriers affecting the student's attendance and develop a plan to improve attendance. A contract is created to address these issues that parents/guardians and students 12 years of age or older will be asked to sign. *Students 12 years of age and older should attend the meeting with their parent or guardian.*

SART meetings will be held via video conferencing or phone on Tuesdays between 8:30 a.m. and 3:30 p.m. If you need to reschedule your SART meeting or to request a meeting by phone or video conferencing, please notify us as soon as possible by sending an email to RCAOSAMInfo@ramseycounty.us or leaving a message at 651-266-3238. If your child's school is closed for any reason, all meetings will be canceled and rescheduled for a later date.

If attendance still does not improve after the first three steps, the Ramsey County Attorney's Office may bring the matter to court. If a child is 11 years of age or younger, legal action will be taken against the parents. If a child is 12 years of age or older, legal action will be taken against the student, the parents, or both.

For children **11 years of age or younger**, parents can be petitioned to court for **educational neglect** and ordered to:

- Pay fines.
- Cooperate with Child Protection.
- Participate in parenting classes, counseling sessions or other services designed to improve their children's school attendance.

For children **aged 12-17**, parents or students can be petitioned to court for **truancy** and ordered to:

- Pay fines.
- Not drive until they turn 18 years old.
- Be placed under the supervision of Ramsey County Human Services.
- Participate in programs or services deemed appropriate for the student's specific situation.

In extreme cases, children can be removed from their parents' home and placed in foster care, with other adult family members, in a shelter, or in a group home.

Ramsey County School Attendance Matters (SAM) program website:

<https://www.ramseycounty.us/your-government/leadership/county-attorneys-office/divisions-units/juvenile-division/school-attendance-matters-sam>

Tardiness

Students arriving late to school (after 7:25am) must be brought to the school office to be signed in by an adult. Excessive tardiness (more than three times a month) will result in a parent/guardian being contacted for a meeting. This does not apply to excused absences.

Practices such as setting a regular bedtime and morning routine, finishing schoolwork the night before it's due, and having a backup plan for transportation to school in case something comes up are very helpful in making

regular attendance a habit. Please let us know if you'd like to meet to discuss ways in which we can help you get your child to school regularly and on time by identifying barriers to regular attendance and supports available to you to help you overcome the challenges you may face in helping your child attend school. We look forward to partnering with you in the best interest of your child.

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 (click on Events on the home page) and is shared in our weekly News Notes email to parents/guardians. 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-12th 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 breakfast, homeroom, and morning circle. Academic subjects follow, and there is a lunch break at midday. Grades K-8 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.
- "Weekly Updates": This weekly all-school newsletter emailed to parents/guardians contains current events at the school, deadlines, calendar items, and other practical information for students and parents/guardians.
- Classroom Newsletters: This classroom-centered bulletin is emailed on a regular basis from your child's homeroom teacher.
- Classdojo: This smartphone app allows two-way messaging between parents/guardians and their child's homeroom teacher as well as allowing both teachers and office staff to make posts to the whole school. 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:
 - Student illness or absence
 - Change in address, phone, emergency contact, childcare arrangements, etc.
 - Parental status and custodial constraints
 - Change in transportation routine
 - 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 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

Consequences for violations may include, but not be limited to: loss of privileges, detention, suspension, disciplinary probation, and expulsion.

St. Pascal Regional has the right to discipline or ask a student to withdraw for any reason. Failure to comply with expected standards of conduct will subject the student to potential disciplinary action, up to and including expulsion or dismissal.

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 scales are used as follows:

- Grades K-2:
 - O (Outstanding)
 - S+ (Satisfactory +)
 - S (Satisfactory)
 - S- (Satisfactory -)
 - U (Unsatisfactory)
 - N/A (Not Assessed)
- Grades 3-8:
 - A (93.34-100%)
 - A- (90-93.33%)
 - B+ (86.67-89.99%)
 - B (83.34-86.66%)
 - B- (80-83.33%)
 - C+ (76.67-79.99%)
 - C (73.34-76.66%)
 - C- (70-73.33%)
 - D+ (66.67-69.99%)
 - D (63.34-66.66%)
 - D- (60-63.33%)
 - F (0-59.99%)

In addition to subject grades, report cards also show marks for standards within the subject area. The scale 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.

