

Sigourney Elementary Handbook 2025-2026



“Preparing Today’s Students for Tomorrow’s World”

Sigourney Elementary, in partnership with parents and community members, will create and maintain a safe and positive learning environment. We will incorporate high standards, research-based strategies, and technological skills to help students become responsible, respectful, and productive citizens who reach high academic goals

Sigourney Elementary
509 S. Jefferson St.
Sigourney, IA 52591
641-622-2350

Website: www.sigourneyschools.com

WELCOME STUDENTS AND PARENTS!

Dear Students and Parents:

Welcome to the 2025-2026 school year! This handbook contains important district policies that list our expectations and protect the rights of our students. We hope you have a great school year that is fun, engaging, innovative, and academically rewarding!

NOTICE TO STUDENTS AND PARENTS OF DIRECTORY INFORMATION

The following information may be released to the public in regard to any individual student of the school district as necessary or as need arises. Any student, parent, or guardian not wanting this information released to the public must make an objection in writing to the principal or other person in charge of the school that the student is attending. If it is desirable to renew this objection, this must be done at the beginning of each school year.

<ul style="list-style-type: none">● Name● Address● Telephone listing● Date & Place of Birth● Videotapes or photographs for newspaper articles, presentations, or other educational purposes and other similar information	<ul style="list-style-type: none">● Dates of attendance● Degrees and awards achieved, the most recent previous school or institution attended by the student● Major field of study● Participation in officially-recognized activities and sports, weight and height of members of athletic teams
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EQUAL EDUCATION OPPORTUNITY

It is the policy of the Sigourney Community School District not to illegally discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity, and socioeconomic status (for programs) in its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy, please contact the district's Equity Coordinator, Shannon Webb, JH/HS Principal, 907 E. Pleasant Valley, (641)622-2010, shannon.webb@sigourneyschools.com. The curriculum fosters respect and appreciation of the cultural and racial diversity found in our country and an awareness of the rights, duties, and responsibilities of each individual as a member of a pluralistic society. The Grievance Procedure - Title IX - for the Sigourney Community School District is located in the Board of Education Policy Book. Please refer to #207. Copies of the Policy Book are located in the principal's office. If additional assistance is needed, contact the elementary office at (641)622-2350.

You have the right to inquire about the qualifications of your child's teacher and any paraprofessional who might work with your child.

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Preschool & Elementary Staff

Principal

Deanna Spence

Nurse

Heather Collins

Administrative Assistant

Brooke Garringer

At-Risk Coordinator

Alyssa Weber

Preschool

Mindy Arvidson

Kindergarten

Schay Moore

Jenny Gay

1st Grade

Charlotte Claywell

Diana Kerr

2nd Grade

Tabitha Hahn

Crista Harper

3rd Grade

Amy Jones

Sierra Davis

4th Grade

Lyndsay VanDenHeuvel

Paige Dahlstrom

5th Grade

Cara Roquet, Math & Science

Emily Glosser, Literacy & Social Studies

6th Grade

Shelly Streigle, Math & Science

Aaron Sellers, Literacy & Social Studies

Specials

Bruce Peiffer, Band

Mitch Eslick, PE

Meredith Holm, TAG & Reading
Interventionist

Rebecca Shaw, Art

Bethany Fehr, Music

Title 1

Angela Bond, Title 1

Emily Brehm-Stetcher, Special Education &
Title 1

Jolie Crawford, Reading Interventionist &
Special Education Coach

Special Education

Terri Glandon

Kelsey Runnells

Associates

Loree Bain

Gerald Glandon

Devin Dailey

Heather Medenhall

Amy Clubb

Amanda Alderson

Morgan Hinnah

Morgan Schaffner

Chelsey Snakenberg

Tammy deOliviera

Erin Kitzman

Custodians

Kelly Norris

Adrianna Fairchild

Library

AEA supported

ELEMENTARY SCHEDULE

ARRIVAL PROCEDURES

Children are to arrive at school no earlier than 8:00 a.m. We request parental assistance in scheduling the departure of children from home so that students know not to arrive at school prior to 8:00 a.m. Breakfast will be served at 8:00 a.m. with students entering the south playground doors.

Students who are dropped off by their parents should depart the vehicle on the west side of Shuffleton Street at the designated student drop off area. For the safety of the students and traffic along East Pleasant Valley Street, parents should not drop off their child(ren) along the north side of the elementary building. Car riders are not permitted to be dropped off on Jefferson Street on the west side of the elementary building. Jefferson Street is a no-parking/bus only street during arrival and dismissal schedules.

Supervision will be provided at designated entrances for students from 8:00-8:15 a.m. Each grade level has a designated door for entering the building. The playground is off limits before school. In case of inclement weather, students will be directed to their designated areas inside the building.

DAILY SCHEDULE

7:50	Teacher's Day Begins
8:00-8:15	Breakfast served
8:15	Students in building and to lockers
8:25	Building announcements, attendance, and lunch count taken
8:30	Classes begin
	K-4 has a 15 min. recess in the a.m.
11:00-12:35	K-6 lunch and recess
	K-4 has a 15 min. recess in the p.m.
	5th grade has a 15 min. recess on non PE days

DISMISSAL SCHEDULE

3:20	Bus students' dismissal - all bus students will be dismissed through the west doors on Jefferson Street. The buses will line up and pick up bus students only.
3:20	Vehicle dismissal - Any student who is picked up by a vehicle will exit the east doors onto Shuffleton Street. Vehicles are to line up on Shuffleton Street heading South. When the students are in the vehicles, proceed south on Shuffleton Street. Car riders will not be allowed to exit the building to the west on Jefferson Street. Children being picked up by vehicle must be picked up on Shuffleton Street.
3:25	Walkers and bike riders will be dismissed from the west doors onto Jefferson St. Crossing guards will be at the intersections of Pleasant Valley and Jefferson Streets, as well as, Pleasant Valley and Main Street.

**Your child should go directly home after dismissal. Prior arrangements must be made to change dismissal plans. The school office must have a note of those arrangements signed by the parent or a phone call by the parent to the office at 622-2350.

3:40	Teachers' Day Ends
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ELEMENTARY ATTENDANCE, CHRONIC ABSENTEEISM & TRUANCY POLICY

The district believes that traditional, in-person school attendance leads to the greatest learning opportunities for students. Students who are present in school and engaged active learners take greater ownership over their educational outcomes. For this reason, it is the priority of the

district to foster regular student attendance throughout the school year and reduce barriers to regular attendance for students in the district.

In 2024 the State of Iowa passed new laws that define Chronic Absenteeism and Truancy and outline required intervention measures that schools must take in response to student attendance. Parents and families should review the information below to ensure their understanding of Sigourney's attendance, chronic absenteeism and truancy policies in light of Iowa's laws.

Compulsory Education Law

Iowa's compulsory education laws require that parents within the school district who have children over age six and under age sixteen by September 15, in proper physical and mental condition to attend school, will have their children attend school. Students are required to attend school the number of hours school is in session in accordance with the school calendar.

Chronic Absenteeism & Truancy

Chronic Absenteeism: Any absence from school (see exemptions listed below) for more than ten percent of days of the grading period. Sigourney Schools is on trimesters so that equates to 5 days per trimester.

Truancy: A child of compulsory attendance age who is absent from school for any reason (see exemptions listed below) for at least twenty percent of the hours of the grading period. This equates to 11 days per trimester.

