

**Lincoln  
Elementary  
Student  
and  
Parent  
Handbook  
2007-2008**



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Dear Parents,

This handbook has been prepared to help answer questions you may have regarding school policies, procedures, and programs. We ask your cooperation in helping your child understand the policies in this handbook. Parental support is necessary and will help children understand the necessity of rules. Your support will also help the rules and policies become more effective.

The progress and achievement of your children will be enhanced with a good working relationship between home and school. This kind of relationship can exist only when the school and the home are mutually supportive. In order to be supportive, we feel it is necessary for parents to be knowledgeable of the school's programs and projects. We urge you to attend scheduled parent-teacher conferences and to call the teachers or me whenever you have a question or concern. You are also invited to visit school, discuss programs and policies, and gain firsthand knowledge of your child's educational program.

We are proud of our staff and students. We hope you will work with us at the important task of educating our children.

Sue McCracken  
Lincoln Elementary School

### **ABOUT LINCOLN SCHOOL**

Lincoln Elementary School is one of four elementary sites in the Fairfield Community School District with an enrollment of approximately 120 students.

Address: 401 West Stone  
Fairfield, Iowa 52556  
Phone: 641-472-2114  
Fax: 641-472-4630

All staff may be contacted via e-mail: *firstname.lastname@fairfieldsfuture.org*

## LINCOLN SCHOOL STAFF

The Lincoln Elementary School Staff strive to:

- Hold high expectations for all learners in every aspect of the educational programs
- Maintain a positive atmosphere
- Use time wisely so that, to a maximum extent, students are actively engaged in learning activities where they are experiencing success
- Provide effective teaching and testing based on clear objectives
- Ensure an orderly climate conducive to teaching and learning

### 2007 - 2008 STAFF

Taryn Ryan.....	Kindergarten
Sue Carr .....	First Grade
Luyre Sobaski .....	Second Grade
Becky Kann.....	Third Grade
Billy Strickler.....	Fourth Grade
Tari Eeling .....	Fifth Grade
Mary Ann Partridge .....	Title I Reading
Rosemary Weiss.....	Special Education, Level I
Heidi Bowman .....	Special Education, Level II/III
Mark Kool.....	P.E. - M -Th A.M.
Brooke Priesman.....	Vocal Music - T & Th A.M
Deb Finney .....	Art - Wed. All day, Thur. P.M.
Michah Peck.....	5th Band - Friday
Kim Ledger .....	Counselor - T, TH, & F P.M.
Mary Hill.....	Nurse - Wednesday P.M.
Linda Hunerdosse .....	Computer Associate
Becky Turner .....	Special Education Associate
Connie Estle .....	Special Education Associate
Sonja Graber .....	Special Education Associate
Christe Lamansky .....	Library and Special Ed. Associate
Carrie Wotherspoon .....	Education Associate
.....	Cook
Steve McLain .....	Custodian
Kim Winslow .....	Secretary
Susan McCracken .....	Principal - M, W: PM; T, Th, F: A.M.

Lincoln is also served by several staff members from the Area 15 Education Association. These include speech pathologist, school psychologist, special education consultant, and school social worker.

## ARRIVAL AND DISMISSAL

Many discipline problems at school develop on the way to school or on the way home from school. An important part of growing up is learning how to get along with others. The ability to get to school and home from school without developing problems will greatly assist our children in the process of growing up.

We all stress safety at school. Students need to be constantly reminded to walk on the sidewalk, to cross only at the patrol corners, not to cross in the middle of the block, not to visit with strangers, and to use good safety procedures in coming to school and going home.

There are two things parents can do to help us in this area. Allow your children to leave home at a time that offers only a few minutes extra before they are required to be at school. We want children to arrive at 8:25 a.m. unless they are participating in the breakfast program. When arriving at school, students are to gather at their grade's designated waiting area:

Students will be asked to enter the building in a safe and orderly manner. Another area that would help greatly is to insist that your children go straight home after school. Students are not to play on the playground equipment after school. They should go home, and then they may return to the playground.

A student who is behind in class work, needs extra help, or has been a discipline problem at school, may be required to stay after school. If your child has to stay after school, there will be an effort made by his/her teacher to notify you.

Parents are welcome to bring materials for their child. Please remember, when entering the building during school hours, we ask all visitors to check in at the office. **All visitors in the building or on the playground are required to wear a visitor's badge indicating that they have checked in at the office.** Your cooperation in this area will assist the school in maintaining a safe learning environment.

## DAILY SCHEDULE

8:00 A.M.	Office is open; teacher day begins	
8:10 A.M.	Buses arrive; breakfast is served	
8:20 A.M.	Breakfast window closes (except in the case of a late bus arrival)	
8:25 A.M.	Students dismissed from breakfast	
8:30 A.M.	Classes begin; students arriving after 8:35 AM are counted tardy.	
10:05 A.M.	Recess for grades K-2	
10:20 A.M.	Recess for grades 3-5	
11:30 A.M.	Lunch for grades K – 2	11:50 A.M. Lunch for grades 3 - 5
12:05 P.M.	Recess ends for grades K-2	
12:25 P.M.	Recess ends for grades 3-5	
12:25 P.M.	Tardy bell	
1:45 P.M.	Recess for grades K-2	
2:00 P.M.	Recess for grades 3-5	
3:25 P.M.	Bus students dismissed	
3:30 P.M.	Walkers and riders dismissed	
4:00 P.M.	Office closes; teachers may leave	

