



2021-2022

PARENT-STUDENT

HANDBOOK

Sigel Elementary School

2050 Allen

St. Louis, MO 63104

Phone: 314-771-0010 | Fax: 314-244-1873

Principal: Ms. Laura Owca

Secretary: Ms. FahRasa Anthony

www.slps.org/sigel

WELCOME TO SIGEL ELEMENTARY SCHOOL!

Welcome Families, and thank you for choosing Sigel Elementary School to be your partner! We are excited to work together to nurture Safe, Mindful, Accepting, Responsible, Trustworthy, Skilled Scholars! Sigel Scholars have SMARTS! This handbook aims to show you the ropes of life as a Sigel Scholar. Sigel Elementary School operates in adherence with the St. Louis Public Schools Code of Conduct (available [HERE](#) including translations). If you have any questions, please reach out!

- Ms. FahRasa Anthony - Secretary, 314-771-0010, fahrasa.anthony@slps.org
- Mr. Fincher - Counselor, bradley.finch@slps.org
- Ms. Owca (pronounced oat-sa) - Principal, laura.owca@slps.org



THE SCHOLAR'S PLEDGE

Sigel is a special place;
students are Scholars in *this* space!

We are curious, we have heart,
and no matter what we show our SMARTS!

SAFE!

MINDFUL!

ACCEPTING!

RESPECTFUL!

TRUSTWORTHY!

SKILLED!

MESSAGE ABOUT 2021-2022:

It has been 17 months since schools were turned upside down due to the global pandemic. Though vaccines are widely available, infection rates are declining, and we are slowly returning to "normal" activities, the impact of COVID-19 remains.

For 2021-2022, Sigel Elementary School will offer in-person learning only. Sigel Staff will help Scholars to remain socially distant, to practice good hygiene, and to wear face masks properly.

Sigel Elementary isn't only focused on our Scholars' academic growth. We are laser focused on supporting Scholars' social and emotional wellbeing, too. Sigel is excited to roll out a brand new reading and writing curriculum PLUS a curriculum for social and emotional learning! There is much work to be done to emerge from the past 17 months with more SMARTS than ever!

St. Louis Public Schools, in cooperation with the St. Louis City Health Department, continues to closely monitor infection rates in the St. Louis community as well as emerging research about the novel coronavirus, COVID-19. Safety remains the priority, and we will continue to adjust as we learn how best to keep our students, stakeholders, and St. Louis community safe and healthy.

The following information in the Sigel Elementary Parent-Student Handbook includes overall expectations in partnership with the St. Louis Public Schools Code of Conduct. All information is subject to change. Please be sure to call, email, or reach out through ClassDojo with any questions.

THANK YOU, SIGEL FAMILIES! STAY SAFE, AND BE WELL!

MISSION (WHERE WE ARE NOW?)

Our Sigel Staff nurtures students to become Scholars who are resilient, innovative, and high achieving future world changers.

VISION (WHERE WE WANT TO Be?)

St. Louis Scholars and Families will choose Sigel Elementary for our care, our push, and our unwavering commitment to providing an excellent education to all children.





Saint Louis Public School District
2021-22 Academic Year Calendar
08/23/2021 through 05/26/2022

