

Sigel Elementary School

2022-2023 Family Handbook



2050 Allen

St. Louis, MO 63104

Phone: (314) 771-0010 Fax: 314-244-1873

Dr. Laura Owca, Principal

Ms. Sarah Heaney, Academic Instructional Coach

Ms. Jennifer Connell, Secretary

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!

In this handbook is all the information you will need to start the school year. Sigel Elementary School operates in adherence with the St. Louis Public Schools Code of Conduct (available at <https://www.slps.org/codeofconduct> including translations). If you have any questions, please reach out!

Ms. Jennifer Connell - Secretary, 314-771-0010, jennifer.connell@slps.org

Mr. Campbell - Counselor, jason.campbell@slps.org

Dr. Owca (pronounced Oat-sa) - Principal, 314-379-7885, laura.owca@slps.org



Mission | Where are we now?

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

Vision | How are we going?

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.

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!

ACEPTING!

RESPECTFUL!

TRUSTWORTHY!

SKILLED!





Staff Name	Position	Email
<i>School Leadership Team</i>		
Dr. Owca	Principal	laura.owca@slps.org
Ms. Heaney	Academic Instructional Coach	sarah.heaney@slps.org
Mr. Campbell	Counselor	jason.campbell@slps.org
Ms. Carey McDermott	Social Worker	carey.mcdermott@slps.org
Ms. Ivory	PBIS Coordinator	tina.ivory-dixon@slps.org
Ms. Bergmann	ESOL Teacher	kimberly.bergmann@slps.org
Ms. Rodriguez	ESOL Teacher	mary.rodriguez@slps.org
Ms. Wilcox	Reading Teacher	amy.wilcox@slps.org
<i>Sigel Staff</i>		
Ms. Andrews	Instructional Care Aide	mia.andrews@slps.org
Ms. Baczewski	Pre-K Teacher	debra.baczewski@slps.org
Mr. Box	PE Teacher	ioshua.box@slps.org
Ms. Brenner	4 th Grade Teacher	madison.brenner@slps.org
Ms. C. Brown-Leonard	Building Substitute Teacher	Chashaonna.brown-leonard@slps.org
Ms. C. Brown	Pre-K Teacher	cicely.brown@slps.org
Ms. L. Brown	DHH Teacher	lauren.brown2@slps.org
Mr. Butler	6 th Grade Teacher	timothy.butler@slps.org
Ms. Connell	Secretary	jennifer.connell@slps.org
Ms. Cunningham	Custodian	donna.cunningham@slps.org
Ms. Goetter	Art Teacher	allison.goetter@slps.org
Ms. Gray	Family Community Specialist	ladea.gray@slps.org
Ms. Gruber	DHH Teacher	kristina.gruber@slps.org
Ms. Holth	DHH Teacher	jessica.holth@slps.org
Ms. Huck	1 st Grade Teacher	brittany.huck@slps.org
Ms. Johnson	Kindergarten Teacher	april.johnson@slps.org
Ms. Kaye	4 th /5 th Teacher	jeannette.kaye@slps.org
Mr. Manz	Cross-Cat/Resource Teacher	steven.manz@slps.org
Ms. Merkal	3 rd Grade Teacher	sarah.merkal@slps.org
Ms. Palm	Nurse	angela.palm@slps.org
Ms. Parveen	Pre-K Teacher Assistant	taslima.parveen@slps.org
Ms. Pettis	Library Aide	keisha.murphy@slps.org
Ms. Rhinesmith	Cross-Cat/Resource Teacher	deanna.rhinesmith@slps.org
Mr. Schwegmann	2 nd Grade Teacher	karl.schwegmann@slps.org
Ms. Shea	5 th Grade Teacher	ioelle.shea@slps.org
Ms. Simon	Music Teacher	raechel.simon@slps.org
Ms. Smith	Building Teacher Aide	madeline.smith@slps.org
Ms. Thompson	Pre-K Teacher Aide	kristine.thompson@slps.org
Mr. Vastis	Building Substitute Teacher	william.vastis@slps.org
Ms. Williams	Instructional Care Aide	porsha.williams@slps.org
Ms. Wylde	Instructional Care Aide	delilah.wylde@slps.org



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 Door #10 and are seating in class lines for Scholar Start.	<p>Scholars enter Door #8 and are directed to the Gym for Scholar Start.</p> <p>Scholars must be dropped off safely. Cars may not stop traffic and must park on Russell.</p> <p>Parents/guardians may not enter the building with Scholars.</p>	<p>Scholars arriving after 9:10 am are tardy.</p> <p>Parents/guardians must park on Allen and enter Door #1.</p> <p>Parents/guardians sign-in the Main Office. Scholars are provided grab-and-go breakfast.</p> <p>Parents/guardians may not escort Scholars to their classroom.</p>	Parents/guardians call the Main Office to report Scholar's absence.

