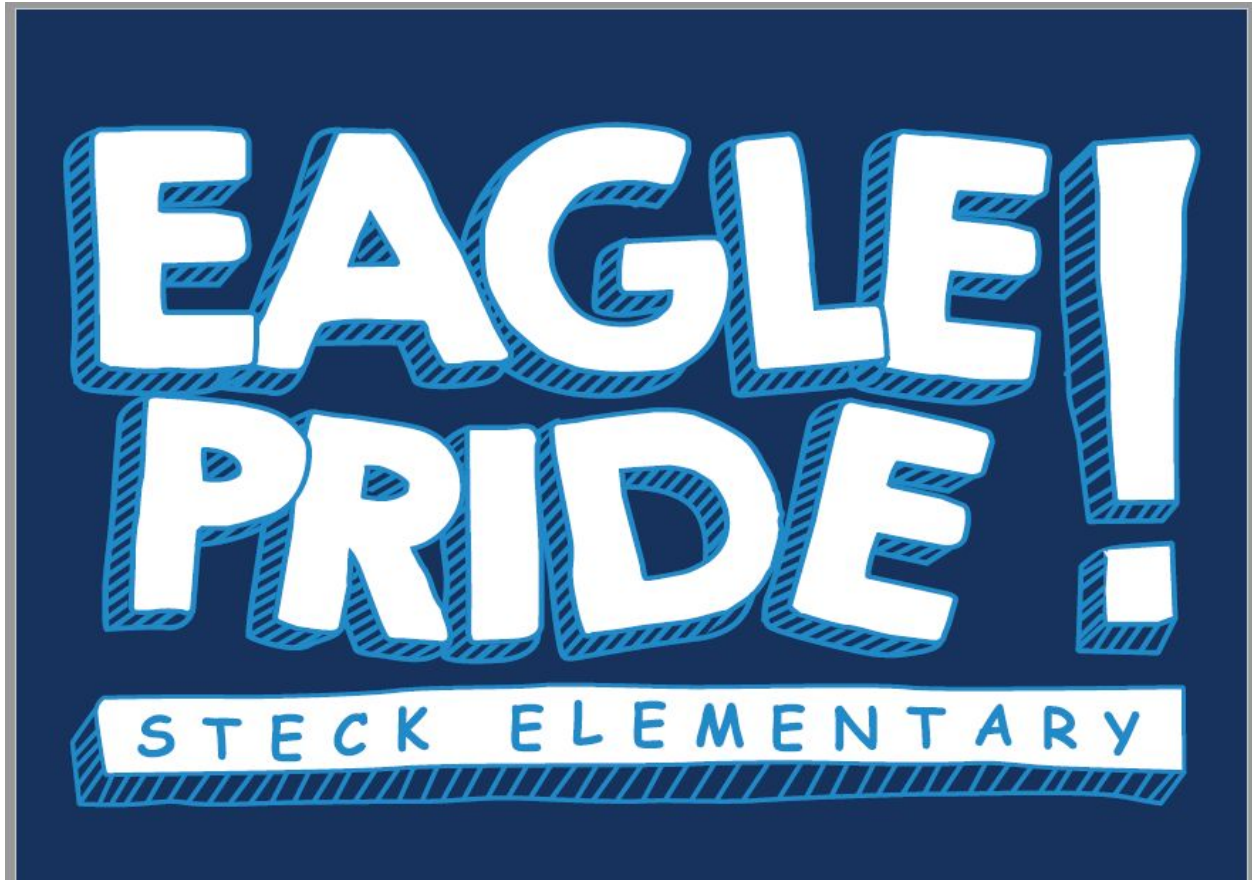


REBA O. STECK  
ELEMENTARY  
SCHOOL



August 2018

Dear Steck Parents,

Welcome to the 2018-2019 school year at Steck Elementary School. I am very excited to welcome you and your children and to begin our important work together.

Enclosed is useful information that you can reference throughout the school year. Please take a few minutes to read our handbook and other information that will keep you informed so that we can all have a positive and productive school year. In addition, teachers and Steck PTA provide news announcements and websites that will assist you in staying informed about classroom activities and upcoming events at our school.

