

# Parent Handbook 2016-2017

475 Cambridge Drive  
Goleta, CA. 93117  
(805) 681-1277

## PRINCIPAL'S MESSAGE

Welcome to the 2016-2017 school year! The Kellogg staff and I welcome you and your child(ren) to the school year. Our mission statement is:

*Kellogg School is dedicated to promoting academic excellence and fostering a sense of personal responsibility. Our mission is to encourage all children to fulfill their greatest potential in a positive learning experience through commitment to high standards and collaboration with the community.*

The Kellogg Parent Handbook is designed to be a quick reference for answering the most commonly asked questions both about the school and the school program. Please take the time to read it and to share the contents with your child(ren) as it is appropriate. We believe in establishing good communication between the school and home. It is important that everyone understands and shares in the same goals and guidelines. New items are indicated by an asterisk \* and highlighted in blue on the electronic form.

During school hours, 8:00-4:00, the door at Kellogg School is always open to parents. Please feel free to stop by the office, e-mail [kbuzzese@goleta.k12.ca.us](mailto:kbuzzese@goleta.k12.ca.us) or call with suggestions, questions, or concerns. We want to provide the best education possible for each Kellogg student. Research supports the fact that students make the best gains in school when there is strong parent support and involvement. We always appreciate the time you are able to find to work with us for the benefit of all our students.

Be sure to visit our website at [www.kellogg.k12.ca.us](http://www.kellogg.k12.ca.us). Additional information can also be found at the district's website at [www.goleta.k12.ca.us](http://www.goleta.k12.ca.us). Here you can find links to the school calendars, lunch menus, and community events. Kellogg will continue to encourage families to sign up to access [ParentSquare.com](http://ParentSquare.com), an online school exclusive, communication tool. Weekly principal blogs, electronic newsletters, as well as a school calendar, classroom and PTA updates are available. Parents who signed up last year will be moved automatically to their child's/ children's new classes and need not to sign up again. Welcome to 2016-2017 school year!

Sincerely,  
Kim Bruzzese, Principal

## TABLE OF CONTENTS

*DAILY SCHEDULE	5
*ATTENDANCE POLICIES	6
*BREAKFAST AND LUNCH	7
MESSAGES	8
CLASS PLACEMENT POLICY	8
CLASSROOM VISITS	9
TESTING PROGRAM	9
STUDENT HEALTH	10
GENERAL INFORMATION	10
EMERGENCY CARD	12
MEDICATION AT SCHOOL	12
IMMUNIZATIONS	12
STUDENT GUIDELINES	13
DISCIPLINE	13
GENERAL RULES	14
DRESS CODE	16
PLAYGROUND RULES	16
LUNCH RULES	17
BICYCLE/SCOOTER RULES	18
CONSEQUENCES	18
HOME-SCHOOL COMMUNICATIONS	18
VISITS	18
CONFERENCES	19
PARENT CONCERNS	19
REPORT CARDS	19
ADDRESS VERIFICATION	19
FRIDAY FOLDERS	19
NEWSLETTER	19
*PARENTSQUARE	19
READER BOARD	20
HOMEWORK GUIDELINES	20
PARENT INVOLVEMENT	20

CLASSROOM VOLUNTEERS	20	
PARENT TEACHER ASSOCIATION	20	
SCHOOL SITE COUNCIL	20	
STUDENT SAFETY	21	
PARKING LOT	21	
RELEASE OF STUDENTS TO PERSONS OTHER THAN PARENTS/GUARDIANS	21	
PLAYGROUND SUPERVISION	21	
CLOSED CAMPUS	22	
FIELD TRIPS	22	
COMMUNITY USE OF THE PLAYGROUND	22	
DISASTER PLAN	22	
ADDITIONAL INFORMATION	23	
ACCESS TO STUDENT RECORDS	23	
*CHILD CARE	23	
LOST AND FOUND	24	
INVITATIONS	24	
*BIRTHDAY TREATS	24	
SCHOOL PICTURES	24	
RAINY DAY PLANS	24	
*KELLOGG SCHOOL EVENTS	24	
SPECIAL PROGRAMS AND SERVICES	25	
LEARNING CENTER	25	
NURSE	25	
ENGLISH LANGUAGE DEVELOPMENT CERTIFICATED (ELD) TUTOR	25	
PSYCHOLOGIST	25	
RESOURCE SPECIALIST	25	
SPEECH AND LANGUAGE SPECIALIST	25	
LIBRARY MEDIA SPECIALIST	26	
CERTIFICATED AND CONSULTING EMPLOYEES	26	
A GUIDE FOR PARENT QUESTIONS AND CONCERNS	26	
ACKNOWLEDGMENTS:		
First Edition	1991-1992	Julia Odette
Editions	1992-1998	Susan Whisenand
Editions	1999-2011	Nancy Knight
Editions	2012 to present	Kim Bruzzese

## KELLOGG SCHOOL DAILY SCHEDULE

FIRST BELL RINGS AT 8:13 A.M.

TARDY BELL AT 8:15 A.M.

Breakfast 7:30 a.m.-8:15 a.m.

Kindergarten 8:15 a.m. - 1:30 p.m.

Grades 1 to 6 8:15 a.m. - 2:50 p.m.

Special Day Class 8:15 a.m. - 2:50 p.m.

### RECESSES - A. M.

Grades K-2 10:00 a.m. - 10:20 a.m.