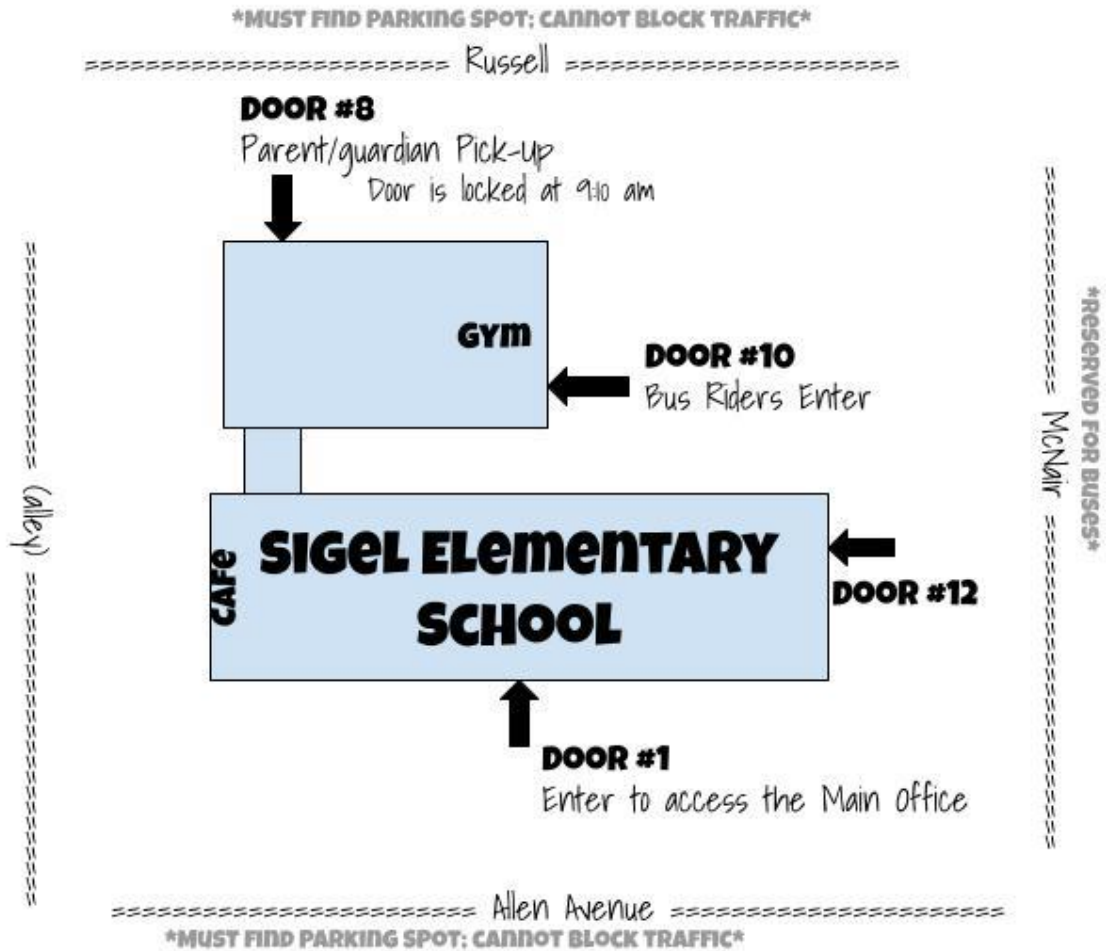
Dismissing from School at Sigel Elementary!

School ends at 4:07pm.

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!
Scholars exit Door #12 .	<p>Scholars exit Door #8.</p> <p>Parents/guardians check-in with Sigel Staff who escort Scholars outside.</p> <p>Parents/guardians may not enter the building.</p>	<p>Parents/guardians report to Door #1.</p> <p>Parents/guardians report to the Main Office to sign out Scholars.</p> <p>Parents/Guardians must remain in the Main Office.</p>	Parents/guardians call the Main Office no later than 3:00 pm .



