

2022-2023 Parent Handbook

Steele Elementary
1720 North Weber Street
Colorado Springs, CO 80907



Main Number: 719-328-4700
Attendance Line: 719-328-4703
Web Site: www.d11.org/steele

2022-2023 STEELE STAFF

POSITION	NAME	EXTENSION
Principal	Ryan Capp	328-4700
Administrative Assistant	Kelly Brakefield	328-4710
Staff Assistant	Shauna Prince	328-4711
Kindergarten	Aimee Pachon	328-4740
Kindergarten	Amy Jones	328-4743
First Grade	Jennifer Sauder	328-4742
First Grade	Christy Howard	328-4741
Second Grade	Emily Slothower	328-4754
Second Grade	Jessica Barnett	328-7861
	Mona Cousino	328-7861
Third Grade	Marcy Olson	328-4750
Third Grade	Kristen Fuller	328-4751
Fourth Grade	Kelly Matthews	328-4718
Fourth/Fifth Combo	Rhonda Toombs	328-4746
Fifth Grade	Sherri Gaeta	328-4747
Literacy/Technology	Ali Ogren	328-4724
Teaching & Learning Coach	Michelle Patchen	328-4745
Counselor	Meg Ford	328-4709
Social Worker	Lisa Korte	328-4738
Interventionist	Kris Murphy	
Art	Susan Niemeier	328-4749
Band/Music	TBD	328-2659
Orchestra	Pat Abbott	328-4757
Physical Education	Bobby Marchiani	328-4725
Gifted & Talented	Kim Wriedt	328-4735

POSITION	NAME	EXTENSION
ELL Teacher	TBD	328-4735
ELL Aide	Katie Lew	328-4700
Kinder Aide	Sheila Orser	328-4740
Kinder Aide	Sarah Medina	328-4743
Special Education Teacher	Kimberly Vance	
Special Education Aide	Abby Hartman	328-4752
Speech	Amanda Leyendecker	328-4722
Educational Assistant	Kimberly Rapp	328-4752
Kitchen Manager	Joaquin Keller	328-4732
Kitchen Assistant	Cherry Flick	328-4732
Lunchroom Aide	TBD	
Nurse	Sue Moraga	328-4716
Health Aide	TBD	328-4716
Building Manager	Gene Perez	328-4733
Building Technician	TBD	328-4733
Crossing Guards	Gene Perez	
	Lynda Shane	
	Stephanie Vitti	
	TBD	



INTRODUCTION

Welcome to Steele Elementary School, where tradition, innovation, and community gather to create lifelong learners. This handbook is designed to familiarize parents with some of our programs, policies, and procedures at Steele Elementary. Parents are encouraged to read the information in this booklet and in the School District 11 Student Conduct, Attendance and Discipline policy page. Discuss them with your children and *save both for future reference*. A common understanding of school procedures, provides enhanced communication between students, staff,

VISION STATEMENT

Steele's Vision is to provide optimal learning for all students.

MISSION STATEMENT

Steele Elementary is committed to building a partnership with students, families, and the community to ensure an inclusive, collaborative, and safe environment that engages the whole child with rigorous learning opportunities, habits of persevering through challenges, and skills for critical thinking, allowing students to become life-long learners and active members of a changing society.

NONDISCRIMINATION STATEMENT

The Colorado Springs School District 11 Board of Education (the Board or BOE) is committed to a policy of nondiscrimination and harassment in relation to disability, race, creed, color, sex, sexual orientation, transgender status, gender identity, gender expression, national origin, religion, ancestry, age, and protected activity. Colorado Springs School District 11 (the District) values the diversity of the family, and of the social and cultural backgrounds of the students, parents/guardians, and personnel who participate in its programs and activities. Respect for the dignity and worth of each individual shall be a consideration in the establishment of all policies by the board and in the administration of those policies by the administration.

SCHOOL COMMUNICATION

The Steele School web site can be found at www.d11.org/steele. You will find the school calendar, school supply lists, as well as newsletters and information on upcoming events. In addition to teacher correspondence, weekly communications from the office called, Steele Notes, is an important resource for parents and can provide up to date information on school functions. Your participation is instrumental to our success! If you have a question or concern, we encourage you to call right away and we will connect you to the appropriate person. Please reach out at any time during the school year at 328-4700.

