

HOLZ ELEMENTARY SCHOOL

**1505 Hampton Road
Charleston, WV 25314
304-348-1906
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<http://holz.kana.k12.wv.us/>**



**WV School of Excellence
WV Blue Ribbon School
WV Exemplary School**

Home of "Holz Hornets!"

**Karen Simon, Principal; Kim Robinson, Secretary
Kim Davis, Counselor**

Parent-Student Handbook

**Character Counts: Responsibility, Respect, Caring, Citizenship,
Fairness, Trustworthiness, Perseverance, and Optimism**

HOLZ ELEMENTARY SCHOOL

BELIEF STATEMENTS

We believe:

- 1. Children come first.**
- 2. Teaching and learning will encompass the whole child, academically, emotionally, and physically.**
- 3. All students can learn when supported by the best teaching strategies with flexible learning time and frequent monitoring.**
- 4. Strong leadership among faculty and staff is essential to success.**
- 5. All students must be held to high standards of achievement.**
- 6. All students must demonstrate good citizenship and positive character traits.**
- 7. Diversity will be welcomed, respected, and celebrated.**
- 8. School personnel, families, and the community must be partners in the learning process.**
- 9. Children must be healthy to benefit from education.**
- 10. Our school environment must be safe and caring.**

MISSION

By working together in an atmosphere of acceptance, we will provide a high quality education that seeks to develop lifelong learners who value themselves and others, contribute to their community, and succeed in a changing world.

MOTTO

High Expectations for Success, Holz Elementary School!

HOLZ SCHOOL IMPROVEMENT GOALS

- 1. Holz Elementary School will improve proficiency rates for essential reading content standards as measured by the Smarter Balanced Assessment in grades 3-5.**
- 2. Holz Elementary School will improve proficiency rates for essential mathematics content standards as measured by the Smarter Balanced Assessment in grades 3-5.**
- 3. Holz Elementary School will improve student achievement by integrating 21st Century learning skills and technology tools throughout the curriculum.**
- 4. Holz Elementary School will reduce the drop out rate in the George Washington High School attendance area by focusing efforts at the elementary level.**

MY SCHOOL PLEDGE

Today I pledge to do my best in reading, math, and all the rest.

I will respect the rights of others and listen too.

I promise to follow all the rules.

I can learn; and I'm here to learn all I can.

**What I do will make a positive difference at my school,
Holz Elementary School!**

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| Kanawha County Schools - http://kcs.kana.k12.wv.us/ | |
| West Virginia Department of Education - http://wvde.state.wv.us/ | |

DAILY SCHEDULE

7:25.....PK Bus Arrival (No PK on Fridays)
7:50.....K-5 Bus Arrival
7:50-8:10 a.m.Breakfast
8:10Students to lockers
8:15 a.m.....Tardy Bell, Classes begin
11:00-11:30 a.m. ...Lunch (PK, Kindergarten & 1st grade)
11:30-12:00 p.m...Lunch (2nd & 3rd grade)
12:00-12:30 p.m...Lunch (4th & 5th grade)
2:25PK bus dismissal
2:50 p.m.K-5 Bus Dismissal
3:00Carpool and Walkers

STUDENT ARRIVAL

Doors open and buses arrive at 7:50 a.m. Students arriving between 7:50-8:10 report directly to the multipurpose room. (Safety Patrols are the only exceptions; they enter the building at 7:30 at the fifth grade end of the building.) Students will be dismissed to their lockers by grade level at approximately 8:10. **Students arriving at 8:15 are tardy and must report to the office with parents to be signed in and to pick up a tardy slip before entering the classroom. Students must be in the classroom in their seats by 8:15. They need to arrive at school with time to go to their lockers.**

SPECIAL STUDENT DISMISSAL

WV Code 18-8-1 requires students to attend school, unless they are excused for a legal reason set forth in the code, such as illness. Kanawha County Schools Policy J19 is based on the West Virginia Code. Parents do not have the right to sign a child out of school without a legal reason. No student will be excused to leave school prior to the regular hour of dismissal, except by permission of the principal, granted in accordance with requests made by the parent. Children are excused for professional appointments only. Due to safety issues, **no child may leave the school with anyone other than their parent or guardian without specific written permission. If the person picking up is not listed on the child's emergency card, the child cannot be released to that person. Any person picking up a child must have a valid photo ID.** There may be personnel or volunteers in the office who may not recognize legal guardians. Children must be signed out and picked up **in the office.** Office personnel will then call for children to come to the office. **IN COMPLIANCE WITH SAFE SCHOOLS REGULATIONS AND TO AVOID CLASSROOM INTERRUPTIONS AND CONGESTION IN THE HALLS, ADULTS MAY NOT GO TO CLASSROOMS TO PICK UP CHILDREN.** We are fortunate to have entrance doors with a video/audio monitoring system and a doorbell to enhance the safety of our building for your children and our staff. Please be patient with us in opening the door for you.

STUDENT DISMISSAL SAFETY PROCEDURES, NOTES REQUIRED

As a safety precaution, all students must report home immediately after school. This will prevent anxious moments for parents and school personnel. Permission notes are required when children are to go anywhere other than directly home. These notes must be given to the classroom teacher. Children who stay after school for regularly scheduled activities (e.g., tutoring, chess club) need only one (1) permission slip for the year (designating the day(s) of the week). If a child is going to another child's house, both children must bring a note. If changes in departure are necessary (bus, carpool), **a dated and signed note must be sent in the morning to the teacher.** Phone calls will not be accepted as we cannot verify identity. Persons picking up children from school must present a photo ID and be listed on the emergency card.

STUDENT SAFE DISMISSAL POLICY

For the safety of the students, a dismissal policy has been implemented. We do not dismiss to the parking lot as children are not visible to drivers when they walk between cars and through the parking lot. Please do not call to your children from your car. We ask your cooperation in the following procedures:

1. Bus students will be excused as their buses arrive. Bus students will exit through the front door only.
2. Third Base participants will be excused to the cafeteria with bus students.
3. After buses leave, carpoolers will go to the main door at 3:00 and wait in line in an orderly fashion on the front sidewalk for their rides. School personnel will assist children to vehicles as they pull up to the exit crosswalk.
4. Walkers and bikers will be excused after vehicles depart and will exit through the front doors only.
5. In the hallways, intermediate (3-5) students will have the right of way. Primary grades (K-2) will yield to older students and allow them to walk out the front doors first where the two wings converge in the front hall.

EMERGENCY DISMISSAL

At times, severe, inclement weather or other emergencies make it necessary to close school early. **If the weather appears to be inclement, please listen to a local radio or television station for news of delayed school opening and early school dismissal.** Kanawha County School's Parentlink System will also attempt to notify parents of the emergency dismissal by phone. This is an added convenience and is not meant to replace the parent's responsibility to set up an emergency plan with children in advance. Children become very apprehensive when they do not know what to do. Please take the time to discuss with your child what to do when specific emergencies occur. PLEASE DO NOT CALL THE SCHOOL during an early dismissal. The phone lines must be kept open for emergency incoming and outgoing calls. Please notify the school in advance of your emergency plan by completing the form and returning it to school promptly. Forms are sent home with students the first day of school and are kept on file for reference in the office and the classrooms.

When the start of a school day is delayed due to inclement weather, a one-hour delay means Holz will open at 8:50 a.m. A two-hour delay means Holz will open at 9:50 a.m. School will close at the regular time, 2:50 p.m., unless there is an early dismissal due to weather conditions. For Holz, a one-hour early dismissal means 1:50 p.m. A two-hour early dismissal means 12:50 p.m.

Parents and guardians can subscribe to be automatically notified of school closings by e-mail by visiting the state website wvde.state.wv.us/closing/ then choose to subscribe to e-mail by county (Kanawha).

BUS SCHEDULES

Please call the South Charleston Bus Garage as schedules and bus numbers change frequently. 304-766-0373 or 0374

CARPOOL SAFETY ALERT

Please note that **the bus circle is reserved for buses and fire/emergency vehicles**. The state Fire Marshall ordered curbs painted red. Other vehicles may not park in the bus/fire lane at any time. Please enter the parking lot slowly, for the safety of our children. If driving up Loudon Heights, enter the parking lot and exit through the Hampton Road side of the lot to follow the **one way traffic flow through the parking lot**. **When dropping off children in the morning, please watch carefully for buses exiting the lot and children crossing the lot**. If you are coming down Loudon Heights Road, turn onto Hampton and use the city cross walk guard to drop off at the school cross walk on Hampton.

SAFETY VOLUNTEERS NEEDED

Adult Safety Crossing Guards are always needed in the morning from 7:50 to 8:15 a.m. while the buses and carpoolers unload in front of the building. It is extremely important to watch over the children walking through the cross walk and around cars and buses so they get to the building safely. Many thanks to those who have volunteered! Please call the office if you can help one morning per week or would be willing to substitute for regular volunteers. The school secretary may also need parent volunteers to help in the office answering the phones and doing paper work as well as in the cafeteria scanning student lunch numbers on the computer. If you can come in one half day per week, please call 304-348-1906.

BICYCLES

Students in grades 4 and 5 are permitted to ride their bikes to school with helmets and written permission from their parents. Please review bicycle safety with your child. Note that there is no lock up location or bicycle rack.

ENROLLMENT PROCEDURES

Preschool Program

A full-day preschool program is offered for preschool children four days a week (Monday – Thursday). This program includes both regular (4-year old) and special- needs (3-year old) students. Parents may call the KCS Preschool office at 720-5819 or Miss Sarah Pettit, teacher, at Holz 304-348-1906, for further information.

Kindergarten

Kindergarten is a full-day program, five days a week. Children must be five-years-old prior to September 1 to enter Kindergarten. A birth certificate with a raised seal, health records with appropriate immunizations, and proof of residence are required at the time of enrollment.

Kindergarten Round Up registration will be held in March or April of each year for children turning 5 years old before September 1. An orientation will be held for parents in August prior to school starting.