**CHRONOLOGICAL LIST OF IMPORTANT DATES ON THE CALENDAR**

	S	M	T	W	T	F	S
<b>2007</b>				1	2	3	4
Aug.	5	6	7	8	9	10	11
	12	13	14	15	16	17	18
	19	20	21	22	23	24	25
	26	27	28	29	30	31	
							1
Sept.	2	3	4	5	6	7	8
	9	10	11	12	13	14	15
	16	17	18	19	20	21	22
	23	24	25	26	27	28	29
	30						
Oct.		1	2	3	4	5	6
	7	8	9	10	11	12	13
	14	15	16	17	18	19	20
	21	22	23	24	25	26	27
	28	29	30	31			
Nov.					1	2	3
	4	5	6	7	8	9	10
	11	12	13	14	15	16	17
	18	19	20	21	22	23	24
	25	26	27	28	29	30	
Dec.							1
	2	3	4	5	6	7	8
	9	10	11	12	13	14	15
	16	17	18	19	20	21	22
	23	24	25	26	27	28	29
	30	31					
<b>2008</b>			1	2	3	4	5
Jan.	6	7	8	9	10	11	12
	13	14	15	16	17	18	19
	20	21	22	23	24	25	26
	27	28	29	30	31		
Feb.							1
	2	3	4	5	6	7	8
	9	10	11	12	13	14	15
	16	17	18	19	20	21	22
	23	24	25	26	27	28	29
Mar.							1
	2	3	4	5	6	7	8
	9	10	11	12	13	14	15
	16	17	18	19	20	21	22
	23	24	25	26	27	28	29
	30	31					
Apr.			1	2	3	4	5
	6	7	8	9	10	11	12
	13	14	15	16	17	18	19
	20	21	22	23	24	25	26
	27	28	29	30			
May							1
	2	3	4	5	6	7	8
	9	10	11	12	13	14	15
	16	17	18	19	20	21	22
	23	24	25	26	27	28	29
	30	31					
June	1	2	3	4	5	6	7
	8	9	10	11	12	13	14

Aug. 6	Counselors begin
Aug. 13 - 16	Induction for new teachers
Aug. 17, 20, 21	Inservice/Work Days
<b>Aug. 22</b>	<b>School Begins</b>
Sept. 3	Labor Day Vacation
Sept. 11	Annual School Board Election
Sept. 24	Special Mid-Quarter Report to Parents
Oct.	FHS Homecoming
Oct. 24	End of First Quarter (45 days)
Oct. 30	Parent-Teacher Conference (students dismissed 2:30)
Nov. 1	Parent-Teacher Conference (students dismissed 2:30)
Nov. 2	No School (due to p/t conf.)
Nov.	American Education Week
Nov. 21	Staff Development
Nov. 22, 23	Thanksgiving Vacation
Nov. 30	Special Mid-Quarter Report to Parents
Dec. 24 - Jan. 2	Christmas Vacation
Jan. 11	End of Second Quarter (45 days)
Jan. 11	End of First Semester (90 days)
Jan. 14	Inservice/Work Day
Jan. 15	Second Semester begins
Feb. 14	Special Mid-Quarter Report to Parents
Feb. 19	Parent-Teacher Conference (students dismissed 2:30)
Feb. 21	Parent-Teacher Conference (students dismissed 2:30)
Feb. 22	No School (due to p/t conf.)
Mar. 18	End of Third Quarter (45 days)
Mar. 21	Staff Development
Mar. 21	Good Friday (Easter - March 23rd)
Mar. 24 - 28	Spring Break
Apr.	Prom
Apr. 28	Special Mid-Quarter Report to Parents
May 26	Memorial Day
May 29	End of Fourth Quarter (45 days)
May 29	End of Second Semester (90 days) - last day of school
May 30	Teachers' Workday
June	Graduation

Teachers' Contract 194 days

- 180 days of Regular Classes
- 5 days Workshops/Inservice
- 2 Parent-Teacher Conference Days
- 2 Staff Development Days
- 5 Legal Holidays

Legal Holidays

Sept. 3rd	Labor Day
Nov. 22nd	Thanksgiving
Dec. 25th	Christmas
Jan. 1st	New Year
May 26th	Memorial Day

**UNSHADED SINGLE LINE SQUARES**  
indicate days when school will not be in session.

**SHADED squares indicate end of a quarter.**

UNDERLINED figures indicate special mid-quarter report to parents.

**DOUBLE LINED SQUARES**  
indicate an early dismissal or late start.

Easter Sunday is March 23rd

First make up day because of weather is

Second make up day because of weather is

Third make up day because of weather is May

**Students:** The first 3 days of school will be from 8:00 to 1:30.  
**Staff:** The first 3 days of school hours will be from 7:30 to 3:30.

**Report Cards Issued On:**

Elem.	Sec.
Oct. 29	Oct. 30
Jan. 18	Jan. 22
Mar. 31	Apr. 3
May 29	June 6

**2:30 DISMISSAL**  
**P-T CONFERENCES AND VACATION**

Oct. 30	Feb. 19
Nov. 1	Feb. 21
Dec. 21	May 29

P-T Conferences are from 5:00-8:30 p.m.

**10:00 LATE START**  
**STAFF DEVELOPMENT**

Aug. 29	Jan. 9, 16, 23, 30
Sept. 5, 12, 19, 26	Feb. 6, 13, 20, 27
Oct. 3, 10, 17, 24, 31	Mar. 5, 12, 19
Nov. 7, 14, 28	Apr. 2, 9, 16, 23, 30
Dec. 5, 12, 19	May 7, 14, 21, 28

## STUDENT EXPECTATIONS

These rules are for the safety of all the children at the elementary level.

1. We expect youngsters to learn and exercise principles of GOOD CITIZENSHIP. We expect students to treat others with respect as they would want to be treated and to show respect for the property of others.
2. Students enter the building at 8:25 A.M. or 8:15 if they participate in the breakfast program.
3. Children must obtain permission before using the school telephone.
4. Chewing gum is not allowed in the building.
5. Fighting and wrestling are prohibited. This includes to and from school.
6. Throwing snow or ice is not allowed.
7. Baseballs, softballs, bats and other sports equipment are not to be brought to school. Children are not to bring other personal toys for recess. Each room has a supply of play equipment. Students should not bring radios, CD's, laser lights, skateboards, inline skates, games or electronic devices, etc. to school. Skateboarding or use of inline skates is not permitted on school grounds.
8. Contact games and activities where students tag, push, or pull are not allowed. Tackle football is forbidden.
9. Students are to WALK in the hallways and rooms at all times and to walk to and from the buses each day.
10. Guns, knives, look-alike items, or other dangerous weapons or objects are not allowed on school property. The board has adopted a policy which could exclude a child from school for up to one school year if such items are brought to school.
11. Swearing or vulgar language will not be tolerated.
12. We expect our students to have excellent attendance, be on time and be prepared for the business of learning.