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 able to pass on to the next grade. The school will work with the students and parents/guardians to achieve graduation status. We do not offer Summer School for students who have completed their 8th Grade year.

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.

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.

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/lfserver/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
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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.

Human Sexuality and Sexual Identity

St. Pascal Regional Catholic School is committed to providing a safe environment that allows students to flourish academically, physically, and spiritually. Our school provides an education and resources consistent with Catholic teaching. The starting point for Catholic education is a deeply held understanding that affirms the God-given irrevocable dignity of every human person.

St. Pascal Regional will relate to each student in a way that is respectful and consistent with each student's God-given sexual identity and biological sex. For more specific information please see the *Guiding Principles for Catholic Schools and Religious Education Concerning Human Sexuality and Sexual Identity*, which is attached as Appendix I to this Handbook.

Meal Program - Breakfast and Lunch

New Law

On Friday, March 17, 2023, Governor Walz signed the Minnesota Free School Meals bill into law. This will take effect with the July 1, 2023 - June 30, 2024 school year. This legislation provides a free school breakfast and lunch to all students, not just those who qualify for free or reduced meals. Schools participating in the Free School Meals Program must participate in the National School Lunch Program and the School Breakfast Program.

Free Breakfast and Lunch

Since the 2023-24 school year, St. Pascal Regional has served free breakfast and lunch for all students. Since the funding for the Minnesota Free School Meals Program is permanent, this will be the case.

How Will This Work at St. Pascal Regional?

Families will continue to receive a menu for each month and select which days they'd like to receive the free breakfast and/or lunch. Families may opt not to take the free breakfast or lunch, but instead send a cold lunch to school with their children. To make things easier, the monthly menu form will now also include a box that you can check to say you'd like to get breakfast or lunch EVERY day, and another box to indicate that you would NOT like breakfast or lunch ANY days. We will still need every student to fill out a menu each month.

Since breakfast and lunch are free to all students, there will be no billing to families' TADS accounts for meals served.

We will also continue to ask families to fill out the Application for Educational Benefits at the beginning of the school year. A school's eligibility for many different federal and state programs is based on free and reduced-price eligibility. In addition, students and families may qualify for other program fee reductions based on their eligibility for free or reduced-price meals.

Questions?

For more information on the Minnesota Free School Meals Program, please visit the Minnesota Department of Education website at <https://education.mn.gov/MDE/dse/FNS/SNP/free/>.

If you have any questions, please contact the school office at 651-776-0092.

Personal Property

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 will 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.

Care of Chromebooks

Please make sure your child is taking care of his or her chromebook. Parents are liable for damage to their child's school chromebook. The replacement cost of chromebooks will be charged for ones that are lost, have broken connections, water damage, graffiti, or scratches and tears that are not repairable. Chromebook 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
- Students must be appropriately dressed, including snow pants, boots, hat, gloves, and jacket.

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

To support learning at St. Pascal Regional Catholic School, we have developed a comprehensive student support system to ensure that each and every student receives the supports, services, and resources s/he needs to be academically successful and healthy.

Our school's student support program is facilitated by City Connects, a partnership among schools, Boston College, and community agencies. Our student support process is coordinated by a full-time City Connects Coordinator, Heather Petersen, a licensed school counselor who is housed in our school. She can be reached by phone at 651-776-0092 ext. 530 or email at hpetersen@stpascalschool.org.

The purpose of our student support process is to ensure that each student has the supports s/he needs to successfully engage in classroom instruction. To do this, we assess the strengths and needs of each child in the school and connect him/her to a tailored set of support services. Please note that the student support process and the special education referral process are distinct and different.

