



2009-2010 Owen Elementary Parent Handbook

Indian Prairie District 204 Philosophy and Mission Statement and Values

Philosophy:

Many segments of our society, but primarily the school, the home, and the individual student share the responsibility for the academic success of each student.

Indian Prairie School District 204 believes that every student has the right to a comprehensive, meaningful education and the right to be treated with respect and dignity. Each student is unique, learns at a different rate, and has different needs. As a result, the district offers a broad curriculum and strives to meet those needs while developing the knowledge, skills and experiences that will enable our students to be life-long learners.

Our Mission is:

To prepare all students to succeed in an ever-changing world through comprehensive programs and experiences in collaboration with family and community.

We Believe:

Students learn best in a safe and caring environment. We recognize that including and respecting all people strengthens public education. We cultivate a climate charged with enthusiasm for teaching and learning. We challenge all students to reach their potential. We know our students must develop the skills to become life-long learners. We realize education works best when the entire community participates and shares the responsibility.

Owen Elementary School

Indian Prairie Community Unit School District 204

1560 Westglen Drive
Naperville, IL 60565
Phone (630) 428-7300
Fax (630) 428-7301

Jason A. Bednar, Principal
Jason_bednar@ipsd.org

August 2009

Dear Parents and Guardians,

I am pleased to welcome you to the educational community of Owen Elementary School for the 2009-2010 school year. As a school community we strive to make our school child-centered. This approach has helped us to build strong ties throughout the school community, ensure academic success and to maintain a safe, nurturing and inclusive environment for all children.

The information presented in this handbook should be used as a resource. It reflects the current policies and procedures of the district and also of Owen Elementary School. A number of changes have been made to the Owen Parent/Student Handbook to assure that our school runs smoothly and remains a quality educational facility. It is designed to offer a glimpse into our many programs and services and to help answer your questions and explain our procedures, practices and culture. Please review relevant sections with your child in an age appropriate manner and return the tear-off sheet.

I invite you to be involved in your child's educational experience and take advantage of the rich opportunities that Owen has to offer. We will strive to provide frequent and positive communication between home and school. If you have any questions please contact your child's teacher, the office staff or myself for further information. I look forward to meeting many of you through the many wonderful things happening in our school. Together we will make Owen an outstanding school!

Sincerely,

Mr. Jason Bednar
Principal

OWEN ELEMENTARY SCHOOL

(Named after Owen C. Wavrinek)

Owen Elementary School has been opened since August of 2003. The school was named after one of District's 204's dedicated retired school board members. Mr. Owen C. Wavrinek was appointed to Indian Prairie Community Consolidated District 204 in 1980, and served on the board for twenty-one years. While serving as a board member, Mr. Wavrinek made decisions that benefited children in the district he served. Mr. Wavrinek worked closely with three superintendents Dr. Clifford Crone, Dr. Tom Scullen and Dr. Gail McKinzie to develop policies and procedures for the district. Mr. Wavrinek was influential in keeping up with the rapid growth of the district and assisting the district in passing eight referendums. Mr. Wavrinek did not have any children of his own, but attended countless numbers of school functions including school plays, field trips, assemblies, open houses, and sporting events. He was often quoted as saying; "I view all the kids in the district as my kids."

Still a member of the Board of Directors of the Indian Prairie Educational Foundation, Mr. Owen C. Wavrinek worked for Amoco Corporation as a writer, editor and photographer for more than 25 years. At the present time, he is working out of his home as a free-lance writer. Mr. Wavrinek visits Owen School on a regular basis and enjoys seeing the students' accomplishments.

In addition to Mr. Wavrinek's District 204 experience, education has always been an important part of his family life. His mother taught third and fourth grades in south suburban Matteson, Illinois for 20 years; his father served on the Rich Township High School Board of Education in Park Forest; his aunt taught elementary school students near North Salem, Indiana for 38 years. Also, as a Big Brother (of Metropolitan Chicago) volunteer, he helped teach his Little Brother Josh, who lived across the street from Lincoln Park Zoo. Josh, now 39, has his own telecommunications business in Bangalore, India where he is raising his five-year old son.

Mr. Wavrinek asked the district to use his first name rather than his Czechoslovakian last name. Calling the school Owen also would honor his mother and his aunt who were strong influences in his life. Mr. Wavrinek is the second board member in the district's history to provide a new name for a District 204 school.

ARRIVAL/DISMISSAL PROCEDURES

In all aspects of the arrival/dismissal plan, safety takes precedence over expediency. We will strive to promote an efficient plan; however, we will not compromise safety standards in order to hasten the arrival/dismissal process. We appreciate the patience that is required as the Owen staff safely receives and dismisses the students each day.

It is of great importance that Owen School is a safe place for your child. Safety duty assignments are in place before and after school to supervise and protect our children during arrival and dismissal. Your partnership is essential in ensuring the safety of the students. In addition to promoting safety, you will demonstrate respect and consideration for neighbors by following the prescribed plan.

STUDENT ENTRY DOORS:

- Door 1** -all bus riders will enter and exit through this door.
- Door 2** -all car riders will enter and proceed to their classrooms through this door
- Door 5** -all car riders will exit through this door
- Door 9** -west side walkers and bike riders will enter and exit through this door
- Door 12** -all daycare riders and east side walkers will enter and exit through this door

Arrival Procedures:

Please follow these safety guidelines for dropping off your children:

1. Drivers are to follow directions given by staff members supervising the vehicle drop-off area.
2. **PERSONAL VEHICLES WILL NOT BE PERMITTED TO USE THE CIRCLE DRIVE FOR DROP OFF OR PICK UP.**
3. Turn into the entrance of the parking lot on the west side of the building and stay to the RIGHT.
4. Do not block crosswalks or yellow zones.
5. Pull in as far as possible or to where directed in the drop-off lane. We want to get as many cars as possible out of the street.
6. Do not pass vehicles in front of you, i.e. stay in the right lane.
7. Drop and go! **No drivers are to leave their vehicles.**
8. Do not unload anywhere but the appropriate place in the drop-off lane.

Students who are dropped off will follow these safety guidelines:

1. Students are to follow directions given by staff members supervising the vehicle drop-off area.
2. Students are to stay on the sidewalk at all times after exiting their vehicle. They are NOT to exit vehicles in the parking lot and cross the drop-off lane.
3. Students will enter the building using Door #2.

