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# STEELE ELEMENTARY SCHOOL

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## Welcome Packet for Incoming Families



Hello incoming Steele families! Your PTA is delighted to welcome you and provide this packet with the information you need to get started with the upcoming school year.

Learn even more on our school website at [steele.dpsk12.org](http://steele.dpsk12.org).

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## PTA Welcome Letter

We are looking forward to the 2019-2020 school year and continuing to make Steele Elementary the best it can be! Our school is unique for the fact your Steele PTA is consistently able to help fund a second educator in most classrooms. We can do this because we have an involved PTA. We're excited to welcome you and invite you to BE PART OF IT!

**Our annual PTA fundraising goal is \$200,000. We accomplish this through three major efforts:**

- **Fall Fundraiser Parent Party:** this year's theme is "CLUE" hosted on Sat., Nov. 9, 2019
- **Washington Park Home Tour** on Saturday, May 9, 2020
- **The Stallion Fund:** our 501c3 direct giving program (tax ID 98-03264)

**What does the Steele PTA provide with these funds?**

- a large contribution (\$175,000/year) to the cost of second educators in most classrooms
- stipends for Specials teachers (Art, Music, Drama, and Phys Ed)
- teacher stipends to purchase additional educational supplies for classrooms
- family and community programs: August Popsicle Social, Fall Carnival, Family Dance, Family Movie Night, Middle School Information Night, Parent Education Seminars and more!
- special funding requests: historically this has included classroom Promethean boards, classroom computers and iPads, permanent art installations and more
- a print and online school directory at our volunteer website: MySchoolAnywhere.com
- school communications: Steele Stallion Press, Steele Elementary website, Steele PTA website

We need you to be one of the 200 volunteers it takes every year to do this. We invite you to please BE PART OF IT and join the community of families that makes all this possible. There are opportunities for you to be involved that match your interests, talents and any amount of time you can volunteer.

**Upcoming events you need to know about:**

- **Summer Play Dates:** June 25<sup>th</sup> (3:00-4:00pm), July 27<sup>th</sup> (10:00-11:00am), and August 8<sup>th</sup> (10:00-11:00am) on the kindergarten playground. Meet other incoming and returning families.
- **Popsicle Social:** Friday, August 16<sup>th</sup> from 3:00 to 4:00pm on the school playground. Get to know your child's teachers, see and meet other families, and ask questions of staff and PTA volunteers.
- **First Day Coffee hosted by the PTA:** Monday, August 19<sup>th</sup> at 8:10am on the playground. Send your child off into their classroom and then join us for coffee and treats while you meet other parents and your PTA officers.
- **First PTA meeting:** Tuesday, September 10<sup>th</sup> at 6:00 in the auditorium. Childcare always available for a suggested \$3 per child. Hear from our principal and your PTA officers, learn about the exciting events we have planned for the year, and find out how you can BE PART OF IT!

In the meantime, visit our school website at [steele.dpsk12.org](http://steele.dpsk12.org) and sign up to receive the Steele Stallion Press in your email inbox. This weekly newsletter is the primary source for information from our school and PTA. Got a question or comment? Email us at [steelepresident@gmail.com](mailto:steelepresident@gmail.com).

Crissy Lucado & Kim Kobernusz  
2019-2020 PTA Co-Presidents



## **Key Resources**

### **Steele Stallion Press**

Register to receive the Steele Stallion Press weekly newsletter via email. This is the primary source of key communications about school and parent-sponsored events. To register, go to the Steele website <http://steele.dpsk12.org>.

### **School Calendar**

A current school calendar is posted on the school website: [steele.dpsk12.org/calendar](http://steele.dpsk12.org/calendar).

### **Before and After School Care**

Discovery Link is DPS-provided before and after school care at Steele. To learn more about Discovery Link, go to <http://discoverylink.dpsk12.org/>.

