

**Yutan Elementary
2017-2018**

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FROM THE PRINCIPAL

Dear Yutan Elementary Students, Parents, and Community Supporters:

Welcome back! As a new school year begins, I hope you are looking forward to a great and exciting time at Yutan Elementary, “Home of the Chieftains”. I am quite honored to be a part of this family and feel certain that this coming year will be one of achievement and optimism.

Parents, we are very proud of what has been achieved at Yutan Elementary. Our team consists of trained, professional educators who always ensure students receive individual and personalized attention in a safe and caring environment. The team is dedicated and has a common goal of doing what is best for students – guiding them towards active learning and achievement.

Each year at the elementary is a time of change. Students will be expected to attend school regularly, complete all assignments, behave appropriately, and always do your best. The pages of this handbook are filled with important information regarding school policies and procedures. Parents and students, you should review the contents together. If you have any questions, please call the school office. We feel that open and clear communication between school and home is important to the success of our education.

The planner was designed to assist your child in organizing his/her daily, weekly, and long-term assignments. This planner will improve your child’s organizational skills and serve as a helpful reference for parents when providing academic support at home. Yutan Elementary parents are our partners in the important job of educating the children of this community.

This year will be exciting and filled with many opportunities. I welcome the students’ return to school and look forward to working with each of you in order to provide the best possible learning environment for all of our students. Good luck at Yutan Elementary School. We hope this year will be your most rewarding year ever.

Mr. Trevor Hoegh,
Elementary Principal
Yutan Elementary

MISSION STATEMENT OF YUTAN PUBLIC SCHOOLS

Yutan Public Schools, in partnership with the community, will strive to ensure that every student has the opportunity to excel in an environment where both academic and social skills are taught, nurtured, and demonstrated so that each student may become a productive member of society.

NONDISCRIMINATION IN EDUCATION PROGRAMS AND ACTIVITIES

It is the policy of the Yutan Public Schools not to discriminate on the basis of race, national origin, creed, age, marital status, sex, or disability in its educational programs, activities, or employment policies as required by Titles VI and VII of the Civil Rehabilitation Act of 1973 and the Nebraska Equal Opportunity in Education Act.

Any person who believes he or she has been discriminated against, denied a benefit, or been excluded from participation in any district education program or activity on the basis of sex in violation of the policy may grieve such matters using the adopted grievance procedures of this district. Such procedures shall provide for prompt and equitable resolution of complaints alleging acts of discrimination.

Inquiries regarding compliance with Title IX, the Nebraska Equal Opportunity in Education Act of Title VI, may be directed to (the designated employee) or in the case of Title IX and the Rehabilitation Act to the Director of the Region VII Office for Civil Rights, Ed, 324 East 11th Street, 24th Floor, Kansas City, Missouri, 64106, (816) 374-7264.

**YUTAN ELEMENTARY SCHOOL
PERSONNEL LISTING
2017-2018**

Stan Hendricks	Superintendent
Trevor Hoegh	Elementary Principal
Judy Barjenbruch	Pre-School
Shelah Fenner	Preschool Para
Teresa Davis	Kindergarten
Bethany Trost	Kindergarten
Jenn Craven	First Grade
Sherry Loos	First Grade
Sara Cooper	Second Grade
Jeannie Scholz	Second Grade
Cari Bedlan	Third Grade
Alyssa Pascarelli	Third Grade
Carla Austin	Fourth Grade
Shawne Nelson	Fourth Grade
Shannon Nelson	Fifth Grade
John Wiegert	Fifth Grade
Trent Jacobs	Sixth Grade
Taylor Teeter	Sixth Grade
Alissa Andersen	Resource
Amy Arensberg	Computer Coordinator
Shannon Coleman	Library Media Specialist & Computers
Nikki Hobza	Resource
Justin Petersen	Resource
Zach Nathan	Band
Sarah Portis	Art
Matt Gunter	Vocal Music
Cara Neesen	School Psychologist
Jodell Shantz	Speech
Tonya Pogue	Speech Para
Rod Thayer	P.E.
Meggie Eisenreich	Title I Reading
Paula Elgert	Resource
April Martin	Cook
Dan Egr	Maintenance/Grounds
Nancy Fisher	Cook
Ashley Frye	Paraprofessional
Sharon Frye	Secretary
Kim Graham	Head Cook
Michelle Herman	Paraprofessional
Mary Slepicka	Paraprofessional
Susan Knigge	Custodian
Kathie Slizoske	Custodian
Lonnie Owen	Bus Driver
Charlie Lorenz	Bus Driver
Cindy Lorenz	Bus Driver
Wendall Pascarelli	Custodian/Bus Maintenance
Theresa Lindgren	Bus Driver
Linda Street	Bus Driver
Amy Krajicek	Nurse/Para
Kim Henkel	Paraprofessional
Janet Woster	Paraprofessional

PHILOSOPHY OF EDUCATION

The Philosophy of Education for the Yutan Public Schools is that the future of our community, our state and our country rests on the shoulders of our children and their peers. The school exists to serve the needs, problems and interests of these students and to develop all students so they will become assets to our community and society. It is our belief that each student shall have equal opportunity for learning experiences which have been designed to promote behavior patterns which will permit continuing satisfactory adjustment to life and success in whatever field of endeavor he or she may choose.

AIMS OF EDUCATION

The Yutan Public School will strive to develop:

- Physical, mental and emotional health.
- Moral and ethical values.
- An understanding and appreciation of our democracy.
- Good Citizenship (rights, freedoms, responsibilities and beliefs).
- An inquiring mind and decision-making abilities.
- Communication skills (think, discriminate, listen, oral written expression).
- Wise use of leisure time.
- Knowledge and understanding of his/her natural surroundings.
- An understanding and concern for others.
- An appreciation of the fine arts.
- Mastery of basic skills.
- Individuality and self-improvement.
- Knowledge and understanding of new technology.

ADMISSION

Any student entering the Yutan Schools must reside with a parent or guardian who is a resident of the district or follow procedures for Option Enrollment. Guardians must present legal evidence of assigned guardianship. New students may begin school the first school day following the day they register.