PowerSchool Parent & Student Portal can be found via the D11 website. Current and past grades and class assignments, as well as testing data can also be reviewed. Additionally, we recommend downloading the D11 app to receive district and school communications. **New parents, you should receive an email from the district with instructions on how to create your account. Should you need further assistance, please call the front office.**



GENERAL RULES OF CONDUCT

- Students shall act in a manner that maximizes the substantial benefits of public education.
- Students shall accept responsibility for their own behavior.
- Students shall develop and use problem solving skills to resolve conflicts.
- Students shall follow established district, school, and classroom rules.
- Students shall maintain academic integrity.
- Students shall refrain from interfering with learning and teaching.
- Students shall maintain appropriate dress and hygiene.
- Students shall respect others.
- Students shall respect the rights and property of others.
- Students shall refrain from harming themselves or others.
- Students shall refrain from acting in such a manner as to expose others to risk or danger of harm or injury.
- Students shall not use threats or intimidation against others.
- Students shall not engage in unlawful activities.

Students shall refrain from carrying, bringing, using, or possessing any weapon or weapon facsimile, or use anything else as a weapon, in or on district property

STUDENTS' RIGHTS

All students have the right to:

- A safe and positive learning environment free of crime, violence, intimidation, bullying, harassment, and other forms of discrimination
- Be informed of the policies and procedures for student discipline, attendance, and truancy
- Free expression of thoughts, in speech and writing, that does not violate the rights of others or is disruptive to the learning environment
- Learn about the grading standards used throughout all curriculums and classes
- Privacy of their personal property, unless reasonable suspicion exists to examine such property
- Have a confidential student record as provided by state and federal law.
- Due process related for behaviors that could result in suspension or expulsion

STUDENT RESPONSIBILITIES

EACH STUDENT WHO ATTENDS A DISTRICT 11 SCHOOL IS EXPECTED TO OBEY DISTRICT RULES:

- While on school grounds or in school buildings
- While on District grounds or in District buildings
- While riding in school or district vehicles
- During school-sponsored activities, field trips, and sporting events



ATTENDANCE POLICY

The Colorado Springs School District 11 Board of Education (the Board) believes that one criterion of a student's success in school is regular and punctual attendance. Frequent and chronic absences lead to poor academic work, lack of social development and possible academic failure. No single factor may interfere with a student's progress more than frequent and chronic absenteeism. Furthermore, according to state law, it is the obligation of every parent/guardian to ensure that every child K-12, under his or her care and supervision receives adequate education and training.

When a student misses more than 10 percent of any marking period, whether excused or unexcused, they are chronically absent from school. When a student misses any part of a school day, with no excuse provided by the parent/guardian, the student is truant. Habitually truant students are those students who have four or more days of unexcused absence of school in a month, or ten days of unexcused absence in one year. Chronic absenteeism and truancy affect a student's achievement and may delay a student's academic progress. Students and parents/guardians who willfully violate this policy may be subject to disciplinary action at the school and through the judicial process. A student is tardy if they arrive to class within the first 20 minutes at the elementary school level.

There are occasions when, due to illness, injury, or emergencies, students must be absent from school. A call from the parent to the school attendance line (328-4703) on the morning of the absence is required. Any other absence must be prearranged and approved through the Principal. Prearranged absences must be provided for at least three days in advance so that the child might receive instruction or complete make-up work prior to the absence. If you have any questions about prearranged absences, please call the office at 328-4700. For descriptions and examples of excused and unexcused absences, please see the Board policy JEA, JH, JHB at www.d11.org.

All children are expected to take part in all regular classes such as physical education, health, music, etc. If there is a concern about the course content or a medical reason for a child to be excluded from a class, please send a note to the child's teacher or contact the Principal.

ATTENDANCE-RELATED RESPONSIBILITIES FOR PARENTS & GUARDIANS

- Notify school of current contact information
- Contact the school for attendance related issues within 48 hours of an absence
- Know the attendance policies at their school
- Monitor their student's attendance and grades
- Provide proper documentation, if requested
- Stress the importance of daily school attendance
- Arrange appointments for after school hour

Consequences for Excessive Absences

The school may require a conference with the student and/or the student's parent(s) or may otherwise attempt to address problem attendance, regardless of whether the student's absences are excused or unexcused, and may impose disciplinary actions pursuant to BOE Policy JK for any unexcused absence.

