

Larimore Elementary We're Wild about Larimore

Student & Parent Handbook

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Website: https://www.hazelwoodschools.org/larimore

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Dear Larimore Families,

Welcome to the 2022-2023 school year! We know that you share the Hazelwood and Larimore Elementary School's goal of providing a safe school environment. In order to help us reach that goal, we ask you to please read and review this Student & Parent Handbook with your student(s). After you have reviewed this handbook, please complete the quiz and sign the enclosed affidavit, found on the last page of this handbook. Please return the quiz and signed affidavit to Larimore Elementary School.

Thank you for your cooperation in helping make our school a safe place for learning.

With much appreciation,

Larimore Elementary School (Administration

Dear Larimore Elementary Families,

I want to officially welcome all of you to the 2022-2023 school year! I am privileged to have the opportunity to serve as your Principal. I feel honored to work with our highly qualified and dedicated staff, our wonderful students, and all of the supportive parents.

The elementary years are critical times of development for students and families and I look forward to working with all of you to make this school year successful. The staff is thrilled that you have entrusted your children's education to us. We will make every effort to help your child achieve academically and socially this year. It is our goal to create an enriched learning environment that engages each student. Of course, we need and welcome your support and cooperation. You play a key role in the academic success of our students; therefore, school/parent communication is crucial.

As the leader of our Larimore family, I strongly believe that every child can learn and achieve the highest level of academic success with the proper preparation and support. To ensure a successful school year please:

- Make your child's prompt attendance to school a priority Breakfast is from 8:25 8:45 am and instruction begins promptly at 8:50 am daily.
- Provide a supportive climate for homework and make sure it is being done at a regular time and in a regular place. Routines are great for young children.
- Return all requested forms and documents to school in a timely manner.
- Allot time for reading and practicing basic math facts with your child on a nightly basis.
- Reinforce with your child an attitude of responsibility for learning and to respect themselves, the school, staff and other students.

Our instructional program will be far more effective with your active participation. Please send your children to us well behaved, on time, in uniform, equipped with the proper materials, and ready to learn. We, in-turn, will send them home to you prepared to meet the challenges of the future. Together we will make this an awesome school year!

Sincerely,

Mrs. Kimberly Meeley

Dear Larimore Elementary School Community,

It is an honor to serve the Larimore Community as assistant principal. I share in this school community's commitment to caring for our children each and every day while providing them a world-class learning environment.

I enter into this role as a seasoned elementary teacher, and Special Education Teacher. In addition to my role as an educator, I am first and foremost a husband and father. My wife and I are raising two children, and a dog.

My conversations with district staff and families over the last few months have brought me privileged insights into the core beliefs and values that underlie the Larimore School Community. With my goal of continuing the traditions that reestablish Larimore as a pillar in the community, I am committed to always exploring new ways to meet the needs of all students and to more effectively communicate with parents and community members. I am committed to building upon the school's rich traditions and history.

We will be meeting with parents, students, and staff throughout the year to identify specific goals in the areas of student achievement, school climate, and parent communication. Our first Meet and Greet opportunity will take place on Wednesday, Aug. 17th, 2022 from 5:00 - 7:00pm at Larimore Elementary School. Please stop by and introduce yourself.

I hope that you are as excited for this coming school year as I am. It is going to be a fun year learning together.

In closing, please know that my door is always open to you. I heartily welcome your conversation and positive input throughout this year. Let us always keep our students the primary focus of our work. I look forward to celebrating our collective successes during the 2022-2023 school year.

Enjoy the remaining days of summer!

Sincerely,

Mr. Harrington

Assistant Principal

Larimore Elementary School

jharrington@hazelwoodschools.org

314-953-4509

Attendance

Regular attendance is an important factor in student success. Learning occurs in a definite sequence which, when interrupted, places additional responsibilities on your child.

IRREGULAR ATTENDANCE IS ONE OF THE MAIN CONTRIBUTING CAUSES OF UNSATISFACTORY AND/OR FAILING GRADES.

The school day begins at 8:50am. Dismissal is at 3:50pm.

Student Absence & Tardiness

- If a child arrives late for school, he/she is to report to the office prior to going to his/her classroom. A Parent must also buzz the office to sign in the child.
- If a child arrives after 9:00 a.m., he/she is marked absent for the corresponding number of minutes missed.
- Early dismissals also count against your student's attendance. The number of minutes/hours marked absent depends upon the time the child leaves school.