## WEAPONS POLICY

The Fairfield Community School Board believes weapons and other dangerous objects in school district facilities cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees and visitors on the school district premises or property within the jurisdiction of the school district.

Parents of students found to possess a weapon, look-alike, or dangerous object on school property shall be notified of the incident. Confiscation of the weapon or dangerous object may be reported to the law enforcement officials, and the student will be subject to disciplinary action. The actions may include suspension or expulsion as outlined in board policy 502.6.

## ELEMENTARY DETENTION POLICY

Although there is no formal “detention” program at the elementary level, teachers and principals have the option of requiring a student to arrive early or stay after school for any (but not limited to) of the following reasons: failure to complete assigned work, disrespect involving staff or students, or physical aggression. Before or after school detentions will be served from 8-8:30 AM or 3:30-4:00 PM.

## REGULATION REGARDING SERIOUS BEHAVIORS OF ELEMENTARY STUDENTS

It is the mission of our school to provide the most positive environment possible for our students. We strive to establish a learning environment where students are safe, teachers can teach, students can learn, and students are free from harassment. Consistent with our mission, fighting, disrespect or defiance toward school employees and student to student harassment (particularly sexual harassment) will not be tolerated.

Our school is proactive in teaching all of our students the skills and attitudes necessary to avoid such conflicts and in providing incentives to do so. When there is an infraction, the student will receive appropriate consequences but also receive other positive interventions intended to help the student avoid further incidents.

When a student is involved in fighting at school, disrespect or defiance of school employees, or student to student harassment as determined by the principal, the following interventions will be invoked (regarding fighting, a student will be culpable if he/she contributes to the escalation of a dispute or fight, whether or not he/she is the first to become physical):

**First offense:** Loss of privileges for an unspecified time, parental contact, referral to guidance counselor for follow-up.

**Second offense:** One day in-school isolation, additional loss of privileges, parental contact, letter in cum file, referral to guidance counselor.

**Third offense:** One-day Saturday suspension, additional loss of privileges, parental contact, letter in cum file, report to school board, referral to guidance counselor.

**Fourth offense:** Three-day Saturday suspension, parental contact, letter in cum file, report to school board, referral to guidance counselor.

**Fifth offense:** Possible referral to law enforcement (for fighting or serious harassment), possible further suspension or expulsion, parental contact, letter in cum file, report to school board, referral to guidance counselor.

Although this policy is for all elementary students, the principal will have discretion with kindergarten and first grade students. If an assault is particularly extreme or unprovoked, the principal may choose to skip steps. If a three month period elapses without an incident, the principal may choose to consider the infraction at the same level of severity as the previous infraction (ex., student has third offense and three months later has another offense, principal may consider as third offense).

Other interventions may be recommended for the student. A referral may be made to the student assistance team. Other recommendations might include a behavior intervention plan, a referral to the AEA school social worker, a referral for behavior observation or testing, or outside counseling.

### **ABSENCE FROM SCHOOL**

When it is necessary for your child to be absent from school the parent or guardian should call the office between 8:00 and 9:00 a.m. on the morning of the absence. If this is not possible, a written excuse should be sent with the student when the youngster returns to school. If it is known that a student is going to be absent at a future date, the parent or guardian should notify the office in advance. The student should also inform his/her teacher and get assignments in advance. The office will make routine calls to parents.

Although some parents feel there is no harm in scheduling a vacation – whether one day or two weeks – during times when school is in session we strongly urge you to make your child’s attendance a top priority and schedule vacations around school sessions. Not only does it demonstrate to a student the importance placed on education, it also means the student will not miss out on important discussions in the classroom. Written work can be made up with parental help; teacher instruction and oral discussion cannot. While it is true many vacations can be educational,, if they are scheduled outside school time, a student receives a double education!

## **FAIRFIELD COMMUNITY SCHOOL DISTRICT** **ATTENDANCE POLICY AND PROCEDURES**

### **Regular Attendance**

Regular attendance at school, just like attendance on the job, is an important ingredient to success. Only through attendance and class participation do students achieve the maximum benefits of the educational program. Participating in class discussion, developing an appreciation for the views and abilities of other students, and forming the habit of regular attendance are legitimate class objectives. Learning lost due to absence can never be replaced.

Regular attendance and being prepared for class helps students in school and helps prepare them for adulthood. It is the Parent/Guardian's responsibility to assure that their child is in attendance.

### **Attendance Policy**

Children between the age of six and sixteen, as of September 15, residing in the Fairfield Community School District, are required to be enrolled in and attending an Iowa accredited public or private school, or receiving competent private instruction pursuant to state law, Iowa Code section 299.1A. Children of compulsory attendance age who are enrolled in the Fairfield Community School District shall attend school for at least 174 days per school year, unless excused under the terms of the district's attendance policy.

### **Attendance Codes**

- E. Excused Absence – “official slips” such as a medically documented illness, medically documented appointment, funeral of family member, court appearances, school-sponsored activities, or other absences approved by building principals.
  
- V: Verified Absence – parent provides written or verbal notification to the school of student's absence. Students are allowed six verified absences during the year. (Unless school administration determines the absence to be truancy.)
  
- U: Unexcused – After 6 verified absences, any absence is considered unexcused unless it meets the criteria of an “excused” absence (see above).
  
- T: Truancy – an unexcused absence wherein the administration determines the student has “skipped” school, with or without parent permission.

### **Steps For Addressing Excessive Absenteeism**

\*\*If at any time, it is determined that a student is showing early signs of chronic absenteeism, steps can be skipped and an Administrative Attendance Hearing may be held or the County Attorney may pursue legal intervention.

STEP 1: When the absences experienced by a student are determined to be excessive, the student has reached six days of verified absences, or absences are of such frequency that school staff is concerned that the success of the student is jeopardized, a letter shall be sent to the parent/guardian and attendance information forwarded to the truancy officer.

