

# **Meyer Levin I.S. 285**

Three Academies ... One Mission



*Helping Each Child Soar*

Mr. Mighty, Assistant Principal

2009 – 2010 Student Handbook

Mr. Frederick Underwood, Principal  
5909 Beverley Road, Brooklyn, N.Y. 11203 Phone: (718) 451- 2200



# THE NEW YORK CITY DEPARTMENT OF EDUCATION

JOEL I. KLEIN, *Chancellor*

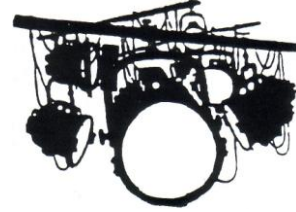
## Meyer Levin Intermediate School 285

5909 Beverley Road, Brooklyn, New York 11203  
(718) 451-2200 Fax # (718) 451-0229

**Mr. Edward Gentile, Principal**

**Assistant Principals**

Mrs. Denise Holder  
Mrs. Graceann Rooney  
Mr. Gauntlett Mighty



**School for the Performina Arts**

Dear Parents/Guardians,

Congratulations and welcome to the Meyer Levin family. I hope we continue to develop a long and fruitful relationship between parents, administrators, and staff. We are partners in our children's educational process. I sincerely hope that we can establish a positive and productive relationship for the benefit of our youngsters as they reach a very important and very difficult milestone in their young lives.

It is my philosophy that all children can learn, and it is my desire and responsibility to ensure a safe and nurturing environment for all students at I.S. 285 so they can excel in the learning process.

My expectations for all students are very high. This past year I have raised the academic bar at I.S. 285, and I will hold administrators and faculty members to that same commitment. This will be my 30<sup>th</sup> year as an educator at I.S. 285, beginning as a teacher and working my way through a variety of administrative ranks. My love for the school and the success of our students is embedded in my determination to keep Meyer Levin the best Intermediate school in District 18. I realize the decisions I make have a profound influence on how students think, behave, and perform. I sincerely come to school each day with energy and a commitment to make each moment of the day a learning moment for our students. The foundation we give our children today is the cornerstone for the successes they will be tomorrow.

I opened this letter with congratulations, and congratulations are truly in order. Your child is enrolled in a school with a proud and long-standing tradition of excellence. Parents, teachers and administrators must work collectively, in order to maintain that excellence. As parents and educators we are obligated to ensure this success for our children. I am confident that together, we will make a positive difference.

Very truly yours,

Edward Gentile  
Principal

**MEYER LEVIN I.S. 285**  
**SCHOOL MISSION STATEMENT**

*It is the goal of our school community to develop the child academically, emotionally, socially and artistically by creating a forum where teachers, students, and parents can work collaboratively. We will strive to develop a cohesive family learning environment that is enjoyable for both children and adults. Students will enhance their self-esteem and self-respect as well as their respect for differences in others. We will create a learning environment that will provide opportunities for the development of personal empowerment, civic responsibility, while striving to maximize each child's academic potential. Our institution will teach students to become creative thinkers and problem solvers thus developing their desire to become lifelong learners.*

## STUDENT OATH

I am a seeker of knowledge at the Eagle Academy.

I maintain a high standard of excellence and achieve my full potential.

I exhibit personal integrity and respect my community.

I hold myself in high regard and dignify my culture.

There are no *maybes, might's and what ifs* in my life.

I am focused at all times.

I see opportunity in every difficulty.

I have nothing to lose, but everything to gain.

My possibilities are endless if I apply myself.

I am responsible for my failures and my successes.

I am "Aiming at Success, Teamwork, and Achievement."

We are Eagles; we will stretch our wings, and fly to the sky.



THE NEW YORK CITY DEPARTMENT OF EDUCATION/JOEL I. KLEIN, CHANCELLOR



## MEYER LEVIN SCHOOL FOR THE PERFORMING ARTS INTERMEDIATE SCHOOL 285

Mr. Frederick A. Underwood, Principal

Assistant Principals  
Mrs. Denise Holder  
Mrs. Graceann Rooney  
Mr. Gauntlett Mighty

Dear Parents/Guardians:

Welcome to the Meyer Levin I.S. 285 family!

My name is Donna Phillips and I have been appointed as your School Parent Coordinator.

The Parent Coordinator is part of the administration team working under the supervision of the principal, school leadership team, parent associations, community groups, and parent advisory councils.