Immunizations

The immunization law enacted by the legislature requires each child entering school for the first time to be immunized against diphtheria, whooping cough, tetanus, measles, and polio. A certificate of immunization and a birth certificate from the Department of Vital Statistics, with a raised seal, are required at the time of enrollment. Effective July 2005, WV Board of Education Policy 2510, section 7.2.4.g, and WV Code 16-3-4 requires any student enrolling in WV public schools from out of state who does not have proof of immunizations or TB skin test results may enroll provisionally, but may not attend until the first dose of immunizations and a TB skin test result are obtained. New requirements for 2008 are Varicella, two doses, first dose received after the first birthday, and Hepatitis B, three doses, last dose received after the age of six months.

INSTRUCTIONAL PROGRAM

The curriculum and Instructional Program at Holz Elementary School follow the West Virginia Content Standards and Objectives (WVCSOs) that serve as guides for all schools in Kanawha County. The instructional program is designed to provide all pupils the opportunity to achieve as many skills as their ability and efforts will permit. Emphasis is placed on mastering reading, writing, language arts, mathematics, science, social studies, technology, and critical thinking skills. These Content Standards and Objectives for each level and subject may be viewed at the web site for the WV State Department of Education <http://wvde.state.wv.us/>. The Kanawha County School district has developed Curriculum, Instruction, and Assessment maps and pacing guides for each subject and level. Information is available at the web site <http://kcs.kana.k12.wv.us/>.

The **Preschool Program** provides instructional and social/emotional development time each day. The children are in attendance for a full day. Students are offered breakfast and lunch. During the instructional day, students experience hands on learning in language arts, mathematics, story time, social science units, workshop or centers, physical education, and creative arts. Twenty minutes of instruction a week is spent on library skills. Preschool attends Monday through Thursday weekly.

In the **Early Childhood Division**, consisting of grades K-4, the children receive a minimum of five hours and fifteen minutes of instructional time. They also receive a fifteen-minute recess, and a thirty-minute lunch period. The required subjects include: language arts, mathematics, social studies, science, health, physical education, art, music, developmental guidance, and library skills. Discretionary instructional time is used to reinforce basic skills by providing small group or individual interventions and to provide enrichment. Technology is integrated daily at all levels through the use of Smartboards, ipads, computers, and document cameras in each classroom, 2 portable lap top carts, and a stationary computer lab.

The **Middle Childhood** learner, or grade 5, receives a minimum of five hours and thirty minutes of instruction daily, a thirty-minute lunch period, and a ten-minute break. Subject areas taught include: language arts, mathematics, social studies, science, physical education, art, music, health, developmental guidance, and library skills. The use of discretionary instructional time centers on small group or individual interventions, reinforcement, basic skills, and enrichment programs. Technology is integrated across all levels.

SPECIAL PROGRAMS AND ACTIVITIES

Many special programs and activities are offered at Holz Elementary to enrich, reinforce, and meet the needs of our students.

Physical Education

Physical Education is a required course, and the Physical Education teacher evaluates student skills. Our physical education program is designed to develop physical fitness and teach basic physical skills for health and coordination that will aid students in their classroom performance and in their daily lives. Children in the upper grades learn and develop sports skills, but actual competitive sports programs are not emphasized. Our physical education program is designed to provide an enjoyable learning experience that enables children to acquire lifelong health and fitness skills and knowledge. Each child must participate in the President's Physical Fitness Test annually. School scores are included in state accreditation reports. HB2816 Healthy WV Act of 2005 requires three thirty-minute physical education classes per week. One of those periods may consist of active free play. Holz classrooms are served by a physical education teacher two days per week. Therefore, classroom teachers will teach the third session of physical education. Technology is integrated in the multipurpose room through the use of a large screen television, ipad, Wii Fit; Dance, Dance Revolution, and other physical activity applications.

We ask that parents send a note to the Physical Education teacher when children are not able to participate in Physical Education class. A doctor's note is required if a child must miss Physical Education for any extended period or if a serious health problem makes it necessary to plan alternate activities. Proper attire during Physical Education is necessary for the student's comfort and safety. Tennis shoes and appropriate clothes are required. Girls wearing dresses or skirts should wear shorts under them. No student will be permitted to participate in Physical Education in stocking feet or barefoot.

Instructional Materials Center (IMC) Library

The IMC is a laboratory for learning. The center provides a number of services, resources, and materials to students, parents, and faculty. The IMC teacher aids students in selecting appropriate and interesting reading and resource materials. She teaches reading, library, reference, and research skills to each class during scheduled class periods each week. Grades taken on these skills are averaged with the student's English grade in the classroom. The IMC teacher also provides special programs and activities to encourage reading pleasure and enrichment, such as Accelerated Reader, Literature Fair, West Virginia Book award, Birthday Book Program, and book fairs. In addition, our librarian provides tier two reading intervention instruction.

1. Books may be exchanged during the regular book exchange period.
2. Books should be returned promptly when due.
3. Parents are responsible for lost or damaged books, magazines, equipment, and materials.
4. Students should display appropriate library behavior such as quiet voices and proper care of resources.

ATTENDANCE POLICY

Regular attendance is a primary factor for students' success in school. Programs of study are planned and performance standards taught so that each day's lessons build on work previously completed. A direct relationship exists between good attendance, student performance, graduation, and good work habits in the marketplace. The following policy is in compliance with the State Board Policy 4110 10; WV Code 18-8-B et seq.; and Kanawha County Schools Policy, "Attendance Series 3.00."

Excused Absences

1. Illness or injury requiring a physician's verification.
2. Medical and/or dental appointments that cannot be scheduled outside the school day when the absence is verified in writing by the physician or dentist on the doctor's form.
3. Illness of student verified by a note from the parent/guardian and may not exceed three (3) consecutive or five (5) total days per semester. Verification by a physician will be required as absences exceed three (3) consecutive days or five (5) total days.
4. Illness or injury in family when student absence verified as essential by physician.
5. Calamity, such as fire in the house, flood, or family emergency upon the approval of the school principal.
6. Death in the family, limit three (3) days for each occurrence except in extraordinary circumstances. Family defined as mother, father, sister, brother, grandmother, grandfather, aunt, uncle, brother-in-law, sister-in-law, brother's children, sister's children, or any person living in the same household.
7. School approved curricular or extracurricular activities.
8. Legal obligation with verification.
9. Failure of bus to run, or extremely hazardous road and/or driving conditions.
10. Observance of religious holidays.
11. Disabled students' absences in accordance with Policy 2410 Regulations for the Education of Exceptional Students, Section 1.10 Home/Hospital Instruction

Unexcused Absence

An unexcused absence will mean any absence from school or an individual class that is not excused pursuant to "Excused Absences" in this policy.

Tardy

"Tardy" means **arrival in the classroom by a student at a time later than 8:15 a.m. Arrival at the front door of the building at 8:15 will result in being tardy to class. Therefore, those students must report to the office first.** Students who come to class late lose out on initial instruction and directions for the day as well as disrupting the classroom instruction for others. **Parents must escort students into the building**

and in to the office when arriving late as it is dangerous to drop children off in the parking lot alone. Supervision of the parking lot ends at 8:15.

- Chronic tardy violations shall result in loss of field trip privileges.
- The school office will notify parents by letter after five tardy arrivals.
- Chronic violations by students living out of the Holz attendance area will result in loss of transfer status and loss of enrollment at Holz. Student's parents will be required to enroll him/her in his/her home school of residence.

Half-Day Absence

Missing 90 minutes of the school day constitutes a half-day absence. For example, arrival after 9:45 a.m.

School Responsibility

1. Five unexcused absences require the social worker/assistant attendance director to begin legal action against parents/guardians.
2. A student will have one (1) day for each day missed to make up assignments. Teachers may require alternative assignments and/or evaluation procedures.
3. Schedule Student Assistance Meetings with parents to develop interventions to remedy the problems.

Parent Responsibility

1. To make certain that his/her child arrives at school on time and avoids unnecessary absences.
2. To make every attempt to schedule doctor and dentist appointments after school.
3. To obtain and send the appointment verification from doctor and/or dentist to the office. (fax 304-345-0387)
4. To obtain approval by the school principal as deemed necessary under "Excused Absences" 1, 2, 3, and 4.
5. To call the school by 8:30 a.m. at 304-348-1906 when the child is absent.
6. To send a written note verifying absence and reason for absence when the child returns to school.
7. To send written notice ten days in advance, requesting educational leave and submit the educational plan.
8. To request make up work and/or homework by 9:00 a.m. so the teacher has time to get it ready for pick up at the end of the day.

STUDENT EVALUATION

Student evaluation is an important tool for students, teachers, and parents. They determine the depth and level of skill mastery, informing the teachers of the need to re-teach or enrich a specific skill. Formative assessments are ongoing and help determine if changes need to be made in the student's instructional program. Self assessments help the student determine their level of success and need for extra help or effort. Summative assessments determine a benchmark or grade for mastery of a skill or concept at the end of a unit of study. Note: Students who cheat on a classroom evaluation will earn NO credit.

Midterm reports are distributed every four and a half weeks between report card distribution every nine weeks. Parents are encouraged to sign on to the Edline web site to check their children's grades, assignments, and classroom events. <https://www.edline.net>, or Engrade <https://www.egradewv.com//user/login.php> for assignments and scores.

In grades 3-5, the online WV Smarter Balanced Assessment for writing, reading/language arts, mathematics, science, and social studies will be conducted in April and May. The West Virginia Department of Education assessment calendar can be accessed at the following website address: <http://wvde.state.wv.us/oaa/calendar0910.html>.

Make Up Work/Assignments and Evaluation

Students who have legitimate absences will be permitted to make up work/assignments. The teacher will give the student an amount of time equal to the days absent to make up the work/assignments. Since we are trying to teach our students to be responsible citizens, students should not expect credit for assignments turned in late. If a student is in school, he/she is responsible for doing those assignments that are to be done in the classroom that day. Only if a teacher feels that a student has not had adequate time to complete an assignment will he/she allow the student additional time or allow him/her to take the assignment home to be completed. Teachers may, at their discretion, require alternative work assignments and/or evaluation procedures. Failure to make up work, assignments, and/or evaluations after being provided the required time to do so will result in a recorded "0" (zero) for those work, assignments, and/or evaluations. Classroom teachers send home homework policy expectations for parent signature.