### **After School Enrichment Program**

Steele provides numerous after school activities and enrichment programs. These programs vary throughout the school year, as do their schedules. To view up-to-date information about all enrichment programs at Steele, go to the Steele website <http://steele.dpsk12.org> and click the Programs tab.

### **Classroom Communications**

Most teachers either send out weekly emails or update a blog/web page to provide you with classroom updates and information about events, homework, and your child's day-to-day activities. To ensure you are receiving this information, make sure your child's teacher has your email address. If you know who your child's teacher is, you can find his or her contact information on the Steele website <http://steele.dpsk12.org> (click the Faculty & Staff tab). If you are unsure of a teacher's name, call the Steele office at 720-424-3720.

### **Denver Public School Parent Portal**

Register for the DPS Parent Portal <https://myportal.dpsk12.org/> to view your child's standardized test results, report cards and communications that relate to the Denver Public School system.

## **Frequently Asked Questions**

**Where do I park and drop off/pick up my child?** Directly in front of the school's main entrance on S. Marion Parkway is designated as the "Kiss and Drop" area. This is for parents who want to drop their child off at the curb and don't need to park. Please respect this practice and DO NOT park your car in this area, even briefly. It is staffed by adult and student volunteers who can help children get onto the school grounds safely. Do not double park on S. Marion Parkway, as it is heavily ticketed (it is a major fire truck route). You can park on S. Lafayette Street (east of the building) or on other streets nearby. Observe street sweeping signs; the designated street sweeping days vary for each street, and the city does ticket for this. Many families choose to walk or bike to school. There are bike racks on the east and north sides of the building. We recommend you lock your child's bike on the racks.

Your child's teacher will designate a meeting place on the school grounds for the class to meet in the morning. Classes meet outside during fair weather. During poor weather, take your child to the cafeteria in the morning and teachers will meet students there.

After school, you must park your car and meet your child at the class meeting area. During poor weather, come to your child's classroom for pickup. There is no drive-up option for picking up children at Steele.

**What time does school start?** Faculty is available on the playground to watch your child starting at 7:55. You may also leave your child in the cafeteria as early as 7:45 for DPS-provided breakfast or drop-off. The first bell rings at 8:10 which is when the teacher will start making their way into the school with the students. The second bell rings at 8:15. Students are expected to be in class at that time. If your child arrives after 8:15, they must go to the main office to receive a tardy slip. Late arrivals are recorded throughout the year and appear on your child's report card. You can find a current tally of late arrivals and absences on the Parent Portal website (<https://myportal.dpsk12.org/>).

**What determines eligibility for the Steele bus program?** If you live within the Steele boundary but more than a mile from school, your child may be eligible for busing to and from Steele. If you satisfy these criteria DPS should send you a letter about bussing. If you think you fit the criteria but have not received a letter from DPS, contact the Steele office or the DPS transportation organization (720-423-4600). See <http://transportation.dpsk12.org/> for more information.

**What is the process to have my child added to the bus list?** If your child qualifies for the Steele bus program, contact the office to have your child added to the bus list. You must also inform your child's teacher that your child will be taking the bus. Children who are eligible for the bus program do not need to ride the bus to and from school every day. Please tell your teacher of any changes to your child's transportation schedule.

**How to report an illness or expected absence?** If your child is sick, is going to be late, or will miss school for other reasons, call the Attendance Phone Line at 720-424-3725 and leave a message by 8:30am. Leave your name, your child's name, teacher or room number, date of absence, and reason. If you know that your child is going to miss school for a trip, etc., make sure you complete an absentee form from the office.

**What is the best way to contact my child's teacher during the day?** Most teachers prefer to be contacted by email. They check their emails periodically throughout the day. If you need to inform your teacher of an appointment, vacation, special request, etc., contact the teacher at least a day in advance. In an emergency, call the office at 720-424-3720.