Grade 3-6 10:25 a.m. - 10:45 a.m.

### LUNCH RECESS

Grades 1 & 2 11:30 a.m.- 12:15 p.m.

Grades Kdg. and 3 11:45 a.m. - 12:30 p.m.

Grades 4 - 6 12:00 noon - 12:45 p.m.

### RECESS - P.M.

Grades 1 - 3 (except Thur.) 1:30 p.m. - 1:40 p.m.

### MINIMUM DAY SCHEDULE DISMISSAL:

Grades 1-6 Every Thursday: 1:55 p.m.

Conference Days: Fall - 12:00 p.m. (5 days - Nov. 16-20)

Spring - 1:10 p.m. (4 days - March )

\*Early Release Days:

Thursday, October 20 - 12:00 Dismissal

Thursday, January 26 - 12:00 Dismissal

Last Day of School

Kindergarten: 11:15 a.m.

Gr. 1-6: 11:45 a.m.

## ATTENDANCE POLICIES

Regular attendance and punctuality is expected of all students.

**ABSENCES:** When your child is absent from school, you must notify us with the specific reason. Please call the Attendance Line (681-1277 extension 1) prior to 9:00 a.m. on each morning of absence. If this does not occur, we will call you in order to verify the absence and be sure that your child is safe. All absences must be cleared with office personnel. Any unverified absence will be recorded as unexcused which may result in a truancy notice.

**\*ABSENCE DUE TO A FAMILY TRIP:** Students who must be away from school for a family trip may receive credit for school attendance by establishing an **Independent Study Agreement (ISA)** with their teacher if the absence is 5 or more consecutive days. **Independent Study Agreements with principal approval may not exceed two weeks.** The teacher makes specific assignments to be completed during the student's absence from school.

If you plan a trip during school time, please contact your child's teacher at least **one week** in advance so there will be sufficient time for the teacher to make a complete lesson plan. Parents need to come to the office at least one week prior to the trip to complete the necessary contract for all trips of five days or more.

If the trip is for a single day or less than five days, an Independent Study Agreement is unacceptable by the State. Therefore, all of these absences are unexcused or truant even if you have informed the teacher or the office. After an accumulated third day, your family will receive a truancy letter. Additional days missed could necessitate a truancy conference with the possibility of re-classifying your child(ren) as an "Habitual Truant". Please, unless it is an emergency, plan all family trips during the listed vacation/holiday days.

**TARDINESS.** Punctual attendance is necessary for all school programs. **All students should arrive before the first bell rings at 8:13 a.m. The tardy bell rings at 8:15 a.m.** Students who are late must sign in with the office staff to record their tardiness. If you know your child will be late, please call the office or send a note with your child. **We also need to know if your child is buying hot lunch so a meal can be ordered by \*8:30 AM.** Excessive or chronic tardiness will be reported to parents and students may

be asked to make up the instructional time they have missed. Excessive tardiness can also triggers a truancy notice.

**PERMISSION TO LEAVE CAMPUS DURING SCHOOL HOURS.** If you need to have your child excused during the school day, please send a note to your child's teacher. **Your child will be dismissed from the classroom and will meet you in the office, thus avoiding disruption of the class.** Parents must come to the office to sign out their child. If you do not send a note ahead of time, please come to the office to sign your child out and to receive a parent pick-up slip that will be given to the teacher. **Students returning on the same day must check into the office before returning to class.**

Students must remain on campus from the time they arrive at school until dismissal times unless the above arrangements are made or approved by the principal.

**ILLNESS AT SCHOOL.** Should your child become ill at school and need to go home, the office will notify you. If we are unable to reach you, the person designated on your emergency card will be contacted.

### **BREAKFAST**

Breakfast will be served daily from 7:30 a.m. to 8:05 a.m. Children's meals cost \$1.50 while adults are \$2.00. Students and adults do not need to sign-up ahead of time and parents are encouraged to join their children for breakfast. Free and reduced lunch students do not need to pay. All students will finish eating by 8:13 so they can be in class at 8:15.

### **LUNCH**

Hot lunch, including milk, is available daily for \$3.00. Milk may be purchased separately for \$ .25. Free and reduced price lunches are available to those who qualify. Applications are available in the school office.

**\*LUNCH CREDITS.** Lunch credits can be purchased **by leaving checks or money in the office or more easily done** online at [www.myschoolbucks.com](http://www.myschoolbucks.com). Credits are held for the children by the cafeteria clerk and may be used at any time. **To prevent lost or forgotten money, parents are encouraged to purchase credits rather than send cash each day.** The lunch clerk knows the credits and can tell your child. Unfortunately, the office does not have this information.

**\*LUNCH COUNT.** Lunch count is taken each day for the current and following days' lunches so that the District's central kitchen can prepare the proper number of meals. If

a parent wishes to eat lunch with his/her child, please order a lunch by 8:30AM that morning. Adult lunches are \$3.50. ~~Your child needs to know one day in advance if (s)he wants to buy lunch.~~ For your convenience and planning, a lunch menu is distributed each month in your child's Friday Folder and can be found at the school and district websites.

**PLEASE HELP US KEEP  
OUR LUNCH COUNT ACCURATE**

**SNACKS.** The 10:00 a.m. and 10:25 a.m. recesses are designated as "snack recesses". Students are requested to bring a nutritious snack to eat at that time. Candy, soda, and gum are not permitted at any time and will be confiscated.