The purpose of this position is:

- To engage parents by providing the necessary tools to participate fully in their children's education.
- To foster a welcoming environment for the parents/guardians of our students.
- To resolve issues raised by parents.

**Research shows that parent/family involvement improves student achievements and other behaviors.**

One of our proposed objectives is to fully implement the school uniform program for all students. This will create an environment of uniqueness and discipline in our school.

I am truly excited and looking forward to our new working relationship! Please feel free to call me with any questions or concerns at either (718) 451-2200 extension 1432 or (347) 563-4730.

Respectfully,

Donna Phillips  
Parent Coordinator



# Eagle Academy Faculty



Mr. Mighty, Assistant Principal  
[GMighty@schools.nyc.gov](mailto:GMighty@schools.nyc.gov)

Mr. Beckles, Dean – [MMakinde-Beckles@schools.nyc.gov](mailto:MMakinde-Beckles@schools.nyc.gov)

Mrs. Greenwood, Guidance Counselor – [KGreenwood@schools.nyc.gov](mailto:KGreenwood@schools.nyc.gov)

## **English Language Arts**

Mr. Passantino – [Mr.passantino@yahoo.com](mailto:Mr.passantino@yahoo.com)

Ms. Gordon – [CGordon4@schools.nyc.gov](mailto:CGordon4@schools.nyc.gov)

Mrs. Wainwright – [HWainwright@schools.nyc.gov](mailto:HWainwright@schools.nyc.gov)

## **Math**

Ms. Cyrus -

Ms. Smith – [MSmith52@schools.nyc.gov](mailto:MSmith52@schools.nyc.gov)

Mr. Edwards – [MEdward9@schools.nyc.gov](mailto:MEdward9@schools.nyc.gov)

## **Science**

Mr. Deng – [YDeng2@schools.nyc.gov](mailto:YDeng2@schools.nyc.gov)

Ms. Edwards – [AEdwards4@schools.nyc.gov](mailto:AEdwards4@schools.nyc.gov)

## **Social Studies**

Mr. Azzopardi – [CAzzopardi@schools.nyc.gov](mailto:CAzzopardi@schools.nyc.gov)

Mr. Philipp – [WPhilipp@school.nyc.gov](mailto:WPhilipp@school.nyc.gov)

## **Special Education**

Ms. Masse – [samasse@plymouth.edu](mailto:samasse@plymouth.edu)

## **Foreign Language**

Madame Papillon – [VPapillon@schools.nyc.gov](mailto:VPapillon@schools.nyc.gov)

Mr. Daley – [RDaley3@schools.nyc.gov](mailto:RDaley3@schools.nyc.gov)

## 1. ATTENDANCE AND PUNCTUALITY

In order to get the most of your education it is important that students attend school daily and on time. **Students must arrive in the school building no later than 8:50 A.M.** Breakfast will be available at 7:50 A.M. every morning for students. **School will be dismissed at 3:40 P.M.**

If late, students must get a late pass at the Main Entrance before going to class. Excessive lateness is a serious problem. It causes disruption. In addition, late students miss important information and instruction. When returning from an absence, a student must present all teachers with an absence note from your parent/guardian or a note from the doctor.

## 2. ATTIRE AND GROOMING

Dress and proper grooming reflect a sense of pride and a positive attitude towards school and self.

**All** students are expected to **adhere** to the Uniform Dress Code. Boys and girls should wear the following attire on a daily basis:

Gray Polo Shirt	Navy Blue/Gray Sweater
Navy Blue Slacks/Skirts	Navy Blue Blazer
Navy Blue Pants	Navy Blue Socks/Tights
Navy Blue/Black Socks	

### **Jeans and “Hoodies” are not part of the Uniform Dress Code**

The following “attire” **will not** be accepted in the building:

- Clothing that is excessively revealing.
- Skirts or dresses worn more than three inches above the knees.
- Hats, caps, bandannas, doo-rags or sunglasses.

## 3. STUDENTS’ BILL OF RIGHTS AND RESPONSIBILITIES

- All students have a right to an education and should behave in a manner that allows other students their right to an education.
- All students have the right to be in a safe and healthy environment and have the responsibility to maintain this environment.
- All students are accountable for their own behavior by developing self discipline.
- All students have the right to be respected and have the responsibility to respect others.
- All individuals have the right to have their property respected. All individuals have the responsibility to respect the property of others.
- Students will engage in the care and up-keep of school property (books, furniture, school building, etc.).
- Students will not disrupt the teaching and learning process.
- Students’ records shall be confidential and should be open only for inspection in accordance with the rules and regulations as adopted by the Department of Education.
- Students have the right to due process of law.