STEP 1A: If the actions taken in Step 1 do not resolve the issue of excessive absences for the student, and the student has three unexcused absences, the truancy officer will contact the parent/guardian in a further attempt to resolve the issue of excessive absences. School progress (grades and absences) will be discussed as appropriate, and as determined by the truancy officer and building administrator.

STEP 2: In the event the two previous steps fail to resolve the attendance issue, and the student has six unexcused absences, the school will refer the student to the Jefferson County Attorney for assistance in rectifying the attendance issue.

A letter will be sent requesting an “Administrative Attendance Hearing”, and it will be held with the parent/guardian, counselor, principal, teacher, and truancy officer in attendance.

The student's academic progress and attendance history will be reviewed and procedures established to improve attendance which may include but not be limited to the following:

- a. Requiring doctor's excuse to confirm illness
- b. Confirmation of bereavement leave/absence
- c. Referral to school counselor
- d. Referral to outside agency
- e. Assign detention
- f. Recommend retention in grade
- g. Referral to truancy officer

If the parent refuses to attend the "Administrative Attendance Hearing", a letter will be placed in the student's permanent school file to that effect and a copy sent to the County Attorney for their records.

STEP 3: If it is determined that the attendance problem still exists after Step 2, and the student has reached 12 days of unexcused absences, the parent/guardian will be contacted for the last time by the school and informed that a referral for mediation through the County Attorney has been recommended.

STEP 4: The County Attorney's office will arrange required mediation as per Iowa Code 229.5A. Failure to appear for mediation is a misdemeanor under Iowa law.

STEP 5: The School will conduct an ongoing follow-up to determine if the mediation was successful.

STEP 6: If it is determined that attendance continues to be a problem and in violation of the mediation agreement, and the student has 18 unexcused absences, a referral to the County Attorney's office or other appropriate agencies will be sent with a recommendation for legal action.

### **Appeals**

Students or parent wishing to appeal disposition of their case may do so by filing a written appeal to the superintendent within five school days after the notification.

## **GENERAL POLICIES**

**Bus Students/Riders:** Any student who is going to ride a different bus or get off the bus at a different stop must bring a note to the office from their parents. If a bus stop is going to change and the student does not have a note, the parents must call the school. The school will verbally inform the teacher and the student regarding the change. Parents must also contact the Transportation Office at 472-5252.

**Care and Safety of School Property:** Students are expected to take pride in their school. Marking or defacing desks, walls, or any part of the building is inappropriate behavior. Parents of the pupils involved in the destruction of property will be billed for repairs.

**Cell Phones/Telephones:** Cell phones or other communicative devices are not permitted at the elementary level. The office secretary will gladly convey emergency messages from parents/guardians to students. The office phone is also available for students to make necessary calls. A student must have permission from the teacher and the office before they use the phone.

**Leaving During the School Day:** Parents are discouraged from taking their children out of school during the school day except for a doctor's appointment or family emergency. If it is necessary for students to leave during school hours, they should bring a note from the parent or guardian stating the time and reason for dismissal. When a student is dismissed from class, he/she must check out through the office and leave the note with the secretary.

Parents picking students up during school hours must check in the office to make their needs known. Extreme care is exercised in the release of children to adults other than a parent or guardian.

**Make-up Work:** Teachers are very busy during the day working with the students. Therefore, they will need a 1/2 day notice for request of homework for students who have been ill.

**Perfect Attendance Award:** At the conclusion of each school year, students that have had perfect attendance for the year are recognized. At the elementary level, students will be recognized if they meet the following criteria:

- 1) The student has been in school every day that school is in session and
- 2) The student has not been tardy or left school early, for any reason, more than four (4) times during the school year.

**School Closing During Inclement Weather:** Announcements will be broadcast on the local radio stations, KMCD-AM and KIIK-FM when conditions are such that school must be canceled. Please make an early dismissal plan with your children so they will know what to do in such instances. You will receive further information from the Superintendent's office in November. Please listen to the radio rather than calling the school, so the phone lines are kept open for emergencies.

**Sexual Harassment:** Sexual Harassment, as defined in the Bulletin for Teachers and Principals, between any staff members, students, or combination thereof, is also prohibited. Parents will be notified immediately if their child is involved in any type of sexual harassment, either as perpetrator or victim.

**Tardiness:** It is the responsibility of the principal to maintain records of pupil absence and tardiness. Being on time is a good habit and classroom interruptions are held to a minimum when all students are present when class begins. Students are counted tardy after 8:35 a.m. Please refer to the daily schedule for p.m. tardy times.

If a student (grades 1-5) is tardy four times during one nine week period, a letter will be sent to the parents as a reminder. After the sixth tardy in a nine week period, another contact will be made with the parents. The student will be required to stay after school a minimum of 30 minutes to make up time for the sixth tardy and any further tardies during the nine week period.

## **PARENT-TEACHER COMMUNICATIONS**

**Visitations:** ALL VISITORS MUST CHECK IN AT THE OFFICE AND RECEIVE A VISITOR'S BADGE BEFORE GOING ANYWHERE ELSE IN THE BUILDING. THIS INCLUDES VISITS TO ALL AREAS OF THE SCHOOL GROUNDS INCLUDING THE PLAYGROUND.

Parents are always welcome to visit school. They must report to the office prior to going to the classroom. Parents are to check with the office and the teacher in advance of a classroom visit. There are times when activities take the students outside the classroom, and a visit would be difficult. Please plan your visit for a reasonable length of time, preferably not more than one hour. Babies and preschoolers can be distractions in the classroom. If you plan a visit, please find someone who can watch your younger children. You are welcome to occasionally eat lunch with your child, but please notify the school a day in advance so the cooks can add you to the lunch count. Visiting school-age friends and relatives may not attend school with your child.

**Bus Students/Riders:** Any student who is going to ride a different bus or get off the bus at a different stop must bring a note to the office from their parents. If a student is riding the bus home with another student, a note from both of the student's parents is required. If a bus stop is going to change and the student does not have a note the parents must call the school. The school will verbally inform the teacher and the student regarding the change. **Parents must also contact the transportation office at 472-5252.**

**Conferences:** Parent-teacher conferences are held the first week in November and the last week in February. The staff feels that conferences are the best way to let you know how your student is progressing, and our goal is to have 100 per cent representation of our students' parents or guardians at conferences. If you wish a conference at some other time of the year, please contact your child's teacher to arrange a conference time.

