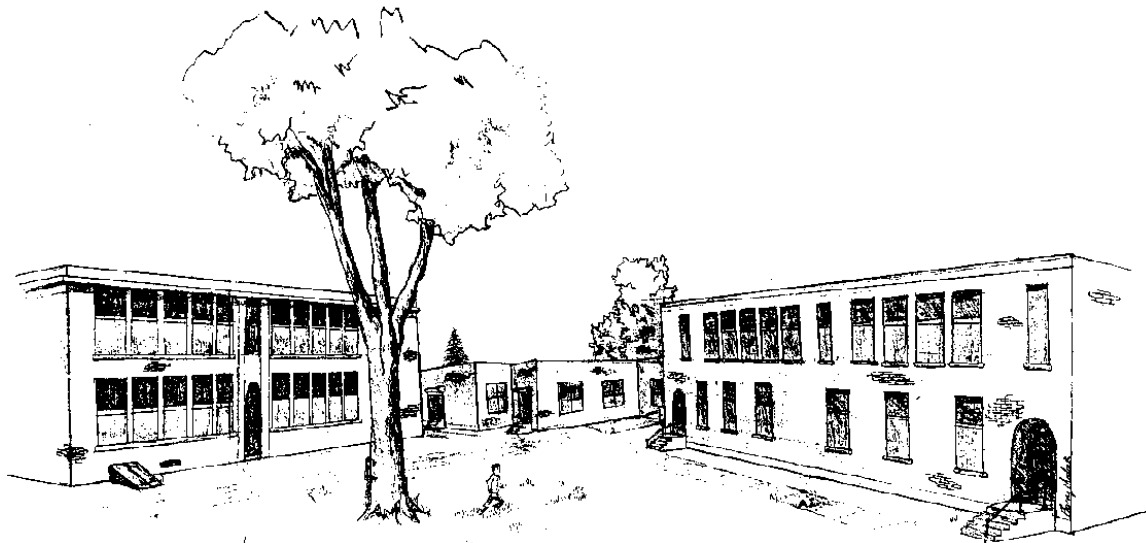


Saints Cosmas and Damian Elementary and
Middle School
Parent and Student Handbook
2011-2012 School Year



Accredited
Through the
Middle States Association of Colleges and Schools
Commission on Elementary Schools

Introduction

Dear Parent/Guardian:

The Saints Cosmas and Damian Elementary and Middle School present to you our Parent/Student Handbook. It is the result of deliberation and consultation among administrators and in collaboration with the Catholic Schools Office of the Diocese of Erie.

Please take the time to read the handbook carefully so that you can familiarize yourself with school policies and information. When you have finished reading it, please sign and return to the school the agreement (Please see agreement in front pocket.) stating that you recognize the right and responsibility of the school to make rules and enforce them.

The school or the principal retains the right to amend the handbook for just cause, and parents will be given prompt notification if changes are made. Please save this handbook for future reference and for use next year. We will simply replace the updated pages rather than prepare all new books each year.

We encourage your input regarding the handbook. We are open to your suggestions as to clarifications, additions, deletions, corrections, changes in format, etc., so that we can use your comments to prepare next year's handbook.

May God's blessings be with you and your children and with all of us as we work together to bring His children to Him.

Sincerely,

Ms. Jessica Newcome
Principal of SSCD

Our Vision

Our vision for the next several years is to promote further parent involvement, increase communication with Home and School committee, continue our efforts toward an integrated approach to technology, and continue to remain financially stable. We look at ourselves as a building block to the future of our Catholic youth.

School Philosophy

We, the administration, faculty, and staff of SS. Cosmas and Damian, view our school as an integral part of the student's God-centered family. The atmosphere of the school reflects the Gospel spirit, which nurtures in the mind, body, and soul of the students.

Our students develop a commitment to Gospel values through every day interaction and observation of family, parish, school, and community role models. Instruction in the Catholic tradition enables them to live these values.

We believe that parents are the primary educators of their children, and we value their partnership in the formation of these children. We create a sense of community through mutual respect, communication, and cooperation among students, parents, teachers, priests, and administrators.

