



# Inspire ~ Empower ~ Succeed

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Steele Elementary

531 Steele St. Mason, MI 48854

(517) 676-6510 FAX (517) 676-0295

August 23, 2018

Dear Parents,

Welcome to the 2018-2019 school year. Everyone at Steele is looking forward to a wonderful year filled with positive experiences for your children.

***You will want to look the calendar over very carefully and make note of important dates such as conferences, winter and spring breaks and other days off. Please note the half days and late starts.***

Each year we have families update contact information and reaffirm reviewing the student handbook, ethical use of technology, concussion awareness, video/photo consent, etc. **This year we will require families to do so using Family Access.** Our IT Department is working to update Family Access to include all the required forms. Families will be notified, via Skylert, to complete the process. Elementary report cards will now be posted to the student's portfolio. All elementary families will need to be signed up for Skyward Family Access. For help with Skyward Family Access, please view the video at <http://www.masonk12.net> under the "Parents & Community" column at the bottom of the homepage, "Family Access Overview Video" link. To setup an account with Skyward Family Access or if you encounter any issues, please contact Shannon Kesler at 517-676-6516, option 2 for Skyward Help.

Our school hours this year will be **8:40 am – 3:50 pm**. Just a reminder... classroom instruction begins promptly at 8:40. If you are transporting your child, rather than using the school bus, your child should arrive between 8:30 and 8:35. **Students are expected to be on time to school.** Any student arriving late to school is to report to the school office before proceeding to class so that their attendance can be recorded and lunch choice taken.

Students are engaged in meaningful activities right up to dismissal time at 3:50 p.m. Any efforts to avoid early pick-up will be appreciated as well as being beneficial to your child. If you know ahead of time, such as in the case of a doctor's appointment, please notify the office personnel in writing, and we will share the information with the teacher. Please note that this will be recorded as an "Early Pickup" under attendance for your child.

Feel free to contact our secretaries with any questions. Melissa Halstead: [halsteadm@masonk12.net](mailto:halsteadm@masonk12.net)  
Lisa Bercaw: [bercawl@masonk12.net](mailto:bercawl@masonk12.net)

Sincerely,

Kevin Dufresne, Principal  
[dufresnek@masonk12.net](mailto:dufresnek@masonk12.net)