Retention

In all cases, credit will be based upon performance and completion of assigned work as defined by established evaluation procedures and will not be dependent on a fixed attendance standard. It is, however, widely recognized that excessive absenteeism has a direct impact on class work, assignment, and project completion and, inevitably, performance and achievement.

Retention in Kanawha County Schools is based on one or more of the following reasons:

1. Failure of a student to apply himself or herself to the academic program as indicated by unsatisfactory grades and incomplete assignments.
2. Failure to master the skills for the assigned grade level in reading or mathematics (e.g., as indicated by the child's reading or mathematics level). It is important to note the child's reading and math levels on the report card. A child could be making satisfactory grades in other subjects, but be retained because he or she is achieving below grade level in reading and/or mathematics.

When retention is being considered, parents will be notified nine weeks prior to the end of the school year on a Possibility of Retention Form requiring a return signature.

Student Assistance Team

The Student Assistance Team (SAT), composed of the principal, teacher, parent, counselor, nurse, social worker, and/or other appropriate school personnel, provides a formal intervention process to address the needs of students who may not be achieving to their potential. The SAT must review and act upon teacher recommendations when a family fails to comply with the school attendance policy or when a behavior or

learning problem puts the child at risk of failure. In regard to attendance, the SAT may deny recommendations, uphold recommendations, or extend the deadline for make up work. The team may also refer the case to the County Assistant Attendance Director for possible legal action, refer the case for counseling, social and/or protective services, or review the student's academic placement. The SAT analyzes data to develop a plan of academic or behavioral interventions. Future meetings are set to review the effectiveness of these interventions and to modify approaches to helping children become successful.

Appeal of SAT Decisions

A student, parent, or teacher may appeal any decision of a SAT meeting to the school principal who will, after conducting a conference with all interested parties, render a decision. A decision of the school principal will be final and not subject to further appeal. (Revised and approved by the Holz Parent Advisory Council December, 1989.)

Instructional Levels

It is very important that parents note their children's instructional levels in Reading and Mathematics. The levels are indicated on the report card each nine weeks. Your child may be making satisfactory grades, but working at an instructional level below his/her grade placement in special education classes.

Midterm Notification to Parents

Parents are notified during the fifth week of each nine-week grading period of their child's midterm progress. A notice will indicate if a failure status (D or E) exists at that time.

Students' Grades

Kindergarten and First Grade

S = Satisfactory

N = Needs Improvement

Blank indicates a skill not assessed at this time.

Grades 2-5

| | | |
|---|-------------------------------------|---------------|
| A | Excellent | 93-100% |
| B | Above Average | 85-92% |
| C | Average | 75-84% |
| D | Below Average | 65-74% |
| E | Unsatisfactory | 64% and below |
| S | Satisfactory/Skill Mastered | |
| N | Needs To Improve/Skill Not Mastered | |

Blank denotes a subject not assessed at this time.

Final report card grades are computed by averaging the total points earned in each subject for the year.

The **Teachers Comments** section provides more specific information on each child's progress for each nine weeks period.

Approaches to Learning

These report card ratings describe how well children accept responsibility for the learning process and demonstrate positive character traits and good citizenship. These fifteen factors have a direct impact on the probability of success in school and life. They are considered in the criteria for attending school wide recognition events for positive behavior each nine weeks.

Record-keeping

In the students' folders, teachers will return those papers from which grades have been recorded. Parents should, however, expect other graded papers to be coming home every Friday throughout the school year. Papers sent home in the Friday folder marked "Grade Recorded" or "R" must be returned in the folder on Monday. Teachers and students use student folders, or portfolios, data notebooks, grade books, and check lists of skills to be mastered as methods of data collection on which to base instructional decisions for each child.

Homework Policy

Homework is a good opportunity for children to receive the extra practice and reinforcement necessary for mastery of a skill. Parents can provide invaluable help by providing a quiet study area with materials and by reviewing, not doing, children's homework. This will help parents increase awareness of skills children are learning in school. Observing children as they do homework will provide insight into their achievement levels and work habits. The following are time allotments for homework at each grade level recommended by Kanawha County Schools:

- Grades K-1 fifteen minutes daily
- Grades 2-3 thirty minutes daily
- Grades 4-5 one (1) hour daily

TEXTBOOKS AND INSTRUCTIONAL SUPPLIES

Children in Kanawha County Schools receive free textbooks and some instructional supplies. We need help from parents to urge students to care for books and materials properly. Many students must use each schoolbook over a six-year cycle, so it is important that books not be lost or damaged. Lost or damaged textbooks must be replaced and paid for by the student's parent.

HOLZ STUDENT BEHAVIOR CODE AND PREVENTIVE DISCIPLINE PLAN: RESPECT AND PROTECT

Holz staff members believe that students have the right to a safe, orderly, nurturing school environment that is free of violence. Such an environment enhances the attainment of academic and personal-social skills, and enables students to become productive citizens who can participate and prosper in today's complex global society.

Preventive discipline is a learning process in which school rules, incentives, positive reinforcement, and consequences are implemented consistently and systematically to guide students in the development of **self-control** and the recognition of their **responsibility** to self and to the group. Emphasis is placed on praise, recognition, and prevention before misconduct occurs, as well as correction of inappropriate behavior. Teachers use **WiseSkills character education** curriculum to teach positive behavior skills and employ praise, positive reinforcement, and incentives to reward appropriate use by students. We believe Holz students will make appropriate behavioral choices.

When inappropriate or unacceptable behavior is displayed, supervisors examine the behavior and attempt to correct the conditions contributing to the misbehavior. Disciplinary measures are corrective in nature and consequences directly related to the misbehavior. Teachers notify parents of behavior violations with the "yellow caution" **Behavior Identification Forms (BIF)** for the Respect and Protect Program. These are sent home with students or mailed for parent signature. The **Respect and Protect program** at Holz teaches children to accept responsibility for their learning and behavior and to avoid violence in any form. The goal is to instill qualities such as courtesy, manners, respect and tolerance, self-discipline, responsibility, and accountability, which will serve them well as they grow and interact with others throughout their lives.

As part of the **Positive Behavior Support** system, staff members have implemented a "**Caught Being Good**" Program to recognize students and inform parents of excellent behaviors and efforts to achieve in school. Respect and Protect includes recognition on the Wall of Fame and special events for those who follow school and classroom rules and have a minimum of behavior violations. **Character Education** lessons and **Cultural Diversity** curriculum assist children to learn about good citizenship and to appreciate all of our world's inhabitants. School wide and classroom incentives at Holz include activities such as Caught Being Good awards, Student of the Month, achievement awards, Respect and Protect activities, Accelerated Reader incentives, academic competition awards, citizenship awards, field trips, special classroom privileges, leadership roles, class parties, prizes, free time, and extra computer time.

HOLZ PLAYGROUND SAFETY PROCEDURES

- 1) Stay within sight of your teacher, not behind the portable classroom.
- 2) One person at a time is allowed on each piece of equipment.
- 3) Slide down slides, never walk up. Wait until the slide is clear before sliding down.
- 4) Stay clear of equipment when it is in use by others. Example: Do not walk under the zip line, in front of slides or around swings.
- 5) Keep hands and feet to yourself. Pushing, pulling, hitting, grabbing, and tripping are unacceptable.
- 6) Wait your turn for the zip line and the climbing wheels BEHIND the colored line on the platform.
- 7) Walk, do not run, on the mulch and around the equipment.
- 8) Do not throw mulch, rocks, sticks, etc.

- 9) Include everyone in activities, be polite and considerate of others, and see an adult to solve problems.
- 10) Grades kindergarten through third may not use the zipline or the red hanging wheels on the large playscape. There is a height requirement for using the zipline. Students must be able to reach the sliding hand grip while standing on the platform.
- 11) Grades two through five may not use the small playscape designated for grades PK-1 only.

PLAYGROUND DISCIPLINE PROCEDURES

- 1) Students who choose unsafe behaviors will serve time out in isolation or as a walking assignment, restate the rules, and make apologies.
- 2) Students displaying aggressive or belligerent behaviors will receive Behavior Identification Forms, appropriate consequences, and parent notification. Students and parents must sign and return the BIF.
- 3) Consequences may include the following, depending on the severity of the infraction:
 - a) Time out walking assignment (Example: around the black top or on the sidewalk. This is to avoid the loss of physical activity.)
 - b) Loss of playground privilege (interaction with others) for a period of time determined by the teacher and/or principal.
 - c) Loss of other privileges including field trips
 - d) In-school or out-of-school suspension.
- 4) Students who show good citizenship and positive character traits will be recognized by staff members.

CAFETERIA EXPECTATIONS

- 1) Walk into the cafeteria safely in a single file line. Cutting line or allowing others to cut are not permitted.
- 2) Be seated at your class table.
- 3) Talk quietly. It is necessary for supervisors to be able to hear in case of an emergency such as choking, and for students to hear directions.
- 4) Wait to be dismissed by row or class to the serving line. Get milk, utensils, and all salad bar items and condiments before being seated. Students desiring water may get up after being seated to fill a cup at the cooler.
- 5) Stay seated.
- 6) Raise your hand for permission to get out of your seat for any reason.
- 7) Always use good table manners.
- 8) When a supervisor claps or otherwise signals, stop talking, echo the clap, and listen for directions.
- 9) Take only what you will be able to eat from the salad bar.

BULLYING, HARRASSMENT AND INTIMIDATION, KCS Student Behavior Policy Series J25, Section 25.07.1.5.12

The purpose of this policy is to ensure a safe school learning and working environment for all students and staff members by implementing a successful anti-bullying harassment and intimidation program which can reduce anti-social behaviors and produce positive changes in the school and work climate. The policy seeks to assure that Kanawha County Schools respond to incidents of bullying, harassment,

and intimidation, including cyber safety, in a manner that effectively addresses the incident, deters similar future incidents, and affirms respect for individuals. If the results of an investigation support disciplinary action, persons found to have violated this prohibition shall be subject to penalties which may include, but are not limited to, referral to the Student Assistance Team, counseling, warning, written reprimand, suspension, exclusion, expulsion, or termination. Holz has a school wide bullying program in effect that promotes tolerance and acceptance.