Chronic Absenteeism and Truancy Exemptions: Calculations of chronic absenteeism and truancy do not include absences for students who:

- have completed the requirements for graduation in an accredited school or have obtained a high school equivalency diploma;
- are excused for sufficient reason by any court of record or judge;
- are attending religious services or receiving religious instruction;
- are unable to attend school due to legitimate medical reasons;
- has an individualized education program that affects the child's attendance;
- has a plan under Section 504 of the federal Rehabilitation Act, 29 U.S.C. §794, that affects the child's attendance;
- are attending an approved or probationary approved private college preparatory school;
- are attending an accredited nonpublic school;
- are receiving independent private instruction; or,
- are receiving competent private instruction.
- are excused under Iowa Code §299.22; and
- are exempt under Iowa Code §299.24.

Chronic Absenteeism and Truancy Consequences: Students are subject to disciplinary action for chronic absenteeism and truancy including suspension and expulsion. It is within the discretion of the principal to determine, in light of the circumstances, whether a student may make up work missed because of truancy. Students receiving special education services will

not be assigned to in-school suspension due to chronic absenteeism and truancy unless the goals and objectives of the student's Individualized Education Program are capable of being met.

1. Chronic Absenteeism Notification (10%/5 days per trimester)

- When a student meets the threshold to be considered chronically absent, the school official will;
 - Send notice by mail or e-mail to the county attorney where the district's central office is located.
 - Notify the student, or if a minor, the student's parent, guardian or legal or actual custodian via email or mail that includes:
 - information related to the student's absences from school; and
 - the policies and disciplinary processes associated with additional absences.

2. School Engagement Meeting (15%/8 days per trimester)

- If a student is absent from school for at least fifteen percent of the days in the grading period of each school building as established by the district, the school official will attempt to find the cause of the absences and start and participate in a school engagement meeting. The purpose of the meeting is to understand the reasons for the student's absences and attempt to remove barriers to the student's ongoing absences; and to create and sign an absenteeism prevention plan. All of the following individuals must participate in the school engagement meeting:
 - The student;
 - The student's parent, guardian or legal or actual custodian if the student is an unemancipated minor; and
 - A school official.

3. Absenteeism Prevention Plan and Weekly Contact (15%/8 days per trimester)

- The absenteeism prevention plan will identify the causes of the student's absences and the future responsibilities of each participant. The school official will contact the student and student's parent/guardian at least once per week for the remainder of the school year to monitor the performance of the student and the student's parent/guardian under the plan. If the student and student's parent/guardian do not attend the meeting, do not enter into a plan or violate the terms of the plan, the school official will notify the county attorney.

4. Truancy (20%/11 days per trimester)

- If the student is absent from school twenty percent of the school days truancy will be filed with the local county attorney.

5. Other Penalties

- In response to Chronic absenteeism or Truancy, the building principal **may** issue penalties in addition to the requirements listed in Section I of this regulation. Penalties may include, but are not limited to;
 - Non-Academic Penalties
 - Oral or written notices beyond the generated absenteeism prevention plan to the student and his or her parents;
 - Conferences with the student and parents,
 - Written contracts with the student and parents,
 - Loss of non-academic privileges such as extracurricular activities, open campus, late arrival, early dismissal.
 - Other penalties as determined by the building principal.
 - Academic Penalties

- Late work not receiving credit
- Dropped from course
- In-school suspension
- Out of school suspension
- Other penalties as determined by the building principal.

Parents must notify the office as soon as possible of their child(ren)'s absence. Children are required to bring written excuses to the office for any planned absences. This may also be done by calling the office at 641.622.2350. If notification is not received by 9 a.m. the day of the absence, the office will attempt to contact the parents at their emergency phone number. If the school is unable to reach the parents, a message will be left. Parents should contact the school about the absence, or the student must bring a note signed by the student's parents to the office explaining the reason for the absence. Failure to confirm the absence will automatically make the absence unexcused. This procedure is for the safety and welfare of our students. Parent communication with the school is necessary in cases of extended absence.

Parents requesting assignments for their child, who has been absent or will be missing school in the near future, should send a note or email to the teacher involved or to the Elementary Office. It is recommended that parents of absent students make their request early in the school day so that materials can be readied by the end of the school day.

Students who need to leave school during the school day must have their parents pick them up. There will be a sign-out sheet in the office. Students are not released to anyone other than their parents during the school day unless the office has received a phone call or a note signed by the student's parent. Students who return to class or arrive after the school day has begun must have a parent or guardian sign them into the office for re-admission.

ATTIRE

Discretion should be used so the students' clothing is not distracting to others.

- Clothing or other apparel promoting products that are illegal for use by minors such as alcohol, tobacco, drugs, or clothing displaying obscene material, profanity or reference to subversion, is not appropriate.
- Clothing that is too revealing (i.e. too tight and/or too short). Shoulder straps should be at least two (2) inches wide.
- Any student dressed in inappropriate attire will be asked to change his/her clothing at school. While the primary responsibility rests with the student and the parents, the administration reserves the right to judge what is proper and what is not.
- Shoes are always necessary. For the safety of the children, flip flops worn on the playground and during PE are not recommended.
- Hats/head cover are not to be worn in the building.

STUDENT BEHAVIOR

Sigourney Community Schools believes that in order to provide the best possible education to all students, the teacher must be allowed to manage a well-disciplined, structured environment that nurtures sound learning and effective instruction. In order for this to happen, the school has a basic expectation of all students that they maintain a reasonable level of respect for the school's staff, the property, fellow students, and themselves. If a student chooses not to exhibit appropriate behavior, the employees of the school district reserve the right to take steps which will, with student and parental cooperation, correct the problems associated with the misbehavior.

DISCIPLINE

One of the most important lessons education should teach is discipline. While it does not appear as a subject, it underlies the whole educational structure. Discipline is the training that develops self-control, character, orderliness, and efficiency. It is the key to good conduct and proper consideration of other people.

Since an orderly atmosphere is essential for learning to take place, the following guidelines are for the personal welfare of the students as well as for the entire school. These expectations are expected by all individuals on school property at any time.

1. A constant respect for all people.
2. Appropriate language used at all times.
3. An atmosphere of quiet must be maintained to create a situation conducive to learning.
4. A respect for school property must be maintained.
5. Fighting, throwing objects, and/or rowdy horseplay will not be tolerated.
6. Disciplinary action will be taken immediately against an offender according to due process.
 - A. Student will be presented with the charges.
 - B. Student will be given the opportunity to explain his/her actions.
 - C. Student found in violation of School Policy will be disciplined according to due process.

The Sigourney Community School Board affirms its intent to support the school disciplinary policies, its intent to support school staff that enforces the discipline policies, and its intent to hold school staff accountable for implementing the discipline policies.

PROGRESSIVE DISCIPLINE ACTION PER TRIMESTER

When the teacher thinks that a student's actions have reached a point where his or her ability to **instruct has been impeded or the other students' learning environment** is disrupted, the teacher may take action to remove the disruptive student from the classroom. When the situation occurs, this process should be followed:

First Removal: Teacher will (1) meet with the student to discuss the problem and possible solutions, and (2) contact the parents by phone or written communication. Documentation of the incident will be completed through the elementary discipline referral form.

Second Removal: Teacher and Administration will meet with the student to discuss the problem and possible solutions. Parent(s) will be contacted by the Administration to discuss the matter at hand. The parent may request a conference between teacher, Administration, and student. Conference will be documented and recorded in the student's cumulative folder. Documentation of the incident will be placed on the school discipline referral form and copies given to the parent. Time missed from class will be required to be served after school as scheduled by the teacher. Student will be responsible for any work missed.

Third Removal: Teacher will refer student to the Administration for consequences. Administration will contact parent(s) and establish conference time with parent(s), teacher, and Administration. Student will serve up to half day in-school suspension. Incidence and conference will be documented and placed in the student's cumulative folder.

