

Steele Elementary School Student & Parent Handbook 2018-2019

A photograph of the exterior of Steele School. The building is a single-story structure with a prominent brick section on the left that features the words "STEELE SCHOOL" in large, white, capital letters. Below the brick section is a large glass entrance area. To the right, there is a covered walkway supported by several white columns. The sky is bright and blue with some light clouds. The entire image is framed by a blue geometric design on the right side.

STEELE SCHOOL

1480 W. Main St.
Galesburg, IL 61401
(309) 973-2016

Dear Parent / Guardian,

Welcome to Steele Elementary School; we are excited to have your child join our Steele Family!

This handbook is a general guide of school policies. It is not comprehensive, does not address all policies, and is not intended to provide specific details in all areas. Many topics are addressed in the District #205 "Elementary Handbook and Code of Student Conduct". Please use both handbooks for reference. Additional questions or concerns should be addressed by speaking with your child's teacher or Steele office personnel.

Sincerely,

Mrs. Jennifer Graves
Principal

SCHOOL HOURS

Begins - 8:45 am

Ends - 3:15 pm

Office Personnel are available from 7:45 am - 4:15 pm.

District #205 School Calendar

Community Unit School District #205 - Galesburg, IL

2018-2019

M	T	W	TH	F	
AUGUST 2018					
6	7	8	9	10	
13	14	15	16	17	
20	21	22	23	24	3 Institute
27	28	29	30	31	5
SEPTEMBER 2018					
3	4	5	6	7	4 Labor Day
10	11	12	13	14	5
17	18	19	20	21	5
24	25	26	27	28	5
OCTOBER 2018					
1	2	3	4	5	5
8	9	10	11	12	4 Columbus Day
15	16	17	18	19	5 10/19 -End of 1st Quarter
22	23	24	25	26	4 PT Conferences
29	30	31			3
NOVEMBER 2018					
			1	2	2
5	6	7	8	9	5
12	13	14	15	16	5
19	20	21	22	23	3 Thanksgiving Break
26	27	28	29	30	5
DECEMBER 2018					
3	4	5	6	7	5
10	11	12	13	14	5
17	18	19	20	21	5 12/21 End of 2nd Quarter
24	25	26	27	28	0 Winter Break
31					0
JANUARY 2019					
	1	2	3	4	0 Winter Break
7	8	9	10	11	5 Institute
14	15	16	17	18	5
21	22	23	24	25	4 MLK Holiday
28	29	30	31		4
FEBRUARY 2019					
				1	1
4	5	6	7	8	5
11	12	13	14	15	5
18	19	20	21	22	4 Presidents Day
25	26	27	28		4
MARCH 2019					
				1	1
4	5	6	7	8	5
11	12	13	14	15	5 3/15 End of 3rd Quarter
18	19	20	21	22	4 PT Conferences
25	26	27	28	29	0 Spring Break
APRIL 2019					
1	2	3	4	5	5
8	9	10	11	12	5
15	16	17	18	19	4 Contractual Holiday
22	23	24	25	26	5
29	30				2
MAY 2019					
		1	2	3	2
6	7	8	9	10	4
13	14	15	16	17	4
20	21	22	23	24	4 Memorial Day
27	28	29	30	31	3 Emergency Days
JUNE 2019					
3	4	5	6	7	1 6/3 End of 4th Quarter
					1 Institute

Key for Colored in Dates	
 	LIGHT BLUE = Institute Day
 	RED = Holiday/Contractual Holiday
 	ORANGE = P/T Conf Day
 	GREEN = 1/2 Day Early Dismissal
 	FUCHIA = 2 Hr. Early Dismissal
 	PURPLE = 55 Min. Early Dismissal

Early Dismissals:	
 	55 Min. - Early Dismissal Days

 	2 Hour - Early Dismissal Days
---	-------------------------------

 	1/2 Day - Early Dismissal Days
October 17 - SIP (1/2 Day Early Dismissal)	
Jan 30 - SIP (1/2 Day Early Dismissal)	
Feb. 27 - SIP (1/2 Day Early Dismissal)	
May 1 - SIP (1/2 Day Early Dismissal)	