KANAWHA COUNTY BOARD OF EDUCATION POLICY : Student Behavior, Series J25, Revised 6/16/12

Section 25.07.1.5.12. Harassment/Bullying/Intimidation.

A student will not bully/intimidate/harass another student. According to the WV Code §18-2C-2, "harassment, intimidation or bullying" means any intentional gesture, or any intentional electronic, written, verbal or physical act, communication, transmission or threat that: 1) a reasonable person under the circumstances should know will have the effect of harming a student, damaging a student's property, placing a student in reasonable fear of harm to his or her person and/or placing a student in reasonable fear of damage to his or her property; 2) is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or emotionally abusive educational environment for a student; or 3) disrupts or interferes with the orderly operation of the school.

An electronic act, communication, transmission or threat includes, but is not limited to, one which is administered via telephone, wireless phone, computer, pager or any electronic or wireless device whatsoever, and includes, but is not limited to, transmission of any image or voice, email or text message using any such device.

Sexual harassment consists of sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when creating an intimidating, hostile, or offensive educational environment.

CODE OF CONDUCT IN WEST VIRGINIA SCHOOLS

The West Virginia Student Code of Conduct states that all students in West Virginia public schools shall behave in a manner that promotes a school environment that is nurturing, orderly, safe, and conducive to learning and personal-social development.

Please review the WV Policy 4373: Expected Behavior in Safe and Supportive Schools, at the WVDE web site or at the following link: <http://tinyurl.com/cq8v724>. If you do not have computer access, you may request a paper copy at the school.

All students shall:

- ❖ Help create an atmosphere free from bullying, intimidation, and harassment.
- ❖ Demonstrate honesty and trustworthiness.
- ❖ Treat others with respect, deal peacefully with anger, use good manners, and be considerate of the feelings of others.
- ❖ Demonstrate responsibility, use self-control, and be self-disciplined.
- ❖ Demonstrate fairness, play by the rules, and not take advantage of others.
- ❖ Demonstrate compassion and caring.

- ❖ Demonstrate good citizenship by obeying laws and rules, respecting authority, and cooperating with others.

APPLICATION OF CODE OF CONDUCT

All students shall be subject to the provisions of Holz Elementary School Code of Conduct, based on the WV Student Code of Conduct, in the following circumstances:

- a) While on property owned by Kanawha County Schools;
- b) During time periods when a student is scheduled to attend school or other activities conducted under the auspices of Kanawha County Schools, regardless of whether a student is in actual attendance;
- c) During any extracurricular activity or trip conducted under the auspices of Kanawha County Schools in which a student elects to participate;
- d) While a student is in transit to or from school or an extracurricular activity, including transit on a school bus;
- e) Offenses against employees of Kanawha County Schools' property, regardless of time or place;
- f) Bomb threats involving Kanawha County Schools property, regardless of time or place; and
- g) The consumption of alcoholic beverages or controlled substances, in any amount, before or during (as evidenced by behavior) any school-related activity, regardless of place.

KANAWHA COUNTY BOARD OF EDUCATION POLICY: Student Behavior, Series J25

Section 15.07.1 This policy classifies student violations of the Student Code of Conduct in four levels. W. Va. Code requires that the principal suspend a student who commits a violation classified as Level IV in this policy. Level III and IV violations are to be referred directly to the appropriate administrator because of the serious and/or unlawful nature of the misconduct. All violations of this policy shall be reported to the principal of the school or his or her designee (assistant principal). Upon receipt of the student discipline report and after such investigation and due process as may be required under the circumstances, the principal or his or her designee will determine the level of violation and the school's response. The principal or designee shall promptly enter the required disciplinary data into the West Virginia Education Information System (WVEIS) in order to file the required information with the West Virginia Department of Education of all substantiated reports of all violations of the Student Code of Conduct.

Level I and II Violations

These are behaviors that may not endanger the lives and safety of others, but do interfere with productive classroom instruction and the maintenance of an effective learning environment. These behaviors include, but are not limited to:

- a) Excessive talking;
- b) Inattention during instructional time;
- c) Failure to finish assignments or come to class prepared;
- d) Participation in fraternity, sorority, or gang activity on school time;

- e) Failure to obey directives of school personnel, insubordination;
- f) Disrespect to students or adults;
- g) Inappropriate or unsafe dress or grooming;
- h) Anti-social conduct, profanity, obscenity - 2011-12 additions to this policy include posting material on the internet or social networking sites, i.e. Facebook, MySpace, etc.;
- i) Bullying/Harassment/Intimidation, including cyber bullying(electronic, social media, racial, sexual, gender, religious, or ethnic)
- j) Cheating, plagiarism - 2011-12 additions to this policy include cheating through use of a technological or electronic device;
- k) Disorderly conduct, class disruption;
- l) Inappropriate display of affection;
- m) Leaving school without permission;
- n) Possession of inappropriate personal property, i.e., electronic devices, toys, toiletries, etc.;
- o) Tardy to school or class;
- p) Technology abuse;
- q) Tobacco use or possession;
- r) Trespassing;
- s) Truancy;
- t) Harassment and Bullying - Verbal or physical abuse toward school personnel or classmates, or unwelcome sexual advances or other verbal or physical conduct or communication of a sexual nature;
- u) Failure to serve detention;
- v) Medication;
- w) False identification;
- x) Forgery;
- y) Fraud;
- z) Gambling;
- aa) Gang Activity;
- bb) Loitering;
- cc) Theft or possession of stolen property;
- dd) Use of cell phones, pagers, PDAs or similar electronic communication devices is not permitted during school. No use of cell phone photographs or videos is permitted.

Disciplinary measures and Interventions for Level I and II Violations:

- ❖ Administrator/student conference or reprimand
- ❖ Administrator and teacher-parent/guardian conference

- ❖ Daily/weekly progress reports
- ❖ Referrals and conference to support staff or agencies
- ❖ Reteach rules
- ❖ “Time out” from the group
- ❖ Confiscate inappropriate items
- ❖ Restitution/restoration
- ❖ Yellow caution Behavior Identification Form (BIF) to parents
- ❖ Immediate classroom exclusion for one 30-minute class period
- ❖ Behavior contract, individually developed, identifying the offending conduct and specifically addressing the desired outcome
- ❖ Change in class schedule
- ❖ Denial of privilege to participate in class or school activities, such as field trips, graduation, etc.
- ❖ Refer to Student Assistance Team
- ❖ In-School, before- or after-school detention. (Student is removed from the classroom for a 30-minute period and pursues lessons in isolation with assistance of the principal or appointee.)
- ❖ Law enforcement notification
- ❖ In-school, out-of-school, or bus suspension, including denial of participation in extracurricular activities

Level III and IV Violations

These are major offenses consisting of behaviors that endanger the health and safety of a student or any other person on the bus, or school property, or private property during school events, or defacing school property. These behaviors include, but are not limited to:

- a) Disobeying school staff in a willful manner;
- b) Participating in a physical altercation, battery, physical contact, or sexual aggression or force or the threat thereof (includes the touching of another’s intimate parts, or forcing a person to touch any person’s intimate parts), against staff or students;
- c) Assault (verbal) or battery (physical) against school employees or students;
- c) Destruction of or defacing school, staff, or student property;
- d) Throwing objects;
- e) False fire alarm or bomb threats;
- f) Theft or possession or distribution of stolen property;
- g) Use, possession, and/or selling controlled substances, drugs, alcohol, or tobacco on-school property;
- h) Hazing, meaning to subject a person to embarrassment, abusive treatment, ridicule or harassment;
- i) Profane language or gestures;
- j) Threatening or injuring;
- k) Violation of school rules or policies;

- l) Violation of suspension;
- m) Felony;
- n) Unlawful possession of a controlled substance or a drug device;
- o) Sale of narcotic drug;
- p) Possession of a firearm or deadly weapon (defined as any device intended to cause injury or bodily harm or used in a threatening manner that could cause injury or harm, or any device primarily used for self-protection), contraband, fireworks, or explosives;
- q) Inappropriate Sexual Activity;
- r) Indecent Exposure; and
- s) Sexting

ANY BEHAVIOR THAT JEOPARDIZES THE HEALTH AND SAFETY OF SELF OR OTHERS WILL BE GROUNDS FOR AN AUTOMATIC SUSPENSION FROM SCHOOL.

Disciplinary Measures for Level III and IV Violations:

Because of the diversity and complexity of individual situations, the administration reserves the right to provide appropriate disciplinary action from the list below:

- ❖ Any Level I or II Response.
- ❖ Referral to the Assistant Superintendent of Elementary Schools, Psychological Services, Office of Student Affairs, or County SAT.
- ❖ Transfer to alternative school.
- ❖ Request to Superintendent to recommend Board expulsion from Kanawha County Schools.
- ❖ Agency notification such as WV Department of Health and Human Resources.
- ❖ Loss of bus privilege
- ❖ Legal action
- ❖ Tobacco or drug and alcohol counseling

Please see Kanawha County Schools Board of Education Policy, Student Behavior, Series: J25, for more extensive definitions, located in the KCS School Handbook or online at <http://kcs.kana.k12.wv.us/>; or the WV Board of Education Policy 4373, W.Va. Code §18A-5-1 et seq.;126 CSR 96;Title IX of the Educational Amendments of 1972; at <http://wvde.state.wv.us/>.

School Facilities and Property

The school and the community share in the pride we have for our school property. We ask that the community help us in maintaining a clean and safe building and grounds by treating this property with respect and appropriate care. The Parent/Guardian of any student destroying or defacing school property will be responsible for full restitution for damages. Other persons caught vandalizing school property will be reported to

the proper authorities. School personnel appreciate assistance from our neighbors in reporting problems witnessed on school grounds to the proper authorities.

