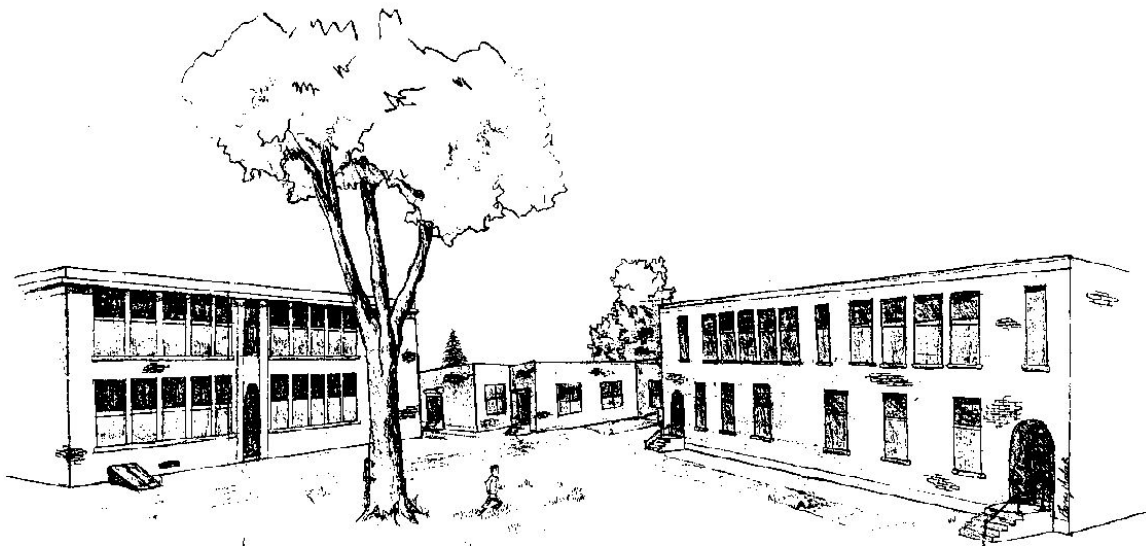


Saints Cosmas and Damian
Elementary School
Parent and Student Handbook
2019-20 School Year



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

Introduction

Dear Parent/Guardian:

The Saints Cosmas and Damian Elementary School presents 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 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.

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. Heather Serian Kunselman
Principal
Saints Cosmas and Damian School

Mission Statement

Saints Cosmas and Damian School provides a faith-centered education that empowers its students to reach their full potential spiritually, intellectually, physically, emotionally and socially. We, as a staff of Christian Educators, strive to create lifelong learners that have a strong foundation in Catholic tradition and values complemented by a desire to be Christian role models in the community and their family.

Through our commitment to uphold professional competence and development, the staff at Saints Cosmas and Damian School continues to strive to meet the needs of each student by consistently expanding our own knowledge of the world around us.

As our community changes, we know that our methods and techniques must adapt.

Beliefs

- We believe that along with parents, who are the primary educators of their children, it is our duty to promote the academic and faith growth of a student.
- We believe the goal of education is to advance the formation of the whole person.
- We believe that every person is a child of God who deserves respect.
- We believe that it is our mission to teach the needs of all the students and challenge them to reach their full potential.
- We believe each child is a unique creation of God with dignity, self-worth and individual abilities.
- We believe a safe, respectful learning environment is necessary for a quality education.
- We believe each child has different styles, which are respected by the teachers.
- We believe curriculum and instruction practices should incorporate a variety of learning activities to accommodate different learning styles.
- We believe instruction and assessment must provide for the diverse needs and abilities of all students.
- We believe parents and the school are partners in the faith and academic formation of each child.
- We believe the primary purpose of Catholic Education is to offer an enriched Catholic faith-based education, which teaches the Gospel values across the curriculum and fosters spiritual and academic growth.
- We believe the Catholic school environment should be a supportive, challenging atmosphere that affirms the dignity of everyone in the school community.
- We believe in continued improvement in the curriculum and the willingness to make changes when necessary to implement student learning.
- We believe the prayer life of each child is enhanced by active involvement in the liturgy, as well as prayer opportunities in the classroom.