**Collection of Fees:** Book rental and insurance premiums are collected the week before school starts. Those dates are announced by the local media. If you desire, a receipt will be issued when fees are paid. Book rental for students in grades K-5 is \$25.

**Insurance:** Student insurance may be purchased for individual students. Students should advise the principal's office if they suffer an injury. Insurance claim forms will be completed and sent to the insurance company for payment when all necessary information is made available.

**Mid-Quarter Reports/Report Cards:** Mid-quarter reports are sent to parents of students who are not performing as well as expected. These reports are sent at the middle of each 9 weeks. Report cards are issued at the end of each nine weeks.

**Student Dining System:** Each family has a student dining system account in which money is deposited by the parent or guardian to be used by all family members as needed for lunch, breakfast, and milk ticket fees. All money collected at school is credited to the family account and banked daily. Parents are given an account code number to access account information on-line at the Fairfield School District's web site ([www.fairfieldsfuture.com](http://www.fairfieldsfuture.com)). When the family account balance is low, a reminder will be sent home with students.

- **Free and Reduced Price Lunch/Breakfast Program:** The Free and Reduced Price Program is available for those families who qualify. Applications are sent home before school starts and are available in the office.
- **Breakfast Program:** Breakfast is available for students daily (except on late start mornings). Students who participate in the breakfast program enter the building at 8:10 and go directly to the lunchroom. They are dismissed to their classrooms after the 8:25 bell.
- **Lunch:** USDA requires that we provide milk with each lunch. If your child is allergic to dairy products, a doctor's authorization is needed for any student who cannot drink milk at lunchtime. (Because of USDA regulations, soft drinks are not to be in the lunchroom.) Students may choose to bring their own lunch. If students want to go home for lunch, they must report to the office when they leave and upon their return. Students are only allowed to go with their immediate family and not with other students. Students who eat lunch are expected to display proper behavior and manners while eating.
- **Milk/Juice:** All classes have milk available to them in the morning and milk and/or juice in the afternoon. Tickets are available in the office. Free or reduced price tickets are not available for this program. (Most teachers require milk at the a.m. break because of the additional nutritional value unless there is a documented milk allergy).

**Waiver of Student Fees:** Students whose families meet the income guidelines for free and reduced price lunch, the Family Investment Program (FIP), Supplemental Security Income (SSI), transportation assistance under open enrollment, or who are in foster care may be eligible to have their student fees waived or partially waived. Students whose families are experiencing a temporary financial difficulty may be eligible for a temporary waiver of student fees. Parents or students who believe they may qualify for temporary financial hardship should contact the principal by the first day of classes during the fall semester for a waiver form. This waiver does not carry over from year to year and must be completed annually.

### **CIVILITY POLICY**

The FCSD staff will treat parents and other members of the public with respect and expect the same in return. The school must keep classrooms and the administrative office free from disruptions and prevent unauthorized persons from entering school/district grounds.

Accordingly, this policy promotes mutual respect, civility, and orderly conduct among district employees, parents, and the public. We do not intend this policy to deprive any person of his or her right to freedom of expressions. Rather, we seek to maintain, to the extent possible and reasonable, a safe, harassment-free workplace for our students and staff. In the interest of presenting teachers and other employees as positive role models, we encourage positive communications and discourage volatile, hostile, or aggressive actions. The school seeks public cooperation with this endeavor.

- 1. Disruptive Individual must Leave School Grounds.** Any individual who disrupts or threatens school/office operations, threatens the health and safety of students or staff, willfully causes property damage, uses loud and/or offensive language that could provoke a violent reaction, or who has otherwise established a continued pattern of unauthorized entry on school district property will be directed to leave school or school district property promptly by the school's principal or other chief administrative officer.
- 2. Directions to Staff in Dealing with Abusive Individual.** If any member of the public uses obscenities or speaks in a demanding, loud, insulting, and/or demeaning manner, the administrator or employee to whom the remarks are directed will calmly and politely warn the speaker to communicate civilly. If the abusive individual does not stop the behavior, the district employee will verbally notify him/her that the meeting, conference or telephone conversation is terminated; and, if the meeting or conference is on district premises, the employee shall direct the abusive individual to leave promptly.
- 3. Provide Policy and Report Incident.** When a staff member determines that a member of the public is in the process of violating the provisions of this policy, the staff member should provide a written copy of this policy at the time of occurrence. The staff member will then immediately notify his/her supervisor and provide written report of the incident.

### **HEALTH AND SAFETY PRACTICES**

**Bicycles:** Our school policy discourages any child in K, 1st and 2nd grades from riding their bicycles to school. These children have not mastered the art of riding the bicycle well enough to cope with the busy traffic on the street at those times of day.

**Grooming and Dress Habits:** Proper grooming and appropriate dress are important elements in maintaining a learning atmosphere. It is the parents' responsibility to see that their children's dress reflect the business of learning. T-shirts with inappropriate or suggestions of inappropriate messages are not to be worn. Students will be asked to turn such items inside out or asked to call home for a change. Students should also avoid wearing clothing such as sleeveless undershirts, cropped or strapless tops, and accessories which distract both the student and their peers from the learning process. Exposed undergarments will not be allowed.

In addition, children should not use face/body paint or hair spray paint at any time during the school day. Children arriving at school with face/body paint or colored spray on their hair will be asked to remove it before school begins. The same is true for excessive make-up and temporary tattoos on the face and neck.

**Illness or Injury:** Children with definite signs of illness such as colds, skin diseases, or childhood communicable diseases need to be kept at home. A child should not return to school for 24 hours after vomiting or having a high temperature. This policy is both for the health of the affected child as well as classmates who could become infected.

If a child is injured or becomes ill at school, he/she is cared for temporarily in the nurse's office until a parent or person designated by the parent is able to take the child home. Parents must provide the school with an emergency number where they can be reached or another adult that can take responsibility for their sick child.