KANAWHA COUNTY BOARD OF EDUCATION POLICY SERIES 22.00 STUDENT BEHAVIOR/WEAPONS

WEAPONS AND/OR EXPLOSIVE DEVICES

A student will not supply, possess, handle, use, threaten to use, or transmit any weapon or any other tool or instrument capable of inflicting bodily injury as a weapon. The terms “weapons,” “tools,” or “instruments” will include by way of illustration, but are not limited to, the following enumerated items: any loaded or unloaded firearm (e.g., pistol, blank pistol, signal pistol, starter pistol, revolver, rifle, shotgun, stun-gun, pellet gun, or BB gun, look-alike firearms, etc.); any knife (e.g., Bowie, Dirk, lockblade, hunting, pen, pocket, switchblade, utility, knives with 3-inch or larger blade); any razor (e.g., straight, regular, retractable, etc.); any martial arts device (e.g., Chinese star, nunchaku, dart, etc.); any defensive device (e.g., gas repellent, mace, stun-gun, chemical sprays, etc.); or any tool or instrument that school staff could reasonably conclude as being a violation of the intent of this offense section, which by way of illustration, will include, but is not limited to, blackjack, chains, club, metal/brass or any artificial knuckles, nightstick, rings, pipe, studded or pointed bracelets, ax handles, etc.

A student will not supply, possess, handle, use, threaten to use, or transmit any explosive device or item that ejects or releases a spray, foam, gas, spark, fire, smoke, odor, etc. By way of illustration, such devices or items will include, but are not limited to, bullets, ammunition of any type, fireworks of any type and size, smoke bomb, stink bomb, any type of lighter, homemade bomb, or item that, by virtue of its shape or design, give the appearance of any of the aforementioned (e.g., fake bomb, fireworks fuse, explosive devices, detonators, etc.).

A student is deemed to be in possession of an illegal and/or banned item(s) under this section when such item(s) is found on the person of the student, in his/her locker, in a student’s vehicle on school property or in any vehicle a student brought on school property or on property being used by the school, at any school function or activity, or any school event held away from the school.

BUS REGULATIONS

Only registered students may ride the school bus. These pupils may not ride buses other than the one to which they are assigned. Good conduct on the bus is necessary and essential for the safety of all riders. Drivers have the authority to exclude children from the bus for violation of rules governing bus transportation. These policies have been established for the safety of children.

BUS VIDEO/AUDIO MONITORING, KCS Policy Series E07

KCS Board of Education approves the use of Digital or Analog Video/Audio Recording Systems, Global Positioning Systems, and/or Student Tracking Systems on school buses and use of video monitoring systems at schools and other board owned facilities for the purposes of reducing disciplinary problems, vandalism and theft, providing observations to assure that proper safety procedures are followed, protecting employees and/or students from fraudulent or mistaken allegations, improving security, and providing for safer transportation for the general well being of students and employees.

1. Pupils will be ready at the scheduled time at the bus stop. **Preschool and Kindergarten students must be accompanied by a parent to the bus stop each morning and picked up by a parent each day after school.**
2. The bus operator is in charge of the bus and passengers. Passengers must obey the operator promptly and respectfully.
3. Pupils must observe the following:
 - a. Cooperation and respect of any monitor on duty.
 - b. Walk on the left side of road facing traffic going to and from the bus stop.
 - c. Never stand or play on roadway while waiting for the school bus.
 - d. Avoid unnecessary conversation with the bus operator.
 - e. Use quiet conversations and observe classroom conduct rules to avoid distracting the bus operator.
 - f. Arms, head and all body parts must be kept inside bus windows at all times.
 - g. Riding in the step well is not permitted.
 - h. Get on or off the bus or change seats in the bus only when the bus is not in motion and only with permission of the bus operator.
 - i. Proceed safely and alertly when getting on or off the bus, or crossing roadway.
 - j. If emergency exits are not securely latched, notify the bus operator immediately.
 - k. No object of any nature will be thrown or passed on or from the bus.
 - l. Passengers seated in the bus will admit other passengers boarding the bus to vacant spaces in the seat or seats they occupy.
 - m. Use of profane and immoral language, tobacco, drugs, or alcohol is prohibited.
 - n. School buses will not be damaged or defaced.
 - o. Food and drinks are not to be taken out of backpacks or consumed on the bus.
 - p. Most bus drivers implement seating charts. Students may not change seat assignments.
 - q. Remain seated on the bus at all times.

Bus drivers will use the Kanawha County Schools Bus Behavior Report for violations. Please note that before the student is allowed to return to ride the bus, this form must be properly signed and returned to the school and bus operator. Should any passenger persist in violating any of the rules or regulations, procedure will be followed by the bus operator and school administrator to establish control and maintain safety. Written notice of any action being taken will be furnished to the parent, but such notice need not precede action by the bus operator in any emergency. Please review these rules with your child.

NUTRITION BREAK

K-5 students have a daily nutrition break. Please send healthy nutritional snacks with your child. Fruits, vegetable sticks, corn or potato snacks, crackers, jello, yogurt, and popcorn are encouraged. Candy, gum, cake, pop, etc. are not approved. There are no drink or snack machines at Holz for student use. WV Code, Series 86 Legislative Rule: Standards for School Nutrition forbids the consumption of soft drinks, candy, chewing gum, and flavored ice bars during the school day. All food consumed during school must reflect Dietary Guidelines for fat (8 grams or

less) and sugar (39 percent or less) content. **Donuts, cupcakes, cake, candy, pizza, etc. are not allowed to be served for school parties or snacks. Remember our children with severe nut allergies. Please avoid sending nuts or nut products to school.**

FOOD SERVICES

The school provides a breakfast and hot lunch program. Teachers and cooks strive to help children learn to eat well-balanced nutritious meals each day and to practice good table manners.

| | | |
|-----------------|------------|---|
| Adult Breakfast | \$3.25/day | Water is provided at no charge. |
| Adult Lunch | \$4.25/day | Milk (with bag lunch, or extra servings charged with hot lunch) \$.45 each, cash only (for bag lunch) |

All student meals are free this year as part of a county grant.

A *Holz Connection* breakfast and lunch menu and school calendar will be sent home with children weekly. Please review the menu with your child each day and discuss the choices to make. Two entries are offered each day to accommodate those who need varied menus. Children are required to choose three (3) items from the menu, but may choose more of the items offered. A salad bar is prepared daily. We encourage children to eat well and try new foods, but we also encourage them not to waste food. Students must eat whatever they take from the salad bar.

Those children who do not eat hot lunch are permitted to bring a **packed lunch** from home. Since our goal is to provide nutritious meals and teach children to eat a variety of foods, we ask parents' cooperation in sending a well-balanced lunch. Soft drinks are not permitted. We must also request that parents **not** bring in fast food lunches for children.

PEANUT AND OTHER NUT ALLERGIES

Several Holz students have diagnosed **life-threatening allergies to peanuts, peanut products, and tree nuts**. Therefore, we ask that packed lunches and snacks brought to school not contain these ingredients. The cafeteria will have a designated eating area for students who bring nut products in their lunches. Students must notify supervisors when they bring nut products to lunch. To avoid cross contamination, students who bring nut products will be asked to wash their hands after eating.

BIRTHDAY AND BIRTHDAY LUNCHEONS

Children and staff members celebrate a Birthday Luncheon once each month. Parents of students who have a birthday during that month are invited to have lunch with their children. Reservations should be made with the office by phone or note before the day of the luncheon so our cooks know how much to prepare.

CHILD CUSTODY

If parents are divorced with sole custody of children and do not want the ex-spouse visiting or picking up children, a copy of the child custody court order must be on file in the school office. Please write these concerns on the student **Emergency Card** and **Emergency Dismissal**

forms. Parents with dual custody may request a second copy of the Holz Connection newsletter weekly or obtain one from the office or parent information table in the front hallway, or request an email version from the secretary.

SCHOOL DRESS CODE

The school dress code has been established to maintain an environment conducive to learning and to provide a bridge to awareness of appropriate attire in the work place. Research states that students appropriately attired spend more time on task, show more respect for their peers and teachers, and experience more academic success.

Student dress should be comfortable and in good taste. Students are expected to come to school clean and neat. Girls wearing skirts and dresses should wear shorts under them for P.E. and recess. The following are unacceptable: large, dangling earrings; extreme hairstyles; heavy make up; clothes displaying crude messages, liquor or illegal substances; clothes slashed or purposely ripped; exposed undergarments and spaghetti straps or open side t shirts; hats or head coverings in the building; heavy coats inside the building; very short (less than 3 inch inseam) and/or extremely tight shorts. Skirts and shorts should reach below the extended fingertips. Trousers or pants shall be worn at or slightly below the waist, without sagging or showing underwear. In order to play outside at recess and to participate in physical education classes, students must wear tennis shoes. Flip flops cause tripping accidents and should not be worn. Students wearing any of the above attire will be asked to call home and make arrangements for the necessary changes. Rope belts may be given out at school for sagging pants if a belt is not available.

Please mark your child's name clearly on all clothing that will be removed at school and other belongings such as lunch boxes and notebooks. This is very important in order to identify and return your child's lost articles. Lost and found items will be displayed in the cafeteria. If they are not claimed in a few days, they will be transferred to the Lost and Found barrel in the cafeteria. Clothing not claimed by the end of each semester will be donated to a charitable organization.

SCHOOL HEALTH SERVICES/MEDICATIONS

A school nurse visits our school weekly. Our dental hygienist is at school every other week. Students are screened for visual and hearing disorders at specific grade levels. Dental screenings are made at specific grade levels. Parents are notified if any irregularities are suspected. Your child will have the best chance for success in school if he/she is strong and healthy and attends school regularly. Please attend to **preventive and emergency health care** for your child. If your child contracts a highly contagious disease, notify the school immediately. All medical conditions should be noted on the emergency card. A regular bedtime with an adequate amount of sleep (9 hours) and a well-balanced diet helps children to perform to their potential at school.

If a student becomes ill or injured during the school day, the clinic is available for resting or cleaning minor scrapes and cuts with soap and water. After twenty minutes in the school clinic, students will be sent home, to the hospital, or back to class, in accordance with their health symptoms and parental directives. The school has no medical personnel on staff when the nurse is not available. Due to the high incidence of unknown allergies, school personnel are **not** authorized to administer **any** medications without doctor's orders, including antibiotic ointment. Therefore, it is imperative that **OFFICE STAFF BE ABLE TO REACH PARENTS OR GUARDIANS QUICKLY IN CASE OF EMERGENCY.** **Please make certain we have all contact phone numbers: work, home, cell, pager, relatives, etc.,** so that we may get the fastest, most

effective treatment for your child. It is crucial that ALL MEDICAL CONDITIONS BE LISTED ON THE STUDENT EMERGENCY HEALTH INFORMATION form, such as allergies and medications, for emergency personnel access. In the event a responsible party cannot be reached, paramedics will be called.