Our entire staff welcomes you at any time. We are available to answer questions, discuss concerns, and celebrate the discoveries and progress our students will make during this school year. We encourage you to support our efforts by making sure your child attends school consistently and punctually, attending school functions, monitoring your child's academic and social progress, and becoming involved as a volunteer in some capacity. When children see us as partners and active participants in the school community, they will realize the importance of learning and its impact on their future.

Best wishes for a successful school year,

Elizabeth Pohlmann  
Principal

# 2018-2019 STUDENT-PARENT HANDBOOK

## Table of Contents

Mission Statement	4
Hours	5
Wednesday Late Arrival	5
Student Attendance	5
Forgotten Lunches/Items	6
Forgotten Homework	7
Drop-Off and Pick-Up	7
Bus Transportation	8
Visitors	9
Parent Volunteers	9
Grading	9
Homework	10
Art - Music - PE	12
Lunch/Recess	12
Bringing Lunch for Your Child	12
Playground Guidelines	13
Discipline – School Rules	13
Eagle I’s	13
Character Traits	13
Special Programs/Events	13
Bicycles - Roller Blades – Scooters	14
Adults on Bikes	14
Pets at Arrival/Dismissal Time	14
Information on School Closings	14
Student Birthdays	14
Shoes with Built-In Roller Blades	14
Lost and Found	15
Mail Day	15
Money	15
Digital Citizenship	15

**Please Note: You may notice this handbook is much shorter than in previous years. We have removed most sections which already appear in the District Parent-Student Handbook, which may be accessed online at <http://ipsdweb.ipsd.org>.**

## **MISSION STATEMENT**

We are dedicated to inspiring all students to achieve their greatest potential.

## **VISION STATEMENT**

Steck will be prepared for success in the 21<sup>st</sup> century through engagement in relevant and rigorous learning. The educational process will be designed to address individual differences while focusing on the belief that all students will reach their potential. All students will be educated in a safe and secure environment that promotes responsibility, respect, and self esteem.

## SCHOOL HOURS

Due to supervisory schedules, students should arrive **at school between 8:50-9:05 AM** and report directly to their classrooms where they will be supervised by the classroom teachers. Students should not arrive before 8:50 AM since there is no adult supervision. Doors open at 8:50 AM.

The student day begins at 9:05 AM (Monday, Tuesday, Thursday, and Friday); Wednesdays are a later start at 9:15 AM. The school day ends at 3:35 PM each day. Every day begins with the Pledge of Allegiance and student announcements.

### Wednesday Late Arrival Procedures

District 204 is adjusting the starting time for students on Wednesday mornings for the 2013-2014 school year. This set block of time for teachers to work collaboratively on improving student learning will occur each Wednesday before school. The start of the elementary school day will be adjusted to 9:15 AM. School staff will be available to supervise students beginning at 9:00 AM. Students will enter the building and report directly to their classrooms for supervision by their classroom teachers.

The district is assisting elementary parents who might not have flexibility in their morning schedules. Elementary school parents unable to make the 10 minute adjustment on Wednesday will be permitted to drop off their student at the same time as other school days, and supervision will be provided for those additional 10 minutes.

## OFFICE HOURS

The Steck office is open each day from 7:45 AM to 4:15 PM. Our school telephone number is 375-3500.

## STUDENT ATTENDANCE

Attendance is maintained in the eSchool student information system. Student absences should be reported to the office by 9:30 AM. The school office will contact families of an absent student which has not been reported. The administration monitors attendance regularly. The Regional Office Guidelines state that 5% or more is considered truant.

### Student Absences and Evening Program Attendance:

If a student is absent during the school day, they should **NOT** attend any evening performance or activity scheduled for their grade level. Your cooperation is needed in helping to maintain a healthy environment for all students and staff.

Make-Up Work: If a student is unable to attend school for one or two days, s/he will receive make-up work upon return to school and be given an appropriate due date. For extended emergencies/illness, a parent may call the office on the morning of the third day of absence to request make-up work. A parent may then come to the office the following morning to pick up homework. If the extended illness results in an absence of more than two weeks, a homebound tutor may be provided. Please contact the school office.

Medical Documentation: Under certain circumstances, parents or guardians may be required to present medical documentation of physical or emotional conditions causing a student's absence.