Our goal, in partnership with the parents, is to provide each student with a spiritual, academic, and social foundation, which will enable our students to achieve success in a global society.

SSCD Mission Statement

The mission of the Saints Cosmas and Damian School is to educate children in the Catholic tradition. We exist to serve parents, the primary educators of their children. We are also “to teach as Jesus did” and are models for witness and example.

Diocese of Erie Personnel

Most Reverend Donald W. Trautman.....Bishop
Rev. Nicholas Rouch.....Vicar of Education
Deacon Ronald Fronzaglia.....Special Assistant to the Vicar
Ms. Kimberly Lytle.....Director of Curriculum and Teacher Personnel
Ms. Roberta Bucci.....Director of Government Programs
Mr. Charles Banducci.....Director of School Finance
Ms. Patricia McLaughlin.....Director of Education

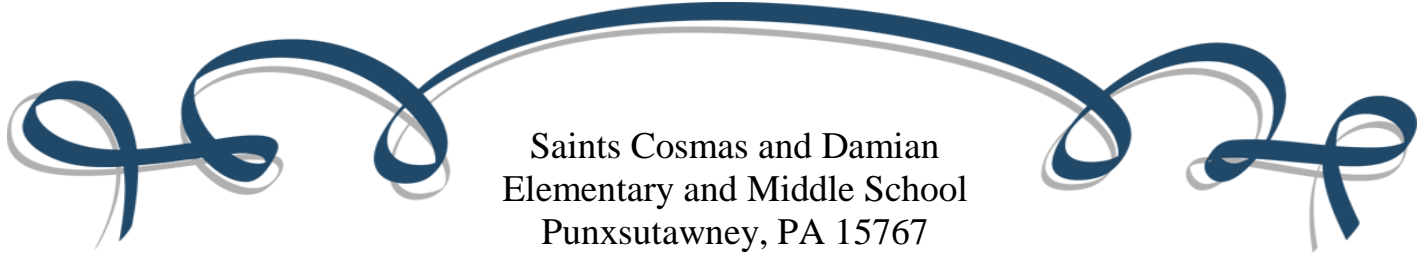
All of the above can be reached at the following:

Diocese of Erie
St. Mark Catholic Center
P.O. Box 10397
429 East Grandview Boulevard
Erie, PA 16514-0397

814-824-1240 or 1-800-374-3723 or 814-824-1128

SS Cosmas and Damian School Administration, Faculty and Staff

Msgr. Joseph J.Riccardo.....Pastor
Ms. Jessica Newcome.....Principal
Mrs. Kerri Presloid.....Preschool
Mrs. Wendy Heberling.....Preschool Aide
Dr. Terry Myers.....Kindergarten
Mrs. Jeanine DiPietro.....First Grade
Mrs. Patricia Murdock.....Second Grade
Mrs. Carla Ferko.....Third Grade
Mrs. Judith Stockdale.....Fourth Grade
Ms. Elizabeth LaBance.....Core subjects 5/6 and 7/8
Mr. Joseph Lesnick.....Music Pre-K-8
Mrs. Bobbi Young.....Computer K-8
.....Core Subjects 5/6 and 7/8
Ms. Andrea Cesario.....Title 1
Ms. Retta Hymen.....Act 89
Ms. Ellen Overly.....Nurse
Mrs. Lisa Phillips.....Cafeteria Manager
Mr. Mike Gyms.....Maintenance
Mr. Dan Prutznal.....Maintenance Supervisor
Ms. Bernie Roney.....Housekeeping
Mrs. Jan Meehan.....Secretary



Saints Cosmas and Damian
Elementary and Middle School
Punxsutawney, PA 15767

Fact Sheet for Quick Reference

Principal: Ms. Jessica Newcome
205 Chestnut St.
Punxsutawney, PA 15767
814-938-4224
Fax: 814-938-3759
E-Mail: sscdpcl@comcast.net