MEDICATION

The Kanawha County Board of Education does not encourage school staff to administer medications at school. It is the parent's responsibility to medicate children. However, provisions may be made for a designated person to administer medication to those students who require it by doctor's orders during the school day. This includes inhalers. Contact the office if your child requires such services.

No child will be allowed to take any medication at school without written permission from the parent or guardian. Parents must submit the doctor's order to the office with the medication in its original prescription or over the counter bottle/package with the child's name on it. Pills must be counted and verified in the presence of the parent and the medication log must be initialed. Students may not carry any medications to or from school. Parents should pick up left over medications by the last day of school or they will be disposed of properly.

HEAD LICE

The Kanawha County Schools policy on Pediculosis states that students with infestations of live lice will be sent home and must be treated before returning to the classroom. Parents must arrange for an infested student to be transported home. Students must be appropriately treated with a pediculicide and have all nits removed. Other family members should also be treated. The house must be cleaned to rid it of possible infestation. Parents should periodically check children for signs of head lice and notify the school if it is determined that children have head lice. If a student is identified as being infested, that student's siblings, locker partners, and close playmates should be checked. Confidentiality of infested students will be maintained at all times to the extent possible. After a child is sent home with a case of head lice, and the parent/guardian is informed of the treatment policy, a maximum of two excused absences will be allowed to complete the treatment process. Kanawha County Schools Health Services, in cooperation with Kanawha Charleston Health Department, and in accordance with the American Academy of Pediatrics and the National Association of School Nurses, has determined that "no-nit" policies are ineffective in controlling outbreaks of lice. Therefore, students found to have nits, after being sent home and treated for head lice, will no longer be excluded from the classroom. For further clarification, please contact the Kanawha County Schools Health Services Office at 348-6694.

UPDATING SCHOOL RECORDS

For your child's well being, it is very important that our school records be kept up-to-date. At any time, if there is a change in your address, telephone number, or any of the other information on the emergency card, we ask that parents and guardians contact the school as soon as possible. In order to safeguard children, they **will not be released from school without written permission from the parent. Children will not be dismissed to leave with any person not identified on the emergency card.**

USE OF TELEPHONE

Due to the volume of business calls, students may only use the school telephone for emergencies. Office personnel may not call students to the telephone. Messages will be relayed from the office to the pupils' teachers at the end of the day.

RESOURCE PROGRAMS

Under the Collaborative/Consultative Teaching Model designed and approved by the State Board of Education in 1987, resource teachers serve identified and unidentified students with special needs in enrichment, acceleration, behavior modification and remediation. The Holz Resource Team is comprised of three teachers with expertise in learning disabilities, gifted education, behavior disorders, speech/language development, and mental impairment.

SPEECH THERAPY

Our speech therapist works with students in need of articulation therapy or expressive/receptive language skills. She routinely screens all Kindergarten students and other students referred to her by teachers or parents.

DEVELOPMENTAL GUIDANCE

In the K-5 classrooms, our full-time school counselor teaches guidance activities needed for personal and social, academic, and career development to support success for all students.

The school counselor also provides individual and group counseling services to meet the needs of all students. Group counseling services include study skills groups, self-esteem groups, new student groups, anger/stress management groups and social groups also referred to as lunch buddy groups. The counselor is always available to consult with parents and teachers regarding student and parent needs, too.

READING INCENTIVE PROGRAMS/BIRTHDAY BOOK CLUB

Children learn to read by practicing daily. They should read material that is not too difficult and that is of interest to them. Reading aloud to preschoolers is the best preparation for learning to read. Classroom and school-wide incentive programs are offered to stimulate an interest in reading. In the Accelerated Reader (AR) Program students take computer tests on books they have read. Passing the test on each book is worth a specific number of points. Points can be redeemed for special prizes and awards. Individual student points are recorded on the cafeteria AR bulletin board when they reach 10 and up. A thermometer records the school total. If students reach their challenge goal for the year, the principal has to do something special for them. Last year she read a book from the roof of the school! The principal also gives prizes and bookmarks to students who bring books or their written work to read to her in the office. Photos of these children are taken and displayed in an album on the hall table. Parents may also purchase a **library book for their child's birthday** and dedicate it to their child for placement in the school library. A bookplate will be placed inside the book with the dedication. Children will love to check out books from the library with their names inside!

Our students in grades 3-5 participate in the West Virginia Book Award Program. They get to read from a selection of 20 award-winning children's books and vote for their favorite. Children in grades K-5 participate in the Kanawha County Literature Fair designing beautiful projects and presentations to illustrate their favorite books. Holz students also participate in the West Virginia Young Writer's Contest.

TECHNOLOGY INTEGRATION

Computer and other technology skills are used as tools for learning throughout the curriculum. To prepare our students for a technological society, all students will be guided to use computers in the lab and/or with our mobile lap top cart for keyboarding, word processing, Internet research, problem-based learning projects and eventually, power point presentations. Each classroom has at least two computers, Smartboards, document cameras, an ipad, and other equipment to enrich and reinforce basic skills. Kindergarten through fifth grade students utilize programs such as Inspiration/Kidspiration, Accelerated Reader, IXL math, Achieve Reading, Pearson Reading, Every Day Math Games, Tech Steps, and other software programs for web based learning activities correlated to West Virginia Content Standards and Objectives. Third through fifth grade students also use calculators that interface with computer technology. Teachers have received professional development training in use of these instructional programs. All classrooms have Internet access. Staff development and parent education have been offered in our computer lab.

SPECIAL PROGRAMS

At Holz special programs and assemblies throughout the school year help to enrich and extend the school curriculum. These often include guest speakers, demonstrations, COSI on Wheels (Columbus Science Center) and creative arts presentations (History Alive). We hope to make learning relevant and enjoyable so students see the applications to real life and retain knowledge longer.

MATH FIELD DAY/SPELLING BEE

Fourth and fifth grade students have the opportunity to participate in Math Field Day and the Spelling Bee. School winners are eligible to enter in the countywide events.

KNOW YOUR SCHOOL WEEK

Each year, one week is designated as "Know Your School Week." During November's (American Education Week), parents and community members are invited to visit and take part in school activities. This is a wonderful opportunity to find out what is happening at Holz Elementary School.

FIELD DAY

In the spring, Holz children participate in a day of athletic competition under the direction of our Physical Education teacher. The children play and receive ribbons, certificates, and refreshments. It is a day of fun for everyone!

SAFETY PATROLS

Fifth-grade students have the opportunity to serve as school safety patrols. These students must maintain satisfactory standards of behavior and academic achievement as outlined in the Safety Patrol Guidelines. Our patrols aid the school staff in many areas. Serving as safety patrols helps children develop responsibility, maturity, and independence.

FIFTH GRADE BANQUET

Fifth grade students are honored in May with a banquet and dance given by the fourth grade parents. Parents are invited to join students in celebrating the successful completion of their elementary school years.

FIELD TRIPS

Field trips are a valuable part of any educational program. Holz children have the opportunity to participate in field trips throughout the school year. The field trips that we offer are educational in nature and an extension of the curriculum. In addition to individual classroom field trips, our school participates in county-sponsored field experiences, such as the West Virginia Symphony Children's Concert. For children to participate in field trips, the Kanawha County Schools permission slips must be signed by parents and returned to school one day prior to the trip. Chronic behavior problems at school may result in loss of field trip privilege. State law now requires that all children under 8 years old be in booster seats and seat belts when transported by private vehicle. All volunteer drivers must complete insurance verification forms for school activities.

HOLIDAY PARTIES

The Homeroom Parents sponsor classroom parties for the October Fall Festival and Valentine's Day. Children play games, have nutritious refreshment, and socialize. We appreciate all of our homeroom parents and everything they do for us to make school special!

TUTORING

Through grants and PTA support, an after school tutoring program with bus transportation is available on Tuesdays and Thursdays for at risk students, by invitation only. For more information, call the school at 348-1906. Free Live Homework Help is available online at the Kanawha County Library. Go to <http://Kanawhalib.wv.us> and click on Research Tools, then Electronic Databases, then Tutor.com.

AWARDS AND STUDENT RECOGNITION

Each month and nine weeks grading period, Holz celebrates individual student achievement with awards and recognition. Awards are posted on hall and cafeteria bulletin boards or distributed for honor roll, attendance, citizenship, Achievement Awards, Students of the Month, special recognitions and achievements, Caught Being Good, and Accelerated Reader. Good Citizenship is recognized each nine weeks with a special activity in the Respect and Protect Program for students who meet the point goal.

HOME-SCHOOL PARTNERSHIP COMMUNICATION

Success for students at Holz Elementary School is contingent on the Home-School Partnership. Teachers and parents share in the responsibility for children's education. Through open communications and a positive working relationship, we can achieve our goal: **SUCCESS EVERY DAY FOR EVERY CHILD!** Methods of communication at Holz include a Parent-Student Handbook, weekly Home-School Connection news and menu, Monthly Calendar on Holz web site <http://kcs.kana.k12.wv.us/holz/>, Edline (grade/assignment web site) <https://www.edline.net/Index.page>, Parent Link (phone messages), student planners and homework sheets and folders, orientation meetings by grade level/open house, PTA meetings, LSIC meetings, conferences, Know Your School Week, classroom visits, midterm and nine week grade reports, possibility of retention notifications, Student Assistance Team meetings, Individual Education Plan meetings, behavior identification forms, attendance letters, and many others. Teachers attempt to communicate frequently via Edline, Engrade, notes, phone calls, email, and conferences. Please call the school whenever you have a concern so that we may address issues before they become problematic.

Teachers are now using Engrade (a pilot program) for recording grades, attendance, and assignments. <https://www.egradewv.com//user/login.php>. Mrs. Stout can help with a login.