If you know in advance that your child will be absent, please notify the school either by phone call, (314) 953-4500 or by a note stating:

- The date(s) of absence(s) or tardiness
- The reason for being absent or tardy
- The note must also include a parent or guardian's signature
- Each student absent due to illness must see the school nurse upon return to school.

If you have not notified the school that your child will be absent, someone from school will call you to check on his/her well-being.

Students with excessive absences, including multiple late arrivals and early dismissals, will be referred to the school social worker and will be connected to outside interventions for continued support.

Arrival & Breakfast



- Students may begin entering the building at 8:40 am
- After 9:00 am, please bring students to door #1 as they will need to be check in and get a tardy pass
- Students should enter through the door #17 to the east of the main entrance and report directly to class upon arrival. Morning meeting will always take place in class.
- Breakfast begins promptly at 8:40 a.m. Breakfast is free of charge to every Hazelwood student.
- Bus riders are dropped off in front of the building on Trampe Ave. They will enter through door # 2 well. Walkers will enter through the same door. The car riders are dropped off at the circular driveway (#17) where they will be greeted and escorted by staff.
- Parents and guest needing to visit the school should ring the bell at the front door. Please do not enter the school via any other door at any time.

Dismissal

Car Riders



- Our car rider circler is at Door #17.
- We use our iDismiss electronic system, which will be in full swing after the first week of school (we will distribute cards with bar codes on them for each family by week 2).
- For the first week, we will use walkies until all cards are printed and distributed. For families that have cards, we can scan them during the first week.
- Staff will approach cars and scan the iDismiss card OR ask your children's names and their dismissal request will be communicated inside the school. Children will be called in the order that they are requested, and dismissed by staff and walked to their cars.
- Cars will be directed to the exit by staff.
- We ask all parents to please remain in your car during this drive-thru process.

Bus Riders



• We will load bus riders on the bus starting at 3:50 p.m. via Kid Account. All students will be dismissed from classrooms.

- In the occurrence of a late bus, parents will be notified via text and email with the delay and a status update.
- All students being picked up before dismissal must be signed out by an adult that is on the approved pick-up list.
- Changes to your child's dismissal routine (for example, a pick-up instead of bus) should be made by sending a signed note with contact information or calling the office before 3:20 p.m.

Early Dismissal of Students

Parents are asked to show they value for instructional time as much as we do by limiting appointments to before and after school. If it is necessary for a student to leave school early, perhaps to keep a doctor's appointment or in an emergency, it is necessary for your child's safety that the parent or guardian come to the office with official identification so that the school knows with whom the child is leaving. Only the names on the pickup list can pick students up. Sometimes in an emergency, parents can send written requests if a student will be picked up by someone who is not on the list.

- Only pick up your child from the office.
- Early dismissals must be called in before 3:20 p.m. in order to ensure student notification before dismissal.
- Please be sure the office has a list on file of adults (18 years or older) who are
 designated to pick-up your student. Adults who pick-up students will be asked to
 show identification for verification.
- Teachers have been instructed to release students only when approved by the office.
- If at all possible, please wait until dismissal time so that your child's attendance is not impacted and so that instruction is not interrupted.

Change of Address & Telephone Number



For the safety and welfare of our students, it is imperative that the school has an accurate address and telephone number(s) for each student. Parents are required to inform the school of any address, home/work telephone number, or cell number changes during the school year. Should your address change, you will be required to provide a current proof of residency (lease, gas, electric, or water bill). Please designate an additional emergency contact person to be called in the event the school is unable to contact the parent or guardian.

Visitors

To help ensure the best instructional quality for our children....

- All visitors (including parents/guardians) are required to have an appointment.
- All visitors must sign-in and be cleared and receive a visitor badge, identifying the individual as a district-approved visitor.
- Visitors are welcome to visit the instructional spaces; however, instruction must not be interrupted, and the teacher will designate areas for observers in keeping with the good order and flow of classroom activities.
- If you wish to speak with a specific teacher or staff member, an appointment is required.
- All visits are at the discretion of the principal or designee.

Volunteers

There are a variety of opportunities for parents as well as others in the community to volunteer at Larimore. Volunteers enable the school to provide greater service to our students.