**How does my child buy lunch?** The most efficient way to appropriate funds for your child's lunch is to do so online by logging on to [www.myschoolbucks.com](http://www.myschoolbucks.com) and selecting the Enroll option. It will walk you through all the steps necessary to create an account and add money using a credit card. You can also go to the cafeteria and pay directly into your child's account. Each time your child buys milk or lunch, the cost will be deducted from your child's account. If the account balance is low, a reminder will be sent home to let you know you need to add to your child's account. You can use the same login credentials from the previous school year and your funds will rollover.

**How do I volunteer to work in my child's classroom?** Please discuss classroom volunteer opportunities directly with your child's teacher. In addition, two volunteers in each classroom are part of the room parent network assisting teachers with class parties, sharing classroom news, and finding ways to build classroom community. If you are interested in becoming a room parent, please email your name and which classroom to the room parent coordinator, [steele.roomparent.coordinator@gmail.com](mailto:steele.roomparent.coordinator@gmail.com).

**How do I volunteer for the Steele PTA?** The Steele PTA welcomes all parents' participation. The PTA meets once a month, generally the second Tuesday of the month at 6:00pm. (Occasionally, a different date or time is chosen, if the regular date/time presents a school-wide conflict.) PTA meetings are announced in the Steele Stallion Press and posted on the school calendar. [MySchoolAnywhere.com](http://MySchoolAnywhere.com) is our volunteer signup portal.

**How do I get my information added to the school directory?** The school directory provides contact information for school staff, lists all children in each classroom, and provides family contact information, when provided. There is both a printed and online versions of the school directory. Inclusion in the directory is "opt-in," which means that each fall, for returning families, you **must opt in and confirm that you want to be listed in the directory**. You will get an email with instructions on opting in and updating information.

If your family is new, look for instructions in the Steele Stallion Press or check the school website for a link to the database where you can enter your family's data. You can add as much or as little of your family data (email addresses, phone numbers, and physical address) as you desire. You can update or add your family's data in the online directory at any time during the school year by emailing [steeledirectory@gmail.com](mailto:steeledirectory@gmail.com).

**Where can I access the online school directory?** The directory is available at [MySchoolAnywhere.com](http://MySchoolAnywhere.com). In order to ensure privacy of all Steele families, the online directory is only available to Steele families and staff. When you enter/confirm your data for the directory, at least one email address is required (additional email addresses can be entered for each parent). After all families have entered/confirmed their data, the online directory is generated, and an email is sent to each parent with instructions for logging in to the online directory. Only parents whose email is in the directory database can access the online/mobile directory.

## Steele Elementary After School Enrichment Program

Steele's enrichment program runs on trimesters: fall (Sept - Nov), winter (Nov - March), and spring (March - May). Each trimester lasts 12 weeks and approximately 25 different enrichment classes are offered during each session. The enrichment program at Steele offers an eclectic, high quality selection of classes.

### Sample of Enrichment Classes

Coding with Kids	Adventures in Art – Pottery	Overtime Athletics
Scholastic Fencing League	National Honor Band Assoc.	Bricks 4 Kidz
Lil' Rockers Guitar Group	Movement Madness	Little Medical School
CELL Science	Eurekus!	Sticky Fingers Cooking
Movement & Creative Arts	KidStage	Alliance Francaise de Denver
Talk to the Camera	High Altitude Tennis	Science Matters
Bees Knees Book Club	Woodshop Wizards	League of Wayfinders
Play-Well TEKnologies	Denver Dance Academy	Chess Wizards
Young Rembrandts		

Registration Information:

If you're a current Discovery Link Family please visit this link to register:

<https://connect.schoolcareworks.com/login.jsp>

If you're not a current Discovery Link Family please visit this link to register:

[https://www.schoolcareworks.com/registration/dps/start\\_registration.jsp](https://www.schoolcareworks.com/registration/dps/start_registration.jsp)

- select "Steele" as your location and scroll down the page
- click "Click to View Offerings" under the 2019-2020 Enrichment Programs

Registration goes live online in August, watch for details in the Steele Stallion Press.