A physical examination by a qualified physician is required within six months prior to a child entering kindergarten. A physical examination will also be required of any entering student of any grade when the student is from another state.

REGULAR SCHOOL HOURS

The bell for admitting students into the classroom rings at 8:00 a.m. The tardy bell rings at 8:05 a.m. At the end of the day, a warning bell rings at 3:15 p.m. with dismissal at 3:20 p.m.

SECURITY

The front doors at the elementary will remain locked until 7:30 a.m. At that time, students may enter the building. The elementary school is a secure building. If the office personnel see you coming and know who you are, we will unlock the door. If they do not see you or they do not know who you are, you will need to push the button to your right. You will then be admitted to the building. All visitors are to report to the office whenever they enter the building. At that time, they will sign the visitor's log and will be given a badge to be worn at all times while they are in the building. The doors to the playground will be locked at all times except during recess.

ABSENCES AND TARDIES

All elementary students are expected to attend school every day except in case of sickness or family emergencies. If it is known in advance that a student will be absent, please notify your child's teacher **AND** the office so school work can be assigned in advance. **See the beginning of the year school chatter for guidelines for perfect attendance.**

IT IS YOUR RESPONSIBILITY TO NOTIFY THE SCHOOL WHEN YOUR CHILD IS ABSENT. Please phone the school or send a note with a brother, sister, or neighbor. Students will be counted tardy if they are not in their

CLASSROOM by 8:05 a.m. and will be counted absent if they are not in their classroom by 9:35 a.m. If they arrive after 9:35, it will be considered a half-day absence. All students who are tardy must report to the office prior to reporting to class. Absences are considered “unexcused” if the parent has not notified the office via phone or note, or the office cannot get a hold of a parent or guardian. ALL tardies are “unexcused” except for a doctor or a dentist appointment.

EXCESSIVE TARDIES

The first bell rings at 8:00 a.m. and the tardy bell rings at 8:05 a.m. Below are the steps that will be taken for students who have excessive tardies. Tardies will accumulate during the first and second quarters of the school year and will start over after the end of the first semester.

5 tardies: Phone call from the principal

8 tardies: Letter will be sent home from the principal

10 tardies: A meeting or phone conference with classroom teacher, parent(s), and principal

11+ tardies: Student will be assigned to a 20 minute detention in the morning or after school for EVERY tardy after the 10th tardy.

Be on time when time is involved!

EXCESSIVE ABSENCES

Attendance and classroom participation are of primary importance to each student's education. A letter will be sent to parents if a student reaches seven (7) absences in a semester. Unless extenuating circumstances exist, any student who is absent more than ten (10) total days during a semester will be considered to have excessive absences, and the County Attorney will be notified. The administrator may use his or her discretion to determine if written notification, making up lost class time, truancy, and/or retention are necessary.

FIRE DRILLS

Fire drills will be conducted monthly and tornado drills periodically through the year.

LICE

Classroom-wide and/or school-wide head checks will be conducted as needed throughout the school year. If nits or lice are found, the following guidelines are in place to better control a nuisance condition, reduce absenteeism due to head lice, and involve parents with the school in control efforts:

1. Children will be sent home from school for live head lice or nits (eggs). Children may return to school after they have been treated and are lice and nit (egg) free for 24 hours. When you come to pick up your child, the office will provide written treatment information and instructions, including how to check and identify head lice.
2. A child who has been sent home from school due to head lice must come to the office the next day or when they are lice free to be inspected before returning to class. That child must be accompanied by a parent so if lice or nits are found, the parent can take them back home.

Note: Families are encouraged to report head lice or nits to the office at school so we can follow procedures from there. Other than the common cold, more children get head lice than all other communicable childhood diseases combined. You can catch head lice either directly or indirectly from another person. If two people are in head-to-head contact, the lice can travel directly from one head to the other. Usually, however, the “transfer” is made through contact with something that an infested person’s head has touched. Children should avoid sharing or borrowing items such as hair bows, combs, headgear, and pillows.

SCREENINGS

State mandated screenings are conducted by the school nurse in accordance with the guidelines to include: height, weight, Body Mass Index, vision, hearing, and dental. These screenings are not considered “diagnostic” in nature. If the screening result is abnormal, a referral to the appropriate professional will be sent home.

IMMUNIZATIONS

All students must have up-to-date immunizations, which include 2 doses MMR (measles, mumps, and rubella), 3 doses poliomyelitis, 4 doses DTAP/DTP/DT (diphtheria pertussis, tetanus-one of which needs to be on or after the child's 4th birthday) by November 1st, or within 60 days after the enrollment date of a new student, 3 doses of Hepatitis B, and 2 doses Varicella (chickenpox) or documentation of when they had the chicken pox.

MEDICATIONS

All medications will only be given at school with a parent's or guardian's permission. All medications MUST be provided by the parent and must be kept in the office. The school will NOT provide any non-prescription or prescription medications for students.

If a student is required to take any medication during the school day, please indicate this on the Health History form and/or Emergency form. There are two Medication Permission forms included in this packet (one for prescription medication and one for OTC/non-prescription medication) to use throughout the year. All medication authorizations MUST be renewed annually and updated immediately as changes occur.

In order for the school to administer non-prescription medications (over-the-counter meds; ex: Tylenol, Motrin, cough drops), a Medication Permission form should be on file in the office. The form is available in this handbook, in the office and on the school nurse's staff page through the school's website (www.yutanpublicschools.com). If you do not have access to a form, please write a note on a piece of paper requesting which OTC medication should be given under what circumstances, and when. This note must be signed. No medication will be administered without a signed

Medication Permission Form or a signed note.

According to District policy, Prescription medications will only be administered during school hours if all of the following are on file at school:

1. **A physician's signed, dated authorization** including name of the medication, dosage, administration route, time to be given at school, and reason child is receiving the medication.
2. A caretaker's signed and dated authorization/permission to administer the medication during school.
3. The medication is in its ORIGINAL packaging and is labeled as dispensed by the prescriber or pharmacist. The label must name the child and identify the medication, strength, time interval and route to be administered.