Web Page Address for Saints Cosmas and Damian School:
www.sscdchurch.com

Pastor.....Msgr. Joseph J. Riccardo.....814-938-6540 Ext. 15
Business Manager.....Mr. Tony Bofinger.....814-938-6540 Ext. 14

Tuition Costs 2011-2012

School Year

<i>Preschool 3 yr. olds</i>	<i>640</i>
<i>Preschool 4 yr. olds</i>	<i>1500</i>
<i>One Child</i>	<i>2400</i>
<i>Two Children</i>	<i>4125</i>
<i>Three children</i>	<i>5400</i>
<i>Out of Parish one child</i>	<i>3300</i>
<i>Out of Parish two children</i>	<i>6075</i>
<i>Out of Parish three Children</i>	<i>8040</i>

Activity Fee is \$75 extra per family.

Lunch is a \$1.85 per day
Milk only is \$.50

Tuition Assistance Programs

FACTS Tuition Management Program—
for families who qualify for payments
over the year.

STAR Foundation
Bridge Foundation
Children's Scholarship Fund
Scrip Program

Admission Requirements

Birth Certificate
Baptismal Certificate (if not in local parish)
Record of Immunizations
Social Security Number (optional)

Lunch

Hot lunch is available daily to all students Pre-K-8. Menus are posted online monthly. Our lunch program is required to meet or exceed government guidelines in terms of nutritional value. (Government inspections take place during the school year.)

All students who participate in the program are served milk unless a student has a note from a physician indicating that he/she is lactose intolerant.

The school offers a free/reduced lunch program to families who qualify. Forms are sent home to families the first day of school. If after reviewing the financial guidelines, you feel that your family is eligible, the head of household should fill out the necessary form and return that form in a sealed envelope to the school. **ALL INFORMATION IS KEPT STRICTLY CONFIDENTIAL. ONLY THE PRINCIPAL AND THE SCHOOL SECRETARY KNOW WHICH STUDENTS ARE TAKING PART IN THE PROGRAM.**

K-4 Lunch is from 11:00 – 11:30 Recess from 11:30-12:00

5-8 Lunch is from 11:15 - 11:45 Recess from 11:45 – 12:00

If your child packs, do not bring meals from McDonalds, Wendy's, or any fast food chain. Also, it would be helpful if lunches coming from home were packed with not only love but also good nutritional items.

There are behavioral guidelines for the lunchroom and recess. Children are expected to follow the rules. Repeated disobedience at lunch will result in a loss of lunchroom privileges.

The recess for the children will normally be outside. It gives the children an opportunity to run and to get some fresh air. It is very important that the students come to school in attire that is appropriate for the weather conditions. As the weather gets colder, please make sure that heavy coats/hats come with your son/daughter.

If you have more than one child in the school and are sending in money, please have the courtesy to send a note with the other child's teacher, letting the teacher know you have sent a note with the older or other child.

Activity Fee

Each K-8 family is required to pay an annual \$75.00 Activity Fee. The activity fee covers many things throughout the school year. Examples are the student planners, field trips, bus costs, and many other items throughout the school year.

School Supplies

The SSCD Elementary and Middle School has a supply list for students in each of the grade levels. (Please see School Supplies for SSCD in the Appendix)

Transportation

Bus Transportation is provided by the Punxsutawney School District. If you are in need of bus transportation to/from SSCD, please contact Cheryl Repik, public school transportation director. All bus regulations are to be adhered to by SSCD students.

Professional Memberships and Affiliations

National Catholic Educational Association
Diocese of Erie
Pennsylvania Department of Education (registered)
Middle States Commission on Schools.

Home and School Organization

The purpose of the Home and School is to keep communication open, promote school spirit, and help support the financial aspect of the school through fund raising. The Home and School makes a very large commitment to the school in the way of support to the general operating budget. They also try to offer services and activities throughout the year for the students; every family's help is needed and appreciated.

Recruitment

Recruitment is an essential part of the school system. It includes various methods of informing potential students and their families about the benefits of a Catholic education.

Alumni Relations

Our school has created an alumni database and is continually in the process of updating the names and addresses of our alumni. We also seek ways to involve alumni in our school and reach out to them through our school newsletters, news in parish bulletins, and the alumni bulletin.