**Immunizations:** Prior to starting school or when transferring, students must present an approved immunization certificate. Each student must be fully immunized against the following diseases:

1. **Diphtheria, Tetanus, Pertussis (DTP)** The state requires at least three doses, and at least one dose must have been received after the child's fourth birthday.
2. **Polio (OPV)** The state requires at least three doses of oral polio vaccine, and at least one dose must have been received after the child's fourth birthday.
3. **Measles/Rubella (MMR)** One dose of measles and rubella containing vaccine to be given after twelve months of age. All Kindergarten students, beginning with the 1991-92 school year, will need a second dose before entering school.
4. **Hepatitis B (HBV)** Beginning with the 1999-2000 school year, children born on or after July 1, 1994 must have three doses of hepatitis B vaccine prior to enrollment in an Iowa school.
5. **Chicken Pox (Varicella)** Beginning with the 2003-2004 school year, children 18 months of age and older who are enrolled or attempting to enroll in a licensed childcare center, or preschool; or those with a date of birth on or after September 15, 1997 must have at least one dose of Varicella vaccine or a history of natural disease as stated by parent or guardian.

Please call the school nurse for more details regarding immunizations.

**Policy for the administration of medication by school personnel:** When it is necessary to give a child any type of medication during school time, a medical form must be completed and signed by the parent and physician. This includes over the counter drugs such as aspirin and cough drops, as well as prescription medications.

**Recess Attire:** Recess is a supervised portion of each day in which we expect all students to participate in some type of play activity. It is important for students to dress appropriately for this activity since recess is held outside if at all possible. This means students are expected to wear boots when there is snow on the ground, a head covering that protects the ears, and gloves during cold weather. Please help us provide a safe time of play for our children by seeing that they are properly dressed each morning. Our policy is that we will have a red flag for temperature and wind chills below 55 and a green flag for temperatures and wind chills above 55. A heavy sweatshirt can be considered a coat during red flag days. We ask for parents help in determining appropriate recess clothing for students.

### **FIRE DRILL PROCEDURE**

The fire bell is a continuous buzzing sound accompanied by flashing strobe lights. When the warning sounds, all building occupants are to leave as quickly and quietly as possible. Evacuation is to be completed in an orderly manner. The last person leaving a room is to close

the door. The appropriate exit route is displayed in each room. If a barrier blocks an exit the closest exit should be used.

### **TORNADO DRILL PROCEDURE**

A tornado warning will be sounded by long but interrupted horn blasts. When the warning sounds, all building occupants are to proceed to the designated safe area. Each room has directions posted. All doors should be closed. Once students reach their assigned areas, they should face the wall and cover their heads with their arms (if in a hall) or kneel and cover their heads (if in a restroom or interior room). Teachers or other adults will be with the children.

### **SPECIAL OCCASIONS**

**Birthday Treats:** Treats are allowed at all grade levels. We discourage disruptive elements and ask parents not to have clowns, balloons, and flowers sent to school.

**No Valentine Deliveries (Elementary/Middle School):** Due to a Fairfield Board of Directors' decision in 2001, elementary schools will not be able to accept flowers/balloons, etc. the week of February 14th.

**Party Invitations:** Students frequently want to pass out party invitations at school. We are glad to accommodate our students this way as long as no student's feelings are hurt by being left out. If invitations are handed out in the classroom or on the bus, we require that all boys/girls be included. If you wish to invite only part of the class, the office will be happy to provide addresses so parents may mail the invitations.

**Release of Student Information:** Parents often request a list of classmates so party invitations, valentines, etc. can be sent to homes. We will release your child's directory information unless we are notified that such information is not to be released. You will receive a form at the beginning of the school year to complete and return. If this form is not returned, we will assume it is okay to release the directory information.

### **CURRICULUM**

#### **Challenge Program**

This program is for students in grades three through five and is designed to enhance the creative thinking and problem solving skills of students with particularly outstanding intellectual abilities. Students are selected for the program by a committee of teachers and administrators. Selection is based on a variety of objective assessment measures and teacher recommendations. Students in the program attend for one half day per week.

#### **Kindergarten Program**

Kindergarten is a time of preparation and maturation. The primary objective is to ensure that every child will succeed when presented with the formal first grade reading and math programs. Efforts are focused upon development of a positive self-concept and the acquisition of skills that contribute to readiness. Readiness consists of acquiring specific knowledge and skills which are

necessary prerequisites for learning particular school subjects; and the willingness to do so when asked. The readiness skills are listed in the *Off to School* booklet given to parents of kindergarten youngsters at Kindergarten Roundup. A kindergarten open house is scheduled prior to the start of school.

### **Language Arts**

The basic series for writing and language in grades K-5 is *Invitations to Literacy*, Houghton Mifflin 1996. Writing skills and activities are related to themes and stories from the reading program. Spelling instruction reinforces phonics skills and word families from reading texts as well. The language arts program integrates all modes of communication including listening, speaking, writing, grammar, and spelling. Particular emphasis is given to writing based on the students' own experiences.

### **Library/Media Center**

The library/media center is open daily for student use. Every student has the opportunity to visit the library/media center weekly for book checkout. Library and research skills are taught in conjunction with class curriculum by the library/media specialist and/or the classroom teacher.

### **Mathematics**

The Houghton Mifflin Math series, 2005 edition, has been adopted for grades K-5. The curriculum is consistent with the National Council of Teachers of Mathematics Standards and the district's standards and benchmarks for math achievement. The district's standards and benchmarks were revised by a district elementary curriculum committee during 2003-2004.

### **Reading**

The development of skills and enthusiasm for reading is a top priority in our school's curriculum. *Houghton Mifflin Reading 2008*, is a literature-based integrated reading/language arts program used by all students in K-5. It includes materials for students who need either extra support or extra challenge. All students have access to our school library where they are encouraged to check books out to read in their classrooms or at home. All teachers read aloud to their students daily, and reading for enjoyment is emphasized in every classroom. Students who need more individual or small group help may qualify for Title One Reading, more commonly referred to as Reading Lab. Parents will be notified early in the school year if their child qualifies for Reading Lab.