Su	M	Tu	W	Th	F	Sa	Day	July 2021
27	28	29	30	1	2	3	5	Holiday - District Closed
4	H	6	7	8	9	10		11.5 - Month Staff Returns to Work 07/16/2021
11	12	13	14	15	16	17		11 - Month Staff Returns to Work 07/26/2021
18	19	20	21	22	23	24		
25	26	27	28	29	30	31		
								August 2021
1	2	3	4	5	6	7		10.5 - Month Staff Returns to Work 08/02/2021
8	9	10	11	12	13	14		10 - Month Staff Returns to Work 08/09/2021
15	16	17	18	19	20	21	9	Site Based PD
22	23	24	25	26	27	28	10-13	District PD
29	30	31					16-17	Site Based PD
							18	Network Day
							19-20	Classroom Prep
							23	First Day of School
								September 2021
			1	2	3	4	6	Holiday-Labor Day; District Closed
5	H	7	8	9	10	11	17	Interim Progress Reports for Quarter 1
12	13	14	15	16	17	18		
19	20	21	22	23	24	25		
26	27	28	29	30				
					1	2		October 2021
3	4	5	6	7	8	9	15	Quarter 1 ends
10	11	12	13	14	15	16	15	Site-Based PD/District Based PD
17	18/PTC	19/PTC	20/PTC	21/PTC	22	23	18	Second Quarter begins
24	25	26	27	28	29	30	18-21	Parent-Teacher Conferences
31							22	No Students
								November 2021
7	8	9	10	H	12	13	11	Veteran's Day - District Closed
14	15	16	17	18	19	20	12	Interim Progress Reports for Q 2
21	22	23	H	H	H	27	24 - 26	Holiday-Thanksgiving; No School
28	29	30						
								December 2021
5	6	7	8	9	10	11	22-23	Winter Break - no school, school staff only; 12-month works
12	13	14	15	16	17	18	24-27	Holiday - District Closed
19	20	21	WB	WB	H	25	28-30	Winter Break - no school, school staff only; 12-month works
26	WB	WB	WB	WB	H		31	Holiday - District Closed
						1		January 2022
2	3	4	5	6	7	8	3	Record Keeping
9	10	11	12	13	14	15	4	Third quarter begins
16	H	18	19	20	21	22	17	Holiday- Dr. Martin Luther King, Jr. Day; District Closed
23	24	25	26	27	28	29		
30	31							
								February 2022
6	7	8	9	10	11	12	4	Interim Progress Reports for Quarter 3
13	14	15	16	17	18	19	18	Site-Based PD/District Based PD
20	H	22	23	24	25	26	21	Holiday - President's Day; District Closed
27	28							
								March 2022
6	7	8	9	10	11	12	11	Quarter 3 ends
13	14/PTC	15/PTC	16/PTC	17/PTC	22	19	14	Fourth Quarter Begins
20	21	22	23	24	25	26	14-18	Parent-Teacher Conferences after school
27	28	29	30	31			21-25	Spring Break
							22	No Students
								April 2022
3	4	5	6	7	8	9		
10	11	12	13	14	15	16		
17	18	19	20	21	22	23		
24	25	26	27	28	29	30		
								May 2022
1	2	3	4	5	6	7	26	Last Day of School
8	9	10	11	12	13	14	27	Record Keeping Day
15	16	17	18	19	20	21	30	Holiday - Memorial Day; District Closed
22	23	24	25	26	27	28		
29	H	31						
								June 2022
5	6	7	8	9	10	11		
12	13	14	15	16	17	18	2-3	Summer Learning PD - Classroom Prep
19	20	21	22	23	24	25	6-30	Summer Learning - Session 1 (Credit Recovery & Edmentum)
26	27	28	29	30				
								July 2022
					1	2	1	Last day for Summer Learning
3	4	5	6	7	8	9	4	Holiday - District Closed
10	11	12	13	14	15	16		Last Day for 10-Month Employees 05/27/2022
17	18	19	20	21	22	23		Last Day for 10.5-Month Employees 06/03/2022
24	25	26	27	28	29	30		Last Day for 11-Month Employees 06/10/2022
31								Last Day for 11.5-Month Employees 06/30/2022

ARRIVING TO SCHOOL AT SIGEL ELEMENTARY

School begins at 9:00 am. Scholars are not allowed into the building before 8:55 am. Scholars eat breakfast in their classrooms..

MY SCHOLAR RIDES THE BUS	I DRIVE MY SCHOLAR / MY SCHOLAR WALKS	OOPS, MY SCHOLAR IS LATE!	OH NO, MY SCHOLAR WILL BE ABSENT!
Scholars enter <u>Door #11</u> and are directed to the cafeteria for breakfast.	Scholars enter <u>Door #8</u> and are directed to the cafeteria for breakfast. Scholars must be dropped off safely. Cars may not stop traffic and must park on Russell. Parents/guardians <u>may not</u> enter the building with Scholars.	Scholars arriving after <u>9:10 am</u> are tardy. Parents/guardians must park on Allen and enter <u>Door #1</u> . Parents/guardians sign-in the Main Office. Scholars are provided grab-and-go breakfast. Parents/guardians <u>may not</u> escort Scholars to their classroom.	Parents/guardians call the Main Office to report Scholar's absence.

DISMISSING FROM SCHOOL AT SIGEL ELEMENTARY

School ends at 4:07 pm.

MY SCHOLAR RIDES THE BUS	I DRIVE MY SCHOLAR / MY SCHOLAR WALKS	I NEED TO PICK UP MY SCHOLAR EARLY!	I NEED TO CHANGE MY SCHOLAR'S TRANSPORTATION FOR THE DAY!	OH NO, I PICK UP MY SCHOLAR BUT I'M LATE!
Scholars exit <u>Door #12</u>	Scholars exit <u>Door #8</u> Parents/guardians check-in with Sigel Staff who escort Scholars outside. Parents/guardians <u>may not</u> enter the building.	Parents/guardians report to <u>Door #1</u> . Parents/guardians report to the Main Office to sign out Scholars. Parents/Guardians must remain in the Main Office.	Parents/guardians call the Main Office <u>no later than 3:00 pm</u> .	Parents/guardians report to <u>Door #1</u> . Parents/guardians report to Main Office to sign out Scholars.

