

KIND.

101 Cathy Goforth
 102 Lisa Bowers
 103 Julie Holland
 104 Pat Mason
 105 Mary Coleman
 106 Dena Huddleston
 107 Tori Gray
 108 Jayne Clark

SECOND

304 Kevin Miller
 305 Mary Semar
 306 Amy Watkins
 307 Elaine Gordon
 308 Karen Wright
 309 Mat Pullen
 310 Nicole Mullins
 311 Diane Clark
 300 Cathy Ruble

FIRST

201 Randi Neff
 202 Dee Chitwood
 203 Diana Asher
 204 Patsy Wallace
 210 Debbie Stevens
 211 Donna Hughes
 303 Renee Wilfong

SPECIAL TEACHERS

Denise Redinger
 Lisa Short
 Mary Ragsdale
 Kimball Crum
 Lois Pallo
 Sherry Basler
 Mary Manion
 Karen Wright
 Lisa Reichert
 Elaine Bone
 Brianna Shelton
 Leslie Jones
 Penny Huff

STAFF

Mike Jarvis – Principal
 Cathy Usher – Secretary
 Jennifer Huff – Counselor
 Beth Key – Nurse

Debra Voyles - Custodian
 Rick Whaley – Custodian

Ron Sundhausen – Custodian
 Diane Moore-Para
 Rhonda Rhodes-Para
 Andrea Huff- Para

COOKS

Teresa Stephens
 Vicki Pullen
 Kim Flowers
 Lynn Ellis
 Susan Lyeki

EARLY CHILDHOOD

Hope Jarvis – Teacher
 Cheryl Lange – Teacher
 Rhonda Chandler – Para
 Donna Freer- Speech
 Shelly Andrews- Therapist
 Tertia King- Therapist

PAT

Carolyn Bittick
 Pamela Mayberry
 Alica White
 Judith George

MISSION STATEMENT

The Central R-III School District strives to involve students, parents, staff and the community as partners in the educational process to develop life-long learners and responsible citizens in an ever-changing society.

The district will provide varied opportunities to increase skills, broaden knowledge, enhance application skills and develop work habits necessary to **successfully**:

1. Seek and maintain employment;
2. Further education through a trade or technical school; and/or
3. Attend an academic college or university.

Central Home Page

www.central-ph.k12.mo.us

Click on Central Elementary

Links: Teachers and staff, Homework, Favorite Links, Supplies, Monthly Menu, Monthly Calendar, Character Education.

Principal's Notes: Today's Tip for Parents, Ideas for Parents.

VISITOR PASS

**PLEASE CHECK IN AT THE OFFICE
 WHEN YOU VISIT OUR CAMPUS
 AND GET A VISITOR PASS. THIS IS
 TO PROTECT OUR STUDENTS.**

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SENDING FOOD TO SCHOOL

Due to the recommendation of the Department of Health and Safe Health and Hygiene Practices, only pre-packaged commercial food will be allowed at parties and in the classrooms.

Parents, please do not send any food for parties or treats to the classroom that is not prepackaged.

CLASSROOM PARTIES

Classroom parties will be scheduled throughout the school year. Parents are encouraged to help with these events. However, there will be a limit of **no more than 5 parents** per classroom. As this is your child's special treat, younger siblings **should not** attend class parties.

****Parents are invited to eat breakfast or lunch with their child at any time. Arrangements can be made by calling the school office or sending a note to the classroom teacher. Payment can be made as you go through the line.**

IMPORTANT DATES TO REMEMBER

September 10	Grandparent's Day Breakfast	K-1/2 First (Wilfong, Neff, Chitwood)
September 13	Grandparent's Day Breakfast	1/2First-Sec. (Asher, Stevens, Hughes, Wallace)

HINTS AND TIPS

PRINCIPAL'S MESSAGE

Education at Central Elementary is designed to meet the needs of each individual student. The administration and staff at Central Elementary believe that every child is a unique and special individual who can learn. We believe that it is our responsibility to serve as facilitators for the nurturing and developing of every child's maximum potential; academically, physically, socially, and emotionally. We are committed to providing opportunities, which will assist students in making self-directed, realistic, and responsible decisions when solving problems that may confront them in our multicultural, ever changing world.

