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 with translations available HERE). If you have any questions, please reach out!

- Ms. FahRasa Anthony - Secretary, 314-771-0010, fahrasa.anthony@slps.org
- Mr. Fincher - Counselor, bradley.fincher@slps.org
- Ms. Owca (pronounced oat-sa) - Principal, laura.owca@slps.org
- Connect with us on ClassDojo! Download the app, and Ms. Murphy will send a code to your email!

THE SCHOLAR’S CREED

I am a Sigel Scholar and I pledge today

to be a model of the Scholar’s way.

I walk like a Scholar: I am confident and tall.

I work like a Scholar: I do my best and give my all.

I think like a Scholar: complex and diverse.

I act like a Scholar: each day I rehearse.

For my role as a Scholar, I show excellence each day.

I am a Sigel Scholar and I model the Scholar’s way!
**MESSAGE ABOUT THE PANDEMIC:**

More than ever before, schools and communities must remain flexible as we navigate the challenges and opportunities that come with navigating a global pandemic. St. Louis Public Schools is committed to supporting the physical, social, and emotional safety of all students and stakeholders. General questions can always be directed to the SLPS Hotline 314-437-8430. Families seeking social and emotional support can call 314-345-6900 or email studentservices@slps.org. The SLPS website includes regularly updated links and phone numbers to access a variety of resources. Please check back frequently.

For the first quarter of the 2020-2021 school year, all students will be virtual learners. Some students will attend Instructional Support Centers, and this information is communicated separately.

SLPS, 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. As a result, it is critical schools have up-to-date contact information for families.

Virtual instruction occurs from 8:15 am - 3:22 pm daily. Students have an iPad (and hotspot, if needed) as well as a dedicated classroom teacher, per usual. Students participate in a blended model of learning with some self-paced, independent work and some "live" instruction. All instruction and materials are on Microsoft Teams. Student work is graded, per usual.

The following information in the Sigel Elementary Parent-Student Handbook includes safety measures for an eventual return to in-person learning. 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!**

**SIGEL SCHOLARS HAVE SMARTS!**
VISION (WHERE ARE WE GOING?)
Sigel Elementary will be recognized as a school of excellence in student achievement and teacher quality.

MISSION (HOW ARE WE GOING?)
Sigel Elementary will create a culture of excellence that inspires students to explore curiously, think rigorously, act compassionately, and excel continuously.

PURPOSE (WHY ARE WE GOING?)
Sigel Elementary partners with families to deliver a transformative school experience for students, their families, and the St. Louis community.
<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
<th>Days</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>2020-08-24</td>
<td>First Day of School for Students</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Last Day of School for Students</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>2020-09-01</td>
<td>Labor Day - District Closed</td>
<td>1</td>
<td></td>
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<tr>
<td>2020-09-14</td>
<td>Labor Day - District Closed</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>2020-10-09</td>
<td>Parent-Teacher Conferences</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>2020-10-12</td>
<td>Parent-Teacher Conferences</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>2020-11-09</td>
<td>Holiday - District Closed</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>2020-11-26</td>
<td>Winter Break - No School</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>2020-12-07</td>
<td>Winter Break - No School</td>
<td>1</td>
<td></td>
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<tr>
<td>2021-01-04</td>
<td>Spring Break</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>2021-03-28</td>
<td>Parent-Teacher Conferences</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>2021-04-14</td>
<td>Parent-Teacher Conferences</td>
<td>1</td>
<td></td>
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<tr>
<td>2021-04-25</td>
<td>Memorial Day</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>2021-05-26</td>
<td>Memorial Day</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>2021-06-01</td>
<td>First Day of Summer School</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>2021-06-02</td>
<td>Last Day of Summer School</td>
<td>1</td>
<td></td>
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<tr>
<td>2021-06-15</td>
<td>Independence Day - District Closed</td>
<td>1</td>
<td></td>
</tr>
</tbody>
</table>

**Saint Louis Public School District**

**2020-2021 Academic Year Calendar**

**6/24/2020 through 6/03/2021 - FINAL**

**Sigel Scholars Have Smarts!**

8 Professional Development
2 Classroom Prep
2 Record Days
175 Student Days
236 Teacher Days
# Arriving to School at Sigel Elementary

School begins at 9:10 am. Scholars are not allowed into the building before 8:55 am. Breakfast is available to all students in their classrooms.