Students who walk to school or ride their bikes will follow these safety guidelines:

1. Students are to follow the directions given by staff members.
2. Students should not arrive at school before 8:50 a.m. when supervision is provided and they are permitted to enter the building.
3. Students must cross with the crossing guards at the painted crosswalks. Establishing this pattern with and without parents will insure the safety of the students.
4. Students and adults should walk their bikes while on school property.

5. All bikes should be secured with a lock on the bike racks.
6. Students should not cross the entrance to the parking lot at any time.
7. Students will enter the building using Door 9 (west side walkers) or Door 12 (east side walkers).

Students who ride the bus or day care vans will follow these safety guidelines:

1. Students are to follow the directions given by staff members supervising the bus/daycare van pick up areas.
2. Students will enter the building by using Door #12 if they arrive in a daycare van. Bus riders enter the building through Door #1 no earlier than 8:50 a.m.

Dismissal Procedures:

PLEASE NOTIFY YOUR CHILD'S TEACHER IN WRITING ANYTIME THAT YOUR NORMAL PICK-UP PLANS CHANGE.

Please follow these safety guidelines for picking up your children:

1. Drivers are to follow directions given by staff members supervising the vehicle drop-off area.
2. **PERSONAL VEHICLES WILL NOT BE PERMITTED TO USE THE CIRCLE DRIVE FOR DROP OFF OR PICK UP.**
3. Turn into the entrance to the parking lot on the west side (off of Westglen Drive) of the building and stay to the RIGHT instead of entering the parking lot. Do not pass vehicles in front of you, stay to the right.
4. Do not block crosswalks or yellow zones.
5. Pull in as far as possible or to where directed in the pick-up lane. We want to get as many cars as possible out of the street.
6. Children are to get in vehicles on the passenger side only when directed to do so by a staff member supervising the pick-up area.
7. **No drivers are to leave their vehicles.**
8. Do not pick up children anywhere but the appropriate place in the pick-up lane.

Students who walk or ride their bikes home will follow these guidelines:

1. Students are to follow directions given by staff members supervising.
2. Students are to stay on the sidewalk at all times. They are NOT to cross the drive to go to vehicles in the parking lot.
3. Students and adults must walk bikes until off of school property.
4. Students should cross at the painted crosswalks at Westglen Drive and Bovidae Circle. Establishing this pattern with or without parents will insure the safety of students.

Students who ride the bus or day care van will follow these safety guidelines:

1. Students are to follow directions by staff members supervising the bus/day care van pick-up area.
2. Students will follow all bus regulations.
3. Students will wait for the bus or day care van in the designated area AWAY from the curb.
4. Students will stand in line in an orderly manner while waiting to board the bus.

ART/MUSIC/PHYSICAL EDUCATION

Each student will receive instruction in the following special areas:

Grades K-5:

ART	50 minutes once a week
PE	25 minutes three times a week
MUSIC	25 minutes two times a week

During PE students are responsible for wearing gym shoes on the appropriate days.

ATTENDANCE

The Indian Prairie School District operates under the authority, policies and laws set forth in the School Code of the State of Illinois.

Punctual and regular attendance is important and expected. Regular attendance in school is the joint responsibility of the student and his/her parent(s) or guardian(s). The responsibility of Owen Elementary School is to provide each student with quality instruction. If a student is absent, his/her parent(s) MUST notify the school attendance office prior to 10:00 a.m. on the day of the absence.

Reporting Absences: A parent/guardian must call (630) 428-6030 Owen's Attendance line each day the student is absent. The Owen attendance line may be accessed 24 hours a day. If we are not contacted by 10:00 a.m., a parent or emergency contact must be called. If the illness is interpreted to be a contagious disease, readmission to school should be by a back-to-school permit signed by a physician. *Remember that notes or a call to the classroom teacher does not preclude a call to the attendance line.*

*A student must be present for the entire school day in order to participate in any extra-curricular activity or special event.

Excessive Absenteeism: Owen Elementary School considers absenteeism excessive when it significantly interferes with a student's learning, as reflected in academic performance or social development and is more than 10% (4-5 days per quarter) of the days school has been in session. Excessive absenteeism includes excessive tardiness of 10% or more.

A student will be marked absent for one-half day if the student is out-of-school for more than 1.5 hours but less than 4 hours; a student will be marked absent for a whole day if the student is out-of-school for more than 4 hours. A student who has been absent for more than (5) five days for an illness must present a physician's statement to be readmitted to school.

A letter from the Principal will be sent at the end of each quarter to notify the parents/guardians of any student who was absent or tardy more than 10% of the total attendance days. Resources and supportive services are available to students with attendance problems, such as, a conference with school personnel or support team members, or a referral to community agencies for appropriate service. Supportive services for truants and chronic truants are available through the DuPage County Educational Services Region in cooperation with the DuPage County Truant Office.

Excessive Tardies: If a student arrives at school after 9:05 a.m., he/she must report to the main office for a pass. Parents must accompany a student to the office and sign the student in after 9:05

a.m. All students are expected to be in their classroom by 9:05 a.m. and ready to start the day. Afternoon kindergarten should arrive no later than 12:50 p.m., otherwise, the student is considered tardy. Disciplinary actions may occur if a student has an excessive amount of tardies.

We do not award perfect attendance awards due to the unnecessary encouragement for students to attend school even when ill in order to reach this goal. We believe students need to focus on being healthy rather than simply being present.

Make-up Work: If a student misses one or two days of school, he/she will receive make-up work upon return to school and an appropriate due date will be determined. For extended emergencies or illness, a parent may call the office on the morning of the third day of absence to request make-up work. If an extended illness results in an absence of more than ten (10) days, the student may be eligible for homebound tutoring. Please call the school office for more details.

Vacations: Every effort should be made to schedule vacations that do not conflict with school attendance. District policy states that students with 10 or more consecutive absences due to vacation will be un-enrolled and upon return must re-register with the school. Due to the dynamic nature of the teaching/learning process, lesson plans and classroom focus may shift; therefore, assignments cannot accurately be determined in advance.

BICYCLE RIDING/ROLLER BLADING/SCOOTERS/SKATEBOARDS

Bicycles are to be walked on school property and locked in the bike rack during the day. Children should obey all traffic rules when riding to and from school. Children should not use skates, rollerblades, scooters, skateboards or any motorized vehicles when coming to school.