Ultimately, each student will gain from school according to the effort he/she applies. To increase the degree of educational success, it is very important that teachers, parents, and administrators communicate openly and frequently concerning the progress of students.

We all want the best for your children, but we are not enough. You the parent/guardian must play a key role in the education of your children. Your words of encouragement, a hug when the day has been rough, your interest in your children's work, and your presence at school are **vital!**

Parents count! Come to school, meet us, talk to us and volunteer your time and energy. Your involvement will show your children that you value their education. **Let's work together!**

Mike Jarvis
Principal (K-2)

For your child's own safety please teach him/her the following: first and last name, address, phone number and parent's name.

We encourage you to let your child ride the bus the first day of school. The address you supply us with, your home or babysitter or daycare, will be the address that we will deliver your child to each day. If there is a change, you will need to make arrangements for your child to be picked up at school or at the address you have given us.

If you desire to help your child prior to beginning school, such as printing his/her name, please emphasize the use of small letters instead of all capitals. This will be the way the student will be expected to print it at school.

Students are required to be dependable and take care of personal needs such as fastening clothing, using the restroom, blowing nose, keeping up with personal items, etc. Please practice these skills prior to school.

Good attendance now builds a firm foundation for the students to continue throughout their schooling. Our policy is to alert parents to the excessive absences or tardies of any student. Please see that your child comes to school everyday on time.

Visitors

For the safety and security of guests and students, visitors are required to present themselves at the office upon arrival at Central Elementary. In the office, visitors will sign in and receive visitor badge. Upon departure, visitors are asked to return to the office to sign out. Parents are not only welcome, but also encouraged to visit Central Elementary.

NOTICE OF COMPLIANCE

Title IX

This is to notify the public, employees, and students that the Central R-III School District is an equal opportunity employer and is in compliance with public law 92-318, Title IX. Central School District does not discriminate on the basis of sex in its educational programs, activities, or employment.

Section 504

In order to fulfill its obligations under Section 504 of The Rehabilitation Act of 1973, the Central School District recognizes its responsibility and will not permit discrimination in policies and practices regarding its personnel and students.

1990 Civil Rights Law

Americans with Disabilities Act (ADA)

Central School District will provide equal access to its educational facilities and programs for individuals: 1) with records of or those with physical or mental impairments that substantially limits one or more major life activities; 2) and to individuals who are regarded as having such an impairment, whether they have the impairment or not. A free and appropriate education in the least restrictive environment will be available to all children with disabilities.

Individuals with Disabilities Education Act (IDEA)

Central School will implement appropriate procedures that will meet special education compliance requirements for public notification, student identification, placement and programs in accordance with IDEA. The school will provide a free and appropriate education in the least restrictive environment to all children with disabilities.

Grievance Procedure

A grievance procedure has been adopted by the Central School District to expedite prompt and equitable resolution of any complaint. Any student, parent, or employee alleging non-compliance with any part of Title IX, Section 504, ADA, , or IDEA should file a written complaint with **Mrs. Barb Bouchard**, Director of Special Services, Central R-III School District, 200 High Street, Park Hills, MO 63601.

Safe Schools Act Reporting Agreement

The Central R-III School District agrees to report any incident in which a student is believed to have committed an act that if committed by an adult would be considered third degree assault. The district will generally only report such actions if there is exertion of physical force with the intent to do serious physical injury to another person while on school property, including a school bus in service on behalf of the district, or while involved in school activities. The district reserves the right to report any action to the police that is deemed necessary to preserve good order in the school district.

The Privacy Act of 1974

"Any federal, state or local government agency which requests an individual to disclose his social security account number shall inform that individual whether that disclosure is mandatory or voluntary, by what statutory authority such number is solicited, and what uses will be made of it."

Central Elementary uses student social security number for student identification on school records.