Each year, the City Connects Coordinator partners with classroom teachers to review every student in the classroom to discuss student strengths and needs. As a result of this process, tailored supports may be recommended for each child. The City Connects Coordinator and/or a school staff member will collaborate with the family to explain the recommended supports and secure services from within the school and/or from community partners.

Another aspect of the student support process for some students involves convening a larger Student Support Team that may include the school administrator, school nurse, teacher, school psychologist, after-school provider, and/or other support personnel. This meeting is facilitated by the City Connects Coordinator. The purpose of this team is to discuss students in greater depth and develop a detailed student support plan that will be monitored over the course of the year. You will be contacted by the City Connects Coordinator to discuss the plan and action steps to move forward.

The supports and resources of the student support process are available to you as the parent/caregiver. If you would like to initiate services for your child or have any questions, please contact the City Connects Coordinator.

PeaceGuide - From PeaceMaker MN, offers students and staff the Collaborative Problem Solving Method when issues arise among peers.

Parents/guardians or teachers can make referrals, or students may request the opportunity to talk with a counselor at any time. 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;
 - To comply with a judicial order or lawfully issued subpoena;
 - Appropriate officials in cases of health and safety emergencies; and
 - 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

Personal Mobile Devices

As a rule, neither teachers nor students 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. Students' Personal Mobile Devices will not be allowed on the campus at school. These include, but are not limited to: Cell Phones, Mobile Phones, SmartWatches, Tablets, Ereaders, or anything else that takes pictures, video, voice recording, or which connects to the internet.

Students who violate St. Pascal Regional policy will have the following stepwise consequences:

1. Devices will be confiscated; parents/guardians may retrieve it at the end of the school day
2. Devices will be confiscated; parents/guardians may retrieve it at the end of the school week, and parents must sign an agreement ensuring compliance with policy.
3. Devices will be confiscated and parents notified; students will receive their phone from administration during mandatory parent meetings to create a plan for student success.

In specific and rare circumstances, a student may be allowed to drop their phone off, in the office, at arrival and dismissal from school if that student has no access to an adult other than by means of the telephone during their transportation (ie, walkers, bikers, city bus users, etc). This will be evaluated on a case by case basis.

Technology Use

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: 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 dress code described below. Our uniforms create an atmosphere of belonging and help build a sense of community at St. Pascal Regional. Uniforms contribute to an environment where students can identify with one another and remain focused on learning.

Boys

All Grades: Shirt – blue polo-style shirt (long- or short-sleeved) with the school logo
Pants – navy blue, cotton twill, uniform-style pants
Shorts – navy blue uniform-style walking shorts

Girls

Grades K-4: Shirt: white blouse (only under a jumper) or blue polo-style shirt (long- or short-sleeved) with the school logo
Jumper or skirt: blue school plaid, pleated
Pants: navy blue, cotton twill, uniform-style pants
Shorts: navy blue uniform-style walking shorts
Grades 5-8: Shirt: blue polo-style shirt (long- or short-sleeved) with the school logo
Skirt: navy blue pleated, A-line, flat front
Pants: navy blue, cotton twill, uniform-style pants
Shorts: navy blue uniform-style walking shorts
All grades: Leggings or tights: full length, straight leggings or tights that are white, navy, or black may be worn under a skirt or jumper.

Boys and Girls

Sweatshirt – quarter-zip royal blue with logo
Sweater – navy cardigan or V-neck with logo

Footwear

- All shoes must have closed heels and closed toes with non-marking soles.
- No heels greater than 1” high are permitted on any shoe.
- No snow or UGG boots (outside of the recess), slippers, sandals, Crocs, or flip-flops are allowed.
- Tennis shoes are required for Physical Education class.
- Socks or tights (black, white, or navy) must be worn at all times.
- Patterned, lace, and sheer socks/tights/leggings are not permitted.