## 4. TEACHERS' BILL OF RIGHTS

Teachers have the right to:

- a. Be respected by students.
- b. Have students follow class rules and regulations.
- c. A safe environment.
- d. Be protected against violent acts/bodily harm.
- e. Due process of the law.

## 5. OUR DAILY PROCEDURES/BELL SCHEDULE

In order to run a safe, effective school, certain basic procedures **MUST** be adhered to and enforced:

- a. **Students must report to all classes on time!**
- b. Coats and outer garments are to be put into the wardrobe closet during period 1. Students are not permitted to carry these items with them during the day.
- c. Each day, announcements of importance and interest will be made. All students are expected to listen attentively.
- d. Students are expected to adhere to the following bell schedule which indicates change of period times.

*Bell Schedule  
Monday - Friday*

<i>ENTRANCE</i>	<i>8:40</i>	<i>-</i>	<i>8:45</i>
<i>PERIOD 1</i>	<i>8:50</i>	<i>-</i>	<i>9:43</i>
<i>PERIOD 2</i>	<i>9:47</i>	<i>-</i>	<i>10:33</i>
<i>PERIOD 3</i>	<i>10:37</i>	<i>-</i>	<i>11:23</i>
<i>PERIOD 4</i>	<i>11:27</i>	<i>-</i>	<i>12:13</i>
<i>PERIOD 5</i>	<i>12:17</i>	<i>-</i>	<i>1:03</i>
<i>PERIOD 6</i>	<i>1:07</i>	<i>-</i>	<i>1:53</i>
<i>PERIOD 7</i>	<i>1:57</i>	<i>-</i>	<i>2:43</i>
<i>PERIOD 8</i>	<i>2:47</i>	<i>-</i>	<i>3:33</i>
<i>DISMISSAL</i>	<i>3:33</i>	<i>-</i>	<i>3:40</i>

## **6. CLASSROOM REGULATIONS AND CONDUCT**

Each classroom teacher will issue a set of guidelines and regulations relating to classroom operations, grading practices and general conduct.

Students are responsible for meeting the requirements of performance in all subject areas. Students must:

- a. Be ready to work when the bell rings.
- b. Be prepared, by having the following materials as required by the subject teacher. (Textbook, pens, pencils, notebooks, binders, etc.)

## **7. PASSES/LEAVING THE CLASSROOM**

In the Eagle Academy, students are safe and well supervised. Any student found outside his/her regular scheduled classroom/academy without a pass will be referred to the Dean or Assistant Principal. Cutting class at the Eagle Academy is a serious offense.

## **8. MARKS & REPORT CARDS**

Students will receive a report card at the end of each marking period. The passing mark in all subject areas is 65% with the exception of ASTRAL students who must maintain an 80% average in all subject areas to remain in the program. Students' grades will be based on:

(a) classwork, (b) tests, (c) notebooks, (d) special reports, and (f) extra work.

- 1 Report card distribution will occur in November, January, April and on the last day of school.
- 2 Report cards will reflect (a) subject grade, (b) attendance, (c) conduct, (e) special upcoming events.
- 3 Progress reports will be distributed in the middle of the first and second marking period.
- 4 A student may appeal his/her grade with justification. The following are the steps a student must take: Step 1 – Teacher, Step 2 – Subject Supervisor, Step 3 – Principal, Step 4 – Superintendent.
- 5 Parent/Teacher conferences will take place in November, February and on a as need basis.

## **9. HOMEWORK**

It is the policy of I.S. 285 that homework is given daily. Homework assignments that constructively utilize out of class time will be given. Assignments may include a variety of activities such as reading, completion of art projects, research, etc. Parents are encouraged to show interest and support for students' homework activities. Homework will count significantly towards students' final grade (20%).

## **10. TRAFFIC AND HALL PASSING**

During hall passing between period, students should go directly and quickly to their next class. Students must:

1. Walk on the right side of the blue line, and use the appropriate doors.
2. Adhere to the up and down signs in the stairwells.
3. Not engage in the following behaviors: running, pushing and shouting.