In addition, the school may refer a student for judicial proceedings to enforce attendance whenever the District believes the student's absences, regardless of frequency or duration, negatively affect the student's educational achievement in one, some, or all of the student's classes, or otherwise negatively impacts the student. The principal may impose disciplinary action consistent with BOE Policy JK for any unexcused absence, up to and including expulsion.

EXCUSED ABSENCES

Illness
Injury
School-related activities (field trips, athletic events)
Physical, mental, emotional disabilities
Severe weather
Doctor visits
Dental visits
Pre-arrangements w/principal or front office

UNEXCUSED ABSENCES

Tardies exceeding 20 minutes
Vacation/Travel
Traffic
Family visits
Oversleeping
Mental health day
Just because

HOMEWORK/MAKE-UP WORK

The staff at Steele Elementary School recognizes the importance of outside work as part of the learning activity. Outside work may include make-up work from excused absences, assignments not completed during the school day, research for class projects, leisure time reading, and a limited number of tasks to encourage the development of good study habits. Students whose absences fully excused will make up work on the basis of one day for each day's excused absence and receive 100% credit. Make-up work for unexcused absences will be at discretion your student's teacher.

ILLNESS

Please help us to minimize illnesses in our school. **These guidelines should be used to help parents decide whether or not your child should come to school.**

- Children with a severe cold, COVID-19, and/or flu symptoms should not attend school.
Cold symptoms may include:
 - ❖ a constant runny nose, especially with abnormal color or consistency (this is especially important if your child is unable to use a Kleenex by him(her)self.
 - ❖ nasal or lung/chest congestion.
 - ❖ coughing that is constant or persistent.
 - ❖ recurrent sneezing that is not allergy related.

Do not send a child to school with an abnormal temperature (any temperature over 100 degrees F).

Symptoms to watch for might be a flushed face, chills, paleness or skin abnormally warm to the touch. One or all of these symptoms might be present. If in doubt at all, please take your child's temperature. **A child with a**

temperature needs to stay home for at least 24 hours. Please remember, if you reduce your child's fever with medication like Tylenol, your child is STILL ill. Please do not medicate your child and send them to school. Children spread their sickness most during the time they have a fever.

- Do not send a child to school that has been **vomiting** or has had **diarrhea** within the last 24 hours.
- Children may return to school once they are symptom free for 24 hours, unless directed by the school nurse.





LUNCH

Hot lunches are available to purchase. Please check the Food & Nutrition Services page on the DU website at: <https://www.du.org/domain/182> to find information on menus, free and reduced lunch applications, and to pay for school meals. If you have any questions regarding money matters, please call the lunchroom manager at 328-4732.

Microwave ovens are not available for heating lunches brought from home. Parents, you are welcome to join your child for lunch.

Lunch schedules:

KG and 1 st	Recess: 11:20 – 11:40	Lunch: 11:40 – 12:00
2 nd and 3 rd	Recess: 11:40 – 12:00	Lunch: 12:00 – 12:20
4 th and 5 th	Recess: 12:00 – 12:20	Lunch: 12:20 – 12:40

Students are expected to clean up after themselves in the lunchroom and to follow all of the lunchroom rules. If a student is going home for lunch, a permission slip is available in the office for the parent or guardian to fill out and sign.

Meal Prices for this school year are as follows:

Breakfast:
Students Full Price: \$1.80 Adults: \$2.55

Lunch:
Student Full Price: \$2.95 Adult Price \$4.25

Students who qualify for Free & Reduced meals are not subject to the above prices.

MONEY BROUGHT TO SCHOOL

When it is necessary for money to be brought to school, it should be sent to school in an **envelope labeled with the child’s name, grade, teacher, and purpose.** (If your name is different than your child’s, please note that on the envelope so we can credit the right student.)

MOVING

When you are planning to move, notify the teacher and the office. If you need a copy of your child’s immunization record for your records, let us know. The new school will request your child’s records (whether or not it is in School District 11). If you move outside of the Steele boundaries and would like your child to remain at Steele, please call the front office at 328-4700 for further information. **The school office must be notified of all address and contact information changes as soon as possible.**



PARENT ORGANIZATIONS

We highly encourage parents to become involved in their student’s academic community. Studies have demonstrated a strong correlation between academic achievement and positive attitudes towards school and homework when parents are involved in their child’s education. There are several ways to get involved:

SCHOOL ADVISORY COMMITTEE (SAC) is designed to be a communication link between the school and the community. The SAC represents the Steele community’s point of view at-large. The SAC concerns itself with the improvement of education for students at Steele. Toward the achievement of this purpose, the SAC works in cooperation with the principal to develop and monitor the annual unified school improvement plan (UIP).