Health Policies: The health policies listed below are recommended by the DuPage County Health Department and are followed here at Steck School to maintain a safe and healthy school environment:

1. If your child is running a fever, the Health Department recommends the child's temperature be normal (98.6) for **24 hours before returning to school.**
2. Do not send your child to school with a consistent cough or runny nose, as this infects other children.
3. Keep children home for **24 hours after vomiting and flu symptoms subside.** This helps to ensure a healthy reentry into the classroom.
4. Please report **all** cases of strep throat and strep-related infections to the School Nurse or Health Aide.

5. All communicable diseases (chicken pox, head lice, impetigo, mumps, measles, etc.) must be reported to the School Nurse. There are specific requirements and regulations for readmission to school after having a communicable disease.
6. Please do not send children to school if they have diarrhea or vomiting.
7. A student who has been absent from school for more than five (5) days or who has a communicable disease must present a physician's release for readmission to school.
8. If a rash is present, it needs to be evaluated by a physician. A diagnosis of the underlying cause should be elicited before re-admittance to school.
9. If there are signs of conjunctivitis ("pink eye") with matter/drainage in one or both eyes, itching, redness, or crust on the eyelid, the child needs to be evaluated by a physician. Antibiotic therapy needs to be maintained for 24 hours before re-admittance to school.
10. Parents **must report absences** to the office by 9:30 AM (attendance line is 375-3500, prompt 3).
11. Please keep your emergency phone numbers and contacts updated! Notify the school office of any changes.

Again, your help and cooperation in maintaining a healthy school environment is most appreciated. If you have questions, please contact our School Nurse or our Health Aide.

Vacations: Every effort should be made to not have students miss school for vacation purposes. When absence occurs due to a vacation, **students will not receive homework in advance**. Experience has shown that it is difficult at best for teachers to accurately predict what homework will be and for students to do homework properly on vacation. Upon return to school, students will receive make-up work and an appropriate due date.

If parents want to keep their children academically engaged while on vacation, please have them read, keep a journal, and practice math facts.

**If you must be gone during the school attendance time:**

1. **Notify the office and the classroom teacher**
2. **Include the dates the student will be gone**
3. **Specify if it is vacation or out of the country for an extended period of time.**

Tardiness: If a student arrives at school after 9:05 AM, s/he should report to the office for a pass. Please note: students enter the building at 8:50 AM and are in the classroom by 9:05 AM, ready to start the day.

**EARLY DISMISSAL & LATE ARRIVAL**

A request to have a child dismissed early should be sent in writing with the child on the morning of the dismissal. Parents must come to the school office. We will send for your child as you sign them out for dismissal. A child will be released only to their parents unless other arrangements have been made. Parents should be prepared to present identification to the office staff. Because of natural congestion at dismissal time each day, we ask that if you pick up your child early, you must do so before 3:25. No students will be dismissed from class after 3:25.

Late arrivals must sign in at the office and will be issued a pass to enter their classroom.

**FORGOTTEN LUNCHES & ITEMS**

We have implemented a procedure for parents who drop off forgotten items or lunches for their students.

Grade level bins are located in the main entrance near the office. When a parent drops off a forgotten item, they must mark the item with their child's name and teacher and put it in the appropriate grade level bin. Any and all items dropped off will go through this system. It is the discretion of the parent if an item is left in the bin.

Teachers will check these bins. We ask that you follow this procedure rather than taking a visitor's badge and going to the classroom. When parents go to a classroom, instruction is interrupted for the students.

Lunchroom supervisors will check the bins at the beginning of each lunch period to insure that a student receives his/her lunch or outdoor apparel. Classroom teachers and aides will check the grade level bins as often as possible.

Please go over this procedure with your child and stress to them their responsibility in planning ahead and remembering their necessary items.

### **FORGOTTEN HOMEWORK (END OF THE DAY)**

Because of our office hours and for security reasons, students and parents will not be allowed to enter the building after 4:15 PM to retrieve forgotten homework materials or other items.

### **STUDENT DROP-OFF AND PICK-UP PROCEDURES**

The following procedures are recommended for dropping off students and picking up students by car. We think these are the best, most efficient and safest procedures for our students. Please review the procedures very carefully and completely.