**MESSAGES**

The office is happy to relay necessary messages for parents and students. However, in order to minimize classroom disruptions, we ask that you make pick-up and after school arrangements with your child prior to school. Your assistance is very much appreciated.

**PARENT MESSAGES TO STUDENTS.** Messages for students are placed in teachers' boxes for pick-up when the teachers are free during the morning and noon recesses. Thus, to insure that your child receives a message, you need to call prior to 11:30 a.m. The office is always more than willing to see that students receive the occasional message due to an emergency.

Voice mail messages may also be left for the teachers although they are not reliable in time sensitive matters. Messages needing immediate attention should be reported through the office. Teachers check their school emails daily.

**PHONE USE BY STUDENTS.** School phones are needed for official use. Students are allowed to use the office telephone for emergencies. Please be sure that your child understands that the phone may not to be used for making after school play arrangements.

**CLASS PLACEMENT POLICY AND PROCEDURE**

The aim of Kellogg's staff is to form heterogeneous classes that are balanced based on:

- social and emotional leadership
- ethnic groups
- academic achievement
- gender
- other factors which affect group cohesiveness



**PROCESS.** In May, your child's current teacher will share progress information with the Kellogg principal. Each child's class placement will be carefully reviewed based on input from the previous teacher and next grade level teachers. Class placements are made for the following year according to the above criteria.

**PARENT PREFERENCES.** Parents of students in grades 1-6 may make a written request to the principal concerning their child's placement. These preferences will be considered along with the above placement criteria. **However, parents should be aware that such requests may not necessarily be granted. Deadline dates will be announced in the May newsletter. Teacher request forms can be obtained in the office.**

**CLASSROOM VISITS.** Board policy states that all visitations/observations for parents/legal guardians of students enrolled in the school must be arranged in advance through the school office and may be up to forty-five (45) minutes per visit, not to exceed two (2) visits per month. Other visitors to a classroom may visit for no more than one (1) hour per month, per visitor, with prior approval from the site. Principal and her designee will make the decision to accompany visitor. Visitors related to a Special Education referral or private assessment must be accompanied by the Assistant Superintendent of Pupil Services, or designee. (AR 6116) Visits can be made to classrooms during Public Schools Week in April. In all cases, visitors are required to sign in and receive a visitor badge and sign out of the office upon leaving.

**POSTING OF CLASSES.** Class lists will be posted a day prior to the first day of school followed by an hour classroom visitation.

### **GIFTED AND TALENTED STUDENT IDENTIFICATION**

The Cognitive Abilities Test (CogAT) administered in the third grade, is used to identify students who are intellectually gifted by scoring in the 97%ile.

## **TESTING PROGRAM**

**ACHIEVEMENT TESTS.** Students in grades 3-6 take the Smarter Balanced Assessment as part of the California Assessment of Student Performance and Progress (CAASPP) Program. (This replaces the former STAR testing program with the exception of the fifth grade science test and CAPA testing for students with severe disabilities) in early spring of each year. This test is designed to assess students' progress in reading language arts, mathematics, and science (5<sup>th</sup> grade) as well as to measure their abilities against State Standards. Parents will receive test results.

**CogAT:** The third grade students are given the CogAT test with parent permission. This test takes place in the winter. Parents will receive the results by mail. New students on grades 4-6 also may also request to take the test.

**\*JUNIOR HIGH TESTING.** Sixth graders who wish to participate in honors in junior high school may need to take the CogAT test administered by the Santa Barbara High School District in the winter. A math assessment in the spring will also be administered onsite to ensure appropriate placement into math and ELA coursework.

## Student Health

In order to decrease exposure to illness and to promote a healthier classroom environment, please follow the following guidelines.

### Use common sense:

- Don't send your child to school with an illness that could spread.
- Don't send your child if s/he would be miserable all day or distract other children.
- Have "just in case" care arrangements for your child in the event you are unable to stay home with a sick child.

### Keep your child at home if s/he:

- Has a temperature of 101F or more without medication. Your child should remain at home in bed for the day.
- Has been diagnosed with a strep infection. Your child should be on antibiotics for 24 hours before returning to school.
- Has a sore throat, especially with fever or swollen glands in the neck.
- Has vomited during the night and into the morning.
- Has a persistent cough, chest congestion, or discolored nasal discharge.
- Has persistent diarrhea during the night and into the morning.
- Has a red eye with thick purulent drainage or that has crusted over during sleep. Your child may return to school after the eye is clear, or 24 hours after starting medical treatment, or with written permission from the doctor.
- Has a body rash that you cannot identify, or that is accompanied by fever.
- Appears unusually tired or pale.
- Is more irritable/confused, or was more difficult to wake than normal.

**Infection control** is an important way to prevent illness. Follow these tips:

- Wash hands or use alcohol hand solutions often, especially after being in public or around anyone who is ill.
- Wash your hands before touching your face, eyes, nose, mouth, etc.; wash your hands immediately afterwards.
- Use disposable tissue when sneezing or coughing; dispose promptly. If no tissue is available, cough or sneeze into the inside of your elbow.
- Don't take young children or those with immune system problems into large crowds unnecessarily during cold/flu season.
- Avoid close contact (holding/kissing) with infants or anyone who is ill.
- Stay home from work or school if you have a fever or flu (muscle ache, fever, cough).
- Do not share things that go into your mouth (cups, straws, etc.)
- Frequently clean commonly touched surfaces (door knobs, refrigerator handle, phone, water faucets) if someone in your house is ill.
- Do not smoke around children or anyone with respiratory problems.
- Talk to your doctor about whether you or your child should get a flu shot.