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.
- Only plain white, short-sleeved or long-sleeved undershirts may be worn under uniform shirts.
- Wearing pants under skirts or jumpers is not allowed. Full length, straight leggings or tights that are white, navy, or black may be worn under a skirt or jumper.
- School sweatshirts and sweaters are to be worn over (not instead of) the uniform shirt.
- Belts (optional) must be plain black or brown.
- Hair must be worn neatly and be well-groomed. Only natural hair color is permitted.
- Tattoos, body markings, stickers, 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.

Guidelines For Spirit Wear Days

Every Friday is Spirit Wear Day. On these days, students may wear any school-branded clothing, including shirts with a school logo or the regular uniform. Shirts/tops without a school logo will not be allowed. Jeans with holes will not be allowed. Same shoe policy as regular days.

Guidelines For Non-Uniform Days & Middle School Physical Education Classes

- Attire must be neat with no inappropriate logos, symbols, or words.
- No attire that refers 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 (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, Crocs, snow or UGG boots, or slippers are allowed.
- 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
phone: 651-776-2723
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.

To start the process of signing up to be a volunteer, please go to our website at <https://stpascalschool.org/volunteer/> to learn about our requirements, the volunteer readiness process, the opportunities that are currently available, and access the Volunteer Application.

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.stpascalschool.org/volunteer/>.

Once you have completed the volunteer readiness process, 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. *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 and Drugs

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 and drugs 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. “Drug” is an item that, once ingested causes a change in state of mind, perception, or leads to chemical addiction.

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.

Specifically, the following would be considered drugs, but this is not an exhaustive list:

- Tobacco - Including Cigarettes, Chewing Tobacco, Snuff, Pouches, or Vapes
- Marijuana - Including prerolls, vapes, edible, flower or concentrate
- Pills - any loose pills not in the original container, any pills not mentioned in a medical note
- Other

Students, staff, and visitors are forbidden from knowingly or voluntarily possessing, storing in an area subject to one’s control, handling, transmitting, or using drugs 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:

4. Confiscate the drugs (if it can be done safely), request assistance, or call 911
5. Notify the principal
6. 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.

Appendix I: Guiding Principles for Catholic Schools and Religious Education Concerning Human Sexuality and Sexual Identity

Adopted by the Catholic Bishops of Minnesota, June 2019

Purpose

The Catholic school is committed to providing a safe environment that allows students to flourish academically, physically, and spiritually. Catholic schools are obliged to provide an education and resources consistent with Catholic teaching. The starting point for Catholic education is a deeply held understanding that affirms the God-given irrevocable dignity of every human person.

Catholic teaching permeates and shapes the ethos of Catholic schools. Informed by Catholic teaching, these Guiding Principles shall inform the creation of policies, handbooks, statements, employee agreements, training for employees, and the approach to accompaniment in the Catholic schools of the Archdiocese of Saint Paul and Minneapolis, thus ensuring that the immeasurable dignity of every child is protected and respected, particularly as it relates to foundational beliefs of the Catholic Church:

- God created each person body and soul "in His own image, in the image of God he created them; male and female he created them" (Gen. I :27). The dignity of each person and the source of his or her most important identity is found in this creation in the image and likeness of God (CCC §364).
- God uses the body to reveal to each person his or her sexual identity as male or female. A person's embrace of his or her God-given sexual identity is an essential part of living a fulfilled relationship with God, with oneself, and with each other (Laudato Si § 155).
- The harmonious integration of a person's sexual identity with his or her sex is an expression of the inner unity and reality of the human person made body and soul in the image and likeness of God (CCC §364-65).
- The physical, moral, and spiritual differences between men and women are equal and complementary. The flourishing of family life and society depend in part on how this complementarity and equality are lived out (CCC §2333-34).
- All students and families deserve interactions with Catholic school communities that are marked by respect, charity, and the truth about human dignity and God's love (Deus Caritas Est §20).