BULLYING

Owen Elementary School will establish and maintain an atmosphere in which all persons can develop attitudes and skills for effective, cooperative living, including: respect for all individuals regardless of economic status, intellectual ability, race, creed, color, national origin, religion, sexual orientation or age. Respectful behavior is expected for those persons who are physically, mentally, emotionally or perceptually different or disabled and culturally different. Any student demonstrating behavior or action that constitutes physical, verbal or emotional/social bullying may be subject disciplinary consequences.

BUS ELIGIBILITY

The State of Illinois guidelines provide bus transportation only for students who live more than 1.5 miles from school, or who would encounter a hazardous condition on their path to school. Questions concerning bus eligibility and designated stops should be directed to Ms. Karla Zozulia at the District 204 main office (375-3000). School bus transportation is provided by First Student (904-0900).

If your child will not be riding the bus on a particular day, please send a note to the teacher stating that he/she will not be riding the bus. In the note please let us know who will be responsible for picking him/her up. Parents of kindergarten students are responsible to meet their child's bus each day or to designate a responsible individual to be with their child during pickup and drop off times.

Students may ride only their assigned bus. Students may NOT bring "guests" home with them on the bus.

Bus Safety Rules:

There is a change in bus rules for the 2009-2010 school year. Additional information can be found at <http://ipsdweb.ipsd.org/News.aspx?id=24038>. All elementary bus riders will choose a seat early in the school year and that will become his/her assigned seat. This is meant to assist with student safety and rider management.

Please review the additional following bus guidelines and regulations as they apply to your children. Even children who do not ride the bus to and from school on a daily basis will need to practice safe bus behavior on field trips.

Proper Bus Conduct

1. Obey the driver.
2. Remain in your seat at all times.
3. Do not throw objects on or from the bus.
4. Keep your head and hands inside the bus.
5. Do not eat or drink on the bus.
6. Do not use profane language.
7. Be at you stop 5 minutes before the scheduled time.
8. Respect other space and property at the bus stop at all times. Do not vandalize equipment (seats will be assigned on vandalized buses).
9. Respect the rights and safety of others on the bus.
10. Be cautious when boarding and exiting the bus. Be alert to potential danger posed by other vehicles.

Consequences for Unsafe or Discourteous Bus Behavior:

If a student violates a safety regulation, the following disciplinary action may be taken:

1. Disciplinary referral filed and parent notified.
2. Disciplinary action recommended:
 - 1st Offense – Warning
 - 2nd Offense – Bus privileges suspended for up to 5 days.
 - 3rd Offense – Bus privileges suspended for up to 10 days.

If it is deemed necessary to the safety of other students riding the bus, immediate bus suspension may be imposed without the 1st offense warning.

It is imperative that all students and parents observe and support these transportation regulations and action. Your cooperation is important and appreciated.

SCHOOL BUS AND DAY CARE BUS TRANSPORTATION PROCEDURES:

The circle drive in front of the school will be used in the AM and PM for drop off and pick up for Bus Riders and Daycare Providers. **PERSONAL VEHICLES WILL NOT BE PERMITTED TO USE THE CIRCLE DRIVE FOR DROP OFF OR PICK UP.** Parents and children are asked not to cross between parked buses in the front of the circle drive for safety reasons.

When buses are loading/unloading students, signal arms will be extended to stop traffic. According to state law, “You must stop before meeting or overtaking a school bus loading or unloading passengers. You may proceed when the flashing lights are turned off and the stop signal arm is no longer extended.” (Illinois Rules of the Road). Please be aware of school buses and children on school grounds and in the surrounding community.

District 204 special education vans and daycare vans will load/unload students in the circle drive in front of the building. Staff members will meet buses and supervise students as they enter and exit the building.

BUILDING ACCESS HOURS:

School Hours: 9:05 a.m. – 3:35 p.m. 9:15a.m. – 3:35p.m. on Wednesday
Office Hours: 7:45 a.m. – 4:15 p.m.

Building Access/Visits

All outside doors will be locked at all times. All visitors will therefore be required to enter through the front of the building (Door #1), after ringing the entrance buzzer and being admitted by the office staff. Parents and building visitors are required to proceed to the main office, sign-in and state the purpose of their visit. All visitors are asked to wear a badge while in the building. Upon leaving the building, all visitors must sign out in the main office.

Parents should make prior arrangements before visiting a teacher and/or classroom at least 24 hours in advance. It is most important that the classroom not be interrupted for individual matters. As always, students' safety and good educational practice are our main concerns.

Animals should not accompany visitors onto school grounds at any time including drop-off and pick-up times, unless the animal is a guide for the visually impaired.

Section 24-25 of the School Code of Illinois states that any person entering a public building is required to identify himself/herself and the purpose of the entry.

Indian Prairie School District Policy #840 states:

Visitors to the Schools

The Board encourages the public to visit District 204 schools because it is important that all members of the community be knowledgeable about school programs and student activities. In receiving visitors, District personnel will be cognizant of student welfare and safety, and the continuity of the educational program. In order to provide for an orderly process and worthwhile experience for visitors, the following guidelines will govern school visits:

1. Visitors will pre-arrange visits to the school with the building principal at least 24 hours prior to the visit.
2. Absent unusual circumstances previously discussed with the building principal, school visits will be limited to 1 hour per day.
3. School visits will generally be limited to adults. Parents should avoid visiting school accompanied by siblings or other children.

4. School visits to individual classrooms should generally be made only when the regularly assigned teacher is present.
5. In all cases, visitors must report to the Main Office upon entering the school building.
6. School and classroom visits must not be disruptive or in any way interfere with the instructional program. All visits and visitors will be subject to the authority of the building principal, who may restrict or limit visits, or visitors, as he/she considers necessary.
7. Each visitor will be asked to wear an identification badge when visiting District classrooms. This is to be obtained at the Principal's Office or from the campus monitor/aide located at the front door.

BUILDING-WIDE CLIMATE AND BEHAVIORAL EXPECTATIONS

We believe and expect that all students can behave appropriately at school. All expectations build on the premise that respect for oneself, other individuals and property is key to establishing a safe, positive school climate. Our school-wide focus is on positive behavior.

We continually promote positive behavior by recognizing respectful and appropriate choices. Our goal is to provide an organized and positive learning climate for all students and staff. We will not allow any student to disrupt teaching/learning time.

Student behavior is purposeful and need based. Students need positive behavioral instruction as well as consistent discipline policies. Therefore an effective school-wide approach to behavior needs to include strategies that are preventative, instructional, problem solving in nature, and must offer dignified ways to develop responsible and respectful leaders.