Map of Sigel Elementary!



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



Attendance Matters!

Did you know...???

- Poor attendance can influence whether Scholars read on grade level by the end of third grade or are held back?
- Absenteeism in the first month of school can predict poor attendance through the school year.
- By 6th grade, chronic absences become a leading indicator that a Scholar will drop out of high school.

If your Scholar must be absent, please call Sigel at 314-771-0010 and let us know. This will allow us to verify the absence. If absences are not verified, you will be contacted by Sigel Staff for a wellness check.

Also, per SLPS policy, if your Scholar misses 3-5 days, you will receive an awareness letter. If your Scholar misses 6-9 days, you will receive a warning letter. If your Scholar misses 10 or more days, the Missouri Division of Children's Services and Juvenile or City Court will be notified.

Here are some tips to help ensure your Scholar has great attendance:

- Set a regular bedtime and morning routine.
- Lay out school uniforms and pack backpacks the night before.
- Find out what day school starts and make sure your Scholar has the required shots.
- Introduce your Scholar to teachers and classmates before school starts to help with the transition.
- If your Scholar seems anxious about going to school, talk to the teacher, school counselor, or other parents for advice on how to make your Scholar feel comfortable and excited about learning.
- Develop back-up plans for getting to school if something comes up. Call on a family member, a neighbor, or another parent.
- Avoid medical appointments and extended trips when school is in session.

Let's make this year your Scholar's best year yet! Make sure your Scholar comes to school every day!

School Uniforms!

Scholars must wear school uniforms Monday-Thursday. Scholars may wear uniform on Fridays OR Sigel/St. Louis spirit wear (shirts promoting local sports teams, businesses, colleges, and universities) and jeans. Scholar 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 with socks (no slides/house shoes)

Sigel partners with the Little Bit Foundation to provide free uniforms for every Scholar. Please contact the Main Office to order additional free uniforms or other supplies.

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. Connell at 314-771-0010 anytime.
- Email
All Sigel families are requested 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 key! 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 Scholar's 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 newsletter is shared each month via Scholar Folders, email, ClassDojo, and the Sigel web page. The newsletters provide important updates on Scholar learning and Sigel Events.
- Backpacks
Scholars are provided blue folders for homework, reading logs, important updates, and even celebratory notes for Scholar's families. **Please check Scholar backpacks daily to review blue Scholar 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. Connell.

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. Connell.

STEP 3: Contact the Principal

If Steps 1 and 2 have not resolved the concern, contact the Principal. Dr. Owca can be reached via email, ClassDojo, leaving a message with Ms. Connell, or calling/texting Dr. 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. Ms. Juliette Hudson-Campbell can be reached 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 to be administered during the day must contact Sigel Nurse, Ms. Palm, 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.

SLPS operates at the direction of the St. Louis City Department of Health. If ever directed to institute COVID-19 mitigation measures (masking, social distancing, etc.) this information will be communicated in a timely manner.





	CLASSROOM	HALLWAY	RESTROOM	MEALS	RECESS	ASSEMBLY	BUS
SAFE	Scholars keep body and objects to ourselves Scholars help clean when asked	Scholars remain in Line Order Scholars use walking feet Scholars walk on the right Scholars touch every stair	Scholars flush the toilet Scholars wash our hands Scholars keep water in the sink Scholars throw trash in the trash can	Scholars stay seated in assigned area Scholars remain seated	Scholars stay in assigned area Scholars take turns	Scholars stay seated in assigned area Scholars follow directions for arrival and dismissal	Scholars remain seated at all times
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 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
RESPECTFUL	Scholars maintain assigned Voice Level Scholars follow directions the first time given	Scholars maintain Voice Level 0 Scholars say "Excuse me, please" when appropriate Scholars say "Thank you" when appropriate	Scholars maintain Voice Level 1 or less Scholars knock before entering a stall	Scholars maintain Voice Level 2 or less Scholars throw trash in the trash can	Scholars maintain Voice Level 4 or less	Scholars maintain Voice Level 0 Scholars sit up Scholars look and listen	Scholars maintain Voice Level 1 or less Scholars greet the DRIVER 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 meditime to learning	Scholars connect fun to learning	Scholars ask and answer questions	Scholars read for fun