UNITED STEEL WORKERS (PTA) is a parent/staff organization. We invite all parents and teachers to join us in making this year a success. The USW will be sponsoring educational and fund-raising activities during the year, as approved by the principal. Proceeds from USW projects supply needed funds for the purchase of items not provided for in the school budget.

VOLUNTEERING

We encourage parents, relatives, friends, and community members to volunteer their time at Steele. Please contact your child's teacher or the school office if you would like to volunteer your time. Please note: all District 11 volunteers must be registered as required by Board Policy. The volunteer management system, known as D11 Engage, is accessible on the D11 website. Random background checks are conducted throughout the school year. District 11 also provides accident insurance for volunteers who are injured while performing requested tasks, provided they are registered. To register, and for further information, please visit the following link: <https://www.d11.org/D11Engage>.

VISITING

We welcome parents at Steele! If at any time you wish to meet with a staff member or the principal, it's recommended that you make an appointment. However, we will make every effort to meet with you on a drop-in basis. We also encourage parents to communicate with teachers before visiting, so that teachers can focus on instruction during the school day. If you wish to talk to your student's teacher about their progress, please make an appointment outside of instructional time.

PARTIES

- **Classroom Parties:** Birthday celebrations will be observed upon the discretion of each teacher. Please make those arrangements with your child's teacher ahead of time to discuss class sizes, food allergies, etc. Please do not bring balloons, flowers, or toys as they are distractions to the learning environment.
- **Parties outside of school:** Children are not permitted to hand out invitations at school as this can hurt other children's feelings. Please handle the arrangements outside of the school day. We cannot give out names, addresses, or phone numbers of students or parents.

There are three celebrations recognized at Steele. The Fall Pancake Breakfast & Parade, Winter Break, and Valentine's Day. These will be held the last 45 minutes of the school day, except the Pancake Breakfast/Parade, which is held first thing in the morning. If your child has special dietary needs, you may provide alternate food/snacks.

PERSONAL ITEMS/LOST & FOUND

Please mark all personal property with your child's name! Clothing and personal items that are not clearly marked will be donated twice per school year, at Winter Break in December, and again in May at the end of the school year. Items will be held in Lost & Found until they are either picked up or donated.

- The following items should NOT be brought to school:**
- Knives, weapons, and weapon facsimiles
 - Cap pistols, water guns, rubber band shooters, etc.
 - Toys or games, unless directed by your child's teacher
 - Any item inappropriate for school use
 - Playground equipment

PLAYGROUND SUPERVISION SCHEDULE FOR GRADES K-5

There is supervision 15 minutes prior to the start of school. Do not send your child to school before 7:50 a.m. and do not allow them to stay on the playground to play after 2:50 p.m. unless they are with their parent.

RECESS

Children are expected to go outside for recess. Recess provides a break in the day, informal play, and a release of energy in a positive way. All recesses are formally supervised. Unless the wind chill is 15 degrees or less, and/or conditions of precipitation are present, students will be expected to go outdoors. For this reason, see that your child is adequately dressed for cold weather. If a child must remain indoors, a written note explaining the reason must be sent to the teacher.

REPORTING TO PARENTS - REPORT CARDS AND CONFERENCES

Report cards will be available electronically through the PowerSchool Parent Portal after the end of each grading period. Parent/Teacher Conference days are in October. Conferences will be scheduled for all students. Parents are encouraged to contact the teacher and set up a conference any other time that the parent feels it is necessary.

SCHOOL HOURS

Grades K- 5 hours:	7:50 a.m.- 2:50 p.m.
Before school supervision:	7:35 a.m.- 7:50 a.m.
Office hours:	7:30 a.m. – 3:30 p.m.

STUDENT DRESS

Colorado Springs School District 11 is committed to a learning environment that is safe, conducive to high student achievement and free from unnecessary disruption. The District's dress code provides guidance for schools on the implementation of school level dress codes. Individual school principals may develop their own dress code policies within the guidelines set forth by board policy JICA. Exemptions to this dress code for special occasions or for personal consideration are at the discretion of the school principal.