HEALTH CARE NEEDS – PEANUT/LATEX/ASTHMA

Due to the health care needs of students, staff, and patrons, we will be a peanut and latex safe building. While those with mild allergies require minimal daily monitoring and intervention, some need more assistance. Being aware of these allergies should help everyone avoid situations that could be harmful. For example, any food treats in the Preschool through 6th grade classrooms can contain **no** peanuts or peanut butter. Students who bring a peanut butter sandwich in their cold lunch will need to wash their hands with soap and water after eating. We will use latex-free gloves in the nurse's office, and **only** mylar balloons will be allowed in the building. We also have students who have special needs due to asthma and other environmental allergies.

PETS

Class pets will be based on the health dynamics of the classroom for the current school year.

BREAKFAST PROGRAM

We offer a breakfast program at the elementary school for students in Preschool-6th grade. Lunchroom rules will be followed. The breakfast prices will be sent out in the district newsletter in August. Free and reduced (\$0.30) eligibility does apply. Serving begins at 7:30 a.m.

LUNCH

We are using Powerschool for student data, grades, and lunch accounts. Money can be sent to the elementary or high school, but you do NOT have one account. The money will need to be divided between each of your children. The money is deducted from their accounts as it is used. The program keeps track of when students eat and how much is spent. If your child brings a lunch, he or she may purchase milk or bring a drink other than pop. The cost of lunch for students and adults will be sent out in the district newsletter in August. Free and reduced (\$ 0.40) eligibility also applies for lunch. If any visitors will be joining your child for lunch, please let the office know by **8:30** a.m. so the cooks can plan accordingly. Students in grades 4th, 5th, and 6th will have the option of going through the salad bar. The school has a policy we will only allow each student to charge up to \$20 on their lunch account. Once they have reached the \$20 limit, they will need to bring cash for their lunch or bring a cold lunch from home.

POP IS NOT ALLOWED IN THE CAFETERIA DURING LUNCHTIME. WE WOULD APPRECIATE THE COOPERATION OF ADULTS WHO ARE VISITING FOR LUNCH IN THIS MATTER AS WELL.

DISCRIMINATION

The U.S. Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment of the bases of race, color, national origin, age, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program or protected genetic information in employment or in any program or activity conducted or funded by the Department. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410 or call (800) 795-3272 (voice) or (202) 720-6382 (TTY). USDA is an equal opportunity provider and employer. Please note: As stated above, all protected bases do not apply to all programs. The first six protected bases of race, color, national origin, age disability and sex are the six protected bases for all applicants and recipients of the Child Nutrition Programs.

LOCKERS

All students will be assigned a locker. Any change of a locker must be approved by the principal and recorded by the principal's secretary. Lockers, desks, and computers are the property of the school district and are made available to students for their convenience. Students are responsible for the content and security of their lockers, desks, and computers. The administration has the authority to search student property when there is reason to believe a student has violated a policy or rule. Random locker, desk, and computer checks will be held throughout the school year (School Board Policy 6860).

Yutan Public Schools reserves the right to have assistance from law enforcement when searching lockers. The assistance can include local, county, and state police officers and detection dogs. Students would be aware that prosecution is possible.

DETENTION

Teachers may keep students after school for unfinished assignments, misbehavior, or special help. Students will be allowed to call their parents or sitters in this event. Bus students will be kept only if parents know prior to the detention.

COMPUTERS

Each student will be provided with instruction and resources to use computer technology. Students may lose their privilege to use technology if they misuse the computers or network. Students should not: 1) Share passwords or assigned software; 2) Damage or vandalize hardware or accessories; 3) Use computers without supervision or permission from a teacher; or 4) Use inappropriate language. Supervision, expectations, and discipline will be consistent with school rules. A copy of the Technology Policy for Yutan Public Schools is included in this handbook. Any student who uses the Internet must have a signed permission form on file. A copy of this permission form can be found on the emergency form.

ELECTRONIC DEVICES

No cell phones or electronic devices are to be used on school property. All devices brought to school need to be shut off when entering the school building and kept in their book bags during the school day. Students need to get permission from staff or principal if they need to use them during the school day.

SCHOOL COUNSELOR

Our school counselor is available for individual counseling. A signed parent permission form is required. Please feel free to contact the counselor if you have any questions or concerns.

FIELD TRIPS

Field trips are an extension of the student's learning experience and/or the class curriculum. These trips are designed for student enrichment and reinforcement of skills. Supervision of field trips will be covered by school personnel whenever possible. If additional supervision is deemed necessary, the district will follow the criteria below:

Permission slips will be sent home prior to the field trip. Parents may sign up at that time to become part of a field trip supervision lottery. The predetermined number of supervisors will be drawn, using a lottery system, from those expressing an interest. Those selected will be notified and supplied with the appropriate information.

STUDENT FEES POLICY

The district authorizes the administration to charge fees to students as provided by the Public Elementary and Secondary Fee Authorization Act (2002).

The district's general policy is to provide for the free instruction in school in accordance with the Nebraska Constitution. The district will provide free instruction for courses which are required by state law or regulation, and will provide the staff, facility, equipment, and materials necessary for such instruction without charge or fee to the students.

The district does provide fee waivers in accordance with the Public Elementary and Secondary Student Fee Authorization Act. Students who qualify for free- or reduced-price lunches under the United States Department of Agriculture child nutrition programs shall be provided a fee waiver or be provided the necessary materials or equipment without charge for (1) participation in extracurricular activities, (2) admission fees and transportation charges for student spectators attending extracurricular activities, (3) materials for course projects, and (4) use of a musical instrument in optional music courses that are not extracurricular activities. Participation in a free- or reduced-price lunch program is not required to qualify for the fee waiver. A copy of the Student Fee Waiver Form can be found at the end of this handbook.

LIBRARY BOOKS

Each student is allowed to check out books every week if he/she remembers to return those checked out previously. Please help your child keep track of books and encourage prompt return. Students will be fined for lost or damaged books.