#### **TO DROP OFF:**

1. Our recommended route to reach the school is along Inverness Drive. Inverness is a wide street and cars will not interfere with the crossing of children on Breckenridge. Using Inverness is our recommended route; however, if this does not work for you, please use your common sense and good judgment in determining a safe driving route to Steck. Please be reminded that you will need to enter the Circle Drive by turning right from Inverness--LEFT TURNS ARE NOT ALLOWED INTO THE CIRCLE DRIVE.
2. Line up on Inverness to turn right into the Circle Drive. (Left turns are not allowed into the Circle Drive). Traffic should ideally come from the same direction to ensure a smooth and safe flow of cars. No U turns are allowed on Inverness.
3. Please make sure that you stop at all stop signs and obey all crossing guards if they stop you to cross children in the crosswalks. Please remember that it is illegal to block the crosswalks or the yellow areas near the crosswalks.
4. After turning right into the Circle Drive, proceed and pull ahead as far as you can around the Circle Drive so that the maximum number of cars can pull in behind you.
5. As soon as you are in the Circle Drive and stopped, let the children exit from the passenger side only onto the sidewalk. (It is not safe to release children from the driver side of your car.) Please have your children ready to exit the vehicle as soon as you are stopped.
6. Please stay in line in the Circle Drive until the person ahead of you has moved forward. Do not pass on the left--you must stay in line until all the cars ahead of you have exited. You are welcome to turn either right or left upon exiting the Circle Drive.
7. Please understand that buses and day care vans will be given priority in coming into the Parking Lot and unloading passengers. A staff member may hold the line of cars to allow these vehicles to enter the Parking Lot. (Please remember that only these vehicles are allowed to turn left into the Parking Lot.)
8. Please remember that it is illegal to pass buses when they are unloading students. If you are behind a bus, you will need to stay in line until the bus exits the drive.
9. Please refrain from unloading children on Inverness Drive between the entrance and exit of the Circle Drive. It is unsafe for children to be walking across the Circle Drive. No Parking signs are posted in this area.
10. Please remember that drivers should not exit their cars for any reason. This interrupts the flow of cars. Please make accommodations for your child to exit the passenger side of your vehicle by

himself or herself--parents should not be walking around the car to open doors. If your child needs help getting a project in, please find a parking place and walk your child to the office.

11. There will be **no supervision for students until 8:50 AM**. Please do not drop off your child before this time. At 8:50 AM, students will be allowed to enter the building and proceed to their classrooms where they will be supervised by their teacher. Staff will be supervising in the front and rear of the school as well. When staff arrive for supervision at 8:50 AM, students may begin exiting their vehicles and enter the building.
12. Absolutely **no parking will be allowed in the parking lot between 8:40 AM and 9:05 AM**. Cones will be blocking the entrance and cars will not be allowed in or out of the lot. Only buses and daycare vans will be allowed in the parking lot.

#### **TO PICK UP:**

1. If you choose to drive to school to meet your child, **you may park and wait in your car along Inverness or Breckenridge and your child can walk from the rear of the building to meet you at your vehicle**. (There are No Parking areas on Inverness and Inverness Court. The spaces between the entrance and exit to the Circle Drive are designated No Parking as well. Please do not park in these areas.) Parking in the visitor spaces in the circle drive is **not** allowed from 3:25 - 3:45 PM.
2. Another option is to park in the **school parking lot**. Some important reminders about the lot:
  - **Parents must be in the lot before the cones are put up at the entrance** (3:25-3:30 PM)
  - **Parents must park in a designated space**--if there are no spaces left, you must park and wait on the street. Double parking is **NOT** permitted.
  - **Parents must exit their vehicle to walk and meet their child** (children are **not** allowed to walk through the lot without you)
  - **Parents must remain in their parking spot until all students have left the school premises, the cones are removed, and a staff member signals that it is acceptable to move from your space.**

NOTE: Children should never be picked up on McCoy! This is extremely dangerous!