ALL STUDENTS ARE REQUIRED TO DRESS APPROPRIATELY FOR PHYSICAL EDUCATION. Shorts or pants, T-shirts, tennis shoes and socks or warm-up suits are acceptable.

*The administration of each school reserves the right to pass judgment on the interpretation of this policy and is granted the authority to establish a higher standard of dress than is required by this policy that is commensurate with the values and expectations of their community. This includes the option of designing and implementing a more uniform dress code with the approval of the Superintendent/Designee.

Temporary exceptions to this policy may be granted for a limited duration by the school principal for specially designated days or occasions.

**School District 11 employees
are not responsible for
supervising children on
school grounds
before 7:35 a.m. or
after 2:50 p.m.**

APPROPRIATE ATTIRE:

- Clothing worn as designed, which covers all private parts of the body, to include midribs and backs. Tank tops are allowed provided the straps follow the three-finger width rule.
- Clothing that fits properly and does not expose undergarments.
- Clothing that is the appropriate length, including hemlines no shorter than mid-thigh for shorts and skirts.
- Clothing that is free of excessive holes, rips, and tears that expose private areas of the body or undergarments.
- Footwear that protects a student's feet is required; slippers and bare feet are not allowed.
- Clothing that is part of an extra-curricular activity, approved by the building principal.
- Clothing approved by the building principal for specific school events. Clothing, paraphernalia, and jewelry that contain appropriate messages, free of references to sexually suggestive activity, drugs and alcohol, gangs, or are obscene and profane, hateful, or disruptive to the learning environment.

STUDENT PLACEMENT

Due to classroom demographics, we will not be able to accept requests for teachers. Every staff member has his/her strengths that meet the many varied needs of students at Steele. If you would like to have input, please fill out the parent information form found in the office during the month of May. This form will not be treated as a request for a specific teacher's class. This is in no way guarantee for class placement. We appreciate your support and trust in the professional decisions we make.

TELEPHONE

Students may use the telephone only in cases of emergency. **Arrangements for visits to friends after school are not considered emergencies. All after-school activities should be taken care of prior to coming to school.** If your child is sick, one of the secretaries will call you. PLEASE do not call your child at school as this disrupts the instructional environment.

PERSONAL ELECTRONICS IN AND OUT OF SCHOOL

Cell phones and personal electronics are an important part of the 21st century. It is important that every student understands the acceptable use of these electronic devices at their school, during school academic time and during school-sponsored events. Students who demonstrate inappropriate uses of electronic devices are subject to disciplinary action, as well as confiscation of any device deemed disruptive to the learning environment. Furthermore, students may not employ the photographic, video, or audio recording or reproduction capacity of any electronic device for the purpose of photographing, video capture, recording or reproduction of any student or staff person without the prior consent of the student or staff person, or under the supervision of a teacher or administrator. This applies at all times while on school property or at school-sponsored events.

SOCIAL MEDIA AND ACCEPTABLE USE OF TECHNOLOGY

Twenty-first century education presents exciting new challenges for schools, parents/guardians, and students. The use of electronic tools and social media continues to grow, both in and out of school. It is important for students to use this new technology in appropriate ways. Colorado Springs Board of Education policies, regulations, and exhibits outline the appropriate use of electronic devices and technology resources in D11 schools. Parents/guardian should review these policies, regulations, and exhibits to familiarize themselves with appropriate technology and electronic media behaviors.

TECHNOLOGY, TEXTBOOKS AND SCHOOL SUPPLIES

The school furnishes Chromebooks, iPads, and textbooks. You will be required to sign a technology contract at the start of the school year prior to issuing technology to your child. School supply lists can be found on the Steele website. It is best for the child to have the kind and amount of school supplies recommended by the teacher on the school supply list. Parents may need to replenish consumable supplies throughout the school year. Parents may also be asked to send special supplies for specific projects. Call the school office at 328-4700 and ask to speak to the principal if you need help with school supplies. This request will remain confidential.

MEDIA OPT-OUT

During the school year, there are times when pictures and videos are taken and placed on Steele's or D11's social media websites. Should you wish for your child to be excluded from appearing on said district channels, please be sure to alert the front office to opt your child out of any forms of print or visual media.

CLOSED CAMPUS AND DISMISSAL FROM SCHOOL

All district campuses are closed campus systems. These closed campuses help promote safe learning and working environments for all students, staff, and parents/guardians. Students are to remain on campus throughout the school day and need to follow their school's check-in and checkout procedures if they are leaving school. Students may leave the campus during the school day for the reasons listed below.