PARKING LOT SAFETY

Our parking lot is designed with a crosswalk through the middle and sidewalks branching to all areas of the parking lot. We try to ensure students' safety by having students use this crosswalk. Adults can serve as good models for our students by also using this crosswalk.

Drivers must observe the one-way and bus loading signs. The north drive is for exiting only, and the south is for entrance only. IF YOU ARE COMING INTO THE BUILDING WHEN YOU ARE DROPPING OFF OR PICKING UP STUDENTS, PLEASE USE THE PARKING SPACES. DO NOT PARK ALONG THE CURB. THE CURB AREA IS FOR IMMEDIATE LOADING AND UNLOADING ONLY.

SCHOOL CLOSINGS

In case of extremely cold temperatures or severe weather, information concerning school closings will be given on KFAB, 1110 on your AM radio and if possible other radio stations, and channels 3, 6, & 7 television stations. The automated school messaging system, School Beacon, is available for parents to receive school-closing information. Please contact the school office for more information on how to sign up for this. We will notify you of any other variations in the school calendar by sending notes home with students.

TELEPHONE CALLS

On occasion students will be allowed to use the office phone to call about homework, staying after school for extra help, etc. Please make every effort to avoid having your child call about after school activities. Students will not be allowed to call home to see if a friend may come over. Students will **not** be called from their classrooms to take a call unless it is an emergency. Students must have their teacher's permission before using the telephone.

LEAVING EARLY

If you know your child is leaving early for an appointment, you should send a note on or before the date of the appointment so we can have your child be ready to go when you arrive.

AFTER SCHOOL ROUTINE

If your child's regular after school routine is different, please send a note so the office and the teacher are aware of the change. The teacher can remind your child where they are going, and the office knows where they are.

If your child plans to go home on the bus with another student, we need a note from both students' parents. They need to bring the notes to the office for Mr. Hoegh or Mrs. Frye to sign. These notes will go to the bus driver when they leave. This is to prevent any misunderstandings or students going to an unsupervised home.

DRESS CODE

We feel there is a strong relationship between the dress and appearance of a student and his or her behavior. We ask that each student come to school clean, neat, and appropriately dressed. Any article of clothing that advocates drugs, tobacco, or alcohol will not be acceptable. Students who wear shirts with inappropriate messages or offensive sayings will be either sent home to change, will call for a change of clothing, or will be asked to wear their shirts inside-out for the day. Students must remove caps or hats when entering the school. Shorts are acceptable but should be an appropriate length. There are to be no bare midriffs and no visible under garments, shoulders must be covered, and no clothing that is disruptive to the educational environment may be worn.

PARTIES

Parents and students will be notified concerning parties for special holidays. Please **do not** have your child bring invitations for parties to school. This can cause misunderstandings and hurt feelings. Students who wish to observe their birthdays with their class may wish to consider donating a library book. The "treat" may be having this special book read aloud to their class. This is just a suggestion in lieu of food. Please contact Mrs. Coleman for more information on the birthday book club.

HOME TO SCHOOL COMMUNICATIONS

"Friday Folders" will be sent home the last day of each school week, usually on Friday. The envelope will contain all communications and all student work for you to see. We appreciate your attention to the material and prompt return of the signed or initialed envelope.

COMMUNITY BULLETIN BOARD

Communications that come from outside the school will be posted on the Community Bulletin Board after being cleared by the building principal. If there are extra copies, they will be in the office.

PRODUCTS FOR SALE

There are several fundraisers that take place outside of school from different groups or organizations. No students can solicit the staff here at Yutan Public Schools.

RETENTION & ACCELERATED PROMOTION

Yutan Public Schools has retention and accelerated promotion guidelines in place. This process can be parent or teacher initiated by making contact with a district administrator.

RECESS

Students are expected to conduct themselves on the playground in a safe and appropriate manner. Any misconduct will result in a loss of playground privileges. Students may be kept in from recess to complete unfinished assignments at the discretion of the teacher. Except in the most inclement of weather, all students will go outside for recess. We go outside anytime the wind chill temperature is above 15 degrees F.

Children are expected to wear a warm coat, hat, and gloves or mittens when the temperature is cold. Let your common sense prevail when preparing your child for school. Children without the appropriate attire will not be allowed to go out for recess. Children who wear shorts to school must have long pants to put on before they go out for recess. Once the snow flies, boots and snow clothes are mandatory before the children may play in the snow. We would appreciate parent cooperation in this matter. If your child is not to go outside for recess for some health reason, please send an excuse EVERY DAY that he or she is to be kept in.

EARLY ENTRANCE TO KINDERGARTEN

The Board of Education will admit to kindergarten any child who will reach the age of five on or before July 31 of the current school year. The Board will admit to kindergarten a child who will reach the age of five between August 1 and December 1 of the current school year if the parent/guardian requests such an entrance under one of the two following provisions:

1. During the current school year, the child has changed domicile to the Yutan School District. In addition, the parent/guardian must provide an affidavit stating that the child attended kindergarten in another jurisdiction.
2. The child has demonstrated that he or she is capable of carrying out the work of kindergarten through appropriate assessment procedures and guidelines.

If a parent/guardian requests kindergarten entrance under item (2), the following procedures will be followed:

1. A parent/guardian wishing to have their child considered for early entrance must be a resident within the Yutan Public Schools boundary.
2. Parents call 402-625-2141 to receive procedures and application and to set up a meeting with the elementary principal.
3. The parent/guardian must attend the meeting with the elementary principal about early entrance testing.
4. If parents decide to move ahead with testing at the end of the parent meeting, they must provide the following items to register for an assessment slot:
 - a. Pay an \$85 fee to Yutan Public Schools for the testing fee.
 - b. A certified copy of the child's birth certificate.
 - c. The signed Consent and Evaluation form.
5. During the child's assessment the parent will complete the Social/Emotional Adaptive Skills Inventory. (Optional)
6. Assessment report will be provided to parent/guardian and a copy will be placed in the child's school record.
7. If child will be accepted to kindergarten, information will be shared with receiving school personnel.
8. See the building administrator for more information.