Public Relations/Marketing

We continue to increase the publicity about our school system for the promotion of Catholic education.

School Policy

The SS. Cosmas and Damian School is a private institution with established policies and regulations that are consistent with the Catholic identity and mission of each school individually. All policies and regulations have been adopted to enable the schools to operate in an orderly and fair manner reflective of a Christian philosophy. A parent or guardian enrolling a child into this school system requires parental agreement and acceptance of school policies as well as all provisions in the school's handbook. Parents/guardians should be aware of all policies and regulations and their enforcement. Parental and administrative cooperation regarding policy is essential for the welfare of the students served.

Teachers and Administrators as Professionals

The teachers and administrators are professional educators who are certified by the Commonwealth of Pennsylvania and who are called upon by vocation and by contract to respond to the educational needs of the students they serve. The success of the school depends upon the teachers' and administrators' professional preparation, ability, and willingness to communicate ideas and skills to the students, and the students' motivation to study and learn well. In the Catholic school, it becomes part of the responsibility of the professional educator to provide good Christian example and moral leadership for others to observe and follow. Teachers and administrators are pledged to mutual support of one another in meeting the needs of the students and advancing the interests of the school. All professionals are encouraged to take a positive view of the effort of their colleagues and regard them as part of a team of educators.

Admission

Parents are requested to bring the following with them at the time of new registration: Birth Certificate, Baptismal Certificate, and Record of Immunizations. It is the policy that students entering Kindergarten be five (5) years of age by June 1st. Pre-School students must be three (3) years of age by June 1st to attend our Tuesday-Thursday classes. Students who are four (4) years of age by June 1st can attend our Monday – Wednesday-Friday classes.

Academics

The school is committed to academic excellence. All students are encouraged to achieve their full potential through an academic program, which consists of high standards in curriculum and faculty performance. Student progress will be monitored and reported weekly to both students and parents via Teacher Ease on-line. The goal of academic excellence can only be assured when parental involvement occurs and open communication among parents/guardians, teachers, students, and administrators is practiced.

The school follows the guidelines set forth by the Catholic Schools Office of the Diocese of Erie. The diocesan curriculum adheres to the requirements of the Pennsylvania Department of Education. In addition to the state requirements for curriculum, there are also religion classes.

Progress reports and report cards are distributed regularly for grades 1-8. The achievement grade scale is as follows:

Elementary	Middle School 5-8
A 93-100	A 93-100
B 85-92	B 85-92
C 76-84	C 76-84
D 69-75	D 69-75
E below 69	U below 69

An explanation of the grading system is also given on the report cards. Parents are encouraged to review it. As is stated on the report card, the letter grades relate to the students grades, while a number rates the student according to his or her own ability and effort.

Kindergartners are assessed three times of year, in November, February, and May. A parent-teacher conference are required by the diocese in November (for all students) and May (Kindergarten only)

Homework fosters good study habits, reinforces needed skills, and develops independent research abilities. The student should have a quiet place to study and should do all work neatly. If the parents feel the child has too much or too difficult work, the teacher should be contacted. Diocesan Policy states that homework should not exceed one hour in grades 3 through 6 and less than one an one-half hours in Grades 7 and 8. In the primary grades, homework is to be given judiciously. However, the amount of time spent on homework is relative to the student's individual ability and study habits.

In accordance with the recommendation and approval of the Vicar of Education for the Diocese of Erie, a testing program which includes standardized tests of academic achievement and of mental ability (in addition to the regular teacher evaluation) has been designed to provide information concerning the proficiency of all children in the diocesan elementary schools. The results of these tests provide a continuing record of each child's academic progress in comparison with national norms. They are also an invaluable aid to the child's teacher in diagnosing strengths and weaknesses of both the class as a whole and the individual student. This enables the teacher to provide a more effective class and individual instruction.

