

THOMAS W. HOLTZMAN, JR. STAFF  
2010-2011

**Michael Selvenis, Principal**  
Anna Mae Rudisill, Secretary

**Jessica Jacobs, Assistant Principal**  
Nadina Rutherford, Admin. Assistant  
Tracey Mitchell, Office Assistant

**GRADE 3**

**NORTH**

\*Karen Love – 101  
\*Heidi Hayes – 103  
\*Linda Brown – 104  
\*Marylee Magaro – 108  
\*Jayme Soles – 109

**SOUTH**

+Melissa Wolfe – 130  
+Katrina Fry – 126  
+Megan Krot – 127  
+Holly Cassatt – 131

**GRADE 4**

\*Melissa Knobloch – 111  
\*Patti Frye – 112  
\*Kirk Hartlaub – 113  
\*Tracey Sgrignoli – 117  
\*Kevin Emery – 118

+Claudette Evans – 122  
+Nikki Byer – 123  
+Barb Ecklund – 124  
+Jodi Pagni - 125

**GRADE 5**

\*Cindy Hassinger – 134  
\*Courtney Mitchell – 135  
\*Brienne Reed – 136  
\*Megan Tanguay – 137  
\*Jason Koch - 138

+Vanessa Edwards -139  
+Sean McCown - 140  
+Shannon McNelly - 141  
+Nanette Kehler - 142  
+Kelley Burk - 143

**SPECIAL EDUCATION**

+MaLinda Renninger -129  
\*Kathy Lee-132

\*Meg Makuch – 107  
+Cindy Decker – 120  
\*/+Barbara Powell – 114

\*/+Carrie Martin – 121  
\*/+James DeLisio -133

**SPECIAL STUDIES**

Jane Brindle, Nurse  
Anne Hartzfeld, Lit. Coach  
Ricki Hurwitz, RE, E.End Gym  
Lindsay Lester, Art, 105  
Patrick Raugh, Math Coach  
Michele Sowers, Guidance

Michael Campbell, Music  
Sarah Heisey, Speech, W.End Gym  
Mark Kothe, Band/Music  
Thomas McDonald, Orch  
Jeanne Roach, Library  
Sharon Williams, ESL

Tracy Hanna, RE, 110B  
W. Fong Ho, Sci/CM, 116  
David Langston, Science, 115  
Pamela Mowery, Gym  
Judy Sosik, Gifted

**AIDES**

Margaret Baum, SpEd, 114  
Laurie Dively, Instructional  
Jodie Kothe, PCA  
Grace Rentovich, PCA  
Joan Smith, Instructional  
Jennifer Zehner, Nurse's Asst

Oliver Campbell, SpEd, 133  
Nancy Frank, Lib Asst.  
Pamela Lockwood, SpEd, 107  
April Sansbury, PCA  
Christine Sullivan, SpEd, 129

Susan Daniels, Instructional  
Cathy Klunk, SpEd, 121  
Jodi Ray, Instructional  
Tim Schultze, SpEd, 132  
Marguerite Victor, SpEd, 120

**CUSTODIANS**

Joe Stouffer, Head Cust.   Chris Beach   David Walborn   Frank Fant   Mark Miller

**CAFETERIA PERSONNEL**

Robin Venneri / Patricia Trkula / Stephanie Swoyer / Leonora Ulrich / Suzanne Pierce / Sandy Spill

\* = North Teams   + = South Teams



**School Calendar Closings Goes  
here**

## MISSION STATEMENT

The mission of Thomas W. Holtzman, Jr. Elementary School is to provide a school program which emphasizes academic achievement, responsibility, and respect in an environment which stresses safety, high self-esteem and high self-worth. We believe all students can succeed, and we hold them accountable to do their part to ensure their own success. Parents are a key element in helping us achieve our mission. Without their cooperation and assistance, we will be less than successful in our endeavors. Each child we deal with is an individual and will be treated as such. There is an obligation for all students to demonstrate respect for fellow students, teachers, property and themselves. This is the most critical element in making Thomas W. Holtzman, Jr. Elementary School the best it can be.