- For a school sponsored activity or field trip, if approved by the principal or designee.
- For a prearranged absence that has been approved by the principal or designee.
- For lunch, if requested by the parent/guardian and approved by the principal or designee.

STUDENT SAFETY

BICYCLES & SCOOTERS

- Bicycles and scooters may be ridden on the sidewalks around the perimeter of the building only.
- Once the bikes and scooters are parked and locked, the bike rack is off limits until they are picked up after school. We recommend that all bicycles and scooters be locked.
- Steele ES is not responsible for any lost, stolen, or vandalized bikes or scooters. We strongly recommend the use of a bicycle helmet for safety.

**ROLLERBLADES, SKATEBOARDS, COMPUTERIZED GAMES, ETC.
SHOULD NOT BE BROUGHT TO SCHOOL.**

CHILD-ABUSE AND/OR NEGLECT

All D11 employees are mandatory reporters. Any school official or employee who has reasonable cause to know or suspect that a child has been subjected to abuse or neglect or who has observed the child being subjected to circumstances or conditions which would reasonably result in abuse or neglect, as defined by statute, shall immediately report or cause a report to be made to the El Paso County Department of Social Services or local law enforcement agency. All reports are confidential and shall not be public information, unless mandated by the authorities.

Persons making good faith reports of suspected child abuse or neglect are immune from any liability, both civil and criminal. (C.R.S. 2001, as amended, 19-3-309)

DISCIPLINE GUIDELINES

District 11 discipline guidelines are outlined in the District 11 Student Conduct, Discipline, and Attendance Handbook found here: <https://www.d11.org/Page/1703>. We ask that you review the handbook with your children and for your own information so that they will understand the expectations that we have for all our students. Our goal is to guide our students toward becoming self-directed, self-controlled, and to develop social attitudes and behavior by which they can get along with others. As such, discipline must be maintained as a continuing goal in our school.

Formal Disciplinary Removals from Classrooms:

The policy and regulation specify the circumstances under which a student's short-term removal from a teacher's classroom, for disruptive behavior in the

classroom, may count toward his/her long-term removal from the class. After three such removals, a disruptive student may be removed from the class through the end of the quarter, or longer, depending on the circumstances.

"Disruptive behavior" is defined as behavior by a student in a teacher's classroom that constitutes a Level II, III, or IV violation of the Student Conduct and Discipline Code, that significantly disrupts the classroom, and that substantially interferes with the ability of the teacher to teach the class or the ability of other students to learn.

The first and second short-term removals under this policy require parent contact and a conference with parent, student, and appropriate staff to develop and implement a behavior plan. The third removal requires parent notification and a conference, and may result in the removal of the disruptive student from the teacher's class for the remainder of the quarter, or longer, depending on the circumstances. The policy and regulation are each available on the District's website at: https://www.d11.org/cms/lib/CO02201641/Centricity/domain/69/SectionJ/JKB_A.pdf.



INFORMATION NEEDED IN CASE OF ACCIDENT OR ILLNESS

The information on the student emergency card will be used in the event that your child becomes ill or in the event that an accident occurs at school. A new card is sent home every fall for you to update your child's information. We try to reach parents first and then other contacts listed. List only contacts

who are available to pick up your child. ***Please keep information current by calling the school or sending a note to update information.*** If these contacts cannot be reached, 911 will be called if the situation warrants immediate attention.



MEDICATION

Policy states that no medication is to be given in the schools without a blue medication form from the doctor stating the name of the student, the medication, the dosage, and a signature from both the doctor and the parent, giving Steele

School staff permission to administer the medication. If a medication has been prescribed to be given three times a day, the medication will not be given at school; it should be given before school, after school, and at bedtime.

If the medication has to be given at school, please follow these procedures:

- **A blue medication form needs to be completed.** This form is available in the office; it must include physician and parent signatures, student's name, and the exact name of the drug, dosage, and the time the medication is to be given.
- **All medications must be kept in a current pharmaceutically labeled bottle.** (All pharmacies will give you an additional bottle labeled for school, if requested.) All medications are kept locked in the office, and children should remember to come to the office at the time specified to take the medication. Parents should deliver the dosage for the day, week, or month so that your child does not need to transport medication back and forth to school daily.
- The school shall have received prior written authorization from the parent/legal guardian to administer the medication as prescribed by the legally authorized physician, dentist, podiatrist, or physician assistant except as otherwise provided by law. When a parent/legal guardian makes such a request, the student's parent/legal guardian also must present a full written release from liability, which may result from giving the medicine and any consequences of giving such medication, to the school. Medication may be given only by trained school personnel as designated by the principal and to whom a registered nurse has delegated the task of giving such medication.