Assessment Process:

As part of the process of determining the child's eligibility for Early Entrance into Kindergarten, a battery of assessments will be considered for administration. Five developmental domains will be assessed: *Cognitive Skills, Academic Readiness Skills, Language Skills, Social/Emotional Skills, and Motor Skills.*

Yutan Public School district utilizes a team approach in making a decision concerning early entrance into kindergarten. The team consists of a general educator with knowledge of the kindergarten curriculum, a school administrator, and at least one of the following personnel who are trained to administer the assessment: early childhood specialist, speech language pathologist, and school psychologist.

Cut Scores:

Early entrance will only be considered if the child's score is 2 standard deviations above the mean of 100. (i.e.-Standard Score of 130)

Special education services will be considered if the child's score is 2 standard deviations below the mean of 100. (i.e.-Standard Score of 70)

The decision made by the School District Team regarding Early Kindergarten Entrance will be final. **There will be no parental appeal to the decision.**

BULLYING (Law 79-2,137)

(1) The Legislature, finds and declares that:

- (a) Bullying disrupts a school's ability to educate students; and
- (b) Bullying threatens public safety by creating an atmosphere in which such behavior can escalate into violence.

(2) For purposes of this section, bullying means any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or his or her designee, or at school-sponsored activities or school-sponsored athletic events. The following are reasons that a student could be suspended (short or long-term) or expelled:

- Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purpose;
- Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, or repeated damage or theft involving property;
- Causing or attempting to cause personal injury to a school employee, to a school volunteer, or to any student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision;
- Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student;
- Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon;
- Engaging in the unlawful possession, selling, dispensing, or use of a controlled substance or imitation controlled substance, as defined in section 28-401, a substance represented to be a controlled substance, or alcoholic liquor as defined in section 53-103 or being under the influence of a controlled substance or alcoholic liquor;
- Public indecency as defined in section 28-806, except that this subdivision shall apply only to students at least twelve years of age but less than nineteen years of age;
- Engaging in bullying as defined in section 1 of this act.

Bullying Prevention and Education for all students will occur on a school-wide basis through the proactive teaching of Discipline with Purpose and our Character Education Program to help prevent bullying. These programs will be taught through educational activities both in the classroom and through school-wide activities.

Students who are the victim of bullying or harassment or who observe such actions occurring are to promptly report the problem to their teacher or to the principal so the problem can be addressed. Consequences for bullying are taken very seriously and will be dealt with on an individual basis. Students who make reports of bullying activity will not be retaliated against for making the report.

ANTI-SLUR POLICY

Students, staff, and visitors, this anti-slur policy is designed to make us feel safe and comfortable at Yutan Elementary. It is important to have a safe learning environment where everyone can be treated fairly and with respect. A slur is a rude comment that can be taken the wrong way and can include comments based on race, religion, gender, rumors, disabilities, or appearance. A slur also looks like and can be spread through threats, rumors, bullying, cyber-bullying, arguing, or fighting. A slur of any kind can result in consequences including:

First Offense

1. Loss of recess and a written apology
2. Meeting with the school counselor

Second Offense

1. Loss of school privileges
2. Meeting with the principal
3. Call home to parents/guardians

Third Offense

1. In school suspension
2. Out of school suspension

STUDENT ASSISTANCE TEAM

We offer a Student Assistance Team (SAT) at Yutan Public Schools, which is a general education, problem-solving team intended to utilize and document intervention strategies to assist the school in provision of general education (Rule 51, 0006.01C)

Student Assistant Teams (SATs) are made up of teachers, parents, students, administrators, and support staff. SAT members work together to help solve students' learning and behavior problems. Parent involvement in SATs can really help the team come up with better solutions. Parents have the right to refer their child to this team.

STUDENT ASSISTANCE TEAM PROCEDURES (SAT)

Step 1: If either the parent or teacher has a concern about a student's academic performance or behavior, the SAT team will be assembled with the parent for a team meeting.

Step 2: The team will meet to discuss strategies and goals to help the student with the area(s) of concern. An evidence-based intervention will be put into place to help build skills in the concerned area.

Step 3: The team will meet back every 2-4 weeks to discuss the progress of the student with the intervention that was used. If the student has not responded positively to the intervention, then the team will discuss other evidence-based intervention options to put into place.

Step 4: Step 2 and 3 will be repeated until there is no longer a concern for the student or if progress has not been made. This process lasts for a minimum of 3 meetings, which can range from 6 weeks up to the full school year. Each SAT is individualized to the student's needs and if a student is positively responding to an intervention, that intervention will be continued until no longer effective or needed.

Step 5: At the third meeting, the team will discuss the student's progress and if the team will recommend an evaluation for special education. This evaluation will show if a disability is present in the student and if special education services are needed.

Step 6: The special education teacher will contact the parents for a meeting to discuss the evaluation results and the next steps.

DRUG AND ALCOHOL FREE SCHOOLS (SCHOOL BOARD POLICY 10110)

Yutan Public Schools of Saunders County, designated as District No. 9, is committed to providing an environment that provides motivation and stimulation for both students and employees; thus ensuring that the individual and collective potential for growth, creativity, and productivity is realized. Maintenance of such an environment requires that the students and employees be safe and totally free of possession, use, or distribution of illicit drugs and alcohol on school premises or during any part of any school activity.

To this end, the district unequivocally endorses the philosophy of a drug and alcohol free environment. Further, the district will maintain drug and alcohol education and prevention programs appropriate for each age level. Additionally, since the possession, use, or distribution of illicit drugs or alcohol is wrong, harmful, and unlawful on school premises or during any school activity, the district will exercise disciplinary sanctions which can and may include; notification of authorities for prosecution and either termination of employment or expulsion of students.

RULES ABOUT ITEMS BROUGHT TO SCHOOL

It goes without saying that items that can be used to hurt others are banned from the school. In addition, toy guns, toy knives, etc. are not allowed. Use common sense as new items come on the market. If you question whether they should be brought to school or not, chances are you should leave it at home.