Fourth Removal: Student will be referred to the Principal. Documentation of the incident will be placed on the discipline form and copies given to the parent. The Principal will schedule a

conference with parent(s) and student. Student will serve a one day in-school suspension. Conference will be documented. Copy of the documentation will be sent to the superintendent and one copy also will be placed in the student's cumulative folder.

Fifth Removal: Teacher will refer student to Administration. Student will be suspended from school until parents have held a conference. Principal will schedule a conference with the student, parent(s), and superintendent to discuss conditions under which the student will be allowed to return to school.

Sixth Removal: Teacher will again refer student to principal. Student will be suspended with recommendation to the school board for expulsion.

* Severe and major discipline issues referred to the office will be handled on a case by case and individual basis. We will also follow the Model Discipline Policy adopted by the district for students who make threats of violence or cause incidents of violence. See Board Policy 503.08

REFERRALS: If a child does not follow the PBIS expectations, there are two types of referrals that he/she can receive. Minor and Major referrals are given to students for various infractions. When a Minor referral is given to a student, the teacher is to notify the parents and communicate the infraction and what discipline measures were implemented. This may result in a loss of a privilege or detention. When a Major referral is given, the teacher or administrator will notify the parent and describe the circumstance that warranted the referral. Discipline for major referrals will be handled by the building administrator. If a child receives one Major referral or three Minor referrals in a hex, they will not be allowed to participate in our building hex incentive.

**PBIS- SPACE -Update this summer to TRACC for Portrait of a Learner
Respect Yourself, Peers, Adults, Community, and Environment**

~~The elementary implemented Positive Behavior Instructional Supports (PBIS) in the fall of 2003. School wide expectations were developed for the common areas.~~

SCHOOL WIDE EXPECTATIONS

Hallway Expectations

- Quiet
- Greet and guide guests

Before and After School Expectations

- 8:00 a.m. Breakfast arrival
- Supervision begins at 8:00 a.m.
- Remain in assigned areas
- Polite words and actions
- Follow bus, walking, and biking rules
- If you are not assigned to a bus, you MUST have a bus permit to ride a bus to any location.

Playground Expectations

- Respect playground and school property
- Follow safety rules
- * Play only touch football.

* Toys are allowed, but the school is NOT responsible for lost, broken, or stolen toys!

* No gum or candy on the playground.

- If the ball goes over the fence, students must receive permission from the adult supervisor before retrieving the ball. If it goes on the roof, the ball will remain on the roof until a custodian can retrieve the ball.

- Slides: Sit, go down feet first, legs straight out.

- Tag should be played away from the slides and merry-go-round. No throwing of ice, snow, rocks, or acorns.

- In winter, students must have snow boots, snow pants, and/or coveralls to go off the sidewalk.

- In winter, no King of the Mountain games.

- Situations for indoor recess are: Real Feel temperature of 10 degrees and below using www.accuweather.com, rain and/or ice. * See picture below for cold weather attire guidance.

- Demonstrate fair play
- Use appropriate language
- Hands and feet to self

Lunchroom Expectations

- Know lunch number
- Respect peers and adults
- Raise your hand for help
- Talk at your own table; Use inside voices
- Clean up your area

Restroom Expectations

- Use and give privacy
- Ask for permission
- Use properly
- Wash hands
- Leave quietly
- Keep restroom clean

Classroom Expectations

- Be organized and be on time
- Bring needed materials
- Respect yourself and others so all can learn
- Hands and feet to yourself
- Wear proper school attire

Bigourney Elementary Weather Guidance

Students need to have the following clothing items for the following temperatures. Temperature is determined by "real feel" temp from AccuWeather.

35-60 Degrees (50 degrees for 5th-6th grade)
Long pants, long sleeves, and jacket



10-34 Degrees
Long pants, Winter Coat, Hat and Gloves



Want to Play in the Snow?
Coat, Snow Pants, Boots, Hat, and Gloves



If the temperature is below 10 degrees or there is rain/sleet, then students will not go outside.

Elementary Creed

I have the power to be a better person today than I was yesterday.

I will start by making today the best day it can be.

I have the power!

Elementary School Song

("Take Me Out To The Ball Game")

We are sporting good character, We are part of a team;

We work together and do our best; you can put our char-ac-ter to the test

We are caring, respectful and honest; We try to better ourselves,

For we're GOOD, GREAT, MAG-NIF-I-CENT at our great school!

HARASSMENT/BULLYING

Harassment, bullying and abuse are violations of school district policies, rules and regulations and, in some cases, may also be a violation of criminal or other laws. The school district has the authority to report students violating this rule to law enforcement officials.

Students who feel that they have been harassed or bullied should:

- Communicate to the harasser or bully that the student expects the behavior to stop, if the student is comfortable doing so. If the student needs assistance communicating with the harasser or bully, the student should ask a teacher, counselor, or principal to help.
- If the harassment or bullying does not stop, or the student does not feel comfortable confronting the harasser or bully, the student should:
 - tell a teacher, counselor, other staff member or principal; and
 - Request and complete a bullying and harassment reporting form. Forms are available in the office. Write down exactly what happened, keep a copy and give another copy to the teacher, counselor or principal.

Harassment or bullying on the basis of age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status or familial status includes conduct of any verbal, physical, written or electronic nature that is designed to embarrass, distress, agitate, disturb or trouble persons when:

Harassment and bullying are defined as any electronic, written, verbal or physical act or conduct toward a student which is based on any actual or perceived trait or characteristic of the student and which creates an objectively hostile school environment that meets one or more of the following conditions:

- places the student in reasonable fear of harm to the student's person or property;
- has a substantially detrimental effect on the student's physical or mental health;
- has the effect of substantially interfering with the student's academic performance; or
- has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.

"Electronic" means any communication involving the transmission of information by wire, radio, optical, cable, electromagnetic or other similar means. "Electronic" includes but is not limited to communication via electronic mail, internet-based communications, pager service, cell phones, electronic text messaging or similar technologies.

Sexual harassment may include unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature.

Sexual harassment includes, but is not limited to:

- verbal, physical or written harassment or abuse;
- pressure for sexual activity;
- repeated remarks to a person with sexual or demeaning implications; and
- suggesting or demanding sexual involvement, accompanied by implied or explicit

threats.

Harassment or bullying based upon factors other than sex includes, but is not limited to:

- verbal, physical, or written harassment or abuse;
- repeated remarks of a demeaning nature;
- implied or explicit threats concerning one's grades, job, etc; and
- demeaning jokes, stories or activities.

The harassment compliance officer at the Sigourney Elementary is the Principal, who is responsible for hearing complaints and determining if harassment or bullying exists in a given situation. If a finding of harassment is determined, a report of that finding will be filed with the Superintendent of Schools and may be referred to the Board of Education for disciplinary measures against the offending party. Iowa Code Section 708.7 defines and makes harassment a crime.

Penalties: warning or three (3) days out of school suspension or up to ten (10) days out-of-school suspension and possible expulsion.

If a student makes a threat or act of violence to another student or staff member, the district will follow board policy 503.08.

EDUCATIONAL PROGRAM

Wellness Policy (507.9)

Effective July 1, 2009, the State Legislature passed the "Healthy Kids Act", Senate File 2425, and can be found in the Iowa Administrative Code - Chapter 12 and Chapter 58. In the Healthy Kids Act, there are 3 sections: Physical activity goes into effect the 2009-2010 school year. Nutrition rules go into effect July 1, 2010. Every graduating student needs to be CPR certified starting in 2012.