## THOMAS W. HOLTZMAN PHILOSOPHY

We the students, parents and staff of Thomas W. Holtzman School believe that proper behavior is essential to an effective educational setting. We believe that everyone in the school community must play a role in contributing to that orderly and productive environment. We believe that rules and regulations are the key to the goals of our program and the success of our students. We believe that the following rules and regulations are both appropriate and essential to our school. It is important that students, parents, and staff join together to assure that these principles are effectively recognized and maintained.

**"Striving for a Superior Education  
for ALL Students"**

## WEEKLY SCHEDULE

Thomas W. Holtzman employs a "six day cycle" for scheduling. This means the first

day of school is day one, the second day, day two, etc. After day six, the schedule begins again with day one. Whenever school reopens after a weekend, holiday, snow day, etc., the next number day is used.

All students have one special class daily during the course of a school year, Art, Music, Physical Education, or Science.

## TIME SCHEDULE

8:25	Building opens for students
8:55	Tardy bell
8:56 - 9:00	Attendance, opening exercises, and morning announcements
9:00	Instructional day begins
3:20	Instructional day ends
3:25	DISMISSAL

**Students may not enter the school until 8:25 a.m. There is no supervision available before 8:25 a.m. and student safety is our priority.**

## ATTENDANCE

Regular attendance at school is essential. The law recognizes this fact and all absences must be declared either excused (legal) or unexcused (illegal). The Handbook/Calendar contains the reasons for excused absences as well as the times outlined that define absence and tardy arrivals. Accumulated minutes/hours of unexcused tardy arrival may be considered as cumulative and translated into equivalent days. If a student fails to bring a note from home within three (3) school days explaining the absence or tardiness, it will be considered illegal. After three (3) unexcused absences, parents are subject to legal action as provided by the Pennsylvania Public School Code. Legal action may also include a fine of \$300 or more.

## RETURNING TO SCHOOL AFTER AN ABSENCE

Upon returning to school after an absence, it is very important that students have a note from a parent explaining the reason for the absence. This note **MUST** be presented to the classroom teacher or attendance clerk. The attendance clerk is located in the Main Office (657- 5158). If a note is not received within 3 days of the student's return to school, the absence will be listed as un-excused.

## ASSEMBLY (AUDITORIUM) BEHAVIOR

Throughout the school year, assemblies will be held for student enjoyment and enrichment. In order to make these programs as worthwhile as possible, please follow these guidelines.

1. Walk to and from the assembly in an orderly manner.
2. Enter and take a seat quickly.
3. Sit attentively.
4. Behave in a courteous and respectful manner.
5. Display appreciation and thanks by applause only.
6. Remain seated until dismissed.

## BUS PROCEDURES

When dismissed to go to the bus, walk quietly to your bus and be seated. Only the bus driver may grant you permission to leave the bus.

Students must travel on their assigned buses. Students will be assigned seats on the bus. Students will show respect for the bus driver. The rules will be enforced by all

drivers and are posted in each classroom.

Failure to comply with these regulations will result in the student being refused permission to ride the bus. The following procedures will be followed by the Elementary Administrators:

1. First discipline report - student should be advised, on report, that a recurrence will result in suspension of bus privileges. (Administrator discretion for serious offenses.)
2. Second discipline report - three day suspension of bus privileges
3. Third discipline report - five day suspension of bus privileges
4. Fourth discipline report - ten day suspension of bus privileges
5. Fifth discipline report - removal from bus for the balance of the school year
6. Fighting on the bus - automatic five-day suspension of bus privileges

Continued refusal to comply with the rules, will result in the student being permanently prohibited from riding the bus. When the student has been suspended from the Bus, the Parent/Guardian will have to find a way for the student to get to and from school. The bus drivers are the school's representatives on the bus and their judgment will be respected in evaluating the conduct report. (See Bus Transportation Policy in the School District Handbook/Calendar.)

## ELECTRONIC GAMES/BALLS/ETC.

- NO** Toys on the bus or at school.
- NO** Balls on the bus or at school.
- NO** Cell Phones on the bus or at school.
- NO** hand held electronic games, CD players, I Pods, and other devices on the bus or at school.