We believe that the most successful schools have teams of educators who actively teach students how to be respectful, define behavioral expectations, monitor and follow up on student behavior and acknowledge appropriate behavior. Owen Elementary School has developed a plan for responsible behavior that encourages personal growth and learning. This plan includes clear expectations; methods for teaching and encouraging expected behaviors, and strategies for discouraging problem behaviors.

Maintaining a safe and positive learning environment for all students is a high priority at Owen Elementary School. Any actions that compromise student safety, including any form of harassment, bullying or threats of violence, will be taken seriously and will not be tolerated. These situations will be handled by the Student Services Coordinator or the Principal and parents will be notified.

As a part of Owen's Positive Behavior Intervention System (PBIS) the students are reminded of three expectations (Smar²t Choices):

- 1. Be Safe in all areas**
- 2. Be Respectful**
- 3. Be Responsible for self, property and others**

Behavior Matrix

<i>School Zones</i>	I am Respectful	I am Responsible	I am Safe
All settings/ Classroom	<ul style="list-style-type: none"> ➤ Raise your hand and wait to be called on ➤ Respect other's property ➤ Use kind words ➤ Listen when others are speaking 	<ul style="list-style-type: none"> ➤ Keep area clean ➤ Actively participate ➤ Follow directions the first time ➤ Accept consequences without arguing or complaining 	<ul style="list-style-type: none"> ➤ Keep hands, feet and other objects to yourself ➤ Walk ➤ Leave candy, gum, toys and cell phones home ➤ Report any problems to an adult
Hallway	<ul style="list-style-type: none"> ➤ Walk/wait quietly ➤ Allow other classes to pass ➤ Keep hands off walls and others 	<ul style="list-style-type: none"> ➤ Keep appropriate space between you and your neighbors 	<ul style="list-style-type: none"> ➤ Walk on the side of the hallway ➤ Walk in a single file line ➤ Face forward ➤ Only use the elevator with a teacher or a nurse's pass.
MPR	<ul style="list-style-type: none"> ➤ Quiet voices ➤ Use manners ➤ Do not save seats ➤ Wait silently in line to be served and to be dismissed ➤ Keep hands to self 	<ul style="list-style-type: none"> ➤ Get all items you need before sitting ➤ Clean up your area before leaving 	<ul style="list-style-type: none"> ➤ Stay in your seat ➤ Use trays correctly ➤ Follow traffic pattern ➤ Eat only your own food
Playground	<ul style="list-style-type: none"> ➤ Take turns ➤ Share equipment ➤ Include others ➤ Use kind words 	<ul style="list-style-type: none"> ➤ Line up when called ➤ Keep track of your belongings ➤ Ask permission before leaving 	<ul style="list-style-type: none"> ➤ Use equipment correctly ➤ Stay in assigned area ➤ Keep hands and feet to yourself ➤ Wear safe shoes
Bathroom	<ul style="list-style-type: none"> ➤ Use quiet voices ➤ Respect privacy 	<ul style="list-style-type: none"> ➤ Flush toilets ➤ Wash hands ➤ Promptly return to class 	<ul style="list-style-type: none"> ➤ Report any problems to an adult ➤ Act appropriately
Library/ Computers	<ul style="list-style-type: none"> ➤ Listen and work quietly ➤ Use whisper voices 	<ul style="list-style-type: none"> ➤ Treat books and equipment carefully ➤ Use appropriate websites with staff permission 	<ul style="list-style-type: none"> ➤ Walk quietly ➤ Use equipment carefully
Bus	<ul style="list-style-type: none"> ➤ Follow directions from the driver ➤ Do not save seats ➤ Keep hands and feet to yourself ➤ Use kind words 	<ul style="list-style-type: none"> ➤ Ask for help when you need it ➤ Keep your area clean 	<ul style="list-style-type: none"> ➤ Use quiet voices ➤ Sit with feet, legs and belongings clear of the aisle ➤ Stay seated
Assembly	<ul style="list-style-type: none"> ➤ Remain seated and quiet ➤ Give your attention to presenter 	<ul style="list-style-type: none"> ➤ Follow all directions from staff 	<ul style="list-style-type: none"> ➤ Sit upright ➤ Keep hands and feet to yourself

Recognizing Positive Student Behavior:

Students who choose to act safe, respectful and responsible may receive a variety of positive recognitions such as:

1. Verbal praise
2. Positive recognition from staff and peers
3. Written commendation
4. Wise Owl tickets issued by the staff. At the end of the month random tickets are pulled for a special monthly incentive with Mr. Bednar.
5. Wise Owl Watcher tickers issued by Wise Owl Watchers. Each week, student tickets are pulled to receive an incentive prize.

Disciplinary Consequences for Student Behavior:

Any behavior that causes or may cause a staff member to recognize the potential for substantial injury, disruption, or interference with school activities or others' rights may be considered a misconduct that needs to be addressed. Behaviors can be exhibited to and from school, in the classroom, on school grounds, during recess or lunch, or on the school bus. Parents are informed of any significant disciplinary actions involving their student. The range of disciplinary consequences can range from:

1. Conference between teacher and student
2. Telephone contact with parent
3. Warnings
4. Discipline referral to office
5. Conference with principal/student service coordinator and student
6. Loss of privileges
7. Before or after-school detention
8. Parent conference
9. In-school detention
(A detention is defined as additional in-school time before, during or after school hours for students who have been tardy or have misbehaved.)
10. Out-of school suspension (parent conference required for readmission)
(A suspension is the temporary removal of a student from school for a period not to exceed ten (10) consecutive school days. It is the responsibility of the student to obtain all assignments and complete the work.)
11. Expulsion from school

Classroom Expectations:

Each classroom teacher establishes classroom rules and consequences, which are reviewed regularly. Please watch for this plan early in the school year and review it with your child. Parental support is an important component of any discipline plan. As a guideline, parents will be called as an intervention for support and cooperation.

Student Appearance:

A student's dress and grooming must not disrupt the education process; interfere with the maintenance or a positive teaching or learning climate. Clothing must effectively cover the student's torso. Underwear must be covered. Bare midribs are not permitted. Prohibited shirts include, backless, one shoulder, strapless, or thin-strapped shirts or blouses. Shorts and skirts must come to at least mid-thigh.

1. Hats, head coverings, jackets, coats and gloves will not be worn in classes. Students must remove their head coverings upon entering the building. (Religious head coverings are exempt.)
2. Student must wear shoes.
 - a. Shoes with Built-in Rollerblades:
A new footwear choice for children offers roller blades built into a tennis shoe. While popular, we are requesting that these types of shoes not be worn to school in the interest of student safety, especially on our stairs.