Special Education Services

The Central R-III School District has the primary responsibility to develop, improve, and extend public school classes and services for exceptional children three years of age through twenty who reside within the district. Programs for exceptional children are developed through full time and/or resource rooms, itinerant services as well as homebound or contracted services. Proper adjustments in curriculum materials, equipment, and methods of instruction are utilized. Special services available within the district include programs for:

- Early childhood Special Education
- Mentally Disabled
- Learning Disabled
- Behavioral Disorders
- Physically/Other Health Impaired
- Speech and Language Disordered
- Hearing Impaired
- Visually Impaired
- Autism
- Traumatic Brain Injured
- Homebound Instruction (for pupils who, for medical reasons, Can't attend school)

Pupils with severe mental disabilities and pupils who are blind or deaf may be referred to state agencies that will **provide an appropriate** educational program to meet the individual student's needs.

Students needing services are provided by the district will receive appropriate services provided through contractual arrangements entered into by the district.

Pertinent medical, psychological, educational and other information and/or data must be obtained for each student prior to program placement, and shall reflect the student's level of performance and expected academic growth. Re-evaluation shall be provided periodically to assure that information is current and reliably reflects the student's development and placement. All students in special education programs shall be re-evaluated every three years.

Assignment to special education programs shall be based on evaluation results and educational recommendations. The student's parents or guardian will be informed of the results of the evaluation and the basis for special educational services.

If your child has a confirmed disability or is suspected of needing special education help and is not receiving this help, please contact **Mrs. Barbara Bouchard**, Director of Special Services, Central R-III School District, 200 High Street, Park Hills, Missouri 63601, or telephone 431 –2713

SCHOOL ATTENDANCE

Please keep your child's absences and tardies to a minimum. If your child is ill, call the school office and provide a medical excuse when possible. As a state mandated reporter, the principal must report excessive and/or unexcused absences to the proper authorities.

Good attendance is the first step towards a good education and a successful future. Please see that your child is headed in the right direction! Get him/her to school everyday on time.

* * * * *

MEDICAL INFORMATION

Absenteeism

If your child is absent from school for a communicable disease or any other reason, you should contact the school and send a note to school with your child when he/she returns. We must document why students are absent from school.

Administering Medicines to Students: Giving of medicine to children at school is discouraged and restricted to necessary medication that must be given during school hours. When medicine is to be administered by the school officials, whether prescription or non-prescription, the medicine must be accompanied by a label affixed by a pharmacy or physician. *In addition*, **written** instructions and permission, signed by the parent(s)/guardian **and** the physician, will be required and will include:

- | | |
|-------------------------|---|
| - Child's name | - Time to be administered |
| - Date of prescription | - dosage |
| - Name of medication | - possible side effects |
| - Purpose of medication | - termination data for administering the medication |

The administration of the medicine to a pupil, when all the above conditions have been met will be limited to the school nurse, the principal or other designated person(s). All medications will be kept in the nurse's office or the principal's office. The parents of the child must assume responsibility for informing school personnel of any change in the child's health or change in medication. There will be no exceptions to this.

Communicable Disease

Please report any contagious disease such as chicken pox, strep infections, pink eye, etc. to the school nurse. If we are aware of these things, we can be prepared and watch for this in other students.

Conjunctivitis (Pink Eye)

All students thought to have conjunctivitis (red, watery, itchy eye) will be sent home and need to be taken to a doctor for treatment. The child should be excluded from school for 48 hours (2 days) after treatment has begun in order to reduce the chance of spreading to other students.

Headlice

When your child is found with headlice, please report this to the school nurse. This is important to prevent reinfestation and controlling the problem. It is very important that you, the parent, check your child or children weekly. If your child is found with headlice at school you will be contacted to pick up your child/children at school. You will be given procedures to rid the problem. Your child will be excused no more than three school days to complete the procedure and return to school with no nits and/or lice. You must accompany your child when he/she returns. Bring with you proof of treatment (i.e. lice spray and lice shampoo) and remain with your child until the nurse checks for nits and lice. Do not send your child to school on the school bus until the nurse has given approval for your child to return to school. Every child must be nit and lice free before they can ride the school bus and remain at school.

The St. Francois County Health Department suggests that we notify **all** parents when the school has identified at least 10% (about 45 students) of the school population with headlice. Fortunately, we have never been even close to this number!