Grades Kindergarten and First ONLY

DIBELS – First Assessment: September 9 – September 30

DIBELS – Second Assessment: January 7th – January 31st

DIBELS – Third Assessment: May 1st – May 21st online by May 27th

Grades 2 through 8th

STANFORD TESTING: October 4th – 7th Make up testing: 12th

MATH ASSESSMENT: December 1st – 15th Grades 1-8

MATH ASSESSMENT: March 1st -15th Grades K-8

Grades K-8

WRITING ASSESSMENT: January 15-31

WRITING ASSESSMENT: April 1-15

WRITING ASSESSMENT: November 1- 25 (Grades 2-8)

Parents are discouraged from scheduling appointments and/or vacations during the above testing times.

Attendance

The following are school schedule times regarding attendance for grades kindergarten through eighth.

Arrival:

- | | |
|--|--|
| A. Arrival between 8:00 A.M. and 9:30 A.M. | |
| 1. Unexcused absence (overslept, etc) | Tardy Unexcused |
| 2. Excused absence (illness, dentist, etc) | Tardy Excused
(with written excuse) |
| B. Arrival after 11:00 A.M | Excused/unexcused half day |

Departure:

- | | |
|--------------------------------|--|
| A. Departure before 12:50 P.M. | Excused/unexcused half day |
| B. Departure after 12:50 P.M. | Tardy excused
(with written excuse) |

Missing school for any reason is a serious detriment to the educational process of the student. A student who must be absent from school for any purpose is required by law to bring, upon return to school, an excuse stating the date(s) of absence, the reason for the absence, and a parent's or guardian's signature. Failure to submit an excuse within five school days after the student returns to school will result in an unexcused absence. Acceptable excuses for absence are for personal illness, death in the immediate family, doctor appointments, educational field trips, etc.

Vacations during the school time, although permitted, are discouraged as absence can affect the child's academic progress. Family vacations must be limited to only one such absence per year. A specific form to acknowledge the student's absence is required due to having documentation of your time away from school. The parents, teachers, and principal will be signing this form. Forms available in the school office.

Any student who is absent from school for a total of ten days, excluding physicians' excuses, approved educational trips, approved vacation trips, will receive a warning letter.

Any student who is absent from school for a total of fifteen days, excluding physicians' excuses, approved educational trips, will be required to present a physician's excuse for each absence thereafter within five school days of that absence. Without a physician's verification, the absence is considered unexcused and could result in legal action.

Communication

Regular and open communication among teachers, students, parents/guardians, administrators, and school support groups is essential to the well being of the school. All communication among members of the school community should be carried out in the spirit of Christian charity, always remembering that students are children of God and that the Holy Family is the role model for the schools. Communications will encourage student achievement, will allow for proper appraisal of student progress, and will coordinate teacher efforts.

A formal communication system from teacher to parent/guardian, which includes conferences and progress reports, exists to identify student accomplishments and/or deficiencies, with praise and/or recommended corrective actions.

An informal communication system from teacher to parent/guardian includes the online web based communication system called Teacher Ease. Anytime a parent who wishes to confer with the child's teacher at a time other than the conferences may contact the teacher or school office to make arrangements. These conferences are important for student growth.

At the beginning of the school year, parents are requested to complete the following forms and return them to the school.

- Emergency Information Card
- Act 195/90 Textbook/Materials Request Form
- Internet Use Form
- Income Survey Form
- Free and Reduced Lunch Form (www.compass.state.pa.us)
- Student Picture Use Form
- Home and Language Survey (Kindergarten and New Students ONLY)

Parents/guardians are strongly encouraged to communicate to the administration or teachers any circumstances that may adversely impact their children's academic, behavioral, or social progress.

Parents/guardians who come to the school to pick up/drop off a student during the school day for various appointments are required to stop at the school office. Visitors must also stop in the school office first and sign the visitor sign in sheet. For the safety of the students, it is essential to know who is in the building at all times and for what reasons.

Student Dress Code

The dress code is a reflection of the school system's philosophy that all are equal in the eyes of God. The school uniform and dress code help to promote this concept.

Gym Day is Tuesday. He/she wears an SSCD School T-shirt or gray shirt and a pair of navy blue gym shorts/sweats/running pants. The clothing should be neat and allow flexibility for physical education activities.