FIREARM POLICY

Students who knowingly and intentionally possessed, used or transmitted a firearm on school grounds, in a school vehicle, or at a school sponsored activity or event will be expelled from school for a minimum of one (calendar) year. Neb. Rev. Stat. 79-263 (1 and 2) R.R.S.

The superintendent or the School Board of Education may modify the expulsion requirement, following an investigation, and on an individual basis. The school principal or designee shall notify as soon as possible the appropriate law enforcement authorities of any act as described in the above policy.

Federal requirement is “2001 No Child Left Behind, Title IV, Subpart 3, Section 4141 Gun Free School Requirement”.

BEHAVIOR EXPECTATIONS AND DISCIPLINE

We expect students to behave in a way that shows respect for themselves and for others. Each child is responsible for his or her own behavior. We expect students to be honest and accept the consequences of their own actions. There are four good reasons for insisting on a well-mannered student body:

1. To show the importance of an education by having a school where learning, study, and work can best take place.
2. To provide for the safety of all students and teachers.
3. To help students learn self-discipline by following school rules.
4. To prevent costly damage to school equipment and property.

We do not demand more of our pupils than that they conduct themselves in a respectable manner, are considerate of other people's rights, and that they make the best use of the opportunities available to them. Permission to remain in class is based upon good behavior.

The majority of discipline situations begin and end in the classroom. For example, a student may be mildly disruptive and the teacher issues a verbal reprimand, or the student is kept after school. In some cases, when the undesirable behavior continues, or it is more severe, the student may be sent to the principal's office. When a student is referred to the office for disciplinary reasons, the following procedure will be followed:

1. A referral form will be filled out.
2. Disciplinary action will be based on the seriousness of the offense and whether or not the offense is recurring. Disciplinary action may include parent contact, verbal reprimand, detention, loss of privileges, exclusion from recess or other activities, in-school suspension, or home suspension.
3. Parents will receive 2 copies of the referral form. One copy will be signed and returned to the office. Board policy states that short-term suspensions may be made by the superintendent or principal on the basis of evidence that strongly indicates the student has committed one or more of the following offenses against school rules.

The administration may also suspend for other appropriate reasons.

1. Threatening the safety of others.
2. Fighting.
3. Use of profanity or obscenities.
4. Showing disrespect to school personnel or defiance of authority.
5. Behavior that disrupts class work or school activities.
6. Theft.
7. Damaging school property.

GENERAL BUILDING RULES

We take great pride in the physical condition and educational climate in our school. Staff and students maintain an environment conducive to learning. Students are expected to demonstrate care and respect for their school.

1. Hats and caps will not to be worn in the building.
2. Running, pushing, hitting, grabbing, and fighting are not permitted in the building.
3. On special occasions and with special permission from the teacher, candy and gum will be allowed IN THE CLASSROOM ONLY.
4. School furniture, equipment, and walls are not to be written on or scratched.
5. Please keep your hands and feet off the walls.
6. Take care to clean your shoes before entering the building.
7. Lockers should be neat and orderly. Take items home that you are not using.

PLAYGROUND GUIDELINES

1. NO FIGHTING.
2. No hitting or pushing.
3. No throwing of objects (i.e. sticks, rocks, dirt, snowballs).
4. CHASE GAMES ARE NOT ALLOWED.
5. ONLY TOUCH FOOTBALL GAMES ALLOWED.
6. No food, candy, or gum on the playground.
7. When the bell rings, students will stop play and stand still.
8. Respect all playground supervisors.
9. Use playground equipment appropriately.

LUNCHROOM GUIDELINES

1. Enter the lunchroom in a quiet, orderly manner.
2. Pushing, shoving or cutting in line is prohibited.
3. Talk quietly with others at your own table only.
4. Good table manners are always expected. CLEAN UP AFTER YOURSELF.
5. Food may not be traded or shared.
6. No food is taken out of the lunchroom.
7. Pop is not allowed.

TITLE I

If a parent so wishes to see information regarding the professional qualifications of that student's teachers, the district will provide that information to the parent in a timely manner. All Title I policies in relation to parental involvement, non-discrimination, and McKinney-Vento Act are on file in both the principal's and superintendent's office.

TITLE I PARENTAL INVOLVEMENT POLICY

It is the policy of the Yutan Public School District and the schools it serves to recognize the unique needs of students who participate in our Title I program. Parental Involvement in our Title I program is essential in helping our students become successful.

The school district will put into operation programs, activities, and procedures for the involvement of parents in all of its schools with Title I, Part A programs, consistent with section 1118 of the Elementary and Secondary Education Act (ESEA). Those programs, activities, and procedures will be planned and operated with meaningful consultation with parents of participating children.

Consistent with section 1118, the school district will work with its schools to ensure that the required school-level parental involvement policies meet the requirements of section 1118(b) of the ESEA, and each include, as a component, a school-parent compact consistent with section 1118(d) of the ESEA.

The school district will incorporate this district wide parental involvement policy into its LEA plan developed under section 1112 of the ESEA.

In carrying out the Title I, Part A parental involvement requirements, to the extent practical, the school district and its schools will provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under section 1111 of the ESEA in an understandable and uniform format and, including alternative formats upon request, and to the extent practical, in a language parents understand.

If the LEA plan for Title I, Part A, developed under section 1112 of the ESEA, is not satisfactory to the parents of participating children, the school district will submit any parent comments with the plan when the school district submits the plan to the State Department of Education.

The school district will involve the parents of children served in Title I, Part A schools in decision about how the 1 percent of Title I, Part A funds reserved for parental involvement is spent, and will ensure that not less than 95 percent of the one percent reserved goes directly to the schools.

The school district will be governed by the following statutory definition of parental involvement, and expects that it's Title I schools will carry out programs, activities, and procedures in accordance with this definition:

Parental involvement means the participation of parents in regular, two-way and meaningful communication involving student academic learning and other school activities, including ensuring--

(A) That parents play an integral role in assisting their child's learning;

(B) That parents are encouraged to be actively involved in their child's education at school;

(C) That parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child;

(D) The carrying out of other activities, such as those described in the section 1118 of the ESEA.