Parents and community members join the Hazelwood School District (HSD) as new HSD Heroes/Volunteers. HSD Heroes/Volunteers can serve Larimore in many ways such as helping with classroom parties and school events, working one-on-one as a mentor, or chaperoning students on field trips.

Below is an explanation of the **two levels** of HSD volunteers and the process to obtain a HSD Volunteer ID.

Level 1

- 1. A Level 1 HSD Heroes/Volunteer is allowed regular and frequent contact with students, can work unsupervised or one-on-one with students, or can serve in a supervisory role. Level 1 volunteers are authorized to attend fieldtrips and ride HSD buses to fieldtrips when space is available.
- 2. To obtain an HSD Volunteer Level 1, you must complete the following:
 - HSD Volunteer Packet, which includes
 - 1. volunteer application
 - 2. volunteer agreement
 - 3. confidentiality agreement
 - 4. technology usage agreement
 - 5. universal precautions statement
 - Background screening using the Missouri Department of Health and Senior Services, Worker Registration Form. There are two ways to accomplish this:

ONLINE

- Go to www.dhss.mo.gov/FCSR to complete the Worker Registration Form.
- Registration will include a payment of \$13.25 by credit/debit card o The application is processed in about two weeks.
- The Family Care Safety Registry (FCSR) confirmation will be emailed from the state of Missouri to the applicant.
- Submit the FCSR to the school with the HSD Volunteer Packet
- The school will send the completed packet to the Communications Department for processing.
- A postcard from HSD notifying you of your volunteer status is mailed to your home for you to come in to get your volunteer ID.

PRINTED FORM

- 1. A copy of the Worker Registration form is included in the HSD Volunteer Packet which can be obtained from Ms. Anhalt, Home/School Communicator or online at www.hazelwoodschools.org.
- 2. Print & complete the form
- 3. Submit the form and payment of \$12 (see form for payee) Ms. Anhalt (fee must be paid with cash, check or money order). Ms. Anhalt will send it to the HSD Communications for processing
- 4. The application is mailed to the state of Missouri and takes approximately 6 weeks to process.
- The Family Care Safety Registry (FCSR) confirmation will be emailed from the state of Missouri to the applicant.
- Submit the FCSR to Ms. Turner 1 with the HSD Volunteer Packet.
- Ms. Turner 1 will send the completed packet to the HSD Communications Department for processing. o A postcard from HSD Communications notifying you of your volunteer status is mailed to your home for you to come in to get your volunteer ID.
- 1. NOTE: Individuals who have already had a background screening and need a current confirmation or for questions about the Worker Registration form, call the Missouri Department of Health and Senior Services at 1-866-422-6872.

- 1.
 - A Level 2 volunteer serves occasionally and does **not** have supervisory or one-on-one contact with students. Level 2 volunteers are not authorized to attend fieldtrips.
- 2. To obtain Level 2 volunteer status, you must complete the following:
 - Complete the HSD Volunteer Packet, which includes
 - 1. volunteer application
 - 2. volunteer agreement
 - 3. confidentiality agreement
 - 4. technology usage agreement
 - 5. universal precautions statement
 - Submit the packet to the Ms. Turner 1, Home/School Communicator o Ms. Turner 1 will forward the packet to HSD Communications
 - A postcard from HSD Communications notifying you of your volunteer status is mailed to your home for you to come in to get your volunteer ID.

Classrooms

Each teacher will communicate specific class expectations to students and parents. Teachers will send home a monthly newsletter, typically, by the Friday of the month. Should it be necessary for you to contact your child's teacher, please send a note or call the school office (314) 953-4500 to leave a message. The teacher will contact you as soon as he/she is available, or will send a note home with your child. Teachers are not available to be called out of class to answer the telephone. Additionally, teachers will notify parents of their office hours so that parents and teachers can schedule meetings in advance.

Field Trips

Field trips are an integral part of the learning process. Many times more can be learned about a specific topic outside of the classroom. School staff will make arrangements for trips. Parent volunteers are always needed and welcome to assist staff in field trip supervision. An approved volunteer application must be on file.

- Permission slips for each child are sent home prior to the trip. These forms give the time, date and other necessary information.
- Return the slip, properly signed, as soon as possible.
- Students who do not return the official field trip permission form, properly completed and signed, will not be permitted to accompany the class.

