

2023-2024 STUDENT HANDBOOK

Welcome to Haughton Elementary School, home of the Buccaneers. Our faculty and staff have a desire to work together with our parents and community to provide each student with rewarding and enriching educational experiences. HES and Bossier Schools are committed to partnering with our parents and families to provide students with a safe learning environment and the continuation of a quality education. This handbook is designed to provide you with the essential information you will need to help us accomplish our goals as a school. It is our intention for this handbook to provide a foundation for a successful year! Revisions or updates to this handbook and/or new policies and procedures will be communicated through our school's website, email, and social media throughout the school year. Please make sure you check the Haughton Elementary and Bossier Schools websites regularly for updates as well. Thank you for your commitment, hard work, and continued support. We welcome your participation and support during the school year. Working together we will be able to reach our collective and individual goals, because we are #anchoredinexcellence!

Andrea Spinney
Principal

MOTTO:

Haughton Elementary Bucs...Anchored in Excellence

MISSION:

Win the day the Buccaneer way!

VISION:

We will use our anchored foundation to advance our students in learning, in leading, and in life.

STUDENT AND PARENT RESPONSIBILITIES

The student in his/her role as a learner will:

- 1. become an active participant in the learning process
- 2. accept responsibility for receiving and completing assignments
- 3. become familiar with and follow school expectations
- 4. respect authority of all faculty and staff
- 5. strive to do his/her best in all areas of school life

The parents/quardians as partners in the educational process should:

- 1. attend scheduled parent-teacher conferences and sign-up for the Remind app
- 2. respond to written communication in a timely manner
- 3. become informed about school policies and procedures
- 4. make every effort to provide needed supplies and materials
- 5. work with children on homework assignments
- 6. model a positive attitude toward school

SCHOOL HOURS

The school hours are 8:10am until 3:10pm. The tardy bell is 8:15am. *If your student is eating breakfast on campus, they must be finished eating by 8:10am.* Should a student arrive after 8:15am, an adult must sign the child in at the office. Tardiness and early checkout is disruptive to the class. Please make every effort to get your child to school on time.

CHECKING IN/OUT & TARDIES

Students will not be released to anyone other than the parents or legal guardians unless prior written notice has been given to the school. Please include names of people allowed to check your child out on the yellow emergency card. It is very important that you contact the school with any address or phone number changes so we can update our records. A picture I.D. is required to check students out. Children are to be picked up at the school office when they are being checked out. If your student checks in from 8:15-9:45am, they receive an a.m. tardy. If they check out between 9:45am and 2:00pm, they receive a half day absence. If your student checks out from 2:00-2:30pm, they receive a p.m. tardy. Perfect attendance for academic assemblies must have no tardies or check outs. No checkouts after 2:30 p.m. Allow enough time for students to write down assignments and get their things together when checking out early.

TRANSPORTATION CHANGES

<u>Transportation changes cannot be made over the telephone, email, or fax</u>. To make a change, send a note with your child to school that day. <u>Students are only allowed to ride the bus to their home address, and not to homes of family and friends, per the Bossier Parish Transportation policy.</u>

SCHOOL BUS CONDUCT

School bus guidelines have been adopted by the Bossier Parish School Board in order to provide safe transportation to and from school. It is a <u>privilege</u>, not a right, to ride Bossier Parish school buses. All Board policies are strictly enforced on school buses. The bus operator, together with the principal, assumes full responsibility for the discipline of students who ride the bus. Should an infraction occur, the bus operator will notify the principal in writing. The principal has the sole authority to determine punishment, if warranted. The responsibility for supervision of students

begins at the bus stop in the morning and ends when students exit buses at the end of the day. On-time delivery and student safety are the primary goals of each bus operator.

When riding the school bus, every student will:

- 1. Follow the Bus Transportation rules as directed by the bus operator and the student's principal.
- 2. Report to the assigned bus stop at least 5 minutes before the scheduled arrival time; the bus stops will be assigned by your student's bus operator.
- 3. Not bring on the bus objects that are too large to be held in the student's lap or to fit under the seat (including large band instruments, projects, and other large objects).
- 4. Assist the bus operator in maintaining a clean and sanitary bus; students who damage/destroy buses are appropriately disciplined/assessed for damages.
- 5. Not exit the bus at a different stop from their assigned stop without written authorization from the principal. The note must be presented to the operator at the start of the afternoon run.
- 6. Remain seated with backs against the seat, backpacks in lap, facing forward in the student's permanently assigned seat, while the bus is in motion and during stops for other students. The bus operator is responsible for seat assignments.
- 7. Only talk quietly to your neighbor. Vulgar language and bullying of other students will not be tolerated.
- 8. Adhere to the dress code for each school.
- 9. Not eat on the bus. (Students may carry water on the bus in plastic bottles)
- 10. Not extend arms out of windows or doors; not throw objects out of windows.