Annual Meeting for Title I Parents

Each fall we will have a Title I parent meeting where our Title I staff will describe our Title I program and requirements, and provide parents a copy of the Yutan Elementary School Parent Involvement Plan. We will also discuss parent rights and how they may be involved in the program. Invitations may be made through personal notes sent home with students or through our weekly newsletter. Additional meetings may be scheduled as needed, based upon need and interest for such meetings.

School – Parent Compact

The responsibilities of the school, parents, and children in increasing student learning and achievement are identified in our School-Parent Compact. The compact is sent home with the parent permission slip to be in the Title I program.

Student Eligibility

Notification to the parent(s) or guardian of a student's eligibility to participate in the Title I program will be sent home with the student. Assessment information under which the student has qualified will be included along with an explanation of the details for the child's participation: curriculum, type and extent of participation, and progress reports.

Parent Involvement

Opportunities for parent training on ways to support children's learning will be provided. This opportunity may include, but is not limited to, participation at the annual Nebraska State Title I Parent Involvement Conference and Title I Family Nights at school.

Staff – Parent Communication

Communication to parents about student progress will be provided in the language used in the home. Responses to parent concerns will be provided in a timely manner. Parents will receive timely information on their children's progress through parent-teacher conferences, progress reports, and teacher phone calls. Additional parental meetings may be requested by parents or by school personnel.

SCHOOL-PARENT COMPACTS

Research has shown that parent and family involvement in education improves student learning. Actively engaging parents as partners with the school and as instructional supports for their children at home are the most promising practices for directly affecting student achievement.

Towards this end, the Title I reauthorization contained in the Improving America's Schools Act of 1994 (IASA) includes provisions for expanding the roles of parents as teachers and participants in policy and school reform efforts. Districts and schools receiving Title I funds must develop written parent involvement policies. An important provision contained in the parent involvement policy is the "shared responsibility for high student performance" that is to be addressed in the school-parent compact.

School Staff:

We agree to carry out the following responsibilities:

1. Believe that each student can learn.
2. Provide a safe, positive and healthy learning environment for your child.
3. Respect the cultural differences of children and their families.
4. Enforce school and classroom rules fairly and consistently.
5. Regularly communicate with you regarding your child's progress.

Parent/Caring Adult:

I understand that my participation in my child's education will help his/her achievement and attitude. I agree to carry out the following responsibilities:

1. See that my child attends school regularly and on time.
2. Make sure my child gets adequate sleep and has a healthy diet.
3. Encourage my child to complete his/her schoolwork.
4. Support the school in developing positive behaviors.
5. Encourage my child to read daily and monitor TV, computer, video viewing.

Student:

I know my education is important to me. I agree to do the following:

1. Always do my best.
2. Be at school on time unless I am sick.
3. Show respect for my school, other people and myself.
4. Come to school prepared with my homework and my supplies.
5. Be responsible for my own behavior.

BUS ROUTE RULES

If students need to ride a bus other than their usual route due to childcare, the parents need the permission of the superintendent. Students need to bring parent notes to the bus driver for the principal's signature before school dismisses for the day. If your child is riding the bus home with a friend, we need a note from both children's parents. These notes are then signed by Mr. Hoegh or Mrs. Frye and given to the bus driver. This is to ensure that both sets of parents and the school are aware of where the children are going at the end of the day.

BUS ROUTE AND SCHOOL ACTIVITIES STUDENT CONDUCT PS-12

A courteous and cooperative passenger of the school bus will follow these rules:

1. Always walk on the left side of the highway facing traffic when there are no sidewalks to use when meeting the bus.
2. Do not play games on the street, highway, or parking lot while waiting for the bus.
3. Students must be on time and allow 4-5 minutes for the bus to be early, or running behind while waiting.
4. Wait 10 feet away from the bus. Wait for a full stop before you attempt to get on the bus or before you get up from your seat to get off the bus.
5. Go immediately to a seat and be seated. Remain seated until the bus comes to a complete halt at the assigned stop.
6. Do not put books, lunch, feet, band/instruments or anything else in the aisles of the bus.
7. No heavy items, books, band instruments, etc. shall be placed in the overhead racks of the bus.
8. Never abuse any part of the bus or interfere with the property of other passengers.
9. Never tamper with the windows or put your hands, arms, legs, or any part of your body out of the windows, whether the bus is stopped or moving unless instructed to do so by the driver.
10. Do not talk to the driver while the bus is in motion unless asked a question by the driver.
11. Do not throw trash in, out, or around the bus. Please use the trash receptacle on the bus.

12. Report any damage to the bus to the driver.
13. Leave the bus at your assigned spot, or leave the bus other than at your assigned stop only with the consent of an administrator.
14. When leaving the bus to cross the road, always cross in front of the bus at least 15 feet.
15. Cross the street on highway only when the driver has signaled that the way is clear and the driver has checked the traffic.
16. Wait for the bus only at the designated loading place.
17. All conversation shall cease at railroad crossings.
18. No glass bottles or other glass containers shall be allowed on the bus.
19. No eating or drinking on the bus unless previously approved by the driver, administration or sponsor of the activity.
20. Cell phones or electronic devices need to be kept in book bag and get permission to use it.
21. Any exceptions must be approved by the bus driver, sponsor, or administration.

PROCESS FOR HANDLING STUDENT MISBEHAVIOR ON THE BUS

First Offense:

1. Bus driver verbally warns student

Second Offense:

1. Bus driver verbally warns student
2. Bus driver informs parent (phone call)
3. Bus driver informs principal
4. Principal meets with student (follow-up letter)

Third Offense:

1. Bus driver verbally warns student
2. Bus driver informs principal
3. Principal calls parent (follow-up with letter)
4. Student is removed from the bus for a pre-determined length of time (1 week)

Subsequent Offenses:

1. Continued misbehavior may result in long-term suspension from riding the school bus

PATROL

Sixth grade students will act as patrol. You are expected to respect their authority. They are there for your safety. Please remain on the curb until instructed to cross by the patrol person on duty.