#### **Morning Drop Off Procedure Highlights**

1. Children are not supervised at Steck until 8:50 AM. Do not drop your children off before this time.
2. Inverness Drive is our recommended route. Vehicles should enter the Circle Drive by making a right turn from Inverness.
3. Crosswalks and yellow zones should be clear of cars. Obey crossing guards.
4. Once in the Circle Drive, pull ahead as far as possible.
5. Children should exit only on the passenger side of the vehicle and should enter the school at the closest entrance door. (Door #1, 2 and 12.)
6. Parents should not exit their vehicles for any reason when using the Circle Drive.
7. Cars should remain in line until the cars in front of you are moving. All cars should stay on the right side of the Circle Drive.
8. Children should not be dropped off anywhere other than the Circle Drive. Students should not be crossing the Circle Drive.

#### **BUS TRANSPORTATION**

A list of bus routes is available online at [www.ipsd.org](http://www.ipsd.org) through HAC or in the school office. **Students may ride only their assigned bus**. Busing students may not bring "guests" home with them on the bus. If your child does not qualify for busing, s/he may not ride the bus to go to another student's home after school.

If your child will not be riding the bus on any particular day, please send a note stating that s/he will not be riding the bus and who will be responsible for picking him/her up.



Bus drivers are not authorized and should not be approached to make any changes to designated stops. Route change requests will only be considered if submitted utilizing the form which is available on the district website for this purpose. **Please do not contact the school or First Student.** After school begins, route changes will not be made until after the third week of school unless there is a safety concern.

For bus transportation procedures to and from permanent, in-home daycare providers, please call the school or refer to the district handbook.

In order to provide the safest and most efficient transportation, the district has developed certain rules and expectations which will be enforced. We ask that students and parents familiarize themselves with the following information and encourage observance of these guidelines and regulations:

1. Remain in your seat.
2. Do not throw objects on or from the bus.
3. Keep head and hands inside the bus.
4. Do not eat or drink on the bus.
5. Obey the driver.
6. Be at your bus stop 5 minutes before the scheduled time.
7. Be courteous to classmates and neighbors at bus stops and while traveling on the bus.
8. Do not use profane language.

If a student violates a safety regulation, the following disciplinary action will be taken:

1. Disciplinary referral filed and parent notified
2. Disciplinary action recommended:
  - 1<sup>st</sup> offense – warning
  - 2<sup>nd</sup> offense – disciplinary referral
  - 3<sup>rd</sup> offense – possible bus suspension
3. If it is in the best interest of the school and the safety of the students riding the bus, an immediate bus suspension may be imposed without the 1<sup>st</sup> offense warning.

## **VISITORS**

We ask for your cooperation in presenting your valid Illinois ID or Driver's License when entering a school. Visitors' IDs will be returned when they leave the building. The school staff will physically hold all visitors' IDs, so in an emergency, first responders can quickly know who is in the building. If you are attending a school event during school hours, please arrive a few minutes early in order to allow for time to have your ID scanned and an ID badge printed.

## **PARENT VOLUNTEERS**

While we highly appreciate and value the support parents are able to provide through volunteering, we must request that younger siblings do not accompany parents who are volunteering at school. Child care arrangements will be necessary for preschool age siblings.

If your child is sick on a day that is scheduled for you to volunteer in the classroom, please contact the teacher to reschedule. Do not bring sick children to school while you volunteer.

Younger siblings should not accompany parents to school during "Star of the Week" activities scheduled by the classroom teacher.

## **GRADING**

Grades are an evaluation of student achievement of grade level objectives. Teachers use frequent and ongoing evaluation in determining grades. Components of these grades will reflect varied age-appropriate opportunities for students to demonstrate knowledge of the subject matter and may include the following:

Punctuality

Cooperative Projects

Discussion

Note taking  
Participation

In-Class Assignments  
Performance Evaluations

Quizzes and Tests  
Special Projects

The grading scale for School District 204's elementary schools is:

Grade K:                   Progressing satisfactorily  
                                  or  
                                  Additional help or growth needed

Grade K report cards are available for the 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> quarters only. Quarter 1 assessments are discussed at the Parent/Teacher Conference in November.

Grades 1-2:	S+	Demonstrates strength
	S	Satisfactory progress
	I	Showing Improvement
	N	Needs to improve
	U	Unsatisfactory progress
	N/A	Not applicable to quarter

Grades 3-5:	A	90-100
	B	80-89
	C	70-79
	D	60-69
	F	59 and below

Report cards are available online through Home Access Center at the end of nine weeks as determined by the school district calendar. Progress reports are issued as needed at the midpoint of each quarter.