Students are required to be clean and well groomed at all times. The school uniform is worn on school days unless expressed permission is granted by the administration.

In order that the student's appearance will always represent the school well, students are not permitted to change out of their school uniforms prior to dismissal, unless they are going directly to participate in an athletic or other school-related activity.

There is a Uniform Exchange program in effect throughout the year. Although it is called an "exchange" program, it is not necessary to actually trade anything. They are available to anyone who needs uniforms.

The administration maintains the right to make the final determination concerning the appropriateness of any student's attire.

GIRLS

Jumper: K-2 Blue plaid jumper from Schoolbells. Jumpers shall be an appropriate length. A tie should be worn.

Polo Shirt: Grades K-3 may only wear a white polo shirt with navy shorts during summer attire months. Grades 4-8 wears polo shirts all year. The colors are white, red or blue, and either long sleeve or short sleeve.

Skirt: Plaid skirt from Schoolbells. When the skirt is worn it must be accompanied by a white blouse and tie. (Grades 3)
Khaki skirt (Grades 4-8) Skirts should be no shorter than two inches above the knee and no longer than one inch below the knee.

Blouse: Solid white short-sleeve or long-sleeve front button-down blouse (Peter pan or Oxford type collar). Blouses must be tucked in at all times to be worn with the jumper and shirts.

Shorts: Navy dress shorts. (K-3) Khaki dress shorts (4-8) Shorts should be no shorter than two inches above the knee and no longer than one inch below

the knee. Shorts can be worn from April 15 through October 30. (Pants permitted for K-4 starting November 1)

- Sweater: Solid navy. 2011/2012 school year zippered sweaters will be permitted.
- Sweatshirts: Navy sweatshirts with school logo (without hoods) or solid navy.
- Socks: Solid white, or navy socks or tights. (Socks must be visible above the shoes.)
- Shoes: Black, brown, or navy shoes that are cut below the ankle and have a heel or platform height of no more than 1 ½ inches. Boots, clogs, or sandals are not permitted. Open-toed or open heeled footwear may not be worn. Shoes should be tied snugly, using all eyelets.
- Sneakers: Sneakers should be tied snugly, using all eyelets. High tops with jumpers are not permitted. Wheelies and Heelies are not permitted.
- Hair: Hair should be kept neat and clean at all times. Only natural hair colors are permitted. Eyes must be visible. Outlandish hairstyles are not permitted.
- Jewelry: Earrings shall be a matched set. Only one earring per ear (must fit within the ear lobe)
Necklaces may not be worn, except for religious medals and scapulars. Both must be worn underneath clothing.
One wristwatch may be worn.
One ring per hand is permitted.
One message bracelet may be worn in as much as it is for a worthy cause.
Anklets are not permitted.
Visible body piercing is not permitted
- Nails: Nail polish and fake fingernails may be worn, but black is not permitted.
- Make-up: Make-up may be worn, but not in excess. Only natural colors are permitted.
- Grooming: Keep a neat and clean appearance at all times.
Writing or drawing on the skin is not permitted.

BOYS

- Polo: Light blue short-sleeve or long sleeve polo. (K-3) White, red, or blue short-sleeve or long sleeve. (Grades 4-8). Polos must be tucked in at all times.

- Shorts: Navy dress shorts. (K-3) Khaki dress shorts. (Grades 4-8) Shorts should not be more than two inches above the knee or one inch below the knee. Shorts may be worn from April 15 to October 15.
- Pants: Navy dress pants. (K-3) Khaki dress pants (Grades 4-8)
- Sweater: Solid navy
- Sweatshirt: Navy sweatshirts with the school logo (without hoods) or solid navy.
- Socks: Solid white, black, or navy socks. (Socks must be visible above the shoes.)
- Shoes: Shoes: Black, brown, or navy shoes that are cut below the ankle and have a heel or platform height of no more than 1 ½ inches. Boots, clogs, or sandals are not permitted. Open-toed or open-heeled footwear may not be worn. Shoes should be tied snugly, using all eyelets.
- Sneakers: Sneakers should be tied snugly, using all eyelets. High tops with jumpers are not permitted.
- Hair: Hair should be neat and clean at all times. Only natural hair colors are permitted. Hair must be cut above the collar, ears, and brow. Outlandish hairstyles are not permitted. Shaving of the head shorter than ¼ inch, designs, and/or visible lines are not permitted.
- Hats: Hats are to be removed in the building.
- Grooming: Keep a neat and clean appearance at all times. Writing or drawing on the skin is not permitted.