Parent Bulletins, Newsletter, Phone Calls



During the school year information will be sent home in the form of letters, bulletins, newsletters, and notes from the Principal, Assistant Principal, teacher, Larimore staff, the PTA, or the Hazelwood School District Administration. Please read this information carefully so that you are aware of school events and activities. We encourage you to be an active part of Larimore Elementary.

We use the School Messenger automated calling system to communicate important information to our families. In order to reduce paper usage, we will also be communicating more frequently using emails, texts, and phone calls. It is extremely important that you make certain Larimore has accurate and updated telephone numbers and email addresses at all times. We want to ensure that the lines of communication are always open between home and school. Please call, email, or send a note if your contact information changes.

Report Cards & Progress Reports



- Students receive a written report of academic progress at the end of each 10-week period.
 - First and third quarter report cards are given to parents during Parent Teacher conferences
 - Second and fourth quarter report cards are sent home with students.
- Interim progress reports are sent home at the end of each quarter. The progress report should be reviewed by both you and your child. Teachers will identify Grade-level Expectations (GLEs) that have been mastered, as well as the GLEs that need improvement.
- Questions arising from any progress report or report card should be directed to your child's teacher as soon as possible.

Parent Teacher Conferences

- Formal parent-teacher conferences are scheduled for the first and third grading periods.
- You will receive prior written notification concerning the dates and hours for these conference days.
 - The conferences are conducted in scheduled time slots. Your child will bring more information home closer to the dates. Please note that the teacher will make every effort to accommodate all parents.
- In addition to these scheduled conferences, you may arrange a conference with your child's teacher at any time. Appointments are necessary if a conference is desired.
 There is much to be gained for the teacher, the parents and the children from these meetings.

Conference days for the 2022-2023 school year are TBD.

School Supplies

Our school supply list is available online. If you need a paper copy, please request one. Some teachers may ask that students bring in certain materials for activities that they do in their rooms. Information will be communicated as necessary.

Textbooks



Textbooks will be sent home at the discretion of the teacher. Students/parents are responsible for lost or damaged textbooks.

Homework

Larimore Elementary considers homework to be a valuable part of the educational process. Homework is carefully designed to extend the school learning environment into the home. The time to be spent on homework should be at least 20 to 30 minutes per evening for students in grades one through five. All homework tasks reinforce skills that have been taught. Homework assignments/activities are modified to meet the needs of your child.

Classroom Treats



The policy for bringing/sending any food or beverages that support a class project into a classroom is as follows:

- All items need prior approval from Principal Neeley and the classroom teacher
- Items may not contain nuts or any traces of nuts due to possible allergies
- There must be enough for each student in the classroom
- All items must be store bought, no homemade items are allowed
- Birthday celebrations may only take place after principal approval

Library

Library services are offered to all students. Students are allowed to borrow one book for one week period. Students begin to develop an appreciation of literature and develop listening and discussion skills. The library serves each grade level in separate intervals and reinforces the reading curriculum. It provides reference materials such as encyclopedias, periodicals, biographies, and dictionaries.

Special Education Services

For students who have been diagnosed as having special education services that require individualized instruction, support is available at Larimore School. Children are referred, screened, and tested before entering any special education program. Placements are made by the Special School District Office of Special Education. If you feel your child is in need of special services, speak to the principal or the counselor about beginning the referral process. If you are new to Larimore and your child has an IEP, make sure the counselor knows.

Speech Therapy



Larimore's speech therapist is responsible for the speech and language program, with duties of screening, evaluation, diagnosis, I.E.P. development, scheduling, and remediation of speech and/or language handicap conditions.

Guidance Counseling

The Guidance and Counseling Program is directed toward fulfilling the educational, vocational, psychological, physical, and social needs of all students. Objectives of the program are to make sure students are assisted in developing:

- Critical thinking skills
- A positive self-concept
- Acceptable school behaviors
- Awareness of career opportunities
- Participation in an educationally sound instructional program
- Awareness of the destructive characteristics of substance abuse
- Acquisition of universal testing skills
- Participate in IEP meetings to provide input and family support.