NOTE: A violation of a bus rule may result in loss of bus privilege and or disciplinary action. All buses are equipped with video cameras that constantly monitor student passengers. Bus operators are permitted to make reasonable rules for the safe transportation of students. See the transportation website for additional bus safety tips.

STUDENT DROP OFF AND PICK UP

Most of our students ride the bus to and from school. If you bring and pick up your child in a personal vehicle, please note the student drop off and pick up area. If you are picking your child up after school, please get in the car line on the south side of the campus. It helps the line go faster if everyone loads quickly and pulls as far forward as possible. Please see car pick-up safety rules below. Students may not be dropped off in the bus line or at the front office during morning drop off times.

CAR PICK-UP SAFETY RULES

- 1. **Car rider tags** will be available at Meet the Teacher night and must be in clear sight on the rear view mirror of the vehicle that will be used to pick your child up. Car rider tags can also be picked up in the office if you need one at a later date. After Christmas, any needed car tags may be purchased for \$1.00 in the office.
- 2. Observe traffic entrance/exit/stop signs. Do not leave cars unattended.
- 3. Yield to the school buses and follow commands of our employees directing traffic.
- 4. It is against the law to use cell phones and other electronics during drop off and pick up.
- 5. Keep your position in the car line leaving only small gaps between cars until you reach the loading/ unloading zone. *Do not pass other vehicles in the car line.*
- 6. Do not block the bus lanes, fire lanes or handicapped parking areas.
- 7. Wait for the staff to signal that students may begin loading or unloading cars.

- 8. Students may be dropped off between 7:50am-8:15am. Follow car line traffic to the back of the campus and follow around the south end of campus beside the sidewalk. **DO NOT DROP YOUR CHILD OFF UNTIL 7:50am WHEN A STAFF MEMBER IS ON DUTY.**
- 9. Students should be picked up no later than 3:20pm each afternoon.

WALKERS

If your student lives on one of the streets listed below, they may walk to school utilizing the sidewalk behind the gym; bus transportation will not be provided. These streets are **Foxchase Drive**, **Alex Way**, **Amberwood**, **and Cross Drive**. Duty teachers will not be on duty to monitor safety until **7:50am** each morning; students may not walk onto campus until this time. We prefer an adult walk them to the point they see a duty teacher. These students may also ride bicycles and leave on the bike rack provided on campus. Parents will not be able to walk their student to the classroom each morning. Walkers cannot bring to and take home additional students who do not live on the assigned streets above.

ATTENDANCE

The state of Louisiana has attendance laws. After five unexcused absences the student is referred to the Truancy Center. State requirements allow a student to be excused from school for the following reasons only:

- 1. Personal illness (with a physician's excuse)
- 2. Serious illness in the family
- 3. Death in the family (not to exceed one week)
- 4. Recognized religious holiday (with prior approval of the principal)
- 5. Extenuating circumstances verified by the Supervisor of Child Welfare and Attendance
- *For a student to receive perfect attendance each grading period, they MUST be present from bell to bell with no check-ins or check-outs.

Students with more than twenty (20) unexcused absences may be retained.

STUDENT ENROLLMENT

Basic requirements for new student registration (all grades): All students must have:

- 1. Copy of certified birth certificate
- 2. Current Louisiana Immunization Record
- 3. If a new student in grades 1-5, previous school records
- 4. Photo ID (Driver's license, State issued ID, or Military ID)
- 5. Custody papers, if applicable (MUST have the signature of a judge)
- 6. Proofs of Residence (see new district requirements below)

ALL students residing with a parent or legal guardian must submit the following in order to be enrolled in the Bossier Parish School District:

1. One (1) current utility bill showing the physical address for service within the District;

AND

One (1) of the following that shows location of residence within the District;

- Property tax records with one (1) other form listed here;
- Mortgage documents or property deed; or
- Apartment or home lease or, if no lease, a notarized statement of the verified property owner (see school registrar for additional information required)

- Declaration of Residency and/or personal visit by designated District official.
- * If the student resides with a legal guardian, the court decree must be provided.