APPLICATION OF GUIDING PRINCIPLES

The aforementioned Guiding Principles are practically applied in Catholic schools. Catholic schools in the Archdiocese of Saint Paul and Minneapolis will relate to each student in a way that is respectful of and consistent with each student's God-given sexual identity and biological sex. To this end, below are some examples of how these Guiding Principles apply to organizations that teach children and youth in the name of the Catholic Church in the Archdiocese of Saint Paul and Minneapolis.

1. All school policies, procedures, resources, employee training, and assistance given to families will be consistent with the Church's teaching on the dignity of the human person, including human sexuality. Reflective of a commitment to a culture of transparency and understanding, these policies will be made available in writing to members of the school community by way of inclusion in relevant handbooks, agreements, and statements.
2. Student's name and pronoun usage will correspond to his/her sex (see definitions).
3. Student access to facilities and overnight accommodations will align with his/her sex.
4. Eligibility for single-sex curricular and extracurricular activities will be based on the sex of the child.
5. Expressions of a student's sexual identity are prohibited when they cause disruption or confusion regarding the Church's teaching on human sexuality.
6. The consciences of students and employees will be respected with the assurance of their inviolable right to the acknowledgment that God has created each person as a unity of body and soul, as male or female, and that God-designed sexual expression and behavior must be exclusively oriented to love and life in marriage between one man and one woman.
7. Schools will communicate with parents or guardians about their child's behavior at school and inform them of any concerns relating to the physical, emotional, social, and spiritual health, safety, or welfare of their child, except when advised otherwise by law enforcement or a social service agency.

Definitions

1. Sex refers to a person's biological identification as male or female based upon physical characteristics present at birth.
2. **Sexual identity** refers to a person's identity as male or female that is congruent with one's sex.
3. **Sexual binary** refers to the God-given gift of the human family created male or female in the image and likeness of God.
4. **Transgender or gender non-conforming** is an adjective describing a person who perceives his or her sexual identity to be different from his or her sex and publicly presents himself or herself as the opposite sex or outside the sexual binary. Such public expressions that are intended to communicate a sexual identity different from one's sex include, but are not limited to, utilizing pronouns of the opposite sex, changing one's name to reflect the cultural norms of the opposite sex, wearing a uniform designated for the opposite sex, and undergoing surgery to change the appearance of one's reproductive or sexual anatomy.

Legal References

Minn. Stat. ch. 363A (Minnesota Human Rights Act)

Minn. Stat. § 121A.03, subd. 2 (Sexual, Religious and Racial Harassment and Violence Policy)

Minn. Stat. § 121A.031 (Safe and Supportive Minnesota Schools Act)

Minn. Stat. § 121A.04 (Athletic Programs; Sex Discrimination)

20 U.S.C. § 1681 et seq. (Title IX)

20 U.S.C. § 1701 et seq. (Equal Educational Opportunities)

Cross References to Archdiocesan Policies

Catholic School Model Bullying Prevention Program (Minnesota Catholic Conference, 2014)

Ministerial Standards/Safe Environment Policies (Archdiocese of St. Paul and Minneapolis)

Catholic Teaching Tradition

Catechism of the Catholic Church (1997) (§364, 1907, 2297, 2333, 2393, 2521, 2522, 2523)

Pope Francis:

Laudato Si (2015) (§ 155)

Amoris Laetitia (2016) (§56, 285, 286)

Audiences (1/16/15; 3/23/15; 4/15/15; 6/8/15; 9/10/15; 7/27/16; 10/1/16; 11/27/16)

Pope Benedict XVI:

Deus Caritas Est (2005) (§5, 11)

Address to the Bishops of the United States of America (1/19/12)

Audiences (9/22/11; 12/21 /12)

Pope Saint John Paul II:

Letter to Families (1994) (§6, 19)

Theology of the Body Wednesday Audiences (9/5/1979-11/28/1984)

Congregation for the Doctrine of the Faith:

Persona Humana (1975)

Congregation for Catholic Education:

"Male and Female He Created Them": Towards a Path of Dialogue on the Question of Gender Theory in Education (2019)

Pontifical Council for the Family:

Family, Marriage and "De Facto" Unions (2000) (§8)