

SIGOURNEY ELEMENTARY Handbook 2010-2011



“Preparing our Students for Tomorrow’s World”

Sigourney Preschool and 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 South Jefferson
Sigourney, Iowa 52591
641-622-2350

Website: <http://www.sigourneyschools.com>

WELCOME STUDENTS AND PARENTS!

Dear Students and Parents:

Welcome to the 2010-2011 school year! This handbook contains important policies for the Sigourney Community School District. These policies list our expectations, but also protect the right of our students. We are looking forward to a fun, engaging, innovative, and academically rewarding school year with you!

Have a Great Year!!

Barb Tornow
Principal

Nathan Wood
SAM

NOTICE TO STUDENTS AND PARENTS & 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 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 education purposes and other similar information• Dates of attendance	<ul style="list-style-type: none">• 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 discriminate on the basis of sex, gender identity, sexual orientation, race, national origin, creed, age, marital status, disability in its educational programs, activities, or employment policies as required by the Title XI and VII of the 1964 Civil Rights Act, Title IX of the 1972 Educational Amendments, and Section 504 of the Federal Rehabilitation Act of 1973. It is also the policy of this school that the curriculum content and instructional materials utilized reflect the cultural and racial diversity present in the United States. 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 Ms Barb Tornow (641) 622-2350.

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

TABLE OF CONTENTS			
OPENING STATEMENTS		MISCELLEANOUS	
Welcome	2	Abuse by an Employee	24
Directory Information	2	Asbestos Control	24
Equal Education Opportunity	2	Bicycles	24
Faculty and Staff	4	Bus Permits	24
SCHEDULE		Cell Phones	24, 25
Elementary Arrival & Dismissal	5, 6	Electronic Devices	25
Attendance	6, 7	Emergency School Closing	25
Attire	8	Fees	25
BEHAVIOR		Fire/Storm Drill	26
Discipline	8	Flowers and Balloons	26
Progressive Action	9	Human Growth Development	26
STEP	10, 11	Locker Searches	26
Elementary Creed & Song	11	Lost and Found	26
Harrassment/Bullying	11-13	Notes	26
EDUCATIONAL PROGRAM		Open Enrollment	26
Healthy Kids Act	13	Parent Teacher Conferences	26
Curriculum	14	Possession of Controlled Substances	27
Grading	14	Publications	27
Report Cards & Midterm Reports	14	Rollerblades, etc.	27
Student Assistance (SAT)	14, 15	School Parties	27
Internet	15-21	Telephone Usage	27
504 Plan	22	Toy Weapons & Look Alikes	27
STUDENT HEALTH AND SAFETY		Vandalism	27
Immunizations	23	Visits	28
Medical & Dental Requirements	23	PARENT TEACHER ORGANIZATION	
Medication	23	Activities	28
School Nurse	23	2010-2011 CALENDAR	
Student Insurance	23	Calendar	29
Classroom Treats	24		
Head Lice	24		

