

Parent Handbook 2018-2019

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PRINCIPAL'S MESSAGE

Welcome to the 2018-2019 school year! The Kellogg staff and I welcome you and your child(ren) to our new 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 kbruzzese@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. Additional information can also be found at the district's website at www.goleta.k12.ca.us. Here you can find links to the school calendars, lunch menus, and community events.

[ParentSquare.com](https://www.ParentSquare.com), an online school exclusive, communication tool will have the most current dates and updates. Weekly principal blogs, electronic newsletters, as well as a school calendar, classroom and PTA updates are available. Because the site is password protected, student pictures are posted here. Please refrain from posting pictures of other children on social media accounts. Thank you for your support and welcome to our 2018-2019 school year!

Sincerely,
Kim Bruzzese, Principal

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 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.-8:13 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-3

10:00 a.m. - 10:20 a.m.

Grade 4-6

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.

* See new Recess Before Lunch (RBL) schedule on page 9.

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. 9, 13-16)

Spring - 1:10 p.m. (4 days - March 12-15)

*Early Release Days:

Friday, October 19 - 12:00 Dismissal

Friday, January 25 - 12:00 Dismissal

Last Day of School

TK / Kindergarten: June 6, 11:15 a.m.

Gr. 1-6: June 6, 11:40 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, you will receive a ParentSquare message requesting your response 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.

* Per State truancy laws, 3 unexcused tardies /absences trigger the first Truancy letter that is placed in your child's cumulative file. Three (3) additional unexcused tardies/absences will result in a second letter and a required meeting with the principal. If the situation is still unresolved and 3 additional unexcused tardies/absences are accumulated, a meeting with the Deputy Superintendent of Pupil Services and a School Attendance Review Board (SARB) Deputy will be required. (This information is new to the handbook, but not to District policy.)

***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 only if the absence is 5 or more consecutive days. ISAs with principal approval may not exceed two weeks. *ISA must be requested by the parent from the school's office **at least one week in advance of the trip**. The teacher makes specific assignments to be completed during the student's absence from school. These assignments must be completed and given to the teacher on the day of return to receive credit. Incomplete agreements may result in unexcused absences.

If the trip is for a single day or less than five days, an ISA is not accepted by the State as an excused absence. 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. Parents must come to the office to sign their 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 8:10 a.m. Children's meals cost ***\$2.00** while adults are ***\$2.50**. 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 ***\$3.50** for students and **\$4.00** for adults. Milk may be purchased separately for ***\$.50**. Free and reduced price lunches are available to those who qualify. Applications **may be completed online or 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. 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 ***\$4.00**. 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.

***RECESS BEFORE LUNCH (RBL).** Beginning the fall of 2017, Kellogg implemented the "Recess Before Lunch" (RBL) practice. Students in grade 1-6 attend recess and play before eating lunch. Research has shown that students eat more of their lunch creating less food waste and return to class much calmer when they have their recess time prior to mealtime. As a staff we saw the impact it has on student learning and healthy eating habits. Students have the opportunity to attend an earlier lunch time if hungry. RBL schedules are modified accommodate for rain or unhealthy air quality. Yard supervisors on the big playground are equipped with "green" hand sanitizer for those students who don't wish to wash their hands in the bathroom before eating. TK/Kindergarten and new students will be assigned a 4-5 digit number to memorize and input when ordering a school lunch. Teachers assist students with memorizing this one-time number for all students.

RBL Schedule:

Grade Level:				
*TK/K	11:45-12:05	Eat Lunch	12:05-12:30	Play
1st Grade	11:30-11:50	Play	11:50-12:15	Eat Lunch
2nd Grade	11:30-11:55	Play	11:55-12:15	Eat Lunch
3rd Grade	11:45-12:10	Play	12:10-12:30	Eat Lunch
4th, 5th & 6th Grade	12:00-12:25	Play	12:25-12:45	Eat Lunch

*TK/K grade level has a traditional lunch schedule.

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 only. 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. The teachers and I put a considerable amount of time and effort discussing class placements. Using

our professional judgment and years of experience, we are tasked with building balanced and equitable learning groups in which all students can thrive. When building these learning groups, teachers will use academic ability, academic achievement, social, and emotional factors to gauge student placement. I have confidence in ALL of my teachers here at Kellogg, and know that regardless of class placement, your child will have a wonderful learning experience here at Kellogg School.