Illness and Injuries

Minor bumps, bruises, cuts, and scrapes acquired at school will be cleaned, bandaged, or an ice pack applied as the staff deems necessary. Parents will be notified when needed. Any child with rash or questionable contagious illness/disease must leave school so they can be cared for properly.

Immunizations

All students are required to follow Missouri State Amendment 19 CSR 20-28.010 to be allowed to stay at school. All students enrolling in the Central R-III School District will be excluded from school the day of enrollment, unless the school receives sufficient evidence that the student(s) has been vaccinated as required.

Sick Children

Please make sure we can contact you or someone who can pick your child up in case they are sick. If your child has a fever, or is vomiting, we will need

someone to come pick them up immediately. Parents are responsible for having someone on the data sheet who can pick up sick children.

Thank you for your help and if you have any questions regarding the aforementioned information, please contact us during school hours.

Beth Key, School Nurse Central Elementary, 431-1300

REFERENCE COPY

File: JHCDE

**AUTHORIZATION FOR MEDICATIONS TO BE TAKEN
DURING SCHOOL HOURS**

PARENTS [Parents must complete this section.]

School

Child's Name

Last

First

Sex _____

Grade _____

Date of Birth

Physician's Name _____

Telephone

Physician's Address

I request that my child be assisted in taking the medicine(s) described below at school by authorized persons or be permitted to medicate himself/herself as also authorized by me and our physician.

Parent/Guardian Signature _____

Date

Home Phone _____ Emergency Phone

* * * * *

PHYSICIAN [Must be completed by physician.]

Diagnosis:

Medication (Form and Dose):

Additional information:

Child is permitted to medicate himself/herself. Yes N

Physician's Signature _____

**GOOD CITIZENSHIP PROGRAM
"TOGETHER WE GROW"**

PLEDGE: Every school day is started with the Pledge to the American Flag and the

Central Elementary School Pledge. All the students and adults stand at attention and recite the pledge in unison as they are led by the principal over the school intercom.

PRINCIPAL'S NEAT NOTES: Each staff member receives Neat Notes from the principal to give to students for special recognition. When a student collects five Neat Notes he/she can get a treat from the Principal's Treasure Chest.

PERFECT ATTENDANCE CERTIFICATES: Students who have perfect attendance for a quarter will receive a special certificate at the end of the year. A certificate for commendable attendance will be awarded to those missing one or two days and a perfect attendance certificate will be awarded to those with perfect attendance all year.

CHARACTER EDUCATION PROGRAM: Each MONTH we put special emphasis on a positive trait. The word and definition are read over the intercom each Monday morning and listed on our monthly school calendar. Students learn to spell and to define the words and incorporate into daily living.

- September: Respectful
- October: Honesty
- November: Thankful
- December: Giving
- January: Friendship
- February: Caring
- March: Responsibility
- April: Fairness
- May: Polite/Manners

CODE OF CONDUCT -- (K-2)

Listed below are some of the infractions and the manner in which they might be handled:

1. Talking without permission
2. Coming to class without books, pencil, paper and other items
3. Leaving seat without permission
4. Running in the building
5. Yelling or disruptive talking
6. Minor vandalism
7. Defacing school property
8. Failure to complete assignments

1. Refusing to do assigned learning tasks
2. Cheating
3. Cursing
4. Using abusive language with fellow students
5. Lying
6. Misbehaving on school bus or bus stop
7. Misbehaving on the playground

1. Truancy
2. Fighting
3. Disruptive behavior
4. Disrespectful to school personnel

Disciplinary action [could be one or more of the following]:

1. Reprimand by teacher and/or principal
2. Conference with parents
3. Loss of free time
4. Corporal punishment
5. Do housekeeping chores
6. Suspension

1. Reprimand by teacher and/or principal
2. Conference with parents, contacting parents by telephone
3. Loss of free time -- detention
4. Corporal punishment
5. Suspension
6. Restricted from riding the school bus

1. Conference with parent contact parents by telephone or letter
2. Suspension
3. Corporal punishment
4. Loss of free time detention

Situations or problems related to discipline for which no policies or guidelines exist, and the principal, subject to review will resolve which require immediate action, by the superintendent and Board of Education.

Code of Conduct applies to all after school programs.