**NO** Cameras on the bus.

These items listed above distract students from the educational program. They can be lost or broken and are costly for you to replace. Please explain to your child that if any of the above items are brought to school, the item will be taken and held in the office until a parent comes in to pick it up. Repeated offences will result in the item being held at school until June.

## **CURRICULUM**

The curriculum is the master plan for learning. It provides teachers with a framework to help children acquire the knowledge and skills they will need to function as citizens of the twenty-first century.

## **COMPUTERS**

Thomas W. Holtzman has a computer lab as well as a computer in each classroom. All classrooms have been wired for Internet access. Parents must sign an Authorized Usage Policy (AUP) before students are permitted to use the Internet on an individual basis. Violations of the terms and conditions of the Authorized Usage Policy are unethical and may constitute a criminal offense. A violation may result in loss of access privileges, school disciplinary action, and/or appropriate legal actions.

Both students and teachers use computers in a variety of ways. Students in all grades receive formal instruction in various aspects of computer literacy as part of the educational program. Computer-aided learning provides students with opportunities for practice, drill, enrichment, and tutorial assistance. Computer-assisted instruction supplements classroom activities with other learning activities. We look forward to increasing the opportunities for all students to make greater use of computer technology.

## **COUNSELING SERVICES** **657 – 5142**

Counseling services are available to all students in grades 3, 4, and 5. Counseling services include many people - counselor, principal, head teacher, psychologist, nurse, teachers, community agencies, etc.

The program is designed to help all students to understand themselves and their relationships with others and to assume personal responsibility for their own progress. Many techniques, including formal and informal tests, group conferences, and private talks with students are used to meet these goals.

## **EMERGENCY SCHOOL CLOSING**

In the morning when weather conditions are such that you think school might be canceled or the start of school delayed, listen to the local radio and television stations. If there is a delayed start or school is closed for the day, the announcement will be made by the following radio and television stations: WINK 104, WCMB, WHP (21 and 580), WGAL, WHTM, WTPA, WITF, KOOL 94.9, Z-107 and WHYL. PLEASE DO NOT CALL THE SCHOOL.

## **FIRE DRILLS**

A diagram of the building indicating the nearest exit is provided for each room. Leave the building in an orderly manner. WALK, DO NOT RUN, to your designated exit. Remain as quiet as possible so any instructions given may be heard by those involved in the drill. The first student to reach any outside door will open the door and hold it open until the last person has left by the door. Then the door should be closed. Do not return to the building until notified.

Fire drills will be conducted once a month in accordance with school district policies.

A variety of drills are conducted each year.

Code Red – Building Emergency  
(Lockdown inside Building)

Code Green- Bomb Threat  
(Evacuation)

Code Yellow- Weather  
Emergency (Tornado)

Code Blue - Hazardous Material

## **PROGRESS REPORTS AND REPORT CARDS**

Report Cards are distributed four times a year. One Formal Parent-Teacher Conference is scheduled to discuss student progress in November. If other conferences are required, they will be scheduled by the parent or teacher as needed.

Report Cards are distributed to students after the close of each marking period approximately seven days after the marking period ends.

Report cards for the first three marking periods are placed into envelopes and carried home by the students. Parents/guardians are to sign the report card envelope and have it returned to the teacher by their child the following day. Students who do not return signed envelopes are assigned a detention point.

Science is graded on the Report Card for Marking Periods 2 and 4.

We encourage all parents/guardians to activate their Edline accounts so they can receive and monitor their student's academic progress on-line. Please contact your child's teacher for more information.

## **GRADING SYSTEM**

Student academic achievement during each marking period will be determined by the

following system:

90 to 100 – excellent

80 to 89 – good

70 to 79 – average

60 to 69 – passing

Below 60 – failing

Report card letter grades will be assigned in all subjects.

## **GUEST TEACHERS**

Our school is fortunate to have capable people help us whenever our regular teachers are ill or attending conferences. A guest teacher is an important visitor whose impressions of our school will be carried into the community. Be certain that these are good impressions. Please be cooperative, obedient, polite and helpful to every guest teacher. Failure to do so will result in detention.