Please contact the Guidance Counselor, Ms. Lee at 314-953-4534 for more information

Social Work Services

Larimore has a part-time social worker and two full-time Home/School Communicator. They focus their efforts on helping school personnel to identify students with special needs and work to resolve social, emotional, and family difficulties which interfere with students' attendance, achievement, and promotions. Some specific services include:

- Liaison between school, home, and community
- Family assistance to secure health, clothing, and other material needs
- Provide individual or group therapy for children who are experiencing problems in school, home, or community with an emphasis on early intervention.
- Receive referrals on students from staff and provide appropriate services at school and through home visits.
- Consult with parents, classroom teachers, nurses, counselors, administrators, other school staff and outside agencies.
- Encourage and assist families in their pursuit of community services that may assist in the remediation presenting problems
- Assist with school volunteers

Social work services help to reduce non-attendance problems, increase student achievement, and provide opportunities for students to develop positive self-esteem. Social workers help parents develop a better understanding about specific needs of their children and ways that they can provide support for their children's education.

Please contact

Dr. Karla Holland @ 314-953-4500

Parent Support & Resources

Parents are always welcome at Larimore!

Parents are invited to arrange a time with the teacher to meet and observe in the classroom. Parents are encouraged to volunteer for the school and join the PTA.

Also, a wide variety of resources for parents and families are available in the main office.

Contact the Parent Resource Center for parenting resources, books (free), brochures on helping children, information about developmental issues, learning disabilities, etc. Parents can also use computers, printers and copiers.

Immunizations

The State Department of Health requires all school children to be adequately immunized. Dates must be given with a doctor's or clinics written confirmation as proof of immunizations. Students without proper immunization records will be **EXCLUDED FROM SCHOOL**.

EMERGENCY HEALTH AND MEDICAL HISTORY CARDS MUST BE FILLED OUT AND RETURNED TO SCHOOL.

Communicable Disease



- Parents are expected to have their children immunized against all communicable disease.
- If your child contracts a communicable disease and has to stay home for a long period of time, please make arrangements with the child's teacher for makeup work.
- We prefer that children make a complete recovery so they can resume normal activities when they return to school. Upon return, the child must see the school nurse to verify return to class.

Sick Children

Children who become sick at school are sent to the school nurse. If they are too ill to remain at school, parents are notified to take the child home. If parents cannot be reached, we will call the emergency numbers provided and 9-1-1 if warranted.

Medication

The school nurse, principal, and trained staff, can administer prescribed medication under the following conditions:

- A signed note from both physician and the child's parent must state the name of the prescription medication and dosage information.
- Reason for the medication. All medications must be in its labeled container from the pharmacy.

STUDENTS ARE NOT ALLOWED TO HAVE MEDICATION OF ANY KIND IN HIS/HER POSSESSION FOR SELF-ADMINISTRATION (this includes inhalers).

- The danger of over medication or of other children accidentally taking medication by error necessitates strict enforcement of this policy.
- Over the counter medications may only be given by the nurse if the parent or guardian signs and returns the appropriate form. This will only be done at the discretion of the nurse.

Food Allergies



There are a number of students and schoolstaff with serious food allergies. Food allergies can be potentially fatal, and there is no cure. Any outside food brought into the school not only puts those with food allergies at risk, but also puts the school staff responsible for the safety of our students, at risk of liability. Traditionally, we have allowed the celebration of birthdays and other special occasions with special treats. Since the safety of our students and staff have to be our primary concern, parents and school staff are encouraged to celebrate with non-food items such as stickers, pencils, themed erasers, or other appropriate items other than food. Peanut allergies are most common. Peanuts and peanut products can be fatal when ingested or from just touching a surface that has peanut product residue. Please avoid sending all peanut products with your child if at all possible. If your child's lunch includes peanut products, please send a note to your child's teacher. This will allow the teacher to take appropriate precautions.

Excuse from Physical Education

Students may be excused from physical education classes only with a doctor's statement giving the reason and specifying the dates during which the child is to be excused. This doctor's statement should be sent to the nurse for approval.

Emergency Drills

During the school year students will rehearse emergency intruder, fire, tornado and earthquake drills so that in the event of an emergency they will be prepared to proceed to a designated area of safety.