Preschool & Elementary Staff 2010-2011

Principal

Barb Tornow

School Administrator Manager

Nathan Wood

Guidance Counselor

Jhonna Wallerich

Kindergarten

Crista Harper

Brian Kingrey

1st Grade

Charlotte Claywell

Diana Kerr

2nd Grade

Tabitha Hahn

Laurie Hammes

3rd Grade

Shelly Streigle

Julie Tremmel

4th Grade

Jenny Gay

Monica Roberts

5th & 6th Grade

Jenny Bell, Science

Angela Bond, Math

Amy Jones, Social Studies

Jan Wallerich, Reading/Language Arts

Specials

Jessica Daker, Instrumental Music

Susan Johnson, General Music / TAG

Mitch Eslich, PE

Rebecca Shaw, K-12 Art

Title 1

Michelle Johnson, Title 1

Kimi Wood, Reading Recovery & Second
Chance Reading

Special Education

Jolie Crawford, Level 1

Linda Fritchen, Level I

Crystal Stoner, Level III

Associates

Loree Bain

Lori Brownsworth

Barb Clubb

Rebecca Crawford

Connie Flanegin

Sandy Hammes

Cheryl Long

Sonia McNurlen

Maureen Menster

Bonnie Mertz

Deb Schultz

Connie Weber

Kitchen

Neda Spiegel

Deb Bettcher

Renee Burtlow

Karen Sellers

Custodians

Jeff Griner

Cindy Shifflett

Donna Michel

Nurse

Linda Northup

Secretary

Teddi Knowler

Library

Peggy Miller

Judy Erwin, Associate

ELEMENTARY SCHEDULE

ARRIVAL PROCEDURES

Children are to arrive at school at the **earliest 8:00 a.m.** We request parental assistance in scheduling the departure of children from home so that students do not arrive at school prior to 8:00 a.m. Breakfast will be served at 8:00 a.m. with students entering the east doors.

Students who are dropped off by their parents should depart the vehicle on the **west** side of Shuffleton Street or at the stop sign at the south side of the 100th block of East Pleasant Valley. 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 also not permitted to drop their child(ren) off on Jefferson Street to 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 - 8:10 a.m. Each grade level has a designated door for entering the building. The playground is off limits before school. In the case of inclement weather, students will be sent to their designated areas.

DAILY SCHEDULE

7:45	Teachers' Day Begins
8:00-8:15	Breakfast served
8:10	Students in building and to lockers
8:20	Building announcements, attendance, and lunch count taken
8:30	Classes begin
	K-3 has a 15 minute recess in am
11:00-12:40	K-6 Lunch and Recess
	K-4 has a 15 minute recess in pm

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.
3:25	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 to Jefferson Street. If your child(ren) are being picked up by a vehicle, they need to be picked up on Shuffleton Street unless prior arrangements are made through the office.
3:28	Walkers will be dismissed from the west doors onto Jefferson Street. Crossing guards will be at the intersections of Pleasant Valley and Jefferson and Shuffleton Streets and Pleasant Valley and Main Streets.
3:30	Bicycle Students' Dismissal – Students riding bikes will be dismissed from the west doors on Jefferson Street at 3:30.

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.

3:45 Teachers' Day Ends

ELEMENTARY ATTENDANCE POLICY (Revised)

Children between the ages of six and sixteen, as of September 15, residing in the Sigourney Community School District, are required to be enrolled in and attending an Iowa accredited public or private school, or receiving competent private instruction pursuant to state law, Iowa Code #299.1A.

Students are expected to be in class and to make attendance a top priority. Only through attendance and class participation do students achieve the benefits of the education program. Participating in class discussion, developing an appreciation for the views and abilities of other students, and forming the habit of regular attendance are legitimate class objectives. Learning lost due to an absence can never be replaced. Parents and students alike are encouraged to ensure an absence from school is a necessary absence. Regular attendance and being well prepared for class helps students in school as well as prepares students for adulthood.

Students are expected to be in class on time. Students with excessive tardies will be referred to the School Administration Manager and subject to the elementary tardiness policy.

Perfect Attendance constitutes no absences and no tardies. The Sigourney Community School District requires attendance of 170 days per year. (Iowa Code 280.3 Duties of board) Students are allowed to miss a maximum of five (5) days per single trimester but not to exceed more than ten (10) accumulative unverified or unexcused absences in a year.

The school reserves the right on a case by case basis to determine whether an absence is verified or unverified, excused or unexcused.

Verified Excused Absences include: school sponsored activities, medical and dental appointments with doctor's excuse, funerals with communication to the school office, school suspensions, and recognized religious observances.

Unverified Excused Absences include, but are not limited to: student illness, family emergencies, vacations, and transportation trouble.

Unexcused Absences include, but are not limited to: tardiness, shopping, hunting, concerts, hair-cuts, failure to bring excuse from home or Doctor's office, preparation or participation in parties or other celebrations.