***CLASSROOM REQUESTS.** Requests for specific teachers will not be accepted. In the rare case a parent of a student in grades 1-6 feels their child cannot be successful in a specific learning environment, they may make a written request to the principal. Parents must use the "Request Form" obtained from the office with concerns of their child's placement related to their learning and development. **Emails will not be accepted.** These preferences will be considered along with the above placement criteria. However, parents should be aware that such requests may not necessarily be granted. Any such requests must be received by the third Friday in May. No requests are permitted for kindergarten.

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) In all cases, visitors are required to sign in and receive a visitor badge and sign out of the office upon leaving. ***Prospective students are not allowed to accompany parents during these visits or observations.**

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 across Goleta Union School District, is used to identify students who are intellectually gifted by scoring in the 97%ile. **Parents will be notified ahead of time of opt-out options and test dates.**

TESTING PROGRAM

***ACHIEVEMENT TESTS.** Students in grades 3-6 take the Smarter Balanced Assessment (SBAC) as part of the California Assessment of Student Performance and Progress (CAASPP) Program in spring of each year. This test is designed to assess students' progress in reading language arts, mathematics, and science (5th grade) as well as to measure their abilities against State Standards. Parents will receive test results over summer. Testing dates will be posted on ParentSquare and in the newsletter once available. A 5th grade Physical Fitness Test is also administered to each 5th grade student across the state.

***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 in grades 4-6 will also have the opportunity to take the test.

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. Beginning in the 2017-18 school year, GUSD implemented the Second Step: Skills for Social and Academic Success Program in our TK through grade 6 classrooms. We will continue to recognize students for "Bravo Bulldog" awards at our bi-monthly flagpole assemblies to help teach and reinforce the following principles: Curiosity and Perseverance, Growth Mindset, Lifelong Learning, Learning From Mistakes, Logical, Critical and Creative Thinkers, Effective Problem Solver and Decisions Makers, and Responsible, Committed, Motivated and Confident Learners.

Kellogg staff members will teach and reinforce these values as they explain classroom rules and procedures at the beginning of the school year. In addition, teachers will reinforce 12 school-wide practices and expectations during the first weeks of school. School and classroom newsletters will keep parents informed of these core principles and practices.

We will continue to support the social-emotional growth of students 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 social-emotional instruction. We see our efforts as part of a shared responsibility among families, communities, and schools to give young people a common understanding of good character development.

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

***DISCIPLINE NOTICES:** 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 placed in student cumulative files.

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

***DIGITAL CITIZENSHIP.** With the added number of digital devices in GUSD classrooms, Kellogg staff members are committed to teaching students safe use of information technology resources and devices. At the beginning of the school year and throughout as needed, staff members will review expectations for device usage and appropriate communication with others. Students will be expected to respect and protect the privacy of others and be taught to communicate only in ways that are kind and respectful. Cyberbullying or misuse of technology can result in disciplinary action, including the loss of student's privileges to use the school's information technology resources. ***Students in grades 4-6 attend a Harassment/Bullying Assembly the beginning of school to review important district policies and discipline practices affecting these upper grades.**

If you suspect your child is being cyberbullied or misusing the google account or device, please contact the principal. Parents should read and review the Pupil Electronic Resources Acceptable Use Agreement sent home at the beginning of each school year.

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, including games on smart phones. Cellphones may not be seen or heard at school—they must stay in backpacks while on the school campus.** *If any personal electronic device is used at school during school hours, 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 rollerblades 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. Dogs are not allowed on campus at any time except when arranged with classroom teachers for special presentations. GUSD works closely with the Santa Barbara County Animal Services to monitor the safety of our students and school site.
17. Pocket knives, 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. Bully/harassment forms to be completed by students are available in the office or can be provided by grade 3-6 classroom teachers. If incidents are not reported to the teacher or to the office, inappropriate behavior cannot be addressed.

DRESS CODE:

19. Hats and head scarves may not be worn in the classrooms unless for religious or cultural 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. Soccer cleats are not allowed to be worn to school.
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 can include benching, community service, loss of a school activity/recess, note home, and/or a call to parents. In the case a disciplinary note is sent home, parents are expected to return the white copy signed the following school day and may keep the yellow copy. Following a serious infraction, a suspension from school may be given in which parents are expected to attend a meeting to further discuss the incident. In the case inappropriate materials are brought on campus, items will be confiscated and parents will retrieve them from the principal.

***PAW PALS:** In the 2017-2018 school year, 12 interested 5th and 6th grade students were selected to attend special conflict resolution training to provide peer mediation to their peers at upper grade recesses. Students are expected to treat these students respectfully. Paw Pals are directed to send serious or physical complaints to supervisors.