### **Homework Philosophy Statement**

A Note to Parents Regarding the Elementary Homework Statement

During the course of the 2008-2009 school year, the District #204 elementary school principals conducted an in-depth study on the topic of homework in order to guarantee that the district was current with best practices.

Several interesting results were found. They included:

- The focus on the purpose of homework should be student learning not compliance. Teachers know that certain learning skills require practice to perfect, and often homework is used for practice. Research confirms that mastering a skill requires focused practice (Marzano et. al, 2001.)
- Research does seem to verify that a small amount of homework may be good for learning, but too much homework may be bad for learning. Up to a point, homework appears positive, but past the optimal amount, achievement either remains flat or declines. Curiously, the research about the appropriate amount of homework for different grade levels is already consistent with an informal guideline that many teachers already practice – the “ten minute” rule (Cooper, 2007.)
- All homework can be used to check for understanding if we convince students not to be threatened by grades. Grades are not necessary for learning to take place. Grades on homework often get in the way of learning, de-motivate students, and create power struggles between students and teachers and between students and parents (Guskey, 2003).
- The goal of assessment of learning should be to keep failure at a minimum and to maintain learner’s confidence – the opposite occurs when homework is graded. The most important question to ask about grading homework is “What is the effect on future learning?” (Stiggins, 2007.) Priority must be given to tasks that do not cause students to give up.
- All homework should receive feedback. Moving from grading to feedback encourages student ownership of learning. Allowing students to take control of their learning makes learning personal (Guskey and Anderson, 2008.)

As a result of these findings, the principals with input from the teachers revised the District #204 homework statement in order to confirm that reasonable time-limited homework, which provides feedback to our students, is still important to the learning process. Although homework will not be graded, the practice it provides is key to the learning process. Generally, most students will not receive good grades if they do not practice.

### **Homework Tips for Parents**

Facilitating the learning of your child is the primary focus of the District #204 elementary staff. As a result, we understand the importance of an ongoing partnership with our parents and students as they attempt school work at home. The following guidelines and tips are offered to assist you and your child to be successful:

#### **Parents are encouraged to .....**

- Ask your child what they are studying in school.
- Ask your child to show you homework assignments.
- Assist your child in organizing homework materials.
- Help your child formulate a plan for completing homework.
- Provide an appropriate space for your child to do homework.

#### **Parents may if they wish.....**

- Help your child interpret assignment directions.
- Proofread your child's work, pointing out errors.
- Read aloud required reading to your child.
- Give practice quizzes to your child to help prepare for tests.
- Help your child brainstorm ideas for papers or projects.
- Praise your child for completing homework.

#### **Parents should not.....**

- Attempt to teach your child concepts or skills the child is unfamiliar with.
- Complete assignments for your child.
- Allow your child to sacrifice sleep to complete homework.

#### **Contact the teacher if.....**

- Your child refuses to do their assignment.
- Instructions are unclear.
- Your child can't seem to get organized to finish assignments.

You can't provide the needed supplies or materials.

Neither you nor your child understand the purpose of the assignments.

(Vatterot, 2009) (Pandu, 2005)

### **ART – MUSIC – PHYSICAL EDUCATION**

Each student will receive instruction in the following special areas:

#### Grades K-5

Art	-	50 minutes total per week
PE	-	25 minutes three times per week
Music	-	50 minutes total per week

### **LUNCH – RECESS**

We will have a thirty-five minute lunch/recess period for Grades K-5. A hot lunch program will be available to students on a daily basis. Information about menus and payment fees will be available in the school office. Milk is available and may be paid for by semester, by year, or by day.

In the lunchroom, we expect students to respect the rights and property of others. Good manners are essential. Students may lose lunch/recess privileges if they choose not to follow these rules. Please refer to the Eagle I expectations which are listed on the Steck website.