SCHOOL RULES AND DISCIPLINE

To ensure that the learning atmosphere is safe and orderly, the following school rules are necessary and required of all students:

- Show common courtesy
- Be on time
- Complete your work
- Show pride in your school
- Practice safety
- Respect property

Students are expected to put forth their best effort and to conduct them at all times in a manner that will promote a safe, orderly learning environment.

GENERAL STUDENT REGULATIONS

1. The use or possession of tobacco, alcohol, or drugs is forbidden.
2. Fighting in school is not acceptable.
3. As a safety measure, these items are not allowed at school: guns (**including play guns**), firecrackers, matches, cigarette lighters, knives, weapons, skateboards or glass containers.

SCHOOL PROPERTY

Students are expected to be responsible for all textbooks, library books, desks, and school property issued to them. Students are expected to pay for property that is lost or damaged.

PERSONAL STUDENT PROPERTY

All items brought to school should be labeled with the student's name (coats, book bags, lunch pails, class supplies). Students are not to bring toys to school without the permission of their classroom teacher. Toys brought to school without permission will be taken and can be reclaimed by the student's parent from the office.

INSURANCE

Students insurance is available at the beginning of each school year for a nominal fee. Families who do not have adequate family insurance coverage are encouraged to take school insurance. Ask for the form at Open House

SCHOOL HOURS
DURING NORMAL OPERATION, THE SCHOOL DAY BEGINS AT 8:00A.M. AND
ENDS AT 2:50 P.M. STUDENTS WHO ARRIVE TO SCHOOL LATE SHOULD CHECK-
IN AT THE OFFICE IN ORDER TO BE ADMITTED TO CLASS.

BUS GUIDELINES

The purpose of the guidelines is to stress the importance of proper bus conduct and safety. The school reserves the right to administer consequences for inappropriate behavior even though the behavior or consequences might not be specified in the written rules.

The following has been reprinted from the Missouri Pupil Transportation Laws, Regulations and Standards, with some added local regulations:

1. Driver is in charge of the pupils and the bus. Pupils must obey the driver promptly and cheerfully. It may be necessary, or convenient in loading and unloading, for driver to assign pupils to certain seats or areas in which to sit.
2. Pupils should obey and respect the orders of monitors or patrols on duty.
3. Pupils must be on time; the bus cannot wait beyond its regular schedule for those who are tardy.
4. Pupils should never stand in roadway while waiting for the bus. Do not trespass on private property or create a nuisance at business places.
5. When bus approaches a loading zone, pupils should remain back 3 or 4 feet; wait for bus to stop and driver to open the door.
6. Pupils must not try to get on or off the bus, or move about within the bus, while it is in motion.
7. Pupils must not at any time extend arms or head out of bus windows.
8. Keep the aisles clear. If necessary for you to stand, hold on to the back of a seat frame.
9. Classroom conduct is to be observed by pupils while riding in the bus, except for ordinary conversation.
10. Unnecessary conversation with driver is prohibited.
11. Pupils must observe directions of the driver and the patrol when leaving the bus. If you have to cross the roadway, ALWAYS cross in front, a few feet away from the bus, so the driver can see you. Go straight across the roadway, do not angle.
12. Any damage to bus should be reported at once to the driver. (Parents, according to law, are responsible for damage to school property.)
13. If pupil is involved in an accident or injury, it should be promptly reported to the bus driver and principal.
14. No eating, drinking or smoking on bus at any time. Help keep bus neat and clean.
15. Failure to obey rules and regulations, and any pupil disturbances will be reported to the principal. Serious infractions could result in pupil's loss of privilege to ride the bus.

DAILY SCHOOL SCHEDULE

	Breakfast:
	All 7:15-7:55
	Lunch:
Bell Schedule	Kindergarten 10:45-11:15
7:55 School Pledges	First Grade 11:20-11:50
8:00 Dismiss to Classrooms	Second Grade 11:55-12:25
2:50 Dismissal Bell	
	Recess:
	Kindergarten 11:15-11:30 1:30-1:45
Note:	Kindergarten classes are held for the full day and are in session from 8:00 a.m. to 2:50 p.m.
	First Grade 11:50-12:05 2:00-2:15
	Second Grade 10:00-10:15 12:25-12:40

Gifts of flowers and balloons sent to students at school must be picked up by parents. These items will no longer be transported on buses due to safety reasons.