Gym (Boys and Girls)

- Shirts: Any gray shirt or a shirt that has the SSCD logo.
- Shorts/Pants: Solid navy athletic shorts/athletic pants.
Shorts/pants may not have any lettering /logos across the seat.
Pants cannot be “zip off” or “tear away” style.
- Sneakers: Non-marking soles.
- Socks: Solid white, black, gray, navy, brown, or tan socks. **MUST** be seen above the sneaker.

Discipline

Proper conduct of students is essential to the fulfillment of the school's Christian and academic mission. The discipline code will apply to all students while in school and during school sponsored activities. This code shall be impartially applied and should foster self-discipline, maturity, and self-worth.

The teacher represents the parent/guardian in the classroom and is primarily responsible for student discipline. Serious discipline problems or continuous and deliberate minor problems will be brought to the attention of the administration.

The discipline code of the school addresses not only the physical conduct but also the academic and ethical performance of the student. It provides specific consequences for each infraction. It does not administer corporal punishment and has provisions for incremental punishment. Suspension and expulsion are serious disciplinary actions and will be utilized only if other disciplinary action has failed, or if the offense is of such a serious nature that a lesser punishment would be deemed to be inappropriate. Expulsion is to be utilized only as a last resort by the school, particularly if the safety of the student body and/or faculty is in jeopardy. Those cases where expulsion is being considered will be reviewed by the administration and the teacher(s) involved for appropriate action. Parents/guardians will be informed of serious code offenses and will be routinely advised of recurring disciplinary action needed to correct the student's behavior. If warranted, the school may suggest and initiate appropriate psychological counseling, if parental consent is given, for a student in need of assistance.

The use of cell phones, in all forms i.e. Texting, taking pictures is strictly prohibited during school time.

For grades K-3, the classroom teacher will resolve discipline issues. Should there be a time when the classroom teacher cannot resolve the issue, the matter will be referred to the Principal and/or the Pastor. Parents will be consulted.

For students in grades 4-8, the discipline procedure has been updated and revised, realizing that this age group of students is now beyond the formation stage of behavior. They know what is expected of them while they are in school and while they participate in extra-curricular activities.

Should these guidelines be ignored, consequences will result.

Detentions will be served on the appointed day. No excuse will be accepted (practice, meeting, etc.) except a previously scheduled game, public performance, or illness. Students are expected to fulfill the detention on the day they return to school. Students failing to attend a detention will be referred to the office and will be assigned other consequences.

All suspensions will be served on the appointed day(s). Students will be required to complete all assignments missed during suspensions-without credit.

Level I offenses will be almost always handled by a staff member.

Inappropriate behavior (speaking out in class, etc.)

Inappropriate display of affection

Locker violations (neatness, defacing)

Inappropriate language (disrespectful/rude language)

Minor disruptions in class, at Mass, during assemblies

Unprepared for class (failure to complete assignments or not bringing necessary materials)

Chewing gum/eating candy

Dress code violations

Uncovered textbooks

Disobeying safety regulations during school hours

Abuse of privileges

1st-3rd offense...written warning to parents

4th offense...one hour detention

Subsequent offense one-hour detention per offense

Level II offenses will be handled by staff members, school principal, and/or Pastor.

Defacing school property

Disrespect toward staff/students/volunteers (physical and/or verbal)

Disruptions during class, Mass, or assemblies

Dispensing/possessing over-the-counter meds (cough drops, Tylenol, etc.)