All physically able students in kindergarten through grade five shall be required to engage in a physical activity for a minimum of thirty minutes per school day. All physically able students in grades six through twelve shall be required to engage in a physical activity for a minimum of one hundred twenty minutes per week. Physical activity may include physical education classes, recess, interscholastic activities, school activities, and non-school activities.

KINDERGARTEN - 6th GRADE CURRICULUM

- **READING:** Staff will be using reading strategies from LETRS, Daily Five, and Wonders, copyright 2023.
- **MATH:** Students in the kindergarten through sixth grade will use Everyday Mathematics 4, copyright 2015. (www.everydaymathonline.com)
- **SCIENCE/HEALTH:** Students in the kindergarten, second, third, fourth, and fifth grade will use Foss Science kits. First and sixth grade use Open SciEd.
- **SOCIAL STUDIES:** Students in the kindergarten through sixth grade will use Houghton Mifflin, copyright 2005. (www.eduplace.com/kids)
- **PHYSICAL EDUCATION:** For safety reasons, children should not wear flip-flops during their PE class. Please note: if your child is attending school, but cannot participate in Physical Education, please send a note explaining the reason. When your child is ready to rejoin the class, a note or telephone call will be needed from you in order to admit your child back into class activities. If your child is unable to participate

longer than 2 days in a week, a doctor's note will be required.

A trained speech-language pathologist and a speech language associate provide SPEECH AND LANGUAGE SERVICES through Great Prairie AEA (GPAEA).

STANDARDIZED TESTING is a systematic means of monitoring a student's progress. The Iowa Statewide Assessment of Student Progress is administered to students in grades third through sixth each year. Additional reading tests are also given.

GRADING SCALES

K-6 Standards Based Grade	
M	Meets Standard
P	Progressing Towards Standard
R	Needs Reinforcement to Meet Standard

REPORT CARDS/ MIDTERM REPORTS/PROGRESS REPORTS

Standards based report cards will be issued to students in Grades K-6 at the end of each trimester. Progress reports will be distributed to Preschool during parent teacher conferences.

CHEATING

Students are expected to complete their own work. Cheating by looking at another student's work, copying others work, plagiarism from other sources, or similar cheating is not tolerated. Whenever a student is involved in, or guilty of cheating, he or she will receive a zero for that assignment. The student's parents will also be notified by the classroom teacher. Repeat offenders of cheating will be subject to detention and/or suspension. This process will also be followed for students who are knowingly and willingly allowing others to copy their work.

STUDENT ASSISTANCE

If you have concerns about your student's performance in school, share it with his/her teacher. If you think your child may be in need of special assistance and is being denied the opportunity, contact the building administration. Sigourney Elementary School has many individuals who are available to help your child succeed in school. For example, we have a school nurse, Reading Interventionist, Title I Reading and Math teachers, special education teachers, and an At-Risk Coordinator.

Our school also has a student assistance process. Students are identified through ongoing data analysis done by the classroom teacher and their PLC group. Goals of the PLC group include recognizing students' performance and behavior problems and identifying appropriate interventions to apply in the classroom while progress monitoring the child's learning. The classroom teacher will have a healthy, positive dialogue with parents concerning problems they are seeing and the action they are taking. The teacher will keep an open line of communication with the parents regarding their child's progress to determine together as a team if additional action needs to be taken.

The school works closely with the GPAEA. (Great Prairie Area Education Agency) and their local team, which includes a school psychologist, a school social worker, a special education consultant, a speech-language pathologist, an audiologist, a physical therapist, and an occupational therapist. All of these people are employed to assist you, your child, and your child's teacher. A teacher may contact these people and they may observe or talk to your child. On occasion, these professionals may participate in discussions about your child and provide recommendations to improve his/her success in school.

INTERNET USAGE POLICY

APPROPRIATE USE OF COMPUTERS, COMPUTER NETWORK SYSTEMS, AND THE INTERNET

The Board of Directors of the Sigourney Community School District is committed to making available to students and staff members access to a wide range of electronic learning facilities, equipment, and software, including computers, computer network systems, and the internet. The goal in providing this technology and access is to support the educational objectives and mission of the Sigourney Community School District and to promote resource sharing, innovation, problem solving, and communication. The District's computers, computer network, and/or internet connection is not a public access service or a public forum. The District has the right to place reasonable restrictions on the material accessed and/or posted through the use of its computers, computer network, and/or internet connection.

Access to the District's computers, computer network systems, and the internet shall be available to all students and staff within the District. However, access is a privilege, not a right. Each student and staff member must have a signed acceptable use agreement on file prior to having access to and using the District's computers, computer network systems, and the internet. The amount of time and type of access available for each student and staff member may be limited by the District's technology and the demands for the use of the District's technology. Even if students have not been given access to and/or use of the District's computers, computer network systems, and the internet, they may still be exposed to information from the District's computers, computer network systems, and/or the internet in guided curricular activities at the discretion of their teachers.

Every computer in the District having internet access shall not be operated unless internet access from the computer is subject to a technology protection measure (i.e. filtering software). The technology protection measure employed by the District shall be designed and operated with the intent to ensure that students are not accessing inappropriate sites that have visual depictions that include obscenity, child pornography or are otherwise harmful to minors. The technology protection measure may only be disabled for an adult's use if such use is for bona fide research or other lawful purposes.

The use of the District's computers, computer network systems, and internet access shall be for educational purposes only. Students and staff members shall only engage in appropriate, ethical, and legal utilization of the District's computers, computer network systems, and internet access. Students' and staff members' use of the District's computers, computer network systems, and internet access shall also comply with all District policies and regulations. Inappropriate use and/or access will result in the restriction and/or termination of this privilege and may result in further discipline for students up to and including expulsion and/or other legal action and may result in further discipline for staff members up to and including termination of employment and/or other legal action. The District's administration will determine what constitutes inappropriate use and their decision will be final. The technology coordinator may close a user account at any time as required and administrators, faculty, and staff may request the technology coordinator to deny, revoke or suspend user accounts. Any user identified as a security risk or having a history of problems with computer systems may be denied access to the District's computers, the District's computer network systems, and the internet. Students and staff members will be instructed by the District's technology coordinator or other appropriate personnel on the appropriate use of the District's computers, computer network systems, and the internet.

The following are rules for appropriate use by the District's students and staff of the District's computers, computer network systems, and the internet:

-Do not make or disseminate offensive or harassing statements or use offensive or harassing language including disparagement of others based on their race, national origin, sex, sexual orientation, age, disability, religious or political beliefs. Do not swear, use vulgarities or any other inappropriate language. Be polite and follow the same privacy, ethical, educational, and other considerations observed regarding other forms of communication.

-Do not access, create or disseminate any material that is obscene, libelous, indecent, vulgar, profane or lewd; any material regarding products or services that are inappropriate for minors including products or services that the possession and/or use of by minors is prohibited by law; any material that constitutes insulting or fighting words, the very expression of which injures or harasses others; and/or any material that presents a clear and present likelihood that, either because of its content or the manner of distribution, will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, will cause the commission of unlawful acts or will cause the violation of lawful school regulations.

-Do not use the schools internet connection for anything more than research or information gathering that is directly related to academic assignments or extracurricular projects supervised by Sigourney District faculty.

-Do not disseminate or solicit sexually oriented messages or images.

-Do not transmit your credit card information or other personal identification information, including your home address or telephone number from any District computer. Do not publish personal or private information about yourself or others on the internet without prior written permission. Do not repost a message that was sent to you privately without permission of the person who sent the message. If any information is to be provided regarding students, it should be limited to the student's first name and the initial of the student's last name only. Do not arrange or agree to meet with someone met online.