NO MEDICATION IS TO BE SENT TO SCHOOL IN A CHILD'S LUNCH BOX, COAT POCKET, BACKPACK, ETC.



Do's and Dont's of Parking

In the interest of all our children's safety, **DO NOT** double park. Our children are far too valuable for us to take a chance with their safety! If you drive your children to school, here are a few helpful suggestions:

- ***THE SMALL PARKING LOT IN BACK OF THE SCHOOL LOCATED IN THE ALLEY IS FOR STAFF MEMBERS ONLY. DO NOT PARK OR DOUBLE PARK IN THE STAFF PARKING LOT!***
- Park on Espanola Street. Pull over to the curb rather than attempting to stop in moving traffic.
- Comply with speed limits in school zones.
- Drop off your children in the park "drive around" located on Del Norte by the southwest corner of the building.
- When dropping off children, remember the "kiss and go" policy (kiss your child and let them go).
- Form a carpool to reduce traffic.
- Do not park in the alley located on the west side of the building (behind the school).
- **Do not leave your car unattended or parked in a "No Parking Zone," and, PLEASE, for the safety of all, do not double or triple park. It only takes a few minutes longer to be a safe and courteous driver!**

PEDESTRIAN SAFETY

In order to strive for the safety of all, the following guidelines have been established. Please discuss them with your child.

- Cross the street only at crosswalks. Keep to the right in the crosswalk.
- Before crossing the street, look both ways. Be sure the way is clear before you cross the street.
- Obey traffic lights.
- Never enter the street from between parked cars.
- Watch for cars backing out of driveways.
- Carry or wear something white at night to help drivers see you.
- All students should play on the east side of the school buildings only – not on the north side.
- Students should not enter the school or school grounds from the alley. Please drop off your children either in front of the school, on the north side, or at the turn-around located by the park on Del Norte.

PLAYGROUND RULES AND REGULATIONS

The playground consists of one large playground in front of the school and the park area south of the school. Students should only use the playground area on the east side of the building. The area behind the west wall (the staff parking area) and on the north side should not be used for play as there is no supervision in these areas. The following rules and regulations support the Board of Education goal to “demonstrate a safe learning and working environment.”

- Students may only retrieve balls or other items from any area outside the playground with permission and/or supervision from an adult on duty.
- Students may only use the playground equipment when the playground is supervised, i.e., **after** 7:35 a.m. and **before** 2:50 p.m.
- **When dismissed at the end of the day, students are expected to go directly home** unless they are staying for a supervised activity. Please see that your children are returning home promptly after dismissal. There is no playground supervision afterschool.

PLAYGROUND STRUCTURES

- **Slides:** Students must use the stairs to get to the top and must go down seated frontward with their legs inside the slide. No more than one student at a time may be at the top landing.
- **Overhead bars:** Students must not use any part of this equipment from which to hang upside down.
- **Tire Swing:** Students must take turns allowing others to have time on the swing. Three children may swing at the same time.

The following activities are deemed dangerous and therefore, not allowed:

- Climbing on top of the bars or on the top ledges.
- Climbing on the walls, fences, or the backstop.
- Playing physical contact games or sports such as chicken, or tackle football.
- Sliding on any ice.
- Burying other students in the sand.
- Digging up the equipment.
- Fighting, physical abuse, and intimidation of others.
- Throwing snowballs, sand, rocks, or ice will be grounds for suspension.