TRANSFERS/WITHDRAWALS

Parent or guardian should come to the school **prior** to the child's last day of attendance to fill out a withdrawal form.

SEVERE WEATHER AND EMERGENCIES

During weather alerts and emergencies in our area:

Please do not call the school. The phone lines get jammed and no one can call in or out. Listen to your local T.V., radio, and district websites for announcements from the school board. If we dismiss early, your child will be put on their regular bus (unless you have been directed otherwise) and taken to your home. If no one is there, the bus driver will return the child to the school. We will keep the returned children at the school until a parent can be reached and they are picked up.

PTO

Haughton Elementary has a Parent Teacher Organization. They meet regularly to discuss the upcoming events/needs of our students and staff. Be looking for more information in the fall and join the HES PTO Facebook page.

FUNDRAISING

The primary source of income for our school comes from fundraisers, and are used for student rewards, technology and student/teacher resources. We will host two main fundraisers, one in each semester.

CLASS PARTIES AND BIRTHDAY CELEBRATIONS

Classes will have two parties a year. These parties will be for Christmas and End of the Year. Treats may be sent to go home in treat bags for other holidays and celebrations. Contact your child's teacher if you'd like to send a treat to school to celebrate your child's birthday. The student can bring the birthday treats to school, or a parent can drop them off in the office. Parents will not be allowed into the classrooms to celebrate birthdays, as it will interrupt instruction. Thank you for understanding.

CAFETERIA/PAYMENTS

HES participates in the Community Eligibility Provision (CEP) Program. All students enrolled are eligible to receive one free breakfast and lunch at school at no charge for the 2023-2024 school year. If your child owes a balance on his/her account, all charges must still be paid. According to Louisiana State Law, soft drinks (even in sack lunches) and outside food service foods (ex: restaurants, fast foods) in their original wrappings are not permitted in the cafeteria. Family members who bring these items to students in original wrapping, bags, cups, etc. will be asked to remove them from the cafeteria. The cafeteria manager is Ms. Ashlea Meredith. If you need information regarding the lunch program, she can be reached at 549-7450.

CONFERENCES

We welcome your requests for conferences. Virtual, phone, and in-person conferences with teachers should be arranged so the meeting takes place before school, after school, or during

the teacher's planning time. Conferences can be scheduled by sending a note to the teacher, contacting them by email or calling the teacher's voicemail. If you request a conference and do not hear back from the teacher, please contact an administrator at the office to help schedule a conference.

LOST & FOUND / TOYS

All misplaced items found on school grounds will be placed in the lost and found room in the front office. Toys, electronic devices, phones, collector cards, etc. **should not** be brought to school or on the bus. Please see the district electronic device policy for procedures on pick-up; parents may pick these items up at the office.

HOMEWORK

Homework will be assigned to students, but will *not* count as part of their grades. Each student and parent has access to homework assignments through a weekly assignment sheet or digital communication from the teacher.

MAKE-UP WORK/MISSING ASSIGNMENTS

Make-up work will be allowed for excused absences only. If make-up work is needed after a child is absent for more than two days, please call the office to schedule a pick up. Students absent for several days due to illness or injury have the same number of days to complete missed assignments. If there are extenuating circumstances, please talk with the teacher.

STUDENT ILLNESS

When your child is sent home with a fever, vomiting, or diarrhea, he/she should not return to school until they are symptom free for at least 24 hours without medication. When a student is hurt, minor injuries will be treated at the office. Others may require parental attention - you may be notified by the school and asked to come. For this reason, **please be sure to keep all contact numbers current** at the school. Notify the teacher and front office of any changes in information.

GRADES/REPORT CARDS/ACADEMIC ASSEMBLIES

Every **Tuesday** your child will bring home graded papers in a RED folder to be reviewed and signed by a parent. Progress Reports will be sent home midway through each grading quarter; we will have four 9-week academic quarters. There will be an academic assembly after each 9-week quarter; parents are welcome to attend.