-Do not use the District's computers and/or computer network systems to participate in illegal activities. Illegal activities include, but are not limited to, gambling, fraud, and pornography.

-Do not use, possess or attempt to make or distribute illegal/unauthorized copies of software or other digital media. Illegal/unauthorized software or other digital media means any software or other digital media that has been downloaded or copied or is otherwise in the user's possession or being used without the appropriate registration and/or license for the software or in violation of any applicable trademarks and/or copyrights, including the payment of any fees to the owner of the software or other digital media.

-Do not alter, modify, corrupt or harm in any way the computer software stored on the District's computers or computer network systems. Do not install any software on the hard drive of any District computer or on the District's computer network systems or run any personal software from either floppy disk, CD-ROM, DVD or other storage media or alter or modify any data files stored on the District's computers or computer network systems without prior permission and supervision from the technology coordinator or other appropriate personnel.

-Do not download any programs or files from the internet without prior permission from the District's technology coordinator or other appropriate personnel. Any programs or files downloaded from the internet shall be strictly limited only to those that you have received permission from the technology coordinator or other appropriate personnel to download.

-Do not use any encryption software from any access point within the District.

-Do not share a personal user account with anyone. Do not share any personal user account passwords with anyone or leave your account open or unattended.

-Do not access files that do not belong to you or that you do not have prior permission to open.

-Do not access the District's computers or computer network systems or use the District's internet connection from a non-District computer without prior authorization from the technology coordinator or other appropriate personnel.

-Do not use an instant messenger service or program, internet relay chat or other forms of direct electronic communication or enter a chat room while using the District's computers, computer network systems, and/or the District' internet connection that is not approved by the district administration. Communication programs provided on each computer are previously approved and are acceptable for use.

-Do not disable or circumvent or attempt to disable or circumvent filtering software.

-Do not play any games, run any programs or use social networks on computers that are not related to the District's educational program during school hours.

-Do not vandalize the District's computers or its computer network systems. Vandalism is defined as any attempt to harm, modify, deface or destroy physical computer equipment or the computer network and any attempt to harm or destroy data stored on the District's computer equipment or the computer network or the data of another user. All users are expected to immediately report any problems or vandalism of computer equipment to the administration, the technology coordinator or the instructor responsible for the equipment.

-Do not commit or attempt to commit any act that disrupts the operation of the District's computers or computer network systems or any network connected to the internet, including the use or attempted use or possession of computer viruses or worms or participation in hacking or other unlawful/inappropriate activities on line. Users must report any security breaches or system misuse to the administration or technology coordinator. Do not demonstrate any security or other network problems to other users; give your password to another user for any reason; and/or use another individual's account. Do not attempt to log on to any device as a system administrator.

-Do not use the network in such a way that you would disrupt the use of the network by other users or would waste system resources (e.g. listening to internet radio, printing web pages without prior permission from the technology coordinator or other appropriate personnel, staying on the network longer than is necessary to obtain needed information). Files stored on the computer that do not relate to formal school courses e.g. Games, movies, music are the responsibility of the person borrowing the computer and can be reviewed and deleted at any time.

-Do not use the District's computers and/or computer network systems for any commercial or for-profit purposes, personal or private business, (including but not limited to shopping or job searching), product advertisement or political lobbying during the school day unless directly related to the school's curriculum.

-Do not use the District's computers, computer network systems, and/or the internet to access, download, transmit, and/or disseminate any material in violation of any federal or state law, copyrighted material, obscene material, hate literature, material protected by trade secret, computer viruses and/or worms, offensive material, spam emails, any threatening or harassing materials, and/or any material that will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities. If a user encounters potentially inappropriate information, the user shall immediately terminate contact with such information and notify the technology coordinator or other appropriate personnel of the contact with inappropriate information.

-Do not plagiarize information accessed through the District's computer, computer network systems, and/or the internet. Students and staff shall obtain permission from appropriate parties prior to using copyrighted material that is accessed through the District's computer, computer network systems, and/or the internet.

Although reasonable efforts will be made to make sure students will be under supervision while on the network, it is not possible to constantly monitor individual students and what they are accessing on the network. Some students may encounter information that may not be of educational value and/or may be inappropriate. If a student encounters such information, the student should terminate access to the information immediately and notify supervisory personnel or other appropriate personnel of what occurred.

Students are required to bring their MacBooks to school each day with the battery fully charged. Computers should be plugged in each night to assure a full charge the following day.

Individual electronic mail addresses will be issued to students. Students are expected to use this email for only legitimate and responsible communication between students, faculty, and the outside world. Rude, abusive, threatening, or otherwise inappropriate language is not permitted. If a student has an electronic mail address that has been set up outside of school, the student will not be permitted to access that e-mail account or use that address to send and receive mail at school.

MacBooks and cases are the property of Sigourney School District and are loaned to students and staff with the expectation that they will be used properly when transporting; including classroom to classroom.

Parents will be required to sign a permission form to allow their students to access the District's computers, computer network systems, and the internet. Students and staff members will sign a form acknowledging they have read and understand the District's policies and regulations regarding appropriate use of the District's computers and computer network systems, that they will comply with the policies and regulations, and understand the consequences for violation of the policy or regulations. Prior to publishing any student work and/or pictures on the internet, the District will obtain written permission from the student's parents to do so.

The District has the right, but not the duty, to monitor any and all aspects of its computers, computer network systems, and internet access including, but not limited to, monitoring sites students and staff visit on the internet and review e-mail. The administration and the technology coordinator shall have both the authority and right to examine all computer and internet activity including any logs, data, e-mail, computer disks and/or other computer related records of any user of the system. The use of e-mail is limited to District and educational purposes only. Students and staff waive any right to privacy in anything they create, store, send, disseminate or receive on the District's computers and computer network systems, including the internet.

No warranties, expressed or implied, are made by the District for the computer technology and internet access being provided. The District, including its officers and employees, will not be responsible for any damages including, but not limited to, the loss of data, delays, non-deliveries, misdeliveries or service interruptions caused by negligence or omission. Individual users are solely responsible for making backup copies of their data. The District also is not responsible for the accuracy of information users access on the internet. Any risk and/or damages resulting from information obtained from the District's computers, computer network systems, and/or internet access is assumed by and is the responsibility of the user.

SIGOURNEY COMMUNITY SCHOOL DISTRICT
CONSENT TO STUDENT USE OF THE DISTRICT'S COMPUTERS,
COMPUTER NETWORK SYSTEMS, AND INTERNET ACCESS

I am the parent or guardian of the student named below and I hereby certify that I have received, read, and understand the Sigourney Community School District's Appropriate Use of Computers, Computer Network Systems, and the internet policy.

I recognize that although the Sigourney Community School District has taken measures to restrict access to controversial materials, it cannot guarantee that students will be protected from accessing any controversial materials during the student's use of the District's computers, computer network systems, and the internet.

I accept full responsibility for my student's use of the District's computers, computer network systems, and the internet through the District in accordance with the terms, conditions, and guidelines as stated by the District in its policies and regulations and as set out in federal and state law. I relieve the Sigourney Community School District and its officers and employees from any and all financial responsibility that may be incurred by my student's use of the District's computers, computer network systems, and the internet.

STUDENT'S NAME: _____
GRADE: _____ My child may have access to internet: _____ Yes _____ No

I hereby give the District permission to publish my child's work, picture, and/or first name on the internet through the District's website. _____ Yes _____ No

Parent or Guardian Name: _____

PARENT/GUARDIAN SIGNATURE

DATE

If you have consented to your child's use of the District's computers, computer network systems, and internet access, please have your child review and sign the following:

I have read the Sigourney Community School District's Appropriate Use of Computers, Computer Network Systems, and the internet policy and agree to abide by its provisions. I understand that violation of these provisions will result in the restriction and/or termination of my ability to use the District's computers, computer network systems, and internet access and may result in further discipline up to and including expulsion and/or other legal action. I agree to be responsible for payment of costs incurred by accessing any internet services that have a cost involved.