BIKE RIDERS

Remember the rules of the road apply to bike riders as well as car drivers. Pedestrians have the right-of-way. **STUDENTS MUST WALK THEIR BIKES, SKATEBOARDS, AND SCOOTERS ON SCHOOL GROUNDS AND IN THE CROSSWALK.**

WALKERS

Stay on the sidewalks. Do not cut through people's yards. Always cross the street at the marked crosswalk. Show respect for one another just as you do while at school. Roller blades and skates need to be removed once you are on school property.

**YUTAN PUBLIC SCHOOLS
TECHNOLOGY USE POLICY FORM
2017-2018**

Use of the Internet provides great educational benefits to students. Unfortunately, however, some material accessible via the Internet may contain items that are illegal, defamatory, or potentially offensive to some people. Access to the Internet is given as a privilege to students who agree to act in a considerate and responsible manner. We require that students and parents or guardians read, accept, and sign the following rules for acceptable online behavior.

1. Students are responsible for good behavior on the Internet just as they are in a school building. General school rules for behavior and communications apply.
2. Network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and ensure that users are using the system responsibly. Users should not expect that files would always be private.
3. The following are not permitted:
 - *Visiting with others via Chat Rooms
 - *Sending or displaying offensive messages or pictures
 - *Viewing potentially dangerous areas
 - *Using obscene language
 - *Harassing, insulting, or attacking others
 - *Damaging computers, iPads, computer systems, or computer networks
 - *Violating copyright laws
 - *Using another's password
 - *Trespassing in another's folder, work, or files
 - *Employing the network for commercial purposes
 - *Revealing the personal address or phone number of yourself or any other person without permission from your teacher
 - *This list is not all-inclusive; any inappropriate behavior will not be permitted
4. Violations may result in a loss of access as well as other disciplinary or legal action.

YUTAN ELEMENTARY SCHOOL CLASS SUPPLY LIST 2017-2018

PRESCHOOL

Please label with your child's name:
Backpack – full size, NO WHEELS
Full set of clothing-kept at school
Crayola crayons – 24 pack regular size
Crayola Classic markers- pack of 10
Crayola watercolor paint- 1 set
4 large glue sticks
Kleenex – 1 box
Fiskar Blunt Tip Scissors
(1) 3-ring binder (1/2 in. size)
1 plastic pocket folder
Ziploc Bags – AM class bring 1 box
gallon size; PM bring 1 box quart size

BEGINDERGARTEN & KINDERGARTEN

NO PENCIL OR SUPPLY BOX

Please label with your child's name:
Backpack – full size NO WHEELS
Crayola Classic markers–2 pkgs 8 ea
Crayola Classic crayons – 24 pack
Large eraser
Glue sticks – 12
Kleenex – 1 box
Pencils – 12 sharpened
Tennis shoes for P.E.
Towel for rest time - Kindergarten
NO towel needed for Begindergarten
Paint shirt for Art

1ST GRADE

NO PENCIL BOX

Please label with your child's name:
No names on pencils
2 Folders – 2 big inside pockets
Fiskars pointed scissors
Crayola markers – washable
Crayons (48, or 64)
**2-1" 3-ring binders with full front
pocket & inside front & back pocket**
Pencil top erasers
Extra shoes for muddy or wet days
Glue sticks – 12
Pencils – 12 (#2) (sharpened, please)
Kleenex – white, 250 count
2 Spiral wide rule notebooks
Sandwich size Ziploc bag – 1 box
Tennis shoes for P.E. (leave at school)
Backpack – NO WHEELS
Paint shirt for Art

2ND GRADE

Please label with your child's name:
Backpack – NO WHEELS
Crayola washable markers
Colored pencils-twistables
Crayon/pencil box (8.5" X 5", no larger)
Crayons (your choice 24)
8 lg Gluesticks
Eraser – 2 large
Fiskars pointed scissors
2 Folders – 2-pocket type
Ticonderoga #2 Pencils with erasers –
24 or more, sharpened
Puffs/Kleenex –1 boxes, 250 count
3 Spiral notebooks wide ruled
(at least 80 pgs)
PE Shoes
Paint shirt for Art

3RD GRADE

Please label with your child's name:
Backpack – NO WHEELS
Pocket folders – 2
(1) 3-ring binders 1"-2" wide
Markers
Crayons
Small supply box
Eraser – 2 large
Pencils – 24 or more, 6 sharpened
Glue sticks – 24
Kleenex - 2 boxes 250 count
Scissor, pointed
Paper – 2 pkgs wide-ruled loose leaf
Paint shirt for Art

4TH GRADE

NO TRAPPER KEEPERS
NO 3-RING NOTEBOOKS
NO PENCIL BOXES
Colored Pencils – 24 maximum
Kleenex – 2 boxes
Paper – 2 pkgs wide-ruled
Pocket folders – 3
Pencils – 12 (#2 Ticonderoga – these
pencils are not hard on our pencil
sharpeners and last twice as long
as other pencils)
Scissors – pointed tips
Ear buds for iPads
Paint shirt for Art

5TH GRADE

NO TRAPPER KEEPERS NO 3-RING NOTEBOOKS

Ear buds for iPads
Kleenex – 2 large boxes
(3) 2-pocket folders
(2) 1 subject spiral notebooks
2 packages loose leaf paper
Pencil box – small size
Pencils – 12 (#2 Ticonderoga – these
pencils are not hard on our pencil
sharpeners and last twice as long
as other pencils)
Erasers
Paint shirt for Art

6TH GRADE

NO TRAPPER KEEPERS NO 3-RING NOTEBOOKS

NO GEL PENS NO PAPER

Ear buds for iPads
Crayons and/or markers
Glue (no glue sticks)
Kleenex – 1 large box
Mechanical pencils with size 7 lead – 5
Red & blue pens
Ruler
Scissors
Pocket folders – 2-3
1 subject Spiral notebooks – 5
Tennis shoes for P.E.
Paint shirt for Art