Emergency School Closing

Emergency closing of any Hazelwood School for any reason will be announced over most radio and television stations. In case of severe weather, the stations will begin broadcasting the announcements of schools closings at 5:30 a.m. Should there be a need for an early end to the school day because of an emergency or bad weather situation, the radio and TV stations will broadcast early afternoon dismissal information also. HSD will also notify parents through the phone message system. This is another reason to update us when your phone number changes. To check for updates on district closings, visit www.hazelwoodschools.org. Please discuss with your children what they are to do in case of an emergency closing of school.



Lost and Found

Students who lose items of clothing are encouraged to check the Lost and Found (located in the cafeteria). Jewelry, eye glasses, keys, money, etc., may be claimed in the office. If unclaimed by the end of each semester, items will be donated to charity! Marking your child's possessions with his/her name is helpful to identify personal items.

Cell Phone & Other Electronics Devices

Larimore is not responsible for cell phones or other electronic devices brought to school. It is recommended that these devices remain at home. Use of cell phones, gaming devices, personal computers/tablets, and/or cameras is prohibited unless written permission is provided by the administration.

If a cell phone is brought to school, the phone must be off and stored away in backpacks or central location in classroom. This helps to ensure damage/theft does not occur.

- Students caught in violation are subject to confiscation.
- Confiscated items may only be returned to parent/guardian. A meeting may be required.
- Larimore faculty, staff, or administration will not be held responsible for electronic devices that are lost, stolen, etc.

Uniform Policy

Research indicates that uniform dress instills pride and promotes unity. Larimore Elementary, therefore, has adopted a uniform policy. All students should wear the school uniform Monday through Friday. Students may also wear Larimore gear at any time. Students are expected to come to school clean and appropriately dressed. Students are encouraged to take pride in their attire. Students do not need to wear uniforms for picture days or designated special spirit days.

The Larimore Elementary Uniform Policy consists of the following:

Tops: Solid-colored, Polo Style Collared, or Buttoned down Shirts with no logo or print

Students may bring a sweater to put on if they find their classrooms too cold

Bottoms: Khaki, Navy, or Black Pants/Shorts/Skirts/Dresses

Shoes: Closed-toe tennis shoes should be worn daily

Please Note:

- Uniforms should not be oversized, baggy, or tight fitting
- Shorts/skirts/dresses should not be shorter than 4 inches from the knee
- No strapless shoes or sandals
- If wearing a hoodie students are not allowed to wear hoods inside the building.
- Approved Larimore apparel is permitted
- Failure to comply with the uniform policy may result in parent/guardian being contacted or students being sent home early

Student Conduct

Larimore School provides each student with an opportunity to obtain an education. It is expected that students will respect the rights of others and conduct themselves in a way that exhibits the good behavior, attitudes, manners, consideration for others and obedience they have been taught at home. No student will be permitted to disrupt the learning environment. School rules apply on the school premises, going to and from school, and at any event where our school is represented, regardless of location. Please review this Student and Parent Handbook with your student and return the signature page to the school office.

Parent Handbook Quiz & Affidavit

Use your knowledge to answer the following questions correctly. 100% scores will earn Tiger Tickets!

1. Students may begin	n arriving to Larimore at	and instruction begins promptly at
a. 7:55am; 8:15a	ım	
ь. 7:30am; 8:0 5а	ım	
c. 8:05am; 8:30 a	ım	
d. None of these		
2. If a cell phone/ele	ctronic device is brought to sch	nool, it should be:
a. Kept in the stu	udent's backpack	
ь. Used during lu	unch time and recess	
c. Turned into th	e front office immediately and	picked up during dismissal
d. None of the a	oove	
3. It is my child's birt	hday, am I allowed to bring tre	ats?
=	it is enough for the entire clas al and classroom teacher.	ss, during my child's lunch, and has been approved
ь. Yes, at the end	d of the school day	
c. No, celebratio	ns are not allowed	
d. None of the a	oove	
4. When picking up r	ny child in the car rider's circle,	, I should:
a. Exit my car an	d approach staff to find out wh	nere my child is
հ Wait until a st	aff member approaches my car	r

c. Send a passenger from my vehicle to the door so I can keep traffic moving

d. None of the above

5. Dismissal begins at	Changes to transportation must be made by	and early
dismissals must be called in by	·	

- a. 3:15pm; 2:30pm; and 3:00pm
- ь. 3:05pm; 2:00pm; and 2:45pm
- c. 3:50pm; 3:20pm; and 3:25pm
- d. 3:35pm; 3:20pm; and 3:25pm