Being in an unassigned area without permission from an adult

Failure to follow school procedures

1st offense...written warning to parents

2nd offense...one hour detention

Subsequent offenses...in-school suspension

Level III offenses include behavior, which is frequent and serious.

This type of situation tends to disrupt the learning climate of the school. The school principal and/or the pastor will handle these offenses.

Examples of III offenses may include, but are not limited to:

Defiant behavior

Fighting between/among students

Unprovoked attack on a student

Abusive language or behavior

Dangerous behavior in school or during school-sponsored functions
Forgery (notes, excuses, signatures on papers sent home)
Plagiarism/Cheating
Harassment
Internet school policy (Signed the first day of school)
No warning
1st offense...one hour detention
2nd offense...in-school suspension
Subsequent offenses
Two or more days in-school suspension

Level IV Offenses

These are the most serious offenses that a student can commit at school. At this level, the school principal and/or the pastor will handle the offense. Examples of Level 4 offenses include, but are not limited to:

Vandalism or theft of student or school property
Possession/use of tobacco products
Physical violence toward school personnel
Possessions of dangerous objects
Possession/distribution/use of controlled substances
Violent physical acts against a student
Leaving school grounds without permission
No warnings
1st offense...in-school suspension (2-4 days)
2nd offense...3-5 days in-school suspension
3rd offense...possible expulsion according to guidelines set forth by Pennsylvania School Law
Individual teachers will oversee applicable detention situations in grades 4-8

School Closings and Delays Due to Severe Inclement Weather

The many problems involved in attempting to maintain a scheduled school calendar during periods of severe inclement weather require a decision-making process in which the welfare of the children in getting to and from school is of greatest importance. A decision to close or delay schools will usually be made by 5:30 a.m. of the day involved or by 10:30 p.m. in those extreme cases of a severe or prolonged snowstorm. School personnel will be notified as soon as possible thereafter. Every effort will be made to have the announcement over the public media and school media by 6:00 a.m. or 11:00 p.m. If closing is required during the day, it will be announced over WPXZ and TV cable Channel 18. We will generally notify the following stations that will usually carry the announcement:

Punxsy School TV Cable Channel 18
WPXZ – Radio (104.1FM) - Punxsutawney
WTAJ –TV (Channel 10) – Altoona
WJAC – TV (Channel 6) – Johnstown
WTAE – TV (Channel 189) – Pittsburgh
SSCD Website: www.sscdchurch.com

If time permits, we may also notify other local radio stations.

The absence of any announcement will mean that school will be in session as usual.

PARENTS ARE REQUESTED TO REFRAIN FROM CALLING SCHOOL ADMINISTRATORS OR OFFICE PERSONNEL ABOUT THE POSSIBILITY OF SCHOOL CLOSING

Weapons

Any loaded or unloaded firearm or weapon possessed on or about a person while in attendance at school, while on school property, while engaged in or at a school sponsored activity or event, while on, entering, or leaving a school bus, or while otherwise subject to the jurisdiction of the school is subject to seizure or forfeiture.

Incidents of students possessing firearms or weapons will be reported to the students' parents and may be reported to the police. Appropriate disciplinary and/or legal action will be taken against students who possess weapons and with students who assist possession in any way. Any violation of this weapons policy may result in suspension or expulsion.

Weapons for purposes of this policy shall include, but not be limited to, any knife, cutting instrument, cutting tool, nun-chuck stick, firearm, shotgun, rifle, replica weapon, and any other tool, instrument, implement, or anything else capable of inflicting bodily injury.

2010/2011 Parent/Student Handbook Agreement

PLEASE SIGN AND RETURN THIS AGREEMENT

Parent Agreement

I/we the parent(s)/guardian(s) of

Name(s) of student(s)

Have reviewed the contents of this handbook and I/we support the premise that I/we and my/our child(ren) are responsible for following school policies, codes, and regulations.

Signature(s) of Parent(s)/Guardian(s)

Date

Student Agreement

I have reviewed the contents of this handbook, and I understand and support the premise that I am responsible for following school policies, codes, and regulations.

Student

Student

Student

Student

Student

Student