## **Parent Checklist**

We recognize there is a lot to keep in mind at the beginning of the school year. Follow this checklist for a successful start:

- Register your child over the summer online or in person and learn the name of your child's teacher. Details in the Steele Stallion Press and on the school website: [steele.dpsk12.org](http://steele.dpsk12.org).
- After the first day of school, make sure your child's teacher has your email address or preferred contact method. Teachers typically ask parents to fill out an information sheet during the first week of school. If you need to contact your child's teacher, you will find teacher email addresses listed on the Steele website: [steele.dpsk12.org](http://steele.dpsk12.org).
- Sign up for the Steele Stallion Press email newsletter on the Steele website: [steele.dpsk12.org](http://steele.dpsk12.org).
- If you need before or after school care, sign up for Discovery Link by calling 720-424-8293 or visiting their website: [discoverylink.dpsk12.org](http://discoverylink.dpsk12.org)
- If your child will be buying hot lunch or milk at Steele, put money in your child's lunch account at [www.myschoolbucks.com](http://www.myschoolbucks.com).
- Visit Steele Elementary on [Facebook](https://www.facebook.com) and join the Steele Family Private Group.

All this information and more is available on the Steele website, [steele.dpsk12.org](http://steele.dpsk12.org).

# Steele Elementary Annual Events Calendar

Details and current calendar at <http://steele.dpsk12.org/calendar>

*Sign up for the Steele Stallion Press weekly e-newsletter on the website to stay informed about our school.*

## SUMMER/FALL

### Summer

order school supplies  
Kindergarten/New Family Play Dates  
(see Steele website for details)  
online registration

### August

walk-in registration  
(see Steele website for details)  
Kindergarten/New Family Round Up  
(this is a repeat of the April program)  
Popsicle Social  
First Day of School Parent Coffee  
Back to School Night

### September

no school/Labor Day  
CSC Meeting, 4:30  
PTA Meeting, 6PM  
Bike-A-Thon/Carnival

### October

Walk to School Day  
Picture Day  
CSC Meeting, 4:30PM  
PTA Meeting/Middle School Night, 6PM  
Coffee with the Principal  
Steele Garden "Dig It!" Day  
Parent-Teacher Conferences  
Scholastic Book Fair  
Steele Garden Rainbow Week  
Halloween Parade

### November

**Fall PTA Auction & Party Fundraiser**  
CSC Meeting, 4:30PM  
PTA Meeting, 6PM  
Turkey Trot  
Thanksgiving Break

### December

no CSC or PTA meeting this month  
**CO Gives Day: Support our Stallion Fund!**  
Winter Break

## WINTER/SPRING

### January

CSC Meeting, 4:30PM  
PTA Meeting, 6PM  
no school/MLK Jr. Day  
Science Fair

### February

CSC Meeting, 4:30PM  
PTA Meeting, 6PM  
no school/Presidents' Day  
Family Movie Night

### March

CSC Meeting, 4:30PM  
PTA Meeting, 6PM  
Coffee with the Principal  
Presentations of Learning  
Talent Show  
Spring Break Week/C. Chavez Day

### April

CMAS Testing for grades 3-5  
Family Dance Party  
CSC Meeting, 4:30PM  
PTA Meeting, 6PM  
Teacher/Staff Appreciation Week  
Shakespeare Festival  
Kindergarten Round Up

### May

Steele Garden "Dig It!" Day  
Classroom Picture Day  
4th grade Rocketry  
Bike to School Day  
5th Grade Balarat  
Scholastic Book Fair  
Art Show  
**Wash Park Home Tour**  
CSC Meeting, 4:30PM  
PTA Meeting, 6PM  
Field Day  
no school/Memorial Day  
5th Grade Continuation

**Steele Dines Out (SDO) every month! Watch for details in the Steele Stallion Press.**

**DPS Calendar: [dpsk12.org/calendars](http://dpsk12.org/calendars)**