174 43

Community Unit School District #205

2018-2019 School Calendar

August, 2018

Thursday, August 2 nd	Lombard Middle School 6 th Grade Orientation (6:00 PM – 7:00 PM)
Tuesday, August 14 th	Galesburg High School Locker Day (1:00 PM – 3:00 PM)
Thursday, August 16 th	Churchill Junior High Locker Walks (3:00 PM – 6:00 PM)
Friday, August 17 th	Churchill Junior High Locker Walks (9:00 AM – 4:00 PM)
Monday, August 20 th	Teacher Institute Day – No School, Grades PreK-12 Gale Elementary Backpack Night (5:30 PM – 6:30 PM) Nielson Elementary Backpack Night (6:30 PM – 7:30 PM) Steele Elementary Backpack Night (5:30 PM – 6:30 PM)
Tuesday, August 21 st	Teacher Institute Day – No School, Grades PreK-12 Silas Willard Open House (5:30 PM – 7:00 PM) King Elementary (K and 1 st Grade) Backpack Night (4:30 PM – 5:30 PM) King Elementary Back to School Bash-All Grades/Families (5:30 PM – 6:30 PM) Galesburg High School Open House (6:30 PM – 8:00 PM)
Wednesday, August 22 nd	First Full Day of Student Attendance, Grades K-12
Monday, August 27 th	Lombard Middle School Open House (5:00 PM – 6:30 PM)
Thursday, August 30 th	Gale Elementary Open House/Fall Festival (5:30 PM – 7:30 PM)

September, 2018

Monday, September 3 rd	Labor Day Holiday – No School, Grades PreK-12
Thursday, September 6 th	King Elementary Open House (5:30 PM – 7:00 PM)
Monday, September 10 th	Churchill Junior High Open House (5:30 PM – 7:00 PM)
Wednesday, September 12 th	Nielson Elementary Open House (6:00 PM – 7:00 PM)
Thursday, September 13 th	Steele Elementary Fall Festival (5:30 PM – 7:00 PM)

October, 2018

Monday, October 8 th	Columbus Day Holiday – No School, Grades PreK-12
Wednesday, October 17 th	½ Day Early Dismissal (SIP)
Friday, October 19 th	End of First Quarter (41 Days)
Friday, October 26 th	Parent/Teacher Conferences, Grades PreK-8; No School, Grades PreK-12

November 2018

Thursday, November 22 nd	Thanksgiving Holiday - No School, Grades PreK-12
Friday, November 23 rd	Thanksgiving Vacation - No School, Grades PreK-12

December 2018

Friday, December 21 st	End of 2 nd Term/Quarter, Grades K-12 (42 Days)
Monday, December 24 th	First Day of Winter Break, No School, Grades PreK-12

January 2019

Friday, January 4 th	Institute – No School, Grades PreK - 12
Monday, January 7 th	School Resumes
Monday, January 21 st	Martin Luther King Holiday – No School, Grades PreK-12
Wednesday, January 30 th	½ Day Early Dismissal (SIP)

February 2019

Monday, February 18 th	President's Day Holiday – No School, Grades PreK-12
Wednesday, February 27 th	½ Day Early Dismissal (SIP)

March 2019

March - Dates TBD	PARCC Assessment, Grades 3 through 8
Friday, March 15 th	End of 3 rd Term/Quarter, Grades K-12 (48 Days)
Friday, March 22 nd	Parent/Teacher Conferences, Grades PreK-8; No School, Grades PreK-12
Monday, March 25 th -29 th	Spring Break, No School, Grades PreK-12

April 2019

Monday, April 1 st	School Resumes from Spring Break
April - Dates TBD	PARCC Assessment, Grades 3 through 8
April – Date TBD	SAT Testing, Grade 11
Friday, April 19 th	Contractual Holiday – No School, Grades PreK - 12

May 2019

Wednesday, May 1 st	½ Day Early Dismissal (SIP)
Monday, May 27 th	Memorial Day – No School Grades PreK-12

June, 2019

Monday, June 3 rd	End 4 th Term/Quarter, Grades PreK-12 (43 Days) Last Day of Student Attendance
Tuesday, June 4 th	Institute – No School, Grades PreK-12

IMPORTANT DATES

September 13, 2018 - OPEN HOUSE: 5:30 -7:00pm

Early Dismissal Days

55 minute	2 hour	½ day
TBD	TBD	October 17, 2018 January 30, 2019 February 27, 2019 May 1, 2019