WHEELED SNEAKERS-HEELYS

Wheeled sneakers or “heelys” are not to be worn at any time unless the wheels are locked or removed from the sneakers. Students who wear these shoes to school without the wheels removed or locked and who are caught “wheeling” on school grounds will be required to call home to have a parent bring them another pair of shoes. The American Academy of Orthopedic Surgeons has recommended that any child wearing these shoes wear a helmet, wrist protector, and knee and elbow pads. These shoes are too dangerous in a school setting and are too great of a safety hazard.

3. Students will not wear beachwear to classes. (Unless for school spirit days.)
4. No garments or jewelry depicting any alcohol or tobacco products, or drugs will be worn at school.
5. Students may not wear display items that are considered gang identifiers, or depicting a weapon, or are derogatory, inflammatory or discriminatory.

Threats/Bullying/Intimidation and Safe Schools:

Aggressive behavior; fighting; or physical, verbal, or emotional/social bullying will not be tolerated. Aggressive behavior is defined as using force, noise, coercion, threats, intimidation, fear, or other comparable conduct toward anyone or urging other student to engage in such conduct. We recognize that young people need to learn to distinguish good and bad choices; therefore, we must evaluate offenses based upon patterns of behavior and severity of the offense. In order to be most affective, interventions and consequences will be coordinated with the age and development stage of the individual student.

In accordance with Senate Bill 730, teachers are assured that they may remove a student from the classroom for disruptive behavior. The law also provides due process for students.

Students approached by another student who threatens them or wants to fight should tell the nearest staff member or classroom teacher. Students should not involve themselves in a fight. In a fight situation, discipline is usually issued to all the participants.

Zero Tolerance for Weapons:

Possession or use of a weapon or a "look alike" weapon, or other any object which may reasonably be considered to be a weapon on or about the student's person, or possession upon the school premises at any school sponsored activity, will be dealt with severely. Engaging in these activities may result in suspension or other appropriate consequences.

General School Rules:

The chart on page 12 reflects Owen's rules in order to maintain a safe, responsible and respectful learning environment and explains what SmaR²t choices look like in different settings. This chart is posted in several locations in the building. We appreciate your reviewing the behavioral expectations with your child.

The following list is additional violations that will result in disciplinary actions:

1. The damage, destruction, or theft of school property and/or personal property.
2. The use, possession or transmission of alcohol, drugs, and or tobacco, or anything that "looks like" drugs.
3. Use of profanity, verbal or physical abuse, assault or fighting during school or at a school activity.
4. Using, possessing, distributing, displaying, purchasing firearms, knives, or any other object that can reasonably be considered a weapon, or used as a weapon, or that looks like a weapon.
5. Disobeying the instructions of a staff member.
6. Disruption of school or school activities.
7. Repeating school violations
8. Engaging in any unlawful activity.

EARLY DISMISSALS AND LATE ARRIVALS

Parents are asked to make every effort to schedule appointments for children during non-school times. Early dismissal requests for medical appointments should be sent to the classroom teacher. These requests are sent to the Main Office with attendance. A student will be called to the office after a parent/guardian reports to the Main Office. A child will not be released from class until a parent or guardian is present. Students are required to be signed out in the office before dismissal. To avoid conflicts with bus arrival, please sign out all early dismissals prior to 3:00pm.

Consistent and regular attendance is an important component of academic performance. Tardies may negatively affect performance. Any student entering the building after 9:05 am or after 12:50 pm for PM kindergarten students must report to the Main Office for a tardy slip. Parents are asked to include the reason for the tardy during the sign in process. Unexcused tardies to school may result in disciplinary measures.

EMERGENCY CONTACT INFORMATION

It is very important that your emergency telephone numbers listed on the registration form, Student Health Information Card, and Emergency Information Card is current.

In case of accident or illness of a student at school, this procedure will be followed:

1. Provide immediate first aid.
2. Phone parent.
3. Contact school nurse (depending on severity).
4. If parents are unavailable, phone the emergency contacts.
5. If the parents' emergency contact is unavailable, 911 will be called. School District 204 does not assume any financial obligation.

Please maintain updated emergency telephones and contact information throughout the school year. This is for the protection of your child.

FIRE AND TORNADO DISASTER DRILLS

A number of drills will be held during the year in order to familiarize the students with the fire and tornado procedures. Fire drill procedures and exit guidelines are posted in all school areas. Students are always directed to areas of safety. The school is equipped with an emergency radio system for receiving severe weather bulletins. No busses will be released during a Tornado Warning.

FOOD TREATS/BIRTHDAY RECOGNITIONS

Birthdays are special events for students. Thus, the school provides each student on his/her birthday or half-birthday with a birthday pencil and a sticker.

Due to the number, variety, and severity of food allergies, no food treats are permitted for distribution. To keep disruptions to a minimum, we ask that parents refrain from sending "loot bags" or party invitations to distribute to classmates as well. The PTA does provide prepackaged food treats for the PTA classroom parties. Notices are sent out prior to the actual event for parents to determine the safety of the treat for their child.

The LMC also recognizes birthdays with a special bookmark. Parents may choose to purchase a birthday book for the LMC in honor of a birthday celebration. For further information regarding LMC birthday books please contact Mr. Stedman at 428-6770.

GRADING SCALE

Grades are an evaluation of student achievement of grade level objectives, not potential or social performance. Teachers use frequent and on going evaluation in determining grades. Components of these grades will reflect numerous and varied age-appropriate opportunities for students to succeed and demonstrate knowledge of subject matter. Various components may include the following:

Participation	Note taking	Discussion
Daily work	Special Projects	Quizzes and Tests
In-Class Assignments		

Grading Scale for Grades 1 and 2:

S	Satisfactory
U	Unsatisfactory
I	Showing Improvement
N	Needs Improvement
N/A	Not applicable at this time

Grading Scale for Grades 3, 4 and 5:

A	91-100%
B	81-90%
C	71-80%
D	65-70%
F	64% and below

Progress Reports/Report Cards:

Report cards are issued 4 times per year. If your child is absent on the last day of school when they are issued, the report card will be held in the main office or for pick up. Please do not ask for another student to bring it home for your child or ask that it be issued early. All dates are listed on the events calendar in this handbook.