LIBRARY BOOKS

Students in grades 1-5 will be allowed to check out library books on a weekly basis. Books that are not returned on time will be considered overdue. Overdue book fines must be paid in order to check out more books.

STUDENT OF THE MONTH

Every month one student from each homeroom class will be recognized for modeling our expectations. They will receive a certificate and a snack sale coupon.

STUDENT OF THE YEAR

The Student of the Year Awards Program is designed to recognize outstanding elementary students. This program is an excellent opportunity to recognize those students in **5**th **grade** who have demonstrated excellent academic achievement, leadership ability, and citizenship. The Students of the Year Awards Program is sponsored by the Louisiana State Superintendent through the State Department of Education and the State Board of Elementary and Secondary Education.

A rubric provided by the district will be used to score and rank students in all of the above categories. Top-scoring students from among this group will be asked to complete an impromptu writing sample. The committee will use a rubric provided by the district to score the writing sample. The combined resume' and writing scores will be used to further qualify students to move to the next level of the selection process.

In the next level of the selection process, qualified students will be individually interviewed by the selection committee. A rubric provided by the district will be used to score the interview. The student with the highest combined resume, writing, and interview score will be selected as Student of the Year at the school level. In the event of a tie, the committee will conduct a second interview to make the final determination.

The student selected as Student of the Year at each school will be required to assemble an academic portfolio which will be used as part of the selection process at the district, regional, and state levels. The school level committee will assist the candidate in assembling and submitting the academic portfolio to the district Student of the Year coordinator. A list of portfolio requirements will be provided to the Student of the Year and his/her parents.

CLUBS

We encourage students to join and participate in our school clubs. Students can also earn membership into Math and A.R. clubs. These clubs provide excellent opportunities for students to improve and excel in various areas. Club membership also gives students the opportunity to be recognized and rewarded as they participate. Some clubs will have age and/or academic requirements.

POSITIVE BEHAVIOR INTERVENTION SUPPORT SYSTEM (PBIS)

Haughton Elementary uses the Positive Behavior Intervention Support System in order to assure classroom management as well as provide a positive learning environment. We work hard to adjust and change the way we approach discipline problems and support the students who exhibit excellent behavior. The students earn BUCS (points) for displaying good behavior by being "Ready, Respectful, and Responsible". They have the opportunity to spend the BUCS earned at our online PBIS store. Included in the program is the use of extra support from our counselor to work with students that have recurring behavior problems. We look forward to helping all of our students become ready, respectful, and responsible.

BUCS "argh" Ready, Respectful, Responsible! Parents can visit our school's website, *haughtone.bossierschools.org* where you can request assistance for secondary PBIS for additional behavioral support. See the charts below that identify and define minor and major infractions.

Minor infractions are discipline incidents that can be **handled by the teacher** and do not warrant a discipline referral to the office.

Minor Infractions	Definitions
Language	Student engages a in low-intensity instance of inappropriate language
Unpreparedness	Student habitually loses materials or does not have materials
Noncompliance	Student refuses to work and follow directions, throws items, sleeps during class
Minor disruptions	Student engages in behavior causing an interruption in class (ex., loud talk, horseplay, out of seat behavior)
Misuse of technology	Student engages in non-serious, inappropriate use of technology
Disrespect to authority	Student delivers socially rude or dismissive messages to adults
Dishonesty/Cheating	Student delivers message that is untrue and/or deliberately violates rules
Disrespect to peers	Student delivers socially rude or dismissive messages to peers

Major infractions are discipline incidents of such severity that **warrant administrative intervention**.

Major Infractions	Definitions
Stealing	Possession of, having passed on, or being responsible for removing someone else's property
Fighting	Actions involving <u>serious physical contact</u> where injury may occur; includes hitting, pushing, punching, hitting with an object, kicking, hair pulling, scratching, etc.
Bullying	Student delivers threats and intimidation (verbal or nonverbal), obscene gestures, or comments based on race, religion, gender, age, national origin, disabilities, or other matters
Damage to Property	Student participates in an activity that results in permanent destruction or disfigurement of property
Weapons	Student brings an object to school that could harm others
Inappropriate sexual language/touching	Student repeatedly delivers a message that is untrue and/or repeatedly presents something as their own that is not; includes assignments, signatures, etc.
Language/Obscenities	Targeted and intentional use of inappropriate language (verbal or nonverbal-including pictures)
Any habitual minor infractions	Student continually breaks school rules or repeatedly commits minor infractions (5 minors = 1 major*) *resets weekly

<u>Haughton Elementary School Dress Code Policy for 2023 - 2024</u>

HES colors are red, grey and white. Uniform items consist of our main colors with accents of khaki and navy bottoms; navy shirts are NOT allowed. Please read the uniform policy carefully. We encourage parents to monitor their child's clothing to ensure he or she is following the policy.