## **HEALTH SERVICES 657 - 5112**

A primary responsibility of the school is the health and safety of each student. A registered nurse is available at school to address health issues.

The School Health Law requires a dental examination for grade 3 students. It is recommended that the examination is done by your family dentist, since he/she can best evaluate your child's dental health.

Screening programs such as weighing, measuring, testing for vision and hearing, and checking for scoliosis (curvature of the spine) are procedures used to identify those students who need further attention. Parents will be notified if a student fails a test. Since certain phases of a student's health may change rapidly and interfere with school progress, these screening devices are essential supplements to less frequent, periodic medical and dental

examinations.

In case a student is injured or becomes ill in school, the student will be cared for by the school nurse or nursing assistant. If the student's condition is thought to be serious, the school nurse will notify the parents and determine their wishes. In cases which require immediate intervention (i.e. bleeding, stoppage of breathing, or poisoning), the school will notify the parents and obtain emergency transportation to a medical care facility, based on information provided by the parents on the emergency card.

### **HOMEWORK**

These are several reasons for homework:

1. To provide extra practice on taught skills.
2. To provide further learning in content areas presented in the classroom.
3. To provide an opportunity for growth in responsibility.

Students are expected to complete all their homework assignments on time. The amount of homework assigned by each teacher will vary. Students are to record all assignments in the Assignment Handbook.

Students who are absent are expected to have the homework on the day of return. Students are also responsible for completing work missed due to excused absences. A missed assignment must be received by the teacher within 7 calendar days of the student's return to school.

#### Grade Maximum Daily Homework Amount

3	30 minutes
4	45 minutes
5	60 minutes

### **HOMEBOUND INSTRUCTION**

If you are out of school due to illness or injury for more than one week and your doctor thinks you will be out longer than that, your parents can arrange to have you taught at home with no expense to them. This is called Homebound Instruction. The school counselor coordinates the program.

### **INSTRUMENTAL MUSIC**

The instrumental music program is a "pull-out" program of private or small group lessons for students in fourth and fifth grades. The Band and the Orchestra rehearse during the day once per cycle. There are also before school and after school rehearsals as scheduled.

### **LIBRARY**

The library contains a variety of print, audio, and visual media. Multimedia encyclopedias, Pro Quest Direct, ACCESS PA, and other online catalogs are available for student use. Students must have a pass in order to visit the library.

### **LOST AND FOUND**

Have your name printed clearly on all articles of clothing, i.e. coats, hats, boots, gym equipment, etc. and anything else you bring to school. This especially applies to books or projects (models). Money or valuable items should be given to the main office and kept there until needed. Should you lose or find items, the Lost and Found Box is located in the cafeteria.

### **GUM**

Gum chewing is not permitted on school property.

## LUNCH/BREAKFAST 657 - 5108

Each lunch period is 30 minutes. The cost of a lunch is \$2.25. A lunch/breakfast menu is available on the district's website – click link for Hanna Cafe. Students are expected to conduct themselves in an orderly manner by staying seated while eating, speaking in quiet voices, returning trays and trash to the appropriate area, and HAVING A GREAT TIME! Parents are invited to eat lunch with their child in our cafeteria.

Lunch can be charged up to the amount designated at the beginning of each school year. It is best to keep your child's account up-to-date. When the limit for charging is reached, the student will be given a bowl of cereal with milk until the account is paid and there is a balance to cover further charges. A note from the cafeteria will be sent home to keep parents/guardians informed.

Breakfast is sold for \$1.50 in the cafeteria from 8:25 am to 8:50 am.

## MEDICATION GUIDELINES

Susquehanna Township School District recognizes the problems associated with the misuse of drugs and concerns with product tampering and school liability.

Therefore any medication, brought to or consumed at school by students, is considered a serious matter. This policy is designed to protect students and to allow provisions for medical care while attending classes. It covers non-prescription as well as prescription drugs.

Generally, a four-times-per-day medication does need to be given once during the school day. Two or three-times-per day medication does not need to be given during school. Our medication policy is as follows:

1. Students requiring medication during the school day must present a written order from the attending physician which includes the diagnosis, name of medication, dosage, when it is to be administered at school, and the length of time for school use.