SCHOOL CLOSURE INFORMATION/EMERGENCY DISMISSAL INFORMATION

In case of an emergency where students must be evacuated from school and cannot remain on the school grounds due to a dangerous situation, we will call you to pick up your child. Children may be taken to the medical building at 1715 N. Weber Street. Your child should be picked up from there as soon as you are contacted. In the event you cannot be reached, we will notify the emergency contacts listed on your child’s Emergency Dismissal Form to pick up your child. **Do not call the school as this will tie up phone lines and we will be unable to contact you.**

In an emergency situation, where the school is locked down and all students are to remain inside the building, no one will be allowed to leave or enter the building. Most television or radio stations will broadcast information as soon as they are notified. You may call District 11 Security at 520-2287 if you feel you cannot wait to hear from us. **Do not call the school, as our phone lines need to remain open.**

***Remember to keep the school office updated of changes in phone numbers and emergency contacts for your child!**

****All information will be delivered through the D11 app. Please download to ensure you receive all messages from Steele ES.**

STAFF PERSONAL SECURITY AND SAFETY

The following procedures will be followed in instances of assault, disorderly conduct, harassment, knowingly false allegation of child abuse, or alleged criminal offense by a student directed toward a teacher or school employee. These same procedures will be followed in instances of damage by a student to the personal property of a teacher or school employee occurring on school district premises, on school vehicles or at school activities.

1. The teacher or employee will notify the building principal or designee as soon as possible.
2. The teacher or employee will contact the local law enforcement agency and District Security to report the incident.
3. The teacher or employee will follow up and file a written report with the principal, the superintendent’s office and the Board of Education.
4. The principal or designee will insure that the local law enforcement agency and District Security has been contacted, will conduct an informal hearing, and if warranted will suspend the student for at least three days but no more than five days, with referral to the office of student discipline service for further disciplinary action in accordance with established policies and procedures.

STUDENT DISMISSAL DURING THE DAY

Please limit appointments and other non-school related activities to outside school hours. When appointments must be made during school hours, or whenever a student must be absent from school for any portion of the school day, it will be the responsibility of the parent to notify the teacher and front office in writing or by telephone, stating the reason and the time that the child is to be dismissed from school. Parents must come into the office to sign their child out and to have him or her called to the office. Identification will be requested by the school. If your child will be returning to school later on the same day, please remember to sign him or her back in so they will not be counted absent for the entire day. Do not go directly to the classroom without notification from the office, as this can be disruptive to the learning environment.

STUDENT SEARCHES (BOARD OF EDUCATION POLICY JIH)

The Board of Education seeks to maintain a climate in the schools which is conducive to learning and protective of the safety and welfare of staff and students. To achieve this goal, it may be necessary for school personnel to search the person and/or the personal property of the student and to seize any property deemed injurious or detrimental to the safety and welfare of students and staff.

Searches may be conducted by a school official who has reasonable grounds for suspecting that a search will turn up evidence that the student has violated the law, board policy, or school rules. When reasonable grounds for a search exist, school personnel may search a student and/or his property while on school premises or during a school activity under the circumstances outlined in this policy and may seize any illegal, unauthorized or contraband materials.

This policy applies to individuals and activities on, 1) all District property, including but not limited to school buses and electronic communication and access resources; 2) any non-District property on which a District- or school-sponsored activity or event occurs; and, 3) any other non-District property or location where the behavior engaged in may have a direct impact on school

discipline or be detrimental to the welfare or safety of students or staff. Among other things, it is designed to generally advise students, their parents, and District employees of behavior that may constitute sexual or racial harassment, and to encourage District students to report any such behavior to an appropriate District representative. This policy is also designed to generally alert District employees and students to their responsibilities with respect to the sexual and racial harassment of students, and to consequences that may apply for policy violations. Importantly, the District expects each of its employees and students to avoid any behavior that constitutes unlawful sexual or racial harassment. The District also expects its employees and students to avoid any behavior that constitutes retaliation against any person for reporting alleged sexual or racial harassment, or for otherwise assisting, participating, or providing testimony relating to alleged sexual or racial harassment. Such behavior is itself a violation of this policy, and may also be a violation of applicable federal and state law. The policy and regulation are available on the District's website at:

<http://www.du.org/boe/policies/jbb.pdf>
<http://www.du.org/boe/policies/jbb-r.pdf>

WEAPONS IN THE SCHOOL

School District 11 has zero tolerance for weapons in schools. In School District 11, any student with a weapon in school, on or off school property, and at all school-sponsored and related activities, whether or not the student uses or intends to use the weapon to cause bodily harm, will be immediately suspended and referred to the Office of Student Discipline Services for consideration of expulsion. In addition, students in possession of facsimiles of real weapons, such as pocketknives, air pistols, and BB guns, will be referred to the Office of Student Discipline Services for consideration of expulsion.

FIREWORKS, MATCHES, LIVE AMMUNITION, ETC. MAY NOT BE BROUGHT TO SCHOOL.