A 15 minute recess is held each day following lunch. During the winter, we will go outside for recess if the wind chill index is at 5 degrees or above. The wind chill report will be obtained from the National Weather Service. Students are expected to dress appropriately for winter weather recess with hats, gloves, boots, and winter coats. All students participate in recess unless a doctor's note including a medical reason is provided to the school. When a student is excluded from PE due to a medical concern, the exclusion will apply to all physical activities including recess. The school nurse will follow up with the doctor's office as needed. Safety is our priority. We ask that students NOT bring toys, balls, jump ropes etc. from home; our lunchroom staff will provide students with these items.

Please note that parents may write a note to excuse their student from all physical activities, including recess, for up to three consecutive days. If these requests become excessive, we will require a doctor's note which must include a medical reason. If there is an ongoing or recurrent illness or need for exclusion, we will require a doctor's note regarding the exclusion and the medical reason for the exclusion. Students who are unable to participate in recess will sit inside the lunchroom during recess and will be supervised by our lunchroom supervisors. Students who are unable to participate in recess will not be accompanied by a friend. Activities will be available for the individual student to choose from in the lunchroom or the student can bring a personal reading book.

Only parents are allowed to join their child for lunch. Siblings, friends and extended family members are not permitted to come to lunch with students.

Recess is a 15 minute time for students to interact and play. We ask that any visiting parents leave after lunch rather than going out to recess. We know this a valuable "kid time" for our students. Furthermore, we are concerned about the liability of having other adults on the playground (or in the classrooms when indoor recess occurs.)

### **BRINGING LUNCH FOR YOUR CHILD**

Parents may choose to bring lunch for their child. However, we ask that parents do NOT bring lunches for other children. This presents a problem for the school staff in that we do not know that other parents have approved the lunch. In addition, other children may feel excluded. Please only bring lunch for your child.

## **PLAYGROUND GUIDELINES**

Students are not to play on the playground equipment before school.

During lunch/recess, students will be able to enjoy the playground except for days of extreme weather. Please make sure your child is dressed for the outdoors. All students will participate unless a doctor's note is provided. Steck will follow the direction of the district office for restricting use of playground equipment due to frozen wood chips, which when not frozen provide some fall protection.

Please be aware that the playground is not supervised before or after school.

## **DISCIPLINE – SCHOOL RULES**

We believe and expect that all students can behave appropriately at school. We will not allow any student to disrupt teaching/learning time and we continually promote the positive approaches by recognizing those who behave appropriately. Our goal is to provide an organized and positive learning climate for all students and staff.

All clubs or extracurricular activity groups must have appropriate adult sponsorship. There will be no formation of any exclusive clubs.

Maintaining a safe learning environment for all students is a high priority at Steck. Any threat of violence will be taken seriously and will not be tolerated. The use of profanity, verbal or physical abuse, assault, or fighting during school hours will not be allowed. Having or displaying any type of weapon or other dangerous instrument or object is also a violation of school and district rules. Referrals will be handled by the administrative staff and parents will be notified.

A classroom discipline plan from your child's teacher will be sent home. Please review the plan with your child.

As a school guideline, parents will be called as an intervention for support and cooperation prior to a detention or further discipline. Severe disruptions will be referred to the building administration.

Parents should refer to the district parent/student handbook for discipline information.

## **EAGLE I's**

Steck School implements the PBIS (Positive Behavioral Interventions and Supports) philosophy, commonly known as Eagle I's. We have common expectations for all students throughout the building. We focus on the statements of "I will...be respectful, be responsible, be safe, and be ready". We focus on celebrating all of the positive elements of our school and successes related to these "I will" statements throughout the year. For further information, please refer to the Eagle I's matrix on the Steck website.

## **CHARACTER TRAITS**

In addition to our school focus on "Eagle I's", students have the opportunity to learn about and practice examples of Character Traits which have been identified by the Steck Staff. Throughout the school year, students will learn about: Trustworthiness, Respect, Responsibility, Fairness, Caring, and Citizenship. This information is often passed along through morning announcements by students and staff and is reinforced in the classrooms by integrating the concepts throughout the curriculum.

## **SPECIAL PROGRAMS & EVENTS**

In our efforts to maintain the best classroom instruction and not disrupt the learning process, students will not be dismissed from their classes to attend special events for siblings during the school day. This may include: Star of the Week, Kindergarten Music Program, and other special events that may occur during the school day.