Students may not carry medications for self administration on school district property unless a physician's note is presented to the nurse which states "may carry with him/her". A yearly update is required.

2. The medication must be brought to school in the prescription bottle with the label intact. Send in only the number of pills or amount of liquid that the student will take at school. We recommend that you ask the pharmacist for a "school bottle" with a complete label and the amount of medication that will be needed at school.

**Physician's written note and directions on prescription bottle must match exactly.** A yearly update is required. Medications will not be transferred from one bottle to another by medical staff.

At the elementary level we prefer that the parent bring the medication and a note to the school office. If this is not possible, the parent should call the principal or nurse to inform them the child is bringing in medication. All medication must be turned in to the school office or nurse's office immediately upon arrival at school.

Medications will not be sent home from school with students. Parent or guardian must be responsible to pick up medications from school at the end of the school year, when a drug or dose change occurs, and if a drug is discontinued during the school year.

3. In the case of non-prescription drugs, the physician's written statement must accompany an unopened container of the drug of the same name as written on the physician's statement.

If this policy is not followed, no medication will be administered at school. If there are any questions regarding this policy, please call the school nurse.

## **RECESS**

Recess is an integral part of the instructional day. It is dedicated to improving the health, fitness, and skill level of each student. The following rules have been established to provide a safe environment:

1. Obey all school rules.
2. Lavatory permission will be given by the Recess Teachers or Aides in emergency situations only.
3. Stay outside during assigned recess periods unless permission to enter the building is given by a Recess Teacher or Aide.
4. Walk quietly to and from recess.
5. Line up immediately when recess is over and stand in line quietly until it is time to re-enter the building.
6. When the grass is wet, play on the macadam and tanbark areas.
7. Playground balls may be used only on the designated blacktop areas. Jump ropes are to be used for jumping only.
8. Wrestling, karate, and tackling are not permitted during recess periods.
9. Use playground equipment as it is intended to be used.

10. Food, candy, and gum should not be taken to recess areas.
11. Students playing on playground equipment should use care and not interfere with others.
12. Trees should not be climbed or damaged.
13. Balls smaller than a student's head are not permitted.
14. Baseball bats may only be used with classroom activity and not at recess.
15. Football, soccer, and kickball may only be played on the grassy portion of the playground, under adult supervision.
16. Fighting is unacceptable.
17. Throwing of sticks, stones, snowballs or any other dangerous objects is not permitted.
18. Playground balls should not be thrown against the building.

## **SCHOOL INSURANCE**

The Susquehanna Township School District is not responsible for medical expenses caused by injuries which occur on school property and does not carry insurance which would cover such expenses. The school district does offer an insurance policy to students at a special school rate. This is a service to students and is not mandatory. This policy covers any accident while on the way between home and school, while in the school building or on school grounds, and as a participant in a school-sponsored activity. Parents should review the brochure and student accident insurance policy carefully for coverage and exclusion information.

## **PTO (PARENT-TEACHER ORGANIZATION)**

Thomas W. Holtzman, Jr. Elementary School has an active PTO whose objectives are to support the school and to act as a forum for communications among parents, teachers, administrators, and students. The PTO sponsors bake sales, the YES Program, school store, etc. A special projects committee works to recruit parent volunteers to help as needed at the school.

The PTO is headed by a board of officers and committee chairpersons who meet on the first Tuesday of each month to coordinate activities. Parents, faculty, and students are welcome to become a vital part of this active school organization and to attend board meetings.

## **STUDENT DRESS**

A student's dress, personal appearance, hygiene and behavior will reflect sensitivity to and a respect for all others. The fact that Susquehanna Township School District permits a wide variety of clothes to be worn by students does not imply that all styles worn are equally appropriate. Appropriate dress is a decision made by students and their parents/guardians. The decision however, must be made within the parameters of the Susquehanna Township School District Student Dress Code. Student dress must be such that it does not present a danger to the student or for the health and safety of others. In addition, student dress may not disrupt or interfere with the work, creativity or order of the classroom or the overall operation of the building. It is the expectation of the district that all students will be appropriately dressed and groomed at all times.