STUDENT SIGNATURE

504 PLAN - Student/Parent Rights in Identification and Placement

The following is a description of student and parent rights granted under federal law.

The intent of the law is to keep you fully informed concerning decisions about your child and to inform you of your rights if you disagree with any of these decisions.

YOU HAVE THE RIGHT TO:

1. Have your child take part in, and receive benefits from public education without discrimination based on disability.
2. Have the school district advise you as to your right under federal law.
3. Receive notice with respect to identification, evaluation, or placement of your child.
4. Have your child receive a free appropriate education. This includes the right to be educated with other students to the maximum extent appropriate.
5. Have your child educated in facilities and receive services comparable to those provided students without disabilities.
6. Have your child receive special education and related services if she/he is found to be eligible under the Individuals with Disabilities Education Act (IDEA) (PL-101-4760), or to receive reasonable accommodations under Section 504 of the Rehabilitation Act.
7. Have evaluation, education, and placement decisions made based upon a variety of information sources, and by individuals who know the student, the evaluation data, and placement options.
8. Have transportation provided to a school placement setting at no greater cost to you than would be incurred if the student were placed in a program operated by the school district.
9. Give your child an equal opportunity to participate in nonacademic and extracurricular activities offered by the school district.
10. Examine all relevant records relating to the decision regarding your child's identification, evaluation, educational program, and placement.
11. Obtain copies of educational records at a reasonable cost if the fee would effectively deny you access to the records.
12. Receive a response from the school district to reasonable requests for explanations and interpretations of your child's records.
13. Request amendment of your child's educational records if there is reasonable cause to believe that they are inaccurate, misleading or otherwise in violation of the privacy rights of your child. If the school district refuses this request, it shall notify you within a reasonable time, and advise you of your right to a hearing.
14. Request mediation of an impartial due process hearing related to decisions regarding your child's identification, evaluation, educational program, or placement. You and your child may take part in the hearing and have an attorney represent you.
15. Ask for payment of reasonable attorney fees if you are successful in your claim.
16. File a local grievance. The person in the school district who is responsible for Section 504 compliance is the Superintendent (641) 622-2025.

STUDENT HEALTH AND SAFETY

IMMUNIZATIONS

The Iowa State Department of Health and the Iowa State Department of Education require that the following immunization requirements are met before enrolling in a licensed preschool and/or kindergarten.

- Five (5) doses of diphtheria, tetanus and pertussis vaccine.
- Four (4) doses of trivalent oral polio vaccine
- Three (3) doses of Hepatitis B vaccine
- Two (2) doses of measles/rubella
- Two (2) doses of Varicella
- Lead testing completed

MEDICAL and DENTAL REQUIREMENTS

A physical needs to have been completed before entering Preschool and again before Kindergarten. A dental health screening needs to have been submitted before Kindergarten and the Freshman year of High School.

MEDICATION

Medication should be given at home if at all possible. All medication that comes into the school **MUST** be in a labeled prescription bottle and given to the principal or school nurse. If medication must be stored at school and administered by the office, it should have the student's name, amount, and the time(s) that the medication is to be administered. When getting your child's prescription filled, please ask the pharmacist for a labeled school bottle.

The parent should send only enough medication to give the necessary dosage to be taken at school. A signed **MEDICATION PERMISSION REQUEST FORM** must accompany all medications. Envelopes or bags with pills **CANNOT** be accepted. Any over-the-counter medication must be in its original container.

GENERAL HEALTH AND SAFETY GUIDELINES

All staff must be alert to the health of each child, known allergies, or special medical conditions.

- All staff must be alert to the whereabouts of all children. Systems are in place for accounting for children at regular intervals, especially during periods of transition.
- All staff is to follow proper procedures for hand washing, using disinfectant, and following universal precautions to prevent infections.
- All staff are familiar with evacuation routes and procedures.
- All teaching staff complete "Occupational Exposure to Bloodborne Pathogens" annually.
- At least one staff member who has a certificate of satisfactory completion of pediatric first-aid training, including managing a blocked airway and providing rescue breathing for infants and children, is always present with each group of children. When a child in the group has a special health condition that might require CPR, one staff person who has successfully completed training in CPR is present in the program at all times.
- Great Prairie AEA provides hearing screenings throughout the school year for our students. The grade levels for hearing screening will be determined on an annual basis by the AEA. If you do not want your child's hearing tested, please notify the school nurse in writing of this request annually. The school nurse will share this with the Great Prairie AEA hearing department prior to these annual screenings.

ILLNESS POLICY AND EXCLUSION OF SICK CHILDREN

For the health and safety of all the children, it is mandatory that sick children not be brought to school. If your child has any of the following symptoms during the night, he or she will not be admitted the following morning for the safety of the other children.

- Fever greater than 100.4 degrees F
- Vomiting
- Diarrhea
- Pink eyes with drainage
- Cough with congestion and excessive nasal discharge

The center's established policy for an ill child's return:

- Fever free for 24 hours
- Chicken pox: one week after onset (or when lesions are crusted)
- Strep: 24 hours after initial medication
- Vomiting/Diarrhea: 24 hours after last episode
- Conjunctivitis (Pink Eye): 24 hours after initial medication or when without drainage

Upon arrival at school, each child is observed by teaching staff for signs of illness or injury that could affect the child's ability to participate comfortably in the daily activities. Children will be excluded when a child is not able to participate comfortably; if the illness requires more care than staff are able to provide without compromising the needs of the other children in the group; or if keeping the child at school poses an increased risk to the child or to other children or adults with whom the child will come in contact.

When a child develops signs of an illness during their day at school, parents, legal guardians, or other person authorized by the parent will be notified to pick up the child. For this reason, please be sure that we have current, accurate phone numbers for you, your authorized emergency contact person and your child's pediatrician. In the meantime, we will provide the child a place to rest until the parent, legal guardian or designated person arrives under the supervision of someone familiar with the child. If the child is suspected of having a contagious disease, then until she or he can be picked up, the child is located where new individuals will not be exposed.

SCHOOL NURSE

The school nurse will be at the Sigourney Elementary School Monday-Friday. If a child is injured or becomes ill, he/she is cared for temporarily in the office until a parent or person designated by the parent is able to take the child home. The school may only provide emergency first aid in the cases of accident or illness.

Health and safety practices must be a joint effort of home and school. Children with definite signs of illness such as fever, skin disease, or communicable disease should be kept at home. This policy is both for the health of the affected child and the health of the classmates who may be infected.

STUDENT INSURANCE

Insurance is offered in the fall to those who wish to purchase it.

CLASSROOM TREATS

Foods brought from home for consumption in the classroom must be purchased, ready-to-eat and be wrapped in the original commercial packaging. This is for the safety of all students and is advised by the HACCP: Hazard Analysis Critical Control Point Information Center from Iowa State University, Ames, Iowa. Pop and juice are only allowed for birthday or classroom parties. It is not allowed during any other time. Water in a water bottle is permitted anytime.

HEAD LICE

Communication is important so when a parent discovers a student with head lice, it should be reported to the nurse's office. This will help us ensure that other students are not exposed to lice. The student must be treated with a hair product that effectively kills lice. It is important that the home is also cleaned so the students are not re-infected.

If the school discovers a student with lice, the parents will be notified. Students should be treated before returning to school. For individuals with chronic cases of head lice, our district reserves the right to contact DHS and/or a public health nurse.