Girls Uniforms:

- Tops- red, grey or white polo shirts or white sailor or peter pan collar shirts. No trims on collars. They must have collars and sleeves. HES school spirit t-shirts and dri-fit shirts sold by HES may be worn daily. Shirts must be tucked in.
- 2. Bottoms-navy or khaki skirts, capris, shorts, skorts, pants or jumpers. No plaid, cargo shorts or jean type bottoms are allowed. Skirts, skorts, shorts and jumpers should be close to knee length. (Jumpers must be khaki or navy and worn with uniform shirt underneath.) Girls may wear leggings/tights under skirts. Leggings/tights must be **SOLID** red, white, or grey only.
- 3. Dresses (Polo Dresses) solid white, red or grey

Boys Uniforms:

- Tops- red, grey, or white polo shirts. HES school spirit t-shirts and dri-fit shirts sold by HES may be worn daily. Shirts must be tucked in.
- 2. Bottoms- navy or khaki pants or shorts. No cargo or jean type bottoms are allowed.

Other Dress Code Regulations:

Belts - must be worn with bottoms that have belt loops. (We do not enforce belts in PreK & Kindergarten.) Belts must be appropriate size, not to distract from the uniform, and worn each day. **Undershirts**- plain solid white, red, or grey t-shirt or turtleneck worn under a uniform shirt.

Socks-Crew or ¾ length socks must be white, red, grey, or black only. No show socks can be any color. Socks must be worn daily.

Shoes- suitable for PE and recess. Open toe, high heels, shoes with wheels, flip-flops, Crocs or similar shoe, and slides are NOT ALLOWED. (Tennis shoes must be worn for P.E.)

Outerwear-cardigan sweaters, pullover sweaters, jackets, coats, sweatshirts in SOLID colors of red, grey, black or white; sweatshirts and jackets sold by HES. No denim jackets.

Club Shirts - may be worn any day or on club meeting day. Only shirts **earned** for the 2023-2024 school year may be worn.

Monograms- jackets/shirts may be monogrammed with name or initials - no larger than 3 inches - pocket area only. School colors only - red, grey(silver) and/or white

Jewelry/Makeup- no large flashy jewelry will be allowed. Earrings should not be more than ½ inch in size. Earrings and nails should not violate rules of safety;

Other- hats, scarves, head coverings (unless religious), or bandanas are not allowed to be worn inside the building.

Note: The administration reserves the right to amend the dress code policy as needed or as new fashion trends occur. HES will follow all CDC and La Dept of Health guidelines regarding protocols.



Haughton Elementary School School Supply List 2023-2024

The required school & technology fee is \$20.00 for each student. You may pay with cash or check made payable to Haughton Elementary School. You can also pay \$21.00 and pay online by going to bossierparish.schoolcashonline.com and set up your account. The supplies mentioned below, cafeteria purchases, and lost or damaged library books are the responsibility of each parent.

KINDERGARTEN

\$20.00 school/technology fee

- 1 Backpack (full size- no wheels)
- 1 **Red/Blue** Kinder Mat (43.5" L x 19" W x 2" H)

this will be sent home at Christmas break

- 2 pair of headphones (no earbuds)
- 4 boxes of 24 count Crayola Crayons
- 1 10 count large Crayola markers(no neon colors)
- 2 yellow highlighters
- 12 pre-sharpened yellow #2 pencils
- 1 watercolor set (Crayola Brand; no neon colors)
- 1 Mead K-2 primary journal
- 2 plastic folder with brads and pockets (blue & black)
- 1 **clear view** zippered pencil pouch for 3-ring binder
- 1 plastic pencil box
- 1 pkg of baby wipes
- 4 containers of Play-Doh (0.3 oz container any color)
- 2 black dry erase markers
- 1 pack of white cardstock
- 1 bottle hand sanitizer