## **11. PROMOTION AND GRADUATION**

In order to be promoted to the next grade, a student must meet the promotional requirements as set forth by the Department of Education.

## **12. HONOR ROLL/ARISTA**

1. Honor Roll

90% - 100% for the Gold Honor Roll  
80% - 89% for the Silver Honor Roll

Conduct and attendance will also be considered.

2. ARISTA

At the end of the seventh and eighth grades, students with outstanding records will be eligible to apply for induction in the National Honor Society, which is called ARISTA. In order to be eligible, a student must have made Honor Roll at least once in each grade, have a satisfactory attendance and punctuality record, and be recommended by all of his/her teachers. School service enhances chances of acceptance.

## **13. G.O. AND STUDENT ACTIVITIES**

General Organization (G.O.)

Our G.O. runs an exciting campaign each October to elect a President and other Officers.

Every student should make an effort to participate in at least one of the activities. This will enrich his/her academic life at Meyer Levin.

Student Activities

There are many extra-curricular activities for Eagle Academy students. Some of these activities include:

Math Team, Basketball Team, Peer Mediation, and Peer Tutoring. Other activities include the Senior Yearbook Committee (The Bombardier), and the Annual Science Fair Competition.

## 14. PERFORMING ARTS DEPARTMENT

I.S. 285 is known city wide for its Performing Arts Program. Students perform each year at our Winter and Spring Concerts, and our Annual Show in May. On a yearly basis, our school excels in competition, winning Gold Awards in Vocal, Music, and Band. In addition, our Drama Department has been a springboard for the success of some of today's outstanding actors, actresses, and performers – some of whom have landed major roles on The Cosby Show, Broadway, and Disney Productions. Several scholarships are awarded annually to some of New York's leading Performing Arts High Schools. All students in the Eagle Academy will be exposed to the performing arts.

## 15. SCHOOL TEXTBOOK POLICY

1. Students are responsible for the care and return of all textbooks.
2. All textbooks must be covered and properly maintained.
3. At the end of each school year, all textbooks must be returned in order for students to receive their final report card and/or diploma. Book number must match the number on the book receipt.
4. Payment must be made for all lost/unreturned textbooks (library books may either be paid for or replaced).
5. Students who do not account for lost textbooks will be denied a book in said subject the following school year.

## 16. GUIDANCE SERVICES

The purpose of the guidance services is to be of assistance to students, families, and teachers and to assist in making the educational process as effective as possible. These services are intended to help students with their academic, social, and emotional needs. The role of the **Guidance Counselor** is to:

1. Help students overcome obstacles.
2. Help students experience a smooth transition from elementary school, through middle school and on to high school.
3. Process students' high school applications.
4. Maintain up to date permanent records for every student.
5. Be a liaison for students among: parents, health coordinator, school psychologist, social worker, and school staff.
6. Assist in setting up peer tutoring programs.
7. Place new students in classes based upon incoming records/academic level.

## 17. BREAKFAST/LUNCH AND CAFETERIA

1. At the beginning of the school year, every student will be given a breakfast/lunch application form. This application will ask for information about family income in order to determine which students are eligible to receive either reduced rate breakfast/lunch or free breakfast/lunch. Students may also purchase lunch at the regular price or bring bag lunch to school.
2. It is imperative that "ALL CHILDREN RETURN A COMPLETED LUNCH APPLICATION, ON TIME!" (whether or not they intend to participate in the lunch program). **Funding for**

**Meyer Levin student activities, special programs, etc. depend on the compliance with this request.**

3. At the beginning of the lunch period, students must report directly to the cafeteria, sit at their assigned table, and follow the instruction given by any faculty member.
4. Students, who would like to have breakfast, must report to school no later than 8:00 a.m.

## **18. BUS TRANSPORTATION**

The Office of Student Transportation sets the guidelines for eligibility for bus passes.

Guidelines depend on grade and the distance from your official address to the school.

Grade 6:       Half fare – 10-19 blocks  
                  Free fare – more than 20 blocks

Grades 7-8:   Half fare – 10-29 blocks  
                  Free fare – more than 30 blocks

All self-contained Special Education students are entitled to free passes.

The above determination is not influenced by income. Current guidelines are subject to change each year.

## **19. MEDICAL EMERGENCIES**

In case of injury or illness, students must:

1. get a written pass to the Medical Office (Room 154) from the teacher.
2. report immediately to the Medical Office. If it is closed, report to the Main Office.
3. make sure that an accident report is filled out, if necessary.