PARENT ORIENTATION

At the beginning of each school year, Holz staff members hold evening Parent Orientation Meetings to inform everyone of classroom procedures, expectations, and the curriculum that children will be learning during the school year. We encourage all parents to attend these informative meetings. Grade level meetings are held on separate nights during the first weeks of school to accommodate those with more than one child in our school.

CONFERENCES

Individual parent-teacher conferences may be scheduled before or after school. We believe that conferences are most important for the welfare of each child and for a mutual understanding and support between the home and the school. An appointment provides time for preparation and the privacy desirable for a satisfactory conference. Please call 348-1906 or fax 345-0387 to schedule an appointment. Conferences may be arranged at the request of the teacher or parent when the need arises.

KCS school wide conferences are scheduled in October, 12:00-8:00 p.m. Teachers send home conference invitations and assign appointments in advance. Please look for these forms in your child's Friday Folder in September.

CLASSROOM VISITATION

Parents are welcomed to visit the classrooms. All visits during class hours must be prearranged through the classroom teacher. Visitors during class hours must report to the office first, sign in, and take a visitor's badge. Preschool and children attending other schools are not permitted to visit the classrooms. We ask that visitors observe quietly, so as not to disturb the instructional program. Family members are also invited to visit their child's classroom during planned periods of observation, such as Know Your School Week or to eat lunch with their children

at any time. Please call the office before 8:00 a.m. to reserve a lunch so we can prepare enough for everyone. Parent involvement activities usually include

PARENT TEACHER ASSOCIATION (PTA)

The Holz Elementary School Parent Teacher Organization serves as a support system for the school. This organization plans and presents programs of interest to parents and teachers, and leads the school in fund-raising projects to provide basic and enrichment materials and equipment for children at Holz. Officers are:

| | | | |
|---|----------------------------------|-----------------|-------------------------------------|
| ❖ President | Allison Westerman | 343-0576 | alwesterman@hotmail.com |
| ❖ Vice President, Communications | Aileen Stacy | 549-3636 | aileenstacy@suddenlink.net |
| ❖ Vice President, Fundraising | Tonya Dunnavant | 437-2888 | tdunnavant@suddenlink.net |
| ❖ Vice President, Enrichment | Elizabeth Castle | 342-3757 | elizcastle@yahoo.com |
| ❖ Treasurer | Elizabeth Pelegrin (Long) | 389-7355 | elizabeth.pellegrin@camc.org |
| ❖ Secretary | Aileen Stacy | | |
| ❖ Homeroom Parent Coordinator | Helen Kesari | 741-4977 | helkrish@gmail.com |

- ❖ **Committees will be established, such as: Carnival, Grant, CASE (Community Alliances to Support Education = Business Partners), Accelerated Reader, Homeroom Parents, School Spirit, Yearbook, Box Tops for Education, Kroger Cards, Target, Wellness and Health, Holiday Parties, Staff Appreciation, Technology, Cross Walk Safety, etc.**

Contact any PTA officer for information about events and activities. There will be a parent coffee on the first day of school at 8:15 a.m. in the library. Come meet others and learn about PTA activities! You may sign up for committee work of interest to you. Four annual business meetings are scheduled for the following **Tuesdays in the cafeteria at 5:30 p.m.: September 25, November 13, February 19, and April 23.** PTA representatives and any interested parents attend the LSIC meeting with the KCS Board members in the fall as well (date to be announced).

Students will perform periodically, important school information will be shared by staff and parent committees, committee work will be planned and initiated, and votes will be taken on school functions and improvement activities. The PTA works in collaboration with the CASE Partner Committee and the Local School Improvement Council to ensure excellence in education at Holz. Please be a part of this important decision-making body. Our school's success depends on an active parent teacher organization! Check your child's backpack each Friday for announcements in the Friday Folder!

C.A.S.E. PARTNER COMMITTEE

The West Virginia Education Alliance sponsors the Community Alliances to Support Education (CASE) program to recognize and support school and business partnerships. Holz has an active CASE committee that recruits, promotes, and maintains our important business relationships. These partnerships provide valuable services and support to our school, staff, and students.

LOCAL SCHOOL IMPROVEMENT COUNCIL (L.S.I.C)

The Local School Improvement Council is a decision-making body, mandated by state legislation,. This group reviews the goals and activities of the school and may sanction special requests to the County and State for exceptions to State and County policies. It is the responsibility of this council to assure that there is input from representatives of the entire community for decisions on programs to improve the educational opportunities for Holz children. This council establishes goals each school year to support school goals for achievement and safety. Activities are then developed and implemented with support of the PTA to benefit Holz children and families.

The 2011-12 chair of this organization is Dr. Sharmila Jones, 344-1735, smatches@aol.com. Other council members are: Ed Tiffey, Becki Totten, Kim Davis, Susie Coleman, Tammy Hovis, Leska Foster, John Doyle, Patra Collins, Mekell Golden, Scott Petit, Adam Krason, David Long, and Karen Simon.

All Holz parents and community members are invited and encouraged to attend the LSIC meetings to help establish and implement school improvement goals, objectives, and activities.

At least 4 meetings are scheduled throughout the year on **Wednesdays at 5:30 p.m. in the library: August 27, annual meeting with KCS Board of Education members at GWHS September 22, October 15, January 28, and March 25.**

HOMEROOM PARENTS

The Homeroom Parents committee works with classroom teachers and the principal to provide support for the children and teachers in each homeroom. They sponsor and plan two holiday classroom parties in October and February, coordinate activities with the teachers, and work with the PTA on coordinating fundraising efforts. If you are interested in being a Homeroom parent, simply inform your child's teacher or a PTA officer. Dates for these events will be announced in the school's weekly menu/newsletter.

VOLUNTEERS

Due to the sheer volume of work necessary to serve nearly 300 students, 35 staff members, and parents, we are always in need of volunteers at school. Our wonderful school volunteers help in the office, work with classroom teachers in preparing materials and helping individual students, and aid in the library, cafeteria, field day, or at the crosswalk in the morning. Numerous volunteers make Holz PTA and LSIC the best and most effective school organizations around! The school hosts a Volunteer Appreciation Tea each spring in May to honor our caring volunteers!

If you are interested in being a volunteer, please refer to the Holz Volunteer Handbook for more information. It will be included in your beginning of the year school packet. A volunteer form will be sent home with students at the beginning of school with the Volunteer Handbook.

Please return your completed volunteer form to the office or call the school secretary or principal at 348-1906. In order to protect the safety and security of children and staff, Kanawha County School district policy now requires a criminal background investigation for school volunteers who work in the school on a daily basis.

On the first day of school, the PTA sponsors a welcome/coffee for parents in the library at 8:15 a.m. Sign up sheets will be available for various PTA committees to support programs of interest to students and parents. Please join us to get to know other parents in your child's classes and learn more about volunteer opportunities at school.

SHELTER-IN-PLACE

Shelter-in-Place is an emergency measure in case of a chemical leak, severe storm, or other unforeseen event that could make it necessary to protect students and staff within the building.

During the school year we will practice Shelter-in-Place at the building and County level. The following procedures will be implemented:

- Staff, students, and visitors will be alerted to shelter in place by a long ring of the school bell and announcement over the intercom.
- All windows and doors will be immediately closed and locked. The ventilation system will be shut down.
- Students and staff members will sit in the cafeteria. Students will quietly read or write.
- Staff members will seal all doors with duct tape and place "Shelter-in-Place" signs on all doors.
- Staff members will listen to radio, telephone, pager, and/or TV communication for an all-clear announcement that the shelter-in-place has ended.
- The building will be sealed. **NO ONE WILL ENTER OR EXIT THE BUILDING.**
- The phone lines must be kept open for emergency communications. **PLEASE DO NOT CALL THE SCHOOL.**

The procedure for Shelter-in-Place that Holz uses is in the phone book in the Community Interest pages. Please listen to the radio and/or TV for the announcement that the emergency is over. In case of evacuation, Holz students will be moved by school buses to George Washington High School.

RIGHTS AND RESPONSIBILITIES OF STUDENTS

Rights and responsibilities go hand-in-hand. Students in West Virginia have the same basic rights and responsibilities as other citizens and the right to equal protection under the law. Enjoyment of these rights is governed by due process of law. School officials have responsibility for student safety and welfare from the time of boarding the school bus or arrival at school until returning home or to the designated bus stop. To meet this responsibility, school personnel have the right to adopt rules and regulations for the purpose of maintaining order and discipline and for creating a positive learning environment. Students have the responsibility to obey these rules and regulations and to cooperate with school authorities who enforce these rules and regulations, not only while on school property but also en route to and from school.

SEARCH AND SEIZURE

Students possess the right of privacy of person as well as freedom from unreasonable search and seizure of property guaranteed by the Fourth Amendment of the United States Constitution. The individual's right, however, is balanced by the school's responsibility to protect the health, safety, and welfare of all students. The following guidelines will apply to the seizure of items in a student's possession and the search of a student's property:

- A. A search will be conducted by a school official in the presence of an adult witness.
- B. The student will be informed of the reasons for the general search except in emergency situations.
- C. There should be probable cause for school authorities to believe that the student possesses a specific item, the possession of which contributes to a crime or rule violation.
- D. If a dangerous weapon or drug is found, the school official will turn it over to the appropriate law enforcement official for proper disposal.
- E. Possessions reasonably determined to be a threat to the safety or security of others may be seized by school authorities.
- F. Items which are used to disrupt or interfere with the educational process may be removed from student possession.

STUDENT GRIEVANCE PROCEDURE

Purpose: The purpose of this procedure is to provide a way for students to reach solutions to problems of alleged discrimination, bullying, or sexual harassment. Bullying was recently added to this provision. The definition of bullying is repeated harassment of a targeted individual using power as intimidation.

Procedure: Student has informal discussion with building principal.

Level One: Student submits written grievance to building principal within five calendar days of the event. The building principal will issue a written decision within five days of receipt of grievance. This time period may be extended by mutual agreement of the principal and the grievant.

Level Two: Student appeals level one decision by submitting written grievance to the Title IX Committee, Kanawha County Schools. Student must appeal within five days. Title IX Committee must conduct on-site investigation of the grievance and issue a written decision within ten days.