Diocese of Erie Personnel

The Most Rev. Lawrence T. Persico, J.C.L.....Bishop
Rev. Nicholas Rouch.....Vicar of Education
Ms. Kimberly Lytle.....Director of Curriculum
Ms. Roberta Bucci.....Director of Government Programs
Mr. Charles Banducci.....Director of School Finance
Dr. Sam Signorino.....Assistant Superintendent
Mr. James Gallagher.....Superintendent of Catholic
Schools

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

Very Rev. Msgr. Joseph J. Riccardo, V.F.....Pastor
Ms. Heather Serian Kunselman.....Principal
Mrs. Kerri Presloid.....Preschool
Mrs. Wendy Heberling.....Preschool Aide
Miss Alyssa Vernacchio.....Kindergarten
Mrs. Jeanine DiPietro.....First Grade
Mrs. Patricia Murdock.....Second Grade
Mrs. Sarah Myers.....Third/Fourth Grade
Miss Marcy Sallack.....Music Pre-K-6
Mrs. Bobbi Young.....Fifth/Sixth Grade
Mrs. Holly McCausland.....Title I
Mrs. Marsha Louder.....Act 89
Mrs. Retta Cebulskie.....Speech Therapist
Mrs. Kim DeChurch.....Nurse
Mrs. Traci Stello.....Cafeteria Manager
Mr. Mike Gmys.....Maintenance
Mr. Dan Prutzal.....Maintenance Supervisor
Mr. Herman Bofinger.....Custodian

Mrs. Lisa Phillips.....Secretary

Fact Sheet for Quick Reference

Principal: Ms. Heather Serian Kunselman
205 Chestnut St.
Punxsutawney, PA 15767
814-938-4224
Fax: 814-939-3759
E-Mail: sscdpcl@comcast.net

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

Pastor.....Msgr. Joseph J. Riccardo.....814-938-6540 Ext. 215
Business Manager.....Mr. Tony Bofinger.....814-938-6540 Ext. 214

Admission Requirements

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

Lunch is \$2.30 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

Tuition

Preschool programs:

\$800 3 Yr. Olds

\$1,970 Pre-K

Elementary School (K-6)

Registered Parishioners of SSCD

\$3,200 one child

\$5,460 two children

\$7,130 three children

\$8,155 four children

Elementary School (K-6)

\$4,425 one child

\$7,700 two children

\$10,165 three children

\$11,815 four children

The tuition and fee schedule is published annually in February. Copies can be obtained from the school administrative office. The schedule is also included in the registration packet.

Families will receive an itemized statement of account annually in the Spring (or shortly after returning their completed registration form for mid-year registrants). Arrangements to satisfy all outstanding tuition and fees for the school year are to be finalized by the date listed on the statement. Student accounts must be in good standing to attend the first day of class. If a student's account is not settled by the first day of class (or by the first scheduled day of attendance for mid-year registrants) the student's assignments will be sent home until payment arrangements are finalized and the student is able to attend class.

Families may choose to address their outstanding tuition and fee balance through one of two methods:

1. The balance in full may be paid directly to the school office (a discount may apply for this option – *see the school office for more details*)
2. The balance may be paid through installment payments using the FACTS Management Company. Payment plans are offered with two or ten installments.

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.

Late Registration

Any student who registers after the posted deadline is subject to a late registration fee. The fee is assessed on a sliding scale depending on the time that has elapsed since the deadline. The late registration fee is assessed as an add-on to the standard registration fee.

Late Payments and Returned Checks

Checks that are returned by the bank as unable to process (i.e. insufficient funds, closed account) are subject to a returned check charge of \$30.00 per occurrence in addition to whatever fees your financial institution may assess. Installment payments through the FACTS Management Company that cannot be processed are subject to a late payment fee of \$30.00 for each failed attempt to process the payment. This is in addition to any fees that may be assessed by FACTS and your financial institution.

Lunch

Hot lunch is available daily for \$2.30 to all students Pre-K-6. 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.

If your child packs, **do not** bring meals from 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.

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.

K-6 Lunch is from 11:00 – 11:30

K-6 Recess from 11:30 – 12:00

RECESS

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.

Activity Fee

Each K-6 family is required to pay an annual \$75.00 Activity Fee. The activity fee covers many things throughout the school year. Examples are the assemblies, field trips, bus costs, and many other items throughout the school year.