ACADEMICS

Grading Periods

	Quarter One	Quarter Two	Quarter Three	Quarter Four
End of Quarter	10/19/2018	12/21/2018	3/15/2019	5/30/2019

Grading / Report Cards

<p><u>EXCEEDING STATE AND DISTRICT STANDARDS</u></p> <ul style="list-style-type: none">⇒ Student demonstrates a deeper understanding of grade level standards⇒ Students independently exceed grade-level standards <p style="text-align: right;">4</p>	<p><u>MEETING STATE AND DISTRICT STANDARDS</u></p> <ul style="list-style-type: none">⇒ Student demonstrates knowledge and skills expected at this grade level.⇒ Student demonstrates consistent application of skills.⇒ Student independently applies grade-level standards. <p style="text-align: right;">3</p>
<p><u>APPROACHING STATE AND DISTRICT STANDARDS</u></p> <ul style="list-style-type: none">⇒ Student demonstrates a partial understanding of knowledge and skills expected at this grade level.⇒ Student is approaching the standards, however the skills are not yet mastered.⇒ Student needs support to demonstrate the knowledge and skills expected at this grade level. <p style="text-align: right;">2</p>	<p><u>NOT MEETING STATE AND DISTRICT STANDARDS</u></p> <ul style="list-style-type: none">⇒ Student does not demonstrate the knowledge or skills expected at this grade level.⇒ Student is working below grade level.⇒ Student requires continued support. <p style="text-align: right;">1</p>

Elementary report cards are issued at the end of each grading period (in hard copy form & electronically on Skyward Family Access). They are intended to give an evaluation of the scholastic achievement and work habits of each child. Parents should examine all cards carefully since each child is rated not only on academic progress, but also progress in development of social attitudes and work habits.

Tutoring

Steele School has a tutoring program for need-based students. The program runs from October through mid-March. Parents will be notified if their child is a candidate for the program.

ATTENDANCE

District #205 Attendance Policy

To ensure that all children are given the chance to reach full academic and personal potential to achieve their dreams, Community Unit School District #205 has high expectations for student attendance.

These expectations have been established in concert with Illinois state law. The law states that whoever has custody or control of any child enrolled in school must cause such child to attend public school in the district where the child resides the entire time it is in session during the regular school term, except as otherwise provided by law.

Our district takes student attendance very seriously and we are committed to seeing that every child is at school unless there is an excused reason for absence or tardiness. "Helping Students Achieve Their Dreams" is our district's mission. Studies have shown that when students are consistently at school they are more likely to achieve their dreams.

What Parents and Students Can Do

Ensure children arrive to school on time.

For minor health issues—come to school.

Call within one hour of the start of school or send a note within 48 hours of the return to school.

Plan appointments outside of school day.

Return to school after appointments.

Know attendance is required on early dismissal days.

Call when your child is absent from school or unavoidably late.

Communicate with school and seek support when needed.

When absent, be sure to make up missed work.

What To Do When Your Child Is Absent

Parents are asked to notify the school by 8:45 a.m. @ 973-2016 of a child's absence. Students need to be fever free for 24 hours before attending school. If a student has a fever or is vomiting, he/she should remain out of school for their own health. Homework will be provided to students who have been absent 3 consecutive days when requested by parents and will be available at the end of the school day requested. If a student is tardy because of a medical appointment, parents who notify school prior to the tardy are able to order hot lunch for their student.

Prearranged Absences / Family Vacations

Parents must contact the school a minimum of ten days prior to the prearranged absence and secure a form to fill out regarding the absence. This must be done in order for the absence to be excused.

Vacations when school is in session are frowned upon. However, if you must take your child out of school, you need to fill out a verification form that you may obtain from the office at least 10 days before the scheduled vacation. In order for your child to be excused, this form must be completed and signed by the principal prior to the absence.

Excused vs. Unexcused Absences

What is an Excused Absence:

- Illness
- Medical appointments that can't be scheduled outside of school day.
- Observation of religious holiday.
- Death in immediate family.
- Approved educational purpose.
- Family emergency (on a limited basis).
- Planned vacation with prior approval 2 weeks before.

What is an Unexcused Absence

- No phone call or note to explain student's absence.
- Returning to school after 3 consecutive absences without a valid doctor's note.
- Missing bus. Oversleeping/alarm problems.
- Transportation issues.
- Any other reasons that do not fit the excused category.