Level Three: Student appeals level two decision by submitting a written grievance to the Board of Education through the Superintendent's Office. Student must appeal within five days. The Superintendent of Schools will submit the grievance to the Board of Education five days prior to the next regular board meeting. The Board of Education will issue a decision within 45 days. The time limit may be extended upon mutual agreement of the Board of Education and the grievant.

Title IX prohibits the harassment of any student and parties involved in processing a grievance. Decisions by the Kanawha County Board of Education in grievance matters are final.

CITIZEN APPEAL PROCEDURE

The West Virginia Board of Education has established a procedure for citizens to work with the County Board of Education and its administrators in seeking solutions to educational problems that may arise. Policy 7211, "Appeals Procedure for Citizens," is intended to provide a simple and easily understood method for solving problems at the lowest possible administrative level as fairly and quickly as possible. Any citizen

who believes a violation of state law or policy, rule, or regulation of the West Virginia Board of Education has occurred, may utilize the appeals procedure. This procedure does not apply to any situation where:

- 1) The County Board of Education is without the authority to act.
- 2) The method of appeal is specifically established by law, such as appeals regarding the placement of exceptional children.
- 3) A citizen has a personal complaint about a school employee.

Persons wishing to use the appeal procedure will first informally discuss their problems with the proper school administrator, usually the school principal or the director at the central office. If the matter cannot be resolved informally, the administrator will provide the proper appeal form and a copy of the appeals procedure.

ASBESTOS MANAGEMENT PLAN

The Kanawha County School System is committed to maintaining a safe and healthful learning environment for all children in our schools. Certain materials, known as “asbestos,” which may pose a health problem, have been identified in some schools. In keeping with our commitment to provide a safe school environment, Kanawha County School personnel are identifying all asbestos in buildings in compliance with the Asbestos Hazard Emergency Response Act. This information has been placed in the school’s Asbestos Management Plan and may be reviewed in each school. Kanawha County School personnel have removed friable asbestos-containing material from several schools. Some asbestos-containing material will be rendered nonfriable by the use of encapsulating materials or simple repairs. The response action section of this plan addresses this type of correction work. Efforts will be continued as needed to provide a safe environment for all students, staff, and the public. Kanawha County Schools’ plan for asbestos control is on record with the United States Environmental Protection Agency and with the WVDE.

TOBACCO CONTROL

Kanawha County Schools Policy Series: C44, WV Code 16-9A-4; 18-2-5; 126 CSR44: No person shall distribute or use any tobacco product in any building, property, or vehicle leased, owned, or operated by the Kanawha County Board of Education. This applies to any private buildings or property including vehicles used for school activities or when students and staff are present.

BUSINESS PARTNERS – COMMUNITY ALLIANCES IN SUPPORT OF EDUCATION (C.A.S.E.)

Holz Elementary School is blessed with several local business partners whose generous contributions of time and resources support programs to provide unlimited opportunities for learning and career study to our children and families. This program provides an enthusiastic team of people working together to ensure that students receive the best education possible. Schools benefit from a two-way line of communication with the business world – where our students will one day compete for jobs. Communities benefit because these partnerships create a spirit of cooperation that keeps communities vital. These partners who are dedicated to the enrichment and support of education are:

Acorn Technologies
Artistic Promotions
Bone and Joint Surgeons
Elliot Family Foundation
Helen Kesari, Realtor
Jeffords Corporation
Pro Auto Detail
Missy and Art Rubin
South Charleston Pediatrics
Tiffany Law Practice
Wells Fargo

Life Touch Photography provides student incentive certificates to Holz children for superior achievement, attendance, and citizenship. Holz also partners with Kroger, Target, Husson's Pizza, Staples and General Mills Box Tops in fund raising promotions.

DISCRIMINATION PROHIBITED AND TITLE XI GUIDELINES

As required by federal laws and regulations, the Kanawha County Board of Education does not discriminate on the basis of sex, race, color, religion, disability, marital status, age or national origin in its employment practices or in the administration of any of its education programs and activities. Inquiries may be directed to Jeane Ann Herscher, Title IX Coordinator, Kanawha County Board of Education, 200 Elizabeth Street, Charleston, WV 25311-2119, phone 348-1379; to Jim Mullins, Section 504 Coordinator, Kanawha County Board of Education, 200 Elizabeth Street, Charleston, WV 25311-2119, phone 348-7770; to Elimination of Sex Discrimination Program Coordinator, 558-7864; or to the US Department of Education's Director of the Office for Civil Rights, (215) 596-6795.

HOLZ ELEMENTARY SCHOOL RESPECT AND PROTECT

Respect and Protect is a unique preventive discipline program that teaches children to create a violence-free environment and to accept responsibility for their learning and behavior. The mission of this program is to instill in our children the qualities necessary to live and work together toward common goals: courtesy, manners, respect for self and others, self-discipline, responsibility, fairness, and trustworthiness. The definition of violence is any mean word, look, sign, or act that hurts a person's body, feelings, or things.

Respect and Protect is a total school approach involving every child and adult in the Holz community. There are two components. The first is a set of standards and expectations taught to all students and reinforced daily throughout the school. School-wide standards provide consistency and a solid foundation from which students draw strength. Consistency in implementing standards, consequences, and incentives provides a comfort zone in which children can best learn to their potential.

Respect and Protect includes a system of remediation and incentives for student success. Incentive and leadership opportunities include, but are not limited to, achievement, attendance, and citizenship recognition, fifth grade Safety Patrols, Holz Caught Being Good, I Read to the Principal, and daily positive reinforcement and incentives in each classroom.

The second component of our preventive discipline plan is a weekly lesson from the WiseSkills character-building program. The topics of instruction include: positive attitude, respect, responsibility, self-discipline, relationships, personal goals, citizenship, and conflict resolution. Teachers use these lessons to provide the opportunity for students to develop skills that will serve them well in every aspect of their lives. To support this, we also use the Project Wisdom program for schoolwide guidance through daily positive affirmation announcements.

STANDARDS AND EXPECTATIONS

1. Walk safely, single file on the right (blue line).
2. Talk and walk quietly.
3. Wait to be dismissed.
4. Be on time and prepared for class.
5. Keep hands, feet, and belongings to yourself.
6. Always use kind words and voice.
7. Listen to directions and follow them.
8. Obey all school personnel.
9. Resolve conflicts peacefully. Treat others as you wish to be treated.
10. Take care of school supplies, equipment, and furniture.

BEHAVIOR IDENTIFICATION FORMS (BIF)

When a student violates a standard at school, the consequence is a cautionary “yellow” BIF that is signed by the student and sent home to parents for their signature. This reminder is issued to the student to inform him/her of the expectations in school every day and to keep parents informed so they may also reinforce appropriate behavior. Teachers record BIFs daily to identify students who may need additional help to succeed. These students receive assistance through additional instruction and practice on the goals and standards by teachers, counselor, social worker, or principal. A Student Assistance Team meeting with parents may occur to develop further interventions. Four stages of violations and consequences are included from the WV Code of Conduct. Stage 1 violations are used as a teaching/learning tool. Stage 2-4 violations are recorded on the student's West Virginia Education Information System (WVEIS) electronic record. Please refer to p. 18 for further information on Level I-!V violations of the WV Code of Conduct..

| <u>Level/Position</u> | <u>Holz Staff Member</u> | <u>Aides</u> | <u>Location</u> | <u>E-mail @kcs.kana.k12.wv.us</u> |
|-------------------------------------|--|-----------------------------------|----------------------|-----------------------------------|
| Preschool Teacher | Sarah Pettit | Angela Chenoweth, Danielle Miller | portable | spettit |
| Kindergarten | Wendy Fisher | Brenda Lilly | 114 | wfisher, blilly |
| | Julie Wisecup | Patra Collins | 116 | jwisecup, pcollins |
| First | Susie Coleman | | 115 | scoleman |
| | Rachel Sweet | | 117 | rsweet |
| Second | Tammy Hovis | | 102 | thovis |
| | Brenda Riffe | | 101 | briffe |
| Third | Jean Crum | | 105 | jcrum |
| | Kathy Stout | | 106 | kstout |
| Fourth | Jennifer Weaver | | 109 | jweaver |
| | Whitney Canada/Tony Smedley | | 111 | wcanada |
| Fifth | Roberta Cook | | 112 | rcook |
| | Leska Foster | | 111 | lafoster |
| Special Education ID | Nancy Boggs | John Doyle | 107 | nboggs |
| Reading, Mathematics | Stacy Smith, Jill Savage, Interventionists | | 103/104 and Math Lab | ssmith, jsavage |
| Gifted | Debbie Spradling | | 108 | dspradling |
| Resource | Patty Lipscomb | | 103 | plipscomb |
| Librarian | Leslie Pike | | 119 | jhange@suddenlink.net |
| Counselor | Karen Winter | | Office | kddavis |
| Physical Education | Mary Beth Ricel | (M/W/F) | Multipurpose Room | mrice |
| Art, After School Tutoring | Angelina Ashley, Sue Gray | (F), (T/Th) | 104 | aashley, hgray |
| Music | Viktoriya Smith | (M/T/Th) | 104 | ejsmith000@aol.com |
| Speech | Ann Morris | (M-F) | Speech/Conference | amorris |
| Computer Specialist | Kerry Viglianco | (W-R) | Lab | cviglianco |
| Nurse | Danita Nellhaus | (M-Th) | Clinic | nellhaus@verizon.net |
| Dental Hygienist | Karen Skidmore | (Once Monthly) | Clinic | kskidmore |
| Social Worker | Georgann Faris | (Once Weekly) | Overbrook | gfaris |
| Special Ed Specialist, Psychologist | Becky Stephen, Joan Bragg | as needed | SCMS/GWHS | rstephen, jbragg |
| Principal | Karen Simon | | Office | ksimon |
| Secretary | Kim Robinson | | Office | krobinson |
| Custodians | Madie Clark (day) and Tim Warden (evening) | | Office | mjclark, twarden |
| Cooks | Stephanie Rawlings, Teresa Redmon | | Kitchen | srawlings, tredmon |