<table>
<thead>
<tr>
<th><strong>My Scholar Rides The Bus</strong></th>
<th><strong>I Drive My Scholar / My Scholar Walks</strong></th>
<th><strong>Oops, My Scholar Is Late!</strong></th>
<th><strong>Oh No, My Scholar Will Be Absent!</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Scholars enter Door #10 into the gym for daily health screening.</td>
<td>Scholars enter Door #8 and enter the gym for daily health screening. Scholars must be dropped off safely. Cars may not stop traffic and must find a parking spot.</td>
<td>Scholars arriving after 9:20 am are tardy. Parents/guardians may not enter the building with Scholars.</td>
<td>Parents/guardians call the Main Office to report Scholar’s absence. Parents/guardians must digitally sign in Scholars. Parents/guardians may not enter the building with Scholars.</td>
</tr>
</tbody>
</table>

# Dismissing from School at Sigel Elementary

School ends at 4:07 pm.

<table>
<thead>
<tr>
<th><strong>My Scholar Rides The Bus</strong></th>
<th><strong>I Drive My Scholar / My Scholar Walks</strong></th>
<th><strong>I Need to Pick Up My Scholar Early!</strong></th>
<th><strong>I Need to Change My Scholar’s Transportation For The Day!</strong></th>
<th><strong>Oh No, I Pick Up My Scholar But I’m Late!</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Scholars exit Door #12.</td>
<td>Scholars exit Door #8. Parents/guardians must digitally sign out Scholars. Parents/guardians may not enter the building.</td>
<td>Parents/guardians must report to Door #1.</td>
<td>Parents/guardians call the Main Office no later than 3:30 pm. Parents/guardians must digitally sign out Scholars. Parents/guardians may not enter the building.</td>
<td>Parents/guardians must report to Door #1. Parents/guardians may not enter the building.</td>
</tr>
</tbody>
</table>