### **Head Lice:**

While not an illness, head lice can be a serious concern to families (time and expense involved in successful treatment) and a cause of missed school days for students. Children with head lice are excluded from school until all lice and nearly all nits (eggs) are removed.

When two (2) cases of head lice is found in the same classroom, or comes to the attention of school staff, a notice is sent to the parents of classmates alerting them to the possible exposure. If you receive one of these notices, please check your child for head lice. If at any time you find your child has head lice, please notify school office so that other parents can be alerted to check their children. Once identified take immediate action to eradicate the lice. The parent must bring the student to the Health Office to be checked for school re-entry. No child should be out of school for more than three days for head lice infestation. Most can return the next day.

Infestation with head lice can happen to anyone at any time. There should be no shame involved in getting head lice. The problem arises when lice are not dealt with immediately and completely.

Please call the Health Office if you need information on head lice, how to check for them, and what to do if they are found. Your pharmacist can advise you about various products available to assist you. Treatment requiring prescriptions are rarely necessary. The best results are obtained through prevention (not sharing objects that touch the head) and early identification and treatment.

**EMERGENCY CARD.** In the event of an emergency or illness at school, it is essential that we are able to reach you quickly. The school must have a current emergency card for each student. Please notify the office staff of any changes in address, home, work and emergency telephone numbers. This information is kept confidential.

**PLEASE KEEP YOUR EMERGENCY CARD  
UP TO DATE.**

**MEDICATION AT SCHOOL.** If your child needs to take any medication at school, please observe the following procedures:

1. Bring the medication in the **original container** to the office with the signed permission slip by the physician and parent and specific instructions for dispensing.
2. If a child is to take medication on a continuing basis, the physician must complete a medication form (available in the office). This form needs to be renewed annually.
3. All medication is kept in the school office and is dispensed by school personnel.
4. Children must not carry **any** medication on their person **unless** the parents and physician have signed the **Permission for Student to carry Medication** form.

These rules apply to **ALL** medication - aspirin, vitamins, cough drops, nose drops, etc.

**IMMUNIZATIONS.** Certain immunizations are required by law before a child can attend school. The health office will notify you if your child's immunizations are incomplete.

## STUDENT GUIDELINES

Our goals in discipline are to: establish safe, comfortable and productive classroom and school environments; enable and encourage students to develop responsibility, good self-concepts, independence and self-reliance. We use the District's curriculum of Character Counts to help teach and reinforce these principles throughout the year.

Character Counts is a character education program approved by the Board of Trustees for use in Kindergarten through Grade 6. This program is part of a broader community effort to provide character education to children. Research studies have shown that the program effectively increases the level of positive behaviors among elementary school students. Character Counts teaches six core values: **Respect, Trustworthiness, Responsibility, Fairness, Caring, and Citizenship.**

These concepts will be discussed to help students understand the relationship of good character to constructive behavior and academic achievement in school. Teachers teach these core values as they explain classroom rules and procedures at the beginning of the school year. In addition, teachers will reinforce one of the core values during each of the first sixth months of the school year. School and classroom newsletters will keep parents informed of the core value being taught each month as well as grade level presentations during morning flagpole assemblies.

Our schools implement the Character Counts program in the belief that the future well being of our nation requires involved and caring citizens. In order to achieve this goal, young people benefit from explicit instruction in core ethical values. We see our efforts as part of a shared responsibility among families, communities, and schools to give young people a common understanding of the fundamental pillars of good character development. If you should have questions about the Character Counts program, please contact the school office.

School personnel makes every effort to discipline in a positive, consistent manner, and to use natural and logical consequences for students' behavior. Students with chronic or serious misbehavior will be referred to the principal. Specific standards and rules are explained to all students at the beginning of the school year. In addition, each classroom teacher explains his/her particular rules and expectations to the students.

Consequences of misbehavior include:

- Warning: name on the board, verbal comment, etc.
- Removal from activity or classroom
- Loss of appropriate privileges
- Referral to principal
- Telephone call to parents
- Suspension or expulsion from school for serious infractions

Parents are involved in the discipline process when it is necessary by means of a phone call, a note, or a discipline referral from the principal. If a discipline referral is sent home, please return the white slip signed the following school day. The pink copy is for parents to keep. These half sheet discipline notices are not place in student cumulative files.

**PLEASE REVIEW THE FOLLOWING**  
**KELLOGG SCHOOL RULES WITH YOUR CHILD**

**GENERAL RULES:**

1. Practice the **Golden Rule** - Treat others as you wish to be treated. Be polite, cooperative, responsible and attend seriously to your schoolwork.
2. Be respectful, courteous and tolerant of others; no teasing or rudeness. **Harassment of any type is against school board policy and is not allowed.** Students who harass other students will be disciplined, up to and including counseling, suspension, and/ or expulsion.
3. Follow the directions of all school personnel and volunteer adults, promptly and politely.
4. Keep our school safe, neat and clean. Practice conservation by using supplies wisely and protecting equipment, plants and trees.
5. Use appropriate language for school; do not use profanity.
6. Respect the property of other students and the school. All backpacks are personal property and only touched by their owners.