Classes missed because of attendance at a school-sponsored trip or activity and/or verified medical/dental appointments will not be considered as an absence. In order for medical or dental appointments not to be counted in the absences, the student or parent must present to the office an appointment card or note from the doctor's office within 24 hours of the appointment.

At the **third (3rd) unverified or unexcused absence** during the trimester a conference will occur between the parent, and school. A contract will be agreed upon. **After the fifth (5th) unverified or unexcused absence**, the County Attorney will be contacted concerning this conference and contract. Upon violation of this contract,

the County Attorney will be contacted and the state truancy law will be acted upon. (Iowa Code 299.12, 299.5A, 299.6 and 299.8)

TARDINESS POLICY (Revised)

At Sigourney Elementary, a tardy will be classified for a student arriving into their classroom after 8:20 a.m. To be admitted to the classroom after the tardy bell at 8:20, students must have a pass from the office. The following process will be followed with dealing with unexcused tardies in each trimester.

- 1) At the **second (2nd) unexcused tardy** of the trimester, the SAM will have a conference with the student and contact the parent(s).
- 2) Following the **third (3rd) unexcused tardy** the student will serve one thirty (30) minute detention with the office.
- 3) The **fourth unexcused tardy** of the trimester will convert to one (1) unexcused absence. Subsequent unexcused absences will occur at the following sixth (6), eighth (8), etc. tardies.
- 4) After the **sixth (6th) unexcused tardy** of the trimester the student will serve 1/2 day of in-school suspension.
- 5) After the **ninth (9th), and every third subsequent unexcused tardy** in a trimester, the student will serve 1 full day of in-school suspension.

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 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 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 a note signed by the student's parents. Students who return to class or arrive after the school day has begun must present a signed note from their parents to 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 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 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 is to take place, the following guidelines are for 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 SAM will meet with the student to discuss the problem and possible solutions. Parent(s) will be contacted by the SAM to discuss the matter at hand. The parent may request a conference between teacher, SAM 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 SAM for consequences. SAM will contact parent(s) and establish conference time with parent(s), teacher, SAM, and principal. 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 SAM and principal. Documentation of the incident will be placed on the discipline form and copies given to the parent. SAM and principal will schedule 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 superintendent and one copy also will be placed in the student's cumulative folder.

Fifth Removal: Teacher will refer student to SAM and principal. Student will be suspended from school until parents have held conference. Principal will schedule conference with 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 school board for expulsion.

* Severe and major discipline issues referred to the office will be handled on a case by case and individual basis.

STEP (Safety – Timely – Etiquette – Prepared)

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

SCHOOL WIDE EXPECTATIONS

Hallway Expectations

- Don't forget your pass
- Zero talking when passing
- When greeted, use polite words and actions
- Walk single file and keep to the right

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.

Playground Expectations

- Respect playground and school property
- Follow safety rules
 - Play only touch football.
 - No gum or candy on 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 wood chips.
 - 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.
- Sportsmanship
- Appropriate language
- Line up when bell rings

Lunchroom Expectations

- Use sanitizer
- Respect peers and adults
- Use manners
- Talk quietly with people at your table
- Clean up your space

Restroom Expectations

- Must have pass to use to use restroom

- Respect privacy
- 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

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 to succeed because I can dream. If my mind can conceive it and my heart can perceive it, then my hands can achieve it.

I have the power because I am special. There is work that will never be done, if I don't do it. There is someone who will miss me if I am gone. There is a place in Sigourney Elementary that I alone can fill.

I have the power.

Elementary School Song

("Take Me Out To The Ball Field")

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!

HARRASSMENT/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, school administrator manager or principal; and

- write down exactly what happened, keep a copy and give another copy to the teacher, counselor or principal including;
- what, when and where it happened;
- who was involved;
- exactly what was said or what the harasser or bully did;
- witnesses to the harassment or bullying;
- what the student said or did, either at the time or later;
- how the student felt; and
- how the harasser or bullying responded.

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 Barb Tornow, 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.