**NOTE:** Depending on the severity of the illness/injury, parents/guardians will be called to take students home and to seek further medical attention.

## **20. EMERGENCY HOME CONTACT CARD**

Students will be given the Blue Emergency Home Contact Cards at the start of the school year. **Every parent/guardian must complete the Blue Emergency Home Contact Cards and have his/her child return them to his/her 1<sup>st</sup> period teacher by the end of the first week. The information on the card will prove to be vital in case of an emergency.**

## **21. LEAVING THE BUILDING**

No student is allowed to leave the school before dismissal, unless picked up and signed out by a parent/guardian whose name must be listed on the Blue Emergency Card. Phone calls or written requests will not be honored.

## **22. RETURN OF CONFISCATED ITEMS**

1. Confiscated items will be returned at the next scheduled PTA meeting. Check with PTA for meeting schedules.

## **23. DRILLS**

Periodically, Fire and Shelter Drills will be conducted. During Fire and Shelter Drills, students must:

1. Pay strict attention to the teacher in charge.
2. Refrain from talking and/or running.
3. Join the line of the nearest class if you are out of your classroom during a drill.

## **24. SCHOOL CLOSING**

On rare occasions, schools may be closed because of severe weather or other emergencies. At such times, students should listen to radio stations 880 or 1010 AM for news about school closings.

## **25. PTA ASSOCIATION**

PTA Meetings are held monthly. The annual dues are \$5 per family. Parents are urged to attend and participate in the many discussions and activities relating to their children's education.

Parents are encouraged to join the many committees formed during the school year.

Remember, it is better to be a part of the decisions and policy making, than to question them after they have been adopted.

## **26. LOST AND FOUND**

1. Articles found in and around the school should be turned in to the Lost & Found (Main Office).
2. Owners may claim their property by identifying them.
3. Students are cautioned not to bring any valuables to school.
4. If you wear glasses or a watch, keep track of them at all times.

## **27. DETENTION**

**Detention is designed to address certain infractions committed by students. The Eagle Academy arranges detention. Detention will be held before or after school. Students slated for detention will be issued a letter to their parents/guardians notifying them of the date and time of the detention.**

## **28. PENALTIES FOR INFRACTIONS OF SCHOOL RULES**

**1. Suspension or expulsion include weapon and/or drug possession, fighting, defacing school property, and showing disrespect of school rules.**

**2. Lateness to School:**

- a) Five (5) unexcused latenesses to school per marking period = 1 hour of after school detention.
- b) Chronic lateness: (a) parent will be called plus additional time served, (b) parent conferences may be necessary, (c) attendance teacher visits student's home.

**3. Lateness to Class:**

Possible Penalties:

- a) Warning by teacher.
- b) Three (3) latenesses per marking period = 1 "cut", detention is assigned, and is reflected in class grade.
- c) Chronic lateness: (a) parent will be called plus additional after school detention time served, (b) parent conference may be necessary.

**4. Cutting Class and/or Homeroom:**

Possible Penalties:

- a) Immediate phone call to parent/guardian.
- b) One-three (1-3) hours of after school detention.
- c) Chronic cutting (3 times per quarter): (a) pre-suspension conference with parent and four (4) hours of after school detention, (b) subject mark lowered.

**5. Truancy and Leaving School Without Permission:**

Possible Penalties:

- a) Immediate phone call to parent/guardian.
- b) Conduct sheet may be issued.
- c) Chronic truancy: (a) pre-suspension conference with a parent and or after school detention, (b) attendance teacher visits students' home.

**6. Disruption of Instruction:**

Possible Penalties:

- a) Teacher speaks to student.
- b) Parent/guardian notified by phone call or in writing.
- c) Chronic disruption: (a) refer to Dean, (b) after school detention, (c) pre-suspension conference with a parent/guardian and or after school detention.

**7. Disturbance of Lunchroom:**

Possible Penalties:

- a) Teacher-in-charge speaks to student.
- b) Student eats last.
- c) Parent/guardian is notified by phone or in writing.
- d) Student receives 1 hour of after school detention.
- e) Continued disturbance: (a) conference held with parent/guardian, teacher-in-charge and additional relevant staff members (b) In-house suspension

**8. Forgery:**

- a) Forgery or unauthorized marks of any school-related material is strictly forbidden.
- b) Items include report card, referral slip, teacher letter, parent letter, early excuse note, late pass, out-of-room pass, section sheet, and another student's work.