7. Be sure your actions are safe. Keep hands, feet and other objects to yourself. Refrain from fighting or other actions meant to hurt others. Fighting will result in a parent conference and possible suspension.
8. Walk in the halls and patios. Play away from buildings, patios and halls. Use the bathrooms correctly.
9. Be on time to class each morning, and after recess and lunch. Stop playing when the bell rings and line up.
10. Get permission to leave campus from the office.
11. Leave your personal valuables at home. Portable electronics are not allowed at school unless the classroom teacher gives special permission. **No electronic games are allowed at school. Cellphones may not be seen or heard at school—they must stay in backpacks on the school campus.** If any electronic is used at school, it will be taken to the office and kept until a parent picks it up.
12. Gum chewing is not permitted at school.
13. Bicycles, scooters, and roller blades may be ridden on the playground after 4:00 p.m. but never in the hallways or on benches, tables or planters.
14. Skateboards are not allowed to be ridden on campus at any time.
15. Toys and trading of cards are not allowed at school.
16. No dogs on campus at any time except when arranged with classroom teachers for special presentations. Dogs may not be left unattended or let off leash at any time.
17. Pocketknives, bebe guns, or toys resembling real weapons should never be brought to school. If you see an inappropriate, or dangerous object at school, please notify an adult immediately.
18. **Bully Behavior will not be tolerated.** The act of bullying, either by an individual or a group of students will result in disciplinary action including counseling and/or suspension. This includes the misuse of technology including, but not limited to, teasing, intimidating, defaming, threatening, or terrorizing students by sending or

posting e-mail messages, text messages, digital picture or images. Please contact the principal or your teacher if you feel that you are a victim of bullying or harassment.

### **DRESS CODE:**

19. Hats and head scarves may not be worn in the classrooms unless for religious reasons.
20. All shoes worn to school should be appropriate for physical education class. Sandals are dangerous for running and should not be worn. Flip flops or shoes with pop down wheels are prohibited.
21. Appropriate and non-disruptive attire must be worn to school. Wordings and graphics need to be non-offensive. Pants must show no undergarments. Midriffs must be covered when arms are overhead. Spaghetti strap tops are not allowed. (Straps should be a minimum of 2 fingers in width). Make-up may not be worn at school.

**USE COMMON SENSE AND BE SAFE.  
IF NO RULE APPLIES, MAKE WISE CHOICES.**

### **PLAYGROUND RULES:**

1. Use the asphalt playground and the big field at recess and noon. Stay out of the patios and halls. Teachers will assign snack areas.
2. DO NOT PLAY IN THE BATHROOMS. HELP KEEP THEM CLEAN.
3. Use the playground equipment as it is meant to be used. Ball games and running are not permitted around the Big Toy and swings.
4. Twenty-five swings (front/back count as one) is a turn on the swings. No countbacks.
5. Play games that are safe and show concern for others. Rough play such as wrestling, tackling, pushing, piling on, etc., is not permitted.



6. Walk around games in progress.
7. No fronts, backs, or holding places in line. If you leave, you lose your place.
8. Play games by the rules. Play fair and be a good sport. If there are many ways to play a game, agree on the rules before the game starts. The first person in line is the judge and, if he/she does not see a play, it is taken over.
9. Allow everyone to play a game. There are no closed games.
10. Once a game starts, it cannot be stopped unless the bell rings or everyone agrees.
11. Return all balls to the ball box.
12. Sitting on top of any section of the obstacle course is prohibited.
13. Respect homes that border our playground. Do not climb over the fences to get balls for any reason. Tell a yard supervisor and balls will be returned later.
14. Solve as many problems as you can by yourself. If someone is bothering you, tell them quietly and directly that you would like them to stop. Inform an adult when behavior does not stop.

#### **LUNCH RULES:**

1. The good manners you use at home are the same manners you should use at school.
2. Walk to and from lunch.
3. Be respectful and courteous, and follow the directions of the noon supervisors and cafeteria supervisors.
4. Quiet conversation is enjoyable during lunch; shouting is not acceptable.
5. Pick up your papers and trash.
6. Empty trays into the trash can and stack trays neatly in the kitchen window.
7. If you forget to sign up for lunch, you will get a lunch after all others have been served.

## **BICYCLE/SCOOTER RULES:**

1. Enter and leave the bike racks only by the driveway nearest the racks. For safety reasons, please remember to walk your bike/scooter along the side of the driveway. Scooters are to be folded and carried to the racks.
2. Lock your bike or scooter in the racks.
3. Enter bike rack area only to drop off or pick up bicycles or scooters.
4. Bikes/scooters may be ridden on the playground after 4:00 p.m., but **NEVER** in the halls or patios.
5. You must wear a helmet to ride your bike or scooter to school.
6. You must walk all bikes and scooters across the streets inside the crosswalks.

## **CONSEQUENCES**

Students who choose not to follow school rules will be disciplined. This might include benching, community service, loss of a school activity or recess, notes home, and/or a call to parents. In the case a behavior note is sent home, parents are expected to return the white copy signed and keep the yellow copy. There will be suspension from school for a serious infraction.

Inappropriate materials at school will be confiscated and parents may pick them up from the principal.