HOMEWORK POLICY

INDIAN PRAIRIE UNIT DISTRICT 204 ELEMENTARY HOMEWORK STATEMENT

The following information supports District 204's Homework Policy 725.03, current research, and the philosophy and practices of elementary school educators.

Please keep in mind as homework is assigned and completed that homework benefits student learning when it connects to, not replaces, direct instruction. It should be used for remediation, meaningful practice, and to expand concepts taught in the classroom.

The following specifics support positive, productive homework as a tool for learning:

- The "Ten Minute Rule" should be applied as a general rule for homework assignments; ten minutes multiplied by the grade level per night. (up to 10x1 for kindergarten, 10x1 for first grade, 10x5 for fifth grade, etc.) These minutes represent a total expectation from all teachers with which a child works but do not include independent reading. The time requirements and the frequency of homework will vary according to each student's abilities, grade level, and the subject matter; however, if a child is consistently devoting time beyond the "Ten Minute Rule", parents should contact the classroom teacher. Workload adjustments, time management improvements, and/or motivation strategies are examples of ways to address such issues.
- Projects assigned as homework should be included in the "Ten Minute Rule."
- Nightly study to include homework assignments should occur on weeknights only. Weekends and vacation periods will be avoided for specific assignments unless students are making up work previously assigned. Independent reading is encouraged on a routine basis, including over the weekend and during vacation periods.
- Once homework is assigned the teacher is responsible for appropriate follow through until the assignment is completed with feedback offered in a timely fashion.
- It is appropriate for parents to answer occasional questions or provide guidance regarding an assignment. It is not appropriate for parents to do most of the assignment for their child. It is not appropriate for an assignment to require a parent to be the primary instructor. If parents feel that their child is particularly struggling with an assignment or is confused, parents should contact the classroom teacher.

Make Up Work:

- Make up work is determined by the teacher involved. Considerations include length of absence and nature of absence.
- When a student has been absent for three or more days, teachers will provide homework as appropriate given adequate time to prepare. A teacher might advise alternative assignments such as keeping a journal and assigning some reading when appropriate.

Parents are asked to keep in mind that much of what happens in class (direct instruction, discussions, activities, informal assessing, group work, etc.) cannot be made up by sending paper/pencil work home.

- Upon return from an absence, students will submit make-up work in a timely fashion, generally within one to two days for every day absent.

Grading:

Assessment of student learning should occur in conjunction with instruction. Grades for that student learning should be based solely on academic achievement that takes place during instructional time. Therefore, although it is appropriate to provide feedback to students on their quality and completion of homework, their effort, behavior, and attendance, this feedback should be kept separate from that provided on academic achievement.

Homework is given for an illness absence for 2 days or more. If your child is absent for 2 or more days, and you would like homework, please call by 9:15 and arrange for someone to pick it up at the end of the school day.

If a physician has determined that the absence will be longer than 2 weeks (10 consecutive school days), a homebound tutor could be available. Please contact the student service coordinator in this event.

Homework assignments will not be sent home before children leave on family vacations. Children will be given additional time upon returning from their vacation to make up any work which has been missed.

LIBRARY MEDIA CENTER (LMC)

Our LMC is integrated into the curriculum and is central to the learning process. The LMC is a service center for all students and a computer lab is located in the LMC. Students will have the opportunity to learn about and effectively use the resources available in the LMC as well as choose personal reading books.

Book Fines:

Students who lose or misuse textbooks or library books will be charged an additional fee based on the decreased life of the book. Reasonable wear is accepted, but fines will be imposed for excessive wear or damage.

LOST AND FOUND

Please clearly label your child's clothing and other articles with his/her name. Remind your child to check for lost items in the bin in the multi-purpose room. Unclaimed items are donated periodically if unclaimed.

LUNCH/RECESS

We will have a thirty-five minute recess/lunch period for all grades. Sack lunches are needed unless your child participates in the Sodexo Hot Lunch program. Milk is available and may be paid for by the year. Please check with the main office if you would like to receive milk.

Recess/Lunch schedule is as follows:

Grade 1	10:35 – 11:10
Grade 2	11:00 – 11:35
Grade 3	11:25 – 12:00
Grade 5	11:50 – 12:25
Grade 4	12:15 – 12:50
Grade K	12:40 – 1:15

A fifteen-minute recess will precede each lunch period. **All** students are expected to go outside unless otherwise dictated by weather conditions (rain, severe storms, below 0 degrees). With a doctor's note requiring a student remain indoors during recess, an injured or ill student will spend recess in the LMC supervised by our LMC staff. Please make sure that your child is dressed appropriately for the changing weather conditions. Direct supervision is provided to students during the recess/lunch period.

Recess Rules:

1. Play safely on equipment and with friends
2. Include others, play fairly and use nice words
3. Listen and follow directions
4. Use equipment correctly and put equipment away at the end

Lunch Rules:

1. Eat your own food.
2. Stay in your seat.
3. Use your manners and inside voices
4. Respect self and others
5. Listen and follow directions
6. Clean your own area

Students may lose recess or lunch privileges if they choose not to make smart choices.

MONEY

Any money sent to school for hot lunch, field trips, book orders, etc. must be put in a sealed envelope marked with the child's name, teacher's name, purpose for the money and the amount enclosed.

NURSE AVAILABILITY

A health assistant or nurse will be available on a daily basis. If a student becomes ill in school he/she will be sent to the nurse's office. The nurse or health assistant will determine a course of action and contact parents/guardians as appropriate. If you have any health related questions please call (630) 428-6180.

Readmission to class following an illness:

A student who has been absent from school more than five (5) days or who has had a communicable disease must present a physician's release before being admitted to school. Parents should present the release to the nurse or health assistant in the main office.

A student who has been absent for less than five (5) days may be readmitted to class with a written excuse from his/her parent(s) or guardian(s).

Children shall be readmitted to school according to the isolation/exclusion requirements in Rules and Regulations for the Control of Communicable Diseases, published by the Illinois Department of Public Health. We also encourage parents to allow 24 hours to pass between the end of the student's fever and/or vomiting and returning to school.

Communicable Diseases:

The Board has adopted policy 500.84 which delineates the steps to be taken if a student or employee is suspected of having or has a confirmed case of any communicable disease. The policy is based on seeking professional medical opinions and recommendations.

The school nurse should be notified of all communicable diseases.