### **Science**

Our science program, *Science 2000*, published by Scott Foresman Co., 2000 edition, emphasizes hands-on activities at all grade levels. Special health units are taught which explain the effects of drugs, tobacco, and alcohol in the human organism. Our science program is a combination of textbook instruction and hands-on activities utilizing materials from Scott Foresman (3, 4, 5), Harcourt Brace (1, 2), FOSS (K, 1, 2), and "Here's Looking at You" (prevention program). The district's standards and benchmarks were revised by a district elementary curriculum committee during 2004-2005.

### **Special Education**

Children in special education class receive an Individual Educational Program (I.E.P.) which is evaluated and revised annually to meet the specific needs of youngsters who have educational disabilities. Their programs are designed to include as much of the regular school program as possible and yet meet their individual needs.

### **Social Studies**

Concepts and generalizations about our culture and the world we live in are taught in the wide field of study we call social studies. The basic series for grades K-5 is published by the Macmillan, McGraw-Hill Co. Concepts of career education, current events, history, geography, ecology and environmental changes are incorporated in the basic units of the series. The program is supplemented with map and globe skills materials published by Scholastic, Inc. and the Nystrom Co., as well as teacher developed units in Iowa History.

### **Title I Reading**

The Title I Reading program is in addition to the regular classroom instruction in reading. This is a federally funded program and is therefore structured according to state and federal guidelines. This program is to supplement classroom instruction with individual and small group instruction for students who need extra help to achieve their potential in reading. High interest materials are used to encourage and reward students for reading at home.

## **SPECIAL SUBJECTS**

All students receive between and forty and fifty minutes of instruction per week in each of the special subjects.

### **Art**

A sequence of projects, prepared by the art department, lead to development of skills and expression in a large variety of art media. The art teacher will inform you of any supplies needed.

### **Computer Lab**

The Computer Lab is for all students. Each student has an opportunity to come to the lab with grades K-2 coming once a week and grades 3-5 coming at least twice a week for instruction on the computers. We do computer projects that are in conjunction with the classroom curriculum. The computer lab facilitator and classroom teacher work together to enhance projects in the classroom by using appropriate software, Internet for research, and typing skills to type reports.

### **Field Trips**

Educational trips are taken in conjunction with social studies units and concepts being taught at the various grade levels. Parents will be given permission slips to sign at the beginning of the school year. This permission slip must be returned to school before your child may go on a field trip.

### **Instrumental Music**

Instruction on standard band instruments is offered to all fifth grade youngsters who are interested. The band instructor will have an informational meeting in September for parents of youngsters who wish to start on an instrument.

### **Music**

Grades K-5 have music twice each week. The Music Book, published by Silver Burdett & Ginn Company is the basic series for grades K-5. The Orff system is also utilized in developing the fundamentals of rhythm and reading music notation. Special vocal ensembles are by audition for grades 4 and 5.

### **Physical Education**

Grades K-5 have Physical Education twice each week. The program consists of games, exercises, sports, and activities appropriate for each grade level that contributes to the development of good health and social attitudes through physical activities.

NOTE: Children should wear tennis shoes and appropriate clothing on P.E. days.

## **SERVICES**

**Child Abuse Reporting:** Iowa law and district board policy require school district personnel to report to the State Department of Human Services if they believe a child may have suffered from abuse. If it is suspected a child has suffered abuse at home, school personnel are required by law to report the findings to the Department of Human Services.

In addition, physical or sexual abuse of students, including inappropriate and intentional sexual behavior, by employees will not be tolerated. If it is believed by a school district employee or other member of the community that a child has suffered abuse by a district employee, the suspected abuse should be reported to the building principal or superintendent. The investigation by the principal or superintendent is considered a level I investigation. If the investigator determines the complaint is founded, the complaint is turned over to the county attorney for a level II investigation.

By statute, the district is to list the investigators. Those individuals are as follows:

Joe Carr, Principal	Washington Elem School	Level I Primary
Sue McCracken, Principal	Libertyville & Lincoln	Level I Primary
Nathan Wear, Principal	Pence Elem. School	Level I Primary
Steven Triplett, Superintendent	Fairfield Comm. Schools	Level I Alternate
Jefferson Co. Attorney	Fairfield, Iowa	Level II

**Greater Prairie AEA:** Provides the children of our school with speech/language diagnosis and therapy, and psychological and developmental testing and consultation. Referrals may be made by either parents or school staff. Parent permission forms and conferences are required for all A.E.A. services except for general screenings (such as hearing) provided to all children.

**Guidance:** Guidance services are provided by two elementary guidance counselors in our school district. Services include individual counseling, small group counseling, and classroom guidance

activities. The counselor conducts classroom guidance activities in grades kindergarten through five once every two weeks. The purpose of our classroom guidance curriculum is to promote positive social development among our students. Individual and group counseling activities are conducted with students as needed.

**School Nurse:** Conducts and/or maintains records of hearing and vision screening, immunizations, dental care and any other medical related problems. The nurse is in the building every Monday afternoon. She is always on call for advice, consultation, and emergencies.

**Student Assistance Team:** Each Fairfield elementary school has a Student Assistance Team (S.A.T.) which includes regular and special education teachers, counselors, administrators, and may include Greater Prairie AEA staff (school psychologist, social workers, etc.) The S.A.T. will try to solve specific problems a student might be experiencing. The S.A.T. meets on a regular basis to discuss concerns initiated by school staff or parents. Specific recommendations will be made and recorded with the student and parents being made aware of these recommendations. Follow up will be completed by staff members specifically designated for this purpose.

### **NOTICE OF NONDISCRIMINATION**

Applicants for admission and employment, students, parents, employees, sources of referral of applicants for admission and employment, and all unions or professional organizations holding collective bargaining or professional agreements with the Fairfield Community School District are hereby notified that this District does not discriminate on the basis of race, color, national origin, sex, age or disability in admission or access to, or treatment of employment in, its programs and activities. Any person having inquiries concerning the Fairfield Community School District's compliance with the regulations implementing Title VI, Title IX, Americans with Disability Act or Section 504 is directed to contact the Director of Curriculum who has been designated by the Fairfield Community School District to coordinate the District's efforts to comply with the regulations implementing Title VI, Title IX, and Section 504.