Possible Penalties:

- a) Parent/guardian is notified by phone or in writing.
- b) A conference is held with parent/guardian.
- c) Pre-suspension conference with parent/guardian and or after school detention.
- d) Repeated offense: suspension from school with parent/principal conference upon return.

**9. Cheating:**

- a) Cheating is strictly forbidden.
- b) Items include copying another student's class work, homework, or test responses.

Possible Penalties:

- a) Parent/guardian is notified by phone or in writing.
- b) Student receives "0" on test or assignment.
- c) A conference is held with parent/guardian.
- d) Pre-suspension conference with parent/guardian and or after school detention.
- e) Repeated offense: failure in subject area.

**10. Theft:**

- a) Stealing is strictly forbidden.
- b) Items include any property belonging to another, including bus pass, out-of-room pass, , or any school property.

Possible Penalties:

- a) Return of item and/or payment of fair value.
- b) Pre-suspension conference with parent/guardian and or after school detention.
- c) Calling police may be necessary if not settled at school level.

**11. Vandalism of School or Equipment:**

- a) Vandalism, including graffiti, is strictly forbidden.
- b) Items include use of markers, paint, tools, white-out, etc.
- c) Defaced items include school building (inside and out), school books and equipment, or another person's belongings.

Possible Penalties:

- a) First offense: repair or removal by student, if possible.
- b) One-four (1-4) hours of after school detention.
- c) Payment for repair or replacement.
- d) Pre-suspension conference with parent/guardian and 4 hours of after-school detention.
- e) Suspension from school with a parent/principal conference upon return.
- f) Calling police may be necessary if not settled at school level.

## **12. Fighting, Harassment, Assault, Extortion:**

- a) Fighting, violence, and causing others to fear for safety is strictly forbidden.
- b) Potential conflicts should be brought to the attention of the Dean, Assistant Principal, or Principal. This will allow mediation, or peaceful conflict resolution to take place.

### Possible Penalties:

- a) Pre-suspension conference with parent/guardian and or after school detention.
- b) Repeat offenses or an unprovoked assault causes automatic suspension from school with a parent/principal conference upon return.
- c) Applying the recommendations of the Chancellor's Regulation

## **13. Possession or Use of Alcohol, Contraband, or an Illicit Substance:**

- a) Use, possession, or transportation of any contraband is strictly forbidden.
- b) Items include alcohol, any illegal drug, or any weapon.

### Possible Penalties:

- a) Pre-suspension conference with parent/guardian.
- b) Applying the policy of the Chancellor's Regulation

## **14. Gambling:**

- a) Gambling of any kind by students is forbidden.

### Possible Penalties:

- a) Parent/guardian is notified by phone or in writing.
- b) A conference is held with parent/guardian.
- c) Applying the Chancellor's Regulation.

## **16. Additional Items:**

- a) No MP3 players, PSP's, Nintendo DS's, electronic games, or cell phones are permitted in school.
- b) Gum chewing is not permitted in school.
- c) No food or drink is permitted outside the cafeteria.
- d) No felt tip markers are permitted in school.

### Possible Penalties:

- a) Parent/guardian is notified by phone or in writing.
- b) After school or morning detention may be assigned.
- c) A conference is held with parent/guardian.
- d) Item will be confiscated (see Return of School Property).

- e) Pre-suspension conference with parent/guardian and/or after school or morning detention.
- f) Repeated offense: suspension from school with a parent/principal conference upon return.

**17. Improper Attire and/or Grooming (see Attire and Grooming):**

Possible Penalties:

- a) Parent/guardian called to bring a change of clothes to school.
- b) In school-suspension.
- c) Repeated offense: pre-suspension conference with parent/guardian and morning or after-school detention.

## **SCHOOL SUPPLIES**

Please be advised that the following supplies should be purchased for your son/daughter for the school year commencing September 2005:

- 5 black and white marble composition notebooks
- Crayons or colored pencils
- Blank computer paper
- Construction paper
- Pens and (# 2 )pencils
- 10 pocket folders
- Loose leaf binder and paper ( 1 large enough for 4 major subjects)
- Index cards
- Box of tissues
- Sharpener
- Stapler and staples
- Ruler
- Glue sticks
- Highlighters
- Scotch tape
- Pencil eraser
- reinforcements