EDUCATIONAL PROGRAM

HEALTHY KIDS ACT

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. (2) 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 their Reading First and Content Literacy in-services.
- **MATH:** Students in the kindergarten through sixth grade will use Macmillan/McGraw Hill, copyright 2007. (www.mmhmath.com)
- **SCIENCE/HEALTH:** Students in the kindergarten through six grades will use Foss Science kits.
- **SOCIAL STUDIES:** Students in the kindergarten through six grades 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.

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 Test of Basic Skills is administered to students in grades second through sixth each year. Additional reading tests are given. Also the MAP (Measures of Academic Progress) test will be given in the fall and the spring.

GRADING SCALES

1 st & 2 nd Grades		3 rd Grade		4 th , 5 th & 6 th Grades	
E	95–100%	A	90-100%	A+	100%
S+	90-94 %	B	80-89%	A	93-99%
S	70-89%	C	70-79%	A-	90-92%
S-	65-69%	D	0-69%	B+	87-89%
N	0-64%			B	83-86%
				B-	80-82%
				C+	77-79%
				C	73-76%
				C-	70-72%
				D+	67-69%
				D	63-66%
				D-	60-62%
				F	0-59%

REPORT CARDS/ MIDTERM REPORTS/PROGRESS REPORTS

Graded report cards will be issued to students in Grades 1-6 at the end of each trimester. Progress reports will be distributed to Preschool and Kindergarten students at the end of each trimester. Mid-term reports will be distributed for Grades 3-6. Progress reports and grades are available online for students and their parents through JMC. Contact the office for information in regards to your login and password. If you ever have any other questions about your child's progress, please do not hesitate to ask.

CHEATING

Students are expected to complete their own work. Cheating by looking at another student's work, copying other's work, plagiarizing 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 School Administration Manager. Sigourney Elementary School has many individuals who are available to help your child succeed in

school. For example, we have a school nurse, Title I reading and math teachers, and special education teachers.

Our school also has a student assistance program. Students are identified through a referral process, with forms available from the classroom teachers. Goals of the team include recognizing students' performance and behavior problems, and initiating a healthy, positive dialogue with parents concerning problems. After referral, information is gathered and the team meets with parents to decide what action to take.

The school works closely with the A.E.A. (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's 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 anytime.

- 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 schools 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 e-mails, 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 reviewing 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 web site. _____ 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 Mr. Todd Abrahamson, 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 Haemophilus Influenza type B (HIB)
- 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.

SCHOOL NURSE

The school nurse will be at the Sigourney Elementary School on Tuesdays and Thursdays. 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 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.

HEAD LICE

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

The school will implement random checks for head lice or will check students if there is a suspension of head lice. If the school discovers a student with lice, the parents will be called to pick up the child. If the parents cannot or will not pick up the student then the next person on the students contact card will be asked to pick up the student. Before the student will be allowed back to school they must be treated with a hair product that effectively kills lice. The student should be returned to school as soon as possible after treatment.

After the student has had head lice three or more times during one school year the parent must bring the student to the school nurse. The student will be checked for lice before the parent leaves. If head lice are found at that time the student will be sent home to be treated and will be expected to return as soon as possible after treatment. For individuals with chronic cases of head lice our district reserves the right to contact DHS and/or a public health nurse.

MISCELLEANOUS

ABUSE BY AN EMPLOYEE

The district level one investigator for abuse of a student by a school employee is Barb Tornow at 641.622.2350 and Jeff Kirby at 641.622.2010.

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. Students will be sent home as usual unless a note is sent to the office by the parent.

CELL PHONES

Cell phones are not to be used by students at school and are a disturbance to the school setting. Cell phones must be kept in the lockers during the school day. Any student's cell phone that is "seen or heard" will be confiscated by a teacher or staff member. On the first occurrence, the phone will be returned to the student at the end

of the school day. For the second (2nd) and subsequent confiscations, the parent/guardian will be contacted and they will need to pick up the phone.

ELECTRONIC DEVICES

Electronic devices such as electronic games, virtual pets, laser pointers, hand-held games, tape players, 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.