BOYS ONLY: 1 box of quart ziploc bags

1 container Clorox wipes

1 - 3 pk. Pink Pearl erasers

1 package white cardstock

GIRLS ONLY: 1 pkg assorted construction paper

1 box bandaids

1 box of gallon ziploc bags1 package sheet protectors

1 - labeled ziploc bag with a change of uniform clothes in backpack (including underwear & socks)

FIRST GRADE

\$20.00 school/technology fee

- 1 backpack (no wheels)
- 1 pair of headphones (over the ear, no earbuds)
- 48 pre-sharpened yellow #2 pencils
- 4 boxes of 24 count Crayola crayons
- 2 black Sharpie markers
- 4 large pink erasers
- 2 yellow highlighters
- 1 10 count classic markers
- 8 black dry erase markers
- 4 large glue sticks
- 1 plastic school box
- 2 containers of play-doh (any color)
- 1 watercolor set (Crayola brand no neon)
- 1 package white cardstock

BOYS ONLY: 1 - gallon ziploc bags

1 - quart ziploc bags

1 - pkg Index cards

GIRLS ONLY: 1 - container Clorox wipes

1 - pkg multi-colored construction

paper

1 - box of bandaids

1 - labeled ziploc bag with a change of uniform clothes in backpack (including underwear & socks)



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SECOND GRADE

\$20.00 school/technology fee

- 1 backpack (no wheels)
- 2 pair of headphones (no earbuds)
- 48 pre-sharpened yellow #2 pencils
- 4 boxes of Crayola crayons
- 1 box of colored pencils
- 1 10-count classic markers
- 1 packs of big pink erasers
- 16 black dry erase markers
- 1 zippered pencil pouch for binder (no pencil boxes)
- 2 containers of Play-Doh (any color)
- 1 Clorox Disinfecting Wipes

BOYS ONLY: 1 box of quart size Ziploc bags BOYS ONLY: 1 box of gallon Ziploc bags

GIRLS ONLY: 1 bottle of hand sanitizer

GIRLS ONLY: 1 pack of astrobright printer paper

THIRD GRADE

\$20.00 school/technology fee

- 1 pencil pouch-for binder
- 1 backpack (no wheels)
- 1 1 inch binders
- 1 pack of plastic dividers **WITH POCKETS** (5-count)
- 2 pair of headphones (no earbuds or bluetooth ones)
- 72 Pre-Sharpened Ticonderoga brand #2 Pencils
- 2 glue sticks
- 1 box of crayons
- 12 black Expo dry erase markers
- 2 composition notebooks
- 1 box of markers
- 1 box pencil topper erasers

BOYS ONLY - 1 pack colored printer paper

BOYS ONLY - 1 box of bandaids

GIRLS ONLY - 2 containers of Clorox wipes GIRLS ONLY - 1 bottle of hand sanitizer



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FOURTH GRADE

\$20.00 School & Technology Fees

- 1 Backpack (no wheels)
- 1- 1 inch 3-ring binders with **pockets**
- 1 pair of over the head headphones
- 10 plastic pocket dividers
- 1 plastic folder with brads and pockets (blue)
- 1 composition notebook
- 2 glue sticks
- 72 pre sharpened #2 pencils
- 1 box of crayons
- 12 black Expo markers thick or large (no other colors)
- 1 container of Clorox wipes
- 1 box of bandaids

BOYS ONLY - box quart ziploc bags GIRLS ONLY - box gallon ziploc bags

FIFTH GRADE

\$20.00 school/technology fee

- 1 Backpack (no wheels)
- 2- zippered pencil pouch for 3 ring binders (no boxes)
- 4 plastic folders with brads and pockets
- $1 \frac{1}{2}$ inch white binder with pockets
- 1 1 inch 3-ring white binder with pockets and clearview front cover
- 72 pre-sharpened #2 pencils
- 2 packs double pocket dividers
- 3 composition notebooks
- 4 pack of multi-colored highlighters
- 1 box of broad tip washable markers
- 2 large glue sticks
- 2 packs post-it notes
- 1 4 pack of assorted colored pens
- 2 containers of Clorox wipes

BOYS ONLY - 1 box of bandaids

BOYS ONLY - 1 box gallon ziploc bags

GIRLS ONLY - box quart ziploc bags

GIRLS ONLY - 2 large pink erasers