**PLEASE BE SURE THAT YOUR CHILD  
KNOWS AND UNDERSTANDS THESE RULES**

## **HOME-SCHOOL COMMUNICATIONS**

**VISITS.** Board policy states that all visitations/observations for parents/legal guardians of students enrolled in the school must be arranged in advance through the school office and may be up to forty-five (45) minutes per visit, not to exceed two (2) visits per month. Other visitors to a classroom may visit for no more than one (1) hour per month, per visitor, with prior approval from the site. Principal and her designee will make the decision to accompany visitor. Visitors related to a Special Education referral or private assessment must be accompanied by the Assistant Superintendent of Pupil

Services, or designee. (AR 6116) Please check-in at the office before visiting a classroom or the playground. For the safety of our students, we need to know the identity of all adults on campus. All visitors must register in the office and wear a badge while on campus.

**CONFERENCES.** A conference with your child's teacher will be scheduled prior to Thanksgiving Recess, when the first report cards are due. Additionally, you or the teacher **may** schedule a conference in March prior to the spring report card, or at any time the need arises. If, at any time, you wish to schedule a conference with your child's teacher, please send a note to him/her, email, or call the school office to request an appointment. The entire staff is available for phone, e-mail or personal conferences. Communication can also be made through notes.

**PARENT CONCERNS.** If you have a concern about your child's teacher or with the classroom program, arrange for a conference with the teacher. If the problem cannot be resolved, a conference with the principal can be arranged. Contact the principal with all other school concerns.

**REPORT CARDS.** Report cards are issued three times a year - November, March and June.

**ADDRESS VERIFICATION.** The District requires address verification on an annual basis each May and upon enrollment. If updated information is not received, a student's name will not be listed on class lists during the posting of class lists prior to the start of the school year.

**FRIDAY FOLDERS.** Weekly you will receive a folder that contains your child's work, notes from the teacher and other school communications. Please review the contents, empty and sign the folder, and return it to school the following day. Replacement folders are \$ .50.

**NEWSLETTER.** In order to keep you informed and involved, a school newsletter is distributed electronically on the last Friday of each month except December. It includes a monthly calendar of school events. Hard copies may be requested, otherwise parents will receive a pdf through ParentSquare or the website.

**\*PARENTSQUARE.** All GUSD parents are now automatically signed onto ParentSquare, an online, communication tool. ParentSquare allows for staff and PTA to seek volunteers for upcoming projects, activities, and field trips as well as inform the Kellogg community

of upcoming school-wide events through weekly Principal blogs and PTA/staff reminders. Parents can choose to receive emails or text messages and \* can select a once a day "digest" notification in the settings. The use of ParentSquare has significantly reduced the use of paper across the year, affecting site budget costs. A new feature will now allow automated messages from both the school and the district to be sent directly to families.

**READER BOARDS.** Dates and times of upcoming school events are posted on the Reader Boards on the front of the Multipurpose Room and the school.

**HOMEWORK GUIDELINES.** The teachers at the various grade levels will share homework expectations at Back to School Night.

## PARENT INVOLVEMENT

**CLASSROOM VOLUNTEERS.** Parents are strongly encouraged to take an active role at Kellogg. In many of our classrooms, parents may work directly with students and help prepare materials for instruction. All volunteers must register in the office each time they are on campus and wear a badge and complete a volunteer form the first time they volunteer at school. Volunteer forms should be given to the teacher.

**PARENT TEACHER ASSOCIATION.** Kellogg PTA coordinates parent-school activities, volunteer programs, and fund-raising and financial support for school projects. It provides a means for parents to be involved in the school's programs and to enhance the students' education. All Kellogg parents and neighborhood grandparents are invited to attend PTA association meetings that will be held Wednesday evenings at 7:00PM. The newsletter and ParentSquare will announce all of the association meeting dates. Please join the Kellogg PTA in the fall and consider volunteering to be a coordinator, class parent, or executive board member. Help keep Kellogg's high quality education opportunities in place for all of our children by donating your time, energy, services, or resources.

**SCHOOL SITE COUNCIL.** The School Site Council (consisting of elected parents, staff members, a PTA and DAC representative, and the Principal) reviews the Single Plan for Student Achievement (SPSA) and adheres to the District Strategic Plan and Local Control Accountability Program (LCAP). The Council may advise the faculty and principal on other matters. Meetings are open to the public and are held the second or third Thursday of each month from 11:50-12:45 in the Library.

## STUDENT SAFETY

### PARKING LOT:

#### Morning Drop Off

Please pull forward when entering the lot along the curb towards the end of the parking lot. Have your child exit the car. There is no need for cars to double park as children walking between cars are at risk. \*Please do not park in the drop off area or in staff parking spots. Kellogg has a parking lot attendant to help keep our families safe. Please be respectful in our joint effort to keep our parking lot safe. Kindergarten parents wishing to walk their child to class should park in a visitor parking spot, along the street or across the street. Cars should not be left unattended alongside our parking lot curb for any reason.

#### Afternoon Pick Up

Again pull forward when entering the parking lot. If your child is not waiting for you, park in the lot or circle again. Except on rainy days, your child will be waiting in the kindergarten playground where there is supervision. Children may not wait in front of the school.

#### \*Auction Parking Spot

Each year the PTA has an auction for one parking spot for an interested parent. This spot is marked by the three signs along the fence. Please respect this spot and do not occupy it. Thank you!