SCHOOL LUNCHROOM PROGRAM

In order to provide an efficient program, we are asking for your cooperation on the following items:

1. Students should have correct change each day.
 - a. Costs:

Breakfast	Lunch	
75¢ (full pay)	\$1.30 (full pay)	
30¢ (reduced pay)	.40¢ (reduced pay)	Students

receiving a free lunch will also receive a free breakfast.
 - b. Lunch and breakfast must be paid separately. Money for each meal is kept in separate accounts.
 - c. If you want to pay for a full week, please send that money on Friday for the next week.
2. Serving times:
 - a. Breakfast 7:30-7:55 a.m.
Students arriving at school after these times will not be served breakfast. (Exceptions will be made for students arriving late to school due to bus problems or breakdowns.) Students who walk to school or are brought by parents must be in the cafeteria before 7:55 a.m.
 - b. Lunch is served according to the class schedule.
3. Food choices: due to state guidelines, a full breakfast and lunch will be served to each child. Menus are published weekly in the *Daily Journal*. Students will be given a menu and a school calendar each month.

Please encourage your child to eat breakfast either at home or at school. Research shows that students who have eaten breakfast are more alert and ready for learning.

Thank you for your cooperation in making our lunchroom programs a success!

CENTRAL R3

SUPPLY LIST

(Please be sure that your child's name is permanently printed on each item.)

KINDERGARTEN

4 pencils	1 box of washable markers
1 box of 8 crayons	1 box of color pencils
1 box of 24 crayons	1 pocket folder
2 glue sticks	
2 blunt scissors	
2 big pink erasers	
1 school box	
1 school bag or backpack	
1 full-size box of kleenex tissues	
man's old shirt (to be used for painting times)	

FIRST GRADE

4 pencils	1 one inch 3 ring binder
2 box of kleenex (200 count)	1 small school box
2 box of 16 crayons	1 big pink eraser
1 box of 24 crayons	1 two pocket folder
2 scissors	1 70 page wide rule spiral
2 glue sticks	
2 bottles of glue	
1 box of ziplock bags	
1 school bag or backpack	
shoes suitable for gym	

SECOND GRADE

2 pencils per week	1 box markers 8-10
1 school box	1 set wipe off markers
2 boxes of kleenex	2 pocket folders
1 cap erasers	1 one inch 3 ring binder
1 box of crayons	1 composition note book
1 glues	
1 scissors	
suitable shoes for gym	
man's old shirt (to be used for art class)	

PARENT TEACHER CLUB

K-5 Parents and Teachers are invited to join our organization to show cooperative support for Central students. The club meets the 2nd Tuesday of the month, seven times a year. The meetings are fun and informative.

Annual fund raisers and book fairs raise funds for playground equipment, field trips, and other educational activities for the students.

	PTC Executive Committee
President	Kim Bland
Past President	Cheryl Donaldson
Secretary	
K-2 Treasurer	
K-2 Teacher Rep.	Donna Hughes, Nicole Mullins, Tori Gray

Executive Mambers: Kim Bland, Kim Manion and Allison Manion

Upcoming PTC Programs
September 21- First meeting
Feb. 15-1st grade program
March 15- Kindergarten program
April 19-2nd grade program
All meetings start at 7:00pm

Parents As Teachers PAT

Parent Educators:
Carolyn Bittick 760-8720
Pam Mayberry 518-0607
Alica White 518-1032
Judith George 431-2990

PLEDGE TO THE AMERICAN FLAG

I pledge allegiance to the flag
of the United States of America,
and to the Republic for which it stands,
one nation under God, indivisible,
with liberty and justice for all.

Resolve

CENTRAL ELEMENTARY SCHOOL PLEDGE

Today will be a great day!
I will follow the rules.
I will act in a way
that I will be proud of myself
and others will be proud of me, too.
I came to school to learn.
I WILL learn.
Today I will be the best person I can be.

Conflicts

Real Friends
don't let
Friends
take drugs