MISCELLANEOUS

ABUSE BY AN EMPLOYEE

The district level one investigator for abuse of a student by a school employee is the PK-12 Guidance Counselor, Keri VanDenHeuvel. She can be reached at 641-622-2010.

ANIMALS/PETS

For the safety of our staff and students, animals will not be allowed inside the building. They are also not allowed outside on school grounds unless approval has been made by the principal.

ASBESTOS CONTROLS

The Sigourney Community School District has removed all known asbestos material from its buildings and premises. All materials remaining that are suspect shall be treated as friable material.

BICYCLES

For a Kindergartener's safety, he/she should not ride their bicycle to and from school.

BUS PERMITS

Permits will be given only if a note is sent from the parent or the parent calls the school directly. Students will be sent home as usual unless a note is sent or a phone call is received in the office by the parent.

CELL PHONES/SMART WATCHES

Personal electronic devices, including cell phones and smartwatches, are not to be used during the school day, as they can disrupt the learning environment.

Cell Phones

- Must be silenced and stored in the student's locker.
- If a phone is **seen or heard**, it will be confiscated:
 - **1st offense:** Returned to the student at the end of the day.

- **2nd offense:** Parent/guardian must pick it up.
- **3rd offense and beyond:** Device must be turned in to administration each morning and will be held for a minimum of five (5) school days.

If you need to contact your child during the school day, please call the school office. We will ensure they receive your message or connect you directly if necessary.

Smartwatches

- May be worn as a timepiece only.
- Must be silenced and not used as a computer, calculator, or communication device.
- Inappropriate use will result in the student being asked to place the device in their backpack for the rest of the day.

Exceptions

Approved medical needs or accommodations outlined in an IEP or 504 Plan will be honored.

Disclaimer

The school is not responsible for lost, damaged, or stolen devices.

**Parents may schedule a meeting to meet with a building administrator to discuss or contest a disciplinary action by calling or emailing the building principal.

ELECTRONIC DEVICES

All other electronic devices such as electronic games, virtual pets, laser pointers, hand-held games, c.d. players, and mp3 players are not allowed in school. If they are taken from a student, the parents will be able to pick up the device from the office. The device will not be returned to the student. E-readers may be brought for educational purposes, however, the school is not responsible if they get lost, stolen, or damaged.

EMERGENCY SCHOOL CLOSING is when it is necessary to close school early, not have school at all, or start late because of severe weather. This information will be disseminated as soon as possible by using the Alert Now system and the district Facebook page. The announcement will also be posted on the district website, KCCI, and KCRG. Parents have the option to sign up for notification of late starts, cancellations, and early dismissals through email, text, or phone call.

FEES

Hot lunches, which include one-half pint carton of milk, are at the following prices:

Single day lunch	\$ 2.50	Single day breakfast	Free
Five day lunch	\$ 12.50	Five day breakfast	Free
Twenty-day lunch	\$ 50.00	Twenty-day breakfast	Free
Daily snack milk	\$.50		

Milk and lunch accounts are available from the office on a pre-pay basis. Students have accounts and share those lunch accounts with siblings who attend Sigourney Preschool, Elementary, and Junior/Senior High Schools. Notices of low accounts and over-charged accounts will be emailed to parents or sent home with the students. Parents are also able to check the account balances on Infinite Campus. Students who have \$10.00 in overcharges on their account will not be allowed to have the afternoon snack milk until the balance is paid.

The options for paying the lunch account are cash, check, or credit card(online only). Menus are published at school, on www.sigourneyschools.com, and in the Sigourney News Review.

Reduced and free lunch forms are available in the Sigourney Elementary Office. Refunds for unspent lunch account balances will not be made after the last day of school.

Registration fee for Kindergarten through 6th Grade is \$50.00 per year. Students whose families meet income guidelines for free and reduced price lunch, The Family Investment Program, Supplemental Security Income, transportation assistance under open enrollment, or who are in foster care, are eligible to have their registration fee waived or partially waived. Students whose families are experiencing temporary financial difficulty may be eligible for a temporary waiver of student fees. Parents and students who believe they may qualify for a temporary financial hardship should contact the Sigourney Elementary Office for a waiver form. This waiver does not carry over from year to year and must be completed annually.

FIRE, STORM, and INTRUDER DRILLS (A.L.i.C.E)

Four fire and storm drills will be held throughout the school year for practice in case of a real emergency. Two intruder drills (A.L.i.C.E/Lockdown) will be practiced throughout the school year.

FLOWERS AND BALLOONS for students will be left in the office and delivered at the end of the day.

HUMAN GROWTH AND DEVELOPMENT

The school district provides students with instruction in human growth and development. Parents may review the human growth and development curriculum prior to its use and have their child excused from human growth and development instruction. Parents should contact the principal if they wish to review the curriculum or to excuse their child from human growth and development instruction.

LOCKER/DESK SEARCHES

School officials may conduct periodic locker or desk inspections of all, or a randomly selected number of school lockers or desks. School officials may conduct periodic inspections without prior notice.

LOST AND FOUND

A wide variety of items are lost or misplaced during the school year. Please check in the office.

NOTES

When sending a note or money to the school, the name of the person to receive the note or money should be clearly indicated on an envelope along with the parent or student's name. Emails may be sent to the teacher, however, teachers might not read the email during the school day so contacting the school office is preferred. Also, the school regularly sends notes and papers home with students. Parents need to remind their child to notify them of notes or papers from school for the parents. Parents are responsible for knowing the contents of the notes or papers sent home.

PARENT TEACHER CONFERENCES

Parent Teacher Conferences will be held October 29th & 30th and March 4th & 5th during the 2025-2026 school year. Parents will be contacted in order to schedule their conferences. If at any time, you have any questions about your child's progress, please do not hesitate to ask.

POSSESSION OF CONTROLLED SUBSTANCES

Possession of controlled substances is not allowed on any school property or while attending or participating in any public or private school-related function. No student shall possess or use a controlled substance or tobacco on school property, including vaping. Substance use will not be tolerated at school. Violations will result in the following:

- Parents contacted.
- Law enforcement office contacted.
- First offense—minimum of 3 day in-school suspension.
- Second offense minimum of 5 day in-school suspension. In any offense, possible hearing before the Board of Education for expulsion is possible.
- Student will engage in an educational activity pertaining to the negative effects of drugs or alcohol.

PUBLICATIONS

The Sigourney Community School District has several ways to communicate with families and patrons of the district. Facebook, a newsletter, and the Savage Express are distributed from August through June. Our school website, www.sigourneyschools.com, is current with menus, school, and classroom activities. To further communicate with your child's teacher, you may email using the following format: firstname.lastname@sigourneyschools.com

ROLLERBLADES, SCOOTERS, SKATEBOARDS, AND "WHEELED" SHOES are not allowed within the school building nor on the playground. These items will be confiscated by school personnel and taken to the school office. The confiscated items will be returned only to the student's parent.

SCHOOL PARTIES

Holidays that are celebrated with parties at school are Halloween(no costumes), Christmas and Valentine's Day. The types of celebration will vary from grade to grade. Teachers will send information relevant to the parties home with the students. Other parties for students will be permitted only by administrative approval. Birthday treats for classmates are encouraged but must follow the classroom treat policy listed above.

TELEPHONE USAGE

The school telephone is reserved for business use only. Students' use of the telephone is limited to cases of absolute necessity.