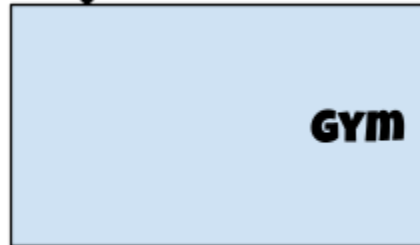
MAP OF SIGEL ELEMENTARY SCHOOL

MUST FIND PARKING SPOT; CANNOT BLOCK TRAFFIC

===== Russell =====

DOOR #8

Parent/guardian Pick-up
Door is locked at 9:10 am



GYM

DOOR #11

Bus Riders Enter



CAFE

**SIGEL ELEMENTARY
SCHOOL**

DOOR #12



DOOR #1

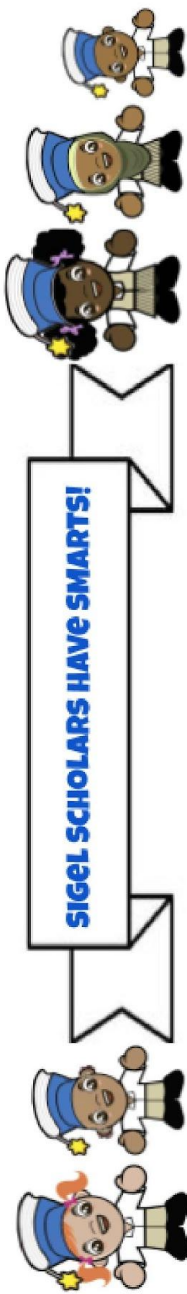
Enter to access the Main Office

RESERVED FOR BUSES

===== McNair =====

===== Allen Avenue =====

MUST FIND PARKING SPOT; CANNOT BLOCK TRAFFIC



	ALL SETTINGS	CLASSROOM	HALLWAY	RESTROOM	MEALS	RECESS	ASSEMBLY	BUS
SAFE	Scholars keep body and objects to ourselves		Scholars remain in Line Order	Scholars flush the toilet	Scholars stay seated in assigned area	Scholars stay in assigned area	Scholars stay seated in assigned area	Scholars remain seated at all times
	Scholars remain 3 feet apart		Scholars use walking feet	Scholars wash our hands	Scholars remain seated	Scholars take turns	Scholars follow directions for arrival and dismissal	Scholars wear masks
	Scholars wear masks where required		Scholars walk on the right	Scholars keep water in the sink				
	Scholars help clean when asked		Scholars touch every stair	Scholars throw trash in the trash can				
MINDFUL	Scholars notice the space around us, how our body feels, and what our brain is thinking		Scholars hold our heads high	Scholars only use the restroom when needed	Scholars put healthy food in our bodies	Scholars exercise our bodies	Scholars listen to learn	Scholars use self-control
ACCEPTING	Scholars celebrate differences	Scholars follow Teacher's rules	Scholars wave "hello" to fellow Scholars	Scholars wait for our turn	Scholars learn about foods from different cultures	Scholars try new activities and games	Scholars nod yes and no	Scholars share our seat
	Scholars maintain assigned Voice Level		Scholars maintain Voice Level 0	Scholars maintain Voice Level 1 or less	Scholars maintain Voice Level 2 or less	Scholars maintain Voice Level 4 or less	Scholars maintain Voice Level 0	Scholars maintain Voice Level 1 or less
RESPECTFUL	Scholars follow directions the first time given		Scholars say "Excuse me, please" when appropriate	Scholars knock before entering a stall	Scholars throw trash in the trash can		Scholars sit up	Scholars greet the Driver
			Scholars say "Thank you" when appropriate				Scholars look and listen	Scholars use kind words
TRUSTWORTHY	Scholars do the right thing even when no one is watching		Scholars are always with an adult	Scholars enter and exit quickly to return to learning	Scholars eat only our own food	Scholars tell an adult if there's a problem	Scholars track the speaker	Scholars leave the bus clean
SKILLED	Scholars keep trying when things get tough		Scholars learn from stuff on the walls	Scholars learn while waiting	Scholars connect meditate to learning	Scholars connect fun to learning	Scholars ask and answer questions	Scholars read for fun