### RELEASE OF STUDENTS TO PERSONS OTHER THAN PARENTS/GUARDIANS.

Students will be released only to a parent or guardian, and to those whose names appear on the emergency card, unless there is a note signed by the parent/guardian stating otherwise. In cases where child custody has been given to one parent, a copy of the custody order must be on file in the office.

**PLAYGROUND SUPERVISION.** The playground is supervised from 7:45-8:15 a.m., and from 2:50-3:25 p.m. every school day except Thursday and early release days. On Thursdays, afternoon supervision is from 1:55-2:30. Please do not send or drop-off your child(ren) to school prior to 7:45 a.m. unless your child is eating breakfast starting at 7:30 in the MPR. Children must be picked up by 3:25 (Thursday 2:30). They may not wait unsupervised past these times.

**CLOSED CAMPUS.** Kellogg remains a closed campus during the instructional day. The back gate along Arundel and the gate along Cambridge Drive are locked at 8:45 and remain locked prior to the 2:50 and Thursday 1:55 dismissal times. All visitors are required to sign in at the office and obtain a visitor's badge and sign out when leaving campus.

**FIELD TRIPS.** Parents are asked to sign the Field Trip permission section on the emergency card each year. Teachers will advise parents of all field trips. Poor student behavior can lead to a student being left at the school and not allowed to participate.

**COMMUNITY USE OF THE PLAYGROUND.** The community uses our playground after school and on weekends. Broken glass and other dangerous debris are hazardous to our students. Please report any vandalism. The kindergarten playground is available for use after 4:00 daily. It may not be used while any students are still in session. Younger siblings may not play on the playground before, during or after school until 4:00 pm.

**DISASTER PLAN.** Our primary concern during a disaster is the safety of the students. Students participate in fire, lockdown and earthquake drills. The children are taught the proper procedures for taking cover, orderly evacuation of the building and other safety precautions.

Kellogg has an emergency plan that is revised and reviewed with the staff each year. It covers such contingencies as bomb threats, earthquakes, lockdowns or other disasters.

Kellogg students will remain at school in times of emergency. Emergency food and water are stored on site. We would relocate the children to a safer facility only if the school itself becomes hazardous.

In the event of a disaster, Kellogg will maintain battery operated radio contact with the GUSD office. The District office will in turn notify local media with information regarding school closure, relocation of students or other relevant information. Parents should get their news from these sources, rather than calling the school or District offices, since telephone lines should be kept clear during any emergency.

**IN THE EVENT OF AN EMERGENCY OR DISASTER:**

1. Students will be kept at school until picked up by a parent or person/s authorized on the emergency card.

2. Parents will pick up students at "Parent Reunification" at the far driveway next to the bike racks.
3. Identification should be brought by whoever is authorized to pick up a child.

Families should discuss their own plans for dealing with emergencies occurring during school hours or at any time.

## ADDITIONAL INFORMATION

**ACCESS TO STUDENT RECORDS.** Cumulative records are kept for all students throughout their public school career (grades K-12). The record includes:

- parent's name and address
- enrollment form(s)
- health records
- report cards
- standardized test results
- chronology of classes and school annual pictures
- special services file (where applicable)
- court orders (where applicable)
- access log

Only designated persons (staff) and governmental agencies have access to these cumulative records. Parents have the right to review their child's records. The principal will help in interpreting the contents. These records are organized by class and kept in a securely locked location.

**\*CHILD CARE AND ENRICHMENT.** \*Kellogg currently offers a fee-based, district after school program on site, on a first-come, first serve basis. A list of available after school enrichment classes is published as a service by the PTA and school in the fall, winter, and spring months. Both the school and PTA provide this information to parents as a service and are not held liable to these outside vendors. Since board policy prevents these vendors from sending home registration information in the Friday Folder, parents must contact vendors directly to register and provide payment for services. Watch your Friday Folder and \*ParentSquare for Kellogg's After School Enrichment opportunities.

Daily childcare is also provided by outside agencies such as *Girls' and Boys' Clubs, Girls' Inc., Rainbow School, Salvation Army, Mt. View Montessori and UCSB* to name a few.

**LOST AND FOUND.** The lost and found rack is located on the hangers under the windows of the MPR. Unclaimed items are put on display two days before winter and spring recesses, and during the last week of school. Unclaimed clothing is given to a charitable cause. Putting your child's name on their clothing and backpacks helps insure their return.

**INVITATIONS.** Please do not send party invitations to school unless there is one for every child in the class. A school directory may be provided in the fall for this purpose if a parent volunteer is willing to organize this effort.

**\*BIRTHDAY TREATS.** **The District Wellness Policy limits classes to one celebration per month and lists healthy snack suggestions.** Please check with the classroom teacher before bringing any treats to school. **The GUSD Wellness Policy states:**

"Celebrations that involve food during the school day are limited to no more than one celebration per class per month. No cake/cupcakes/donuts, candy or highly processed foods will be allowed to be provided by parents for classroom celebrations."

**No candy or soda is ever allowed during school hours.** The principal has a notebook full of ideas that are not food-related that is available for parents and students. A list of healthy snacks is listed on the district website as well.

**SCHOOL PICTURES.** A commercial photographer takes individual student photos in the fall. Specific date, and information regarding package contents and price will be sent home in the Friday Folder. This is a commercial enterprise and not the responsibility of the school.