TOY WEAPONS AND LOOK-ALIKE WEAPONS

Toy weapons and look-alike weapons are not allowed at school nor in school vehicles. According to Federal Law, no such toys or look-a-likes can be at school at any time (including dress up days) as part of a costume. Any such toys or look-alikes will be taken from the child, kept in the office, and returned only to the parent. Confiscation of weapons or dangerous objects shall be reported to the law enforcement officials and the student will be subject to disciplinary action which may include suspension or expulsion.

TOYS/TRADING CARDS

Toys and trading cards create a distraction to the learning environment. Therefore, they are not allowed to be brought to school.

TRANSPORTATION: A PRIVILEGE

Riding a school bus is a privilege and all students are expected to follow safe riding practices.

Each transported student has the right to a safe and enjoyable ride to and from school which is free from intimidation, threat, or harassment. Good conduct of all transported students while waiting for the school bus and while traveling to and from school is essential for a safe and enjoyable ride for all students.

The school district has established student behavior guidelines which apply to all transported students while on the school bus and while in the school bus loading or unloading areas. Each individual student, as well as his/her parents, or guardians, is responsible for the behavior of the student while on the school bus and in school bus loading or unloading areas.

Transportation service is a privilege that is granted to the student contingent upon proper behavior according to the district behavioral guidelines. A student's eligibility to ride the school bus may be suspended or revoked for a violation of school bus safety and conduct policies, or for violation of any other law or policy governing student conduct on a school bus.

Parents of transported students will be held responsible for their children until such times as the student boards the school bus in the morning and after the child leave the bus at the end of the day. Revocation of the student's bus riding privileges is not considered an exclusion or suspension from school.

Being suspended from bus privileges means the student is off the route. Students who are involved in serious or repeated incidents of unacceptable student conduct on a school bus will have their riding suspended or revoked. The parent/guardian of a student suspended from transportation is responsible for ensuring that the student travels safely to and from school. The district will not provide alternative transportation to a student whose transportation privileges have been suspended or revoked. In addition, unacceptable conduct on the school bus or at the school bus stop may result in suspension or expulsion for school. Decisions regarding special education students will consider the related disabilities and individual education requirements pertaining to transportation.

Permission for a suspended student to ride the bus for a field trip and /or activities will be at the discretion of building principal/s and the transportation director. Since we cannot predict all possible violations, any violation not addressed will evaluate on a case-by-case basis. The age of the student will always be taken into consideration.

BUS RULES

Bus rules are established for the purpose of ensuring each student's safety while waiting, riding, or exiting the school bus. Any type of conduct that causes distraction to the driver is a potential safety hazard. A bus driver is responsible for the safety of the bus and its passengers at all times and therefore students are expected to obey the driver. Failure to follow the directions given by the bus driver may result in disciplinary action that may include suspension from bus riding privileges. Students are expected to obey the following rules:

1. As the bus approaches, stay 10 feet from the road way and stand in an orderly manner until the bus comes to a complete stop.

2. Sit facing the front of the bus, with feet on the floor and keep all body parts inside the bus.
3. Stay in your seat until the bus has come to a complete stop.
4. Do not throw any objects in or around the bus.
5. Loud talking, shouting, or screaming is not allowed.
6. Do not touch the emergency door handle.
7. Carry-on baggage must be held or placed under the seat.
8. Keep the bus clean and refrain from damaging the bus. Put trash in containers provided on the bus.
9. If a student must cross the highway, they shall be required to pass in front of the bus, look in both directions and proceed only after receiving a signal from the bus driver (Code of Iowa)
10. Keep the bus aisle clear at all times.
11. No gum chewing, eating or drinking on the bus.
12. All hands and feet must remain to themself.

CONSEQUENCES FOR CONDUCT VIOLATIONS

1. First time - driver gives written referral. The Transportation Director will speak with the student and contact parents.
2. Second time - driver gives written referral. The Student, Parent, Bus Driver, and Transportation Director will hold a conference. Riding privileges will be revoked for one week.
3. Third time - referral is given and riding privileges will be revoked for up to three weeks upon administration decision.
4. Fourth time - referral is given and riding privileges can be revoked for up to nine weeks upon Administration decision.

SEVERE CONSEQUENCE CLAUSE

One of the following consequences will occur immediately if a serious violation occurs.

1. Student removed from the bus immediately.
2. Riding privileges suspended for up to nine weeks upon Administration decision.

All Sigourney CSD school buses are equipped with video cameras and microphones. See board policy 502.11 for specific details of this policy.

Randy Schmidt, Transportation Director, 641-622-2025
 Principal, Elementary Building, 641-622-2350
 Principal, Jr/Sr High School, 641-622-2010

I, _____ (print name) have read the district bus riding privileges policy.

Signature: _____

VANDALISM

Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy hardware, software, and data of another user or other networks. This includes, but is not limited to, the uploading or creation of computer viruses, or breaching security measures. Any type of vandalism on school property may

be referred to the Sigourney Police department.

VISITS

Parents/Guardians are always welcome to visit school. We ask only that you let the teacher know prior to the day you wish to visit. When you arrive, please sign in at the office. If you drop in, please understand that the teachers will stay with their regular schedules and may not be available to come down to the office to speak with you. We request no visitors the first and last two weeks of school and just before vacations. Visitors are not allowed to make deliveries to the classroom or lockers while school is in session. This is to ensure the safety of all students and help us monitor who is in the building. If you need something delivered to your child, you will need to leave it in the office.

Title 1 Plan

Title I is a federal program that provides funding to local school districts. The goal of Title I is to provide specialized reading/math instruction to students who are most at risk of not meeting the literacy/math standards. A specially trained literacy/math teacher delivers this supplementary instruction outside of the general education classroom. Students will meet individually or in small groups for 20-30 minutes per day

Selection:

The Title 1 student selection process is as follows:

- K-6 Title 1 Reading students are selected based on the students who score not proficient on the FAST Early Reading(K-1st), CBM-R(2nd-3rd), and CBM-R or ISASP(4th-6th). There is an audit of FAST scores to determine what students need fluency/decoding work and ISASP scores for students who need comprehension work.
- 1st-3rd Title 1 Math students are selected based on the students who score not proficient on the FAST Early Math and FAST aMath assessments.

Based on all this data, the neediest students are chosen for each of the Title 1 programs.

Outline of Services:

The Title I program is designed to provide reinforcement of reading and math skills and strategies already being taught in the regular classroom as well as supplemental instruction in these curriculum areas. Coordination between the Title I teacher and the general education teacher provide opportunities for students to receive small group instruction within the regular classroom as well as in the Title I Lab. The decision to offer Title I services in Reading and Math is supported by a variety of data driven instruments. FAST Assessment data as well as Iowa Assessment scores are analyzed to help determine student needs in math, and how best to meet these needs. These assessments support the decision to supply struggling readers with individualized instruction according to specific student needs. Title I services are supplemental to the regular classroom instruction. Title 1 Reading is 30 min. daily pull out time. Title 1 Math is 20 min. daily pull out/push in time.

Funds:

Some of the professional development activities and strategies supported by Title I funds are: LETRS training and Science of Reading seminars. Having been incorporated into the Title I curriculum, these activities and strategies support improved teaching and learning opportunities for Title I students. The funds are also used to purchase the Title 1 curriculum and supplemental materials.

Services Coordinate:

The Title I instructors coordinate a variety of LETRS strategies in the classroom. Phoneme/Grapheme Segmentation and Science of Reading strategies are integrated into the Title I Reading curriculum. With support from the classroom teacher, the classroom math instruction is reinforced by the Title I teacher.

Process:

An Open House is provided to the Title I parents, as well as a family reading night/summer planning fair. In addition, a survey is given to the parents/guardians and teachers in the spring. Input from parents and teachers will be gathered from surveys and informal conversations as program changes are determined.