The district recognizes that problems may arise during the year that pertain to student dress which requires an immediate response to ensure student safety or prevent disruption to the educational

process. The district designates the building principal with the responsibility to issue specific regulations to solve these situations. The building principal will notify students and parents/guardians of any change. Building principals have the authority to temporarily waive specific provisions of the dress code to allow for special events or deal with extreme weather conditions.

The district does not intend the provisions of the dress code to interfere with a student's ability to practice their religion by wearing traditional religious garments. Building principals will consult with parents/guardians as necessary.

The district recognizes the fact that students may be required to wear certain types of clothing while participating in courses, extracurricular activities or other situations that necessitate special attire to ensure the health or safety of the students. Examples of these courses include but are not limited to, Physical Education, Science, and Art.

### **Prohibited Items Inside School Building:**

- 1) Hats, caps, visors, bandanas, sweatbands, doo rags, headdress of any type and sunglasses may not be worn in the building. Tinted prescription glasses which change with exposure to the sun may be worn.

\*Attire worn during spirit week is subject to building administration approval.

- 2) Shorts and skirts must be of appropriate length, mid-thigh. The administration will use the following rule to gauge appropriateness. The garment must measure no more than 3" above the knee when the student is standing.
- 3) Clothing that is skin tight, excessively baggy, transparent or reveal back, midriff, cleavage or

buttocks when involved in normal school activities such as walking, sitting, bending, raising hand, etc., will be deemed unacceptable. No bare midriff means no skin will show between the bottom of the shirt and the top of the pants. Sleeveless shirts, spandex shirts, strapless tops, tube tops, or spaghetti straps are considered unacceptable for school. Clothing will not be worn in a manner that exposes undergarments.

- 4) Ripped or torn clothing will not be worn.
- 5) Pants must be worn at waist level. A belt or suspenders should be worn.
- 6) Clothing displaying slogans/pictures which suggest the use of tobacco, weapons, alcohol, drugs, obscene language, sexual innuendoes, gang related behavior, lewd or illegal behavior or that is derogatory to any racial, religious, disabled, age, gender or ethnic group are not permitted.
- 7) Clothing with ornamentation that will scratch or mark furniture or present possible danger of injury to the wearer or others (i.e.: chains, spiked wristbands, studded bracelets or extra length belts) will not be considered acceptable in school.
- 8) Shoes must be worn at all times. Bedroom slippers and flip-flops are not acceptable. Flip-flops may not be worn in school. Clogs, sandals and platform shoes are discouraged due to the potential for injury.
- 9) Coats and any type of outerwear must be placed in designated locations at the start of the school day.

## **Enforcement of Dress Code**

First Offense – Retain student in office. Parent/guardian is notified to bring student an appropriate change of clothing. If parent/guardian is unavailable, student will be given appropriate garb from laundered clothing in the nurses' office. Detention points will be assigned at the discretion of building administration.

Second Offense – In addition to first offense actions, a detention will be assigned, as well as a parent conference.

Third Offense and Subsequent Offenses  
Retain student in the office until parent/guardian is reached. Suspension may be assigned at the discretion of building administration with a parent conference for readmission.

## **Amended by the School Board – April 26, 2010**

Students should be especially conscious of wearing appropriate clothing when the weather becomes colder. A student should be dressed warmly enough to stay outside for a minimum of 20-30 minutes. Boots or galoshes should be worn in wet or snowy weather. Every student is normally required to go outside for fresh air and exercise during the recess period. Illness may constitute a reason for staying inside during recess, but lack of adequate clothing should not be the cause.

## **STUDENT STORE**

The student store is sponsored by the PTO and is open twice a month. Items usually found are: pencils, pens, paper, posters, book covers, erasers, and many more useful and needed items.

## SCHOOL PHONE USE

Telephones are located throughout the building, so that teachers can reach you easily concerning your child's academic progress. The teacher may also call regarding behavioral issues. **We are developing responsibility in our students and they may not call home when they forget assignments or other items.**

Use of Cell Phones is **not permitted** by the students **in school or on the Bus.**

A Cell phone will be taken from students and parents can pick it up in the main office.