Sigel Scholars have SMARTS!
MAP OF SIGEL ELEMENTARY SCHOOL

*MUST FIND PARKING SPOT; CANNOT BLOCK TRAFFIC*

--------------------------------- Russell ---------------------------------

**DOOR #8**
Parent/guardian Pick-up
Door is locked at 9:30 am

**DOOR #10**
Bus Riders Enter

**DOOR #12**

**DOOR #1**
Enter to access the Main Office

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

*Must find parking spot; cannot block traffic*

SIGEL ELEMENTARY SCHOOL

SIGEL SCHOLARS HAVE SMARTS!
<table>
<thead>
<tr>
<th>ALL SETTINGS</th>
<th>CLASSROOM</th>
<th>HALLWAY</th>
<th>RESTROOM</th>
<th>MEALS</th>
<th>RECESS</th>
<th>ASSEMBLY</th>
<th>BUS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SAFE</strong></td>
<td>Scholars keep body and objects to themselves.</td>
<td>Scholars remain in line order.</td>
<td>Scholars use walking feet.</td>
<td>Scholars wait for toilet.</td>
<td>Scholars remain seated in assigned area.</td>
<td>Scholars take turns.</td>
<td>Scholars remain seated at all times.</td>
</tr>
<tr>
<td></td>
<td>Scholars maintain assigned space.</td>
<td>Scholars wait for a restroom with a hand.</td>
<td>Scholars keep water in the sink.</td>
<td>Scholars put healthy food in our bodies.</td>
<td>Scholars exercise and games.</td>
<td>Scholars maintain order.</td>
<td>Scholars stay seated in assigned area.</td>
</tr>
<tr>
<td></td>
<td>Scholars help clean when asked.</td>
<td>Scholars wash their hands.</td>
<td>Scholars throw trash in the trash can.</td>
<td>Scholars exercise our bodies.</td>
<td>Scholars maintain order.</td>
<td>Scholars follow directions for arrival and dismissal.</td>
<td>Scholars remain seated at all times.</td>
</tr>
<tr>
<td><strong>MINDFUL</strong></td>
<td>Scholars notice the space around us, how our body feels, and what our brain is thinking.</td>
<td>Scholars hold our heads high.</td>
<td>Scholars only use the restroom when needed.</td>
<td>Scholars try new activities and games.</td>
<td>Scholars maintain order.</td>
<td>Scholars maintain order.</td>
<td>Scholars use self-control.</td>
</tr>
<tr>
<td></td>
<td>Scholars follow rules. Teachers' rules.</td>
<td>Scholars wait for a turn.</td>
<td>Scholars learn about foods from different cultures.</td>
<td>Scholars maintain order.</td>
<td>Scholars maintain order.</td>
<td>Scholars maintain order.</td>
<td>Scholars maintain order.</td>
</tr>
<tr>
<td><strong>ACCEPTING</strong></td>
<td>Scholars maintain assigned space.</td>
<td>Scholars maintain order.</td>
<td>Scholars maintain order.</td>
<td>Scholars maintain order.</td>
<td>Scholars maintain order.</td>
<td>Scholars maintain order.</td>
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<td><strong>RESPECTFUL</strong></td>
<td>Scholars follow directions the first time given.</td>
<td>Scholars maintain order.</td>
<td>Scholars maintain order.</td>
<td>Scholars maintain order.</td>
<td>Scholars maintain order.</td>
<td>Scholars maintain order.</td>
<td>Scholars maintain order.</td>
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<tr>
<td></td>
<td>Scholars use &quot;please,&quot; &quot;thank you,&quot; and appropriate language when appropriate.</td>
<td>Scholars maintain order.</td>
<td>Scholars maintain order.</td>
<td>Scholars maintain order.</td>
<td>Scholars maintain order.</td>
<td>Scholars maintain order.</td>
<td>Scholars maintain order.</td>
</tr>
<tr>
<td><strong>TRUSTWORTHY</strong></td>
<td>Scholars do the right thing even when no one is watching.</td>
<td>Scholars maintain order.</td>
<td>Scholars maintain order.</td>
<td>Scholars maintain order.</td>
<td>Scholars maintain order.</td>
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<tr>
<td></td>
<td>Scholars are always with an adult.</td>
<td>Scholars maintain order.</td>
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</tr>
<tr>
<td><strong>SKILLED</strong></td>
<td>Scholars keep trying even when things get tough.</td>
<td>Scholars learn from stuff on the walls.</td>
<td>Scholars learn while waiting.</td>
<td>Scholars connect to learning.</td>
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<td>Scholars connect to learning.</td>
<td>Scholars read for fun.</td>
</tr>
<tr>
<td></td>
<td>Scholars are always with an adult.</td>
<td>Scholars maintain order.</td>
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</tbody>
</table>
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-Friday. Scholars may have the opportunity to earn "dress-down" days, which will be communicated with families in advance. Scholar’s uniforms may not be oversized or tight fitting and cannot advertise logos, sayings, or designs. School uniforms consist of:

- Dark blue or khaki colored pants, knee-length shorts, jumper, knee-length skirt/short
- Solid white or blue (any shade) collared shirt
- Covered, low-heeled shoes worn with socks
- Solid white or blue (any shade) sweater or sweatshirt
- Sigel Elementary logo shirts

SIGEL SCHOLARS HAVE SMARTS!
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. Savala 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. Myers, at 314-771-0010.

- ClassDojo
  ClassDojo is a must! ClassDojo is how Sigel Elementary communicates most efficiently with Sigel families, and is the tool for monitoring and rewarding Scholar behavior. Download the app, and Ms. Murphy will email instructions for connecting.

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

- Monthly Newsletters
  A digital newsletter is shared each month via email, ClassDojo, and the Sigel web page. The newsletter provides important updates on Sigel Elementary events.

- Backpacks
  Sigel Elementary frequently provides important letters, information, updates, and even celebratory notes to Scholar’s families. Please check Scholar backpacks frequently.

SIGEL SCHOLARS HAVE SMARDS!
**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. Savala.

**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. Constance Myers can be reached via email or by leaving a message with Ms. Savala.

**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. Savala, 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.

**SIGEL SCHOLARS HAVE SMARTS!**
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. Cathy Hines, to provide: a physician’s order, a signed Medical Authorization Form, labeled medication in the original prescription bottle/package. 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.

The City of St. Louis School Systems Collaborative Reentry Guidelines, are available HERE.