School Supplies

The SSCD Elementary School has a supply list for students in each of the grade levels. The supply list is available on line under the Our School tab.

Transportation

Bus Transportation is provided by the Punxsutawney School District. If you are in need of bus transportation to/from SSCD, please contact (814) 938-5151, public school transportation director. All bus regulations are to be adhered to by SSCD students. Other school districts that must provide transportation to SSCD are Brookville, Marion Center and Dubois.

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 fundraising. 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.

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 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 1-6. The achievement grade scale is as follows:

Elementary

A	93-100
B	85-92
C	76-84
D	69-75
F	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 student's grades, while a number rates the student according to his or her own ability and effort.

Kindergartners are assessed three times a year, in November, February, and May. A parent-teacher conference is 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. 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, 1st and 2nd ONLY

Acadience Reading Assessment– First Assessment: September

Acadience Reading Assessment– Second Assessment: January

Acadience Reading Assessment– Third Assessment: May

Grades 3 through 6th

TERRA NOVA: March

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 sixth.

Arriving	<i>Any student arriving after 7:50 am must be signed in at the school office by an adult.</i>
7:51-9:59	Tardy
10:00-1:00	Present for 1/2 day
After 1:00	Absent for entire day

Leaving	<i>Any student leaving early must be signed out at the school office by an adult.</i>
Before 10:00	Absent for entire day
10:00-1:00	Absent for 1/2 day
After 1:00	Release with valid 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.

Any student who is absent from school for a total of ten days, excluding physicians' excuses and/or 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.

Vacations during the school time, although permitted, are discouraged as absences 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 are available in the school office. Any student who has three or more tardy arrivals in a given grading period will be required to accompany their parents to a corrective action plan meeting with the principal.

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.

- Student Emergency Data Form
- Act 195/90/35 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 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 reflects 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.

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 before 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. It is available to anyone who needs uniforms.

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

GYM CLASS

Gym class is on Tuesdays. Students are required to wear **athletic apparel** on gym day. Athletic apparel means materials that are comfortable to move in for gym activities. Shirts must have sleeves (long or short). No muscle shirts or camis. Shorts must be no shorter than 2 inches above the knees. Pants cannot be "zip off" or "tear away" style. Sneakers must be worn and have non-marking soles. If yoga type pants are worn, they must be accompanied by a long shirt that covers the torso.

GIRLS

- Jumper: (K-6) Blue plaid jumper or skirt from Schoolbelles. Jumpers shall be an appropriate length. The white blouse and tie must be worn with the jumper.
- Polo Shirt: (K-6) white, light blue, navy blue or red, short or long sleeve polo shirt. Shirts are to be tucked in at all times.
- Skirts: (K-6) Navy or Khaki. Skirts should be no shorter than two inches above the knee and no longer than one inch below the knee.
- Pants or shorts: Navy or Khaki. Shorts should be no shorter than two inches above the knee and no longer than one inch below the knee.
- Sweater: Solid navy. Zippered sweaters will be permitted.
- Sweatshirts: Navy sweatshirts with school logo (without hoods) or solid navy.
- Socks: Solid white, navy or red 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. Shoes need to have a rubber, soft sole. This will allow the students to be able to walk in the gym. On winter days when snow boots are worn, please send a change of shoes. Snow boots cannot be worn all day.
- 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 and Visible body piercing are not permitted.

- Nails: Nail polish 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 shirt: (K-6) white, light blue, navy blue or red, short or long sleeve polo shirt. Shirts are to be tucked in at all times.
- Pants & Shorts: (K-6) Navy or Khaki shorts. Shorts should not be more than two inches above the knee or one inch below the knee.
- 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: 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. Shoes must have rubber, soft soles to be allowed in the gym.
- Sneakers: Sneakers should be tied snugly, using all eyelets.
- 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.

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 4-6, 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 4-6

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

WJAC – TV (Channel 6) – Johnstown/WWCP Fox 8/WATM ABC 23
SSCD Home and School Facebook Page
Message sent out via Remind System and Teacherease

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.

For Reference Only :A seperate copy of the agreement page will be sent for signature.

2019/20 Parent/Student Handbook 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 Signature

Date