A NOTE ABOUT SCHOOL BUSES

Using SLPS transportation is a privilege, not a right. Scholars who are unsafe or behave inappropriately on the school bus are subject to consequences up to permanent removal from the district transportation. In the event a Scholar is removed from the school bus for any length of time, parents/guardians are responsible for providing transportation to and from school. Failure to do so will result in unexcused absence(s). Please be reminded of behavior expectations:

- Scholars remain seated at all times
- Scholars wear masks
- Scholars use self-control
- Scholars share our seat
- Scholars maintain Voice Level 1 or less
- Scholars greet the driver
- Scholars use kind words
- Scholars leave the bus clean
- Scholars read for fun



Parents/guardians are responsible for Scholar behavior at the bus stop.

SCHOOL UNIFORMS

Scholars must wear school uniforms Monday-Thursday. Scholars may wear uniforms on Friday's OR Sigel t-shirts and jeans. Scholar's uniforms may not be oversized or tight fitting and cannot advertise logos, sayings, or designs. School uniforms consist of:

- Tan, Navy, or Black khaki pants, shorts/jumper/skirts that are knee-length or longer
- Polo shirt any shade of blue, white, or black
- Covered, low-heeled shoes worn with socks.



Items to Keep At Home

Sigel Elementary is a place of learning. Therefore, toys are not allowed on the school bus or on campus. Toys resembling weapons are subject to more severe disciplinary action. Scholars may not bring personal electronic devices of any kind, including cell phones. If a Scholar is using a cell phone, it will be reported to the Principal who will confiscate the phone and contact the Scholar's family. Cell phones will only be released to a Scholar's parent/guardian. SLPS staff are not responsible and will not be held liable for any toys or electronic devices brought to school.

Communication



- Updated contact information

It is critically important Sigel Elementary has access to current parent/guardian phone numbers and addresses. It is very simple for Sigel Elementary to update contact information on file! Please call Ms. Anthony at 314-771-0010 anytime.

- Email

All Sigel families are required to provide an email address that is checked regularly. If assistance is needed to set up or manage an email account, please contact Sigel's Family Community Specialist, Ms. Gray, at 314-771-0010.

- ClassDojo

ClassDojo is a must! ClassDojo is our most efficient method of communication. ClassDojo is also our tool for monitoring and rewarding Scholar behavior. Download the app, and contact your Scholars' teacher for further instructions!

- Sigel Web Page

Sigel Elementary maintains a web page through the SLPS website! Please check regularly for updates.

- Monthly Newsletters

A classroom and school-wide newsletter is shared each month via Scholar Folders, email, ClassDojo, and the Sigel web page. The newsletters provide important updates on Sigel Elementary events.

- Backpacks

Scholars are provided blue folders for homework, reading logs, important updates, and even celebratory notes to Scholar's families. Please check Scholar

backpacks daily to review blue folders.

PROBLEM-SOLVING

If ever there is a concern, Sigel Elementary is ready to hear it and respond! As your partner in the education of our Scholars, we are confident we can work through anything. Please take the following steps to most efficiently address concerns:

STEP 1: Contact the Appropriate Staff Member

Communicating directly with the teacher resolves nearly all concerns. Contact teachers via email, ClassDojo, or by leaving a message with Ms. Anthony.



STEP 2: Contact the Family Community Specialist

If Step 1 does not resolve the concern, the Family Community Specialist is the next point of contact. Ms. Ladea Gray can be reached via email or by leaving a message with Ms. Anthony.



STEP 3: Contact the Principal

If Steps 1 and 2 have not resolved the concern, contact the Principal. Ms. Owca can be reached via email, ClassDojo, leaving a message with Ms. Anthony, or on Ms. Owca's district cell phone at 314-379.7885.



STEP 4: Contact the SLPS Office for Parent Concerns

If Steps 1, 2, and 3 have not been successful, the SLPS Office for Parent Concerns is available to help us come to a resolution together. Call Ms. Juliette Hudson-Campbell at 314-345-2480.



HEALTH AND WELLNESS

Scholars are not permitted to administer their own medication at school. Parents requesting prescription or non-prescription medication be administered during the school day must contact the School Nurse, Ms. Jennifer Osuma, to provide: a physician's order, a signed Medical Authorization Form, labeled medication in the original prescription bottle/packaging. If a Scholar requires restrictions from recess, physical education, or special accommodations for restroom use, documentation from a physician is required.

Scholars must have proof of updated immunizations prior to beginning school.