Title: Director of Curriculum  
Location: Central Office, 605-607 East Broadway, Fairfield, Iowa 52556  
Telephone: (641) 472-2655

### **COMPULSORY ATTENDANCE**

Parents within the school district who have children over age six and under age sixteen by September 15, in proper physical and mental condition to attend school, shall have the children attend the school district at the attendance center designated by the board. Students shall attend school the number of days school is in session in accordance with the school calendar.

Exceptions to this policy include children who:

- \* have completed the requirements for graduation in an accredited school or
- \* have obtained a high school equivalency diploma;
- \* are attending religious services or receiving religious instruction;
- \* are attending an approved private college preparatory school;
- \* are attending an accredited nonpublic school; or,
- \* are receiving competent private instruction.

It is the responsibility of the parent of a child to provide evidence of the child's mental and physical inability to attend school or of the child's qualifications for one of the exceptions listed above.

### **PARENT PERMISSIONS / NOTIFICATION REQUIREMENTS**

All students and parents will be notified prior to the start of the school year of the following items:

- \* Privacy Act of 1974 (Release of Student Information)
- \* Internet Access
- \* Publishing of Student Pictures
- \* Publishing Student Work
- \* Publishing of Video Work
- \* School Sponsored Field Trips
- \* Human Growth and Development Instruction (Middle/High School Only)

The notification received will include a permission form. Parents will be asked to complete one form for each child currently enrolled in the district. This form will remain active for your child's academic level (K-5, 6-8, 9-12) at Fairfield Community School District unless a change is requested by a parent or legal guardian.

### **SUPPLY LIST FAIRFIELD COMMUNITY SCHOOL DISTRICT 2007-2008**

**PLEASE NOTE:**  
**THIS IS A GENERAL LIST ONLY. ADDITIONAL ITEMS AND/OR VARIATIONS & QUANTITIES WILL PROBABLY BE REQUESTED BY INDIVIDUAL CLASSROOM TEACHERS. PLEASE CHECK WITH YOUR CHILD'S TEACHER OR THE BUILDING HANDBOOK FOR A MORE EXACT AND DETAILED LISTING.**

*PLEASE LABEL EVERYTHING WITH THE STUDENT'S NAME AND PLACE IN A LARGE ZIP LOC®-TYPE BAG ALSO LABELED WITH THEIR NAME.*

#### **Kindergarten**

- 2 boxes of 8 regular (preferably Crayola™-brand) crayons
- 2 boxes of 24 regular (preferably Crayola™-brand) crayons
- 1 pair of small pointed-end FISKAR™ brand scissors
- 12 No. 2 wooden lead (**not plastic coated**) pencils (approx. 3 per quarter are needed)
- 1 rectangular pink eraser
- 1 two-pocket folder
- 2 4-ounce bottles Elmer's™-type glue
- 10 glue sticks
- 1 beach-size towel
- 1 backpack (large enough to hold the folder)
- 1 set of Prang® or Crayola™ watercolors (for art class)

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FOR ALL REMAINING ELEMENTARY GRADES SHOWN BELOW: PLEASE LABEL ALL ITEMS WITH STUDENT'S NAME.

**First Grade**

2 boxes (24) #2 wooden lead pencils (**not plastic-coated**)  
1 or 2 erasers  
4 two-pocket folders, including one with pickets & prongs  
spiral notebook with wide-lined paper  
1 box of 24 regular (preferably Crayola™-brand) crayons  
glue sticks  
scissors marked with student's name  
back pack or book bag  
full-sized box of tissues  
small plastic supply box  
1 set of Prang™ or Crayola™ watercolors (for art class)

**Second Grade**

12 - #2 wooden lead pencils (**not plastic coated**)  
2 big erasers  
2 two-pocket folders  
1 box of 24 regular (preferably Crayola™-brand) crayons  
2 glue sticks  
scissors marked with student's name  
back pack or book bag  
ruler  
2 full-sized boxes of tissues  
set of 8 colored pencils (Crayola™ brand is recommended.)  
small plastic supply box  
1 set of Prang™ watercolors (for art class)  
2 spiral notebooks with wide-lined paper  
1 container of sanitizing wipes

**Third Grade**

1 box (12) #2 wooden lead pencils (**not plastic coated**)  
eraser  
4 two-pocket folders  
2 spiral notebooks with wide-lined paper  
wide-lined notebook paper  
2 boxes of 24 (preferably Crayola™-brand) crayons  
glue stick  
scissors marked with student's name  
backpack or book bag  
wood or plastic ruler which includes both metric & standard measurements  
full-sized box of tissues  
red checking pencil  
set of 8 colored pencils (Crayola® brand is recommended.)  
small plastic supply box  
1 set of Prang® or Crayola®-brand watercolors (for art class)

#### **Fourth Grade**

2 boxes (24) #2 wooden lead pencils (**not plastic coated**)  
pencil-top erasers  
crayons (preferably Crayola™-brand)  
set of 8 colored pencils  
wide-lined loose-leaf notebook paper  
5-8 two-pocket folders  
scissors marked with student's name  
wood or plastic ruler which includes both standard & metric measurements  
4 glue sticks  
full-sized box of tissues  
small plastic supply box  
1 set of Prang® or Crayola® watercolors (for art class)  
5 notebooks with wide-lined paper  
1 highlighter

#### **Fifth Grade**

small calculator  
several #2 wooden lead pencils (**not plastic coated**)  
erasers  
crayons (preferably Crayola™-brand)  
1 set of eight colored pencils  
1 package of wide-lined loose-leaf notebook paper  
5 two-pocket folders  
scissors  
wood or plastic ruler which includes both standard & metric measurements  
4 glue sticks  
2 full-sized boxes of tissues  
soft pencil pouch  
composition book (wireless)  
2 spiral notebooks with wide-lined paper

**NOTE TO PARENTS OF ELEMENTARY STUDENTS: Please do not buy narrow-lined paper, ball point ink pens, felt-tipped pens, novelty/plastic coated pencils, mechanical pencils or trapper-keepers.**