Disease	Exclude from Class?	Duration
Chicken Pox	Yes	24 hours after last pox scabs over
Fifth Disease (1)	Yes	Until diagnosed
Hepatitis	Yes	Readmitted with doctor's permit
Impetigo	Yes	Until under a doctor's care
Measles (regular) (2)	Yes	4 days after appearance of rash
Meningitis	Yes	Readmitted with doctor's permit
Mononucleosis	No	Diagnosis from physician needed
Ringworm	Yes	Readmitted with doctor's permit
Scarlet Fever	Yes	Readmitted with doctor's permit
Strep Infections	Yes	Until 24 hours after start of medication

1. **Fifth Disease is a contagious, red scaly skin eruption.**
2. **All non-immunized children must be excluded from school and a written notice sent to parents stating that the child is excluded until acceptable proof of immunity is presented or until twenty-one (21) days after the onset of the last reported case of measles.**

Conjunctivitis: All children with tearing, irritation, and/or redness of one or both eyes will be sent home until a physician deems a child is non-contagious, or the child has been on medication for twenty-four (24) hours.

Fever: The most common cause of fever in children is infection. Children with fevers over 100° will be considered contagious and should be kept at home.

Rash: All children with undiagnosed rashes will be sent home until the rash is diagnosed and a physician deems the child is non-contagious.

MEDICATION

If your child will need to have medication administered during the school day (either prescription or over-the-counter with a doctor's note), it is important that you review the policy concerning medication in School District 204 Parent-Student Handbook.

Absolutely no medication will be dispensed by school personnel without a doctor's note, even for one day.

In addition, it would be extremely helpful to the school staff if a separate bottle of medication was requested from the pharmacy so that the medicine can be left at school and not sent home every night. Do not send more than 1 week's dosage at a time.

If there is any change in the student's health, which affects his/her ability to take physical education, or if he/she is placed on medication or has a change of medication, it is the parent's responsibility to provide written medical verification.

Medication permission forms and guidelines are available in the main office or on the district website for your use, if necessary.

PHYSICAL EDUCATION EXCUSES

A written parent request for exclusion from physical education is valid for up to 3 class periods and should be presented to the office. A physician's note is required beyond the 3-day period. Notes written for exclusion from physical education will also be honored for restricted recess. Students will be asked to limit their activity to the benches near the playground during outdoor recess.

NUTRITIONAL SNACKS

Snack time may occur daily and at times designated by the classroom teacher. This is completely voluntary, and you may decide whether or not to have your child participate. This snack "nutrition period" is a time of the day when your child may have a healthy food snack. Students are not allowed to share any snacks or lunches due to severe allergies.

Water Bottles:

Students may bring water bottles to school during the year.

PARENT TEACHER ASSOCIATION (PTA)

The Owen PTA, an affiliate of both the Illinois and National PTA's seeks parent membership and support in the many projects, events and activities throughout the year. At Parent Orientation / Curriculum Night, classroom volunteer opportunities will be presented to you. The Owen PTA sponsors special room parties each year. Parents and guardians are welcome to volunteer for these events early in the fall. Due to limited classroom space, siblings are not allowed at these events. Please consider joining as well as, becoming an active member, which works for the betterment of Owen Elementary School.

The PTA provides for various classroom parties during the year. Grade level parties are held from 2:30 - 3:15 pm. Parent volunteers are assigned to each party. Please look for volunteer opportunities during the beginning of the year.

PERSONAL ITEMS

Students are encouraged not to bring personal items to schools. These include portable radios, iPods, MP3 players, tape players, walkmans, CD players, game boys, electronic games or cards. The items can be a distraction to the educational environment and purpose. Failure to do so will result in confiscation of the device and/or disciplinary action. The school is not responsible for any lost or confiscated item.

SCHOOL CLOSINGS

In cases of severe weather or dangerous road conditions, school closings or early dismissals may be announced. Do not call school; instead, you may call the Emergency Closing Center, or tune your radio or TV to one of the following stations:

WBIG 1280 AM, WLS 720 AM, WMAQ 670 AM, WGN 720 AM, WBBM 780 AM, WPCB 1610 AM, or WSPY/WAUR 930 AM/107.1FM.

TV Stations: CBS –2, WLS – 7, FOX – 32, WMAQ – 5, WGN – 9, and CLTV – Cable.

Emergency Closing Center Hotline: 1-847-238-1234- Once you have dialed into the system, enter the school's main phone number (630-428-7300). Area code must be included. Information for additional schools can be obtained by staying on the line and entering the area code and main number of another school. The Emergency Closing Center's website is <http://www.emergencyclosings.com>. The school district will also post closing information on its website at **Indian Prairie District 204 website:** <http://www.ipdsd.org>

If severe weather develops during the day, please listen to the radio for instructions.

The School District also uses the Connect-Ed system to make parent contact to inform of school closings.

SPIRIT DAYS

At Owen we would like students to show their school spirit. Each Friday students are encouraged to wear school colors - purple/silver or gray. Please know that any purple and silver clothing that meets the district's dress code is appropriate for these days.

STUDENT INSURANCE

Student insurance is available for purchase. If interested, insurance information is available in the office.

SUPPORT SERVICES AVAILABLE

The Owen support team consists of a number of additional staff members. Our student service coordinator, Mr. Martin, will be able to provide more detailed information about the following services:

- Speech and Language
- English as a Second Language
- Occupational/Physical Therapy
- School Psychologist
- School Health Service
- Learning Resources
- Supported Education
- Adapted Physical Education
- School Social Work
- Reading Improvement

Enrichment Opportunities:

- Project Arrow - Gifted and Talented Program (Grades 2-5)
- Accelerated Math (Grades 3-5)
- PC Computer lab with Computer Lab Curriculum
- Educational Field Trips
- Young Authors Program

- 4 & 5th Grade Chorus
- 5th Grade Band or Orchestra
- Parent Volunteer Program
- Assembly Programs (PTA sponsored)
- Art Awareness (PTA sponsored)
- After School Enrichment/Club Classes

TECHNOLOGY

Each classroom has a link to the outside world with voice mail, e-mail and full access to the Internet. This allows students supervised access to the Internet for school related projects. The LMC as well as each classroom computer are used to support and enrich the curriculum. Parents may elect to sign a form to have their child opt-out, or excluded from Internet-related activities. If parents would like to obtain a copy of the form from the main office or download it online from:

http://board.ipsd.org/policy/pdf/sec6/645_e2pdf

Please return the signed form to the school office.