## WITHDRAWAL FROM SCHOOL

When a student is withdrawn from school for reasons of moving or to attend another school, the main office should be notified at least two (2) days in advance. The students must secure the necessary forms from the attendance clerk or school secretary. All textbooks, library books and materials must be either returned or paid for. Information as to where the student is moving and the name of the school district, if possible, must also be furnished. After all obligations are taken care of, and proper information presented to the school, all grades and records will be released to the next school.

## STUDENT DISCIPLINE

### PURPOSE:

Discipline is a concern of parents, teachers and administrators in all school settings. The goal of all discipline is to assist students in the conscious development of self-discipline and self-direction toward socially desirable ends. Teachers and administrators are responsible for monitoring student behavior at school, but without parental cooperation and

assistance, our efforts will be less than fully successful. In the disciplining of students, a fair approach will be used, always keeping in mind that self-discipline and self-direction are the goals for each student to attain.

All students in our district are expected to conduct themselves in accordance with the policies and rules of conduct set forth at the district and building levels. **The school administration has the right to adjust the disciplinary action based on the severity of the infraction.** Should a student fail to follow established rules, the following procedure is used.

### Teacher Actions:

1. Verbal reprimand (not documented)
2. Teacher/Student Conference
3. Detention Points (documented)
4. Parent call
5. Teacher/Parent Conference
6. Behavior Modification contract/program
7. Suspension of privileges
8. Before-school detention assigned

### Principal/Designee Actions:

1. Verbal reprimand (not documented)
2. Parent call
3. Home visit/Parent conference
4. Suspension of privileges
5. Before-school detention assigned
6. Suspension from school

In each classroom, the teacher and students will establish rules for the

classroom, hallways, and stairs, rest rooms, and textbooks.

## **BULLYING**

Bullying is a form of aggression in which: (1) the behavior is intended to harm or cause distress, (2) the behavior occurs repeatedly over time, and (3) there is an imbalance of power or strength among the parties. This imbalance of power may be physical or psychological. Bullying may be physical (hitting, shoving), verbal (name-calling, threats), or psychological (shunning, manipulating friendships).

Bullying is not tolerated at school, on the bus, and at bus stops.

### **Serious Disciplinary Offenses**

Students should be aware that serious disciplinary offenses are dealt with immediately. Below are listed the minimum actions which will be taken.

**Fighting - An immediate 1-3 day suspension. When both students have been actively involved in the exchange of punches/pushes, both are suspended. We do not absolve one participant because he/she "defended" himself/herself. If a student has been punched/pushed, we want that student to flee the scene and go to an adult and not retaliate physically.**

Possession of Weapons - This includes any knife, cutting instrument, cutting tool, non-chuck stick, star, firearm, BB gun, pellet gun, shotgun, rifle, pistol, look-alike or replica of any of the above or components which can be assembled into a weapon.

- a. Ten day out-of-school suspension
- b. Informal hearing
- c. Formal hearing

d. Possible mandatory one calendar year expulsion

e. Weapon turned over to police.

Harassment - All district policies regarding offensive behavior, discrimination, and improper conduct are enforced. See school district handbook/calendar for detailed information.

## **THREATS**

Students must be aware that a threat to another student, adult or group is not tolerated. A threat is any expression to inflict pain or harm of any kind, and it will be dealt with very seriously. Threats will be addressed with disciplinary action and may result in suspension from school.

Threats are not tolerated at school, on the bus, or at the bus stop.

NOTE: Please read the school district handbook/calendar for detailed information regarding general discipline procedures for all students.

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**THOMAS W. HOLTZMAN, JR. ELEMENTARY SCHOOL  
STUDENT HANDBOOK**

My child and I have read the student handbook.

Student's Name \_\_\_\_\_ Room # \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

Date \_\_\_\_\_

If you have any questions about the Thomas W. Holtzman Student Handbook, please call 657-5158.

**PLEASE DETACH AND RETURN TO YOUR CHILD'S TEACHER  
AS SOON AS POSSIBLE.**

Thank you.