**RAINY DAY PLANS.** Rainy days result in general confusion at dismissal time. We hope you can help us by planning ahead with your child. Please tell your child exactly what to do when (s)he gets out of school on a rainy day (e.g., walk home, wait for Mom or Dad in front of school, etc.) **In your list of alternatives, please do not include using the school telephone to call home.** Remind your child to be especially careful in the parking lot and at crosswalks on rainy days because of increased traffic.

**\*KELLOGG SCHOOL EVENTS.** The following school-wide events happen each year and are either school or PTA-sponsored events. Information will be sent home in the Friday Folder and ParentSquare notifying families of specific dates and times. Teachers will choose which field trips they will schedule and whether or not if they will have any type of play performance and notify parents ahead of time.

**September: Back to School Night, Back to School Picnic / Book Fair (PTA)**



**October:** Family Science Night, Halloween Parade

**November:** Parent-Teacher Conferences

**December:** 6<sup>th</sup> Grade Scarf Sales

**January:** Author-Go-Around (Gr. 5 selected students);

**February:** 3<sup>rd</sup> Grade CoGAT Testing; Battle of the Books (Gr. 4-6 selected students)

**March:** Jog-A-Thon (PTA); Grade 3-5 Winter Sing Performance

**April:** Open House/PTA Book Fair; Grade 3-6 State Testing; 6<sup>th</sup> Grade AstroCamp; 6<sup>th</sup> Grade CogAT Testing

**May:** TK-2 Spring Sing Performance; Carnival (PTA); Staff vs. 6<sup>th</sup> grade softball game; 6<sup>th</sup> grade dance; Math SuperBowl Competition (Gr. 4-6 teams of 4 students)

**June:** 6<sup>th</sup> Grade Promotion (last Tuesday evening); 5<sup>th</sup> Grade Beach Day; 6<sup>th</sup> Grade Beach Day

## **SPECIAL PROGRAMS AND SERVICES**

The following specialists are assigned to Kellogg on a part-time basis:

**LEARNING CENTER:** Conducts reading screening for K-6 students and provides small group instruction to students needing extra assistance in math and reading.

**NURSE.** Performs health assessments, vision and hearing screening, health instruction, first aid and counseling for health problems. Assists teachers with nutrition and health instruction when needed.

**ENGLISH LANGUAGE DEVELOPMENT CERTIFICATED TUTOR.** Provides specialized instruction to English Language Learners.

**PSYCHOLOGIST.** Conducts psychological testing, counsels students, and consults with the staff and parents.

**RESOURCE SPECIALIST.** Provides instruction for students that have Individualized Education Plans (IEPs) to meet their special needs. Leads the Child Study Team.

**SPEECH AND LANGUAGE SPECIALIST.** Provides instruction to correct speech and language difficulties as identified as part of an IEP or intervention plan.

**LIBRARY MEDIA SPECIALIST.** Has the library open daily. Classes visit the library every week. Book donations are encouraged for birthdays and will be recognized in the monthly newsletter.

**CERTIFICATED AND CONSULTING EMPLOYEES.** Use of district, state and federal funds, as well as PTA funds provide support to the science, computer, PE, art, English Language Development (ELD) and music programs at Kellogg School.

## **A Guide for Parents with Questions or Concerns**

### **Your Child's Progress**

Please address questions or concerns regarding your child's progress to your child's teacher. Please schedule a conference at a mutually convenient time so that the conversation may be productive.

If you are not satisfied with the results of the conference, or believe that your concern is not being addressed adequately, you may wish to schedule a conference with your school's principal.

### **Curriculum and Instruction**

Please address questions or concerns about the curriculum or instructional program in your child's classroom to your child's teacher. Again, please schedule a conference.

If you are not satisfied with the results of the conference, or if the concern centers around the school's curriculum, you may wish to schedule a conference with your child's principal.

If you are not satisfied with the results of the conference with the principal, or if the concern is about the district curriculum, you may wish to schedule a conference with Dr. Bridget Braney, Assistant Superintendent, Instructional Services (681-1200-ext 203).

### **Instructional and Library Materials**

Please address questions or concerns about the library and instructional materials to your school's principal or to Dr. Bridget Braney, Assistant Superintendent, Instructional Services (681-1200-ext 203).

### **Harassment, Discrimination, Employee Conduct**

Please address questions or concerns about harassment, discrimination, or employee conduct to your school's principal or to Donna Madrigal, Assistant Superintendent, Administrative Services (681-1200, ext. 215)

### **Special Education**

Please address questions or concerns about special education to your child's principal or to Dr. Margaret Saleh, Assistant Superintendent, Pupil Services (681-1200, ext. 220).

### **Facilities, Safety, Transportation**

Please address questions or concerns regarding school facilities, safety or transportation to your school's principal or to Robert Matheny, Director of Facilities (681-1231, ext. 230).

Specific further procedures regarding informal and formal complaints about student matters, instructional matters and materials, school personnel, or special education are contained in the following Board Policies.

Further information is available on the district website [www.goleta.k12.ca.us](http://www.goleta.k12.ca.us).

- 6300 - Complaint Procedures
- 3910 - Harassment
- 5100 - General Tenets of Instruction
- 5500 - Resources for Classrooms and Libraries
- 6250 - Parent/Guardian Involvement
- 2550 - School Wellness