EMERGENCY SCHOOL CLOSING is when it is necessary to close school early, not have school at all, or start late because of severe weather. The announcement will be made on several radio stations (WMT-600AM, WHO 1040AM, KBOE-740 AM, 104.9 FM & KBIZ – 1240 AM) & TV Stations (Channel 2, 3, 7, & 9). This information will be disseminated as soon as possible. Parents have the option to sign up for notification of late starts, cancellations and early dismissals using email and text message

FEES

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

Single day lunch	\$ 1.85	Single day breakfast	\$ 1.25
Five day lunch	\$ 9.25	Five day breakfast	\$ 6.25
Twenty-day lunch	\$37.00	Twenty-day snack milk	\$ 7.00.

Milk and lunch tickets are available from the office on a pre-pay basis. Students have accounts and share those lunch accounts with siblings who attend Sigourney Elementary and Preschool. Notices of low accounts and over-charged accounts will be sent home with the students. Parents are also able to check the account balances on JMC. An alternative lunch will be provided for those students who have \$10.00 in overcharges on their account. During the 2010-2011 school year, options of paying the lunch account are cash or check. Menus are published at school, on www.sigourneyschools.com, in the school newsletter and in the Sigourney News Review. Reduced and free lunch forms are available in the Sigourney Elementary Office. Refunds will not be made after the last day of school.

Registration fee for Preschool through 4th Grade is \$35.00 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.

The Macbook fee will be \$40 each year for 5th and 6th graders. A payment plan is available for upon request.

FIRE, and STORM DRILLS

One fire and storm drill will be held each trimester for practice in case of a real emergency.

FLOWERS AND BALLOONS for students will be 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 SEARCHES

School officials may conduct periodic locker inspections of all, or a randomly selected number of school lockers. School officials may conduct periodic inspections of all school lockers 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 school, the student should receive clear instruction from the parents about who the appropriate person is to receive the note or the money. 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.

OPEN ENROLLMENT

Parents/Guardians considering the use of open enrollment options to enroll their children in another public school district in the state of Iowa should be aware of the following dates: March 1, 2011: date for regular open enrollment requests for the 2011-2012 school year. Kindergarten only deadline is September 1, 2011 for the 2011-2012 school year.

Parents/Guardians of open-enrolled students whose income falls below 60% of the federal poverty guideline are eligible for transportation assistance. This may be in the form of actual transportation or in the form of a cash stipend.

Parents should be aware that open enrollment may result in the loss of athletic eligibility. For further details, contact the superintendent's office.

PARENT TEACHER CONFERENCES

Parent Teacher Conferences will be held October 26 & 28 and March 2 & 3 during the 2010-2011 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. Substance use will not be tolerated at school.

PUBLICATIONS

The Sigourney Community School District has several ways to communicate with families and patrons of the district. A newsletter, the Savage Express, is distributed to all patrons August through June. Our school website, www.sigourneyschools.com, is current with menus, school and classroom activities, JMC and teacher webpages. 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, and 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 owner's parents.

SCHOOL PARTIES

Holidays that are celebrated with parties at school are 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.

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 and in school vehicles. According to Federal Law, no such toys or look-a-likes can be at school at any time (including Halloween) as part of a costume. Any such toys or look-a-likes 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 including suspension and expulsion.

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.

VISITS

You are always welcome to visit school. We ask only that you let the teacher know prior to the day you wish to observe. 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 speak with you. We request no visitors the first and last two weeks of school and just before vacations.

Sigourney Elementary Parent Teacher Organization **Committed to providing our children with a quality learning environment**

Parents are encouraged to join PTO and become involved in its various activities. Dues for a family membership are \$5.00 per year. Meetings are held September through April on the first Tuesday of the month (unless it's a holiday) in the Elementary Conference room from 6:30 – 7:30 p.m. PTO will be collecting the Campbell Soup Labels and Boxtops.

2010-2011 PTO Calendar of Events

(Dates are subject to change)

Monthly Meetings (first Tuesdays of the month at 6:30 p.m.)