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 by **the district deadline**, a student's name will not be listed on class lists during the posting of classes 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 **monthly, joint school/PTA newsletter** is distributed electronically. **Due to shortened months December and January and May and June are combined.** It includes a monthly calendar of school events. Hard copies may be requested, otherwise parents will receive a pdf through ParentSquare. **The newsletter is formatted, edited and run off by PTA parent volunteers.**

***PARENTSQUARE.** All GUSD parents are now automatically signed on to 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. **The principal**

provides a weekly update Friday evening with upcoming events, pictures, and reminders.

***READER BOARDS.** Dates and times of upcoming school events are posted on the electronic screen in front of the Multipurpose Room and the reader board in front of 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, wear a volunteer badge and complete a volunteer form the first time they volunteer at school. Volunteer forms should be given to the office upon completion.

***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 our students' education. All Kellogg parents are invited to attend PTA association meetings that will be held on 4, Tuesday 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. By signing up to join the PTA, you are not committed to attending meetings or volunteering. 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. Nomination forms are distributed both in late spring and early fall to fill vacant positions.

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. 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 **unsupervised.**

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 2:50-3:20 p.m. every school day except Thursday and early release days. On Thursdays, afternoon supervision is from 1:55-2:25. 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 3:20 (Thursday 2:25). 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. Please report any vandalism, broken glass and other dangerous debris that could be hazardous to our students. 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 who are not Kellogg students 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 regular emergency 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 annual school 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 **the week prior to** 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 **PTA** 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. **Several of our students have food allergies or dietary limitations.**

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. 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 **a guardian**, ~~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.

August: Bulldog Return - 2:00-3:00 the day before school starts. Helmet distribution, PTA membership, yearbook and spiritware sales.

<p>September: GEF Fun Run Back to School Night Band Information Night (3-6) Safety Bike and Pedestrian Assemblies/Rodeos Back to School Picnic/Book Fair ELAC (English Learner Advisory Committee) Meeting Axxess Fundraiser</p>	<p>October: Family Science Night Halloween Parade</p>	<p>November: Parent-Teacher Conferences / 6th grade movies (12:00 dismissal)</p>
<p>December: 6th Grade Scarf Sales School-wide Recital *6th grade holiday boutique (TBD)</p>	<p>January: Author-Go-Around (Gr. 5) School-wide Recital</p>	<p>February: CogAT Testing (3rd grade) Read-A-Thon Kellogg and County Spelling Bee ELPAC Testing (Gr. 3-6) School-wide Recital</p>

<p>March: Jog-A-Thon Parent-Teacher Conferences (1:10 Dismissal) Spring Break</p>	<p>April: AstroCamp (6th Grade) Winter Sing (Gr. 3-5) CAASPP Testing (Gr. 3-6) ELPAC Testing (Gr. 1 & 2) GUSD Track Meet (Gr. 3-6)</p>	<p>May: TK-5 Spring Sing Carnival School-wide Awards Ceremony Math SuperBowl Competition (Gr. 4-6 teams) 6th Grade Dance Final Marathon Mile (Gr. 4-6)</p>
<p>June: 6th Grade vs. Staff Kickball game 5th Grade Beach Day 6th Grade Promotion 6th Grade Beach Day School-wide Sports Day</p>	<p>* Additional Grade Level Field Trip and Special Events Information TBD</p>	

SPECIAL PROGRAMS AND SERVICES

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

LEARNING CENTER: Mary Post, along with other support staff, provides small group instruction to students needing extra assistance in math and reading.

***NURSE.** Joyce Rara 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. Office Assistant, Maria Perez provides daily health support as needed.

ENGLISH LANGUAGE DEVELOPMENT CERTIFICATED TUTOR. Provides specialized instruction to English Language Learners. With the Wonders curriculum, teachers will be providing ELD instruction with the exception of upper

grade students who will be instructed by certificated tutors, Lauren Baker, Danny Fitzgibbons, Sandy Hawtrey and Nicole Tedeschi.

*** PSYCHOLOGIST.** Misty Brewer conducts psychological testing, counsels students, and consults with the staff and parents.

RESOURCE SPECIALIST. Kate Flanagan provides instruction for students that have Individualized Education Plans (IEPs) to meet their specialized academic needs. Leads the Student Study Team.

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

LIBRARY MEDIA SPECIALIST. Rhonda Redkey 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), music and band/strings 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 **Mrs. Mary Kahn**, 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 **Mrs. Mary Kahn**, 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 David Simmons, 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.

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