### **BICYCLES - ROLLER BLADES - SCOOTERS**

Students have the opportunity to ride bicycles, scooters, or rollerblade to school. Scooters and bikes are to be walked on school property and locked in the bike racks during the school day; roller blades must be removed when on school property. Children should obey all traffic rules when traveling to and from school. Safety helmets are strongly suggested.

### **ADULTS ON BIKES**

We request that adults, who choose to accompany their child/children to and from school on bikes, assist in setting a good example by walking their bicycles on school property also. This will help to ensure safety for all students and adults.

### **PETS AT ARRIVAL/DISMISSAL TIMES**

In the interest of student safety, we request that pets not accompany you when picking up/dropping off your student(s).

Many parents bring dogs when they are dropping off or picking up their children, and this can become a safety concern. With the number of students we have entering in the morning and dismissing after school, some animals could easily be jostled and/or overwhelmed, thereby compromising the safety of our students. In addition, we have some students who are afraid of dogs and become upset walking near them, as well as students who are allergic to animals.

### **INFORMATION ON SCHOOL CLOSINGS**

In cases of bad weather or dangerous road conditions, school closings or early dismissals may be announced. Please check the [www.ipSD.org](http://www.ipSD.org) website—all school closings will be posted on the home page by 6:00 AM. A recorded message advising of school closings or early dismissal can be heard by dialing the District 204 Information Line at 630/375-3015. **Please do not call your individual school.** In most cases, once classes have started, school will remain in session—your child will be safe at school. If school is in session, and a parent decides to keep their child at home due to weather conditions, it will count as an absence.

### **STUDENT BIRTHDAYS**

We are requesting that NO edible birthday treats be sent to school for distribution. Each student is honored by having their name read during the morning announcements and receiving a birthday pencil from the office. Classroom teachers will supply parents with a list of suggested ways to honor your child's birthday. Your cooperation will help to ensure safety for all our students.

Distribution of birthday party invitations is the responsibility of the parent. Invitations may not be distributed at school. For reasons of privacy and confidentiality, our office cannot release addresses or phone numbers of students.

### **SHOES WITH BUILT-IN ROLLERBLADES (Heelys)**

A footwear choice for children offers roller blades built into a tennis shoe. While popular, we are requesting that these types of shoes not be worn to school in the interest of student safety, especially on our stairs.

## **LOST AND FOUND**

Please clearly label your child's clothing and other articles with his/her full name. Remind your child to check for lost items in the bins in the multi-purpose room. Feel free to come in to look for lost items anytime. Check in to the office before visiting the lost and found.

## **MAIL DAY**

Informational items, community announcements, and school schedule reminders will be sent home on Fridays whenever possible. Please check your child's book bag each day - especially Friday. In order to conserve on paper, we will be sending most items home with the youngest family member enrolled at Steck. Many announcements and informational items are also accessible on the District 204 website and through email.

## **MONEY**

Any money sent to school for hot lunch, field trips, book orders, etc. must be put in a sealed envelope marked with the child's name, teacher's name, purpose for the money, and the amount enclosed.

## **DIGITAL CITIZENSHIP**

Digital Citizenship is the norms of appropriate, responsible technology use. (Mike Ribble, Digital Citizenship Institute) We want students and families at Steck Elementary School to model appropriate Digital Citizenship. Please be thoughtful of what you post online of other students and parents. Before you post a picture of a child other than your own, ask yourself "Do I have permission to post?" and "How will this post affect others?" Your family can explore and pledge to be good Digital Citizens through the following links: <http://www.digitalcitizenship.net/uploads/ParentContract.pdf> and <http://www.digitalcitizenship.net/uploads/KidPledge1.pdf>

For more information, please see the district website ([www.ipsd.org](http://www.ipsd.org)) for Board Policies 7:180 and 7:190 which address student behavior, including cyber-bullying, and the District 204 Parent/Student Handbook under the Student Behavior section.

Here are some additional resources:

- To help decipher digital jargon, abbreviations, and acronyms: <https://www.common sense media.org/educators/digital-glossary>
- Parent Concerns: <https://www.common sense media.org/parent-concerns>

Topics surrounding Social Media: <https://www.common sense media.org/social-media>