September 7 Goodies for Grandparents 4:00-5:30 p.m.

October 5 Band Display/Nacho Night 5-6:30 p.m.

November 18 Pizza for Pops 5-6:30 p.m.

December 4 PTO Bowling 1-2 p.m.

January 14 PTO Movie Night (doors open at 6:30 p.m.)

February 28 Summer Planning Fair 5:00-6:30 p.m.

March 15 PTO Family Reading Night 5:00-6:30 p.m.

April 8 PTO Movie Night (doors open at 6:30 p.m.)

May 10 6:30-8:00 a.m. Muffins for Moms

We're also involved with Yearbooks, Young Reader's Day, National Library Week, Room Parents, Accelerated Reader, Secretaries Day, Teacher Appreciation and other events as needed.

2010-2011 PTO Officers

President: Crystal Hornbeck

Treasurer: Amy Halleran

Vice President: Melissa Klett

Secretary: Kim Moore

2010-11 SIGOURNEY SCHOOL CALENDAR

AUG/SEPT. 2010				
M	T	W	TH	F
			19	20
<23>	<24>	<25>	26	27
30	31			
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	
Aug 23, 24, 25 Staff Dev. Aug 26 Begin 1st Trimester Sept 3/2:30 Dismiss Sept 6 Labor Day Sept 13-17 MAP Testing				

OCT. 2010				
M	T	W	TH	F
				1
<4>	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29
Oct 4 Staff Development Oct 8 End of first Hex Oct 26, 28 P/T Conf/2:30 Oct 29 No School				

NOV. 2010				
M	T	W	TH	F
<1>	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			
Nov 1 Staff Development Nov 19 End of Hex/Tri I Nov 22/2:30 Dismiss Nov 24/2:30 Dismiss Nov 25 Paid Holiday Thanksgiving Nov 26 Vacation				

DEC. 2010				
M	T	W	TH	F
			1	2
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31
Dec 23/2:30 Dismiss Dec 24-31 Vacation				

JAN. 2011				
M	T	W	TH	F
<3>	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				
Jan 3 Staff Development Jan 14 End of Hex				

FEB. 2011				
M	T	W	TH	F
			1	2
<7>	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28				
Feb 7 Staff Development Feb 18/2:30 Dismiss Feb 21 President's Day Feb 21 Snow Make-Up Feb 25 End of Tri II Feb 28 Beginning of Tri III/2:30				









MAR. 2011				
M	T	W	TH	F
		1	2	3
<7>	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	
Mar 2,3 P/T Conferences/2:30 Mar 4 No School Mar 7 Staff Development Mar 14-18 ITBS/ITED				

APR. 2011				
M	T	W	TH	F
				1
<4>	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29
April 4 Staff Development Apr 8 End of Hex Apr 11 Beginning of Hex April 21/2:30 Dismiss Apr 22 Vacation Apr 25 Paid Holiday				

May/June 2011				
M	T	W	TH	F
<2>	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31	1	2	3
May 2 Staff Development May 3-6 MAP Testing May 26 End of Tri III/11:30 Dismiss				

Summary of Calendar Days in Classroom:

1st Trimester	58
2nd Trimester	59
3rd Trimester	58
	175
Staff Development	10
Holidays	5
Total Calendar Days	190
Vacation Days	9
Total	199

Holidays=	
Vacation=	
Beginning of Hex/Tri/2:30	
End of Hex/Tri=	
No School P/T Conf.	
All Day Staff Dev	
District Assessments	
P/T Conf./2:30 Dismiss	

Holidays:	
Labor Day-Sept 6	
Thanksgiving-Nov 25	
Christmas-Dec 25	
New Years-Jan 1	
Monday After Easter-25	
Snow Make-Up Day: February 21	
The rest will be made up at the end of the school yr.	
There will be 2:30 Dismissals before Holidays:	
(Sept 3, Nov 24, Dec 23, Apr 21)	
There will be 2:30 Dismissals at the beginning of Trimesters	