TELEPHONE/CELL USE

Our primary goal is to educate students. To help accomplish this goal, it is important to avoid classroom disruptions. It is for this reason that parent cooperation is requested in helping students to be aware of dismissal procedure after school events, and other special arrangements need to be made BEFORE coming to school in the morning.

PLEASE NOTE:

1. Teachers will not answer phone calls during instructional times. Voice mail messages can be left. Teachers will make every attempt to return calls within 24 hours.
2. Students should not expect to use the telephone to make calls or answer calls.
3. **Messages will not be delivered to the classroom unless it is an emergency.**
4. Forgotten lunches, homework, or any other items should be delivered to the school office labeled with your child's name and classroom teacher's name. The office will pass these items on at an appropriate time by avoiding the instructional time. Forgotten lunches will be delivered during the regularly scheduled lunch period.

CELL PHONES:

While in school or on school property, students may possess cellular telephones; however, the following requirements must be followed:

1. During the school day, cell phones must be turned off at all times. Programming such device to vibrate does not fulfill the "off" requirement.
2. Cell phones may not be used to conduct any activities which violate Board policy, school rules, state law or federal law.
3. Cell phones may not be used in any manner, which interferes with, or is disruptive to, educational or extracurricular activities or events.
4. Violations of Board policy 710.20 may result in disciplinary actions.

WEB SITE:

The Indian Prairie School District encourages you to visit their web site for district information. Their address is <http://www.ipds.org>.

Owen also has a web site, which we will update regularly with information pertinent to our school. This web site has calendars, classroom updates and other information, which will help coordinate your schedule with that of your child's school events. We will be using the Owen list subscriber to distribute information.

Please check the Owen web site is: <http://owen.ipds.org> to subscribe.

WITHDRAWAL/TRANSFER FROM SCHOOL:

Please notify the office as soon as you know that your child will be withdrawing from Owen Elementary School. The office will request the following information in writing: the student's last day of attendance, the student's new home address, and the name and address of the student's new school. Upon receipt of a request for records from the new school, the office staff will mail the student's academic and health records to the new school.

OWEN ELEMENTARY SCHOOL'S SUPPLY LIST
2009-2010 SCHOOL YEAR

KINDERGARTEN

2 pocket folders
art shirt (old T-shirt) - labeled with name on front (**NO BUTTONS PLEASE**)
book bag or backpack - large enough to carry folders
gym shoes (Children should **wear** their gym shoes to school on P.E. day)
3 boxes of 8 crayons (basic colors, small size only)*
1 box of 16 crayons*
12 standard #2 pencils (sharpened)*
1 box of 8 washable Crayola markers*
2 black low odor dry erase markers*
Family Last Name A-L: 1 Quart Size box of zip top Ziploc Freezer bags* & 1 pkg. of baby wipes*
**Family Last Name M-Z: 1 Gallon Size box of zip top Ziploc Freezer bags* & 1 pkg. of Clorox
wipes***

***Please do not label these supplies with your student's name - just place into a Ziploc bag.**

GRADE 1

round nose "Fiskars" scissors
24 crayons
1 pkg. baby wipes
6 jumbo glue sticks
1 school supply box 8" x 5" x 2"
2 boxes tissues - 200 count
book bag
2 big pink erasers
5 folders, horizontal double pocket, 9" x 12"
1 box 8 Crayola markers
1 pkg post-it notes (any size)
Family Last Name A-M: 1 Quart Size box of zip top Ziploc bags
Family Last Name N-Z: 1 Gallon Size box of zip top Ziploc bags

GRADE 2

pointed nose "Fiskars" scissors
24 crayons
1 white glue, 8-ounce container
2 jumbo glue sticks
1 school supply box 8" x 5" x 2"
2 boxes of tissues
art smock (old shirt)
book bag
10 #2 pencils - sharpened
2 pink erasers
1 container of baby wipes (unscented)

2 wide-ruled spiral notebooks 8 1/2" X 11"
3 composition notebooks (100 pages)
1 box 8-pack washable markers
1 pkg. of stickers (school related)
24 colored pencils - sharpened
4 low odor expo dry erase markers (black/blue)
gym shoes
2 red pens
old sock or dry erase eraser
4 folders, double pocket, 9" x 12"
3 x 5 OR 4 x 6 ruled index cards

Family Last Name A-H: 1 Sandwich Size box of zip top Ziploc bags

Family Last Name I-P: 1 roll of paper towels

Family Last Name Q-Z: 1 Gallon Size box of zip top Ziploc bags

GRADE 3

scissors
1 box of 24 crayons
white glue, 8-ounce container
1 school supply box, 8" x 5" x 2"
2 boxes tissues
art smock (old shirt)
gym shoes
10 #2 pencils
4 red ink pens
1 box of 8 colored pencils
4 large glue sticks
4 low odor dry erase markers - dark colors
2 pkgs. 8 1/2" x 11" white **wide-ruled** notebook paper
5 folders, double pocket, 9" x 12" (1 each red, blue, green, yellow, purple)

GRADE 4

scissors
1 box of 24 crayons
school supply box 8" x 5" x 2"
flags (post-its)
2 boxes tissues
art smock (old shirt)
book bag
2 folders, double pocket, 9" x 12"
1 box of #2 pencils
1 box of thin washable markers
2 highlighters
1 roll of scotch tape 1/2" or 3/4"
1 pkg. 3" x 5" white note cards
2 pkgs. of 8 1/2" x 11" white **wide-ruled** notebook paper

Family Last Name A-H: 1 roll of paper towels; I-P: 1 package of baby wipes;

Q-Z: 1 box any size Ziplock bags

GRADE 5

scissors
1 box of 24 crayons
1 bottle Elmer's school glue
1 sturdy pencil **BAG** with zipper
1 box tissue
art smock (old shirt)
book bag
gym shoes
3 folders, double pocket, 9" x 12"
1 12" plain ruler with centimeter scale
plastic expandable file folder - 7 sections
1 pkg. of square post-it pads (4" x 4")
1 pkg. 8 1/2" x 11" white **wide-ruled** notebook paper (500 count)

Family last name A-M: antibacterial cleaning wipes

1 highlighter
1 dry eraser for wipe off board
8 low odor dry erase markers
8 colored pencils
1 pkg. of blue or black erasable pens
2 pkgs 5" x 7" index cards
1 package of 8 markers
2 rolls scotch tape
4 single subject notebooks
12 #2 pencils - **NO MECHANICAL PENCILS**
2 red ink pens
Family last name N-Z: waterless hand sanitizer