NOTE: Maximum number of excused vacation days per school year is not to exceed 5 days.

VALID DOCTOR'S NOTE WILL BE ACCEPTED: Confirm the child was seen in the office and was too ill to attend school.

CAFETERIA PROCEDURES

Breakfast / Lunch

Breakfast and lunch are available at NO COST to all students, or they may bring a lunch from home. Please note that soda pop is not allowed. School menus can be requested from the office throughout the year, are posted on the District #205 website at www.galesburg205.org or can be viewed along with the nutritional information by downloading the Nutrislice App on your smartphone.

LUNCH SCHEDULE

K	12:00-12:30
1	12:20-12:50
2	12:10-12:40
3	11:45-12:15
4	11:35-12:05
5	11:25-11:55

SCHOOL PROCEDURES

Birthday Treats / Invitations

Due to health concerns and scheduling, treats and snacks for any occasion must be arranged in advance with the classroom teacher. All treats and snacks must be store bought and prepackaged with nutritional information listed. Treats and snacks must not require refrigeration and must have a clearly printed list of ingredients on the packaging. Items from a bakery must have a clearly printed list of ingredients and a label that clearly states it was made in a peanut free environment. No homemade treats or snacks are allowed for distribution at school. We strongly encourage you to select a treat or snack with nutritional value.

Steele School encourages invitations for individual students be sent in the mail because, obviously, students who do not get an invitation get their feelings hurt. The office does not give out student addresses.

Classroom Parties

A sign up will be available at the first PTO meeting for any parent who wishes to be a room parent. Parents are able to sign up for one or more parties held throughout the year for their child's classroom. You may also contact the Room Mother Representative from the PTO to sign up or your child's teacher. Please see PTO guidelines for parent volunteers.

Cellular Phones / Gizmo Watches

Cell phones, IPADs, I PODs, Gizmo watches and other personal electronic entertainment devices are not to be used or on a student's person in school from 8:45 a.m. –3:15 p.m.

Discipline

Student discipline and bus discipline among many other items are outlined in the Elementary Handbook and Student Code of Conduct available online or in the school office.

PTO (Parent Teacher Organization)

Steele School has an active PTO. Meetings are held monthly in the Learning Center. See the Steele website for exact dates. All parents are welcome & encouraged to attend meetings to get involved in such activities as: Back to School Cookout, Fun Fair, Book Fairs, Family Nights. **Every** Steele parent is welcome!

Follow the PTO FACEBOOK page:

<https://www.facebook.com/Steele-School-PTO-107531159291912/>

TRANSPORTATION

Morning Arrival at School

Students may be dropped off after 8:25 am using the single-file car lane next to the playground. Students should exit the vehicle on the passenger's side for their safety. Please do not park in the drop-off lane. If you wish to walk your child to the playground, park in the parking lot and escort them.

The first morning bell rings at 8:40 a.m. Students on the playground line up on designated lines and are directed by an adult into the building. The second "tardy" bell rings at 8:45 a.m. designating the beginning of school. Students who are not in their classrooms by the 8:45 a.m. bell are considered tardy and must be checked into the office by a parent or guardian. Bells also ring to signal recess times throughout the school day and dismissal.

Student Dismissal

After the 3:15 p.m. bell, all students are dismissed from school through the cafeteria doors except bus riders. Parents are asked to wait outside the gym doors for student pick up at the end of the day. Inform your child where you will be waiting to avoid confusion for him/her. Parents are expected to pick their child by 3:25 p.m. when supervision ends. Alternate plans such as PALS should be arranged if students will be picked up later.

Busses

Busses use the front circular driveway to load and unload students. Parents are not to use the circular drive to load/unload students before/after school. If a student wishes to ride home with a friend on the bus, a note must be given to the office for the principal's signature regarding this prior to dismissal.

Parking

There is no parking in the front circle during the school day except after 3:45 p.m. Visitor parking is available as are general parking spaces.

Transportation Messages

Parents are encouraged to make their child aware of transportation issues/appointments. While we make every effort to notify a child regarding a parent's message, if a parent needs a message relayed to their child, parents are asked to call the Steele office by 2:15 p.m. to give ample time for the message to be delivered.